

# **Collection Management Policy for the Nova Scotia Museum**

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## 1.0 INTRODUCTION

The Nova Scotia Museum (NSM) is a body that operates a decentralized museum system owned by the Province of Nova Scotia. It provides Nova Scotians and visitors with opportunities to experience and learn about the natural and cultural heritage of Nova Scotia.

Material evidence is the primary resource for the Nova Scotia Museum. The NSM acquires and preserves artifacts and specimens for study, reference, and presentation to the public, together with related information. The Collection is displayed and stored in purpose-built and historic buildings in communities throughout the province (note that buildings and structures are not considered part of the Collection). The NSM is responsible to preserve the Collection and to make it accessible to present and future generations. In all of its collection activities, the NSM will respect cultures and societies that created the objects, and the communities for whom they form part of their history or identity.

This policy provides standards for the selection, acquisition, preservation, use, and documentation of artifacts and specimens in the Collection, and for disposal if necessary. It recognizes the decentralized nature of the Nova Scotia Museum and of collection management responsibilities, and it considers past

and present practice, professional and museological standards, collection management issues, and planning for the future.

This policy provides the framework for guidelines and procedures, which are contained in procedures manuals related to this policy. These manuals must be used in conjunction with other NSM policies.

### 1.1 Legal Authority

The Nova Scotia Museum is governed by the *Nova Scotia Museum Act* (Chapter 7 of the Acts of 2019) and acts as trustee for the Collection. Ownership of the Collection rests with His Majesty the King in right of the Province of Nova Scotia. The NSM also acts as the principal repository for artifacts and specimens collected or seized under the authority of the Province's *Special Places Protection Act, R.S., c. 438, s.1* (1989).

The NSM respects the authority of relevant municipal, provincial, federal, and international legislation, as well as conventions applicable to collection management.

## 2.0 OPERATIONAL OVERVIEW

The Nova Scotia Museum (NSM) is led by the Executive Director of Archives, Museums and Libraries (AML), part of

the Department of Communities, Culture, Tourism, and Heritage. The NSM is represented by two divisions in AML: the Nova Scotia Museum Operations and Innovation, Collections, and Infrastructure.

The Nova Scotia Museum Operations Unit is responsible for the operation of the directly managed and locally managed sites in Halifax and around the province. It has no direct responsibility for the Collection at these sites.

Innovation, Collections, and Infrastructure includes the Collections Unit, the Interpretation Unit, and building maintenance. The Collections Unit has been delegated most collection-related responsibilities for the NSM, and also provides advice and support in the area of collection management, including registration and conservation. It includes the curatorial staff for the following areas: archaeology, botany, Mi'kmaq Cultural History, geology, cultural history, marine history and zoology.

The Nova Scotia Museum Board of Governors oversees operation of the Nova Scotia Museum network, and is responsible for the approval of some Collections Unit activities, including deaccessioning items from the collection.

All NSM sites have been designated as either 'curatorial' or 'custodial'. A 'curatorial site' has designated collection staff with authority to

acquire material for the Collection. A 'custodial site' provides basic care for the collection (e.g. security, proper handling), but does not have designated curatorial staff or authority to acquire any material for the Collection (see a listing of these sites in the Glossary).

### **3.0 RESPONSIBILITY OF STAFF AND VOLUNTEERS**

The Executive Director of Archives, Museum and Provincial Libraries Services is ultimately responsible for the Collection and, through the Manager of the Collections Unit, ensures that collection management policies, guidelines, and procedures are developed and implemented. The Executive Director, delegated through the Manager of the Collections Unit, Curator, or designate, is responsible for ensuring that anyone who works with the Collection is aware of policies and procedures. Staff and volunteers must follow these procedures in a consistent manner throughout the NSM.

The Collections Unit, part of Innovation, Collections and Infrastructure, has direct and prime responsibility for acquisition, preservation, and documentation of the collection.

The development, management, and preservation of the Collection at the

NSM's locally managed sites are the responsibility of staff in the Collections Unit. Where locally managed museums have designated collection staff, a greater degree of responsibility for the Collection is delegated. Collection-related responsibilities for both the local management group and the NSM may be described in a Site Agreement, Site Operating Guidelines, or some other format, to be determined as appropriate in individual instances by agreement of the local management group and the NSM.

Staff and volunteers will maintain artifacts, specimens, and collection records in an environment conducive to preservation. Standards vary according to the nature of the collection and display or storage conditions; these are described in the NSM's collections management procedures manual related to this policy. The Manager of the Collections Unit, Curator, or designate will ensure that the Collection is inspected regularly for evidence of damage or deterioration. Any staff member or volunteer who discovers a preservation problem or damage to an artifact or specimen must document and report it immediately to the Manager of the Collections Unit or designate.

All staff and volunteers are responsible to maintain the security of the Collection. This includes loss and breaches of security. Staff and volunteers must document and

immediately report any suspected or confirmed loss or damage to the Collection through the Manager of the Collections Unit. In some cases (e.g. firearms), legal considerations may require that the police also be notified.

***A policy governing NSM's relationship to its Collections Unit volunteers is attached (see appendices).***

### **3.1 Ethics**

In all activities relating to collection management, an employee, research associate or curator emeritus must avoid any perceived or apparent conflict of interest with the purposes of the NSM. If a conflict develops, the interests of the NSM will take precedence.

*Values, Ethics, & Conduct – A Code for Nova Scotia's Public Servants* (2008) prescribes standards for the ethical behaviour of Provincial civil service staff.

The NSM will be guided by established professional standards and ethics. The Board of Governors of the NSM has adopted the Canadian Museums Association's *Ethics Guidelines* (1999).

Nova Scotia provincial legislation takes precedence over NSM policies, and NSM policies take precedence over professional ethical guidelines.

## **4.0 COLLECTION**

## **DEVELOPMENT**

### ***4.1 History of the Collection***

In 2020 the Collection included over 1,000,000 artifacts and specimens in the following disciplines: archaeology, botany, ethnology, geology, history, industrial history, marine history, and zoology.

The origins of this multi-disciplinary collection can be traced to 1868 when the Mechanics Institute (1831-1868) collection of specimens and artifacts was combined with the holdings of the Nova Scotian Institute of Science (1862- present). This collection was comprised mainly of mineral specimens and products produced in the province which had been on display at several international exhibitions in the 1850s and 60s, as well as fossils.

Rev. Dr. Honeyman was appointed Curator in 1868 and held that position until his death in 1889. He collected both natural history specimens and cultural history artifacts related to Nova Scotia, with an emphasis on mineralogy.

From 1900 to 1940 the Collection grew to include not only geological, zoological and botanical specimens, but also ethnological material, archaeological discoveries, photographic images, and historical artifacts. The focus of collecting

depended on the needs and circumstances of the institution. The accession ledgers maintained by Harry Piers, the Curator from 1899-1940, include drawings and detailed information about each acquisition and remain a valuable source of information.

The museum was seen as a scientific and educational institution during the 1940s. In 1947, legislation changed the name to the Nova Scotia Museum of Science and the collecting mandate focused on natural history and science. The natural history collection continued to expand during this period although by 1950 the only active collection was entomology. The collections for other disciplines, including history, geology, zoology, and botany, were packed away.

By 1952 the botany and zoology collections were brought out of storage and collecting in these areas commenced again with the aid of members of the Nova Scotian Institute of Science, academics from local universities (Acadia and Dalhousie), as well as museum staff.

In 1955, the historical collection found a new home and was displayed in a building inside the Halifax Citadel. Artifacts were brought out of storage and were supplemented by new acquisitions over the next few years. The first Nova Scotia Museum Act, which provides the legislative framework to guide the institution and its operations, was passed in 1960

(latest version was passed in 2019). It provided a mandate that included historical objects and a change in the name to the Nova Scotia Museum.

The Collection expanded during the 1960s when several historic houses around the province were transferred from the NS Department of Trade and Industry. House furnishings and effects became part of the Collection. For example, the collection on display at Perkins House (1960) represents life in 18<sup>th</sup> century Nova Scotia, and the artifacts acquired with Uniacke House (1960), and Haliburton House (1960) are from the early part of the 19<sup>th</sup> century. Artifacts include the household furnishings of upper middle-class homes from that period; furniture, ceramics, fine art, and textiles, including some costumes. The collection at Uniacke House is unique as many of the furnishings have an association with the Uniacke family and have been in the house for almost 200 years.

Through the 1960s the natural history collection continued to grow. Cooperative exchanges with the National Herbarium and Acadia University saw the herbarium of local and Maritime plants grow. As well, a contract employee actively collected for the herbaria in the late 1960s. Field collecting increased the zoology collection and reflected the research interests of museum staff and research associates. This collecting resulted in the addition of freshwater mollusks and freshwater invertebrates

from southwestern Nova Scotia.

The industrial collection began with the acquisition of artifacts from the Balmoral and Barrington mills. The contents of Balmoral Grist Mill (1966) include 19<sup>th</sup> century machinery used to make flour. Barrington Woolen Mill (1966) added machinery and equipment used to produce woolen goods in the late 19<sup>th</sup> century and early 20<sup>th</sup> centuries.

In 1967 a marine history component was added to the Collection when material from the Maritime Museum of Canada was transferred to the Province. The later building of the Maritime Museum of the Atlantic allowed for the expansion of collecting in this area. The marine history collection includes artifacts relating to shipbuilding, life at sea, as well as fine art and commemorative objects. Curatorial staff were hired to research, document and collect marine history objects. The collection continued to grow with more material added relating to Nova Scotia's part in the Golden Age of Sail, including artifacts related to Nova Scotian shipbuilders and captains. For instance, the collection acquired when Lawrence House (1967) became part of the NSM represented life in rural Nova Scotia, and the life of a family involved in shipbuilding and ship owning.

By 1970 when the NSM moved into its new building on Summer Street, there were curatorial staff in the disciplines

of archaeology, botany, geology, history, marine history, and zoology. Collecting was active. In the late 1970s an Assistant Curator of ethnology was added to the staff.

The 1970s saw the largest growth to the Museum's historical sites and the collection, with the acquisition of several house contents, and efforts by staff to furnish others to the period interpreted. These included: Ross Farm Museum (1970), with artifacts, mostly from the area, depicting rural life and agricultural practices; Ross-Thomson House (1971), a late 18<sup>th</sup> century residence and store built by Loyalists, with items collected by the Shelburne Historical Society and NSM staff; Prescott House (1971) restored and furnished by great-granddaughters of the original owner; McCulloch House (1972), partially furnished with items connected with the Rev. Dr. Thomas McCulloch; Firefighters Museum of Nova Scotia (1973); Wile Carding Mill (1974), with original water-powered machinery; North Hills Museum (1974), with the last owner's collection of late 18<sup>th</sup> and early 19<sup>th</sup> century furnishings; Sutherland Steam Mill (1975); Cossit House (1975), a late 18<sup>th</sup> century home, partially refurnished by NSM staff; and Fisherman's Life Museum (1977), refurnished by NSM staff to represent an inshore fishing family home.

The collection at Sherbrooke Village (1971) commenced shortly before with the Department of Trade and

Industry, which began to acquire material for this new development. After the NSM took responsibility for the site, staff built the collection to furnish several homes, a drugstore, general store, school, and other buildings.

In Canada's Centennial year, (1967), many towns and villages across the country developed museums like the Fisheries Museum of the Atlantic (1976). Its collection focuses on the North Atlantic fishery with an emphasis on Lunenburg's role in the fishery.

Through the 1970s, the botany collection grew with donations from the federal Department of Agriculture and the National Museum of Canada.

The NSM furthered the development of its marine collection when the Dory Shop (1980) and artifacts relating to construction of Shelburne dories were added. This same year the Barrington Meeting House (1980) became part of the Museum. Its significance lies with the building's unique architecture and history as a meeting place in the community rather than with a collection.

In 1980, with passing of the *Special Places Protection Act* (R.S., c. 438, s. 1), the Nova Scotia Museum became the official repository for archaeological and paleontological material recovered under the Act. Natural history material collected as part of field assessments undertaken for the nature and ecological reserves



portion of the *Special Places Protection Act* were deposited at the NSM. This practice continued until 1993, when nature and ecological reserves program moved first to the NS Department of Natural Resources and later to the NS Department of Environment.

When the Maritime Museum of the Atlantic moved to Lower Water Street in 1982, the marine collection moved, along with curatorial staff. The collection continued to develop with artifacts relating to the ship chandlery in the restored Robertson Building, cable laying, shipwrecks, as well as a small craft collection, a ship portrait collection, and the largest NSM artifact, *CSS Acadia*, a 180 – foot hydrographic survey vessel built in 1913.

The Shand House and its contents were bequeathed to the Province in 1983. This added a collection of domestic furnishings that had been acquired by the Shand family for this house when new in the 1890s; as well as furniture made in the Shand furniture factory in Windsor.

In 1986 the industrial collection began to grow in earnest when a curator was hired to focus on specific collecting for the Museum of Industry (1995). Its artifacts represent the past and present of industry in Nova Scotia and includes tools and equipment from traditional industries such as coal mining and steel making, goods manufactured here, artifacts from

science and knowledge-based industries, and the personal effects of workers.

In the mid 1980s the fossilized remains of crocodiles, early dinosaurs, mammal-like reptiles, sharks, and fish were discovered at Wasson's Bluff near Parrsboro. The Fundy Geological Museum (1993) was established to exhibit paleontological and geological specimens from the area. The original collection was comprised of mineral and fossil specimens housed at Parrsboro's Tourist Information Centre, a private mineral collection purchased by the NSM, as well as paleontological specimens collected by museum staff.

Highland Village Museum became part of the NSM in 2000 and the collection was transferred to the Province in 2005. It is a living history museum that preserves and promotes Nova Scotia Gaelic culture, with roots in the Highlands and Islands of Scotland. The collection consists of household goods and furnishings and agricultural equipment from the late 18<sup>th</sup> to the early 20<sup>th</sup> century that would have been used on Cape Breton Island.

In 2011 Le Village Historique Acadien became part of the NSM. The collection was transferred to the Province in June of that year. This living history museum is to be found in the oldest area of continuous Acadian settlement in the Pubnico region of Southwest Nova Scotia.

In 2015, the Nova Scotia Museum welcomed its 28<sup>th</sup> museum site, the locally managed Black Loyalist Heritage Centre in Birchtown. On display there are archaeological artifacts from the provincial collection, excavated in Birchtown. This community of free Black people existed from 1783 to 1791. A virtual copy of the Book of Negroes and period reproductions created for the film production of the same name are also on exhibit. A National Historic Monument located on the site's two-acre property commemorates the Black Loyalist landings in Nova Scotia.

The Collection grew when objects in historic houses and sites were added and the curatorial staff continued to develop the Collection in all disciplines. At various times large lots of artifacts were acquired by the history collection. Examples include: the Rhuda tool collection, consisting of woodworking tools collected by an industrial arts teacher, mainly from the late 19<sup>th</sup> to the early 20<sup>th</sup> century; the Phinney clock collection (on loan to the MacDonald Museum, Middleton); the Ross Rifle collection (on loan to the Army Museum); mortuary artifacts from the Halifax Explosion, and a collection of wood recovered as flotsam from the sinking of *SS Titanic*.

The natural history collection continued to develop in all disciplines, through collecting by staff, research associates, legislative collections and

through new acquisitions. The botany collection added a large herbarium from the National Research Council of Canada and replicates of field work carried out by the Atlantic Canada Data Centre for species-at-risk. Examples of significant zoological specimens include the salt marsh ecosystem collection and the Northumberland fish collection. One of the largest additions to the geology collection came after a fossilized mastodon skeleton was excavated from a site north of Halifax. Other additions to the geology collection include a group of trace fossils from Brule and significant plant and animal fossils from Joggins.

## **4.2 The Collection Today**

Today, the NSM collection consists of artifacts and specimens that represent many aspects of the cultural and natural history of Nova Scotia, as well as non-Nova Scotian material acquired for comparative study. The NSM collects in four areas: natural history, marine history, industrial history, and cultural history, including ethnology and archaeology.

Development of the Collection will meet both the immediate and long-term objectives of the NSM. Development will build on strengths and address weaknesses of the collection as assessed by appropriate curatorial staff, and will take into

account current and projected needs. Strategies will include both planned and opportunistic approaches.

In developing the natural history collections, the principal objectives are to acquire and preserve

- specimens of animals, plants, rocks, minerals, fossils, and associated materials that occur in Nova Scotia
- specimens that do not occur here but are related to Nova Scotian material for research, exhibit, and educational use

In developing the cultural history collections, the principal objectives are to acquire and preserve

- artifacts produced in Nova Scotia
- artifacts used in Nova Scotia but made elsewhere
- artifacts not made or used in Nova Scotia but related to the province, for research, exhibit, and educational use

The collecting strategies of the NSM consider the interests of community, regional, national, and international public institutions and since 2009 Nova Scotia's *Interpretive Master Plan*.

In 2011, a Collections Development Strategy was developed and is designed to ensure that the Nova Scotia Museum actively develops a collection which meet its current and

future needs. This strategy, in conjunction with this policy and the *Interpretive Master Plan*, establishes an institutional direction for the collecting activities of the Nova Scotia Museum.

## 5.0 ACQUISITION

The NSM acquires artifacts and specimens through a variety of methods. Staff must undertake acquisition in accordance with the highest professional standards and ethics. When an acquisition is considered the NSM must make a serious, diligent, and documented effort to establish ownership. In the case of gifts or bequests, purchases, or exchanges, clear title must be transferred to the NSM. Conditions can not be attached that would limit the NSM's use of the material, except with the approval of the Manager of the Collections Unit. Conditions must be legal.

***NSM collections should not include items necessary to display artifacts, such as exhibit cases, dioramas, lighting, panels, graphics, etc. These are usually not considered artifacts, or of provincial significance. Such items should only be accessioned in exceptional cases. See Collections Procedures Section 5.1.***

### 5.1 Criteria for Acquisition

The NSM will strive to acquire artifacts and specimens that are complete and in good condition, and for which provenance or locality is documented. The decision to acquire an artifact or specimen will be based upon these considerations:

- relevance to the mandate of the NSM and to collection development objectives
- significance, such as association with an event, person, historical period, or place
- representation of themes, processes, activities, and cultural norms with provincial significance
- results of primary research in Nova Scotia, such as voucher specimens and samples
- human and financial resources to acquire, document, preserve, store, and exhibit the artifact or specimen
- opportunities for use, exhibition, research, and other programs
- representation of themes identified in the Nova Scotia Museum's *Interpretative Master Plan* (2009)
- physical condition
- cultural sensitivity
- oral or written documentation to support ownership, authenticity, study, and use
- absence of threats to users or to other elements of the collection
- absence of restrictions on use or disposition
- compliance with legislated responsibilities defined under the *Special Places Protection Act. R.S., c. 438, s.1* (1989) originally passed

in 1980

- compliance with other relevant legislation and regulations

## **5.2 Approval for Acquisition**

The document *Roles and Responsibility of the Collections Unit* (January 2010) and accompanying matrix states that acquisitions are ultimately the responsibility of the Manager of the Collections Unit; this is generally delegated to the Curator, or designate. To ensure consistent and accountable management of acquisitions, a committee will be formed to consider any acquisitions for the NSM that meet one or more of the following criteria:

- purchase price of any one item expected to exceed \$1000
- tax receipt value of any one item that exceeds \$1000
- significant conservation requirements
- other sensitive issues associated with acquisition (e.g. cultural sensitivity)

Formation of a committee will be specific to a proposed acquisition or series of related acquisitions. In all cases, a committee will include at least 2 individuals plus the Manager of the Collections Unit or designate. A committee will be constituted by the curatorial staff member proposing the acquisition, in consultation with the Manager of the Collections Unit. Membership is open to Collections Unit staff, interpretation staff,

management or other knowledgeable staff, museum affiliates (e.g. Curators Emeritus, Research Associates) and staff at the curatorial sites. The Senior Conservator will either be a committee member or provide an opinion for any acquisition with significant conservation considerations. The committee will not include the individual offering the artifact or specimen.

In some circumstances, acquisitions are taken to the Board of Governors for recommendation. These include:

- purchase for which funds are requested from the Board's Endowment Fund
- purchase in excess of \$25,000
- donation or purchase of potentially controversial nature (e.g. cultural sensitivity, negative public scrutiny)
- acquisition that requires a significant outlay of resources, at time of acceptance or in future (storage, conservation, etc.)

The prospective donor or vendor must be issued a *Receipt for specimens and artifacts* when an object is left at any NSM site. If the item is rejected, the owner will be sent written notification and given 90 days to retrieve it. If the owner does not retrieve it within 90 days, it will be disposed of by the Museum in accordance with NSM guidelines and procedures.

Each NSM *Gift Agreement* must be signed by the Manager of the

Collections Unit, or designate before being sent to the donor.

If the artifact or specimen is accepted a *Gift Agreement* or invoice must be signed by the donor to prove the transfer of ownership (Does not apply to objects that fall under the *Special Places Protection Act*, where a *Receipt for heritage objects pertaining to the Special Places Protection Act* will be issued).

### **5.3 Methods of Acquisition**

Artifacts and specimens are acquired through field collecting, gift or bequest, purchase, exchange, and transfer, some are also described as acquired in-house, and found in the collection.

#### a) Field Collecting

Specimens or artifacts may be collected by museum staff, or by others acting on behalf of the NSM, directly from their context in the field in accordance with appropriate permits and acts of government.

#### b) Field Collecting, Special Places

Under the *Special Places Protection Act, R.S., c. 438, s.1* (1989) the NSM is the repository for all archaeological and paleontological material recovered in Nova Scotia since 1980. Authorization through a *Heritage Research Permit* issued by Communities, Culture, Tourism, and

Heritage is required to recover this material.

**The NSM also has the legal right to archaeological and paleontological material recovered in the field by unauthorized individuals.**

**The NSM may choose to retain only those artifacts and specimens that are deemed to be significant.**

Individuals may legally own archaeological and paleontological material collected in Nova Scotia prior to 1980. Consequently, this material would be acquired in similar fashion to other artifacts or specimens.

c) Gift or Bequest

A Gift or bequest may be accepted from any source, including museum staff members.

d) Purchase

Artifacts or specimens may be purchased for the collection from any source. However, purchase from a member of the Board of Governors, staff, volunteer, or research associate of the NSM, including directly and locally managed sites, their family members or friends, or an organization in which the individual has an interest, requires approval of the Executive Director. In such cases the NSM will establish a purchase price that reflects fair market value,

with adherence to ethical guidelines.

e) Exchange

The NSM may exchange specimens or artifacts with another institution.

Exchanges may be arranged by the Manager, Collections Unit or the Curator responsible for that part of the collection.

Exchanges may be made provided:

- i. both parties are in full agreement
- ii. both the acquisition and the disposal of artifacts or specimens are documented for the permanent records
- iii. removal of the object would not impair the Collection in any functional way
- iv. removal is approved through the deaccessioning process.

f) Transfer

The NSM may transfer artifacts or specimens from other Nova Scotia government departments or agencies.

All transfers must be supported by documentation.

g) In-house

Objects created or used within the NSM may be subsequently accessioned into the collection.

h) Found in the Collection

Unaccessioned objects that have been treated as artifacts or specimens over time but for which acquisition documentation can not be found are designated 'Found in the Collection'. These objects will be accessioned if approved through the acquisition process.

#### **5.4 Income Tax Receipts and Appraisals**

Income tax receipts for artifacts or specimens, including those in a working collection, are available to all donors, including staff members, as per Canada Revenue Agency guidelines. The receipt will reflect fair market value at the time of acquisition, determined by appraisal.

The NSM **will not** issue a tax receipt before the *Gift Agreement* is signed. An appraisal is not undertaken before a *Gift Agreement* is signed as this action may ultimately reflect upon the reputation of the NSM.

All tax receipts must be signed by the Executive Director, who must retain a copy as a permanent record.

An appraisal for a gift of \$1000 or less can be provided by a qualified staff member as long as valuation documentation regarding how the fair market value was determined is retained on file.

**An appraisal for a gift over \$1000 must be performed by an outside**

**appraiser.** It is recommended by the Canada Revenue Agency that an appraisal for an object with a value more than \$1,000 be undertaken by an appraiser acting at 'arms length' from the NSM and the donor. As per guidelines provided by the Canada Revenue Agency the appraiser should be knowledgeable about and active in the marketplace for the specific object, as well as the elements of a properly prepared and credible valuation report.

The cost of an outside appraisal for income tax purposes will generally be borne by the NSM as financial resources permit. Otherwise, the NSM will negotiate with the potential donor.

The NSM does not undertake paid or unpaid third-party appraisals. Museum staff will not recommend to the public a specific dealer, appraiser, or auctioneer, but may provide a list of such people with the understanding that this does not constitute endorsement.

Application for certification as Cultural Property for income tax purposes may be made for artifacts and specimens that appear to be of outstanding significance and national importance. The process is initiated by the Manager of the Collections Unit, Curator, or designate. All applications and correspondence will be submitted to the Canadian Cultural Property Export Review Board by the Executive Director.

## 6.0 DOCUMENTATION

The NSM must accurately and thoroughly document the Collection to realize its value and significance, and to fulfill the institution's stewardship role. Documentation is essential for collection development, research, preservation, and interpretation. Documentation is the responsibility of the Manager of the Collections Unit, or Curator, and other staff as appropriate.

Documentation will include information, in written, electronic\*, audio-visual, or graphic form, pertaining to the identity, location, provenance, and transfer of legal title of artifacts and specimens in the Collection, and other related information regarding significance or reason for collecting, function, description, condition, and usage after acquisition (\* The NSM's CollectionsIndex Plus database (CI+) stores electronic records for the collection of artifacts and specimens.).

When being integrated into the Collection, each artifact and specimen must be described in sufficient detail to enable the detection of any deterioration. Any change in condition or treatment to an artifact or specimen will be documented.

Temporary or permanent change in the status of an artifact or specimen, such as an outgoing loan,

deaccession, or transfer to 'working collection', must be thoroughly documented.

The NSM will use accepted and consistent standards, methods, and procedures to document the Collection. Documentation must be maintained in perpetuity. Documentation itself is not considered part of the Collection.

Legal documents dealing with acquisitions must be kept in hard-copy form, with a duplicate set stored in an off-site location. Copies of electronic records stored on the CollectionsIndex Plus database (CI+) must be maintained and stored on a server off-site. Documentation should be maintained in a secure and stable environment.

While some documentation may be subject to restrictions, under the Province's *Freedom of Information and Protection of Privacy Act (1993)* (FOIPOP), the NSM should ensure that information about the Collection is easily accessible to the public where appropriate.

## 7.0 PRESERVATION

The NSM has a responsibility to preserve its collection in perpetuity, with exception of artifacts and specimens designated as 'working collection'. This includes objects in storage, on exhibit, used in programs and research, on loan, and in transit.



In all of these activities, the NSM will comply with the *Collection Conservation Policy for the NSM*.

The preservation of the Collection is the direct responsibility of the Manager of the Collections Unit, Curator, or designate, and other staff as appropriate. However, all staff and volunteers must share the responsibility.

## **8.0 USE**

The NSM is committed to the long-term preservation of artifacts and specimens in its Collection. However, a balance must be struck between the preservation of the Collection and its use for research, exhibition, educational, promotional, and commercial purposes. The NSM acknowledges that access to and use of the Collection, by staff and the public, increases risk to artifacts and specimens and requires appropriate controls.

Access to the Collection is provided through exhibitions, programs, events, publications, collection records, research files, visual resources, and consultation with curatorial staff. The *Freedom of Information and Protection of Privacy Act* restricts access to some information, including that related to the location of vulnerable cultural history or natural history sites.

Analytical sampling is acceptable for

artifacts and specimens and may lead to and include destruction. The Curator in conjunction with the Conservator must recommend and the Manager of the Collections Unit must approve this action. In all cases the purpose of sampling must be documented and is expected to enhance information about the Collection. In cases where the object would be entirely consumed the artifact or specimen must be deaccessioned first.

Access to and use of archaeological and ethnological artifacts must consider cultural sensitivities. Access to and handling of firearms is restricted under federal legislation.

The Collection must be organized and managed in such a way that it is readily accessible for all purposes consistent with the goals of the NSM.

### **8.1 Staff Access to the Collection**

The level of staff access to the Collection is determined by the Manager of the Collections Unit, Curator, or designate. Staff and volunteers who handle artifacts or specimens must be appropriately trained and supervised.

### **8.2 Public Use of the Collection**

The NSM allows limited use of the Collection by the public for commercial and non-commercial purposes. This may involve *physical* or *intellectual* access to the Collection.

*Physical* access to artifacts and specimens is provided through exhibitions, programs, events, and tours. Other requests for physical access will be considered individually (e.g. loans, individual requests, and fee-for-use situations).

*Intellectual* access to the Collection through records, images, and other information may be requested for publication, research, web sites, electronic (and other) media, display, promotional materials, personal use, films, and advertising.

Access to and use of the Collection is at the discretion of the Manager of the Collections Unit, Curator, or designate, and is generally provided to any person when a need is demonstrated. Determining factors include:

- condition of artifact or specimen
- risk to artifact or specimen
- location
- security
- health and safety risks
- copyright
- Artists' rights
- intended use
- expertise of the enquirer
- human and financial resources

Access and fee structures for use of

the Collection for commercial purposes are governed by specific policies and fee schedules.

In keeping with its educational mandate, the NSM supports use for non-commercial purposes with a discounted fee structure.

Any agreement involving use of the Collection must be documented in writing, signed by both parties, and approved by the Manager of the Collections Unit, Curator, or designate. The NSM must be credited for any use of its Collection.

***The sharing of images of museum exhibits to social media by visitors and staff is encouraged. Staff must exercise discretion before sharing behind the scenes images. There may be security or other issues that could create a problem for the Museum (see Social Media Policy).***

### **8.3 Working Collection**

The NSM recognizes the value of using artifacts and specimens in public and school programs. These programs require objects that can be operated or handled by staff, volunteers, and the public, and that, ultimately, may be expendable. To fulfill this need the NSM has established a 'working collection'. Collections staff will advise on the appropriate use of these artifacts and specimens.

The curatorial decision that leads to a designation as 'working collection' is made with the expectation that it may result in a reduced level of care, documentation, conservation, and restoration.

### **8.3.1 Designation as 'working collection'**

Artifacts and specimens may be acquired specifically for the working collection or may be transferred from the permanent collection.

The decision to designate an artifact or specimen as part of the working collection will be made by a review committee of at least two people appointed by the Manager of the Collections Unit. This committee will include at least one of the following: Manager of the Collections Unit, Curator, or designate responsible for the Collection and other appropriate staff. The transfer of an artifact or specimen from the permanent collection must be approved by the Manager of the Collections Unit.

Artifacts or specimens designated as part of a working collection must

- fulfill a program need
- be appropriate to the program
- be demonstrated as expendable (e.g. duplicate with no defined purpose, over representation in collection)
- be safe to use
- not contravene legislation (e.g. firearms)

Artifacts or specimens donated specifically for use in the working collection will be identified as such on the *Gift Agreement*.

When an artifact or specimen is transferred to the working collection, the reasons for change in status must be documented. All artifacts and specimens acquired for the working collection must be registered and catalogued in accordance with museum standards. Artifacts or specimens in the working collection must be clearly labeled as working collection, and the collection record must indicate the status of the objects as 'working collection'.

### **8.3.2 Deaccessioning an artifact or specimen from 'working collection'**

When an artifact or specimen in the 'working collection' is no longer needed or useful, it must be deaccessioned in accordance with section 11.0 of this policy or returned to the Collection.

## **8.4 Other Materials**

Material may be acquired for educational programs, exhibits, spare parts, or for purposes such as training or analysis. A *NSM Gift Agreement for artifacts and specimens* may be used to document the transfer of title; however, the material is not considered part of the Collection and documentation is not maintained by

collection staff.

This material must be labeled so that it is obviously not part of the Collection.

## **8.5 Change of Location**

Artifacts and specimens are moved among NSM sites for a variety of reasons, both short term and long term.

When an artifact or specimen is moved for a short period, any documentation, including the accession or catalogue file, remains at the original site, and the change of location must be recorded in the artifact record.

When an artifact or specimen is moved for an extended period, the accession or catalogue file will accompany the artifact or specimen to the destination site; the site of origin will maintain a copy of the file for audit purposes.

## **9.0 LOANS**

### **9.1 Loans to the Museum**

The Nova Scotia Museum borrows artifacts and specimens for exhibition, study, or other purposes consistent with the mandate of the NSM and for a specified time period.

Loans are made to the NSM by institutions and individuals. Before a loan transaction is completed the NSM must make a serious, diligent, and documented effort to establish ownership. The lender retains legal ownership of the artifact or specimen. A loan agreement, specifying intended use, must be completed for such material and the transaction must be approved by the Manager of the Collections Unit, or designate. All loans for NSM traveling exhibitions must also be approved by the Manager of the Collections Unit, or designate.

The NSM will provide the standard of care and security required by the lending institution for the artifacts and specimens on loan to the NSM; in the event that these standards are not supplied by the lending institution the NSM will provide the same standard of care and security as it does for its own collection. Treatment (such as preparation or conservation) will not be undertaken on borrowed artifacts and specimens without prior written consent from the owner. Any treatments must be documented. In the unusual event that a borrowed object cannot be returned to the lender after a serious, diligent, and documented effort has been made, it will be processed as an "unconditional gift" to the Museum as per the *Loan Agreement to the Museum* form.

When the NSM borrows material and exhibits from another institution, it

will follow the procedures prescribed by the lending institution. When the NSM borrows material from individuals, or from institutions with no lending procedures or forms, it will follow the procedures of the NSM.

Incoming loans must be fully documented. The documentation will include one copy of the signed loan form and information relating to value and condition. These records must be retained in perpetuity.

Establishing the value of the item for insurance purposes is the responsibility of the lender.

Artifacts and specimens moved within the NSM, either short term or long term, are not considered loans (see section 8.5).

## **9.2 Loans from the Museum**

The NSM normally lends artifacts and specimens to institutions. Loans are not normally made to individuals. The purpose of the loan must be consistent with the interests of the NSM, and not pose undue risk to the artifact or specimen. Loans are made for a specified time period. Normally, artifacts and specimens are loaned for a maximum of one year. The borrowing institution will provide the same standard of care, handling and use of loaned items that meets or exceeds those currently applied by the NSM. Artifacts and specimens may not be altered from their original

condition in any way without the express written permission of the NSM.

The Manager of the Collections Unit, or designate, is responsible for ensuring that those who borrow or otherwise use material for any purpose are able to provide necessary care. Individuals within both the borrowing and lending institutions must be authorized to take responsibility for the transaction. All loans from the NSM must be approved by the Manager of the Collections Unit or designate.

Natural history Type Specimens normally will not be loaned.

Outgoing loans must be fully documented. The documentation will include one copy of the signed loan form and information relating to value and condition. These records must be retained in perpetuity.

The NSM reserves the right not to lend artifacts or specimens.

The institution borrowing the object may not loan it to a third party.

Insurance while the object is on loan must be covered by the borrower. It is up to the Curator, or designate, to ensure the borrower has the proper insurance.

If there are costs incurred to transport the object, they should be paid by the

borrower. This should be confirmed before the object is loaned.

## **10.0 INSURANCE**

The Nova Scotia Museum's collection and loans to the Museum are covered through the Nova Scotia government's property insurance program.

The Manager of the Collections Unit is responsible to confirm that the collection is insured at fair market value as per compliance with the Province's insurance provider, as well as to provide valuations for insurance purposes when required. Maintaining proper insurance for the Collection assists the Province in being accountable to the people of Nova Scotia.

Loans from the Museum should be covered by the borrower's insurance. The Museum will provide the borrower with a valuation. Prior to authorizing transport of objects from the Collection the borrower must provide proof of insurance for the borrowed objects.

Loans to the Museum are covered under the provincial government's property insurance program. However, in order to minimize the Province's exposure, the Museum should always request that the lender maintain insurance and provide the NSM with confirmation in writing. All loans to the NSM must have valuations attached by the lender;

these would have to be verified in the event of a loss.

It is the NSM's responsibility to verify the value of an object lost from the Collection.

## **11.0 DEACCESSIONING**

In the NSM there is a strong presumption against removing accessioned objects from the collection. However, the NSM recognizes that there are circumstances when deaccessioning can refine the quality and improve the relevance of a museum's collection.

Deaccessioning must be undertaken in accordance with the highest professional standards and ethics, and must not be influenced by arbitrary taste or individual preference. Reasons must be ethical, defensible, and objective. Deaccessioning must be undertaken with great scrutiny, and requires institutional review and approval from the NSM Board of Governors, to ensure a system of checks and balances.

The deaccessioned artifacts or specimens must be thoroughly documented along with the reasons for deaccessioning, and the processes involved. These records must be retained by the NSM.

Any disposal of artifacts or specimens will be in accordance with the *Surplus*

*Crown Property Disposal Act* R.S.N.S. 1989 and its regulations.

A concerted and documented effort must be made to keep deaccessioned objects in the public domain.

### **11.1 Criteria for Deaccessioning**

The Manager of the Collections Unit, Curator, or designate initiating a proposal must be able to clearly demonstrate the need for deaccessioning, in accordance with one or more of these criteria:

- a specimen or artifact constitutes a physical hazard or health risk to staff or the public, or structures
- a specimen or artifact does not fall within the NSM mandate and written collection development objectives
- the NSM is incapable of providing the conditions necessary for minimum curatorial care
- a specimen or artifact has deteriorated or is damaged to a point where it does not serve a useful purpose or poses a preservation threat to other elements of the collection or museum structures
- a specimen or artifact is a duplicate having no definable purpose; provenance and other documentation must be taken into account when determining duplicate status

- a specimen or artifact is over-representative of a particular type in the Collection; provenance and other documentation must be taken into account when determining a specimen or artifact is over-represented
- a specimen or artifact has a fraudulent, unethical, or illegal provenance
- a specimen or artifact has been misidentified, or is found to be a fake, forgery, or copy with no definable purpose
- the potential for gaining knowledge by destructive analysis of the object justifies its loss from the Collection

The NSM will not deaccession an artifact or specimen at the request of the donor or seller.

An artifact or specimen may be removed from the Collection as a result of a request for repatriation.

### **11.2 Conditions for Deaccessioning**

When deaccessioning is initiated, the NSM must ensure that

- it has clear title to the object or, in the case of poorly or undocumented material, be able to demonstrate that it has made a serious, diligent, and documented investigation to determine ownership
- there are no legal or legislative

restrictions that prohibits deaccessioning the artifact or specimen

- the object has been offered as an artifact or specimen to other museums within the NSM
- an object for which a request for repatriation reasonably could be expected to arise in the future are not to be considered for deaccessioning for other reasons
- the reasons for the removal of any artifact or specimen from the collection must be thoroughly documented in accordance with the highest professional standards, and the documentation retained, so that the reasons for such action can be known in the future
- if an artifact or specimen is undocumented, the NSM must make a serious, diligent, and documented effort to learn more about it before considering deaccessioning

### ***11.3 Process for Deaccessioning***

The process of deaccessioning must be initiated with a written proposal supported by appropriate documentation and a recommended means of disposition. This proposal must be developed in consultation with the Manager of the Collections Unit by the Curator, or designate responsible for the collection and approved by the director, Museum

Operations. The deaccessioning package is then forwarded to the Executive Director for approval before it is presented to the NSM Board of Governors.

If the object poses an immediate threat to the safety of the staff and the collection, it may be destroyed right away with the approval of the Curator, The Senior Conservator and the Manager of the Collections Unit. The necessary paperwork must still be completed within six months and the board informed of the decision.

### ***11.4 Methods of Disposition***

A demonstrated effort must be made to keep a deaccessioned artifact or specimen in the public domain by offering it to other museums, universities, or public institutions (as a gift or for exchange or sale) before sale to others. Consideration should be given to retaining the artifact or specimen in the community, within Nova Scotia, and then Canada, according to where it is most relevant. A member of the NSM Board of Governors, staff, or volunteer of the NSM, including directly and locally managed sites, their family members or business associates, and organizations associated with financial or in-kind support may not acquire, through any means, any artifact or specimen deaccessioned by the NSM.

When the NSM chooses to deaccession an artifact or specimen,



staff may consider, as a courtesy, notifying the original donor.

The following methods may be considered for the disposition of an artifact or specimen:

a) *Internal Transfer* within the NSM for non-collection use (e.g. destructive analysis, training, etc.)

b) *Gift* to another museum, university, or public institution

c) *Exchange* with another museum, university, or public institution

d) *Sale*: the NSM may sell deaccessioned material, and should attempt, where possible, to establish a sale price based on fair market value. Disposition by sale, in order of preference, includes:

- i. a museum, university, or public institution.
- ii. the highest bidder at a publicly advertised auction sale, or by tender
- iii. reputable and established dealers
- iv. sale for scrap value

To ensure that the transaction is public and fair, arrangements for public sale of NSM objects will be in accordance with the *Surplus Crown Property Disposal Act* R.S.N.S. 1989 and its regulations.

e) *Destruction*: Disposition of an artifact by destruction will be permitted if

- i. the object is hazardous or poses a danger to staff, public, or the collection
- ii. the object has deteriorated or is damaged to a point where it does not serve a definable purpose
- iii. all reasonable efforts have been made to dispose of the object through other methods

Two witnesses must be present during the destruction.

f) *Return*: Since at law, a gift transfers ownership of property from the donor to the Museum the NSM would not return a deaccessioned object to the original owner but instead would attempt to keep it in the public domain by gifting it to another museum. However, occasionally the NSM is obliged by law to return a gift to the donor. The return of a gift to the donor is regulated by "trust law."

### ***11.5 Communication Plan for Deaccessioning***

The NSM must create a public communication plan when an artifact or specimen has been recommended for deaccessioning. The plan must address the intent and circumstances of the decision to deaccession. The NSM person who recommends deaccessioning is responsible for creating the plan and presenting it to the Manager of the Collections Unit for approval. The communication plan is

required for deaccessioning approval by the NSM Board of Governors.

## **12.0 REPATRIATION FROM THE COLLECTION**

There may be repatriation requests for artifacts and specimens held by the NSM. It is recognized that a request could originate from culturally identified groups.

The NSM recognizes that requests for repatriation can only be resolved on a case-by-case basis and all requests must be approached with respect and sensitivity.

A request for repatriation will state the reason for the request and the claim to the objects held by the Museum. The NSM will normally consider claims where artifacts are determined to have been obtained by the Museum illegally, or unethically. The cultural sensitivity of particular artifacts may also be a reason for a repatriation request. A curatorial committee headed by the Manager of the Collections Unit will be formed to review each repatriation request.

With respect to repatriation claims of Aboriginal objects, the NSM approaches these requests in accordance with the principles and guidelines stated in the Canadian Museum Association's *Ethics Guidelines*, and in the Canadian Archaeological Association's

*Statement of Principles for Ethical Conduct Pertaining to Aboriginal Peoples.*

The NSM has an interest in collecting and maintaining artifacts relating to the Aboriginal history of Nova Scotia for the purposes of study, education and other public purposes. The NSM seeks to involve the Mi'kmaq of Nova Scotia on issues related to the care and presentation of this collection. The Museum also has an interest in advising other organizations with collections on issues related to the care of these artifacts.

## **13.0 COOPERATION WITH INSTITUTIONS**

The NSM encourages the development of public collections in other institutions, to the extent practicable, by offering advice, by identifying and authenticating artifacts and specimens, and by cooperating with the collecting activities of other institutions.

## **14.0 COPYRIGHT**

The Nova Scotia Museum will respect the *Copyright Act (R.S.C., 1985, c. C-42)* and recognize the moral rights and intellectual property rights of creators in its use of its own collections and with borrowed material. The Nova Scotia Museum will make every reasonable effort to

secure any necessary permissions for the use of copyrighted material.

## **15. ORAL HISTORY**

Oral History recordings allow us to capture not only the stories, but the voices of our history. Since there is great value in these recordings, the NSM will record and preserve oral

history while respecting the rights of interview subjects, making sure that they provide informed, documented consent before being recorded. The recordings may be shared, used for exhibits, social media posts, and other public purposes, if the subject gives consent. The recordings will be preserved as part of the collection, moving the content to new formats as needed.

## **16.0 POLICY REVIEW**

This *Collection Management Policy* will be formally reviewed by the Nova Scotia Museum every five years. Amendments may be required at other times and must be approved by the NSM Board of Governors.

## GLOSSARY

Certain words or phrases in this policy have developed specific meaning through museum usage:

<b>Accessioning</b>	The act of recording an addition to a collection.
<b>Acquisition</b>	The act of taking legal possession and ownership of an artifact or specimen to develop a collection.
<b>Artifact</b>	An object showing human workmanship or modification, as distinguished from a natural object (specimen); may include contemporary and period images (photographs, drawings, charts, plans, maps, etc.), books, oral history recordings, theme-related or site-specific archival materials.
<b>Collection</b>	For this document, this term refers to the collection of artifacts and specimens managed by the Nova Scotia Museum on behalf of the Province of Nova Scotia for the people of Nova Scotia
<b>Collection management</b>	The actions toward acquisition, documentation, preservation, use, and disposition of a museum collection in order to meet the museum=s goals. These actions include maintaining registration records, accessioning, cataloguing, ensuring proper storage, taking regular inventory, and monitoring the condition of artifacts and specimens in the Collection.
<b>Conservation</b>	The application of science to the examination, maintenance, and treatment of artifacts or specimens. Its principal aim is to stabilize artifacts or specimens in their present state. It encompasses both preventive conservation and conservation treatment.
<b>Conservation treatment</b>	An intervention causing changes in the physical properties or structure of an artifact or specimen.
<b>Culturally sensitive</b>	Artifacts, specimens, or materials whose treatment or use is a matter of profound concern for living people. They may include, but are not limited to, human remains and

associated funerary objects and specimens, and sacred artifacts and specimens that are used by present day traditional leaders and adherents for the practice of ongoing religious or healing ceremonies. (BC Museum Association, 2005, *Best Practices module: Collections Management*)

- Curatorial site** NSM site that has designated collection management staff with authority to acquire material for the Collection. The 6 NSM curatorial sites are: Firefighters Museum of Nova Scotia, Fisheries Museum of the Atlantic, Fundy Geological Museum, Highland Village Museum, Museum of Industry, Ross Farm Museum, Sherbrooke Village. The Museum of Natural History and the Maritime Museum of the Atlantic are curatorial sites which draw on the expertise of discipline-specific curators from the Collections Unit.
- Custodial site** NSM site that provides basic care for the Collection (security, proper handling, etc.), but does not have designated curatorial staff or authority to acquire any material for the Collection. The 19 NSM custodial sites are: Balmoral Grist Mill, Barrington Woolen Mill, Black Loyalist Heritage Centre, Cossit House Museum, Dory Shop Museum, Fisherman’s Life Museum, Haliburton House Museum, Lawrence House Museum, Le Village Historique Acadien, McCulloch House Museum, North Hills Museum, Old Meeting House Museum, Perkins House Museum, Prescott House Museum, Ross-Thomson House Museum, Shand House Museum, Sutherland Steam Mill Museum, Wile Carding Mill Museum, Uniacke Estate Museum Park
- Deaccession** The permanent removal of an artifact or specimen from the Collection, following stringent guidelines and detailed procedures.
- Designate** A person delegated by the responsible Nova Scotia Museum authority to undertake specific activities.
- Directly managed museum** A provincially owned site, operated by the Site Operations unit of the Nova Scotia Museum. The 11 directly managed museums are: Balmoral Grist Mill Museum, Fisherman’s Life Museum, Haliburton House Museum, Lawrence House

Museum, Maritime Museum of the Atlantic, Museum of Industry, Museum of Natural History, Prescott House Museum, Shand House Museum, Sutherland Steam Mill Museum, Uniacke Estate Museum Park.

- Disposition** The method of removing an artifact or specimen from the Collection, after deaccessioning.
- Duplicate** Either of two objects that are exactly alike and usually produced at the same time.
- Interpretation** A dynamic communication process designed for our audiences to reveal meanings, relationships, and appreciation of our cultural and natural heritage. Interpretation enhances our understanding through media/activities including but not limited to exhibits, first-hand experiences, objects (artifacts, specimens), buildings and landscapes, publications, and web sites (Nova Scotia's *Interpretive Master Plan*, March 2009).
- Locally managed Museum** A provincially owned site, operated by a community-based, incorporated, non-profit society in partnership with the Nova Scotia Museum. Operational funding, operating guidelines, support, and liaison are provided through Site Operations of the Nova Scotia Museum. The 17 locally managed museums are: Barrington Woolen Mill Museum, Black Loyalist Heritage Centre, Cossit House Museum, Dory Shop Museum, Firefighters Museum of Nova Scotia, Fisheries Museum of the Atlantic, Fundy Geological Museum, Le Village Historique Acadien, McCulloch House Museum, North Hills Museum, Nova Scotia Highland Village, Old Meeting House Museum, Perkins House Museum, Ross Farm Museum, Ross-Thomson House Museum, Sherbrooke Village, and Wile Carding Mill Museum
- Material evidence** Any artifact or specimen that serves as a source of information about cultural history or natural history.
- Preservation** The effect of all actions performed to maintain and stabilize the condition of the objects in the collection, in order to pass them along to future generations. It includes

conservation treatments and preventive conservation. It also includes actions that have a direct effect on the physical well-being of the collection, such as the use of safe and proper storage, handling, and exhibition techniques.

**Preventive conservation**

Non-intrusive actions taken to slow or stop deterioration and to prevent damage to artifacts or specimens.

**Provenance**

The history of an artifact or specimen, its origin or source. The more common term for anthropological collections is provenience, which defines an object in terms of the specific geographic location of origin. In scientific collections, the term locality is used, meaning specific geographic point of origin.

**Public institution**

An institution that is publically owned, that is operated for the benefit of the public and not for the benefit of a private person or group, that is established for educational and cultural purposes, that preserves artifacts or specimens, and that exhibits or otherwise makes them available to the public.

**Restoration**

The removal or modification of existing material or the addition of new material, in order to reinstate earlier known aesthetic, historical, or scientific values.

**Replicate**

In botany, a replicate is a specimen of which there is at least one exact copy in a collection, although not necessarily in the originating collection. To be replicates each must be of the same species, collected by the same person, at the same time in the same locality. Generally, they are initially collected from the field to share with colleagues in other institutions.

**Rural sites**

Includes all Nova Scotia Museum sites, with the exception of the 'metro sites' (Maritime Museum of the Atlantic, Museum of Industry and the Museum of Natural History)

**Specimen**

A natural object, including rock, mineral, fossil, animal, or plant material, as distinguished from an object made or modified by human actions (artifact).

**Type specimen**

The specimen upon which the original description of a new taxonomic group (genus, species, etc.) is based. The term is applied to fossils and minerals as well as living organisms (see the McGraw-Hill *Encyclopedia of Science and Technology* for detailed a description of the various categories of type specimens).

**Voucher specimen**

A scientific specimen preserved and deposited in a research collection to support the results of a particular piece of research or analysis.

**Working collection**

Accessioned artifacts for specimens that can be operated or handled by staff, volunteers, and the public and that, ultimately, may be expendable. They must fulfill a program need, be appropriate to the program, be demonstrated to be expendable (e.g. a duplicate with no defined purpose, over representation in the collection), be safe to use and not contravene legislation (e.g. firearms). Denoted in accession number by '.W'



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