

## CONSERVATION POLICY

### **Mission Statement**

Windsor's Community Museum inspires passion, arouses curiosity and promotes learning about the unique history and the natural, social, technological and cultural development of the City of Windsor and area for the benefit of our community and our visitors. The museum will acquire, preserve, document, illustrate and promote this history.

### **Scope and Extent of the Collection**

In this policy, the word Museum includes Windsor's Community Museum and the satellite site of the Duff Baby Interpretation Centre located in Olde Sandwich Towne.

The museum is responsible for the preservation of artifacts in its collection. It will provide for the best possible physical environment, preventive maintenance program and conservation services to meet this responsibility.

- a) The museum will consult with qualified experts in the field of conservation before taking any course of action that may affect the physical state of its artifacts.
- b) The museum will attempt to achieve the optimum environmental standards as defined in the *Guidelines and Standards for Community Museums in Ontario*, established by the Ministry of Culture.
- c) The museum will establish procedures and provide support for protection of the collection from damage or loss through fire, flood, theft, vandalism, accident and damage from insects, pest, vermin and improper housekeeping practices.
- d) The museum will establish procedures for care of artifacts in the event of physical emergencies such as fire, flood, accident, etc., and designate an emergency work area and ensure that all staff is thoroughly familiar with these procedures.
- e) The museum will provide designated storage areas and workrooms sufficient to accommodate the size and composition of the collection. The storage areas will be orderly, clean and have controlled access through the Curator or designate.
- f) The museum will follow standards and procedures as established in the *Guidelines and Standards for Community Museums in Ontario*, and will designate appropriate responsibility for handling, storage, exhibition, packing and transport of artifacts in order to best preserve the collection.
- g) The museum will provide training for all staff, both paid and volunteer, in the proper handling of artifacts on a regular basis. Only staff with appropriate training will be permitted to handle artifacts. A portion of the budget will be reserved to ensure adequate training.
- h) The museum will ensure that all artifacts in the collection, whether on loan or part of the permanent collection, are correctly documented with respect to ownership, provenance and condition.
- i) The museum will ensure that all artifacts loaned to other institutions will be protected from damage during all phases of the loan. A *Borrower's Profile* may be completed to assess any possible risk to the collection. Condition reports will be filled out by the museum prior to and subsequent to any outgoing loans.
- j) The museum will ensure that cleaning, repair or restoration or conservation treatment of any artifact in the collection is carried out only when appropriate and only by qualified

## Windsor's Community Museum Policies

personnel, and in such a manner as to maintain the historic and artistic integrity of the artifact. A condition report will be made prior to any treatment and form the basis of any treatment decision.

- k) The Board will ensure that security and fire protection will be maintained for the museum and that security codes are not made readily accessible.

<b><u>Approval Date</u></b>	September 1, 2008 (museum transitioned to governance by City of Windsor – transition plan passed by council as part of CR327/2007)
<b><u>Amended</u></b>	October 9, 2013 approved by Social Development, Health and Culture Standing committee – M400-2013; approved by city council November 4, 2013