



## Expression of Interest

Your museum has expressed interest in joining the Association of Manitoba Museums' (AMM) provincial collections management database project, Musetoba. This document outlines some of the processes involved in joining Musetoba including eligibility criteria and a cost breakdown. (Please note that these fees are based on numbers from 2020 and are subject to change, but NOT without notice.)

Submission of the Expression of Interest form will put your museum into the queue for a database. Timeframe for a database is dependent on type of database and Whirligig's schedule. If you have questions about the project, please contact the AMM office at 204-947-1782 or email [database@museumsmanitoba.com](mailto:database@museumsmanitoba.com).

### Process:

Participating in the project will mean a serious commitment from the museum. We will ask that at least 2 people from your museum will confirm their dedication to participating. These people should include an executive director or board member plus a staff person or volunteer who will be working directly on the project and who fits the eligibility criteria below.

New museums will work with Whirl-i-gig, the software developer, and the AMM to set up and transfer all data to Musetoba.

There are four criteria that need to be met to join this project. These criteria are in place to ensure success during the project and in the long term.

1. Have at least one staff member or volunteer with formal collections management training that will be with the project throughout the transfer. Formal collections management training could include training through the AMM or a degree or diploma in museum studies, library science, or archival studies.
2. Must be an institutional member of the AMM in good standing (and continue to do so).
3. Must be willing to do on-going training regarding the database. This will be facilitated through the AMM and will eventually become a regularly scheduled course.
4. Must be able to pay initial and ongoing costs that are detailed below.

**Costs:**

Costs will be broken down into two categories: a one-time transfer fee and an annual fee for service.

The transfer fee amount will vary based on the size of the existing database. (Please note that these fees are based on numbers from 2020 and are subject to change, but NOT without notice.)

- Small databases with less than 2500 records or no digital database will cost \$500. This fee will cover the creation of a new database, 5 hours of support from Whirl-i-gig, and 18 hours of support from the AMM. It will be the responsibility of the individual museum to manually enter their own data into the new database.
- Medium to large sized databases with more than 3000 records will cost between \$4000 and \$9000 depending on the size and complexity of the database. The fee will cover the creation of a new database, data migration done by Whirl-i-gig, and 40 hours of support from the AMM. The data migration will be done by Whirl-i-gig and the individual museum will work with them to ensure the data is mapped and transferred properly.

The AMM encourages new museums to apply for grants on their own to fund the transfer of their data to Musetoba. Funds may be available via the Heritage Grants Program, municipalities, or private funding sources like The Winnipeg Foundation. The AMM website has a page listing available grants to aid in your search. The AMM will give support for completing applications, and will write letters of support as needed.

An annual fee of \$250 will be the same for all member museums. The fee for the year you're onboarded will be prorated quarterly according to our fiscal year which runs from April 1 to March 31. After that, the fee will be added onto your yearly AMM membership dues after the data is migrated to Musetoba. This fee will help cover domain costs, server space, back-up costs, all software updates, a support contract with Whirl-i-gig, and 8 hours of AMM support. There may also be an option to pay for additional hours of AMM support if needed.

Thank you for your interest in Musetoba. We will send more information and requirements when we are able to add your museum to Musetoba.



## Expression of Interest

To formally express your museum's interest in Musetoba, please fill out this form and email it to [database\(at\)museumsmanitoba\(dot\)com](mailto:database(at)museumsmanitoba(dot)com).

**Museum Name:** \_\_\_\_\_

**Contact 1**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Contact 2**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

We, the undersigned, have read the Expression of Interest letter and acknowledge the costs and work involved with joining the AMM's Musetoba database project. We are currently members in good standing and we pledge to continue our Institutional membership with the AMM.

\_\_\_\_\_  
Contact #1 Name  
(please print)

\_\_\_\_\_  
Contact #2 Name  
(please print)

\_\_\_\_\_  
Contact #1 Signature

\_\_\_\_\_  
Contact #2 Signature

\_\_\_\_\_  
Date mm/dd/yyyy

\_\_\_\_\_  
Date mm/dd/yyyy

Thank you for submitting this Expression of Interest.  
Feel free to contact the AMM office with any questions you may have.