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**CANADA SCIENCE AND
TECHNOLOGY MUSEUM CORPORATION**

COLLECTION DEVELOPMENT STRATEGY

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CANADA SCIENCE AND TECHNOLOGY MUSEUM CORPORATION
COLLECTION DEVELOPMENT STRATEGY

INTRODUCTION

This document describes the collection development strategy adopted by the Canada Science and Technology Museum Corporation (CSTMC).

The principle objectives of the strategy are: to address the future scope and direction of collection and research; to identify and prioritize issues, ideas, subject areas or themes requiring research and development attention; and to provide access to the collection. The strategy outlines an intellectual framework, arising from the legal mandate, upon which collection development and research activities will be based and resources allocated.

The document defines and explains the overarching themes guiding collection development activities, sets out basic guiding principles, and identifies the more significant processes whereby these principles will be implemented. Together these constitute the CSTMC collection development strategy. The documents will be reviewed periodically in order to maintain its applicability within a rapidly evolving technological and organizational environment.

GUIDING PRINCIPLES

Collection Development

- The primary purpose of the collection is to help people understand the transformation of Canadian life resulting from science and technology. Therefore, collection activities will focus on the relationships between people and science and technology. The principal criterion for evaluating an object is the stories that the object tells, and therefore, its ability to foster understanding and engagement.
- A focused collection is achieved by identifying and acquiring those objects and supporting documentation which best reflect the framework. Deaccessions occur with objects that are not consistent with the Collection Development Strategy.
- Collection development decisions are consistent with established professional standards and ethics.

Research

- Curatorial research is fundamental to the development and management of the collection and public programming, as well as physical and intellectual access.

Conservation

- The Corporation is committed to providing long-term preservation for all objects it acquires.
- Conservation and restoration resource requirements will be assessed in the decision to acquire an object.

THEME STATEMENT: THE TRANSFORMATION OF CANADA

THEME & SUB-THEMES

The “Transformation of Canada” theme and its sub-themes provide an intellectual framework to guide all aspects of collection development, including research. The following theme statement guides the priorities, decisions and activities of collection and research:

*Scientific and technological endeavour
has transformed Canada and its peoples.*

The main theme of “The Transformation of Canada” embodies the following sub-themes:

Canadian Context: Canadian scientific and technological endeavour is reflected in the challenges encountered and the choices made in the development of the country.

Finding New Ways: Science and technology play key roles in efforts to find new ways of living, learning and working.

How Things Work: Developing a knowledge of how “things” work can help people better understand the factors that have contributed to the transformation of Canada.

People, Science and Technology: Our culture and lives are shaped and influenced by scientific and technological change. At the same time, individually and collectively, people shape the evolution of science and technology through their decisions and actions.

DESCRIPTION OF THE COLLECTION DEVELOPMENT STRATEGY PROCESS

The Corporation's collection development strategy begins with the development of a conceptual theme: the "Transformation of Canada", which helps provide a framework within which historical research is conducted. The products of historical research are *Historical Assessments*, which identify and analyze important concepts, ideas, objects and issues key to the historic development of scientific and technological endeavour.

Following the completion of a *Historical Assessment*, a *Collection Assessment* is prepared. Collection Assessments are comprised of three sections: the ideal collection, a profile of the existing collection, and collection needs, which will be obtained by comparing the ideal collection to the existing collection profile. This process identifies artifacts, or classes of artifacts to be acquired and artifacts to be deaccessioned.

The Collection Development Strategy therefore includes vital functions, which permit the Corporation to make informed decisions on collection content.

Historical Assessments

The historical assessment identifies and analyses the important concepts, ideas and issues in the evolution of a subject area and places them in the *Transformation of Canada* theme and sub-themes. Latitude is exercised in identifying and developing the important historical concepts reflecting the theme.

Collection Assessments

The collection assessment is comprised of three elements.

An **ideal collection** identifies, from the historical assessment and associated documentation, categories of objects and supporting media that effectively represent the historical concepts, ideas, and issues in a subject area. The ideal collection is defined according to subject area, sub-area, and/or time period. A preferred strategy for developing an ideal collection for a curatorial area is identified and substantiated *a priori* by the curator and may be one or more of the following types.

- *A representative collection*, i.e. one which includes examples of significant developments in science and technology is, in most cases, the preferred form of an ideal collection for a curatorial area. For specific topics and/or time periods, the curator recommends the development of an iconographic or study collection. It illustrates innovations, developments and evolution within a

broadly defined area.

- An *iconographic collection* includes one or more artifacts and supporting media to represent a broad thematic area where, for some reason, it is inappropriate or difficult to build a representative collection.
- A *study collection* is an in-depth collection developed to represent an important aspect of science and technology in Canada. It illustrates innovations, developments and evolution within a narrowly defined area.

A **collection profile** will document the context and scope of the existing artifact collection and supporting documentation. Artifacts in an area of the collection are described sufficiently to determine whether they are consistent with artifacts needs as identified in the ideal collection.

As part of the collection profile, collection needs are identified by comparing the ideal collection to the collection profile for each subject area. This identifies artifacts or classes of artifacts to be acquired and artifacts to be deaccessioned, if not consistent with historical concepts or collection objectives.

Committee Process

Two committees play an important role in the implementation of the strategy:

- The **Acquisition Committee's** purpose is to bring appropriate staff together in a regular forum, to recommend acquisitions and deaccessioning of artifacts.
- The **Collection Development Committee's** purpose is to plan, schedule (subject to work planning priorities and approval for funding) and approve historical assessments and collection assessment documents.

DESCRIPTION OF THE RESEARCH FOCUS

Artifacts are as much an element of study or discovery as business records, journals, photographs, blue prints and other forms of recorded communications that play a vital role in preserving the past. Comprehension of the development of a culture, a technology, a technological system, or the aesthetics of a period can be dramatically advanced by the use of artifacts in conjunction with other sources of information.

Research support of collection development is to be directed toward the exploration and elaboration of the overall theme of the Transformation of Canada and the related sub-themes. In this respect, research activities will focus on the identification and development of the historical concepts, ideas and issues that best illustrate how science and technology have transformed Canada and its people.

In addition to the historical research that is required to support the thematic approach to collection development, collection reviews and material-based research will be carried out. This research will focus on the artifacts currently in the collection and on the identification of objects that ideally should be added to the collection in order to represent a particular theme or sub-theme, in accordance with the mandate and defined curatorial objectives.

Research to promote intellectual accessibility will involve identifying and documenting an object's function, provenance and significance. The research supports exhibits, other programming, and publications including electronic media. Research to promote physical accessibility focuses on documenting an object's condition, particularly with respect to conservation needs.

Research priorities vary within the curatorial areas depending on the extent to which historical concepts have been identified and developed, the degree of material-based research and knowledge required, and exhibit plans.

The following are specific types of research will be conducted, as appropriate.

Material Culture Research

Material-culture research includes thorough documentation, as well as contextual studies and comparative analysis. The collection becomes a better tool for the advancement of knowledge when it is adequately documented by research.

All public information disseminated by the Corporation must be founded on quality research to ensure that accuracy and suitability of the information being communicated.

Conservation research

Conservation research contributes to the body of knowledge related to the identification, deterioration, treatment and preservation of scientific and technological objects. Conservation research is essential to a complete understanding of the objects in the collection.

Historical Research

Scholarly research forms the basis of historical assessments within each subject area. This research is directed by the theme and sub-themes of the Transformation of Canada.

Collection Research

This research provides the intellectual rationale for artifact selection in subject areas and is expected to contribute to the creation of new knowledge and increased understanding of relevant ideas, issues and concepts. The result is embodied in collection assessment documents.

Relation to CSTMC Research Policy

Research resulting from activity associated with the CDS, as well as a broader definition of research responsibilities at CSTMC, is addressed by the CSTMC Research Policy.

GUIDELINES FOR HISTORICAL ASSESSMENTS

(Abstracted from Instructions to Authors: Historical Assessments)

Introduction

The Historical Assessment is the first of two research reports that provide a framework for collection development within the Canada Science and Technology Museum Corporation. An Historical Assessment which addresses the theme, “The Transformation of Canada” and the sub-themes “Canadian Context”, “Finding New Ways”, “How Things Work”, and “People, Science and Technology” is required for each collection subject area. This research along with a completed Collection Assessment, constitutes the completion of the collection development process for a given collection subject area.

Historical Assessment Themes

The Historical Assessment identifies and analyses the important concepts, ideas, and issues in the evolution of a subject area and situates them in the Transformation of Canada theme and sub-themes. It should be noted that because of the breadth and scope of many of the curatorial subject areas, there may be more than one historical assessment required to adequately cover each area.

Authors should build their historical assessments around the major technological developments or scientific discoveries of the area under study. At the same time they must address the broad historical significance of their subjects. Emphasis should be placed throughout on “The Transformation of Canada” and focus on the “Canadian Context”, i.e., how these achievements have changed Canada and influenced its people. “How Things Work” should be addressed depending on the topic, through the study of scientists, inventors and researchers, manufacturers and marketers, workers and consumers. “People, Science and Technology” as a sub-theme will appear as selected examples of how Canadian domestic and work lives have been shaped and influenced by scientific and technological change. To more fully develop this sub-theme, the author may choose to highlight how certain “things” work in order to better explain the impact on people’s work and domestic lives.

Research Approach

The curator is responsible for developing an overall conceptual framework indicating the constituent blocks of research proposed. He/She must also demonstrate how each contributes to the objectives of the historical assessment. This proposal must be reviewed by the Collection Development Committee and justification provided for the emphasis placed on specific time periods, geographical regions or technology.

Approval Process

To be accepted, the historical assessment or constituent block must substantially fulfill the objectives of the research proposal. This will be determined by a review committee of three: two representatives from Collection Development Committee and an outside referee selected by the Director, Collection and Research in consultation with the curator responsible for the historical assessment.

The curator responsible will present the completed document to the review committee, which will recommend in written review to the Collection Development Committee either acceptance, acceptance conditional on revisions, or rejection. The Committee will normally accept this recommendation.

It is the curator's responsibility to ensure these revisions, if required, are done.

Report Structure and Standards

1) The style of the historical assessment should follow the model of an academic thesis. The following should be included:

- title page
- signature page for the author, curator and reviewers
- research proposal
- abstracts
- key words
- table of contents
- tables of charts, figures, maps, etc.
- introduction
- chapters
- conclusion
- bibliography
- appendices (including glossary)
- index
- acknowledgements.

2) Spelling should conform to Gage Canadian Dictionary as a primary reference, Oxford as a secondary reference; style should follow The Chicago Manual of Style as a primary reference, The Canadian Style (Secretary of State) as a secondary reference; the Canada Gazetteer Atlas and the Rand McNally International Atlas should be used for confirmation of place names.

3) Pagination for all front matter (Title Page to Tables of Contents, Charts, etc.) should be in lower case roman numerals. The Introduction should begin on Page 1.

4) Table of Contents: should list all headings and subheadings within the report. The preferred style should be:

1. Chapter
1.1 Section
1.1.1 Sub-section
1.1.1.1 Sub-sub-section

- 5) An abstract of about 250 words and a list of up to 6 standard key words should be provided.
- 6) Tables/Figures. should be provided wherever possible, as well as summaries of information in tables, figures or diagrams. All figures and tables should be numbered and a list of tables and figures should appear at the beginning of the report.
- 7) Footnotes/references. Properly prepared footnotes and references reflect the care and quality of the research and careful attention should be paid to them. Footnotes should appear at the bottom of each page.
- 8) Illustrations. Good quality photocopies will be acceptable. Captions should be less than 50 words each. In addition, they should include, where applicable: figure number, negative number, catalogue number, source. Each illustration should be labelled with the title of the report and the author's name.
- 9) Measurements should be in metric except in technical specifications, where the measure of design or manufacture should be used. For measures in quotations, metric equivalents in square brackets should be provided.
- 10) A complete bibliography should appear at end of the report.
- 11) Glossary. In certain circumstances where large numbers of acronyms or technical terms are used, a glossary would be useful.
- 12) A subject index must be provided with the completed document.
- 13) Copies. Manuscripts must be double-spaced on 8_ x 11 in. paper. If possible, a word count should be provided. Not less than 2 copies of the final research report should be provided. In addition, a copy will be provided in electronic format. Copies may not be publicly circulated or cited until accepted by the Collection Development Committee of CSTMC as an historical assessment.
- 14) Research Files. If requested, the author should be prepared to submit copies of important research material.

GUIDELINES FOR COLLECTION ASSESSMENTS

Purpose

The *collection assessment* is one of two documents which comprise the Collection Development Strategy for all CSTMC artifact collections and their supporting documentation. The *assessment* responds to three levels of Corporate activity.

- a) It is an essential tool in the realization of the Corporate goal to develop and manage a national collection of objects representative of science and technology in Canada.
- b) It is intended to be an operational document for the Curatorial Division to be used in the planning and resourcing of annual collection development activity.
- c) It is a working document for individual Curators to assist them in developing and managing the collections which they curate.

The *collection assessment* is an essential aid in succession planning. It is a written rationale for the early and current development of a particular collection as well as the basis for recommending new collection development directions.

Elements of the Collection Assessment

The *collection assessment* is the second and final phase of the Collection Development Strategy for all curatorial subject areas or sub-areas. It is comprised of three sections.

1. Ideal Collection

An *ideal collection* will identify, from an historical assessment and associated documentation, objects or categories of objects and supporting media that effectively represent the historical concepts, ideas and issues in a subject area or sub-area.

2. Collection Profile

A *collection profile* will document the context and scope of the existing artifact collection and supporting documentation for a curatorial subject area or sub-area. The *profile* will include the following elements:

- a) Preface
 - i) CSTMC Collection development process (standardized)
 - ii) Statement of “curatorial principles” (standardized) (see Definitions)

iii) Brief institutional history of the development of “X” collection

iv) Curatorial “vision” statement - based on the historical assessment, ideal collection and the curator’s knowledge of the state of current research and collections in other institutions, this is a statement of the direction which a curator plans to take in collection development for a particular subject or sub-area

v) State of documentation - report on specific research or documentation projects, publications etc.;

vi) Issues and problems related to collection data base -

b) The Assessment Data:

The Division has identified a number of tables which will assist Curators in their analysis and presentation of specific collections. Curators have the choice of which tables to use and may develop others as required. An interpretation of tables presented may be required. (see App. C)

The structure and complexity of this section of the *assessment* is likely to differ based on the curatorial subject or sub-area being presented.

3. Collection Needs

A *collection needs* document is based on a comparison of the *ideal collection* and *collection profile*. It is intended to identify objects or categories of objects and supporting documentation to be acquired as well as material inconsistent with historical concepts which may be recommended for deaccession.

Guidelines for Review

1. Does the document include all required elements?

- preface
- ideal collection
- collection profile
- collection needs

2. Does the document clearly address or explain each element and provide a rational presentation of data (tables) in order to reach a final conclusion (*collection needs*)?

3. Does the document present any inconsistencies or create unanswered questions?

Committee Process

Collection Assessments due for completion in each fiscal year will be sent to the Chair, of the Collection Development Committee to be tabled at a Committee meeting as completed or prior to the end of the first quarter of the new fiscal year.

The curator will present a verbal summary of the Assessment in committee for discussion. The Chair and/or committee may recommend clarification or additional rationale.

The Chair will read the titles of accepted *collection assessments* into the minutes of the Collection Development Committee.

DEFINITIONS

Curatorial Values

Curators are museum subject specialists who apply their expertise to the research, development and interpretation of selected collection areas. In this function they are guided by the museum mandate and mission, defined strategic objectives and guidelines and, more generally, by established traditions from within the curatorial profession. Nevertheless, different collections require different approaches and the judgement and vision of the individual curator still has a defining influence on collection development (acquisition and deaccessioning).

The principal values applied or considered by the curator in assessing the importance of any given artifact are (in alphabetical order):

Benchmarks: A benchmark artifact is one which clearly represents a significant moment or point in the history of a particular technology or scientific concept. Very often benchmark artifacts are notable for their international impact, whatever their national origin, and are valued by curators for the important explanatory and contextual role they may serve in the collection.

Condition: As a description of an artifact's integrity, condition has a major impact on its utility as a tool that a museum can use to interpret a particular topic. The more complete an artifact in terms of component parts and retention of original finishes such as paint and decals the better it can reveal those clues and the greater its value to a museum as a research and interpretation tool. Furthermore artifacts in original condition often exhibit important signs of their manufacture, use and alteration through use, that may be hidden or removed when the artifact has been returned to a state intended to replicate its appearance immediately after manufacture.

Provenance: Provenance represents the history of an artifact's manufacture, use and treatment. This links the artifact with the society that made and used it and places it in a proper context in relation to other objects. It also helps make the artifact intelligible to a contemporary audience to whom it may be totally foreign.

Rarity and Representativeness: The rarity of an artifact (its unique or exceptional qualities) or its representativeness (its common or exemplary features) are both subject to serious consideration by curators. While rarity has an obvious immediate appeal, often associated with an elevated market value, an artifact which well represents a commonly accepted or widely used idea or technology, can be equally important to the development of a particular collection.

APPENDIX C

HISTORICAL ASSESSMENT/COLLECTION ASSESSMENT UPDATES

Introduction:

The Collection Development Strategy (CDS) defines the way in which the corporation approaches the development of its collection. It defines both an intellectual construct and operational mechanisms for staff which ensures rational, responsible and transparent development and management of the collection.

The “completion” of the CDS is linked to the development of Canadian society itself. As science, technology and innovation evolve - both nationally and internationally - the need for the Strategy to keep pace with such change is essential to the mandate of the Corporation. The CDS is therefore open-ended with the two major elements of the strategy - Historical Assessments and Collection Assessments - requiring on-going, scheduled refinement (**updates**).

The initial series of CDS **core documents** - both historical and collection assessments - completed to date are referred to as the **first iteration** and these will likely be completed by 2015 (HAs were initiated at CSTM in 1989 and CAs in 1999). It is therefore understood that updates of both elements will be a vital part of collection development activity in the future.

Historical Assessment Updates

Schedule:

Historical Assessments are reviewed on a ten (10) year schedule to determine if an update is required. If deemed necessary, an earlier review date may be recommended by the curator responsible.

Historical Assessment Review and Update:

The curator will **review** the core document to ensure that it is still relevant to the theme and sub-themes of the CDS, that it

- is current with technological or scientific developments in the subject field under consideration
- reflects the socio-historical impact of the technology under consideration

Review and Update Recommendation:

If the review indicates that an update is not required for an Historical Assessment, the curator must create a **note to file** stating that the core document has been reviewed and provide a brief rationale and recommendation for a revised update schedule. This rationale will be presented at Collection Development Committee.

If the review recommends an **update**, the curator must prepare a proposal for Collection Development Committee, providing a rationale and indicating what form the update will take. The form may be:

- 1) an **essay** covering developments not considered in the core document, or
- 2) an **annotated bibliography** of literature published since the original Historical Assessment was completed.
- 3) an **additional historical assessment** may be recommended based on significant technological development in the field, new research, directions or interpretations.

Approval of Historical Assessment Updates:

All updates are to be tabled at Collection Development Committee. Updates that take the form of a note to file, annotated bibliography, or essay will be reported on by the curator and, if involved in the update, the staff historian and discussed by the committee.

Any essay or full historical assessment which involves original research or presents a new thesis or analysis will require peer review as defined in the *Guidelines for Historical Assessments*.

Disposition of Historical Assessment Updates:

Once completed and approved, updates must be submitted to the Recording Secretary, Collection Development Committee, and will be added to the core document as appendices.

Collection Assessment Updates

Schedule:

Collection Assessments are normally reviewed within one year of the completion of an Historical Assessment Update or at an earlier date as deemed necessary by the curator responsible (for example, in response to significant changes to the development of a collection).

Collection Assessment Review and Update:

Collection Assessment updates must reflect any new direction identified in the Historical Assessment update, providing a rationale for any proposed change in the development of a given collection.

Approval:

Approval of Collection Assessment updates will follow the same process as for core documents.

Disposition

On approval, the curator responsible must submit the update to the Recording Secretary, Collection Development Committee

Inasmuch as the core Collection Assessment reflects a particular curator's approved rationale for the development of an artifact collection and becomes a key resource for those succeeding him/her, updates should be treated as appendices to the core assessment.

**CANADA SCIENCE AND TECHNOLOGY MUSEUM CORPORATION
ACQUISITION COMMITTEE**

TERMS OF REFERENCE

The purpose of the Acquisition Committee is to:

- review and recommend acquisitions, custodial loans and deaccessioning of artifacts;
- promote sound and open decision-making, consistent with museum policies; build a common understanding of the principal objectives of the collection

MEMBERSHIP

The voting membership of the committee is as follows:

- Chair: Director, Collection & Research Division, CSTM;
- all curators and assistant curators;
- Manager, Information Resources, CAvM; Manager, Library and Information Services, CSTM;
- Director, Collection and Conservation Services, CSTMC;
- Manager, Conservation, CSTMC;

Non-voting members of the committee include:

- Directors General - CAgM; CAvM; CSTM and Exceptional Collections Champion (optional);
- other staff or subject experts may be invited to attend individual meetings as may be required as non-voting participants; and
- other corporate managers or staff may attend as observers.

OPERATING PROCEDURES

The Committee shall operate according to the following procedures:

- The committee will normally meet on a monthly basis, and may meet at any time that action is required as requested by a committee member.
- As required, the Director, Collection and Conservation Services or the Manager, Conservation, may designate a member of his/her staff to represent him/her for a specific meeting. The designate will have full voting authority.
- A quorum shall consist of (3) curators, the Director, Collection and Conservation Services, the Manager, Conservation Services, plus the chair.
- Recommendations of the committee shall be by majority vote. Voting will be by show of hands. Members shall not be permitted to abstain from voting except when there is an agreed upon conflict of interest. Voting members are those who have a direct responsibility for developing and managing the collection. A tie vote will be resolved by the Chair.
- Minutes and records of decisions shall be maintained and copies circulated for all committee meetings (with exclusion of dollar values)
- Acquisition/deaccession proposals may only be made by curators or assistant curators, but all acquisitions/deaccessions either before or after the fact will be reviewed by the committee for further action.
- Documents pertaining to submissions shall be received by committee members no less than 24 hours before presentation.
- A detailed acquisition proposal is required for all proposed acquisitions with a purchase price of \$250 or more, or tax receipt value of over \$ 1000.00 or an object(s) over one cubic metre in size. For artifacts falling under these limits, the Director, Collection and Conservation Services will prepare and table a list of those acquisitions deposited with Collection Services in each quarter of the Corporation's fiscal year.
- For all acquisitions falling under the above limits, the responsible curator must ensure that a Curatorial Artifact Worksheet is completed within 2 months of receipt of the acquisition. Acquisitions for which worksheets have been submitted to Collection Services may then be queried by members of the committee. The responsible curator will be required to present a verbal rationale and justification for any item identified by a member of the Acquisition Committee prior to Committee's approval of the "interim artifact" list.
- The chair, at his/her sole discretion, may defer a committee recommendation where he/she believes that:

- a) further information is required to substantiate a proposed action; or
- b) the proposal contains elements that depart from usual practice and consultation with the Corporation's CEO would be in order.
 - It is the responsibility of the chair to make arrangements to obtain any required approvals by the Board of Trustees.
 - Sign-off of a minute by the Chair, CSTMC Acquisition Committee constitutes authority for the Registrar to proceed with accession/deaccession activity for an artifact.

DEFINITIONS

Collection development comprises those activities, primarily research, which provide an intellectual framework for making informed decisions regarding content of the collection.

Artifacts are accessioned original or illustrative items which include objects of Canadian invention, discovery, innovation, manufacture or applied foreign science and technology which have played an important economic or social role or which have contributed to the further development of science or technology, nationally or globally. Artifacts include, for example, models, art, museum material and type specimens without temporal limitations.

Custodial loan refers to an artifact(s) for which the Corporation has assumed the legal responsibility of long term preservation but not ownership.

Museum material means any objects, and records, of a type normally kept by a museum for reference or exhibition purposes.

Spare parts are unaccessioned museum objects selected solely for the purpose of restoration of another artifact.

**CANADA SCIENCE AND TECHNOLOGY MUSEUM CORPORATION
COLLECTION DEVELOPMENT COMMITTEE**

TERMS OF REFERENCE

The purpose of the Collection Development Committee is to:

- advise the Directors General on the planning and scheduling of the key research for the Historical Assessment documents and the Collection Assessment documents for their respective museums;
- approve the completed documents;
- promote sound and open decision-making, consistent with museum policies;
- build a common understanding of the principal objectives of the program;
- initiate, discuss or report on corporate or museum collection projects (research, web, partnerships; and
- facilitate communication among Corporate curatorial staff.

MEMBERSHIP

The voting membership of the committee is as follows:

- Chair: Director, Collection and Research Division, CSTM
- all curators and assistant curators;
- all assistants-to-curators;
- all historians;
- Manager, Library and Information Services, CSTM; Manager, Information Resources, CAvM;

Non-voting members of the committee include:

- Directors General, CAvM; CAgM; CSTM and Exception Collections Champion (optional); and
- other staff or subject experts by invitation as operational requirements require.

OPERATING PROCEDURES

The committee shall operate according to the following procedures:

- The committee will normally meet, at a minimum, quarterly and may meet at any time that action is required as determined by the committee chair.
- A quorum shall consist of the chair, 3 curators and, 1 other voting member.
- Minutes and records of decisions shall be maintained and copies circulated for all committee meetings.
- Documents pertaining to submissions to the agenda shall be received by committee members no less than 24 hours before presentation.

APPROVAL PROCESS -HISTORICAL ASSESSMENTS

- A curator will present research proposals for Historical Assessments or update to a previous Historical Assessment to the committee for comment and approval. Once approved, the proposal will then be included in the 5-year Historical Assessment schedule in the CSTMS Annual Corporate Plan. It is understood that this schedule is subject to revision due to changing human and financial resources.
- The completed Historical Assessment must be submitted to the committee by the curator for review by a minimum of 2 readers (1 internal and 1 external) recommended by the curator and approved by the committee.
- Readers' assessments must be submitted to the Chair via the Recording Secretary of the committee.
- Revisions recommended by the readers must be addressed prior to presentation of the Historical Assessment to the committee for acceptance or rejection.
- On completion of the readers' revisions, the curator's recommendation and acceptance

by majority vote of the committee, an Historical Assessment is considered approved.

- Upon committee approval, Historical Assessments must be submitted in print and electronic format to the Recording Secretary of the committee who shall then deposit copies with the originating Museum's Library.

APPROVAL PROCESS - COLLECTION ASSESSMENTS

- Collection assessment reports will be tabled at the Collection Development Committee. Curators will provide an oral summary of the report to the Committee for discussion. It will be considered accepted upon recommendation of the committee and final approval of the Chair.
- Upon approval, the Collection Assessment must be submitted in print and electronic format to the Recording Secretary of the committee.

REFERENCE DOCUMENTS

Corporate Policy on Collection Development and Management, April 1998

Acquisition and Incoming Loan Directive, December 1993

Deaccessioning and Disposition of Artifacts Directive, December 1993

Instructions to Authors: Historical Assessments, April 1998.

Corporate Policy on Research (NEW = 2006)