

TOWN OF HUNTSVILLE - COMMUNITY SERVICES

Sports Memorabilia Collection Standard Policy

All Community Services policies will be consistent with current Town of Huntsville policies. If any discrepancy occurs between this departmental document and any written policies in effect for the Town of Huntsville, the Town of Huntsville Policy will take precedence, and this policy will be amended for conformity. Any and all changes proposed to this policy must be approved by council. Should this policy be altered, the amended version will be duly processed via committee and council and noted in the public record.

The Sports Memorabilia Collection is a separate holding from other collections owned by the town: notably Muskoka Heritage Place, Huntsville Public Library, Art in Public Places. This policy refers only to the Sports Memorabilia Collection.

Abbreviations used in this policy document:

- **The Town** refers to The Town of Huntsville and area
 - **SMD** refers to Sports Memorabilia Display (s)
 - **SMC** refers to Sports Memorabilia Collection
 - **Collection** refers to Sports Memorabilia Collection
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The purpose of this policy is to: *Celebrate and display items of individual and team sport, leisure and facility of significance for awareness and enjoyment to local and visiting patrons.*

The Sports Memorabilia project is two-fold:

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

The proposed displays will incorporate authentic and relevant historic and background 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 management and display at the Canada Summit Centre is not meant to interfere with, or duplicate, the museum or archival work of Muskoka Heritage Place or the Huntsville Public Library collection.

Sports Memorabilia Collection Management 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
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Defining the Sports Memorabilia Collection

The Sports Memorabilia Collection consists of artifacts, awards and images related to sport in Huntsville; collection refers to artifacts on display, in storage, or off the premises for approved purposes. Collection management policies and procedures apply to all artifacts, regardless of the division. For the purpose of this policy "sport" can also incorporate leisure and other cultural activities.

The 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

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
- Noted that many sport photographs are in the Huntsville Public Library collection, and may be accessed for display if deemed desirable

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

- 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 piece
- Local significance
- History of the owner
- Any stories related to the piece

Ethics: The Town of Huntsville is committed to responsible and ethical collection 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 does not have an operating budget line for expenses.

Display: In May 2011, the Town accepted a recommendation to fund the display of Sports Memorabilia in the Canada Summit Centre from a reserve fund. Cross reference CS 2011-17, May 4, 2011.

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; insurance records; 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: The Sports Memorabilia Collection Working Group (ad hoc) has the right to refuse an artifact for any reason, including the following:

- The town does not have adequate room to store the items
- The town does not have adequate resources to 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 unacceptable restrictions on the donation

Not for Profit: The Town will not acquire artifacts with the intention to immediately dispose, or profit from the disposal of them.

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 least the same level of care it affords its own collection.

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 User Fee Bylaw 2011-102, Schedule E "Muskoka Heritage Place reproductions", as the bylaw and fees may be amended 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 the Sports Memorabilia Collection Working Group.

Restrictions: The Sports Memorabilia Collection Working Group 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 SMD Collection

Review: The Sports Memorabilia Collection Working Group (ad hoc) through notes supplied to

Community Services Committee and provided to the Council of the Town of Huntsville must approve the de-accession of recommended items. *Note: all items currently on hand will likely not become part of the collection, 2012, and therefore will not require de-accession.

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

- Donated, traded or sold to other similar institutions that will maintain the artifact in the public domain
- 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
- As a courtesy, The Town may offer the return of a de-accessioned item to the donor, where there are no legal restrictions for such an action.
- Physical Destruction: because of condition or risk, 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 collection by acquisition.

TOWN OF HUNTSVILLE – COMMUNITY SERVICES
Sports Memorabilia Collection Standard Procedure

Structure: A volunteer ad hoc Sports Memorabilia Working Group will be named by the mayor to manage the Sports Memorabilia Collection in keeping with the Sports Memorabilia Collection Standard Policy. (Cross-reference CS 2012-07, March 12, 2012)

Proposed membership Sports Memorabilia Working Group:

- Chair, Community Services Committee, ex-officio
- Lay member, Community Services – Sports Association affiliation
- Lay member, Community Services – art/design affiliation
- Director, Community Services
- Manager Arts, Culture and Heritage
- Collections Co-ordinator, Muskoka Heritage Place

Recommended term:

- Concurrent with council term

Focus:

- The Sports Memorabilia Group focus will be to create accurate, interesting and visually pleasing display groupings to tell the stories of organized sports and celebrated sports individuals in Huntsville and area
 - The first-priority will be to manage and display the collection already on hand
 - 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:

- The Sports Memorabilia Group will follow the Sports Memorabilia Policy, March 2012
- The Sports Memorabilia Group will meet regularly to a work plan, or at the call of the chair, until the initial collection display project is completed (expected by end of 2012)
- Following the initial project, the Sports Memorabilia Group will meet once per quarter
 - schedule may be increased if a large number of items are offered
 - schedule may be adjusted if specialty items require discussion
 - the Sports Memorabilia Group will report to Community Services

Liaison/Consultation with Sport Organizations

- The Sports Memorabilia Group will meet and consult with all organized sport user groups, interested individuals and organizations to share information, receive input, and work toward consensus building
- It is expected that where warranted, the organizations will have a “current” display case made available to them which they will manage

Liaison/Consultation with Staff:

The Sports Memorabilia Group will consult with staff by having them attend committee meeting where warranted, or by written communication for the SMC record to answer questions and provide input in:

- 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



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 artifacts(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) _____

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 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)

