

COLLECTIONS POLICY

OSEREDOK UKRAINIAN CULTURAL AND  
EDUCATIONAL CENTRE

Approved by  
Board of Directors  
January 16, 1985

Reviewed by:  
Consultative Committee on Collections, October 24, 2018  
Consultative Committee on Collections, March 10, 2023

## PURPOSE

The Oseredok Ukrainian Cultural and Educational Centre (Oseredok) mandate is dedicated to the preservation, sharing, promotion, and development of Ukrainian-Canadian and Ukrainian culture and heritage.

The Collections Policy aims to establish guidelines for the growth, management, preservation, and access to the artifacts, archival materials, fine art, and books in the Oseredok collections.

The policy applies to Oseredok's Board of Directors, Consultative Committee on Collections, Acquisition Committee, volunteers, and staff.

## SCOPE

Oseredok maintains four collections:

### 1. Archives

The nature of material collected in the Archives is governed by a uniquely Canadian total archives concept, which defines as archival collections of all types of records in all forms, e.g. written and audio-visual records of historical significance such as documents of governments, public and private institutions, organizations or associations, cooperative and business societies, of families and private individuals, as well as antiquarian maps, rare books, manuscripts, blueprints and plans, digital materials, audio-visual materials, photographs, and others.

### 2. Art Gallery

Oseredok collections of works of art encompass all traditional areas of the fine art of a historical and contemporary nature, including paintings, drawings, prints of all kinds, sculpture, and other media, created by Ukrainian artists in Canada, Ukraine, and elsewhere.

### 3. Library

The Library collections consist of material written and/or published by Ukrainians and non-Ukrainians about Ukrainians such as books, pamphlets, periodicals, almanacs, catalogs, newspapers, rare books, dissertations, music, audiovisual and digital material, vertical reference files, government publications and other ephemera material.

### 4. Museum

The Museum collection contains artifacts reflecting the Ukrainian historical experience in Ukraine and Canada, modern and traditional, rural and urban. Its emphasis is on objects made in Ukraine and those created by Ukrainians in Canada. It can be classified into several broad categories:

a) folk art based on traditional models;

- b) objects of essential need such as clothing, tableware, tools, utensils, weapons, etc.;
- c) objects of personal culture, prestige, and wealth such as jewelry, musical instruments, etc.;
- d) objects reflecting religious, social, and political events of historical significance such as medals, banners, inventions, etc.;
- e) objects created as expressions of seasonal and ceremonial traditions such as pysanky, korowai, etc.

## POLICY STATEMENT

### I. GOVERNANCE

All Oseredok Board of Directors, Committees, and staff members must ensure the development, growth, management, preservation, and access to the collections.

The primary responsibility lies with the Executive Director to hire a Curator of Collections. Functional responsibility for collections policy framework and activities is delegated to the Curator of Collections.

The Board of Directors is responsible for:

- Providing the facilities and equipment to achieve and maintain environmental standards suitable for mixed collections.
- Providing the facilities and equipment to achieve and maintain storage standards suitable for mixed collections.
- Providing the infrastructure for the long-term digital preservation of the collections.
- Providing the facilities and equipment to access the collections through exhibitions and programming.
- Ensuring security and protection of the collections from external and internal risk factors.
- Securing access to professional conservation specialists for conservation and restoration treatments.

The Consultative Committee on Collections and Acquisition Committee are responsible for advising the Board of Directors on collection issues related to the library, art gallery, archives, and museum. The Committees offer suggestions to the Board related to the organization and management of the collections, including acquisition and appraisal of materials, and de-accessioning.

The Curator of Collections is responsible for:

- Developing the collections strategy for three years with projects aimed to support the strategy.
- Developing a set of collection management guidelines and procedures based on international and national standards and best practices (i.e. Collections Risk Assessment, Environmental Monitoring and Control, Conservation Training, Integrated Insect Pest Management, Object Handling and Display, Storage, Digital Preservation).

- Identifying collections priorities related to access, preservation, organization, and development.
- Directing collections organization, development, preservation, and access.
- Establishing and maintaining a high standard in conditions of storage, display, use, and handling of the collection.
- Providing safe and secure environments that will prevent the deterioration of artifacts on display and in storage.

## ACQUISITION

### I. PREAMBLE

The predominant method of acquisition at Oseredok is through donations, bequests, and gifts from the public. Occasionally, Oseredok will purchase a new acquisition if a proposed material is deemed by the Board and the Acquisition Committee to substantially enrich Oseredok collections and if acquisition funds are available.

### II. DEFINITION

Accessions refer to materials acquired by Oseredok to the permanent collections through a transfer of ownership by means of donation, gift, bequest, strategic collecting, exchange, or purchase.

### III. TERMS OF ACQUISITION

1. The terms of acquisition shall be drawn up in a written agreement with the donor/owner of the collection.
2. The Curator of Collections and the Acquisition Committee should review all matters related to any given acquisitions for Oseredok collections.
3. Acquisition of the material must reflect the collections strategy and Oseredok mandate.
4. Transfer of ownership document be signed by the owner of the material or the executor of the estate. If the donor holds the rights to the item, Oseredok shall negotiate a transfer of rights to the donated item to Oseredok and clarify matters concerning royalties, reproduction, and exhibition.
5. Acquisitions with restrictions shall be accepted only when the conditions are fully outlined, do not restrain Oseredok from meeting its aims and objectives, and a reasonable date is set for their termination. No material shall be accepted with a guarantee from Oseredok of the display, perpetual ownership or access restriction, or publication.
6. No material should be acquired for the collections if Oseredok cannot provide proper care and storage.

7. Oseredok will not acquire any material obtained illegally, or that does not have proper documentation, including permits.
8. Oseredok shall not acquire materials hazardous to people and other materials in the collection.
9. The acquisition of material for the collections shall be governed by a broad principle that prioritizes records, objects, books, printed material, and works of art produced and/or used by Ukrainians or non-Ukrainians about Ukrainians. Each item to be considered for acquisition by Oseredok is to be evaluated by both the Curator of Collections and the Acquisition Committee based on the following criteria:
  - relevance to Ukrainian community in Manitoba,
  - relevance to Ukrainian community in Canada,
  - relevance to Ukrainian community outside of Canada,
  - whether the material is complementary to existing collections,
  - whether the material is important due to its uniqueness or rarity.
  - the quality of the material;
  - the historical and artistic value of the material;
  - consistency with the Vision, Mission and Values of Oseredok;
  - proof of authenticity, if appropriate, and suitable provenance of the material;
  - physical condition of the material;
  - compatibility with Oseredok's ability to provide proper care, environmental conditions, and storage.
10. Regardless of the acceptance of the material by the Acquisition Committee, the donor is responsible for the following potential costs:
  - transportation of the material;
  - external professional appraisal and authentication;
  - conservation treatment, if required.
11. The Acquisition Committee can internally appraise the value of the material when it is less than \$1000. If the donor disagrees with the appraised value, the donor should seek an external professional appraisal and cover all related expenses.
12. Donation of the material is irrevocable upon signing the donation form.
13. Digitally born materials should be donated in a digital form.
14. Acquisition for the library collection shall be governed by the following:
  - Material complementing the nature of Oseredok collections in the museum, art gallery, and archives, in such subject areas as architecture, history of art, folk art, ethnography, history, sociology, etc.;
  - Areas complementing programs in Ukrainian studies in the private and public education systems at the primary, secondary, and postsecondary levels, e.g. linguistics, literature, history, education/pedagogy, music, dance.
15. Oseredok shall strive to acquire materials only if it can provide and maintain an acceptable level of care for the acquired material with respect to preservation, conservations, documentation, research, exhibition, and interpretation in accordance with the highest professional standards.
16. Oseredok shall not accept material already held in duplicate unless the material offered is in better condition than that already held.

17. Oseredok shall do its utmost to ensure that all accessions are readily and adequately insured for their replacement value.
18. It is unethical for Oseredok employees, members of the Board of Directors, their relatives and associates, and volunteers to influence the decision on whether to acquire the material and/or the tax receipt amount. They must excuse themselves from any discussion that involves a conflict of interest.
19. Limited space, cost and staff expense, and the inability to provide adequate care prevents the Oseredok from taking deposits into its custody. Oseredok is under no obligation to retain unsolicited donations of any material dropped off or received in the mail. If the material is not accepted, an effort will be made to return it, if requested at the moment of donation, at the donor's expense.

## DEACCESSIONS POLICY

### I. PREAMBLE

From time to time Oseredok may deem it necessary to dispose of items in the collections to improve the quality of collections, respond to considerations of quantity and space, and allow materials that do not have significance to Oseredok collections to be enjoyed by others. The overall benefits of deaccessioning materials from the collections are the following:

- improving the quality of the collections, taking into account Oseredok's limited resources;
- avoiding costs associated with storing, preserving, cataloging, and insuring a material that will not be exhibited;
- allowing materials that have no significance to our collections to be enjoyed in other heritage institutions;

### II. DEFINITION

Deaccessioning refers to the permanent removal of an accessioned material from the collections. A formal act that allows for the disposal of the material.

### III. CRITERIA FOR DEACCESSIONING

Deaccessioning is an essential process of collection management. Deaccessioning may occur under the following circumstances:

- a) material does not fit the Oseredok mandate;
- b) material has lost its authenticity (i.e. fake, poor documentation, reproductions);
- c) material is redundant (i.e. duplicates);
- d) Oseredok cannot provide adequate care for material;
- e) accidental loss (i.e. disappearance or theft) or destruction of material;
- f) material poses a preservation threat to other materials in the collections;

- g) material is in poor physical condition with no possibility of restoration;
- h) material was illegally obtained;
- i) excessive representation of material in Oseredok collections;
- j) the possibility of upgrading materials through an exchange.

#### IV. DEACCESSION and DISPOSAL GUIDELINES

1. Oseredok shall ensure that before deaccessioning, the material shall be thoroughly researched and documented and that complete and accurate records of all deaccessions be kept permanently.
2. In case of planned or intentional deaccessioning, upon the Curator of Collections recommendation, the Acquisition Committee must decide by majority vote to deaccession material. Based on the Acquisitions Committee recommendations, the Board of Directors approves deaccessioning. The Board may make provisions of Directors upon recommendation of the Acquisition Committee for standing approval for the deaccessioning of certain items (e.g. duplicate books and periodicals, reproductions).
3. In the event of accidental loss or destruction, the items in question are considered deaccessioned. Oseredok will notify the appropriate authorities, file insurance claims if applicable, and take responsible steps to prevent similar occurrences in the future.
4. Oseredok shall make every effort to ensure that the deaccessioned material remains in the public trust.
5. Oseredok shall make every effort to ensure that collections significant to the cultural heritage of Ukrainians in Manitoba and Canada remain in Canada.
6. Material cannot be deaccessioned at the request of the original donor or the donor's relatives. By signing the donation form the donor revokes all rights and titles to the donated materials.
7. Except for accidental loss or destruction, before any deaccession, the material's fair market value shall be determined by an arm's length appraisal.
8. Upon approval of a major deaccession, other than accidental loss or destruction, Oseredok shall make public a record of items deaccessioned.
9. Revenue received from deaccessioning through sale/auction and/or proceeds from an insurance claim shall be used exclusively for the new acquisitions to the collections and not for operational needs. De-accessioning should not be used as a method to meet the financial obligations of Oseredok.
10. The manner of disposal should be in the best interest of Oseredok, the public it serves, and the public trust placed in it.
11. Subject to Section 8 of the Deaccessioning Guidelines and, Oseredok will offer deaccessioned collections for sale, trade, exchange, or as a gift to another tax-exempt non-profit educational institution whose aims and objectives, are similar to those of Oseredok.
12. It is unethical for Oseredok employees, members of the Board of Directors, their relatives and associates, or volunteers to acquire or to benefit in any way from the disposal of Oseredok collection.

13. Oseredok may not dispose of materials from the collections by returning them to the original donors as a gift (whether or not the donor received a tax receipt for the donation). However, Oseredok may allow the original donor to purchase the material at the current fair market value.
14. Occasionally, Oseredok may need to discard material that is in a condition beyond repair. Such material should be permanently and completely destroyed before witnesses or disposed of in a fashion that ensures it cannot be reconstructed in any way.
15. Deaccessioning of any item from any collection, shall be adequately recorded and the record retained for future reference.

## DEVELOPMENT OF COLLECTIONS

Oseredok collects objects, works of art, and printed and audio-visual material pertaining to the cultural heritage of Ukrainians in Canada.

The Collections Committee and the Curator of Collections shall propose a budget to ensure the equitable development of all four components of Oseredok collections.

## COLLECTIONS MANAGEMENT

Oseredok makes every effort to maintain accurate and up-to-date records on the identification, description, location, and condition of all materials in the permanent collections and on materials relating to ongoing activities (in particular loans, research, correspondence with donors, researchers, insurance, provenance, conservation, exhibition, publication and reproduction history, etc.). In doing so, Oseredok ensures that records are authoritative, accurate, trustworthy, and objective. Records are maintained either physically in hardcopy documents or digitally in the collections management system. Digital record maintenance is preferred.

Oseredok uses metadata to manage and share information about the collections and follows standards of the best practice for museum, archive, and library metadata.

Oseredok is responsible for the long-term preservation of its permanent collection and ensuring that the materials are maintained under conditions that preserve their physical integrity while on display, in storage, or on loan. Refer to Oseredok Conservation Policy for more guidelines on collections preservation.

Oseredok maintains its digital materials in a trusted digital repository that provides reliable, long-term access to the collections' digital resources to its designated community, now and in the future. The trusted digital repository is compliant with ISO 16363 / TDR standard.

Oseredok should be credited for the use of any materials within its collections.

Oseredok does not provide appraisals or monetary valuations of materials for the general public.

Oseredok is responsible for sharing and promoting its collections as widely as possible. Access and display of the permanent physical collections must be balanced with the responsibility to preserve the collections. The display of the collections has to consider security and preservation considerations. No material should be displayed if a preservation or security concern is present.

Access to Oseredok collections is limited by space, staff availability, condition, and security requirements. Access to the material can be refused only when there is an access restriction requested by the donor or due to preservation concerns in case of physical access.

Oseredok is responsible for providing a safe and secure environment for all collections in its custody, including loaned materials. This entails controlling light exposure, relative humidity and temperature, pollutants, and contaminants in accordance with current best practices.

The Curator of Collections and the Curator of Exhibitions may handle collection materials without permission. Any other staff member, interns, students, contractors, volunteers, conservators, or researchers need permission to access archival or museum storage and handle the collections' materials. The Curator of Collections is responsible for providing training, guidelines, and procedures for the safe handling and security of collections materials.

A comprehensive inventory of the collections must be executed every ten years under the direction of the Curator of Collections. A spot check inventory must be executed annually to identify materials that need conservation treatment or stabilization.

Oseredok must execute Integrated Pest Management (IPM) practices to reduce the deterioration caused by insects, rodents, and other pests. IPM is to be accomplished by inspecting collections and building for biological activity, monitoring and identifying insects and other pests through trapping, maintaining clean collections storage space, and restricting activities that could introduce pests into collections (e.g. live plants, cut or dried flowers, trash, food and drink in areas close to collections).

Oseredok permanent collections must be insured.

Oseredok staff and volunteers will work to ensure that materials are protected from natural disasters, vandalism, theft, human error, mechanical or operational failure, and

deterioration. To ensure a secure environment for the collections, the following must be implemented:

- All entrances and exits to spaces that contain collections will be securely locked and armed after business hours;
- Access keys to storage rooms will be restricted to permanent and temporary staff members and interns;
- High quality fire detection will be used and maintained in working order;
- Environment monitoring equipment such as security cameras and temperature and humidity monitors will be used;
- A disaster preparedness plan will be evaluated and revised every five years.

### LOANS – INCOMING

Oseredok borrows materials of art, historical, and cultural significance from non-profit organizations, artists, and collectors for exhibition and research. Materials selected for a loan should be in a condition suitable for transport and display. Oseredok will not entertain a permanent or indefinite loan. Oseredok will ensure incoming loan material at the request of the lender unless the lender waives this requirement in a signed contractual agreement.

### LOANS – OUTGOING

Oseredok loans materials of artistic, historical, and cultural significance from its collections to other non-profit organizations for temporary exhibitions and other scholarly and educational purposes. Oseredok doesn't loan to individuals. Oseredok will not entertain requests for a permanent loan of collection materials.

Oseredok must receive loan requests in writing 12 months before the proposed loan date unless otherwise approved by the Executive Director. Loan requests must specify the purpose and the loan period, which should not exceed one year.

The loan agreement must be signed. The loan agreement should address copyright and reproduction rights.

The borrowing organization has to demonstrate that it can ensure a secure and safe environment for displaying loaned material for the duration of the loan. The borrower organization must show that the material will be provided with at least the same standard of care it receives at Oseredok.

Oseredok must provide the borrower with the appropriate valuation of loan material for insurance purposes.

The cost of transportation, conserving, crating, shipping, insuring, and returning a loaned material is to be paid by the borrowing organization.

Loan requests must be reviewed by the Curator of Collections and the Consultative Committee on Collections. Their recommendations must be based on the following criteria:

- the condition of the material;
- the value of the material;
- the impact of the loan upon Oseredok exhibitions, programming, display, educational and research needs;
- the significance of the exhibition for which the loan is requested;
- the justification of Oseredok staff work for the exhibition.

The Executive Director is responsible for approving an out-going loan and a potential deadline extension.