



Preserving our past.
Enriching our future.

GLENGARRY PIONEER MUSEUM

SUBJECT: Research Policy

APPROVED: 21 March 2011

UPDATED: May 2018

X REFERENCE TO OTHER POLICY DOCUMENTS:

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 Museum Board of Directors and staff of the Glengarry Pioneer Museum recognize their responsibility to conduct on-going research of the artifacts in its collection in order to faithfully interpret the history of the community. They also recognize the obligation to make the collection available to the public for research. The purpose of this policy is to provide Management and Staff with direction in order to carry out these stewardship obligations.

SCOPE: The policy covers all Museum staff, members of the Museum Board and the Community served by the Museum.

ETHICS:

Research activities at the Glengarry Pioneer Museum will be consistent with established professional standards and ethics as stated in the Canadian Museum Association's *Ethics Guidelines*. Copies of these guidelines are on file at the museum.

The Museum will demonstrate a commitment to accuracy and objectivity in its research and will meet all federal, provincial and municipal legislative requirements in undertaking research.

RESEARCH PROGRAM PRIORITIES:

The Museum's research program will be consistent with the Glengarry Pioneer Museum's statement of purpose and reflect the needs of the museum's community, collections and site.

Research will include, but not be limited to, the following primary concerns:

- collections research (including buildings, objects and archival material).
- research for exhibitions, events and ongoing public programming.
- research to assist staff training and development.
- research to provide information to the public in brochures, newsletters and other publications.

RESOURCES

The Curator/Administrator and Executive Sub-Committee of the Museum Board will ensure that there is space for staff and third party researchers to carry out research. This space will be either in the Greenfield Hall conference room or the Orange Hall office.

The Curator/Administrator will allocate staff time for research.

TRAINING

Researchers (staff and external) who have access to the collection will receive training in the handling of artifacts before receiving access to artifacts.

BUDGET

The Treasurer of the Museum Board will ensure that a portion of the museum's budget is allocated annually for research expenses including purchase of reference material, photocopying and staff travel.

THE MUSEUM AND THIRD PARTY RESEARCHERS

Within the limitations of space and available staff, the Glengarry Pioneer Museum will permit third party researchers to carry out relevant research at the museum as a service to the community.

Access privileges will be determined by the Curator/Administrator.