

Preamble The Royal Ontario Museum (ROM) recognizes its role as a creator, user, and distributor of information. This policy provides for

- The management of all ROM information as a corporate and organizational asset according to provincial and federal regulations.
- The protection of the legal, fiscal, and other interests of the ROM by ensuring the ongoing availability, integrity, preservation, and security of all recorded information created, commissioned, or acquired by the ROM.¹

Policy
Ownership & Management of Information

All information created, accumulated, used, or distributed in the course of ROM activities is a valued organizational asset, integral to the realization of the ROM’s mission and mandate. *Employees* and *volunteers* are entrusted to serve as custodians of information on the ROM’s behalf. As such, they are responsible for ensuring accuracy, as well as maintaining security and confidentiality, in the creation, use, and dissemination of information.

The ROM will pursue a centralized strategic approach to managing information that recognizes the critical role of information technologies and the demands of the emerging culture (Information Age). To this end, the ROM will establish an “Information Centre” – an organizational entity mandated to manage central access to and use of all ROM *information resources*.

Scope of Policy

For the purposes of this policy and corresponding practices and procedures, “information” includes the following categories or general types of information:

- Corporate: Documentation (including records and data) created and accumulated in the course of administrative functions of the organization, including the creation and development of assets and/or products based on ROM collections and research.
- Collections, Curatorial, and Museological Research: Documentation (including records and data) created and accumulated in the course of ROM collections management and research functions.
- Library & Resource Holdings: Catalogued and uncatalogued publications created and accumulated with ROM funds or donated to the ROM.

¹ From the Ontario Government Corporate Management Directives, June 1992, “Management of Recorded Information Directive,” Corporate Policy Branch.

Corporate Information

Forms of information include but are not limited to the following: Correspondence, memoranda, publications, reports, forms, plans, drawings, photographs, contracts, legal agreements, films, sound recordings, videotapes, electronic and all other machine-readable records, and any record that has been produced from a machine-readable record by means of computer hardware and software and any other information storage equipment and technical expertise.

The ROM regards corporate information as a key organizational asset to be managed and secured for the benefit of all stakeholders, employees, volunteers, and the public. Investing in corporate information as a managed asset will result in the following:

- Demonstrated accountability.
- Ability to access the history of administrative and operational activity.
- Improved human resource management, training, and workflow due to better documentation of activities.
- Decreased technological and human resource burden.
- Proper retention enabling better access to records.

Collections, Curatorial, & Museological Research Information

In managing corporate information, the “Information Centre” will

- Ensure the security of information systems and corporate records.
- Identify and adopt appropriate management directives provided by the Ontario government through the Archives of Ontario.

Collections, curatorial, and museological research information is essential to the pursuit of the ROM’s mandate and mission. Such information is a critical component underlying primary ROM activities, including but not limited to, exhibitions, collections development, and publishing activities.

With respect to collections, curatorial, and museological research, the “Information Centre” will

- Ensure the safety of information systems and records representing these areas.
- Manage collections records according to national and international standards.
- Archive curatorial research records at the discretion of the President & CEO, according to archival best practices.
- Entrust employees who care for and use collections to act as custodians in the management of collections and curatorial research information.

Library & Resource Holdings

The ROM recognizes the critical value of library and resource holdings in supporting collections, curatorial, and museological research, and administrative and public-service functions.

- Access & Security*
- The “Information Centre” will
- Build library and resource holdings in all media.
 - Ensure the care and preservation of library and resource holdings in accordance with professional standards.
 - Manage library and resource holdings according to international best practices.
 - Support the ROM Library in its role as the primary access provider of information resources (library and resource holdings).

- Risk Management*
- The ROM is committed to providing equitable access to its information resources. In so doing the ROM will
- Respect the rights of employees, volunteers, and members of the public to access and use information resources, and ensure provisions are in place to provide for these needs.
- Relevant Policies*
- Adhere to applicable legislation and professional standards.
 - Ensure the safety and security of all information resources.

As per the ROM’s [Risk Management](#) policy, management practices will provide for the reduction of losses of information resources in the event of unforeseen circumstances or events.

- The ROM addresses many of the above issues in several of its Board policies including
- Public Access Policy
 - Collections Policy
 - Communications Policy
 - Copyright Policy

Explanation of Terms

employee: an individual who fills a position approved by the President & CEO and who receives monetary compensation. ROM employees include senior management, supervisory and exempt staff, unionized employees, and individuals employed by the ROM for a limited duration.

information resources: documentation accumulated, created, or commissioned by the ROM, or acquired from other agencies, organizations, or individuals, regardless of medium of storage.

volunteer: a term that applies to all individuals who provide their time and service to an activity that supports the objectives of the ROM and is authorized and sponsored by the ROM, and for which they are not paid by the ROM. Volunteers include, but are not limited to, members of the Department of Museum Volunteers and the ROM Reproductions Association, trustees, research associates, departmental associates, field associates, curators emeritus, post-secondary or graduate students working in a curatorial department or in the field, and secondary-school students working on a cooperative-education term on Museum premises or volunteering in the Hands-on Discovery galleries.

Approval	_____	_____
	Chair of the Board	President & CEO
Date	October 18, 2001	
Amended	[Dates]	

MONITORING

Adherence to Policy

Board: The Governance Committee will monitor management’s adherence to the policy.

Management: The President & CEO, the Chief Operating Officer, and the Vice President of Exhibits & NMR will ensure that the Governance Committee has all the relevant information for determining adherence.

Policy Review

<i>Method</i>	Internal Report
<i>Responsibility</i>	Governance Committee
<i>Minimum Frequency</i>	Biennially (October 2003)
