

AGENDA ADDENDUM

REGULAR MEETING OF COUNCIL

**Monday, February 2, 2015
7:00 p.m.**

**Council Chamber, Municipal Hall
355 West Queens Road,
North Vancouver, BC**

Council Members:

Mayor Richard Walton
Councillor Roger Bassam
Councillor Mathew Bond
Councillor Jim Hanson
Councillor Robin Hicks
Councillor Doug MacKay-Dunn
Councillor Lisa Muri



www.dnv.org

THIS PAGE LEFT BLANK INTENTIONALLY

REGULAR MEETING OF COUNCIL

7:00 p.m.
Monday, February 2, 2015
Council Chamber, Municipal Hall
355 West Queens Road, North Vancouver

AGENDA ADDENDUM

THE FOLLOWING LATE ITEMS ARE ADDED TO THE PUBLISHED AGENDA

9. REPORTS FROM COUNCIL OR STAFF

- 9.6. Revised Collections Policy and Recommended Museum Deaccessions** **p. 5-100**
File No. 1739200.05/001.000

Recommendation:

THAT Council approve the NVMA Commission's Collection Policy as attached to the January 22, 2015 report of the Director – North Vancouver Museum & Archives entitled Revised Collections Policy and Recommended Museum Deaccessions;

AND THAT Council authorizes the NVMA Commission to deaccession 66 artifacts;

AND THAT Council authorizes the NVMA Commission to deaccession 258 unaccessioned objects that have been found in the Museum Collection;

AND THAT Council authorizes the NVMA Commission to dispose of a tugboat engine (accession number 1997.51.1) that Council permitted the NVMA Commission to deaccession in 2013, but did not give permission to dispose of at that time;

AND THAT a process that is acceptable to the municipalities and the NVMA Commission be developed for handling all proceeds from the sale of deaccessioned materials and their use in maintaining the Museum and Archives collections and acquiring new items to augment the collections.

THIS PAGE LEFT BLANK INTENTIONALLY

COUNCIL AGENDA/INFORMATION			
<input type="checkbox"/> In Camera	Date: _____	Item # _____	
<input checked="" type="checkbox"/> Regular	Date: _____	Item # _____	
<input type="checkbox"/> Agenda Addendum	Date: _____	Item# _____	
<input type="checkbox"/> Info Package			
<input type="checkbox"/> Council Workshop	DM# _____	Date: _____	Mailbox: _____

Dept. Manager	 Director	 CAO
------------------	---	--

The District of North Vancouver REPORT TO COUNCIL

Date: January 22, 2015
File: 17.9200.05/001.000
Tracking Number: RCA2011-00167

AUTHOR: Nancy Kirkpatrick, Director, North Vancouver Museum & Archives

SUBJECT: **REVISED COLLECTIONS POLICY and RECOMMENDED MUSEUM DEACCESSIONS**

RECOMMENDATION:

Pursuant to the report of the Director of the North Vancouver Museum and Archives, dated January 22, 2015, entitled "Revised Collections Policy and Recommended Museum Deaccessions":

THAT Council approves the NVMA Commission's Collections Policy (revised August 2014);

AND THAT Council authorizes the NVMA Commission to deaccession 66 artifacts;

AND THAT Council authorizes the NVMA Commission to deaccession 258 unaccessioned objects that have been found in the Museum Collection;

AND THAT Council authorizes the NVMA Commission to dispose of a tugboat engine (accession number 1997.51.1) that Council permitted the NVMA Commission to deaccession in 2013, but did not give permission to dispose of at that time;

AND THAT a process that is acceptable to the municipalities and the NVMA Commission be developed for handling all proceeds from the sale of deaccessioned materials and their use in maintaining the Museum and Archives collections and acquiring new items to augment the collections.

REASON FOR REPORT:

This report: 1) seeks Council's approval of a revised Collections Policy; 2) seeks permission to deaccession and/or dispose a total of 324 objects; 3) provides information about the Commission's rationale for deaccessioning the Harbottle tugboat engine, options for transferring and/or disposing of it and requests approval to dispose of it by public auction.

ATTACHMENTS:

1. NVMA Commission Collections Policy (revised August 2014).
2. List of 46 Museum artifacts recommended for deaccessioning owned solely by the District.
3. List of 20 Museum artifacts recommended for deaccessioning jointly owned by the District and the City.
4. List of 258 unaccessioned objects jointly owned by the District and the City recommended for deaccessioning.
5. Report on Harbottle Engine (1997.51.1) Rationale for Deaccessioning and Options for Transfer or Disposal.

DISCUSSION:

Collections Policy

A Collections Policy governs everything a museum and an archives does to care for and grow its collections and make them available to the public. Through this policy document, the governing authority establishes the institution's guidelines and professional standards for collection stewardship and gives staff members the authority to implement the policy. Collection policies ensure that the institution acquires materials that advance its mission in a legal and ethical manner; that it fulfills its obligations to protect, manage, provide access to, and maintain intellectual control over its collections and their associated records; and that its collections are properly managed, housed, secured, conserved, documented, and used.

The Commission's Collections Policy was last approved by the City and the District of North Vancouver in December 1998. In 2009, using funds from a federal grant, a consultant worked with NVMA staff to re-draft a Collections Policy that would cover the collections of both the Museum and the Archives. In November 2011, the Commission approved a major revision of the Policy. Revisions to individual sections of the Policy were subsequently approved by the Commission in April 2012 (B.6.2.4) and July 2014 (B.6.9). In January 2013, Councils of both the City and the District approved a Deaccessioning Methodology (B.6.8.2) but were not asked to approve a fully revised policy document.

The attached Collections Policy (revised August 2014) incorporates all Policy changes approved by the NVMA Commission, as discussed above. The Commission now seeks District Council's approval of the attached NVMA Commission Collections Policy (revised August 2014). The Council of the City of North Vancouver approved the revised Collections Policy at its meeting on October 6, 2014.

Deaccessions

The NVMA Commission is the sole custodian of the cultural, archival and museum collections owned by the Corporations of the City of North Vancouver and the District of North Vancouver. The Commission's Collection Policy sets out the methodology for deaccessioning (i.e. documenting and removing) materials from the accessioned collection (section B.6.8) and for documenting and disposing of other categories of objects (section B.6.9).

Items on the attached lists have been reviewed by members of the Collections Committee (Director, Assistant Director, Archivist, Collection Manager, Collection Coordinator) and approved for deaccessioning and/or disposal by the Committee and by the NVMA Commission. No single item, in the opinion of the Director, has an estimated fair market value of more than \$1,000.

Items on these lists were reviewed and approved for deaccessioning by the NVMA Commission at three different Commission meetings:

1. At its meeting on July 17, 2014, the NVMA Commission passed the following motion:

Moved by Mr. Heywood and seconded by Ms. Downes:

THAT the North Vancouver Museum & Archives Commission approves the deaccessioning and/or disposal of all 258 objects on the list attached to the July 13, 2014 Director's Report entitled "Recommended Museum Deaccessions #2", according to the provisions of the Commission's Collection Policy, and recommends to the municipal owner of each (City and/or District of North Vancouver as appropriate) that all 258 items be deaccessioned and or/disposed of.

2. At its meeting on October 16, 2014, the NVMA Commission passed the following motion:

Mr. Watt MOVED and Mr. Evans SECONDED

THAT the North Vancouver Museum & Archives Commission approves the deaccessioning and/or disposal of all 218 objects on the three lists attached to the October 9, 2014 report entitled "Recommended Museum Deaccessions #3" according to the provisions of the Commission's Collection Policy, and recommends to the municipal owner of each (City and/or District of North Vancouver as appropriate) that all 218 items be deaccessioned and/or disposed of.

3. At its meeting on December 18, 2014, the NVMA Commission passed the following motion:

Mr. Heywood MOVED and Councillor Bell SECONDED

THAT the North Vancouver Museum & Archives Commission approves the deaccessioning and disposal of all 936 objects on the lists attached to the report dated December 15, 2014 entitled " Recommended Museum Deaccessions #4", and recommends to the municipal owner of each (the City and/or the District of North Vancouver, as appropriate) that all 936 items be deaccessioned and disposed of according to the provisions of the Commission' s Collections Policy.

[NOTE: At the three Commission meetings noted above, the NVMA Commission recommended that the City and/or the District of North Vancouver Council approve the deaccessioning and/or disposal of a total of 1,412 objects. Of these, the District has full or joint ownership of the 324 objects described on the attached lists of proposed deaccessions.]

According to section D.15 of the Commission's establishing Bylaws (City of North Vancouver Bylaw No. 6019) and District of North Vancouver Bylaw No. 6789), all items recommended by the NVMA Commission for deaccession will be referred to the owner (City and/or District of North Vancouver) for final approval.

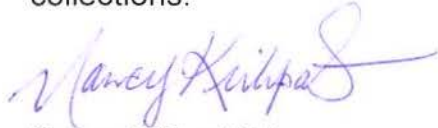
Harbottle Engine

The NVMA has made significant attempts (outlined in the attached report) to find a public/non-profit organization to which the Harbottle Engine could be transferred. However, our efforts have been unsuccessful. We believe we have made reasonable efforts to fulfill our obligations under the gift agreement and can freely dispose of the engine with little risk to the NVMA Commission or the City or the District of North Vancouver. Accordingly we wish to proceed to sell the Engine at public auction and are seeking Council's approval for its disposal.

INTER-DEPARTMENTAL AND INTER-MUNICIPAL IMPLICATIONS:

Companion reports are being prepared for submission to the Mayor and Council of the City of North Vancouver containing lists of objects owned solely by the City and recommended for deaccessioning, as well as objects owned jointly by the City and the District that are recommended for deaccessioning and unaccessioned objects owned jointly by the City and the District that are recommended for disposal .

A list of all items formally deaccessioned will be provided by the Commission to the Purchasing Department of the City of North Vancouver so the items can be deleted from their Master list and the necessary adjustments, if any, can be made to insurance coverage for the collections.



Nancy Kirkpatrick
Director, North Vancouver Museum & Archives

REVIEWED WITH:	REVIEWED WITH:	REVIEWED WITH:	REVIEWED WITH:
<input type="checkbox"/> Sustainable Community Development	<input type="checkbox"/> Clerk's Office	External Agencies:	Advisory Committees:
<input type="checkbox"/> Development Services	<input type="checkbox"/> Corporate Services	<input type="checkbox"/> Library Board	<input type="checkbox"/> _____
<input type="checkbox"/> Utilities	<input type="checkbox"/> Communications	<input type="checkbox"/> NS Health	<input type="checkbox"/> _____
<input type="checkbox"/> Engineering Operations	<input type="checkbox"/> Finance	<input type="checkbox"/> RCMP	<input type="checkbox"/> _____
<input type="checkbox"/> Parks & Environment	<input type="checkbox"/> Fire Services	<input type="checkbox"/> Recreation Commission	
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Human resources	<input type="checkbox"/> Other: _____	
	<input type="checkbox"/> ITS		
	<input type="checkbox"/> Solicitor		
	<input type="checkbox"/> GIS		



NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION

COLLECTIONS POLICY **(Revised August 2014)**

COLLECTIONS POLICY HISTORY

The Commission's Collections Policy has been revised several times since the late 1990s:

- 1998 (December) – Collections Policy was amended and approved by the Commission
- 2011 (November) – A completely revised Collections Policy was approved by the Commission
- 2012 (April) – Revised Section B. 6.2.4, "Designation of Municipal Ownership", was approved by the Commission, which also recommended approval of the complete April 2012 Collections Policy by the Councils of the City and the District of North Vancouver.
- NOTE: Due to timing issues that conflicted with other NVMA and municipal projects, the City and District were not asked to approve the 2012 revision of the Collections Policy.
- 2013 (January) – City and District Councils approved Section B. 6.8.2, "Deaccessioning Methodology" of the Collections Policy, but they were not asked to approve the Policy as a whole.
- 2014 (July) – New Section B. 6.9 "Other Categories of Objects" was approved by the Commission.
- 2014 (August) – A new version of the Collections Policy (revised August 2014), incorporating the new Section B. 6.9 was prepared
- 2014 (September) – A complete Collection Policy (revised August 2014) was submitted for approval to both municipalities.

**NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION
COLLECTIONS POLICY**

Table of Contents

PART A: PREAMBLE AND BACKGROUND

A.1	PREAMBLE	1
A.2	INTENT OF THE POLICY	1
A.3	STATEMENT OF AUTHORITY	1
A.4	MISSION STATEMENT	2
A.5	HISTORY OF THE NVMA	2
A.6	ETHICS OF COLLECTING	4
A.7	MONITORING, REVISING, IMPLEMENTATION AND COMPLIANCE	5

PART B: MUSEUM COLLECTION POLICY

B.1	HISTORICAL BACKGROUND OF MUSEUM COLLECTION	5
B.2	MUSEUM STAFF ROLES AND RESPONSIBILITIES	6
B.3	PURPOSE AND SCOPE OF THE COLLECTION	7
B.4	ACQUISITIONS POLICY	8
B.5	NVMA COLLECTION CATEGORIES	9
B.6	MUSEUM COLLECTION MANAGEMENT ACTIVITIES	11

PART C: ARCHIVES COLLECTION POLICY

C.1	HISTORICAL BACKGROUND OF THE ARCHIVES	23
C.2	STAFF ROLES AND RESPONSIBILITIES	24
C.3	PURPOSE AND SCOPE OF THE ARCHIVES COLLECTION	25
C.4	ACQUISITION POLICY	26
C.5	ARCHIVES COLLECTION MANAGEMENT ACTIVITIES	27

PART D: DEFINITIONS 32

PART A: PREAMBLE AND BACKGROUND

A1. PREAMBLE

The North Vancouver Museum and Archives Commission (hereafter “NVMA”; “Commission”) is the sole custodian of the cultural, archival and museum collections owned by the Corporations of the City of North Vancouver and the District of North Vancouver. While retaining ultimate responsibility for the maintenance of materials held in public trust, the Councils of the City and District have agreed to delegate the management and development of the collections to the North Vancouver Museum and Archives Commission in their respective establishing Bylaws (City of North Vancouver Bylaw 6719 (1995) and District of North Vancouver Bylaw 6789 (1995)).

A2. INTENT OF THE POLICY

The intent of the Collections Policy is to define the nature and scope of the collections to be managed and developed, and to define the professional and institutional standards and guidelines by which materials will be acquired, documented, maintained and disposed of by the North Vancouver Museum and Archives. This Policy applies to all staff and volunteers.

A3. STATEMENT OF AUTHORITY

3.1 Mandate of the NVMA Commission

From the North Vancouver Museum and Archives Commission Agreement (City of North Vancouver Bylaw 6719 (1995) and District of North Vancouver Bylaw 6789 (1995)):

The Mandate:

An understanding and appreciation of our social, cultural, artistic, political and economic history is an essential and necessary component of the fabric of our community life. The Councils of the City, and District, therefore, mandate the Commission to develop and maintain an appropriate level of museum and archives services, in accordance with commonly accepted standards, to meet the needs and interests of public bodies, corporations and organizations doing business in North Vancouver and private citizens living in the two municipalities.

A4. MISSION STATEMENT OF THE NVMA

We engage, strengthen and inspire our community by exploring history, connecting people and sharing ideas.

4.1 Collections

In furtherance of this mission, NVMA collects, preserves, makes accessible, and interprets materials dispersed in three collections:

- a) Museum Collection
This is comprised of two tiers for accessioned objects – Significant Artifacts, and Community Artifacts.
- b) Archives Collection
Comprised of accessioned archival records
- c) Education Collection
Comprised of unaccessioned materials for use in programs.

The Museum seeks to acquire, preserve, research, interpret and exhibit the tangible and intangible evidence of society and history. The Archives is the custodian of the community's documentary heritage, including public records created by municipal governments and private documents and photographs that record the lives and experiences of residents, businesses, and community organizations. The NVMA's collections preserve our community's collective memory and provide a foundation for the study and understanding of North Vancouver and its people.

4.2 Commitment to Collection Stewardship

The Director and NVMA Commission are committed to providing a professional level of collection stewardship and will work to ensure that adequate personnel and financial resources are provided to undertake an effective collection management program, in accordance with commonly accepted standards, that will be successful in preserving the Museum's collection over the long-term to fulfil the mission of the NVMA.

A5. HISTORY OF THE NVMA

1971

A Centennial Committee was established to form a museum and archives under the direction of William (Bill) Baker. It was housed in the historic Pacific Great Eastern (hereafter "PGE") Railway Station building, moved to Mahon Park from the foot of Lonsdale the same year.

1972

On November 20, 1972, the City of North Vancouver formed a Museum and Archives Committee to administer the museum/archives building in Mahon Park and

the collection of artifacts it contained. The first meeting of the Museum and Archives Committee was held on November 30, 1972 and the name North Shore Museum and Archives was adopted in 1973.

1974

The Archives sub-committee was established. From the outset, it sought professional advice and guidance regarding the development of the Archives.

1976 to early 1990s

The North Shore Museum and Archives moved to the Presentation House Arts Centre, a building—shared with a theatre and a media arts gallery (Presentation House Theatre and Presentation House Gallery)—that had been built as Central School in 1902. The Museum was initially run as a traditional local history museum. It engaged in a wave of collecting to document settler life on the North Shore of Burrard Inlet through 1950. Efforts at developing a Collections Policy and documentation strategy continued through the late 1970s and 1980s.

Early 1990s

Bill Baker retired and a new director (Robin Inglis) was hired in 1991. He professionalized the NVMA and began a two decade long search, still ongoing, for a new facility to replace the aging museum in Presentation House. The Shipyards on North Vancouver's waterfront closed, transferring thousands of artifacts, photographs, documents and plans to the NVMA. Staff members were unable to fully process the huge volume of material transferred at that time, so both the archives and museum collections retain a significant backlog of evaluation and cataloguing work of shipyard related material.

1996

The organization's scope was expanded when two separate municipalities, the City and the District of North Vancouver, agreed jointly to create and fund the North Vancouver Museum & Archives Commission. The first of a multi-year sequence of planning studies for a new museum to be located on the waterfront was undertaken. A referendum was passed by District voters authorizing the borrowing of \$1.5 million for a new heritage services building to house the archives and administration offices. (The old Lynn Valley School was later selected as the site of a new heritage services centre facility (now the Community History Centre) and the archives and offices moved there in 2006.)

1997

The PGE Railway Station building was restored and moved back to its original location on the waterfront to act as a site for costumed interpretation and public walking tours of Lower Lonsdale. Through the 1990s, the Museum and Archives also focused attention on building its school, public, and outreach programming and its archival services. While the archives collection benefitted from professional management, limited attention was paid to collection management issues of the museum collection although acquisitions continued.

Early 2000s

Much of the organization's energy was focused on facilities projects, with little time and few resources available to manage the museum's collection. The organization

created a website and provided limited online access to the museum and archives databases using, respectively, MS Access and Eloquent's "Gencat" system.

2006

The archival collection and the NVMA's administrative offices moved into a new, state-of-the-art Archives facility, called the Community History Centre, while the Museum remained in Presentation House.

2007

Robin Inglis retired and Nancy Kirkpatrick became the organization's third director.

2008

Funding from the City of North Vancouver and the Museums Assistance Program (Department of Canadian Heritage) enabled the museum to launch a multi-year (2008 to 2012) stewardship program to overhaul all aspects of the museum's collections management policies and practices. With input from consultants, staff members, and Commissioners, the NVMA's Collections Policy was revised (between 2009 and 2011), as were all forms and practices associated with the museum collections. Key authors of the revised Collections Policy were staff members Nancy Kirkpatrick (Director), Janet Turner (Archivist), Magdalena Moore (Collections Manager), and consultants Lisa Codd and Caroline Posynick.

2009

The director and a re-invigorated Museum and Archives Commission launched a year-long, consultant-led community engagement process to develop a new vision for a new museum and seek a new site.

2010 to 11

The museum collection records were converted and transferred to a specialized museum database called PastPerfect. The Commission approved a new strategic plan and worked with a developer-funded consultant on a detailed Space and Cost Study for the new facility. In July 2011, the City Council rejected the idea of a museum in central Lonsdale and directed City staff to work with the Commission to find a site for a new museum on the waterfront.

A6. ETHICS OF COLLECTING

6.1 Legal Considerations

- 6.1.1 The Museum and Archives will acquire collections in accordance with the laws of the Province of British Columbia and the Government of Canada, and international agreements between Canada and other countries.
- 6.1.2 The Museum and Archives will only acquire collections that have been legally and ethically acquired by their previous owners. Acquisitions involve a formal transfer of ownership and must be accompanied by a legal document, for example, a completed and duly signed donation form or receipt for purchase.

6.2 Personal Collecting and Conflict of Interest

Personal collecting by NVMA employees and their immediate families shall not compete with the collecting activities of the Museum and Archives. Employees who collect in an area that falls within the scope of the Museum and Archives' collecting activities shall first offer significant objects for acquisition consideration to the NVMA before acquiring such objects for a personal collection. Staff and Commissioners may not use their affiliation with the NVMA to promote personal collecting activities and will conduct their personal collecting activities in an ethical manner. Commissioners and staff may not engage in activities which could reasonably be expected to lead to actual or apparent conflict of interest.

6.3 Co-operation with other Institutions

The North Vancouver Museum and Archives will co-operate with other museums, archives and heritage preservation organizations in order to avoid unnecessary duplication and unseemly competition, and to promote an integrated approach for preservation and interpretation, and sharing of information.

A7. MONITORING, REVISING, IMPLEMENTATION & COMPLIANCE

The North Vancouver Museum Collection Policy should be periodically reviewed for relevance and compliance to ensure it is serving the purpose of managing and caring for the collection.

The Museum and Archives Commission relies on the professionalism and competence of its staff to implement this policy. With respect to the collection, as in other matters, the Commission assumes in good faith that its staff will maintain a level of performance and operation and ethics consistent with the standards established by the British Columbia Museums Association, the Archives Association of British Columbia, the Canadian Museum Association, the Association of Canadian Archivists and the International Council of Museums.

PART B: MUSEUM COLLECTION POLICY

B1. HISTORICAL BACKGROUND OF THE MUSEUM COLLECTION

The early history of the museum collection is recounted in a 1991 report by the NVMA's first director Bill Baker ("Overall Look at the Establishment of the North Shore Museum and Archives"). Collecting activity during the 1970s was haphazard. The first artifacts came from King's Mill, the City Fire Department, the shipyards, Cates Tugs, McDowell's Pharmacy, and a few private individuals. As donated

artifacts poured in, Baker stored them in his basement, in the half basement below old City Hall (now Presentation House) and in garages in different parts of the City. The museum accepted thousands of objects of material culture that documented ways of life, key industries and civic institutions during North Vancouver's early years. An important collection of First Nations objects, the Maisie Hurley Collection (formerly called the Hurley/Rogers Collection) came to the Museum in 1984. Another major collection, the Fred Amess Collection, containing several hundred works of art, was transferred from the City Library to the NVMA in 1994.

The collections quickly outgrew the available storage space and additional storage was found in City facilities, including the jail, the works yard, and the upper two floors of a bank building on Lonsdale. In the late 1980s, the museum collection was moved to a leased 8,500 sq ft warehouse, a former autobody shop and metal fabrication facility. Several large vehicles were acquired, including two City of North Vancouver fire engines and the Harbottle Dairy truck that was donated to the museum in the mid 1990s. The museum also became the custodian of a City-owned, 1908 BC Electric Railway streetcar which was partially restored by museum volunteers.

In 2008, a museum collection stewardship initiative was launched. With the assistance of consultants and a Collections Manager (hired on a four-year term), all aspects of the museum collection were reviewed and brought in line with professional norms. A "Collecting Plan (2010-2015)" was written to connect the NVMA's collecting goals to the new mission, and to the unique historical themes identified through the visioning process. The Plan articulates the central theme of the museum collection ("North Vancouver: shaped by mountains, forest, and sea"), provides structure and focus to the collection and acts as a guide for acquisitions and deaccessions.

The museum, it can be said, was 'object-focused' during its early years. The collection, preservation and display of artifacts of material culture and the dissemination of knowledge through exhibits and programs were considered its primary roles. In recent years, the museum has begun to change its relation to the collection it holds in trust for the public and is moving toward a more 'audience-centred' organizational model. This shift is reflected in the ways the museum thinks about, evaluates, and manages its collection. Going forward, museum artifacts will play a broader role in sparking dialogue, revealing social history, and connecting community members. Objects will be assessed not only in relation to their intrinsic quality, rarity, and significance, but also with regard to their ability to communicate ideas and to convey stories.

B2. MUSEUM STAFF ROLES AND RESPONSIBILITIES

2.1 The Director

Ultimately, the responsibility for care, management, and documentation of the collection lies with the Museum Director, as delegated by the NVMA Commission. Day to day activities in caring for the physical and documentation aspects of the collection are the responsibility of the

Collections Manager. (In the absence of a Collections Manager, the Curator will assume this responsibility.) He/she will employ, delegate or authorize collection management activities that follow the Collecting Plan, as well as policies and procedures that have been determined by the institution, and any relevant related policy approved by the NVMA Commission

2.2 The Staff

- 2.2.1 The Collections Manager, in consultation with the Director and the NVMA Commission, is responsible for establishing policy and priorities for collections management and care, and for drafting and updating supporting procedures.
- 2.2.2 The Collections Manager will be aided in his/her collection management decisions and in the scheduling / delegation of activities by a Collections and Acquisitions Committee. The Committee will be formed of appropriate collections, curatorial, programming and Archives staff and will meet regularly to guide improvements in caring for the NVMA's accessioned collection.
- 2.2.3 All staff members have a responsibility for the preservation of the collections, including appropriate physical and intellectual care. This extends to such matters as reporting damage, or supporting collection preservation policies such as limiting food and drink in artifact areas. Staff whose work directly involves them with accessioned material, including employees who curate and manage the collection, and those who educate the community about the collection, have an additional responsibility to act in accordance with the contents of this policy and any relevant procedures which are developed from it.

B3. PURPOSE AND SCOPE OF THE COLLECTION

- 3.1 The collections of the museum will be maintained and developed in accordance with the Mission, Vision, and Values statements approved from time to time by the NVMA Commission and the current NVMA Collecting Plan.
- 3.2 The geographical area to be reflected in the collections of the North Vancouver Museum is deemed to consist of those lands stretching back from Burrard Inlet between the Capilano River in the west to Indian Arm in the east, forming the municipalities of the City of North Vancouver and the District of North Vancouver. Some objects not originating on the North Shore or within our geographic boundaries may be acquired in support of themes identified in the NVMA Collecting Plan.
- 3.3 The purpose of the museum collections is to preserve artifacts that provide a resource for research, exhibition, education and community building. Among the NVMA's prime responsibilities are to maximize the use of collections in programs developed and administered by the museum at its principal location(s) in North Vancouver; to support programs generated by other

organizations within the jurisdiction of the two municipalities that constitute "North Vancouver"; and to co-operate with organizations developing exhibitions or educational programs beyond the boundaries of "North Vancouver".

B4. ACQUISITION POLICY

4.1 Definition of Acquisition

Acquisitions to the Museum involve artifacts acquired through a legal transfer of ownership. They are the result of bequests, exchanges, field collection, gifts, purchases, or transfers. These items may be acquired from individuals, organizations, businesses, the City or District of North Vancouver or other sources.

4.2 Priorities of Collecting

The North Vancouver Museum will typically acquire artifacts that relate directly to, or may be illustrative of, the history and development of North Vancouver.

4.3 Criteria of Collecting

The following criteria will assist in determining, within the context of the priorities outlined above, those artifacts to be brought into the museum collection:

- 4.3.1 Relationship to a subject area, person(s), organization, or event that is relevant to North Vancouver and the North Vancouver story and/or to the NVMA Collecting Plan's thematic framework which identifies eight key sub-themes: First Nations; Early Industry; Transportation; Outdoor recreation; Notable individuals and creative citizens; Contemporary industry; Immigration and settlement; and Community development.
- 4.3.2 Relationship to item(s) already in the museum and archives collections.
- 4.3.3 Quality; rarity; historical, artistic or cultural, scientific or technical value; representative of North Vancouver
- 4.3.4 Completeness of documentation.
- 4.3.5 Practical value of the proposed acquisition for exhibition, study or research, or for museum educational programs.
- 4.3.6 Availability of appropriate storage and / or exhibition space

4.3.7 Condition and cost, including the potential costs of maintenance and conservation.

The application of these criteria to a particular acquisition is determined by the Director, working with recommendations from designated staff. At all times the staff of the Museum and Archives reserves the right to refuse artifacts or archival materials considered to be inappropriate for the collections. See section B.6.2.1 for additional requirements for acquisition to the Museum collection.

4.4 Authority to Acquire

4.4.1 Authority to purchase and to accept donations of artifacts and archival materials is delegated to the Director, who may delegate day to day responsibility for acquisitions to the Curator, Collection Manager and/or Archivist. No less than once in each calendar year, the Director will report a list of accessions to the North Vancouver Museum and Archives Commission either through the NVMA Annual Report or as a list attached to the minutes of the Commission meeting to which it is presented.

4.4.2 Acquisitions that may impact significantly on the NVMA's budget will only be processed with the approval of the Commission following receipt of a report from the Director who will provide an "all inclusive" cost estimate of the proposed acquisition to the Commission.

4.4.3 The Director, Assistant Director, Collections Manager, Curator, and Archivist may cultivate prospective donors and actively encourage the donation of material that will enhance the holdings of the Museum and Archives.

B5. NVMA COLLECTION CATEGORIES

The NVMA's collections are made up of three main groups: archival, museum, and education collections. Transfer between these groups is at the discretion of NVMA staff, with the approval of the Director. Documentation of transfers will be maintained by the Archivist and/or the Collection Manager. Materials transferred from either accessioned collection to the education collection will first be deaccessioned.

This section of the policy deals with the management of the NVMA's museum and education collections. Policy for the management of the archival collection is provided in Part C.

5.1 Museum Collection

The North Vancouver Museum's accessioned collection is held in the public trust and is made of two tiers: Significant Artifacts and Community Artifacts. Objects are assigned to a tier by the Director, who will take into consideration recommendations of the staff Acquisitions Committee. Transfer

between tiers in the NVMA collection will be at the discretion of the Director, with consideration given to the recommendations of staff.

5.1.1 Significant Artifacts

Artifacts in the Significant Artifact tier ("Tier One") shall have a direct and significant association with the story of North Vancouver and will be accessioned and held in the public trust. The criteria outlined in the Collecting Plan and on the Acquisition Significance worksheet will assist staff in determining the significance of an artifact. The care of the Significant Artifact tier will be in line with an expectation to maintain the physical and intellectual integrity of these artifacts for at least one hundred years. The Museum Conservation Policy applies to the Significant Artifacts collection, which shall receive the highest standard of care and priority for documentation, maintenance and conservation, and may be made available for loan to other museums providing an appropriate level of care. Handling will be by staff trained in museum artifact handling. It is expected that Significant Artifacts will make up approximately 20% of the NVMA Museum Collections. Their acquisition, accessioning, deaccessioning and disposal are governed by this policy document.

5.1.2 Community Artifacts

Artifacts in the Community Artifact tier ("Tier Two") consist of objects that are not expendable, although they are not significant enough to warrant the highest level of care or documentation, and may include objects that do not have a direct association with North Vancouver but have an important role to play in programming and exhibitions. They are accessioned and held in the public trust. The care of the Community Artifacts collection will be to a standard to preserve the integrity of the object for twenty-five to fifty years. Objects in this tier may be used to enhance exhibits and programs on NVMA premises and may be loaned to public community organizations that can demonstrably provide an appropriate level of care. Handling will be provided by trained NVMA staff. Such objects are expected to make up approximately 80% of the NVMA Museum Collections. Their acquisition, accessioning, deaccessioning and disposal are governed by this policy document.

5.1.3 Education Collection

The Education Collection is made up of materials that are not accessioned into the NVMA Collection or held in public trust. They may include replicas and copies, duplicates of artifacts and documents, or objects, films, and books used in programs, training or for reference. Objects in the Education Collection are replaceable and may be used in less controlled settings, such as schools and outdoors in public events, and may be handled by non-NVMA staff. Their acquisition should relate to current and anticipated projects. An inventory of this collection will

be maintained. The inventory should be reviewed annually to determine whether any materials in the Education Collection should be transferred to either of the other NVMA collections.

Decisions regarding acquisition and disposal of objects used in programming may be made by Education/Programming staff. Materials recommended for removal from the Education Collection, and the method of disposal, will be approved by the Director.

5.2 Municipal Collections of North Vancouver

5.2.1 Material Held at the NVMA

Official gifts given to the Mayors or Municipalities are included in this category of material stored at the NVMA. (Objects related to official sister city relationships or mayoral gifts may fall within this group.) Upon transfer of such objects and their documentation from the municipalities, comes the expectation of care and maintenance by the NVMA. This group of material does not include items from construction demolitions, traffic signs, or other like civic-owned objects stored at the NVMA or its facilities, but is limited to material that is created and organized by the municipalities in their official business.

An inventory of this material will be maintained. Memoranda of understanding between the NVMA and the City and District of North Vancouver will be used to clarify the material and responsibility of care and maintenance of, and access to, collections that are in NVMA's possession but for which custodial responsibility has not been transferred to NVMA.

5.2.2 Material Not Held at the NVMA

The NVMA has no custodial responsibility for material from municipal collections that are held on municipal property, although NVMA staff will provide advice to the municipalities in displaying and maintaining such collections. These materials include the City of North Vancouver art collection and the Jack Loucks Native Art Collection displayed at City Hall. The NVMA will also seek to provide advice and assistance regarding the care of other municipally owned heritage assets, such as the City of North Vancouver's Streetcar #153, the stern and propeller of former victory ships built at Burrard Dry Dock, and the PGE Station.

B6. MUSEUM COLLECTION MANAGEMENT ACTIVITY

6.1 Museum Documentation

The Museum will make and maintain a record, suitable for easy public access, of all items acquired for the collections. This section of the Collections Policy deals primarily with the management of the NVMA's museum collection.

Policy concerning the management of the archival collection is provided in Section C of this document.

Creation and maintenance of documentation of the Museum's collection is the responsibility of the Collection Manager. Documentation of each artifact will include all associated paper files and the creation of a database record which includes its unique accession number, acquisition mode, donor name and contact information, name and description of artifact, and any known history of use. The Museum uses the Chenhall terminology system to name artifacts and complies with CHIN and other professionally recognized data standards.

6.1.1 Paper Files

The Museum will maintain forms including, but not limited to, collection management activities such as temporary deposit, donation, acquisition, loans in and out, deaccession, condition reports. A paper file system organized by accession number will be used to contain all documentation for each accession, including, but not limited to, all correspondence, documentation of the legal transfer of ownership, condition reports, research, and appraisals.

The Museum will use documented procedures for acquisition requirements, acquisition steps, exhibits, loans in and out, deaccession requirements and steps for deaccessioning.

6.1.2 Computer Database

The Museum will maintain and update a computer database that organizes the information about the collection for ease of electronic access. The Chenhall system and other professionally recognized metadata systems should be adhered to in order to enable use of this data in shared online settings.

6.2 Acquisitions

6.2.1 Requirements

Material accepted into the museum collection should meet collecting criteria outlined in B.4.3. Before such material is accepted, it must be confirmed that the owner can transfer free clear title to the object, and that the object has an established and ethical provenance. The object should be in acceptable condition, and the NVMA should have the resources to adequately care for, store, and document the object. Typically, new acquisitions should not duplicate artifacts already in the collection; they should be unique objects that could not easily be borrowed from a local institution. All acquisitions should be without restrictions and, wherever possible, all material should have rights conveyed/transferred to the NVMA. If a transfer is not possible, the entity that holds these rights ought to be identified, with any copyright

restrictions clearly stated and agreed in writing by both the donor and the NVMA.

6.2.2 Conditional Acquisitions

In normal circumstances, no acquisitions will be made whereby the conditions of acquisition may restrict the use or disposition of an object, or group of objects, in fulfilment of the goals of the institution. If restrictions are attached to an acquisition, a reasonable date for their termination will be set.

6.2.3 Authentication

Identification and authentication of materials external to the institution's own collections will be given only for professional, scientific or educational purposes, and not for profit or commercial purposes.

6.2.4 Designation of Municipal Ownership

Each acquisition is assigned a municipal owner (City, District, or joint) as outlined in section D.14 of City of North Vancouver Bylaw 6719 (1995) and District of North Vancouver Bylaw 6789 (1995). Ownership of acquisitions to the museum collections accessioned on or before December 31, 1995 is assigned to the City. Ownership of donations and transfers from either the City or the District is assigned to the originating municipality. Ownership of acquisitions to the museum collections from sources other than the municipalities of North Vancouver, which were accessioned after December 31, 1995, is assigned jointly to both municipalities.

6.3 Collections with Strong Cultural Associations

6.3.1 Identifying objects of cultural significance

The NVMA will work closely with cultural groups (i.e., First Nations) to ensure that objects are properly identified through documentation and, if public viewing is acceptable, are displayed in a respectful manner when they are exhibited or are displayed online.

6.3.2 Access to collections for cultural purposes

Upon written request, the NVMA may allow access to material that is culturally important to the associated cultural group. In special circumstances, these objects may be temporarily lent to the groups for cultural purposes (i.e., ceremonies) with specific written permission granted by the Director.

6.3.3 Funerary and other significant right-of-passage objects

These objects will be handled and documented in accordance to the wishes of the associated cultural group and they will not be displayed without expressed written consent of the associated cultural group.

6.3.4 Repatriation

Repatriation raises complex issues. Determining the route an artifact took to become part of the Museum's collection can involve incomplete, muddied or contradictory evidence, whether written or oral. In some cases, it is clear that an artifact was not acquired ethically and should be repatriated to its community. At the same time, the Museum takes seriously its role as a public repository and seeks to explore all options to work with the requesting community or individual to adhere to the spirit of repatriation request, for example, by providing special access, loans, and respectful storage and display.

6.4 Access to NVMA Collections

Individuals or representatives of other institutions shall, at the discretion of an authorized member of the NVMA staff, have reasonable access to the collections of the North Vancouver Museum for research and information gathering purposes. Access to the collection and its associated materials is subject to the relevant Privacy and Freedom of Information legislation.

6.4.1 Museum collection

The NVMA shall post hours for public access to the exhibition galleries.

Public access to collections in storage may be granted upon special request.

6.4.2 Metadata

Information about the collection will be shared with other institutions upon request, as well as professional museum and archives associations.

Sharing the NVMA's metadata online should only be done with full knowledge of the project, the data ownership, and any proprietary and /or copyright issues that may be associated working with other institutions or organizations. All requests for metadata sharing must be approved by the Director.

6.5 Rights Management

Copyright is a complex topic, and reference to the Copyright Act may need to be made on a case-by-case basis. Copyright has physical and intellectual components: it is not transferred with simple possession, as often the

copyright remains with the creator of the material. It is imperative that NVMA researches and understands its material before going forward with exhibiting, reproducing, photographing or using the material in an electronic manner. This includes material with trademarked images incorporated into the work.

6.5.1 At the time of donation

Wherever possible, the intellectual and exhibition rights to material acquired by the Museum should be obtained at the time of donation. A credit line for display should be determined and documented on the donation form. If the donor is also the copyright holder, and wishes to retain copyright, this should be clearly indicated on the donation form and agreed to by both the donor and the NVMA.

6.6 Loans

Loans are primarily made to and from the Museum for exhibition, research or conservation purposes.

6.6.1 Formal Agreement

All loans, incoming and outgoing, must be subject to a signed agreement.

6.6.2 Insurance value

All incoming and outgoing loans to the Museum must be accompanied by an insurance value established by the lender (incoming) or the NVMA (outgoing) and accepted by the Director or his/her delegate.

6.6.3 Documentation

All loans should have a complete set of documentation, maintained by the Collections Manager, that includes a detailed reason for loan, a description of the material, condition and/or conservation concerns, its insurance value, and the length of loan. It should include all correspondence associated with setting up the loan, plus costs and reimbursements of the loan. Periodic checks of all loan documentation will ensure all loans are up-to-date.

6.6.4 Incoming

The Director, upon the recommendation of authorized staff members or guest curators, may approve temporary and short-term incoming loans. Such loans will be for research, exhibition and program use.

Incoming loans should be verified and inventoried to ensure the loan form matches the material that arrived. Loans should also be inspected upon arrival for any damage. Any immediate – or

subsequent – evidence of damage should be immediately reported to the lender.

6.6.5 Outgoing

Authority to Make Loans

No commitment to lend artifacts to another custodial institution may be made without the approval of the Director or his/her authorized delegates. Loans to a commercial concern for promotional purposes, or for the purpose of profit, are not in the spirit of the public trust placed in the NVMA. Loans should promote the mandate and goals of the NVMA and not bring embarrassment or disrepute upon NVMA or any community represented by the loaned artifacts.

The Collection Manager will evaluate material considered for loan for suitability for the travel and exhibition conditions proposed by the borrower, and a condition report will be made. Returning material also needs a condition evaluation and comparison with the outgoing condition report to ensure there was no damage during the loan period. Any signs of damage shall be documented and brought to the attention of the borrower immediately.

Requirements of Borrowers

Loans to other custodial institutions or to interested organizations will only be considered if the borrowing institution or organization can provide a level of care and security for the material(s) equal, at least, to that provided by the North Vancouver Museum and Archives; also, if there are no restrictions or covenants on the use of the materials which would be violated by the proposed loan. All lending institutions or organizations must agree to give full recognition, in any public display of loaned materials, to the North Vancouver Museum and Archives.

It is the borrower's responsibility to provide and pay for transportation of the loan to its destination and return to NVMA, as well as any incumbent costs associated with the loan such as preparation, monetary appraisal, mountmaking, packing and crating. These costs may be waived, reduced, or shared, at the Director's discretion.

6.6.6 "Permanent" and Long-term Loans

The Museum and Archives will not accept in-coming "permanent" loans and will not be party to any "permanent" loan arrangement - incoming or outgoing - with any person or organization. All loans must have a termination date clearly stipulated at the time of their acceptance or release. Normally, in order to avoid custodial responsibilities and expenses and exposing North Vancouver Museum and Archives' material to undue risk over a long period of time, no loan agreement,

whether incoming or outgoing, will be for a period of more than two (2) years.

6.6.7 Personal Use

There shall be no loan of any artifacts from the collections to any individual or organization for personal use or display, unless it is for accepted cultural reasons, documented by the Curator or Collections Manager and approved in writing by the Director.

6.7 Risk Management

6.7.1 Monetary Appraisals

The Museum and Archives will not provide monetary appraisals for any purposes external to those of the institution.

6.7.2 Income tax receipts

Upon receipt of a memo and any accompanying documentation, as per City of North Vancouver requirements, the Corporation of the City of North Vancouver issues tax receipts for donations to the NVMA collections. Copies of the receipts shall be kept in the accession file.

Donors wishing to receive a charitable donation receipt for income tax purposes must substantiate the fair market value of the donated object and may be required to provide, at their cost, an independent appraisal to determine the value of their donation. If, in the opinion of the curatorial/collections staff and the Director, the donation is worth more than One Thousand Dollars (\$1,000), at least one independent appraisal should be obtained before a receipt can be issued.

6.7.3 Insurance

Insurance at the NVMA is described in Attachment D of District of North Vancouver Bylaw 6789 and City of North Vancouver Bylaw 6719:

Insurance

D.12 The Commission shall arrange for insurance coverage for any exposures of consequence, including

- a) at a level recommended by the Municipal Insurance Association that is acceptable to the treasurer for the City and the District, but in any case not less than \$2,000,000 per event of public liability in respect of programs operated or sponsored by the Commission, and
- b) replacement cost and property damage incurred on the physical plant and equipment, vehicles, goods, chattels, monies and securities in the care, custody and control of the Commission;

and copies of the insurance policies or binders shall be sent to the Treasurers of the City and the District.

Insurance for the museum and archives collections, as of 2010, is covered by the City of North Vancouver under the municipal insurance policy.

6.7.4 Security

Collections storage and exhibitions shall be properly secured and monitored, with controlled access points to prevent unauthorized access.

Copies of donation forms should be stored at a site separate from the storage of the collection that the forms describe.

Information on the museum collections that relates to the donors and appraisal values should be protected with limited access, both the written forms and electronic records and databases.

Computer databases and spreadsheets should be backed up, with a copy of each database stored on an off-site server. A copy of each of the databases should be backed up every three months, making a separate copy to be burned to disk and stored off site.

6.7.5 Privacy

All completed NVMA forms shall be stored in a locked, fireproof cabinet.

Information such as donor address and collection monetary values and appraisals, shall not be publicly visible on the NVMA database or publicly accessible files.

Credit lines for objects coming into the collection should be clarified at time of donation or loan.

6.8 Deaccessions

6.8.1 Definition

Deaccessioning involves the documented and approved removal of materials from the accessioned collections. As a result of changing perspectives, the goals and priorities of the institution, the acquisition of superior examples of items already in the collections, and redundancies that may occur or become apparent, it is acceptable practice and indeed desirable from time to time to deaccession materials from the collections.

6.8.2 Methodology

The North Vancouver Museum and Archives will maintain rigorous and uniform procedures and documentation for the deaccession process.

- 6.8.2.1 Action regarding the disposal of artifacts will be initiated by the curatorial/collections staff, which will make recommendations to the Director. The North Vancouver Museum and Archives will not dispose of any item in its collections contrary to the terms upon which it was given or bequeathed. If practical and reasonable to do so, the institution will notify the donor if it intends to remove donated items from the collections.
- 6.8.2.2 Materials being considered for deaccession will be thoroughly investigated.
- 6.8.2.3 A record of the circumstances and conditions of the deaccession of every item will be made and retained as part of the institution's collection records.
- 6.8.2.4 The Director, at his/her discretion, may override any of the procedures set out in B.6.8.2.1 and B.6.8.2.2 if he/she determines that the material considered for deaccession is not of sufficient quality or significance and has an estimated value of less than \$1,000.
- 6.8.2.5 The Director will seek formal approval from the Museum and Archives Commission for permission to proceed with the deaccession of each item under consideration. A list of items and the reason(s) for recommending their deaccession will be provided to the Commission. This list, with any deletions deemed appropriate by the Commission, will form part of the retained record of the meeting and will be referred to the owner (City and/or District of North Vancouver) for final approval in keeping with the North Vancouver Museum and Archives Commission Agreement D.15.
- 6.8.2.6 Materials will be disposed of according to their nature and the circumstance in one of the following ways:
 - a. transfer of ownership, outright or as part of an exchange, to another public institution or organization;

- b. sale in the public market place in a manner that will best protect the interests and objectives of the North Vancouver Museum and Archives;

or

- c. destruction.

6.8.3 Limitations to Receipt of Deaccessioned items

No member of the staff of the Museum and Archives, nor any member of the Museum and Archives Commission, nor any member of the Councils of The Corporation of the City of North Vancouver and The Corporation of the District of North Vancouver, nor Employees of either the City or the District of North Vancouver who are involved in the deaccessioning and/or disposal of items may buy or receive any materials deaccessioned from the collections. The purpose of this policy is to eliminate actual or apparent conflict of interest in the deaccessioning process.

6.8.4 Compliance with Laws

The deaccession process will adhere to the applicable laws of British Columbia and Canada, and to any international agreements and treaties.

6.8.5 Use of Revenue

All proceeds must be deposited in a Special Purpose Fund to be used to develop and maintain the collections of the owner municipality. In the instance that the deaccessioned, sold material is owned jointly by the municipalities, the proceeds shall be shared equally between them. All monies generated through the sale of materials from the collections shall be used in one of two ways:

- a. to purchase other items for the cultural, archival or museum collections of the respective owner(s) for which the North Vancouver Museum and Archives will be the custodian;

or

- b. to meet the cost of a suitable expenditure for the care, maintenance and preservation of the respective owner(s) collection.

6.8.6 Accidental Loss/Destruction

In the event of accidental loss (theft, unaccountable disappearance) or destruction of an item in the collection, the Director will report such loss to the Museum and Archives Commission.

6.8.7 Report to City and District Authorities

A list of all items formally deaccessioned or deemed to be lost shall be provided to the Purchasing Department of the City of North Vancouver so that the items can be deleted from the Master List held by that Department, and so that the necessary adjustments, if any, may be made in insurance coverage.

6.8.8 Documentation

There shall be complete files kept on the deaccession process, organized first by year and then by object number. Photographs of each deaccessioned object should be attached to the paperwork, and the computer file should be retained but closed off from the main museum collection database.

6.9 Other Categories of Objects

6.9.1 Definitions

In addition to accessioned objects, the Museum collection contains objects that are:

- Undocumented and found in inventory;
- Documented objects for which ownership is insecure;
- Internal Transfers between the Museum and Archival collections; and
- Unclaimed Loans and Abandoned Property.

6.9.2 Undocumented and Found in Inventory Objects

Undocumented objects are similar to collection items and have been found in collections areas with no numbers, no information in their housing, nor any characteristics that might connect them to documentation.

6.9.2.1 The Museum will make every attempt to reconcile undocumented objects to existing documentation. Objects that are not reconciled and remain without status after all attempts to reconcile them to existing records of permanent collection and loan objects fail will be considered found in inventory (INV) objects.

6.9.2.2 The Museum considers undocumented and INV objects to be the property of both municipalities. Undocumented objects will be tracked and documented from the time they are found, and may be used as any object in the Museum collection is used. INV objects may be accessioned into the collection or disposed of according to approved Collection policy. The Museum Collection Manager is responsible for tracking numbers, and for bringing INV objects to the

attention of the Curator and/or Director. INV objects accessioned into the Museum collection will be given numbers in the year of accession and included in any annual report of objects.

- 6.9.2.3 If original documentation is found for an object that has been tracked or accessioned into the collection using an INV number, the object will be returned to its original status and accession number and the INV number will be retired.
- 6.9.2.4 If a claim is made on an undocumented or INV object, either accessioned into the collection or disposed of, the museum will make ad hoc decisions on accepting or challenging the claim.
- 6.9.2.5 Unclaimed objects and INV objects slated for disposal will follow the approved deaccession process as if they are Museum collection objects. In making decisions about how and where to dispose of deaccessioned unclaimed and INV objects, NVMA staff will consider the risk of future claimants coming forward, such as the uniqueness and market value of the object in question.

6.9.3 Accessioned Objects Without Evidence of Secure Ownership

Secure ownership requires evidence of: 1) intention to give on the part of the source; 2) acceptance of the gift by the NVMA; and 3) physical possession.

- 6.9.3.1 Accessioned objects for which NVMA does not have evidence of an intention to give on the part of the source (the first of the three components of transfer of ownership), will be considered to be the property of NVMA.
- 6.9.3.2 The Museum will seek to uncover documentation of the ownership of its accessioned collection.
- 6.9.3.3 The deaccession and disposal of such objects will follow the approved Collections Policy

6.9.4 Internal Transfer between the Museum and the Archives collections

On the Director's approval, objects that are no longer required for the Museum collection may be transferred to the Archives collection, with consideration given to the standard of care provided, and vice versa. The outgoing collection will record the object as transferred. As the Museum and Archives collections are tracked with different accession numbers, any transfers will be assigned a new accession number as per standard procedure for the receiving collection. The former

accession number will be retained as part of the record of the object/material.

6.9.5 Unclaimed Loans and Abandoned Property

Old loans and abandoned property are unaccessioned objects for which NVMA has:

- Possession;
- Evidence that the objects were left for a purpose other than direct acquisition approved by staff such as loan, temporary deposit for consideration for acquisition, identification, etc.;
- Evidence that more than six years has passed since the date of receipt or termination of the loan; AND
- The owner has made no contact with NVMA.

6.9.5.1 Such objects will be considered the property of the Museum if a good faith effort is made by the Museum to notify the owner that the Museum intends to claim ownership (which would allow the Museum to accession, loan, exhibit, transfer, and/or dispose of the object) and no reply is received in the timeframe specified in the notification, typically one month.

6.9.5.2 Decisions about whether to retain the object(s) in the NVMA collections or to dispose of such objects will follow the approved acquisition and deaccession and disposal policy as part of the Museum collection.

PART C: ARCHIVES COLLECTION POLICY

The intent of the Archives Collection Policy is to define the nature and scope of the materials to be acquired by the Archives, and to define the professional and institutional standards and procedures by which materials will be acquired, documented, preserved, made accessible to the public, and disposed of, by the Archives Department of the North Vancouver Museum and Archives.

C1. HISTORICAL BACKGROUND OF THE ARCHIVES

The Archives exists to identify, acquire, preserve and make accessible, material of archival and/or informational value to the City and District of North Vancouver, and to their communities as a whole.

In keeping with the requirements recognized by the archives profession for a viable archival repository, the NVMA has, from its earliest days, appointed a designated archivist to be responsible for its archival holdings. In the four years between the establishment of an Archives Sub-committee in 1974, to the first opening of the Archives to the public in 1979, committee members consulted with professional

archivists from the City of Vancouver, to prepare the archival materials in its custody for use by the public.

Four paid archivists have overseen the development and management of the current holdings: Don Bourdon (1978 to 1980, and earlier as a volunteer), June Thompson (1980 to 1994), Francis Mansbridge (1994 to 2006), and Janet Turner (2006 to present). The management of the archival holdings has kept pace with the development of archival practice in Canada.

Although the NVMA began as an operation of the City of North Vancouver, the Archives Sub-committee (est. 1974) envisaged an encompassing "North Vancouver" acquisition mandate from the beginning:

"The chairman would further propose at this time that discussion be arranged with North Vancouver District and City officials, with the objective of changing the official representation of the Committee to "North Vancouver" from its present "City of North Vancouver". Thus a greater degree of centralization of North Shore archives would be achieved. Once archives are available to be processed, additional funds will be required for more professional or semi-professional services. The additional support of the District may well be essential to the proper fulfilment of the Committee's archival responsibilities."

Annual Report of the Archives Sub-committee, 1974

This goal was fully realized in 1996, with the establishment of the North Vancouver Museum and Archives Commission. In 2006, the Archives moved from Presentation House to the new Community History Centre in Lynn Valley, thus bringing all its holdings under one roof, and providing storage capacity suitable to the acquisition mandate.

C2. STAFF ROLES AND RESPONSIBILITIES

2.1 The Director

Ultimately, the responsibility for acquisition, care, management, and documentation of the collection lies with the Director, as delegated by the NVMA Commission. Day to day management of the archival holdings is the responsibility of the Archivist. He/she will employ, delegate or authorize collection management activities that follow the policies and procedures that have been determined by the institution.

Authority to purchase and to accept donations of artifacts and archival materials is delegated to the Director, who delegates day to day responsibility for acquisitions to the Archivist. No less than once in each calendar year, the Director will report a list of accessions to the North Vancouver Museum and Archives Commission. Each list will be attached to, and form part of, the minutes of the meeting to which it is presented.

2.2 The Staff

- 2.2.1 The Archivist, in consultation with the Director and the NVMA Commission, is responsible for establishing policy and priorities for collections development, management and care, and for drafting and updating supporting procedures.
- 2.2.2 The Archivist is competent to make decisions about acquisitions on the basis of criteria detailed elsewhere in this document. He/she will consult with the Director about prospective donations that present special problems, such as making large demands on resources.
- 2.2.3 The Reference Historian is responsible for the reference and public relations functions of the archives. He/she oversees operation of the reading room, with reference to timely provision of assistance to researchers, and care and security of the collections. The Reference Historian encourages interest in, and use of, archival materials through promotions, programs, and exhibits. This position also reports on emerging trends in research topics and needs.
- 2.2.4 All staff members have a responsibility for the preservation of the collections, including appropriate physical and intellectual care. For example, reporting damage, or supporting collection preservation policies such as limiting food and drink in archival areas. Staff whose work directly involves them with the archival collections, including those who educate the community about the collection, have an additional responsibility to act in accordance with the contents of this policy and any relevant procedures which are developed from it.

C3. PURPOSE AND SCOPE OF THE ARCHIVES COLLECTION

- 3.1 The collections of the museum and archives will be maintained and developed in accordance with the Statement of Purpose of the North Vancouver Museum and Archives approved from time to time and incorporating a Mission Statement, Goals and Objectives and themes illustrative of the 'North Vancouver Story'.
- 3.2 The purpose of the archives collections is to preserve materials that provide a resource for research of all kinds about North Vancouver. The archives' prime responsibility is to maximize the use of the collections for researchers in North Vancouver, including the general public, City and District staff, and NVMA staff. Archives staff provides research support for NVMA exhibits, programs, and educational initiatives. The Archives is also responsible for making its collections readily accessible to users outside the bounds of the geographic area.
- 3.3 The geographical area to be reflected in the collections of the North Vancouver Museum and Archives is deemed to consist of those lands stretching back from Burrard Inlet between the Capilano River in the west to Indian Arm in the east, forming the municipalities of the City of North

Vancouver and the District of North Vancouver. When a particular record creator's operations and activities were in but not confined to the North Shore, the archival records will be deemed to fall within the geographic area. A clear North Shore 'anchor' is needed to justify acquiring the material.

C4. ACQUISITION POLICY

4.1 Modes of Acquisition

The Archives acquires materials in a variety of ways: by donation, bequest, copy loan, purchase, internal transfer (in the case of municipal records), or external transfer (material transferred from other repositories).

4.2 Sources of Acquisition

The Archives' is mandated to acquire the records of public and private organizations, families, and individuals whose lives and activities substantially took place within the geographic area (6.3 above). The principal sources of public records are the City and District of North Vancouver. Private records may be acquired from individuals, families, voluntary organizations, businesses, and quasi-governmental organizations.

4.3 Materials

4.3.1 Archival material

Archival material is all the material created, or received and accumulated, by a person, family or organization in the course of the normal conduct of affairs, and preserved because of its continuing value. These records provide evidence of the activities of their creators in carrying out their everyday affairs in the community of North Vancouver. Such material includes textual records, photographs, sound and moving images, maps, architectural plans, digital files, documentary art, and pamphlets. The 'archives' of a single record creator are unique, aggregate in nature, and treated as single entity, rather than as a collection of discrete items.

Such materials constitute the core of the Archives' holdings, and acquiring such materials is the priority of the Archives program at NVMA.

4.3.2 Reference Material

The term "reference material" refers to material collected or created artificially on the basis of some common characteristic (e.g., a particular subject) for the purposes of research and preservation. This material does not provide evidence of the activities of a creator in the normal conduct of affairs, and therefore lacks an archival nature. However, material of this sort may have substantial informational

value. It may provide both a source of historical information for researchers and a historical context for the archival records in the holdings. This material may be books, maps, ephemera, or reference material collected by a donor, or by the Archives itself. At NVMA, such materials are treated as discrete objects, and form the basis for these important collections: NVMA Main Photograph collection; Maps and Plans collection; Sound and Moving Image collection; Pamphlet collection; Reference library.

4.3.3 General Criteria

The following criteria assist in determining, within the context of the priorities outlined above, those materials to be brought into the archives collections:

- a) Completeness and integrity of the archival records.
- b) Relationship to records already in the Archives, and or collections/objects held by the Museum.
- c) Quality; rarity; historical, scientific or technical value; iconic value representative of North Vancouver
- d) Informational value
- e) Completeness of identification, contextual information, and documentation.
- f) Availability of appropriate storage space and other resources.
- g) Condition and cost, including the potential costs of maintenance and conservation, restoration, and hazard to existing holdings.

The application of these criteria to a particular acquisition is determined by the Director, working with recommendations from the Archivist. At all times the staff of the Museum and Archives reserves the right to refuse materials considered to be inappropriate for the collections.

C5. ARCHIVES COLLECTION MANAGEMENT ACTIVITIES

5.1 Archival Appraisal

This policy recognizes two phases of archival appraisal:

Appraisal for acquisition – assesses the archival value of potential donations, in the light of the mandate and criteria detailed above, to decide whether or not to acquire material. This appraisal occurs before documented donation occurs.

Appraisal for selection – recognizes that archival aggregates often contain material not suitable for long term preservation, such as duplicates, ephemera, and non-archival materials. Such materials are removed, and disposed of as agreed between the donor and the Archives. Such disposition is not to be confused with de-accessioning. This phase of appraisal may occur at any stage of normal processing of records. (See glossary for further discussion)

5.2 Acquisitions

5.2.1 Requirements

Before material is accepted into the archives, it must be confirmed that the donor is authorized to transfer custody of the accession to the archives. If the donor is also the record creator, that authorization is assumed to exist. If the donor acts in an official capacity for the record creator (estate executor, secretary of a voluntary group, records manager), a copy of the minutes, or other documentation, authorizing donation of materials to the archives is requested. The archives should already have the resources to adequately care for, store, and document the material.

All acquisitions should be without restrictions and, wherever possible, should explicitly include copyrights, preferably obtained at the time of donation. If a transfer of copyright is not possible, the entity that holds these rights ought to be identified, with any restrictions clearly stated and agreed to in writing by both the donor and the NVMA.

5.2.2 Conditional Acquisitions

In normal circumstances, no acquisitions will be made whereby the conditions of acquisition may restrict the use or disposition of that material in fulfilment of the goals of the institution. Notwithstanding the above, it is recognized that reasonable privacy restrictions may apply to some acquisitions. If such restrictions are attached to an acquisition, a reasonable date for their termination will be set. Offers of permanent loan of materials are seen to constitute an overly restrictive condition.

5.2.3 Copy Loans

The Archives borrows materials (usually photographs) from owners for the purposes of duplication, in order to make copies accessible to the public. A loan form documents this procedure, and the lender acknowledges by signature the transfer of copyright to the NVMA, and the return of the material. Such copies are added to the Main Photograph Collection. It is always preferable to acquire the originals, and copy loan is only done where the owner is unwilling to donate the originals.

5.2.4 Physical Care of Materials

The NVMA Archives will follow the recommendations of the AABC's 2006 Preservation Assessment, carried out in our current facility (CHC) by Advisory Conservator, Rosaleen Hill.

5.3 Documentation

5.3.1 Accessioning

Accessioning is the process of documenting the transfer of legal and physical custody of acquisitions to the Archives, and their administrative and intellectual incorporation with the Archives collection.

Creation and maintenance of documentation is the responsibility of the Archivist.

5.3.2 Paper Files

The Archives will use established procedures for acquisition and accessioning. The Archives will maintain files of all forms and related documentation arising from these activities. At this time, the authoritative medium for these records is paper.

5.3.3 Descriptive Inventories

Archival material is made accessible through the production of various types of archival finding aids – descriptive tools produced by archivists to establish administrative and intellectual control over archival records. Basic finding aids created include accession records, descriptive inventories, shelf and container lists, indices, and specialized tools for special media. The Archives will use the Rules of Archival Description as a guide to documenting this material.

5.3.4 Computer Database

The Archives maintains a computer database that organizes the descriptive inventories for ease of electronic access. The Rules for Archival Description and other metadata standards of the profession will be adhered to, to enable data exchange in shared online settings. A copy of the database is backed up on a regular schedule by the City of North Vancouver IT department which hosts it.

5.4 Access to Archives Collections

The end purpose of all the Archives' collecting activities is to provide the maximum possible researcher access to the holdings. Researchers may be private individuals, citizens, students of all ages, paid researchers working for private concerns, and internal City, District, and NVMA users.

The Archives provides regular hours for public access to the archival collections, in a welcoming supervised reading room. The Reference Historian has particular responsibility for the reference service, and for the public relations of the Archives.

Non-archival reference materials are made available in the reading room, for researchers to use on a self-serve basis. Orientation to the repository and its systems is provided.

Archival materials are retrieved from storage by the Reference Historian and/or the Archivist, for use by researchers in the reading room. Neither reference nor archival materials are loaned to users; all materials must be used on-site, in the reading room. However, several options for copying materials are available.

The 'virtual reading room' – the NVMA website, and the Archives on-line database – provides remote access to our finding aids, and to some records such as scanned photographs and pamphlets. This 'venue' extends the reach of the Archives' public service, and its maintenance and improvement are an important aspect of the reference function.

The Archives collects statistics on use of the holdings through a registration log, records of copying requests, and Google analytic software.

5.4.1 Metadata

The Archives shares its descriptive metadata with other institutions through Memory BC, the union list maintained by the Archives Association of BC

5.4.2 Rights Management

Copyright is a complex topic, and reference to the Copyright Act may be necessary on a case-by-case basis. Copyright refers to intellectual property. It is not transferred with simple physical possession; copyright may remain with the creator of the material. It is imperative that NVMA researches and understands its material before going forward with exhibiting, reproducing, photographing or using the material in an electronic manner. The Archives is responsible to inform its researchers of copyright matters when reproductions are ordered.

5.4.3 Loans

Lending is done rarely, as the preferred mode of making materials available is through duplication. However, loans of certain materials, such as pamphlets where we hold more than one copy, can be permitted to the Museum, or other exhibitors who can undertake to care for the material appropriately.

Donors of materials, who wish to borrow their records for a specified short period of time, for an event or other purpose, will be given special consideration, all decisions being at the discretion of the Archivist, in consultation with the Director.

For incoming loans, see "Copy Loans" above (5.2.3)

Insurance value

Insurance values cannot be ascribed usefully to archival materials, which have negligible market value, and are irreplaceable if lost or destroyed.

Documentation

All loans should have documentation that includes a reason for loan, a description of the material, condition and/or conservation concerns, its insurance value if applicable, length of loan, and the borrower's signature.

5.5 Deaccessioning

The Archives will be guided by the more detailed provisions for deaccessioning found in the Museum's policy (Part B of this document); differences have been noted here, commonalities, not re-iterated.

5.5.1 Definition

Deaccessioning involves the documented and approved removal of materials from the accessioned collections. As a result of changing perspectives, alterations to the goals and priorities of the institution, and redundancies that may occur or become apparent, it is accepted practice from time to time to deaccession materials from the Archives collections.

Deaccession of archival materials would occur at the fonds (all of the records of a single record-creator) level. of accessioned reference material, at the item or accession level. Please see 5.1 – Appraisal, above.

5.5. 2 Methodology

The North Vancouver Museum and Archives will maintain rigorous and uniform procedures and documentation for the deaccession process.

Action regarding the disposal of material will be initiated by the Archivist, who will make recommendations to the Director. The Archives will not dispose of anything in its collections contrary to the terms upon which it was given or bequeathed. If practical and reasonable to do so, the institution will notify the donor if it intends to remove donated items from the collections. This clause applies equally to 'appraisal for selection', and deaccessioning.

5.5. 3 Disposition

Materials will be disposed of according to their nature and the circumstance
in one of the following ways:

- a) transfer of ownership, outright or as part of an exchange, to another public institution or organization;

- b) return to donor or record-creating entity;
- c) sale in the public market place in a manner that will best protect the interests and objectives of the North Vancouver Museum and Archives;
- d) destruction.

PART D: DEFINITIONS

Accession

An accession is all the material accepted from one donor at one time into a repository's permanent collections. For the NVMA, an accession may be accepted for the Archives collections, and/or for the Museum collections.

Accessioning

Accessioning is the process of documenting the incorporation of an acquisition into a collection held in the public trust, to gain administrative, physical, and intellectual control of the material. Accessioning involves assigning a permanent accession number, and recording detailed information about the provenance, condition, location and processing of the material. It does not include archival description or cataloguing.

Accruals

Accruals are accessions which are additions to material already held in the Archives. Organizations which are still active often donate materials at intervals; subsequent donations are accruals.

Acquisition

Acquisition is the legal transfer of ownership and physical custody of material to NVMA, through completion of a Donor Form, or (for City and District records) a formal letter of transfer. For the NVMA, acquisitions may be made for any of the three collections (Archives, one of two Museum collection tiers (Significant or Community), or Education).

Appraisal, archival

Archival appraisal is the process of making decisions about whether or not to acquire materials offered to the Archives. These decisions are guided by NVMA's stated Mission, Mandate, Collecting Plan and Policy, and the Acquisition Significance Checklist.

In this context, appraisal occurs in two phases: 1) Appraisal for acquisition (does the material have long-term archival value, and does it conform to the mandate of the Archives?) 2) Appraisal for selection (among material acquired as an aggregate, are there duplicate, non-archival, or ephemeral materials which should not be retained by the Archives).

Appraisal, monetary

Monetary appraisal is the determination of the fair market value of an object or objects, for tax, insurance, record-keeping, or sale purposes. Staff of the NVMA do not undertake formal monetary appraisals. When required, an expert appraiser is consulted.

Collection

A collection is all of the accessioned material that is cared for by a collecting museum or archives. At NVMA, the term is used to refer to one of two groupings of accessioned material (Archives, or the Museum tiers, Significant or Community).

Additionally, in archival terminology, a collection is an artificial accumulation of discrete items gathered on the basis of some common characteristic, such as format or subject. It is used to distinguish something like a postcard collection, from a natural archival accumulation, such as the records of a community organization.

Collection Management

Collection management is the administrative, physical and intellectual (documentation) care of material in a museum or archival collection.

Deaccessioning

Deaccessioning is the process whereby an object or archival fonds is formally and permanently removed from an accessioned collection for reasons such as condition, lack of documentation, or weak relationship to the institution's collections mandate.

Disposal

Disposal refers to methods of removing unaccessioned or deaccessioned material from the NVMA's physical custody: whether they should be sold, transferred into the museum or archives collections, returned to source, or destroyed. Methods must adhere to the ethical considerations in this policy

Education Objects

These are unaccessioned objects in the Education Collection that may be similar to artifacts in the NVMA's collection, and are acquired for use in programming activities.

Loan, Incoming

An incoming loan is material borrowed by the Museum or Archives from another institution, organization or individuals, usually for the purpose of exhibition or duplication.

Loan, Outgoing

An outgoing loan is material loaned by the Museum or Archives to another institution, organization or individual.

Metadata

A commonly used, if simplistic, definition is, "metadata is data about data". In the case of NVMA's collections, metadata is descriptive information, whether in textual or electronic form, about our holdings. Both the Museum and Archives use metadata standards (Chenhall, and Rules for Archival Description) to structure our

metadata, so that it will be compatible with provincial and national databanks. Technical information about our digital assets (software, resolution, file type, size, camera used, etc.) is another kind of metadata.

Tiered Collection

A tiered collection is one with different standards for acquisition, documentation, care and handling, and conservation for material depending on qualitative judgements about that material.

Attachment 2 - 46 accessioned objects recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

OBJECTID	OBJNAME	DESCRIP	GPARENT	PARENT	SOURCE	TITLE	NVMA TITLE	RESTRICTIONS	SIGNIFICANCE	DEACCESSION CONSIDERATIONS	MUNI OWNER	STAFF APPD DATE
1996.17.1a-b	Shelf	Oak stained dark with 2 shelves (a) and a drawer (b). Handles are metal.	Furnishings	Furniture	Draycott, Walter M.		Insecure	none	Immigration/Settlement Notable Achievers	3) Condition 7) No suitable storage	District of North Vancouver	10/7/2014
1996.31.1	Book	Booklet consisting of 27 pages. Staple bound booklet with light green-blue cover with black text and a black frame around the cover. Cover also has name handwritten at the top centre.	Communication Artifacts	Documentary Artifact	McConnell, Margaret & Barry	Elementary Questions and Answers	Secure	yes on disposal		6) Not significant to NV themes	District of North Vancouver	9/9/2014
1997.18.34	suitcase	Brown leather outside, several paper stamps on front and sides, metal feet and clasps. Interior is purple striped cloth.	Personal Artifacts	Personal Gear	Clarke, Pat		Insecure	none		3) Condition	District of North Vancouver	9/30/2014
1997.18.36	pamphlet	Red Cross knitting pamphlet, black and white, 27 pages	Communication Artifacts	Documentary Artifact	Clarke, Pat		Insecure	none		8) Requires specialty museum b) Exchange or Transfer	District of North Vancouver	9/3/2014
2000.20.21	Ruler, Pica	Brass "H.B.ROUSE" pica ruler with semi-circle shape at top, black background and raised type and markings. Scale in 6 and 12 pt. on one side, inches on the other.	Tools and Equipment for Communication	Printing Tools and Equipment	Morgan, Margaret		Secure	yes - tax receipt		5) Poor documentation 6) Not significant to NV themes	District of North Vancouver	7/29/2014
2000.7.1	Manual	red leather bound with a brass clasp "Manual of Siege and Garrison Artillery Exercises 1879"	Communication Artifacts	Documentary Artifact	Dinham, Dorothy		Secure	yes on disposal		6) Not significant to NV themes	District of North Vancouver	9/9/2014
2001.14.1	Ski, Snow	Single wooden ski, very weathered with no binding. Top face is slightly rounded at edges and the ski is thicker at the binding point. There is a small point protruding from the tip of the ski. Groove in underside running almost the whole length of the ski. Decorative concentric grooves in the top. Many holes and steel pins around binding area. Stamped "6 A" at toe end of binding area.	Recreational Artifacts	Recreational Device	Hough, Robert		Secure	disposition limited	Sport/Recreation	3) Condition 4) Artifact fragment	District of North Vancouver	6/5/2014
2004.13.29	Doll	Pink haired troll, eyes missing.	Recreational Artifacts	Toy	Elvidge, Marilyn		Secure	yes-on disposal		3) Condition	District of North Vancouver	7/15/2014
2004.13.8	Doll	Velvet and fabric doll with yellowish hat and rust coloured bottoms and small sash-type belt; machine sewn with molded and painted fabric face. Doll has long string coming from back of neck area.	Recreational Artifacts	Toy	Elvidge, Marilyn		Secure	yes-on disposal		3) Condition	District of North Vancouver	7/15/2014
2004.13.9	Doll	A brown and beige, velvet covered cloth doll with no hair. Two shell buttons on the chest.	Recreational Artifacts	Toy	Elvidge, Marilyn		Secure	yes-on disposal		3) Condition	District of North Vancouver	7/15/2014

Attachment 2 - 46 accessioned objects recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2004.24.2	Stool	Four-legged, wooden stool with round seat, painted white with underlying red paint layer. Flat seat with chamfered edge, legs tapered slightly at top and bottom, double stretcher on each side with additional, twisted steel wire cross-brace.	Furnishings	Furniture	Sharp, Barbara		Secure	yes on disposal	Notable Achievers	2) Duplicate	District of North Vancouver	10/7/2014
2004.27.123	Manual	book titled "Arc Welding and how to use it" by W.J. Chaffee. Red cover with gold lettering on the front	Communication Artifacts		Craig, Jean	Arc Welding and how to use it	Secure	yes tax receipt		6) Not significant to NV themes	District of North Vancouver	9/9/2014
2004.27.124	Manual	Book consisting of 353 pages. Light brown hardcover with text on the spine and inscription on the inside cover and the first inside page.	Communication Artifacts		Craig, Jean	SIGNAL TRAINING VOL. II-Part III LINE TELEPHONY AND TELEGRAPHY Shipyard Terms	Secure	yes tax receipt		6) Not significant to NV themes	District of North Vancouver	9/9/2014
2004.27.17	Pamphlet, Instruction	Booklet consisting of 30 pages. Light brown staple bound booklet with brown text on the cover. Cover has strip of dark brown down PR, and text on the top, logo of a ship in the middle and text along the bottom.	Communication Artifacts	Documentary Artifact	Craig, Jean		Secure	yes tax receipt		6) Not significant to NV themes	District of North Vancouver	9/9/2014
2004.27.57	Toy	A steel shovel with D handle and traces of green paint	Recreational Artifacts	Toy	Craig, Jean		Secure	see notes		3) Condition	District of North Vancouver	6/24/2014
2004.27.59	Toy	A steel shovel with traces of red paint	Recreational Artifacts	Toy	Craig, Jean		Secure	see notes		3) Condition	District of North Vancouver	6/24/2014
2004.27.6	Manual	Book consisting of 351 pages. Black hardcover book with silver gilt text on the cover. Inscription and stamps on the inside cover and first page.	Communication Artifacts	Documentary Artifact	Craig, Jean	Radiotron Designer Handbook	Secure	yes tax receipt		6) Not significant to NV themes	District of North Vancouver	9/9/2014
2004.27.86	Pamphlet	Set of booklets taped together Book consisting of four sections of 30 pages. Book has taped (4 places) cover along the spine. Cover has in image of four electrons on the cover and Text in black and white above and below the image.	Communication Artifacts	Documentary Artifact	Craig, Jean	Industrial Electronics	Secure	yes tax receipt		3) Condition 6) Not significant to NV themes	District of North Vancouver	9/9/2014
2004.36.12	Drill, Dental	a) bright chromed dental drill "EMESCO". b) Black plastic "TELEDYNE" variable-speed foot pedal with a black electrical cable.	Tools and Equipment for Science and Technology	Medical and Psychological Tools and Equi	Dykeman, J. Murray		Insecure	yes on disposal		6) Not significant to NV themes	District of North Vancouver	9/30/2014
2004.44.101	Pamphlet	"Home Canning" published by the Dominion Glass Company Limited	Communication Artifacts	Documentary Artifact	Unknown		Insecure	none		6) Not significant to NV themes	District of North Vancouver	9/9/2014
2004.44.141	Pamphlet	booklet with listings of books to read in Canadian homes, consisting of 51 pages. Light green staple bound booklet with brown text and image on the cover. Image is of a family of 6 sitting with a cat.	Communication Artifacts	Documentary Artifact	Unknown	Guide to Reading for Canadian Homes	Insecure	none		6) Not significant to NV themes	District of North Vancouver	9/9/2014

Attachment 2 - 46 accessioned objects recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2004.44.147	Pamphlet	Green ribbon bound autograph book. Cover is light green with dark green ribbon in a bow on the PR, text on cover and framing decoration in silver. in fair condition, very faded.	Communication Artifacts	Documentary Artifact	Unknown	Autographs	Insecure	none	6) Not significant to NV themes	District of North Vancouver	9/9/2014
2004.44.178	Matchbox	"EDDY SAFETY MATCHES" small matchbox: rectangular cardboard sleeve opened on both sides, printed label in green, yellow and white features lighthouse with name on one side and landscape on other; both sides have long striking surface centred; white deep rectangular cardboard box has line of perforations widthwise one third from one end; contains two black headed wooden matches, three blue and red headed wooden matches and one red and white headed wooden match (only the two black headed matches are a fit for this box).	Personal Artifacts	Personal Gear	Unknown		Insecure	none	6) Not significant to NV themes	District of North Vancouver	10/15/2014
2004.44.52	Pamphlet	Book consisting of 7 pages. White hardcover book with a scene of a country side with a tree with pink flower in the foreground at the top of the cover. Text on the front cover is green and has floral decoration around the author's name. A handwritten inscription on the inside cover.	Communication Artifacts	Documentary Artifact	Unknown	A Friend In Need	Insecure	none	6) Not significant to NV themes	District of North Vancouver	9/9/2014
2004.44.64	Card, Playing	Single "CONGRESS" playing card printed with a black and white image of the White House within a decorative blue and yellow oval design with the manufacturer's name at top and bottom. The opposite corners of the card are printed with a letter U and a letter S overlaid to form a monogram. "N. 602" is printed in yellow at centre bottom. The back of the card is printed with a colour image of galleon and a lantern in front of a stained glass window with a decorative green border. The card edge is gilded.	Recreational Artifacts	Game	Unknown		Insecure	none	5) Poor documentation 4) Artifact fragment	District of North Vancouver	6/5/2014
2004.44.65	Card, Playing	Single playing card, blank on one side and printed on the reverse with a colour image of a man and woman, titled "THE BELLE", with a gold and yellow border.	Recreational Artifacts	Game	Unknown		Insecure	none	4) Artifact fragment 5) Poor documentation	District of North Vancouver	6/5/2014

2004.44.66	Card, Playing	Single playing card, blank on one side and printed on the reverse with a colour image of galleon and a lantern in front of a stained glass window with a decorative green border.	Recreational Artifacts	Game	Unknown	Insecure	none	4) Artifact fragment 5) Poor documentation	District of North Vancouver	6/5/2014	
2004.44.67	Card, Playing	Single "CONGRESS" playing card printed with a black and white image of the White House within a decorative oval design with the manufacturer's name at top and bottom. The opposite corners of the card are printed with a letter U and a letter S overlaid to form a monogram. The back of the card is printed with a colour image of a man and woman, titled "THE BELLE", with a gold and yellow border. The card edge is gilded.	Recreational Artifacts	Game	Unknown	Insecure	none	4) Artifact fragment 5) Poor documentation	District of North Vancouver	6/5/2014	
2004.44.68	Card, Playing	Single "The U.S. Playing Card Co." playing card printed in black and red with text headed "Guarantee" and with the footer "This card may be used as/ an EXTRA JOKER". A star within a circle is printed in opposite corners. The back of the card is printed with a colour image of galleon and a lantern in front of a stained glass window with a decorative green border. The card edge is gilded.	Recreational Artifacts	Game	Unknown	Insecure	none	4) Artifact fragment 5) Poor documentation	District of North Vancouver	6/5/2014	
2005.1.1	Textbook	Book consisting of 66 pages. Black hardcover book with gilt text and black stamped framing on the cover. Inside first page has some pencil markings. Back inside cover has a label.	Communication Artifacts	Documentary Artifact	Van Horn, Michael	Instructions and Suggestions for Engineers	Insecure	none	6) Not significant to NV themes	District of North Vancouver	9/9/2014
2005.2.11	Book	"From Head to Toe" from the "Winston Health Series"	Communication Artifacts	Documentary Artifact	Janousek, Sharon	From Head to Toe	Secure	none	6) Not significant to NV themes	District of North Vancouver	9/9/2014
2005.2.12	Textbook	"The Canadian Speller - Grade 4", by Frank M. Quance	Communication Artifacts	Documentary Artifact	Janousek, Sharon	The Canadian Speller - Grade 4	Secure	none	6) Not significant to NV themes	District of North Vancouver	9/9/2014
2005.2.14	Exercise, School	Cover has a criss-cross pattern in black on a white background. Text on the top centre and mid PL and PR sections. Text also on the bottom of the cover. Back cover has text.	Communication Artifacts	Documentary Artifact	Janousek, Sharon	The MacLean Method of Writing Practice compendium Number 3 for pupils in Grade Three	Secure	none	6) Not significant to NV themes	District of North Vancouver	9/9/2014

Attachment 2 - 46 accessioned objects recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2005.2.16	Book	Cover has a criss-cross pattern in blue on a white background. Text on the top centre and mid PL and PR sections. Text also on the bottom of the cover. Back cover has text.	Communication Artifacts	Documentary Artifact	Janousek, Sharon	The Maclean Method of Writing by H.B. Maclean / Practice compendium number 6/ For pupils in Grade Six	Secure	none	6) Not significant to NV themes	District of North Vancouver	9/9/2014
2005.2.9	Textbook	Book consisting of 240 pages. Dark green/brown cover with black text and large shield in the centre of the cover. Book is authorized for use in the Public Schools of Manitoba, Saskatchewan, Alberta and British Columbia	Communication Artifacts	Documentary Artifact	Janousek, Sharon	The Canadian Readers Book III	Secure	none	6) Not significant to NV themes	District of North Vancouver	9/9/2014
2006.5.1	Album, Autograph	Autograph album, green cover with three flying swallows, several autographs with poetry.	Communication Artifacts	Documentary Artifact	Clancy, Paul		Insecure	none	1) Not North Vancouver - Victoria? 6) Not significant to NV themes 5) Poor documentation	District of North Vancouver	9/9/2014
2006.5.2	Album, Autograph	Red velvet covered book with two pansies on the cover in different colored thread and fabric. Inside front cover has 5.00 written in pencil. Inside pages have handwritten notes/dedications to owner. Two print outs are placed with the object in its bag.	Communication Artifacts	Documentary Artifact	Clancy, Paul	Poet's Album	Insecure	none	1) Not North Vancouver - Victoria 5) Poor documentation	District of North Vancouver	9/9/2014
2006.6.1	Textbook	Book consisting of 206 pages. Red hardcover with blue text with stamps on the inside cover.	Communication Artifacts	Documentary Artifact	Harris, Olwen	Foods and Home Management	Insecure	none	6) Not significant to NV themes	District of North Vancouver	9/9/2014

2008.9.2a-d	Book	Set of black bound books. Inscribed in pencil in front, Stamped in blue ink in back. Four books, part of a series. a) Book consisting of 427 pages. Black cover with textured cover and stamped title and design. Cover has a border around the edges and an image of a hammer and a setting sun on the bottom of the cover. Inscription on the inside first page. b) Book consisting of 835 pages. Black cover with textured cover and stamped title and design. cover has a border around the edges and an image of a hammer and a setting sun on the bottom of the cover. Inscription on the inside first page. c) Book consisting of 1087 pages. Black cover with textured cover and stamped title and design. cover has a border around the edges and an image of a hammer and a setting sun on the bottom of the cover. Inscription on the inside first page. d) Book consisting of 1546 pages. Black cover with textured cover and stamped title	Communication Artifacts	Documentary Artifact	Hunt, Margaret	Audels Carpenter's and Builders Guide	Secure	yes on disposal	6) Not significant to NV themes	District of North Vancouver	9/9/2014
2009.21.1	Pamphlet	Booklet consisting of 64 pages. staple bound booklet has black text and an image of carnations (in black and white) on the cover.	Communication Artifacts	Documentary Artifact	Harris, Olwen	Organic Gardening: Gardening and Farming without Chemicals	Insecure	none	6) Not significant to NV themes	District of North Vancouver	9/9/2014
2009.21.2	Pamphlet	Booklet consisting of 36 pages. Orange covered booklet with black text on the cover. Cover has a black circle on the top PR with text in orange.	Communication Artifacts	Documentary Artifact	Harris, Olwen	The Mysteries of Luck	Insecure	none	6) Not significant to NV themes	District of North Vancouver	9/9/2014
2009.21.3	Pamphlet	Booklet consisting of 92 pages. Light brown cover with black text on the cover.	Communication Artifacts	Documentary Artifact	Harris, Olwen	Quick Return Method of Compost-Making	Insecure	none	6) Not significant to NV themes	District of North Vancouver	9/9/2014
2009.21.4	Pamphlet	Booklet consisting of 63 pages. Grey cover with black text.	Communication Artifacts	Documentary Artifact	Harris, Olwen	Compost and How to Make It	Insecure	none	6) Not significant to NV themes	District of North Vancouver	9/9/2014
2009.21.5	Manual	Booklet consisting of 90 pages. Brown cover with dark brown text. Cover has an image of a man (behind) looking at a tree enclosed with a fence. Text above and below the image.	Communication Artifacts	Documentary Artifact	Harris, Olwen	How to Prune Fruit Trees	Insecure	none	6) Not significant to NV themes	District of North Vancouver	9/9/2014
2009.21.6	Manual	Book consisting of 192 pages. Dark yellow-white cover with black text and green square at the bottom of the cover. Cover has patterning of floral design with text enclosed in green with black patterning around it.	Communication Artifacts	Documentary Artifact	Harris, Olwen	The Farmers Manual and Veterinary Guide	Insecure	none	6) Not significant to NV themes	District of North Vancouver	9/9/2014

Attachment 2 - 46 accessioned objects recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2009.21.7a-b	Book	a) Hardbound book with blue cover; cover has paper adhered to it. B)Booklet consisting of 12 pages. White booklet with black text.	Communication Artifacts	Documentary Artifact	Harris, Olwen	A Pocket Guide to the Trees and Shrubs of BC	Insecure	none	6) Not significant to NV themes	District of North Vancouver	9/9/2014
--------------	------	--	-------------------------	----------------------	---------------	--	----------	------	---------------------------------	-----------------------------	----------

Attachment 3 - 20 accessioned objects recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

Object #	Object Name	Description	Gparent	Parent	Source	Title	Ownership	Restrictions	Significance	Deaccession Considerations	Municipal Ownership	Date NVMAC Approved
2004.16.1	Pole, Ski	Bamboo ski poles with red rubber grips. Metal tips and metal ring with leather webbing. Leather wrist straps.	Recreational Artifacts		Unknown		Insecure	none	Sport/Recreation	3) Condition	Both CNV and DNV	7/17/2014
2004.17.1	Pole, Ski	a) and b) Pair of bamboo ski poles with circular, wooden baskets and a steel spike at the base. The baskets are formed of a thin stick shaped into a ring, pinned together and bound with brown leather straps to a metal sheath protecting the base of the pole. Both baskets are reinforced, a) with string and b) with plastic-coated wire. A light-coloured leather strap handle is pinned to the top of the pole.	Recreational Artifacts		Unknown		Insecure	none	Sport/Recreation	3) Condition	City & District of North Vancouver	7/17/2014
1996.14.1	Box, Cigar	Trump Cigar box: Rectangular plastic container with removable lid. The word "TRUMP" has been cast into the top of the lid in a recessed rectangular area. Edges and corners are rounded. Bottom has product manufacturer's information stamped into it see Inscription Maker's Mark for details.	Tools and Equipment for Science and Technolog	Merchandising Tools and Equipment	Unknown		Insecure	none		2) Duplicate 6) Not significant to NV themes	City & District of North Vancouver	12/18/2014
1997.51.3	Workbench	A long, narrow, rectangular workbench with steel vise attached to the top surface. Beneath the work surface is a shelf with many boxes and containers of tools and supplies.	Unclassifiable Artifacts	Multiple Use Artifact	Harbottle, Jeffery Percival		Secure	tax receipt		7) No suitable storage 6) Not significant to NV themes	City & District of North Vancouver	12/18/2014
2003.12.14	Pamphlet		Communication Artifacts	Documentary Artifact	Unknown		Insecure	none		6) Not significant to NV themes 8) Requires specialty museum	City & District of North Vancouver	12/18/2014
2003.12.20	Sign, Advertising	KELLOGG'S DOMINION CORN FLAKES" sign: natural coloured cardboard rectangle with red border; product advertising/information printed in red front; back natural colour; sign appears to have been adhered to another surface and peeled off.	Communication Artifacts	Advertising Medium	Unknown		Insecure	none		3) Condition 6) Not significant to NV themes	City & District of North Vancouver	12/18/2014
2003.12.21	Sign, Advertising	KEM-GLO AND SUPER KEM-TONE counter display sign: heavy cardboard shaped as two cans of paint, one next to the other, with two folding cardboard support stands adhered back; printed image of red Kem Glo paint can behind blue Super Kem-Tone paint can; support stands are torn, one is held in place with self-adhesive clear tape and the other is missing although tape still adhered to remainder section of support.	Communication Artifacts	Advertising Medium	Unknown		Insecure	none		3) Condition 6) Not significant to NV themes	City & District of North Vancouver	12/18/2014

Attachment 3 - 20 accessioned objects recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2001.18.41	Textbook	Book consisting of 304 pages. Red hard cover book with black text on the cover. Front cover has a frame around cover and text. Center of the cover has a wreath with text inside. Inside cover has label	Communication Artifacts	Documentary Artifact	Pearson, Ron	Milne's Progressive Arithmetics	Secure	yes - on disposal	6) Not significant to NV themes	City & District of North Vancouver	12/18/2014
2004.32.1	Textbook	Book consisting of 297 pages. Dark green hardcover book with gilt text in a circle frame in the centre of the cover. Inside second page has a handwritten inscription.	Communication Artifacts	Documentary Artifact	Roar Thorsen	Mechanical Drawing	Insecure	none	6) Not significant to NV themes	City & District of North Vancouver	12/18/2014
2005.1.10	Textbook	Book consisting of 174 pages. Black hardcover book with silver gilt text on cover. First inside page is ripped out	Communication Artifacts	Documentary Artifact	Van Horn, Michael	Electricity Simplified	Insecure	none	6) Not significant to NV themes	City & District of North Vancouver	12/18/2014
2005.1.9	Manual	Book consisting of 362 pages. Green hardcover book with stamped decorative framing and gilt text on the cover. Inside cover has advertisements and images.	Communication Artifacts	Documentary Artifact	Van Horn, Michael	Reed's Light Marine Machinery 7/6 NET	Insecure	none	6) Not significant to NV themes	City & District of North Vancouver	12/18/2014
2005.1.5	Book	Book consisting of 335 pages. Black hardcover with gilt text and stamped wheel on the centre of the cover. Gilt text on spine and red dyed edges of the interior pages.	Communication Artifacts	Documentary Artifact	Van Horn, Michael	Steven's Mechanical Catechism	Insecure	none	6) Not significant to NV themes	City & District of North Vancouver	12/18/2014
2005.1.6	Textbook	Book consisting of 1, 881 pages. Black cover with gilt text with a stamped logo in the centre of the cover. Gilt text on spine and gilt edges of interior pages.	Communication Artifacts	Documentary Artifact	Van Horn, Michael	Hawkins Electrical Guide with Questions and Answers and Illustrations 6	Insecure	none	6) Not significant to NV themes	City & District of North Vancouver	12/18/2014
2005.1.3	Manual	Book consisting of 302 pages Black covered book with gilt text on the cover and spine. Inside cover and first inside pages has a green and red patterned paper design.	Communication Artifacts	Documentary Artifact	Van Horn, Michael	Steam Boilers Their construction, care and operation With Questions and Answers	Insecure	none	6) Not significant to NV themes	City & District of North Vancouver	12/18/2014
2005.1.17	Textbook	Book consisting of 504 pages. Green hardcover with black text. Inscriptions on the inside cover and the first inside page.	Communication Artifacts	Documentary Artifact	Van Horn, Michael	High School Physics	Insecure	none	3) Condition 6) Not significant to NV themes	City & District of North Vancouver	12/18/2014
2005.1.4	Manual	Book consisting 265 pages. Red hardcover with black text on the top of the cover. Text on spine, and a note on the inside cover.	Communication Artifacts	Documentary Artifact	Van Horn, Michael	Practical Gas and Oil Engine Handbook/ Stationary, Marine and Portable Gas and Gasoline Engines	Insecure	none	6) Not significant to NV themes	City & District of North Vancouver	12/18/2014
2005.1.8	Manual	Book consisting of 350 pages. Red hardcover book with black text and framing around the cover. Spine has text and back cover has logo.	Communication Artifacts	Documentary Artifact	Van Horn, Michael	Heat Engines (Being a New Edition of 'Steam') / Ripper	Insecure	none	6) Not significant to NV themes	City & District of North Vancouver	12/18/2014
2005.1.12	Textbook	Book consisting of 863 pages. Black hardcover with a stamped design in the cover. Text on spine and a written inscription on the first page.	Communication Artifacts	Documentary Artifact	Van Horn, Michael	Fortunes in Formulas	Insecure	none	3) Condition 6) Not significant to NV themes	City & District of North Vancouver	12/18/2014

Attachment 3 - 20 accessioned objects recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2005.1.20	Pamphlet	Booklet consisting of 16 pages. Grey staple bound booklet with black text. Cover has an image of an open book at the mid centre of the cover.	Communication Artifacts	Documentary Artifact	Van Horn, Michael	How to Study	Insecure	none	6) Not significant to NV themes	City & District of North Vancouver	12/18/2014
2005.1.21	Pamphlet	Booklet consisting of 61 pages. Grey staple bound booklet with black text. Cover has an image of an open book at the mid centre of the cover.	Communication Artifacts	Documentary Artifact	Van Horn, Michael	Paper with Examination Questions	Insecure	none	6) Not significant to NV themes	City & District of North Vancouver	12/18/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

OBJECTID	OBJNAME	DESCRIP	SOURCE	NVMA TITLE	RESTRICTIONS	SIGNIFICANCE	DEACCESSION CONSIDERATIONS	MUNI OWNER	NVMAC APPD DATE
2012.INV.102	Register, Cash	Light green Sweda Series 1000 cash register with two drawers, serial number 3232-622320: cash register cover light green front has bank of number and function keys and numeral window left, right receipt printing mechanism and paper feeder; back is plain with window top for numerals; right side has handle hole at for manual operation if necessary (no handle); register sits on chromed two drawer bank, top drawer has short metal lip comes out of it; drawer bank has four large square rubber feet; electrical cord and plug attached to back; Sweda logo and product name plates front and back; product specification plate left side upper corner drawer bank.	Unknown	Insecure	none		5) Poor documentation 6) Not significant to NV themes	City & District of North Vancouver	10/16/2014
2012.INV.103	Register, Cash	Light green Sweda Series 1000 cash register with two drawers, serial number 5604-654617: cash register cover light green front has bank of number and function keys and numeral window left, right receipt printing mechanism and paper feeder; back is plain with window top for numerals; right side has handle hole at for manual operation if necessary (no handle); register sits on chromed two drawer bank, top drawer has short metal lip comes out of it; drawer bank has four large square rubber feet; electrical cord and plug attached to back; Sweda logo and product name plates front and back; product specification plate left side upper corner drawer bank.	Unknown	Insecure	none		5) Poor documentation 6) Not significant to NV themes	City & District of North Vancouver	10/16/2014
2012.INV.108	Bucket, Fire	29 galvanised steel fire buckets, painted red with rounded bottoms and steel wire handles. A length of rope is attached to one bucket.	Unknown	Insecure	none	Community Development	5) Poor documentation 3) Condition 7) No suitable storage KEEP 3 that are in the best shape b) Exchange or Transfer c) Auction	City & District of North Vancouver	7/17/2014
2012.INV.124	Chalkboard	Rectangular black slate plate, front has seven yellow horizontal lines and appears to have had some type of trim at least on one long and one short sides (top and right), faint remnants of alphabet written on board; the back is not finished and has remnants of dark adhesive(?).	Unknown	Insecure	none		5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2012.INV.126	Artifact, Unidentified	Long wooden board, almost rectangular section	Unknown	Insecure	none		5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2012.INV.127	Artifact, Unidentified	Very deteriorated long wooden board, square section (post?)	Unknown	Insecure	none		3) Condition 5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2012.INV.136	Type	Rough wooden box with three numbered drawers containing a typesetter's kit. The drawer fronts are painted green with a black steel card frame and cup pull. Drawer "1" is labelled "STAPLES/ PINS ETC" and contains boxes of staples, needles, "Spring Tongue Gauge Pins", pencils, a round file, a stick of red wax, three steel number blocks and a staple remover. Drawer "2" is labelled "NUMBERING/ MACHINE GAUGE PINS" and contains a spool of cord and various thin metal strips. Drawer "3" is labelled "COIN KEYS SPACE CARDS/ ROLLER ENDS" and contains some quoins, strips of card a box of shoe tacks and a circular steel object.	Unknown	Insecure	none	Industry/Economic Activity	5) Poor documentation	City & District of North Vancouver	10/16/2014
2012.INV.138	Table, Work	Metal frame table with stone top: black metal square tube frame with three crossbars at one third height from floor, top frame forms support with black metal angle; thick light colour stone slab sits in frame, side and back edges beveled; front has wooden board on front to height of stone top; legs end with square plate a bit larger than tubular profile and is standing on four metal pegs (possibly left when castors removed?).	Unknown	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
2012.INV.152	Galley	Brass printing galley tray with a wooden frame. Galley has three sides, wooden frame is molded and reinforced at the two corners with L-shaped brass plates attached with five screws.	Unknown	Insecure	none		5) Poor documentation	City & District of North Vancouver	10/16/2014
2012.INV.153	Galley	Three printing galley trays made of sheet steel each with a tray edge on three sides. Two of the galleys are narrow, one is wider. One of the narrow trays is stamped "VP/ THE/ BURROWES/ MFG. CO.".	Unknown	Insecure	none		5) Poor documentation	City & District of North Vancouver	10/16/2014
2012.INV.165	Box	Long rectangular wooden box made of 2.5 cm. thick unfinished planks, no cover or lid, joints nailed.	Unknown	Insecure	none		5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2012.INV.166	Binder, Ring	Black plastic ring binder with three metal rings. "MECHANICAL SHAFT SEALS/ JOHN CRANE" printed in yellow with an illustration of two rectangles and a thin horizontal and vertical line. Adhered to front is an orange sticker from the "CRANE PACKING CO. LTD." with an address in North Burnaby.	Unknown	Insecure	None	Industry/Economic Activity	6) Not significant to NV themes	City & District of North Vancouver	10/16/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2012.INV.167	Type	Hamilton Manufacturing Co. deep wooden tray with natural finish, to hold typesetting wooden spacers of various lengths: tray has 84 compartments, divided in four sections, two each of a certain depth numbered from 10 to 51; compartments hold multiple pieces of wooden spacers in two thicknesses (possibly over a thousand pieces, not counted); on top borders, a typesetting ruler on one side and manufacturer's plate on the other.	Unknown	Insecure	none	Industry/Economic Activity	5) Poor documentation	City & District of North Vancouver	10/16/2014
2012.INV.168	Type	Deep wooden tray with particle board dividers creating 15 compartments of various sizes and depths to organize typesetting wooden furniture; compartments labelled with appropriate length designation from 10-60; approximately 100 pieces (not counted).	Unknown	Insecure	none	Industry/Economic Activity	5) Poor documentation	City & District of North Vancouver	10/16/2014
2012.INV.171	Chair	Varnished wooden chair. Top rail is carved with a low relief design of scrolls and acanthus with a textured background. Back has four turned bannisters and turned stiles with bentwood brace elements which are screwed into seat. Seat is molded and front legs are turned. Turned double stretchers at front, double stretchers at sides and single at back.	Unknown	Insecure	none		5) Poor documentation 7) No suitable storage	City of North Vancouver	10/16/2014
2012.INV.178	Lectern	Wooden (oak) with electrical running through top where light component is housed. Housing is stainless steel with plastic knob switch, lights are 2 fluorescent tubes. Wide rectangular base consists of five tiers, which meets the tapered support. All corners of support have molding. Support has an angled base plate which the lectern top is screwed to.	Unknown	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
2012.INV.179	Chair, Office	Varnished oak swivel office chair with black leather upholstery on the back (damaged) and seat. Upholstery is trimmed with black tape and secured with black coated steel tacks. Back has a rounded top rail which attaches to arms. Seat attaches to a metal mechanism with two springs and screws for adjusting the height and tilt resistance of the chair. Mechanism attaches to a curved cross-frame base with one remaining castor attached.	Unknown	Insecure	none		5) Poor documentation	City & District of North Vancouver	10/16/2014
2012.INV.183	Table, Side	Wooden side table with raised, half width shelf mounted on table top and lower shelf near base. Edges of shelf and table top are rounded and four legs are turned and slightly splayed. Pegs visible on table top.	Unknown	Insecure	none		3) Condition 5) Poor documentation	City & District of North Vancouver	12/18/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2012.INV.184	Scooter	Scooter: Metal frame with double bar handlebar, crossbar tubular with acorn rubber grips, wheels are metal with short spokes and rubber wheels, painted red, front wheel has splash guard, stand attached to hub back wheel; brake attached to back of wooden fluted deck.	Unknown	Insecure	none	5) Poor documentation	City & District of North Vancouver	7/17/2014
2012.INV.187	Chair	White wooden arm chair with upholstered cushion: top rail is curved with shaped profile, cross rail extends to the front to form arm rests, ten turned rungs between seat and cross rail and six small ones between cross rail and top rail; metal rod reinforcements between rungs; four turned legs with two spindles on each side and wire crossbars; foam cushion is upholstered in white fabric.	Unknown	Insecure	none	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	10/16/2014
2012.INV.191	Suitcase	Dark brown suitcase with stitched seams, corners and handles (three), two long straps that could fasten all the way around the suitcase. Locks, hardware and feet are brass plated. Feet are located at the bottom for setting the suitcase upright and on the sides to set it flat.	Unknown	Insecure	none	5) Poor documentation	City & District of North Vancouver	12/18/2014
2012.INV.192	Suitcase	Black leather (textured) suitcase with one main frame that has a vinyl fabric stretched over it all of the clasps and locking mechanism are mounted on it. The front and back have folds which could expand, corners are rounded and overall shape from base to top is tapered. The buckles, clasps, lock and feet are bronze plated steel and all corners at the base are reinforced leather. There are two long straps which, fasten over the top when buckled. The interior is blue and white (speckled) grided print. Inside is a foil stamp with the Maker's Mark, two black leather straps that buckle and a center panel that snaps into place. All snaps are mounted on black leather strips that are stitched one. On both sides of the center panel there are pockets that snap open and closed.	Unknown	Insecure	none	5) Poor documentation 1) Not North Vancouver - associated with Vancouver	City & District of North Vancouver	12/18/2014
2012.INV.195	Chair, Tablet-Arm	Varnished oak tablet-arm chair with "OOL OF/ NURSING" stencilled on the back of the top rail. Chair is largely rectilinear with slightly curved back rails, wide tablet-arm on the PR side, a molded seat and legs slightly tapered at the base. Four slats span the side stretchers creating an open shelf and small metal disks are attached to each foot.	Unknown	Insecure	none	5) Poor documentation	City & District of North Vancouver	10/16/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2012.INV.197	Armchair	Open-framed armchair with seat and back upholstered with dark red leather-effect material and wooden arms, legs and stiles. Back upholstery has two seams either side of the centre and the seat is worn revealing the underlying woven fabric. The arms are short and rounded at the front and the front legs are set at an angle. Upholstery is secured with red-painted steel pins and underside is covered with a cotton dust cover.	Unknown	Insecure	none	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2012.INV.198	Armchair	Two open-framed office armchairs with black vinyl upholstery, wooden armrests and steel tubular frames with a square profile. Legs have stretchers at the front and back, close to the seat rail and the back legs are set at an angle. The ends of the frame are covered with black plastic caps.	Unknown	Insecure	none	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2012.INV.206	Kit, Model	Assortment of model ship parts found inside 2003.4.2 comprised of one small white life saver (inside clear plastic bag), one bag of six sets of M'T'G. screws and bolts, two lengths of chain (each in a glassine envelope), small wooden parts in four different sizes (each size in a glassine envelope), over 50 handrail stanchions loose in the box and one watch crown.	Unknown	Insecure	none	5) Poor documentation	City & District of North Vancouver	7/17/2014
2012.INV.221	Suitcase	Hard sided (compressed cardboard) suitcase covered with a multi-coloured woven fabric (green, olive and cream) that has been adhered to the hard body. Semi-translucent amber plastic handle, and brass plated locking mechanism and fee. Interior has a dark green cotton interior with two pockets.	Unknown	Insecure	none	5) Poor documentation	City & District of North Vancouver	12/18/2014
2012.INV.226	Banner	White cotton canvas banner with dark blue and red hand-painted lettering reading "THURS. FRI. & SAT / AUSTRALIAN CADETS/ AT HORSESHOE BAY/ Free Band Concert Every Afternoon" and hand-painted light grey designs. PL end of the banner is uneven and has been cut up to the writing on each line.		Insecure	none	1) Not North Vancouver - West Vancouver 7) No suitable storage	City & District of North Vancouver	7/17/2014
2012.INV.227	Banner	Red, white and blue cotton banner with yellow silk fringe along bottom edge. Banner is in seven sections of different colours and lengths, longer on the two outside edges, getting progressively shorter towards the centre. Each section is slightly rounded at the bottom edge. Thick canvas band at the top edge with five metal eyelets along length.	Unknown	Insecure	none	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2012.INV.232	Matchbook	Cream and light brown printed matchbook for, Triple S Farms. One side has farm name, image of a cow and breed; opposite side has text family name, location and product slogan. Top has phone number, bottom has directions and match company information. There are no matches inside. Strike paper is brown/black.		Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
2012.INV.247	Plate, Printing	Collection of two un-etched metal printing plates, three un-cut rubber plates and one metal spacer. Plates are all mounted on wooden blocks.	Unknown	Insecure	none	Industry/Economic Activity	5) Poor documentation	City & District of North Vancouver	10/16/2014
2012.INV.261	Roller, Ink	Small rubber ink roller with a shaped, varnished wooden handle and metal connecting bracket stamped "SPD/ MADE IN U.S.A.". Roller coated with blue ink, handle has a double groove decoration at each end and is stained.	Unknown	Insecure	none	Industry/Economic Activity	5) Poor documentation	City & District of North Vancouver	10/16/2014
2012.INV.262	Quoin	Four wedge-shaped steel quoins. Three stamped "CHALLENGE" one "CHALLENGE CO.S HEMPEL".	Unknown	Insecure	none	Industry/Economic Activity	5) Poor documentation	City & District of North Vancouver	10/16/2014
2012.INV.264	Type	Three containers of loose type. Two are glass jars, one small with no lid and red sediment at the bottom, the other larger with a blue and white "HELLMANN'S" lid. One is a white plastic "COTTAGE/ CHEESE" pot which also contains a rusted foil dish.	Unknown	Insecure	none	Industry/Economic Activity	5) Poor documentation	City & District of North Vancouver	10/16/2014
2012.INV.267	Type	Collection of large loose metal type stored in a pot constructed from folded light blue card and cotton string.	Unknown	Insecure	none	Industry/Economic Activity	5) Poor documentation	City & District of North Vancouver	10/16/2014
2012.INV.268	Type	Square steel tin with lid, containing eighteen polystyrene cups or fragments of cups, each holding loose metal type of various sizes and styles. Tin is pink with a gold, red and green design of trees and foliage.	Unknown	Insecure	none	Industry/Economic Activity	5) Poor documentation	City & District of North Vancouver	10/16/2014
2012.INV.269	Type	Black-painted steel tray containing fifteen sections of cardboard or polystyrene egg cartons, each holding loose type of various sizes and styles. Also contains some small squares of paper with letters pencilled on them, three blocks of wood with curved nails protruding from them and a small clear plastic box containing three type slugs.	Unknown	Insecure	none	Industry/Economic Activity	5) Poor documentation	City & District of North Vancouver	10/16/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2012.INV.49	Photocopier	"XEROX 1020" photocopier machine with two separate feeder trays and an "INSTALLATION KIT". Photocopier has an off-white plastic case with a grey top cover and a long grey power cable. There are two document holders, one on the top holds two copies of "FRIENDLY HINTS FOR YOUR 1020" plus a service invoice, one on the side holds a "1020 USER GUIDE" and a maintenance record. The feeder trays are identical, both made of clear, grey-tinted plastic and both holding letter-size paper. The installation kit is a cardboard box containing various documents and a smaller box holding a "DUSTING POUCH".	Unknown	Insecure	none	Community Development	5) Poor documentation	City & District of North Vancouver	10/16/2014
2012.INV.50	Duplicator	Gestetner 320 stencil duplicator or mimeograph machine with cover: light brown metal case with large roller mechanism inside, two hinged paper trays swing down from front and back, printing handle on right side; vertical compartment opens back corner right side to hold ink tube; grey plastic cover with red ribbing, Gestetner logo and name printed on both sides, large rips on sides; instruction sheet printed in red ink.	Unknown	Insecure	none		7) No suitable storage	City & District of North Vancouver	7/17/2014
2012.INV.79	Photocopier	"RAPICOM 3300" photocopier with off-white cover, integral metal feeder tray on top and blue and black operation panel. Two cables, one black power cable and one white data cable, run from the back of the machine.	Unknown	Insecure	none	Community Development	5) Poor documentation	City & District of North Vancouver	10/16/2014
2012.INV.82	Machine, Addressing	Loktabber, MA-430-A, in box with instruction sheet: light brown cardboard box with lift-up lid, box has piece of paper tape adhered on bottom that continues onto lid; lid has MA-430-A typed centre top, paper tape on sides match that on box; both parts dark red stains; metal spring activated hole punch-like device with upper end of nose longer than the other; stamped on handle reads: "Addressograph"; use instruction sheet printed on one side with image, folded to fit inside box.	Unknown	Insecure	none	Industry/Economic Activity	5) Poor documentation	City & District of North Vancouver	10/16/2014
2013.INV.1028	Blanket	A plain, pale blue-gray blanket with white blended into woven fabric. In near-new condition, it does not appear to have been opened and used by creases and folds. Fabric care tag is still in pristine condition and sewn into finished, rolled edge.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
2013.INV.1047	Chest	Large wooden chest, exterior painted silver with handles on each side. Nailed construction, front panel partially detached. Rests on two batons attached to the underside. Opening partially covered by a strip of wood spanning the back.	Unknown,	Insecure	none	Industry/Economic Activity	7) No suitable storage	City & District of North Vancouver	7/17/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2013.INV.1054	Chest of Drawers	Wooden chest of drawers with seven drawers. Each drawer has two copper-coloured metal handles and a card frame at the centre. Largely plywood construction. * Record to be completed.	Unknown,	Insecure	none	Industry/Economic Activity - possibly shipyard	3) Condition 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.1074	Cabinet	Large varnished wood cabinet with two glass doors with round metal knobs which open outward to reveal two compartments, one with brackets for adjustable height shelves and one with brackets for a fixed height shelf. One of the adjustable height shelf brackets was found in the cabinet. There are a number of holes around the edges of the back panel.	Unknown,	Insecure	none	Industry/Economic Activity - possibly shipyard	7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.1075	Cabinet	Rectangular, wooden, 40 pigeon-hole cabinet. Carcass is composed of solid soft wood and the back panel and dividing panels are plywood. Nailed construction with a rounded molding attached to the front edges of the frame. A timesheet for a "GARDNER, D." was found in the cabinet tucked behind a panel.	Unknown,	Insecure	none	Industry/Economic Activity - possibly shipyard	7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.1108	Cabinet	Rectangular, wooden, 40 pigeon-hole cabinet with four rows and ten columns. Carcass is composed of solid soft wood and the back panel and dividing panels are plywood. Nailed construction with a larger top panel creating a lip at the sides and front. Hand-written masking tape labels are attached to the top lip above each column, each label is marked with a date 14 days apart starting with "DEC 11/82". A number of steel pins and tacks are attached to the bottom two rows. A timesheet for a "SANDERSON, DONALD" along with two square composite material (Arborite or similar) tags.	Unknown,	Insecure	none	Industry/Economic Activity - possibly shipyard	7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.1120	Cabinet, Filing	Wooden, four-drawer filing cabinet painted light green. Each drawer has a brass-plated, cup-shaped pull handle, a brass-plated card frame and a lock at top-centre. The red and black marker-pen inscription in the top drawer card frame reads "RM1/ S/ D28".	Unknown,	Insecure	none	Industry/Economic Activity	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.1121	Cabinet, Filing	Wooden, four-drawer filing cabinet painted light green. Each drawer has a brass-plated, cup-shaped pull handle, a brass-plated card frame and a lock at top-centre. The red and black marker-pen inscription in the top drawer card frame reads "RM1/ D24/ Mc-M".	Unknown,	Insecure	none	Industry/Economic Activity - possibly shipyard	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2013.INV.1122	Cabinet, Filing	Wooden, four-drawer filing cabinet painted light green. Each drawer has a brass-plated, cup-shaped pull handle, a brass-plated card frame and a lock at top-centre. The red and black marker-pen inscription in the top drawer card frame reads "RM3/ F-G/ D20".	Unknown,	Insecure	none	Industry/Economic Activity - possibly shipyard	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.1123	Cabinet, Filing	Wooden, four-drawer filing cabinet painted light green. Each drawer has a brass-plated, cup-shaped pull handle, a brass-plated card frame and a lock at top-centre. The red marker-pen inscription in the top drawer card frame reads "RM1/ D10".	Unknown,	Insecure	none	Industry/Economic Activity - possibly shipyard	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.1124	Cabinet, Filing	Wooden, four-drawer filing cabinet painted light green. Each drawer has a brass-plated, cup-shaped pull handle and a brass-plated card frame. The red marker-pen and black, typed inscription in the top drawer card frame reads "RM1/ VICTORIA DIVISION/ TERMINATED SUPERVISORY STAFF/ D5".	Unknown,	Insecure	none	Industry/Economic Activity - possibly shipyard	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.1125	Cabinet, Filing	Wooden, four-drawer filing cabinet painted light green. Each drawer has a brass-plated, cup-shaped pull handle and a brass-plated card frame. The green marker-pen and pencil inscription in the top drawer card frame reads "SAANICH/ D10/ RM 3".	Unknown,	Insecure	none	Industry/Economic Activity - possibly shipyard	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.1126	Cabinet, Filing	Wooden, four-drawer filing cabinet painted light green. Each drawer has a brass-plated, cup-shaped pull handle and a brass-plated card frame. The green marker-pen and black, typed inscription in the top drawer card frame reads "RM3/ ICEBREAKER/ MANUFACTURER'S/ HANDBOOKS/ & DRAWINGS/ (ELECTRIC)/ D1".	Unknown,	Insecure	none	Industry/Economic Activity - possibly shipyard	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.1127	Cabinet, Filing	Wooden, four-drawer filing cabinet painted light green. Each drawer has a brass-plated, cup-shaped pull handle, a brass-plated card frame and a lock at top-centre. The black and red marker-pen inscription in the top drawer card frame reads "A-B/ RM1 D18".	Unknown,	Insecure	none	Industry/Economic Activity - possibly shipyard	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.1128	Cabinet, Filing	Wooden, four-drawer filing cabinet painted light green. Each drawer has a brass-plated, cup-shaped pull handle, a brass-plated card frame and a lock at top-centre. The red marker-pen and black typed inscription in the top drawer card frame reads "RM1 VANCOUVER DIVISION D1/ TERMINATED SUPERVISORY & OTEU STAFF".	Unknown,	Insecure	none	Industry/Economic Activity - possibly shipyard	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2013.INV.1129	Cabinet, Filing	Wooden, four-drawer filing cabinet painted light green. Each drawer has a brass-plated, cup-shaped pull handle and a brass-plated card frame. A steel bracket to hold a securing bar is attached to the top and bottom of the cabinet on the right side (as seen). The black and green marker-pen inscription on paper taped over the top drawer card frame reads "RM3 D6/ VESSEL SPECIFICATIONS/ ELEC. D.O. 19 TO 48".	Unknown,	Insecure	none	Industry/Economic Activity - possibly shipyard	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.1130	Cabinet, Filing	Wooden, four-drawer filing cabinet painted light green. Each drawer has a brass-plated, C-shaped pull handle and a brass-plated card frame. The green marker-pen and ink inscription in the top drawer card frame reads "RM3 D12/ Hull - 366/ Prints & App Dwgs/ Yarrows".	Unknown,	Insecure	none	Industry/Economic Activity - possibly shipyard	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.1131	Binder	A black, soft padded binder with "VERSATILE CORPORATION" in white text on right top and a red, corporate logo on the left top. Spine of binder also features corporate logo in red. The binder contains pages and documents under the title of "VERSATILE CORPORATION / PERFORMANCE APPRAISAL PROGRAM / ALL SALARIED EMPLOYEES" with tabs ranging from Index to Section 5.	Unknown,	Secure	None	Industry/Economic Activity	6) Not significant to NV themes 5) Poor documentation	City & District of North Vancouver	10/16/2014
2013.INV.1141	Binder	A navy-blue, material covered, three-ring binder. There is a label on the spine of the binder that reads, "1953 / B.D.D. / Journal / July - December". The label is attached with clear scotch tape.	Unknown,	Secure	None	Industry/Economic Activity	6) Not significant to NV themes 5) Poor documentation	City & District of North Vancouver	10/16/2014
2013.INV.1142	Binder	Three green, material-covered, three-ring binders. Each binder has paper label stuck to the spine. The labels have red borders. a) The label reads, "1954 / B.D.D JOURNAL VOUCHERS / JANUARY TO MARCH"; b) The label reads, " 1954 / B.D.D JOURNAL VOUCHERS / APRIL TO JUNE; c) 1954 / B.D.D JOURNAL VOUCHERS / JULY to DECEMBER"	Unknown,	Secure	None	Industry/Economic Activity	6) Not significant to NV themes 5) Poor documentation	City & District of North Vancouver	10/16/2014
2013.INV.1143	Binder	Four plastic, black, three-ring binders. Each binder has a label on the spine, inserted in to a metal label holder. a) The label reads, "JOURNAL / VOUCHERS / JANUARY / TO / MARCH /1955"; b) "JOURNAL / VOUCHERS / APRIL / TO / JUNE /1955"; c) "JOURNAL / VOUCHERS / JULY / TO / SEPTEMBER /1955"; d) "JOURNAL / VOUCHERS / OCTOBER / TO / DECEMBER /1955"	Unknown,	Secure	None	Industry/Economic Activity	6) Not significant to NV themes 5) Poor documentation	City & District of North Vancouver	10/16/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2013.INV.1169	Binder, Loose-Leaf	Metal loose-leaf binder with two arch-shaped, brass-plated loops. The base is inscribed with name and location of manufacturer "OFFICE SPECIALTY MFG. CO./ LIMITED/ NEWMARKET - CANADA". The binder holds a white paper pad, each page of which is printed with a form headed "MEMO DRAWING OFFICE". Every page has been completed, with dates ranging from 1978 to 79. Two large sheets of thick light blue paper are also attached to the binder.	Unknown,	Secure	None	Industry/Economic Activity	6) Not significant to NV themes 5) Poor documentation	City & District of North Vancouver	10/16/2014
2013.INV.120	Doll	A boy doll with solid rubber head and squishy (almost orange) coloured body. Doll has blue eyes that open and close, red lips and hair etched into the head. The doll is wearing black velvet lederhosen styled shorts.	Unknown,		none		3) Condition 5) Poor documentation	City & District of North Vancouver	10/16/2014
2013.INV.1214	Cabinet, Display	Large mahogany display case with open section at top (glass missing) and drawers underneath. Carved scrolls with acanthus leaf decoration at each corner and green marble effect formica decoration at the base. Cabinet has five pull out trays with a black leather covering, five shallow drawers with dark blue felt lining and five alternating sections of either two drawers or a single deep drawer. The drawers have decorative wood and metal handles. The open top section has a fabric covered back panel and fixtures for lights and sliding glass panels.	Unknown,	Insecure	none		5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.122	Stand, Doll	An off-white doll stand with Flat round base.	Unknown,		none		5) Poor documentation 6) Not significant to NV themes	City & District of North Vancouver	10/16/2014
2013.INV.123	Toy, Mechanical	A brown paper bag, in a clear plastic bag, full of multi-coloured metal plates, bolts and screws that resemble k'nex toys.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	7/17/2014
2013.INV.1244	Box, Cigar	"Dunhill Domestica Princess" cigar box: brown shallow rectangular cardboard box with cloth hinged lid; product information printed in goldtone and white on four sides and top; inside lid has white paper cover with product information printed in goldtone and brown, small part of excise stamp partially adhered top.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
2013.INV.128	Puzzle, Jigsaw	A small child's jigsaw puzzle of a plow horse that is missing several pieces. Puzzle is wooden with paper illustration.	Unknown,	Insecure	none		3) Condition 5) Poor documentation	City & District of North Vancouver	7/17/2014
2013.INV.135	Fragment	Metal foot pedal for a machine, painted silver. Textured, rectangular pedal attached to a box with two electrical outputs and a supporting, C-shaped frame with countersunk screw holes on each side.	Unknown,	Insecure	none		6) Not significant to NV themes	City & District of North Vancouver	12/18/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2013.INV.140	Frame, Picture	Large wooden picture frame painted gloss black with small metal plaque reading "CAPILANO HIGHLANDS/ SUBDIVISION/ 1950", holds glass and brown cardboard backboard. Once contained photograph.	Unknown,	Insecure	none		5) Poor documentation 6) Not significant to NV themes	City & District of North Vancouver	7/17/2014
2013.INV.144	Sign, Advertising	"AGFA ALL-WEATHER FILM" wall sign: rectangular metal sign with vertical tab for hanging, five holes on tab; top wall corner has oval profile, fly end diagonal cuts on top corner and triangular cut near bottom; both sides lithographed with image of film cartridge with pulled out film in black, orange, white, yellow and grey.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
2013.INV.1449	Game, Card	Two packs of Waddington's "LEXICON" card game in red and gold imitation leather-bound book boxes. One card pack has red patterned backs, the other blue (as indicated by a small sticker on the reverse), both packs also have a small rule book. The boxes consist of a gold cardboard box interior which sits inside a second cardboard sleeve. The sleeve has red leather-effect paper on the front, back and spine with gold paper on the 'text block' edges. The front and spine have impressed gold-foil text and line details with an illustrated title border on the front.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	10/16/2014
2013.INV.1478	Binder, Ring	Three clipboard ring mechanisms: a-b) two "Office Specialty Mfg. Co. Ltd." mechanisms: rectangular stepped base, has two countersunk holes on lower base and a hanging ring on top, a tall coppertone squared ring is affixed to each end; the rings open to sides; base embossed with manufacturer's name top; c) "ACCO" mechanism: flat metal base, painted brown, has bent wire coppertone rings affixed back and two silvertone post affixed front to match rings at top, metal plate has raised pattern and stamped manufacturer's name.	Unknown,	Secure	None	Industry/Economic Activity	6) Not significant to NV themes 5) Poor documentation	City & District of North Vancouver	10/16/2014
2013.INV.1489	Motor, Electric	Small black electrical motor: tubular case/frame is mounted on H-shaped base that has one hole at end of each arm, two endshields are open, the rotor end has a small plate with electrical components hanging by three black wires; case has a threaded hole centre top.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	10/16/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2013.INV.149	Sign	Set of two signs promoting use of the freezer and water heater: a) rectangular slightly textured white poster board with print of coloured crayon drawings of fruit falling and a freezer, written in black message reads: "Stock up 'n Save / with a Freezer!; plain back has no markings; b) rectangular slightly textured white poster board with geometric representation of a house, written in black and red message reads: "a "must" for the modern home: / automatic storage water heater!; plain back has no markings.	Unknown,	Insecure	none	5) Poor documentation 6) Not significant to NV themes	City & District of North Vancouver	12/18/2014
2013.INV.1490	Motor, Electric	Small broken "Knapp" black electrical motor: tubular case/frame with a threaded hole centre top has two large curved extension centred horizontally, the case is mounted on H-shaped base with the end of each arm open, two endshields are detached, one is broken (only four pieces found, several missing) and other is complete but with large crack below centre hub, the rotor is detached; two additional metal components are included; small metal plate affixed top of case has manufacturer's name.	Unknown,	Insecure	none	5) Poor documentation	City & District of North Vancouver	7/17/2014
2013.INV.150	Sign, Advertising	TUCKETTS MONTREAL "THE HAPPY CIGAR" sign: rectangular white poster board; printed over bright yellow ground on lower left black quadrant with colourful lettering reading: "TUCKETTS / MONTREAL / "The Happy Cigar", centre top legend: "COSTS SO LITTE AND IS SO GOOD" printed in red over 5¢ coin and standing to the right a "cigar man"; plain back has no markings.	Unknown,	Insecure	none	5) Poor documentation	City & District of North Vancouver	12/18/2014
2013.INV.151	Sign, Instructional	TABLE OF DECIMAL EQUIVALENTS: heavily deteriorated rectangular cardboard sheet with print adhered top (sepia or diazo print?); printed image is a table of decimal equivalents for fractions ranging from 1/64 to 1 (presumably imperial fractions of an inch) in two columns, top part has large section missing including part of the tables title "The Equipment (missing) in Canada" / "TABLE OF D (missing) VALENTS"; back has no markings; sign broken in half vertically and had been held together with large piece of thick masking tape now detached in some parts.	Unknown,	Insecure	none	7) No suitable storage 3) Condition 5) Poor documentation 6) Not significant to NV themes	City & District of North Vancouver	12/18/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2013.INV.1515	Box, Cigar	"La Flor de Cuesta-Rey, Clear Havana" 20 count cigar box: shallow rectangular wooden box with flat paper hinged lid and inner and outer surfaces covered by colour printed label: white ground with goldtone text, top centre and inner lid have image of woman's profile surrounded by tropical vegetation over legend: "GOLD MEDAL AWARDED PANAMA-PACIFIC EXPOSITION 1915", all edges have an adhesive printed border in gold on white ground; a large long manufacturer's label is adhered to right corner and over it the Canadian Excise stamp; bottom is uncovered and stamped with Seal of The City of Tampa, Florida and other stamps, as small white adhesive label reads "FOR EXPORT PURPOSES / U. S. TAX-EXEMPT"; inside on lid to upper left of image hand written price "60¢ ea"; centre front has a small length of blue ribbon adhered and a golden paper seal with two blue ribbons adhered to the upper right.	Unknown,	Insecure	none	5) Poor documentation	City & District of North Vancouver	12/18/2014
2013.INV.152	Sign, Advertising	SHREDDED WHOLE WHEAT sign: landscape format cardboard product sign with dark red border and black print adhered to larger warm grey illustration board; product sign reads: "SHREDDED / WHOLE WHEAT / MANUFACTURED BY / THE CANADIAN SHREDDED WHEAT CO. LIMITED / NIAGARA FALLS, ONTARIO"; there are no notations or markings on either side of illustration board.	Unknown,	Insecure	none	7) No suitable storage	City & District of North Vancouver	12/18/2014
2013.INV.155	Poster, Instructional	JUNIOR RED CROSS "Rules of the Health Game" poster: double sided poster with black crimped metal edges top and bottom, top piece detached; front: black ground with white and blue border, top reads "JUNIOR RED CROSS" printed in large red letters, below centre twelve rules of health each illustrated by an image on the sides and bottom, lower right corner reads in very small print: "ROLPH CLARK STONE LTD."; back has five black and white illustrations top and a "Class-Room Weight Record next to height and weight tables.	Unknown,	Insecure	none	7) No suitable storage 3) Condition	City & District of North Vancouver	12/18/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2013.INV.156	Poster	MINISTRY OF AGRICULTURE Dairy Products Poster No. 1: heavy paper stock rectangle with black crimped metal edges top and bottom with flat brass eyelet centre top; red with large reproduction of a drawing by (illegible signature) depicting a woman feeding a young child with working men on the background, under the image in white letters with black outline reads: "MILK / BUILDER OF NATIONS" / "DAIRY BRANCH, DEPARTMENT OF AGRICULTURE, OTTAWA / CANADA" / "Published by direction of the Hon. W. R. Motherwell, / Minister of Agriculture, Ottawa, 1927." lower left corner, "Dairy Products Poster No. 1" lower right corner; plain back handwritten in red pencil top reads: "Grade I. Paper Folding"; remnants of coloured paper adhered to surface at multiple points.	Unknown,	Insecure	none	7) No suitable storage	City & District of North Vancouver	12/18/2014
2013.INV.1621	Calendar	1927 wall calendar: purple rectangular backing card has heavy card rectangle affixed centre top printed with an illustration of a rainy scene with two men and a duck above the poem "To a Pal Like You!" by Edgard A. Guest, above the print is a purple ribbon tied to form a bow, below the print a 1927 calendar, with purple card cover stamped "1927" sewn to backing; goldtone ornamental pattern visible between calendar and print.	Unknown,	Insecure	none	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.1631	Matchbox	"EDDY REDBIRD MATCHES" large matchbox: rectangular cardboard sleeve opened on both sides, three sides printed in red and white striped pattern, top has red bird image on left; one side has long striking surface centred, company information printed on bottom in red and blue; natural colour deep rectangular cardboard box with no markings; strip of cardboard folded on both ends to fit inside box b), has two pin holes top, no other markings; box contains 26 red and white headed wooden matches.	Unknown,	Insecure	none	5) Poor documentation	City & District of North Vancouver	12/18/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2013.INV.164	Bookcase	"Globe-Wernicke" modular bookcase made of stained and varnished oak with four glass-fronted shelves. Bookcase separates into six components, four shelf units and a base and top section. There are two short ("D8 1/2") and two tall ("D12 1/4") shelf units, each has a glass door set in an oak frame which lifts up and slides into the top of the case. The shelf units have steel bands attached at the sides to add support and hold the sections in place. The base and top section have a slightly curved, serpentine shape at the front. Three of the four units have a paper manufacturer's label attached.	Unknown,	Insecure	none	Immigration/Settlement Notable Achievers - possibly Draycott	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.173	Drill, Dental	Motor, switch and extending wall bracket for a dental drill. "RITTER DENTAL MFG. CO." alternating current motor in a round housing with arm attached, painted white, black electrical cable attached. Rectangular floor switch with four feet (each with a central screw hole), cylindrical housing on top and black electrical cable attached. Steel extending wall bracket, painted white. All components are inscribed "A ALLAN" in blue ink.	Unknown,	Insecure	none		6) Not significant to NV themes	City & District of North Vancouver	12/18/2014
2013.INV.175	Banner	SEAFORTH HIGHLANDERS CONCERT banner: long canvas banner printed in blue, red and black; left side of canvas appears to have been cut-off leaving left hand words incomplete; sign reads: "(2)nd. SEAFORTH HIGHLANDERS / (C)ANADA WILL GIVE FREE" "CONCERT" / "(O)N SUNDAY / (HO)RSESHOE BAY." / "? FARE - 50¢ - COVERS ALL - A TRAIN EVERY HALF HOUR"; back has no markings.	Unknown,	Insecure	none		1) Not North Vancouver - West Vancouver 5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.176	Banner	WELCOME DELBROOK GRADS banner: long paper banner painted on one side; message in bright blue letters with green airbrushed shading; edges multiple repairs with masking tape; back has no markings.	Unknown,	Insecure	none	Community Development	7) No suitable storage 5) Poor documentation	City & District of North Vancouver	7/17/2014
2013.INV.177	Bit, Drill	Large, spiral drill bit made from steel with lead screw and small wings on the edges of the tip. Bit is rusted and bent toward the tip.	Unknown,	Insecure	none		7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.2	Type	Bundle of eight wooden typesetting spacers and a strip of cardboard.	Unknown,	Insecure	none	Industry/Economic Activity	5) Poor documentation	City & District of North Vancouver	10/16/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2013.INV.208	Block, Printing	Twenty one assorted printing blocks, mostly photogravure etched plates mounted on wood, with some relief metal and linocut blocks. The majority of the plates show scenes of North Vancouver (see notes) but there is also a portrait, some text blocks and one blank block. Ten of the blocks are wrapped in brown paper, most with a print of the image pasted to the top. Also included are two cardboard boxes used to store these blocks.	Unknown,	Insecure	none	Industry/Economic Activity	5) Poor documentation	City & District of North Vancouver	10/16/2014
2013.INV.210	Ink, Printer's	Grey steel filing cabinet drawer containing seven round pots of printer's ink, two boxes of assorted type and spacers, and a steel funnel.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	10/16/2014
2013.INV.211	Ink, Printer's	Small wooden shelf unit with three shelves containing twelve cylindrical cans of printer's ink in various colours.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	10/16/2014
2013.INV.219	Collage	Front is faced in glass and frame stained oak. Collage is made up of 40 black and white photographic images (prints/plates from a book) of Newfoundland landscape, seascape, train tracks, animals and people. Flashes of colour from the print underneath are present where collaged image has moved. Back has remnants of original paper seal. Cedar boards have been nailed into side of frame, brass hanging hardware sits at top and bottom (its possible that print underneath collage was originally landscape orientation).	Unknown,	Insecure	none		7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.220	Frame, Picture	Large hardwood frame with glass. Moulding is wide, stained dark, front outside edges are carved with a repeating scroll-like pattern, this is followed by a series of scalloped and hard edged planes. The last interior plane on the front has been treated in a gold gilt finish, wood is a different species and has an underlayer of gesso composite. Back in unfinished and has small nails holding the glass in place.	Unknown	Insecure	none		5) Poor documentation 6) Not significant to NV themes 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.259	Carabiner	Steel 0-shaped carabiner with a screw attachment at base. Clasp is hinged and folds upward to open the ring. Stamped inscription reads "E/ 114-1D".	Unknown,	Insecure	none	Sport/Recreation		City & District of North Vancouver	7/17/2014
2013.INV.261	Net, Volleyball	A portion of a volleyball net. Black netting with white plastic trip along the top and black plastic trim along the bottom. Metal eyelet in corners of net on one side. It looks like the net has been cut.	Unknown,	Insecure	none		5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.282	Frame	Large oak frame with glass. Moulding is angular and descends toward the glass. Small nails are tacked into the back which holds the cardboard and glass in place. Back in unfinished and has remnants of the original paper seal.	Unknown	Insecure	none		5) Poor documentation 6) Not significant to NV themes 7) No suitable storage	City & District of North Vancouver	7/17/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2013.INV.284	Frame	Wooden frame with glass (soft finish). Wood is stained brown and is not varnished. Moulding is bevelled and its edges are softened. Nail holes are visible at the sides where the 45 degree angled sections of moulding are secured together. Once corner is visibly loose. A brown mat board is visible and several insect carcasses are present behind the glass. the back has original paper seal remnants and small finishing nails hold the mat board in place. There are two sections of masking tape that have handwritten text on them (see inscription) in pencil and ink.	Unknown,	Insecure	none	5) Poor documentation 6) Not significant to NV themes 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.289	Frame	Mid size frame, Exterior moulding is multi-tiered highest edge has a 'wood-finished cast finish that consists of leaves, buds and a wavy texture. The internal edge of the moulding is a wide strip of gilded wood (gold-like finish on plaster) Back is two type of unfinished wood hanging hardware and wire. Frame outfitted to hang in portrait orientation.	Unknown,	Insecure	none	5) Poor documentation 6) Not significant to NV themes 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.290	Frame	Wooden frame, wide moulding, bevelled and stained dark brown/black. Front has single pane of glass and interior holds a brown mat board (with several bug carcasses) Back has remnants of paper backing and has an inscription, a section of masking tape with inscription (see inscription for both) several nails protrude out of frame and hold the mat board in place.	Unknown,	Insecure	none	5) Poor documentation 6) Not significant to NV themes 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.318	Banner	1970 BCHSBBA HOWE SOUND ZONE - CHAMPIONS Banner: paper base reinforced blue fabric triangular banner with rounded tip, sleeve for hanging rod top, bright yellow fringe sewn on all sides; golden embroidered letters read: "BCHSBBA / CHAMPIONS / Howe Sound / Zone / 1970"; hanging rod is white metal tube with one end cap; length of natural fibre cord (sisal?) affixed to cap (not measured).	Unknown,	Insecure	none	7) No suitable storage 5) Poor documentation - connection to NV unclear	City & District of North Vancouver	7/17/2014
2013.INV.33	Chase	Steel chase containing assembled type, quoins and furniture (spacing blocks). Type reads "MOTOCYCLE" and there are four quoins, twenty three wooden blocks and three lead spacers.	Unknown,	Insecure	none	5) Poor documentation	City & District of North Vancouver	10/16/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2013.INV.36	Fixture, Lighting	Long, steel electric lighting fixture for a ceiling. Bracket at top connects via a ball and socket joint to a long, central rod with a glazed white porcelain socket for a screw bulb at the base. Socket has a cylindrical cover with three screw clamps around the slightly wider bottom rim and three square ventilation windows around the sides. Red and white electrical wires extend from the top bracket which is covered by a round ceiling canopy.	Unknown,	Insecure	none		7) No suitable storage 5) Poor documentation	City & District of North Vancouver	7/17/2014
2013.INV.362	Net, Badminton	Standard size badminton net. Bottom has black vinyl stitched along the base (one side has two grommets and a section of nylon rope tied to it, top has white plastic (woven tarp like material) stitched to it and also has 2 grommets and a nylon rope running through the vinyl, netting is back, sides are open. Black vinyl is missing about a quarter of the way across and the netting is frayed.	Unknown,	Insecure	none	Sport/Recreation	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.376	Shelf	Long narrow brown metal shelf (possibly from modular unit): side ends are taller than back and have hooks to latch to shelving structure, front has no lip.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
2013.INV.38	Cabinet	Wooden cabinet with six drawers. Carcass is unfinished softwood, the drawers, drawer supports and front molding are all solid oak with varnish applied to the front-facing elements. Drawers have a central recessed brass handle.	Unknown,	Insecure	none		5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.388	Artifact, Unidentified	Steel pole with a heavy, round base. The pole is hollow and has a spherical knob at the top with a screw hole in one side, a steel pole (with a nut attached to a threaded section at one end) is housed in the pole. The top of the base is covered with molded sheet brass, the underside with a silver-coloured metal cover stamped "CLATWORTHY & SON LTD/ TORONTO/ MADE IN CANADA".	Unknown,	Insecure	none		7) No suitable storage 5) Poor documentation	City & District of North Vancouver	7/17/2014
2013.INV.39	Cabinet	Wooden cabinet with six drawers. Carcass is unfinished softwood, the drawers, drawer supports and front molding are all solid oak with varnish applied to the front-facing elements. Drawers have a central recessed brass handle.	Unknown,	Insecure	none		5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2013.INV.390	Cabinet	Small, stained and lightly varnished cedar wood cabinet with single door at front, a single shelf and a small interior compartment stamped with a skull and crossbones motif and the word "Poison". Cabinet is rectilinear with a slight overhang of the top panel. The door is panelled and secured with a small, steel, sliding latch and decorative, brass-plated steel trefoil hinges. The interior compartment sits on the shelf and has a hinged door with a simple hook latch.	Unknown,	Insecure	none	3) Condition 5) Poor documentation	City & District of North Vancouver	12/18/2014
2013.INV.392	Armchair	Spindle-backed oak armchair with molded seat and shaped, carved top back-panel. Chair is currently partially dismantled with only the arms, arm spindles and back posts in place. All spindles (four short spindles under each arm and seven long spindles at the back), the two back posts, legs (only three present) and three of the four stretcher elements are turned. The seat is rounded at the back and shaped at the front with a slightly concave, molded top face. The top back panel is shaped and carved at each end with a tassel design.	Unknown,	Insecure	none	3) Condition 5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.393	Artifact, Unidentified	Long, solid steel bar with chains at each end, painted red. Bar has a sleeve with a hole at the centre and tapers slightly at each end where a short length of heavy chain holding a rounded stirrup is attached.	Unknown,	Insecure	none	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.41	Cabinet	Wooden cabinet with six drawers. Carcass is unfinished softwood, the drawers, drawer supports and front molding are all solid oak with varnish applied to the front-facing elements. Drawers have a central recessed brass handle.	Unknown,	Insecure	none	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.43	Figure, Toy	Two plastic figurines. One is a clown with a pink and red jester hat and orange yarn for hair. The other looks like a female with a plastic shaped bonnet and a pink and red polka dotted cotton dress. It looks like she is missing her face.	Unknown,	Insecure	none	5) Poor documentation	City & District of North Vancouver	7/17/2014
2013.INV.44	Horse, Rocking	A wooden rocking horse with metal stirrups and leather reins. The horse's face is painted on and the mane is painted black. There is a wooden dowel that runs through the horse's head for a handle and there is also a wooden black seat. There is white yarn at the rear of the horse to represent a tail.	Unknown,	Insecure	none	7) No suitable storage 3) Condition 5) Poor documentation	City & District of North Vancouver	7/17/2014
2013.INV.471	Flooring	Six foot long roll of thick paper-based flooring material with a decorative plastic top coating. Coating has an abstract, green-toned, paint-effect pattern and the backing is dark brown.	Unknown,	Insecure	none	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2013.INV.475	Flooring	Six foot long roll of thick paper-based flooring material with a decorative plastic top coating. Coating has an green, floral, paint-effect pattern with a border and the backing is dark brown.	Unknown,	Insecure	none		5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.476	Flooring	Nine foot long roll of thick paper-based flooring material with a decorative plastic top coating. Coating has a paint-effect pattern of yellow and red flowers on a grey, blue and green foliate background with a black border and the backing is dark brown.	Unknown,	Insecure	none		5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.477	Flooring	Nine foot long roll of thick paper-based flooring material with a decorative plastic top coating. Coating has a tiled pattern with abstract, white, black, blue and grey paint-effect decoration and a line border, and the backing is dark brown.	Unknown,	Insecure	none		5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.479	Flooring	Two sample sheets of thick paper-based flooring material with a decorative plastic top coating. The coating on one piece has a green, floral, paint-effect pattern, the other has a tiled two-tone brown pattern with a red, green and gold diamond motif. The backing of each piece is dark brown.	Unknown,	Insecure	none		5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.521	Shelf	Large plywood and Masonite shelf with 170 small units. Exterior is painted cream and has wide vertical dividing panels which have paper labels stuck (some with staples) to them, each one has a number hand written on it the numbers range from 1/4 x 1/2 - 7/16 x3. Interior shelves and back of shelf are unfinished.	Unknown,	Insecure	none		3) Condition 5) Poor documentation 7) No suitable storage	City & District of North Vancouver	12/18/2014
2013.INV.545	Firepole	Two hollow brass poles.	Unknown,	Insecure	none	Community Development	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.570	Can, Trash	A wire-framed garbage can with a flared top. Top part of can has a petal-like design that can be folded inward or outwards to create a wider or narrow opening and funnel. Bottom of can is raised up into a mountain shape with a hole in centre and attached to the narrow end of can frame..	Unknown,	Insecure	none		5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2013.INV.576	Artifact, Unidentified	Long metal bar in wooden shipping box: a) box: long box made of four wooden slabs kept together by strips of adhesive tape on one end (greyish heavy duty cloth packing tape), and possibly in at least three other places as indicated by adhesive remnants; International Parcel Post label from E. I. DU PONT DE NEMOURS & CO adhered on top as well as paid stamp; written in black marker on top left of label: "FROM / DUPONT / POMPTON LAKES / N. J." and to the right: "BURRARD DRY DOCK CO. LTD. / 109 EAST ESPLANADE / NORTH VANCOUVER, B.C. CANADA", below on front panel reads: "ATTN: J.SURGENER" b) three lengths of rectangular metal bar (lower part steel, upper part aluminum) held together by thick greyish cloth adhesive tape in three sections, all bars have steel side down, short segments on one side (with identifying numbers printed on top "032" and "180?") and long one on other (numbered "038"); strip of fluorescent orange tape tied around bar.	Unknown,	Insecure	none		5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.593	Cabinet	Small wooden cabinet with brass fixtures. The interior has 2 shelves with vinyl/arborite surfaces.	Unknown,	Insecure	none	Industry/Economic Activity	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.604	Bag	A single, large plastic yellow bag with "CAUTION / CONTAINS ASBESTOS FIBERS / AVOID CREATING DUST / BREATHING ASBESTOS MAY / CAUSE SERIOUS BODILY HARM" followed by an exclamation point and the words "ASBESTOS WHITE / PROD ID #2590.	Unknown,	Insecure	none		5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.605	Artifact, Unidentified	Long wooden board with hinged arm and fixed short extension sitting across the main board. The main board has a flat bottom (with a nail sticking out of it) and a rounded tip. The tip has 7 holes drilled into it, 6 of these surround the central hole which holds a nut with washer. The hardware holds the arm in place which has similar holes on the rounded tip the arm also has a leather catch mounted to the arm and main body and a hinge. The fixed extension is flat on one side and has 2 wooden pegs extending out of the other. The letter "A W" are written in chalk on the extension.		Insecure	none	Industry/Economic Activity	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2013.INV.658	Binder, Ring	A large ringed binder containing tabbed dividers with tab for each letter of the alphabet (although tab for T is missing). Binder is made of pressed cardboard with black covering and has a total of 18 metal one-inch rings attached to a metal binding. Inside is a piece of hole-punched black heavy cardboard with "SHEET LIFTER / THIS SIDE TOWARDS SHEETS / NO. C37 / PAT. PENDING" in white type. Each divider is manilla card with a small red leather looking tab with each letter of alphabet imprinted in gold type. Tabs have been reinforced with strips of masking tape to keep them attached to dividers. Tab/divider "A" has writing on it reading " 7,500 TON / MOTOR VESSEL / JOB NO 617". The back of binder has numerous unused dividers minus the tabs.	Unknown,	Insecure	None	Industry/Economic Activity	6) Not significant to NV themes 5) Poor documentation	City & District of North Vancouver	10/16/2014
2013.INV.694	Chest of Drawers	Small, dark-stained wooden drawer unit with an open front and three drawers (although the frame has runners to hold five). Each drawer has nine slots running parallel to the front edge. There are rebates for two hinges in the top edge of the unit.	Unknown,	Insecure	none	Industry/Economic Activity - possibly shipyard	5) Poor documentation	City & District of North Vancouver	12/18/2014
2013.INV.700	Motor, Electric	Master Gearhead Motor: black Master motor (illegible serial number, Style 103696) with covered gear drive and four belt wheels on transversal metal axle; motor is set on a 1.0 cm. thick metal plate that seats on a rectangular metal base with two tubular diagonal crossbars on open sides and has angled plates at the bottom of vertical panels; motor's plate is currently not affixed to base and is slightly shifted, no fasteners were found however a washer is still in place on one of the perforations; motor, plate and base are heavily soiled and covered with grease, metal scrap mixed in with grease; three manufacturer product information plates affixed to the motor.	Unknown,	Insecure	none		7) No suitable storage 5) Poor documentation	City & District of North Vancouver	10/16/2014
2013.INV.703	Cabinet, Key	Wooden key cabinet painted off-white with a hinged door and 143 numbered hooks. Hooks 1-108 are small gold-coloured metal hooks attached to the back of the cabinet in six rows and numbered with black and white Dymo labels. Hooks 109-143 are steel nails organised into five rows and attached to the inside of the door with numbers inscribed in pencil. Also on the inside of the door are tape and paper remnants and a bulldog clip attached with a screw.	Unknown,	Insecure	none	Industry/Economic Activity - possibly shipyard	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2013.INV.709	Motor, Electric	Small steel "ELECTRIC TAMPER & EQUIPMENT CO." electric motor with grey metallic coating and a drive-wheel covered by a galvanized steel housing. The motor is roughly cylindrical in shape and is inscribed "B.B.F." in black marker. The base of the motor has a hinge attached to one side and a plate with three bolts on the other side. The hinge and the galvanized steel housing are screwed to a plywood board base. The housing is formed of two parts adjoined with a hinge, the outside part is longer, rounded at the base and has grooves cut out from each side.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	10/16/2014
2013.INV.743	Box	Unfinished hand-made 1.4 cm. plywood box without cover has two strips of plywood nailed to top edge of long sides that extend on both ends of box as handles.	Unknown,	Insecure	none		5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.754	Auger	Steel hand auger with metal handle: 36.2 cm. long flute, long shank bends to form handle.	Unknown,	Insecure	none		5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.757	Artifact, Unidentified	Long solid wood form. Long square handle with a rounded exterior and flat interior that becomes a thick concave arched semi-circle. The interior edge has a notched seat and its shape appears to be closely related to 1992.40.2022		Insecure	none	Industry/Economic Activity:	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.764	Cabinet	A medium sized wooden cabinet with 2 doors and a single latch. Painted in a light green colour, the left door of the cabinet opens to reveal an internally latched right door and 2 fixed shelves with interior painted the same light green. The cabinet's back is a small sheet of plywood that has not been painted. There is a strong medicinal smell in cabinet suggesting it may have been a medicine cabinet. There are also a number of handwritten names and phone numbers on the left side of piece with a great deal of small holes indicating it acted as a bulletin board as well.	Unknown,	Insecure	none	Industry/Economic Activity - possibly shipyard	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.784	Motor, Electric	Green (appears black from dirt and grime), circular "WESTINGHOUSE/ TYPE CCL/ INDUCTION MOTOR" with a vented cast-iron cover on each side and a rectangular steel base with four tabs with screw holes for mounting. A double belt drive extends from one side and there is a brass manufacturer's plate attached to the central housing. Electrical cables extend from an opening on one side of th base. Broken fragments of one of the covers remain with the object.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	10/16/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2013.INV.786	Artifact, Unidentified	Large steel artifact with a central, square chamber, a wide flat top and four legs covered with panels at the base on three sides. The object is painted white in some areas but the surface has significant corrosion. There is a round hole in one side and a slightly raised disc on the underside with a lever extending from its side. The base is hinged and appears to close with a large latch, a white material composed of glassy-looking fibres can be seen extending from the edges of the base.	Unknown,	Insecure	none		5) Poor documentation 7) No suitable storage 3) Condition	City & District of North Vancouver	7/17/2014
2013.INV.816	Frame	Large wooden frame with flat face and rounded edges, moulding forms rabbet; has six perforations on face: two on each side, one top and bottom; back is not varnished.	Unknown,	Insecure	none		5) Poor documentation 6) Not significant to NV themes 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.821	Cabinet	Large cabinet with front clear glass panel. Body is painted wood (green), front door hinges on left and locks on right (no key found and is locked) sides are deep and back interior of cabinet is inlaid with green felt there are two papers pinned to the interior, one is a small rectangular print of a watercolour with text "Never Drink the Water" along with the image of a boy peeing into a pond, the other is "NOTICE" outlining that coffee breaks were long and workers are to remain on site until regulated time, dated January 11, 1977.	Unknown,	Insecure	none	Industry/Economic Activity - possibly shipyard	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.823	Frame, Picture	Six identical wooden frames with rounded edges and rabbet, each long side has three perforations and each short side has two, five frames have a Masonite backing board; back of all frames has been covered with long strips of masking tape (possible done to seal frames when in use); Masonite boards have remnants of masking tape and adhesive on their borders on one or both sides.	Unknown,	Insecure	none		5) Poor documentation 6) Not significant to NV themes 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.832	Cabinet, Filing	Vertical 4 drawer wooden filing cabinet. The exterior has been painted white and the front of each drawer has a place holder for label made of thin brass plated steel shaped into a rectangle, the handles are upside down curved pockets made of brass. The interior of the drawers are unfinished. Each drawer contains a variety of objects. Tag on front of cabinet "VPSI / OFFICE / EQPT/SUPPLIES", "VPSI / Old officeBldg / bS 0/ /91"	Unknown,	Insecure	none	Industry/Economic Activity	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2013.INV.833	Cabinet, Filing	A dark (army) green coloured, 3-drawer wood and metal filing cabinet containing alphabetized file folders with handwritten ship names and containing related documents pertaining to and filed in drawers by year 1984-1986. Cabinet is made of wood with a metal framework; wooden drawers on metal rolling mechanisms and featuring metal handle on top with green wooden handles on bottom two drawers. Front of drawers has a plate in which to insert card for labeling contents with current labels reading (from top to bottom); "1984 / SHOP / ORDERS"; "1985 SHOP / ORDERS"; "1986 / SHOP / ORDERS". Cabinet has lock mechanism on front.	Unknown,	Insecure	none	Industry/Economic Activity - possibly shipyard	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.841	Breaker, Circuit	A large electrical panel or station secured to a metal frame and consisting of a black painted wood with a metal extension on each upper corner to hang or mount and features a number of electrical fuse boxes, switches, plates and controls secured to the wooden panel to act as a kind of power station. There are 3 gray metal fuse boxes with metal tags reading: "CEMCO ELECTRICAL MANUFACTURING / VANCOUVER, B.C." with amps, volts and such listed. A small, plain plywood square is attached to wooden panel and features 2 circular switches, a couple of flat metal bars with a larger switch between them, an area where a switch has been removed (wires are still sticking out), and 4 red plastic tags with white raised print (made by Dymo machine). On the opposite side at top there are 2 large black throw switches and a thick, long black coated cord; a large black metal box with screen around all sides with handle on front and metal contacts arranged in a circular pattern with "GREEN /F", "WHITE /L" and "BLACK /A" in white paint over respective wire contact points. To the side of this box is another grouping of metal contacts in a vertical metal box with "LINE" and "COM" "F" "LINE" and "A" painted on it, also vertically. From these contact points run several plastic or rubber coated wires. On the back of the panel is the word "JOBS" written in upper case and	Unknown,	Insecure	none	Industry/Economic Activity	7) No suitable storage 5) Poor documentation	City & District of North Vancouver	7/17/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2013.INV.842	Electrical Panel	A metal framed, wooden electrical panel consisting of a 3 large glass covered meters in arch shape for monitoring electrical output and usage. Meters are currently protected with a single, thick piece of plain plywood securely bolted across them. Below meters are switches and dials for adjusting amps, volts, etc. and read: "MILLIVOLTS/AMPERES"; "SUPPLY/METER/TEST"; "MILLIVOLT/SUPPLY/LOWER/RAISE"; MILLIVOLT/ON/OFF"; "MILLIVOLT SUPPLY"; "AMPERES TEST" and more.	Unknown,	Insecure	none	Industry/Economic Activity	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.843	Cabinet, Filing	A black, 4-drawer filing cabinet from VPSI, made of metal and pressed card, with paper tags on the top 2 drawers: "VPSI / PROMOTIONAL / LITERATURE"; "VPSI / UNION / AFFAIRS". Inside top drawer is metal manufacturers label reading: "THE STEEL EQUIPMENT CO. LIMITED / STRONGARM / STEEL / PEMBROKE CANADA" with a "30" handwritten in chalk on inside wall of cabinet and only visible when top drawer is open. Front of drawers features a brown grooved handle with two horizontal bars above and featuring light gray metal rolling mechanisms. A small piece of a file folder label with red trim is stuck to 3rd drawer down on front. Contents of cabinet include various accessioned objects (see Relations view) and other files, documents and items.	Unknown,	Insecure	none	Industry/Economic Activity	7) No suitable storage 5) Poor documentation	City & District of North Vancouver	7/17/2014
2013.INV.853	Chair	Light coloured varnished wooden chair: straight legs with rounded exterior corners and four stretches (front and back slightly higher than lateral railings), seat is slightly proud of railing and has shaped indentation, straight back with wider backrest top and lower rail centred below.	Unknown,	Insecure	none	Industry/Economic Activity	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	10/16/2014
2013.INV.857	Chair, Swivel	Light coloured office swivel wooden chair without base: formed wooden seat, slightly proud of apron, affixed to metal tilt mechanism at top of swivel column, metal dome cover and threaded ring still attached; back has top and mid rails of similar heights, arm support and arm rest form one piece that attaches to stiles at same height as mid rest; small paper label with adjustment instructions adhered to seat underside; chair does not have a base.	Unknown,	Insecure	none	Industry/Economic Activity - possibly shipyard	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	10/16/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2013.INV.862	Calendar	Dream Girl Webber Gear and Machine Company Limited wall calendar: large portrait format rectangular thin cardboard with black metal trim with hangers on top; upper section of calendar has portrait of young woman on dark red ground; printed in black on lower section is calendar issuer information, four staples affixed to paper below this information appeared to have hold sheets of paper in place (possibly monthly calendar pages), a small full year 1958 calendar printed centre bottom below staple line; plain back, no markings.	Unknown,	Insecure	none	Industry/Economic Activity	3) Condition 5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
2013.INV.886	Brochure	A large, opened cardboard box of brochures entitled: "WOOD / PRODUCTS / PRESSES / THE QUALITY / NAME IS / 'BURRARD'." Brochures are light blue in colour with dark blue text and logo. Box originally held 4,000 brochures and most look to still be there.	Unknown,	Insecure	none	Industry/Economic Activity	5) Poor documentation 8) Requires specialty museum - Archives? 7) No suitable storage b) Exchange or Transfer - offer some to Archives	City & District of North Vancouver	7/17/2014
2013.INV.963	Binder, Ring	Three green cardboard "Perfection" ring binders with a box case. Each of the binders has a paper label on the spine, one is marked "HULL 332/ ACCUMULATED/ COST REPORTS", another "HULL 326/ ACCUMULATED/ COST REPORTS" and the third "FILE #2/ MEMOS INCOMING".	Unknown,	Secure	None	Industry/Economic Activity	6) Not significant to NV themes 5) Poor documentation	City & District of North Vancouver	10/16/2014
2013.INV.97	Bedding, Doll	White machine stitched doll's quilt with green wool tufts decorating the front. White cotton is watermarked and stained.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	10/16/2014
2013.INV.986	Binder, Ring	"GRAND & TOY" ring binder consisting of a rectangular particle board base with rounded corners and a metal ring binding bracket attached.	Unknown,	Secure	None	Industry/Economic Activity	6) Not significant to NV themes 5) Poor documentation	City & District of North Vancouver	10/16/2014
2013.INV.993	Machine, Addressing	Collection of accessories, parts and supplies for an "Addressograph" addressing machine. Includes: a "REFERENCE BOOK AND PARTS CATALOGUE" for the Class 500 machine; numerous blank and printed plates; type; two cogs; various unidentifiable parts; a carton of ink; a number of boxes containing "PIVOLOK TABS" of various colours; a packet of "IMPRESSION MASKS"; four grey rubber pad (possibly for protecting the machine's feet).	Unknown,	Insecure	none	Industry/Economic Activity	5) Poor documentation	City & District of North Vancouver	10/16/2014
2014.INV.11	Key, Skate	Skate metal key made from flat metal plate, one end bent to form hexagonal box wrench, the other bent 90° on opposite direction is rounded and has a diamond cut-out, the centre of shaft widens and has two cut-outs: one oblong and one hexagonal.	Unknown,	Insecure	none	Sport/Recreation		City & District of North Vancouver	7/17/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2014.INV.152	Binder, Loose-Leaf	"The Perfection File" loose-leaf binder with a wooden backboard and steel lever-arch binding. The binding holds a thick pressed cardboard cover printed with the manufacturer's details and a maple leaf logo in dark blue. The top edge of the cover is reinforced with sheet steel but the cardboard is torn along the bottom edge of the reinforced section.	Unknown,	Secure	None	Industry/Economic Activity	6) Not significant to NV themes 5) Poor documentation	City & District of North Vancouver	10/16/2014
2014.INV.267	Mirror, Hand	Small rectangular glass mirror, reflective surface degraded, has large brown residue centre back, possibly adhesive.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
2014.INV.287	Cape	Brown mink "Eastern Furriers" waist-length cape, with hidden hook and eye closures; stand up collar; two sewn folds at wrists; hidden pockets at front near hem; light brown lining with three appliqued patches at proper right interior with letters V, A, T embroidered.	Unknown,	Insecure	none		5) Poor documentation 3) Condition	City & District of North Vancouver	12/18/2014
2014.INV.30	Noisemaker	Small white, green and orange plastic noisemaker consisting of a long white handle with cog mounted at the top and a green and orange tapered oblong shaped head with a green tongue at centre. The tongue is inscribed "MADE IN HONG KONG/ NO. 264".	Unknown,	Insecure	none		6) Not significant to NV themes 5) Poor documentation	City & District of North Vancouver	7/17/2014
2014.INV.345	Blanket	Double-sided faux fur blanket, dark brown on one side, light brown on the other.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
2014.INV.399	Cape	Short, sequined, ladies evening cape with black velvet tie at neck. Base fabric is black net which is decorated overall with dark-grey metallic sequins. The sequins are in tight rows around the neckline but randomly placed elsewhere on the garment. There is a semi-circular cut-out at centre back base and a diamante metal clasp is attached to either side of the cut-out.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
2014.INV.42	Machine, Addressing	A Scriptomatic Model 29 addressing machine, serial number 2936, with off-white and dark blue plastic and metal housing, dark blue vinyl soft cover and related paper documents. The front of the machine has a panel of buttons and a large black, red and gold adhesive label from the "WILLIAMS OFFICE EQUIPMENT B.C. LTD" at the top with a row of twelve metal switches below and a large dial at the base. The top of the machine has various trays, guides and visible working parts. A plastic fluid tank sits toward the back. The cover is marked with the company logo in white. Paper documents include an operating manual and some handwritten and typed documents from the North Vancouver Community Arts Council.	Unknown,	Insecure	none	Community Development	5) Poor documentation	City & District of North Vancouver	10/16/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

2014.INV.455	Quilt	Multi-coloured crazy quilt comprised of many different fabrics, mostly synthetic or silk with a pink synthetic backing. The pieces are stitched together with coloured decorative stitching.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
2014.INV.531	Prosthesis, Dental	One tooth, probably porcelain, missing metal plug.	Unknown,	Insecure	none		6) Not significant to NV themes	City & District of North Vancouver	12/18/2014
2014.INV.532	Mold, Dental Casting	45 individual miscellaneous fabricated teeth. 11 half teeth, 12 full teeth with posts, 21 full teeth without post, 1 post and 1 tooth with two prongs in back.	Unknown,	Insecure	none		6) Not significant to NV themes	City & District of North Vancouver	12/18/2014
2014.INV.533	Mold, Dental Casting	A set of 37 of teeth molds (4 of which have been accessioned separately and 12 rows which are missing). Each wooden row holds 10 teeth and is marked with a shade and different mould numbers.	Unknown,	Insecure	none		6) Not significant to NV themes	City & District of North Vancouver	12/18/2014
2014.INV.539	Tray, Impression	Metal dental full arch impression tray. Arch shaped with tab at middle to hold, stamped "Marrion" on top and bottom.	Unknown,	Insecure	none		6) Not significant to NV themes	City & District of North Vancouver	12/18/2014
2014.INV.551	Plugger, Dental	Long metal cylindrical plugger, with grip ridges, hollow. Probably used for amalgam.	Unknown,	Insecure	none		6) Not significant to NV themes	City & District of North Vancouver	12/18/2014
2014.INV.552	Scaler, Dental	4 metal dental scaling tools labeled 's-c 2'. Each has a curved pick at each end.	Unknown,	Insecure	none		6) Not significant to NV themes	City & District of North Vancouver	12/18/2014
2014.INV.554	Scaler, Dental	Metal scaler with broken picks at each end, ridged hexagon handle.	Unknown,	Insecure	none		6) Not significant to NV themes	City & District of North Vancouver	12/18/2014
2014.INV.70	Register, Cash	A large gold painted cash register, sitting on a wooden base. The register is ornately decorated.	Unknown,	Secure	limited, see notes		7) No suitable storage 5) Poor documentation	City & District of North Vancouver	10/16/2014
INV0608	Game	1 x square cardboard box with card size playing surface inside. Top of cardboard box has a yellow circular centre with four drawings of different card types -diamonds, spade, heart, clubs -surrounding the centre. Printed on the yellow circle is "RUMMALI/Card table size playing surface/The Copp Clark Co. Limited/Toronto".	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	10/16/2014
INV0628	Game	1 x black cardboard rectangular box, narrow, designed to resemble leather. Inside box, bottom lid, is a small white sticker that reads, "HUDON'S BAY/COMPANY/W-B11/\$1.25". Contained within the box is a black cribbage board with silver decorative lines, middle. The base of the cribbage board reads, "No. 12/ DRUEKE/ GRAND RAPIDS MICH." There is a storage compartment, metal lid slides out, on bottom for cribbage pieces - contains six metal pieces. Box also houses one paper sheet of instructions for play.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	10/16/2014
INV0771	Sign, Informational	Warning sign: long rectangular plywood board, painted white on all sides, has one perforation centred on each short end edge; red stencilled spray painted lettering reads: "CAUTION ASBESTOS"; back has round indentation from loss of knot.	Unknown,	Insecure	none	Immigration/Settlement	7) No suitable storage 5) Poor documentation	City & District of North Vancouver	12/18/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

INV0772	Sign, Informational	Warning sign: long rectangular plywood board, painted white on all sides, has one perforation centred on each short end edge; red stencilled spray painted lettering reads: "CAUTION ASBESTOS"; eight metal staples affixed to front (in line on upper part of lettering) one still has small piece of plastic attached, other marks of removed staples visible; back has round indentation from loss of knot, and missing sliver from edge of one perforation.	Unknown,	Insecure	none	Industry/Economic Activity	7) No suitable storage	City & District of North Vancouver	12/18/2014
INV0774	Sign, Informational	Warning sign: long rectangular plywood board, painted white on all sides, has one perforation centred on each short end edge; red stencilled spray painted lettering reads: "CAUTION ASBESTOS"; back is plain, no markings; a bent nail remains affixed on the right side of the sign.	Unknown,	Insecure	none	Industry/Economic Activity	7) No suitable storage	City & District of North Vancouver	12/18/2014
INV0775	Sign, Informational	Warning sign: long rectangular plywood board, painted white on all sides, has one perforation centred on each short end edge; red stencilled spray painted lettering reads: "CAUTION ASBESTOS"; back has round indentation from missing knot, no other markings	Unknown,	Insecure	none	Industry/Economic Activity	7) No suitable storage 5) Poor documentation	City & District of North Vancouver	12/18/2014
INV0778	Sign, Informational	3 corrugated plastic board, stencil sprayed lettering reads: "FIRE ALARM" in red.	Unknown,	Insecure	none	Industry/Economic Activity	5) Poor documentation	City & District of North Vancouver	12/18/2014
INV0781	Sign, Informational	A total of 4 same-sized coroplast (corrugated plastic board) signs with a 1" spray painted border in fluorescent pink colour with "FIRE /ALARM" in red spray painted uppercase letters. One sign has "TRAILER #20 / DRY DOCK/ FRED GODDARD" written on back in grease pencil.	Unknown,	Insecure	none		7) No suitable storage	City & District of North Vancouver	12/18/2014
INV0788	Sign, Regulatory	Rectangular corrugated plastic board, black stencilled sprayed lettering reads: "NO PARKING"; back is plain, no markings.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
INV0789	Sign, Directional	9 signs, 3 are white card board 6 are white chloroplast, each have red silkscreened text that reads: "IN CASE OF EMERGENCY" followed by a numbered list of instructions. (see inscription)	Unknown,	Insecure	none	Industry/Economic Activity	5) Poor documentation	City & District of North Vancouver	12/18/2014
INV0795	Sign, Informational	Single corrugated plastic board (coroplast) sign with stencil sprayed lettering reading: "CAUTION / MEN WORKING ABOVE". Caution is painted in fluorescent pink paint while remainder of text is in black. No other wording or markings.	Unknown,	Insecure	none		7) No suitable storage	City & District of North Vancouver	12/18/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

INV0807	Toy	A varnished wooden propeller from a toy plane. There is a hole at centre of hub with two small holes on either side and a significant split running along the wood grain. The tops of the blades are marked with green text reading "TOP FLITE/ 60 12-4" on one side and "R C" on the other.	Unknown,	Insecure	none		4) Artifact fragment 5) Poor documentation 6) Not significant to NV themes	City & District of North Vancouver	7/17/2014
INV0854	Backpack	Large, rectangular, green-brown canvas backpack. The pack has a flap at the top which secures with brown leather straps and steel buckles. These straps are stamped with illustrations of bull fighting and a number of different oval crests, some with initials. There are two thick, light yellow-brown leather straps at the back which attach to a rectangular leather plate at the top and secure to buckle loops at the base. Additional buckle loops are attached to each side of the pack at top back. There are interior flaps at the sides, each with an eyelet at top centre. One interior side flap has a length of yellow and brown cord attached.	Unknown,	Insecure	none		7) No suitable storage 5) Poor documentation	City & District of North Vancouver	7/17/2014
INV0878	Bag, Food Storage	Light brown, rectangular hessian sack marked with a logo featuring a panther within a circle and red and black text as follows. Front: "ATTILIO NOCETI/ di EMILIO NOCETI & C. S.D.C./ GRAVETILIA DI GARASCO - ITALY/ CASTAGNE/ KGS 25 NET/ WHEN PACKED/ TARE GRS. 240" Back: "ITALIA/ MARCHIO NAZIONALE/ PRODUCT OF ITALY/ CURED - STERILIZED".	Unknown,	Insecure	none		5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
INV0886	Sign, Directional	Four gangway signs with arrow: white rectangular corrugated plastic board, spray painted stencilled lettering in black reads "GANGWAY" with arrow; three signs have word printed on the left and arrow pointing right, the fourth has the arrow pointing left and word on the right; back on all signs is plain, has no markings.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
INV0889	Sign, Directional	Three "Gangway" signs: white corrugated plastic rectangle, stencilled spray painted black lettering reads: "GANGWAY" between two arrows pointing left and right respectively; back is plain, no markings.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
INV0892	Sign, Informational	10 corrugated plastic boards, with stencil sprayed lettering reads: "CAUTION" in pink, and "FREON GAS BEING USED" in black. All are the same height, widths vary, some have puncture holes from nails and one has a section of duct tape stuck to the front.	Unknown,	Insecure	none	Industry/Economic Activity	5) Poor documentation	City & District of North Vancouver	12/18/2014
INV0901	Sign, Instructional	4 corrugated plastic board (coroplast) signs with stencil sprayed, red lettering in upper case reading: "DANGER / LIVE RUNWAY ABOVE / LOCKOUT"	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

INV0905	Sign, Informational	4 corrugated plastic boards, stencil sprayed image of a head wearing earphones/muffs in black.	Unknown,	Insecure	none	Industry/Economic Activity	5) Poor documentation	City & District of North Vancouver	12/18/2014
INV0930	Sign, Informational	2 metal signs with a 2.5cm red, spray painted border with red, upper case stenciled letters reading: "NO / VEHICLE / TRAFFIC". There are also 2 holes drilled into the sign in the center, top and bottom.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
INV0943	Sign, Informational	5 x white corrugated plastic board signs with dark red stencil sprayed lettering reading: "FIRE EQUIPMENT" in uppercase letters.	Unknown,	Insecure	none		7) No suitable storage	City & District of North Vancouver	12/18/2014
INV0950	Sign, Instructional	2 corrugated plastic board signs consisting of a thick border of neon orange paint (10cm) with a center square, stencil sprayed lettering reads: "NO VEHICLE TRAFFIC", in black uppercase letters.	Unknown,	Insecure	none		7) No suitable storage	City & District of North Vancouver	12/18/2014
INV0953	Sign, Informational	Two identical fire extinguisher location signs: rectangular clear acrylic plaque with rounded corners with small perforation on each one, reverse white letters on red ground printed on back, read: "fire / extinguishers / inside"; a) light red ground; b) dark red ground.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
INV0963	Sign, Informational	A square plywood sign with a painted red background and white stencil sprayed lettering reading: "FIRE USE ONLY". Holes drilled in top corners	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
INV0965	Sign, Informational	3 corrugated, white plastic (coroplast) board signs with stencil spray-painted lettering reading: "FOR / EMERGENCY / FIRE FIGHTING / ONLY" in red. There are no holes in boards.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
INV0966	Sign, Informational	1 white, coroplast plastic sign with a florescent pink spray painted circle with a line through it over the painted image of a burning cigarette in black. (Non-smoking sign).	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
INV0972	Sign, Directional	Three directional "Gangway" signs: white rectangular poster board, stencilled red spray painted lettering reads: "GANGWAY", two signs have arrow pointing right, one pointing left (as seen); d. back is plain, no markings; strips of masking tape on two signs.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
INV0974	Sign, Directional	Seven identical arrow signs: black sprayed paint arrow on white rectangular cardboard, some light spray border on some sides (possibly due to size/positioning of stencil), back is white, no markings.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

INV0975	Sign, Informational	Six Fire Extinguisher signs: rectangular white illustration board, red fluorescent stencilled spray painted lettering reads: "FIRE / EXTINGUISHER" centre; three signs have spray painted black border and a set of two holes near each upper corner on top edge; all signs have plain back, two signs have partial manufacturer marks.	Unknown,	Insecure	none		5) Poor documentation keep 1 of 6	City & District of North Vancouver	12/18/2014
INV0976	Sign, Informational	Rectangular white cardboard, spray painted black lettering bottom left (as seen) reads: "ENTRY", small drawing in blue pen centre of letter R and blue pen line joining top of letters T, R, Y; back is plain, has small "4" written in graphite upper right.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
INV0977	Sign, Informational	18 long, rectangular card signs, "FOR FIRE USE ONLY" printed in red on a white background. Small red text at centre bottom reads "REED, SHAW & McNAUGHT/ INSURANCE/ LOSS PREVENTATION ENGINEERS AND AVERAGE ADJUSTERS".	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
INV0978	Sign, Directional	2 x rectangular, thin cardboard sign with white background. Has "PROPER MASKS/MUST BE WORN/WHILE WORKING/IN AREAS OF/ASBESTOS" stencilled in black spray paint.	Unknown,	Insecure	none	Industry/Economic Activity	5) Poor documentation	City & District of North Vancouver	12/18/2014
INV0982	Sign, Directional	Four directional signs "To Gangway": rectangular white poster board (a, b, c slightly smaller than d), fluorescent red stencilled spray painted lettering "TO / GANGWAY" front; a) wording centred, arrow pointing right, hand written note "To / Sign Library / Under / Main Office" right of word TO; plain back, no markings; b) wording aligned left, arrow pointing right; plain back, small black doodle on one side; c) wording aligned right, arrow pointing left, black spray painted border, four perforations top edge; back is plain, "STN." stencilled centre, two strips masking tape adhered top/bottom edges; d) wording aligned left, arrow pointing left, black spray painted border with four perforations top edge; plain back, no markings.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
INV0983	Sign, Informational	Fourteen EXIT signs: rectangular white thin cardboard sign with "EXIT" stencilled centre front in red fluorescent spray paint; back light grey, most have manufacturer's printed information in dark grey: "Peterboro / Cardboard" "1900"; one sign has what appears to be a score board written in blue pen on back.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

INV0985	Sign, Informational	Rectangular shaped wooden sign with a painted white background. Has "FIRE STATIONS" hand painted on the top in red paint followed by "1 Ships Office No 2 Deck/2 Metadyne Comp. No 3 Deck./3 Engineer Work Shops/ No 3 Deck Midships./4 Regulating Office/No 3 Deck Foreward." (all text in CAPS). There are holes in the corners and along edges from nails and screws.	Unknown,	Insecure	none	Industry/Economic Activity	5) Poor documentation	City & District of North Vancouver	12/18/2014
INV0987	Sign, Informational	Four EXIT signs with black border: rectangular white thin cardboard sign with spray painted black border and word "EXIT" stencilled centre front in red fluorescent spray paint, four perforations on top edge; back light grey, two have manufacturer's printed information in dark grey: "Peterboro / Cardboard" "1900".	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
INV0988	Sign, Directional	Four EXIT signs: rectangular white thin cardboard sign with "EXIT" stencilled centre front in red fluorescent spray paint; three have an arrow pointing left (as seen) word exit off-centred right, white background, one of these has hand written message in red marker reads: "VPSI / PERSONNEL / "KEEP OUT" "; fourth sign has arrow pointing right and word exit off-centred left, sign is adhered to larger, thicker cardboard and is proud on right side, back is light grey, no markings.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
INV1007	Sign, Informational	3 x rectangular white thin cardboard signs with "NO/ADMITTANCE" stencilled on the front in black spray paint.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
INV1009	Sign, Informational	2 x rectangular, thin, white cardboard signs with "CEREMONIES" stencilled on front in red uppercase letters in spray paint. Blank backs on both signs.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
INV1014	Sign, Informational	2 square corrugated plastic (coroplast) signs with a white background on which is stencilled a black border with the words "M.S.D.S / STATION / INSIDE" in red paint. Back of signs are blank.	Unknown,	Insecure	none		7) No suitable storage	City & District of North Vancouver	12/18/2014
INV1019	Sign, Directional	Black arrow on red ground sign: black arrow centred on piece of thin red coloured cardboard, cut to size on two sides and folded on the other two and affixed with three strips of grey duct tape to a corrugated backing board made from the side of a Bonita Bananas packing box.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
INV1069	Anchor	Large, stockless, iron anchor with a D-ring at the end of the shank. PR palm has a raised square symbol, PL a raised square and rectangle. Painted white and green with some areas of rust.	Unknown	Insecure	none		5) Poor documentation 7) No suitable storage b) Exchange or Transfer - offer to CNV for outdoor furniture	City & District of North Vancouver	7/17/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

INV1098	Desk	Solid oak office desk with six drawers (one in middle, two on PL and three on PR) and two pull out writing boards (one on each side). Central drawer has a "CORBIN" lock (no key) and includes a mechanism which also locks the three PR drawers. All drawers have one wedge shaped handle, except the central drawer which has two. Object is rectilinear in design with slightly tapered feet and a simple, molded edge to the desk top. There is a very obvious light-coloured stain on the back PL desk top.	Unknown,	Insecure	none		5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1099	Cabinet, Office	Rectilinear wooden cabinet, painted light green with two shelves at top and four, almost square drawers underneath (two rows of two). Paint has been abraded from top of cabinet sides. Drawers have semi-circle shaped handles made of steel and painted black. There is a white, paper label with writing in red ink taped to each drawer. The lower PR drawer has an additional, typed paper label which is yellowing. There is a plain section of molding at base which is missing from PL side where wooden substrate is visible.	Unknown,	Insecure	none		5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1130	Sign, Regulatory	Eight No Smoking signs: white rectangular poster board stencilled red spray painted lettering reads: "NO SMOKING"; back is plain, no markings.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
INV1132	Sign	1 x rectangular, thin cardboard sign, white in colour. Has "CAUTION" (hot pink) "MEN WORKING/ABOVE" (black) in stencilled spray painted lettering. Masking tape remnants are still adhered to the front and there is a length of sisle string that runs through the sign at the top. Back has text in blue pen "WET PAINT" There is black mold on sign, it was sealed at time of survey.	Unknown,	Insecure	none	Industry/Economic Activity	5) Poor documentation	City & District of North Vancouver	12/18/2014
INV1133	Sign, Directional	1 x rectangular, thin cardboard sign with white background. Has " DO NOT USE/ TOILETS OR/URINALS/OUT OF ORDER" spray painted in black stencilled lettering. Cream coloured masking tape affixed to top and bottom of sign.	Unknown,	Insecure	none	Industry/Economic Activity	5) Poor documentation	City & District of North Vancouver	12/18/2014
INV1136	Sign, Informational	Danger sign: rectangular white poster board, thick white border frames a black rectangle with inscribed red oval (white outline separates both colours), word "DANGER" in white centred in oval; plain back, no markings.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	12/18/2014
INV1138	Sign, Instructional	2 x rectangular, portrait orientated signs made from white card with "INSULATION" (in hot pink spray paint) followed by "NO /ENTRY /OUT OF /BOUNDS" (in black spray paint) Back of card is unmarked.	Unknown,	Insecure	none		7) No suitable storage	City & District of North Vancouver	12/18/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

INV1168	Artifact, Unidentified	Long, steel pole with an eye attachment at the top and crank with two wooden handles at the base.	Unknown,	Insecure	none		5) Poor documentation 6) Not significant to NV themes 7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1171	Cabinet	Small, white-painted wood cabinet with two doors and one internal shelf. Cabinet has a brass latch and four brass, trefoil-shaped hinges.	Unknown,	Insecure	none		5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1173	Artifact, Unidentified	Large rectangular block of Mahogany: three holes in triangular pattern surrounded by a plate mark located on one end of front face, one larger hole in centre. Condition of back seems to indicate that block had been attached to something. Front has dark stained colour, long strip of unidentified material had been adhered, and was removed, lengthwise on one side. Stamped with words "J THOMSON / 2001" on one end.	Unknown,	Insecure	none		5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1175	Artifact, Unidentified	Long wooden board, tapers toward top, has two smaller boards attached with one bolt each to the bottom edges on one side; metal bar loop attached to top with two screws, a deformed hex nut is threaded through the loop; large bolt is threaded across top end of board.	Unknown,	Insecure	none		4) Artifact fragment 5) Poor documentation 3) Condition 7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1178	Crate, Shipping	Wooden shipping crate with nailed down lid, "CENTRIFUGAL-PUMP/ MANUFACTURED BY/ FOSHAN PUMP WORKS THE PEOPLES REPUBLIC OF CHINA" and some Chinese characters stencilled on the front. "SFGCCD-17177/ VANCOUVER/ NO. 2" is stencilled on the lid. Contents unknown.	Unknown,	Insecure	none		7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1180	Fixture, Wall Display	Paine's hardware blank key display board: green rectangular board with 12 rows of 44 L-hooks each, several hundred blank keys hang spread throughout display. Board and keys are darkened by smoke from fire, some hooks still have identification card hanging from them alone or behind blanks.	Unknown,	Insecure	none	Industry/Economic Activity	3) Condition 5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1192	Artifact, Unidentified	Set of six wooden poles: two longer wooden poles, 2.8 cm. diameter, one all wooden with one end cut at an angle, the other has a nail centred on one end and a metal fitting on the other; four shorter poles, 2.2 cm. diameter, two with nail centred on one end and two with metal fitting on one side; six parts can be assembled into 3 longer poles.	Unknown,	Insecure	none		5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1200	Artifact, Unidentified	Four thin black metal rods each same length, one end flattened to create an eyelet, other end milled to thinner diameter.	Unknown,	Insecure	none		5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

INV1203	Artifact, Unidentified	Large rectangular wooden block: top edge of ends is beveled, four perforations: two holes close to each end, each has larger diameter front and smaller back. Condition of back seems to indicate that block had been attached to something.	Unknown,	Insecure	none	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1204	Dolly	Burned remnants of metal/wood dolly: possible that handles were completely burned down or were to attached at time of fire, spoked metal wheels attached to metal frame with support lip and legs; two perforated metal strips are attached to bottom bar, deformed; all remaining wooden parts, except backing of lower bar, are totally charred, metal parts are corroded.	Unknown,	Insecure	none	7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1209	Cabinet, Filing	Shaw-Walker four drawer Oak filing cabinet: manufacturer and distributor names printed centre top front, each drawer has three brass hardware pieces centred (top to bottom): card holder, handle, adjustable plate support knob, and adjustable plate; second drawer from top has Pendaflex metal file hanger system in it; sides have four recessed panels and back is flush.	Unknown,	Insecure	none	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1210	Crowbar	Large octagonal section J-shaped steel tool, one end is flattened and has triangular cut-out centred edge; other end inserted and soldered into a long section of brick-red steel pipe with open end.	Unknown,	Insecure	none	7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1212	Engine	Lister Blackstone marine engine, painted metallic grey, black manufacturer's plate with multiple component serial numbers attached to one side; tank cap on top reads Lister. Fabric hose rolled between alternator and engine.	Unknown,	Insecure	none	7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1213	Engine	Dark green engine(?) or power transmission(?): Browning belt drives on two ends and top; manufacturer's specification plate removed, three missing covers; found next to motor one rectangular lid, one rectangular seal, one bolt and nut with washer set (these parts not individually numbered).	Unknown,	Insecure	none	7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1214	Compressor	Quincy compressor painted light greenish grey, double belt drive on one side, pressure gauge on other; small manufacturer's specification plate attached to bottom pipe connection side.	Unknown,	Insecure	none	7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1225	Dolly	Canadia Fairbanks wooden frame cart, widens towards top, metal wheel set and platform, components bolted together.	Unknown,	Insecure	none	7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1268	Bench, Woodworking	Long wooden bench on four round legs: 6cm thick board narrows at centre, one side has a clamp-like device with foot activator.	Unknown,	Insecure	none	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

INV1300	Spur, Climbing	Pair of steel climbing spurs with leather shin supports and ankle straps. The supports have string wrapped around them and have been repaired with wire.	Unknown,	Insecure	none	Sport/Recreation	5) Poor documentation 3) Condition	City & District of North Vancouver	7/17/2014
INV1309	Frame	Large wooden Oak frame, has three holes centred on two short sides and bottom long side; backing paper has been removed and remnants are still adhered to back of frame, hanging hardware removed, two visible holes remain; small masking tape square back reads: "NOT REG".	Unknown,	Insecure	none		5) Poor documentation 6) Not significant to NV themes 7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1311	Register, Cash	Large, black, "National" electric cash register with three drawers and a tray on the PR side. Object is framed with silver-colored steel which is shaped into a stepped, art-deco style form at each end of the display.	Unknown,	Insecure	none		7) No suitable storage 5) Poor documentation	City & District of North Vancouver	10/16/2014
INV1318	Motor	Round Westinghouse Type CCL induction motor serial number 10784 mounted on two wooden boards: Cylindrical casing with hub on one end and axle coming out on the other, side is solid, ends are ribbed cages; manufacturer's specification plate fixed to side; two index cards stapled to wooden supports suggest motor was part of the Saskatchewan Wheat Pool's National Harbour Board Elevator No. 2 at Ballantyne Pier at the foot of Heatley St. in Vancouver.	Unknown,	Insecure	none		5) Poor documentation	City & District of North Vancouver	10/16/2014
INV1337	Table	White metal table with folding side board, main body is a frame, top is missing however two adjustable rails with four adjustable brackets(?); legs are on casters covered with bell shaped casing that serves as brake when heavy objects on top; pedal attached to rod lower part of frame.	Unknown,	Insecure	none		3) Condition 5) Poor documentation 7) No suitable storage	City & District of North Vancouver	12/18/2014
INV1338	Television, Portable	Portable Sears Electronics tube type television model no. 13932. serial number 73316680: black and imitation wood plastic housing, 12" screen with five control knobs and earphone jack on front, adjustable antenna on top, back has several connection ports as well as the power cable.	Unknown,	Insecure	none		5) Poor documentation 6) Not significant to NV themes	City & District of North Vancouver	10/16/2014
INV1341	Motor, Electric	Small, white "LELAND ELECTRIC/ A. C. REPULSION MOTOR" and black, cast iron and steel belt drive mechanism mounted on a wooden frame, painted light blue. Two drive belts, one leather are wrapped around the mechanism.	Unknown,	Insecure	none		7) No suitable storage 5) Poor documentation	City & District of North Vancouver	10/14/2014
INV1344	Drill, Post	Black cast iron and steel "BLOWER & FORGE Co." hand operated post drill "No. 151". Steel shaft holds a wall bracket, perforated drill plate and the drill mechanism, consisting of a large flywheel, gears and two wooden handles.	Dobbin, Leonard Peter (see 2014.11.1)	Secure	none		7) No suitable storage	City & District of North Vancouver	7/17/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

INV1365	Cart	Wooden push cart: wooden bed with cast iron wheels & axles, one axle fixed with larger wheels, front two smaller wheels on swivel mounts, cart bed made of wooden slabs, push handles fixed to front end, made from metal rods.	Unknown,	Insecure	none	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1397	Artifact, Unidentified	13.5 cm. wide boards form a U-shape sits proud of two smaller wooden sections attached below that form the sides, underside is unfinished; two ends have beveled corners bottom. Possibly a moulding, an architectural feature (mantle?) or part of furniture.	Unknown,	Insecure	none	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1399	Fireplace	Cast iron fireplace 'shell' with radiant heat backing but no gas or ceramic elements; hammered texture on front elements; vent adjusting knob front centre right.	Unknown,	Insecure	none	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1407	Sideboard	Long wooden sideboard with two compartments covered with hinged lids at the top and two shelves on each side underneath. Wood is finished with a dark stain and varnish, except the inside of the shelves and compartments which are bare wood. The compartments have slots for dividers, with some dividers in place. The divided sections are numbered on the PR side.	Unknown,	Insecure	none	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	12/18/2014
INV1408	Artifact, Unidentified	1.3 cm thick wooden board painted brick red with red cushion centred on one side, held in place with thumbtacks front, nails back. Possibly a booster seat for child at barber/dentist.	Unknown,	Insecure	none	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1418	Fireplace	Dawson Bros. fireplace insert floral decoration and gold coloured finish, two adjusting knobs side, cast iron grill attached to front; heat protection brick back cracked vertically in two.	Unknown,	Insecure	none	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1429	Cabinet, Display	Two large, mahogany display cases with open section at top (glass missing) and drawers underneath. Carved scrolls with acanthus leaf decoration at each corner and green marble effect formica decoration at the base. Each cabinet has five pull out trays with a black leather covering, five shallow drawers with dark blue felt lining and five alternating sections of either two drawers or a single deep drawer. The drawers have decorative wood and metal handles. The open top section has a fabric covered back panel and fixtures for lights and sliding glass panels.	Unknown,	Insecure	none	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1430	Desk	Dark wooden desk with knee hole on casters: pull out board and four drawers on the right: top of knee hole has semi-circular face board, three sides have recessed panels; wooden handles on drawers.	Unknown,	Insecure	none	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014

Attachment 4 - 258 objects found in inventory recommended for deaccession and owned jointly by the District and the City (approved by NVMAC through December 31, 2014)

INV1435	Motor	Green Canadian Allis-Chalmers motor: cast iron casing with interior coil painted brick red; attached to casing is tin box; on one side is a U-shaped metal angle with one vertical rod.	Unknown,	Insecure	none	7) No suitable storage 5) Poor documentation	City & District of North Vancouver	10/16/2014
INV1437	Door	Wooden door, painted brown on one side and orange and white on the other, glass panel with black lettering reading "1/ TREASURER/ COLLECTOR/ WALK IN". Door has hinges in place but no handle, latch or lock.	Unknown,	Insecure	none	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
INV1439	Door	Four wooden doors, painted white. Three are solid with panels at the top and bottom, the fourth has glass panes and a white fabric rolling blind. The brass handles are round and the latches and hinges are all in place. (See notes).	Unknown,	Insecure	none	5) Poor documentation 7) No suitable storage	City & District of North Vancouver	7/17/2014
INV2009-0265	Motor, Electric	Small Dictaphone Corporation "UNIVERSAL MOTOR", "TYPE N1", serial number 120142. Motor has a rectangular metal housing with four rounded tabs with holes for mounting and an aluminum manufacturer's plate at the top. A six-bladed propeller extends from one side of the motor with a brass lever and wooden handle at the opposite side. Four black fabric-coated wires with copper connectors at the ends are also attached.	Unknown,	Insecure	none	4) Artifact fragment 5) Poor documentation	City & District of North Vancouver	10/16/2014

**HARBOTTLE ENGINE (1997.51.1)
RATIONALE FOR DEACCESSIONING and
OPTIONS FOR TRANSFER or DISPOSAL
September 2014**

Object No. 1997.51.1

Date of Acquisition: 16 December 1997

Donor: Jeffery Harbottle

Location: Warehouse

Security of Title: Secure. A countersigned donation form is on file.

Ownership: This artifact is jointly owned by the City and the District of North Vancouver.

Object description: Direct reverse, 6-cylinder diesel engine, SN51501.

Rationale for deaccession recommendation:

- *Significance to North Vancouver:* The object's only connection to North Vancouver is that its last owner lived in North Vancouver.
- *Storage:* The object is extremely large (~9'x20'x8') and heavy (11 tons) so occupies a large footprint in storage and requires extra support in the floor.
- *Care:* It requires ongoing maintenance, which was previously conducted by volunteers. NVMA no longer has volunteers with the expertise to maintain it.
- *Anticipated future use:* No anticipated exhibition or research use.

Deaccession approval: On January 14, 2013, City Council approved the NVMA Commission's request to deaccession the Harbottle engine (1997.51.1). On January 21, 2013, District Council also "authorize[d] the Commission to deaccession a tugboat engine (accession number 1997.51.1 donated by J. Harbottle) using the expedited deaccessioning process, but not to dispose of it at this time."

Options for disposing of the Harbottle Engine: The main disposal options for the Harbottle Engine are:

- Transfer to another public, non-profit exhibiting/collecting institution;
- Transfer to a public, non-profit marine, transport, or technology organization;
- Sale at auction (see notes under Disposal);
- Transfer to private institution or individual (see notes under Disposal); or
- Sale for scrap (see notes under Disposal)

Concerns/issues for Disposal:

Penalty for disposing of Canadian Cultural Property: There is no tax penalty for disposing of material designated Canadian cultural property after 10 years of ownership. However, even after deaccessioning the artifact retains its designation as Canadian cultural property.

Disposition: Because the engine was designated Canadian cultural property, the Department of Canadian Heritage strongly encourages us to find a home for it in a Canadian public museum or like-institution, rather than with a private or non-Canadian recipient.

In addition, the counter-signed gift agreement requires us to either to return it to the donor (who is now deceased), or presumably, the donor's estate (which is not possible because a tax benefit was received by the donor), or to transfer it to a "public, non-profit institution."

However, we have been unable to find a public, non-profit institution that wishes to include the engine in its collection. And transfer or sale to a non-Canadian individual or organization, should we find one willing to acquire the Engine, would require getting permission to export Canadian cultural property (this can be a long process). Disposition of the designated cultural property, particularly in a sale to a private individual or organization, could also affect applications for cultural property or facility status in the future.

Disposal Efforts to date:

In 2012, NVMA staff contacted the following organizations to offer to transfer the engine to their collection:

1. Canadian Museum of Science and Technology
2. Reynolds Museum of Alberta
3. Royal British Columbia Museum
4. Vancouver Maritime Museum
5. Vancouver Museum
6. Maritime Museum of British Columbia
7. Britannia Heritage Shipyards
8. British Columbia Forest Discovery Centre
9. Powell River Museum and Archives
10. Campbell River Museum and Archives
11. Ladysmith Maritime Society
12. Port Alberni Maritime Heritage Society
13. Richmond Museum and Archives

All of the above either declined NVMA's offer because the engine does not fit their mandate or they do not have the space or resources to care for it, or declined to respond after more details were provided at their request.

In January of 2013, representatives from the District of North Vancouver visited the NVMA collection storage warehouse to view the engine. The intent was to see if the engine could be used as a public display piece. Upon inspecting the engine, they determined it would require too great an effort to render the engine safe by removing the fluids and sealing the moving parts.

On April 4, 2014, the NVMA Collection Coordinator contacted the Atchelitz Threshermen's Association, who had previously received marine engines deaccessioned from the Vancouver Maritime Museum collection. Through their contacts, on May 2 2014, the NVMA received a call from the Campbell River Maritime Heritage Centre, expressing interest in the Harbottle engine. On June 12, 2014, Vic Anderson of the Campbell River Maritime Heritage Centre visited the NVMA storage warehouse to view the engine. Upon seeing it in person, he deemed it to be too large for their institution

A public, non-profit organization outside of Canada was not sought because the object is designated Canadian Cultural Property exporting it from Canada will require extensive paperwork. NVMA does not have the resources to organize the removal of the object from Canada.

Discussion

NVMA believes the attempts detailed above fulfill our obligation under the terms of the donation agreement to transfer the object to another public, non-profit institution. NVMA staff have contacted the Department of Canadian Heritage, the agency that designates Canadian Cultural Property, and staff of that Department have indicated that we have more than demonstrated an attempt to keep the object in the public realm, and they are satisfied with our attempts. They have indicated that deaccessioning and disposal of the object will not impact future applications for Canadian Cultural Property status.

NVMA discussed the disposal of the engine with the Purchasing Managers for both the City and District of North Vancouver. Both indicated that it might be useful to another municipality as a back-up generator (in 2014, NVMA staff confirmed that the engine still turns over) and could possibly be sold at auction for this purpose.

We believe we have exhausted our options to transfer the engine to another public/non-profit collecting and exhibiting institution and to a public non-profit marine/transport/technology organization. We believe we have made a reasonable effort to fulfill our obligations under the gift agreement and can freely continue with disposal with little risk to the NVMA Commission and the municipalities of North Vancouver. We would like to proceed to sell the Engine at public auction.

Recommendation

NVMA staff recommend that District Council approve disposal of the Harbottle Engine by public auction. We ask that Council authorize staff of the District's Purchasing Department to assist, if needed, in disposing of the engine.