

University of Winnipeg
Anthropology Museum



Policies and Procedures
Revised: March 2007

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**ANTHROPOLOGY MUSEUM
UNIVERSITY OF WINNIPEG**

POLICIES AND PROCEDURES

Please note:

This document supersedes all previous policy manuals and amendments.

1. PURPOSE

The purpose of this document is twofold. First, it aims to foster cooperation between the Anthropology Museum and interested parties internal and external to the University of Winnipeg by describing what the Museum is, what it contains, and how it functions. Second, it outlines policies and procedures for responding to requests for information, for access to the Museum's holdings, and for the repatriation of artifacts and associated materials from its collections. Section 13 contains a glossary of terms used in this document.

2. MANDATE

The Anthropology Museum at the University of Winnipeg was established in the 1960s when J.H. Steinbring joined the faculty of what was then United College. He started the collections in order to support teaching and research activities, as well as to document and preserve the cultural heritage of Aboriginal peoples in Manitoba. Since that time other faculty and staff have contributed to the Museum's holdings, as have private donors and student participants in archaeological field schools. Consistent with Dr. Steinbring's objectives, the Museum continues its commitment to advancing education and scholarship in all branches of anthropology, and to preserving, interpreting, and promoting the cultural heritage of Aboriginal and other peoples in Manitoba, Canada, and elsewhere.

3. ADMINISTRATION

The Anthropology Museum is an administrative unit of the Anthropology Department at the University of Winnipeg. It operates within the immediate purview of the Dean of the Faculty of Arts. A portion of the department's annual operating budget is allocated to Museum functions. The department's Curator is responsible for managing the Museum's collections, records, facilities, and budget, for supervising its personnel and volunteers, and for insuring that its day to day work is conducted in accordance with established policies and practices. The Curator reports to the department Chair who oversees all aspects of Museum operations and reports on the Museum to the Dean of Arts.

The Anthropology Museum Committee includes all permanent faculty and staff in the

Anthropology Department and is chaired by the department Chair. It is responsible for developing Museum policy, advising on Museum-related issues including the display and/or interpretation of artifacts, and as described in Section 11 below, for reviewing and making recommendations to University administration on the repatriation of artifacts and associated records.

4. PRINCIPLES

The Museum is committed to establishing and maintaining policies and practices that ensure the safekeeping and proper management of all its collections. In so doing, it also acknowledges and respects the special responsibilities it has to Aboriginal peoples who may have claims to, or interests in objects and other materials related to those objects that are held in the Museum. In meeting these responsibilities, it is guided by the ethical principles contained in *Turning the Page: Forging New Partnerships Between Museums and First Peoples* (2nd ed., 1992), a report jointly issued by the Assembly of First Nations and the Canadian Museums Association. An important measure of this is the establishment of an Aboriginal Advisory Group comprised of individuals external to the University who have appropriate technical and/or relevant cultural expertise. The mandate of this group is to provide the Museum with counsel on matters pertaining to holdings originating with Aboriginal peoples, such holdings comprising the largest portion of the Museum's collections. This includes, but is not limited to matters such as access to the collections for purposes of research, interpretation and display, and for the repatriation of artifacts and associated records. As a matter of ethical practice, the Museum seeks to avoid using materials in its collections in any way that might prove detrimental to any living Aboriginal or non-aboriginal group from which such materials originate.

The Museum adheres to the policies and procedures established by the University of Winnipeg's Senate Committee on Ethics in Human Research and Scholarship. It also acquires and disposes of artifacts in accordance with the laws of the province and federal government, including the Manitoba Heritage Resources Act (CCMS c.H39.1, 1985) and the Canadian Cultural Property Export and Import Act (RS 1985, C-51 as revised), and with any international agreements between Canada and other countries.

5. FACILITIES

The Anthropology Museum is located in the Department of Anthropology in Centennial Hall, University of Winnipeg. Its facilities include one teaching and one research laboratory, built-in exhibit windows and portable display cases, and designated storage space. Displays are mounted in public areas and may be viewed whenever Centennial Hall is open.

The Museum is committed to the preservation, safekeeping, and respectful treatment of all materials in its holdings. Collections are stored in appropriate shelving units and cabinets as allowed by budgetary allocations, and are protected from theft by the university's security service. Access to labs and all storage areas is restricted.

6. COLLECTIONS

The Museum's collections reflect the research and teaching interests of past and present faculty, staff, and students of the Anthropology Department. Holdings of artifacts, associated material and records, and reproductions are divided into three main areas of anthropological study: archaeology, ethnography, and physical anthropology. Taken together, the scope of these collections spans evidence of the first human and human-like ancestors to the diversity of peoples and cultures in the contemporary world.

6.1 Archaeology Collection

Archaeological artifacts and associated non-artifactual objects (e.g., animal bones, food remains, soil samples) and records comprise the largest part of the Museum's holdings. This material is derived from Manitoba and includes substantial pre-contact and contact era collections made by field school participants and individual researchers. There is also a teaching collection consisting of replicas and casts representing the evolution of New and Old World technologies. Museum collections do not include human skeletal remains or associated burial objects. If such remains and associated objects are identified in material recovered from archaeological sites in Manitoba, they are entrusted to the care of the Heritage Branch of the provincial Department of Culture, Heritage and Tourism which maintains legal custody over all such material. The Museum collects, reports on, and maintains archaeological artifacts subject to Manitoba's Heritage Resources Act. Under this legislation, ownership of such "heritage objects" is vested in the Crown. As a matter of policy, the Museum endeavors to treat archaeological material acquired prior to enactment of the Act, or from private donors, in accordance with the Act's provisions.

The Museum's archaeological holdings are registered in an in-house digital database. Information on a portion of the archaeological collections is also accessible electronically through Artifacts Canada, Canadian Heritage Information Network. The Museum suspended its contribution of data to this network in the late 1990s but expects to resume doing so in the near future.

6.2 Ethnography

The Museum's ethnographic collection consist of approximately 1,300 items and associated records, in addition to replicas used for teaching purposes. The artifacts were collected by former faculty members or were received from private donors. The largest number are of northern Ojibwa and Cree origin and were collected during the 1960s and early 1970s. Other pieces are from Africa, Asia, Central and South America, Oceania, and the Canadian Arctic and Subarctic. There is a complete catalogue of this material but data are only accessible in-house. Although it may accept outside donations from time to time (see Section 10), the Museum no longer engages in active collecting of ethnographic artifacts in Manitoba or elsewhere.

Ethnographic artifacts are not defined as Aheritage objects under Manitoba's

Heritage Resources Act and therefore are not governed by its provisions. Title rests with the University of Winnipeg on whose behalf artifacts were obtained. Nonetheless, the University and Museum recognize that such items are part of the intellectual and cultural heritage of living, Aboriginal and non-Aboriginal peoples. Wherever possible, appropriate groups and/or individuals are consulted in matters pertaining to storage, public access, interpretation, public exhibit, and repatriation of artifacts and associated records held in the Museum.

6.2.1 The University of Winnipeg Collection

Effective April 2007, a portion of the Museum's ethnographic collection, 228 artifacts originating with Ojibwa peoples in northeastern Manitoba and northwestern Ontario, along with associated records, is on loan to the Manitoba Museum in Winnipeg. Called "The University of Winnipeg Collection," the objects in this collection are of two types: those recognized as being of a sacred nature, namely ceremonial objects used in the practice of traditional religions by past and present Aboriginal adherents; and those that are of a non-sacred nature. The University and the Anthropology Museum acknowledge and respect the special significance to the originating peoples of the sacred artifacts. This requires that they be stored at the Manitoba Museum in a secure area separate from non-sacred material, and be managed only by Manitoba Museum staff, in accordance with existing practices of that institution's Native Ethnology section. "The University of Winnipeg Collection" is not open to the general public. However, access to sacred and non-sacred materials for research or other bona fide purposes may be arranged subject to conditions described in Section 8.2 below.

6.3 Physical Anthropology

The physical anthropology collection is primarily used for classroom instruction. It is composed of about 1,000 catalogued items and includes casts of fossil hominid and non-hominid primate species, and modern human and primate casts and skeletal specimens.

6.4 Other Collections

The Museum also houses several other catalogued and un-catalogued collections related to its curatorial, research, and teaching functions. Holdings include:

6.4.1 Archival Collection

This collection includes audio tapes, books, catalogue records, field notes, maps, photographic prints and slides, site and donor files.

6.4.2 Botanical Reference Collection

6.4.3 Faunal Reference Collection

6.4.4 Geological Reference Collection

6.4.5 Replica Archaeological and Ethnographic Teaching Collection

7. REQUESTS FOR INFORMATION

The Museum will provide interested parties with existing information relating to its collections, including “The University of Winnipeg Collection” housed at the Manitoba Museum. This information may include the scope of its holdings, the kinds of objects held, their geographical and cultural provenance, and the means and period of acquisition. Where possible, the Museum will provide inventories of catalogued material pertinent to the subject of inquiry. Requests for information should be addressed to the Curator of the Anthropology Museum. Complete contact information appears in Section 12.

8. ACCESS TO COLLECTIONS

In keeping with its founding objectives, Museum collections are used to support teaching and research, and to preserve and promote cultural heritage. At the same time, the Museum has a responsibility to protect its holdings from damage and/or loss and to treat artifacts with dignity and respect, and must do so with limited personnel, resources, and facilities. In order to realize these separate priorities, the following guidelines have been established to regulate access to the collections. In all cases access is subject to the availability of staff time.

8.1 For collections housed in the Anthropology Museum:

8.1.1 Anthropology Department faculty: unrestricted access to the physical anthropology and teaching collections; access to archaeological and ethnographic collections and documentation only by request to the Curator.

8.1.2 University of Winnipeg students: access to materials described in Section 8.1.1 may be granted to students registered in upper-level undergraduate or graduate courses under close supervision of qualified Anthropology Department faculty or staff member.

8.1.3 All other faculty, graduate and upper-level undergraduate students of the University of Winnipeg, outside researchers, and interested members of Aboriginal groups may be granted supervised access to view ethnographic and/or archaeological collections only upon advance request to the Curator. Individuals seeking appointments to view materials should give no fewer than 72 hours notice.

8.1.4 Supervised access to ethnographic and/or archaeological collections for research purposes may be granted to bona fide researchers upon written request to the Chair, Department of Anthropology; requestors shall provide the following information:

-
- 8.1.4.1 purpose(s) of the research;
 - 8.1.4.2 names of any assistants who will accompany the primary researcher and their role in the research;
 - 8.1.4.3 specific materials to be examined; and
 - 8.1.4.4 approximate time frame for completion of work.
- When access is granted, the Curator shall arrange appointments to commence research at the earliest opportunity. Replicas or photographs of artifacts may be made only with the explicit permission of the Anthropology Museum.

Visiting researchers are requested to acknowledge the assistance of the Anthropology Museum, University of Winnipeg, in any publication(s), and to submit to the Curator one copy of each such publication, written report, or documentary record, resulting from the study of Museum holdings.

8.1.5 School or other group tours: supervised viewing of material upon written request to the Curator.

8.1.6 Casual visitors are not permitted access to the collections.

8.2 For “The University of Winnipeg Collection”:

8.2.1 Access to non-sacred artifacts: Faculty, graduate and upper-level undergraduate students of the University of Winnipeg, outside researchers, and interested members of First Nations groups may be granted supervised access to view the objects only upon advance request to the Chair, Department of Anthropology, University of Winnipeg. Upon approval, requests will be forwarded to the Curator of Native Ethnology at the Museum who will arrange appointments at the earliest opportunity. Members of the general public and casual visitors to the Museum are not permitted access to the Collection.

8.2.2 Supervised access to non-sacred artifacts for research purposes may be granted to bona fide researchers only upon written request to the Chair, Department of Anthropology; requestors shall provide the following information:

- 8.2.2.1 purpose(s) of the research;
- 8.2.2.2 names of any assistants accompanying the primary researcher and their role(s) in the research;
- 8.2.2.3 specific materials to be examined;
- 8.2.2.4 approximate time frame for completion of work; and
- 8.2.2.5 written evidence of permission to conduct the proposed research from the appropriate individual(s), First Nation(s), Tribal, or other representative group(s) with historical or cultural ties to the

objects to be studied; and any procedures or restrictions placed by the notified individual(s) or group(s) on the research and/or the dissemination of research results.

8.2.3 Requests may be reviewed by the Aboriginal Advisory Group. When access is granted, the request will be forwarded to the Curator of Native Ethnology at the Manitoba Museum who will arrange appointments to commence research at the earliest opportunity.

8.2.4 Unless prohibited by the conditions of permission to conduct research required under Section 8.2.2.5, researchers shall submit one copy of each report, publication, or documentary record (e.g., photographs) resulting from the research to the Chair, Department of Anthropology, and to the Curator of Native Ethnology, the Manitoba Museum. Visiting researchers are also requested to acknowledge the assistance of the Anthropology Museum and the Manitoba Museum in any resulting publication(s).

8.2.5 Access to Sacred Artifacts:

8.2.5.1 Aboriginal persons or organizations with a demonstrable historical and/or traditional relationship to these artifacts shall be granted supervised access upon written request to the Chair, Department of Anthropology. Requests may be reviewed by the Aboriginal Advisory Group. Granted requests will be forwarded to the Curator of Native Ethnology at the Manitoba Museum, who will arrange appointments to view the artifacts at the earliest opportunity. All others, including University of Winnipeg faculty and students, are not permitted access to the sacred artifacts.

8.2.5.2 Supervised access for research purposes may be granted to bona fide researchers upon written request to the Chair, Department of Anthropology. The request shall include the information outlined in Section 8.2.2 above, and may be reviewed by the Aboriginal Advisory Group. If access is granted, the request will be forwarded to the Curator of Ethnology at the Manitoba Museum who will arrange appointments to commence research at the earliest opportunity. All other provisions pertaining to supervision, publication, and acknowledgement outlined in 8.2.2 are similarly applicable.

8.3 Mediation of Disputes

In accordance with the principles outlined in Section 4 above, the Anthropology Museum shall make diligent efforts to assist with resolving disputes arising from the application of this access policy, including by requesting the assistance of the Aboriginal Advisory Group. Where appropriate, in disputes between individuals, between an individual and a community, or between communities, the onus is on the individuals and/or communities to resolve these disputes according to customary practice. In all cases, decisions respecting access to, and use of all such

objects should be decided on moral and ethical grounds and with the full involvement of Aboriginal people as equal partners.

9. LOANS FROM THE COLLECTIONS

The Museum seeks to cooperate with researchers and other museums, universities, schools, Aboriginal groups, and Aboriginal and non-aboriginal heritage organizations, in advancing mutual interests. This includes arranging loans of select material from its collections, except from “The University of Winnipeg Collection.” Requests for such loans, specifying the purpose, types of material required, and proposed loan period shall be addressed in writing to the Chair, Department of Anthropology. Requests made for purposes of research must adhere to the guidelines in the preceding Section 8.1.4. All loan agreements are subject to the borrower providing written assurance of satisfactory security arrangements for the items in question. The Curator will prepare a written list of all items to be loaned, including accession numbers, and the borrower will verify this list, before requested items are removed from the Museum. In cases where items defined as heritage objects (see Section 6.1) are to be taken out of the province, the Manitoba Heritage Resources Act requires that a permit be obtained before removal of any such object(s). Responsibility for obtaining an export permit from the Heritage Branch of the Department of Culture, Heritage and Tourism, rests with the borrower. A copy of the permit shall be deposited with the Museum before such items are removed from the collection.

10. DONATIONS TO THE COLLECTIONS

The Museum will review proposed private and institutional donations of artifacts and other material relevant to its collections on a case by case basis, and with due regard for its limited space and resources, and for applicable provincial or federal laws. Inquiries pertaining to donations should be addressed to the Curator.

11. REPATRIATION

11.1 Scope of the Policy

This policy pertains to requests from Aboriginal peoples residing in Canada for the repatriation of material in the Museum’s collections. Requests for repatriation from indigenous peoples in other countries will be considered in accordance with international agreements with those countries to which Canada is a party. In the absence of such agreements, requests from indigenous peoples outside of Canada may be considered in accordance with the provisions of this policy and of Canada’s Cultural Property Export and Import Act.

11.2 Principles

The Museum recognizes and respects the historical, cultural, and traditional significance of certain artifacts in its collections for living First Nation and other Aboriginal groups. Such items comprise objects of cultural patrimony, tangible evidence of a people’s heritage. By their nature they should be considered the property of a people, not of individuals. The Museum thus recognizes and re-

spects that in certain circumstances, including the desire of Aboriginal peoples to promote cultural survival and strengthen identity, both ethnographic and archaeological objects of cultural patrimony should be deaccessioned to parties with demonstrable historical and/or cultural links to those objects.

11.3. Authority

As an administrative unit of the Department of Anthropology, the Museum does not have legal authority to repatriate materials in its collections. In the case of archeological objects, that authority resides with the Province of Manitoba; for ethnographic artifacts, authority resides with the Board of Regents of the University of Winnipeg. On receiving a request for repatriation, however, the Museum will facilitate the process by consulting with the Aboriginal Advisory Group and cooperating with the requestor(s) to review the request in light of the criteria outlined in Section 11.4.3, and to assist with negotiating the transfer of legal title by the appropriate authority to the requesting body or individual.

11.4 Repatriation Requests

Repatriation involves legal requirements as well as moral and ethical issues and therefore should be handled with careful deliberation, public transparency, and on a case by case basis. Each request shall be dealt with collaboratively and considered within the framework established by this policy.

11.4.1 The Museum welcomes preliminary discussions pertaining to repatriation requests, but the initiation of a formal request must be made in writing to the Chair, Department of Anthropology.

11.4.2 Requests for repatriation may be considered:

11.4.2.1 as independent requests from Aboriginal individuals;

11.4.2.2 as requests from Aboriginal governments; or

11.4.2.3 in the context of negotiations of comprehensive land claims and/or self-government between Canada and Aboriginal people.

11.4.3 Each request for repatriation will be reviewed according to the following criteria:

11.4.3.1 the historical relationship of the requestor(s) to the material concerned; in this regard, the initial burden of proof with respect to any repatriation request shall be on the requesting individual(s) or government to establish, on a reasonable basis, a connection to the material in question. This connection may be based upon demonstration of lineal descent, band membership, and/or cultural affiliation. Where possible, the Museum will assist requestors in identifying such connections;

11.4.3.2 the conditions under which the Museum originally acquired the material, including the possibility that objects were ac-

quired under conditions that would render its possession invalid;
11.4.3.3 the possibility of competing claims to the material;
11.4.3.4 whether the material in question meets the criteria of material subject to repatriation, as outlined in Section 11.2; and
11.4.3.5 the legal status of requested objects under applicable provincial or federal law.

11.4.4 Requests for material which may be the subject of competing claims will not be considered until and unless the Museum, on behalf of the appropriate authority, has received written confirmation from the Aboriginal government(s) and/or individual(s) concerned that the overlapping claims have been resolved.

11.4.5 Requests from Aboriginal individuals and organizations outside of treaty and self-government negotiations will be reviewed by the Anthropology Museum Committee, in consultation with the Aboriginal Advisory Group. Where the Committee is satisfied that the requester(s)'s relationship to the material in question, as defined in Section 11.4.3.1, has been established, and any overlapping or competing claims resolved, the Committee shall,

11.4.5.1 in the case of ethnographic artifacts and associated records, forward its findings through the University's Vice-President Academic to the University's Board of Regents, with a recommendation for approval; or,

11.4.5.2 in the case of archaeological artifacts and associated objects and records, forward its findings through the University's Vice-President Academic to the Heritage Branch, Manitoba Department of Culture, Heritage and Tourism (or successor authority), with a recommendation for approval.

11.4.6 A list of material proposed for repatriation under the terms of a treaty or self-government agreement will be forwarded by the Anthropology Museum Committee through the Vice-President Academic to the Board of Regents or Heritage Branch, Manitoba Department of Culture, Heritage and Tourism, as appropriate, for approval prior to the presentation of the draft treaty or self-government agreement to the federal caucus for review.

11.4.7 Materials will be repatriated only to an Aboriginal Government, except under the following conditions:

11.4.7.1 the requestor is an individual or group of individuals with an undisputed historical relationship to the objects and the objects are demonstrated to have been acquired under conditions which were illegal at that time; or

11.4.7.2 the Aboriginal Government has designated in writing a duly constituted organization (e.g., a cultural centre), to assume

responsibility for the material in question.

11.4.8 The recipient(s) of repatriated objects and associated records are party to a legal transfer of materials and as such, accept liability as the legal owners of that material.

11.4.9 The Anthropology Museum will maintain a record, including catalogue information, photographic images, and copies of scientific or other documentation, pertaining to all repatriated objects. The Museum will also provide one copy of all public records pertaining to repatriated objects to the receiving Aboriginal Government, organization, or individual.

11.4.10 In fulfillment of its founding goals to advance education, research, and heritage preservation and promotion, the Anthropology Museum maintains the right to reproduce records pertaining to repatriated objects for purposes relating to these goals; it also maintains the right to produce in any form any record or object in its collections, subject to compliance with applicable Canadian copyright laws.

12. CONTACT INFORMATION

12.1 Curator, Department of Anthropology, University of Winnipeg, 515 Portage Avenue, Winnipeg, Manitoba R3B 2E9 Canada

12.2 Chair, Department of Anthropology, University of Winnipeg, 515 Portage Avenue, Winnipeg, Manitoba R3B 2E9 Canada

12.3 Additional information about the Anthropology Museum at the University of Winnipeg is available at <http://www.uwinnipeg.ca/faculty/anthropology/pages/museumhome.html>

13. GLOSSARY OF TERMS

Aboriginal Peoples	The indigenous peoples of Canada, that is, those of First Nation (Indian), Inuit, and Metis ancestry.
Archaeological Artifact	An object recovered from an archaeological site.
Artifact	Any object made or modified for use by humans.
Associated Records	Documentation pertaining to artifacts, including physical descriptions and illustrations, notes relating to where, when, and by whom objects were obtained, and museum catalogue records.
Deaccessioning	The permanent removal of materials from the Museum's collections.

Ethnographic Artifact	An object originating with an identifiable Aboriginal or non-aboriginal cultural group and that was acquired from a living member of that group.
Museum	The Anthropology Museum, an administrative unit of the Department of Anthropology, University of Winnipeg.
Object of Cultural Patrimony	Objects which have significant historical, traditional, or cultural importance central to the identity of the Aboriginal group or culture in which the object originated.
Repatriation	A form of deaccession involving the transfer of title in objects of cultural patrimony and associated records to an Aboriginal government, organization, or individual.
Sacred Artifact	Ceremonial objects used in the practice of traditional religions by past and present Aboriginal adherents.
“The University of Winnipeg Collection”	A portion of the Museum’s ethnographic collection on loan to the Manitoba Museum.
University	The University of Winnipeg.