

Approval Date: August 28, 2008

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

Registering 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 **collections of museum objects**, established at various times during the University's history, which together form the University of Alberta Museums. **Units** must register collections of museum objects with **Museums and Collections Services**, which then authorizes the unit to acquire museum objects, operate museum facilities that contain museum objects and manage collections as per an approved strategy. Units with registered collections of museum objects are eligible to access services, resources and programs provided by Museums and Collections Services. Day-to-day management of these collections is at the unit level; however, Museums and Collections Services sets campus-wide policy and procedures, provides approvals for specific procedures, and assists units with implementation to ensure compliance with applicable policies, laws, agreements, conventions, treaties and Tri-Council requirements.

Purpose

The purpose of this procedure is to:

- identify criteria and requirements for registering collections of museum objects; and
- identify and assign administrative responsibilities to ensure ongoing management of registered collections of museum objects.

PROCEDURE

In order to register a collection of museum objects, the following steps must be completed:

1. DEVELOP A WRITTEN ACQUISITION AND MANAGEMENT STRATEGY

- a. In consultation with Museums and Collections Services, units complete an **Acquisition and Management Strategy** Form for each collection to be registered.
- b. Museums and Collections Services identifies criteria that must be addressed in the Acquisition and Management Strategy. Each completed Acquisition and Management Strategy Form is signed by the **Administrative Head** of the Unit and submitted to Museums and Collections Services for review.
- c. Upon completion of a successful review, the Executive Director, Museums and Collections Services approves the Acquisition and Management Strategy and forwards it to the **University of Alberta Museums Policy and Planning Committee** for final approval.
- d. Museums and Collections Services notifies the Administrative Head regarding the outcome of the University of Alberta Museums Policy and Planning Committee's review.

e. Museums and Collections Services will initiate periodic reviews of each collection's Acquisition and Management Strategy on a schedule consistent with the University's academic planning cycle, following the approval procedure noted above.

f. Administrative heads of units must notify the Executive Director, Museums and Collections Services, in writing, of any significant changes to the status of the collection that may impact the Acquisition and Management Strategy to determine if a revision to the Acquisition and Management Strategy is required.

2. DESIGNATE AN ACADEMIC CURATOR

a. Administrative heads of units designate an appropriate person from among the continuing academic staff as the **Academic Curator** to represent the interests of each registered collection of museum objects, and notify Museums and Collections Services in writing with the name, contact information and term of appointment of the designate.

b. Each Academic Curator acknowledges in writing that s/he has read and understands the Acquisition and Management Strategy for the collection for which s/he is responsible.

3. ASSIGN HUMAN AND FINANCIAL RESOURCES

a. Administrative heads of units identify, in writing to the Executive Director, Museums and Collections Services, human and financial resources assigned to the collection for ongoing management of the collection (e.g., documentation, preservation, research, storage and access) in terms of an operating budget, staff, students and volunteers, special project funds and space assignments.

b. Administrative heads of units, identify in writing, to the Executive Director, Museums and Collections Services, financial resources required to renovate existing space (if expanding an existing collection), to construct new space (if a new collection), and any additional operational costs that affect space, facilities or infrastructure.

c. Administrative heads of units notify the Executive Director of any significant changes in resource allocations (e.g. room assignments, personnel changes).

4. REGISTER A COLLECTION OF MUSEUM OBJECTS

a. Once all required documents and approvals as set out in this procedure are acquired, Museums and Collections Services formally registers the collection of museum objects and sends the unit written confirmation and authorization to acquire museum objects and collections and operate facilities that contain museum objects and collections.

b. Museums and Collections Services notifies Financial Services, Risk Management, and any other relevant University offices, that the unit is authorized to acquire museum objects and collections and operate facilities that contain museum objects and collections.

DEFINITIONS

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

Collection(s)	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.
Museum objects / Museum objects and collections	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: - objects acquired by University staff and students, current and past, as part of their teaching, research or curatorial activities at the University,

	<p>and for which the University holds title;</p> <ul style="list-style-type: none"> - 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.
Museum(s)	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. (Source: Alberta Museums Association)
Unit(s)	A designation used to denote academic and non-academic Departments, Faculties, Schools, Institutes and Centres at the University of Alberta.
Museums and Collections Services	The unit charged with the responsibility of ensuring that the University of Alberta is in compliance with this policy and associated procedures.
Acquisition and Management Strategy	A document required of each registered collection at the University of Alberta that describes the scope and uses of the collection, principles for acquiring museum objects, and management strategies to ensure the collection complies with University policy.
Administrative Head	Normally a chair or dean of an academic unit, or a director of a non-academic unit.
University of Alberta Museums Policy and Planning Committee	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.
Academic Curator	An Academic Curator is designated by the Administrative Head of a unit from among continuing academic staff. The Academic Curator represents the interests of a registered collection of museum objects and ensures that University of Alberta policies and procedures are implemented including the registered collection's Acquisition and Management Strategy.
Object(s)	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 whole; refers to an individual plant or animal or piece or a mineral, etc. collected and used for scientific or educational purposes.

FORMS

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[Acquisition and Management Strategy Form](#)

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