

# Cataraqui Archaeological Research Foundation

## Education & Interpretation Policy

One of the purposes of the Cataraqui Archaeological Research Foundation (the Foundation) and the Kingston Archaeological Centre (the Centre) is to educate. This goal will be achieved through a variety of interpretive and educational programs designed to reach as wide an audience as possible, including but not limited to the general public, students of all ages, visitors to the Museum, and special interest groups. Interpretive and educational programs produced by the Foundation & Centre shall be directly related to the collections of the Foundation and the objectives contained in its Mission Statement.

Excerpt from Mission Statement:

“The goals of the Foundation are met through its role as an active Centre that sponsors archaeological research, programs of public education and the publication of technical and popular reports on the research conducted by the Foundation. Archaeological collections will be governed by a policy, which takes into consideration the maintenance of proper records, housing and conservation. Collections will be the subject of study, research and enjoyment for scholars and members of the general public.”

A The Foundation’s objectives are to provide interpretation and education programs relating to:

- a) The prehistory and history of the human occupation of eastern Ontario.
- b) The importance of archaeology and archaeological sites as non-renewable heritage resources.

B To publish the annual transactions of the Foundation in the form of:

- a) An annual report.
- b) Biannual newsletters, summarizing all the activities of the Foundation for distribution to all members in good standing and to interested parties

C To provide archaeological information co-operatively with other interested individuals and groups in the form of:

- a) Public lectures and seminars.
- b) Professional papers both for publication and presentation.
- c) The maintenance of an archaeological display and resource centre on the Foundation’s premises.
- d) Brochures and other publications on specific projects.
- e) Media releases.

D These aims have been implemented effectively by means of:

- a) The maintenance of the Archaeological Centre, which includes an interpretive archaeological and historical display covering the Kingston area from prehistoric times until the 19<sup>th</sup> century. It also includes material on archaeological methods.
- b) Extensive school programs/presentations and workshops that reach many hundreds of school children each year.

- c) The annual summer school in archaeology that provides experience in actual excavation as well as data recording and treatment of artifacts.
- d) Publications including the newsletter (*Subsoil*), annual reports and papers in professional journals.
- e) Good media coverage of activities, excavations etc.
- f) Public lectures.
- g) Experimental/experiential archaeology.

#### E Funding and Staffing

- a) Funding will be allocated yearly from the Foundation's operating budget to ensure the implementation of the interpretive and educational programs. Funding from other sources may also be sought in specific instances for special events or programs.
- b) Funding will be made available for supporting expenses that are associated with education and interpretive programs such as conservation of material, advertising, publicity, exhibit design, staffing, supplies, etc.
- c) Implementation of programs will be carried out by designated staff members and volunteers. Appropriate training will be provided to all persons responsible for the successful delivery of the Centre's programs. This shall include ethical and legal issues relating to the acquisition, curation and display of artifacts.
- d) When dealing with the public, staff and volunteers will act and comply with ethical practices and behaviour.

#### F Artifacts and Data Used In Programs

- a) An attempt will be made to use original artifacts in interpretive and educational programs whenever possible unless it threatens artifact safety and security. In this case, replicas or reproductions following professional museological practices will be used.
- b) The Foundation is committed to using authentic artifacts and up to date accurate data in the educational and interpretive programs. When using artifacts for the Centre's programs staff shall have regard for other policies implemented by the Centre, such as Collections Policy, Exhibition Policy, Research Policy and Conservation Policy.
- c) Selection of the materials and the final decision on their use will be the responsibility of the Curator/Director.

#### G Programming

Centre staff developing and implementing these programs will have sufficient background and appropriate skills to develop and effectively carry out these programs. These programs will be designed to meet the objectives of the Foundation's Mission Statement. Information in developing and/or developed programs will adhere to strict copyright permissions and legislation.

Programs will be developed under the broad categories of:

- a) Public Programming
- b) School Interpretive and Educational programs
- c) University Level lectures
- d) Special Events
- e) Special Exhibitions

#### H Public Programming

A wide variety of programming will be aimed at the general public and will have archaeological themes. Such programs will appeal to all types of visitors and to all age groups. Examples of these types of programs are:

- a) Exhibitions, displays, popular publications, education kits, slide shows, videos, workshops.
- b) Archaeological digs directed by qualified archaeologists.
- c) Guided tours.
- d) On-site demonstrations of archaeology.
- e) Programs run in association with other Kingston museums/heritage attractions.

#### I Elementary and Secondary School Interpretive Programs

- a) A variety of programs will be available for school children and teachers to choose from. Each program will be varied according to age and grade level in order to accommodate all levels of learning ability.
- b) Programs are designed to allow flexibility within the program in order to ensure an appropriate learning experience for each student group, becoming more complex and involved for the higher-grade students. Programs will be designed to meet the curriculum requirements of the provincial Ministry of Education and local school boards.

#### J Field School

- a) Supervised participation in actual excavation at selected sites in partnership with other Kingston Museums under the direction of experienced and qualified archaeologists.

#### K University Level Lectures

- a) Staff will from time to time provide lectures to University students on the subject of local archaeology.

#### L Special Events

- a) Special events may be planned, subject to the availability of funding, in order to educate and develop interaction with the public. Normally to occur in conjunction with the Field School.

#### M Special Exhibitions

- a) In-House exhibitions may be produced in order to expose the collections of the Centre to the public and to educate the public on a variety of heritage subjects. Such exhibitions may also be supplemented by material especially brought in on loan from other institutions or private individuals.

#### N Outreach/Extension

- a) Off-site activities bring the Centre to the public. The Foundation's & Centre will attempt to participate in the following types of extension activities:
  - i. Outreach programs (including edu-kits)
  - ii. Public speaking and talks at conferences
  - iii. Travelling displays
  - iv. Advertising

#### O Special Groups

- a) Attempts will be made to create programs and/or events for special groups such as senior citizens, persons with disabilities, enrichment students, etc., as time, staff and funding allows.

#### P Evaluation

- a) Attempts will be made to evaluate specific programs developed by the Centre. For example, feedback from teachers and tour leaders will be solicited.
- b) The Centre will maintain annual attendance and participation records. These records will be used to monitor and evaluate specific programs that were delivered and to forecast needs for the continuation of such programs and/or the development of new programs.
- c) From time to time the Centre may develop specific questionnaires or other means for determining and evaluating its programs.

#### Q Research

- b) The Centre's education and interpretive programs shall be closely linked to its Research Policy.

#### R Environment

The Centre has been recognized as a premier research and educational facility. Currently the Centre maintains a number of components to assist in the successful delivery of its educational and interpretive programs. These include:

- a) Adequate parking
- b) Entrance/reception
- c) Exhibition
- d) Classroom
- e) Library
- f) Computer work stations (Internet accessible)
- g) Offices
- h) Archaeological storage rooms
- i) Archaeological laboratory/work space
- j) Well-equipped tool workshop