

REGULAR COUNCIL

TO: **Mayor & Council** DATE: **July 23, 2015**
FROM: **General Manager, Parks, Recreation and Culture** FILE: **0625-01**
SUBJECT: **Museums' Collections Policy**

RECOMMENDATION

The Parks, Recreation and Culture Department recommend that Council approve the 2015 Museums' Collections Policy.

INTENT

The purpose of this report is to provide Council with an updated Collections Policy for the City's material cultural heritage collections. The Policy governs and supports the authority of Heritage Services to acquire on behalf of the City, through donation, bequest or purchase, objects, specimens or artefacts related to the pre-history, history, and development of Surrey. The Museums' Collections Policy delineates the parameters for acquisition priorities, legal requirements and ethical considerations governing what is to be acquired and held in public trust for Surrey residents. The Policy is compliant with By-law No. 11331, [1992, 2001], which governs the ownership, management, control, use and dissolution of the Museum and Archives collections. The 2015 Museums' Collections Policy is attached as **Appendix I**.

BACKGROUND

Purpose of a Collections Policy:

A Museums' Collections Policy is a comprehensive governing plan required by all museums, regardless of mandate, theme, geographic or political jurisdiction. The Collections Policy authorizes museum managers and curators to acquire collections and defines legal and ethical accountability for management of material cultural artefact collections. A collections policy specifically identifies the types of objects a museum can collect and why. It describes what can be acquired, the interpretive period of collecting, as well as what should not be acquired and the approved authority to remove objects from the collection.

Collections policies are necessary to meet practical, financial, legal and ethical requirements. They provide the authority for museum staff to evaluate new acquisitions, plan budgets, resources and preservation strategies for stewardship in perpetuity. Heritage collections are both an asset and a liability. They have a monetary, evidential and historical value, as well as an ongoing cost for their long-term care and preservation. As a result, a comprehensive approved collections policy ensures that curators acquire collections that relate to the mandate or jurisdiction of the museum, which can be properly managed and preserved.

Museum Collections Policy 1988:

A collections policy was written and approved for the Surrey Museum and Archives in 1988, when the institution became part of the Parks and Recreation Department and hired the first professionally trained Museum Director. The policy was developed to establish museology standards for the management of Surrey's extensive heritage collection. It also established the first acquisition priorities and guidelines to ensure that artefacts acquired for permanent preservation were directly related to the history and development of Surrey. In addition, the Policy outlined the legal considerations that governed the acquisition of cultural heritage material, to be held in public trust. It established national and international museum standards and practices for Surrey's civic heritage institution. The 1988 Museum Collections Policy is attached as **Appendix II**.

The Museum Collections Policy was approved by Council through the Parks and Recreation Commission in 1988. It has guided the development of heritage collections in the City of Surrey for the past twenty-seven years. Although museum collections policies are enduring documents, the 1988 policy no longer reflects the City it serves, or the civic institutions responsible for acquiring and managing heritage collections on behalf of the City.

Rational for Policy Revision:

In 2004, functional areas within Heritage Services were reorganized in preparation for the opening of two new facilities: The Surrey Museum and the City of Surrey Archives. The material cultural collection was centralized within the Heritage Services administration area as a primary resource to support a wide range of services at the three heritage facilities, including the Historic Stewart Farm, as well as other community venues. An update of the 1988 Museum Collections Policy became increasingly necessary as the demand for services increased with the growth and development of the City.

Given the changing population and demographics of the City of Surrey, it is important that material cultural heritage collections reflect the diversity of the society that created them. In 2014, Heritage Services began a three year project to review and assess the heritage collection, to ensure that artefacts collected since 1924 relate to Surrey's history as outlined in the approved policy. The first stage completed in 2014 was a collections assessment and deaccessioning process. The second stage, which began in 2014, was a review and update of the 1988 Museum Collections Policy to ensure that collections criteria and acquisition priorities reflect contemporary Surrey and its diverse multicultural population and changing urban environment. The final stage launched in 2015, is a Multicultural Acquisitions Project to fill gaps in the collection through pro-active acquisition of objects that relate to Surrey's immigrant population, their cultural traditions and the lives and experiences of people who have moved to Surrey.

The revised 2015 Museums' Collections Policy will provide the authority and parameters for which material cultural heritage objects should be acquired for preservation, to represent an ethnically diverse and urban city. Artefacts acquired through a contemporary and inclusive policy will enable heritage facilities to develop exhibitions and programs that engage, enliven and educate all residents of the Surrey.

DISCUSSION

In 2014, a review and revision of the 1988 Museum Collections Policy was undertaken by the Manager of Heritage Services working with Legacy Heritage Consultants. The process included a review of collections policies of large public museums including: the Royal BC Museum, Museum of Vancouver, UBC Museum of Anthropology, and the Glenbow in Calgary. Current federal and provincial legislation relevant to cultural property and material cultural collections was examined, as well as museology ethical regulations of the International Council of Museums, UNESCO and the Canadian Museums Association.

Policy drafts were reviewed in late 2014 by other Heritage Services staff including the Museum Manager and Curator of Collections, as well as the Heritage Services, Community Advisory Board (HS CAB). The HS CAB provides community input and advice for annual facility service plans, as well as collections acquisition and deaccession recommendations. The Board consists of representatives from School District 36, the Cloverdale Chamber of Commerce, Downtown Surrey Business Improvement Association, Heritage Volunteers, Friends of the Surrey Museum & Archives Society, Surrey Libraries, Surrey Historical Society, the Surrey Heritage Advisory Commission, and three community members. A final draft of the Museums' Collections Policy was reviewed and accepted as information by HS CAB in February 2015.

The Museums' Collections Policy includes relevant background information on considerations necessary for the growth of a collection, as well as a glossary of museology definitions. Critical policy elements also include:

Authority to Acquire: By-Law No. 11331.

Acquisition Priorities: outline of priorities detailing what is to be acquired.

Legal Compliance: federal and provincial laws governing the acquisition and management of material cultural collections.

Ethical Compliance: international and national ethics governing museums and museum professionals.

SUSTAINABILITY CONSIDERATIONS

The implementation of the recommendation of this report will assist in achieving the objectives of the City's Sustainability Charter; more particularly the following action items:

- SC4: Cultural Awareness in the Community;
- SC8: Municipal Outreach, Public Education and Awareness; and
- SC10: Historical and Heritage Assets.

CONCLUSION

The 2015 Museums' Collection Policy delineates the acquisition priorities and compliance regulations that will govern Surrey's material cultural heritage collections for the next fifteen to twenty years. The new policy was prepared in consultation with community heritage stakeholders and represents their interests and vision for the development of heritage collections.

Laurie Cavan
General Manager
Parks, Recreation and Culture

Appendix I – 2015 Museums' Collections Policy
Appendix II – 1988 Surrey Museum and Archives Collections Policy



CITY POLICY

No:

REFERENCE:	APPROVED BY:	CITY COUNCIL
REGULAR COUNCIL MINUTES	DATE:	JULY 27, 2015
	HISTORY:	NEW

TITLE: MUSEUMS' COLLECTIONS POLICY

1.0 POLICY SUMMARY

The Museums' Collections Policy defines the scope of material cultural artefacts to be acquired and held in public trust by the City of Surrey. City Council is responsible for maintaining this heritage asset and public trust. Development and management of the collection is delegated to the Heritage Services Manager under the direction of the General Manager, Parks Recreation and Culture.

This policy is supported by By-Law No. 11331 governing the authority to acquire, management, maintenance, improvement, operation, control, use of museum and archives collections. Further guidelines for acquisition procedures, appraisal practices, ethical considerations, and use of the collections are provided in the Artefact Collections Acquisition Procedures and Practices.

2.0 SCOPE

Surrey Heritage Services holds in public trust collections owned by the City of Surrey. Heritage Services operates the facilities and services located at the Surrey Museum, the Historic Stewart Farm and the City of Surrey Archives. In addition, Heritage Services facilitates the city-wide distribution and delivery of heritage interpretive activities. There are two related, but distinctly different collections. The Museums' Collectionⁱ contains objectsⁱⁱ which are acquired and managed according to museum standards and practices. The Archival Collection contains public records and private papers which are acquired, arranged and described according to archival standards and practices.

Under By-Law No. 11331, authority to acquire collections is delegated to the Heritage Services Manager. The Manager delegates acquisition procedures and practices to appropriate staff. In consultation with the Manager staff will develop and implement annual acquisition strategies and priorities, review potential acquisitions, and recommend acceptance or rejection of acquisitions.

Should the City of Surrey cease to operate the facilities and services of the Heritage Services Division, or wish to dispose of the Museums' Collections or the Archival Collection, the redundant collection shall be offered to a local non-profit society or public museum, archives or historic site which has compatible aims and objectives, and is capable of providing the standards required for the care and preservation of the collections. (See By-Law No. 11331)

3.0 MUSEUMS' COLLECTIONS

Museums' Collections include the tangible material culture of the City of Surrey. Material culture is a term that refers to the study of the relationship between people and material with enduring scientific, artistic, cultural and/or historical value within that particular society. Material culture includes a variety of objects that may range from transportation vehicles to building structures or components and from household accessories to tools and equipment. Material culture is as diverse as the societies which created it.

3.1 Definitions and Glossary

Acquisitions include artefacts and specimens acquired through legal transfer of ownership

Accessions encompass donations, bequests, purchases, commission, transfer (including exchanges) and field collection (including excavations).

Artefact: An object made by or used by a human being, typically an item of cultural or historical interest.

Donation: The giving of one or more objects to the Museum. All donors must be the legal and rightful owners of said objects.

Bequest: The bequeathing of one or more objects to the Museum as described in the owner's last will and testament. Museum staff can express interest in the object(s) at the time of the making of the will but always with the proviso that the object(s) will be subjected to the same acquisition process that applies to all donations.

Purchase: The purchasing of one or more objects by the Museum. The vendor must be the legal and rightful owner of the objects and must be able to produce appropriate export paperwork if the purchase originates outside of Canada.

Commission: The commissioning by the Museum of a piece of work by a contemporary artist. The timing and cost of a commission are negotiated, as are the copyright conditions.

Transfer: The exchange of objects between public institutions or the transfer of other municipal collections is an established and useful means of developing and improving a collection.

Field Collection: The undertaking of an archaeological excavation under the authority of a professional with a valid provincial permit. The Museum may be the designated repository for field collecting.

4.0 ACQUISITION PRIORITIES

Heritage Services will develop and maintain active and relevant community connections to enable residents and visitors to understand and to appreciate the continuity of life in Surrey – in its evolving historical and cultural contexts. Residents will be informed of acquisition needs and engaged in the processes of contributing to the collection of artefacts.

Museums' Collections will include objects pertaining to the pre-history, history, culture and contemporary development of Surrey for the purposes of documentation, preservation, research, exhibition, interpretation and education. History is not a fixed point in time. Each year new discoveries create obsolescence as once common materials and popular methods are replaced by emerging technologies. Today is built on yesterday and tomorrow is built on today.

This historical continuity affects acquisition priorities. Over time, a community evolves from the foundations and traditions established by its original residents. In order to maintain community relevance, to respect the past and to honour the present, Museums' Collections must identify and collect objects of enduring significance, objects which have cultural connectors and links, and objects which reflect the evolution in the lives lived of Surrey.ⁱⁱⁱ

Museums' Collections will be developed according to the following priorities:

- 4.1 A broad and representative sample of objects originating in or directly related to Surrey.
- 4.2 Objects related to the activities, traditions and life of Aboriginal Peoples^{iv}, settlers, and the later and current residents of Surrey.
- 4.3 Objects related to the historical and contemporary cultural dynamics of immigrants who have lived, and who still live in Surrey.^v
- 4.4 Generic objects from British Columbia's Lower Mainland, from elsewhere in British Columbia, or from elsewhere in North America, that illustrates the material culture of Surrey's prehistory, history and development.

These priorities may entail the acquisition of both historical and contemporary objects and /or the development of a collection of objects from beyond the geographical limits of Surrey, from adjacent parts of the Lower Mainland, British Columbia, and other parts of Canada or from cultural areas outside of Canada, such as United States, Asia, Europe or South America.

In order to better understand Surrey's prehistory and original cultures, as well as the influences of the traditions of later settlers and immigrants, the acquisition of objects and material evidence from more distant parts of the world may be necessary or desirable. These collections would provide a rich context for comparison and understanding between cultures.^{vi}

5.0 COMPLIANCE WITH LAWS

Recognizing that the Museums' Collections is not vested solely in the City of Surrey or Heritage Services but, more implicitly held in trust for future generations, the acquisition of objects shall conform to any existing binding international conventions, federal, provincial and municipal laws and regulations. These include, but are not limited to the following:

- 5.1 The conventions of UNESCO on the protection of cultural heritage, including the Convention on the Means of Prohibiting and Preventing Illicit Import or Transfer of Ownership of Cultural Property, (1970), the Convention on the Protection of the Diversity of Cultural Expressions, (2007) and the Convention Concerning the Protection of the World Cultural and Natural Heritage, (1972) to which Canada is signatory.
- 5.2 The Heritage Conservation Act, BC, (1996).
- 5.3 The Cultural Property Export and Import Act, (1985).
- 5.4 The Convention on International Trade in Endangered Species, (1973, amended 1979 and 1983).
- 5.5 The Firearms Act, (1995) and the Canadian Firearms Registry System, (2003).
- 5.6 The Canada Revenue Agency's gift and tax regulations.

All acquisitions involving transfer of ownership and/or responsibility must be accompanied by a signed legal “deed of gift” or “deed of transfer” document.

6.0 COMPLIANCE WITH ETHICAL CONSIDERATIONS

Heritage Services participates in the professional museum community and is a member of the B.C. Museums’ Association (BCMA) and the Canadian Museums Association (CMA). The facilities of Heritage Services (Surrey Museum, City of Surrey Archives and the Historic Stewart Farm) operate in accordance with established professional standards and ethics including the International Council of Museums’ (ICOM) Code of Professional Ethics (2004), CMA’s Ethics Guidelines (1999), Standards for BC Museums’ (1992).

Heritage Services abides by Canadian laws and international conventions and treaties signed by Canada regarding export and import of cultural property. Human remains or burial objects are not permitted for acquisition.

7.0 ARCHAEOLOGICAL MATERIAL

Archeological specimens constitute a class of cultural property that, as part of the common heritage of mankind, are given special status in national and international law. Archaeological objects are held in trust for the unknown (and presumably unknowable) heirs.

In British Columbia most archaeological finds are made within the terms of a permit issued under the Heritage Conservation Act. Each permit specifies a repository where objects and data must be turned over for permanent care. As such, archaeological material in Museums’ Collections is held in trust and is not owned.

8.0 PERMANENT RECORDS

A permanent record of items acquired for the material cultural collection of the City of Surrey shall be created and retained.

Notes:

- i. Museums' Collections encompass the objects that are collected, preserved, documented, displayed, and interpreted in a variety of City of Surrey venues, primarily in the major cultural facilities of the Surrey Museum and the Historic Stewart Farm, and also in interpretive venues such as Green Timbers Urban Forest Exhibition Building, the Surrey Nature Centre, and City of Surrey Libraries. Surrey may develop specialized or thematic cultural facilities in the future which may feature Museums' Collections on a permanent or temporary basis.
- ii. Objects in the Museums' Collections may be "artefacts" as defined in the Acquisition Policy statement.
- iii. Over time, the cultural composition of the residents of Surrey has changed. Prior to the 1970s, immigrants born in European countries such as the United Kingdom, Italy, Germany and the Netherlands accounted for most of the immigrant sources countries. In 2006, one of five people in Canada was foreign-born. Between 2006 and 2011, Asia (including the Middle East) remained Canada's largest source of immigrants. Canadian newcomers were born in the Philippine (13.1%), China (10.5%), India (10.4%) and the United States, Pakistan, the United Kingdom, Iran, South Korea, Colombia and Mexico.
- iv. Aboriginal ancestry includes three ethnic groups: North American Indian, Métis, and Inuit. In 2011 there were 10,950 people in Surrey who claimed Aboriginal ancestry. This number amounts to 18.7% of the Lower Mainland's population of Aboriginal ancestry. People of Aboriginal ancestry constitute 2.8% of Surrey's population.
- v. In the 21st Century, the population of the City of Surrey is a multi-cultural mix. In 2006 Surrey's population was 394,976. In 2011, 52.7% of the Surrey residents identified English as their mother tongue and 43.3% of Surrey residents identified their mother tongue as a non-official language. In Surrey, the three most common non-official languages of immigrants were Panjabi (Punjabi) (38.8%), Chinese (Mandarin/Cantonese (7.5%), Korean (3.6%), Hindi (3.4%), and Tagalog (Pilipino, Filipino) (2.9%).
- vi. Cultural connectors may inspire opportunities to collect objects in a variety of areas that may be familiar across cultures. For instance, collecting objects related to hospitality, babies, or ceremonies such as graduation, marriage, community festivals, cultural celebrations and rituals may provide opportunities to bridge or link cultures through commonly experienced objects and the events associated with those objects. These common objects can be used as cultural comparators. Visitors identify with the objects familiar to them and, therefore similar objects from other cultures become relevant and have the potential to stimulate inter-cultural dialogue.

SURREY MUSEUM & ARCHIVES COLLECTIONS POLICY

Corporation of the District of Surrey



Approved: 1988

PREAMBLE

The Surrey Museum & Archives holds in public trust collections owned by the Municipality of Surrey. The Council of the Municipality of Surrey is ultimately responsible for maintaining this public trust and delegates the development and management of collections to the Museum Director under the administrative direction of the Parks and Recreation Administrator.

Should the Municipality of Surrey cease to operate the Surrey Museum & Archives, or wish to absolutely dispose of the Museum collection, it shall be offered to a local non-profit society or public museum, archives or historic site which has compatible aims and objectives, and is capable of providing the standards required in the care and preservation of the collections.

INTENT OF THE COLLECTION POLICY

The intent of the Collections Policy is to define the procedures by which collections will be acquired, documented, maintained, utilized, and in some cases disposed of by the Municipality of Surrey. In developing and managing the collection, consideration is given to the relevance of the proposed acquisition to the goals of the institution; the historical and interpretive value, whether or not the declared monetary value is a fair market value; whether or not the vendor or donor holds clear deed and title to the property; and whether or not the acquisition is consistent with such other policies as may be identified by the Municipality of Surrey and by the established practices of the museums and archives.

GROWTH OF THE COLLECTION

The size and pace of growth of the collections will be tied to the ability of Surrey Museum & Archives to store, preserve, document, research, arrange, describe, interpret and/or exhibit the objects and archival materials in accordance with the accepted practices. In all cases, acquisition proposals will consider both short and long term implications of stewardship and will balance the historic, educational, documentary, legal, and interpretive values of the asset with the intrinsic costs of care, preservation, and management.

AUTHORITY TO ACQUIRE

Donations to the Surrey Museum become capital assets of the Municipality of Surrey. As the collections grow, so do the accumulated liabilities and insurance risks. It is essential to have a clear understanding of the purpose of the Collections Policy and an appreciation of the long-term values and costs of potential acquisitions.

The Museum Director delegates the acquisition procedures and practices to appropriate curatorial. In consultation with the Museum Director, staff will develop acquisition strategies and priorities, review potential acquisitions, and recommend acceptance or rejection. Artefacts will be managed by museum standards and practices. Public records and private papers will be managed by archival standards and practices.

Acquisition and accession activity will be included in monthly statistics.

I. **Museum Accession Policy**

1. **Definition**

- 1.1 Accessions include material acquired through legal transfer of ownership.
- 1.2 Accessions encompass field collection, purchases, commissioning, gifts, bequests exchanges and excavations

2. **Acquisition Priorities**

The Museum collects objects and scientific specimens pertaining to the pre-history, history and development of Surrey for the purposes of documentation, preservation, research, exhibition and interpretation.

The Museum collection will focus mainly on the history of Surrey. Materials collected will normally be at least 50 years old. Artefacts of more recent date may be collected when they fill a gap in the collection, are part of the continuity of a documentary collection or are demonstrably useful in the delivery of museum programs.

- 2.1 The Museum collection will be developed according to the following priorities:
 - 2.1-1 A broad and representative sample of material originating in or directly related to Surrey.
 - 2.1-2 Specific objects, which relate to the life and activities of the original Aboriginal Peoples, early settlers, and later residents of Surrey.
 - 2.1-3 Materials from mother cultures illustrative of the material heritage of immigrants who have settled in Surrey.
 - 2.1-4 Generic materials from elsewhere in British Columbia's Lower Mainland, elsewhere in British Columbia, or elsewhere in North America, illustrative of Surrey's prehistory, history and development.

In some cases, these priorities will entail the development of a collection of objects from beyond the geographical limits of Surrey, from adjacent parts of the Lower Mainland, British Columbia, Western Canada or from cultural areas outside of Canada, namely United States, Asia and Europe.

A richer understanding of the local environment, local prehistory, original cultures and traditions, and the influence of the traditions of later settlers, may necessitate comparisons with material evidence collected from more distant parts of the world.

3. **Acquisition Criteria**

The following will criteria assist in determining what is acquired:

- 3.1 Availability of storage or exhibition space.
- 3.2 Condition and costs, including any costs of maintenance or conservation.
- 3.3 Relevancy to current known or future displays, study or research; schools or public programs; conservation or restoration projects; or exchange of objects.
- 3.4 Relationship of the material to the existing museum collections.
- 3.5 Quality; rarity; historical, scientific or technical value; representativeness; cultural importance.

The application of these criteria to a particular acquisition is recommended to the Museum Director by the Assistant Curator.

4. **Compliance with Laws**

- 4.1 The Museum's collecting activities will be in accordance with:
 - 4.1-1 The UNESCO Convention on the Means of Prohibiting and Preventing Illicit Import or Transfer of Ownership of Cultural Property, 1970.
 - 4.1-2 The British Columbia Heritage Conservation Act, 1979.
 - 4.1-3 The Cultural Property Export and Import Act, 1973.
 - 4.1-4 Convention on International Trade in Endangered Species, 1978.
 - 4.1-5 Firearms Act.
 - 4.1-6 All federal and provincial legislation concerning cultural property.
- 4.2 The Museum will only acquire collections which have been legally and ethically acquired by their previous owners.
- 4.3 The Museum will not knowingly or willingly acquire by any means any object or specimen, which is known or suspected to have been illegally imported from another country, or which was collected or recovered in a manner that would support or encourage, damage or disrupt collecting sites, cultural monuments or human burial places.

- 4.4 Collections will be developed and used in a manner consistent with the preservation of human dignity. The Museum will educate the general public regarding the ethics and legalities of heritage conservation.

5. **Conditional Donations**

Conditional donations will not be accepted, save when a reasonable date is set for the termination of the condition or restriction.

6. **Documentation in Lieu of Collection**

If for any reason objects or material important to the goals of the Museum or Archives cannot be collected, a documentary record of those objects or materials through the use of replication or the use of printed, visual or audio media may be made.

If a copy or replica is acquired, the City will request the original owner to provide permission to the City to make the object or document accessible to the public for reference, display and educational purposes.

7. **Use of the Collection**

Collection use will be maximized to the extent that the integrity of the collections is not compromised and the use is consistent with the goals of the institution.

- 7.1 The first priority is to maximize collection use internally, in exhibitions, research services and programs.
- 7.2 The second priority is to use collections in temporary exhibitions at off-site locations within the geographical jurisdiction of the Municipality of Surrey.
- 7.3 The third priority is to participate in exhibitions of material from the collections in areas outside of the geographical jurisdiction of the Municipality of Surrey.

8. **Cooperation with other Institutions**

Cooperation with other museums, archives, institutions and agencies will be practiced in order to avoid duplication or competition and to achieve a cooperative plan for collection, preservation and interpretation.

9. **Legal Document**

All acquisitions involving transfer of ownership and/or responsibility must be accompanied by a legal document.

10. **Ownership of Archaeological Material**

Archeological specimens constitute a class of cultural property that, as part of the common heritage of mankind, are given special status in national and international law. Archaeological objects are the responsibility of a Museum to hold as trustee for the unknown (and presumably unknowable) heirs.

In British Columbia most archaeological finds are now made within the terms of a permit issued under the Heritage Conservation Act. Each permit specifies a repository where objects and data must be turned over for permanent care. As such, archaeological material in the Surrey Museum is held in trust and is not owned.

11. **Authentication**

Identification and authentication will be given only for professional, scientific or educational purposes under ethical and legal circumstances.

12. **Authority to Acquire**

The authority to acquire collections rests with the Museum Director. Staff may be delegated to recommend material for the annual collection acquisition strategy. Regular review of potential acquisitions and recommendations will be provided to the Museum Director.

13. **Appraisals**

13.1 Appraisals for purposes external to the requirements of the Municipality of Surrey will not be provided.

13.2 Donors wishing to receive an income tax receipt for a donation may be required to provide an independent appraisal to determine the value of their proposed donation.

13.3 In instances where staff is competent and qualified to value the donation, they may provide appraisal for donations of artefacts worth less than \$1,000.00.

13.4 If a donation is worth more than \$1,000.00, staff will assist donors in obtaining appraisals for tax-deduction purposes.

Upon the recommendation of the Museum Director, to the Parks and Recreation Administrator, the Municipality of Surrey may pay for independent appraisals of significant objects offered without condition, as donations.

14. **Permanent Records**

A permanent record of items acquired for the historical collection of the Municipality of Surrey shall be created and retained.