

DAWSON AND HIND

VOLUME 7
NUMBERS 2/3

MUSEUMS IN MANITOBA

**Resource
Inventory
1978**

REVISED DATA

**grants
services
training opportunities
new legislation**

Plus — Dawson & Hind Index

SPECIAL ISSUE

a quarterly publication of the association of manitoba museums

dawson and hind

Volume 7, Numbers 2/3

Dawson and Hind is published quarterly for the Association of Manitoba Museums by the Museums Advisory Service, with the co-operation of the Historic Resources Branch, Dept. of Tourism, Recreation and Cultural Affairs, Province of Manitoba.

Subscriptions to this publication are available through membership in the Association of Manitoba Museums and can be obtained by writing to the Association at 190 Rupert Avenue, Winnipeg, Manitoba.

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Opinions expressed in the publication are those of the individual author and do not necessarily reflect the views of the Association of Manitoba Museums.

Unsolicited articles are welcome. Address all correspondence to:

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EDITORIAL COMMITTEE

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 Tim Worth

Simon James Dawson was appointed by the Canadian Government in 1857 to explore the country from Lake Superior westward to the Saskatchewan. His report was among the first to attract attention to the possibilities of the North West as a home for settlers. He was later to build the Dawson Route from Lake-of-the-Woods to Winnipeg, Manitoba.

William George Richardson Hind accompanied his brother, Henry Youle Hind, as official artist, when the latter was in command of the Assiniboine and Saskatchewan exploration expedition of 1858. W. Hind revisited the North West in 1863-64 and painted numerous paintings of the people and general scenes.

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AIMS OF THE ASSOCIATION

Object

The advancement of museum services in Manitoba by:

- a) promoting the protection and preservation of objects, specimens, records and sites significant to the natural and human history of Manitoba

b) aiding in the improvement of museums in their role as educational institutions

c) acting as a clearing-house for information of special interest to museums

d) promoting the exchange of exhibition material and the arrangement of exhibitions

e) co-operating with other associations with similar aims

f) other methods as may from time to time be deemed appropriate

Invitation to Membership

You are invited to join the Association of Manitoba Museum so as to take part in its activities and provide support for its projects.

Activities and Projects

A number of activities and projects are planned to help the AMM achieve its objectives. These include:

a) the publication of a regular newsletter and/or quarterly to discuss the activities of the museums, provide information on exhibits, and to distribute technical and curatorial information

b) a regularly updated list of museums in the Province, including their main fields of interest and a list of personnel

c) conducting training seminars aimed at discussing problems of organization, financing, managing and exhibitions at an introductory level

d) organizing travelling exhibits to tour Manitoba

e) the completion of a provincial inventory to assist in preserving our cultural heritage

MEMBERSHIP CLASSIFICATIONS

Individual Membership - open to any resident of Manitoba who wishes to promote the aims of the Association, whether or not he or she is connected with a museum. Annual fee - \$3.00

Associate Membership - this includes institutions and individuals outside the Province of Manitoba who wish to promote the aims of the Association, whether or not such member is connected with a museum. Annual fee - \$3.00

Institutional Membership - this is restricted to museums located within the Province of Manitoba. Annual membership fee is based on the museum's annual budget as follows:

Annual Budget	Membership Fee
100 - 1,000	\$10.
1,001 - 20,000	15.
20,001 - 40,000	20.
40,001 - 80,000	25.
80,001 - 160,000	30.
160,001 - 320,000	35.
320,000+	40.

Further information may be obtained by writing to the Secretary-Treasurer, Association of Manitoba Museums, 190 Rupert Avenue, Winnipeg, Manitoba R3B 0N2.

Editor's Forum

DIANE SKALENDA

Museums Advisory Service
Manitoba Museum of Man and Nature

Do you remember *Museums in Manitoba: An Inventory of Resources 1973*? We hope you found that book, compiled by David Ross, a wealth of information over the years. Unfortunately material of that nature eventually becomes obsolete and it is for this reason we decided to dedicate an entire issue to updating this information. You won't find many photographs or entertaining articles in this edition. What you will find, however, is up-to-date information on funding sources, training opportunities, and available services. We also are pleased to publish a complete index of past issues of *Dawson and Hind*. The index is divided into two sections—one part listed by author and the other part listed by title and subject.

We would like to thank David McInnes of the Museums Advisory Service for compiling the resource information and Linda Sears of the Museum Technician Training Programme of the Manitoba Museum of Man and Nature for preparing the index for publication. Both are long and arduous tasks but we are sure our readers will welcome the results. Linda also spent a week as part of her on-job-training proofreading and laying out this edition—another not-so-enviable task! We also would like to thank Dr. Razzak Fattah for his article on museum library services, Dr. George Lammers for his review of the *Manual for Museums* and Tim Worth for his report on the 1978 Canadian Museums Association Annual Conference which was held in Fredericton, New Brunswick this spring.

We have chosen a sturdier, more durable cover for this issue as we hope it will receive much wear and tear and be used as a constant source of information and reference. Don't be afraid to put it to the test.

UPDATE:

Museums Assistance Programme

There have been a number of changes in the staff structure of the Museums Assistance Programme of the National Museums Canada. Among these changes is the transfer of our Regional Projects Officer, Alix Hector, to the Alberta/Northwest Territories region. Alix's replacement in this area is Jan Armstrong who comes to us from the British Columbia region. We extend our thanks to Alix and a warm welcome to Jan and wish them both the best in their new positions.

Heritage Travel Contest

The 30 Manitoba students who were chosen to represent this province on a 24-day trip across Canada this summer visiting museums and heritage sites have arrived home safe and sound. Among the Manitoba winners was Robert Friesen of St. James. You may remember Robert's article on Grant's Mill which was featured in our Summer 1977 edition. Robert's essay and model of Grant's Mill won him a spot on the Manitoba contingent. Congratulations to Robert and the other Manitoba winners.

Material History Conference

More historians than ever before are working in material-oriented research in Canada. It is an opportune time, therefore, to examine the study of material history, to consider its relationship to the larger field of history, to discuss its achievements and potential and to stimulate future development.

The National Museum of Man is sponsoring a forum on Canada's material history in Ottawa from March 1-3, 1979. This conference should be of in-

B.D.S.

terest to historians, museum curators, historic sites researchers, historical archaeologists, and others working in this field. For further information, contact Barbara Riley, Conference Organizer, History Division, National Museum of Man, Ottawa.

Dalnavert Guild

Dalnavert has recently initiated the formation of the Dalnavert Guild. Membership in the Guild falls under one of three categories—Students and Senior Citizens \$3.00; Individual \$5.00; and Family \$8.00. Each member is entitled to free admission to Dalnavert, a 10% reduction at the sales counter, reduced fees for the lecture series, use of the reference library, a Dalnavert newsletter and an invitation to special events. Anyone interested in becoming a member should contact Tim Worth, Curator, Dalnavert-Macdonald House, 61 Carlton Street, Winnipeg, Manitoba R3C 1N7.

Period Postcards – 1900-1910

The Western Development Museum in Saskatoon has been fortunate in acquiring several postcards originating from Saskatchewan from the period 1900-1910. The donor is making a similar offer to museums in Manitoba of postcards originating from this province during the same period. If you are interested in these postcards, please contact Mrs. R. Lentz, Box 616, Hazen, North Dakota.

Japanese Exhibit

The Manitoba Museum of Man and Nature is one of the three Canadian locations selected for the exhibit *Image and Life: 50,000 Years of Japanese Prehistory*. The exhibit, featuring over 200 artifacts ranging from earliest prehistory to about 600 A.D., will be on display from October 30th to November 20th, 1978 in Alloway Hall.

The exhibit is the first of its kind outside of Japan. It includes the oldest pottery in the world (earlier than 10,000 B.C.), an 18,000 year old Palaeolithic figurine, a wide range of important ceramics of the Jomon and Yayoi Periods, seven Haniwa figures, bronze weapons, and a wide range of representative stone tools.

Annual Fall Seminar and General Meeting

The Association of Manitoba Museums will once again be holding its Annual Fall Seminar and General Meeting in October. This year the location will be St. Benedict's Academy just outside of Winnipeg in Middlechurch, Manitoba. Sessions will be held at St. Benedict's with sessions and tours also scheduled for the Manitoba Museum of Man and Nature, Winnipeg Art Gallery, Dalnavert and St. Boniface Museum. We hope you will circle October 25th to 27th, 1978 on your calendar and plan to attend this year's conference.

*Dalnavert,
61 Carlton Street,
Winnipeg,
Manitoba*

August 2nd, 1978

Association of Manitoba Museums
190 Rupert Avenue
Winnipeg, Manitoba
R3B ON2

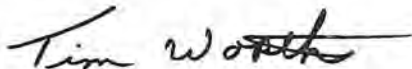
Dear Sirs:

I would like to thank the Association of Manitoba Museums (AMM) for granting me funds to attend this year's annual conference of the Canadian Museums Association, which was held in Fredericton, New Brunswick in June.

Some sessions were more informative than others, and I have drawn up a report of the sessions which I attended. I have submitted the report for publication in the *Dawson and Hind* in order that all the members of the Association of Manitoba Museums can perhaps benefit from my experiences.

Again, thank you.

Sincerely yours,



Tim Worth
Curator – Dalnavert
1st Vice-President
Association of Manitoba Museums

MUSEUMS IN MANITOBA: INVENTORY OF RESOURCES 1978

In 1973, the provincial government commissioned the Manitoba Museum of Man and Nature to undertake a study of Manitoba's community museums, and the resources available to them.

Information resulting from this study was compiled in a set of eleven resource binders which are available for reference in the library of the Manitoba Museum of Man and Nature.

A summary of these resource books, entitled *Museums in Manitoba: Inventory of Resources 1973*, was prepared by the Museums Advisory Service and published by the Department of Tourism, Recreation and Cultural Affairs. It presented statistics on museums in the province, and reference material on financial aid, technical assistance, training programmes, and suggestions for expansion and development.

It is now five years since that report was published. Much of the information contained in it has been outdated by changes in legislation and policy towards museums, as well as announcements of new funding programmes and new services at all levels.

This special issue of *Dawson and Hind* is meant to provide the latest information on financial aid, training programmes, and special services available to community museums in the province. Also included is a section on recent legislation which may be of interest to museums. The index to past issues of *Dawson and Hind* will be useful to veteran members of the Association of Manitoba Museums.

David E. McInnes
Museums Advisory Service

July 1978

National Grants

NATIONAL MUSEUMS CANADA — Museum Assistance Programmes

The Museum Assistance Programmes offer technical and financial assistance to museums who wish to participate fully in the accomplishment of the goals of the National Museum Policy.

This Policy, announced in 1972, defined the role of museums as one of "democratization and decentralization", providing not only for the preservation of our national heritage, but also for its accessibility to the greatest number of Canadians.

What are the Programmes?

Two types of programmes exist within the general structure of the Museum Assistance Programmes: institutional programmes and financial programmes.

Institutional Programmes

At the time of the creation of the National Museum Policy in 1972, two networks of museum institutions were formed. The network of Associate Museums consists at the time of printing of 25 of the larger museums and galleries in Canada which act in association with the National Museums of Canada to realize the goals of the National Museum Policy. Through their extension activities and public programming, the Associates strive to make the Canadian heritage accessible to a wider public, while at the same time using their professional staff and facilities to preserve that heritage. As members of the Associate Museums network, these institutions also provide advice and counsel to the National Museums of Canada and to smaller institutions within their own regions.

The second network of National Exhibition Centres serves to bring the museum experience to areas of the country which have been without adequate museum facilities in the past. The twenty-six National Exhibition Centres present a varied programme of exhibitions in all disciplines to their communities. Many of these exhibitions are

created by the Associates and the four National Museums.

Financial Assistance Programmes

These programmes provide grants to museums and related institutions in five different areas: Core funding Assistance; Capital Assistance; Special Activities Assistance; Training Assistance; and Registration Assistance.

Core-funding Assistance Programme

This programme is designed to provide continuing financial support, renewable on an annual basis, to specially designed museums and galleries engaged in extensive public programming. Funds are directed for the support of public programmes and extension activities which might otherwise be beyond the financial capabilities of the institution. This funding programme is tied to the two institutional programmes and primarily provides ongoing support for the public programming activities of the Associate Museums and National Exhibition Centres.

Capital Assistance Programme

Application for capital grants is open to all institutions or associations committed to capital development directly related to museums or museum activities. Capital projects include renovation of, or addition to, existing facilities, or in some cases, the construction of new facilities. Capital projects must form part of a comprehensive development plan, and scrutiny is given to the ability of the applicant to become self-sustaining, since operating funds must derive from sources other than the National Museums of Canada. Historic renovation is not considered under this programme, unless the renovated building will be used as a museum. For further information on historic renovation *per se*, write to:

National Historic Parks and Sites Branch
Department of Indian and Northern Affairs
400 Laurier Avenue, West
Ottawa, Ontario K1A 0H4

Special Activities Assistance Programme

Under this programme, applicants may seek funding for a variety of museum-related subjects. Projects must have a clearly defined purpose, be of limited duration and contribute in some way to the goals of the National Museum Policy. Applicable projects include travelling and temporary exhibitions, special events, information projects and "special" projects for the flights of practical fancy that fit nowhere else.

The National Museums of Canada works closely with The Canada Council to avoid duplicate funding. Under its Aid to Art Galleries Programme, The Canada Council considers all types of art exhibitions for funding, with exhibitions of Canadian art a priority. Special project assistance is also available for exhibitions and catalogues, while the Parallel Galleries Programme provides support for galleries that do not fit readily within the commercial or public gallery systems. For further information, write to:

Aid to Art Galleries
The Canada Council
PO Box 1047
Ottawa, Ontario K1P 5V8

Training Assistance Programme

Training assistance is available to museological institutions, associations and organizations committed to training, either in developing a programme for internal staff development, or in offering recognized, well-defined courses to other institutions or individuals. Educational institutions which implement formal museum training and staff development are also eligible.

Training is supported at three levels: Professional Development, emphasizing the upgrading and development of qualified professional personnel already engaged in a museum career; Professional Entry, which prepares individuals for a career in the museum field; and Basic Training, centering on the acquisition of basic skills and general knowledge.

Assistance is not available to individuals who want training, but must be directed through an institution. The Canadian Museums Association does, however, provide funds for individuals under its Bursary Programme. For further information, please write to:

Canadian Museums Association
Bursary Programme
331 Cooper Street, Suite 400
Ottawa, Ontario K2P 0G5

Registration Assistance Programme

Assistance is provided to museums and related institutions to ensure that objects and collections which are a significant part of the national heritage are efficiently recorded within the museums of Canada and that the resulting documentation is included in the National Inventory of Collections. Registration assistance is at present restricted to the categories for which the National Inventory has developed mandatory standards: archaeology, ethnology, fine and decorative arts, history and ornithology.

Note

There are certain non-allowable costs which apply to all applications under every programme, except Core-funding Assistance. The National Museums of Canada will not fund regular staff salaries, acquisitions and research not directly connected with projects.

Further explanation on each programme is available in the Programme Descriptions which accompany the application forms for each programme.

How Much is Available?

At the present time the Museum Assistance Programmes receive an annual allotment of \$8.6 million from the Parliament of Canada.

Although the budget allocated to the Programme has changed very little since 1972, the emphasis on different programmes can and does shift, depending on the needs of the Canadian public and the museum community, the availability of other sources of funds and the priorities set by the Board of Trustees of the National Museums of Canada. There are no predetermined allocations according to region; rather, every request is evaluated according to quality and to need. The amount of individual grants also varies according to need, but competition for grants within each programme is keen.

Application

Requests for assistance must be made on standard application forms and must be post-marked no later than one week before the due date indicated below for each programme. Applications which are late or are submitted in an improper format cause much confusion and extra work for the

many participants in the adjudication process. Such applications may be returned to the applicant for resubmission at the next relevant meeting. This could be as much as one year later. Detailed information on each programme, its priorities and restrictions are included in the Programme Description accompanying the application.

Museums Assistance Programme Grant Submission Deadlines

<i>Programme</i>	<i>Deadline for Receipt</i>	<i>Notification to Applicant</i>
Core-funding Assistance		
Associate Museums	September 1st	December 31st
National Exhibition Centres	December 1st	March 31st
Specialized Museums	As each project is developed	
Capital Assistance	Applications should be forwarded when complete	September 30th or December 31st
Special Activities Assistance	March 1st September 1st	June 30th December 31st
Training Assistance	December 1st	March 31st
Registration Assistance	March 1st	June 30th

SECRETARY OF STATE – Student Community Service Programme

The SCSP offers financial assistance to voluntary organizations which are interested in developing the resources of ethnic groups. Museums with a multicultural component would be eligible. Grants are not meant to cover the cost of normal operations, but special projects outside the day-to-day activities of a museum may qualify.

The next deadline for applications is **March 1979**. For further information, contact:

Student Community Service Programme
Room 201
Board of Grain Commissioners Building
303 Main Street
Winnipeg, Manitoba R3C 3G7

Telephone – 985-3601

YOUNG CANADA WORKS PROGRAMME

Young Canada Works is similar in concept to the Canada Works Programme. Projects must create at least three full-time jobs for students for a minimum of six weeks during the summer months.

For deadline dates, application forms, or further information, contact your nearest Canada Manpower Centre, or:

Young Canada Works Programme
Job Creation Branch
777 Portage Avenue
Winnipeg, Manitoba R3G 0N3

Telephone – 985-4000

CANADA COUNCIL – Explorations Programme

Explorations provides financial support to any individual or organization for specific and innovative projects dealing with our cultural heritage.

Deadline dates are March 1st, June 1st, and December 1st each year. For more information on eligibility and application procedures, write:

Explorations Programme
The Canada Council
255 Albert Street
PO Box 1047
Ottawa, Ontario K1P 5V8

Telephone – (613) 237-3400

CANADA WORKS PROGRAMME

Canada Works provides assistance towards projects sponsored by community organizations such as museum renovations, restoration of historic landscapes, churches, etc. The project must create at least five full-time jobs which are over and above those that would normally exist in the community. For application forms and information on deadlines, contact your nearest Canada Manpower Centre, or:

Canada Works Programme
Job Creation Branch
777 Portage Avenue
Winnipeg, Manitoba R3G 0N3

Telephone – 985-4000

A complete listing of sources of federal assistance is available in the *Guide to Federal Services for Museums* put out by the National Museums Canada.

See Also:

National Services –
Guide to Federal Services for Museums
Miscellaneous Grants –
CMA – *The Bursary Programme*

Provincial Grants

MUSEUMS AND MISCELLANEOUS GRANTS ACT

This Act provides for grants to museums in Manitoba owned and operated by municipality, Indian Band, or any incorporated, non-profit organization which is not otherwise supported by the government.

Applicant museums must provide an annual report of activities, including an audited financial statement, and a projection of annual budgets for a five year period.

A grant may be given equal to the amount raised by the museum up to a maximum of \$2,000. In years when insufficient funds are available to meet the number of requests, funds will be distributed on a pro rata basis.

The deadline for applications is January 15th. For further information or application forms, contact:

Mr. J.D. McFarland
Director
Historic Resources Branch
Department of Tourism, Recreation and
Cultural Affairs
200 Vaughan Street
Winnipeg, Manitoba R3C 1T5

Telephone – 942-0471

REVISED REGULATION M270-R1

A Regulation Respecting Grants Under the Museums and Miscellaneous Grants Act

1 In this regulation, *museum* means a non-profit permanent establishment that

- a) does not exist primarily for the purpose of conducting temporary exhibitions;
- b) is open to the public during regular hours; and

- c) is administered in the public interest for the purpose of conserving, preserving, studying, interpreting, assembling and exhibiting to the public for the instruction and enjoyment of the public, objects and specimens of educational and cultural value including artistic, scientific, historical and technological material;

and, without restricting the generality of clauses (a), (b), and (c), includes botanical gardens, zoological parks, aquaria, planetaria, historical societies and historic houses and sites to which clauses (a), (b), and (c) apply.

2(1) Notwithstanding that an agency is a museum as defined in section 1, it is eligible for a grant only if

- a) it is administered by a responsible elected or appointed board or council;
- b) the agency agrees with the minister to permit and co-operate in an annual evaluation of the agency; and
- c) it agrees to submit an annual report to the minister not later than the first day of March of each year, with respect to its operations for the immediately preceding year.

2(2) The annual report mentioned in subsection (1) shall include

- a) a summary of the year's activities to which it relates;
- b) an audited financial statement;
- c) plans and budget for the next ensuing year; and
- d) a projection of budgetary requirements for the next ensuing five year period.

3 For the purpose of making grants, the following criteria shall be used for classifying agencies;

Educational value of exhibits

- a) Agencies shall be rated on the basis of how well the collections of the agency have been, and are being, used to illustrate the story the agency is attempting to tell.

CHAPTER M270

THE MUSEUMS AND MISCELLANEOUS GRANTS ACT.

(Assented to July 21st, 1970)

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of Manitoba, enacts as follows:

Definitions.

1 In this Act

(a) "agency" means any regional or local museum that is owned and operated by

(i) a municipality; or

(ii) an Indian Band; or

(iii) any incorporated non-profit organization,

and that is not financially or otherwise being supported by the government of Manitoba;

(b) "Indian Band" has the same meaning given to that expression under the Indian Act (Canada);

(c) "minister" means a member of the Executive Council charged by the Lieutenant Governor in Council with the administration of this Act;

(d) "regulations" means regulations made under this Act.

S.M., 1970, c. 82, s. 1.

Making of grants authorized.

2 The Minister of Finance, on the requisition of the minister may, from and out of the Consolidated Fund with moneys authorized by an Act of the Legislature to be so paid and applied, make grants to an agency for the purpose of assisting the agency in carrying out its objects and purposes.

S.M., 1970, c. 82, s. 2.

Amount of grant.

3 The amount of any grant under section 2 shall be equal to the amount raised or provided by the agency but in no case shall an agency be given a grant or grants aggregating more than two thousand dollars in any one year.

S.M., 1970, c. 82, s. 3.

Application for grant.

4 An application for a grant shall be made on such form and shall set out such information as may be required by the minister or as may be prescribed by the regulations or both.

S.M., 1970, c. 82, s. 4.

Terms and conditions of grants.

5 Any grant made under this Act is subject to such terms and conditions as may be prescribed in the regulations.

S.M., 1970, c. 82, s. 5.

Effect of centennial grant.

6 Where an agency has received a special centennial grant, the agency is not eligible to receive a grant under this Act for the year in which it received the centennial grant.

S.M., 1970, c. 82, s. 6.

Grants to other organizations.

7 Notwithstanding anything contained in this Act, the Minister of Finance, on the requisition of the minister, may from and out of the Consolidated Fund with moneys authorized by an Act of the Legislature to be so paid and applied, make grants to such other persons, organizations or associations for cultural, historical or archaeological purposes.

S.M., 1970, c. 82, s. 7.

Agreements.

8 The minister on behalf of the government may enter into agreements with

- (a) any person; or
- (b) any municipality or corporation; or
- (c) any other province or territory of Canada; or
- (d) the Government of Canada;

or with any one or more of them for the purpose of sharing the costs of any cultural, historical or archaeological project or undertaking in the province.

S.M., 1970, c. 82, s. 8.

Regulations.

9 For the purpose of carrying out the provisions of this Act according to their intent, the Lieutenant Governor in Council may make such regulations as are ancillary thereto and are not inconsistent therewith; and every regulation made under, and in accordance with the authority granted by, this section has the force of law; and without restricting the generality of the foregoing, the Lieutenant Governor in Council may make such regulations, not inconsistent therewith or any other provision of this Act,

- (a) prescribing forms for use under this Act;
- (b) prescribing terms and conditions of grants;
- (c) Repealed, S.M. 1971, c. 82, s. 40.
- (d) requiring the submission of reports by agencies or other associations seeking grants;
- (e) classifying agencies for the purpose of making grants.

S.M. 1970, c. 82, s. 9; Am. S.M. 1971, c. 82, s. 40.

Reference in continuing consolidation.

10 This Act may be referred to as chapter M270 in the continuing consolidation of the Statutes of Manitoba.

S.M., 1970, c. 82, s. 10.

Artistic quality of exhibits

- b) The visual quality and attractiveness of exhibits, and the lack of overcrowding and neat arrangement of exhibits shall be taken into account in rating an agency.

Quality of collections

- c) Collections and exhibits of educational, historical, scientific or artistic value, as differentiated from mere curiosity value, and lack of unnecessary duplication shall also be factors that shall be taken into consideration in the classification of agencies.

Condition of collections

- d) Cleanliness, restoration, conservation, methods of storage, keeping of records and labelling shall also be taken into account.

Condition and maintenance of buildings

- e) In classifying agencies, the general state of repair of its buildings, together with parking and toilet facilities, fire hazards and fire protection are also matters that shall be taken into account.

Knowledge and efficiency of staff.

- f) Agencies shall also be classified on the basis of the training, knowledge and efficiency of their staff with respect to their collections, and their aims and objects, and the manner in which their staff deals with the public.

Advertising and extension

- g) The dissemination of information through proper and intelligent advertising, information of tourist bureaus, use of guide leaflets, historic sites and other related matters by agencies are also factors that shall be used in the classification of agencies.

Educational activities

- h) The proper and prudent use of agencies of lectures, films, school visits, publications, historic sites and other educational media are also factors that shall be taken into consideration of the classification of agencies.

4(1) Applications for grants may be made on the form set out in Schedule A.

4(2) Each application shall be accompanied by the latest available annual financial statement of the applicant, together with a detailed explanation of the various sources of expected revenue and expenses for the current fiscal year of the applicant.

4(3) A grant is valid for the period of one year only; and all applications therefor shall be submitted not later than the fifteenth day of January of the year in which the grant is required.

5(1) The decision of the minister not to recommend an applicant for a grant is final; but an applicant may request the minister to review the case if it has additional information that may qualify it for a grant.

5(2) Where, after review of an application under subsection (1), the minister is satisfied that a proper case is made out for recommending the applicant for a grant, he may recommend to the Minister of Finance that a grant be paid to the applicant.

MUSEUMS AND MISCELLANEOUS GRANTS ACT

SCHEDULE A
Province of Manitoba

APPLICATION FOR GRANT UNDER THE MUSEUMS
AND MISCELLANEOUS GRANTS ACT

- 1 NAME OF APPLICANT
Municipality
Indian Band
Incorporated Non-Profit Organization
- 2 ADDRESS
- 3 SENIOR OFFICER(S)
(Please attach total list of council or board to this application)
- 4 AMOUNT REQUESTED \$
- 5 MONEYS TO BE APPLIED TO:
a) Operating Budget
b) Capital Budget
- 6 FOR WHAT SPECIFIC PURPOSE(S) WILL THE GRANT BE USED?

SIGNED
POSITION

Note: This application should be forwarded to:

The Dept. of Tourism, Recreation and Cultural Affairs
Historic Resources Branch
3rd Floor, 200 Vaughan Street
Winnipeg, Manitoba R3C 1T5

Any correspondence regarding grants should be forwarded to this address.

SPECIAL GRANTS – DEPARTMENT OF TOURISM, RECREATION AND CULTURAL AFFAIRS

This Department has funds at its disposal for cultural purposes and is willing to listen to ideas. If a museum has a special project which is a discrete unit on its own, for which money is not available elsewhere, Cultural Affairs might be approached.

For further details, apply to:

Miss Mary Elizabeth Bayer
Assistant Deputy Minister
Department of Tourism, Recreation and
Cultural Affairs
3rd Floor, 200 Vaughan Street
Winnipeg, Manitoba R3C 1T5

Telephone – 946-7706

COMMUNITY AND LOCAL GROUP EMPLOYMENT PROGRAMME

This Programme provided grants in 1977 to pay the labour costs of socially useful projects sponsored by qualifying groups.

For details regarding eligibility and application deadlines, contact:

Community and Local Group Employment
Programme
165 Garry Street
Winnipeg, Manitoba R3B 1Z9

Telephone – 944-2294

**MANITOBA PRIVATE SECTOR
YOUTH EMPLOYMENT PROGRAMME**

This Programme was announced in the spring of 1978, and it continues to the end of October of this year. The grant is from six to sixteen weeks in duration, and may provide a salary subsidy for one to ten employees.

Employees must be 16 to 25 years of age. Museums owned and operated by a municipal authority may not be eligible.

For further information and application forms, contact:

Youth Services Directorate
Manpower Division
Department of Education
693 Taylor Avenue
Winnipeg, Manitoba R3C 0V8

Local Grants

LOCAL GOVERNMENT GRANTS

Grants to community museums may be available from municipalities, towns, local government districts, or other local municipal bodies. Museums should apply to the appropriate authority in their community.

Because funds at the disposal of local government agencies are limited, museums should prepare a convincing case, outlining the value of the museum to the community, and canvassing for active support.

Often, local governments may waive taxes in lieu of a grant.

SCHOOL DIVISION GRANTS

Museums which offer a good educational programme to local schools might be able to persuade the School Division to pay part of the costs. For example, an exhibit travelling to schools in the area might have its transportation provided free by the School Division.

For the greatest value to the school, any educational programme should be geared to the school's curriculum. Local principals or teachers should be involved in the planning.

LOCAL SERVICE CLUBS AND BUSINESSES

Community organizations, such as the Lions, Kinsmen, or Rotary Club can often be approached for a contribution. Normally, such an organization will not provide funds for the museum's regular operating expenses, but they may be willing to help carry out a specific, short-term project.

Local businesses might also be approached in the same manner. In both cases, they should be provided with a letter explaining the project, and giving details of the costs involved. If the museum can provide tax-deductible receipts, it sometimes encourages local businesses to donate materials.

Projects might include the construction of a museum booth at the local fair, or materials for a display case to go in the senior citizens' home.

Miscellaneous Grants

CANADIAN MUSEUMS ASSOCIATION

Bursary Programme

The Canadian Museums Association offers various forms of financial assistance to individuals in the Canadian museum community.

Four types of grants are available:

Travel Grants are designed to aid museum personnel in attending local or regional workshops and seminars. Fifty dollars is the maximum available, and this does not cover registration fees and living expenses. Seminars which include annual meetings are not eligible.

Short-Term Study Grants cover travel and accommodation expenses (maximum \$750.) for museum personnel attending special study or workshop programmes at an intermediate or advanced level.

Study Tour Grants are for museum personnel wishing to visit other institutions for the purpose of conducting detailed study on an aspect of museology or museography with a specific objective and plan.

Short-Term Internship Grants are available to support advanced professional development activities lasting from one to two months.

General Eligibility Requirements

These grants are available only to museum personnel who have been exposed to museum operations through formal museology or museography training and/or have demonstrated a high level of competence through actual work experience. At the same time, the applicant must be a Canadian citizen, or have held landed immigrant status for at least twelve months. For grants adjudicated throughout the year, this means twelve months prior to the date of application. For internship it is 12 months before the pertinent deadline.

These grants are directed towards individual professional development projects only. Requests for funds to carry out institutional public programs or related research will not be accepted.

General Conditions

- A maximum of two applications for a Travel Grant may be submitted by an individual within a twelve month period.
- Only one application for a Short-Term Study Grant may be submitted by an individual in any twelve month period.
- Only one application for a Study Tour Grant may be submitted by an individual in any twelve month period.
- Only one application for a Short-Term Internship Grant may be submitted by an individual in any twelve month period.

Successful applicants may hold only one grant from the Canadian Museums Association, other than a Travel Grant, in any twelve month period. Applicants who are refused one type of grant may still apply for another type of grant within the twelve months, if a different project is being presented for consideration. Grants will not be given for projects that have already been completed.

Adjudication Procedures

These awards are directed towards individual professional development; applications will be judged with a view to the individual's past achievements and demonstrated competence, the value of the proposed project along with the applicant's ability to carry it out and the relevance of the proposal to the individual's professional formation.

Applications for all four types of grants will be received by the Canadian Museums Association where they will be checked for eligibility and completeness.

Travel Grant applications will be judged according to the above criteria by a staff committee with regional consultation if necessary.

Short-Term Study Grant and Study Tour Grant applications will be reviewed by two outside assessors familiar with the subject area who will be called upon by the Association to judge the quality and potential value of the proposed project.

Short-Term Internship Grant applications will be assessed by two outside assessors familiar with

the proposed subject area. Twice yearly, following the stated deadlines for this particular type of grant, the qualifying applications and assessors' reports will be placed before a jury of three members drawn from various areas of museum work who will make the final awards.

In the event that there are more qualified applicants than awards available, preference will be given to individual members of the Association.

Detailed information on the above grants is listed in a brochure, *The Bursary Programme*, available from:

Canadian Museums Association
Suite 400, 331 Cooper Street
Ottawa, Ontario K2P 0G5

National Services

MUSEUMS ASSISTANCE PROGRAMME – Guide to Federal Services for Museums

The Museum Assistance Programme of the National Museums of Canada made a survey of federal government departments and agencies and the services they offered which might be of interest to museums and galleries in Canada. The result, a *Guide to Federal Services for Museums*, includes entries on over 60 sections of the federal government and their services.

Each section includes a mailing address, telephone number, contact person, a brief description of the programme, and specific information on the type of assistance available (publications, exhibits/collections, research/information, audio-visual material, and/or funding).

Copies of the guide are available from:

Special Projects Officer
Museum Assistance Programmes
National Museums of Canada
Ottawa, Ontario K1A 0M8

CANADIAN CONSERVATION INSTITUTE

The Canadian Conservation Institute provides advisory services to museums on storage, environmental control, and conservation practices. It is responsible for research into various aspects of conservation, and may assist museums with conservation problems. It publishes the *Canadian Conservation Institute Journal*, available on request, and has technical bulletins available on humidity, lighting, and environmental monitors.

For further information, contact:

Canadian Conservation Institute
1030 Innes Road
Metro Block "C"
Ottawa, Ontario K1A 0M8

THE CANADIAN MUSEUMS ASSOCIATION

The CMA is the only incorporated body in Canada organized to promote, on a national basis, the interests of all Canadian museums and thereby the welfare of those who work in them. It was formed in 1947 at a meeting of the American Association of Museums in Quebec City; a group of Canadian members and observers drafted a constitution and by-laws and incorporated the Canadian Museums Association under the laws of Canada.

The CMA is governed by a national Council of eleven members. The President, Vice-President, and Secretary-Treasurer form the nucleus of the Executive Committee. In addition there are Standing Committees for Finance, Membership, Nominations, Publications and Training.

Purpose

The CMA's purpose, as defined by its Constitution, is to advance public museum services in Canada, promote the welfare and better administration of museums, and to foster a continuing improvement in the qualifications and practices of museum professionals.

The Association achieves this by:

- aiding in the improvement of museums and institutions for the collections, preservation, research, exhibition and interpretation of the works of man and nature.
- acting as a clearing house for information of interest and relevance to museums.
- promoting and supporting museum training programmes.
- advancing among museum employees the observance of high standards of ethical conduct and professional practice.
- extending job placement assistance to individuals and institutions.
- acting as a spokesman for the museum community.

- co-operating with other associations, regional, national and international.
- contributing to the public understanding of museums.

Membership Benefits

Membership benefits include the following:

- a monthly newsletter, the *museogramme*
- a quarterly journal, the *gazette*
- special advertising rates in the Association's periodicals
- information about training programmes in Canada
- access to the services of a training resource centre in Ottawa
- voting privileges at the Annual Meeting
- opportunities to become directly involved in determining the direction and policies of the Association
- information consultation at the national level
- registered retirement savings plan, long-term disability and life insurance plans at reduced cost
- a special collection insurance programme for institutions
- a 25% discount on numerous publications available through the Secretariat. To obtain a complete book list, write to the CMA at the address listed below.

Membership Categories

Membership Categories are divided into voting and non-voting. The criteria for the various types of membership open are as follows:

Voting Categories

Institution

Museums which, for the purposes of membership, are defined as non-profit permanent establishments exempt from Federal and Provincial Taxes, open to the public at regular hours, and administered in the public interest, for the purpose of collecting and preserving, studying, interpreting, assembling and exhibiting to the public for its instruction and enjoyment, objects and specimens of educational and cultural value, including artistic, scientific (whether animate or inanimate), historical and technological material.

Each institution member appoints an authorized representative to act on its behalf in matters pertaining to the Association.

Individual

A person who is interested in the association and who is or has been employed by or associated with a museum or association eligible for membership in the CMA, (as confirmed by a responsible officer of that museum or association) may apply for election by Council as a regular member.

Association

Associations which are legally incorporated and professionally related to the aims and objectives of the Canadian Museums Association.

Each association member appoints an authorized representative to act on its behalf in matters pertaining to the Association.

Non-voting Categories

Affiliates

Persons, institutions, associations, businesses or groups which, although not directly involved in the work of the museum community, wish to support the aims and programmes of the Association.

Sustaining Members

Donors, Patrons, Benefactors and Founders are members who support the association financially with contributions ranging from \$100. - \$5,000.

Students

Persons who wish to support the objectives and programmes of the Association and who are in full-time attendance at a bona fide educational institution.

Foreign

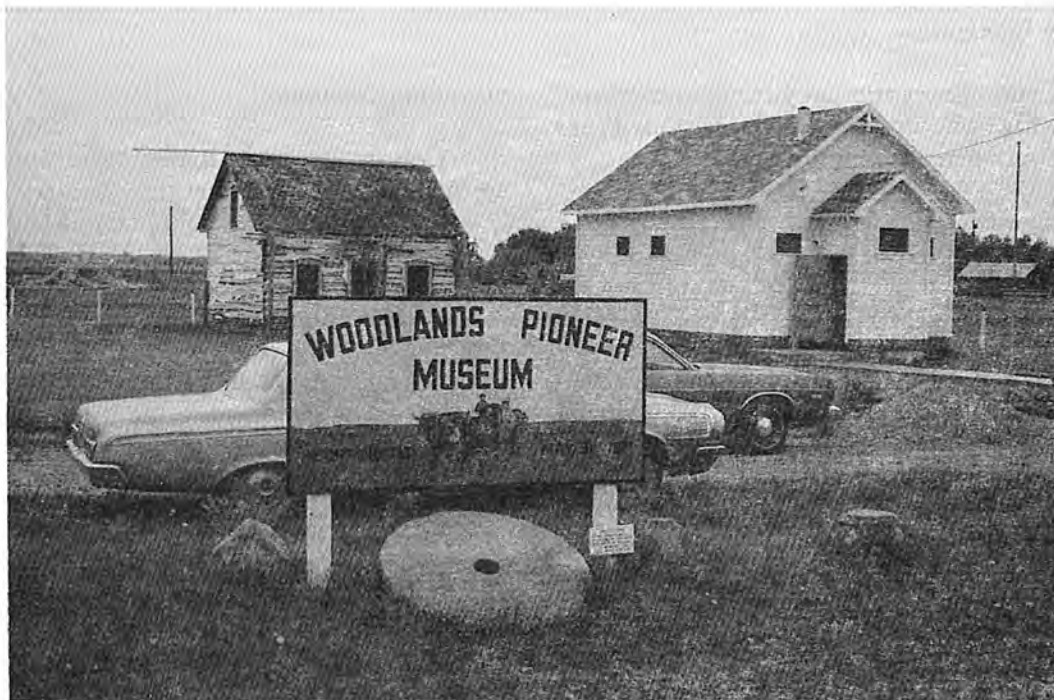
A person or institution whose permanent address or place of business is not located in Canada, who wishes to support the aims and programmes of the Association.

TO JOIN THE CMA

Membership fees in the Canadian Museums Association are tax deductible.

To obtain a membership application and a schedule of fees, write to:

Canadian Museums Association
400 - 331 Cooper Street
Ottawa, Ontario K2P 0G5



Woodlands Pioneer Museum

Provincial Services

ASSOCIATION OF MANITOBA MUSEUMS, INC.

Background

The Association of Manitoba Museums was formed in 1971 by a small number of individuals who were interested in strengthening the museum community in Manitoba. Since its incorporation in 1972, the AMM has grown to include members from all regions of Manitoba and other parts of Canada.

The following are just some of the activities of the Association of Manitoba Museums:

- The Association acts as a channel of communication between its members and the provincial government of Manitoba.
- As a member of the Canadian Museums Association, it is the representative of the Manitoba community museums.
- In cooperation with the Museums Advisory Service and the Historic Resources Branch of the Department of Tourism, Recreation and Cultural Affairs, the Association publishes a quarterly journal entitled *Dawson and Hind*. This publication is designed to promote the activities of the museums, provide a vehicle for its members to publish articles, and act as a source of reference by publishing technical and curatorial information. A subscription to this publication is included with membership in the Association.
- One major provincial seminar, plus a series of regional mini seminars, are sponsored by the AMM each year.
- The Association also sponsors, along with the Department of Tourism, Recreation and Cultural Affairs and the Museums Advisory Service, the publishing of the *Museums in Manitoba* brochure.

Membership Categories

Individual Membership – open to any resident of Manitoba who wishes to promote the aims of the Association, whether or not he or she is connected with a museum. Annual Fee – \$3.00

Associate Membership – this includes institutions and individuals outside the Province of Manitoba who wish to promote the aims of the Association, whether or not such a member is connected with a museum. Annual Fee – \$3.00

Institutional Membership – this is restricted to museums located within the Province of Manitoba. The annual membership fee is based on the museum's annual budget as follows:

Annual Budget	Membership Fee
100. – 1,000.	\$10.
1,001. – 20,000.	15.
20,001. – 40,000.	20.
40,001. – 80,000.	25.
80,001. – 160,000.	30.
160,001. – 320,000.	35.
320,000.+	40.

Further information and membership application forms may be obtained by writing to:

The Association of Manitoba Museums, Inc.
190 Rupert Avenue
Winnipeg, Manitoba R3B ON2

MUSEUMS ADVISORY SERVICE

The Museums Advisory Service is a joint project of the Manitoba Museum of Man and Nature and the National Museums of Canada. It was originally created in 1972 as an extension of the duties of the Curator of Historical Collections. Since that time, due to an increased workload, the Service has been expanded to three full-time staff members.

The Advisory Service provides advice, information and assistance to community museums throughout Manitoba. The Service has no authority over any museums; it is free of charge and available to any museum or interested party on request.

Perhaps the most important function of the Advisory Service is to act as a consulting service or central source of information and technical assistance for community museums. Inquiries are answered daily by telephone, letter or often by a personal visit to the museum concerned. Telephone inquiries may range in scope from a person wishing to know the hours a community museum is open to the public to specific statistics required by the National Museums in Ottawa. Inquiries by mail usually involve the sending out of specific written information to an interested party by the Service. Such information may be lists of addresses where materials can be obtained, book or reference lists, techniques applied in artifact preservation or conservation, sources of museum funding, names of resource personnel in specific fields and so forth. Personal visits to museums most often involve giving workshops or lectures to museum personnel on almost any aspect of museum activities, general visits for the purpose of taking photos for publicity, meeting the staff, etc. Occasionally it can be physical work such as assistance in building a display case or rearranging museum artifacts. Often it merely involves simple recommendations as to modifying existing lighting, display cases, heating systems, wall coverings, flooring, or other structural aspects of the building.

If the Service cannot supply an immediate solution to a problem, it is familiar with the staffs and resources of the Associate Museums, various government offices and museum-related organizations. The personnel of these organizations are also available to consult with institutions and various groups in their regions engaged in museological activities.

The Museums Advisory Service also serves as a training source, giving lectures or workshops to individuals or groups from one or several community museums. It may call upon guest speakers from out-of-province or people who are only indirectly related to the museum field to lecture at workshops. A partial list of some of the topics available for seminars through the Advisory Service include:

cataloguing of artifacts	showcase construction
photography	mannequin construction
travelling exhibits	basic conservation
publicity for museums	use of historic photos
artifact handling	exhibit labels
provincial grants	silk screening
developing a storyline	working with volunteers

These workshop/lectures may range in length from one hour to one day and are usually given in the community museum requesting them. They are composed primarily of lectures, slide shows, demonstrations, some audience participation with ample time for questions and discussion.

Another important aspect of the Museums Advisory Service's operations is that of providing publicity free of charge for community museums. It may be accomplished by several means, one being the arranging and writing of press releases which are sent to the major Winnipeg newspapers as well as all local or district papers for the areas concerned. A vast audience is also reached by the writing of public service announcements which are again aired on Winnipeg and local radio and television stations. These announcements usually publicize such events as "museum activity days", temporary exhibits, fund-raising events, etc.

Publicity may also take the form of a portable exhibit which advertises community museums that can be set up in the Winnipeg area most heavily frequented by the public or it may be a slide-talk show by the Advisors given to interested clubs or groups on request.

The Service produces and distributes several thousand brochures each year entitled *Museums in Manitoba*. This brochure lists the names, locations, content and hours open to the public for all the community museums in Manitoba. Many informative articles are published in *Dawson and Hind* and recently a series of museum-oriented topics were published in the form of leaflets entitled *Advisory Notes*. The Service also assists community museums in publishing their own brochures.

The Museums Advisory Service also serves as a liaison as well as a channel of communication between various groups. These include the community museums and the provincial funding agencies, the National Museums and their programmes, the Canadian Museums Association, Canadian Conservation Institute, the Association of Manitoba Museums and the many community museums themselves. It provides museums with such information as the sources and deadlines for the available grants, assists them with their applications and forwards statistics to the governments on museums in order to assist them in formulating their policies towards the museums.

In summation, these are the four main goals or responsibilities of the Museums Advisory Service: *information, training, publicity and liaison between museum-related communities.*

For further information on the Museums Advisory Service in Manitoba, please call or write to:

Museums Advisory Service
Manitoba Museum of Man and Nature
190 Rupert Avenue
Winnipeg, Manitoba R3B ON2

Telephone – 956-2830

See Also:

Provincial Training
Museums Advisory Service brochure
Association of Manitoba Museums brochure



The Reston Historical Museum

Museum Library Services

A. RAZZAK FATTAH

Librarian

Manitoba Museum of Man and Nature

Because of the structure of a museum library as a part of a larger institution, and because of the kind of services it provides to meet the needs of the institution, the museum library is a specialized information centre. Thus it would be more convenient to understand and evaluate the museum library services by understanding the general objectives of the museum itself. Brian Dixon and others in *The Museum and the Canadian Public* define the meaning of the museum as follows:

The museum is a medium of communication.... It is primarily....concerned with the visual communication of objects of cultural and scientific interest....Unless the museum is able to fulfill this task it is failing its purpose....It is a mass media like movies and television offering its facilities to all who wish to partake, whether scholar or casual visitor.

A part of this large mass media is the library. The museum library also can be considered as a museum within a larger museum insofar as it can hold printed materials which are considered artifacts; these in turn can be displayed occasionally to show the public their historic value and their relation to the community. This is, however, not the major objective or service expected from a library located in a museum.

The library of the Manitoba Museum of Man and Nature conducted a survey in April 1977 to examine policies, programmes and structures of some museum libraries operating on a provincial level. The result of our study is as follows:

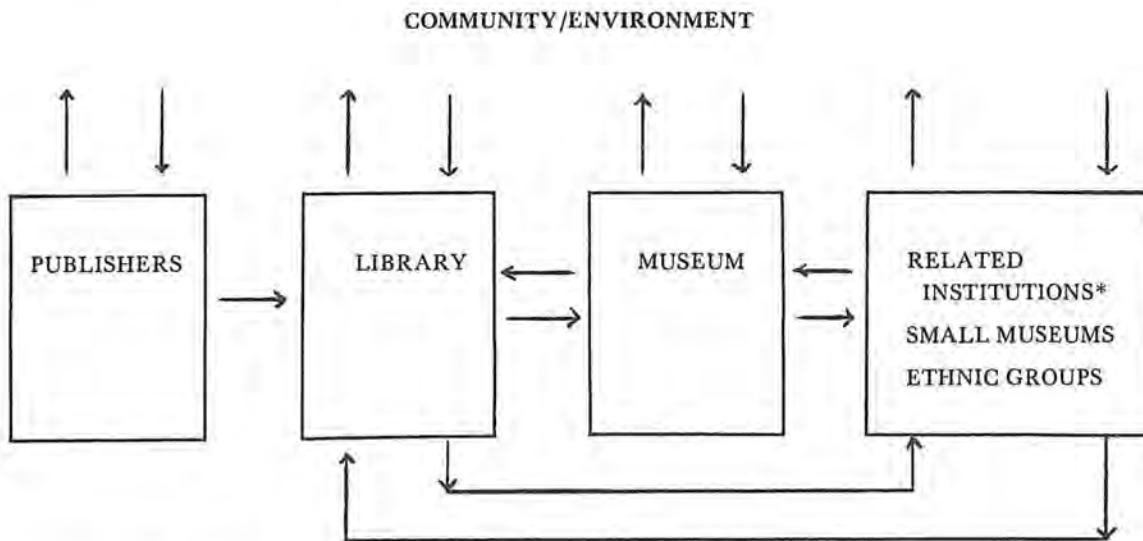
1. In making their selection, all museum libraries concentrate on materials pertinent to the geographic location served by the museum.
2. In 30% of these libraries, the librarian decides on the nature of the acquisitions. In other libraries, materials are acquired after consultation with the various departments and staff members. The latter system seems to be more accurate and beneficial, insofar as it ensures the involvement of all museum members to share responsibility in selecting required information. It also gives individuals the right to select the information they desire for their own projects, which are to some extent unknown by the museum librarian.
3. Not all libraries participating in the survey have a cataloguing system, and thus there is no easy access to their holdings, particularly if the size of the collection is too large to be viewed easily. The absence of a cataloguing system might be the main reason for not permitting public access to the collection. This was reflected in the lending policies of all the libraries involved in the questionnaire. Our study shows that 25 percent of the libraries are closed to the public and only 75 percent allow public access but without lending privileges. Public users have access to some of the library materials on Interlibrary Loan basis only. Thus full loan privileges are only extended to museum staff members.
4. Eighty percent of the libraries feel that the size of their staff is inadequate and thus there is delay in the realization of plans and programmes. The shortage in personnel might be

an important reason for not permitting public access to some of the libraries.

5. Our survey shows that in only 30 percent of the museum libraries the programmes and policies are worked out by the librarians. In the other libraries, programmes and plans are outlined by staff members and the department heads in cooperation with the person in charge of the library. The other part of this questionnaire indicates that programmes and policies can be worked out between the head librarian and the advisory committee, called occasionally the Library Committee. Furthermore, we understand that programmes, such as one year or five year plans, are adopted only in 50 percent of the museum libraries. Such long-term planning procedures are totally absent in the other half. This in itself shows vague objectives of the library toward the museum community.
6. Ninety percent of the libraries maintain an exchange of news, publications, and information with related institutions. This policy assists small, as well as large, museum libraries to ensure a flow of information from and into the museum it serves.
7. Despite the fact that multiculturalism is an important policy on the provincial as well as federal scale, our survey shows that only 80

percent of museum libraries encourage collecting materials pertinent to culture, pioneer life, and the experience of various ethnic groups in Canada. Therefore an oral history collection, and important literature dealing with this subject, is absolutely unavailable in some museum libraries. Materials related to Native Ethnology are also absent. We consider the absence of such literature as a factor in the lack of exchange information between the various museum libraries in Canada. There also will be an interruption in any information transmission on a local scale. As a result, information cannot be provided to all concerned and the needs for information of all community members will not be satisfied.

The library of the Manitoba Museum of Man and Nature, with the cooperation of various curators and staff members, has worked out a five-year plan which aims at maintaining and ensuring a required level of exchange of information with the community. A chart has been worked out to show this proposed scheme. If such a system of information transmission can be established, a provincial museum library can be brought to the level of being an information centre for all small museums in the province. Perhaps such a system is not required in some provinces, but it is definitely required within Manitoba.



**Scientific, Historical and Ethnic Societies*

Arrows indicate directions of input and output of information

National Training

CANADIAN MUSEUMS ASSOCIATION – TRAINING RESOURCES PROGRAMME

Increased public utilization of museum facilities in Canada during recent years has placed greater responsibilities on museums to provide high quality programmes and activities. The ability of museums to respond to these public needs depends greatly upon the capabilities of trained personnel.

A number of educational institutions and museum organizations have undertaken museum training to promote career-oriented professional entry and professional development training to ensure competent, specialized museum personnel. In support of their efforts, the Canadian Museums Association has created the Training Resources Programme to provide high quality study materials and reference services to the museum community and to institutions which perform the important function of supplying the museum community with future employees.

A wide-range of materials including information papers, books, pamphlets, audio-visual training aids and seminar kits are available to individuals, institutions and organizations from the CMA. The following resources and services are currently available from the CMA.:

The Correspondence Course

The CMA Correspondence Course is designed to serve as an introduction to museum work; it will be of interest to students in museum disciplines, volunteer workers in museums, or individuals considering future involvement in museums. Because of its introductory nature, it is best suited to individuals without previous museum training. However, enrollment is not restricted on that basis. The course deals with two types of information:

- 1 the basic philosophy of museums (that is, the varying concepts of what museums are and what they should be) and,
- 2 how the basic procedures involved in museum operation should be carried out.

The course consists of sixty-five objective questions and four essay questions. It is marked on a pass/fail basis. In order for a "pass" to be granted 75% of the objective questions must be answered correctly and all of the essays must be judged acceptable. One re-write will be permitted on essay questions only. The completed exam is due no later than six months from the date the course material is mailed to the candidate. Extensions will not be granted. Applications for the course should not be submitted by the candidate until such a time that he or she is certain that the course-work can be completed before the deadline date.

The examination questions are available in either English or French so that the student may write the examination in the official language preferred. However, please note that only a limited amount of the reference material is available in French.

The registration and materials fee for the Correspondence Course has been set at \$30. for CMA members in the Individual category and \$40. for non-members. The fee covers the costs of all required reading material, administration, mailing and marking of the course. A certificate will be awarded when the course is successfully completed. The CMA reserves the right to substitute or modify the required reading material and course format without notice.

In the event that the Correspondence Course candidate is already in possession of some of the books, it is possible to order only those materials

required (at the appropriate price). In this case, an administration fee of \$10. for CMA Individual members and \$20. for non-members will be required in addition to the cost of the study materials being ordered.

To obtain further information or an application form, contact:

Training Coordinator
Canadian Museums Association
400 - 331 Cooper Street
Ottawa, Ontario K2P 0G5

The Resource Library

As the basis for the Training Resources Programme, the Association has developed the largest library dedicated to museological and related literature in Canada. This Resource Centre contains over six hundred volumes and receives over seventy-five periodical titles from around the world. Although the library, which is located at the CMA offices in Ottawa, is not a lending library, individuals are invited to use this facility on a reference basis. It is open for use between the hours of 9:00 am and 4:00 pm daily (Monday through Friday).

Resources Services

The following items have been prepared in response to numerous requests which the CMA receives for information on training opportunities and programmes, and to assist individuals, institutions, and organizations with training and professional development activities. Unless otherwise indicated, services and publications are available free of charge by writing the CMA Training Resources Division. Please include 10% of total order cost for postage and handling.

(Minimum 25 cents, maximum \$4.00).

General Information

The Training Resources Division offers two information publications. They are *Museum Careers* which provides general descriptions of the duties and responsibilities of various museum positions for the benefit of those individuals who are not familiar with the wide range of jobs in institutions; and *Museology and Related Courses Available in Canada* outlines museum studies courses which are

available to individuals who wish to enter the museum field. Addresses of various training institutions are provided along with the general course details.

Resource Publications

The Seminar Procedures Manual contains guidelines and check lists to aid seminar organizers in planning successful training events. Space considerations, sample timetable and mailing schedules are explained in detail. Price: \$1.00.

The CMA Film List is a compilation of currently available films which could be useful as seminar training aids. Films are listed in subject areas relating to the seminar topics for which they would be most applicable. Detailed information on the sources of the films is provided along with rental rates and ordering procedures. Price: \$1.00.

The CMA Bibliography is an extensive listing of published material on the subjects of museology, museography and museum and art gallery administration. This reference work contains over 3500 entries of articles and publications which are contained in the CMA Booklist. The Bibliography is sold in sets or as a complete work as listed:

Set 1 Contains: I Administration; XI Cultural Policy; XII Ethics; XVII Law; XX Personnel, and also XXII Public Relations.

\$4.00* \$5.00

Set 2 Contains: II Archaeology; IV Archives; XV History.

\$2.50* \$3.00

Set 3 Contains: III Architecture; IX Conservation; X Conservation—Emergency; XXVI Restoration.

\$4.00* \$5.00

Set 4 Contains: V Arts Technology; VIII Communications; XII Education; XIV Exhibits; XVII Interpretation; XXVII Technology.

\$6.50* \$8.00

Set 5 Contains: VI Bibliographies; VII Collection Management; XVI Information, Storage and Retrieval; XXIV Reference.

\$3.00* \$3.75

Set 6 Contains: XIX Museums; XXI Philosophy; XXII Psychology; XXV Research Methods-Museology; XXVII Sociology.

\$3.50* \$4.25

The CMA Training Resources Programme has been developed with the financial support of the Training Assistance Programme, National Museum Policy administered by the National Museums of Canada. The financial contribution of the Samuel and Saidye Bronfman Family Foundation towards the development of the audio-visual training aids project is also acknowledged.

See Also:

**National Grants – Museums Assistance Programme
Training Assistance Programme**



Cook's Creek Heritage Museum

Provincial Training

ASSOCIATION OF MANITOBA MUSEUMS

Mini-Regional Seminars

Each spring, the Association sponsors a series of one-day seminars in various locations across the province. Organizations and topics are the joint responsibility of the AMM Regional Councillor, the host museum, and the Museums Advisory Service.

Annual Fall Seminar

In October, the Association hosts a two-day seminar which includes lectures, workshops, social events, and the annual general meeting of the AMM.

For further information, contact:

Association of Manitoba Museums
190 Rupert Avenue
Winnipeg, Manitoba R3B 0N2

UNIVERSITY OF WINNIPEG

The Anthropology Department offers a two-year evening course in museology. The first year includes a balance between academic aspects of museum philosophy and practical techniques in museology. The second year consists of seminar offerings in the chosen discipline, plus practical experience in an art gallery or museum.

For further information, contact:

Dean
Evening and Summer School Department
University of Winnipeg
515 Portage Avenue
Winnipeg, Manitoba R3B 2E9

Telephone – 774-7663

MUSEUM OF MAN AND NATURE – MUSEUM TECHNICIAN TRAINING PROGRAMME

This programme is a joint project of the Manitoba Museum of Man and Nature and National Museums Canada.

Objectives

The programme is designed primarily to provide graduates who are equipped to work as curators in small community museums or exhibition centres. However, the skills acquired may also be applicable to larger institutions, or serve as an introduction to more specialized training courses.

Selection of Candidates

Candidates are chosen from applications submitted to a Selection Committee consisting of representatives from the Manitoba Museum of Man and Nature, the Province of Manitoba, and the Association of Manitoba Museums.

Selection is made on the basis of a candidate's academic background and/or practical experience in a museum. Emphasis is on a demonstrated interest in museum work as a career, and candidates must be in the employ of a museum.

Sponsorship of Candidates

Candidates must be sponsored by a museum. Sponsorship means that a museum will guarantee its candidate a minimum of one year's employment after graduation. In turn, the candidate agrees to work for the sponsoring institution for at least one year.

Sponsorship arrangements between a museum and a candidate must be confirmed, in writing, by both parties prior to the deadline for applications.

Course Outline

The course is divided into three periods. The trainees spend the first six months mainly at the Manitoba Museum of Man and Nature. Training consists of a combination of lectures, demonstrations, and on-job experience in various departments of the museum.

Subject areas include:

- Conservation
- Administration
- Human History
- Natural History
- Design and Production
- Audio-Visual
- Extension/Education
- Communications
- Planetarium

As well, trainees are enrolled in an evening course in museology offered at the University of Winnipeg.

Trainees may also attend museum-related conferences, such as those of the Association of Manitoba Museums and the Canadian Museums Association.

Following this period of instruction, trainees spend approximately three months working at a community museum in the province. This internship period allows them to utilize and practice the skills learned earlier, as well as giving them an insight into the organization and functions of a smaller institution. During the remaining three months of the programme, trainees are encouraged to plan their own projects on an individual basis, emphasizing their particular fields of interest.

Supervision

Training is supervised by a committee representing various departments of the Manitoba Museum of Man and Nature. A representative of the Association of Manitoba Museums, and a graduate of the programme are also included on the committee.

Funding

Funding for the programme is dependent on an annual grant from the Training Assistance Programme of the National Museums Canada. The trainees receive a salary, and the cost of all books, materials and travel is paid by the programme.

Certification

Graduates of the programme receive a certificate from the Manitoba Museum of Man and Nature.

Application

The deadline for applications is April 30th of each year. The course begins in early September.

There is no application form. Letters of application with full particulars and references should be submitted to:

Museum Technician Training Programme
Manitoba Museum of Man and Nature
190 Rupert Avenue
Winnipeg, Manitoba R3B 0N2

Other Courses

The universities, community colleges, high schools, and community recreation centres may offer evening and summer school courses. While these are not specifically designed for museum workers, the topics may be applicable to a variety of museum work, i.e. photography, interior design and woodworking.

University of Manitoba
Continuing Education
Room 541, University Centre
Winnipeg, Manitoba R3T 2N2

Telephone — 474-9921

University of Winnipeg
Continuing Education
515 Portage Avenue
Winnipeg, Manitoba R3B 2E9

Telephone – 786-7811

Red River Community College
2055 Notre Dame Avenue
Winnipeg, Manitoba R3H OJ9

Telephone – 632-2332

Assiniboine Community College
PO Box 935
1435 Victoria Avenue, East
Brandon, Manitoba R7A 5Z9

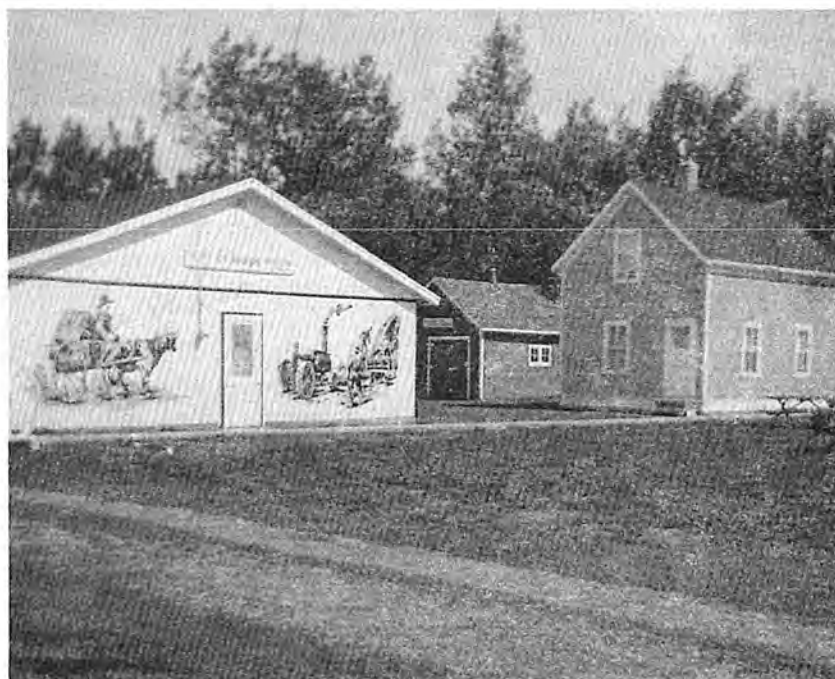
Telephone – 727-8421

Brandon University
Brandon, Manitoba
R7A 6A9

Telephone – 728-9520

See Also:

Provincial Services – Museums Advisory Service



Le Musée St. Joseph Museum

Miscellaneous Training

THE BANFF CENTRE

The Cultural Resources Management Program, The Banff Centre, offers service programmes for the professional cultural management sector.

Courses are directed by people drawn from active performing arts companies, publishing, marketing, museums, art galleries, historic restorations, orchestras, special events management, television, cablevision and governmental cultural agencies.

Each seminar is short and intensive, providing the participant with an opportunity to improve management skills, to learn and exchange new concepts, and to make contact with other professionals from across the nation.

Course directors and other selected resource people engage the participant in a range of instructional techniques—case studies, lectures, workshops and audio-visual programmes.

Seminars are usually a week in duration. Information on topics, applications, and course fees are available from:

Coordinator
Cultural Resources Management Program
The Banff Centre
Banff, Alberta TOL OCO

Telephone — (403) 762-3391, ext. 370

SMITHSONIAN WORKSHOP SERIES

The Office of Museum Programs at the Smithsonian offers a series of workshops to introduce and improve professional skills for individuals employed in museums and related institutions.

All workshops are held at the Smithsonian Institution in Washington, D.C. There are no tuition or registration fees, and the Smithsonian will supply most of the materials used in class. Participants are responsible for their own travel, lodging and meals.

Workshops last from two to five days, depending on the topic. For further information on subjects and application deadlines, write:

Workshop Series
Office of Museum Programs
Arts and Industries Building
Room 2235
Smithsonian Institution
Washington, D.C. 20560

New Legislation

BILL C-51—FEDERAL GUN CONTROL AMENDMENT ACT

Under the new Criminal Law Amendments Act (Bill C-51, Section 90(2)) restricted or prohibited weapons are exempt from having to be registered.

Section 106.8(b), regarding storage, handling and display by museums, galleries, etc. which are approved by the Attorney-General, must be adhered to as follows:

Pursuant to Section 106.8(b), an operator of or person employed in a museum approved by the Commissioner, or the Attorney-General of the province in which the museum is situated shall comply with the following conditions respecting the handling, secure storage and display of weapons:

- (a) *Firearms shall be displayed and stored in an unloaded condition.*
- (b) *Firearms not on display to the general public shall be stored in a locked case, cabinet, vault, safe or separate securely locked area.*
- (c) *Firearms shall be displayed in such a manner so as not to be readily removable by the general public.*
- (d) *Premises shall be secured in the following manner:*
 - *exterior doors must be capable of being securely locked;*
 - *windows which are capable of being opened must be equipped with secure locking devices;*
 - *equipped with a burgular alarm system if the inventory of firearms exceed 100.*

A reasonable length of time will be allowed to enable all institutions to comply with these regulations. However, it would be advisable to make the necessary changes to your facilities as soon as possible since inspections will eventually be made.

Any questions or further information required may be made by contacting:

Chief Provincial Firearm Officer
5th Floor, Woodsworth Building
405 Broadway Avenue
Winnipeg, Manitoba R3C 3L6

Telephone — 944-2831

BILL C-33 — THE CULTURAL PROPERTY EXPORT AND IMPORT ACT

The intent of this Act is, in part, to discourage the export of artifacts representing Canada's national heritage.

Only materials of a certain age and value are covered. Objects that are less than fifty years old or were made by someone still living are not protected under this Act.

Persons wishing to export cultural property must apply to a local Canada Customs office for an export permit. The application may then be referred to an expert examiner for an opinion on its significance.

The Act also provides tax benefits for donations of significant material, and may also provide funds for the purchase of material to prevent its export.

Information on criteria, permits, and expert examiners in Manitoba is available at your local Canada Customs Office or any regional office of the Department of the Secretary of State.

Department of Secretary of State
Prairie Regional Office
Main Floor, 177 Lombard Avenue
Winnipeg, Manitoba R3B 0W4

INCORPORATION OF MUSEUMS

A lawyer is no longer necessary for a museum that wishes to incorporate as a non-profit organization. Further information is available from:

Company's and Business Names
Registration Branch
Consumer, Corporate and Internal Services
405 Broadway Avenue
Winnipeg, Manitoba R3C 3L6

Telephone — 944-2500

In 1977 the fee for incorporation was \$28. A set of incorporation papers is available from any stationery store. A yearly report must be sent in, and there is a nominal registration fee.



Miniota Municipal Museum

CMA Annual Conference 1978

REPORT OF THE ANNUAL MEETING OF THE CANADIAN MUSEUMS ASSOCIATION HELD IN FREDERICTON, NEW BRUNSWICK—JUNE 1978

Theme: *"Doing More With Less"*

As we all know, many organizations which give support to museums have been hit by restraints, which has meant that they have less money to pass around to non-profit groups like ourselves. In the introduction to the keynote address at the CMA Conference it was suggested that museums must be prepared to justify their requests for financial aid on a priority-rated basis as the governments and other sources of funds have had to do the same thing. In addition, in the not-too-distant future, all museums are going to have to show their relationship and importance to the heritage preservation process before support is received.

In his keynote address, Lynton Martin, Director of the Nova Scotia Museum in Halifax, stated that in the past museums have had to do more with less. We as museums have taken the responsibility to preserve our heritage. In the future this job will have to be accomplished more effectively by means of greater cooperation between the Associate Museums and the many smaller museums, and also by a more honest approach to collecting cultural material. This latter statement means that museums must realize their incapacities and their capabilities. They must accept that if a piece of heritage material is offered to them, and they are not able to give it the proper care that is necessary for maintaining that material, then it should be passed on to an institution that does have the required facilities. Mr. Martin stated that museums collect and preserve the works of man and the phenomena of nature which are an honest reflection of the nature of the community. If this is to be maintained the museums must document the cultural material in their communities and ensure that it is preserved for the future understanding of our world today and that of yesterday.

Collecting Responsibilities

Peter McNair, Curator of Ethnology at the British Columbia Provincial Museum, stressed that one's collecting policy should reflect the community. That is to say, the material collected should relate to the ethnic and cultural groups within the community that it is serving and sometimes by whom it is supported. He also stressed that the collecting should be for the community as a whole, not for one's own personal glory.

As a Curator of Ethnology in a Provincial Museum, Mr. McNair works around the idea that "any collecting policy should consider the present and future needs of native peoples and should perhaps be so designed to accommodate the first citizens' point of view". As with any material, it is important to have background information on how it fits into the way of life of its original owners. This is achieved by Mr. McNair by his close association with the ethnic groups from which material is collected. This association is carried one step further to the point where, whenever possible, the ethnographic material is lent back to the cultural group from which it came or represents. He further states that it is the responsibility of every member of the Canadian museum profession to know what is in the collections across Canada, and to cooperate with each other to assure a complete representation of Canadian ethnic history.

One of the most interesting talks was presented by Barbara McIntyre, Curator, Quaco Museum and Library, St. Martins, New Brunswick, entitled "Documenting Without Collecting". This unique project came about as a result of a small community's desire to establish a museum, but lack of room to house a collection. After gaining the confidence of the community, the museum group set about documenting the material history of their community. To protect the identity of the owners a system of codes was devised and only two or three indivi-

duals given the key to unscrambling the code. In addition to being coded, the items were described thoroughly and a general type of condition report prepared. In fact, any information which they thought would be necessary when considering items for a display was recorded. The programme was successful in documenting over 10,000 individual items and had the cooperation of over 85% of the community.

The understanding that has been achieved within the community allows material to be drawn from homes for displays as it is required. The museum that has been created out of this project has produced a strong community feeling for its ethnic background and has turned around the out-flow of material from the community including antique dealers acquiring material which represented its heritage identity.

Dorothea Heakin, Coordinator of Policy and Procedures, Royal Ontario Museum, had a number of hints concerning the legal aspect of collecting museum materials. She suggested that:

- loan contracts should be drawn up by museum personnel, not necessarily by the legal profession, in such a manner that each party is aware of its responsibilities.
- if third party loans are to be undertaken a qualified shipper should be hired to pack the material properly and thus reduce one's own responsibility for possible damage.
- the director of a museum should sign any sort of contract or other official document — though at times a board decision could be helpful.
- any bequests received by a museum should be received in writing to protect one's claim on the material. Care must be taken to ensure that the bequest is within the realm of one's collection; if not, then investigate to see if the item can be sold and the proceeds used to purchase a more relevant item (where the estate would receive credit for the purchase).
- a museum should not get into the habit of authenticating items.
- in accepting loan material, negotiate with the owner its fair market value since you do not want to have to pay an inflated value for an item which has been damaged or destroyed.
- in accepting any donation, in return for an income tax receipt, let the owner obtain his own appraisal of the item's worth. Appraisal is not the museum's responsibility, nor something it should be involved with.

- any loan material which has shown signs of deterioration should be returned to its owner or owners, thus releasing the museum from future damage claims.
- long term contracts should be periodically updated.

Research in Museums

For some time the main thought of museum work has been collecting and display, however, there is another role that a museum should play which is neglected in our museums today. The role of research utilizing museum collections should undergo development to the point where all museums benefit from new interpretations or understanding of the past. Our role as educators can only be enhanced by the greater development of research of our cultural material.

The smaller museums, as well as the larger museums, can participate in the development of research. A vast amount of material history is located in the small museums across Canada, thus it will be within these collections that a great deal of information awaits the researchers. Research may emphasize pre-existing ideas or it may lead off in new directions. In return for their cooperation, the museums could expect to obtain copies of the research material, whether in the form of films, tapes or research papers. In this way everyone benefits — the museum community and the public at large. If the museum personnel have a better understanding of the artifacts within their collections, then the displays which they produce will be of that much more benefit for the public who view the displays.

Anatomy of an Exhibit

One of the days was spent in Saint John at the provincial museum (a museum directed by an old friend of the AMM, Mr. David Ross). Recently a display was established in which "doing more with less" was a prime concern. Although the staff had less time and less money, they did have good collection material with which to work.

The display entitled "Of Vener and Velvet" exhibited combinations of costumes with furniture of a similar period. In keeping with the idea of simplicity, leftovers from previous displays were utilized instead of building a completely new set of display props. There was no fancy labelling and the dress forms were simply constructed. These dress forms were constructed of wood, chicken wire and microfoam with additional padding be-

neath the dress when necessary. The display elements were arranged in simple configurations with typed labelling close at hand.

During the discussion of the display, the conference delegates were encouraged to look for, and comment on, possible mistakes in the display's presentation. These ranged from poor to inadequate labelling and poor mounting techniques of costumes, to perhaps the most obvious — a lack of cohesion within the display. The display was divided into two sections but there was nothing to tell the visitor that there was more to see after completing the first section. All such problems were acknowledged by the display designers, who blamed the constraints placed on them for creating many of the problems with the display.

Museums and Energy — Learning to Live With Less

A concern which museums and galleries in the United States are now facing which will eventually concern museums in Canada is the lack of energy to maintain the environmental standards to which we are accustomed. In many parts of the United States, museums and galleries have been forced to reduce their consumption of energy; in some cases their supply was simply reduced and/or cut by the utility companies. When this happens and there are no contingency plans, the potential for damage to a collection is great. We in Canada are fortunate that there is still time to prepare, but plans need to be made now, not after it is too late.

There need not be a major power shortage, but only a power failure for damage to occur. Those museums and galleries with a controlled environment or the smaller museums that use lesser amounts of energy can all be damaged, especially if the power failure is for an extended period of time during the winter. The Arts/Energy Study and the American Association of Museums have published a booklet, *Protection of Cultural Properties During Energy Emergencies*, which sets out what should be done before or during an energy reduction and/or failure. Some of the points we should be aware of include the following:

Preparation for energy emergencies:

- note the location of controls for water pipes and energy systems,
- assign staff to specific tasks,
- assess possible energy backup systems (e.g. portable boilers or generators),

- identify and locate materials that might be used for emergency insulation of doors, windows, and walls,
- become acquainted with your utility company and explain to them your special needs

Procedures during an energy reduction:

- reduce the lighting in public and office areas
- limit the use of high energy consuming tools and equipment
- adjust the controls of ventilation equipment
- eliminate unnecessary lighting or power consumption
- when ultimately necessary close down your facility all together

Procedures for the retention of building heat:

- close and seal all vents, doors, and windows that allow an exchange of outside and inside air
- establish one single-door entrance only
- build a temporary plywood vestibule around the entry point
- insulate windows by taping or tacking a sheet of polyethylene on the frame
- cover all door and window cracks with tape

During a period of energy reduction any electrical motor should be turned off since they are not designed to operate at the lower voltages and can be easily damaged.

Others have been faced with this crisis; for us it is only a matter of time and energy.

The CMA Accreditation Initiatives

What was known a couple of years ago as professional membership in the Canadian Museums Association, is today a category called the "accredited member". In the period of time since the discussions began a great number of meetings have been held and the entire profession was surveyed by Lynne Teather. Her report, *Professional Directions in Museum Work: An Analysis of Museum Jobs and Museum Training Curriculum* will be used as a basis for a number of publications being produced by the CMA this fall.

Although a lot of background work has been done, nothing has been established concerning the criteria and standards of this new category of membership. During the next year these will be brought together and presented at the next annual meeting.

As with any profession there must be standards, but it must be stressed that the CMA is not out to judge the qualifications of everyone working in museums. Those individuals that wish to be in the category of accredited member will have to meet certain requirements. The only definite requirement at the present is that of competence in the profession.

Young and old, paid or volunteer, all museum workers across Canada will be able to be an accredited member. The requirements will be issued and anyone that feels that he/she can meet the standards can present themselves for examination. If in the opinion of the examining body one is not quite up to the standards reapplication can be made after a period of further training or experience. What is hoped for in this category was formerly called accreditation, but it is more than that, it is an honour of achievement.

Hand-in-hand with the development of this category will be the expansion of training programmes. Already many programmes are underway across Canada, such as the degree programmes in

universities, the diploma programmes of technical schools, and the courses offered by the associations and advisory services.

Although the establishment of a category of membership called the accredited member has moved one step closer, there are going to be many more discussions in this upcoming year. If the reader has any ideas on the topic, please convey them to your regional council representative, the Association of Manitoba Museums' president, or to the Canadian Museums Association.

The 1978 Annual Conference of the Canadian Museums Association has shown how others are doing more with less. In conclusion it can be said that there will be always more problems to solve, and in finding their solutions our museums will be made that much better.

Report respectfully submitted by,

Tim Worth
Vice-President
Association of Manitoba Museums

Ex Libris

GEORGE LAMMERS

Chief Curator

Manitoba Museum of Man and Nature

MANUAL FOR MUSEUMS, by Ralph H. Lewis. 412 p., illustrations, bibliography and index, \$4.70. U.S. Government Printing Office, Washington, D.C.

A manual is frequently defined as a handbook of instructions. Ralph Lewis' book *Manual for Museums* is certainly this and much more! As a resource book, it can be considered to have no equal, containing a vast wealth of basic information for any museum worker and especially for those smaller community museums without a great number of "experts". It is published by the National Parks Service for use by their people to operate their museums. Considering the wide scope of the subjects covered, only one or two methods (e.g., registration or cataloguing) of handling particular problems are presented. However, these are the methods also acceptable to a wide variety of museums.

One of the aspects that makes any reference book valuable is a complete table of contents. Here the author has done double service. The book not only has a complete table in the front of the book, but has additional ones at the beginning of each part which is organized by subject, (e.g. museum records, exhibit maintenance and replacement, etc.). The major headings included in the table of contents are: Museum Collections, Museum Records, Furnished Historic Structures, Museums and Exhibit Maintenance and Replacement.

Following each chapter is a comprehensive bibliography presenting both the classic references from the literature in addition to the latest articles from current periodicals. The bibliographies are conveniently broken down topically. For example,

Chapter 12 on protection contains references under the headings of:

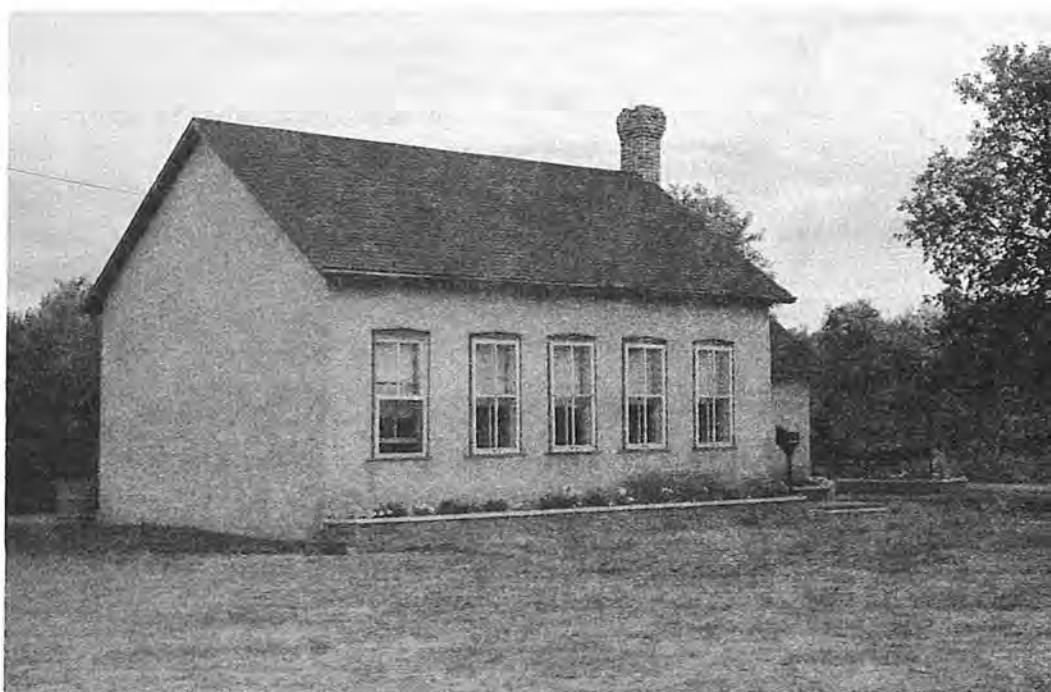
- Safe Protection in Housekeeping
- Protecting Visitors
- Protecting the Building and Furnishings

One minor criticism of the book is that there are several repetitions of paragraph/subjects under different chapter headings. The reader finds himself thinking he has read practically the same wording earlier in the book under a different heading, although the author may have done this deliberately to show that the same idea had relevance under more than one heading.

With our concern here in Canada for training people to work in museums, I think it is necessary to comment on the book's usefulness for a person new in this field, and the suitability of the book as a text in museology. As a reference for the person new to museums, I think it is without equal, being an excellent outgrowth of a volume entitled *Field Manual for Museums* by Ned J. Burns (1941). As well as for beginners, it will serve seasoned curators and museum managers as a ready reference. As a text in museology, or a book to "learn" the museum business, it is not equivalent to G.E. Burcaw's *Introduction to Museum Work* (1974). This is not meant as a criticism as it is not advertised as a text, however as a required reading or a reference supplement to a course it is a must. I am sure it will become a classic in its own right. The author has maintained a direct and readable style throughout. This, coupled with ample illustrations, makes it quite useful even for the self instructed. It certainly acts as a useful primer on the basic techniques of museography.

The appendix of the book is comprehensive and additive to the value of this manual. The need to substitute examples of Canadian Museums for American ones in the appendix and elsewhere in the book is onerous, but the example serves as a challenging springboard from which to formulate Canadian policy. Here I am thinking in particular of standards, kinds of inventories, inspection and loan forms, etc.

All things considered, for \$4.70 I cannot think of a better library investment for the museum worker. One would wait a long time or need to refer to many periodicals to find the information so readily available in this single volume. Browse it soon and consider it for your museum library.

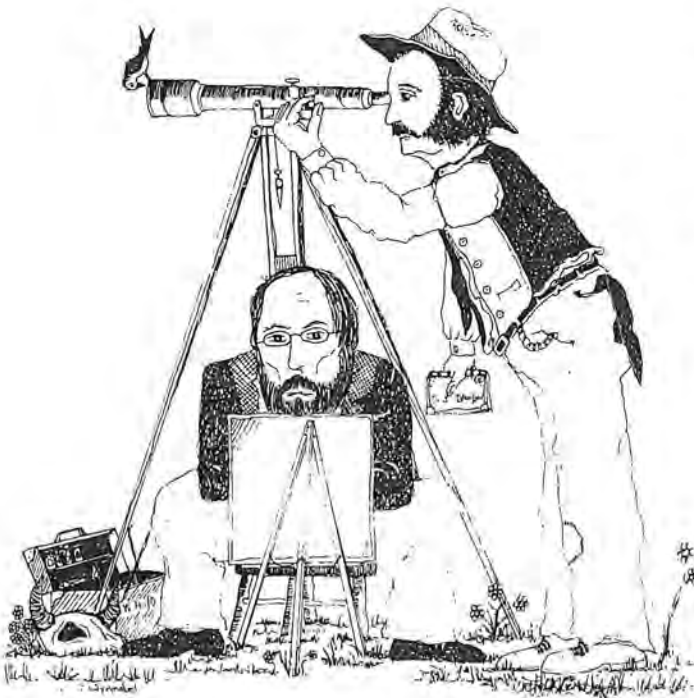


Marrinhurst Pioneer Park — Pilot Mound

Notes to Contributors

We invite you to submit articles for publication in the **Dawson and Hind**. We would appreciate if you would bear in mind the following guidelines:

1. We would prefer all articles to be **typewritten** and **double-spaced**. We realize this is not always possible; and under such circumstances we will accept handwritten articles only if they are legible and double-spaced.
2. As a rule of thumb, articles should be a **minimum** of four double-spaced pages; or a **maximum** of 20 double-spaced pages.
3. If possible and appropriate, we welcome photographs to complement articles. Black and white photographs are the most suitable for reproducing although colour photos can be used.
4. Please **do not cut or crop** photographs.
5. All photographs must be identified.
6. Photographs will not be returned unless requested, in writing, by the contributor.
7. Should an article include a bibliography, please list author, title, publisher, location and date of publication (as well as name of journal, if applicable).



S.J. Dawson and W.G.R. Hind

Please address all articles and correspondence to:

The Editor
Dawson and Hind
190 Rupert Avenue
Winnipeg, Manitoba R3B 0N2

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Compiled by Linda J.L. Sears
Manitoba Museum of Man and Nature

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