

REQUEST TO ESTABLISH A NEW COLLECTION OF MUSEUM OBJECTS

APPOINTMENT

1. Name of Department _____
2. Name of Administrative Head responsible for the Collection _____

STAFFING AND RESOURCES

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. Identify space and facility needs for the Collection _____

7. Identify plans to ensure the Collection space meets museum standards (e.g., environmental conditions, security) _____

DESCRIPTION OF COLLECTION

8. Describe the type of material and number of objects in the proposed Collection

9. Describe the level and type of documentation records available for objects in the Collection (e.g., label data, donation agreements, history of ownership)

10. Identify the ownership of objects in the Collection _____

11. 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:

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

13. 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) _____

DECLARATION

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 Name (please print)
(Authorized Officer of the University of Alberta)

Date

**RETURN COMPLETED FORM TO:
MUSEUMS & COLLECTIONS SERVICES
RING HOUSE 1**