



Collection Development Policy

Development Date: 2003

Revision Dates: January 2011

I. PURPOSE

The Meaford Museum will collect objects which illustrate the prehistory, history, growth and development of the Municipality of Meaford and surrounding area as defined in the Statement of Purpose.

These objects must serve some present and/or future use to the Museum and/or the community. "Use" includes such activities as exhibition, research, interpretation and education. The object must contribute to a clearer understanding or interpretation of the history of the Municipality of Meaford.

The object's contribution may be through its documented individual history, by its physical character and condition, or through an association with an historic period, activity, episode, or personality.

II. ACQUISITIONS

The Curator will approve final acceptance of a gift unless it will require major financial investment, at which time it will be presented to the Board.

The Meaford Museum will consider for acceptance any object which relates to the Statement of Purpose of this Museum. Only those objects which can be properly documented, preserved, and housed will be accepted.

Objects will not be accepted into the collection should any of these situations occur:

1. Questionable or undetermined history of ownership; or
2. Object not offered by legal owner, or offered without the knowledge and permission of the legal owner; or
3. Objects recovered through unscientific excavations, unlicensed archaeological surveys, whether on land or under water, which have been conducted for the sole intent of recovering historic objects; or
4. Objects which have been sold or transferred in any way which contravenes pertinent and current International, Federal, Provincial or Municipal Laws; or
5. Objects which have no relation to the Museum's Statement of Purpose; or
6. Objects which are infested or contaminated in any way, and pose a risk to the existing collection or to the safety of visitors or staff; or
7. Objects offered with conditions, other than donor recognition, with the exception

- of tax receipts; or
8. Objects which have been dropped off without the appropriate documentation in place, or where a donor has refused to provide the necessary information to record the object as a gift.

The Museum will not acquire objects for the purpose of selling or trading. Objects can be added to the collection by donation or by purchase.

Steps to be taken to integrate an artifact into the existing collection.

1. Staff will create a unique accession entry in PastPerfect for each donation/loan batch, providing a unique catalogue number to each artifact. (Refer to the PastPerfect Manual for specific instructions.) A signed Gift Form will be kept on file and a copy provided to the donor.
2. A complete history of the artifact, noting the condition and description of the artifact, will be included in the PastPerfect record.
3. A printed file will be set up based on the Donor's name and will be maintained in the office. New donations by a previous donor will be added to the existing donor file.
4. The artifacts will then be numbered and stored in a safe manner using proper handling techniques.

Name, Title

Approval Date