

**Type:** Administrative**Authority:** CEO**Resolution No:** MAC-2018/09/18; BMPL 2018-168 on 9-20-18; POL-ADM.2018.94**Associated Documents:** Collection Development Plan**Original Approval:** 9-18-2018**Amended On:****Reviewed On:** 5-19-2022**ADM.2018.94.1 Guiding Principles**

This Standard guides the planning and implementation of interpretive and education programs so that it provides meaningful, informative and accurate access to the museum collection, information and resources. This standard outlines the Museum's aim to ensure this policy meets the objectives of our guiding principles as set out in our mission and values as well as all applicable local, regional and provincial guidelines. The Board, CEO and Staff have responsibilities within this standard. The board to ensure that this standard is reviewed, CEO and Curator that it is implemented and monitored. As a tool for education, enlightenment and enjoyment education programs at the CHD will be accurate interpretations of the cultural and natural history of the Town of The Blue Mountains.

ADM.2018.94.2 Purpose

The Craigleith Heritage Depot will highlight the Town of The Blue Mountains' unique cultural, natural and industrial history through the acquisition of objects and archival materials pertaining to the area. The Craigleith Heritage Depot will interpret and educate using these materials in a way which best safeguards the collection while providing learning opportunities. the history of the Town of The Blue Mountains.

ADM.2018.94.3 Interpretation & Exhibition Education Responsible Party

1. The Museum Advisory Council has the authority to review and amend this document.
2. The CEO shall ensure that budget is available, through Board approval, in order for the activity to occur.
3. The CEO shall provide sufficient space and a safe and secure environment for interpretation and education programs.
4. The Curator shall have the responsibility to design, implement, and train staff and volunteers to conduct interpretation and education activities.

ADM.2018.94.4 Education & Interpretation Planning

1. Planning for educational activities and interpretation programs shall:
 - 1.1. ensure that the theme, content and format of interpretation and education programs are –
 - 1.1.1. consistent with the museum's statement of purpose as noted above;
 - 1.1.2. meet the needs and interests of the communities it serves.
 - 1.2. include annual priorities;
 - 1.3. consist of opportunities for a mix of school programs, public programs, and special events;

- 1.4. promote opportunities for understanding and appreciating the natural and cultural history of The Town of The Blue Mountains;
 - 1.5. demonstrate a commitment to accuracy and fairness, inclusivity and respect in interpretation and education programs;
 - 1.6. demonstrate a commitment to ethical behaviour in interpretation and education programs;
 - 1.7. demonstrate a commitment to meet conservation standards in use of artifacts; see policy POL-ADM.2018.94;
 - 1.8. meet municipal, provincial and federal legislative requirements that have an impact on interpretation and education programs (e.g. copyright, disability legislation).
2. The Curator shall:
- 2.1. ensure all staff involved in the development and delivery of interpretation and education programs, have the appropriate skills and training;
 - 2.2. ensure the relevance, accuracy and effective communication of its interpretation and education programs by:
 - 2.2.1. establishing clearly defined and measurable learning objectives and outcomes, and undertaking a process of program evaluation;
 - 2.2.2. using appropriate expertise – including staff, volunteers, community groups, or consultants;
 - 2.2.3. carrying out research to enhance the program which will add to the larger collective body of content. See Research Standards Policy POL-ADM.2018.95.

