

<i>The Town of Fort Frances</i>	SECTION
	COMMUNITY SERVICES
<u>MUSEUM AND CULTURAL CENTRE</u> <u>COLLECTIONS MANAGEMENT</u>	NEW: 1977 REVISED: 1995
<u>POLICY</u>	
Resolution No.	Supercedes Resolution No.
Policy Number: 2.10	PAGE 1 of 1

Pursuant to the terms and conditions of the Town of Fort Frances By-Law 20/77 and the Statement of Purpose of the Museum and Cultural Centre of Fort Frances, the Museum adopts the following Collections Management Policy.

The Museum shall collect items within the scope set down by the "Statement of Purpose". Final decisions regarding selection of artifacts and specimens for the collections shall rest with the Museum Curator.

The Museum shall limit the scope of any collections to materials directly related to the Museum's objectives with collections directed to those items having local significance and in accordance with the Previously mentioned purposes.

The Museum will acquire and develop its collections through donations (gifts), purchased when funds are available and exchange with other institutions.

The Museum shall treat a donation as a gift outright. The acknowledgment Form shall so state.

The Museum shall discourage the acceptance of objects on loan. But the Museum may accept on loan articles of importance for a specific purpose or occasion. The Acknowledgment Form shall stipulate Loan Conditions.

Using the approved Registration System, the Museum shall record promptly all artifacts and specimens added to the collections as gifts, loans, purchases or exchanges.

The Museum-Curator and the Museum Staff shall research all artifacts and specimens as they are acquired in order to ensure accurate dissemination of knowledge and authentic exhibition.

The Museum shall include in it's collections those materials necessary for active and sound research by Museum Staff, scholars and students; eg. books, pamphlets, transcripts, maps, microfilms.

Reference: Guidelines for Community Museum's in Ontario
Museum Notes Collections Management Policy