



**1. GENERAL STATEMENT**

In accordance with its Vision, Mission and Values Statement (2012), the Whitchurch-Stouffville Museum & Community Centre (WSM&CC) will exhibit objects from its own collection, from other public institutions, or from private sources to communicate to the public the significance of the historical development, natural history, and material culture of our community. Exhibits will be designed to be engaging and relate to the community in a meaningful and educational manner.

**2. EXHIBITION PROGRAM**

**2.1 Commitment**

Exhibition is an integral part of the Museum's communication with the visitor. The WSM&CC will provide space for permanent and temporary exhibits in accordance with its Vision, Mission and Values Statement. These exhibits will reflect the collection and the community which the Museum serves. Budgetary and human resources shall be allocated yearly by the Museum for the preparation and maintenance of exhibits. Exhibits will be developed in accordance with the Museum's Collection Development, Collection Management, Conservation, and Education & Interpretation policies.

All exhibit presentations will abide by the Ethical Guidelines as published by the Canadian Museum Association (2006). In particular, the Museum shall not exhibit human remains. Objects considered sacred by any cultural, ethnic or religious community will not be exhibited without consulting appropriate experts in order to ensure that their inclusion is respectful and tasteful. The Museum's exhibitions will be developed in accordance with relevant municipal, provincial, and federal legislation such as copyright legislation, the legislated requirements for the handling and display of firearms, the AODA (Accessibility for Ontarians with Disabilities Act), and the Municipal Freedom of Information and Protection of Privacy Act.

**2.2 Themes**

In accordance with the Vision, Mission and Values Statement, exhibits will be developed which support the goals and objectives of the WSM&CC and, in turn, stimulate public interest and visitorship.

The WSM&CC encourages the community to submit ideas for exhibitions.

**2.3 Types**

Exhibition themes will be achieved through in-house general exhibits of either permanent, semi-permanent, or temporary duration; building or room restorations; open storage exhibition, and/or travelling exhibitions to or from

other cultural organizations or appropriate venues.

Exhibitions by private citizens, outside interest groups and school groups, may be displayed, providing the Supervisor/ 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 mission of the WSM&CC and may not disrupt its normal activities or financial capabilities. These types of exhibitions may be charged a nominal fee for display space – depending on the situation and at the discretion of the Supervisor/ Curator.

2.4 **Responsibility**

The development of exhibits will be organized and/or produced under the direction of the Supervisor/ Curator. Only those staff members, volunteers and/or contractors who have the necessary skills and training will be involved in the planning, preparation, and installation of exhibits.

3. **BUDGET**

The Manager of Culture & Community Services in consultation with the Supervisor/ Curator will prepare a budget for exhibitions as part of the annual operating budget. Staff costs associated with exhibition preparation, installation and maintenance are allocated under the operating budget for staff salaries; material costs under exhibit development and reproduction expenditure lines.

4. **PHYSICAL SPACE**

4.1 **Space Allocation**

The WSM&CC's site consists of one hectare of land, six heritage buildings and a storage shed. Three of the buildings: the Log Cabin, the Brown House, and Outhouse, have been restored as exhibits to reflect their nineteenth-century uses. The Barn has been reconstructed for use as an agricultural open storage exhibit. The Bogarttown Schoolhouse has a semi-permanent exhibit interpreting the one-room schoolhouse classroom experience. The public space in the Vandorf Public School holds a permanent exhibition interpreting the history & development of early Whitchurch and Stouffville. The Visitor & Community Centre has a dedicated exhibition space to hold a variety of temporary exhibits as well as a Discovery Room with visible storage providing additional interactive exhibits. The Storage Shed provides the potential for additional programming, exhibition space, and workshop space.

4.2 **Safety and Access**

The exhibition spaces within the WSM&CC shall meet all applicable building

code and fire safety regulations. Exhibit areas will be arranged to appear aesthetically pleasant while ensuring the highest level of historical or contextual authenticity. When designing exhibitions, every attempt will be made to provide access to people of all ages and capabilities and enable them to move comfortably. Rest areas will be provided throughout the facility to enhance visitor comfort.

All hazardous material and all objects that could cause injury will be installed in a manner to ensure the safety of the visiting public.

Demonstrations using historic techniques and/or equipment will be performed by appropriately-trained WSM&CC staff or volunteers. Hands-on activities for the public will be provided under the supervision of WSM&CC personnel. The facility will ensure that all personnel demonstrating firearms are appropriately trained, licensed, and insured.

**5. USE OF THE COLLECTION**

Items held in the Museum collection are not guaranteed to be exhibited. Only those artifacts which have been registered, catalogued, and show adequate stability in their condition reports, will be eligible for exhibition. The Supervisor/ Curator will be responsible for determining which artifacts are sufficiently stable for exhibition.

**6. CONSERVATION**

Exhibition techniques will ensure a safe and stable environment, in accordance with museological standards. No artifact shall be allowed to deteriorate visibly while on display. An inspection of all exhibit areas will be carried out in accordance with the WSM&CC's Conservation Policy to monitor the conditions and identify changes in the exhibition environment. Within the limitations of the exhibition space, the exhibit design will ensure protection from dirt, visitor handling, and/or excessive illumination, unless the object is part of the hands-on collection or has been purchased specifically for use in the exhibition (i.e. a prop).

**7. COMMUNICATION**

All educational materials or interpretive labels will be developed within the capabilities and financial scope of the WSM&CC.

Acknowledgement of financial contributions to or artifact loans for exhibits will be posted on a single gallery label when and as appropriate. Such acknowledgement will be mounted so as not to impair the mood of the exhibit or defame the artifact. Donors' requests for anonymity will be recorded and honoured.

**8. PRODUCTION**

Staff and volunteers involved in exhibition production will possess the required skills to produce a professional exhibit within museological standards and budgetary parameters. Sufficient space and equipment will be provided for staff to research, develop, and prepare exhibits effectively and safely.

All exhibits will be mounted in such a way as to ensure that the facility's security and life safety systems are not obstructed. Exhibit preparation activities that are harmful to staff and/or artifacts - such as those that produce dust, excessive heat or vibrations, and/or involve the use of aerosols and solvents, will be conducted in a safe workspace isolated from work and collection areas.

**9. INTERVAL OF REVIEW**

The Committee will review this policy every three years, or as needed

Committee Approval:        May 3, 2017  
   Previously: May 5, 2014, May 6, 2009, May 5, 2004

Council Adoption:        \_\_\_\_\_, 2017  
   Previously: June 24, 2014, June 23, 2009, May 18, 2004

Next Scheduled Review:    2020