

# Canadian Forces Base Petawawa Military Museum

## Collections Management Policies & Procedures

### Section 1: Museum Collections - Overview

- 1.0.1 The mission of the Canadian Forces Base Petawawa Military Museum is to collect, preserve and interpret the history of the individuals and units of the Canadian Armed Forces in Petawawa since 1905. There are, under the care of the Base Museologist, two museums and two collections: the Canadian Airborne Forces Museum, the Base Museum and the Royal Canadian Dragoons and Royal Canadian Guards collections. The policies in this document pertain only to the Canadian Forces Base Petawawa Military Museum. Other museums and collections will be governed in accordance with procedures put into place by their governing structures.
- 1.0.2 All collections, respective of ownership shall be divided into two entities; the artifact collection, comprised of material culture, and the archival collection, comprised of informatic material.

### Sub-Section I: Acquisition

- 1.1.1 Acquisition of any artifact must conform to the Mission Statement:

*To collect, preserve, interpret and display the history of the individuals and military units at CFB Petawawa which have been, or currently are, stationed in CFB Petawawa.*

- 1.1.2 The decision to acquire shall be made by the Base Museologist, in consultation with staff and if required, the Board of Governors. The following points must be considered when acquiring artifacts:
- The **provenance** (history of use) must relate to the mission of Canadian Forces Base Petawawa Military Museum. If the artifact is not of interest to Canadian Forces Base Petawawa Military Museum, Canadian Forces Base Petawawa Military Museum reserves to refuse the gift, but may suggest alternate repositories.
  - The **condition** of the artifact must be considered when acquiring artifacts. If the artifact is of historic interest but is in such fragile condition that Canadian Forces Base Petawawa Military Museum cannot provide adequate care, the donor will be directed to a suitable institution.
  - Proof of **legal ownership** is of primary importance. All donors will be required to sign a certificate of gift stating that they are the rightful owners of the artifact(s), enabling the Canadian Forces Base Petawawa Military Museum to assume legal and valid title to, or custody of the artifact(s).
  - The **cost for conservation, storage and display** must be considered when acquiring any objects. An object that may require significant monetary expenditure, or require exorbitant amounts of staff time and expertise, may be refused. If the object is of significant historic interest, the donor may be directed to another institution that may have the necessary abilities to care for the object.

- 1.1.3 This directive excludes artifacts of questionable historic value, those that may generate extraordinary public interest or artifacts that will require significant financial, conservation or security efforts to maintain. In these specific instances, approval for acquisition must be sought from the Board of Governors.
- 1.1.4 The Board of Governors will ensure that human and material resources are available to adequately document, preserve, exhibit, interpret and store an object according to accepted and approved museological standards prior to acquisition.
- 1.1.5 All objects to be considered for acquisition must have their value appraised to determine insurance coverage and to provide a fair market value for tax receipt purposes. For objects with a perceived value of less than \$1000.00, this appraisal may be completed by the Base Museologist. For objects with a perceived value exceeding \$1000.00, the services of a professional appraiser must be sought. All appraisals will be provided in writing.
- 1.1.5 The Board of Governors and staff will ensure that all objects are acquired free and clear of restricting conditions as to use and future disposition, unless such conditions, placed in writing, are agreed to by all parties.
- 1.1.6 Objects must not be acquired under circumstances considered to be exploitative, unethical, illegal, or otherwise incompatible with DND regulations. Objects will be acquired in accordance with the laws of Ontario, Canada and international agreements between Canada and other countries.
- 1.1.7 The Board of Governors, staff and volunteers of the Canadian Forces Base Petawawa Military Museum will adhere to directives governing conflict of interest. A detailed conflict of interest policy will be approved by the Board no later than 15 Mar 00.
- 1.1.8 Some form of written receipt must be provided for all artifacts acquired.
- 1.1.9 The guidelines for the acquisition of firearms are outlined in Section 2 of this document.
- 1.1.10 The guidelines for the acquisition of munitions are outlined in Section 3 of this document.
- 1.1.11 The guidelines for the acquisition and processing of archival material are to be established by the Board of Governors no later than 15 Mar 00.

### ***Sub-Section 2: Accessioning Procedures***

- 1.2.1 There are three accepted methods of acquisition; donation, purchase and transfer.
  - **Donation** is the unconditional gifting of objects to a museum by the legal owner or legal representative of the owner's estate. This is a voluntary transfer of property made without any expectation by the donor or benefit or advantage and can be made during life or by bequest. The

gift must be given without promise or benefit. In the case of bequest, the Canadian Forces Base Petawawa Military Museum is under no obligation to accept the object.

- **Purchase** is the acquisition of objects through legal sale. The Board of Governors must approve all purchases prior to purchase. Any Governor, staff member or volunteer who purchases objects without prior consent shall not expect monetary or other types of compensation.
- **Transfer** is the acquisition of objects from an internal DND source to the Canadian Forces Base Petawawa Military Museum. Staff will ensure that, where applicable, objects are transferred to the Canadian Forces Base Petawawa Military Museum Distribution Account.

1.2.2 If the artifact is a donation, a certificate of gift (appendix 00) is completed. This form will include the donor's name, address and phone number, a brief description of the collection including the history of the collection and the history of the owner/user, signatures of the donor and spouse (if applicable), the museum representative and the date.

1.2.3 If the artifact was acquired through means other than donation (purchase or transfer), staff may proceed directly to point 1.2.5.

1.2.4 A thank you letter (appendix 00) and a copy of the certificate of gift will be sent to the donor within 15 working days of receipt of the collection.

1.2.5 The collection will be entered into the accession register and assigned an accession number. The Canadian Forces Base Petawawa Military Museum uses a three part system with alphabetical prefixes denoting specific collections. For example:

A/B/G/D 1999.111.002

- A denotes the Airborne Forces Museum
- B denotes the Base Museum
- C denotes the Guards Collection
- D denotes the Dragoon Collection
- 1999 refers to the year in which the collection was accessioned
- 111 refers to the sequence and the order of receipt of the collection (being the 111<sup>th</sup> collection received that year)
- 002 refers to the sequential order of the artifact within the accession

1.2.6 The prefix LB denotes artifacts on loan to the Canadian Forces Base Petawawa Military Museum. The prefix LA denotes artifacts on loan to the Canadian Airborne Forces Museum. These loans were accepted prior to 2000. Artifacts on loan to the Canadian Forces Base Petawawa Military Museum will no longer be accessioned into the Museums collections and therefore this prefix will no longer be used.

1.2.7 When a multi-part artifact is accepted, such as a uniform, the number will read as follows:

B1999.111.002a/c (the component parts numbered in order of importance)

- a refers to the tunic
- b refers to the pants or trousers

- c refers to headgear and so forth
- 1.2.8 Textiles are accessioned by typing the number on a rectangular piece of interfacing or Remay and hand sewing, using loose stitches and white cotton thread, the rectangle onto the artifact. An alternative method is to print the number, with an indelible marker, onto a length of white cotton twill tape that is then sewn onto the artifact. The approved locations of the numbers are:
- Coats, shirts, tunic – back of the neck near the manufacturer’s label
  - Pants, skirts – at the centre of the back on the waistline or waistband
  - Hats, helmets and headgear – inside at centre back
  - Ties – on underside near manufacturer’s labels
  - Gloves – on inside, near wrist edge
  - Flat Textiles (blankets, etc.) – on underside lower right had corner
- 1.2.9 This directive is by no means complete. Staff should use their initiative in numbering artifacts, keeping in mind at all times that the accession number should be readily accessible, legible and placed so that it is not visible when the artifact is on exhibit.
- 1.2.10 All other artifacts (with the exception of paper and photographs) should be numbered by using the approved methods outlined by the Canadian Conservation Institute and Museums Alberta (appendix 00).
- 1.2.11 All artifacts will be tagged. This tag will be attached to a visible and readily accessible part of the artifact and will contain the following information:
- Accession number
  - Distribution account (DA) number (if applicable)
  - Serial number (if applicable)
  - NATO stock number (if applicable)
  - A brief description of the artifact
- 1.2.12 Accession techniques should never be permanent. All techniques must be reversible and must not damage the artifact in any way.
- 1.2.13 After the accession numbers have been applied to the artifacts, the collection will be manually catalogued, using the Canadian Forces Base Petawawa Military Museum cataloguing form for each artifact (appendix 00). This information will be entered into CFMuse within twenty (20) working days of the museum accepting an artefact.
- 1.2.14 Storing the artifact in its permanent location should take place immediately after cataloguing and the catalogue form should reflect the location of the artifact. If time permits and if the artifact requires it, storage mounts should be constructed for immediate use. It is at this time that any conservation treatments (preventative only) should be conducted.
- 1.2.15 A file will be created for each accession. Accessions containing firearms will be marked with a red “Avery” dot on the file folder header. All pertinent forms and data regarding each accession will be placed in the applicable file.
- 1.2.16 Full inventories will be conducted annually or as required by the Base Commander. Spot check inventories will be conducted quarterly, under the direction of the Base Museologist.

- 1.2.17 A hardcopy of all collections documentation including CFMuse and inventories will be maintained. In case of dispute this hardcopy will supersede the automated systems. The hardcopy will be signed as correct by authority of the Base Museologist.
- 1.2.18 Backup files and disks will be maintained and stored offsite in locked cabinets in building L-108 (Base Headquarters). These files and disks will contain collections documentation, loan records, inventories and deaccession files, financial records and personnel files. CFMuse disks will be backed up monthly.

### ***Sub-Section 3: Deaccessioning and Disposal***

- 1.3.1 Deaccessioning can be defined as the selective disposal of an accessioned object from a museum's collection.
- 1.3.2 No item shall be deaccessioned and disposed of without the written approval of the Board of Governors. Deaccessioning must conform to the following criteria:
- Does not fulfil mandate  
An object that does not relate to the mission of the Canadian Forces Base Petawawa Military Museum may be deaccessioned from the collection.
  - Duplication  
The Board of Governors may wish to deaccession duplicate items from the collection. The primary consideration for elimination of duplicate artifacts is the conservation of storage space. As a rule, the Museums should hold no more than three identical objects, unless they are significant to the history of CFB Petawawa or any individual or units having served there. Duplicate deaccessioned items may be considered for placement in the interpretative collection.
  - No historical value or significance  
An object may be deaccessioned from the collection if its history of origin and use are unknown. For this reason, acquisition of artifacts through purchase is not recommended unless provenance can be demonstrated and authenticated by the vendor.
  - Lack of authenticity  
An object may be deaccessioned if it is proven to be a reproduction, fabrication, or fake.
  - Ritual or sacred significance  
Any object of sacred or ritual significance to Aboriginal peoples, foreign governments or religious entities may be considered for deaccessioning. The concerned parties must provide evidence of the validity of their claim. Canadian Forces Base Petawawa Military Museum will assist in a responsible and compassionate manner.
  - Accidental or intentional loss  
An object that has been accidentally lost, stolen or irreparably damaged may be deaccessioned from the collection. If a theft has occurred or where illegal wrongdoing is suspected, the CO and 2 MP Platoon will be notified for immediate action and investigation.

- **Extremely poor condition**  
An artifact may be deaccessioned if its physical condition is decayed or decomposed beyond reasonable use or conservation. If an historically significant artifact requires care to a degree greater than Canadian Forces Base Petawawa Military Museum can provide, it should be deaccessioned and donated to an institution that can provide the necessary care.
- **Hazardous**  
An artifact may be deaccessioned if it is a physical hazard to humans or may cause damage to the remainder of the collections.

1.3.3 Accession numbers will be removed from the deaccessioned artifact before disposal.

1.3.4 Artifacts purchased with public funds and/or listed on the Distribution Account (DA) may be deaccessioned but must be disposed of through Crown Assets, following DND procedures.

1.3.5 There are four avenues of disposal that may be pursued: return, donation, sale or destruction. It is not necessary to pursue these avenues in the specific order, provided that the best possible outcome for the artifact is considered. As all artefacts held by the CFB Petawawa military museum are public property, all regulations pertinent to the disposal of Crown assets must be adhered to.

- **Return**  
The Board of Governors may wish to consider the return of the artifact to the donor. In the event the donor is deceased, the Board of Governors will donate the object to the estate of the deceased.

- **Donation**  
The artifact may be donated to a museum that has a vested interest in the artifact and can provide adequate resources to care for it.

- **Sale**  
Canadian Forces Base Petawawa Military Museum may wish to place the artifact up for sale by public auction. All proceeds will be used for the care of the remainder of the collection. The donor will be notified of the intent to sell and the time and place of the auction. The donor's name shall be associated with the deaccessioned artifact at the auction, provided they agree in writing, in the following manner:

“This object has been acquired by Canadian Forces Base Petawawa Military Museum through the generosity of ...”

- **Destruction**  
Any artifact which may have the possibility of being used for wrongdoing, or which may pose a hazard can be destroyed. Permission to proceed with destruction must be sought in writing from the Board of Governors by the Base Museologist. This avenue of disposal must be considered as a last resort.

- 1.3.6 Proceeds raised through the deaccessioning of artifacts will be used toward the prudent management of the remainder of the Museums' collections.
- 1.3.7 A written record of the deaccession will be maintained.
- 1.3.8 The donor will be notified in writing of the intention to deaccession.

## **Section 02: Museum Collections – Firearms**

### **Sub-Section I: General Policies**

- 2.1.1 This section applies to firearms acquired by the Canadian Forces Base Petawawa Military Museum. Due to the stringent federal controls on firearms, it was created to assist staff in accessioning, cataloguing and control and security of the collection. Staff must be aware of the serious implications of collecting firearms and understand that the following policies and procedures are designed to protect all parties. This section will support (but not supersede) policies, procedures and directives issued by the Department of National Defence or regulations as described in the Criminal Code of Canada. The following is a summary of the *Criminal Code of Canada (Part III) – Firearms and Offensive Weapons* as it relates to DND museums. It contains additional information and directives relating to the policy and procedure of Canadian Forces Base Petawawa Military Museum.
- 2.1.2. The definition of firearms and prohibited weapons will be the definition stated in the Criminal Code of Canada (1999).
- 2.1.3. Museums established by the Chief of Defence Staff (CDS) are considered “approved” museums and staff of these museums are permitted to possess, import or acquire restricted or prohibited weapons for the purposes of exhibition, storage, repair, restoration, maintenance or transportation without the otherwise required permits. This regulation includes persons acting on behalf of the museum. All staff, volunteer and Governors will request written permission before acting for or on behalf of Canadian Forces Base Petawawa Military Museum with regards to this regulation.
- 2.1.4 Section 105(1.2) requires staff at “approved” non-DND museums to hold valid firearms acquisition certificates (FAC) if their duties involve handling weapons. While this is not a requirement for staff at Canadian Forces Base Petawawa Military Museum, staff will be required to take firearms handling instruction from an approved instructor.
- 2.1.5 Section 105(1) requires “approved” museums to meet certain requirements set out in subsection 105(1.1), which states that “approved” museums shall maintain inventory and records keeping with respect to restricted and prohibited weapons and ammunition. Staff of Canadian Forces Base Petawawa Military Museum should be aware that the collections and records can and will be inspected by 2MP Platoon at any time and that should Military Police find cause for concern, the collection may be confiscated, our ability to collect weapons revoked and that a police investigation may be undertaken. A physical inventory will be conducted quarterly. See directive #61 for further details.
- 2.1.6 Section 105(2) details the requirement to report loss, destruction or theft of a weapon or ammunition of “approved” non-DND museums. While this is not a requirement for DND

facilities, staff will report any loss, destruction or theft, suspicious behaviour, activity or any undue interest in the collection to the Base Commander and to 2 MP Platoon for immediate investigation.

2.1.7 Every person who is the operator of an “approved” museum shall ensure that all prohibited and restricted weapons, components and parts are handled and stored in an industrial system that:

- consists of personnel, devices or a combination thereof that ensures at all times the security of the weapons, components and parts against loss or theft;
- consists of accurate records or inventories that indicates the location of the weapons, components and parts at all times;
- is adequate to ensure at all times that only persons who are required to handle prohibited weapons, components or parts for the purposes of their duties or employment have access to any place in which prohibited weapons, components or parts are handled or stored.

2.1.8 In addition, staff will ensure that:

- every weapon or firearm included in the inventory of the museum is unloaded;
- every weapon or firearm that is on display in the museum is displayed in a manner and at a location that will prevent its removal by a person other than the operator of or a person employed in the museum;
- every weapon or firearm included in the inventory of the museum that is not on display in the museum is placed:
  - in a securely locked cabinet, vault or safe,
  - in a securely locked location,
  - at a location readily accessible only to the operator of or a person employed in the museum.

2.1.9 Where the inventory of the museum includes restricted weapons or weapons capable of firing bullets in rapid succession during one pressure of the trigger, the operator of the museum shall install a burglar alarm system.

2.1.10 Where the inventory of a museum includes restricted weapons or firearms, the operator of the museum shall ensure that every window of the museum and every exterior door of the museum is capable of being securely locked.

### ***Sub-Section 2: Acquisition***

2.2.1 Every effort will be made to correctly identify each firearm. Assistance in identifying makes and models may be obtained through 2 MP Platoon.

- 2.2.2 The Canadian Forces Base Petawawa Military Museum will acquire firearms using the following guidelines:
- The **provenance** (history of use) must relate to the mission of Canadian Forces Base Petawawa Military Museum.
  - The **condition** of the artifact must be considered when acquiring artifacts. If the artifact is of historic interest but is in such fragile condition that Canadian Forces Base Petawawa Military Museum cannot provide adequate care, the donor will be directed to a suitable institution. If the artifact is not of interest to Canadian Forces Base Petawawa Military Museum, Canadian Forces Base Petawawa Military Museum reserves the right to refuse the gift, but may suggest alternate repositories.
  - Proof of **legal ownership** is of primary importance. All donors will be required to sign a certificate of gift stating that they are the rightful owners of the artifact(s), enabling the Canadian Forces Base Petawawa Military Museum to assume legal and valid title to, or custody of the artifact(s).
- 2.2.3 Upon the physical handover of the weapon, it shall be proved safe. During all subsequent handling and handovers, the weapon will be proved safe.
- 2.2.4 When a firearm is acquired from a private source (individual or corporate), the weapon must be immediately conveyed to 2 MP Platoon. Military police will make a preliminary investigation into the validity of ownership (CPIC check), transfer the federal registration of the firearm and conduct any secondary investigations that may be required.

### ***Sub-Section 3: Accessioning Procedures***

- 2.3.1 Upon the Museums taking possession of the weapon, the artifact will be accessioned into the collection using standard accessioning procedures. If the weapon(s) is part of a larger collection of artifacts, the firearm will be the first artifact listed in that accession. In addition to the standard accessioning procedures, staff will ensure the Weapons Register is completed. The register will include a detailed description of the artifact including serial number, DA number, NATO stock number, barrel length, calibre, shots, model and make.
- 2.3.2 Attaching the accession number to the artifact will be completed using the standard method for metals. The number will be placed on the left-hand side of the weapon. As an extra precaution, an accession tag will be attached to the trigger guard.
- 2.3.3 After accessioning, registration and cataloguing, the firearm will be stored in its permanent storage location. All records will reflect that location and any subsequent changes in location.
- 2.3.4 An accession file will be created for the collection. It will contain all pertinent records, forms and documentation. Weapons files will be marked with a red "Avery" dot on the file folder header for quick and easy access.

#### ***Sub-Section 4: Firearms Storage, Security and Transportation***

- 2.4.1 Firearms will be stored in the inner weapons vault. Firearms will not, under any circumstance, be left unattended in staff or public areas.
- 2.4.2 Access to the inner vault is severely limited. Only personnel approved for access will be permitted in the inner vault. This access list is available for reference in the Museums office or through 2 MP Platoon. Visitors (including military personnel and contractors) to the inner vault will be escorted and visitors will not be permitted to remain in the area unattended.
- 2.4.3 The inner vault alarm will be armed at all times. Under no circumstances will access codes be given to unauthorised museum staff, military personnel, volunteers, or members of the public.
- 2.4.4 Access codes will be changed yearly, in the event of departure of a staff member who is in possession of a code or as circumstances dictate.
- 2.4.5 Firearms will be stored in secured steel cabinets by type, (revolver, automatic, etc.) and alphabetically by manufacturer (Enfield, Webley) in specially created storage mounts. It is recognised that because of the variance of size and complexity of the types, this will not always be possible. Every effort will be made, however to follow this directive.
- 2.4.6 A listing of each cabinet's contents will be posted on the inside of the cabinet door for quick and easy reference. When an artifact is removed or moved to a new location, all files and documents will reflect that move.
- 2.4.7 A physical inventory verification will be completed quarterly. This verification will be approved by the Base Museologist and forwarded to the CO and 2 MP Platoon. Any discrepancies will be reported immediately to the CO and 2 MP Platoon for action and investigation.
- 2.4.8 A security system test (key verification and possession, review of key register, alarm system test) will be undertaken quarterly or as required by 2 MP Platoon.
- 2.4.9 Copies of all inventories, master lists and files will be maintained by the Secretary/Treasurer of the Board of Governors.
- 2.4.10 All serialised equipment, including firearms, munitions, communications, and vehicles, will be verified quarterly.
- 2.4.11 Loans of firearms, vehicles and serialised equipment require the approval of the Chair and the notification of the Board of Governors.
- 2.4.12 Deaccessioning of firearms, vehicles and serialised equipment require the approval of the Chair and the notification of the Board of Governors.
- 2.4.13 Staff of the Canadian Forces Base Petawawa Military Museum shall ensure weapons or firearms, components or parts are transported in a safe and secure manner.
  - The weapon, component or part will be transported in a container made of cardboard, wood or other opaque solid material of such strength, construction and nature that it cannot readily be broken or accidentally opened while being conveyed.

- The container will be constructed and sealed as to prevent it from being opened without breaking the seal or otherwise clearly damaging the container. The markings on the exterior of the container should not indicate the contents. The only markings permitted on the exterior of the container that indicates that a weapon, component or part is contained therein is an address or a customs declaration if the weapon is being imported or exported.
- The weapon will be made inoperable by the removal of the bolt or bolt-carrier. This component will be transported in separate containers and separate vehicles. The vehicle transporting the weapon must not carry any bolt or bolt-carrier that can be assembled into the weapon being transported. The vehicle carrying the bolt or bolt-carrier must not carry any firearm.
- The vehicle transporting the weapon or component will be securely locked or sealed when left unattended.
- The driver of the vehicle will carry a written declaration from the Canadian Forces Base Petawawa Military Museum stating that they are an employee of the museum and that the weapon or component is being transported in the course of business.
- The weapon or firearm will be proved safe and transported unloaded

2.4.14 Further directives regarding firearms may be found in Base HQ L-108 CFB Petawawa Security Orders and National Defence Security Policy. Copies of both documents are located in the Museums' office.

### ***Section 3: Museum Collections -Ammunition***

#### ***Sub-Section I: Ammunition Storage, Display and Handling***

- 3.1.1 Under no circumstances will the storage and display of ammunition hinder the Museum's ability to provide a safe working environment for staff or jeopardize the safety of visitors. This policy applies to all items either stored or displayed at CFB Petawawa.
- 3.1.2 All ammunition received by the Museums will be inspected by the Base Ammunition Cell upon receipt. No items will be placed on display or in storage in an area where personnel could be injured in the event of detonation until the inspection is completed.
- 3.1.3 Weekend and volunteer staff will not be permitted to accept ammunition for donation or any other purpose. Persons wishing to donate ammunition should contact the Base Museologist during office hours. A business card should be provided to the prospective donor for that purpose.
- 3.1.4 A safe area within P-51 or H15 will be designated by staff, in conjunction with the Base Ammunition Cell, as a holding area until the ammunition is inspected and certified as safe by the Base Ammunition Cell.
- 3.1.5 Staff will maintain an Ammunitions Register of all ammunition held in the Museum's collection. This register will include a detailed description of the artifact including accession number, serial

number, manufacturer marks, the date of inspection and the particulars of the individual who certified the ammunition as being safe.

- 3.1.6 All ammunition will be logged into this register, including:
- inert rounds
  - ammunition which has been either received by purchase or donation
  - ammunition on loan from other institutions or individuals
  - ammunition which had previously been certified as safe, but had been loaned to other institutions and has been returned.
- 3.1.7 All ammunition not on display will be stored in a single location and an up to date list will be maintained clearly identifying its location. This list will be posted on each storage cabinet or rack.

## **Section 04: Museum Collections - Loans**

### **Sub-Section I: General Policies**

- 4.1.1 The Base Museologist must approve all loans (incoming and outgoing).
- 4.1.2 Loans may be made for the purpose of exhibition, reproduction, research and copying.
- 4.1.3 The Board of Governors must approve any loans of questionable value, purpose of use or which may generate extraordinary public interest.
- 4.1.4 All loans must be documented through the use of the applicable (incoming or outgoing) loan form. This directive includes all regiments, units, and individuals of the Department of National Defence.
- 4.1.5 Staff should closely examine the intent of each loan and whether or not it will support the mission of the Canadian Forces Base Petawawa Military Museum and will be of benefit to the Department of National Defence.
- 4.1.6 Loans in excess of six months will be discouraged. In event that a long-term loan is required, the loan will be renewed on a six-month basis.
- 4.1.7 All loans will be agreed to by all parties with due consideration of all safeguards.
- 4.1.8 Loaned objects will not be lent to a third party without the advance written permission of the lender.
- 4.1.9 Photography or reproduction of incoming and outgoing loans may not be done without the advance written permission of the lender. The lender will be credited in all publications and exhibitions associated with the loaned objects.
- 4.1.10 Canadian Forces Base Petawawa Military Museum will ensure that a condition report is completed for incoming and outgoing loans. This condition report will detail the condition of the artifacts at the time of the loan, specifying any prior damage (wilful or otherwise).

## ***Sub-Section 2: Outgoing Loans***

- 4.2.1 Loans of firearms, vehicles and serialised equipment require the approval of the Chair and the notification of the Board of Governors.
- 4.2.2 The temporary return of artifacts to regiments, units and squadrons which have loaned the Canadian Forces Base Petawawa Military Museum the artifacts in question will be documented through the use of an outgoing loan form. This serves to protect all parties from future disputes of possession, intent and ownership.
- 4.2.3 Loans to individuals will be stringently controlled (reference point 0). Staff will consider the following qualifiers when determining requests:
- purpose
  - public benefit
  - DND benefit
  - contribution to mission statement
- 4.2.4 Borrowers will be made aware (both in writing and verbally) that they will be liable for the full replacement cost of the artifact(s) should it be damaged, lost or stolen.
- 4.2.5 The borrower assumes the responsibility of cleaning costs for uniforms borrowed for the purpose of interpretative use. Under no circumstances will the borrower attempt to have the uniforms cleaned. The items should be returned to the Base Museum, where the Base Museologist shall arrange for proper cleaning services at the expense of the borrower.
- 4.2.6 All costs associated with the loan will be borne by the borrower. This will include cleaning of interpretative uniforms, repair, transport, packing, insurance and security.
- 4.2.7 The borrower will not, under any circumstances, attempt any repair or conservation treatment or enter into any contract for repair or conservation treatment without the written consent of the Base Museologist.
- 4.2.8 The Canadian Forces Base Petawawa Military Museum retains the right to demand the immediate return of artifacts. If the demand is not met within 30 days, legal and/or disciplinary action will be taken through civilian and/or military channels.

## ***Sub-Section 3: Incoming Loans***

- 4.3.1 Incoming loans will be treated with the same degree of respect and consideration as given the collections of Canadian Forces Base Petawawa Military Museum.
- 4.3.2 All incoming loans must be for a specified purpose which conforms to the Museum mission statement, and will be initiated by Canadian Forces Base Petawawa Military Museum.
- 4.3.3 It is the responsibility of Canadian Forces Base Petawawa Military Museum to contact the owner to extend the loan period (for no more than 6 months per loan period) or to arrange for the return of the artifacts. It is the further responsibility of Canadian Forces Base Petawawa Military Museum to pack the artifacts in the same or more suitable manner in which they were received,

and complete a inspection and include a written inventory of all artifacts prior to transportation. Where possible, representative from both institutions should be present during unpacking and packing.

- 4.3.4 It is the responsibility of the owner to notify Canadian Forces Base Petawawa Military Museum of change of ownership of the artifacts on loan. If this occurs, the loan agreement becomes null and void, and the lender must inform Canadian Forces Base Petawawa Military Museum immediately. Canadian Forces Base Petawawa Military Museum will then either negotiate a new loan agreement or return the objects to the owner.
- 4.3.5 Property on a prior long-term loan to the Canadian Forces Base Petawawa Military Museum for a period specified in provincial abandonment law, and for which no written loan agreement exists, and to which no person has made claim according to the records of Canadian Forces Base Petawawa Military Museum, is considered abandoned and subject to conditions of ownership by the Canadian Forces Base Petawawa Military Museum.
- 4.3.6 It is the responsibility of the owner to inform Canadian Forces Base Petawawa Military Museum of any changes to contact information such as name, address and phone number(s).
- 4.3.7 Permanent loans will not be accepted.
- 4.3.8 The initial loan period will not exceed six months. The loan period may be extended by increments of six months, provided all parties are in full agreement of conditions and each extension is documented through a loan form.
- 4.3.9 Incoming loans will not be stored with the collections of Canadian Forces Base Petawawa Military Museum, but will be housed in a separate designated storage area within H15. As incoming loans should be made for a specified purpose and returned to the owner immediately after that purpose is fulfilled, storage requirements should be minimal.
- 4.3.10 Incoming loans will not be accessioned into the collections. All documentation will refer to the owner's accession or inventory number.
- 4.3.11 Loans from private individuals will be discouraged unless the object is of vital historical importance and the loan will be of benefit to the Canadian Forces Base Petawawa Military Museum and its visitors.
- 4.3.12 An invitation to view loaned artifacts will be extended to the owner. This invitation will be at the expense of Canadian Forces Base Petawawa Military Museum.