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Museums and Collections Policy

Office of Accountability:	Office of the Provost and Vice-President (Academic)
Office of Administrative Responsibility:	University of Alberta Museums
Approver:	The Governors of the University of Alberta
Scope	Compliance with University policy extends to all members of the University community.

Overview

Museums and **collections** have been integral to the University of Alberta's teaching, research and community service programs since it was founded in 1908. The University maintains museums and collections in a range of disciplines in the humanities and sciences. The museums and collections are also integral to the faculties and departments that use them in support of their academic programs. The museums and collections are coordinated as the University of Alberta Museums with an institution-wide administrative framework, and in accordance with applicable laws, agreements, conventions, treaties and Tri-Council requirements.

Purpose

To define the University's responsibilities and accountabilities related to museum issues and **museum objects and collections**.

To ensure that faculty, staff, students, researchers and all others acquiring, using or responsible for museum objects and collections for research, teaching and other university-related purposes, know the expectations of the University of Alberta.

POLICY

1. COMPLIANCE

The University of Alberta's museums and collections will be compliant with applicable professional museum standards of practice and ethical guidelines; provincial and federal laws; and international agreements, conventions and treaties which the university is a party to or is otherwise bound by, including but not limited to the *Tri-Agency Framework: Responsible Conduct of Research (2016)*, the Natural Sciences and Engineering Research Council of Canada *Framework for Researchers)*, and the Canadian *Cultural Property Export and Import Act*.

As with all University policy and associated procedure, non-compliance constitutes misconduct, and may be pursued under the applicable collective agreement or University Policy. The University reserves the right to recover, in accordance with the appropriate University procedure, any profit or financial benefit achieved by a person or to recover fines assessed against the University as a result of non-compliance.

2. ESTABLISHMENT OF COLLECTIONS

Proposed establishment of new collections, by individuals or **units**, must be approved in advance by the **University of Alberta Museums Policy and Planning Committee**.

Individuals who are required to collect or have collected museum objects on behalf of the University of Alberta must, in consultation with their unit head and **Museums and Collections Services**, identify an existing registered collection or establish a new registered collection as a permanent repository for museum objects and/or museum collections.

3. ACQUISITION OF COLLECTIONS

Only units that are registered with Museums and Collections Services as part of the University of Alberta Museums and that have an approved ***Acquisition Strategy*** and ***Management Strategy*** may acquire museum objects and operate museum facilities that contain museum objects and collections.

Unless otherwise specified in a registered collection's approved *Acquisition Strategy* and *Management Strategy*, before negotiations are undertaken with potential donors of museum objects or collections, the Executive Director, Museums and Collections Services or designate, must be notified. The potential donation will be assessed against established criteria to determine whether approval to proceed will be granted.

Unless otherwise specified in a registered collection's approved *Acquisition Strategy* and *Management Strategy*, before undertaking transactions to purchase museum objects or collections, the Executive Director, Museums and Collections Services or designate, must be notified. The potential purchase will be assessed against established criteria to determine whether approval to proceed will be granted.

4. OWNERSHIP

Museum objects and collections collected on behalf of the University, by individuals or units, are the exclusive property of the University. Alternative **public trust** arrangements must be first approved by the University of Alberta Museums Policy and Planning Committee, and then by the Board of Governors or designate which is currently the Provost and Vice-President (Academic).

Museum objects and collections collected by Centres or Institutes of the University of Alberta are the property of the University of Alberta, and the collections will be governed by the policies and procedures of the University of Alberta. If a Centre or Institute terminates or closes, its collection becomes the responsibility of the unit to which the Centre or Institute reported.

5. ETHICS

University staff will comply with ethical standards relating to collecting and those specific to their disciplines, in order to maintain the integrity of the collection and to warrant public confidence in the University's collecting activities.

In their personal collecting, University staff will comply with the University's Conflict Policy specifically but not limited to their unit's collection.

6. ACCREDITATION REQUIREMENTS

The University will comply with the conditions required by the Department of Canadian Heritage to maintain the University of Alberta Museum's **Category "A" designation**.

All applications for **certification of cultural property** for income tax purposes, Moveable Cultural Property Grants, and CITES permits (Convention on International Trade in Endangered Species of Wild Fauna and Flora) must be coordinated and submitted by Museums and Collections Services on behalf of the University of Alberta.

7. LOANS

Normally, units will lend museum objects and/or collections material only to other universities, museums, or similar educational non-profit institutions or to government agencies. Loans must be for purposes relating to research, display, education, conservation or restoration, authentication, or photography. Loans to individuals will be approved

on a case-by-case basis according to criteria identified in a registered museum collection's approved *Acquisition Strategy* and *Management Strategy*.

Units may borrow **objects** from other units, individuals or institutions for specific periods of time, for purposes relating to research, display, education, conservation or restoration, authentication, or photography.

8. DE**ACCESSION**ING OF COLLECTIONS

The University recognizes that there must always be a strong presumption against the permanent removal of objects for which the University of Alberta has assumed title. The University of Alberta will permit **deaccession**ing of a single object or a collection of objects subject to the approval of the University of Alberta Museums Policy and Planning Committee and the Board of Governors or designate, which is currently the Provost and Vice-President (Academic), and in compliance with provincial and federal government policy and legislation.

9. RETURN OF CULTURAL PROPERTY

All claims for the return of **cultural property** or **repatriation** of cultural property from the collections of the University will be reviewed and considered on a case-by-case basis, guided by the policies of the University and applicable laws. Although the University may have obtained the objects in good faith, it respects the legitimate interests of others.

10. ACCESS

Where appropriate and feasible, and where not restricted by legislation, **access** to the University's collections and associated documentation will be provided to faculty, staff, students, and researchers of the University and communities beyond the University.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
Access	A fundamental responsibility of museums, requiring them to make their resources available to all potential users. Access provision can be considered in both physical and intellectual terms.
Accession	Any object or collection of objects acquired by the University of Alberta at one time from a single source as a permanent addition to its collections; or the process of formally accepting an object into the University's permanent collections.
Acquisition	The appropriately documented transfer of title (that is, legal ownership and responsibility) that accompanies any object acquired by the University of Alberta, whether through field collection, donation, purchase, transfer, exchange or any other method.
Acquisition Strategy	A document required of each registered collection at the University of Alberta that describes the scope and uses of the collection and principles of acquiring museum objects.
Category "A" Designation	Designation of institutions and public authorities under the *Cultural Property Export and Import Act* is a means of ensuring that institutions applying for cultural property grants and loans, or for Cultural Property Income Tax Certificates (T871s), meet certain legal, curatorial and environmental requirements. Category 'A' designation is granted for an indefinite period of time

	to institutions and public authorities that are well established and meet all of the criteria for designation. They are eligible to make applications to the Canadian Cultural Property Export Review Board to have cultural property acquisitions certified for income tax purposes and to apply for Movable Cultural Property Grants to assist with the acquisition of cultural property objects that exist outside Canada or that are threatened with export.
Certification of / Certified Cultural Property	Cultural property that has gone through the certification process and been designated, by the Canadian Cultural Property Export Review Board, as being of outstanding significance and national importance. Certification includes a determination by the Board regarding the fair market value, for income tax purposes, assigned to the object.
Collection(s)	Related objects and the information resources associated with them may be designated as a collection. A unit may have one or more collections of museum objects within its jurisdiction.
Cultural Property	Any item that, regardless of its place of origin, may be considered important from an archaeological, prehistorical, historical, artistic or scientific perspective, can be considered "cultural property."
Deaccession	The process of formally removing an object from the permanent collection or an object that has been permanently removed from the collection. The first stage, “deaccessioning,” is the formal review and decision-making process that leads to the removal of objects from the collection and to the formal adjustment of registration records. The second stage, “disposition,” is the actual discard or transfer of ownership and possession of deaccessioned objects.
Museum(s)	A museum is a non-profit making, permanent institution in the service of society and of its development, and open to the public, which acquires, conserves, researches, communicates and exhibits, for purposes of study, education and enjoyment, material evidence of people and their environment. (Source: Alberta Museums Association)
Management Strategy	A document required of each registered collection at the University of Alberta that describes management strategies to ensure the collection complies with University policy.
Museum objects /Museum objects and collections	Museum **objects** and collections are rare and unique, and hence irreplaceable, or represent declining or limited resources. The museum objects and collections governed by this policy shall include, but may not be limited to: - objects acquired by University staff and students, current and past, as part of their teaching, research or curatorial activities at the University, and for which the University holds title; - objects acquired by the University that relate to its mission, history, and teaching and research programs, and for which the University holds title; - objects acquired by University staff and students, but which are the property of the Crown and are held at the University; - information resources that provide documentation for an object or collection.

	Exceptions to the above include: - living material; and - objects that may normally require replacement after study or research.
Museums and Collections Services	The unit charged with the responsibility of ensuring that the University of Alberta is in compliance with this policy and associated procedures.
Object(s)	An artifact or specimen. Artifacts are objects created, manufactured or produced by humans; a product of human art, craft or workmanship. A specimen is an individual or part that serves as an example of a class or whole; refers to an individual plant or animal or piece or a mineral, etc. collected and used for scientific or educational purposes.
Public Trust	The obligation placed on trustees to maintain and preserve cultural and natural resources and to ensure that these resources remain in the public domain for the benefit of current and future generations.
Repatriation	The process of restoring or returning objects to the culture, nationality or country of origin. Repatriation can be requested by representatives of the object's culture, nationality or country or it can be initiated by the museum. The process can be undertaken on legal and/or moral grounds.
Unit(s)	A designation used to denote academic and non-academic Departments, Faculties, Schools, Institutes and Centres at the University of Alberta.
University of Alberta Museums Policy and Planning Committee	A standing committee of the Provost and Vice-President (Academic) with campus-wide representation, that advises on matters relating to the University of Alberta museums and collections.

PUBLISHED PROCEDURES OF THIS POLICY

Appraisals of Museum Objects for Charitable Receipting Purposes Procedure

Art Acquisition and Commissioning Procedure

Certification of Museum Objects and Collections as Cultural Property Procedure

Deaccession and Disposition of Museum Objects and Collections Procedure

Deaccession and Disposition of Museum Objects and Collections Procedure Appendix A Criteria

Establishing New Collections of Museum Objects Procedure

Establishing New Collections of Museums Objects Procedure Appendix B Criteria

Loans of Museum Objects and Collections Procedure

Museum Objects and Collections Acquisition Procedure

Registering Collections of Museum Objects Procedure

Return of Cultural Property and Repatriation of Museum Objects Procedure

RELATED POLICY DOCUMENTS (UAPPOL)

Centres and Institutes Policy

Conflict of Interest and Commitment and Institutional Conflict Policy

Donation Acceptance Policy

Equipment and Furnishings Asset Management Policy

Firearms Policy

Preservation of University Facilities and Grounds Policy

RELATED LINKS

Alberta Museums Association (AMA)

Canadian Cultural Property Export Review Board (Government of Canada)

Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)

Copyright Act (Department of Justice)

Cultural Property Export and Import Act (Department of Justice)

Ethical Guidelines (1999) (Canadian Museums Association)

International Council of Museums (ICOM)

University of Alberta Museums

University of Alberta Museums Committees

Tri-Agency Framework: Responsible Conduct of Research (2016) (Government of Canada)

Natural Sciences and Engineering Research Council of Canada Framework for Researchers (NSERC)