



Delhi Museum & Cultural Advisory Committee

RESEARCH POLICY

I Mission Statement

The Delhi Tobacco Museum & Heritage Centre is responsible for the acquisition, preservation, exhibition, interpretation and promotion of the unique economic, social, cultural, built and natural history of the former Township of Delhi & District through the collection, research and display of historic objects and related materials, while providing educational activities and inclusive experience programmes for the benefit and education of current and future generations.

II Scope and Intent

This policy has been developed to govern the use of the library, photographic, oral history, research and artifact collections of the Delhi Ontario Tobacco Museum & Heritage Centre.

- a) Research and access to the Museum's holdings is to be encouraged and promoted both from within the Museum, by staff, volunteers, and advisory committee members (*internal*) and from visiting researchers and/or other institutions (*external*) in a safe and secure environment.
- b) Researchers, both internal and external, will be given physical access to artifacts and archival resources at the discretion of the Curator-Director or designate under curatorial supervision.
- c) When researchers are given physical access to artifacts or archival holdings, a record of the researcher's name, contact information and inventory of the artifacts and/or archival resources used during the research shall be maintained.
- d) Artifacts and/or archival material used by researchers shall be checked and noted before the researcher leaves the premises.

- e) No archival materials or artifacts may be removed from the Museum, except in the case of display or as deemed appropriate by the Curator-Director or designate for the purposes of conservation or research.
- f) The on-site George Demeyere Library is not a lending facility, all materials are to remain within the Museum building, except as deemed appropriate by the Curator-Director or designate for the purpose of conservation or research.
- g) Library materials removed from shelving for research are to be re-shelved by Museum staff to ensure they are returned to their properly designated locations.
- h) The archival scrapbooks donated from the Ontario Flue-cured Tobacco Growers' Marketing Board (*OFTGMB*) are to be stored in locked lateral filing cabinets and will be made accessible for research purposes by request and under curatorial supervision.
- i) The Museum shall maintain a reference library related to the various aspects of museum work.
- j) The Curator-Director or designate reserves the right to decide what archival material may be copied, taking into consideration the condition of the article being copied. Copying of archival material will be done on site by the Curator-Director or designate under curatorial supervision. In certain cases, the reproduction of oversized documents and/or photographs may require additional processing time as they will require transport by Museum staff to the Norfolk County Planning Office for submission in sequence following the Planning Division's own project priorities.
- k) Fees will be established for photocopying and photographic reproduction.
- l) Taking photographs with flash photography of archival documents, photographs and artifacts, particularly light sensitive items and/or items on temporary loan from another institution or private collection will be at the discretion of the Curator-Director or designate under curatorial supervision.

- m) Smoking and/or consumption of food or drink is not permitted in research areas or when documents, photographs, artifacts, or the like are present.
- n) No permanent writing instruments are permitted near documents or other research material. Only pencils will be permitted.
- o) Notations on research materials are strictly forbidden.
- p) Archival research requests to be conducted by Museum staff and/or designated volunteers must be made at least two weeks in advance to allow for processing time.
- q) The Museum is familiar with provincial and federal privacy laws and working with the Municipality of Norfolk County has policies and procedures in place to ensure the appropriate collection, use and storage of personal information.
- r) Requests for archival information governed under the *Municipal Freedom of Information/Protection of Privacy Act* must be made in writing.
- s) Photographic credit must accompany all photographs used by other sources, and must state clearly:

*"Courtesy of the Delhi Tobacco Museum and Heritage Centre
Archival Collection, Delhi, Ontario,"*

Policy Review & Approval

The *Research Standards Policy* was last reviewed and approved by the Delhi Museum & Cultural Advisory Committee on Monday June 20th, 2016.

Signature: *Museum Advisory Committee Chair or Vice Chairperson*

Date

Signature: *Curator-Director Delhi Tobacco Museum & Heritage Centre*