

## Research Policy



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General	October 20, 2020	153-2020	1	5
Subsection	Repeals By-Law Number		Policy Number	
Research	N/A		MU-01-05	

### Scope and Priorities

1. The Muse's research program will be consistent with its statement of purpose, and will reflect the needs of the museum's community, site, collections, and public programming. To that end, the following scope and priorities of the research program are as follows:

#### History of the Area

Research specific to the history and development of Rat Portage, Kenora, Keewatin, Jaffray Melick, Lake of the Woods and the immediate area will be undertaken in the following areas:

- Anishinaabeg and Métis culture, history and life
- Exploration, settlement, and development of the area
- Natural history and regional geography. Specific enquiries from researchers are to be referred to the appropriate department of the Ministry of Natural Resources
- Archaeological research. Specific enquiries concerning archaeology to be referred to the Regional Archaeologist's office located in Thunder Bay
- Genealogical Research
- Architectural and Landscaping Research
- Social History
- Commercial and Industrial History
- Museum History

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### **Local/Regional Art History**

Research specific to the art history of this area will be undertaken in the following areas:

- Local and regional artists
- Art movements
- Arts organizations

### **Museum and Art Centre Activities**

- All information pertaining to individual artifacts or artwork, their significance, history, and historical and cultural context will be documented when the artifact or artwork is catalogued by the staff. cursory research will be conducted at the time of cataloguing to ensure proper identification and classification of the item.
- When developing displays, the themes will be researched and the appropriate artifacts or artwork chosen on the basis of this information.
- Research will be conducted for interpretation purposes and also for the development of educational programming.
- General research will be undertaken to provide further information for The Muse files, newsletter, exhibit guide, and other publications.

### **Research in Response to Public Need**

- Assistance will be provided to visiting researchers, and other in-person requests.
- Research assistance will be provided for those making requests by mail, fax, e-mail or telephone.

### **Museological and Gallery Research**

- Research will be undertaken to assist staff in the performance of their Museum and Art Centre duties like education, conservation, exhibit design, programming, public relations, administration, etc.

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2. Research activities at The Muse will be consistent with established professional standards and ethics as stated in "Ethics Guidelines" (Canadian Museum Association, 1999); and "The Code of Professional Ethics: (International Council of Museums, 1990) and will adhere to any applicable legislation including copyright and freedom of information and privacy.

### Resources

3. Research may be conducted by all staff, including summer staff.
4. The Director will ensure that there is a clean, well-lit space for staff and third-party researchers to carry out research.
5. The Director will ensure that sufficient staff time is scheduled to carry out The Muse's research program.
6. Funds will be budgeted annually for research purposes – e.g. purchase of reference books, upkeep of office equipment, photocopying, staff training opportunities, etc.
7. The Director will provide access to training in order to improve the research skills of both staff and volunteers.

### Access and Control

8. The Muse will allow members of the public to access its collections for research purposes, however, access to the artifact and art collection by the public is restricted to items on display unless an appointment has been made prior to the actual visit.
9. The Muse will not allow the removal by a private researcher of any artifact or artwork from its facility for research or documentation purposes, unless special arrangements have been made and approved by the Director.

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10. The Muse will respond to inquiries regarding its collection. The Muse staff will record the nature and scope of the remote inquiries and respond with a notice of receipt of the inquiry within five working days. Research undertaken by the staff on behalf of a researcher or in order to answer a public enquiry will be dictated by the availability of staff time.
11. Access to the artifact, archival and art storage area is restricted to The Muse staff who will retrieve the requested material, supervise the handling of it and store it again upon completion of the research. As a result of this supervision, access to the artifact, archival and art collection is dependent upon the availability of staff time.
12. Researchers will be encouraged to make appointments to use archival material. No appointments will be made outside regular museum hours.
13. A fee will be charged for any photocopying or photofinishing done.
14. If photographs of artifacts or artwork are requested and used in a publication, the researcher will do the photographing and will acknowledge the source with the following credit – “Lake of the Woods Museum, Kenora, Ontario” or “Douglas Family Art Centre, Kenora, Ontario”.
15. Release of information from government records deposited in the Museum is subject to the Freedom of Information Act and Privacy Act, and access to all records is subject to any restrictions that may have been placed on the material by the donor or source.
16. Other limitations to public access will be based upon:
  - fragility of the item
  - legal problems resulting from the release of information
  - lack of proper documentation or incomplete cataloguing of the item
  - restrictions that may have been placed by the donor

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**Publication**

17. The copyright of research undertaken and published by The Muse staff or volunteers on behalf of The Muse will be solely owned by The Muse, unless a written agreement has been signed prior to any research activity.

**Review**

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