



# **COLLECTIONS MANAGEMENT POLICY**

for

BC Provincial Heritage Properties  
being managed by outside agencies



Ministry of Forests, Lands, Natural Resource Operations and Rural Development

## Table of Contents

Table of Contents .....	2
Definition of Key Terms .....	4
Tiered Collections Definitions: .....	7
Policy Overview .....	8
1. Acquisitions .....	9
1.1 Policy .....	9
1.2 Procedures .....	10
1.3 Legal and Ethical Issues of Acquisition .....	11
2. Records Management .....	12
2.1 Authority for Records Management .....	12
2.2 Principles .....	12
2.3 Documentation Procedures .....	13
2.4 Public Access to Collections Records .....	14
3. Incoming and Outgoing Loans .....	15
3.1 Authority .....	15
3.2 Principles .....	15
3.3 Documentation .....	16
4. Insurance and Appraisal .....	17
4.1 Authority .....	17
4.2 Principles .....	17
4.3 Documentation .....	18
5. Visual Records .....	19
5.1 Authority .....	19
5.2 Principles .....	19
5.3 Documentation .....	20
6. Conservation of Collections .....	22
6.1 Authority for Conservation .....	22
6.2 Principles of Conservation .....	22
6.3 Documentation of Conservation .....	23
7. Security of Collections .....	24

7.1	Authority .....	24
7.2	Principles.....	24
7.3	Documentation .....	25
8.	Emergency Management Planning.....	26
8.1	Authority .....	26
8.2	Principles.....	26
8.3	Documentation .....	27
9.	Access to Collections .....	28
9.1	Authority .....	28
9.2	Principles.....	28
9.3	Documentation .....	29
10.	Deaccessioning.....	30
10.1	Policy .....	30
10.2	Procedures.....	30
10.3	Documentation .....	31
11.	Collections-based Products.....	32
11.1	Authority .....	32
11.2	Principles.....	32
11.3	Documentation .....	32
12.	Legal and Ethical Issues .....	33
12.1	Authority .....	33
12.2	Principles.....	33
12.3	Documentation .....	34
13.	Professional Development .....	35
13.1	Authority .....	35
13.2	Principles of professional development.....	35
14.	Repatriation and Indigenous Cultural Material.....	36
14.1	Policy .....	36
14.2.	Procedures.....	37
14.3	Materials with Provenance to Other Cultural Groups .....	38

## Definition of Key Terms

The definitions outlined here are for the purposes of the policy document to ensure that everyone is "speaking the same language." These definitions do not define standards.

**Access** - coming into contact with either the artifact itself or information about the artifact.

**Accession** - the act of accepting a collection into the Heritage Branch stewardship; name given to any number of artifacts from one source collected at one time.

**Acquisition Criteria** – a list of acceptable criteria for an artifact to be added to a site collection. These criteria need to address the artifact's provenance to the site and the financial and staffing ability of the Site Manager to catalogue, conserve, store, exhibit and interpret the artifact according to museum standards.

**Acquisition Proposal** – the document required for authorizing acquisitions into the artifact collection of a Provincial Heritage Property. This document must be signed by the Site Manager and a Heritage Branch representative. A template is available through Heritage Branch.

**Agreement** - Heritage Site Management Agreement, Heritage Property License or other site management agreement between the Heritage Branch and the Site Manager.

**Artifact** – any human made object, archival document, library material, site feature, living artifact or specimen of historic value and association to the site.

**Building** - a roofed and walled structure, engineering or architectural work, almost always out-of-doors.

**Catalogue** - systematic detailed record for each individual artifact or specimen; contains legal, historical, descriptive, tier and location information retrievable under a number of headings or fields.

**Collection** - a number of artifacts gathered together, viewed as a whole, used in reference to the site and owned by the Province of B.C.

**Conservation** - all actions aimed at safeguarding historic artifacts, including buildings, documents or site features, for the future; to study, record, retain and restore the culturally significant qualities of the artifact with the least possible intervention; includes examination, documentation, preventive conservation, preservation, restoration and reconstruction.

**Consumable Object** - an item intended for hands-on use and disposal.

**Current Manufacture** - objects currently available on the market which are not reproductions but are like those in use in the period.

**Deaccessioning** - the official process of legally ending the site's responsibility for artifacts and specimens in the collection and the permanent removal of the object from the Provincial Heritage Artifact Collection.

**Fair Market Value** - the highest price that an artifact would bring in an open and unrestricted market between a willing buyer and a willing seller, who are knowledgeable, informed, prudent and acting independently of each other; assigned to artifacts for issuing income tax receipts.

**Heritage Site** - means, whether designated or not, land, including land covered by water, that has heritage value to British Columbia, a community or Indigenous Peoples.

**Indigenous Cultural Material** – Objects with provenance to Indigenous Peoples including human remains, burial objects, ceremonial objects, cultural belongings, as well as archival records, tapes, films and photographs that depict Indigenous Peoples or aspects of their culture.

**Loan** - the temporary assignment of artifacts to another institution or individual for a specific reason with accompanying conditions and responsibilities for the borrower and the lender.

**Ministry** – Ministry of the Province of British Columbia responsible for heritage sites.

**National Cultural Property** - artifacts of outstanding significance and national importance which meet the following criteria at the discretion of the Canadian Cultural Property Export Review Board:

- a) artifacts recovered from the soil or waters of Canada, including mineralogical, paleontological and archaeological artifacts;
- b) artifacts of ethnographic art or ethnography;
- c) military artifacts, including decorations, flags, uniforms and weapons related to the military history of Canada;
- d) decorative art artifacts;
- e) fine art artifacts, including paintings, prints and sculptures;
- f) scientific or technological artifacts, including scientific instruments and apparatus, machines and vehicles; and
- g) books, manuscripts, records, documents, maps, atlases, photographs, films, sound recordings, and paintings, drawings or prints of interest for archival purposes.

**Original** - refers to first-hand artifacts and finishes; implies authenticity, including changes and accretions to artifacts and buildings over time; something from which a copy, reproduction or translation is made; not copied from something else.

**Parallel Collecting**- refers to collecting artifacts at the Site other than those officially accessioned into the Provincial Heritage Artifact Collection. It is not allowed, unless the Site Manager has approval from the Heritage Branch (e.g. a Memorandum of Understanding), due to the obligations and risks that it places on the Province, the potential for conflict of interest and the unnecessary strain on provincial resources that are provided for the Provincial Heritage Artifact Collection.

**Preservation** - a program of maintenance and intervention designed to prevent further deterioration and to preserve the physical integrity of a building, structure, site or artifact including respecting its present form, material and integrity, with an emphasis on conservation of existing material.

**Personnel** - the Site Manager's staff and all others with a formal relationship to a site (i.e.,

volunteers, contractors and permittees).

**Provenance** - historical associations of an artifact.

**Provincial Heritage Artifacts Database (PHAD)** -the Province of B.C.'s collection management database. It is a web-based application which includes the information relating to the Provincial Heritage Artifact Collection owned by the Heritage Branch and managed by the site-specific Site Managers.

**Provincial Heritage Artifact Collection** - tier A, B, C, and D status objects that have been formally accessioned and are subject to the Collections Management Policy. Objects are acquired according to approved plans, cared for, documented, exhibited and stored according to proper museum standards.

**Reconstruction** - re-creation, in whole or in part, of an artifact (including buildings, documents or site features) no longer extant, based upon historical, literary, graphic, pictorial, archaeological and scientific evidence; aimed at promoting an understanding of the artifact, and based on little or no original material but clear evidence of a former state.

**Reproduction** - the making of an exact copy of an existing building, feature or artifact, usually to replace a missing or decayed component to maintain aesthetic unity and harmony, or to reduce wear on the original; also used to describe artifacts made for sale based upon original artifacts or images.

**Restoration** - modification of existing materials and structure of an artifact (including buildings, documents or site features) to represent a known earlier state; to preserve and reveal the aesthetic and historical value of the artifact; based on respect for the remaining original material and clear evidence of the earlier state without loss of authenticity.

**Site** - Site owned by the Province and managed by the Site Manager.

**Site Manager** - the legal entity which holds the Heritage Site Management Agreement, Heritage Property License, or another site management agreement, and who is primarily responsible for all aspects of collections management, preservation and study.

**Tiered Collections/Tier Level** – see following page.

## **Tiered Collections Definitions: Acquisition and Care**

**Tier Level** – A rating assigned to all Artifacts in the Provincial Heritage Artifact Collection based on their history, provenance and value and used to determine standards of Conservation, storage, exhibit and use. New Acquisitions must receive a Tier Level rating, which must be documented in the Catalogue. The four tiers or categories used by the Heritage Branch are as follows:

**Tier A** comprises:

- Original Artifacts which are accessioned into the Collection and catalogued according to professional museum standards
- Artifacts which have provenance associated with the Site and its heritage values
- Artifacts which receive high standards of care to ensure Preservation

**Tier B** comprises:

- Original Artifacts which are accessioned into the Collection and catalogued according to professional museum standards
- Artifacts which may not have provenance to the Site but have significant relevance to the interpretive themes of the Site and are rare or important historic material
- Artifacts which receive high standards of care to ensure Preservation

**Tier C** comprises:

- Hands-on/Interpretive materials that are Original and/or Reproduction (prototype)
- materials which are accessioned and have a basic Catalogue record
- materials which receive basic standards of care to ensure visitor safety and quality displays
- materials which may be handled and used and may be candidates for deaccession if they are damaged beyond repair or no longer useful.

**Tier D** comprises:

- Hands-on/Interpretive Materials that are of Current Manufacture or considered Consumable Objects
- materials which are accessioned and have a basic Catalogue record
- materials which may be handled and used and may be candidates for deaccession if they are damaged beyond repair or no longer relevant.

## Policy Overview

The following information pertains to the Provincial Heritage Artifact Collection. The Heritage Branch is the statutory authority over the Provincial Heritage Artifact Collection on behalf of the Ministry. The accessioned Tier A, B, C and D Artifacts associated with each provincial heritage property are included in this collection. The Collections Management Policy sets out the requirements for stewardship of the collections by Site Managers.

Heritage Branch is:

- accountable for the collections associated with Provincial Heritage Properties. From time to time, the Provincial Registrar will monitor Site Managers' stewardship of provincial collections and may provide direction and request information requiring action by Site Managers.
- accountable for final decisions over what may be accessioned, altered, loaned, or deaccessioned within the Tier A, B, C, and D Artifact collections.
- responsible for hosting the Provincial Heritage Artifacts Database (PHAD) including general maintenance and troubleshooting.
- responsible for issuing tax receipts for donations to the Provincial Heritage Artifact Collection
- responsible for issuing Heritage Alteration Permits as necessary (for example, when Artifacts are undergoing Conservation work that would alter their condition).

Site Managers are responsible for:

- stewardship of Provincial Heritage Artifact Collections in accordance with the Collections Management Policy including:
  - providing curatorial direction and recommendations on development of collections at the sites by submitting Accession and Deaccessioning requests;
  - updating Artifact information in PHAD and wherever possible, providing public Access to the Collection and its records (except for confidential information);
  - designating Site Personnel required to have basic training, knowledge, and/or combination of experience with the basic principles of Preservation and the care, handling, and management of museum Artifacts; and
  - determining Artifact Conservation needs and priorities including treatment of Artifacts, environmental monitoring, and collections storage and applying for Heritage Alteration Permits when applicable.



## 1. Acquisitions

Acquisition is a controlled process. The Heritage Branch, Province of British Columbia, owns Artifacts at its Provincial Heritage Sites, referred to as the "Provincial Heritage Artifact Collection," which may be used for exhibition and interpretation of the Site. The Heritage Branch categorizes the Provincial Heritage Artifact Collection and items within them according to Tier Levels, each level involving a different degree of documentation and Conservation.

### Relevant Documents:

[Acquisition Proposal](#)

[Deposit Receipt](#)

[Donation Form](#)

### 1.1 Policy

- 1.1.1 The Heritage Branch places priority on caring for Artifacts currently in the Provincial Heritage Artifact Collection adding to the Collections is a low priority.
- 1.1.2 Acquisition of Artifacts into the Provincial Heritage Artifact is a controlled process. The Heritage Branch adds to its existing collections only by authorizing Acquisition Proposals.
- 1.1.3 Site Managers must submit an Acquisition Proposal to the Heritage Branch for Artifacts to be accessioned into the Provincial Heritage Artifact Collection. Artifacts proposed for Acquisition must directly relate to and contribute to the heritage values of the Site as described in its Statement of Significance. The review process considers the Site's Statement of Significance and obligations for the care of the Artifact.
- 1.1.4 It is the Site Manager's responsibility to ensure that Personnel are trained in the necessary procedures for acquisitions.
- 1.1.5 It is the Site Manager's responsibility to ensure up-to-date collections data is entered into the electronic Provincial Heritage Artifacts Database (PHAD). Site Managers are responsible for a back-up acquisition register that is updated regularly.
- 1.1.6 No other Artifact or other Collection may be held on the Site, other than as part of a travelling exhibit, a short-term loan, or other temporary permissions agreed to by Heritage Branch prior to such Artifact(s) being held on site. Parallel Collecting is not allowed due to the obligations and risks that it places on the Province, the potential for conflict of interest and the unnecessary strain on provincial resources that are provided for the Provincial Heritage Artifact Collection. If pre-existing 'Parallel Collections' or materials are held on the Site, they require a formalized Loan Form or other Memorandum of Understanding with Heritage Branch to reduce the risks and conflicts of Parallel Collecting.
- 1.1.7 If any Artifact or material that is not part of the Provincial Heritage Artifact Collection is brought onto the Site, it must be clearly marked, tagged, listed and treated as a deposit for acquisition or a Loan in compliance with the Loans policy in

### Section 3. Incoming and Outgoing Loans.

- 1.1.8 Acquisitions will be governed by all provincial and national laws and by international conventions and treaties to which Canada is a signatory. Acquisitions must be made through legal and ethical means only, usually by donation or field collection. Artifacts from clandestine or illegal excavations will not be acquired. Acquisitions should have a clear and unquestioned history of ownership. Acquisitions should be free of conditions from previous owners.

## **1.2 Procedures**

**The following procedures provide some basic guidance to Site Managers and Heritage Branch staff regarding Acquisition requests**

- 1.2.1 When an Artifact is offered to the Site Manager for Acquisition into the Provincial Heritage Artifact Collection at a Provincial Heritage Site, the Site Manager should:
- a. Review the proposed Artifact against the Site's heritage values as outlined in the Statement of Significance. Only if the Artifact is in keeping with the site's Statement of Significance can it be received or kept on Site for consideration.
  - b. If the Artifact is held on the Site during the review of the Acquisition Proposal, complete a Deposit Receipt. The Site Manager and the Artifact's owner must both sign the Deposit Receipt. The owner must be notified of the proposed tier status of the Artifact.
  - c. Obtain, complete and submit an Acquisition Proposal for the Heritage Branch's consideration.
  - d. Receive the Heritage Branch's decision and complete a Donation Form with the owners.
  - e. Notify the Heritage Branch if a tax receipt is required.
- 1.2.2 The decision of the Heritage Branch regarding the Acquisition will be documented and kept in the Heritage Branch files.
- 1.2.3 If the Heritage Branch does not approve the Acquisition Proposal the Site Manager should immediately notify the donor, return the Artifact and the Deposit Receipt, if the Artifact was at the Site.
- 1.2.4 If the Heritage Branch authorizes an Acquisition Proposal, the standard acquisitions process will be followed, including the completion of:
- a. Donation Form,
  - b. Copyright Agreement (if applicable),
  - c. accessioning,
  - d. numbering,
  - e. cataloguing, Conservation (if required) and assignment of permanent location.
- 1.2.5 The Site Manager should acknowledge donors in writing through:
- a. Letter of Thanks signed by the Site Manager
  - b. Copies of the Donation form

- 1.2.6 Donors of Collections may be acknowledged on Site in a manner approved by the Site Manager and consistent with current legislation regarding personal privacy.
- 1.2.7 Site Managers must keep a permanent file for each Artifact in compliance with the Records Management policy in chapter 2 ([2.0 Records Management](#)).
- 1.2.8 Any pre-existing Parallel Collections that are not part of the Provincial Heritage Artifact Collection and do not have the approval (e.g. a Memorandum of Understanding) of the Heritage Branch must be removed from the Site. Site Managers will make a reasonable effort to locate, clearly mark, list, and treat as a Loan for *no more than 6 months* any Artifacts from a Parallel Collection on Site.

### **1.3 Legal and Ethical Issues of Acquisition**

- 1.3.1 Artifacts from clandestine or illegal excavations will not be acquired.
- 1.3.2 Acquisitions should have a clear and unquestioned history of ownership.
- 1.3.3 Acquisitions will be governed by all provincial and national laws and by international conventions and treaties to which Canada is a signatory.
- 1.3.4 Personnel may bring their own materials, or materials owned by third parties, to the Site for interpretation or display with the approval of the Site Manager. Any such Loans must be documented with Loan Forms.
- 1.3.5 The Site Manager and Personnel must offer right of first refusal to the Minister for acquisition of Artifacts with direct historical associations to the Site (Tier A).
- 1.3.6 If the Heritage Branch refuses a donation offer, the Site Manager should refer the Donor to other museums or related public agencies or public collections that might have an interest in acquiring the Artifacts.
- 1.3.7 The Heritage Branch does not collect or acquire human remains. If a Site Manager determines there are human remains in an existing collection, they must contact the Heritage Branch immediately to discuss repatriating or deaccessioning.
- 1.3.8 Abandoned property will not be accessioned. It is the Site Manager's responsibility to ensure policies about abandoned property are advertised or that potential donors sign a Deposit Receipt with a clause about abandoned property.
- 1.3.9 Found materials on the Site (excluding excavated archaeological materials) should be tracked but are not considered part of the core collections until undergoing the necessary approvals of the above described acquisition process. Ownership of the materials must be determined by the Site Managers before removal or accessioning.

## 2. Records Management

Computerized documentation of Artifacts and Collections is encouraged by the Heritage Branch. Documentation may vary in completeness depending on the tier level assigned to the Artifacts. The Heritage Branch recognizes the importance of standardization of documentation procedures and terminology and of compatibility with other jurisdictions. The Heritage Branch provides a Provincial Heritage Artifacts Database collections management system for the purposes of records management.

### Relevant Documents:

[PHAD User Guide](#)

### 2.1 Authority for Records Management

- 2.1.1 The Site Manager has the authority to Catalogue and document Artifacts.
- 2.1.2 The Heritage Branch has the authority to Accession or deaccession Artifacts based on recommendations provided by the Site Manager in Acquisition or Deaccession Proposals.
- 2.1.3 The Site Manager should use standardized museum procedures and forms for Collections Management at the Site.

### 2.2 Principles

- 2.2.1 The Provincial Heritage Artifacts Database must be updated regularly (following instructions in the PHAD User Guide) to include up-to-date information on the Tier A, B, C and D (if applicable) Artifacts owned by the Heritage Branch. Other Collection management systems can be used by the Sites, but it is the responsibility of the Site Manager to ensure that all required information is duplicated in PHAD for Heritage Branch collections.
- 2.2.2 Provenance of all acquisitions should be documented. Bills of Sale must be maintained for purchases; Deposit Receipts must be issued for Artifacts retained for possible addition to collections; Donation Forms must be signed by donors of Artifacts and retained in the permanent record.
- 2.2.3 Donors should receive timely acknowledgment of their gifts and a copy of the acknowledgment should form part of the Artifact's document file.
- 2.2.4 Tier A, B, C & D Artifacts should be numbered physically in a consistent manner, appropriate to the specific material to which the number is being applied, the method and materials used to be long-lasting, yet reversible.
- 2.2.5 Established standards for data entry in the Catalogue are those of the Canadian Heritage Information Network (CHIN) and Rules for Archival Description (RAD).

## 2.3 Documentation Procedures

2.3.1 The following basic documentation procedures should be followed at Heritage Branch Sites:

- a. All Tier A, B, C & D Artifacts should be Accessioned with provincial abbreviation for the Site followed by a three-part number (e.g. FSHT1997.0001.0018).
  - FSHT – Fort Steele
  - SJD – Yale
  - CH – Carr House
  - CFF – Craigflower Manor/Farm
  - CFS – Craigflower Schoolhouse
  - COTT – Cottonwood
  - BHT – Barkerville
  - PEH – Point Ellice House
  - KGSM – Kilby General Store Museum
  - GMK – Grist Mill at Keremeos
  - HCR – Historic Hat Creek Ranch
- b. All archival material should be accessioned, catalogued and accessed according to accepted archival standards.
- c. All library materials should be Accessioned using a recognized system chosen at the discretion of the Site Manager.

2.3.2 The Catalogue should include the following information for each artifact:

- Unique Artifact number (Accession Number).
- Artifact name (functional)
- Tier Level
- Category (following [Nomenclature](#))
- Physical Description (including material, colour, quantity, technique of manufacture or construction system)
- Historical Description (including Provenance, historical associations, research information, bibliography references)
- Donor name and contact information
- Location of Artifact on Site
- Maker – Manufacturer, Artist, Author
- Dimensions
- Date information
- Photograph

2.3.3 When Artifacts are acquired, proof of legal ownership and any related documents should be kept in the document file.

2.3.4 Computerized records should be verified and updated regularly, preferably weekly when changes are being made to Collections management records.

2.3.5 Duplicates of Collections records should be kept in a secure location physically separate from the Originals.

- 2.3.6 The Site Manager will provide the Heritage Branch with copies of the Documentation files upon request and will update records in the Provincial Heritage Artifacts Database, Accession Register and Artifact Catalogue, in keeping with the provisions of the Site's Agreement.

## **2.4 Public Access to Collections Records**

- 2.4.1 Whenever possible, The Site Manager should allow public Access to Collections records (through on-line resources, paper records or personal visits), except for confidential information such as source, location, value and any other information required to be kept confidential as a condition of agreements with Indigenous Peoples.
- 2.4.2 Site Collections records are subject to the [Freedom of Information and Protection of Privacy Act](#).

### 3. Incoming and Outgoing Loans

Borrowing and lending Artifacts is part of the normal business of operating historic sites. Typically, Loans are for short, specific periods of time, such as when an Artifact is left in the care of a Site while it is being considered for acquisition, or when an Artifact will serve an essential need for research or exhibition purposes. Site Managers are encouraged to work closely with provincial and community groups to enhance an understanding of the Site. If lending Artifacts to outside agencies or groups helps to achieve these goals without undue risk to the Artifacts, the Site should cooperate, if resources allow. In all cases, proper standards of care and records management are required to ensure safekeeping of incoming and outgoing Artifacts on Loan.

#### Relevant Documents:

[Incoming and Outgoing Loan Forms](#)

#### 3.1 Authority

- 3.1.1 Requests for Loans should be considered on an individual basis by the Site Manager.
- 3.1.2 The Site Manager may authorize borrowing Artifacts for periods up to the term of the Agreement but must not oblige the Heritage Branch to carry Loans after the term of the Agreement.
- 3.1.3 The Heritage Branch must approve in writing and in advance, any outgoing Loan. An Outgoing Loan Form can be acquired through Heritage Branch.

#### 3.2 Principles

- 3.2.1 Long-term Loans may be accepted from other museums or historic Sites, but generally not from individuals and must not exceed the period of the Agreement.
- 3.2.2 The Site Manager may lend Artifacts when they are able to withstand the packing, shipping and other conditions during the Loan period, and when the required standards of care for the Artifacts can be maintained.
- 3.2.3 When the Site Manager borrows artifacts, copyright and Reproduction rights for those artifacts remains with the owner, unless otherwise negotiated.
- 3.2.4 The Site Manager should have insurance for artifacts which it borrows or should guarantee lenders that it will otherwise reimburse them for any loss, theft or damage which normally would be covered by insurance.
- 3.2.5 When the Site Manager lends Artifacts to an outside party, the Site Manager may request that the borrower insure those Artifacts.

### **3.3 Documentation**

- 3.3.1 Loan forms must be completed in full.
- 3.3.2 The Site Manager should maintain a list of all Loans, maintain records containing Loan information in files or the Catalogue and make note of Loan documents to the Provincial Heritage Artifacts Database.
- 3.3.3 If materials belonging to individuals or institutions are retained on site for any reason, a written agreement signed by the Site Manager and the other party must be in force during this period.



## 4. Insurance and Appraisal

The *Income Tax Act* permits the issuance of income tax receipts for cash or Artifacts donated to museums and historic Sites operated by provincial governments and by Charitable Organizations approved by the Canada Revenue Agency (CRA). CRA provides administrative guidance on the charitable donations. As such, the information contained in this section is derived from CRA's administrative policies. Income tax receipts can be issued for Artifact and cash donations by the Heritage Branch but are not applicable for the donation of services.

### 4.1 Authority

- 4.1.1 Site Managers are authorized to make Fair Market Value appraisals for Artifacts valued under \$1,000.
- 4.1.2 Site Managers should engage the services of an outside qualified appraiser for Artifacts valued over \$1,000.
- 4.1.3 A Heritage Branch signing officer must sign receipts for income tax purposes for donations (cash or Artifacts) to the Provincial Heritage Artifact Collection or Heritage Branch on behalf of the Site, based on appraisals made in accordance with 4.1.1 and 4.1.2 of this Document.

### 4.2 Principles

- 4.2.1 The Buildings and Collections of the Site are in most cases self-insured by the provincial government and any damage, theft or other loss shall be the responsibility of the Heritage Branch and/or the provincial government at their discretion.
- 4.2.2 Any damage, theft or other loss to Buildings and Collections owned by the Heritage Branch, but used by third parties, such as Site Managers or contractors, shall be the responsibility of the third parties. The Heritage Branch should require that the third party's indemnify the province for any damage, theft or other loss and that the third parties have risk financing in place such as, for example, appropriate insurance coverage.
- 4.2.3 Artifacts borrowed by the Site Manager should be insured by an independent insurer at the Site Manager's expense.
- 4.2.4 Tax receipts for donations of Artifacts or cash to the Province may be provided upon the request of the donor, or at the discretion of the Site Manager or Heritage Branch.
- 4.2.5 Heritage Branch personnel may provide Fair Market Value evaluations for the Heritage Branch's Collections, but not for those of private individuals or other museums.
- 4.2.6 Site Managers may provide valuations at their discretion.

- 4.2.7 When an Artifact is designated as a National Cultural Property by the Canadian Cultural Property Export Review Board, the Heritage Branch should not dispose of the Artifact for a minimum of five years, and then the Artifact should first be made available to other Canadian public institutions.

### **4.3 Documentation**

- 4.3.1 Copies of appraisals and income tax receipts must be kept in the document file. This information must also be added to the Provincial Heritage Artifacts Database.

## 5. Visual Records

**Photography and digitization are important aspects of Collections management. Documentary photographs and digitized images reduce the need to handle Artifacts and are an important part of Emergency Planning as they may be useful in identifying Artifacts in case of loss or damage. Archival photographs require particular care.**

### **Relevant Documents:**

[Digitization and Photography Standards](#)

### **5.1 Authority**

- 5.1.1 The Site Manager is authorized to make copies of archival images available to the public at their discretion.
- 5.1.2 The Site Manager is authorized to oversee the copy process for all Collections-related photographic, video and digitization work. This work should follow the guidelines established in the Digitization and Photography Standards document.
- 5.1.3 The Site Manager is authorized to select photographers and processing laboratories for reproducing archival photographs based on the criteria of both cost and quality of their work.
- 5.1.4 The Site Manager is authorized to photograph Artifacts.
- 5.1.5 Site Managers are authorized to make archival and Collections visual images available for scholarly work and dissemination by any media and to stipulate that credit must be given to the Site for such use.
- 5.1.6 Site Managers are encouraged to make archival and Collections visual images available for commercial purposes and to stipulate that credit must be given to the Site for such use.
- 5.1.7 Site Managers may authorize visitors to take photographs or other visual images of the Sites for their own personal use.
- 5.1.8 The Site Manager may establish a schedule of charges for visual images provided to third parties as described in sections 5.1.5, 5.1.6 and, 5.1.7 of this Document.
- 5.1.9 The authorization to display visual records of Indigenous Cultural Material (including archival records, films and photographs that depict Indigenous Peoples or aspects of their culture) should rest with the relevant Indigenous Peoples. Memoranda of Understanding should be established between the Heritage Branch and identified Indigenous Peoples regarding displaying visual records of Indigenous Cultural Material.

### **5.2 Principles**

- 5.2.1 Priority should be given to using photographs and/or other visual images to provide

Access to fragile Artifacts, except under extraordinary circumstances at the discretion of the Site Manager.

- 5.2.2 Archival photographs should be Accessioned, catalogued, stored and used according to professional standards.
- 5.2.3 Copies of photographs or visual images should be made available to individuals or organizations for personal or research purposes as time and resources of the Site Manager allow.
- 5.2.4 Original archival photographs, negatives and other visual images may be lent only to qualified photographers and processing laboratories for the purposes of copying at the discretion of the Site Manager.
- 5.2.5 Whenever possible, copies of photographs should be made from copy prints, negatives, and not from archival Originals.
- 5.2.6 Whenever possible, duplicates of electronic, computerized or digitized images should be made from copy masters, not from archival Originals.
- 5.2.7 The Heritage Branch, on behalf of the provincial government, retains ownership of all negatives, other media representing archival photographs, and documentary photographs of Artifacts and period environments taken on behalf of the Heritage Branch.
- 5.2.8 All copy prints and copies of other visual records should include information about rights of Reproduction.

### **5.3 Documentation**

- 5.3.1 Digitization and photography work should follow the specific guidelines in the Digitization and Photography Standards.
- 5.3.2 All photographs for Collections management purposes should include an appropriate metric scale bar positioned near the perimeter of the composition and not obscuring or casting a shadow on the Artifact.
- 5.3.3 Black and white photographs should include a gray scale positioned near the edge of the frame and illuminated the same way as the subject.
- 5.3.4 Colour photographs and transparencies should include a colour scale positioned near the edge of the frame and illuminated the same way as the subject.
- 5.3.5 Collections photographs should be filed using a method that makes them readily identifiable with their corresponding Artifact and with its Accession number.
- 5.3.6 Priority should be given to including in the Collections management photographs the Accession number(s) written on a card, without obscuring the subject(s).

- 5.3.7 Retouching of images must be done on copy prints, not on the Originals.
- 5.3.8 Priority at each Site should be given to identifying a suitable storage area exclusively for photographs.
- 5.3.9 A copy of all photographs of Artifacts or archival documents must be added to the Provincial Heritage Artifacts Database as well as sent to the Heritage Branch via secure government file transfer service. Site Manager should contact Heritage Branch to determine the best method to transfer images. Transfer should be done within 3 months of a completed digitization project.

## 6. Conservation of Collections

The Heritage Branch recognizes the potential dichotomy between Preservation and presentation at museums and historic Sites. It stresses the importance of presentation at its Sites, but also places a high priority on Conservation and stabilization. The Heritage Branch believes that all Site Personnel should understand and practice basic principles of historic Preservation and the care and handling of museum Artifacts.

### Relevant Documents:

[Condition Report](#)

[Collections Handling Guidelines & Policy Overview](#)

### 6.1 Authority for Conservation

- 6.1.1 All Personnel share a role in Conservation and Site Managers should authorize and encourage their staff to familiarize themselves with current Conservation philosophies and techniques appropriate to their work including familiarizing each staff member with the Collections Handling Guidelines & Policy Overview.
- 6.1.2 The Site Managers have a leading role in Artifact Conservation and are encouraged to advise and work with all Personnel to identify Conservation issues and improve Conservation standards.
- 6.1.3 The Site Managers should determine Artifact Conservation needs and priorities, including Personnel training, treatment of Artifacts, environmental monitoring and Collections storage.
- 6.1.4 For Provincial Heritage Artifact Collections, decisions about what may be altered, destroyed or deaccessioned rests with the Heritage Branch, not with the Site Manager. Conservation work that will alter the state of the Artifact will require a Heritage Alteration Permit in accordance with Section 12.1 of the *Heritage Conservation Act*.

### 6.2 Principles of Conservation

- 6.2.1 In general, Preservation takes precedence over Restoration, which in turn takes precedence over Reconstruction.
- 6.2.2 Artifacts may be used to enhance interpretation when long-term Conservation and management issues have been considered.
- 6.2.3 Conservation issues should be taken into account when Artifacts are assigned a tier level on the understanding that Tier A and Tier B afford high levels of protection while Tier C and Tier D (Hands-On Collection) do not. See '[Tiered Collections: Definitions for Acquisition and Care](#)' for more information).
- 6.2.4 Conservation of Artifacts will be determined on an individual basis.
- 6.2.5 Generally, priority for Conservation projects and funding should be given to Tier A

and B Artifacts with Provenance to the Site, and secondly to Tier C & D materials without Provenance.

- 6.2.6 Storage of Artifacts is a component of Conservation and storage facilities should be included in capital planning.
- 6.2.7 Generally the highest levels of Conservation treatment should be devoted to Artifacts in Tiers A and B, which are in urgent need of treatment to avoid further deterioration, and which will be used for exhibit or programming purposes.
- 6.2.8 A cyclical maintenance inspection program should be prepared for the Collection specifying frequency of inspections. Cyclical maintenance programs should be planned and carried out by the Site Manager.
- 6.2.9 Winterization of exhibits should be done if they will not be used and where environmental conditions are harsh.
- 6.2.10 Site Managers should minimize areas where smoking, eating and drinking can take place, but may establish areas where these activities are permitted, and the visitors should be so informed.
- 6.2.11 Site Managers should develop pest management procedures to monitor and restrict infestations of pests, including isolating Artifacts before they enter designated storage areas.
- 6.2.12 The signs of use and wear on Artifacts (evidence of use) should be retained if they contain important historical information or enhance an understanding of the Artifact.

### **6.3 Documentation of Conservation**

- 6.3.1 Documentation of Conservation is the responsibility of the Site Manager.
- 6.3.2 Conservation of Tier A and B Artifacts should be accompanied by detailed documentation, including condition reports with photographs when Artifacts are Loaned off-site or receive Conservation treatment.
- 6.3.3 Care and repair of Tier C and D (Hands-On Collection) materials does not need to be documented except at the discretion of the Site Manager.
- 6.3.4 When Original Building fabric is removed from Original structures during Conservation or Restoration, it should be documented by photographs and samples kept. Samples kept from Original Buildings for documentation purposes should be treated as Tier A Artifacts.

## 7. Security of Collections

The Heritage Branch encourages Access to Collections through living history demonstrations, interactive activities, and online Access through the Provincial Heritage Artifacts Database website and recognizes that these may influence security. Nevertheless, the Heritage Branch believes that presentation and security are compatible if adequate measures are in place and if security of Collections is the responsibility of all Site Personnel. Methods of physically protecting the Collections will vary from Site to Site, but normally will include a combination of electronic or mechanical detection and suppression systems, physical barriers and human guards. The Site Manager should protect the Collections, particularly Tier A and B Artifacts, from theft and damage and to identify and mitigate risks to them on an on-going basis.

### 7.1 Authority

- 7.1.1 While all Personnel have a role to play, the Site Manager has the overall authority and responsibility for the security of the Site Collections.
- 7.1.2 The Site Manager should authorize one or more people to issue and account for all keys.
- 7.1.3 The Site Manager is authorized to establish criteria for Access to displays and Collections storage areas.

### 7.2 Principles

- 7.2.1 To the best of their ability, Personnel should protect the Collection by anticipating threats and instituting appropriate security procedures.
- 7.2.2 The Site Manager should conduct a detailed risk assessment on a regular basis to identify security problems and recommend and implement solutions. The Site Manager should be involved in all facets of risk assessment and implementation that relate to Collections.
- 7.2.3 Sites should have a lock and key control system.
- 7.2.4 Exhibits of Artifacts should maximize viewer visual and/or physical Access without compromising security.
- 7.2.5 Priority should be given to installing fire detection and suppression devices and security systems in historic Buildings, with those used for cooking, working machinery, painting or hazardous activities given top priority based on a Site risk assessment.
- 7.2.6 Access to Collections for researchers and others is encouraged where possible, with adequate security measures being implemented to suit individual circumstances.
- 7.2.7 The Site Manager must conduct checks of Collections throughout the year as required, choosing at least twenty Accession numbers at random and locating the



corresponding Artifacts.

- 7.2.8 The Site Manager must conduct annual inventories of Tier A and B Collections or Artifacts. The annual inventory can be full or partial, considering the scope of the Collection and staff resources. However, a full inventory of these collections must be completed at the beginning and end of a Site Agreement.
- 7.2.9 Artifacts that are stolen must be reported in an incident report as soon as possible to the Heritage Branch, the local police and to other agencies as appropriate.
- 7.2.10 If Artifacts are found to be missing or presumed lost, the Site Manager should make every effort to locate them by contacting previous staff, previous borrowers, provincial and federal museum associations and others as necessary.
- 7.2.11 The Heritage Branch, in accordance with the Site's Agreement, may inspect the Site and Collections to determine the Site Managers compliance with the standards set out in these Guidelines.
- 7.2.12 Security includes the safeguarding of personal information of donors of Artifacts kept within paper Accession documents and in PHAD. This information is considered confidential under section 26(c) of the *Freedom of Information and Protection of Privacy Act*. Access to PHAD is restricted to individuals who have signed a *Memorandum of Understanding* regarding safeguarding confidential personal information and who are approved by the Heritage Branch.

### **7.3 Documentation**

- 7.3.1 The Site Manager must maintain a record of all stolen, lost or missing Artifacts and include efforts taken to locate or recover them and information about their return. This information should be recorded in the Provincial Heritage Artifacts Database and the Heritage Branch must be notified in a timely manner.

## **8. Emergency Management Planning**

**Emergencies can have an impact on most aspects of historic Sites, and particularly on Collections. In British Columbia, historic Sites are located in potentially vulnerable areas prone to many hazards, including range and forest fires, flooding, avalanches, train derailments, motor vehicle accidents and civil disturbances, therefore plans for safeguarding Collections in the event of emergencies are essential.**

### **8.1 Authority**

- 8.1.1 The Site Manager is responsible for ensuring the development and implementation of an Emergency Management Plan (EMP), which includes Collection planning, is submitted to the Heritage Branch.
- 8.1.2 The Site Manager has the authority to prepare and revise the Site's Emergency Management Plan; the coordination of Site emergency resources; and the creation of an Emergency Prevention Team and a Disaster Action Team.
- 8.1.3 The Site Manager should ensure all appropriate Personnel have basic training in what to do in the event of an emergency (e.g., first aid, firefighting, fire prevention) and to provide such training to Personnel.

### **8.2 Principles**

- 8.2.1 The Emergency Management Plan should consider the potential threats from natural and human causes, including but not limited to: earthquakes, flood, disease, fire, bombs, train and vehicle accidents and public disturbances.
- 8.2.2 The Emergency Management Plan should identify specific records and Artifacts which should be given priority to save in the event of an emergency. It should also identify which Artifacts could be considered a risk during an emergency such as Artifacts with potential toxic materials that might be made unstable during an emergency (e.g. unknown liquids in medical containers or taxidermized animal parts).
- 8.2.3 The Emergency Management Plan should identify the emergency leader(s) and Personnel who could assist in an emergency.
- 8.2.4 The Emergency Management Plan should identify regional resources that could be available after an emergency, such as freezer space, storage facilities, etc.
- 8.2.5 The Emergency Management Plan should be reviewed and revised after actual emergencies.
- 8.2.6 In an emergency, Personnel will be expected to undertake only those duties which will not expose them to ongoing or exceptional personal risk, unless the Site Manager has taken mitigating action, as outlined in 8.2.7.

8.2.7 The Site Manager should provide Personnel with all necessary clothing, safety apparatus, training and instructions before undertaking duties which have the potential for high risk, such as cleaning in areas with potential hantavirus contamination.

### **8.3 Documentation**

8.3.1 The Emergency Management Plan should be reviewed by the Site Manager on an annual basis and updated as required.

## 9. Access to Collections

While providing protection, the Heritage Branch encourages the concept of living history, historical research and Access to its Collections, Buildings and grounds and allows commercial and business activities at its Sites. The intensity of use may vary from Site to Site and will be influenced by tier levels of Collections. Ultimately, however, Collections management considerations should be included in any decision to provide Access to Collections.

### 9.1 Authority

- 9.1.1 For Artifacts in Tiers A and B the Site Manager has the day-to-day authority to provide Access to the Collection, if they are assured that there is little or no risk of damage or theft.
- 9.1.2 For Artifacts in Tiers C and D the Site Manager may delegate authority for day-to-day Access to other staff or Personnel.
- 9.1.3 The Site Manager may permit special events, interpretive and business activities at the Site if they are assured that, when Access to Collections is involved, there is little or no risk of damage.
- 9.1.4 In some instances (see 9.2.4) the Site Manager has the authority to limit the amount of information supplied to researchers about Collections and may refer the researcher to the Freedom of Information Commissioner. This includes information that is confidential under the [Freedom of Information and Protection of Privacy Act](#), including Donor's personal information, and other information required to be kept confidential as a condition of agreements with Indigenous Peoples.

### 9.2 Principles

- 9.2.1 Physical Access to Tier A and B Artifacts normally should be limited commensurate with good Conservation and security practices.
- 9.2.2 Access to Tier C and D (Hands-On Collection) materials normally should be unlimited but be commensurate with management and interpretive activities.
- 9.2.3 Access to sacred and ceremonial Artifacts should be determined following consultation with representatives of the appropriate cultural or religious group.
- 9.2.4 Information about Collections should be available to visitors and researchers, except for the donor's personal information, artifact's insurance value and other information required to be kept confidential as a condition of agreements with Indigenous Peoples.
- 9.2.5 Information about Heritage Branch Collections is subject to the *Freedom of Information and Protection of Privacy Act*.

- 9.2.6 Access to and use of Original Buildings for a variety of uses, including commercial activities, may be authorized by the Site Manager and Heritage Branch, following an assessment of the potential risks to the Artifact collections and, if necessary, adoption of a plan to prevent or mitigate damage.
- 9.2.7 Access to Original Buildings or to Collections may be permitted for activities such as special events, receptions, filming and media events if there is little or no risk of damage to the Artifacts and should be monitored by the Site Manager.
- 9.2.8 Non-commercial or educational use of previously digitized collections should be free of charge, but a processing fee may be charged if Collections material has not already been digitized. All proposed uses of Collections material require prior approval by the Site Manager and any such uses should be recorded in the Artifact's permanent record on the Provincial Heritage Artifacts Database.
- 9.2.9 The Heritage Branch encourages the use of the Internet for Access to Collections information, including the use of the Provincial Heritage Artifacts Database public website, but recognizes there may be some restrictions needed to ensure that privacy and other considerations are addressed.

### **9.3 Documentation**

- 9.3.1 All Tier A, B, C, & D Artifacts require marking with an Accession number so they can be identified, tracked, and associated with Accession and deaccession records.

## 10. Deaccessioning

Once an Artifact has been accessioned as part of a Site's Provincial Heritage Artifact Collection, its permanent removal through Deaccessioning is a controlled process that requires a carefully documented procedure. Careful screening of Acquisitions should reduce the need for Deaccessioning, but nevertheless the Heritage Branch may wish to divest the Site of certain Artifacts.

### Relevant Documents:

[Deaccession Proposal](#)

#### 10.1 Policy

- 10.1.1 Deaccessioning is a controlled process. The Heritage Branch removes Accessioned Artifacts from the Provincial Heritage Artifact Collection by approving a Deaccession Proposal. Deaccessioning will require the Heritage Branch to issue a Heritage Alteration Permit in accordance with Section 12.1 of the *Heritage Conservation Act*.
- 10.1.2 Site Managers must submit a Deaccession Proposal to the Heritage Branch for all Tier A, B, C, & D Accessioned Artifacts proposed for removal from the Provincial Heritage Artifact Collection. The review process will take into consideration the Artifact's relevance to the Site's Statement of Significance, and other factors such as duplication, deteriorated condition and repatriation or transfer of Indigenous Cultural Material.
- 10.1.3 It is the Site Manager's responsibility to ensure that Personnel are trained in the necessary procedures for Deaccessioning.
- 10.1.4 When Collections contain Indigenous Cultural Material the recommendations of the *Canadian Museums Association / Assembly of First Nations Task Force on Museums and First Peoples (1992)*, *United Nations Declaration on the Rights of Indigenous Peoples (2007)*, and *Truth and Reconciliation Commission of Canada: Calls to Action (2015)* will be respected, and the Repatriation policy in chapter 14 will be used ([14.0 Repatriation](#)).

#### 10.2 Procedures

**The following procedures provide some basic guidance to Site Managers and Heritage Branch staff regarding deaccession requests.**

- 10.2.1 The Site Manager must review documentation to confirm the Province's ownership of the Accessioned Artifact before submitting a Deaccession Proposal.
- 10.2.2 Deaccessioned Artifacts must first be offered as a transfer to:
- other provincial heritage properties, then
  - provincial government museums, then

- other public museums or similar public institutions.

Only after all the foregoing, can the sale or other disposal of the Deaccessioned Artifact be considered. Once Heritage Branch has issued a Heritage Alteration Permit in accordance with Section 12.1 of the *Heritage Conservation Act*, the legislation regarding Crown assets disposal governs any sale of objects. Unless determined otherwise, divestment of Deaccessioned Artifacts for which there is no identified successor owner should be through BC Asset Disposal. Full documentation must accompany this process. Current Personnel and their families are prohibited from purchasing or benefitting from the sale of Deaccessioned Artifacts.

- 10.2.3 Electronic versions of the Collection records, including the Provincial Heritage Artifacts Database, must be updated immediately.
- 10.2.4 The Accession number should be removed from an Artifact after it is Deaccessioned.
- 10.2.5 The Deaccessioning process is considered complete only after:
- all required documents have been signed,
    - i. Deaccession Proposal submitted to Heritage Branch by Site Manager
    - ii. Heritage Branch issues a Heritage Alteration Permit under Section 12.1 of the *HCA* to allow Deaccessioning from collection
  - collections records, including the Provincial Heritage Artifacts Database, have been updated,
  - the Artifact has been removed from the Site, and
  - Heritage Branch has been notified in writing that the process is complete.
- 10.2.6 If/when the organization managing the Site under a Site Agreement ceases to manage the Site, prior to the end of the contract or tenure, the Site Manager will manage/dispose of any non-Provincial Heritage Artifacts or materials (e.g. Parallel Collections) on site. As these Artifacts or materials are not the property of the Province, this process can be managed and determined by the Site Manager.

### **10.3 Documentation**

- 10.3.1 Collections management records for Deaccessioned Artifacts should be retained in perpetuity in both paper document records and PHAD. The Deaccessioning information must include:
- Application for Deaccession Proposal authorized by the Heritage Branch (including a recent photograph of the Artifact),
  - Deaccession spreadsheet detailing each Artifact (available through Heritage Branch),
  - Heritage Alteration Permit under Section 12.1 of the *HCA*
  - date and method of Deaccession,
  - names and contact information for person(s) to whom the Artifacts were given or sold, and relevant signed forms.

## 11. Collections-based Products

The development and sale of Reproduction Artifacts and other Collections-based products have several benefits: interpretation, revenue generation, preservation of traditional skills and knowledge, enhanced visitor satisfaction and Site promotion. The Site Manager is encouraged to explore possibilities for product development based on Collections or other Site themes and which will further the Site's mission and generation of revenue, but always keeping in mind ethical considerations related to Reproductions.

### 11.1 Authority

- 11.1.1 The Site Manager is authorized to develop ideas for the Reproduction of Artifacts in the Site Collections for the purposes of revenue generation.
- 11.1.2 The Site Manager is authorized to negotiate agreements with third parties for the Reproduction of Artifacts from Site Collections for the purposes of revenue generation.
- 11.1.3 For Indigenous Cultural Material the authority to make Reproductions is the relevant Indigenous community with provenance to the Material. Their approval must be obtained prior to considering Reproductions.

### 11.2 Principles

- 11.2.1 Products may be produced directly by the Site Manager or through license or other legal agreements with third parties.
- 11.2.2 If products are produced at a Site, priority should be given to doing it in a manner that adds interpretive value to the Site.
- 11.2.3 The Government of British Columbia shall retain copyright on Artifacts in the Provincial Heritage Artifact Collection.

### 11.3 Documentation

- 11.3.1 All Reproductions, whether for sale or interpretive use, should be clearly and permanently marked as Reproductions.
- 11.3.2 Documentation of the Reproduction process should be included in the Original Artifact's document file and in PHAD.
- 11.3.3 The Site Manager shall ensure all Reproductions they authorize include copyright credit to the Province of British Columbia.



## 12. Legal and Ethical Issues

The Heritage Branch and Site Manager should strive to obey the law and maintain high standards of ethical behaviour. The ethics of Collections management have been formulated by many groups, including museum associations and international conventions, and their statements should be guides to the Heritage Branch and Site Manager in developing and implementing their policies.

### 12.1 Authority

12.1.1 The Site Manager should request all Personnel to voluntarily complete a confidential, written disclosure detailing any personal or family collections.

12.1.2 The Site Manager should investigate allegations of conflict of interest or unethical behaviour.

12.1.3 Personnel and their immediate families are authorized to add to their private Collections, but in doing so should not compete with the collecting activities of the Site.

12.1.4 The Site Manager may authorize Personnel to display Artifacts or materials from their personal Collections on Site premises provided that they are properly recorded on a Loan form as described in [Section 3.3.3 Incoming and Outgoing Loans: Documentation](#).

### 12.2 Principles

12.2.1 The Site Manager shall operate the Site in compliance with all local, provincial and federal laws, and international conventions to which Canada is a signatory, including but not limited to:

#### International

- *2007 United Nations Declaration on the Rights of Indigenous Peoples*
- *1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property* as ratified by Canada on June 20, 1978
- *1995 UNIDROIT International Convention on the International Return of Stolen or Illegally Exported Cultural Artifacts*
- *1973 UNESCO Convention on International Trade in Endangered Species of Wild Fauna and Flora*
- *The Venice Charter* (ICOMOS, 1964)
- *The Burra Charter* (ICOMOS, 1981)
- *The Appleton Charter* (ICOMOS)
- *World Heritage Convention* (UNESCO, 1972)

## **Federal**

- *Truth and Reconciliation Commission of Canada: Calls to Action* (2015)
- *Income Tax Act*
- *Criminal Code of Canada- Firearms: Prohibited and Restricted Weapons* (1976-77, C.34; changes to the firearms legislation (1995)
- *Copyright Act* (1970, C.30; 1988, C.30)
- *The Cultural Property Export and Import Act* (1978)
- Cultural Resource Management Policy (Parks Canada, 1996)

## **Provincial**

- *Heritage Conservation Act*
- *Park Act*
- *Freedom of Information and Protection of Privacy Act*
- *Purchasing Commission Act*
- *Financial Administration Act - Crown Asset Disposal*
- *Standards of Conduct for Public Service Employees*
- *Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples*
- *BC Declaration on the Rights of Indigenous Peoples Act*

12.2.2 The Site Manager should determine copyright of archival materials and, where possible, secure it for the Province of British Columbia.

12.2.3 The Site Manager should be guided by professional codes of ethics and museum standards regarding the ethics of collecting as prescribed in the following:

- CMA/AFN Task Force on Museums and First Peoples (1992)
- CMA's *Ethical Behaviour of Museum Professionals* (1978)
- ICOM's *Code of Professional Ethics*
- IIC-CG's *Code of Ethics*
- BCMA *Standards for BC Museums*

12.2.4 Personnel who collect Artifacts on behalf of the Site should indicate their relationship to the Site to potential vendors or donors.

12.2.5 Personnel should always represent the interests of the Site in collecting and should avoid using the Site to promote their personal collecting.

## **12.3 Documentation**

12.3.1 The Site Manager should keep all written statements of disclosure on file.

## 13. Professional Development

Professional development and training for all Personnel who work at Sites, particularly in the areas of Conservation and stewardship is important. Site Managers are encouraged to provide professional development for their staff.

### 13.1 Authority

- 13.1.1 The Site Manager should develop training plans in conjunction with staff and to allocate funds in annual budgets for this purpose.
- 13.1.2 The Site Manager may host professional development workshops sponsored by the Heritage Branch or other agencies.
- 13.1.3 The Site Manager may approve staff requests for serving on boards and professional committees.
- 13.1.4 The Site Manager is encouraged to approve staff requests to present papers at professional conferences and/or teach at workshops and courses when they are part of a work assignment.
- 13.1.5 Site staff may take part in any conference or teaching assignment outside of working hours.

### 13.2 Principles of professional development

- 13.2.1 Personnel handling specialized Collections should possess all required certification, such as a Firearms Acquisition Certificate.
- 13.2.2 Volunteers working with Collections should receive orientation, training and recognition of their contribution.
- 13.2.3 Site Managers are encouraged to have the Site be a member of the British Columbia Museums Association and staff involved in Collections management should be encouraged to participate in Association activities in that field.
- 13.2.4 The Site Manager should consider Site or Personnel involvement in other professional associations.
- 13.2.5 Whenever possible, the Site Manager should provide in-house training to Personnel on Collections management, Conservation, interpretation and research topics.

## 14. Repatriation and Indigenous Cultural Material

Provincial Heritage Artifact Collection may include Indigenous Cultural Material defined as objects with provenance to Indigenous Peoples including burial objects, ceremonial objects, cultural belongings, as well as archival records, tapes, films and photographs that depict Indigenous people or aspects of their culture.

The Heritage Branch's approach to repatriation is informed by B.C.'s [Declaration on the Rights of Indigenous Peoples Act](#) Article 11, recognizing Indigenous Peoples have the right to "maintain, protect and develop the past, present and future manifestations of their cultures such as archaeological and historical sites, artefacts, designs, ceremonies, technologies, and visual and performing arts and literature." The Heritage Branch recognizes that Indigenous Peoples may wish to reclaim Material of Indigenous cultural patrimony that are currently part of the Provincial Heritage Artifact Collection. The Heritage Branch recognizes the importance of the Cultural Materials to Indigenous Peoples and will work collaboratively toward repatriation or collaborative decision-making agreements as applicable and on a case-by-case basis guided by the Indigenous community. This policy applies only in outside-of-treaty circumstances or in the absence of other government-to-government agreements regarding Cultural Material.

It is the Heritage Branch's goal to contact Indigenous communities with Material of known provenance in the Provincial Heritage Artifact Collection and provide Access to Indigenous Cultural Material on the Provincial Heritage Artifacts Database where cultural patrimony is yet to be determined.

The Heritage Branch's Repatriation Policy is informed by the recommendations of UNDRIP, which the provincial government passed legislation to implement in November 2019, and the *Truth and Reconciliation Commissions' Calls to Action*. It also aligns with the applicable policies of the *Royal BC Museum's Indigenous Collections and Repatriation Policy* (March 2019).

### 14.1 Policy

- 14.1.1 The Heritage Branch and/or Indigenous Peoples may initiate conversations with the other party about repatriation, determining provenance, and related options (see 14.1.5) with respect to Indigenous Cultural Material in the Provincial Heritage Artifact Collection. Site Managers will be expected to support the Heritage Branch as necessary in terms of providing documentation and other information pertaining to the Artifacts in their collections.
- 14.1.2 Existing Indigenous Cultural Material at the Sites are a historic legacy to the Site and its Artifact Collection. While the Province has an obligation to care for and protect the Provincial Heritage Artifact Collection including the Indigenous Cultural Material, there is no necessity for the Sites to manage Indigenous Cultural Material when an Indigenous community has a specific interest in caring for that Material.
- 14.1.3 A case-by-case approach will be used to address requests regarding Indigenous Cultural Materials, recognizing the need for a collaborative approach based on criteria that follows all applicable provincial, federal, and international legal requirements.

- 14.1.4 The Heritage Branch encourages respect, openness and transparency in relationships between the Sites and Indigenous Peoples regarding Provincial Heritage Artifact Collection and their associated information.
- 14.1.5 Alternatives to repatriation may be discussed, such as renewable Loans, special Access to collections, collaboration for the display of collections, Custodial Agreements, Memoranda of Understanding or shared stewardship arrangements.
- 14.1.6 The Heritage Branch is committed to providing Indigenous Peoples with Access to information pertaining to Indigenous Cultural Materials (taking into account the restrictions of the *Freedom of Information and Protection of Privacy Act*) including photographs of Artifacts and other applicable documents.

## **14.2. Procedures**

**The following procedures provide some basic guidance to Site Managers and Heritage Branch staff regarding repatriation requests for Indigenous Cultural Material. The procedures apply only in the absence of other agreements or Memoranda of Understanding.**

- 14.2.1 Repatriation, Deaccessioning, or returning any Indigenous Cultural Material from the Provincial Heritage Artifact Collection will require the Heritage Branch to issue a Heritage Alteration Permit in accordance with Section 12.1 of the *Heritage Conservation Act*.
- 14.2.2 The Heritage Branch may request the Site Manager to work with representatives of an Indigenous community to explore the intent and scope of repatriation requests and to carry out repatriation procedures as directed by the Heritage Branch.
- 14.2.3 Repatriation requests might come in different forms and will be considered on a case-by-case basis.
- 14.2.4 The Heritage Branch, with the support of Site Managers, is responsible for working with Indigenous Peoples to determine the provenance of Indigenous Cultural Material. This may require contracting Indigenous cultural experts and could include engaging with multiple Indigenous communities. Conflicting claims will be addressed on a case-by-case basis. The resulting information will be provided to the working group (14.2.7).
- 14.2.5 Site Managers are responsible for keeping an updated inventory of all Indigenous Cultural Material in the Collections and their provenance and ensuring this information is updated on the Provincial Heritage Artifacts Database and available upon request by Indigenous Peoples.
- 14.2.6 The Site Manager must notify the Heritage Branch of any requests or inquiries related to repatriation and should provide the Heritage Branch with copies of the communication with the requestor, a list of all applicable Accession numbers and photos of the Materials requested as well as any background information about the Materials from the permanent files.

- 14.2.7 When a repatriation request is received from an Indigenous community, a working group will be formed including representatives from the Indigenous community, the Site and the Heritage Branch to make recommendations on the repatriation request.
- 14.2.8 The recommendation of the working group and the Heritage Alteration Permit regarding the repatriation request shall be documented and a copy placed in the permanent Accession files and in the Provincial Heritage Artifacts Database.
- 14.2.9 Final agreements about repatriation, including lists of Materials to be repatriated and arrangements for custody and transfer, will be recorded in legal documents that will be signed by representatives of the Heritage Branch and Indigenous community. Copies of these documents will form part of the permanent Accession files.
- 14.2.10 All repatriated material will be documented by the Site prior to transfer to the Indigenous community as agreed upon by the working group. The documentation may consist of Accession records, updated condition information at the time of transfer and museum quality photographs. The agreed upon documentation must be uploaded to the Provincial Heritage Artifacts Database and copies must be sent to the Heritage Branch.

### **14.3 Materials with Provenance to Other Cultural Groups**

**The Heritage Branch recognizes that other cultural groups may wish to reclaim certain Materials of their cultural patrimony that may be part of the Provincial Heritage Artifact Collection. The Heritage Branch and the Site will work collaboratively with the representatives of these groups to find mutually satisfactory arrangements on a case-by-case basis.**