

Tr'ondëk Hwëch'in Collections Policy

JUNE 2014

INTRODUCTION

“Keep fish camp tidy and clear or fish won’t come back.”

– “Tr’ondëk Hwëch’in Da’ole” research report compiled by Jen Laliberte, 2012, Pg. 21.

Caring for this world requires respect for natural resources, recognition of the accomplishments of ancestors, and a modest view of one’s place on earth. The Tr’ondëk Hwëch’in values of stewardship, adaptation, respect, and community are the guiding principles of this policy.

In keeping with Tr’ondëk Hwëch’in core values, you keep your house clean and you take good care of your tools; you respect the animal that has provided those tools and clothing by taking good care of them. As well, there is a responsibility to pass along knowledge and traditions to ensure a healthy and strong community. We do this by gathering, safeguarding, and providing access to artifacts and the knowledge associated with them so both are alive and healthy for generations to come. Artifacts deserve and require our protection and respect. They are a medium connecting us to the past and belong to future generations.

“Treat all hunting/fishing gear with care and don’t mess around with other people’s gear, step over it, or throw it down onto the ground”

– “Tr’ondëk Hwëch’in Da’ole” research report compiled by Jen Laliberte, 2012, pg. 6.

Although long-ago people could not imagine the role their artifacts would play in contemporary society, the values that govern their stewardship persist. As modern-day stewards of artifacts, the Tr’ondëk Hwëch’in Heritage Department is responsible for meeting these needs. We approach collections stewardship by combining the best Western conservation techniques with practices that reflect Tr’ondëk Hwëch’in values. Like Tr’ondëk Hwëch’in of all eras, we use the best technologies available in ways that are uniquely Tr’ondëk Hwëch’in.

1.0 SCOPE

1.1 Authority

This policy is issued under the authority of Chief and Council resolution #2014-06-12-08 and supercedes any other policies that may have been enacted before.

1.2 Purpose of the Tr'ondëk Hwëch'in Collections Policy

The purpose of this policy is to satisfy heritage objectives contained in the *Tr'ondëk Hwëch'in Constitution* (1998) and Chapter 13 of the *Tr'ondëk Hwëch'in Final Agreement* (1998).

1.3 Abbreviations

TH – Tr'ondëk Hwëch'in

THD – Tr'ondëk Hwëch'in Deposit

TH HD – Tr'ondëk Hwëch'in Heritage Department

YG – Yukon Government

1.4 Definitions

Accession – The legal process of formally accepting an object into the collection. An object or collection that has been formally accepted through this legal process.

Accession number – A three- or four-part number assigned to an individual object during the legal process of formally accepting it into the collection to identify and distinguish that object from all other objects.

Acquisition – The transfer of ownership (permanent acquisition) or the transfer of responsibility (incoming loan).

Appraisal – A legal document containing an estimate of the fair market value of the acquisition on the date of transfer of ownership.

Archives of government – The non-active records of the TH Government accrued regularly from central filing according to their record scheduling.

Archival records – Books, documents, maps, drawings, photographs, letters, vouchers, papers, oral recordings and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical, or otherwise that are preserved by TH as having ongoing value as evidence of the documentary history of TH.

Artifact – An object showing human workmanship or modification, as distinguished from a natural object.

Collection – Archival records, artifacts, and specimens that have been formally accepted into the stewardship of the holdings of TH with the strong presumption of perpetual care, management, and access for present and future generations.

Collections Management – The actions taken or coordinated towards the acquisition, documentation, preservation, use, and disposition of the TH HD collection in order to meet TH HD goals. These actions include maintaining registration records, accessioning, cataloguing, ensuring proper storage, taking regular inventory, and monitoring the condition of artifacts and specimens in the collection.

Conservation – The application of science or traditional knowledge to the examination, maintenance, and treatment of artifacts or specimens. Its principal aim is to stabilize artifacts or specimens in their present state. It encompasses both preventative conservation and conservation treatments.

Conservation Treatment – An intervention causing changes in the physical properties or structure of an artifact or specimen.

Cultural Patrimony – Inheritance of cultural property from TH ancestors.

Deaccession – The legal process of removing an object from the collection.

Fair Market Value – The highest price, expressed in terms of money, that the property would bring in an open and unrestricted market between a willing buyer and a willing seller who are knowledgeable, informed, and prudent and who are acting independently of each other.

Gifts to Government – Any object formally presented to TH as a gift of friendship or acknowledgment that is clearly intended for the TH government as indicated by an inscription or some other tangible evidence or by the nature of the gift itself and has a FMV over \$30 or is of significant value to the history of the TH government.

Heritage Resource – A general term referring to a physical or non-physical resource identified as having heritage value. Included in this definition are objects or data recording in any media format including but not exclusive to three-dimensional objects, documents, oral histories, books, specimens, and recordings. For the purpose of this policy, a heritage resource does not include a non-moveable heritage resource such as a building, landscape, trail, geological feature, archeological site, or contemporary site.

Intangible Heritage Resources – The practices, representations, expressions, knowledge, skills—as well as the instruments, objects, artifacts, and cultural spaces associated therewith—that communities, groups, and, in some cases, individuals recognize as part of their cultural heritage. Intangible Heritage Resources, transmitted from generation to generation, are constantly recreated by communities and groups in response to their environment, their interaction with nature, and their history and provides them with a sense of identity and continuity, thus promoting respect for cultural diversity and human creativity. Intangible Heritage Resources are manifested in the

following domains: oral traditions and expression, including language as a vehicle of heritage; performing arts; social practices, rituals, and festive events; knowledge and practices concerning nature and the universe; and traditional craftsmanship.

Object – A general term referring to an archival record, artifact, or specimen that forms a part of the collection.

Preservation – The effect of all actions performed to maintain and stabilize the condition of objects in the collection in order to pass them along to future generations. It includes conservation treatments and preventive conservation. It also includes actions that have a direct effect on the physical well-being of the collection, such as the use of safe and proper storage, handling and exhibit techniques, and the spiritual well-being of the object.

Preventative Conservation – Non-intrusive actions taken to slow or stop deterioration and to prevent damage to objects in the collection.

Repatriation – For the purpose of this document, the transfer of ownership or title, physically or intellectually, to TH by Canada or a national or regional heritage institution of an artifact or archival material. Acceptance, physically or intellectually, of this artifact or archival material by TH.

Specimen – A natural object, including rock, mineral, fossil, animal, or plant material, as distinguished from an object made or modified by human actions. This includes archaeological and paleontological specimens.

2.0 ROLES AND RESPONSIBILITIES

2.1 Overview

TH is responsible for acquiring, documenting, preserving, and presenting heritage resources that are significant to TH citizens. Examples of these resources include artifacts, specimens, archives, and TH government records. The management of this collection is guided by the need to preserve the collection while encouraging access to it by the public with the ultimate goal of preserving the heritage of TH. This policy sets out the principles for managing that collection.

This policy provides standards and consistency for the selection, acquisition, documentation, preservation, and use of the collection and for disposal, if necessary. This policy provides the framework for guidelines and procedures found in the Collection Procedural Manual.

2.2 Standards and Ethics

The Collection Policy is created in reference to a set of professional standards of contemporary museum practices, in accordance with relevant legislation and bylaws enacted by TH, federal, and international agencies. These professional standards are defined, but not limited to the following documents:

- Canadian Museum Association Ethics Guidelines (2006)
- Canadian Cultural Property Export and Import Act (revised 2005)
- Canadian Access to Information and Privacy Acts (revised Sept. 30, 2012)
- Canadian Copyright Act 1985 (revised Dec.. 12, 2005)

These standards will be used as a guide in the management of the collection where it does not interfere or contradict TH traditional law or community knowledge.

It is expected staff, volunteers, contractors, and governance of TH will always act in the best interests of TH and its citizens. Principles of conduct and conflict of interest must find their reference in the best interest of TH. The TH HD will seek to ensure information it publishes, by whatever means, is accurate, honest, objective, and well-founded in the values of TH.

The Collection Policy will be considered in formal documents between outside funding sources in relation to collection-based activities to clearly establish the relationship between the TH HD and the funding source to ensure the standards and objectives of the Collection Policy or the interests of TH citizens, the living community associated with the collection, are not compromised by such a relationship.

2.3 Statement of Intent

Our focus is the protection, preservation, promotion, and presentation of our TH heritage by doing the following:

- Record, collect, preserve, care for, and restore TH heritage as defined by the areas of interest in this document by establishing Category I and Category II collections.
- Undertake, foster, and support research and study of TH heritage as defined by the Areas of Interest in this document.
- Provide reasonable access to the collection for TH citizens and the general public on a regular basis, unless access is restricted by legal or administrative requirements or written agreements with the donor.
- Educate the public by increasing their awareness and appreciation of TH heritage with the use of the collection through exhibits, outreach programs, and public programming.
- Work in cooperation with other First Nations, heritage institutions, government or not-for-profit organizations in Yukon, nationally, and internationally that have similar aims and objectives.

2.4 Delegation of Authority

It is the responsibility of the TH HD to care for the collection on behalf of TH. All collection-related matters are to be addressed to the TH HD. The Collections Manager has the authority, on behalf of TH, to acquire, document, allow access, care for, and preserve the collection. Disposal of a Category I collection heritage resource requires approval of Chief and Council. The Dānojà Zho Cultural Centre functions as a public-programming and exhibition face of the TH HD but does not acquire, document, or store collections directly.

3.0 PROCESS OF THE COLLECTION

3.1 Acquisitions

The TH HD shall acquire heritage resources relating to the above through the following:

- Provisions of Chapter 13 of the TH final agreement.
- Transfer from other TH departments.
- Field collecting.
- Gift.
- Bequest.
- Purchase.
- Exchange.
- Other transaction by which legal title to the heritage resource in question is secured by the TH HD.

Best practices regarding the process of acquisition will be adhered to.

3.2 Areas of Interest

The primary geographical area of interest includes the territory outlined on the map titled “Tr’ondëk Hwëch’in Traditional Territory, (TH TT)” in Appendix B – Maps, of the *Tr’ondëk Hwëch’in Final Agreement* (1998).

The primary subject area of interest includes the heritage of TH inclusive of all its previous and future incarnations.

The Category II collection is also interested in the following, in order of priority:

- Material having to do with heritage professional development.
- Material concerning other Yukon First Nations or Yukon First Nations organizations.
- Material concerning First Nations in North America, the circumpolar North and around the world.

The Category II collection does not include the following:

- Material on professional development from other government departments.
- Any original manuscripts.
- Material with inherent value or a financial value greater than the value of the information it conveys (such as rare books or first editions).
- Certified cultural property.
- Any material that falls outside the areas of interest.
- Any material that cannot be properly cared for, stored, or used.

These geographical and subject areas in the form of, but not limited to, the following in all media formats are of interest:

- Three-dimensional objects.
- Documents.
- Government records.
- Oral histories.
- Intangible heritage resources.
- Maps and architectural drawings.
- Specimens including archaeological material.
- Books.
- Photographs.

Specific focus areas of interest for the immediate future (circa 2013–2018) are outlined in Chapter 13 of the *Tr'ondëk Hwëch'in Final Agreement*. (Ownership and management is outlined in 13.3.0.)

3.3 Collection Classifications

The collection is divided into two distinct components:

- Category I collections contain accessioned permanent heritage resources of significance that have innate cultural or scientific value and directly support the TH HD mission and help to achieve the statement of intent. They are acquired with intent of perpetual care.
- Category II collections are non-accessioned research, programming, props, libraries, and gifts to government resources which augment the permanent collection by providing additional documentation of the collection and TH history for research, programming, or exhibit purposes. Or, they may have been acquired specifically to revive craft, art, or technology without intent of perpetual care. This category may include those heritage resources of the same general character as those in Category I but which are of limited value to the collection because of their poor documentation, their ease of replacement, or their limited use as a source of information. Inauthentic artifacts, duplicates, props, gifts to government, and published and library materials may fall into this category. These objects can be used for those purposes that

entail risk of loss, damage, or destruction or that may be modified or otherwise utilized when so agreed.

3.4 Criteria for Collecting

Only heritage resources that have a clear legal pedigree shall be accepted into the collection. The source must have clear and legal title to the heritage resource and possess the unencumbered right to dispose of the heritage resource by gift or other means to the TH HD. The Tr'ondëk Hwëch'in Traditional Knowledge Policy will address intangible heritage resources.

The TH HD shall obtain unconditional surrender of ownership by means of a duly executed legal deed of gift or other agreement for Category I collections. Any restrictive conditions on the transfer of ownership shall be kept to an absolute minimum and must have a reasonable limit on the time for which they shall apply, with a definition of the conditions under which their forces may terminate.

If a heritage resource is acquired directly from an artist (or donor if applicable), the royalty, reproduction, exhibition, and moral rights as well as installation plans will be negotiated and documented.

Due to limited exhibition space and periodically changing exhibitions, no commitments shall be made to exhibit heritage resources acquired for the collection for any duration of time as a condition of acquisition.

Category I acquisitions will be made with maintenance in-perpetuity in mind unless specific circumstances exist. No Category I heritage resource shall be accepted into the collection with intent of eventual disposal for trade, cash value, or other reason.

The TH HD acquires collections of heritage resources in two general categories: Category I, permanent collection, and Category II, programming collection. Restrictions on the uses of heritage resources in each of these categories are described in Section 4.0 of this policy and shall be reviewed and revised as necessary from time to time.

No Category I heritage resource shall be accepted into the collection that falls outside the areas of interest except in exceptional circumstances. Acquisitions must have the capacity for use in exhibitions or for research and scholarly purposes and must support the mission.

No Category I heritage resource shall be accepted into the collection unless proper care, display, use, or storage can be provided by the TH HD following the provisions of Section 5.0 of this policy. Some exceptions to this policy may be made if a plan for required conservation treatment within a reasonable time is established prior to acquisition.

TH HD archeological field collecting will adhere to industry standards and Chapter 13 of the *Tr'ondëk Hwëch'in Final Agreement*.

3.5 Appraisals

Appraisals and income tax receipts apply to Category I collections only.

It is the responsibility of the donor requesting an income tax receipt to obtain and provide a legal appraisal before an income tax receipt will be issued for Category I resources worth more than one thousand dollars (\$1,000.00). The appraisal document must contain all the elements required by Revenue Canada as outlined in the Income Tax Act. An appraisal will only be provided by the Collections Manager to the donor if, as outlined in the Income Tax Act, they are familiar with the type of gift in question, the overall value is less than \$1,000, an independent appraiser cannot reasonably be located, or the independent appraisal involves unreasonable expense.

3.6 Documentation

The TH HD shall establish and maintain a formal Collection Procedures Manual, including documentation procedures outlining details of the practical means of implementing these policies in day-to-day operations.

This system shall be established and controlled by the Collections Manager. Documentation procedures shall be reviewed and revised from time to time as required.

An up-to-date inventory of all heritage resources in the collection as well as those that are on loan shall be maintained.

All heritage resources acquired by, or on loan to, the TH HD shall be properly identified and documented by means of an appropriate documentation system that identifies source, unique identification number, provenance, history of manufacture and use, and other necessary information following accepted museum practice.

All records forming part of the documentation system shall be retained as permanent records of the TH HD.

A second regularly updated copy of collection accession records shall be kept off-site in a secure location.

3.7 Disposal

The TH HD has the right to deaccession and dispose of heritage resources, carefully and judiciously, from Category I and Category II collections in a manner consistent with professionally accepted standards providing the following:

- Legal freedom to act.
- Established clear title to the heritage resource proposed for disposal or, in the case of undocumented material, a serious, diligent, and documented effort to locate owners has been made.

- There are no restrictions associated with the heritage resource when it was acquired.
- The transaction is fully approved by the Chief and Council for Category I collections, acting on advice from the Collections Manager.
- An income tax receipt was not issued to the donor.

3.8 Criteria for Deaccessioning

The criteria for deaccessioning a heritage resource from the Category I collection includes, but is not limited to, the following:

- The heritage resource has ceased to have relevance and consistency with the TH HD's mission, statement of intent, and areas of interest.
- The heritage resource's condition has deteriorated beyond usefulness.
- The heritage resource is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other heritage resources or the health and safety of the TH HD's staff or visitors.
- The TH HD is unable to continue to provide care and storage for the heritage resource in keeping with professionally accepted standards.
- The heritage resource's care and storage are far more expensive than the value of the heritage resource as it relates to the TH HD's mission and statement of intent.
- The heritage resource has failed to retain its identity or authenticity.
- The heritage resource has been lost or stolen and remains so for ten years or more.
- The heritage resource may be replaced with a similar heritage resource of greater significance, quality, or condition.
- A Category II resource has fulfilled its ephemeral role or function and is no longer relevant.

For Category I collections, a written deaccession request listing the reason or reasons for deaccession and recommended means of disposal must be signed by the Collections Manager before submission to the Chief and Council. Only if the deaccession request is approved by the Chief and Council is the TH HD authorized to proceed with the deaccession and disposal. This is not required for Category II collections.

3.9 Methods of Disposal

Complete records will be maintained on all deaccessioned heritage resources and their subsequent disposition. A deaccessioned heritage resource may be disposed of in one of the following methods in order of preference:

- Transfer to the other Category collection if appropriate.
- Transfer through donation, exchange, or sale to another more appropriate First Nations Heritage institution.

- Transfer through donation, exchange, or sale to an appropriate non-profit museum or scholarly or cultural institution or government repository, preferably within the Yukon Territory if appropriate.
- Sale at an advertised public auction or in the public marketplace in a manner that complies with the Collections Policy and that will best protect the interest, objectives, and legal status of the TH HD.
- Destruction of the heritage resource.

TH may not dispose of collections by returning them to the original donors as a gift, whether or not the donor received any tax benefit at the time of the donation, with the exception of loaned resources.

3.10 Use of Proceeds Derived from Deaccession/Disposal

Proceeds from the sale of any disposed heritage resource shall be used to improve the content or care of the collection. No member of the Chief and Council or their immediate family, staff, or volunteer of TH shall be permitted to acquire, through gift or purchase or other transaction, a heritage resource disposed through sale or gift by the TH HD. It is unethical for TH HD employees, their relatives and associates, or any individuals or organizations associated with funding the TH HD, to acquire or to benefit in any way from disposals of TH HD collections.

The TH HD must create a public communication plan when a Category I heritage resource has been recommended for disposal. The plan must address the intent and circumstances of the decision to dispose of the heritage resource.

3.11 Loans

Incoming Loans

The TH HD may acquire use of heritage resources through a formal loan process on a temporary basis for which a definite period of time is specified by means of a legal loan agreement. No permanent loans or loans for an unspecified period shall be accepted under any circumstances.

The TH HD may acquire heritage resources on a temporary loan basis for the following purposes:

- Evaluations for possible acceptance into the collection.
- Exhibits.
- Programs.
- Study.
- Any other reason that follows the mission and statement of intent of the TH HD.

Heritage resources on loan are to be provided with the same professional level of care afforded Category I heritage resources owned by the TH HD. No heritage resource on loan will be modified in any way without the permission of the owner.

All incoming loans are subject to the conditions set forth on the loan documentation, which must be signed by the lender prior to shipment of the heritage resource. Any special conditions, requests, or restrictions must be discussed, negotiated in advance, and documented on the loan documentation.

Complete records on all incoming loans are maintained in the permanent collections records.

Lenders to the TH HD shall have obtained the heritage resource legally and ethically and have a clear and verifiable title of ownership to the heritage resource.

The TH HD will not knowingly accept a heritage resource on loan if the physical condition is such that the heritage resource will not be able to withstand travel or exhibit or if the physical condition puts the rest of the collection or the employees that come into contact at risk.

The TH HD does not accept incoming loans offered for the purposes of commercial exploitation of the heritage resource or to increase the value of the heritage resource when sold.

The TH HD does not provide long- or short-term storage services of artifacts.

Loans are made to the TH HD for the period of time listed on the loan documentation and may not be withdrawn without adequate prior notification. All costs involved with incoming loans must be discussed and agreed to in advance. These can include loan, licensing or rental fees, framing costs, insurance fees, and two-way shipping charges.

If requested, the TH HD will provide the borrower with a certificate of insurance as evidence that TH has insurance in place for the heritage resource on loan. Loans will be insured based on their fair market value as provided by the lender. It is the responsibility of the lender to inform the TH HD if the stated value of the heritage resource changes during the period of the loan.

It is the responsibility of the lender to inform the TH HD in writing if their address or ownership status changes during the loan period.

The TH HD will only release the heritage resource to the lender listed in the loan documentation. The lender must provide written authorization for release of the loan to another party. If, for some unforeseen circumstance, a heritage resource on loan remains in possession of the TH HD for 10 years past its loan term and after all reasonable attempts have been made to return the loan to the lender identified on the loan documentation or prior authorized third party, it becomes the property of TH.

Outgoing Loans

The TH HD may lend heritage resources it legally owns in accordance with the mission and statement of intent, to qualified museums and heritage and learning institutions for specific purposes such as exhibition or research, for a specified time period if such institutions meet professional standards of collections care and management. The TH HD will not lend heritage resources it has borrowed. Loans from the collection are made at the discretion of the Collections Manager.

The TH HD will prioritize its own programs and exhibits when considering outgoing loans and will not lend heritage resources which are needed for exhibition or research purposes.

Complete records on all outgoing loans are maintained in the permanent-collection records.

No outgoing loan may be altered or modified in any way without the written permission of the Collections Manager. No heritage resource will be loaned if its condition is fragile.

Loans are not made for personal use or for commercial purposes. The TH HD will not consider requests for loans of original documentary photographs unless the borrower can show a need to exhibit the original.

All outgoing loans are subject to the conditions set forth on the loan documentation, which must be signed by the borrower prior to the release of the heritage resource. Any special conditions, requests, or restrictions must be discussed with the Collections Manager in advance and documented on the loan documentation.

The borrower is responsible for any appraisal, conservation, packing, shipping, handling, and insurance costs associated with the loan. Unframed works on paper will be matted and framed using archival quality materials at the borrower's expense. Mats and frames remain the property of the TH HD. If the borrower requests that the TH HD maintain its own insurance on the heritage resource for the duration of the loan, it will be done at the borrower's expense.

Appraisal values for insurance purposes will be based on the fair market value of the heritage resource as determined by the TH HD. If the TH HD cannot provide an accurate valuation or if the period of the loan is greater than one year, a professional outside appraisal may be required at the borrower's expense.

4.0 ACCESS TO AND USE OF COLLECTIONS AND COLLECTIONS RECORDS

4.1 Intent

It is the intent of the TH HD to provide access to its collection by all legitimately interested parties and to protect heritage resources from deterioration. Access to the collections or associated records will be made available, subject to restrictions for reasons of confidentiality and security and where reasonable notification is given, in a controlled, professional manner that protects the physical, ceremonial, spiritual, and intellectual integrity of the collection and associate records. All attempts will be made to offer a prompt reply where staff resources are available. Acknowledging responsibility to safeguard the collection and related records, the TH HD reserves the right to control access to prevent the following:

- Deterioration, mutilation, loss, or dislocation of heritage resources or collection records.
- Undue interference with the administrative, professional, and technical operations of the TH HD.

- Undue impact on the furnishing of services to other TH HD users.
- Confidentiality and security.

Authority for permitting and monitoring access to and use of the collections and collections records is shared by the Traditional Knowledge Specialist and Collections Manager.

4.2 Guidelines

The TH HD will provide access to its collection in accordance with the established policies and fee schedule (Appendix A).

Use of, and access to, collections is contingent on conservation practices appropriate to each specific heritage resource in order to prevent damage, deterioration, or loss.

Appropriate practices are determined by the Collections Manager and guided by the Collection Care and Preservation Policy.

Access to the collection is supervised by the Collections Manager at all times.

All individuals seeking access to the TH HD collection are required to complete and sign a Collection Access Form (Appendix B).

- Access to the collection may be granted or denied at the discretion of the Traditional Knowledge Specialist or Collections Manager. Reasons for denied requests may include inappropriate intended use of the collection and archives or requests to use restricted materials.
- Individuals who are denied access will be informed in writing of the decision and justification for denial.
- Individuals who are granted access will schedule a date and time to access the collection and archives with the Collections Manager.

All individuals requesting copies of collections are required to complete and sign a Reproduction Form (Appendix C) appropriate to their intended use of materials.

- Requests for copies of collections may be granted or denied at the discretion of the TH HD. Reasons for denied requests may include inappropriate intended use or requests to copy restricted materials.
- Individuals who are denied copies of materials will be informed in writing of the decision and justification for denial.
- Approved reproductions of any of TH collection is for one-time use only. The reproduction fee schedule shall apply in all cases.
- No commercial use of the collection is permitted without the permission of the copyright owner. In the event the TH HD is the copyright owner, written permission will be given in accordance with existing collection policies and procedures and in compliance with any restrictions or conditions pertaining to specific heritage resources. The publisher shall furnish the TH HD, without charge, two (2) copies of the publication in which the reproduction

appears. The reproduction fee schedule shall apply in all cases. Royalty fees may apply and will be determined on a case-by-case basis.

- The TH HD reserves the right to deny any request should the intended use be contrary to the values of the organization or citizenship.
- The TH HD will respect all rights inherent within its collections including copyright, exhibition rights, intellectual rights, and moral rights.
- The TH HD will provide appropriate credit when its collections are used.
- Individuals using the collections are required to appropriately credit materials.

Use of original materials will be on-site only.

The TH HD will take no responsibility for the use of its collections by a third party in a libelous or illegal manner.

5.0 COLLECTION CARE AND PRESERVATION

It is the responsibility of the TH HD to take the best possible care of its collection. Care and preservation of the collection as well as the community knowledge that brings meaning to the collection is a high priority. Practices of care and preservation shall be consistent with the best available information on the subject within the discipline and from community knowledge. TH commits itself to providing facilities and staff time required to carry out this responsibility.

Collection care and preservation must be considered in every aspect of TH HD work including decision making, study, exhibit, programming, and any other use of the collection.

Collection-care and preservation procedures shall be determined by the Collections Manager, set down in writing, and made available to TH HD staff.

A trained conservator must be used for any invasive conservation treatments on Category I collections. All conservation treatments will be carried out in such a manner as to maintain its cultural, religious, spiritual, historic and aesthetic integrity.

All those working directly with the Category I collection, including all paid and unpaid staff, volunteers, and contractors, are required to receive basic training in preventative conservation and proper handling techniques. No one shall have direct access to the Category I collection until they have received this training.

Regular maintenance of the collection shall be conducted to ensure adequate care. The collection shall be inventoried on a regular basis.

The collection will be stored in a safe manner that limits potential damage from threats such as fire, earthquake, insect infestations, and other agents of damage and destruction. The collection will be stored in a manner appropriate for its religious, spiritual, traditional, technological, or community value as determined on a case-by-case basis under the direction of traditional law or community knowledge. Personal safety will be of the highest priority and the collection must be stored and used in a manner that protects the staff and the public from injury. TH shall undertake to provide adequate, secure, environmentally stable, separate, and exclusive storage space for the collection.

Adequate Category I collection insurance will be maintained, and the Category I collection shall be evaluated for insurance purposes on a regular and stated basis.

The collection shall be monitored on a regular basis to ensure its care and preservation is maintained and the status of its integrity has not changed.

The Emergency Preparedness Plan for the Category I collection will be maintained and kept up-to-date.

The Code of Ethics and Guidance Practice of the Canadian Association for Conservation of Cultural Property and of the Canadian Association of Professional Conservators (third edition, 2000) as well as the Canadian Conservation Institute's Conservation Notes will be used as a guide in the care and preservation of the Category I collection where it does not interfere or contradict TH traditional law or community knowledge.

6.0 POLICY REVIEW

This Collection Policy and the Collection Procedure Manual shall be reviewed every five (5) years or as significant changes dictate.