

COLLECTIONS ACCESS PROCEDURE

INTRODUCTION

The Art Museum at the University of Toronto is custodian of four collections: the Lillian Malcove Collection, The University College Collection, the University of Toronto Art Collection, and the Hart House Permanent Collection. The Malcove Collection, bequeathed to the University in 1982, consists of over 500 objects ranging from ancient pieces to 20th Century Art; The University of Toronto Art Collection is also wide-ranging with a particular strength in contemporary Canadian Art and consists of nearly 4000 works; The University College Art Collection consists of over 500 works and contains significant paintings by the Group of Seven; and the Hart House Permanent Collection consists of over 650 works, including 59 artworks now deemed “National Treasures.”

A primary objective of The Art Museum is to ensure a balance of care and access of its collection. In line with The Art Museum’s mandate, the collection is to be fully integrated with University of Toronto academic and co-curricular programs, but also must ensure that objects within collection are handled and used with the highest standards of care. Developing and adhering to *Collections Access Procedures* may facilitate a system of access that allows for integration while extending the longevity of these art objects and preserving them for future study.

The Art Museum’s *Collections Use Policy* and *Collection Access Policy* as well as University of Toronto’s policies on Art Collections, Collections Management, Conservation and Access provides additional information about the strategies and procedures used by the Art Museum staff to preserve and maintain the collection presently under its care. Taken together in combination with the *Collections Access Procedure*, these policies and procedures provide a comprehensive view of the Art Museum’s responsibilities to the University of Toronto’s collections, and how to facilitate access to the Art Museum staff, scholars, the public and the University of Toronto community including, but not limited to, faculty, staff students and alumni.

PURPOSE OF ACCESS PROCEDURE

The purpose of this document is to outline the procedures and protocols for allowing and facilitating access to the collections under the Art Museum’s care. This procedural form is in line with the Art Museum’s *Collections Access Policy*. The objective of this document is to outline how to facilitate access to the museum’s collection while ensuring that objects within collection are handled and used with the highest standards of care. This procedure should be used when facilitating access to the collection for the following reasons:

- Research



- Curatorial purposes
- Class visits, internal and external to the University of Toronto

SCOPE OF ACCESS PROCEDURE

This procedure applies when allowing access to all objects in the Art Museum's care including the Lillian Malcove Collection, The University College Collection, the University of Toronto Art Collection, and the Hart House Permanent Collection therein.

PROCEDURE

1. User Completes Collections Access Registration form

- 1.1. At minimum, the user must provide *Name, Date, Email, Home Address, Phone Number, Purpose of Research* and *Signature*.
- 1.2. A *Collections Access Registration* form is required to be completed by a user every calendar year (if a researcher completed a form the previous calendar year, they must complete a form for the next if wanting to be allowed access to the collection).
 - 1.3.i. It is preferred that a known member of an accredited institution or body recommends the user
 - 1.3.ii. Independent researchers are required to provide a reference from a known member of an accredited institution or body
- 1.4. The form may be scanned and emailed, faxed or physically delivered to the Art Museum

2. User Completes Collection Appointment Request Form

- 2.1. At minimum, the researcher must provide *Name, Email, Requested Date of Visit* and *Purpose of Visit*.
- 2.2. For group visits representative must provide the latter along with *Institution, Course Name* and *# of Visitors*.
- 2.3. Concerning group and class visit, one *Collections Appointment Request Form* is required by the representative of the group. **All those within the group** must complete a *Collections Access Registration form*.

2.4. A Collections Appointment Request form is to be completed **per visit**.

2.5 The form may be scanned and emailed, faxed or physically delivered to the Art Museum

3. Negotiation of Date between Collections Manager and User

3.1 While every effort should be made to permit access to the collection for detailed study, the Art Museum requires a minimum notice of two weeks.

4. User signs User Collections Access Log

4.1. Before accessing the collection, the user must sign in to the User Collection Access Log and fill in all fields within the log

4.2. The user is to provide relevant I.D when signing in

5. Art Museum staff is to facilitate and monitor user access

5.1 Only properly trained staff, as outlined in the Art Museum's Collections Use Policy and Collections Access Policy, will be allowed to monitor users and facilitate access to the collection

6. Art Museum staff initials User Access Collections Access Log

6.1. When exiting, the user will enter the time of exit and the Art Museum staff supervising the user will initial the User Access Collections Access Log.

PROCEDURE CHECKLIST

Before User Access

- User Completes/Submits *Collections Access Registration form*

Upon Access

- User signs User Access Collections Access Log
- User Provides I.D
- Art Museum Staff Monitors User
- Art Museum Staff initials the User Access Collections Access Log.

Review of Procedure

This procedure will be reviewed, at minimum, every two years by the Art Museum staff to ensure that it accurately reflects current circumstances and practices at the Art Museum at the University of Toronto. Revisions to this document will be made upon recommendation of the Director.