

RESEARCH POLICY

**OSEREDOK UKRAINIAN CULTURAL AND
EDUCATIONAL CENTRE**

Approved by

Board of Directors

Reviewed by:

Consultative Committee on Collections

October 2023

Oseredok Ukrainian Cultural and Educational Centre is committed to the pursuit of research by staff and external researchers. Research plays an integral role in understanding our Ukrainian Canadian culture and heritage and celebrating the stories of our community. Research enables Oseredok to produce meaningful and accurate exhibitions and programs, as well as facilitate community partnerships and assist and encourage the research of others. Through its collections, exhibitions, volunteers, staff and programs, Oseredok interprets the fabric of our past and points the way to its future.

PURPOSE

This policy sets out the framework for research within Oseredok and its collections. In alignment with Oseredok's mandate, this framework intends to support an interpretation of the fabric of the past, encourage scholarship, and provide an opportunity for knowledge sharing, thus positioning Oseredok as an outstanding heritage institution internationally and nurturing the Ukrainian community on a global scale.

SCOPE

Oseredok's primary research objectives are to serve and support the operation of Oseredok and to assist and encourage the research of others. While all research should relate to the mandate of Oseredok, its range will be broad, including structured formal projects and more focused research investigations of smaller scope. The research will include, but not be limited to, the following primary areas of investigation:

- collections research related to current holdings or proposed acquisitions;
- public and educational programming, exhibits, and events;
- staff training and development;
- conservation, collections management, exhibit design, and promotion;
- sharing Oseredok's resources to assist others in the community and collaborate.

This policy applies to all staff and volunteers working in Oseredok and to any external researchers seeking access to the Oseredok museum, library, archival, and fine art collections.

Internal Research

In consultation with the Consultative Committee on Collections, the Curator of Collections will establish priorities for the research program. The research program will be consistent with Oseredok's mandate and vision, reflecting the needs of the Ukrainian Canadian community, collections, and programming. The research will be in keeping with good collection management practices. Oseredok will endeavor to identify the origins, uses, and history of all the material in its collection, exhibits, and programs and ensure that the research findings are accurately and objectively presented.

Through its research program, Oseredok will communicate and share its research using:

1. permanent, temporary, traveling exhibits that include artifacts and interpretive materials;
2. oral communication such as interpretation, education programs, professional presentations, public lectures, and training;
3. publications such as internal reports, articles in professional journals, exhibitions catalogs, books, social media platforms, newsletters, and print;
4. responses to inquiries from the public and external researchers;
5. other appropriate avenues of communication.

Support for External Researchers

On-site research

Oseredok will allow members of the public to access its collections for research purposes, given that there is no access restriction and the long-term physical preservation of an item/material will not be compromised. A ten-business day period is required to process a research request. The type of access given to a researcher may vary depending on the type of information requested. Oseredok and the Curator of Collections will determine access privileges. Prior to being granted access to the collections:

- A researcher will demonstrate an understanding of Oseredok's care and handling procedures;
- A researcher will communicate to Oseredok and the Curator of Collections the nature and purpose of their research by completing the research registration form;

- When publishing materials obtained from Oseredok, researchers shall acknowledge Oseredok and its resources.
- Researchers will be informed that they are responsible for obtaining the publishing rights for any materials retrieved from Oseredok collections.
- A researcher will book a research appointment at least three weeks before an on-site visit to the Research Centre. If that date is already booked, an alternative date will be offered.
- The Curator of Collections will guide external researchers in the proper handling of Oseredok's objects and archival materials.
- A clean, well-lit and separate study area will be provided to external researchers.

Oseredok will not allow a private external researcher to remove any artifact/material from its facility for research or documentation purposes. Loans of artifacts to other heritage or educational institutions will be considered in consultation with the Consultative Committee on Collections.

Remote access to the collections/research requests

Oseredok offers access to some of its digitized holdings through the Online Catalog and will make every effort to offer digital access to all its collections.

Oseredok will respond to research requests from the public by identifying if its collections contain relevant materials to the research request. If there are relevant materials in our collections, the researcher or a member of the public will be advised to request in-person access to the collection.

Oseredok will not perform research on behalf of researchers.

Oseredok will not make a copy of its collection materials on behalf of researchers. Researchers are encouraged to use their digital cameras or cellular phones to make digital copies.

Oseredok will not provide access to analog archival materials if they are available in digital format for the purposes of long-term physical preservation.

Appendix A

Oseredok Ukrainian Cultural and Educational Centre
RESEARCHERS REGISTRATION FORM

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Employer/Institution: _____

1. Description of Research Project

2. Category

Academic Government International organization Non-governmental organization
Press Private scholar Other

3. Purpose of the Research

Academic publication Non-academic publication Exhibition Media
Other

4. Research Center Rules

The Research Centre is open Monday to Friday, 10 am to 4 pm. All visitors must complete and sign this form. In addition, they must sign the visitors log book each day.

The Research Centre has one computer terminal available for research purposes. Oseredok reserves the right to deny access to the computer terminal if usage is deemed to be of non-research nature.

Food and beverages are not permitted in the Research Centre.

Researchers do not have access to the Archives and Museum Repository as well as the Library shelving area.

Archival material is highly fragile and vulnerable to improper handling. To minimize any damage, original documents must remain on the desk and separate from researcher's notes. Documents **must not** be marked, rearranged, removed from their covers, or taken out of the research room. Please return files to their proper sequence in each box and make sure not to mix records from different boxes because it is vital that records remain in their proper boxes. In addition, leaving numerous files spread out on the tables is not permitted.

Gloves are necessary for handling archival materials, rare books, objects or photographs in order to protect the materials from the oils and other residues left by hands. Oseredok will provide gloves if they are required.

Ink, marker pens, and post-it-notes may not be used as they can damage the records. Oseredok will provide paper and pencils that should be used in the Research Centre.

Only digital cameras are allowed to make copies of documents. Scanning or photocopying of materials is not allowed.

Oseredok does not perform research on behalf of patrons. If a visitor can not physically visit Oseredok's Research Centre, hiring someone to help with your research can be a great option for remote access. Consider hiring a local graduate student or ask a friend living near Oseredok.

Any use of Copyright protected works beyond that allowed by fair use requires the written permission by the copyright owners. Researchers must make their own assessment of rights in light of their intended use. Oseredok reserves the right not to provide archival material on request if, in its judgment, fulfillment of the request would involve violation of copyright laws.

Please be advised that the publication or republication of any materials provided by Oseredok is strictly prohibited without the express prior consent of Oseredok.

6. Acknowledgement

I have read and agree to abide by the rules for using the Oseredok Research Centre, and archival, museum and library materials. I am aware that infringement of Oseredok Research Centre rules may result in my being excluded from using the Research Centre.

I shall acknowledge the use of the Oseredok's materials in any publication which may result from my research through correct citation of sources. I shall provide Oseredok with a copy, free of charge, of any publication resulting from my use of Oseredok materials.

I am responsible for obtaining the permission of copyright owners where required by law, if I wish to make further reproductions of documents.

Signature _____

Date _____