

**Type:** Administrative**Authority:** CEO**Resolution No:** MAC-2018/09/18; BMPL 2018-168 on 9-20-18; POL-ADM.2018.93**Associated Documents:****Original Approval:** 9-18-2018**Amended On:****Reviewed On:** 5-19-2022**ADM.2018.93.1****Purpose**

The Purpose of Exhibitions are to convey the natural and cultural history as represented through the collection and research. All exhibitions have an educational component and are for the enjoyment of the public visiting the museum and through off site interpretive plaques and library showcases. The exhibits provide a valuable heritage link and reflects the community past, present and future.

**ADM.2018.93.2****Exhibition Planning**

1. The Curator, with the CEO will produce an Exhibition Plan which is time and budget bound.
2. It is the responsibility of the Curator, who shall be supported by the CEO to:
  - 2.1. ensure that the themes and number of exhibits are consistent with the museum's statement of purpose and the needs and interests of the communities it serves;
  - 2.2. demonstrate a commitment to accuracy and fairness, inclusivity and respect in exhibit presentation;
  - 2.3. demonstrate a commitment to ethical behaviour in exhibit presentation;
  - 2.4. reflect the conservation standards in exhibit design, materials and use of artifacts (See Conservation Policy POL-ADM.2018.92);
  - 2.5. meet municipal, provincial and federal legislative requirements that have an impact on exhibit presentation (e.g. safety codes, copyright, AODA).
3. The Exhibition Plan shall:
  - 3.1. be consistent with the museum's exhibition policy; conservation policy; education policy
  - 3.2. include an exhibition schedule comprising a mix of exhibit themes with longer and shorter running periods.
4. The CEO shall ensure that the Curator and their staff, including volunteers, involved in the planning, preparation and installation of exhibits have the necessary skills and training.
5. The Board shall provide an exhibit budget which allows for:
  - 5.1. development of exhibits;
  - 5.2. space and a building suitable for display of historical artifacts;
  - 5.3. accessible access to collections;
  - 5.4. Curator and staff wages;
  - 5.5. promotion and marketing;
  - 5.6. exhibit construction;

- 5.7. maintenance;
- 5.8. evaluation expenses.
- 6. The Curator shall ensure the relevance, accuracy and effective communication of each exhibit by:
  - 6.1. establishing clearly defined objectives and evaluating exhibits against their objectives;
  - 6.2. using appropriate expertise, including staff, volunteers, community groups, or consultants;
  - 6.3. carrying out sufficient research for a quality exhibition.
- 7. The Curator shall ensure that exhibit preparation activities that are harmful to artifacts are carried out in isolation from collection areas. Activities would include those that produce dust, excessive heat or vibrations, and those that involve the use of aerosols and solvents.
- 8. All exhibits should be a balance of enjoyment and effectively promoting learning through:
  - 8.1. providing a variety of interpretation methods to meet a range of visitor needs; and
  - 8.2. refreshing the exhibits for the community's enjoyment as well as for conservation purposes.

### **ADM.2018.93.3      Exhibition Safety**

- 1. Given that the Craigleith Heritage Depot is, in itself, a part of the collection as a designated heritage building; the BMPL will strive to make the building and all exhibits accessible and capable of being used and enjoyed by visitors of all ages and abilities.
- 2. The CEO through the Health and Safety staff of the BMPL shall ensure that exhibits are safe for visitors and staff by:
  - 2.1. adequately supporting, securing or providing barriers around heavy objects or moving parts that could cause injury;
  - 2.2. training staff in the safe operation of exhibits and machinery;
  - 2.3. meeting legislated requirements in the handling and display of firearms (if added to the collection).

