



## County of Peterborough Policy Manual

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<b>Department:</b>	<b>Lang Pioneer Village Museum</b>
<b>Policy No.:</b>	<b>LPV-05</b>
<b>Subject:</b>	<b>Research Policy</b>
<b>Approved by Leadership Team:</b>	January 11, 2023
<b>Originally Approved by Council:</b>	April 18, 2012
<b>Revised by Council:</b>	February 15, 2023
<b>Approved by:</b>	Resolution No. 37-2023

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### **Purpose:**

Lang Pioneer Village Museum is a community museum committed to the public for whom it holds in trust, its collections. This commitment requires that research be carried out by museum staff, as well as conducted at the museum using the research resources available. As part of its commitment to the community it serves, Lang Pioneer Village Museum recognizes the need to make its research resources accessible to researchers outside the museum and to the public at large.

The purpose of this policy is to set the guidelines by which museum staff, outside researchers and the public can access and use the research resources held at the museum. These resources include, but are not limited to, archival and artifact collections, library materials, research files, and databases. This policy is intended to set standards for professional and ethical use of the available resources for all people conducting research at the museum or by museum professionals working on behalf of Lang Pioneer Village Museum.

### **Scope:**

This policy pertains to all staff working at Lang Pioneer Village Museum be they permanent, part-time, seasonal, contract workers, or interns, as well as to volunteers, students, researchers, and the public conducting research at Lang Pioneer Village Museum.

### **Definitions:**

**Museum Staff:** Includes any senior staff, seasonal staff, volunteers, interns, contract workers, and students conducting research on behalf of or for Lang Pioneer Village Museum.

**Mission:** Lang Pioneer Village Museum's mission is "To preserve, promote, and authentically recreate the history of Peterborough County."

**Mandate:** Lang Pioneer Village Museum's mandate is "To be a vibrant living history museum that engages our community and actively preserves our cultural heritage in order to provide an interactive and educational visitor experience."

**Policy:**

**Lang Pioneer Village Museum Staff Research**

Lang Pioneer Village Museum recognizes the importance of museum staff to conduct research to present new information and findings through public programming, special events, exhibitions, and in the everyday museum profession.

Research is encouraged for all staff members for professional development and to enhance and expand current exhibits and interpretations, public programs, and special events.

To ensure that research is in accordance with Lang Pioneer Village Museum's mission and mandate, research will be conducted in the following areas to ensure that all interpretations and exhibits represent Peterborough County from 1800 – 1900:

- Ethnographic history of the area
- Social history of the community
- Development of agriculture, the rural community, and the premises of Lang Pioneer Village Museum
- History of Village buildings
- General information on the collection
- Artifact identification and significance
- Costume history for staff and volunteer period dress
- General research related to exhibit themes, Village interpretation, craft demonstrations and special days
- Genealogical history

Lang Pioneer Village Museum will ensure that both staff time and resources are budgeted to allow for adequate research to be conducted. The museum will provide staff with the training and resources necessary to ensure that research is conducted in a legal and ethical manner. The museum will also provide a clean, well-lit, and safe area for staff to conduct their research.

Lang Pioneer Village Museum is committed to sharing information and knowledge and will ensure that the results of any research conducted by museum staff will be made available to the public through exhibits and displays, demonstrations and interpretations, public programming and special events, or via the museum's website and social media.

As museum professionals, the staff at Lang Pioneer Village Museum are committed to the community they serve and enhancing the information available about the collection it holds in trust, its exhibits, public programming, and the museum profession. Lang Pioneer Village Museum staff will research the artifacts, archival holdings, documents, files, online materials and books that make up the collection and research resources at the museum.

When conducting research, museum staff will ensure that their research conforms to accepted professional standards and ethical guidelines published by the Canadian Museum Association. Museum staff will ensure they have used proper citation and acknowledgement where appropriate.

Museum staff will ensure confidentiality is maintained and that the rights of any individuals associated with any objects or documents are respected.

**Visiting Researchers and the General Public:**

Lang Pioneer Village Museum is committed to public service through sharing its research resources and findings. In so doing, resources will be available to visiting researchers and the public. The museum is committed to preserving artifacts, archival materials, documents, and files that make up the collection. Lang Pioneer Village Museum acknowledges that access and use of the collection by staff, visiting researchers, and the public increases the risk to artifacts and archival material. The museum recognizes that a balance between preservation and public access should be found and maintained. As such, the Museum Operations Manager, on advice from the Museum Curator and the Conservator, will determine the amount of physical access granted to visiting researchers and the public.

Lang Pioneer Village Museum will provide physical and intellectual access to the research resources it possesses on an equal basis to all visiting researchers and members of the public, providing they abide by the rules and regulations set out by the Museum.

In recognizing that not all individuals making research requests will be familiar with standard practices, Lang Pioneer Village Museum will ensure that all persons conducting research will be provided with a list of regulations and proper handling techniques, as well as a fee schedule for copying or reproducing when permissible. In addition, the museum will provide a clean, well-lit, and safe environment for research to be conducted.

Lang Pioneer Village Museum, in accordance with professional standards, will ensure that there are staff members available to supervise and monitor visiting researchers and the public in the use and care of collections, records, files, and library material. These staff members will aid where necessary.

Any research requests made to Lang Pioneer Village Museum will be dealt with in a timely manner and fulfilled to the best abilities of museum staff. While Lang Pioneer Village Museum does not charge a fee for these research services, donations made to the museum are strongly encouraged.

Any visiting researchers to Lang Pioneer Village Museum and members of the public, who wish to gain access to research resources available at the museum, must first make a formal request to the Museum Curator. The museum will do its best to accommodate all requests; however, Freedom of Information and Protection of Privacy Legislation does restrict access to some information. In addition, the condition of some research resources may also prevent visiting researchers and members of the public from gaining access.

This will be left to the discretion of the Museum Operations Manager on advice from the Museum Curator and the Conservator.

All persons conducting research at Lang Pioneer Village Museum will read, agree, and sign a user's agreement provided by the museum. The agreement will include standard museum procedures for the care and handling of objects and archival material, a list of rules and regulations, as well as a fee schedule when photocopying is permissible.

All persons conducting research at Lang Pioneer Village Museum will ensure that the Museum receives proper credit where applicable, such as a credit line "Photo Courtesy of Lang Pioneer Village Museum." In addition, as a courtesy to the Museum, researchers may be requested to provide the Museum with a copy of their research.

**Review Cycle:**

This policy shall be reviewed at least once each term of Council.