

# Grey Roots' Collecting Plan Process



# Museum Standards

- Collections care is a **core responsibility** for all museums that own, care for or keep and provide access to collections in the public trust.
- Effective collections management ensures that the objects a museum owns, borrows, holds and/or uses are available and accessible to present and future generations.
- In plain language this means:
  - **KNOW WHAT STUFF YOU HAVE**
  - **KNOW WHAT STUFF YOU NEED**
  - **KNOW WHERE IT IS**
  - **TAKE GOOD CARE OF IT**
  - **MAKE SURE SOMEONE GETS SOME GOOD OUT OF IT. ESPECIALLY PEOPLE YOU CARE ABOUT. AND YOUR NEIGHBOURS.**

# 2004–2008 Unpacking 2008 – 2013 Unpacking, Inventory, Digitizing, Condition Reporting

Opened summer 2004 - Collections, Archives, Tourism Services and Exhibit Spaces



# Time and Staff Resources

- The project to inventory the museum's collection began in 2008, and took five years
- Seven years (2008 – 2015) to digitize all of the museum's artefacts
- Two years to edit the catalogue records and rate the artefacts (2014/2015)
- Two years to deaccession and dispose of 1,400 artefacts (2016/2017)



# BEFORE WRITING THE PLAN – #1 DO YOUR RESEARCH

- **WHAT DO YOU WANT TO LEARN/KNOW ABOUT YOUR COLLECTION?**
- Read as many collecting plans as you can get, even if they aren't purely museum plans (art galleries, zoos, specialized (archeology, ethnography) collections)
- **AAM Guide to Collections Planning**
- **Assistance with Writing a Collection Plan (Netherlands Institute for Cultural Heritage / Foundation for National Contact between Museum Consultants)**
- Museum Blogs (Centre for the Future of Museums, etc.)
- Thesis
- Museum Journals

# BEFORE WRITING THE PLAN

## — #2 QUERY AND QUANTIFY THE DATA

- **WHAT NEEDS TO BE DEACCESSIONED AND DISPOSED OF TO MAKE THE DATA COLLECTION STRONGER?**

### WITH WHAT REMAINS:

- **WHAT DO YOU HAVE?** Search by Lexicon – Hierarchical listing of terms
- Make sure object names/lexicon is accurate and correct
- Create lists and save them in Catalog Lists
- Collection by Category queries
- Collection by Classification queries
- **WHERE IS IT FROM?** Standardize fields for locations (Place of Origin, Found)
- **HOW (BY WHAT MEANS) DID YOU ACQUIRE IT?** (Received As query)
- **WHAT CONDITION IS IT IN?**

# BEFORE WRITING THE PLAN – #3 QUANTIFY THE DATA

**KNOWING YOUR MANDATE:**

**HOW IMPORTANT IS IT?**

- **Establish criteria for rating your artefacts** (Cultural-Historical Value to your Community, County, etc.)

# HOW IMPORTANT IS IT?

(establishing Cultural-Historical Significance)

- A – Top of County Cultural Heritage, artefacts that are irreplaceable and indispensable
- B – Artefacts that are not of paramount importance in cultural-historical value, but have great attraction or exhibit value
- C – Artefacts that fall within Grey Roots' collecting scope, but do not represent a great cultural-historic value
- D – Artefacts that fall beyond the collecting scope and are eligible for de-accessioning



# WRITING THE PLAN – #1 THE PREAMBLE

- **INTRODUCTION / HISTORY**
- **WHAT IS THE PURPOSE OF THE PLAN?**
- **WHO IS IT FOR?**
- **GENERAL PRINCIPLES**
- **THE PLAN OUTLINES RECOMMENDATIONS FOR STRENGTHENING THE COLLECTION**

# WRITING THE PLAN – #2 SETTING THE STAGE FOR COLLECTING

- **VISION/MISSION STATEMENT**
- **STRATEGIC OR BUSINESS PLAN?**
- **RELATIONSHIP TO OTHER POLICY OR PLANNING DOCUMENTS?**
- **DO PRACTICES MESH WITH THE COLLECTING PLAN?**
- **WHAT DOES THE COMMUNITY WANT TO SEE?**

# WRITING THE PLAN – #3 THE VISION FOR THE COLLECTION

- **BEST PRACTICES**
- **SUPPORTS AND IS CONSISTANT WITH VISION AND MISSION**
- **RELEVANT TO AUDIENCE / USERS**
- **UNIQUE TO GEOGRAPHICAL LOCATION AND HISTORICAL CONTEXT**
- **MEETS STANDARDS FOR ONTARIO MINISTRY OF CULTURE**
- **ETHICAL (CMA Ethical Guidelines)**
- **SUSTAINABLE GROWTH**
- **ACCESSIBLE**
- **PRACTICAL ACHIEVABILITY WITH RESOURCES ON HAND**

# WRITING THE PLAN – #4 OVERVIEW, ANALYSIS AND IMPLICATIONS FOR FUTURE COLLECTING

- **WRITE USING “QUERY AND QUANTIFY THE DATA” ANSWERS**

# GEOGRAPHY AND COMMUNITIES

- GIVE INFORMATION ABOUT WHERE YOU ARE AND WHO YOU SERVE

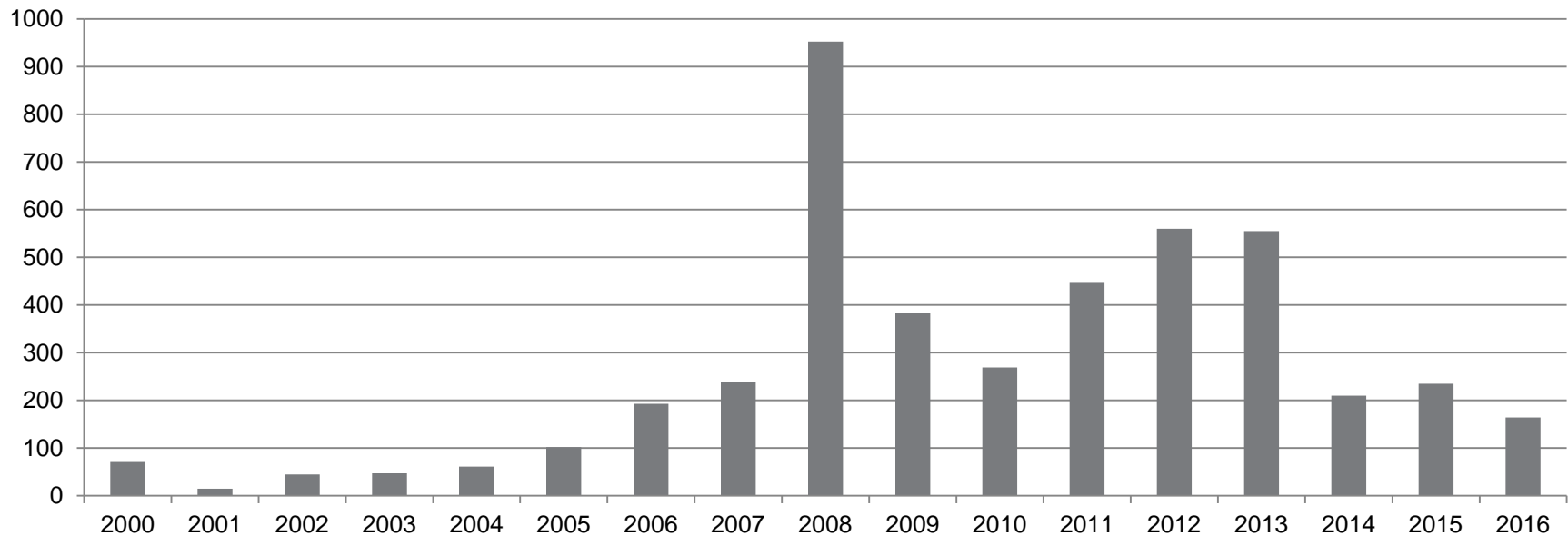


# WHAT THE COMMUNITY WANTS TO SEE

	1 (highest)	2	3	4	5 (lowest)	Total
Human history of the region	42.7% (32)	26.7% (20)	14.7% (11)	9.3% (7)	6.7% (5)	75
Pioneer settlement history	41.3% (31)	18.7% (14)	21.3% (16)	8.0% (6)	10.67% (8)	75
First Nations history	17.7% (12)	27.9% (19)	26.47% (18)	20.59% (14)	7.4% (5)	68
Art & culture	19.2% (10)	21.2% (11)	7.7% (4)	28.9% (15)	23.1% (12)	52
Agriculture	25.0% (10)	15.0% (6)	22.5% (9)	17.5% (7)	20.0% (8)	40
Architecture	0.0% (0)	27.8% (10)	22.2% (8)	22.2% (8)	27.8% (10)	36
Geology, botany, natural sciences	16.1% (5)	19.4% (6)	25.9% (8)	19.4% (6)	19.4% (6)	31
Entrepreneurs & inventions	0.0% (0)	18.5% (5)	29.6% (8)	29.6% (8)	22.2% (6)	27

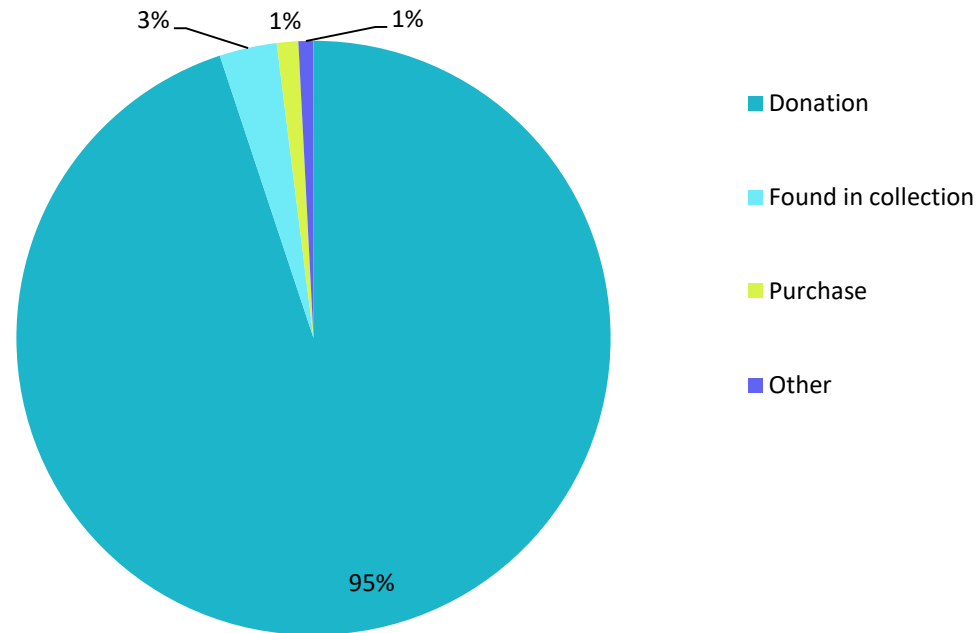
# GROWTH PER YEAR

**Number of Objects Added  
to the PAC per Year**



# HOW DID WE ACQUIRE IT?

How Grey Roots Has Aquired its PAC

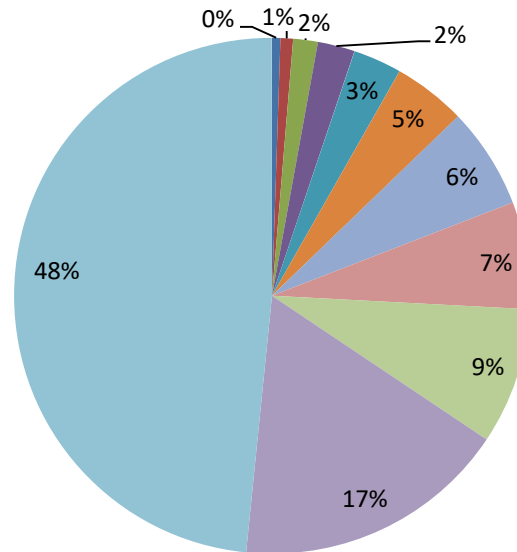




# WHERE DOES IT COME FROM?

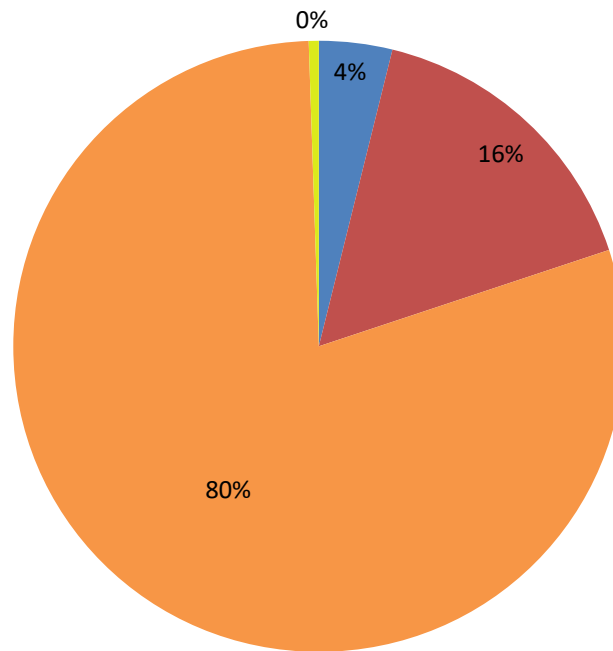
## Collection by Geography (Donor Residence)

- Hanover
- Municipality of Grey Highlands
- Municipality of West Grey
- Ontario (non-Grey County)
- Town of the Blue Mountains
- Township of Georgian Bluffs
- Grey County unspecified
- Owen Sound
- Township of Southgate
- Township of Chatsworth
- Municipality of Meaford



# HOW IMPORTANT IS IT?

## Collection by Cultural-Historical Value



■ A - Top of County cultural heritage, artefacts that are irreplaceable and indispensable

■ B - Artefacts that are not of paramount importance in cult-hist value, but have great attraction or exhibit value

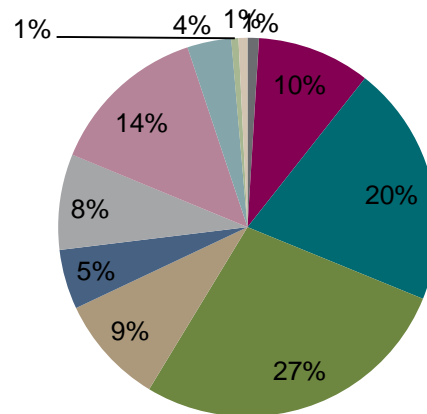
■ C - Artefacts that fall within Grey Root's collecting scope, but do not represent a great cult-hist value

■ D - Artefacts that fall beyond the collecting scope and are eligible for de-accessioning

# WHAT IS IN IT?

## Collection by Category

- Built Environment
- Furnishings
- Personal Objects
- T&E for Materials
- T&E for Science & Technology
- T&E for Communication
- Distribution & Transportation Artefacts
- Communication Artefacts
- Recreational Artefacts
- Unclassifiable Artefacts
- Natural History



# STRENGTHS, WEAKNESSES AND GAP ANALYSIS

- Geographically – Heavy on Owen Sound artefacts and light on Hanover and Town of the Blue Mountains artefacts
- Content – Heavy on T & E for Materials and Personal Artefacts, light on Recreational Artefacts and Natural History Artefacts
- Connections to other institutions and their collections (what are they collecting and/or easy to borrow? What is your relationship?)

# #5 CURATORIAL CHALLENGES

- Acquisition Priorities
- Conservation Concerns
- Storage Space (how much? Space usage, functional usage, other buildings)
- Staffing and skill sets
- Acquisitions Budget
- Implications of the above on future collecting
- Deaccession Priorities

# #6 OTHER COLLECTIONS

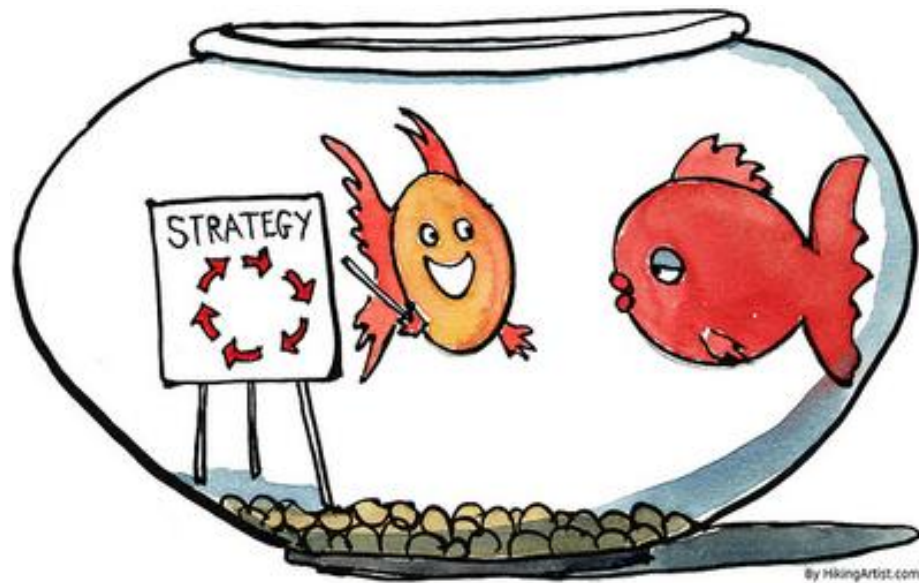
- Be clear about what is not part of the permanent artefact collection
- Who is responsible for these other collections?
- Where do they live?
- Are they inventoried?
- What is their accessibility? (Who gets to use them and under what conditions?)
- How do they impact the PAC?

# #7 TOWARD THE IDEAL COLLECTIONS

- Summary and recommendations (what, in an ideal world, should the collection(s) look like?)

# #8 IMPLEMENTATION STRATEGY

- Next steps and Assignment of Responsibility





# #9 EVALUATION

- Ongoing and/or yearly? based on criteria outlined in plan



# #10 REVIEWING THE PLAN

- Update the plan at regular intervals according to need/resources
- At the same time as deaccessioning?
- Keeps the Plan a living document and in mind



The logo for Grey Roots Museum & Archives is a circular emblem. The words "GREY ROOTS" are arched across the top, and "MUSEUM & ARCHIVES" are arched across the bottom. In the center, there are five vertical bars of varying heights and colors: a green bar on the left, a grey bar, a red bar in the center, a yellow bar, and a blue bar on the right. The bars are slightly curved at the top.