

## Lake of the Woods Museum Exhibition Policy



<b>Section</b>	<b>Date</b>	<b>By-Law Number</b>	<b>Page</b>	<b>Of</b>
Lake of the Woods Museum	October 20, 2020	153-2020	1	7
<b>Subsection</b>	<b>Repeals By-Law Number</b>		<b>Policy Number</b>	
Exhibitions	N/A		LOWM-01-05	

### Introduction

The Lake of the Woods Museum's exhibits provide an important link between the community and its heritage. In the planning and presentation of exhibitions, the Museum will strive for accuracy of information, relevance to and inclusiveness of the community, effective communication, opportunities for learning, accessibility for all visitors, and the safe display of artifacts.

### Statement of Purpose

The purposes of The Muse are to:

1. Maintain a museum for the purpose of collecting, preserving, researching, exhibiting and interpreting the material culture, photographs and documents that best serve to illustrate the human history of this area, including the region's first people and the founding, settlement and development of Rat Portage, Kenora, Keewatin, Jaffray Melick and Lake of the Woods for the purpose of education, enjoyment and entertainment.
2. Maintain an art centre for the purpose of collecting, preserving, researching, exhibiting and interpreting the visual arts as defined by the Exhibit Policy and Collections Management Policy of the Douglas Family Art Centre.
3. Serve as a public exhibition centre for the visual arts, for the purposes of education, enjoyment and entertainment.
4. Promote, present and encourage activities in the visual arts.
5. Serve as a resource centre for local and area history and matters related to the organization's visual arts collection and presentation.

## Lake of the Woods Museum Exhibition Policy

<b>Policy Number</b>	<b>Page</b>	<b>Of</b>
LOWM-01-05	2	7

6. Encourage interest, appreciation and support of arts and history, and participation by presenting opportunities to engage, provoke and enrich.
7. Provide a significant tourist attraction which will encourage maximum use by the general public.

### **Themes**

1. Exhibition themes will reflect the Museum's Statement of Purpose and Exhibition Policy. The main theme will be to interpret and display artifacts and archival material pertaining to the human history of this area, including the region's first people and the founding, settlement and development of Rat Portage, Kenora, Keewatin, Jaffray Melick, Lake of the Woods and the immediate surrounding area.
2. The Museum is committed to being an active, relevant part of the community and, therefore, will attempt at all times to present exhibits that will educate, inform, and entertain the people of the community as well as visitors and tourists.
3. The Museum will offer a varied slate of both permanent and temporary exhibits each year.

### **Guidelines and Responsibilities**

4. Exhibits provided by the Museum shall meet the standards set out by the Canadian Museum Association's Ethics Guidelines.
5. Exhibits will be developed with attention to accuracy and objectivity.
6. The museum will, in its exhibition practices, abide by all municipal, provincial, and federal laws (e.g. fire code, Health and Safety, copyright, right to privacy, etc.).
7. The Museum will ensure the relevance, accuracy, and effective communication of each exhibit by:

## Lake of the Woods Museum Exhibition Policy

<b>Policy Number</b>	<b>Page</b>	<b>Of</b>
LOWM-01-05	3	7

- (a) Establishing clearly defined objectives and evaluating exhibits against those objectives;
  - (b) Using appropriate expertise which may include Museum staff, board members, volunteers, community members, consultants, or professionals;
  - (c) Carrying out extensive research.
8. All written material will be approved by The Muse Director or designate before the exhibition. Wording should be accurate and simple. All labels and graphics will have a professional appearance.
9. The Museum will provide in-house training and will encourage participation, when necessary and possible, in outside training programs that will equip staff and volunteers with the skills required for planning, designing, researching, developing, and installing exhibits.
10. The Museum will ensure that the exhibits are safe for both staff and visitors by:
- (a) Placing hazardous materials in locked display cases;
  - (b) Adequately supporting, securing, or providing barriers against heavy objects or moving parts that could cause injury.
  - (c) Training staff in the safe operation of exhibits if, for instance, there is machinery involved.
  - (d) Meeting legislated requirements in the handling and display of firearms.
11. The Museum will ensure that exhibits effectively encourage and promote learning and enjoyment through:
- (a) Providing a variety of interpretation methods to meet a range of visitor needs, whether it be through an exhibit guidebook, guided tours, mobile tours, educational programming, dramatic interpretations, etc.
  - (b) Regularly replacing artifacts in permanent exhibits with other examples from storage, to refresh the exhibits for the community's enjoyment, as well as for conservation purposes.
12. The museum does not guarantee the display of the artifacts in the collection in any given year.

## Lake of the Woods Museum Exhibition Policy

<b>Policy Number</b>	<b>Page</b>	<b>Of</b>
LOWM-01-05	4	7

- (a) Only those objects that illustrate and relate to a chosen theme will be displayed.
  - (b) All objects chosen for display must be in stable condition, catalogued, and installed in a safe manner.
  - (c) No object will be allowed to deteriorate visibly while on display.
  - (d) No donation will be placed on exhibition permanently.
13. It is not the common practice of the Museum to include the donor's name with the artifact on display.
14. Decisions about the display of any sacred artifacts entrusted to the museum's care will be made by The Muse Director and, if necessary, in consultation with the Indigenous Advisory Committee and/or the Museum Advisory Committee.

### **Conservation**

15. The Museum will ensure that exhibition methods adhere to the standards of accepted conservation practice.
16. The Museum ensures that exhibit preparation activities that are harmful to artifacts are carried out in an area that is isolated from the collection, specifically display and storage areas. Such activities would include those that produce dust, excessive heat or vibrations, and those that involve solvents or aerosols.

### **Accessibility**

17. The Museum will endeavour to ensure that all exhibits are accessible and capable of being used and enjoyed by visitors of all ages and abilities.

### **Finances**

18. A portion of the Museum's annual operating budget will be allocated for both permanent and temporary exhibit development, design, construction, maintenance and evaluation.

## Lake of the Woods Museum Exhibition Policy

<b>Policy Number</b>	<b>Page</b>	<b>Of</b>
LOWM-01-05	5	7

### **Sponsorships**

19. Sponsorships may be sought to assist with exhibit presentation or related expenditures. A list of potential businesses must be approved by The Muse Director, and if necessary, The Muse Board, prior to the request for sponsorship being made. Sponsors or other sources of funding which are deemed unacceptable by The Muse Director or Board will not be approved. An appropriate level of recognition will be determined on a case-to-case basis with sponsorships.

### **Temporary Exhibits**

20. Temporary exhibit space is allocated for in-house exhibits, travelling exhibits from other institutions, or exhibits by individuals or community groups.
21. The Museum Staff will select the temporary exhibits and set the schedule for those exhibits, striving for a balance of themes and endeavouring to select a series of exhibits that will appeal to a broad audience. If required, by Staff or Board, the schedule of exhibits will be reviewed by the Museum Advisory Committee and/or the Board.
22. To determine the eligibility of temporary exhibits, the following criteria will be used:
  - (a) Is this exhibit in accordance with the Museum's Statement of Purpose?
  - (b) Is this exhibit in accordance with the Museum's Exhibition Policy?
  - (c) Does this exhibit express the values of The Muse – respect, excellence, integrity, creativity, courage, and stewardship?
  - (d) Will this exhibit inspire the community to explore its heritage?
  - (e) Does this exhibit advance the goals of The Muse Strategic Plan, i.e.
    - Will it lead to community engagement and partnership?
    - Does it represent the cultural diversity of this community?
    - Is it inspirational?
    - Will it raise the awareness and profile of The Muse?
    - Does it have the potential to broaden membership or attendance?
    - Is it innovative?
    - Does it assist the Museum in achieving organizational sustainability?

## Lake of the Woods Museum Exhibition Policy

<b>Policy Number</b>	<b>Page</b>	<b>Of</b>
LOWM-01-05	6	7

- (f) Will this exhibit introduce the Museum to a new audience? Who is the audience for this exhibit?
  - (g) How does this exhibit rate in terms of its benefit to the community and Museum compared to the effort needed to present it?
  - (h) Is this exhibit consistent with the quality of the Museum's other exhibits?
  - (i) Will this exhibit be a springboard for curriculum-based educational programming and other specific types of programming?
  - (j) Will this exhibit be an incentive for research, collecting, or improving collection management and storage in a particular area of the collection?
  - (k) Will this exhibit generate revenue through admissions, sponsorships, or gift shop sales?
  - (l) What are the expected outcomes from this exhibit?
  - (m) When would be the best time of the year to present this exhibit?
  - (n) Does this exhibit educate, entertain, encourage, energize?
23. Museum staff will be responsible for ensuring that museological standards and the Exhibition Policy is adhered to in the mounting of all temporary exhibits.
24. The Museum will be responsible for the advertising of temporary exhibits and an opening reception, if one is deemed necessary.
25. The exhibiting community group or individual is responsible for the transportation and delivery of the exhibit to the Museum.

### **Off-Site Exhibits**

26. The Museum may develop exhibits for display off-site as a means of outreach, where and when resources permit. In each case, an assessment will be made of the exhibit facilities (e.g. locked cases, environmental controls, light exposure, etc.) before approval is given for an off-site exhibit. A fee may be charged. A loan agreement for the exhibit will be executed prior to set-up unless the exhibit is to be under the care of the Lake of the Woods Museum while off-site.

## Lake of the Woods Museum Exhibition Policy

<b>Policy Number</b>	<b>Page</b>	<b>Of</b>
LOWM-01-05	7	7

### **Exhibit Maintenance**

27. The Museum staff will periodically review the permanent gallery and set priorities for areas needing upgrading or revision.
28. Regular inspections of all public spaces will be made to ensure that they are safe for visitors.
29. The Museum will ensure that the building and its systems are well maintained. This includes ensuring that visitors always enter a clean, well-maintained, welcoming gallery space that gives them a positive impression of the level of professionalism at the Museum and the kind of care it gives to its collection.
30. There will be regular monitoring of exhibit spaces for risks to the collection, such as pests, water, climate variations, poor exhibit techniques, etc.

### **Review**

31. The Exhibition Policy shall be presented by the Director to The Muse Board for review at a minimum of every three years.