
Subject:	Woodchester Collection Management Policy	Policy Number:	TOB-2023-001
Date Developed:	June 07, 2023	Date Approved:	June 14, 2023
Lead Department:	Planning and Development, Economic Development Branch	Date Modified (if applicable):	N/A

POLICY STATEMENT:

1. The Town of Bracebridge acknowledges and understands the significance of community history and strives to preserve its history through the ownership and care of objects and archives.
2. The Woodchester collection consists of objects and archives representative of Bracebridge community history that provide historic and cultural value to the Town of Bracebridge. The preservation and care of these objects will promote heritage and cultural tourism, while contributing to community education of Bracebridge history.
3. All objects are to be managed following current professional standards in collections management according to the Province of Ontario and the Government of Canada, wherever reasonably possible.

PURPOSE:

4. This policy has been established to guide decisions concerning the objects comprising the Woodchester collection.
5. This policy is intended to provide direction to Council, Town Staff, and the community for the use and care of the Woodchester collection.
6. The purpose of this policy is to:
 - 6.1. Define a collection mandate with criteria for objects being retained by the Town;
 - 6.2. Outline why the collection is being maintained;
 - 6.3. Inform how collection information will be accessible to the public;
 - 6.4. Specify criteria, conditions, and guidelines for accessioning and deaccessioning objects;
 - 6.5. Detail long-term care and storage solutions; and
 - 6.6. Outline procedure for an outgoing loan.

DEFINITIONS:

7. **Accession (n):** One or more objects acquired at the same time from a sole source.
8. **Accession (v):** The process of taking possession of one or more objects and adding into the collection.

9. **Accession Number:** A unique number used to identify a group of objects donated together from a sole source.
10. **Acquisition:** An object acquired that may later be added into the collection.
11. **Agents of Deterioration:** Something that causes damage to collection objects, typically grouped into the following ten (10) categories:
 - 11.1. Direct physical force;
 - 11.2. Thieves and vandals;
 - 11.3. Dissociation;
 - 11.4. Fire;
 - 11.5. Water;
 - 11.6. Pests;
 - 11.7. Contaminants;
 - 11.8. Radiation;
 - 11.9. Inappropriate temperature; and
 - 11.10. Inappropriate relative humidity.
12. **Archival Quality:** Made of neutral materials that help extend the useful life of collection objects and records by protecting them from the agents of deterioration. For example, acid free paper made of neutral material with a pH of between 6 and 11.
13. **Archive:** Historic documents, records, or photographs providing information about a specific place, business, group, event, or institution.
14. **Collection Care:** Activities undertaken to protect the integrity of collection objects for the future.
15. **Collection Management:** Activities involved with administration and stewardship of the collection, including the planning, development, care, conservation, and documentation.
16. **Collection Management System (CMS):** Software or database that supports the internal workflow and administration of managing a collection of objects.
17. **Collection Mandate:** Collection scope that outlines criteria that objects must meet to be included or added into the collection.
18. **Collection Objective:** The purpose and use of a historic collection.
19. **Deaccession:** The formal removal of an object from the collection.
20. **Deed of Gift:** A contract that shows ownership transfer of donated object from the donor to the institution.

21. **Dissociation:** The loss of objects or object-related data, or loss of the ability to retrieve or associate objects and data.
22. **Found in Collection (FIC):** An undocumented object that cannot be connected to collection records or information but is to remain within the collection.
23. **Internal Transfer:** Transfer of deaccessioned objects between locations within the same organization for non-collection use. For example, a deaccessioned table could be repurposed for non-collection use at a municipal facility.
24. **Legal Title:** Absolute ownership of property.
25. **Museum Nomenclature:** A structured and controlled list of object terms organized by a classification system to provide a basis for cataloguing collection objects.
26. **Object Identification Number:** A unique number associated with a specific object to attach information to.
27. **Provenance:** Ownership history of an object.
28. **Public Trust:** Principle that cultural resources are preserved for public benefit, and are owned by the public, and therefore should be accessible to the public.
29. **Relative Humidity:** The amount of moisture in the air within a collection storage space.
30. **Unconditional Gift:** Gift or donation that has no stipulations that the receiving body must follow.

IMPLEMENTATION:

Collection Mandate

31. The Woodchester collection is held in public trust by the Town of Bracebridge. The Town of Bracebridge is responsible for caring for, storing, preserving, and researching objects in the Woodchester collection.
32. The Woodchester collection is guided by a collection mandate. Objects must fall under one or more of the following categories to qualify for inclusion in the collection:
 - 32.1. Object or archive directly relating to the history of Woodchester, the Bird family, or the Bird Woolen Mill;
 - 32.2. Object or archive directly relating to the history of Rene Caisse and Essiac; or
 - 32.3. Object or archive produced in Bracebridge or used by members of the Bracebridge community with a known and documented connection to the history of Bracebridge.

Collection Objective

33. The Woodchester collection is maintained and preserved for the continued education and protection of Bracebridge community heritage and history.

Public Access

34. The Town of Bracebridge strives to provide public access to the objects in the Woodchester collection, wherever reasonably possible.
35. Online access will be achieved through the digitization of the collection to enable public access to the object's history online at any time and from any location.
36. Physical access to a limited number of objects will be achieved through temporary displays in Town facilities that have appropriate environmental conditions (i.e., celebrating Bracebridge's milestones such as the Town's 150th anniversary), or loans to other organizations for education and display (i.e., Rene Caisse objects at the Theatre, etc.).

Accessioning Provision

37. Due to storage and resource limitations, the Town of Bracebridge is not currently expanding the Woodchester collection.
38. In the future, the Town of Bracebridge may consider adding new objects that align with the collection mandate and add value to the preservation and education of Bracebridge's history. Objects considered for accessioning must meet the following requirements:
 - 38.1. Object(s) have relevant history and strong alignment with the collection mandate;
 - 38.2. Object(s) are in fair or better condition;
 - 38.3. Appropriate storage space and staff resources are available to properly care for the objects;
 - 38.4. Similar object(s) are not already represented in the collection; and
 - 38.5. Object(s) are donated as an unconditional gift and are accompanied by a Deed of Gift Form.
39. The Director of Planning and Development, in consultation with the Director of Finance/Treasurer and the Manager of Economic Development, have delegated authority to approve or deny new objects into the Woodchester collection in accordance with the criteria outlined in this policy.

Documentation and Collection Records

40. Any new objects added into the collection are required to have an associated Deed of Gift form, attached as Appendix "A", providing documentation of ownership exchange from the donor to the Town of Bracebridge.
41. Every object in the Woodchester collection is required to have a unique Object Identification (ID) number consisting of three numbers separated by decimal points:
 - 41.1. The first number is the year the donation was accepted;
 - 41.2. The second number is the accession number;
 - 41.3. The last number is a unique number differentiating objects within the same accession; and
 - 41.4. If an object has multiple parts, a fourth number is added to differentiate between pieces.

42. Every object ID number is to be unique to a specific piece in the Woodchester collection. This information will be kept in a digital collection record inventory, as well as applied to the physical object to better prevent data loss.
43. Objects that align with the collection mandate found without an object ID number and not included in the collection records will be considered a Found in Collection (FIC) object. They will follow the same object ID numbering system but will have an 'x' placed in front of the object ID number to indicate there is missing information about the donor and history.
44. Objects meeting the collection mandate will be digitized and added into a Collection Management System (CMS) wherever reasonably possible. Each object record within the CMS system will contain all available information, including the following:
 - 44.1. Object Identification number;
 - 44.2. Object name following museum nomenclature naming system;
 - 44.3. Description of object's physical properties and identifying features;
 - 44.4. Object dimensions;
 - 44.5. Object condition;
 - 44.6. Provenance or ownership history, if known;
 - 44.7. Image(s); and
 - 44.8. Storage location.

Collection Management and Care

45. The Town of Bracebridge is committed to the long-term preservation of the objects within its care. This includes ensuring objects are managed by limited staff in accordance with accepted professional standards of object handling.
46. Objects will be stored using archival quality materials and storage solutions and labeled accordingly, wherever reasonably possible. This includes the utilization of acid free boxes, paper, and tissue paper, as well as using archival quality gloves and tools when handling and working with the objects.
47. Object ID numbers will be placed on the physical objects using accepted methods and tools according to material and object type.
48. All objects will have their physical storage location listed in the CMS system to be easily located.

Environmental Conditions

49. Objects are to be stored in or as close to the current professional standards for environmental conditions, being a range of 15-25 degrees Celsius and approximately 50% relative humidity, wherever reasonably possible. This includes ensuring objects are stored out of direct sunlight, and away from heating or cooling devices.

50. Storage spaces should be secure locations with preventative tools in place to ensure object preservation. Storage spaces should be routinely monitored and maintained to ensure agents of deterioration are eliminated and storage areas remain safe.

Deaccessioning Provision

51. Objects being considered for deaccessioning must meet one or more of the following criteria:
- 51.1. Object does not meet the Woodchester collection mandate;
 - 51.2. The Town of Bracebridge is incapable, for whatever reason, to provide the necessary environmental, storage or care conditions;
 - 51.3. Object is overrepresented within the collection and having multiples does not provide additional value;
 - 51.4. Object has become a physical hazard or health risk to staff, the public, other collection objects, or the storage area;
 - 51.5. Object's original owner or legal heir has proven legal title; or
 - 51.6. Object is damaged or deteriorated past the point where it provides a useful purpose.
52. Objects proposed for deaccessioning are required to have clear legal title. In the case of poor records or undocumented objects, the Town of Bracebridge should be able to demonstrate that a serious and diligent investigation has been documented in attempt to determine ownership.
53. The Director of Planning and Development, in consultation with the Director of Finance/Treasurer and the Manager of Economic Development, have delegated authority to approve or deny deaccession requests in accordance with the criteria outlined in this policy.
54. The process of deaccessioning will be initiated through a Deaccessioning Form, attached as Appendix "B", which will be kept for record indefinitely. Each form will document all available information, including the date of deaccession, object ID number, object description, reason for deaccessioning, method of deaccessioning, new institution and date of ownership exchange, if applicable, or description of other disposal method used.
55. The following is a list of approved methods of deaccessioning that are listed in order of preference, with the preferred deaccession methods listed at the top:
- 55.1. Unconditional gift to a public museum located within Muskoka;
 - 55.2. Unconditional gift to a public museum located elsewhere in Canada;
 - 55.3. Unconditional gift to a private museum, institution, or agency involved in heritage preservation or education in Canada;
 - 55.4. Internal transfer within the Town of Bracebridge for non-collection use;
 - 55.5. Donation to non-profit organization;
 - 55.6. Recycled; or

- 55.7. Disposal by physical destruction, if not eligible for recycling.
- 56. Recycling or physical destruction may be acceptable if:
 - 56.1. The object presents a danger or hazard to staff, the public, storage area, or other collection materials; or
 - 56.2. The object is damaged or deteriorated past the point of serving a useful purpose.
- 57. All object disposals through recycling or physical destruction will be documented using an Object Disposal Form, attached as Appendix "C", including date, time, location, object information, and rationale for disposal.

Loaned Objects Found in Collection

- 58. Objects found on loan within the Woodchester collection should be returned to their original lender or a legal heir, whenever possible.
- 59. Collection records should be used to identify the original lender, and the following steps should be taken to return loaned objects:
 - 59.1. Attempt to contact the original lender indicated in the collection records;
 - 59.2. Attempt to contact the original lender's descendants or legal heir; and
 - 59.3. If the lender or heir cannot be contacted, advertisements must be publicly posted for three (3) months requesting that the lender or heir contact the Town of Bracebridge.
- 60. If the lender or legal heir decline the object, an effort should be made to complete a Deed of Gift form giving the Town of Bracebridge ownership over the items.
- 61. If the lender or legal heir cannot be found and does not respond to advertisement, the Town of Bracebridge will take responsibility for the loaned objects. Loaned objects that cannot be returned will be held to the same criteria outlined in the collection mandate and retained or deaccessioned depending on their conformity with the mandate.
- 62. All documentation will be kept for record indefinitely to keep record of all correspondence and attempts to return the object to the original lender or legal heir.

Outgoing Loans

- 63. Objects may be loaned to an established not-for-profit or heritage organization for the purpose of education, research, or exhibition. Each loan request will be individually assessed and evaluated.
- 64. Loans will have time limitations, conditions, and expectations for both the Town of Bracebridge and the borrowing body to ensure the preservation of loaned materials.
- 65. The Director of Planning and Development, in consultation with the Manager of Economic Development, have delegated authority to approve or deny loan requests in accordance with the criteria outlined in this Policy.

66. An Outgoing Loan Agreement, attached as Appendix “D”, outlines conditions of the loan. The agreement will include:
 - 66.1. List of object(s) being loaned;
 - 66.2. Date of loan and expected date of return;
 - 66.3. Name of borrowing body;
 - 66.4. Purpose of loan (education, research, etc.); and
 - 66.5. Environmental and handling expectations to be understood and accepted by borrowing body.
67. The Outgoing Loan Agreement outlines conditions of care to ensure borrowing parties know their rights and obligations.
68. The Town of Bracebridge is responsible for proper packing of the objects prior to transportation of loaned materials.
69. If the borrowing body has expertise in proper object handling, they will be responsible for transportation and object handling. If the borrowing body does not have expertise in proper object handling, the Town of Bracebridge will be responsible for transportation, object handling, and display of objects, if applicable. Each loan request will be individually assessed and evaluated.
70. The Town of Bracebridge owns all loaned materials and can renew or terminate a loan at its discretion. The preservation of the objects takes precedence over the lending of objects for any reason.

Ethical Considerations

71. The Town of Bracebridge is committed to responsibly and ethically managing the Woodchester collection. This includes the adoption of procedures that align with accepted municipal, provincial, and federal requirements relating to issues such as hazardous and illicit materials, firearms, object repatriation, privacy, copyright, trademark, and patent law.
72. All procedures have been developed in consideration of the following:
 - 72.1. Occupational Health and Safety Act;
 - 72.2. Ontario Heritage Act;
 - 72.3. Copyright Act; and
 - 72.4. Municipal Freedom of Information and Protection of Privacy Act.

FINANCIAL IMPLICATIONS:

73. Allocations will be included in the annual draft Municipal Budget and Business Plans for maintaining the Woodchester collection.

DELEGATED AUTHORITY:

74. The Director of Planning and Development is granted the authority to make minor updates to the Woodchester Collection Management Policy and associated forms, as required, to remain compliant with other Town policies and legislative changes.

EFFECTIVE:

75. This Policy shall become effective immediately upon approval by Council.
76. This Policy shall be reviewed by staff and Council as required to update and amend the Policy to consider current and accepted information to improve the policy and stay relevant.

APPENDIX "A"

Deed of Gift Form



**DEED OF GIFT FORM
WOODCHESTER COLLECTION**

Town of Bracebridge
1000 Taylor Court
Bracebridge, ON P1L 1R6
T: 705-645-5264

+	
Donor Name:	Telephone Number:
Address:	Email:
Description of donated object(s): (Attach additional list if necessary.)	
History or provenance of object(s):	



**DEED OF GIFT FORM
WOODCHESTER COLLECTION**

Town of Bracebridge
1000 Taylor Court
Bracebridge, ON P1L 1R6
T: 705-645-5264

<p>Condition of object(s):</p> 	
<p>Transfer of Title and Copyright</p> <p>I am the sole and rightful owner of the item(s) being donated. I am unconditionally and irrevocably donating the items and transferring all rights and ownership of said items to the Town of Bracebridge. This includes the transfer of all intellectual, copyright, or trademark rights.</p> <ul style="list-style-type: none"> <input type="checkbox"/> I accept that the Town of Bracebridge will have full control of the storage, use, care, and access to the donated items according to the policies and procedures in place by the Town of Bracebridge. <input type="checkbox"/> I acknowledge that donated items can be disposed of according to the Town of Bracebridge's Collection Management Policy if deemed necessary. <input type="checkbox"/> I request that if donated material is to be disposed of, that effort be made to contact me to return material. I acknowledge that if contact cannot be made after three (3) months, the object(s) will be disposed of according to the Town of Bracebridge's Collection Management Policy. <p>Personal information is collected under the authority of the Municipal Act, 2001 and will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56. The information provided will be used in relation to the Woodchester Collection Management Policy. Questions about this collection of information should be directed to: Director of Corporate Services/Clerk, Town of Bracebridge, 1000 Taylor Court, Bracebridge, ON P1L 1R6 (705) 645-5264 x3200.</p>	
<p>Donor Signature:</p> 	<p>Date:</p>
<p>Accepted By:</p> 	<p>Date:</p>
<p>Accession Number: (for internal use only)</p>	



APPENDIX "B"

Object Deaccessioning Form



**OBJECT DEACCESSION FORM
WOODCHESTER COLLECTION**

Town of Bracebridge
1000 Taylor Court
Bracebridge, ON P1L 1R6
T: 705-645-5264

Method of deaccessioning:	
<input type="checkbox"/> Gift to other body <input type="checkbox"/> Internal transfer <input type="checkbox"/> Donation to a not-for-profit charity <input type="checkbox"/> Recycled or Disposal <input type="checkbox"/> Returned to original lender or proven legal heir	
If Gift or Internal Transfer, Destination:	
Signature of staff from new owner or original lender/ legal heir:	Date of ownership exchange:
Recommended By:	Date:
Approved By:	Date:





**OBJECT DEACCESSION FORM
WOODCHESTER COLLECTION**

Town of Bracebridge
1000 Taylor Court
Bracebridge, ON P1L 1R6
T: 705-645-5264

+	
Object ID Number(s) - (attach list if necessary.):	Donor Name:
<p>Criteria For Deaccessioning (select one):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Poor Condition – the object has deteriorated past the point of being of functional purpose and is past the point of practical conservation. <input type="checkbox"/> Relevance – does not or no longer falls under the collection mandate or purpose of the collection. <input type="checkbox"/> Care – the Town of Bracebridge, for whatever reason, is unable to care for the object. <input type="checkbox"/> Overrepresented – there are multiple of the same or similar object, and having more than one does not provide additional useful information. <input type="checkbox"/> Repatriation – claim has been submitted and confirmed as legitimate. <input type="checkbox"/> Physical Hazard – object has become physically unsafe to staff, the public, or other objects within the collection. <input type="checkbox"/> Return – object was on loan and is being returned to the original lender or legal heir. 	
<p>Description of Object(s) - attach list if needed:</p>	

APPENDIX "C"

Object Disposal Form



**OBJECT DISPOSAL FORM
WOODCHESTER COLLECTION**

Town of Bracebridge
1000 Taylor Court
Bracebridge, ON P1L 1R6
T: 705-645-5264

+	
Object ID Number(s):	Donor Name:
Date & Time of Disposal:	
Location of Disposal:	
Reason for Disposal: <input type="checkbox"/> Object presents a danger to staff, the public, other collection objects or storage area. <input type="checkbox"/> Object is damaged or deteriorated past the point of serving a useful purpose. <input type="checkbox"/> Other (specify):	
Object Description:	
Disposal Approved by:	Date:
Disposal Completed by:	Date:



APPENDIX "D"

Outgoing Loan Agreement



**OUTGOING LOAN AGREEMENT
WOODCHESTER COLLECTION**

Town of Bracebridge
1000 Taylor Court
Bracebridge, ON P1L 1R6
T: 705-645-5264

Borrowing Institution:		Address:	
Name of Contact from Borrowing Institution:		Date:	
Contact Email:		Phone Number:	
Description and Purpose of Loan:			
Date of Loan Initiation:		Date of Loan Termination:	

Summary of Loaned Objects: (Attach additional page if necessary.)

OBJECT ID	DESCRIPTION	CONDITION	DATE OF RETURN





**OUTGOING LOAN AGREEMENT
WOODCHESTER COLLECTION**

Town of Bracebridge
1000 Taylor Court
Bracebridge, ON P1L 1R6
T: 705-645-5264

Below signature acknowledges understanding of Loan Conditions in attached document.	
Signature of Contact from Borrowing Institution:	Date:
Return of Loan: Signature below acknowledges the loaned materials were returned and in the same condition.	
Signature from Town of Bracebridge:	Date:
Signature of Contact from Borrowing Institution:	Date:

CONDITIONS FOR OUTGOING LOANS

GENERAL

1. The borrowing institution is responsible for understanding, acknowledging, and meeting the conditions outlined in this loan.
2. All required documentation must be received including a loan agreement signed by the borrowing institution before a loan will be processed.
3. The borrowing institution is not permitted to make a third-party loan. Any secondary loan requests will be considered through a secondary Outgoing Loan Agreement between the Town of Bracebridge and the secondary borrowing institution.

CONDITION, CARE & CONSERVATION

4. Objects on loan are considered in good condition unless noted otherwise.
5. Loaned objects are not to be handled, cleaned, repaired, retouched, or altered in any way without the permission of the Town of Bracebridge.
6. Loss, damage, or deterioration must be reported to the Town of Bracebridge.

SECURITY & ENVIRONMENTAL CONTROLS

7. The borrowing institution must ensure all loaned objects are protected from theft, loss, damage, vandalism, smoke, fire, and water.



**OUTGOING LOAN AGREEMENT
WOODCHESTER COLLECTION**

Town of Bracebridge
1000 Taylor Court
Bracebridge, ON P1L 1R6
T: 705-645-5264

8. Loaned objects must be protected from damage caused by direct sunlight, high temperatures, excessive humidity, or proximity to a heating or cooling system. Temperature and relative humidity should be controlled to the best of the ability of the borrowing institution to prevent damage.
9. If these conditions are unable to be met for any reason, the Town of Bracebridge will be notified and documentation detailing environmental conditions will be attached to the original loan agreement.

ACCESS

10. The borrowing institution must provide Town of Bracebridge staff access to the loaned objects during regular hours to conduct inspections, inventory, research, or conditioning. The borrowing institution will be notified if access is required prior to a visit.

EXTENSION & RETURN

11. The borrowing institution may request a loan extension to the Town of Bracebridge, which, if approved, will be updated in the loan agreement documentation.
12. The Town of Bracebridge can withdraw an object from the loan agreement for whatever reason. Withdrawals must be expressed in writing to the borrowing institution within a reasonable amount of time prior to removing the object.
13. Objects can be withdrawn from the borrowing institution without written intent if the objects are suspected to be not receiving proper care.
14. The loan will be terminated on the agreed date, and objects will be collected by Town staff. Condition reports will be conducted on all returned objects to ensure their continued preservation.