

# Halifax Regional Municipality Archives Exhibition and Loans Policy

## **Policy Statement**

The Halifax Regional Municipality Archives will promote the use of its holdings through participation in and development of exhibits. While exhibits offer an excellent opportunity for people to see what archival material actually is, the preservation of original material is paramount.

## **Objective**

This policy will provide staff of the Municipal Archives with guidelines and directives to refer to when loans are requested or exhibits are being planned.

## **Scope**

This policy applies to the entire archival holdings of the Municipal Archives, and to all staff, researchers and volunteers working with or using the archives, as well as to borrowing institutions.

## **Exhibit Policy Statements**

The Municipal Archives will:

1. Create exhibits that illustrate the Region's heritage and effectively publicize the holdings of the Archives.
2. Only create exhibits of material that has been made accessible through arrangement and description.
3. Create exhibits that display records in context, showing their relation to other records, rather than in isolation, or in such a way that does not demonstrate the interrelated and organic nature of archival material.
4. Create web exhibits so that remote users may gain an appreciation of the holdings of the Archives.
5. Ensure that all material used in exhibits has a proper citation or reference code.

## **Loan Policy Statements**

The Municipal Archives will:

1. Encourage the use of copies when requested to loan original material.
2. Lend original material only if a borrowing institution can justify that a copy will not suffice, provide proof that there will be adequate care and handling of material on loan, and will sign an agreement to this affect.
3. Cancel loans if, based on the judgement of the Archivist, the material is not being cared for adequately.

### **Roles and Responsibilities**

Manager, Information Management - The manager will ensure that there is a proper space for exhibition purposes within IM, and that time and resources are provided for the development of exhibits.

Archivist - The archivist will ensure that exhibits are produced regularly enough to fulfill commitments to public awareness. The archivist will offer explanations to those who are seeking loans of original material.

### **Review**

This policy will be reviewed every three years by the Archivist. Comments or concerns should be directed to the Archivist.