

**University of Alberta Museums**  
**Request to Establish a New Collection of Museum Objects**

1. Name of Department \_\_\_\_\_
2. Name of Administrative Head responsible for the Collection  
\_\_\_\_\_
3. Name of academic staff member who will be designated as Curator of the Collection  
\_\_\_\_\_
4. Number of staff assigned to Collection \_\_\_\_\_
5. Identify the annual budgeted funds dedicated to the Collection and the expenditures these funds will support  
\_\_\_\_\_  
\_\_\_\_\_
6. Describe the type of material and number of objects in the proposed Collection  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Describe the level and type of documentation records available for objects in the Collection (e.g., label data, donation agreements, history of ownership)  
\_\_\_\_\_
8. Describe how the Collection will be used for teaching, research and community service. Identify the courses that will use the Collection, and research and community service programs that will be supported by the Collection:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Describe the potential growth of the Collection in the next five years including the mode of acquisition of new objects (donation/purchase/field collection/transfer) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Identify space and facility needs for the Collection \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

11. Identify plans to ensure the Collection space meets museum standards (e.g., environmental conditions, security) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Describe how the objects will be made accessible to staff, students, visiting scholars and the community \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

13. Identify the legal obligations and requirements when acquiring objects for this Collection (e.g., permits required to collect) \_\_\_\_\_

\_\_\_\_\_

14. Identify the ownership of objects in the Collection \_\_\_\_\_

\_\_\_\_\_

**The Department declares the following:**

- It has sufficient staff and budget to adequately process, care, store and provide access to the above described objects
- Objects in this Collection will be acquired in accordance with all applicable laws, agreements, conventions, treaties and Tri-Council requirements; and in compliance with the ethical standards specific to the discipline of the Collection
- Objects acquired for this Collection will be the exclusive property of the University

\_\_\_\_\_  
Signature on behalf of the Unit  
(Authorized Officer of the University of Alberta)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date