

LEGISLATIVE ASSEMBLY OF THE  
NORTHWEST TERRITORIES  
7<sup>TH</sup> COUNCIL, 46<sup>TH</sup> SESSION  
RECOMMENDATION TO COUNCIL  
NO. 4-46



RECOMMENDATION TO COUNCIL NO. 4-46

MUSEUM PROGRAM

DISPOSITION

Tabled	To Committee	Accepted as Read	Accepted as Amended	Deferred (to Session)	Rejected	Noted not Considered

## MUSEUM PROGRAM

At the Commissioner's request, an ad hoc committee was formed last May to recommend a museum policy for the Northwest Territories. The Committee was asked to discuss the long term philosophy of such a policy, and to provide a short term operational plan with the construction of a central museum by 1973 as a major theme. Members submitted papers to the Chairman, Mr. Alex Stevenson, who correlated the, with the discussions, into Museum Document #2, and submitted this report to the Commissioner at the end of September. The report covers policy, procedure, staff, building capacities, operating budget, schedule, and suggested criteria for the selection of a director. In addition to recommendations for the central museum in Yellowknife, it also puts forward proposals for the establishment of extension programs, other museums and museum societies elsewhere in the Northwest Territories.

The following is a brief summary of Museum Document #2:

(1) At the start of its discussions, the committee decided the philosophy of Territorial Museum Policy should stress educational and custodial concerns rather than research. A museum under the Northwest Territories Government would be an agency to collect, preserve, and present artifacts, data, historical archival material, and other material pertaining to the human record in the Northwest Territories. It should be good rather than large.

(2) The existing N.W.T. Historical Advisory Board would serve as a museum board which would recommend policy to the Commissioner, and the Museum Director would be responsible to the Board for implementing the policy approved. The Board would encourage historical societies to preserve the history of their areas, and would formulate a policy to allow for the affiliation of these societies with the museum.

(3) Recommended staff to begin operations:

- (a) Director
- (b) Secretary to the Director
- (c) Clerk-Bookkeeper
- (d) Curator of Exhibits
- (e) Assistant Curator of Exhibits
- (f) Scientist
- (g) Curator responsible for archives, registration and library

(4) Total space of the museum building will be 20,000 sq. ft., costing \$50 a square foot. The space would include permanent and temporary display areas, children's participation area, storage, workshops, archives - library - reading room, reception area, meeting room, staff lounge, offices and washrooms. After twenty-five years, the pressures for a larger museum will indicate a separate archives and art gallery.

(5) The first draft of an average annual operating budget totals \$247,500.

1. Purchase Account	\$10,000
2. Travelling Displays	50,000
3. Salaries	90,000

4. Materials and Supplies	25,000
5. Freight and Express	20,000
6. Library	1,500
7. Equipment	10,000
8. Publishing and Printing	8,000
9. Public Relations	1,000
10. Permanent Displays	25,000
11. Staff Travel	<u>7,000</u>

Total: \$247,500

(6) Museum Policy Document #2 provides a guide to future planning. The Museum would serve many purposes relating to extension services:

- (a) Consulting agency for the development of other Territorial Exhibit Centers or Satellite Museums;
- (b) Training Center for curators of the N.W.T. Museums;
- (c) "Clearing-house" for incoming and out-going exhibit loans, where exchange programs for collections are established;
- (d) Communications center between N.W.T. Museums and various museum associations, and central communication agency between Satellite Museums of the North;
- (e) Developing and testing place for educational projects such as native arts, children's displays, science and history exhibits.

The extension program of the N.W.T. Museum can stress community participation by initiating adult evening classes in art, photography, archaeology, and history; sponsoring clubs such as old timers clubs, amateur archaeologist, folklore, ecological and genealogical clubs; and encouraging summer camps, field trips, and other such activities.

#### Recommendation

The Administration agrees in principle with this report but recommends the following modifications:

A. That the staff to begin operations be three persons comprising:

- (a) Director
- (b) Clerk
- (c) Secretary, N.W.T. Historical Advisory Board with a Curator to be added towards the end of the 1972-73 fiscal year.

B. That the operating costs for the first year comprise that portion of the Executive Secretariat's estimates for Museums, namely approximating \$52,000.

C. That the Schedule be as follows:

- (a) Design - 1972
- (b) Construction - early 1973
- (c) Completion - by end of 1973

D. That the building budget of \$1,000,000 estimated at \$50 per square foot be set at a more realistic figure of \$700,000 based on a cost of approximately \$35 per square foot.

APPENDIX I

S. M. Hodgson, Esq.,  
Commissioner of the Northwest Territories,  
Yellowknife, N.W.T.

Ad Hoc Committee Museum Policy Report

The ad hoc committee appointed by you to make recommendations regarding the Territorial Museum Policy have pleasure in presenting this report for your consideration. It covers policy, procedure, staff, building capacities, operating budget, schedule and suggested criteria for the selection of a director. In addition to recommendations for the central museum in Yellowknife, it also puts forward proposals for the establishment of extension programs, other museums and museum societies elsewhere in the Northwest Territories. The report is referred to as Museum Document No. 2 which is a compilation of the first draft of the committee discussions at the May meeting in Yellowknife and individual input of material resulting from special assignments given to members. If it meets with your approval the committee stands by for your direction in order to assist in its implementation with any revisions or adjustments you may suggest. Undoubtedly the schedule will be a difficult one to meet, but it is based on the target date for opening which you asked the committee to keep in mind when preparing their report.

Chairman - A. Stevenson	Chairman, N.W.T. Historical Advisory Board.
Member - Dr. W. E. Taylor	Director, National Museum of Man.
Member - Miss B. Tyler	Chief Curator (Interpretation) National Museum of Man.
Member - Mr. J. L. Martin	Director, Nova Scotia Museum.
Member - Dr. R. J. Carney	Assistant Director, Department of Education, Government of the N.W.T.
Secretary - Mr. E.J. Boxer	Secretary, N.W.T. Historical Advisory Board.

August, 1971

NORTHWEST TERRITORIES MUSEUM DOCUMENT NO. 2

CONTENTS

1. POLICY	-	Page 1
2. PROCEDURE	-	Page 1
3. STAFF	-	Page 2
4. BUILDING CAPACITIES	-	Page 3
5. OPERATING BUDGET	-	Page 4
6. EXTENSION	-	Page 4
7. SCHEDULE	-	Page 6
8. CRITERIA/DIRECTOR	-	Page 7

APPENDIX 2 - Bylaws of the Nova Scotia Museum

APPENDIX 3 - Suggested Organization Chart and  
General Specifications

NORTHWEST TERRITORIES MUSEUM DOCUMENT NO. 2

1. POLICY

The policy pertains to a museum under the Northwest Territories Government - - an agency to collect, preserve and present artifacts, data, historical archival material, and other materials pertaining to the human record in the Northwest Territories. Its discipline will be initially archaeology, ethnology and history. The museum will stress display and other museum education functions with a strong commitment to extension through the Northwest Territories in order to serve all residents and to reinforce local museum facilities. Albeit primarily educational and custodial, the museum will further proper research endeavours in its areas of concern but not, in its early years, pursue a research priority.

Because it will be a first cultural agency in an expanding frontier setting, because it is devoted to the heritage, history, identity and unity of northern Canadians this museum, more than many, must guard, in its policies and operations, a high standard to earn pride and a vitality to retain popular support. Canadians have customarily sought to celebrate their inheritance cheaply and consistently abused it in the inevitable resulting failure. It will be better, drawing on that experience, to be good rather than large. This museum should be a constant encouragement to the native peoples of the Northwest Territories stimulating the continued interest and development of pride in their heritage and arts and crafts.

The Northwest Territories ad hoc Museum Committee was charged by the Commissioner to propose a long term philosophy or policy and a short term operational plan. In this regard the policy recommendation of the Committee is that it should be broad and flexible and that it should not express itself more extensively without a response to these proposals from the Commissioner and his advisors. Despite the necessarily harsh time-frame, the following notes summarize a shorter range operational sketch for similar consideration. It is recognized, whatever policy and procedure are adopted, that there should be a stress in recruiting in the North for staff and to provide training in southern museums immediately.

2. PROCEDURE

The museum, broadly educational in its purpose, should exist as a cultural agency of the Northwest Territories from which it can draw other strengths (e.g. audio-visual resources, publishing, liaison in educational programs and projects). It should have an advisory board and it is suggested that the present Northwest Territories Historical Advisory Board would serve admirably as a museum board without any particular change. In addition, there should be a Department of Education and Department of Public Works representative. Possibly someone from the commercial and industrial interests might also be added.

Experience has shown that a close liaison is necessary between museum and educational officials if the program is to be completely successful. The museum will naturally be dependent upon Public Works for a great deal of work including maintenance to its buildings and grounds, some interior construction and renovation of exhibits and the erection of historic markers throughout the territory.



The Board should be responsible in recommending policy to the Commissioner, and the Director or Museum Curator will be responsible to the Board for implementing the policy which has been approved. Naturally the Director will be responsible for the planning and operation of the Museum and Archives program, but in addition to this we would recommend that he be given direct responsibility to identify and report to the Board on historic sites throughout the territory. He should also be directly responsible for relationships with historical societies and local museums.

It is also suggested that the Board formulate a policy as early as possible to allow for the affiliation of historical societies with the museum. This policy should encourage these societies to carry out research in their local area and to attempt to preserve things of historical value. They should be encouraged whenever possible to place these historical artifacts in the hands of the museum, and, in some cases where it is practical or feasible, these societies might be encouraged to establish local museums under the supervision and with financial aid from the central museum.

To begin with, the following staff organization is recommended:

The Director should have a Secretary and a Clerk-Bookkeeper to staff the museum office. Depending upon the workload of these two people he may also require a PBX Receptionist.

A Curator of Exhibits and Education should be appointed to be responsible for the exhibit and education program. He should have under him, an Assistant Curator trained in Graphic Design, a carpenter and a general helper. A Curator of Collections should be appointed responsible for the care, cataloguing and preparation of the collections. Working with this Curator could be the Scientist seconded to the museum by the National Museum of Man. A third Curator responsible for Archives, Registration and Library should be another appointment.

Attached are Bylaws of the Nova Scotia Museum relating to Number 1 - responsibilities of the Director; Number 2 - responsibilities of the Curator of Exhibits and Education; Number 3 - responsibilities of the Curator of History; Number 4 - assistance policy with regard to local museums. Although all of this may not be applicable to the Northwest Territories situation, much of it should be. It has all been tested and found to be quite satisfactory under Nova Scotia conditions. (See Appendix 2).

### 3. STAFF

This general proposal assumes several services initially from other government departments and that the Territorial Department of Public Works will be landlord for the building. We have already commented on Staff to some extent under No. 2 - PROCEDURE. To support this the following is an estimate of the staff reflecting position, office space required and approximate salaries:

<u>Title</u>	<u>Office Space Sq. Ft.</u>	<u>Approx. Salaries</u>
Director	350	\$18,000
Secretary	150	7,000
Registrar-Archivist- Librarian	150	9,000
Curator of Collections	250	12,000
Exhibit Designer	250	12,000
Carpenter-Electrician	-	-
Education Curator	250	10,000
Senior Scientist	250	-
Volunteer Docents	300	-
Trainees (from local museums)	300	6,000
Curator of Extension	250	10,000
Security Officer	-	-

One should note that the volunteer docents' space would, in fact, be a staff lounge and that the senior scientist might, quite possibly, be seconded for the first two years at least from the National Museum of Man in a shared arrangement.

#### 4. BUILDING CAPACITIES

The proposed site, suitable for roughly the first 25 years, measures approximately 90' x 135' with a total surface area of about 12,000 sq. ft. We propose a building of about 20,000 sq. ft. assuming a \$1,000,000 building budget and a cost of roughly \$50 per sq. ft. Such implies something on the order of three levels or a low level plus tower and courtyard (for outside displays). In such matters the architect and museum director must come to dialogue with each other and a building committee.

Since extension to all the N.W.T. and educational functions are accorded primacy in the philosophy of this museum and since vitality is a prime requirement of modern museums, the building must be flexible of space use and not overly-given to halls of permanent exhibition. The travelling program requires relatively large workshop areas. Since research collections are not a goal, large storage capacity should not be necessary. Educational work for the general public and training of local museum curators are reflected in space proposals below. The near-by school auditorium removes a specific pressure.

<u>Title</u>	<u>Space</u>
Displays - permanent	3,000 sq. ft.
- temporary	3,000 sq. ft.
Children's participation area	1,000 sq. ft.
Storage	3,000 sq. ft.
Workshops	2,000 sq. ft.
Archives, Library & Reading Room	3,000 sq. ft.
Reception Area	500 sq. ft.
Meeting Room (2, expanding)	1,000 sq. ft.
Offices, Staff & Lounge	2,250 sq. ft.
Washrooms	X
<b>TOTAL</b>	<b>20,000 sq. ft.</b>

With regard to the 3,000 sq. ft. of storage area, it might be possible to reduce this considerably, bearing in mind it must be temperature and humidity controlled for special specimens, and then add a low-cost Butler-type building to be established in the suburbs of Yellowknife to take general run of storage material. It might also be possible to establish in a Butler building adjacent to the main museum building, the workshops for the museum for such a building adjacent to the main museum building would serve a vital initial use as the temporary headquarters for the museum during the planning and building phase. The present museum building and the United Church might also be considered as the necessary space in the first phase of development.

With regard to the first paragraph under Building Capacities, one might note that after 25 years, growth will have made irresistible the pressures for a larger museum, a separate archives and a separate art gallery. This proposed museum building would inherit one of these roles if not two of them.

See Appendix 3 for further details on No. 3 - STAFF and No. 4 - BUILDING CAPACITIES.

5. OPERATING BUDGET

The philosophy and realities require that travelling displays be a major budget item. One may note that roughly half of the N.W.T. population clusters in Yellowknife, Hay River, Fort Smith, Inuvik, Cambridge and Frobisher. Thus, half the "community" is reachable in a six-unit travelling display network. Conversely, much of that network requires air transport as do nearly all the other settlements capable of receiving the museum displays. Further, by training curators for small local museums in these and other settlements in the Territories the demand for travelling exhibits will continue to increase. The first draft of the operating budget follows:

Purchase Account	\$10,000
Travelling Displays	50,000
Salaries	90,000
Materials & Supplies	25,000
Freight & Express	20,000
Library	1,500
Equipment	10,000
Publishing & Printing	8,000
Public Relations	1,000
Permanent Displays	25,000
Staff Travel	7,000
Total	247,500

6. EXTENSION SERVICES

Typical of National, Provincial and other regional museums, the extension program of the Museum of the North must serve more than one audience. As previously emphasized in this document, all peoples of the Northwest Territories must reap the benefits of the Museum's educational services. The details of this program are matters for planning and development by the Director and his education staff, but it is felt this document should serve as a guide to that future planning.

Two closely allied programs form the basis for planning:

A. Territorial: A primary responsibility will be to serve as a consulting agency for the development of other exhibit centres or satellite museums throughout the Territories. In so doing it must also serve as a training centre for curators from the various regions who will then become managers or supervisors in each area. The curatorial trainees must receive comprehensive training in each area of museological responsibility in order that they may fulfil their duties as local curator, collector, conservationist, exhibitor, maintenance and museum interpreter.

The Museum of the North should aim toward a program that would include at least three trainees per year for approximately eight months. As funds become available, however, the training program could be enlarged to a two-semester system with two or three trainees per semester; or trainees could be sent to other provincial museums or the National Museums, for more intensive training. Since only one curator per community will suffice for only a limited period and as communities grow and the satellite centres' education programs all expand, assistant curators will be needed and encouraged to develop skills and technical training.

An exchange program for both collections and exhibits must be planned for extensive growth. The parent institution should initiate loan exhibitions, film and lecture programs for all age levels and insure that these are of sound educational quality and widely distributed, reflecting concern for varied regional interests and needs.

Co-operative exhibitions with the parent institution as well as those initiated solely by or between satellite museums should be encouraged. The more each community becomes involved in the various museum projects, the more successful the total educational program will be. The Museum of the North should continue its parent role by offering whatever assistance is required and supervise the exchange program. Similarly, it should also serve as a clearing-house for in-coming exhibit loans, out-going research loans to and from the National, Provincial and other museological, university or historical institutions or agencies.

While many additional proposals can be developed from these suggested, one final, and essential, responsibility should be emphasized. Professional museum communication and identity are vital. Although remote from many centrally located professional activities, the Museum must participate in the programs of the various museum associations, particularly the Canadian Museums Association, Canadian Historical Association, the American Association of Museums and any similar regional associations. At the outset it may act on behalf of the satellite museums, but it should encourage their participation as strength, interest and expertise warrant it.

Similarly, the Museum of the North should serve as the central communications agency between satellite centres through correspondence, newsletters and staff advisors.

B. Local: The local education program is equally important for many. The Territorial program will develop from projects tested in Yellowknife. The initial concern will be the founding of a comprehensive exhibition program, both permanent and temporary. Permanent displays may concentrate on the history of the Territories, its resources, native peoples and subsequent economic development. Temporary exhibits may well feature special themes such as native crafts and art, contemporary art, loan exhibits

from other satellite museums or from institutions outside the Territories, children's craft displays, science and history themes other than those shown in the permanent exhibitions.

The key to any successful museum program is community involvement. The Museum of the North should make deliberate plans to bring the entire local community into its program. The Curator of Education should undertake docent training preparatory to inaugurating school tours, special educational classes for grade school children. Group activities, films, in addition to tours through exhibition halls can be most effective.

An evening program for adult education can also stimulate community interest. Classes in art, photography, archaeology and history, in addition to sponsorship of clubs, e.g. Old Timers' club, amateur archaeologist, folklore, ecological and genealogical clubs can contribute both to community interest and to the Museum's collections.

Summer camps, field trips and other such activities can also aid the Museum's activities throughout the Territories, but such programs are only suggestions to indicate types of activities upon which the permanent staff of the Museum may expand.

C. Collections: Collections vital and important to museums are usually more concern to the layman than the museologist who should focus his efforts on activities. In the present case, collections are minimal. The prospect, however, is excellent. Despite common thought, great resources persist in the north, archaeological especially, historical secondarily, and sadly, in ethnology, only a little of Indian origin or Eskimo-type. Conversely, the National Museum of Man will try to meet the reasonable archaeological display needs and can advise on other archaeological and ethnological sources. The Northwest Territories Historical Advisory Committee might advise on historical possibilities. Mr. Lynton Martin, Director of the Nova Scotia Museum has volunteered aid from that Museum and one could expect contributions from private citizens when an adequate museum and staff exist in Yellowknife. Field collecting could be assigned, with great care and sensitivity, to other travelling and field officers of the N.W.T. service.

#### 7. SCHEDULE

- (a) Museum Document No. 2 to Commissioner ... Sept. 1971.
- (b) Architects impressions, sketches ... Oct. 1971.
- (c) Committee revision of M.D. No. 2 based on comments from the Territorial Government and architects impressions. At this point a meeting in Yellowknife of the ad hoc committee might be required with a review of candidates for the post of director and a recommendation on final choice. ... Nov. 1971
- (d) Final form of Museum Document No. 2 incorporating proposals from other N.W.T. communities ( e.g. N.W.T. Historical Committee and the Commissioner and N.W.T. Counsellors) and the developed architects drawings, ... Dec. 1971.

- (e) Submission of H.D. No. 2 with design concept to N.W.T. Council if required. At this point, approval by Council if necessary should allow immediate working on drawings. ... Jan. 1972.
- (f) Begin display plans ... Feb. 1972.
- (g) Call for tenders ... April 1972.
- (h) Award contract ... May 1972.
- (i) Break ground ... July 1972.
- (j) Building completion ... Mar. 1973.
- (k) Open to public ... July 1973.

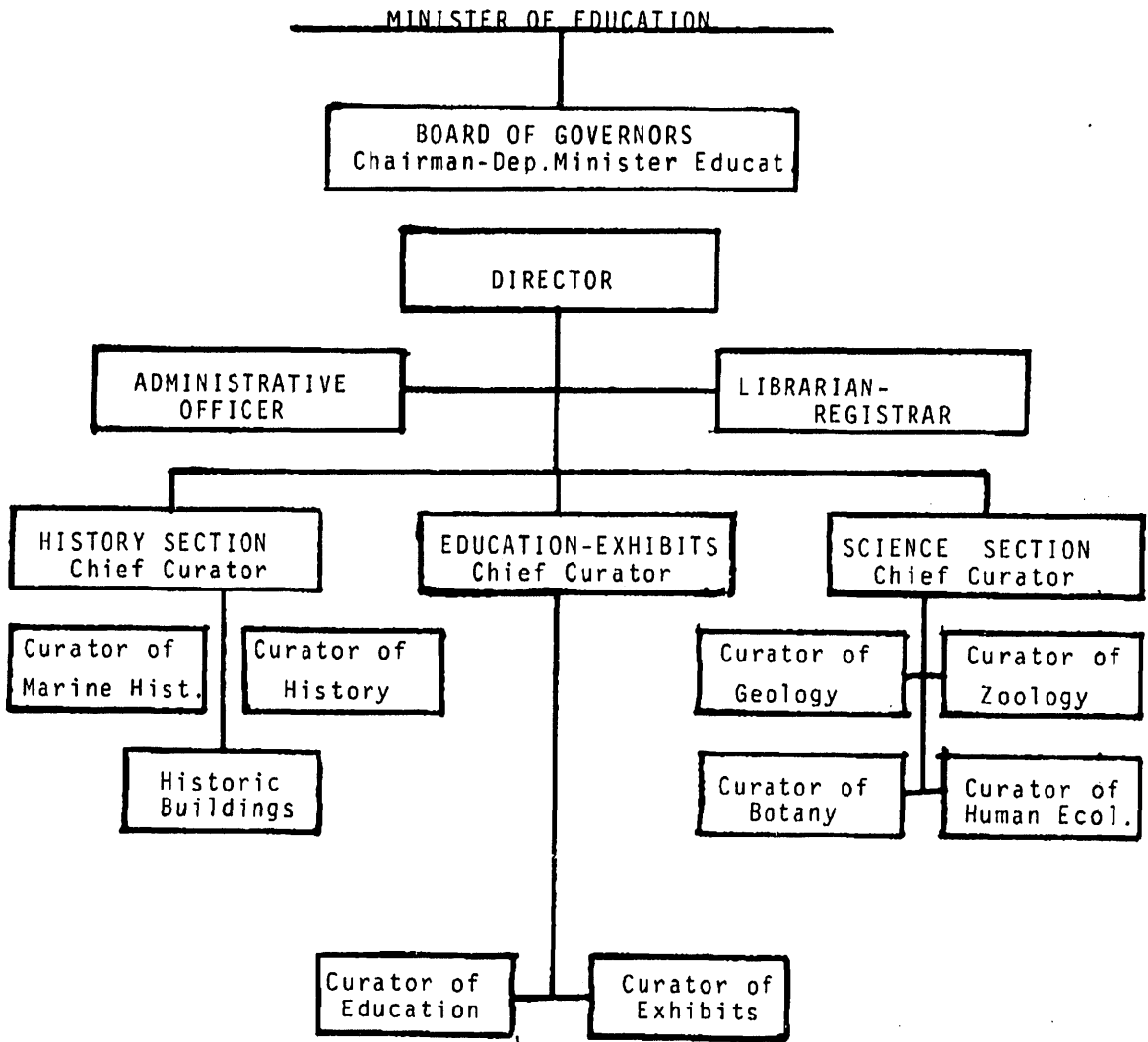
This is indeed an extremely tight schedule and one must realistically expect revisions to it, especially from the Commissioner who will see it in a far more complete overall perspective. This also leads to the suggestion that a building planning committee will need to be established in the near future. Despite the necessarily harsh time-frame, the foregoing schedule and the outline on the proposed museum policy contains sufficient detail on proposals for consideration by the Commissioner and his advisers.

#### B. OUTLINE OF CRITERIA FOR THE SELECTION OF A DIRECTOR

The director's vital role in this million dollar project requires a bold view of his rank and salary. (See philosophy expressed under No. 1 - POLICY.) One must not risk the ship for a penny's worth of tar. Further, such people, fairly young, well-trained, with some experience and demonstrated ability, are very rare in Canada. Despite all these problems, he must be recruited soon for the pressured schedule, sketched below, requires him, if humanly possible, to work with the architect prior to December 1971. The ad hoc committee agreed that the ideal director may not exist but offer the following criteria for consideration:

- a. A person who is outgoing, personable, well groomed, and vigorous.
- b. A B.A. or M.A. in anthropology or history or equivalent experience.
- c. Prefer a resident or former resident of the N.W.T. but not at the expense of other criteria.
- d. Museum experience highly desirable.
- e. Prefer an adaptable generalist to an academic specialist.
- f. Teaching experience a virtue.
- g. Knowledge of an indigenous northern language a virtue.
- h. Require that the candidate accept Museum Document No. 2 as the basic document of the institution's policies and procedures once that document has been approved in whatever final form by the Commissioner.
- i. Some knowledge of civil service procedures is desirable.
- j. It must be emphasized that the person show strong, individual initiative and imagination and versatility.

NOVA SCOTIA MUSEUM Board of Governors	By law No. 1 Re: Organization Chart	
Approved by Chairman:	Date passed:	Date revised:



NOVA SCOTIA MUSEUM  
Board of Governors

By Law No. 2  
Re:

POSITION GUIDE  
Director of the Nova Scotia Museum

Approved by  
Chairman:

Date passed:

Date revised:

## I. FUNCTION

The Director of the Nova Scotia Museum develops and coordinates the museum phases of the operations of the Department of Education.

## II. RELATIONSHIPS

The Director of the Nova Scotia Museum will observe and conduct the following relationships. He may delegate portions of his conduct and responsibility for these relationships to member of his staff, but may not delegate his overall responsibility or accountability for their proper conduct.

### A. The Board of Governors

He reports and is accountable to the Board of Governors for the fulfillment of his function, in all phases of the operations of the Nova Scotia Museum.

### B. Positions Accountable to the Director of the Nova Scotia Museum

The Administrative Officer, the Librarian-Registrar, the Chief Curator of Exhibits and Education, the Chief Curator of History, and the Chief Curator of Science-report and are accountable for the fulfillment of their function to the Director of the Nova Scotia Museum, in all phases of the operations of their respective sections.

### C. Others in the Government

He will maintain such relationships with other departments of the Government as are required in the effective execution of his responsibilities.

### D. Outside the Government

He will also represent the Government in his capacity as Director of the Nova Scotia Museum in dealings with representatives of the Federal Government, other Provincial Governments, Municipalities, organizations and the general public of the province.



### III RESPONSIBILITIES AND AUTHORITY

Within the limits of approved programmes, departmental objectives and governmental policies or Acts, the Director of the Nova Scotia Museum is responsible for and has the authority to fulfill the responsibilities set forth below. He may delegate to members of his staff appropriate portions of his responsibility together with proportionate authority for their fulfillment, but he may not delegate or relinquish his overall responsibility for results nor any portion of his accountability.

#### A. General

He will:

1. Direct, coordinate and supervise the operations of each of the sections, units or sub-divisions of the Museum.
2. Recommend new and improved operational and administrative practices and procedures for the use of the Museum.
3. Formulate and present to the Board of Governors for their approval, the objectives of the Museum together with the necessary procedures for evaluating their effectiveness.
4. Maintain a high standard of coordination between the various divisions of the Department of Education and the Museum.
5. Maintain a high standard of coordination between the various sections, units and regional establishments of the Museum so as to ensure the fullest effectiveness within the Museum.
6. Analyse the operational expenditure incurred by the Museum so as to ensure the minimum expenses for each phase of the work being done.
7. Keep the Board of Governors informed on a timely basis on all matters concerning the Museum.
8. Promote, stimulate and encourage good inter-divisional and inter-departmental relations with the Department of Education and the government of the Province.

#### B. Organization of the Museum

He will:

1. Recommend to the Board of Governors any changes in the structure and complement of the Museum as required.
2. Assign functions to the various sections and employees of the Museum, and define their relationships one to another.

C. Personnel of the Museum

He will:

1. Recommend the selection of personnel for the Museum within the limits of the approved organizational structure and requirements.
2. Recommend all salary changes, promotions, transfers and separations from the Museum to the Chairman of the Board, in the case of Civil Service Personnel, for his approval.
3. Approve all vacations, sick leave, leaves of absence and special leaves for compassionate reasons for the personnel of the Museum in accordance with the currently established procedures of the Department.
4. Establish training programmes where required.
5. Approve job descriptions and job specifications for the evaluation of jobs and personnel of the Museum.
6. Establish and foster harmonious employee relations.

D. Finances of the Museum

He will:

1. Prepare and recommend operating and capital budgets and estimates for the Museum for the approval of the Board of Governors.
2. Administer such funds as are allotted to the Museum within the limits of approved budgets.

E. Policy

He will:

1. Suggest, recommend and formulate policies for the operations and administration of the Museum.
2. Administer and interpret approved policies within the Museum.

NOVA SCOTIA MUSEUM  
Board of Governors

By Law No. 3  
Re: POSITION GUIDE  
Administration Officer

Approved by  
Chairman:

Date passed:            Date revised:

## 1. FUNCTION

The Administration Officer supervises and coordinates all phases of the administrative section of the Museum.

## 11 RELATIONSHIPS

The Administration Officer will observe and conduct the following relationships. He may delegate portions of his conduct and responsibility for these relationships to members of his section, but may not delegate his overall responsibility or accountability for their proper conduct.

### A. The Administration Officer

He reports and is accountable to the Director of the Museum for the fulfillment of his function in all phases of the operations of the administration section.

### B. Positions Accountable to the Administration Officer

1. The personnel of the administration section report to and are accountable for the fulfillment of their function to the Administration Officer in all phases of the operations of the section.

2. All the personnel of the Museum report to and are accountable for the fulfillment of their obligations and privileges with respect to working hours, vacations, sick leave and special leave to the Administration Officer.

### C. Others in the Government

He will maintain such relationships with other departments and with other divisions of the Department of Education as are required in the effective execution of his responsibilities.

### D. Outside the Government

He will represent the Director of the Museum in his capacity as Administration Officer in dealings pertaining to the administration of the museum with firms, organizations and the general public of the Province.

### III RESPONSIBILITY AND AUTHORITY

Within the limits of approved programmes, objectives, policies and Acts, the Administration Officer is responsible and has the authority to fulfill the responsibilities set forth below.

#### A. General

He will:

1. Control museum expenditures within the limits of approved budgets.
2. Maintain museum accounts and carry out purchasing procedures in the prescribed manner.
3. Strive for the most economical use of funds commensurate with the proper maintenance and development of the museum operation.
4. Be responsible for the maintenance and care of the museum buildings and lands, including historic structures.
5. Be responsible for maintenance and control of the museum equipment inventory.
6. Receive all monies from sales of museum publications and donations and will deposit same in the proper accounts and will keep records of same in the approved manner.
7. Provide budget estimates to the Director.
8. Provide monthly reports on museum expenditures to the Director.

#### B. Personnel

He will:

1. Supervise, direct and coordinate the work of clerks and stenographers in the administrative section.
2. Supervise, direct and coordinate the work of maintenance staff and security staff in the main museum and in all of its branches and in historic buildings.
3. Recommend all vacations, sick leave, leaves of absence, and special leaves for all the personnel of the museum.
4. Recommend appointments, pay scales, increases and working schedules of all hourly-paid employees.

C. Policy

He will:

1. Suggest, recommend and formulate policies for the operation and administration of his section.
2. Administer and interpret approved policies within his section.

<p>NOVA SCOTIA MUSEUM Board of Governors</p>	<p>By Law No. 4 Re: POSITION GUIDE Librarian-Registrar</p>	
<p>Approved by Chairman:</p>	<p>Date passed:</p>	<p>Date revised:</p>

1. FUNCTION

The Librarian-Registrar supervises and coordinates the operation of the museum library, the maintenance of a central accession file of all museum collections, and the editing, design and production of museum publications.

11. RELATIONSHIPS

The Librarian-Registrar will observe and conduct the following relationships. She may delegate portions of her conduct and responsibility for these relationships to member of her section, but may not delegate her overall responsibility or accountability for their proper conduct.

A. The Librarian-Registrar

She reports and is accountable to the Director of the Museum for the fulfillment of her function in all phases of the operations of her section.

B. Positions accountable to the Librarian-Registrar

1. The personnel of the library including clerks and stenographers.
2. The personnel of the photographic unit.
3. The personnel of the editorial group of the Museum are accountable for the fulfillment of their function with regard to editorial duties.

C. Others in the Government

The Librarian-Registrar will maintain close relationships with the Publications Division and the Provincial Library Division and the Legislative Library of the Department of Education, the libraries of the Nova Scotia Archives and the Nova Scotia Research Foundation as are required for the effective execution of her responsibilities.

D. Outside of Government

The Librarian-Registrar will maintain such relationships with university and municipal and other libraries, printing and publishing firms, supply houses and other organizations or individuals as required in the effective execution of her responsibilities.

111 RESPONSIBILITY AND AUTHORITY

Within the limits of approved programmes, objectives, policies and Acts, the Librarian-Registrar is responsible and has the authority to fulfill the responsibilities set forth below.

A. General

She will:

1. Control expenditures within the limits of the approved budgets allotted to her section.
2. Strive for the most economical use of funds commensurate with the proper maintenance and development of the library section.
3. With the approval of the Director appoint an editorial group of representatives from the Exhibits and Education, History, and Science Sections to examine manuscripts intended for museum publication, and she will formulate the policy which they are to follow.
4. Submit final drafts of all publications to the Director for approval before publication.
5. Strive constantly to see that the staff of the museum is able to maintain and enlarge its sphere of knowledge through the ready availability of good library research facilities.
6. Avoid duplication of material in the museum library that is readily available to the museum staff from other libraries.
7. Make the museum library holdings available through the approved inter-library loan services, but will make direct loans only to serious and responsible students or researchers who are unable to get the required materials elsewhere.
8. Provide budget estimates for library operation and publication programme.

B. Policy

She will:

1. Suggest, recommend and formulate policies for the operation and administration of her section.
2. Administer and interpret approved policies within her section.



NOVA SCOTIA MUSEUM

Board of Governors

By Law No. 5  
Re:

Museum Planning Group

Approved by  
Chairman:

Date passed:      Date revised:

1. A museum planning group will be established to advise the Director on all phases of museum policy and operation.

A. Organization

1. The planning group will consist of the Director, the Administration Officer, the Librarian-Registrar, and all Chief Curators and Curators. Other staff members may take part in sessions at the request of any member of the planning group.
2. The planning group will meet on Tuesday morning of each week unless otherwise advised by the Director.
3. The Director will act as chairman of the planning group.

B. Duties and Responsibilities

1. The planning group will plan and recommend the exhibit structures of the main museum and all its branches.
2. Make recommendations regarding the educational programme of the Museum, including that related to museum publications.
3. Make recommendations regarding the research programmes of both science and history sections.
4. Study, formulate and recommend museum policy.

NOVA SCOTIA MUSEUM

Board of Governors

By Law No. 6

Re:

EXHIBITS AND EDUCATION SECTION

Approved by  
Chairman:

Date passed: , Date revised:

1. The Exhibits and Education Section will be responsible for the educational programme of the museum through exhibits and other activities within the museum, as well as through extension work throughout the Province.

A. Organization

1. The Exhibits and Education Section will be under the direction of the Chief Curator of Exhibits and Education.
2. The Chief Curator will report and is accountable to the Director in all phases of the operations of the section.
3. The Section will be divided into two units, the Exhibits Unit and the Education Unit, and each unit will be under the direction of a curator.
4. The Curator of Exhibits and the Curator of Education will report and be accountable to the Chief Curator of Exhibits and Education in all phases of the operation of their units.

B. Function

1. The Exhibits Unit will be responsible for the planning, design and fabrication of exhibits and displays as recommended by the planning group and approved by the Director.
2. The Education Unit will be responsible for planning and implementation of the educational programme of the museum as recommended by the planning group and approved by the Director, including the following:
  - a. General information service on the human history and natural history of Nova Scotia.
  - b. Reception centre and interpretation service for exhibit halls.
  - c. School visits, school loans and other curriculum aids.
  - d. The in-service training programme for all museum staff.

- e. Club programmes, lectures, nature trails, radio and television, and assistance to associated societies.
- f. Determination of needs for publications.

C. Relationships

- 1. The Exhibits Unit will request the full cooperation of the History and Science Sections in the research and planning associated with exhibit preparation.
- 2. The Education Unit will request the full cooperation of the History and Science Sections in connection with the educational programme.

D. Finances

- 1. The Chief Curator will control expenditures within the limits of the budget approved for his section.
- 2. The Chief Curator will strive for the most economical use of funds commensurate with the proper maintenance and development of the section.
- 3. The Chief Curator will provide budget estimates to the Director.

E. Policy

- 1. The Chief Curator and the Curators will recommend and formulate policies for the operation and administration of the section or units.
- 2. The Chief Curator and the Curators will administer and interpret approved policies within the section or units.

NOVA SCOTIA MUSEUM  
Board of Governors

By Law No. 7  
Re:

History Section

Approved by  
Chairman:

Date passed:           Date revised:

1. The History Section will be responsible for the collection, restoration, and preservation of specimens, objects and artifacts, related to the human history of Nova Scotia, for research pertaining to these materials, and for the application of these materials and the information related thereto to the exhibits and educational programme of the museum.

A. Organization

1. The History Section will be under the direction of the Chief Curator of History.
2. The Chief Curator will report and is accountable to the Director in all phases of the operations of the Section.
3. The Section will be divided into three units: Historic Houses, History and Marine History. Historic Houses will be the direct responsibility of the Chief Curator, but the History and Marine History Units will each be under the direction of a Curator.
4. The Curator of History and the Curator of Marine History will report and be accountable to the Chief Curator of History in all phases of the operation of their units.

B. Function

1. The Chief Curator of History will submit a programme statement to the Museum Planning Group each year. When recommended by the planning group and approved by the Director, this programme statement will constitute the work plan of his section for the year.
2. The Chief Curator will develop and coordinate all phases of the activity of the historic buildings unit, including surveys, inventories, restoration, furnishing, instruction of guides, and supervision of the historical aspects of the operations.
3. The Chief Curator will direct the operations of the Restoration Shop, and of the Storage Centre as it pertains to the History Section.

4. The Curator of History will develop and coordinate the archaeological programme of the museum as well as other activities which may be assigned to him by the Chief Curator.

5. The Curator of Marine History will develop and coordinate the marine history aspects of the museum programme as well as other activities which may be assigned to him by the Chief Curator.

6. The History Section will publish the results of its research on a regular basis either in the form of interim reports or finished publications.

C. Relationships

1. The History Section will give first priority in planning its research and collection programme to the needs of the exhibits and education section.

2. The staff of the History Section will make at least 50 percent of their time available to the Exhibits and Education Section to properly fulfill the needs of the educational programme of the museum.

3. The Chief Curator of the History Section will cooperate closely with the Administration Officer in the historic building programme.

D. Finances

1. The Chief Curator will control expenditures within the limits of the budget approved for his section.

2. The Chief Curator will strive for the most economical use of funds commensurate with the proper maintenance and development of the section.

3. The Chief Curator will provide budget estimates to the Director.

E. Policy

1. The Chief Curator and the Curators will recommend and formulate policies for the operation and administration of the section or units.

2. The Chief Curator and the Curators will administer and interpret approved policies within the section or units.

NOVA SCOTIA MUSEUM  
Board of Governors

By Law No. 8  
Re:

Science Section

Approved by  
Chairman:

Date passed:

Date revised:

1. The Science Section will be responsible for the collection and preservation of specimens or objects related to the natural history of Nova Scotia; for research pertaining to these collections, and for the application of these collections and the information related thereto to the exhibits and educational programme of the museum.

A. Organization

1. The Science Section will be under the direction of the Chief Curator of Science.
2. The Chief Curator will report and is accountable to the Director in all phases of the operations of the Section.
3. The section will be divided into four units: Geology, Zoology, Botany, and Human Ecology; and each unit will be under the direction of a Curator.
4. The Curators of each unit will report and be accountable to the Chief Curator of Science in all phases of the operation of their units.

B. Function

1. The Chief Curator of Science will submit a programme statement to the Museum Planning Group each year. When recommended by the planning group and approved by the Director, this programme statement will constitute the work plan of his section for the year.
2. The Chief Curator of Science will endeavour to coordinate the research programme of the four units under his direction to encourage the team approach to research problems.
3. The Science Section will plan to maintain representative collections of Nova Scotian specimens, but will not attempt to build or to retain large specialized collections which cannot receive proper care and attention.
4. The Science Section will publish the results of their research on a regular basis either in the form of interim reports or finished publications.

C. Relationships

1. The Science Section will seek a close liaison with other departments of government, the Nova Scotia Research Foundation, universities and other organizations to avoid duplication and to encourage full cooperation in research and related efforts.

2. The Science Section will give first priority in planning its collection and research programme to the needs of the exhibits and education section.

3. Staff of the Science Section will make at least 50 percent of their time available to the Exhibits and Education Section to properly fulfill the needs of the educational programme of the museum.

D. Finances

1. The Chief Curator will control expenditures within the limits of the budget approved for his section.

2. The Chief Curator will strive for the most economical use of funds commensurate with the proper maintenance and development of the section.

3. The Chief Curator will provide budget estimates to the Director.

E. Policy

1. The Chief Curator and the Curators will recommend and formulate policies for the operation and administration of the section or units.

2. The Chief Curator and the Curators will administer and interpret approved policies within the section or units.

NOVA SCOTIA MUSEUM  
Board of Governors

By Law No. 9  
Re: Policy with respect to the  
establishment and support of  
museums in Nova Scotia.

Approved by  
Chairman:

Date passed:

Date revised:

THE NOVA SCOTIA MUSEUM MAY BE EMPOWERED BY ITS BOARD OF GOVERNORS TO:

- (a) provide assistance to municipalities and non-commercial societies or groups in planning museums in Nova Scotia,
  - (b) aid such museums with technical information and skilled help in the preparation of exhibits and displays,
  - (c) provide grants to assist the operation of such museums but not for capital expenditures,
- provided that;
1. The Museum is developed around a theme approved by the Board of Governors of the Nova Scotia Museum. (Suitable themes will usually be of a local or specialized nature that are not dealt with in detail by existing museums).
  2. Sufficient local support is forthcoming to ensure adequate capital investment in plant, equipment and accessions; as well as a certain amount of operating expense.
  3. If the museum is developed around collections, either historical or scientific, that these collections must be recorded and described in a permanent accession book and/or catalogue in the approved museum manner.
  4. Museum displays are of high standards, relate to the theme of the museum, and have a definite teaching quality.
  5. Regular open hours are established and adhered to, and qualified attendants are on duty during these hours.
  6. The museum will submit to regular inspections by authorized personnel of the Nova Scotia Museum.
  7. An annual report is submitted to the Director of the Nova Scotia Museum on or before September 30 of each year. This report will include a summary of the past year's activity, plans for the coming year and an audited financial statement.
  8. The museum will acknowledge the support of the Nova Scotia Museum by means of a suitable sign displayed on the premises.



THE ALLOCATION OF MUSEUM OPERATING GRANTS

1. The size of the grant is determined by the period of operation:

(a) Seasonal operation, 2 to 4 months.

Maximum Grant, \$10.00 a day

i.e. A museum open only during July and August is eligible for a maximum grant of \$600 for 60 days, a museum open from June 1 to September 30 is eligible for a maximum grant of \$1,200 for 120 days.

(b) Year-round operation, 360 days.

Maximum Grant, \$20.00 per day or \$7,200.

2. Regardless of the number of days open, the grant should not exceed the local investment, including local participation by means of voluntary help.

3. The maximum grant should be available only to an "A" Class Museum, and the initial grant may be increased as improvements occur, until the maximum grant is reached.

i.e. Each museum will be rated annually by staff members of the Nova Scotia Museum on the basis of the evaluation sheet attached hereto. Five classes will be used as follows:

- A - Excellent
- B - Very Good
- C - Good
- D - Fair
- E - Poor

4. In exceptional cases, the Board of Governors may decide that a museum should have more money than the operational grant provides, particularly during the establishment stage. In such cases, the Board may provide a special grant good for one year only for a specific purpose. The size of special grants will be decided on the basis of circumstances in each case.

Museums will be classified, A, B, C, or D, on the following points:-

1. Educational Value of Exhibits - Rating will be made on the basis of how well the museum collections have been used to illustrate the story the museum is attempting to tell.
2. Artistic Quality of Exhibits - Visual quality and attractiveness, lack of crowding, etc.
3. Quality of Collections - Educational, historical, scientific or artistic values compared to mere curiosity value. Lack of unnecessary duplication.
4. Condition of Collections - Cleanliness, storage, restoration, conservation, records and labelling. Are gift and loan forms used?
5. Condition and Maintenance of Plant - General state of repair, appearance inside and out, parking facilities, toilet facilities, fire hazards and protection.
6. Knowledge and Manner of Staff - Training and knowledge of staff regarding their museums and its aims. Manner of staff in dealing with visitors.
7. Advertising and Extension - Well marked location, informed tourist bureau, guide leaflets, historic sites, etc.
8. Educational Activities: Lectures, films, school visits, publications, historic sites, etc.

NOVA SCOTIA MUSEUM  
Board of Governors

By Law No. 10  
Re:

Loans of Museum Collections

Approved by  
Chairman:

Date passed:      Date revised:

1. The museum may loan specimens, artifacts or articles from its collections to other museums, to research or educational institutions, or to other groups or organizations for educational purposes under the following conditions:

- A. The borrower agrees to use all reasonable precautions for the safety and preservation of the specimens or objects.
- B. The borrower agrees to use exhibition specimens or objects for display purposes only, and to acknowledge the ownership of the Nova Scotia Museum in writing while these objects are on display.
- C. The borrower may examine research objects or specimens physically, optically or chemically if such examinations do not result in defacing or deterioration of the specimens or objects for museum purposes.
- D. The use of the collections of the Nova Scotia Museum must be properly acknowledged in any publications resulting in whole or in part from their use.
- E. Borrowed materials must be returned as soon as the purposes for which they were borrowed have been fulfilled, or upon request of the Museum.
- F. The borrower may be required to insure the specimen, artifact or article, and to provide the Museum with proof of insurance coverage.

NOVA SCOTIA MUSEUM  
Board of Governors

By Law No. 11  
Re:

POLICY WITH RESPECT TO ASSISTANCE TO  
ASSOCIATED SOCIETIES

Approved by  
Chairman:

Date passed:

Date revised:

- I. The Curator of Education may recommend to the Director that a Society should be associated with the Museum if the Curator of Education feels that the aims and objects of the Society are closely associated with or allied to and would be of benefit to the Museum programme.
- II. Association of a Society with the Museum may result in any or all of the following benefits to the Society:
  - A. Mailing Address

The Society may use the Museum as its official mailing address, and the museum will receive and deposit the Society's mail in a box allotted to the Society.
  - B. Meeting Room

The Museum will provide a meeting room for regular meetings of the Society, and when possible for special meetings.
  - C. Newsletters
    1. The Museum will provide paper, stencils, stenographic and duplication services and Addressograph plates.
    2. The Museum cannot accept publication deadlines of less than two weeks.
    3. The Society must be responsible for stapling, folding, addressing and mailing newsletters, including the provision of envelopes and stamps.
    4. The Museum will provide the Society with facilities in the Museum for addressing and preparing newsletters for mailing.
    5. In some cases, where a newsletter is produced outside the Museum by commercial printing processes, the Board of Governors of the Museum may provide financial assistance to the Society if they consider the newsletter to be of exceptional value.

D. Storage of Reference Materials

The Museum will provide a lockable cabinet for each Society for the storage of files, books and other properties of the Society. One key will be provided to the Society and a duplicate will be held for the Society by the Curator of Education.

NOVA SCOTIA MUSEUM  
Board of Governors

By Law No. 12  
Re:

Curatorial Associates

Approved by  
Chairman:

Date passed:

Date revised:

The Board may upon recommendation of the Director appoint to the museum staff on a temporary basis Curatorial Associates as consultants, or to carry out specific research or other projects.

Payment will usually be made by honorarium.

NOVA SCOTIA MUSEUM  
Board of Governors

By Law No. 13  
Re:

General Museum Fund

Approved by  
Chairman:

Date passed:

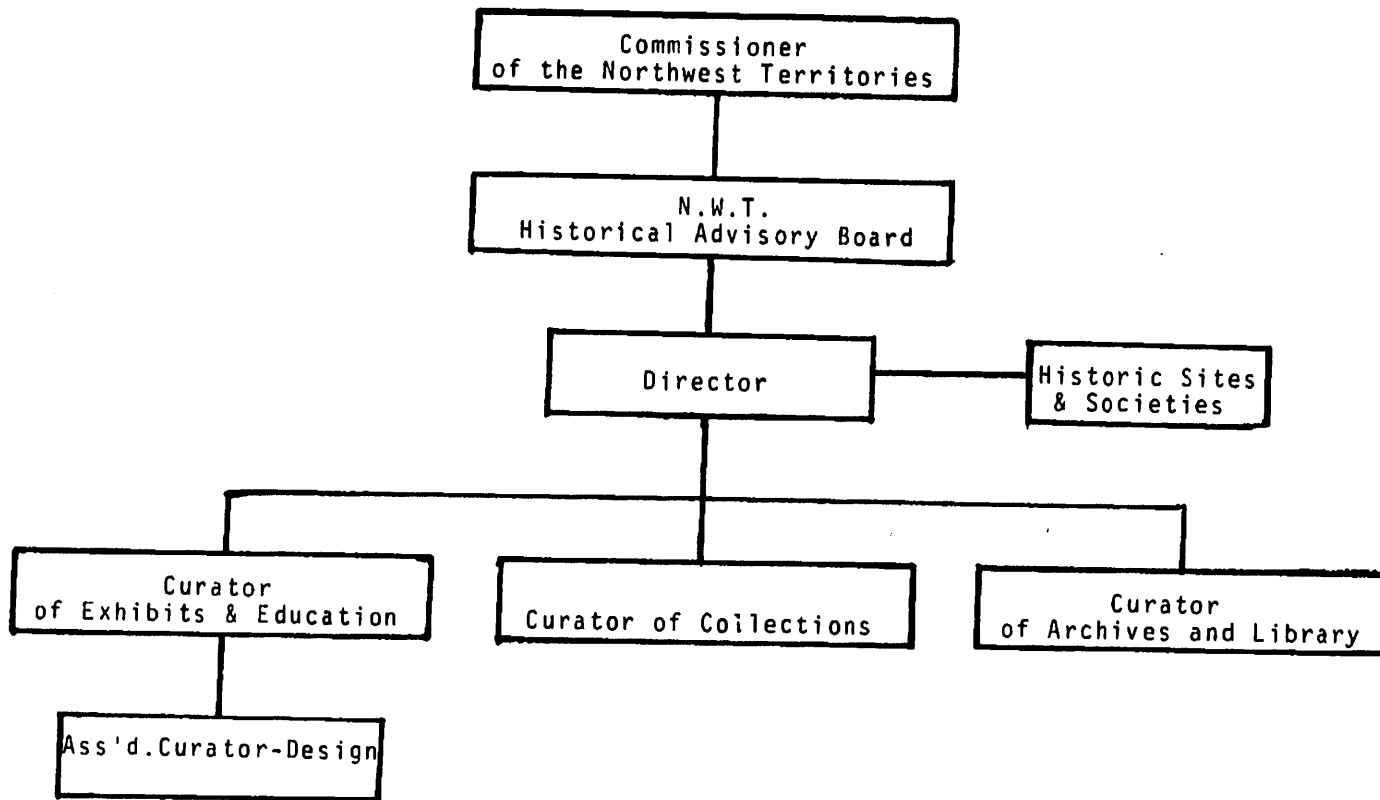
Date revised:

A fund of donations to the Nova Scotia Museum be established with the sanction of the Department of Finance and Economics to receive donations to the Nova Scotia Museum.

This fund shall be known as the General Museum Fund.

This fund shall be used for furthering the work of the museum in any way considered advisable by the Board of Governors.

Withdrawals from this fund shall be made by cheque signed by both the Chairman and the Secretary of the Board.



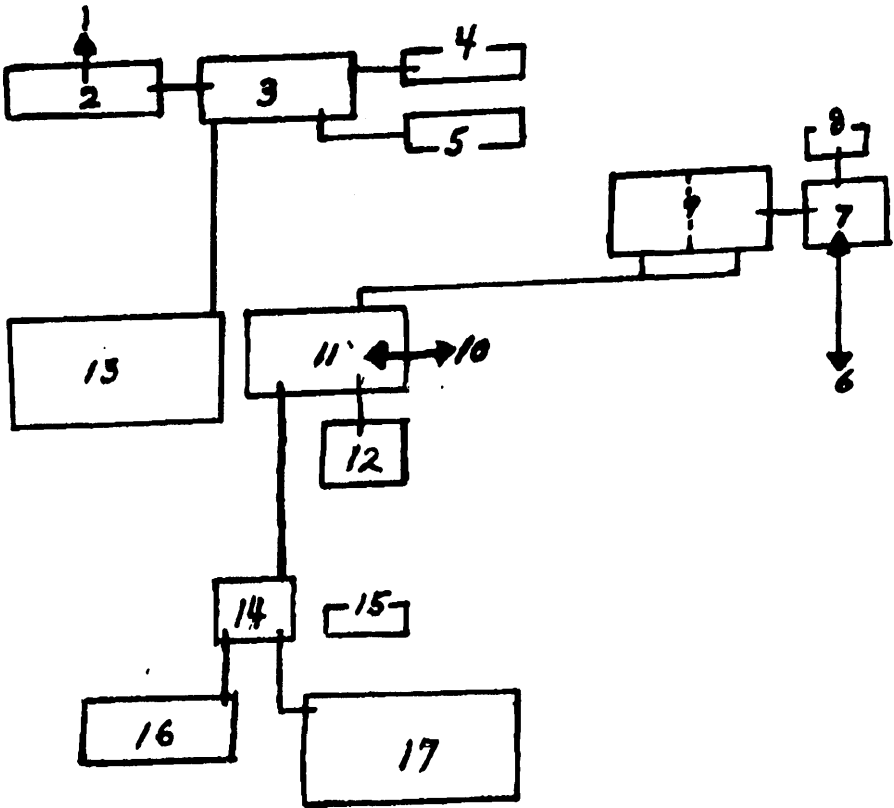
Suggested Organization Chart  
Northwest Territories Museum



NORTHWEST TERRITORIES MUSEUM

Preliminary Space Budget

<u>A.</u>	<u>Exhibits Preparation</u>	<u>Sq. Ft.</u>	<u>Total</u>
	Receiving and storage	1000	
	General workshop	1500	
	Finishing shop	250	
	Design office	200	2950
<u>B.</u>	<u>Education</u>		
	Classrooms - Auditorium	2400	
	Reception area	500	
	Curator's office	150	3050
<u>C.</u>	<u>Exhibition</u>		
	Main Exhibit Hall	3000	
	Special Exhibit Area	2500	
	Science and Reception	500	6000
<u>D.</u>	<u>Office and Curatorial</u>		
	General Office	400	
	Director	200	
	Archives, Registration and Library	1500	
	Curatorial Workrooms and Collection storage	3900	6000
<u>E.</u>	<u>Stairs, corridors, services, walls, lavatories, etc. Approx. 25%</u>		4500
 Total Square Feet			22,500



NORTHWEST TERRITORIES MUSEUM  
 - - SUGGESTED SPACE RELATIONSHIPS.

V.L.M. 1971

## NORTHWEST TERRITORIES MUSEUM.

### GENERAL SPECIFICATIONS

These specifications, although very brief and general, are designed to give the committee, as well as architects and others, a general feeling of what a museum of approximately 22,500 sq. ft. might consist of. A very simple arrangement might be a three story building of approximately 7,000 sq. ft. per floor. Specifications given below are related to the numbered chart, attached hereto.

- No. 1. - Service Entrance - Should have an overhead door 10 ft. in height.
- No. 2. - Receiving and Storage - 1,000 sq. ft. clear space designed for receiving and unpacking exhibits, supplies, etc. and for temporary storage of travelling exhibits, lumber etc.
- No. 3. - General shop - 1,500 sq. ft. This shop should be directly accessible from the receiving room and should provide adequate wiring and full range of carpentry tools as well as an electric welder. Should have a large wash-up sink, compressed air on tap and should be well lighted and ventilated. An acoustic ceiling is essential.
- No. 4. - Finishing Shop - 250 sq. ft. This small room should be directly accessible to the general shop and is to be used for painting and plastics work. Should have compressed air on tap, ample electrical outlets, excellent lighting and should be extremely well ventilated to carry off plastic and painting fumes. An auxiliary heater in the ceiling for rapid drying of paint and plastics, is essential.
- No. 5. - Office and Design Room - 200 sq. ft. This room should have a desk and drafting table with adequate lighting for the Curator of Exhibits.

- No. 6. - Entrance to Education Area - To be used by school classes and evening groups who may be holding meetings at the museum.
- No. 7. - Reception Area - 500 sq. ft. Clear area except for the desk of a receptionist.
- No. 8. - Curator's Office - 150 sq. ft. The office of the Curator of Education should be directly accessible from the reception area.
- No. 9. - Classroom-Auditorium - 2,400 sq. ft. This room should be set up with a folding door in the center so that it could be used for two small classrooms or one auditorium. Particular attention should be paid to the installation of Audio-Visual services. Ample cupboard space should be provided and there should be a sink in each room.
- No. 10. - Main Entrance
- No. 11. - Special Exhibit Area - 2,500 sq. ft. This area should have ceilings at least 10 ft. high and should be directly accessible from the education section so that school classes and other groups could be briefed in the education section and then brought in to the special exhibit area. There should be grid wiring in both ceiling and floor so that exhibits may be placed in any position throughout the area with power readily accessible.
- No. 12. - Service or Reception area - 500 sq. ft. This is the main reception area for the exhibit halls and should be furnished in a friendly manner so that visitors could sit down, relax, talk to the attendants and refer to the museum's printed materials.
- No. 13. - Main Exhibit Hall - 3,000 sq. ft. This should be a large bare room with no interfering posts or other obstructions. At least 10 ft. ceilings and preferably 15 ft. Wiring grided in ceiling and floor in at least a 10 ft. grid. There should not be any windows in this area. Walls and ceilings should be perfectly plain. Floor should be concrete with carpets installed after exhibits have been set up. This main exhibit hall should be directly accessible to the workshop area, and if by elevator, the door height in the elevator should be 10 ft.

- No. 14. - General Office - 400 sq. ft. Well lighted with adequate wall plugs to service. Two desks and a PBX.
- No. 15. - Director's Office - 200 sq. ft. Adequate lighting, directly accessible to general office.
- No. 16. - Archives, Registration and Library - 1,500 sq. ft. Should be well lighted clear space with 8 to 10 foot ceilings. (Part of this space required for office of Curator for Archives and Library.)
- No. 17. - Curatorial Workrooms, Collection Storage - 3,900 sq. ft. It is recommended that this be one large area and that any partitions that might be installed be of a moveable nature. Workrooms need not be separated from the storage area by walls. They should have ample counter space, sinks, electricity, compressed air on tap, fume hood and excellent lighting, particularly above counters. (Then again, part of this space may be required for office of Curator of Collections.)