



## 1. Statement of Policy

The Government of the Northwest Territories will dispose of library and heritage materials no longer considered significant or appropriate to the government's collections.

## 2. Principles

In the implementation of this Policy, the Government of the Northwest Territories will adhere to the principle that items no longer considered significant or appropriate to library and heritage collections should be disposed of in accordance with the highest professional standards and ethics.

## 3. Scope

This Policy applies to library and heritage collections managed by the Department of Education, Culture and Employment.

## 4. Definitions

The following terms apply to this Policy:

Department's Collections - the heritage collections and published materials managed by NWT Public Library Services.

Disposal - the process by which the Government of the Northwest Territories relinquishes title for, or destroys, an item permanently removed from the Department's Collections.

Heritage Collections - three collections managed by the Culture and Heritage Division, Department of Education, Culture and Employment, namely:

- (a) the Education Collection of objects and documents used for public and school programming;
- (b) the Permanent Collection of objects significant to the heritage of the Northwest Territories acquired for indefinite preservation; and



- (c) the Library Collection of published materials significant to the heritage of the Northwest Territories and heritage resource management;

but does not include the Northwest Territories Archives as established under the *Archives Act*.

Repatriation - the restitution of culturally or historically significant items to their place of origin.

## 5. Authority and Accountability

### (1) General

This Policy is issued under the authority of the Executive Council. The authority to make exceptions and approve revisions to this Policy rests with the Executive Council. Authority and accountability is further defined as follows:

#### (a) Minister

The Minister of Education, Culture and Employment (the Minister) is accountable to the Executive Council for the implementation of this Policy.

#### (b) Deputy Minister

The Deputy Minister of Education, Culture and Employment (the Deputy Minister) is accountable to the Minister and responsible to the Minister for the administration of this Policy.

### (2) Specific

#### (a) Financial Management Board

The Financial Management Board delegates to the Minister of Education, Culture and Employment authority for the disposal of items from the department's collections.



(b) Minister

The Minister approves the disposal of items removed from the department's collections.

(c) Deputy Minister

The Deputy Minister recommends to the Minister the disposal of items removed from the department's collections.

## 6. Provisions

(1) General Considerations

(a) Any item removed from the department's collections may be disposed of when it can be demonstrated that:

- (i) the item is not relevant to the mandate of any of the collections;
- (ii) the item is surplus to the collections;
- (iii) the item has deteriorated beyond usefulness;
- (iv) the item is judged more appropriate to a collection not managed by the Government of the Northwest Territories;
- (v) it is beyond the government's ability to properly care for and preserve the item; or
- (vi) the item is selected for repatriation.

(b) Items removed from the department's collections may be disposed of through:



- (i) donation to not-for-profit groups and organizations;
  - (ii) donation to community, territorial, provincial, federal or international government cultural body;
  - (iii) intentional discard; or
  - (iv) release of title to parties identified in a repatriation agreement.
- (c) Any item of significance to the Northwest Territories or Canada which has been removed from the department's collections will, wherever possible, be offered to a group, organization or government body which will retain that item in the public domain within the Northwest Territories or Canada.
- (d) Where disposal results in a transfer of ownership, copies of all appropriate legal documents (i.e., donation agreements) will be maintained on a permanent basis.
- (2) Public Records

This Policy does not apply to a public record transferred to the Northwest Territories Archives in accordance with the *Archives Act*.

(3) Archaeological Materials

This Policy does not apply to archaeological materials held at the Prince of Wales Northern Heritage Centre in accordance with the Northwest Territories Archaeological Sites Regulations, SOR/60-31, promulgated under the *Northwest Territories Act*, R.S.C. 1985, c. N-27.



Northwest  
Territories

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**Collections Disposal**

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## **7. Prerogative of the Executive Council**

Nothing in this Policy shall in any way be construed to limit the prerogative of the Executive Council to make decisions or take action respecting the disposal of library and heritage materials outside the provisions of this Policy.

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Premier and Chairman of the  
Executive Council