

Yukon Archaeology Program Collections Management Framework

Purpose and Scope of the Collection

The Yukon Archaeology Program was established to support and fulfill Government of Yukon's archaeological resource management and research responsibilities under the Archaeological Sites Regulations and the *Yukon Historic Resources Act*, and the Yukon Land Claim Umbrella Final Agreement - Chapter 13 (Heritage), Chapter 10 (Special Management Areas), Chapter 12 (Development Assessment) and Chapter 11 (Land Use Planning), as well as the *Yukon Environmental and Socioeconomic Assessment Act* and the *Parks and Land Certainty Act*. The Archaeology Program manages and protects Yukon's archaeological resources, undertakes and supports research into Yukon's prehistoric past, and contributes to the interpretation and dissemination of information about Yukon archaeology through interpretive Programs and publications.

The Yukon Archaeology Collections are the designated repository for all archaeological collections and samples arising from research, inventory, assessment or mitigation activities permitted under the Yukon Archaeological Sites Regulation (*Historic Resources Act*, RSY 2002, c 109) or from accidental discovery of heritage resources on Yukon Land. The *Historic Resources Act* (64) prohibits destruction or alteration of a heritage resource except in accordance with a historic resources permit: artefacts may not be removed from an archaeological or historic site without a permit. The Act provides protection as well for accidental discoveries in the course of development, exploration or other activities.

1. Purpose

The purpose of the Collections Management Framework is to describe how the Yukon Archaeology Program will meet its obligations in the care and management of the Yukon Archaeology Collections in the Public trust, and in ensuring access to the collections by the public, researchers and First Nations.

2. Application

The Yukon Archaeology Collections Management Framework applies to the Government of Yukon - Yukon Archaeology Program, Department of Tourism & Culture, Cultural Services Branch, Heritage Resources Unit. The Yukon Archaeologist has the authority to make decisions regarding acquisitions, loans, destructive sampling, replication/casting, access to collections and records, record keeping as well as accession and deaccession of objects and specimens in the collection. The Yukon Archaeologist is an Expert Examiner for the exportation of archaeological objects from the Yukon under the Canadian *Cultural Property Export and Import Act*. From the effective date of the *Historic Resources Act* (1996), exclusive of First Nation settlement lands and National Parks, all archaeological objects excavated or discovered in the Yukon, including underwater heritage resources, are owned by the Government of Yukon and

held in the public trust. The Minister of Tourism and Culture has ultimate authority regarding ownership and right to possession of archaeological objects. As per the Yukon First Nations Land Claim Umbrella Final Agreement, all heritage resources found on First Nation Land are owned and managed by the First Nation; moveable ethnographic objects on Yukon land are owned by the First Nation in whose traditional territory the object is found.

3. Collections Management Statement

The Yukon Archaeology Program manages the objects in the Yukon Archaeology Collections, First Nations collections temporarily in its care, and objects and collections borrowed on a temporary basis in the fulfillment of its mandate.

The Yukon Archaeology Program is responsible for safeguarding these objects and their related documentation, managing the storage, preservation, research and interpretation of the collection and facilitating public, First Nation and researcher access to the collection and the related information.

The Yukon Archaeology Program provides consistent standards for the care and the documentation of the Yukon Archaeology Collections with the support of the Government of Yukon, Cultural Services Branch Museums Unit – Conservation Program.

3.1 COLLECTION CATEGORIES

Yukon Archaeology Collections – These are comprised of collections arising from research, assessment and mitigation carried out in the Yukon under Archaeological Sites Regulation permit, as well as accidental finds discovered on Yukon Lands. The collection consists principally of prehistoric and historic objects and samples spanning the period of human history in the Yukon from the late Pleistocene to the beginning of the Cold War period. The collections represent all permitted research on Yukon Lands after 1996. As well, collections generated as a result of principally staff research beginning in 1982 are housed with the Yukon Archaeology Collections. All other collections resulting from permitted research in the Yukon pre-1996 are housed at the Canadian Museum of History.

Yukon Comparative Faunal Collection - Complete to nearly complete skeletal remains of contemporary and locally extinct Yukon mammalian species (and some avian species) comprise the Comparative Faunal Collection. The collection is used to assist in the identification of faunal remains from archaeological sites. Specimens are acquired by field collection, donations, purchase, bequest or transfer. This collection is jointly developed and managed with the Yukon Palaeontology Program.

Yukon Archaeology Educational Collection - Specimens in this collection include reproductions of prehistoric lithic, antler and wood technology. This collection is used for instruction of visiting Yukon College archaeology students, high school students and the interested public.

Yukon Archaeology Program Casts and Replicas – Two hundred and fifteen (215) artefacts have been cast from the Yukon Archaeology Collections as of summer 2014. Casts have been provided a number of Yukon First Nations for displays in their cultural centres and First Nation offices. Molds are housed in the Casting Lab; a small number of casts (painted and unpainted) are stored with the molds. Eight replicas have been made of Yukon ice patch artefacts by Swiss experimental archaeologist Kim Pasche for use in exhibits and education programs. Additional replicas are currently in production.

Unprovenienced Yukon Collections – These are artefacts that have been found in the Yukon and turned in to the Yukon Archaeology Program by members of the public lacking any precise provenience information. The collections are used for education and public interpretation.

Human Skeletal Remains – in rare instances, human skeletal remains may be found or recovered in rescue excavations and may be housed with the Yukon Archaeology Collections temporarily while final disposition is determined. Longer term storage may be undertaken for unclaimed skeletal fragments or specimens where Yukon First Nation or Inuvialuit ancestry cannot be determined with certainty.

Photographic and Documents Collection – Investigators permitted under the Yukon Archaeological Sites Regulation are required to submit documents associated with the field studies including reports, field notes, maps and plans, catalogues, sample lists and photographs. These documents are stored with the Yukon Archaeology Program records to inform study and interpretation of the Yukon Archaeology Collections. In recent years, these are submitted principally as digital files and stored on the server for the Archaeology Program.

Yukon Archaeology Library – The Yukon Archaeology Program has developed an exceptional reference library of published and unpublished monographs, reports, journals and reprints and air photos related to Yukon and northwest North American archaeology and prehistory, ethnography, and archaeological and forensic archaeological methods and techniques in support of staff research, interpretation, publication and educational initiatives. A growing number of publications and reports are in digital format and stored on the server for the Archaeology Program.

3.2 DEFINITIONS

a) The term "managing" refers to the care and control and accountability for moveable cultural property in the public collections of the Government of Yukon Archaeology Program and items placed temporarily in the custody of the Yukon Archaeology Program.

b) "Yukon Archaeology Collections" includes the artefacts, specimens, written documents, sound and video recordings, photographic and electronic records and any other moveable

cultural property which constitute the permanent collections of the Government of Yukon Archaeology Program.

c) "Object" or "Artefact" are terms used interchangeably to refer to a product of human art and workmanship, which for purposes of this policy denote an item included within the collections of the Yukon Archaeology Program.

d) "Acquisition" occurs at the point when the Yukon Archaeology Program receives an object as a result of field research carried out under a Yukon Archaeological Sites Regulation Permit (*Historic Resources Act*) or by gift, bequest or transfer.

e) "Disposal" refers to the means employed by the Yukon Archaeology Program to divest itself of a deaccessioned object, either through donation, transfer, exchange, return or by destruction.

f) "Accession" is the act of recording or processing an acquisition for the Yukon Archaeology Program collection.

g) "Deaccession" refers to the process of removing or alienating an object permanently from the collection.

h) "Loan" is the temporary assignment of an object or collection of objects to, or from, the Yukon Archaeology Program for stated purposes of exhibition or research. This assignment involves no transfer of ownership or title.

i) "Registration" is the process of developing an immediate, brief and permanent means of identifying an object for which the Program has permanently or temporarily assumed responsibility, facilitating inventory control. This typically involves assignment of a control number to the artefact, classifying it according to culture, material, dimensions, related documentation provided at accession, a physical description and photographs.

j) "Cataloguing" is the act of documenting an object in detail, including identification, material/manufacture, provenience, condition, excavator, permit and other detailed information as appropriate. All objects are assigned a unique catalogue number, typically comprising site Borden Number and a unique artefact number.

3.3 CARE AND STORAGE

The Yukon Archaeology Program will exclusively house on a permanent basis objects and collections that have been acquired through its mandate, and on a temporary basis, archaeological and historic collections belonging to First Nations deposited with the Program for safekeeping, and objects borrowed for research purposes. The collection will be managed to ensure security, adequate storage and environment, and appropriate handling and access through:

- Ensuring that storage conditions are monitored in order to prevent damage to the collection from pests, extremes of temperature and/or humidity or excessive light or other environmental factors.
- Ensuring proper handling of the collection by trained personnel using equipment and materials appropriate to the task.
- Ensuring proper conditions for the display of artefacts for traveling exhibitions and for artefacts loaned to other institutions for research or exhibition.

3.4 COLLECTION DOCUMENTATION AND INVENTORY

Consistency, accuracy, accessibility and preservation of collection documentation is fundamental to facilitating access to the collection and making information about the collection available to the public, First Nations and researchers. The provision of inventory information concerning Moveable Heritage Resources which relate to Yukon First Nations is a provision of the Yukon Land Claim Agreement (13.4.8).

To this end, the Yukon Archaeology Program undertakes to complete:

- Timely, detailed, and accurate registration and cataloguing of collections received. Researchers depositing collections as part of a project permitted under the Yukon Archaeological Sites Regulation are required submit detailed electronic collection catalogues in a format allowing for import into the Yukon Archaeological Sites Inventory database.
- Timely updates to collection records relating to storage location information, artefact dating or other sampling (obsidian sourcing), or deaccessioning

3.5 COLLECTION ACCESSIONING AND DEACCESSIONING

Collections and archaeological objects will only be accessioned to the Yukon Archaeology Collections if they have been acquired through the Yukon Archaeology Program mandate. Collections will be deaccessioned in the following instances:

- The object is not a Yukon archaeological or historic object. In this instance, efforts will be made to transfer the object to the appropriate jurisdiction.
- The object is not an archaeological or historic object under the *Historic Resources Act*.
- The physical condition of the specimen (corrosion, disintegration) is so advanced as to prevent recognition or further useful study of the object.

4 Collections Access Policy

The Yukon Archaeology Program provides for public, First Nation and scholarly on-site access to collections and related documentation subject to any pertinent legal, workload, or

conservation restriction. The Yukon Archaeology Program will be guided by the provisions of the *Access to Information and Protection of Privacy Act* (RSY 2002, c.1) in determining what portion of the documentation is considered within the public realm. Collections belonging to First Nations that are held for safekeeping with the Yukon Archeology Collections will be subject to access protocols stipulated by the First Nation. Researcher access to the collections will require completion of a “Collections Access Request” application. Government of Yukon reserves all rights inherent within its collections and related documents, including copyright, exhibition, publication and intellectual rights, and rights to public interpretation (including web sites) and non-scientific publication or display of images or information.

Subject to copyright and appropriate terms with respect to confidentiality, a draft of any manuscript that is being prepared for scientific or professional publication that includes substantive content related to Yukon Archaeology Collections will be provided to the Government of Yukon Archaeology Office for review and consideration for co-authorship.

5 Loans Policy

5.1 PURPOSE

The purpose of these standards is to define the parameters governing the loan of artefacts from the collections of the Government of Yukon Archaeology Program (Yukon Archaeology Program) to others, and the borrowing of artefacts owned by others and placed in the temporary custody of the Government of Yukon Archaeology Program.

5.2 APPLICATION

These standards apply to the Yukon Archaeology Program Collections, including those in transport to and from the Collection facility.

5.3 DEFINITIONS

- a) The term **“Yukon Archaeology Program”** refers to the Archaeology Program within the Heritage Resources Unit, Cultural Services Branch, Department of Tourism and Culture, Government of Yukon.
- b) **“Yukon Archaeology Collections”** refers to artefacts, specimens or samples which constitute the permanent collections held in public trust by the Government of Yukon and managed by the Yukon Archaeology Program.
- c) **“Object”** or **“Artefact”** are terms used interchangeable to refer to a product of human workmanship or agency which for the purposes of these standards denote an item included with in the Yukon Archaeology Program Collections.
- d) **“Loan”** is the temporary assignment of an object or collection of objects to, or from, the Yukon Archaeology Program for purposes of museological exhibit or for research. This assignment involves no transfer of ownership or title.
- e) **“Borrow”** is used to define the activity of taking temporary possession of an object without transfer of ownership or title and is associated with a loan which is incoming to the Yukon Archaeology Program.

- f) **“Institution”** is an organization that is publically owned or funded, operated for the benefit of the public, not for the benefit of a private person and is established for research, educational, educational or cultural purposes and exhibits objects or otherwise makes them available to the public.
- g) **“Public Authority”** is that authority vested in the Government of Yukon; a municipal or public body performing a function of government in Canada; or a corporation performing a function or duty on behalf of the Government of Yukon.

5.4 STANDARDS

5.4.1 Purposes of loan

Responsibility for the Government of Yukon Archaeological Collections by the Yukon Archaeology Program is embedded in the Historic Resources Act (RSY 2002, c.109) as well as the Yukon Land Claims Umbrella Final Agreement where the Program is responsible for the integrity of “territorial Heritage Resources collections and Programs (13.1.1.6). The Yukon Archaeology Program is accountable for its collections as material assets of the public trust. To this end, the loan of any object from the Collections of the Yukon Archaeology Program is made exclusively to advance the Government of Yukon Archaeology Program’s mandate in the areas of research, education, interpretation and dissemination of knowledge. Objects are also loaned for the purposes of analysis, conservation or reproduction under specific conditions.

Loans from the Yukon Archaeology Collections will not be made for purposes of demonstration, for use in a media production, nor for use as décor or any other unauthorized uses. Request for the use of objects from the Yukon Archaeology Collections for such purposes will be responded to by means other than loan, under the supervision of Yukon Archaeology staff.

5.4.2 Borrower status

The Yukon Archaeology Program will consider the loan of artefacts in its collections to other institutions in Yukon and in Canada and abroad which have a mandate similar to that of the Yukon Archaeology Program, including other public authorities consistent with the purposes stated above, as well as to qualified experts for technical examination engaged under a contracted services or other agreement by the Yukon Archaeology Program.

5.4.3 Loan criteria

The Yukon Archaeology Program will establish a uniform set of loan criteria against which loan requests will be evaluated. These criteria will include lead time available, general state of the objects requested, access for research, conflict with other scheduled work plans or other commitments for collection access, evaluation of the borrower’s facilities, security of the object while on loan/exhibit, and an assessment of Risk Factor for the objects. Risk Factor is a numerical expression, in which the significance of an object to the Yukon Archaeology

Collections (research/scientific significance, uniqueness/rarity, age, condition, material, aesthetics) is expressed against its vulnerability in its proposed use.

5.4.4 Concurrent loans

Concurrent loans to a single institution will not be considered. If an institution requests a loan of collections, previously loaned collections must be returned and determined to be in good order, according to the terms and conditions of the previous loan before any further loans are considered.

If an institution fails to meet the terms and conditions of previous loans in any aspect of security, care, or other terms and conditions, no further loans with the institution will be considered.

5.4.5 Loan curation

The maximum duration of a Loan will be one year. Renewal of a loan for one additional year may be considered if all the terms and conditions continue to be met and there are no conflicting requests or work plans involving the objects. No further loan extensions will be made beyond two years.

5.4.6 Access to collections on loan

Instances may arise where access is required to Yukon Archaeology collections that have been loaned to a borrower. In all cases, adequate notice will be provided to the borrower and access will be for a set short duration for purposes of research, photography or other purpose approved by the Yukon Archaeology Program.

5.4.7 Restrictions placed on incoming loans

No conservation or restoration work will be carried out on objects loaned to the Yukon Archaeology Program without the mutual consent of the Yukon Archaeology Program and the object owner.

5.4.8 Loan contract and precedence

The Yukon Archaeology Program will only loan and borrow objects under contractual agreement with other parties.

When the Yukon Archaeology Program loans and object from its collections, it will be loaned exclusively under the terms and conditions established under its own loan contract. Conversely, on borrowing an object from another institution or owner, the Yukon Archaeology Program accepts the negotiated terms and conditions to be established under the lending institution's loan contract. In the absence of a loan contract being provided by the lending party, the Yukon Archaeology Program and lender, by mutual consent will establish terms and conditions through the Yukon Archaeology Program's Incoming Loan Form.

Under no circumstances will the Yukon Archaeology Program enter into dual loan contracts, e.g., outgoing loan provided by the lender and an incoming loan form provided by the Yukon Archaeology Program as the borrower.

5.4.9 Transportation

The means by which loaned objects will be transported will be determined by the owner of the objects, and is subject to the acceptance of the Yukon Archaeology Program. Under no circumstances will an object be shipped from, or received into, the Yukon Archaeology Program collections without a duly completed loan contract being prepared and finalized in advance of said shipment.

5.4.10 Cost recovery

The Yukon Archaeology Program will endeavour to include preparation of loaned objects in the functioning of its collections management activities. In order to respect time requirements of borrowers, and when volume of this activity in relation to other Program activities demands, the Yukon Archaeology Program will establish fee schedules will represent supplementary labour costs associated with the preparation of objects for the purposes of loan. Cost estimates will be provided to the prospective borrower in advance of any loan contract being finalized, and these costs will be billed to the borrower.

In addition, borrowers of objects from the Yukon Archaeology Program collections will be expected to pay for the costs of transportation and insurance on the objects on a comprehensive all-risks policy and to furnish proof of same. The Yukon Archaeology Program will determine under what conditions these fees may be waived at its sole discretion.

5.4.11 Provenance and UNESCO conventions

Before entering into any loan contract, the Yukon Archaeology Program will ensure that the proposed loan conforms to any applicable laws and conventions which may influence to the movement of cultural property.

5.4.12 Copyright and Credit

In using borrowed objects under loan agreement, the Yukon Archaeology Program will abide by all Federal statutes regarding the use of works of artistic expression and the assignment and enforcement of copyright within Canada and abroad. The Yukon Archaeology Program will seek to obtain appropriate licences of copyright for any borrowed objects as applicable, and will inform borrowers of Yukon Archaeology Collections objects of their responsibilities to the same legislation.

The Yukon Archaeology Program will publicly acknowledge or credit the owner of any object borrowed by the Yukon Archaeology Program, and credit to the Yukon Archaeology Program will be provided by any borrower making use of Yukon Archaeology Collections.

5.5 CRITERIA TO BE USED IN THE ASSESSMENT OF A LOAN REQUEST

5.5.1 Conservation

- a) Stability of objects requested for loan;
- b) Conservation needs of objects requested for loan;
- c) Environmental conditions of borrower's facility (lighting, temperature, humidity, pollutants, vermin, and noxious substances).

5.5.2 Security

- a) Protection of object/collection at borrower's facility.

5.5.3 Collections Management

- a) Completeness of Yukon Archaeology Program's documentation of object/collection;
- b) Capacity to secure appropriate transport for the object/collection.
- c) Assessment of risk factor for proposed use of object(s).
- d) Adequacy of lead time between finalization of loan request and date of proposed use.

5.5.4 Research and Curatorial

- a) Previous commitment of object/collection to research or other exhibit;
- b) Assessment of issues related to cultural sensitivity of the object or collection;
- c) Assessment of issues related to a high degree of research/scientific significance, uniqueness/rarity and age of the object/collection.
- d) Access by researchers to objects from the Government of Yukon Archaeology Collection which are on loan.

5.5.5 Link to Yukon Archaeology Program Mandate and Programs

- a) Extent to which the loan serves the objectives and purposes of the Yukon Archaeology Program and the borrower.

5.6 ROLES AND RESPONSIBILITIES

5.6.1 Manager, Heritage Resources Unit

- a) Approves these standards.

5.6.2 The Yukon Archaeologist

- a) Is responsible for the implementation of these standards;
- b) Is the contact for the Yukon Archaeology Program for the borrower or lender;
- c) Reviews all loan requests against other commitments for research and or exhibition needs;

- d) Researches, assesses and documents borrower's capacity to care for objects placed temporarily in their custody;
- e) Obtains information on any conservation requirements from the Conservator, Museums Unit, Government of Yukon;
- f) Approves all loans to and from the Yukon Archaeology Program;
- g) Makes all shipping, insurance and financial arrangements;
- h) Acts as signing authority for loans of objects from the Yukon Archaeology Collections.

5.6.3 The Borrower

- a) Is responsible for adhering to all terms and conditions stated in the Loan Agreement.

5.7 EVALUATION AND REVIEW

5.7.1 Evaluation

The implementation of these standards will be evaluated every five years.

5.7.2 Review

These standards will be reviewed and amended as required.

6 Donations Bequests and Transfer Policy

The Yukon Archaeology Program will only accept archaeological or historic objects found in Yukon as an unrestricted gift. The exception is for objects or collections to be held in trust for a Yukon First Nation.

6.1 DONATIONS, BEQUEST AND TRANSFER PROCEDURE

Donations, bequest and transfer of specimens collected prior to 1996 will be issued a gift of deed and their legal title will be transferred to Government of Yukon. Unrestricted gifts are subject to the Policies and Standards of the Yukon Archaeology Collections.

All objects or collections will be accessioned into the Yukon Archaeology Collections and assigned a catalogue number.

7 Roles and Responsibilities

5.1 The Director of Cultural Services Branch, Department of Tourism & Culture, approves this policy.

5.2 The Manager of Heritage Resources Unit, Cultural Services Branch responsible for proposing and amending the policy.

5.3 The Yukon Archaeologist is responsible for the implementation of the policy, and ensures that all administrative and artefact documentation pertaining to an acquisition is completed to ensure the interests of users of the Yukon Archaeology Collections in the future.

8 Evaluation and Review

The Manager of Heritage Resources Unit and the Yukon Archaeologist will evaluate the implementation of this policy, and revise as required.

9 Inquiries

Manager, Heritage Resources Unit

Yukon Archaeologist

10 Approval

August 30, 2014