



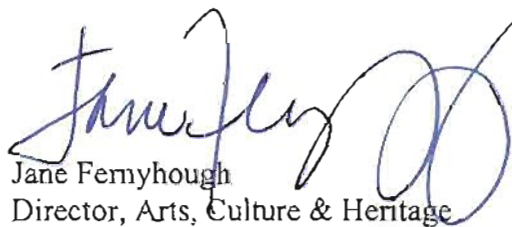
# City of Richmond

## Report to Committee

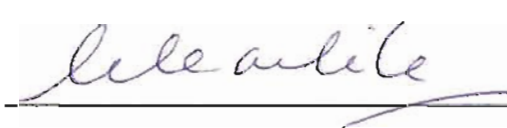
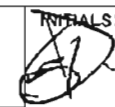
**To:** Parks, Recreation and Cultural Services Committee      **Date:** September 6, 2013  
**From:** Jane Fernyhough  
 Director, Arts, Culture & Heritage      **File:**  
**Re:** City Wide Artefact Collections Policy

### Staff Recommendation

That the *City Wide Artefact Collections Policy* (included as **Attachment 1** in the report dated September 6, 2013, from the Director, Arts, Culture & Heritage) be adopted.

  
 Jane Fernyhough  
 Director, Arts, Culture & Heritage  
 (604-276-4288)

Att. 2

REPORT CONCURRENCE			
<b>ROUTED TO:</b>		<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
City Clerk		<input checked="" type="checkbox"/>	
Parks Services		<input checked="" type="checkbox"/>	
Law		<input checked="" type="checkbox"/>	
Finance		<input checked="" type="checkbox"/>	
Reviewed by Policy & Procedures Subcommittee		<input checked="" type="checkbox"/>	
<b>REVIEWED BY DIRECTORS</b>		<b>INITIALS:</b>	<b>REVIEWED BY CAO</b>
		DW	

## Staff Report

### Origin

The foundation of preserving a community's past and telling its stories is based on built heritage resources and artefact collections. Artefact collections, also referred to as material culture, provide the foundation for Museums and Heritage Sites. Material culture is a term that refers to the study of the relationship between people and material with enduring scientific, artistic, cultural and/or historical value within that particular society. The management of material culture, through an artefact collections policy, ensures a standard means of preserving and presenting material culture. Artefact collections policies are an industry standard and are used nationally and internationally.

In order to better manage current collections, guide future collecting and outline practices for managing the care of the collections, the *City Wide Artefact Collections Policy (Attachment 1)* was developed. This report recommends that Council adopt the policy to govern the collecting, management and coordination of the City-owned artefact collections.

### Analysis

#### Current Situation - City of Richmond, Museums and Heritage Sites

The City of Richmond has over 20,000 artefacts in its collections. These are currently stored in several locations including the Museum off-site storage warehouse on River Road, in an environmentally controlled storage unit at Salmon's Transfer, Ltd., the City storage unit on Shell Road and at various sites including Britannia and London Farm.

Partner Societies at City-owned Museums and Heritage Sites have their own artefact collections and are managing them separately with scarce resources. Britannia Heritage Shipyard Society and London Heritage Farm Society proactively collect artefacts. Richmond Museum Society does not collect artefacts but makes use of City collections.

Steveston Historical Society (SHS) has expressed their intention to transfer their collection to the City of Richmond. The majority of the SHS collection is now stored by the City of Richmond and is under the care of qualified City staff. A Museums Assistance Project grant through the Department of Canadian Heritage was successfully obtained to transfer the SHS collection to the City's artefact storage warehouse, improve storage conditions and support for the artefacts. The grant also supplied funds to update the existing electronic artefact management system to include the SHS collection, making it more accessible for display and programming.

The *City Wide Artefact Collections Policy* was developed in consultation with Britannia Heritage Shipyard Society, London Heritage Farm Society, Steveston Historical Society and the Richmond Museum Society.

## Proposed City Wide Collections Policy

The *City Wide Artefact Collections Policy* will ensure coordinated collections management for City-owned artefact collections and provide an example for the associated community groups to better manage their collections.

### Policy Management

City staff, trained in collections care and management, are responsible for managing the implementation of the *City Wide Artefact Collections Policy*.

The process required for the acceptance of artefacts and accompanying legal documentation which transfers ownership to the City of Richmond requires ongoing resources. In recent years, significant and large collections, such as British Columbia Packers, Ltd. and the Helmut Eppich Collection, were processed by obtaining additional external resources.

*City Wide Artefact Collections Policy Administrative Procedures* outlines the processes that guide the implementation of the policy and is included for information (**Attachment 2**). This includes the categories and appropriate use of the collections, guidelines for acquisitions and de-accessioning and administrative procedures required for legal documentation. Terms of Reference for a City Wide Artefact Collections Committee and an Olympic Collections Committee are also included in the Administrative Procedures.

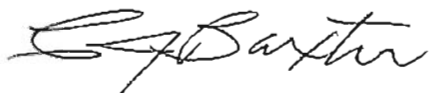
There are ongoing financial costs to the care and management of artefact collections. These costs, included in ongoing operating budgets, include storage, documentation, accessioning, insurance, transportation and conservation.

### Financial Impact

There is no financial impact to adopt the policy.

### Conclusion

The *City Wide Artefact Collections Policy* provides a coordinated and consistent approach to artefact collections care and management of City-owned collections in Richmond. The *City Wide Artefact Collections Policy Administrative Procedures* outlines the guidelines under which the policy will be implemented.



Connie Baxter  
Supervisor, Richmond Museum and Heritage Services  
(604-247-8330)



Page 1 of 2	Adopted by Council: <date>	Policy <policy no.>
File Ref: <file no>	City Wide Artefact Collections Policy	

**Policy <policy no.> :**

1. The City will collect and maintain material (artefacts) that has historical, social and/or cultural significance to the community of Richmond and that contributes to an understanding of the past and present human behavior, customs, activities, events and institutions. ("The Collection")

2. The Collection is divided into six categories:

a. Permanent Collection

This category forms the majority of the collection and includes artefacts that are determined to be of lasting significance to the community.

b. Olympic Collection

This collection is comprised of items that provide a comprehensive picture of the Olympic movement, the Olympic Games and the 2010 Olympic and Paralympic Winter Games.

c. Corporate Collection

This collection is comprised of items transferred from the Mayor and/or Councillor's Offices or other City Departments. It typically consists of gifts and/or various plaques and awards presented to the Mayor, Council, City staff and/or departments.

d. Education Collection

This collection consists of artefacts that are used and handled regularly as part of school and public programs. These artefacts may be purchased specifically for this collection, they may be transferred from the Permanent Collection or they may include reproduction pieces.

e. Props Collection

This collection consists of objects used to support a display, exhibit or enhance another artefact. They are not considered artefacts.

f. Resource Library

This collection consists of books, articles, journals, publications and audio and visual material that relate to the programs, services and research carried out on behalf of Museums or Heritage Sites in Richmond.

3. The City will develop procedures relating to the care and management of the City-owned artefact collections including but not limited to, acquisition and de-accession procedures, display, storage, lending and borrowing procedures and documentation.

4. Objects will not be accepted with special conditions attached by the donor.

5. Human remains and taxidermy will not be collected.



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6. The City acquires objects by donation, bequests, purchase or exchange. Donations, including bequests, will be accepted only when clear title of ownership is transferred.

7. The acquisition of objects shall conform to all existing binding international conventions, federal, provincial and municipal laws and regulations. These include:

- The UNESCO Convention on the Means of Prohibiting and Preventing Illicit Import and Transfer of Ownership of Cultural Property, 1970, to which Canada is a signatory.
- The Cultural Property Export and Import Act, 1985.
- The Convention on International Trade in Endangered Species, 1973, amended 1979 and 1983.
- The Heritage Conservation Act, BC, 1996.

8. Where tax receipts are requested, Canada Revenue Agency's gifts and income tax regulations will be followed.

9. Acceptance of large and/or significant collections with cultural value and monetary value greater than \$100,000 will be subject to Council approval. In all other cases City of Richmond Curatorial staff will determine the acceptability of artefacts for the collections.

10. The City of Richmond Curator is responsible for the leadership and implementation of the City Wide Artefact Collections Policy and the care and management of the collection.

**CITY WIDE ARTEFACT COLLECTIONS POLICY  
ADMINISTRATIVE PROCEDURES**

DRAFT

# CITY WIDE ARTEFACT COLLECTIONS POLICY ADMINISTRATIVE PROCEDURES

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## 1. OVERVIEW

Throughout the world, Museums and Heritage Sites, regardless of size, scope and/or ownership, are responsible for the preservation and presentation of the material culture of their community. Material culture is a term that refers to the study of the relationship between people and material with enduring scientific, artistic, cultural and/or historical value within that particular society. Material culture may include items ranging from a decorative china tea set to the #1220 BC Electric Railway Interurban Tram. Material culture is varied and diverse in nature.

The City of Richmond and Museum and Heritage stakeholders are responsible for a significant amount of material culture, also referred to as heritage resources, within the community of Richmond.

Although common issues apply to the care, maintenance and management of most heritage resources, the collections policy and administrative procedures are proposed solely to govern the management of material culture within artefact collections owned by the City of Richmond.

## 2. PURPOSE

The purpose of the *City Wide Artefact Collections Policy and Administrative Procedures* is to coordinate and expedite the management of City-owned artefacts and collections.

## 3. DEFINITIONS

**3.1 Collection** - The term "collection" is used in the Richmond collections policy and administrative procedures to mean material (artefacts) outlined in the Collections Mandate below.

**3.2 Collection Disciplines** - Separate disciplines within the collections are general history, industry, ethnology, archaeology, contemporary, Olympic and corporate.

**3.3 Collections Committees** - A City Wide Artefact Collections Committee has been established to coordinate the management of the Policy for Museums and Heritage Sites. An Olympic Collections Committee will be established to coordinate the management of the Policy for the Olympic Collection. (see Appendix A for Committee Terms of Reference).

**3.4 Material Culture** - Material culture is a term that refers to the study of the relationship between people and material with enduring scientific, artistic, cultural and/or historical value within a particular society.

## 4. COLLECTIONS MANDATE

The City will collect and maintain material (artefacts) that has historical, social and/or cultural significance to the community of Richmond. These artefacts contribute to an understanding of past and present human behavior, customs, activities, events and institutions.

## 5. COLLECTION

The collection is divided into six categories:

### 5.1 Permanent Collection

This category forms the majority of the collection and includes all artefacts that are determined to be of lasting significance to the community. There are restrictions of use for each artefact, which determines the acceptable methods of display and treatment for each piece. There are also sub collections within the Permanent Collection, which are separately designated because of their size and/or significance.

### 5.2 Olympic Collection

This collection is comprised of items that provide a comprehensive picture of the Olympic movement, the Olympic Games and the 2010 Olympic and Paralympic Winter Games.



### 5.3 Corporate Collection

This collection is comprised of items transferred from the Mayor and/or Councillor's Offices or other City departments. It typically consists of gifts and/or various plaques and awards presented to the Mayor, Council, City staff and/or departments. This collection has a specific retention schedule explained in Appendix B.

### 5.4 Education Collection

This collection consists of artefacts that are used and handled regularly as part of school and public programs. These artefacts may be purchased specially for this collection, they may be transferred from the Permanent Collection or they may include reproduction pieces.

### 5.5 Props Collection

This collection consists of objects used to support a display or exhibit, or enhance another artefact. They are not considered artefacts and therefore may be handled.

### 5.6 Resource Library

In addition, a **Resource Library** is maintained. This library collection consists of books, articles, journals, publications, and audio and visual material that relate to the programs, services and research carried out on behalf of Museums or Heritage Sites. This library does not contain rare or artefact books. It is available for reference use by the public upon request.

## 6. ADMINISTRATIVE PROCEDURES

The City will develop procedures relating to the care and management of the City-owned artefact collections including, but not limited to, acquisition and de-accession procedures, ethical issues, documentation, insurance and use of collections, including borrowing and lending procedures.

## 7. ACQUISITIONS

The City acquires objects by donation, bequest, purchase or exchange. Donations, including bequests will be accepted when clear title of ownership is transferred.

- The objects may be displayed, stored, loaned, researched, published, treated or photographed at the discretion of the Richmond Museum Curator.
- Objects will not be accepted with special conditions attached by the donor. Exceptions may be considered if circumstances are mutually agreed upon by the donor and the City prior to acquisition.
- Human remains and taxidermy will not be collected. Exceptions may be considered if circumstances are mutually agreed upon by the donor and the City prior to acquisition.
- Duplicates will not be collected unless they serve a specific function.

Criteria used to determine an artefact's suitability for acceptance into the Collection, in order of priority includes:

- Support of Collections Mandate.
- Further development of the Collection.
  - Representation of objects of societal significance, including those that reflect the unique values, historical themes and fine or unusual qualities.
  - Objects included in the collection will have historical significance; they will relate to and provide evidence of the peoples, places, activities and events of Richmond.
- Interpretative potential for exhibitions and programming.
- Research potential.
- Condition, conservation and storage requirements.

Acceptance of large and/or significant collections with monetary and cultural value greater than \$100,000 (eg. Eppich Collection; BC Packers Collection) will be subject to Council approval.

In all other cases City of Richmond Curatorial staff will determine the acceptability of an artefact for the Permanent, Corporate, Education and Props Collection based upon recommendations from the City Wide Artefact Collections Committee.

A separate committee, led by the City of Richmond Curatorial staff and including representatives from the Richmond Olympic Experience, will determine acceptance of artefacts for the Olympic Collection.

## **8. ETHICAL ISSUES**

Recognizing that the Collection is not vested solely in the City of Richmond and its Museum and Heritage Sites Societies but, more implicitly held in trust for future generations, the acquisition of objects shall conform with all existing binding international conventions, federal, provincial and municipal laws and regulations. These include:

- The UNESCO Convention on the Means of Prohibiting and Preventing Illicit Import and Transfer of Ownership of Cultural Property, 1970, to which Canada is a signatory.
- The Cultural Property Export and Import Act, 1985.
- The Convention on International Trade in Endangered Species, 1973, amended 1979 and 1983.
- The Heritage Conservation Act, BC, 1996.
- Canada Revenue Agency's gift and tax regulations.

Curatorial and Collection Management practices will abide by a level of performance and operation consistent with the professional standards established by the International Council of Museums, Canadian Museums Association and the British Columbia Museums Association.

City of Richmond recognizes the right of its employees to be involved in activities as citizens of the community, however, employees must keep their roles as private citizens separate and distinct from their responsibilities as public service employees and they must avoid conflict of interest situations. Employees may not misrepresent their relationship to the City of Richmond to promote their personal collecting. Personal collecting by employees and their immediate families will not be in competition with the collecting activities of the City of Richmond.

City staff shall not provide monetary evaluations of any objects belonging to others, when there is no intent to donate the object to the collection and consistent with parameters below in section 9.1 Tax Receipts.

## **9. DOCUMENTATION**

Curatorial staff record the legal status of objects in the Collection through a standard documentation system. The system is also used to record the location, movement, care, display and use of the Collection.

### **9.1 Tax Receipts**

City of Richmond Director of Finance or delegate is responsible to issue tax receipts for City owned artefact donations. The Canada Revenue Agency's gifts and income tax regulations will be followed when providing tax receipts. The City of Richmond uses the following guidelines:

- Donations valued at less than \$100 are not eligible for tax receipts.
- For donations whose value is between \$100 and \$1000 the Richmond Museum Curator or the affiliated Society may provide the evaluation.
- For donations valued over \$1000 where a tax receipt is requested, the City of Richmond requires an independent appraisal to establish fair market value, at the Donor's expense, as per Canada Revenue Agency's guidelines.
- If a donation exceeds \$20,000, the City of Richmond recommends two separate valuations, if possible. Evaluators will be approved by the Richmond Museum Curator prior to valuations.

## 10. USE OF COLLECTION

### 10.1 General

- The Permanent Collection may be used for research, exhibit and interpretive programming purposes in conformity with the *City Wide Artefact Collections Policy*.
- Any use which is contrary to the City's responsibilities and policy, or which the Richmond Museum Curator, City Wide Artefact Collection Committee and/or Olympic Collection Committee deems to be inappropriate, shall be denied.
- The Education Collection may be used for all programming and exhibition purposes deemed appropriate by the Educational Programs Coordinator and/or the Richmond Museum Curator. There are no usage limitations on this collection.
- The Props Collection may be used to support exhibits and programs. There are no usage limitations on this collection.
- The Resource Library is a non-lending library but is available for reference use by City Staff, Museums and Heritage Sites Society staff and volunteers, Richmond Olympic Experience staff and the general public.

Cost to the Richmond Museum, including staff time, use of facilities, collections care, security responsibilities and priorities shall be taken into account in considering access to the Library Collection.

### 10.2 Use for Profitable Purposes

Any use of the Collection intended for the financial profit of another organization or individual may be considered only if it is consistent with the mandate and responsibilities of the *City Wide Artefact Collections Policy* and is clearly for the public benefit.

Use of artefacts for commercial photography and for filming may be permitted for a fee negotiated in a contractual agreement that will include relevant staffing required, insurance, conditions of access and use. Approval of requests is at the discretion of the Richmond Museum Curator. Any filming requests will be coordinated through the City of Richmond Film Office.

The City has copyright to most images of the objects in the Collection. When the City does not hold full copyright, it is the responsibility of the applicant to obtain permission from copyright holders. Any use of the Collection must include a credit to the City of Richmond.

### 10.3 Loans

Museums and Heritage Sites may lend and borrow objects for research, programming or exhibition purposes. Loans from the Collection may be made to similar institutions and non-profit organizations. Loans are at the discretion of the Richmond Museum Curator.

All loans require a written agreement signed by the Curator, on behalf of City-owned objects and the lender or borrower. Full documentation of each loan, including condition reports, shall be maintained.

### 10.4 Insurance

The City of Richmond insurance policy covers artefacts and material borrowed by Curatorial staff on behalf of a City-owned Museum or Heritage Site. Transit to and from the site, if transported by City of Richmond staff, will be covered. If an independent carrier is required to transport the loaned objects to and from the place of storage, the City of Richmond will ensure that adequate insurance is in place to cover any potential loss or damage to the object while in transit.

If an artefact(s) is loaned to another institution by the City of Richmond, the borrower must insure the artefact(s) at their own expense, and provide the City of Richmond with proof of insurance.

## **11. DE-ACCESSIONING**

Caution must be taken when de-accessioning and/or disposing of artefacts from the collection. These objects were donated to the City in good faith and as such, staff and/or volunteers are morally and ethically bound to manage the property carefully.

### **11.1 De-accessioning Criteria**

Collections need to be upgraded through new acquisitions as well as periodic replacement and culling. De-accessioning requires evaluating an object based on the following criteria:

- Does not conform to the mandate.
- Does not have a direct bearing on the history of Richmond or social or cultural significance to Richmond institutions.
- Is a duplicate.
- Has deteriorated beyond usefulness or repair is not possible.
- Cannot be given the appropriate care.
- Will not be required for use in the future.

The Supervisor, Museum and Heritage Services, reviews and approves recommendations from the City Wide Collections Committee to de-accession from the City of Richmond Permanent Collection. The Britannia Site Supervisor reviews and approves recommendations from the City Wide Collections Committee to de-accession artefacts related to the Britannia Shipyards National Historic Site. The Olympic Collection Committee reviews and approves recommendations to de-accession artefacts related to the Olympic collection.

### **11.2 Corporate Collection Retention**

Objects transferred from the Mayor's Office, City Council or other City departments will be assessed in the same manner as objects entering the Museums and Heritage Sites Collection.

Objects deemed representative of Richmond's history and development and seen to hold future historic value will be formally accessioned into the Richmond Collection. Objects of lesser historic value and determined not to be worthy of accessioning into the Permanent Collection will be retained for a period of no less than one year and no more than five years.

See Appendix B for retention schedule.

### **11.3 Disposal Methods**

Upon completion of approval for de-accessioning, the following methods of disposal are recommended:

- Return to original donor or estate of the donor. This is the individual(s)/organization(s) that donated, transferred or gifted the piece to the City.
- Transfer to Education or Props Collection.
- Transfer to another public museum or institute whose purposes are compatible to those of the City of Richmond.
- Failing the above, sale through auction. Profits from the sale will be used to support the Collection.

### **11.4 Legal Impediment to Disposal**

Donations cannot be returned to donor(s) who have been issued a tax receipt for the gift unless specific taxation criteria are met.

### **11.5 Ethical Guidelines**

Museums and Heritage Sites staff and volunteers including Board members, City Wide Artefact Collections Committee members, Olympic Collection Committee members are not permitted to purchase through auction or sale any artefacts being de-accessioned from the Collection.

## APPENDIX A:

### COMMITTEE TERMS OF REFERENCE

#### 1. CITY WIDE ARTEFACT COLLECTIONS COMMITTEE

##### **Purpose:**

The purpose of the City Wide Artefact Collections Committee is to provide coordinated and efficient management of the artefact collection related to City-owned Museums and Heritage Sites. The Committee is responsible for the following:

- To determine if potential artefact donations meet the acquisitions criteria of the *City Wide Artefact Collections Policy*.
- To evaluate the suitability of incoming and outgoing loans.
- To discuss relevant issues that impact the Collection such as, appraisals, disaster planning, insurance, housing, exhibits, preventative conservation, education and programming needs.
- To assess the Collection in order to determine if any objects meet de-accession criteria and make recommendations based upon this assessment.

##### **Membership:**

The Committee will be comprised of representatives from City-owned Museums and Heritage Sites that own artefact collections including Britannia Shipyards National Historic Site, London Heritage Farm, Richmond Museum and Steveston Museum.

The Committee will consist of no more than 9 members including:

- 2 for Britannia Shipyards National Historic Site – City Staff and/or Board Member or designate
- 2 for London Heritage Farm – Staff and/or Board Member or designate
- 2 for Steveston Museum – City Staff and/or Board Member or designate
- 3 for Richmond Museum – Curatorial Staff, and/or Board Member or designate

The Richmond Museum is responsible for the leadership and implementation of the City Wide Artefact Collections Policy because of the Museum's city wide mandate and full-time staff trained in collections care and management.

A Chair will be elected by Committee members. The Richmond Museum Curator or designate will be responsible for recording and distributing Committee minutes.

##### **Schedule:**

The Committee will meet bi-monthly or at the discretion of the Chair.

## 2. OLYMPIC COLLECTION COMMITTEE

### **Purpose:**

The purpose of the Olympic Collection Committee is to provide coordinated and efficient management of the artefact collection related to the Olympics. The Committee is responsible for the following:

- To determine if potential artefact donations meet the acquisitions criteria of the *City Wide Artefact Collections Policy*.
- To evaluate the suitability of incoming and outgoing loans.
- To discuss relevant issues that impact the Collection such as, appraisals, disaster planning, insurance, housing, exhibits, preventative conservation, education and programming needs.
- To assess the Collection in order to determine if any objects meet de-accession criteria and make recommendations based upon this assessment.

### **Membership:**

The Committee will be comprised of representatives from the Richmond Olympic Experience and the Richmond Museum Curator or designate.

The Committee will consist of 3 members including:

- 2 members from the Richmond Olympic Experience
- 1 member from the City of Richmond Curatorial staff

The City of Richmond Curator or Curatorial staff is responsible for the leadership and implementation of the City Wide Artefact Collections Policy because of the Museum's city wide mandate and full-time staff trained in collection care and management.

A Chair will be elected by Committee members. The Richmond Museum Curator or designate will be responsible for recording and distributing Committee minutes.

### **Schedule:**

The Committee will meet as required and at the discretion of the Chair.

**APPENDIX B:**

**CORPORATE COLLECTION RETENTION SCHEDULE**

**Accessioned Corporate Collection Objects:**

These are objects that have been formally accepted into the Permanent Collection and will be retained indefinitely. Disposition of any of these objects must follow the same policies as all other accessioned objects in the Permanent Collection.

**Un-accessioned Corporate Collection Objects:**

This retention schedule applies only to those objects in the Corporate Collection that have not been selected by the Richmond Museum Curator for accessioning into the Permanent Collection.

<b>Object Type</b>	<b>Retention Length</b>
Annual Awards, Plaques and Recognition	1 year (as replaced by next years award)
One time Awards, Plaques and Recognition	2 years
Gifts presented to various City Departments other than Office of the Mayor and/or Council	2 years
Gifts presented to Office of the Mayor and/or Council	3 years

