
ACCESS TO MUSEUM PREMISES

Date Adopted by Board: 1997 March 7
Proposed revision: 12 July 2012

Background:

The Western Development Museum's facilities are routinely accessed by many individuals and groups. These include, but are not limited to, general visitors, rental groups, special tours, school tours, service companies, staff and volunteers.

Museum buildings and certain fenced areas of the grounds are secured against unauthorized entry by lock systems and electronic alarms. It has been standard practice over the years (with exceptions as noted below), for access authority and responsibility to rest only with salaried Museum employees. Keys and alarm codes, therefore, have been provided only to Museum employees (once their six-month probation period is over). Employees also are required to be on hand in a supervisory capacity at all times when access to secured Museum facilities is required, be it for regular public hours or for after-hours arrangements.

During 1996, the issue arose of the potential for renting portions of WDM facilities to outside agencies. It was possible that these agencies would have requested access to the facilities during times when it would not have been practical or economical to schedule Museum staff for the purpose of enabling supervised entry and occupation. This would have been contrary to existing practice (again, with exceptions noted), but did not fall within any formal policy. This document addresses the void.

Policy intent:

The primary intent of this policy is to limit security access to, and supervision of, Saskatchewan Western Development Museum facilities to those individuals who have been granted formal authority and responsibility for such access and supervision, by virtue of their current employment status with the Museum.

It is also the intent of this policy to acknowledge existing situations which in essence run counter to the primary intent. Because of the historical nature of these specific arrangements, and their functional administration, this policy makes allowances for them to continue in an atmosphere of adequate monitoring.

Policy statements:

1. Authority and responsibility for opening and closing secured Museum premises

- will rest only with individuals currently in the employment of the Saskatchewan Western Development Museum (WDM), with exceptions to be noted;
2. Building keys will be issued to new WDM employees once their six-month probationary period is over.
 3. Museum employees, in addition to responsibility for opening and closing, will be on hand in a supervisory capacity at all times when Museum premises are not secured, or if they are occupied by individuals who are not Museum employees, with exceptions to be noted;
 4. Specific authority, responsibility and levels of access to various Museum facilities will be assigned to individual staff members by supervisory and management staff;
 5. Security and fire department personnel, and other individuals and agencies which might require access to Museum facilities in cases of emergency, may be provided with keys and alarm codes;
 6. Exceptions:
 - 6.1 Subject to approval by management staff, Museum volunteers may be provided with the necessary keys and codes to access compound areas and out-buildings such as storage sheds and barns.
 - 6.2 Exceptions for access to main Museum buildings include current (as of this policy date) arrangements with groups and individuals who have a close involvement with the Museum, its activities and programs.

These presently include:

- the Battlefords Community Players;
- the North Battleford WDM Volunteers Association;
- the Sweet Adelines (North Battleford WDM);
- the Vintage Aircraft Restorers (Moose Jaw WDM);
- the Yorkton Threshermen's Club

Consistent with prevailing practice, management staff in each case will limit distribution of keys and alarm codes to the least number of individuals possible to allow useful and practical access. Management staff must be aware of the access schedule.

If security problems develop as a result of any of these arrangements, the exceptions may be removed.

These exceptions are not to be considered as precedents for similar, additional permissions for access. As noted in the **Policy Intent**, the purpose of this policy is to limit future permissions only to individuals currently employed with the Museum, while exempting existing arrangements which would otherwise be inconvenienced.