

Cataraqui Archaeological Research Foundation

Collections Management Policy

Exerpt from Mission statement:

“...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.”

Community Policy states:

“...To be responsible to the community, as the custodian of the region’s artifacts and archaeological history, and to work hand in hand with the local community...”

To ensure complete accurate documentation and identification of all items received by the Foundation in accordance with the archaeological standards set by Parks Canada.

Objectives: Since records are kept on a project by project basis, the system of documentation for artifacts will be simple and serviceable and as terms of reference will include:

- a) A master catalogue file.
- b) Completed donor forms (signed) where applicable.
- c) Completed temporary loan forms (signed) where necessary.
- d) Archaeological Site Record form or Site Update form (Province of Ontario Standard)
- e) A slide and photographic file.
- f) Inventory file.
- g) Disk copies of above are made with alternate set being then stored off site.
- h) Status reports for:
 - a. Loan items.
 - b. New acquisitions
 - c. Items/artifacts in the process of conservation treatment.
- i) A portion of the Foundation’s budget will be allocated annually for materials to maintain collection documentation.
- j) Foundation staff will be trained in the correct use and maintenance of the collection records.
- k) Current related reference material would be made available to all staff members.

Composition of the Collection

The collection of the Cataraqui Archaeological Research Foundation is composed of artifacts and data representative of the Native and European histories of Ontario with the following allowances in scope:

- a) Active archaeological collection and research will be primarily confined to Eastern Ontario.
- b) Archaeological collections donated to the Foundation will be primarily confined to eastern Ontario. Exceptions to this may be made if the particular material is deemed significant for purposes of comparison, research, display or educational programming.
- c) Archival material collected may consist of archaeological records, notes, maps, and other such material relating to the study of all populations. Archival material may also consist of computer data files and images based on authentic items.
- d) Artifacts acquired for the collection shall be as complete, in as good condition and fully documented as possible.
- e) The Collection includes any material that documents the objects.
- f) The Curator in consultation with Property (Display) and Education/Publications Committees will determine the final acceptability of an artifact or material for the Museum's collection.
- g) Objects collected must be useful in the Museum's display, research, and interpretive and educational activities.
- h) The Museum's collections include a wide assortment of items in a library, including but not limited to: books, reports, published and unpublished manuscripts, reprints, magazines, journals and other items.

Human remains will not be part of the excavated materials collection and strictly be in accordance with the Heritage Act amendments, 2005.

METHOD OF ACQUISITION

A The methods of acquiring archaeological artifacts vary according to the material and the circumstances. Four methods are recognized as acceptable:

- i) Field collection
- ii) Donation and bequest
- iii) Exchange
- iv) Indefinite loan

This is the acquisition of archaeological material directly from the field. Foundation personnel only under licensing by the Ontario Ministry of Citizenship, Culture and Recreation shall carry out this type

of collecting.

B Donation and Bequest

Donations and bequest may be accepted from any source provided that:

- a) The material supports the priorities for developing the collection.
- b) No conditions are attached limiting the Foundation's use of the material, and the donor signs the gift agreement to that effect (in special circumstances, with the approval of the Curator, conditions may be mutually agreed upon for a finite and specified period of time). The Foundation will not guarantee to exhibit any material donated.
- c) The Foundation is satisfied that the prospective donor has legal title to the material, and its possession or transfer does not contravene any existing laws and regulations.
- d) The material is properly prepared or preserved, or in a condition permitting proper preparation or preservation, with the fullest possible accompanying data.
- e) All accepted material must be acknowledged and documented.
- f) Income tax receipts are issued on material at time of donation only.
- g) The donor or the Foundation, according to federal and provincial laws and regulations, arranges the appraisal.

C Exchange

The exchange of specimens between institutions has been an established and useful means of developing and improving collections in the past. Exchanges may be made provided that:

- a) The removal of material will not impair the collection in any functional way.
- b) The material received in exchange improves the collection.
- c) Both parties to the exchanges are in full agreement about the nature, type, number and quality of items to be exchanged, and the terms and conditions are agreed upon in writing.
- d) The Foundation is satisfied that the prospective exchanger has legal title to the material and its transfer does not contravene any existing laws or regulations.
- e) Both disposal and acquisition of specimens exchanged must be documented for the permanent records.

E Indefinite Loan

- a) No loan shall be left with the Foundation for an indefinite or perpetual period of time.
- b) Loans will be no longer than one year without being renegotiated. (Remove: Indefinite loans are normally made to the Foundation by institutions and by individuals.)
- c) The lender retains legal ownership of the artifact or specimen and can reserve the right to request its return, with written notice.
- d) In the event that the lender's death occurs before the end of the loan only a legally willed/entitled recipient will receive the loaned object. A loan agreement is required for such material and the transaction must be approved by the Curator and Executive Director.

F Preservation of the Collection

- a) Preservation is the prevention of deterioration, damage or loss of material in the collection and may include stabilization, repair and conservation. The Foundation will make every possible effort to ensure the collections are properly preserved.

G Responsibility of the Foundation

- a) The Foundation will make every reasonable effort to ensure that all artifacts, data and collections are properly accessioned and documented by appropriately trained personnel. The nature of the documentation system(s) used for this purpose, as well as examples of the documentation system(s), are outlined in Appendix 1

H Responsibility of Staff

- a) The Curator/Director is responsible for all aspects of preservation of the collection under his/her care including the collection documentation.
- b) The Curator/Director is responsible for ensuring that those who borrow or otherwise use material for any of these purposes are able to provide the necessary care.
- c) Staff members who have physical access to the collection must use appropriate care and handling.
- d) The Curator/Director will ensure that searches for evidence of damage or deterioration and careful inspection of the collection are conducted regularly. Any staff member who discovers a preservation problem must report it immediately to the Curator/Director.

I Use of the Collection

- a) The collection, in order to be used, must be organized and managed in such a way that it is readily accessible for all purposes consistent with the goals of the Foundation. The records used to document the collection are outlined in Appendix 1.

J Access to the Collection

- a) Access to the collection must be in accordance with all other policies and procedures of the Foundation, including but not limited to the Exhibition/Display and the Education and Conservation policies.
- b) Physical access to the collection is neither always possible nor always the best means of access. Physical access to the artifacts and specimens in the collection will involve the Executive Director, Curator, and the appropriate archaeologists and is provided to:
 - i) Staff members whose responsibilities require knowledge and use of the collection,
 - ii) Any person with a reasonable and specific request for first-hand examination of material.
 - iii) Physical access to parts of the collections also may be provided through exhibitions and programs.
- c) The Foundation's human and financial resources may be restricting factors.

K Outgoing Loans

- a) The Foundation lends material from the collection for uses consistent with the goals of the Foundation and for a specified time period.
- b) Loans are normally made, with the approval of the Curator and Executive Director, only to institutions, though specific individuals within both the borrowing and lending institutions may take responsibility for the transaction. In the borrowing institution, this individual would normally be its Director or Curator.
- c) The Curator and/or the Executive Director may arrange loans to members of the public and/or to specific individuals. Normally, such loans would be for purposes of research or display, and would be subject to the Foundations Research policy and other policies as they might apply to the situation.
- d) Loans are to be documented on prescribed forms approved by the Board of Directors (i.e. "Loan Forms"), as outlined in Appendix 1.
- e) Any materials leaving the Centre or made available for loan must be properly catalogued and documented.
- f) The lender and borrower shall enter into an information sharing relationship as often as possible.

L Incoming Loans

- a) The Foundation borrows artifacts and specimens for uses consistent with the goals of the Foundation for a specified time period.
- b) When the Foundation borrows material from other institutions it follows the procedures prescribed by the lending institution.
- c) When the Foundation borrows material from individuals, or from institutions with no lending procedures or forms, it follows procedures prescribed by the Foundation for such transactions.
- d) The lender and borrower shall enter into an information sharing relationship as often as possible.

M Disposal From the Collection/De-Accessioning

From time to time, it may become necessary or desirable to dispose of artifacts or material from the Foundation's collections.

- a) Disposal may take place and must be documented whenever:
 - i. In the opinion of the Curator/Executive Director, an artifact has deteriorated or is damaged to a point where it no longer serves a useful purpose or poses a preservation threat to other elements of the collection.
 - ii. In the opinion of the Curator/ Executive Director, an artifact has

become redundant or not of significance to the Foundation's Mission Statement.

- iii. The Foundation is incapable of providing the conditions necessary for minimum curatorial standards required for a specimen or artifact.
- iv. Other circumstances as defined by the Director and the Board.
- b) The Curator/ Executive Director recommends the most appropriate means of disposal. Disposal of the artifact or specimen may be done in any of the following ways:
 - c) Donated items may be returned to the donor, if possible, and if that is the donor's wish.
 - d) The specimen artifact may be donated to another institution. In extraordinary circumstance it may be offered to a member of the public, with the approval of the Director.
 - e) Upon the approval of the Director and the Board, artifacts may be sold being first offered in sale to likeminded institutions and museums.
 - f) When an artifact is determined to be of no value to other institutions and to have no marked value it is discarded.
 - g) Staff or Directors of the Foundation may not acquire, through any means, artifacts disposed of by the Foundation.

N Disposal of assets

- a) Provisions for the dissolution of the Foundation's assets and liabilities, should it cease to exist, are outlined in the Governance policy.

O Review

- a) This policy is to be reviewed annually by the Board of Directors.