

Peer Coaching Template

Collections

To what extent does the museum meet collections management standards, care for, and work to improve knowledge about the collection, and share this information with the public?

Collections database records are never complete, and are an exercise in continuous improvement. Provide brief comments about how the museum's three most recently added/edited records reflect its documentation practices.

Comments (Limit: 500 characters):

Submit the three most recently added/updated collections database records (including digital images).

Select one element of the museum's collections management policy that you would like feedback on, and leave any specific requests in the comments section. It should include:

- ☐ Statement on how the policy supports the Mandate, Land Acknowledgement, and/or Commitment Statement.
- ☐ Acquisition (criteria, collecting priorities to address underrepresented areas, appraisals and tax receipts, and born-digital materials).
- ☐ Intangible Heritage (documentation, management, and support).
- ☐ Documentation (standards, databases and backups, digitization, and addressing gaps and backlogs).
- ☐ Care and Preservation (standards, inventory, monitoring, security and environmental conditions).

- ☐ Access and Use (standards, content warnings, intellectual property rights, image use, reproductions, and hazardous materials).
- ☐ Lending and borrowing objects (forms and agreements, insurance, transportation, and building community relationships).
- ☐ Repatriation (commitments related to returning objects to communities of origin).
- ☐ Insurance Coverage (policy requirements for coverage and claims).
- ☐ Deaccession (principles, criteria, methods of disposal, and procedures for museum closure).

Comments (500 characters max)

Submit the museum's collections management policy.

Facility Management

To what extent are the facilities and property safe, secure, and well-kept; accessible to users, with supports, services, and plans for improvement?

Select one element of the museum's emergency preparedness plan that you would like feedback on, and leave any specific requests in the comments section.

- ☐ Risk assessment of threats (e.g. to building, collection, digital information, climate-related emergencies, etc.).
- ☐ Contact list (e.g. board, staff, volunteers, service providers, emergency services, etc.).
- ☐ Response plan in case of dangers posed to workers, social unrest, or threats to the physical property (e.g., emergency alert of a neighbourhood lockdown)
- ☐ Arrangements for safety of the collection (e.g., pre-arranged temporary space to move the collection, identification of community partners to assist).
- ☐ Coordination with Emergency Services (e.g., floor plan on file with the fire department)

- ☐ Evacuation procedures and Assembly Point information (e.g. maps, exit signs, emergency lighting; procedures for those that cannot evacuate independently, etc.).
- ☐ Quick sheets (one-pagers with key info) in accessible locations, and full plan available off-site.

In 500 words or less, explain how the museum is implementing the Emergency Preparedness Plan.

Select one element of the museum's facilities management plan that you would like feedback on, and leave any specific requests in the comments section.

- ☐ Individual(s)/Committee responsibilities.
- ☐ Floor plan with labels, including water shutoff and electrical panel information.
- ☐ Key and alarm code policy and procedures.
- ☐ Maintenance and repairs (e.g. schedule, funding, partnerships, etc.).
- ☐ Pest control monitoring and procedures.
- ☐ Identification of accessibility improvement goals (e.g. physical/mobility, hearing/visual, family/cultural, learning/behavioural needs).
- ☐ Waste management plan (e.g. recycling, compost, etc.)
- ☐ Seasonal opening and closing procedures (if applicable).
- ☐ Climate change mitigation and adaptations.

Submit the museum's facilities management plan, or portion of the plan that addresses the selection above.