

Definitions of Terms used in the *Government of Canada Survey of Heritage Institutions*

Full time employees

Paid employees who worked at least 30 hours per week all year.

Part time employees

Paid employees who do not meet the full-time definition.

Contract workers

Not an employee of the institution but is hired for a specific task or project.

School groups

Organized trips by educational establishments (a group consists of 50 students).

Textual documents

Written records, whether handwritten, typescript or published.

Graphic materials

Documents in the form of pictures, photographs, drawings, watercolors, prints, and pictorial representations, including cartographic materials such as maps, aeronautical or navigational charts, as well as architectural and technical drawings.

Film/video and sound recordings

Moving images and media on which sound has been recorded and may be played back.

Artefacts/objects

Includes but is not limited to works of art, cultural artefacts, archeological artefacts, military objects, applied and decorative art objects, fine art objects, scientific or technological objects, etc.

Natural history/scientific specimens

Includes but is not limited to plant, animal, paleontological, archeological, geological etc.

Permanent exhibitions

Exhibitions that are a main fixture of the institution or site, usually on display for an extended period of time (i.e. several years).

Exhibitions created

New exhibitions created during the specified calendar/fiscal period (including for the originating institution or for circulation to other institutions).

Exhibitions circulated

Exhibitions circulated by the surveyed institution during the specified calendar/fiscal period.

Research request

A request which requires data extraction from a database, record keeping system, catalogues, etc., for information.