



Policy Title:

## Access to Secure Collections / Restricted Rooms Policy

University Classification & Policy Number:  
A-002-25

Approval Body:  
Administration

Responsible Designate:  
The Vice-President, Finance and Administration is responsible for the development, administration, and review of this Policy.

Established:  
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Not Applicable

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Not Applicable

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2030

### 1.0 Policy Purpose

This Policy provides a framework for managing access to spaces at The University of Winnipeg that house art, archival, and archeological / ethnographic collections, as well as cultural belongings.

### 2.0 Definitions

The following definitions apply to terms as they are used in this Policy:

- 2.01 **Ancestors' Room:** the place where Indigenous forbears and their belongings are being housed at the University awaiting repatriation.
- 2.02 **Art Curator:** the Director of Gallery 1C03 and the official in charge of the University's permanent art collection who must be consulted in advance of work planned in any area where University art is on display or in storage.
- 2.03 **Associate Vice-President, Indigenous Engagement:** the executive who must be consulted in advance of work planned or cleaning scheduled in the Ancestors' Room.
- 2.04 **Gallery 1C03:** the campus art gallery of the University, which is periodically open to the public, Monday to Friday. The Gallery is a restricted room containing art that must be kept secure whether the Gallery is open or closed.
- 2.05 **Restricted Room(s) / Area(s):** spaces containing secure collections to which access is strictly prohibited unless authorized in advance by the requisite authority. The University's secure collections include art, archival, and archeological / ethnographic collections, as well as cultural belongings that are stored in Restricted Rooms or Areas requiring additional security and protection.
- 2.06 **Room Authority:** the official in charge who can grant access to a Restricted Room or Area containing secure collections.
- 2.07 **University:** the University of Winnipeg as defined by *The University of Winnipeg Act*.
- 2.08 **University Grounds:** all buildings and property, indoors or outdoors, that are owned, leased, or operated by the University.

- 2.09 **UW Community:** students, employees, anyone holding a University appointment, post-doctoral fellows, visiting scholars, anyone contractually required to abide by University policies, anyone volunteering with a University program or activity, students and employees of the Collegiate, members of the Board of Regents and Senate, and anyone who resides on University property.

### 3.0 Scope

This Policy applies to all members of the UW Community and any other person who is on University Grounds for any purpose.

### 4.0 Policy Elements

#### 4.01 Principles

The University is committed to ensuring that access to University spaces that house cultural belongings and art, archival, and archeological / ethnographic collections is managed efficiently and securely.

#### 4.02 Rooms with Restricted Access

- 4.02.01 Subject to articles 4.03, 4.04, and 4.05, access to Restricted Rooms and Areas is strictly prohibited, with the exception of Gallery 1C03 when it is open to the public, unless arrangements are made in advance with the Room Authority, or designate, as set out below:

Restricted Room / Area	Room Authority
Gallery 1C03	Art Curator/Art Gallery and Collections Technician
Ancestors' Rooms	AVP, Indigenous Engagement
Art Collection Storage Rooms	Art Curator/Art Gallery and Collections Technician
Anthropology Collections Rooms	Anthropology Museum Director/Technician
Anthropology Museum Exhibits	Anthropology Museum Director/Technician
Rare Book Room	University Archivist or Archives Public Service Coordinator
United Church Archives Work Area	University Archivist
Archives Storage Areas	University Archivist or Archives Public Service Coordinator

- 4.02.02 Additional Restricted Rooms and Areas may be added by the Vice-President, Finance and Administration to the above list and communicated, as required.

#### 4.03 Access to Restricted Rooms or Areas

- 4.03.01 Access by University personnel is restricted to individuals authorized as set out below.

- 4.03.02 The President and the Vice-President, Finance and Administration have access to Restricted Rooms or Areas at all times.
- 4.03.03 The following individuals are permitted to access specific Restricted Rooms or Areas and will have pre-existing arrangements with Room Authorities:
- b) Facilities:
    - i. the Executive Director, Facilities;
    - ii. Directors, Facilities;
    - iii. the Building Infrastructure Team, which includes engineers, the Building System Manager, the Controls Technician, the Security Systems Technician, HVAC technicians, plumbers, and electricians; and
    - iv. the Building Services Team, which includes service workers, lead hands, and utility workers.
  - c) Security:
    - i. the Director, Security and Risk Management;
    - ii. the Manager, Security; and
    - iii. senior guards.
- 4.03.03 The access lists in 4.03.02 b) and c) may be amended at any time by the Vice-President, Finance and Administration.
- 4.03.04 The United Church Archivist shall be permitted access to the United Church Archives Work Area at such times and in such manner as determined by the University Archivist.
- 4.03.05 Where other University personnel require access to a Restricted Area or Room to perform work, article 4.04 applies.

**4.04 Procedures for University Personnel to Request Access to Restricted Rooms / Areas**

- 4.04.01 Notice will be provided to the Room Authority a minimum of forty-eight (48) hours in advance (except for the Ancestors' Room and Restricted Rooms / Areas where University art is displayed and stored, in which case consultation and notice shall be required to occur as set out below in article 4.06), specifying:
- a) the nature of work proposed in Restricted Rooms/Areas;
  - b) the timing and duration of the work proposed; and
  - c) the personnel requiring entry to a Restricted Room or Area.
- 4.04.02 When notice is required to be given in articles 4.04, 4.05, 4.06, or 4.09, no access shall be permitted until the Room Authority has approved an arrangement with the requesting party.
- 4.04.03 If forty-eight (48) hours is insufficient notice to ensure that cultural belongings and collections are protected while work occurs, the Room Authority will refuse access.
- 4.04.04 Where possible, access shall be coordinated to minimize interference with normal activities.
- 4.04.05 Notwithstanding the foregoing, if access is required in an emergency, University personnel entering Restricted Rooms or Areas must notify the Room Authority as soon as possible.

- 4.04.06 If one-time entry is required, either Security personnel or the Room Authority will allow the approved persons into the space and remain with them throughout their stay in the Restricted Room or Area. In the event Security grants access, the Room Authority will be notified in advance.
- 4.05.07 If repeated access is required over a short period of time, an update to approved entrants' access may be granted, provided that arrangements for this access have been made with the Room Authority.
- 4.04.08 Approved entrants are responsible for ensuring that the contents of a Restricted Area or Room are treated respectfully and that the space is restored to its proper condition.
- 4.04.09 Approved entrants are not to photograph, touch, or move the cultural belongings or the art, archival, or archeological / ethnographic collections in these Restricted Rooms/Areas without approval from the Room Authority.
- 4.04.10 In the event that a Room Authority is unavailable, the President and Vice-President, Finance and Administration may authorize access.

#### **4.05 Procedures for Third-Party Contractors Requiring Access**

- 4.05.01 When a third-party contractor requires access to a Restricted Room or Area, articles 4.05.02 to 4.05.11 apply.
- 4.05.02 Facilities will provide notice to the Room Authority a minimum of forty-eight (48) hours in advance (except for the Ancestors' Room and Restricted Rooms / Areas where University art is displayed and stored, in which case consultation and notice will be required to occur as set out below in article 4.06) and Facilities will specify:
  - a) the nature of the work proposed in Restricted Rooms or Areas;
  - b) the timing and duration of work proposed; and
  - c) the personnel requiring entry to Restricted Rooms/Areas.
- 4.05.03 If forty-eight (48) hours is not sufficient notice to ensure that cultural belongings and collections are protected when the planned work is to occur, the Room Authority will refuse access.
- 4.05.04 Where possible, access for third-party contractors is to be coordinated to minimize interference with normal activities.
- 4.05.05 Notwithstanding the foregoing, if access is required in an emergency, the Room Authority must be notified as soon as possible.
- 4.05.07 If repeated access is required over a short period of time, an update to approved third-party entrants' access to University systems may be granted in accordance with the Key and Electronic Access Control Policy and Procedures, provided that arrangements for this access have been made with the Room Authority.
- 4.05.08 The department requesting access for the contractor is responsible to ensure that the contents of the Area or Room are treated respectfully and that the Area or Room is restored to its proper condition following work completion.
- 4.05.09 Approved entrants are not to photograph, touch, or move cultural belongings or the art, archival, or archeological / ethnographic collections without the Room Authority's approval.

- 4.05.10 Once work is completed, the Room Authority and the department that requested the contractor (e.g., Facilities, the Technology Sector) will review the Restricted Area or Room.
- 4.05.11 It is the responsibility of the department requesting the contractor to ensure that a clause mandating compliance with the Access to Secure Collections / Restricted Rooms Policy is included in the contract with the University.

**4.06 Special Notice Requirements for the Ancestors' Room and Restricted Rooms / Areas where University Art is Displayed and Stored**

Consultations with the Room Authorities must occur well in advance, but no later than two (2) weeks prior to work commencing, when work is planned in any area where University art is displayed or stored as stated in article 4.08.01 a) or in the Ancestors' Room as set out in article 4.09.02 a).

**4.07 General Rules for All Restricted Rooms and Areas**

- 4.07.01 Restricted Rooms and Areas may not be used to store equipment, supplies, or materials. All equipment, supplies, and materials must be removed at the end of the shift.
- 4.07.02 Doors may not be propped open and left unattended at any time. On any occasion when individuals leave the space, the doors must be secured and any room alarms armed.
- 4.07.03 Restricted Areas and Rooms must be cleaned and restored once work is complete.
- 4.07.04 Food and drink are not permitted in Restricted Rooms/Areas used for collections storage or Gallery 1C03.

**4.08 Special Procedures for Areas where University Art is Displayed and Stored**

- 4.08.01 When work is planned in any area where University art is displayed or stored:
- a) the Art Curator and/or the Art Gallery and Collections Technician must be consulted well in advance, but no later than two (2) weeks prior to work commencing, to determine if the artwork must be temporarily relocated; and
  - b) contractors must be instructed to not touch or move artworks, even temporarily.
- 4.08.02 When work is required in an emergency in any area where University art is on display, the Art Curator and/or the Art Gallery and Collections Technician must be notified as soon as possible.

**4.09 Special Procedures for the Ancestors' Room**

- 4.09.01 Access to the Ancestors' Room will be restricted to the following persons:
- a) individuals authorized to be in the Ancestors' Room by the Room Authority;
  - b) University personnel whose access is set out in article 4.03 and those who gain access by following the procedures in article 4.04; and
  - c) third-party contractors who follow the procedures described in article 4.05.
- 4.09.02 When work is planned in the Ancestors' Room:

- a) the Associate Vice-President, Indigenous Engagement must be consulted well in advance, but no later than two (2) weeks prior to work commencing, to determine the potential impact on the Ancestors and their belongings as well as whether temporary relocation should be considered;
  - b) Facilities' cleaning staff schedule for the Ancestors' Room must be shared in advance, and agreed upon, with the Associate Vice-President, Indigenous Engagement; and
  - c) contractors and cleaning staff must be instructed to not touch, photograph, or move Ancestors, their belongings, or any other materials in the Room, even temporarily.
- 4.09.03 When work or cleaning are required in an emergency in the Ancestors' Room, the Associate Vice-President, Indigenous Engagement must be notified as soon as possible.

#### **4.10 Procedures for Reporting an Incident Involving a Restricted Room or Area**

- 4.10.01 If the incident does not appear to involve illegal activities (e.g., vandalism or break-in), it must be reported as soon as possible to the Business Manager of Facilities who shall then investigate the incident to determine who was responsible, how the incident occurred, and why correct procedures were not followed.
- 4.10.02 The Business Manager of Facilities will provide the Room Authority with a report describing the outcome of their investigation and discuss with the Room Authority the corrective actions that are to be taken. For incidents involving the Ancestors' Room, corrective actions will be determined in collaboration with the Associate Vice-President, Indigenous Engagement.
- 4.10.03 If the incident appears to involve illegal activity, the incident must be reported to the Director of Security who is subsequently required to determine a course of action (e.g., file a police report) and work with the Room Authority to develop measures to minimize the recurrence of such incidents.

#### **4.11 Compliance**

- 4.11.01 Refusal to comply with this Policy by:
  - a) a student shall be non-academic misconduct under the Student Non-Academic Misconduct Policy;
  - b) an employee shall be a breach or disciplinable under their contract of employment or collective agreement as the case may be; and
  - c) any other person shall be trespass and may result in ejection and barring from University property.

### **5.0 Relevant Legislation**

- *The University of Winnipeg Act*

### **6.0 Related Policies, Procedures, and Institutional Documents**

- Access to University Buildings and Property Policy
- Archives Policy
- Art Collection Policy and Procedures

- Contract Administration Policy and Procedures
- Key Access & Control Policy and Procedures
- Policy Development and Administration Policy
- Student Non-Academic Misconduct Policy and Procedures
- Working Alone / In Isolation Policy and Procedures