

## **EXHIBITION POLICY**

### **Mission Statement**

Windsor's Community Museum inspires passion, arouses curiosity and promotes learning about the unique history and the natural, social, technological and cultural development of the City of Windsor and area for the benefit of our community and our visitors. The museum will acquire, preserve, document, illustrate and promote this history.

### **Objectives**

The museum will exhibit the collection to communicate to the visitor the significance of the unique history and the natural, social, technological and cultural development of the City of Windsor and area.

- a) Exhibit themes and objectives will be developed in accordance with the *Mission Statement*, and will serve to arouse and maintain interest in the heritage of the area.
- b) The exhibit development process will involve the establishment of exhibit objectives, as well as evaluation methods (formative and summative) that measure achievement of these objectives.
- c) Long and short-term exhibitions will be installed to showcase the collection in a meaningful and educational manner. Exhibitions may be on-site or off-site or virtual.
- d) Artifacts on exhibit will receive proper handling, cleaning and care in order to preserve their integrity, in accordance with the *Guidelines and Standards for the Community Museums in Ontario. Canadian Conservation Institute Notes* (CCI Notes) will be consulted as to proper exhibition practices for artifacts on display.
- e) Artifacts shall be rotated for the purpose of conservation, as is deemed necessary by their composition.
- f) Traveling exhibitions from other institutions are to be encouraged providing that they complement the subject matter of the museum, and that they do not disrupt the normal activities or financial capabilities of the museum.
- g) Exhibitions by private citizens, outside interest groups and school groups, may be displayed, providing that the Curator or designate has full authority governing the terms of the agreement, including time, content, promotion, interpretation, installation and security. These exhibitions must complement the subject matter of the museum, and may not disrupt the normal activities or financial capabilities of the museum.
- h) Time and a portion of the budget shall be allocated to update, maintain and plan new exhibitions, and to ensure staff have access to up-to-date training in exhibitions.
- i) The Museum will ensure that exhibition spaces meet existing Building Code and Fire & Health and Safety regulations.
- j) The museum encourages the community to submit ideas for exhibitions.

Windsor’s Community Museum Policies

- k) The Museum ensures that exhibitions are planned with the participation of all relevant museum personnel and community members.
- l) The museum does not guarantee to display all the artifacts in the collection in any given year.
- m) Artifacts on exhibit shall be given labels in the event they are not identifiable; however, the donor’s name is not guaranteed to appear on the identifying label.
- n) All written text will be approved by the Curator, and will be accurate and simple. Labels must have a professional appearance, whether they are printed or typed, and must be consistent with lettering styles and font sizes chosen by the museum. Text must be clearly visible.
- o) Exhibitions will be developed in compliance with AODA (Accessibility for Ontarians with Disabilities Act)
- p) Exhibit information can be provided in a variety of formats (e.g. text, photos, maps, music, video, audio recordings, internet, live performance, etc.) to address a variety of learning styles.

<p><b><u>Approval Date</u></b></p>	<p>September 1, 2008 (museum transitioned to governance by City of Windsor – transition plan passed by council as part of CR327/2007)</p>
<p><b><u>Amended</u></b></p>	<p>October 9, 2013 approved by Social Development, Health and Culture Standing committee – M400-2013; approved by city council November 4, 2013; As part of Report 320 Social Development, Health and Culture Standing committee revisions approved July 8, 2015; Adopted by Council at its meeting held August 4, 2015 [M325-2015]</p>