



Preserving our past.
Enriching our future.

GLENGARRY PIONEER MUSEUM

SUBJECT: Exhibition Policy

APPROVED: 11 April 2011

UPDATED: 11 April 2011

X REFERENCE TO OTHER POLICY DOCUMENTS: Education & Interpretation, Collections Management

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

PURPOSE: The purpose of exhibits is to showcase the collection, involve visitors in the process of discovery, to spark curiosity, to inform, to provoke thought, to stimulate imagination, and to heighten appreciation and understanding of the early settlement history that the Glengarry Pioneer Museum represents.

SCOPE: This policy pertains to all staff, committee members, and volunteers working at or for the Glengarry Pioneer Museum, be they permanent, part time, summer seasonal, contract workers, interns, students, researchers or volunteers.

1. Objectives

The Glengarry Pioneer Museum will design and install both long and short term exhibitions to show the collection as it relates to the history of the area in a meaningful and educational manner that is consistent with its vision, mission and statement of purpose.

To accomplish this, the GPM will allocate space for permanent and temporary exhibits.

- The “permanent” exhibit spaces will adhere to themes about the early settlement of Glengarry.
- The temporary exhibit spaces will be on display for shorter periods of time, ranging from one week to one season and may encompass themes that are inspired by the communities’ interest or parts of the collection that are unrepresented in the permanent exhibition spaces.

The word 'Museum' implies a high level of authenticity and accuracy in the interpretation of history. In order to maintain accuracy, sufficient research and when necessary, outside consultations will be conducted.

All exhibits will be designed with accessibility of visitors in mind. Various ages and skill levels will be considered to ensure the most rewarding experience for all visitors.

2. Safety and Monitoring

- The Museum will only exhibit artifacts that are in good and stable condition and will follow proper museum standards for display techniques and mounting.
- The artifacts will be monitored regularly to ensure their safety. Measures will be taken to reduce the level of deterioration by rotating items into storage as necessary. This will also ensure that "permanent" exhibits remain fresh each season.
- Buildings will be maintained with the safety and security of exhibits in mind.
- Staff and volunteers that are working with exhibit development must have the proper skills and training necessary to produce quality exhibits while carrying out the correct care and handling of artifacts.
- During slow times such as mid-week, the buildings will remain closed until visitors arrive to increase security of the site. An open sign will be placed at the entrance.

3. Incoming and Outgoing Loans

- The museum will accept temporary, incoming loans from other institutions or private collectors if the artifacts in question will enhance the storyline of a particular exhibit. Refer to the Collections Management Policy for guidelines on loans.
- The museum will provide off-site locations for exhibits given the following criteria:
 - a. It will enhance the public image of the Glengarry Pioneer Museum,
 - b. It is in a secure case within a secure building,
 - c. That there is not excessive light, temperature, or humidity,
 - d. That sensitive and/or irreplaceable artifacts, or artifacts of high monetary value will not be included in the contents.

4. Authority

Exhibits will be planned and carried out by the Curator/Administrator, with assistance from other staff or volunteers when necessary.

5. Budget

The Museum Committee will prepare an exhibition budget each year.