

Policy Title:	Museum Collections Management Policy	Policy Number:	761-01
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1. Purpose:

- 1.1. To provide standards and guidelines for the Collections Management at the Museum.

2. Objective:

- 2.1. To comply with professional standards and ethical guidelines as dictated by the Canadian Museums Association, the Museums Association of Saskatchewan and the Alberta Museums Association.
- 2.2. To fulfill public trust responsibilities through collecting, documenting, preserving, and exhibiting the Collection.

3. Definitions:

Accession	The formal process of legally accepting and recording an object into the Museum's permanent collection.
Accession Register	A sequential record that lists every object in the Museum's collections. Entries are made in chronological order as they are accepted by the Museum.
Administration	An employee, contract employee, or volunteer of the City of Lloydminster.
Archives Collection	Historical documents, images, photographs, and audio/visual recordings.
Artifact	An object of cultural and historical significance that is part of the Museum's Heritage Collection. This definition applies once an object has been formally accessioned into the heritage collection.
City	The corporation of the City of Lloydminster.
Collection	Includes the Heritage Collection holdings preserved for long-term stewardship and research, Programming Collections used in education and hands-on activities to support public engagement. Both Collections are used for Exhibitions and interpretation.
Collections Coordinator	A member of Administration responsible for the coordination of the Heritage Collection.

Collections Management	The acquisition, storage, preservation, and Deaccession of a museum's Collection.
Cultural Objects	Items of cultural, spiritual, or historical significance, especially to Indigenous communities, held in Collections, often requiring respectful care, consultation, and appropriate stewardship.
Cultural Property	An object of outstanding significance to a specific culture and/or an object that symbolizes cultural identity. These objects are certified by the Canadian Cultural Property Export Review Board.
Deaccession	The formal process of permanently removing an Artifact from the museum's Collection, following established policies and ethical guidelines.
Documentation	Includes transfer of ownership, loan agreements, Deaccession forms, and condition reports.
Exhibition	A curated public display, either permanent or temporary, designed to educate and inform visitors. The display uses Artifacts from the Collection and provides context to present a history or narrative.
Heritage Collection	A permanent collection of Artifacts that are collected for display or research purposes only. This collection is not handled by the public.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.
Museum	The Lloydminster Museum + Archives and Weaver Heritage Park.
Object	A cultural and historically significant item that is being considered as a donation to the Museum's Heritage Collection or is an item of the Programming Collection.
Program Collection	Collection of Artifacts procured with the intent to be used for hands-on activities and demonstrations.
Repatriation	The process of returning ceremonial objects and Cultural Objects, often taken without consent, sold under duress, or stolen, to their original First Nations, Inuit, or Métis communities.

4. Scope:

- 4.1. This Policy applies to all members of Administration who are responsible for Collections Management at the Museum.

5. Collections Mandate:

- 5.1. The Museum is particularly interested in acquiring items that highlight the following:

5.1.1. the settlement history of Lloydminster, beginning with the Barr Colonists in 1903;

5.1.2. the evolution of the agricultural industry in Lloydminster;

- 5.1.3. the discovery of oil and gas and the development and continuation of the oil and gas industry in Lloydminster;
- 5.1.4. uniqueness of life in the City of Lloydminster.
- 5.1.5. the experiences of cultural minorities (i.e. ethnic, LGBTQ+, persons with disabilities, etc.) within the City of Lloydminster and surrounding areas.
- 5.1.6. the authentic First Nations and Métis history in the region in collaboration with First Nation and Métis communities, elders, and knowledge keepers in support of the Truth and Reconciliation Calls to Action.
 - a. In addition to the above considerations, acquisition, Deaccession, and Repatriation of Cultural Objects will be made in light of sensitivity concerning the evolving nature of the relationship between First Nations and museums.

6. Collections:

6.1. The Museum may have the following collections:

- 6.1.1. The Heritage Collection consists of Artifacts donated to the Museum with clear legal ownership. It includes both the Heritage Collection and the Archives Collection. These items are culturally and historically significant and are to be handled by Museum staff only. The Museum acts as steward of these materials, preserving them for long-term research, interpretation, and Exhibition. All items in the Heritage Collection are catalogued using a standardized Accession numbering system.
- 6.1.2. The Program Collection consists of Objects used for educational programs, interpretation, and hands-on engagement within the Museum. These items may be handled by both staff and the public. The Program Collection is maintained separately from the Heritage Collection and uses its own Accession numbering system and inventory.
- 6.1.3. Props are objects used in programs, Exhibitions, or as spare parts and heritage house decorations that are not part of the Museum's Collections. These items are pieces of equipment, are replaceable and do not hold collection status. All props must be clearly labelled as such.

7. Documentation and Classification:

- 7.1. Entry and exit Documentation is required to document the movement of

Artifacts in and out of the Museum.

- 7.2. Documentation shall be completed on all Artifacts which shall include but is not limited to:
 - 7.2.1. loan agreement;
 - 7.2.2. condition report; and
 - 7.2.3. donation agreement
- 7.3. New acquisitions shall be documented in the Accession Register.
- 7.4. A physical copy of the donor file will be kept on site, a copy will be uploaded to the Museum's Collections Database, and the donor will be given a copy.
- 7.5. Objects that are deemed to have outstanding significance and national importance may be designated Cultural Property by the Canadian Cultural Property Export Review Board.

8. Acquisitions:

- 8.1. The Museum shall only acquire Artifacts through gifts, bequests, transfers from other institutions, or purchases.
- 8.2. The Museum shall not accept certified Cultural Property.
- 8.3. Acquisitions shall only be conducted by the Manager of the Museum or delegate.
- 8.4. Administration shall consider the following when acquiring an Object for a Collection:
 - 8.4.1. relation to the Museum's Collections mandate and acquisition priorities;
 - 8.4.2. historical significance;
 - 8.4.3. provenance;
 - 8.4.4. physical condition;
 - 8.4.5. cultural sensitivity;
 - 8.4.6. duplicates;
 - 8.4.7. opportunities for use;
 - 8.4.8. if the Object fills a clear and definable gap in the Collection;
 - 8.4.9. if the Object was obtained legally and ethically;
 - 8.4.10. documentation that supports the ownerships, authenticity, study, and use of the Object;
 - 8.4.11. can the facility provide adequate care, storage, Documentation, and access to the Object;
 - 8.4.12. health and safety;

- 8.4.13. absence of restrictions;
- 8.4.14. compliance with all applicable legislation and regulations; and
- 8.4.15. copyright and moral rights.
- 8.5. Objects that do not meet the criteria listed in section 8.4 above shall only be accepted with the approval of the Manager of the Museum or delegate.
- 8.6. Objects that are donated for the Program Collection shall identify the Program Collection on the Documentation.
- 8.7. Tax receipts shall be given in accordance with the Canada Revenue Agency Guidelines.
 - 8.7.1. All tax receipts shall reflect fair market value and shall only be issued after the Object is acquired.

9. Appraisals

- 9.1. Members of Administration designated by the Manager of the Museum may provide appraisals for items that are valued at \$1,000 or less.
- 9.2. Appraisals valued over \$1,000 shall be performed by a third party when a donation receipt is requested.
- 9.3. Costs associated with appraisals shall be the responsibility of the donor.
- 9.4. Members of Administration shall not offer or conduct external appraisals and shall not recommend specific appraisers.
- 9.5. Donation receipts will be issued in accordance with the City of Lloydminster's Donation Policy 134-12.

10. Storage and Inventory:

- 10.1. The City shall make reasonable efforts to store Artifacts under appropriate conditions and maintain supporting Documentation.
- 10.2. Storage areas shall be monitored for lighting, temperature, humidity, and pest control.
- 10.3. Routine inspections shall be conducted as dictated by the Collections Coordinator.

11. Use and Access

- 11.1. Public access to the Collections may be provided through ~~permanent~~ Heritage Exhibitions, temporary Exhibitions, education programs, special events, tours, research files, online records, and discussion with Administration.
- 11.2. Some information about Artifacts may be withheld by Administration, subject to *Local Authority Freedom of Information and Protection of Privacy* legislation.

- 11.3. Only members of Administration that have been instructed by the Manager of the Museum or delegate may deal directly with the Artifacts within the Collections they have been assigned.
- 11.4. All members of Administration not delegated by the Manager of the Museum shall be properly trained and supervised while handling any Artifacts.
- 11.5. The public may be granted physical or intellectual access to the Collection on a case-by-case basis. Factors that may limit access include, but are not limited to:
 - 11.5.1. the Artifact's physical condition;
 - 11.5.2. risk to the Artifact;
 - 11.5.3. Artifact's location;
 - 11.5.4. health and safety risks;
 - 11.5.5. copyrights;
 - 11.5.6. artist's rights;
 - 11.5.7. intended use;
 - 11.5.8. human and financial resources; and
 - 11.5.9. *Local Authority Freedom of Information and Protection of Privacy* legislation.
- 11.6. Access granted in accordance with section 11.5 above shall have a written agreement before access is granted and the Museum shall receive credit for any work produced.

12. Loans

- 12.1. Artifacts shall only be loaned to and/or from other public institutions for a maximum period of one (1) year.
- 12.2. Loaned Artifacts shall be subject to the same treatment as Artifacts in the Heritage Collection and loan details shall have proper Documentation.
- 12.3. Notwithstanding section 12.1 above, the Manager of the Museum or delegate may accept personal loans for a specified period.
- 12.4. Permanent or indefinite loans shall not be accepted.
- 12.5. Loans that are not picked up within thirty (30) days following the expiration of the Documentation shall be subject to a storage fee.
- 12.6. The Museum shall make every reasonable effort to reconcile expired loans.
- 12.7. Expired loans that cannot be reconciled may be Accessioned into the

Collection or Deaccessioned.

13. Deaccessioning

- 13.1. Deaccessioning an Artifact shall only take place when the minimum standards of care cannot be met by the Museum or if the Artifact:
 - 13.1.1. constitutes a physical hazard or health risk to Administration, the public, other Artifacts or the building where it is stored;
 - 13.1.2. does not fall within a Collection and does not meet acquisition criteria;
 - 13.1.3. has deteriorated or is damaged to a point where it no longer serves a meaningful purpose and cannot be reasonably restored;
 - 13.1.4. is a duplicate;
 - 13.1.5. is over-representative of a type in the Collection;
 - 13.1.6. was obtained illegally or unethically or is fraudulent; or
 - 13.1.7. is found to be a fake, forgery, or copy with no definable purpose.
- 13.2. Artifacts may be Deaccessioned from the Heritage Collection to the Program Collection with approval from the Manager of the Museum or delegate, if the Artifact meets the following criteria:
 - 13.2.1. fulfills a program need;
 - 13.2.2. demonstrated as expendable;
 - 13.2.3. safe for public use;
 - 13.2.4. legal to use; and
 - 13.2.5. legal title is held by the Museum.
- 13.3. Artifacts shall not be Deaccessioned at the request of the original donor, seller, or owner.
- 13.4. Artifacts may be removed from the Collection for Repatriation. Repatriation requests shall be assessed on a case-by-case basis.
- 13.5. The following conditions shall be met when Deaccessioning is initiated:
 - 13.5.1. the Museum has clear title and ownership of the Artifact;
 - 13.5.2. the Museum can clearly demonstrate it has made every reasonable effort to determine ownership;
 - 13.5.3. there are no legal restrictions;
 - 13.5.4. the Museum has made every reasonable effort to research the Artifact.
- 13.6. Deaccessions shall be properly documented in accordance with the highest professional standards and ethical guidelines.

- 13.7. Artifacts shall not be Deaccessioned from the Collection if its Accession date is less than two (2) years previous.
- 13.8. Notification to the donor shall not be required, however it may be provided as a courtesy.
- 13.9. Donated Artifacts shall not be returned to the Donor.
- 13.10. Disposition methods shall include:
 - 13.10.1. transfer or gift to another public institution;
 - 13.10.2. internal transfer to another Collection;
 - 13.10.3. internal transfer to another City Department;
 - 13.10.4. exchange with another public institution;
 - 13.10.5. sale through public auction, where proceeds shall be used towards the maintenance of the Collection; or
 - 13.10.6. destruction.
- 13.11. Notwithstanding section 13.10 above, firearms shall only be Deaccessioned and disposed of by:
 - 13.11.1. transfer of firearm and firearm license to another public institution; or
 - 13.11.2. transfer to the police for destruction.
- 13.12. Cultural Objects shall only be Deaccessioned and disposed of after a twenty-five (25) year period.
- 13.13. Indigenous and/or Métis sacred or sensitive Cultural Objects shall not be offered to other public institutions and the Cultural Objects shall be returned to the appropriate First Nation or Métis community.

14. Penalty:

- 14.1. Any member of Administration found to be in violation of this policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this Policy; discipline may range from a verbal warning to dismissal with cause.
- 14.2. Any Member of Council found to be in violation of this policy may be dealt with utilizing the "*Council Code of Ethics Bylaw*" or provisions of "*The Lloydminster Charter*".

15. Responsibility:

- 15.1. City Council shall review and approve all policies.
- 15.2. City Administration may administer the Policy through the use of a supporting procedure, as required.