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Parent Policy: [Museums and Collections Policy](#)

Establishing New Collections of Museum Objects Procedure

Office of Administrative Responsibility:	Museums and Collections Services
Approver:	Provost and Vice-President (Academic)
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

The University of Alberta is responsible for collections of **museum objects**, established at various times during the University's history, which together form the University of Alberta Museums. It may be necessary to establish new **collections** of museum objects in disciplines that are not already represented in the University of Alberta **Museums** to fulfill academic program planning needs. As this requires a long-term commitment in terms of human and financial resources, **units** must demonstrate the academic need as well as confirm a commitment to long-term support of collections of museum objects.

Purpose

The purpose of this procedure is to:

- identify criteria and requirements for establishing new collections of museum objects; and to
- provide clear and consistent procedures for establishing new collections of museum objects.

PROCEDURE

Only units that are registered with **Museums and Collections Services** as part of the University of Alberta Museums and which have an approved **Acquisition Strategy** and **Management Strategy** may acquire museum objects and operate museum facilities that contain museum objects and collections.

Anyone wanting to establish a new collection of museum objects must notify the **Administrative Head** of their unit, who must then complete a *Request to Establish a New Collection of Museum Objects Form* and submit it to the Executive Director, Museums and Collections Services, for initial assessment against required criteria.

If all relevant criteria are met, the Executive Director, Museums and Collections Services, will forward the form to the **University of Alberta Museums Policy and Planning Committee** for final adjudication and subsequently notify the Administrative Head with the results of the Committee's deliberation.

If the request is approved by the Policy and Planning Committee, the Administrative Head or designate must then proceed with registering the collection of museum objects as outlined in the *Registering Collections of Museum Objects Procedure*.

If the request is not approved, Museums and Collections Services will provide a recommended course of action to the Administrative Head of the unit.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲Top](#)]

Museum objects /Museum objects and collections	<p>Museum objects and collections are rare and unique, and hence irreplaceable, or represent declining or limited resources. The museum objects and collections governed by this policy shall include, but may not be limited to:</p> <ul style="list-style-type: none"> - objects acquired by University staff and students, current and past, as part of their teaching, research or curatorial activities at the University, and for which the University holds title; - objects acquired by the University that relate to its mission, history, and teaching and research programs, and for which the University holds title; - objects acquired by University staff and students, but which are the property of the Crown and are held at the University; - information resources that provide documentation for an object or collection. <p>Exceptions to the above include:</p> <ul style="list-style-type: none"> - living material; and - objects that may normally require replacement after study or research.
Collection(s)	<p>Related objects and the information resources associated with them may be designated as a collection. A unit may have one or more collections of museum objects within its jurisdiction.</p>
Museum(s)	<p>A museum is a non-profit making, permanent institution in the service of society and of its development, and open to the public which acquires, conserves, researches, communicates and exhibits, for purposes of study, education and enjoyment, material evidence of people and their environment.</p>
Unit(s)	<p>A designation used to denote academic and non-academic Departments, Faculties, Schools, Institutes and Centres at the University of Alberta.</p>
Museums and Collections Services	<p>The unit charged with the responsibility of ensuring that the University of Alberta is in compliance with this policy and associated procedures.</p>
Acquisition Strategy	<p>A document required of each registered collection at the University of Alberta that describes the scope and uses of the collection and principles of acquiring museum objects.</p>
Management Strategy	<p>A document required of each registered collection at the University of Alberta that describes management strategies to ensure the collection complies with University policy.</p>
Administrative Head	<p>Normally a chair or dean of an academic unit or director of a non-academic unit.</p>
University of Alberta Museums Policy and Planning Committee	<p>A standing committee of the Provost and Vice-President (Academic) with campus-wide representation, that advises on matters relating to the University of Alberta museums and collections.</p>
Object(s)	<p>An artifact or specimen. Artifacts are objects created, manufactured or produced by humans; a product of human art, craft or workmanship. A specimen is an individual or part that serves as an example of a class or</p>

	whole; refers to an individual plant or animal or piece or a mineral, etc. collected and used for scientific or educational purposes.
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