

# TOWN OF FLORENCEVILLE-BRISTOL

## SHOGOMOC RAILWAY COLLECTIONS MANAGEMENT POLICY

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### POLICY NO. 10

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<b>Category:</b>	<b>Tourism</b>
<b>Policy Number:</b>	<b>10</b>
<b>Effective Date:</b>	<b>February 8, 2011</b>
<b>Approval by Council:</b>	<b>February 8, 2011</b>
<b>Supersedes:</b>	<b>Not applicable</b>
<b>Amended:</b>	<b>Not applicable</b>

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The following information is to promote understanding of the terms and conditions governing the Florenceville-Bristol Shogomoc Railway Collections Management Policy.

### 1. PURPOSE:

To collect, preserve, conserve, document, research and interpret objects, photographs and documents relative to the rail travel as related to the history of New Brunswick.

To make these artifacts and documents available to the public and students for their education and enjoyment, through permanent and temporary exhibits, properly interpreted. To plan and hold special functions to support the programs of the Shogomoc railway and to present programs of interest to the public and the students.

The theme of the Shogomoc Railway is, but not limited to: Canadian Pacific Railway and Canadian National Railways, their predecessor companies within New Brunswick, as it relates to the rail transportation industry.

The above themes will be studied from the earliest period of railway operations for which the Museum is able to obtain material up to the present.

### 2. BASIC STATEMENT:

The Town of Florenceville-Bristol will make every effort to preserve the history of rail operations in Western New Brunswick.

### 3. DEFINITION:

A Collection Management Policy is a detailed written statement that explains:

- a) Care of the collection;

- b) The purpose of the museum and its collection goals;
- c) The method of acquiring items for the collection;
- d) The method of disposing of items from the collection;
- e) Record keeping requirements concerning collection items placed in the museum's custody and
- f) Its loan policies.

#### **4. PROCEDURE:**

##### **a) Care of Collections:**

This policy serves as a guide to the staff, thus improving internal communications. It is also a public statement of the museum's professional standards regarding objects left in its care. All persons involved in the collection process must be fully aware of the following guidelines:

- The responsibility for the management of the collections rests with the Town of Florenceville-Bristol.
- The policy is aimed at eliminating confusion and mismanagement of heritage resources that the museum holds in public trust for the community.

##### **b) Acquisition:**

On a permanent basis the museum collects objects and printed material relating to the railway industry and related human history of rail travel in Western New Brunswick for the purpose of preservation, conservation, documentation, research, interpretation, and exhibition. The most common methods of acquisition are by donation, purchase, bequest, exchange and loan. No long-term loans are to be accepted from the general public. Short-term loans may be accepted for special occasions or exhibitions.

- Each item collected must conform to the statement of purpose of the museum.
- The museum will make use of its collections for education and enjoyment, so long as the preservation and conservation is not compromised, and the use is consistent with the goals of the museum.
- Potential acquisitions must be accompanied by a signed temporary donor form.
- The Town of Florenceville-Bristol will actively promote the education of all our staff and volunteers as to our responsibility toward the preservation of the collection.
- Donations must be unconditional with no restrictions in terms of use and disposal of artifacts. Only under exceptional circumstances will this be waived.

- The Town of Florenceville-Bristol will refuse any donation believed to be stolen property or of questionable ownership.

When an item is brought to the museum by a prospective donor the staff accepts the gift and gives the donor:

- i) An information sheet outlining the accession policy that all gifts are temporarily accepted and that the Town of Florenceville-Bristol will decide if the gift is needed in the collection and
- ii) A temporary receipt.

If rejected the object is returned to the donor with a letter outlining reason for rejection.

If accepted the donor form is signed and returned, the proper entry is made in the accessions ledger, the artifact is tagged with accessions number, cataloguing worksheet is completed and the accession number is applied to object.

*Staff will make every effort to accept or refuse each item within thirty days.*

**c) Methods of Acquisition:**

- i) Gifts-in-Kind: This transaction involves issuing a receipt to reduce the income tax payable by the donor. Appraisals of the object must be completed at the expense of the donor. A copy of the appraisal must be put in the file.
  - Town employees or their immediate family members cannot offer objects within their personal collections for official tax receipts. Such action will be considered as a conflict of interest.
  - All appraisals must be sound, impartial and supported by an official appraiser's certificate. A written rationale explaining the dollar value assigned must be provided with the appraiser's certificate.
- ii) Purchase: Purchasing an object for the collection will require prior approval from the Town of Florenceville-Bristol.
  - Town employees cannot offer for sale objects within their personal collections. Such action will be considered as a conflict of interest.
- iii) Loans In: Artifacts will not generally be accepted on a loan basis. An exception may be made where necessary to complete or enhance a particular interpretation. All loans are to be entertained on a time frame basis that does not exceed one calendar year.
  - The staff and volunteers of the museum will exercise the same professional care with loans as with the permanent collection. Loaned items will be returned to the

lender as soon as possible following the conclusion of an exhibit. The Town of Florenceville-Bristol will pay for transportation and insurance of solicited loans.

- It will be the responsibility of the lending institution to generate a loan form for signature.
- iv) Loans Out: Loans may be made to other cultural institutions, as well as to private companies, provided the Town is satisfied that the recipients are able to provide a satisfactory level of care for the artifact(s).
- Loans out are limited to one-year duration and are renewed annually. Insurance and transportation costs for loans out will be the responsibility of the borrower.
- v) Transfer: Artifacts may be permanently transferred to another museum's collection under the following circumstances:
- The object does not fit the collection's scope;
  - The object is an unnecessary duplicate;
  - The object cannot be granted an acceptable level of conservation care or proper storage or;
  - The object has been identified for de-accessioning.

The board will provide appropriate documentation relating to the historical and monetary value of objects recommended for transfer. Approval must be granted from the original donor.

- vi) De-accessions: De-accessioning refers to the permanent and ethical removal of collection material which may have been acquired on a temporary or permanent basis. Collections may be de-accessioned for the following reasons:
- Accidental loss or destruction;
  - Intentional discard;
  - Return of temporary loan;
  - If the museum acquires better examples of items;
  - If an item is deteriorated beyond usefulness;
  - If the item is no longer relevant to the purpose of the museum;
  - If the museum is unable to preserve the item properly;

- An identity has been disproven or seriously called into question;
- If there are no longer legal restrictions to dispose of the article or;
- If there is a theft. Thefts should be reported in writing. De-accession will take place with the report permanently attached.

Living donors will be informed of the de-accession of their gift(s), and will have the option to take ownership back or grant permission to the museum to choose the method of de-accession.

Methods of de-accession: Sale, trade, or exchange, repatriation, or by gift to another permanent institution. Funds resulting from de-accessioning should be retained in the collections accession fund.

De-accessioned artifacts may not be purchased by Town employees.

**d) Accession Register:**

The Accession Register must be a neat, legible, handwritten record in a bound ledger. Each accession is listed consecutively and gives date of receipt, date of accession, donor's name and address. A detailed description sufficient to identify the object if mislaid, or stolen, or if the number is missing.

Examples of forms used to support the Accession Register are attached:

- Official Receipt Form
- Master Catalogue Worksheet
- De-accession Form
- Temporary Receipt
- In-kind Receipt
- Outgoing loan receipt

*Amendments to this policy must be formally approved by the Town of Florenceville-Bristol.*

**Certification for Town of Florenceville-Bristol Policy Manual:**

I certify that this *Shogomoc Railway Collections Management Policy*, as indicated above was adopted by Council.

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**Mayor**

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**Date of Council Resolution**

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**Clerk**

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**Date Policy in Effect**