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:
    
For general University of Alberta Museums information please contact:

Museums and Collections Services • Ring House 1 • University of Alberta • Edmonton, Alberta, Canada • T6G 2E1
T: 780.492.5834  F: 780.492.6185  E: museums@ualberta.ca  W: www.museums.ualberta.ca
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)

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Date

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