

# **Exhibition Policy**

**MUSEUM**  
STRATHROY-CARADOC

## **1. Introduction**

The Museum Strathroy-Caradoc *Exhibition Policy* sets forth the guidelines of Museum Strathroy-Caradoc with respect to exhibitions mounted and/or hosted by the Museum. The policy outlines responsibilities and sets standards for all exhibitions and exhibition work conducted at the Museum and by the Museum.

Museum Strathroy-Caradoc is owned and operated by the Municipality of Strathroy-Caradoc. The museum is held responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayer's needs and expectations, striving to be the best in everything it sets out to accomplish. The museum and its employees represent the municipality as a strong, integrated organization dedicated to high quality, viable community service. This is reflected in the *Exhibition Policy*, which ensures that the motivation behind each exhibit is consistent with the museum's statement of purpose, and is attentive to the needs and interests of the community it serves.

Exhibitions are one of the principal functions of the museum. The Museum Strathroy-Caradoc site develops and displays permanent exhibitions, hosts travelling and/or temporary exhibitions, and provides exhibition services to the community.

## **2. Exhibitions**

Museum Strathroy-Caradoc engages in a variety of exhibitions and exhibition work. They entail the following exhibition types:

- 2.1 Permanent Exhibitions;
- 2.2 Temporary Exhibitions;
- 2.3 Outreach Exhibitions;

As a community museum, Museum Strathroy-Caradoc needs to respect both curatorial standards and public interests in the selection and presentation of exhibitions.

### 2.1 Permanent Exhibitions

Museum Strathroy-Caradoc presents exhibition components reflective of the community and important historical issues and events for the Municipality of Strathroy-Caradoc.

Exhibitions based on the permanent collection are developed under the guidance of the Director/Curator. The Director/Curator is recognized as project leader of a team comprised of professional staff that may include

volunteer involvement with respect to certain tasks. The team approach ensures that the theme is thoroughly researched, the artefacts are professionally handled, quality labelling devices are created, the mounting and display techniques used are at current museum standards, and educational programs are developed as an extension of each exhibition component. Sufficient work space and tools are to be provided to allow these individuals to perform their tasks effectively and safely.

The Director/Curator is informed of each step of the exhibition development. He/she approves the theme/subject area, label copy, layout, program material, related activities, and public relations as they are developed. All written material will be approved by the Director/Curator before the exhibition to ensure accuracy and objectivity. Information should be precise and simple.

In certain instances, exhibition ideas for the permanent galleries may be influenced by individuals or interest groups within the community. For example, the history of a cultural segment of the community not represented at Museum Strathroy-Caradoc may become a potential exhibition component. In this case, if the permanent collection does not hold sufficient artefacts (artefacts, photographs, archival material) to support the exhibition, Museum Strathroy-Caradoc may engage in active collecting or borrowing of material dealing with the theme.

Collections owned by private citizens may be exhibited providing the museum has full authority governing the terms of the agreement (e.g. time, content, promotion, interpretation, installation, security, and statement of liability).

### Principles of Exhibition

The permanent exhibition components are physically maintained and cared for throughout their duration. This includes adherence to the following principles:

- 2.1.1 Artefacts on display are the legal property of Museum Strathroy-Caradoc or have a signed loan agreement associated with them;
- 2.1.2 Museum Strathroy-Caradoc artefacts are properly accessioned and catalogued;
- 2.1.3 All of the artefacts are monitored on a regular basis;
- 2.1.4 Labels are easily comprehensible, accurate, and in good physical condition;

- 2.1.5 Display furniture and backdrops are in good repair, for safety and visual considerations;
- 2.1.6 Exhibition components are secure and furnished with adequate support to ensure the highest standards of safety and injury prevention.
- 2.1.7 Educational programs and activities are continually reviewed and updated as necessary;
- 2.1.8 Permanent exhibit components are systematically evaluated and updated as necessary.

## 2.2 Temporary Exhibitions

Temporary exhibitions may be based on subsets of the permanent collection, a special event in the community, a community or special interest group developing and mounting its own exhibition, or travelling exhibitions.

### Guidelines and Responsibilities

The following guidelines and responsibilities apply to all forms of temporary exhibitions:

#### **2.2.1 Permanent Collection and Borrowed Items**

- a. Temporary exhibitions based on the permanent collection are developed under the guidance of the Director/Curator. The Director/Curator is recognized as project leader of a team comprised of professional staff that may include volunteer involvement with respect to certain tasks. All of the guidelines pertaining to “permanent exhibitions” apply to temporary exhibitions where appropriate.
- b. *All* borrowed material requires a signed loan agreement;
- c. *All* borrowed material is covered by a special exhibition insurance rider, from the moment of arrival on site to the time of its departure from the site;
- d. *All* borrowed material is handled and cared for according to current museum standards and the Museum Strathroy-Caradoc *Collections Management Policy*;

- e. Museum Strathroy-Caradoc informs the owner(s) of a borrowed artefact, of any damage or suspected damage as soon as noted;
- f. Museum Strathroy-Caradoc does not repair, alter or modify any borrowed material without the written express permission of the owner(s);
- g. Museum Strathroy-Caradoc returns all borrowed material at the conclusion of the time period stipulated on the signed loan agreement. If Museum Strathroy-Caradoc wishes to extend the exhibition, a new loan agreement is negotiated *prior* to the conclusion of the original loan agreement.

#### **2.2.2 Special Interest and Community Groups**

- a. In the case of special interest or community group developing its own exhibition at the Museum, both the group and Museum Strathroy-Caradoc negotiate and agree upon the terms and conditions of the exhibition, including time period, reception, artefacts, insurance coverage, label copy, public relations (flyers, press releases), media coverage, mounting, and removal.
- b. The terms and conditions agreed upon are written and distributed to all parties involved in the exhibition.

#### **2.2.3 Travelling Exhibitions**

- a. Museum Strathroy-Caradoc negotiates for travelling exhibitions from other museums, galleries and/or cultural/educational institutions; Museum Strathroy-Caradoc provides the space, public relations and mounting expertise for travelling exhibitions. Travelling exhibitions may be hosted, provided they complement the subject matter of the museum and do not disrupt the normal activities or financial capabilities of the museum.

### **2.3 Outreach Exhibitions**

Museum Strathroy-Caradoc may mount a promotional display or thematic exhibit at various locations within the community provided Museum standards are maintained throughout the venue or in the exhibition cases, including appropriate environmental controls, monitoring and security.

### **3. Exhibition Services and Activities**

Museum Strathroy-Caradoc promotes and participates in joint exhibition projects with other museums, galleries, cultural/educational institutions, local businesses, Municipality of Strathroy-Caradoc departments, community groups, and other municipalities.

Museum Strathroy-Caradoc provides museological expertise, assistance and advice to other museums, galleries, cultural/educational institutions, local businesses, Municipality of Strathroy-Caradoc departments, community groups, and other municipalities.

### **4. Responsibilities**

The following outlines the responsibilities of the Municipality of Strathroy-Caradoc, the museum Advisory Committee, Museum Strathroy-Caradoc, professional staff members, and third party contributors with respect to exhibitions:

- 4.1 The Municipality of Strathroy-Caradoc is responsible for all issues related to insurance coverage.
- 4.2 The Museum Strathroy-Caradoc Advisory Committee recommends the annual inclusion of exhibition categories in the annual operating budget.
- 4.3 Museum Strathroy-Caradoc shall, where possible, provide staff with the physical, human and financial resources necessary to carry out the exhibition schedule and to mount individual exhibitions.
- 4.4 Museum Strathroy-Caradoc is responsible for ensuring that all exhibits are safe for visitors and staff by adequately supporting, securing or providing barriers against exhibit components that could cause injury.
- 4.5 Museum Strathroy-Caradoc is responsible for compliance with all copyright legislation related to the mounting and promotion of permanent, temporary, or outreach exhibitions developed by museum staff.
- 4.6 Museum Strathroy-Caradoc is responsible for compliance with the Standards for Community Museums in Ontario relative to the

development and mounting of permanent, temporary, or outreach exhibitions developed by museum staff.

- 4.7 Museum Strathroy-Caradoc is *not* responsible for compliance with copyright legislation or museum standards related to the mounting and promotion of permanent, temporary, or outreach exhibitions developed by third party contributors.
- 4.8 The Director/Curator is responsible for the enactment of current museum standards for all exhibitions, and for training staff and volunteers in the same.
- 4.9 The Director/Curator is responsible for the safe, appropriate, and quality mounting of all artefacts and exhibitions, the monitoring and care of all artefacts on display, and the training of staff and volunteers in the same.
- 4.10 The Director/Curator is responsible for the direction of staff and volunteers in exhibition development and mounting, to ensure that procedures comply with the Museum Strathroy-Caradoc *Conservation Policy*.
- 4.11 The Director/Curator is responsible for loan agreements of all “borrowed artefacts”.
- 4.12 The Director/Curator is responsible for the exhibition schedule and planning.
- 4.13 The professional staff members associated with the development of educational programs and activities are responsible for ensuring that these exhibit components are systematically evaluated and updated as necessary.

## **5. Policy Review and Approval**

The Museum Strathroy-Caradoc *Exhibition Policy* is approved by the Museum Strathroy-Caradoc Advisory Committee.

The *Exhibition Policy* is to be reviewed on an annual basis, or at any time that changes are deemed necessary. The Director/Curator, in conjunction with the professional staff, conducts the review. The revised version is submitted to the Museum Strathroy-Caradoc Advisory Committee for approval.

This *Exhibition Policy* may not be altered without the consent of the Museum Strathroy-Caradoc Advisory Committee.