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| EFFECTIVE DATE | |
| LAST AMENDMENT | |

GUIDELINES FOR ACQUIRING INDIGENOUS CULTURAL HERITAGE

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| Responsible Executive | Senior Advisor on Indigenous Affairs, Indigenous Affairs Office |
| Related Policies and Documents | <ul style="list-style-type: none"> • Art and Cultural Heritage Collections Management Policy (Policy 4) • Philanthropy Policy (#228) • Art and Cultural Heritage Collections Processes Manual • Art and Cultural Heritage Collections Committee Terms of Reference • UFV Statement of Institutional Ethics (#22) |

Purpose:

To ensure that appropriate respect and attention are given to traditional practices and protocols when acquiring Indigenous cultural heritage.

Scope

These Guidelines will adhere to the processes and best practices as identified in the Art and Cultural Heritage Collections Processes Manual. This document applies to all departments, organisations, or individuals at UFV who are accepting or negotiating purchases, gifts, donations, bequests or field collections of Indigenous cultural heritage on behalf of UFV, or holding independent collections of said material, as per the Art and Cultural Heritage Collections Management Policy (#4).

Process:

1. Offer made by prospective donor(s)

- a. Apprise the Indigenous Affairs Office of possible donation(s)
- b. Call a meeting of ACHCC to discuss possible acquisition(s)

2. Receipt of item(s)

- a. Complete **Temporary Custody Form** (See Appendix A)
- b. Signatures of ACHCC Chair (or designate) and prospective donor(s) are required
- c. Provide prospective donor(s) with copy of the form
- d. Inform prospective donor(s) that depending on traditional practices, protocols, and appropriate consultations with cultural advisors, evaluation and acquisition decisions may take up to 90 days

3. Pre-Acquisition Evaluation

- a. Upon recommendation and direction from the Senior Advisor on Indigenous Affairs member of the ACHCC, cultural knowledge will be collected through work with cultural advisors and the donor(s) to determine:
 - the cultural significance of the item(s) being offered
 - the protocols, teachings and special requirements (e.g. storage and handling) required to care for, exhibit and use the cultural heritage “in a good way.” (refer to Definitions in ACHC Processes Manual)

- b. Consideration of acceptance will include the ability to:
 - Identify the on-going funding to respectfully and appropriately safeguard and display the item(s) of cultural significance, including any associated ceremonies and traditional practices.
 - Ensure the capacity to adhere to the cultural protocols and teachings required to care for the item(s) in a good way.
- c. Item(s) assessed by the ACHCC according to the following criteria:
 - Provenance (tangible and intangible history)
 - Relevance to UFV Mission, Vision, Values
 - Potential use of items (exhibit, research, pedagogical value)
 - Physical condition can be sustained
 - Stewardship responsibilities can be met (provide adequate resources such as professional staff, financial, storage and appropriate exhibition, etc. – see b above)
 - Special needs for care (physical and cultural)
 - Proof of ownership and chain of custody
 - Transfer of intellectual and physical ownership/copyright
 - Ethics and statutes requirements met
- d. Curator takes photos and records information on **Pre-Acquisition Evaluation Form** (See Appendix B)
- e. File **Pre-Acquisition Evaluation Form** with **Temporary Custody Form**

4. **Item(s) Accepted or Declined**

- a. Record decision on **Pre-Acquisition Evaluation Form** and **Temporary Custody Form** (signatures of ACHCC Chair, AVP REGS, and Executive Director of University Relations (required))
- b. File forms

5. **Notify potential donor(s) of decision**

a. **Declined**

- i. AVP REGS notifies Provost of decision
- ii. Correspondence to owner(s) is prepared explaining the decision (file all correspondence with completed forms)
- iii. Complete relevant portion on **Temporary Custody Form** (signatures of ACHCC Chair (or designate), AVP REGS, and Executive Director of University Relations (or designate) required)
- iv. Physically return item(s) to owner(s) – signature(s) of owner(s) required to acknowledge return
- v. File forms

b. **Accepted**

- i. AVP REGS notifies Provost of decision
- ii. Correspondence to donor(s) is prepared acknowledging the acceptance (file all correspondence with completed forms)
- iii. Complete portion on **Temporary Custody Form** (requires signatures of ACHCC Chair (or designate), AVP REGS, and donor(s))
- iv. **Transfer of Ownership** and other documents completed (e.g., Philanthropy-related docs) (requires signatures of ACHCC Chair, AVP REGS, Executive Director of University Relations, and donor(s))
- v. Item(s) are accessioned (see Accession Process in ACHC Processes Manual)

CARE AND PRESERVATION

1. UFV will develop the capacity to educate the university community about the provenance, origins, significance, teachings and protocols encompassed in the acquired Indigenous cultural heritage item(s).
2. The Indigenous Affairs Office will work closely with the Director of Facilities to ensure that Facilities staff have the knowledge of protocols and teachings, and possess the respect and skills required to handle the cultural heritage in a respectful manner that maintains recognised best practices of care.
3. The ACHCC will process and approve exhibit, research/teaching and loan requests, and ensure that only trained person(s) handle and move ACHC material during access.

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