

MUSEUM COLLECTION INVENTORY PROGRAM

Background

The responsibility of museums with respect to heritage conservation is a recognized fact, since by definition their mandate is to conserve and interpret culture and cultural resources. In order to encourage museums to focus on their collection and in particular, the managing of their collection records, the Department has established the *Museum Collection Inventory Program*.

With a computerized inventory we will have a better understanding of the condition and conservation status of the museums' collection. A reliable museum inventory will provide the opportunity to develop or upgrade collection information in areas such as provenance, preventative conservation, restoration, and even storage.

The aim of this initiative is three-fold:

1. To assist individual museums develop tools for managing their collection and to take steps to improve and upgrade their registration process;
2. To encourage contributing users of the Canadian Heritage Information Network (CHIN) to upload their artifact information to CHIN and more specifically in Artefacts Canada;
3. To promote the use of a standardized vocabulary to offer virtual access to New Brunswick's museum collections.

Program Description

The *Museum Collection Inventory Program* provides financial assistance for the production and/or the upgrading of a physical or computerized collection inventory owned by a museum.

A "**museum**" is "a non-profit community institution which acts as a custodian to maintain, conserve, study, and interpret a permanent collection of heritage resources". Such an organization holds its collection in trust for the public.

The program is developed to support museums that are helping New Brunswickers understand themselves and their ties with the past, to strengthen their sense of pride and identity, and/or to better appreciate their links with the environment.

Objectives

- To support community museums in establishing and upgrading their physical and/or computerized collection inventory;
- To promote museum accountability with respect to conservation in all areas of collection related activities;
- To encourage museums to adopt and implement their "Collection Management Policy".

Eligible Museums

The program is directed at non-profit museums based in New Brunswick, incorporated under the *Companies Act* and, managing a collection of artifacts.

In addition to meeting the "museum" definition, an eligible applicant must:

- Possess legal title to the permanent collection it conserves;
- Maintain a standard system of registration for its collection, thus ensuring proper documentation and control;
- Follow a Collection Management Policy consistent with its organizational objectives.

Funding and Program Requirements

Depending on need and demand, a grant of approximately \$3,000 will be provided to eligible museums for the current fiscal year. It is anticipated that funds will allow museum staff to complete various registration duties and activities.

Staff from the Museum Services Section of Heritage Branch will be available to provide support for the start-up of the inventory project.

Participating museums will be required to submit the data from the inventory of their collection to Heritage Branch by March 31 of the current fiscal year.

Automated museums are also required to upload at least a minimum of ten (10) new artifact records, including images, to Artefacts Canada by March 31 of the current fiscal year.

Projects will be approved according to available funding.

Deadline for Expression of Interest

The appropriate application form should be submitted by **April 15**. For more information:

<p style="text-align: center;">Heritage Branch Wellness, Culture and Sport P.O. Box 6000, 250 King Street Fredericton, N.B. E3B 5H1 Telephone: (506) 453-2324</p>
