



Board Procedure #100.0 Museum and Archives

Document Integration Project Format

The York Region District School Board supports the development, operation and maintenance of a museum and archives that preserves historical artefacts and documents relating to the Board and the history of public education in York Region.

Procedure Definitions

Acquisition and Deaccessioning

Acquisition and deaccessioning refer to the processes of building a museum and archives collection that is representative, and adheres to ownership and privacy requirements and the removal of artefacts from the collection when they are no longer deemed appropriate.

Archive

An *archive* is a museum of documents and records.

Artefacts

Artefacts are items that have been accepted into the museum and archives and have been numbered, catalogued, preserved and made available for research and exhibit purposes. Examples include, but are not limited to, the following: furniture, paintings, audio recordings, school/office supply, textbooks, yearbooks, trophy, plaque, honour role, photographs, brochure/newsletters, minutes, blueprints, agendas, course directory/calendars.

Collection

Collection is an inventory of artefacts that reflect the history and growth of public education in York Region. The collection reflects the legislative and privacy mandates set by various levels of government in Canada.

Heritage Schoolhouse

The Heritage Schoolhouse is the current structure that houses the Museum and Archives; Heritage Schoolhouse programming provides teachers with the opportunity to allow student access to historical recreation of education as it was in the past.

Museum and Archives Advisory Committee

Committee chaired by the Curator, consisting of elementary and secondary principal(s), a manager, Curriculum and Instructional Services staff, MFIPPA and Information Technology staff, and a field superintendent that advises the Museum and Archives staff on all matters relating to the Board Museum and Archives.

Responsibilities

The Associate Director of Education shall:

- ensure that funding is available for the maintenance of the Museum and Archives.

Plant Services shall:

- ensure that the location provided for the Board Museum and Archives will allow the proper preservation of material (e.g., climatically controlled and adequate to allow for the collection to be maintained in one spot); and
- in conjunction with the Board Curator, develop and institute a Disaster Recovery Plan.

Superintendent of Curriculum and Instructional Services shall:

- ensure the responsible use of the Museum and Archives property;
- establish, maintain, oversee and manage the Board Museum and Archives;
- hire and supervise the Museum and Archives curator and staff;
- ensure that the Board Museum and Archives support the curriculum, specifically historical literacy, by providing teachers with access to primary source materials for use in curriculum delivery;
- ensure that the collection is widely known and accessible to Board staff, students and the public; and
- ensure that the Museum and Archives meets educational needs.

The Museum and Archives Curator shall:

- manage the collection according to national standards for museums and archives including;
 - manage the physical acquisition and deaccessioning procedures,
 - maintain acquisitions documentation,
 - monitor storage and handling of artefacts to current museum and archival standards,
 - provide preventive conservation and restoration as necessary,
 - ensure safe access for students, staff, members of the public, and
 - that artefacts are made available in a manner that ensures their preservation for future access;
- collect and receive objects and determine suitability for acquisition;
- create and monitor guidelines internal to the Museum and Archives;
- identify suitable artefacts and documents for the Museum and Archives in cooperation with the Assistant Manager of Records Management Services/*Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*;
- oversee digitization and monitor electronic use of the collection;
- provide access to Board staff and the public, and encourage use of the collection in order to improve their understanding of the impact of public education on community life and development;
- in cooperation with Curriculum and Instructional Services, develop curriculum programs appropriate to the Ministry of Education curriculum expectations and provide instruction and programming to students in conjunction with their teachers as requested;
- ensure that the programs of the Museum and Archives reflect the goals of the Board Plan for Continuous Improvement and develop historical literacy for students;
- approve and coordinate internal Board exhibitions and for external purposes as required;
- develop and maintain programming for students to experience the Heritage Schoolhouse;
- create, manage and be a member of the Museum and Archives Advisory Committee; and
- ensure adherence to the Boards' privacy policies.

The Museum and Archives Staff shall:

- liaise with principals and managers around the creation of an in-school process for the monitoring and donation of items to the Museum and Archives;
- arrange for access to curriculum programming;

- be members of the Museum and Archives Advisory Committee; and
- ensure that historical literacy is built into the experience of students visiting the Heritage Schoolhouse or engaged in programming offered by Museum and Archives staff, either during school visits, talks or in digital format, in turn providing increased student engagement.

The Assistant Manager, Records Management Services/MFIPPA shall:

- identify suitable documents for the Museum and Archives from Records Management Services, in cooperation with the Curator of the Museum and Archives;
- receive items and determine their suitability for consideration for acquisition related to Records Management, in cooperation with the Curator of the Museum and Archives;
- provide access and privacy support to the museum and archives staff; and
- be a member of the Museum and Archives Advisory Committee.

Principals and managers shall:

- provide staff with knowledge of the Museum and Archives and of the programs available;
- ensure that Board materials and records of archival value are vetted through the Assistant Manager, Records Management Services/MFIPPA and the Museum and Archives Curator, and that they are maintained or disposed of appropriately;
- ensure representation from their respective groups on the Museum and Archives Advisory Committee; and
- ensure awareness of the importance of the preservation of archival records and material culture.

Teachers shall:

- have access to Heritage Schoolhouse and Museum and Archives curriculum programming to supplement student literacy skills;
- ensure historical literacy is part of the student experience during all lessons focused on topics of historical interest; and
- work cooperatively with Museum and Archives staff to plan and implement effective programming for students.

Staff shall:

- ensure that records and other historically significant materials related to the Board and York Region public education are retained and assessed for inclusion in the Museum and Archives by the Assistant Manager, Records Management Services/MFIPPA and the Museum and Archives Curator.

Department

Curriculum and Instructional Services

Procedure History

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It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.