



**Sheringham Point Lighthouse
Preservation Society**

**Archives
&
Collections Management
Policy**

December 13, 2016

ARCHIVES & COLLECTIONS MANAGEMENT POLICY

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ARCHIVES & COLLECTIONS MANAGEMENT POLICY

1. INTRODUCTION AND PURPOSES

In October 2015, the Sheringham Point Lighthouse was designated a National Heritage Lighthouse, under the auspices of the Heritage Lighthouse Protection Act. Subsequently, ownership of the Lighthouse was transferred from the Government of Canada to the Sheringham Point Lighthouse Preservation Society (in November 2015), under the auspices of the same Act.

With that transfer came the responsibility to care for and protect the Lighthouse in perpetuity to a standard that would be expected for any National Historic Site in Canada. Also, the Society's mission includes the intention to ensure public access to the Lighthouse and its surrounding lands, and to document and provide public education and information about the Lighthouse, its history and operations.

In achieving these goals, it is to be expected that, over time, the Society will – and should – acquire numerous documents, artifacts and other materials that will be pertinent to the Lighthouse and its history. As a diligent, responsible organization, the Society will endeavour to be good stewards of this material and, although it is anticipated the Society will remain predominantly a volunteer-based organization, it will strive to maintain these archival and artifact collections in as professional a manner as possible.

The purpose of this policy is to set out the scope of the archival and artifact collections, the criteria by which materials will be retained and disposed of, and the manner in which these materials will be used, managed and cared for.

2. POLICY STATEMENT

“The Sheringham Point Lighthouse Preservation Society will acquire, protect and conserve information, records and objects of educational, historical and cultural value that relate to or enhance the understand and appreciation of Sheringham Point Lighthouse.”

3. ARCHIVES

- a) The archival collection will contain:
 - i. historical documents, records and materials.
 - ii. documents, records and materials produced by the Society.
- b) Archival materials will include:
 - i. paper documents
 - ii. photographs and other images (any media, including electronic files).
 - iii. films and videos (any media, including electronic files).
 - iv. paintings and drawings (any media).
 - v. music and other sound recordings (any media, including electronic files).
 - vi. electronic files with pertinent content.
- c) The scope of the archival collection will include documents, records and materials that are:
 - i. of direct provenance or pertinence to Sheringham Point Lighthouse, its history and its operations.
 - ii. of pertinence to the local community and which provide context for the history, operations and development of Sheringham Point Lighthouse.
 - iii. of pertinence to other lighthouses in Canada or elsewhere and which provide context for the history, operations, development and better understanding of Sheringham Point Lighthouse.
 - iv. produced by the Society, and in accordance with the Society's Records Management Policy (see below).

4. ARTIFACT COLLECTION

- a) The artifact collection will include objects, equipment and materials that are:
 - i. of direct provenance or pertinence to Sheringham Point Lighthouse, its history and its operations.
 - ii. of pertinence to the local community and which provide context for the history, operations and development of Sheringham Point Lighthouse.
 - iii. of pertinence to other lighthouses in Canada or elsewhere and which provide context for the history, operations, development and better understanding of Sheringham Point Lighthouse.

5. SOCIETY RECORDS MANAGEMENT

- a) As the owner/operator/steward of Sheringham Point Lighthouse, the Society's operational record is of value as a fundamental part of the ongoing and still-developing history of the Lighthouse. While, for the most part, the Society's documents, records

and materials will be kept in the Society's operating files, there are certain documents, records and materials that, at appropriate times, should be transferred to the archives. These documents will include corporate and governance documents, key correspondence, published materials, operational reports, photographs and other documents and materials that significantly illustrate the purposes, policies and activities of the Society.

- b) The Society will adhere to a File Retention Policy that will govern which operational files will be retained, and for what period of time, in order to comply with functional and legal requirements for maintaining financial and other records. The Archival Policy and File Retention Policy will be compatible.
- c) As the Society currently has no significant physical base of operations (other than the Lighthouse structures themselves), and is not anticipated to have such facilities in future, space considerations for the storage of paper files is critical. Also, as it is the information contained in the Society's records which is of paramount importance (as opposed to the physical record itself) the Society adopts the following approach:
 - i. Except for those documents which, due to their nature, need to be retained in a paper format, Society documents will be retained as digital files.

6. GOVERNANCE AND MANAGEMENT

- a) The proper care and management of archival materials and historical artifacts is, in some respects, a highly technical, detailed discipline, requiring a wide range of specialized knowledge and expertise. As a small, predominantly volunteer-based organization, it is not expected that SPLPS will have the capacity to hire such specialized technical staff to manage its collections. Rather, the collections will be managed and cared for primarily by volunteers, with specific expertise brought in on either a volunteer or contractual basis as required.
- b) To ensure that the Society has, at all times, adequate specialized knowledge to properly and effectively manage its collections:
 - i. The Board will establish a Collections Management Committee, comprising three to five individuals/volunteers, at least one of whom will be a Director of the Society. The Committee will be authorized by the Board to make all necessary decisions, on an ongoing basis, with respect to the acquisition, care, use and disposition of the materials contained in the archives and artifact collections.
 - ii. The Committee will report directly to the Board as a whole, and the Board will retain the authority to review any decisions made by the Committee, upon a majority vote of the Board.
 - iii. The Board will allocate an annual budget for the committee to cover appropriate ongoing costs of storage, care, and use and disposition of the materials. Requests

for additional funds for acquisition or special circumstances will be addressed on a case by case basis.

- iv. The Board will ensure that its committee members, and other Society volunteers as appropriate, have access to educational materials, workshops and other training opportunities so that the Society always has in-house expertise (to a reasonable extent) in order to manage and/or oversee the management of the collections.
- c) Either the Chair of the Collections Management Committee or any Director of the Society is authorized to formally accept gifts of items for the Society's collections, on the recommendation of the Collections Management Committee.
- d) To facilitate effective management and use of the collections, the Society will acquire and use dedicated Collections Management software to keep track of all materials and related information.
- e) To the extent possible, the Society will strive to ensure broader public access to its collections by digitizing as much of the material as feasible, and publishing those digitized materials on the Society's website.
- f) The Society will seek to establish ongoing partnerships with like-minded organizations which have greater technical capacity, with the intent that archival materials and artifacts which cannot be directly displayed at the Lighthouse or in the Society's other facilities, and which are in need of specialized storage will be transferred (either by loan or gift) to those organizations.

7. ADDITIONS TO THE COLLECTIONS

- a) The Society will add materials to its collection at its discretion only, and in accordance with its collections criteria. The Society is under no obligation to accept gifts or bequests of any materials from any source.
- b) The Society will, as necessary, and at its discretion, either purchase materials for its collections, or accept them as gifts. Its preference, in all cases, will be to receive materials as gifts. It may also accept loans from other institutions, agencies or individuals, on a case by case basis.
- c) The Society will, upon request, provide tax receipts for the donation of materials. In accordance with the requirements of the Canada Revenue Agency, the Society will assess the value of donated materials less than \$1,000, and will require an independent professional appraisal for materials deemed to be greater than \$1,000 in value.

- d) Decisions on whether to accept materials into the collections will be made by the Collections Management Committee, with the support of the Board as required, using the following criteria:
 - i. Materials that are within the scope of the collections, as outlined in sections 3 and 4 above.
 - ii. The physical space required for the proper and effective storage, use and/or display of the material.
 - iii. The nature of the care required for the material, and whether or not that care is within the technical or financial capability of the Society.
 - iv. Whether or not the material would be suitable/acceptable for donation (or loan) to another institution or agency, if it is deemed that the Society is unable to acceptably care for the material.
- e) All materials accessioned by the Society will be accompanied by a Deed of Gift form or Deed of Sale form, as appropriate. (See section 11 below).

8. REMOVALS FROM THE COLLECTIONS

- a) From time to time it may be necessary to remove items from the collections, due to space limitations, acquisition of other materials (redundancy), changes in care requirements (e.g. serious or irreparable damage), relevance, or other issues pertinent to the Society.
- b) Prior to a decision being made on disposition, the Collections Management Committee will consider all options for retaining information or historical or educational value from the item(s) to be deaccessioned, including such things as photography, further research, and dismantling (to retain portions of the item). The Committee will also consider the preferred options for disposition.
- c) Items to be deaccessioned will be offered first to other museums, or to First Nations, as the Committee deems most appropriate. If neither of the above options are available, the item(s) will be offered to other non-profit societies, schools or other government agencies, as the Committee deems most appropriate.
- d) If none of the options listed in clause (c) above are available, and, if no tax receipt was issued for the item(s), the Society will offer to return the item(s) to the original donor.
- e) If none of the options listed in clauses (c) and (d) above are available, the Society will offer the item(s) for sale.
- f) If an item to be deaccessioned is not salable, or does not sell after a reasonable period of time, the Society may discard or destroy the item at its discretion.

9. USE AND CARE OF THE COLLECTIONS

- a) The Society maintains both archival and artifact collections in order to further the understanding and appreciation of the history of Sheringham Point Lighthouse, including its surrounding environs.
- b) Where appropriate, from both an educational and technical perspective (including consideration of the impact on the material) the Society will display certain materials in the Lighthouse Tower, the Engine Room, other facilities that may be on the Lighthouse site, or on the site itself.
- c) The Society will establish an appropriate storage facility or facilities, to the extent it is able, in order to provide adequate protection and care of the materials in its collections. Ideally, the storage facility will be temperature and humidity controlled.
- d) The Society will, upon request, and under the guidance of the Collections Management Committee, make its collections available to researchers, schools and others for educational purposes. All other access to the collections will be determined on a case by case basis, at the discretion of the Collections Management Committee.
- e) To the extent feasible, and in consideration of such factors as cost, copyright and sensitivity, the Society will digitize its records and materials, and post them for public access on its website.
- f) The Society will ensure, to the extent possible, that its collections are cared for in accordance with accepted archival and collections management standards, and will implement a cyclical cleaning and/or maintenance schedule for all items under its care.
- g) In accordance with clauses 6(c), 9(c) and 9(f) above, if in the opinion of the Collections Management Committee any item cannot be adequately cared for by the Society, efforts will be made to transfer the item to another institution or agency with the ability to care for that item.

10. PROCEDURES

- a) All acquisition and disposition decisions will be made by the Collections Management Committee in accordance with this policy, to the best of their ability, and will be documented in writing.
 - i. At the Committee's discretion, third party assistance may be sought.
 - ii. At the Committee's discretion, the Board of Directors may be consulted for advice.
- b) Any access to collections must be authorized by the Collections Management Committee. If any items are to be removed from the collections, for research, display or other reasons, that removal must be authorized by the Collections Management Committee and must be documented.

- c) All items in the collections will be monitored annually to assess their condition, and where appropriate and/or necessary will be cleaned, repaired or moved. Any repairs or moves will be documented.
- d) Digital files will be reviewed on an ongoing basis, to ensure they can be accessed, and that the storage medium is still viable and functional. Due to the short life-span of much computer software and hardware, all digital files will updated, as required, at least every five years. At least every ten years, all digital files will be relocated on to new storage hardware.
- e) Standard forms will be developed in order to manage input and consistency of information to be recorded with respect to the collections. (See section 11 below).

11. FORMS

- a) **Accession/Information Form**
This form is to be used to collect as much information from the donor/source as possible when an item or items are offered to the Society for inclusion in our collections. It will be used by the Collections Management Committee to determine whether or an item can be accepted into the collection. If the item is accepted for the collection, the information collected will enhance the historical value of the item, and will be transferred to the collections management database as appropriate.
- b) **Guide for Completion of Accession/Information Form**
This guide will accompany the Accession/Information Form and provides explanatory information and leading questions to enhance the completeness of the information collected.
- c) **Deed of Gift / Receipt Form**
When an item is accepted as part of the collection, this form will itemize the gift and the conditions of the gift, including the value assessed. If a third party appraisal was acquired, it should be attached to this form. This form will be duplicated, with one copy for the donor and one copy for the collection records. It will also serve as a (non-official) receipt for the donation. (Note: a separate Official Receipt, for income tax purposes, will also be issued for qualifying donations).
- d) **Loan/Temporary Removal for Use Form**
When an item is removed from the collection for loan to another institution or agency, or for any use other than for display by the Society or for the day-to-day use of the Collections Management Committee, this form will be used to indicate the purpose of the removal, by whom, where it is being loaned/used, and the duration of the removal. It also sets out the conditions and expectations set by the Society for the removal and use of the item.

e) Disposition (De-Accession) Form

When the Collections Management Committee determines that an item should be removed from the collection or transferred to another institution/agency, this form will be used to itemize the rationale for the decision and the method of disposition to be used.



Sheringham Point Lighthouse Preservation Society

Collections Management

ACCESSION/INFORMATION FORM

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Please see attached GUIDE FOR COMPLETION OF ACCESSION/INFORMATION FORM.

Date:		Accession #:		
Name of Staff/Volunteer:				
INFORMATION ABOUT THE DONOR/SOURCE				
Donor/Source Name:				
Donor/Source Address:				
Donor/Source Phone:		Donor/Source Email:		
INFORMATION ABOUT THE ITEM TO BE ACCESSIONED				
Item for Accession:				
Description of Item (<i>attach additional pages if required</i>):				
Dimensions (cm):	L:	W:	Ht:	Wt (g):
Condition (check one):	Excellent	Good	Fair	Poor
Provenance/History (<i>attach additional pages if required</i>):				



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ACCESSION/INFORMATION FORM

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Item:	Accession #:			
Current Location of Item:				
Additional Information:				
INFORMATION ABOUT THE GIFT/TRANSFER				
Purpose (check one):	<input type="checkbox"/> Unconditional Gift	<input type="checkbox"/> Conditional Gift	<input type="checkbox"/> Loan	<input type="checkbox"/> Sale
Conditions of gift/loan (if applicable):				
Appraised value: <i>(Note: if a third party appraisal has been acquired, please attach)</i>				
Agreed purchase price (if applicable):				
To the best of my knowledge, I certify that the information contained on this Accession/Information Form is correct and complete.				
Signature of Source/Donor:				

ON BEHALF OF THE SHERINGHAM POINT LIGHTHOUSE PRESERVATION SOCIETY, WE WOULD LIKE TO THANK YOU FOR OFFERING TO PROVIDE THIS ITEM TO THE SOCIETY FOR OUR ARCHIVE/COLLECTION.



Sheringham Point Lighthouse Preservation Society Collections Management

GUIDE FOR COMPLETION OF ACCESSION/INFORMATION FORM

Thank you for offering to assist the Sheringham Point Lighthouse Preservation Society in its mandate to protect the Lighthouse and to provide public education/information about the Lighthouse, its history and its place in the development of our community.

The historical significance of an artifact or a document greatly increases with the more we know about it. The Accession/Information Form is intended to gather as much information as we can to:

- a) Determine if we are able to add this item to our collection (according to our collections criteria, and our ability to properly care for and/or effectively use the item).
- b) Ensure the greatest historical value for the item that we can.
- c) Determine how best to use, interpret and care for the item, once accessioned.
- d) Provide advice regarding other options, should we not be able to accept this item.

Please be as comprehensive as possible, and please do not hesitate to ask the Society volunteers/staff for help. It would be our pleasure to work with you in completing this form (usually, it is filled out together). If there is not enough space on the form, please attach additional pages.

The following questions are intended to provide some guidance for the kinds of information we are seeking (not all questions will be pertinent for every item):

Donor/Source Information:

- Please provide information for at least one contact, so we may follow up as necessary. If you would like to provide information for more than one person, please attach an additional page.

Information about the Item(s) to be Accessioned:

- Please describe the item – what does it look like? what materials is it made of?
- How old is the item (when was it built/created)?
- Where was the item built/created?
- Who built/created the item?
- Has the item been changed/restored/repared in any way, over time? If so, how?
- What was the purpose of the item? How was it used?
- What is the current condition of the item? (please indicate by checking the appropriate box, and please provide any additional details).
- What are the dimensions of the item (if applicable)? – Length, width and height (in centimeters), and weight, if know (in grams or kilograms).

Provenance/History of the Item(s) to be Accessioned:

- What is the relevance/connection of the item to Sheringham Point Lighthouse?
- Was the item used at the lighthouse? If so, how was it used, when, and by whom?



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- Who was the original owner of the item? Who has owned it since then? How did it come into your possession?
- If the item was not used directly at the Lighthouse, was it used to support the construction and/or operations of the Lighthouse? If so, how was it used, when, and by whom?
- If the item was not used directly for Sheringham Point Lighthouse, is it pertinent to the local community? to other Lighthouses?

Location/Other Information

- Where is the item currently located?
- Is there anything we need to know/do in order to pick up/transfer the item?
- Is there any other information about the item you are able to provide that has not been covered above?

Information About the Gift/Transfer

Please note that some of these items may require further discussion, and it may not be possible to complete this section at this time.

- Please indicate whether this is an unconditional gift (which is the usual form of transfer), or whether it is a conditional gift, loan or sale (which would only be considered in special circumstances, and subject to discussions between us).
- If it is conditional, please indicate the conditions of the gift.
- If it is a loan, please indicate the duration of the loan.
- If it is a sale, please indicate the agreed-upon amount of the sale.
- Appraised value – please indicate the appraised value of the item (note: under Revenue Canada rules, appraisals of value under \$1,000 may be done by the Society, and for values greater than \$1,000 an independent, professional appraisal is required). Note also, that the appraised value is not necessarily the same as the purchase value.
- Agreed purchase price – please indicate the purchase price (if applicable) that has been agreed upon between the Society and the current owner.

Signature

- Please sign the document once it has been completed to your satisfaction. The purpose of this is to validate and the source of information that will accompany this item, and will in itself become part of the historical record.

Should this item be accepted into our collection, a formal “Deed of Gift” transfer form will be completed. Also, if your gift qualifies for a tax receipt, a formal receipt will be issued that you will be able to use for income tax purposes. Once again, thank you for your support.



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Collections Management

DEED OF GIFT FORM / RECEIPT

By signing this form, I declare that I have full right and title to dispose of the item listed below, and I hereby unconditionally donate all of my rights, title and interest (including copyright) in this item to the Sheringham Point Lighthouse Preservation Society, for the use of the Society in its management of Sheringham Point Lighthouse.

Date:

Donor Name:

Donor Address:

Donor Phone:

Donor Email:

Item for Donation:

Accession Number:

Brief Description of Item:

Agreed value of Item:

(Note: if a third party appraisal was acquired, please attach it to this form).

May the donor's name be made public? Yes _____ No _____

Signature of Donor:

Signature of authorized Society representative:

Please note: an official receipt, for Income Tax purposes, will be provided separately.

ON BEHALF OF THE SHERINGHAM POINT LIGHTHOUSE PRESERVATION SOCIETY, AND ALL THOSE WHO WILL BENEFIT FROM YOUR GIFT, WE THANK YOU FOR YOUR SUPPORT AND GENEROSITY.



**Sheringham Point Lighthouse Preservation Society
Collections Management**

LOAN/TEMPORARY REMOVAL FOR USE FORM

/1

Date:		
Name of Staff/Volunteer:		
INFORMATION ABOUT THE BORROWER/USER		
Borrower/User Name:		
Institution/Agency:		
Borrower/User Address:		
Borrower/User Phone:	Borrower/User Email:	
INFORMATION ABOUT THE ITEM TO BE LOANED/USED		
Item for Loan/Use:	Accession #:	
Condition <i>(Please note any specific issues relating to the condition of the item):</i>		
INFORMATION ABOUT THE LOAN/USE		
Purpose:		
Duration:	Start date:	End date:
Location (where is the item to be used/stored):		
Additional Information:		



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LOAN/TEMPORARY REMOVAL FOR USE FORM

/2

Item for Loan/Use:	Accession #:
CONDITIONS OF LOAN/USE	
<ul style="list-style-type: none"> The borrower/user agrees to provide appropriate and adequate care and protection for the item, and assumes all precautions against theft, vandalism, and environmental exposure. The borrower/user agrees not to clean, repair, restore or otherwise alter the item in any way without prior permission from the Society. As appropriate, and in consultation with the Society, the borrower/user is responsible for providing adequate insurance for the item The borrower/user agrees to pay all costs related to transportation, packing and security to enable the loan/use of the item. Should the borrower/user display the item for the public, a label indicating "On loan from the Sheringham Point Lighthouse Preservation Society" will be displayed with the item. Any photograph or reproduction of the item in any medium shall be for research, educational or record-keeping purposes only, unless previously agreed to by the Society. The Society retains copyright over the item, as appropriate. The borrower/user will provide the Society with a copy (or link, as appropriate) of all public uses of the item. The item will be kept in the possession of the borrower/user, and will not be further loaned to or provided for the use of third parties. The item will be returned to the Society, in the same condition as it was loaned, on the return date specified, unless prior written permission has been received from the Society. The borrower/user agrees to pay any costs associated with damage, deterioration or loss created by the use of the item, unless agreed to otherwise by the Society. 	
Appraised value (for insurance purposes):	
<p>I have read and accept the conditions outlined above and agree with the information provided in this document.</p> <p>Signature of Borrower/User:</p>	

To be completed by an authorized representative of the Society upon return of the item.

The item identified above has been received by the Society:

With no condition issues
 With the following condition issues:



**Sheringham Point Lighthouse Preservation Society
Collections Management
DE-ACCESSION/DISPOSITION FORM**

Date:	Accession #:
Name of Staff/Volunteer:	
Item for De-Accession/Disposition:	
Donor/Source:	
Appraised Value:	
Reasons for de-accession:	
Method of disposition:	
Cost of de-accession:	
Revenue from de-accession:	
I certify that all considerations with respect to deaccession and disposition of this item have been made, in accordance with the Society's Archives and Collections Management Policy	
Signature of authorized representative:	