

2024-02-26

# Keno Mining Museum Collections Management Policy

## 1.0 PURPOSE OF THE COLLECTIONS MANAGEMENT POLICY

The purpose of the Keno Mining Museum (KMM) collection management policy is to guide the museum board and staff in the management of the collection to fulfill the museum's mission and vision. This Collections Management Policy provides information on the professional standards that are followed for the museum's collection; for objects in its care and custody, as well as those entering and leaving its care. The purpose of the policy is to define areas of responsibility, provide guidelines for decision making, and serve as a source of information to the public.

## 2.0 MISSION

The museum's mission is to foster understanding and appreciation of mining and its pivotal relationship with Keno City, both historically and today. The museum continually strives to raise the profile of Keno City and advance awareness of its importance to Yukon's heritage.

## 2.1 VISION

Keno Mining Museum will be regarded as a destination community museum, offering an exceptional experience of mining and local history.

## 3.0 GOVERNANCE

The Keno Community Club (KCC), which is a registered non-profit organization, governs and operates the Keno Mining Museum. The Keno Community Club has an elected Board of Directors and adheres to the regulations laid out in the *Societies Act* of the Yukon.

The KCC Board of Directors are responsible for approving the Keno Mining Museum Collections Management Policy.

## 3.1 STATEMENT OF AUTHORITY/ROLES AND RESPONSIBILITIES

### **3.2 STATEMENT OF AUTHORITY**

The Board of the Keno Community Club approves the Collections Management Policy and has the authority to hire the Director to carry out the day-to-day management of the museum. The Director has the authority to accept objects into temporary custody (potential acquisitions) at the museum. The Collections Committee, has the authority to decide what gets accepted (accessions) into the collection and what gets removed from the collection (deaccessions). The Collections Committee is made up of 3-5 members and comprises Board members and residents. The Director provides the necessary information about objects and makes recommendations about their activities to ensure informed decision-making.

### **3.3 ROLES AND RESPONSIBILITIES**

The Director is the one permanent staff person of the Keno Mining Museum and is responsible for the care and management of the collection. The Director ensures collections management policies are developed, implemented and followed.

The Director will strive to maintain the collection and records in an environment that contributes to their preservation. This will include monitoring the storage environment for signs of damage and documenting any issues.

## **4.0 ETHICS AND ADHERENCE TO APPLICABLE LAWS**

### **4.1 ETHICS**

The Keno Mining Museum will maintain the highest standards of legal and ethical behaviour. It acquires objects for its collection only if it has sufficient resources to document, preserve, store and exhibit the object being considered.

### **4.2 CONFLICT OF INTEREST**

The Keno Mining Museum is the repository for a collection held in the public trust. Therefore, no actions may be taken which will benefit, or appear to benefit employees or Board members above the interests of the Keno Mining Museum. If a conflict arises, the

interests of the KMM will take precedence.

#### **4.3 ADHERENCE TO APPLICABLE LAWS**

The museum adheres to federal, territorial and international laws and respects Chapter 13 of the Umbrella Final Agreement.

The collection is held and managed in the public trust.

#### **5.0 INSTITUTION AND COLLECTIONS HISTORY**

The idea to start a mining museum in Keno City was first conceived in 1979 by the Elsa Recreation Association (ERA), in cooperation with the Keno Community Club (KCC). The chosen site was Jackson's Hall, itself a historic building that had been in the community since 1922. The museum operated more or less makeshift, until about 1990. The closure of United Keno Hill Mines the previous year inspired the community to upgrade the museum so it could better preserve the area's mining history, and pivot Keno to a tourist destination. In 1993-94, after much community planning, funding from the Yukon Government was secured to remodel Jackson's Hall, develop an exhibit plan and to install permanent exhibits.

The museum's collection was formed primarily via donation and through salvage by the community in an effort to enhance the museum's exhibits. This has resulted in over-representation of books, tools, cans and bottles. Other donations include personal safety gear, photographs, small household items and geological tools and samples. The community was actively involved in collecting for museum exhibits and salvaged many items from old mine sites and the bush. Some salvaged items required the use of a helicopter to recover them. Several objects in the museum are long-term loans.

Over time, outbuildings were constructed to house the museum's growing collection of industrial objects and machinery. Collecting these objects has had a large impact on museum resources: the construction of the buildings to house the objects; ongoing building maintenance; time spent cleaning the objects which are more easily exposed to dust and debris; and the occasional expertise of the Conservator to treat the objects.

Overall, the collection reflects the original focus of the ERA; the area's mining history.

## **5.1 COLLECTIONS MANDATE AND SCOPE**

### **5.2 COLLECTIONS MANDATE**

KMM collects material culture as it relates to the mining history of the Keno district beginning in the late 1800's through to present day. It also collects material culture relating to Keno City itself, an independent town that formed in 1919. High priority will be given to acquisition of contemporary material and material which reflects under-represented groups in Keno's history such as women, First Nations and people of colour.

Keno Mining Museum's collection development follows the focus established in the mission statement. Collections development will meet the immediate and long-term goals of the museum. The development of the collection will build on its strengths and address gaps in the collection as determined by the Director. Current and future projects will be taken into account when determining needs.

It is understood that priorities will change over time and that resources are not infinite. Therefore, the museum directs human and financial resources towards activities that effectively manage the collection.

### **5.3 SCOPE OF COLLECTIONS**

KMM's collection is made up of objects that 1) represent the history of mining in the area; and 2) tell the story of Keno City. The collection contains objects, photographs and documents that conforms to the museum's mission and collections mandate. The collection is massed for the purposes of documenting, preserving, researching, interpreting and exhibiting Keno City's story within the greater history of the Yukon, and of the mining history in its immediate environs.

### **5.4 LIMITATIONS OF SCOPE**

Keno Mining Museum will be guided by its mission and collections

mandate when considering acquisitions. When evaluating objects for acquisition, KMM will consider its capacity for appropriately storing, caring for, preserving, exhibiting and providing public access to the objects.

Large, industrial objects will be considered on a case by case basis and must not duplicate something already in the collection.

Objects that will **not be** collected by the museum:

- previously published books, newspapers or magazines
- cans, tins or bottles
- tools
- audio-visual material
- 

The museum lacks the capacity to provide proper, ongoing care to audio-visual material and does not have the necessary software and equipment to access the material. For these reasons, the museum will not collect audio-visual material.

## **6.0 ACQUISITION AND ACCESSIONS**

### **6.1 ACQUISITIONS**

The Keno Mining Museum acquires objects primarily through gift (donation). It does not have a budget for acquisitions. All acquisitions will be made in accordance with KMM's mission statement and its collections mandate.

### **6.2 ACQUISITION CRITERIA**

Each object considered for acquisition must:

- support the museum mission
- not be duplicated in the collection
- be lawfully obtained, i.e. the donor has legal title (and has completed paperwork signing over that title)
- is in good condition
- is well documented
- does not cause undue strain on museum resources (storage capabilities, human resources, museum budget)

Objects won't be acquired if:

- They do not support the collections mandate or mission.
- There are conditions attached to them by the owners.
- Clear provenance (ownership) cannot be determined.
- They have an unethical history of ownership.
- They pose a hazard to the collection, or the public.
- They have been obtained unlawfully or unethically.
- 

## **7.0 OBJECTS IN CUSTODY**

### **7.1 TEMPORARY DEPOSITS**

The Director has authority to accept objects into temporary custody on behalf of the museum. Before accepting an object, the Director will ensure it meets the Collections Mandate. Documentation and information about the object, a photograph and a Temporary Deposit Receipt will accompany all objects left in temporary custody. The Director will evaluate the object and make a recommendation to the Collections Committee regarding its suitability for the collection. Objects not accepted into the collection will be returned to the owner. All objects left in temporary custody will be afforded the same level of care as an incoming loan.

The length of time for an object to remain in museum custody will not exceed 60 days. During this time its status will be evaluated to determine if it will be accessioned; if not, the object will be returned to the owner.

### **7.2 FOUND-IN-COLLECTION OBJECTS**

Found-in-Collection (FIC) objects are objects found in the museum's possession that have missing or no information associated with them.

The museum will attempt to reconcile FIC objects using the methodology outlined in, *"Found In Collections": A Reference Guide For Reconciling Undocumented Objects in Historical Museums.*

Objects that aren't reconciled will be considered a FIC object and the property of KMM.

FIC objects that meet the museum mission and collections mandate may be accessioned. Objects that are not accessioned will be disposed of following the deaccession criteria.

### **8.0 UNSOLICITED DONATIONS/ABANDONED PROPERTY**

The Keno Mining Museum does not have a responsibility to care for objects abandoned (left) at the museum. For objects that do not meet the acquisition criteria:

- the museum will make reasonable efforts to identify owners
- they will be contacted and asked to pick up the objects

If after due diligence the owner can't be located, the objects will be disposed of after 60 days.

### **9.0 DEACCESSION AND DISPOSAL**

Deaccessioning is the permanent removal of an object from the museum's collection. Maintaining objects that do not belong in the museum divert resources away from collections care. As KMM holds the collection in the public trust, deaccessioning will be done in accordance with the highest professional and ethical standards.

The Director makes deaccession recommendations to the Collections Committee. The recommendations meet the criteria outlined in the policy and will be ethical, objective and defensible. The Director ensures the museum has clear legal title to all objects it deaccessions. The Director will demonstrate that a serious, documented effort has been made to reconcile FIC's before deaccessioning them.

#### **9.1 DEACCESSION CRITERIA**

Objects recommended for deaccessioning must meet one of the following criteria:

- object is irrelevant to the mission

- object is over-represented in the collection
- object has been damaged or deteriorated beyond repair; does not have a useful purpose anymore
- object poses a hazard to the collection, staff or public
- object is beyond the museum's capabilities to properly care for

## **9.2 METHODS OF DISPOSAL**

The museum will use one of the following methods of disposal for deaccessioned objects:

- transfer to another non-profit institution
- sale at a public auction
- destruction of the object as a last resort, reserved for objects that are severely deteriorated or hazardous

Destruction of objects will be witnessed by an impartial third party and documented.

## **10.0 LOANS**

The Director has the authority to approve incoming and outgoing loans and will also fully document all incoming and outgoing loans.

All incoming and outgoing loans are for a specific purpose (exhibition or research) and a specified length of time. Loans are for a maximum of one year but may be renewed. A written loan agreement between the lender and borrower will be completed for all loans.

Permanent or perpetual loans will not be accepted by the museum.

### **10.1 INCOMING LOANS**

KMM will provide the same level of care to loaned objects as it does to its own collection. KMM will follow best practices for handling, display, packing and shipping of loaned items.

When borrowing loaned material from another institution, KMM will follow any and all procedures prescribed by the lending institution.

All loans will adhere to the written loan agreement and time period



specified (including renewals), without exception.

## **10.2 OUTGOING LOANS**

KMM lends objects and materials to other institutions for research and exhibit purposes. It does not loan to individuals. Loaned material must be in good condition before loaning to another institution.

The borrower must ensure the necessary care of the loaned object including the handling, storage and display of the loaned object. The borrower must be able to meet the conditions of the loan agreement.

## **10.3 OLD LOANS**

Old loans are objects that have been loaned and have not been claimed by the owner. The museum, upon discovering an old loan, will attempt to locate the depositor so that the object can be returned. In rare cases, the museum may seek to transition the loan into an acquisition.

If attempts to contact the lender through their last known address or museum records and other research are unsuccessful, the museum will follow the guidelines found in the Association of Nova Scotia Museum's, *Loan Reconciliation Toolkit*.

~~If the depositor cannot be located, and no claim has been made on the object, the Director will refer the object to the Collections Committee, either for accession if the object fits the museum's mission and collections mandate, or for deaccession following the policy. The *Toolkit* will be used to help the museum minimize risk if it decides to either accession, or deaccession an old loan. In either instance, the Director will document all the steps taken to rectify the old loan.~~

## **11.0 DOCUMENTATION**

KMM comprehensively documents its collection to realize its significance, importance, and to record the activities that affect the collection. The Director is responsible for collections documentation and ensuring it meets accepted museum standards.

Each object will be assigned a unique number and will have a designated location in the database for quick and easy retrieval.

All objects are documented in a collections management system called the *Yukon Collections Database*. The database ensures records conform to the *Collections Stewardship Standard* for Yukon Museums and First Nations Cultural Centres.

A full inventory of the collection will be conducted every 5 years, in order to be accountable to any object and its associated documentation. Spot inventories will be conducted annually. All inventories are conducted by or under the supervision of the Director.

### **11.1 COLLECTIONS CARE AND CONSERVATION**

Keno Mining Museum recognizes its legal and ethical obligation to provide proper care for its collection and to preserve it in perpetuity. The museum ensures this care in the following ways:

- Provides dedicated collections storage and limits risks to the collection by using archival supports and materials.
- Monitors to identify risks to the collection such as leaks, pests and other deterioration.
- Authorized or trained staff will handle objects. Each object will receive the same level of professional care, regardless of its value.
- Objects in storage will occupy a unique location in the storage array.
- Objects in storage will not be placed on the floor. Heavy objects will be placed on pallets or wooden blocks.
- Condition reports will be used to document newly acquired objects. Whenever an object is exhibited, treated or loaned, it will be checked against the original condition report to see if there are any changes to the object.
- The Yukon Government Conservator is the expert on conservation and preservation needs. Generally, the Director will not carry out treatments. However, the Director may, from time to time, carry out conservation needs deemed 'doable' by the Conservator. Such treatments will be carried out in

consultation with, and under the advisement of the Conservator.

- The museum is committed to meeting the Collections Stewardship Standards as found in the *Standards For Yukon Museums and First Nations Cultural Centres*.

## **12.0 ACCESS AND USE**

### **12.1 STAFF ACCESS TO THE COLLECTION**

Staff who handle the collection must be appropriately trained to do so. Staff access to the collection, including display cases, exhibits and storage areas, will be determined by the Director.

### **12.2 PUBLIC USE OF THE COLLECTION**

KMM makes its collection accessible to the public through exhibitions and other museum functions. After-hours and off-season visitation can be arranged through the Director.

Access and use of the collection and records for research purposes can be arranged by appointment at the discretion of the Director. Determining factors will include:

- condition of the object
- risk to the object
- intended use
- human resources available

Keno Mining Museum must be credited for any use of its collection with "Courtesy of Keno Mining Museum".

Photography is permitted for personal use.

### **12.3 PUBLIC USE OF THE MUSEUM**

KMM will consider the use of its building for private functions including gatherings, celebrations, weddings and business functions on a case by case basis.

## **12.4 COMMUNITY USE OF THE MUSEUM**

KMM is committed to fostering relationships with the community it serves and strives to reflect the diversity of the Keno City community. The Director is dedicated to meeting people where they're at; every effort will be made to provide building access for community members seeking socialization, participation in activities and personal learning.

## **13.0 SECURITY**

KMM is committed to safeguarding its collection for the future while balancing the need for access. All KMM staff are responsible for mitigating damage and theft to the collection and can best achieve this by being alert and engaged with visitors. The Director is responsible for the security of collection storage areas. KMM protects its collection by:

- ensuring all display cases and collection storage areas are locked when not in use
- access to the collections storage area is limited to the Director; visitors to the collections storage area, including museum contractors or researchers, will be accompanied by the Director
- tours of the museum are scheduled in advance and are limited to the number of staff that can supervise the group

## **14.0 INSURANCE**

At this time, the KMM collection is not insured. The KCC has a general Commercial Policy on the building, as well as Directors and Officers Liability Insurance.

## **15.0 APPRAISALS**

As the museum is not a registered charity, it cannot issue tax receipts for donations and therefore cannot make appraisals on objects intended for donation.

## **16.0 POLICY REVISION AND REVIEW**

KMM's Collections Management Policy is approved by the Keno Community Club Board. It is the responsibility of the Director to implement the policy and ensure that everyone working directly

with the collection reads, understands and complies with the policy.

The policy will be reviewed every five years but inspected annually by the Director to ensure it's meeting the needs of the museum. Amendments and revisions to the policy must be approved by the KCC Board of Directors.

.

**Signature of Keno Community Club President:**

---

**Date:** \_\_\_\_\_

## **GLOSSARY OF TERMS**

**Abandoned property**-personal property to which the owner has intentionally relinquished all rights e.g, door step donations.

**Access**-the right, opportunity, or means of finding, using or approaching collections objects and information.

**Accession**-the act of legally accepting an artifact or collection of objects into the permanent collection.

**Accessioning**-the formal process used to legally accept and record an object as part of the collection; the act of accepting objects into the category of materials that a museum holds in the public trust; the creation of an immediate, brief and permanent record using a control number for an object or group of objects added to the collection from the same source at the same time, and for which the museum assumes custody, right, or title.

**Acquisition**-something acquired by the museum (does not necessarily involve the transfer of ownership or accession to the collection); the process of obtaining physical custody of an object.

**Collection**-an organized collection of objects that have intrinsic value; a group of objects with like characteristics; objects that a collecting institution holds in the public trust.

**Collection care**-the activities undertaken to safeguard the integrity of collection objects and their associated information for the future.

**Conservation**-maximizing the endurance or minimizing the deterioration of objects over time, with as little change to the object as possible.

**Conservator**-museum or independent personnel competent to undertake the technical examination, preservation, conservation and restoration of cultural property. (International Council of Museums (ICOM)).

**Deaccessioning**-the formal process of removing an accessioned object from a museum's permanent collection.

**Disposal**-The process of physically removing a deaccessioned object from the museum's custody.

**Documentation**-The supporting evidence, recorded in a permanent manner on any variety of media, of the identification, condition, history, use, or value of an object.

**Due diligence**-The steps taken by an individual to meet a legal obligation, particularly about a purchase or donation of an object.

**Ethics**-Based upon the underlying values of honesty, fairness, respect, excellence and accountability which the larger community applies to the rational evaluation of moral issues; the framework of personal and institutional obligations and standards which govern the conduct of all members of the museum community at all times (Canadian Museum Association).

**Interpretation**-A communication process designed to reveal meanings and relationships of our cultural and natural heritage, through involvement with objects, landscapes and sites (Interpretation Canada); a communication process between the exhibits, interpreter and the visitors; often occurs through planned

programs and activities (Old Log Church).

**Inventory**-An itemized listing of objects in a collection, often including current location; the process of physically locating and recording the presence of objects in the collection.

**Legal title**-legal right of ownership to property.

**Museum**-A non-profit, permanent establishment, exempt from federal and provincial income taxes, open to the public at regular hours and administered in the public interest for the purpose of collecting and preserving, studying, interpreting, assembling and exhibiting to the public for its instruction and enjoyment, objects and specimens of cultural value, including artistic, scientific (whether animate or inanimate) historical and technological material. (Canadian Museum Association).

**Not-for-profit/Nonprofit organization**-a legally established incorporated body whose income (including any surplus or profit) is used solely for the benefit of that body and its operation (ICOM).

**Object**-Something placed before the eyes; something capable of being seen, touched or otherwise sensed; a material thing.

**Provenance**-The history of origin and ownership of an object.

**Public trust**-A relationship in which a collecting institution holds property that is administered for the benefit of the public.

Unless otherwise noted, all definitions are from, *Things Great and Small Collections Management Policies*, by John E. Simmons

- 
-

