

## MUSEUM COLLECTION INVENTORY PROGRAM

### Background

The responsibility of museums with respect to heritage conservation is a recognized fact, since by definition their mandate is to conserve and interpret culture and cultural resources. In order to encourage museums to focus on their collection and in particular, the managing of their collection records, the Department has established the *Museum Collection Inventory Program*.

With a computerized inventory we will have a better understanding of the condition and conservation status of the museums' collection. A reliable museum inventory will provide the opportunity to develop or upgrade collection information in areas such as provenance, preventative conservation, restoration, and even storage.

The aim of this initiative is to:

1. Assist individual museums develop tools for managing their collection and to take steps to improve and upgrade their registration/cataloguing processes;
2. Encourage museums to become contributing members of the Canadian Heritage Information Network (CHIN). This will enable museums to upload their artifact information to the Artefacts Canada database which is maintained by CHIN;
3. Promote the use of a standardized vocabulary to offer virtual access to New Brunswick's museum collections;
4. **Select artefacts** – from everyday items to objects of passion and desire, as well as beautiful things – these artefacts offer a window into the knowledge and way of life of their era. They help build the material culture of New Brunswick and nurture the flame of our collective memory.



ATTENTION

Their availability on the Internet through Artefacts Canada is an excellent opportunity to share the research and documentation of the various museum collections held by New Brunswick institutions.

### Program Description

The *Museum Collection Inventory Program* provides financial assistance for the production and/or the upgrading of a physical or computerized collection inventory owned by a museum.

A "museum" is "a non-profit community institution which acts as a custodian to maintain, conserve, study, and interpret a permanent collection of heritage resources". Such an organization holds its collection in trust for the public.

The program is developed to support museums that are helping New Brunswickers understand themselves and their ties with the past, to strengthen their sense of pride and identity, and/or to better appreciate their connection with the environment.

### Objectives

- To support community museums in establishing and upgrading their physical and/or computerized collection inventory;
- To promote museum accountability with respect to conservation in all areas of collection related activities;
- To encourage museums to adopt and implement their "Collection Management Policy".

## Eligible Museums

The program is directed at non-profit museums based in New Brunswick, incorporated under the *Companies Act* and, managing a collection of artifacts.

In addition to meeting the "museum" definition, an eligible applicant must:

- Possess legal title to the permanent collection it conserves;
- Maintain a standard system of registration for its collection, thus ensuring proper documentation and control;
- Follow a Collection Management Policy consistent with its organizational objectives;
- Be in good standing with the Association Heritage New Brunswick regarding paying their annual *CollectiveAccess* fee.

## Funding and Program Requirements

Depending on need and demand, a grant of up to \$3,000 will be provided to eligible museums for the current fiscal year. It is anticipated that funds will allow museum staff to complete various registration duties and activities.

The funding is based on the evaluation of the previous year's project, including the following criteria:

Evaluation Criteria	Score
Collections Management Policy submitted	☒
Annual <i>Collective Access</i> fee paid to the AHNB (if applicable)	☒
Minimum 15 new records uploaded to Artefacts Canada OR copy of database submitted	☒
Final report outlining collections activities	6
Quality of the records uploaded to Artefacts Canada (if applicable)	6
Organization maintains a standard system of registration according to CHIN guidelines	6
Organization demonstrates a commitment to collections management	3
<b>TOTAL</b>	<b>21</b>

**Note:** Applications scoring 50% or above will be considered for funding, until program budget is expended. Failure to approve an application does not necessarily constitute a negative judgment on its merits.

Participating museums will be required to submit the following to Archaeology and Heritage Branch by March 31<sup>st</sup> of the current fiscal year:

- A backup of their collection inventory database showing artefacts owned by the museum or if not applicable examples of the manual registration procedures in paper format (note that museums using *CollectiveAccess* Application are exempt from this requirement);
- A filled-out final report including an expense report specific to the previous year's project;
- Museums using *CollectiveAccess* are also required to upload at least a minimum of fifteen (15) new artifact records from their collection, including images, to the Artefacts Canada database which is maintained by the Canadian Heritage Information Network.

## Deadline for Expression of Interest

Proposals are reviewed once per year.

**Applications and all required supporting material must be sent electronically on or prior to April 15<sup>th</sup> of the request year by email to [archaeology-heritage@gnb.ca](mailto:archaeology-heritage@gnb.ca)**

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