



Pump House Steam Museum
23 Ontario Street
Kingston, Ontario, K7L 2Y2, Canada
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Questions and Answers for Potential Donors

Q: What kinds of items does the Museum accept?

Objects acquired for the PHSM subset of the City of Kingston Civic Collection shall be consistent with the PHSM mandate:

The PHSM cultivates and fosters an understanding and appreciation of the history and significance of Kingston's first water pumping station, Kingston's industrial past and more generally, the role of water as viewed through the lenses of science, culture and history. This is achieved through an active program that includes collection, preserving, exhibiting and educating the public through multidisciplinary methods, to convey the history and use of the historic site and the PHSM's collection, as well as other topics and resources of general interest to the people of Kingston.

Objects shall meet the following criteria:

- Preservation and interpretation of Kingston's first water pumping station
- Role of municipal water systems in the reliable delivery of water for consumption and firefighting
- Steam power; energy generation science and technologies
- Kingston industries and society in the development of the City
- Water quality, usage, and conservation
- Hands-on collections not accessioned as part of the permanent collection that support the interpretation of the PHSM's mandate, statement of purpose and permanent collection. These objects may include reproductions, and purpose-built representative artifacts

Q: Does the Museum buy objects for the collection?

The Museum does not have a budget for artifact acquisition.

Q: Will I see the objects on display?

The Museum regularly changes exhibits and display cases. However, not all objects in the collection will be displayed, and some may be in the collection for several years before they are exhibited. We have limited display space, and have to carefully arrange items so that they can tell a story.

Items in storage are also very important to the life of the Museum. Museum staff and visiting researchers use these items to learn more about when and how items were made and used. They also last much longer without exposure to light, dust and other threats in everyday life. These objects will go on telling the stories of our past when others have deteriorated.

Q: The items were my grandfather's. How will he be acknowledged?

Each item in the collection is assigned a unique number, and an individual file is created. In this file is the description of the item, the name and address of the donor (you) as well as information on what we call "provenance".

Provenance includes information about where the object came from; this would include details about your relative. In addition to what you can tell us, we are also interested in documents or pictures you may have which help to provide context for the items you donate (e.g. a picture of the first owner, a photo of where the items were used, or a copy of apprenticeship or immigration papers). These kinds of materials can be used to tell a story in an exhibit and or to provide detail for researchers.

Due to the variety of items we have on display and how frequently they are changed out, we do not generally acknowledge each owner/donor in the display. But we know who each is and are grateful for their contribution!

Q: Can I loan items to the Museum?

The Museum would rather wait until you are sure you want to donate them. Contact us again when you have made your decision.

Q: What is the procedure for donating items to the Museum?

PLEASE BRING OR SEND PHOTOGRAPHS OF THE OBJECT YOU WISH TO DONATE – NOT THE OBJECT ITSELF.

- i. Curator determines if object fall within scope of the collection. If yes, as much information as possible is collected about the object.
- ii. Curator presents object information to the Civic Collections Working Group which functions as an accessions committee; which meets twice annually, in spring and fall. The accessions committee makes decision to accept or reject object.
- iii. Accessions committee decision goes to the Museum and Collections Advisory Committee (MACAC), which meets every second month, for acceptance.
- iv. Once formally accepted, arrangements are made to accept the object at the museum and a Donor Form (legal transfer of ownership of the object) will be signed by both the Donor and the City of Kingston Curator.

Thanks for your interest in donating objects to the Pump House Steam Museum.
Please feel free to contact us if you have any other questions.