



Preserving our past.
Enriching our future.

THE GLENGARRY PIONEER MUSEUM (2013)

SUBJECT: Education and Interpretation Policy

APPROVED: 26 March 2011

UPDATED: 15 September 2016

X REFERENCE TO OTHER POLICY DOCUMENTS: Collections, Community, Conservation, Governance, Human Resources, Research, Staff Training

THE GLENGARRY PIONEER MUSEUM (2013)

EDUCATION AND INTERPRETATION POLICY

VISION: The Glengarry Pioneer Museum (2013), hereafter referred to as the Museum, is a steward of the history and heritage of Glengarry County and is committed to communicating the unique stories of this area in an inclusive, engaging and professional manner.

PURPOSE: Education is a primary function of the Museum. Through its education programs, the Museum aims to reach a broad audience with varied backgrounds and abilities, and to serve as a resource for the community. The purpose of this policy is to provide the Museum Board and staff with direction in order to develop meaningful educational programs which illustrate the unique history of this area.

SCOPE: This policy pertains to staff, Board members, and all others working at or for the Museum, be they permanent, part time, summer-seasonal, or contract employees, interns, students, researchers or volunteers.

DEFINITIONS:

Education means programming at the Museum, which is directed to school groups, special interest children's and adult programming, special events, and special tours.

Interpretation means presenting the Museum's collection through exhibitions, and disseminating information about the Museum for public consumption.

POLICY:

1.0 PROGRAMS

The Museum Board will ensure:

- a) that the themes, content and format of interpretation and education programs are consistent with the Museum's Statement of Purpose, and meet the needs and interests of the communities it serves.
- b) that priorities for its education and interpretation program will be based on the human and physical resources available at the Museum and will reflect the pioneer and settlement themes of the Museum.
- c) that program development will be based on educational merit, connections to current curriculum, and to the facility, in order to provide an interactive, enjoyable experience for participants.
- d) that target groups will be primary school children, seniors, special interest groups and the community which the Museum serves.

2.0 PROGRAM RESPONSIBILITY

The Museum Board will ensure:

- a) that responsibility for interpretation and education programming will be delegated to appropriately trained staff and volunteers (especially former teachers and those involved in either agricultural or Museum activities).
- b) that all interpretation and education programs will be designed to be accurate and objective, and will be reviewed on an on-going basis.
- c) that a commitment to ethical behavior in research will be a priority during program development and presentation, as outlined in the Museum's Governance and Human Resources Policies.
- d) that all educational and interpretation programs will be designed to adhere to the Museum's Collections and Conservation Policies. Artifacts used in any presentation will be chosen on the basis of condition and sturdiness. Where possible, artifacts specifically designated for teaching, rather than exhibition, will be utilized.
- e) that all legislative requirements having an impact on interpretation and education programs, such as copyright, privacy, and safety, will be carefully observed.

3.0 OBJECTIVES

In accordance with its Statement of Purpose and Community Policy, the Museum Board will provide an interpretation and education program with a mix of school programs, public programs and special events.

The Museum Board will ensure that:

- a) all interpretation and education programs will be consistent with the Museum's Statement of Purpose and the Community Policy.
- b) all interpretation and education programs will promote learning and enjoyment by engaging the participants in active learning experiences.

4.0 EVALUATION

The Museum Board will ensure the relevance, accuracy and effective communication of its interpretation and education programs through design, evaluation and research.

Education programs will:

- a) be based on clear, measurable learning objectives and outcomes which will be periodically evaluated and re-assessed in light of such evaluations.
- b) use the expertise of a variety of staff, volunteers and consultants.
- c) utilize the necessary research in accordance with the Museum's Research policy.

5.0 TRAINING

All staff and volunteers involved in the Museum's interpretation and education programs will have the appropriate skills and training necessary for the development and delivery of such programs. See: Staff Training Policy.

6.0 PROGRAMMING SPACE

Programming space at the Museum includes: the Orange Lodge, the Roxborough Hall, the Star Inn, the Drive Shed, the Campbell Barn, the Hamelin Blacksmith Shop, the Trapper's Cabin, the S.S. #1 Big Beaver Schoolhouse, and the site at large.

The Museum Board will ensure that the Museum maintains a safe and secure environment for all programs. The site will be periodically inspected to ensure that program areas are in compliance with workplace safety and legislative standards.

7.0 BUDGET

The Museum Board will allocate a portion of its budget annually for interpretation and education program expenses.

8.0 POLICY REVIEW

This Education and Interpretation Policy will be reviewed by the Museum Board, every three years. Amendments may be required at other times and must be approved by all appropriate committees and staff.