

General

Date of application:

Name of institution:

Name of incorporated governing organization:

Mailing address (include city/town, postal code):

Contact information:

Primary contact	Secondary contact
Name:	Name:
Title/role:	Title/role:
Email:	Email:
Phone:	Phone:
☐ Available off-season ☐ Works with collection	☐ Available off-season ☐ Works with collection

Whose responsibility is it to complete the annual membership renewal? Include contact information if different from above.

Why do you want to join the Co-operative? (Note: if you have previously participated, state your reasons for leaving as well)

Organization

Which months of the year is your organization open to the public?

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Which of the following areas of collections management does your organization focus efforts on? Select all that apply.

- | | | |
|--|--|--|
| ☐ Acquisitions | ☐ Conservation | ☐ Digitization |
| ☐ Documentation | ☐ Educational resources | ☐ Exhibit development |
| ☐ Loans | ☐ Reorganization | ☐ Research |
| ☐ Other: | | |

How many people work at your institution?

Full-time, year-round:	Part-time, year-round:
Full-time, seasonal:	Part-time, seasonal:
Volunteer(s):	Student(s):

Is there a collections committee in place?

☐ Yes
☐ No
☐ Other:

What makes your institution unique?

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Collections Management

Approximately how many objects are in your collection? (including archival materials)

☐ Under 1,000 ☐ 1,001 - 5,000 ☐ 5,001 - 10,000 ☐ Over 10,000

Approximately how many of the following types of objects are in your collection?

Object category	Approximate number of objects
Built Environment Objects	
Furnishings	
Personal Objects	
Tools & Equipment for Materials	
Tools & Equipment for Science & Technology	
Tools & Equipment for Communication	
Distribution & Transportation Objects	
Communication Objects	
Recreational Objects	
Unclassifiable Objects	

How much of the collection does the museum own, and how much is on loan? Provide exact numbers if known, or an estimated percentage.

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Have arrangements been made with donors regarding Intellectual Property (IP) rights? If yes, how many items in your collection do you hold IP rights to?

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Which type(s) of technology does your organization primarily use for collections management? (e.g., desktop computer, laptop, tablet, smartphone)

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How do you document your collection? Select all that apply.

- ☐ Database (Provide the name & version: _____)
- ☐ Electronic files (Word, Excel, etc.) ☐ Catalogue worksheets (paper)
- ☐ Digital images ☐ Donor questionnaires
- ☐ Gift agreements ☐ Ledger(s)
- ☐ Other: _____

If a database is already in use, how many museum workers are trained in its use?

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Approximately how much of the collection has been digitized?

Objects photographed: _____

Archival materials scanned: _____

How many objects are in the backlog, if applicable? (i.e., waiting to be accessioned and/or catalogued)

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If requested, are you able to submit a copy of your database or electronic collections files (if applicable) and related policies and procedures for review?

☐ Yes
☐ No
☐ Other: _____

Do you have reliable high-speed internet on-site? If not, do you have plans to obtain reliable internet in the near future?

☐ Yes
☐ No
Comments: _____

Co-operative Work

How does your organization work collaboratively with other local museums and heritage organizations? (e.g., attending regional meetings, co-curation, participating in joint advocacy and marketing projects, etc.)

Are museum workers willing/able to commit time and resources to the following initiatives led by ANSM staff?

- | | | |
|---|---|---|
| ☐ Annual site visit/virtual check-in | ☐ Online training | ☐ Travel to in-person training/workshops |
| ☐ Special projects | ☐ Provide feedback & share ideas for improvement | |

Is there anything else you think ANSM should know?

Participating museums in the NovaMuse Co-operative receive an annual site visit, one-on-one training, remote support, and opportunities to participate in training and special projects related to collections management.

There are two levels to the NovaMuse Co-operative: **Introductory** and **Full Services**. The Introductory level is for new participants, enabling museums to work with ANSM at their own pace towards accessing Full Services, which utilizes the CollectiveAccess database system, [NovaMuse.ca](https://novamuse.ca), and related special projects.

To learn more, please visit our website:

<https://ansm.ns.ca/novamuse-co-operative/>