

# Cataraqui Archaeological Research Foundation

## Exhibition/Display Policy

Excerpt from Mission statement:

“...Collections will be the subject of study, research and enjoyment for scholars and members of the general public.”

Objectives:

To communicate to the public the significance of Ontario's, and in particular Kingston's heritage, through appropriate displays of the artifacts, photographs and printed material, in addition to models, dioramas, maps and hands-on interactive activities. This combination prioritizes educational and enjoyable opportunities for all members of the public.

To provide a link between the community and its heritage with four main permanent themes created to inform the visitor of the archaeology and history of the Kingston area.

A The permanent themes and exhibits currently consist of:

- a) Aboriginal Life.
- b) The French influence in the Cataraqui area: the fur trade, and Fort Frontenac.
- c) The Loyalist Period, and Molly Brant
- d) 19<sup>th</sup> century development and aspects of the community.

B To accomplish this, approximately 80 % of the display area will be allocated and divided into the four main themes with additional space within the themed areas for related displays. Sufficient space to be provided for the free flow of visitors.

C A yearly budget allotment will be made for the building of new and the enhancement of permanent exhibitions. Specifications and estimated cost for furniture, support materials, and the purchase of new material will be discussed with the Executive Director, and the Property Committee Chair.

D The remaining exhibition space will be set aside for temporary and/or special displays. Note: The '*Can You Dig It?*' Summer Archaeological Camp display, created at the end of the summer camp schedule put on by the participants as part of this educational program, may be mounted.

E As many displays as possible are to be hands-on where visitors may test their skills and knowledge. All displays and exhibits are, to the best of the staff and Centre's ability, to be accessible to visitors of all ages and abilities.

F Collections owned by private citizens may be exhibited providing the Foundation has full authority governing the terms of the agreement. Short-term loans only will be considered for temporary display.

G Displays or exhibits not within the scope of the museum's statement must be supported by an appropriate rationale.

H Joint exhibitions may be considered with other museums, community organizations or cultural groups as space allows.

I Areas designated for exhibition must meet the existing building codes, fire safety regulations and must be consistent with recommended conservation standards. Displays will be designed in such a manner as to allow sufficient aisle space for small groups.

J Fully operational firearms will NOT be considered for any of the displays.

K Each year the Executive Director and Property Committee Chair will present ideas and a schedule of display changes, if warranted. Each display proposal should provide the following information as well as answer the questions, Who, What, When, Where, Why and How?

- a) Purpose of the display.
- b) User group for which the display is designed.
- c) Historical accuracy and significance of the research.
- d) List of artifacts to be displayed.

L The Interpretive Centre will not guarantee any, nor should it display, all of the artifacts in the collection in any given year.

- a) Only those objects that illustrate and relate to a chosen theme will be displayed.
- b) All objects chosen for display must be in stable condition, catalogued and installed in a safe manner, considering the object's size and composition.
- c) All objects will have good stewardship afforded to them

M While original artifacts are always desired, facsimiles will be accepted/fabricated for display providing they fulfill the requirements of a given display, are accurate and are clearly indicated as a reproduction on the labelling.

N Reproduction artifacts will be used in hands-on displays.

- a) While each artifact will be clearly identified, the donors name will not be on the identifying interpretive label.
- b) Donors will be given recognition by a list posted in the newsletter from time to time
- c) Identification of artifacts and displays are to be in both official languages.

O Artifacts donated that do not fall into any of the themes of the Interpretive Centre will be:

- a) Returned to donor.
- b) Accepted as items for use in hands-on exercises.
- c) Traded to other museum facilities.

P Any collection items to be sold will not be sold to any members of the Board or staff members.

Q New acquisitions may be acknowledged and displayed only after they have been recorded and catalogued.

R The Director will approve all written material before the display is opened to the public.

S Direct quotations or colloquial expressions may be included if they make the display more understandable to the visitor.

T Only members and volunteers will be engaged who have proven ability in the preparation and installation of displays, including:

- a) Writing a storyline or labels.
- b) Display designing.
- c) Graphic design and signage.
- d) Construction of exhibition/display furniture will take into consideration the weight and danger risk when fabricating the exhibition.
- e) Sufficient workspace and tools will be provided to perform the tasks effectively and safely. Staff and Volunteers will be given proper and sufficient training when aiding in the development of any display.

U All sacred artifacts entrusted to the Centre's care will be properly handled, displayed and interpreted. The following may be considered:

- a) Selection of suitable off-site locations for outreach programs.
- b) Setting levels of authority and responsibility for staff and volunteers involved in exhibitions/display production.
- c) Formulating methods of recording and evaluating work in progress and completed exhibitions/displays.

V Web based or virtual exhibitions will adhere to this policy and will have a back-up of content held both on- and off-site.

W This policy will be reviewed every three years