



Pender Islands Museum Collection Management Policy

1. Acquisitions

Note: Acquisitions can be either active (sought out, sometimes purchased) or passive (persons approach the Museum with items to donate)

Before an item is accepted, a “collections committee” (see section 5.0 below) should consider the following:

- 1.1. Items should have relevance and significance to the Pender Islands and/or be an asset to programs.
- 1.2. The Museum should be able to store or exhibit items (ie. large farm implements are a challenge) and preserve them for posterity in stable condition.
- 1.3. Ownership and provenance should be established and recorded.
- 1.4. Cultural sensitivity should be assessed (e.g. Indigenous artifacts or materials of a potentially controversial nature).
- 1.5. What are the monetary costs, if any, of acceptance (e.g. restoration, purchase price, insurance, tax implications)?
- 1.6. Can the item be categorized as natural history? The museum took a “guiding principle” decision in 2018 not to add to its natural history collection.

2. Methods of Acquisition

- 2.1. Gift or bequest (most common, passive)
- 2.2. Exchange or transfer from another institution (i.e. school, church, other museum, etc.; could be active or passive)
- 2.3. Purchase (identification of key item missing from our collection that requires purchase; usually active; may require unbiased value assessment)



3. Acquisition procedure

- 3.1. Complete an artifact/archive acquisition agreement form within two months, to ensure the legal transfer of ownership from the donor to the museum society.
- 3.2. The item is then assigned an accession number, photographed, catalogued in database, then displayed or stored (location given in database) using current museum standards. The accession number should be properly applied to the item as soon as practicable.

4. Deaccessioning and Disposal

Deaccessioning is the process of altering the status of an object in the collection catalogue or database.

Disposal is the physical removal of the object from the museum by a process decided upon by the collections committee. Disposal can be by transfer, donation, sale, recycling or placing in a garbage bin. This task can be onerous if many items have been collected over a considerable length of time without an acquisition policy or focus to the collection which may have led to a shortage of storage and display space.

The procedure applies to an evaluation and significance assessment of items either catalogued but determined to be unsuitable, irreparably damaged, deteriorated, not relevant (fossils?), cumbersome or redundant and/or evaluation of items as above but "found in collection" (ie. in the museum but not catalogued and of no known provenance)

Steps to deaccessioning and disposal (by the collections committee)

- 4.1. Identify candidate objects.
- 4.2. Check records for any information such as donor, date of acquisition, etc. Always consult the donor, if known, before disposing of an object. If this is not done, there is a risk of raising the concern of the donor or their family and eroding community trust.



- 4.3. If the committee decides to “d&d” (deaccession and dispose) of an object, record the new status in the museum database and place the object in a separate storage area. After a “cooling off period”, take steps to dispose of object by one of the means described above (ie. transfer, etc.)
- 4.4. Photograph objects to d&d before they leave the museum and include in the museum database their revised status, method of disposal and if not disposed of, their new location.

5.0 Collections Committee

The collections committee should be composed of at least two Board members. The committee’s responsibility is to adhere to the policy herein and report their activities to the Board when appropriate.