



## **SPORTS MEMORABILIA COLLECTION STANDARD POLICY**

<b>SECTION:</b> Community	<b>EFFECTIVE DATE:</b> February 27, 2023
<b>RECOMMENDATION NO.:</b> GC3-23	<b>COUNCIL APPROVAL:</b> Res. No. 41-23
<b>SUBJECT:</b> Sports Memorabilia Collection Standard	<b>POLICY NUMBER:</b> Community-01

### **POLICY**

This collections management policy sets forth the goals of the Town and the Community with respect to managing its Sports Memorabilia Collection. The policy outlines responsibilities and set standards for Sports Memorabilia Collection related activities.

The Town is the repository for a large number of Sports and related Memorabilia which has been amassed over time, and which includes:

- Trophies.
- Banners.
- Plaques.
- Photographs.
- Original Art (sports-related); Cross-reference, Public Art Policy (2010) and Public Art Inventory (2012).
- Badges.
- Various sports-related artifacts.

### **OBJECTIVE**

To celebrate and display items of individual and team achievement in sport and leisure, significant to Huntsville for the awareness and enjoyment of local and visiting patrons. The Sport Memorabilia Collection Standard Policy guides the acceptance or decline of items, notes ownership and control of inventory, condition and location of such items. The Town of Huntsville owns the items displayed, and the display cases and associated panels.

Items teams located in the Town's display cases are inventoried and kept up-to-date. These items are signed in and out for annual awarding, plaque engraving updates, etc. Control for this signing in and out is by the Town and the annually updated signing authority for the organizations.

The Town maintains a list of incoming loans such as Tournament trophies and banners, usually displayed for a one year period.

## SCOPE

The Sports Memorabilia-Collection Standard is two-fold:

1. To manage and display donated items; and
2. To have a mechanism in place to facilitate future donations

The displays incorporate authentic, relevant and historic information presented on museum-quality descriptive panels with artifacts (trophies, plaques, jerseys, etc.), interwoven with large reproduction heritage photographs of the facility, geography and related town images. The Sports Memorabilia Collection at the Canada Summit Centre is not meant to interfere with, or duplicate, the museum or archival work of any other town-owned Collections.

### **Defining the Sports Memorabilia Collection**

The Sports Memorabilia Collection consists of artifacts, awards and images related to sport in Huntsville, in particular sport which takes place in the Canada Summit Centre; Collection refers to artifacts on display, in storage, or in the process of accessioning. Collection management policies and procedures apply to all artifacts, regardless of the Collection. For the purpose of this policy, "sport" can also incorporate leisure and other cultural activities.

The Sport Memorabilia Collection is separated into the following three divisions:

#### **1. AWARDS**

- Awards have been earned by Huntsville teams and/or athletes, in any sports discipline;
  - Awards include trophies, banners, plaques, and badges of merit or achievement/participation.
- a) Banners may be accepted for display if they meet the following criteria, only:
- (i) Good condition.
  - (ii) Town of Huntsville Hosted-Event - i.e. U18 Women's Hockey Championship, Provincial Men's Curling Championship, 55+ Ontario Winter Games – these banners are the property of the Town and may be displayed in the Don Lough Arena, or elsewhere. Location and time period of display are at the Town's discretion.
  - (iii) Hockey, Lacrosse and Skating organizations that rent, compete and practice at Don Lough or Jack Bionda rinks in the Canada Summit Centre -- International, National, Provincial Championship – Finalist or Champion banners may be donated to the Town's Collection. Location, acceptance and time period of display are at the Town's sole discretion.
  - (iv) Hockey, Lacrosse and Skating organizations that rent, compete and practice at Don Lough or Jack Bionda rinks in the Canada Summit Centre - Finalist or higher achievement may be displayed for one year, concurrent with the next playing season. These items are returned to the lender following the display period.
  - (v) Organizations that rent, compete and practice at the Don Lough or Jack Bionda rink in the Canada Summit Centre may have their banners considered for display as space allows.
  - (vi) Participation banners are not eligible for display.
- b) PLEASE NOTE: Before purchasing any banner, teams/organizations/individuals are advised to check with Town Staff and provide the specifics of the banner including

dimensions, to find out if they will be accepted for display. We try to accommodate all reasonable requests as outlined above, space allowing.

## 2. PHOTOGRAPHS

- Team and various individual photographs.
- Heritage sports and facility photographs in the Muskoka Heritage Place collection, do not form part of this policy, but may be reproduced for display to tell the story of sport in Huntsville.
- Small photographs may be scanned to produce electronic versions for rotational display.

## 3. OBJECTS

- Items previously used /owned by individuals such as jerseys and equipment, personal awards

### Acquisitions / Accessioning

#### Criteria for Acquisition

The town will acquire artifacts that generally are complete and in good condition, and for which provenance or locality is well documented. The decision to acquire an artifact will be based upon the following considerations.

- Safety of item.
- Relevance to the mandate story of sport in Huntsville: past, present and future.
- Duplication of the item in our collection.
- Condition of the item.
- Ownership.
- History of the item/previous owner.
- Local significance.
- Any stories related to the piece.

**Ethics:** The Town of Huntsville is committed to responsible and ethical collections management procedures which meet municipal, provincial and federal legislative requirements relating to issues such as hazardous materials, illicit materials, firearms, repatriation of artifacts, human remains, privacy, copyright, trademark and patent law.

**Ownership:** All artifacts in the Collection must be the legal property of Town of Huntsville, Sports Memorabilia Collection. Donations of artifacts will be unconditional gifts, free of conditions on perpetual display.

**Purchases:** No purchases of artifacts will be made unless by express order by council, including funding.

The Sports Memorabilia Collection may have an annual operating budget set by Council, at Council's sole discretion.

**Documentation:** The Town will establish and maintain a comprehensive system of records that includes the following information: documentation pertaining to the provenance and legal title; correspondence; documents and other material pertaining to an accessioned item; accessioning and cataloguing data; photographic documentation; condition and conservation history; current location and loan records; de-accessioning information. Process is

outlined/cross reference to: Muskoka Heritage Place Collections Management Procedural manual for specific procedures. The electronic portion of the collections management system will be regularly backed up and stored off-site.

**Rights of Refusal:** Staff responsible for the Collections has the right to refuse any artifact for any reason, including the following:

- The Town does not have ability to display or store the item(s).
- The Town does not have adequate resources to inventory, conserve, research, interpret or exhibit in a safe manner according to generally accepted standards.
- The artifact does not support our purpose.
- The artifact is in unsuitable condition, is contaminated, or is a hazard to the collection or persons involved with the collection.
- The artifact is known or is suspected to have questionable legal or ethical pedigree.
- The artifact contains illicit material.
- The artifact is already well represented in the collection.
- The donor places restrictions on display of the donation.

**Not for Profit:** The Town will not acquire artifacts with the intention to dispose of or profit from items.

**Loans:** Incoming: Incoming loans are not encouraged unless the objects are required for a specific display, research or programming activity. The town may accept incoming loans for educational or exhibit purposes subject to conditions of the lender, and will extend to the borrowed material at minimum the same level of care it affords its own Collections.

Outgoing: Outgoing loans are not encouraged and will be considered on an individual basis. Loans may be made only to other institutions for educational or exhibit purposes providing the Town can be reasonably assured that artifacts will be properly insured and cared for. All expenses related to any outgoing loan including transportation, display and insurance will be the responsibility of the borrower.

**Archives:** Original photographs and archival documents will not be lent out. If digitized, reproductions may be made at the client's expense, as itemized under Town of Huntsville User Fees and Charges, Muskoka Heritage Place, as this may change from time to time.

**De-accessioning:** De-accessioning is the process of removal of an artifact or archival item from the Collection. The purpose of de-accessioning is to refine the Collection. De-accessioning will be initiated upon the recommendation of Town Staff responsible for the Collection.

**Restrictions:** Town Staff will first ascertain that no mandatory restrictions are attached to the gift. All de-accessioning will adhere to the applicable provincial and Canadian laws and international agreements and treaties.

**Reasons:** De-accessioning may occur for the following reasons:

- The item does not comply with the mandate.
- The item has deteriorated beyond usefulness.
- The item presents a risk to other artifacts or to persons.
- Due to storage restrictions, maintenance costs, or conservation requirements.
- The item is a duplication of a better example in the Sport Memorabilia Display Collection.

**Review:** Town Staff responsible for the collection through notes supplied to the Director of

Community Services and provided to Council, includes updates on the -accession and accession of recommended items.

**Documentation:** Documentation of de-accessions will follow Collection Management Procedures, including:

- An approved list in a de-accession register.
- A notification in red ink in the accession register entry for the de-accessioned item.
- A record of the justification and means of disposal of the item in its individual accession file.

**Means of Disposal:** Action in order of priority:

1st Donated, traded or sold to other similar institutions that will maintain the artifact in the public domain.

2nd Sold at auction, sold to dealers or to private individuals other than member of Town staff or governing committees. Such disposal will comply with relevant health and safety legislation and also with respect for the privacy of individuals. Artifacts may require evaluation by an external professional appraiser.

3rd Physical Destruction: Due to condition or risk, items may be destroyed or discarded in compliance with relevant health and safety legislation.

**Proceeds:** Proceeds of the disposition of de-accessioned items will be deposited to the Sports Memorabilia Reserve Fund and will be used to care for and/or improve the Sports Memorabilia Display Collection, only with the express consent of Council.

**Focus:** Town Staff responsible for the Collection will manage the Sports Memorabilia Display Collection to provide Customer Service excellence to Canada Summit Centre users.

The second-priority will be to engage and accommodate sport activities and organizations in Huntsville which are not already represented in the existing collection.

**Process:**

- Town Staff will follow the Sports Memorabilia Collection Standard Policy as updated from time to time.
- Town Staff will report to the Community Services Director.

**Liaison/Consultation with Sport Organizations:** Town Staff will consult as required with organized sport user groups, interested individuals and organizations, to share information, receive input and feedback toward continuous improvement.

**Consultation with Staff:** Town Staff responsible for the collection will collaborate with other department staff in consideration of the following functions and considerations:

- Property/design of vignettes, impact if any on building use.
- Facility/Custodial.
- Marketing.
- Sales/Facility Usage and Customer Response.
- Insurance/Security.
- Other individuals may be consulted for specific knowledge of sport, history, design or other matters as they may arise and be of interest.

## **RESPONSIBILITY**

**Director of Community Services** ensures Corporate Town of Huntsville policies and procedures are followed as they change over time.

**Manager of Recreation, Culture and Heritage** acts as lead on display initiatives, reporting to the Director of Community Services.

**Customer Service Manager, Canada Summit Centre** acts as customer/organization liaison for communication and timely response to requests to sign out items, ensure items are received back in timely fashion, in good condition.

**Collections Coordinator** acts as lead on all aspects of Collections Management and provides administrative support to the Manager of Recreation, Culture and Heritage.

## **APPENDICES**

1 - Sports Memorabilia Donation Form



Temporary Accession Number

Permanent Accession Number

## SPORTS MEMORABILIA DONATION FORM

(To be completed in full by donor – original to Town of Huntsville, copy to donor, copy with item file)

Donor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Be it known that I, (print Donor's name) \_\_\_\_\_ am the sole lawful owner of the item(s) listed below, and/or authorized on behalf of \_\_\_\_\_ (Organization) and do hereby transfer and assign to The Town of Huntsville all rights, title, copyright and interest in the artifact(s) listed below free and clear of all liens and/or encumbrances, in accordance with legislation of the Province of Ontario, Canada. In doing so, I understand and agree that The Town of Huntsville shall have full discretion as to use, display, And disposition thereof as it may deem to be in the best interests. This has been explained to me. (Initial)

The personal information you choose to provide on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The information collected will be used for the proper administration of the donated artifact(s). Questions about this collection can be directed to the Clerk's Department, Town Hall, 37 Main Street East, Huntsville, ON, P1H 1A1, clerk@huntsville.ca

Date: \_\_\_\_\_ Donor's Signature: \_\_\_\_\_

Witness (Name & Relation): \_\_\_\_\_

### ACCEPTANCE

The town of Huntsville Sports Memorabilia Collection Working Group will review the item(s) listed below in order to ensure the item offered for donation is appropriate for acceptance based on the Town of Huntsville Sports Memorabilia Collection Policy. If the item is not accepted for any reason, the donor will state whether he/she wishes to receive the donation back.

**YES**, please notify me to pick up the item(s) below

**NO**, you may dispose of the item(s) below

**ACKNOWLEDGEMENT**

The Town of Huntsville gratefully acknowledges the gift of the item(s) listed below. Provenance notes will be retained but please note that specific instructions/encumbrances/dispensations cannot be guaranteed. Please note that if a tax donation receipt is required, it is the onus of the donor to provide an acceptable valuation/sales receipt at the time of donation.

Date: \_\_\_\_\_ Town Authorized Signature: \_\_\_\_\_

**DONATION DESCRIPTION** (List of items and history/provenance, use reverse or more paper as required)

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