



Policy Name:	Collections Management Policy and Procedures	Policy #:	P-07
Policy Category:	Governance	Date:	July 21, 2020
Policy Owner:	Board of Directors	Next Review Date:	July 2023

Overview

The objects for which Marie Dressler Foundation (“the Foundation”) is incorporated are:

- To operate a non-profit Community organization established to ensure the preservation and restoration of the birth place of MARIE DRESSLER, at 212 King Street West, Cobourg, Ontario, as a heritage property;
- To conduct educational programs;
- To operate a museum honoring MARIE DRESSLER and other Canadians in the film industry;
- To create a fund to ensure the continued operation and maintenance of MARIE DRESSLER’s birthplace, for the benefit of the Public.

The Foundation is a repository for artifacts related to the operation of a museum honoring Marie Dressler and other Canadians in the film industry. The purpose of this repository (“the Collection”) is to present, conserve, research and interpret artifacts for the education and enjoyment of the public.

The Foundation’s Collection consists of original or facsimile or digital versions of historical artifacts (“objects”) to support current and future exhibitions at the museum. Examples of objects in the Collection are photographs, books, newspaper and magazine articles, film clips, movie trailers, entire movies, and other ephemera.

The Collection consists of objects owned by the Foundation and objects on loan to the Foundation by third parties. The objects on loan to the Foundation are primarily digital versions of historical artifacts.

Primary consideration for acquisition shall be given to objects that enhance the strengths of the Collection:

- Objects about Marie Dressler (born in Cobourg, ON)
- Objects about Mary Pickford (born in Toronto, ON)
- Objects about Norma Shearer (born in Montréal, QB)
- Objects about other Canadian women in film who have made a significant contribution to the industry
- Objects about the history of Canadian film production, particularly in Northumberland County

1.0 COLLECTIONS MANAGEMENT

1.1 Collections Management Committee

The Collections Management Committee (“the Committee”) is established by the Board of Directors of Marie Dressler Foundation (“the Board”) which appoints a Board member as the Chair of the Committee, and a minimum of two additional Board members to serve on the Committee. If the museum employs a Curator and/or Director of the Museum, that individual will be appointed to serve on the Committee. The term of service for committee members is one year and subject to annual review.

The Committee is responsible for:

- requesting an annual budget from the Board for collections management, and;
- for overseeing the disbursement of the approved budget, and;
- advising the Curator and/or Director of the Museum on the interpretation of policies adopted by the Board affecting acquisitions, and;
- ensuring that all acquisitions continue to reflect the incorporation objects of the Foundation, and;
- ascertaining the quality of the proposed acquisition and for determining its “Fair Market Value”.

1.2 Archival Services

The Foundation will enter into a Services Agreement with The Corporation of the County of Northumberland to govern the provision of official archives services to the Foundation. The services shall include environmentally controlled storage of physical objects in the Collection, and, subject to available resources, the County will provide basic preservation, arrangement and description of materials, database tracking, professional archival advice, and research assistance to Foundation officials, staff, and consultants.

2.0 ACQUISITION OF OBJECTS

Final acceptance, or rejection, of an object rests with the Board through the Committee, based on the following criteria:

- relevance to the Collection, present and future, and to the Foundation’s incorporation objects;
- condition of the object;
- state of the object, i.e., original, facsimile, or digital copy;
- unencumbered and clear legal title to the object being loaned or donated;
- satisfactory licensing arrangements for loan of an object;
- adequate resources for the Foundation to maintain, conserve, store and provide access for research and display of the object.

Acquisitions may be made in one of the following ways, with Board approval.

2.1 Purchases

The purchase program includes a budget of total funds that is distinct and separate from operations or exhibition budgets. The Committee will be responsible for the search and selection of acquisitions. The Committee will be responsible for decisions to acquire objects, within approved budget. The Committee will be responsible for obtaining the relevant documentation from the source providing the object to be purchased, and reasons for accepting the work into the Collection. The Committee will present a year-end report of purchases to the Board.

2.2 Donations

The donor will be required to sign the Foundation’s “Deed of Gift Form” (refer Schedule A) to make the transfer of ownership complete and irrevocable.

All donations are valued at *Fair Market Value*. Should the donor request a donation tax receipt, the Fair Market Value will be determined by a certified evaluation / appraisal provided by the donor in the case that the Fair Market Value is expected to be greater than \$500.⁰⁰. In the case that that the Fair Market Value is expected to be \$10,000.⁰⁰ or more, two independent evaluations may be required. The standard practice will be that the donor pays for appraisal(s) and shipping of the object. Upon acceptance of the gift of the object and completion of the required documentation, an official donation receipt for income tax purposes may be issued.

2.3 Loans

Objects on loan are acceptable provided they are used in the museum's exhibition program, and on a rotating or changing basis. The preferred state of the objects to be loaned is a digital facsimile of the original, so as to reduce / eliminate any insurance risk. In some circumstances, objects may be requested on loan for long periods to support core elements of permanent exhibitions. Acceptance of loans is based on completion of loan out agreements satisfactory to both the owner of the object and the Committee, and loan fees within the approved Collections budget. Loan fees in excess of \$500.⁰⁰ to be paid to any owner for loan of an object or group of objects over the term of the loan requires the approval of the Board before a commitment is made to the owner.

2.4 Commissioning of Works

Conditions and procedures for any major work to be commissioned for the Museum will be recommended to the Board by the Committee, together with the rationale, cost, and other considerations. The Board will have the final decision on the proposed commissioning.

3.0 DISPOSALS OF OBJECTS

Disposal of any object in the Collection that is owned by the Foundation requires recommendation to the Board and approval by the Board.

Valid considerations for disposal of an object may be:

- The object has no relevance to the collecting interests of the Foundation, as mentioned in the Overview;
- The object serves no useful purpose within the collecting, exhibiting, interpreting or research functions of the Foundation;
- The object is a duplicate, or is redundant within the Collection;
- The Foundation is unable to maintain or preserve the object;
- The object is considered to be of poor quality;
- Responsible research has revealed that the authenticity of the object is not the same as when it was first acquired.

In cases when an object in the Collection that is owned by the Foundation has been accidentally destroyed or permanently lost, the object will be de-accessioned from the Foundation's Collection.

Once the disposal of an object has been approved by the Board, methods of disposal may be:

- Every reasonable effort should be made to contact the original donor with an explanation for the proposed de-accession. The Foundation may either sell it back for an agreed price or exchange it for something more relevant to the Collection;
- "Sister organizations", especially in Ontario, should be given preference for an exchange or a sale or outright donation;
- The object may be disposed of at public auction or through a reputable dealer;
- If the object is beyond repair, it may be destroyed. If the Fair Market Value of the object at time of donation exceeds \$500.⁰⁰, the decision for destruction must be done in consultation with a professional conservator and after the original donor has been notified.

Any funds realized from de-accession of objects owned by the Foundation from the Collection may only be used for insurance, acquisition, conservation or care of the Collection.

4.0 OTHER TRANSACTIONS INVOLVING OBJECTS IN THE COLLECTION

There are a number of other transactions that may involve objects in the Collection:

4.1 Loans to Third Parties

Loans out from the Collection of objects owned by the Foundation will only be made to other museums or libraries with industry accreditation. Loans will be subject to completion of appropriate documentation, including insurance coverage. The “borrower” will arrange and pay for the shipping costs to and from the Foundation’s Collection repository and provide evidence of sufficient insurance coverage.

4.2 Conservation

The Committee will arrange for a review of the condition and preservation of the objects in the Collection owned by the Foundation, no less frequently than every two years. Any significant deterioration of the objects in the Collection, damage, loss or theft of objects will be reported immediately by the Committee to the Board.

4.3 Insurance

All reports and recommendations regarding insurance coverage on the Collection should be presented by the Committee to the Board for approval. The value of the Collection should be reviewed periodically to ensure sufficient insurance coverage is in place consistent with the insurance coverage requirements of the agreement for archive services.

4.4 Exhibitions

The Collection exists for the benefit and enjoyment of the public, predominantly through the museum exhibitions. It is the responsibility of the Collections Committee to ensure each object is properly documented, catalogued, researched and represented by a digital image, and that up-to-date records are maintained. Due recognition should be given to donations and to donors.

5.0 POTENTIAL CONFLICTS OF INTEREST

To ensure that all questions of conflict of interest are avoided, the following guidelines will apply to Board members and members of the Collections Committee (“the Committee”) and professional staff, :

5.1 Board members and members of the Collections Management Committee (“the Committee”)

- a) no Board member or member of the Committee may sell to the Foundation a work of art (object)
- b) any Board member or Committee member wishing to donate an object must absent himself/herself from the Committee while the donation is being discussed
- c) no Board member or Committee member may be an agent for the insurance company that insures the Collection
- d) no Board member or Committee member shall recommend for purchase or donation any object or the work of any creator in which he or she has an undisclosed financial interest
- e) any Board member or Committee member with a financial interest in an object or the work of the creator must declare a conflict of interest and absent himself/herself while the proposed acquisition is being discussed

5.2 Professional Staff

- a) no member of the professional staff will deal directly or indirectly in objects in a way that could create a conflict of interest with the Foundation
- b) recommendations for purchase of an object will not be made to the Foundation or to other persons where the staff member has an undisclosed financial interest
- c) commissions or gifts will not be accepted from any vendor or donor
- d) professional staff members will not make financial evaluations of objects for a fee, nor will they give any certificate or written statement of authenticity
- e) no purchases will be made in the name of the Gallery for an individual

At no time, should a staff member, Board member, Committee member, or anyone connected directly with the Foundation in a formal way, be permitted to acquire directly from the Foundation, a de-accessioned object until all possible avenues of disposition have been reasonably explored. In that case, the acquisition will require the approval of the Board with the affected Board member abstaining from discussions or decisions on the matter.

Document History

April 20, 2020	draft of new policy
July 21, 2020	Approved by Board of Directors