

Approval Date: August 28, 2008

Parent Policy: Museums and Collections Policy

Establishing New Collections of Museums Objects Procedure Criteria (Appendix B)

Office of Administrative Responsibility:	Museums and Collections Services
Approver:	Provost and Vice-President (Academic)

The following criteria will be used by Museums and Collections Services to assess requests to establish new collections of museum objects:

1. The proposed collection contains objects that fit within the definition of museum objects as outlined in the University of Alberta Museums and Collections Policy.
2. The proposed collection does not duplicate objects in another registered collection of museum objects at the University of Alberta, or justification has been provided as to the need for establishing an additional collection of like materials.
3. The proposed collection is of a size or type of material that either necessitates establishing a new collection or could instead be integrated into an existing registered collection of museum objects at the University of Alberta.
4. The unit has demonstrated that objects collected support the teaching, research and community service mandates of the unit by identifying courses that will be taught utilizing the proposed collection, and/or academic research that will be supported by the proposed collection, and/or community service programs that will be supported by the proposed collection.
5. The unit has identified the potential growth of the collection over the following five years, including likely modes of acquisition (e.g., primarily through donation, NSERC grants supporting field research, etc.).
6. The unit has identified who has financial signing authority for the collection.
7. The unit has identified academic staff with knowledge of and interest in the proposed collection of museum objects and would potentially take on the role of Academic Curator.
8. The unit has identified space needs and facility needs (e.g., storage units, laboratory equipment) required to accommodate the proposed collection that meet appropriate environmental and related museum standards, and has consulted with Facilities and Operations to determine associated costs for the space and ensure plans meet University requirements.
9. The unit has identified an annual allocation of operating funds, and the routine expenditures that these funds will support for the collection.
10. The unit has identified a plan to make the objects available to University students, faculty and staff, visiting scholars, and, as appropriate and feasible, the community in general.
11. The unit has identified the legal obligations and requirements associated with the objects to be collected (e.g., permits required to collect, etc.).
12. The Administrative head has acknowledged in writing that he/she understands that objects to be collected will be the exclusive property of the University.

13. The unit has demonstrated an understanding of the professional and legal requirements, obligations and commitment involved in establishing a new collection

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