

Children's Design International Collection

Collection Internationale Dessains d'enfants

ACCESS AND EDUCATION POLICY

GOVERNING BODY: Education Committee

DATE APPROVED: November 3, 2018

APPROVED BY: Board of Directors

NUMBER: 008-18

Effective Date: November 3, 2018

Review Cycle: 5 years

GOAL

The goal of this policy is to oversee access to artefacts in the collection and to act as a guide for procedures which are an extension of this policy. This policy shall help to answer any questions that users may have before consulting the collection. It shall also clarify the rules on access to prevent confusion and breaches of these rules.

SCOPE

Board of Directors, employees, volunteers, mandated partners, and users

POLICY

Principles

- CDIC sets out to provide all clients with equitable access to the collection.
- CDIC believes that its collection nurtures knowledge enhancement and promotes freedom of expression.

Context

CDIC's Communication Plan stems largely from and complements this policy. Although all of CDIC's policies are interrelated, this policy, the Acquisition and Evaluation Policy, and the Conservation Policy are the cornerstones of CDIC's public service mission.

This policy distinguishes between three categories of users: internal users, researchers and professionals, and the general public. The first category includes members, committees, volunteers, employees and all affiliated or contracted partners for whom the contract stipulates access. The second category includes researchers and professionals working on research projects or publications who would like to use the collection for the advancement of their research or professional practice. The third category, the general public, includes contributors,

donors, and any persons who would like to view the collection to appreciate its artistry or to consult it for personal, educational, familial or community reasons.

Objectives

- To make the collection accessible to as many people as possible and to users of diverse backgrounds.
- To provide for and answer the needs of potential and current users.
- To enable children's expression to have an impact on knowledge and the world.
- To ensure cohesiveness between users access and outreach activities.

Access Requests

CDIC offers a section of the collection online which is accessible to the general public. For access to the entire collection, every user must submit an explicit request. Requests may be submitted via online form, e-mail or paper copy. Clients who make verbal requests or requests via telephone shall be directed to submit a request using one of the valid methods mentioned above. CDIC keeps track of access requests for statistical purposes and to evaluate its programs.

Reproduction Requests

Reproductions shall be created only by CDIC and never by the user. For publications, a digital file can be provided for a specified period of time, under a specific licence and provided that the file must later be deleted. CDIC shall request two copies of all published articles, essays, books or reports which have used and/or displayed parts of the collection.

Access for Internal Use and Training

Every internal user shall receive an orientation and basic training, along with a unique username and password with which they can access the collection's database. Access rights and editing rights may vary depending on the user's position and level of responsibility.

Access for Professionals and Researchers

Every professional or academic client must submit a written request for access to the collection. CDIC shall acknowledge receipt of the request and inform the requester of the timeframe in which they shall receive an answer. CDIC shall respond within a reasonable amount of time according to the resources available at the time of the request. Access is time-limited, and users shall receive information on applicable rules and policies once authorization has been granted. Users may consult original artefacts on-site, and reproductions may be consulted both on-site and online. When accessing artefacts on-site, users must sign the check-in and check-out registry. Original artefacts shall be neither lent nor sent out to researchers.

Contributor Access

Contributors shall receive a non-exclusive reproduction licence for their artefact. Upon request, CDIC shall provide the contributor with a reproduction of their contribution and shall give them access to the original under the same access conditions as professional and academic users. CDIC sets the maximum number of reproductions that can be provided to the contributor at no charge. Beyond this number, charges will apply. Contributors shall also have access to the general public section of the collection available online.

Sponsor and Donor Access

Sponsors and donors may receive invitations to seminars, special events or guided tours of the collection. They shall also have access to the general public section of the collection available online.

Access and Reproduction Restrictions

An artefact accepted by CDIC may be restricted or closed to consultation until it is input into the system and a fact sheet is created. The same applies to artefacts that are subject to preservation regulations or original artefacts that are easily damaged.

Commitment to Hospitality

CDIC considers hospitality an important value and treats its users and visitors courteously and with all respects due. CDIC seeks to create a comfortable and collegial environment for its users, which enables open discussions, debates and the exchange of ideas about artefacts in the collection, CDIC's mission and its programs.

Research Support Requests

Resources permitting, CDIC shall offer the assistance of volunteers, staff or partners to researchers who require support. Support is offered with equity and respect for users' needs in mind. Each user is considered in the implementation of the Confidentiality Policy, and only information that is selected by the user shall be made available to other users.

Database, Interface, Reports and Subscriptions

In order to operate effectively and to offer the most relevant information to users, CDIC aims to offer continual access with interfaces specifically tailored for internal use, research and the general public. Updates, security and maintenance of the network shall be subject to its own measures and procedures.

Free Access and Access Fees

CDIC does not seek to profit from the use of the collection, and basic access is free. However, beyond the level of demand set out in the fee schedule, recovery fees, administration fees, reproduction fees and research assistance fees shall be charged. CDIC reserves the right to

lower or waive these fees for a period of time, depending on the revenue accrued from other sources and the CDIC's budgetary estimates.

Language of Documents

CDIC documents are available in French or English, according to both demand and needs. CDIC aims to have all of its documents available in both languages, although they may not necessarily be published at the same time. CDIC also aims to offer its services in other languages, prioritizing those of the collection's contributors and donors.

User Registry

The general public section of the collection available online does not require user identification. For professional access to the collection, users must identify themselves upon receiving access. The identification form collects information about the user's location and intent, and allows them to restrict or authorize information sharing with other users. CDIC keeps the user registry for program evaluations and as a statistical source for funding purposes. Information provided by users is confidential and shall not be shared with third parties.

Display of Reciprocal Commitments

CDIC displays a summary of this policy at access locations and provides the complete policy to users upon request. CDIC communicates its commitments and expectations to users verbally and in writing. Users must also support the conservation and ethical usage of the collection, as well as sustainable and equitable access to the collection.

Outreach Program

CDIC's first priority is promoting its mission and the unique and innovative nature of its collection. Its next priorities are access and education services. The communication plan plays an important role in this regard.

CDIC also seeks to expand opportunities to send a simple and positive message to target audiences, in order to promote the collection and to encourage contributions and donations. Volunteers, contributors and users are also encouraged to discuss the collection and make its mission known within their social networks. CDIC aims to gather and update volunteer, contributor and user testimonies and quotes.

CDIC also aims to promote the organization on social media, during conferences, exhibitions, guided tours and special events, as well as through the support of affiliated organizations.

Borrowing Artefacts

CDIC does not lend out original artefacts to individual users. However, CDIC can make arrangements for museums or educational institutions to borrow a group of artefacts for

exhibitions coordinated by professional curators, under the condition that the borrowers can ensure the safety of the artefacts and cover the costs of transportation and all required insurances.

Measures in the case of breaches of policy or reproduction rights

CDIC reserves the right to limit or restrict access to its collection if users do not comply with CDIC policies—specifically to users who do not comply with policies relating to reproduction rights, safe handling of artefacts, respecting of other users.

RESPONSIBILITY

Board of Directors

EXPECTED OUTCOME

It is hoped that the implementation of this policy will have three positive effects for CDIC's development and sustainability. Firstly, access to the collection should act as leverage to increase contributions, which is why it is important to properly regulate and document access. Next, references in publications and articles in many different fields will help to inform the public about the collection. Therefore, it is important to properly manage reproduction rights. Finally, it is hoped that the collection will become an opportunity for networking among users and for ever more diverse, innovative and in-depth narratives around children's expression and the importance it holds in society.

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