

Aanischaaukamikw Cree Cultural Institute

Guide to Donations and Loans – Quick Reference

This information is meant to give potential donors and lenders information to help them make decisions about their collections, and to understand how donation and loan procedures work at ACCI.

Loans to ACCI

ACCI receives loans from Cree Community members, non-Cree individuals, Cree entities and other museums.

Loans from Cree Community Members

ACCI offers temporary secure storage and display opportunities for objects of Cree material culture that are owned by our Cree community members. ACCI may also be able to undertake conservation or stabilisation of objects owned by our Cree community members, in consultation with the owner and relevant master crafts people. Whenever possible, these services are provided free to community members.

Any display or use of the object would only be undertaken with the permission of the owner.

Apart from exceptional circumstances, objects on loan from community members can typically be returned within 24 hours of the request from the owner, as long as the appropriate Collections staff are available. If an object is on display it might take up to 7 days, but we will try to accommodate each request on a case by case basis.

For more information about our community loans program, please get in touch with us using the contact information below.

All community lenders are entitled to FREE ADMISSION to the Exhibit Hall during normal opening hours, with up to 4 guests.

Loans from Cree Entities

ACCI offers temporary secure storage and display opportunities for collections owned by Cree entities. ACCI may be able to undertake conservation or stabilisation of these collections.

All loans from Cree Entities must be approved by our Loans Committee. The preparation of the Loan Proposal for the Loans Committee will include negotiation for fees, duration and use of the loan collection.

For more information about loans from Cree entities, please get in touch with us using the contact information below.

Loans from other Museums and Travelling Exhibitions

ACCI receives loans from other museums in order to display superior or historic examples of Cree material culture, and for the purpose of researching and studying these collections. All loans from museums require approval from our Loans Committee.

ACCI can also receive travelling exhibitions from other institutions.

If any of our Cree community members see objects or exhibitions they would like ACCI to request for loan or hosting, please get in touch with us using the contact information below.

Donations to ACCI

ACCI accepts donations of objects, books and archives for our permanent collections. To ensure your donation fits with our acquisition policy, there is a formal acquisition process which can take some time to complete, depending on the size of the donation.

- 1) If you are considering donation something to ACCI, the first step is to email or mail a photograph with any story, maker's information or other details so that we can review this information. If the donation is suitable for our collections it will be formally reviewed by our Acquisitions Committee.
- 2) The Acquisitions Committee is made up of our collections staff (Collections Officer, Coordinator of Collections & Exhibitions, Conservator), the Librarian and Archivist (as applicable), the Director of Programs and the Executive Director. The Committee considers the gifts based on the criteria stated in our Acquisitions Policy (see below). If the gift is approved by the Committee, the donation process will proceed.
- 3) Once all approvals are made, the donor will be asked to sign a Transfer of Title form which legally transfers the ownership to ACCI. The date on this form is considered to be the donation date.
- 4) The Acquisitions Committee will designate whether the donation will be allocated to the Core Collection or the Living Collection (see below).

Tax Receipts and Appraisals

ACCI is a registered charity according to the guidelines of the Canada Revenue Agency, and is able to issue tax receipts for the appraised fair market value of the donation. Donations to ACCI collections can receive a tax receipt.

To issue a tax receipt, we must have an appraisal completed by a qualified appraiser with no associations to ACCI or the donor. ACCI can assist with finding a qualified appraiser. For objects valued at \$1000 CAD or less, a qualified ACCI staff member may appraise the donation. However, if an outside appraisal is required, it is ACCI's policy for donors to pay for the appraisal costs. We are happy to accept this cost as a donation, for which the donor would receive an additional tax receipt. Donations of **Cultural Property** valued over \$20,000 require 2 appraisals. The average of these appraisals is then submitted for certification.

For further information about personal tax information, please consult an accountant or refer to the "Gifts and Income Tax" booklet - <http://www.cra-arc.gc.ca/E/pub/tg/p113/p113-15e.pdf>

Donations of Cultural Property

Donations of objects of significant value or cultural significance may be certified by the Canadian Cultural Property Export Review Board as **Cultural Property**, and the donor may be able receive tax benefits available for this designation. ACCI or the donor may recommend that the donation be certified as Cultural Property, but it is the responsibility of the donor to determine if this benefits them financially. This certification is not recommended for donations valued under \$5,000 CAD.

The process of applying for certification is completed by ACCI and can take 6 months to a year, depending on the complexity of the donation and the required appraisals. Tax receipts for gifts of Cultural Property will be issued for the tax year in which the donation was made (the date of legal transfer, or when the Transfer of Title is signed). Donations which are conditional upon the objects being certified as cultural property cannot have the legal transfer take place until AFTER certification is confirmed. Depending on when the application is submitted, this may affect the allocated tax year for the receipt.

Bequests

Any donors interested in leaving collections to ACCI in their Last Will and Testament should ensure that ACCI has copies of the relevant section of your will on file. All bequests are subject to the standard acquisitions procedures. It is preferred that ACCI to 'approve in principle' before the collection is received.

Recognition

Donations become the property of ACCI, and we may store, display or interpret the collections at our discretion. When the collections are displayed or images used, ACCI will credit the donor according to what is listed on the Transfer of Title form. Any memorial acknowledgements should also be indicated on the Transfer of Title form.

De-Accessions

Our donation procedure considers the long term potential of our collections, and is meant to reduce the need to remove objects from our permanent collection. However, when circumstances change, it may be necessary to dispose of material or objects from our collections. Any disposals are done with the approval of the Acquisitions Committee, in accordance with our policies.

Collections Contacts

Please get in touch with us to discuss any potential donations or loans.

Paula Menarick, Collections Officer

418-745-2444 ex 2018

Paula.menarick@creeculture.ca

Laura Phillips, Coordinator of Collections & Exhibitions

418-745-2444 ex 2009

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Definitions

ACCI Acquisitions Policy – This policy provides guidance to the ACCI Acquisitions Committee for responsible additions to our collections:

Section 5.1 Criteria for Library and Archive Acquisitions

Relevance and pertinence:

Level One – Comprehensive Holdings Desired of: Material relating to James Bay Cree history, customs and culture for all age groups and levels of literacy.

Level Two – Significant Holdings Desired of: Material relating to other Cree nations, spatially and/or culturally close native and Inuit communities from Québec, Labrador, and other provinces and territories.

Level Three – Selective Holdings Desired of: Material relating to native and aboriginal history, custom and culture in Canada, the United States of America, and the world.

Level Four – Occasional Holdings Desired of: Other material to support the functions of the staff of ACCI in their work and general reference material.

Section 5.2 Criteria for Museum Collection Acquisitions

The following criteria must be considered for every object that is sought out or given to the Museum Collection:

- *Historical and contemporary artefacts related to Cree history and tradition.*
- *Historical and contemporary artefacts acquired by people who lived or worked in Cree territory.*
- *Objects made by or commissioned from master craftspeople working in the Cree tradition.*
- *Works of Cree contemporary art.*

Museum Core Collection - The Core Collection is the permanent collection and consists of objects of intrinsic value that document the mission statement of the museum. The objects allocated to this category are considered valuable and irreplaceable. Preservation is of utmost priority in any decision regarding the care and use of this collection. The objects are catalogued and accessioned. The objects in the Core Collection are recognized for their age, rarity, potentially fragile condition, and are subject to the highest level of security.

Museum Living Collection - The Living Collection consists of non-accessioned objects of any form used for display or educational purposes. Their period of use in ACCI can be temporary, depending on their intended use, or they can be physically installed within ACCI. The Living Collection may contain duplicates or replica objects that can be handled and/or circulated for educational purposes without the conservation or security constraints required by objects in the Core Collection. Given the type of objects and their potential artistic, cultural or historic characteristics and/or monetary value, identification as part of the Living Collection clarifies each object's status and avoids confusion as to whether the object is part of the Core Collection. The Living Collection objects are catalogued for tracking purposes and to retain their contextual information.