

COLLECTIVE ACCESS DATABASE – APPLICATION

Legal Name of Organization			
Address (Museum)			
City or Town		Postal Code	
Telephone (Museum)		Telephone (contact person)	
E-mail (Museum)			

1. How many objects are in the museum's collection?

2. Is there a dedicated, year-round employee or volunteer available for collections work?

☐ Yes ☐ No

If not, who will be responsible for collections-related activities?

3. Who will be responsible for ensuring the \$150 annual fee will be paid to the Association Heritage New Brunswick?

4. Does your institution own a computer?

☐ Yes ☐ No

5. How old is the computer?

6. Does your institution currently have a digital (on a computer) or paper-based collections management system?

☐ Digital ☐ Paper

If Digital:

- a. What program does your institution use and how long has it been in use?

Program Name (and version): _____

☐ Less than one year ☐ 1 – 3 years ☐ More than 3 years

- b. What percentage of the collection has been digitized?

Artifact records: _____ Images: _____

- c. How many museum staff or volunteers are trained in the use of the software?

- d. Are you able to send Heritage Branch an export of your current database?

☐ Yes ☐ No ☐ Maybe/I may need assistance

7. Do you have reliable high-speed internet access in the cataloguing area?

☐ Yes ☐ No

8. On average, how many hours per week are dedicated to collections work? (Please include an estimate for the summer season as well as the winter season if they vary.)

9. Who will be trained in the use of the new database? Please note that this could include staff, seasonal employees, volunteers, and board members.

By completing and submitting this application form to archaeology-heritage@gnb.ca, we certify that the above information is accurate to the best of our knowledge. Should our organization be approved for transfer to the Collective Access database, we agree to work with Heritage Branch and the Association Heritage New Brunswick to ensure that our organization has the capacity and resources to maintain best practices and standards, and to use the database appropriately.

We will commit to using the Collective Access database for our collections management purposes for a period of at least three (3) years, at which time we may re-evaluate and discuss with stakeholders whether or not to continue using the database. We acknowledge that not all application requests may be approved, or that our organization may be placed on a waiting list to be transferred to Collective Access.

Name (and position)

Date