



## **OGNIWÓ POLISH MUSEUM SOCIETY INC. EXHIBITIONS POLICY**

### **I Purpose**

The purpose of exhibits is to attract, educate and involve visitors in the process of discovery and learning and to cultivate appreciation and understanding. The Ogniwó Polish Museum seeks to present the Polish experience in Canada by presenting immigrant stories through exhibitions, presentations, workshops and special events. Exhibits will showcase both rural and urban lifestyles as well as explore and research Polish history, traditions and folklore.

### **II Audience**

The Museum serves a large and diverse audience and seeks to inform and educate the general public about the Polish community in Winnipeg from the time of the Lord Selkirk settlement to the present.

### **III Types of Exhibits**

Due to space considerations, the Museum chooses not to create permanent exhibits. The entirety of the display area of the Museum is allocated and reserved for temporary exhibits.

The Museum may choose to host travelling exhibits for the education and enjoyment of the visiting public. These exhibits should meet with the Museum's exhibition policy and mandate, or can be introduced for their own intrinsic value and the interest of the community. If the Museum displays an exhibit from another museum or organisation, consideration should be given to including objects from the Museum's own collection. Any contractual or financial responsibilities will be negotiated on an as-needed basis with the cooperating institution.

Temporary exhibits will be displayed for no less than three months and may last up to eight months, unless otherwise dictated by the Board of Directors.

Travelling exhibits will be displayed for no less than one week and may last up to three months, unless otherwise dictated by the Board of Directors.

### **IV Authority and Developing Exhibits**

The Exhibit Curator and the Board of Directors have primary responsibility for planning, coordinating, producing, evaluating, and maintaining exhibits, consulting where necessary with specialists, and for reporting on these to the rest of the Board on a regular basis.

### **V Display Appearance**

As a public institution, the Museum will maintain an exterior and interior appearance, including entrance and all exhibition areas, that will accommodate visitors of all ages and capabilities. The exhibition space will be set up for easy access and displays will fully utilize their designated display space. Furnishings in display areas will be oriented in such a way that they do not overcrowd or overpower the visitor.

Exhibition lighting will be arranged according to accepted museum standards. The nature and condition of the artefact will be considered in the selection of the type of lighting.

Furnishings and mounts used for display purposes will be chosen and/or designed to protect the artefacts from adverse handling, dust, dirt, or physical hazards without obstructing the visitor's view or appreciation of the display.

All graphics, labels and text will have a professional appearance and reasonable durability. They shall not obstruct or interfere with the visitor's view or appreciation of the display.

## **VI Conservation**

While on display, artefacts will not be exposed to overuse or deterioration through their utilization within an exhibit. Artefacts on display will be monitored for deterioration. Environmental and security controls, such as barriers, will be employed, where necessary, to ensure the safety of the artefact and the visitor. The Museum will care for all exhibits with respect and diligence, according to accepted professional protocols of exhibit care and handling.

## **VII Staff Training**

Volunteers and staff, as well as consultants developing exhibits, shall provide the following skills to the success of the project:

- an understanding of the objectives of the Museum,
- an appreciation of the significance of the collection and its potential for display,
- a regard for the preservation of the artefacts on display and a knowledge of how to achieve this,
- good judgment in selecting which artefacts to display, considering their number, quality, and condition,
- creativity in display design and in the written information which accompanies the exhibits,
- sensitivity to the visual components of proportion, colour and light, and
- dexterity in the various manual skills that are required to prepare and mount an exhibition.

## **VIII Health and Safety**

All exhibits will take into account the health and safety of the visitors and staff in accordance with, and applicable to, health and safety laws, meeting the Museum's obligations as a public and community institution.

## **IX Financial Resources**

The Board of Directors will set goals and identify annual budgetary needs for exhibit development and maintenance. Where feasible, applications for grant funding will occur in consultation with the Treasurer and the Board, to such organizations, whether Federal, Provincial, Municipal or private, that will support the various elements of exhibit preparation. Such grant applications will be prepared with sufficient advance planning to fund the exhibit as it is scheduled within the Museum exhibits calendar. Private donations and corporate sponsors will also be sought to support those exhibit costs that cannot be covered by Grants.

## **X Exhibit Evaluations**

All exhibits should be evaluated according to the objectives that were accepted by the designer(s) of the exhibit and the Board. Included in this evaluation should be target audience numbers and response and staff response. The process of evaluation can be through audience, staff or membership surveys, or statistical reviews of attendance. These evaluations are to be presented to the museum Board on a regular basis.

## **XI Responsibility**

All members of the Museum, as well as its Board of Directors and Exhibit Curator, have an obligation to adhere to this policy when developing, constructing and maintaining all exhibits, and to be accountable for the quality of these exhibits, in order to realize the full potential of its collections and their importance to the community and the history of the Polish community in Winnipeg.

## **XII Policy Review**

This policy will be reviewed periodically by the Board of Directors.

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