

Fort Sackville Foundation Exhibition Policy

Land acknowledgement: The Fort Sackville Foundation acknowledges the native peoples of the Mi'kmaq who were the original stewards of the lands now known as Bedford and upon which the Scott Manor House is located.

1 Introduction:

Definition:

An exhibit is the medium used to present and interpret objects to the public. Exhibits use some combination of objects, text, graphics, props, furniture, or architectural elements, dedicated to the exploration of themes and messages.

Exhibits link the community to its heritage. The Fort Sackville Foundation will strive to provide accurate and relevant information to the community, through effective communication that will provide opportunities for learning, through the safe display of its artifacts at Scott Manor House.

2 Exhibits: the goal is to reflect Fort Sackville Foundation mandate and to demonstrate its commitment to the highest standards of exhibition.

2A: Permanent exhibits form the core of the exhibits through which the visiting public are introduced to the cultural and natural heritage of Bedford.

2B: Temporary exhibits may be used to provide varied learning opportunities, which will inspire people to return to the Scott Manor House to see “something new”. From time to time, it may be necessary to borrow materials from other institutions and before doing so an incoming loan agreement and condition report will be filed on each incoming object. Loaned objects are used only for the duration of the temporary exhibit after which they are returned to the lender. The Fort Sackville Foundation reserves the right to decline acceptance of an object or materials offered for use in exhibits.

2C: Virtual exhibits will provide access to collections information online. They will delve deeper into subjects included in the permanent exhibits and explore artifacts of interest, commemorate important community dates and events, and provide a permanent presence to temporary exhibits.

3: Developing exhibits

The Curator has the authority to develop, plan, install and rotate exhibits, and to complete research to interpret the elements of the display.

3:1 Exhibits conform to the Fort Sackville Foundation’s mandate and follow the CMA's ethics guidelines in their development and presentation.

3:2 Items used in display must be in stable condition and be fully catalogued, along with a condition report and photo.

3:3 Research will be undertaken for each exhibit, on the topic or theme and its role in the history of the community.

3:4 Municipal, provincial, and federal legislation requirements that impact displayed content are adhered to, such as the Canadian Copyright Act and Firearms Legislation.

3:5 Text information will be consistent in a size and font that can easily be read by all visitors and installed in a position that can be easily seen without obscuring the view of the artifacts. Labels will **not** be applied directly to artifacts.

4: Conservation

All who handle the artifacts will respect the integrity of them by avoiding any situation which could put the materials at risk. Staff and volunteers may be provided the opportunity to receive training about the proper care and handling of artifacts and thus ensure these standards are put in practice.

4:1 Artifacts will be examined on a regular basis and if found to be deteriorated will be removed from display and the curator and archivist notified.

4:2 Textiles, stored in acid free boxes, will be repositioned twice a year within their containers to ensure that folds have not become permanent and deteriorated.

4:3 A condition report will note the results each time, and a new photo record will be maintained where necessary. Extremes of light, humidity, heat and cold must be avoided.

5: Safety and accessibility

The Fort Sackville Foundation will ensure that the environment is kept safe for visitors, staff and volunteers by adherence to municipal, provincial and federal requirements i.e. safety codes, fire regulations, occupancy loads, and an emergency plan in the event of an accident.

6: Budget:

A budget line will be submitted to the Treasurer and approved annually by the Board of the Fort Sackville Foundation.