

POLICY: CS-CS-002

GOLDFIELDS WAR MUSEUM COLLECTIONS

PURPOSE

The purpose of the Goldfields War Museum is to collect, preserve, research, display and store objects of military significance to the Goldfields region and its people. The Collection is developed as a resource of knowledge, stories and memories that inspire, educate, entertain and inform visitors and the community.

DEFINITIONS

Acquisition	The process of obtaining legal possession – by purchase, donation or bequest – of an object for accessioning into the collection
Accession	The process of entering and cataloguing an acquired object into the collection
De-accession	The formal process of removal of an object from the collection register, catalogue or database
Disposal	The physical removal of the object from the organisation by the process decided upon by the acquisition group.
Provenance	The proven or documented place of origin, use, history and ownership of an object
Permanent Collection	Objects that have provenance and significance to the Goldfields region
Education Collection	Consists of objects and the like for outreach programs to schools and educational activities within the museum.

Props Collection	Consists of objects and the like that have interpretive value but have no provenance to the Goldfields region.
The Museum	The Goldfields War Museum
Resources	Funding, time, staff, storage and display space
Collecting organisations	Museums, Historical Societies, Libraries, Archives
National Standards	National Standards for Australian Museums and Galleries
Significance	Means the historic, aesthetic, scientific and social values that an object or collection has for past, present and future generations.
Goldfields region	The following City and Shires are included in the Goldfields region; <ul style="list-style-type: none"> • City of Kalgoorlie-Boulder • Shire of Coolgardie • Shire of Menzies • Shire of Dundas • Shire of Laverton • Shire of Leonora • Shire of Yilgarn

STATEMENT

Guidelines

1. Policy for the Acceptance and Retention of Material on a Permanent Basis

1.1 Appropriateness

1.1.1 The Museum will retain or accept into the collection only those objects or archival materials, which are relevant and consistent with the stated purpose of the Museum.

1.1.2 Materials suitable for use in the Education or Prop collections may be considered for inclusion in these Collections provided they are relevant and consistent with the stated purpose of the Museum.

1.2 Adequacy of Museum Resources and Procedures

1.2.1 The Museum will retain or accept objects only if adequate resources can be provided to preserve, research, document, store, display and

interpret these objects as applicable, in accordance with the National Standards.

1.3 Physical Condition

1.3.1 The Museum will retain or accept objects only while their physical condition is such that they contribute to the purpose of the Museum.

1.3.2 The Museum may collect objects that are damaged or incomplete, provided that:

- They are held until such time that a like or suitable replacement is found.
- They can be used to provide spare parts for the restoration or repair of like or similar objects.
- They can be used safely for educational or public outreach activities.
- They are rare or are of high significance to the Goldfields Region.

1.4 Provenances and Documentation

The Museum will accept or keep in the collection only objects that are accompanied by documented proof of their provenance.

1.5 Transfer of Ownership to Museum

Where possible all objects entering the permanent collection will be accompanied by a Donor Form, giving full and unencumbered title of ownership to the City of Kalgoorlie-Boulder.

1.6 Avoidance of Duplication in the Collection

Where possible the museum will avoid duplication of like or similar objects, recognising that such objects are an unnecessary drain on the Museum's resources. It recognises, however, that duplicate objects may be kept for security, environmental reasons, research, education and display purposes or for spare parts.

1.7 Ethics

- 1.7.1 The Museum will only acquire objects in accordance with State and Federal law and international agreements between Australia and other countries (e.g. UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property and the Convention on International Trade in Endangered Species).
- 1.7.2 The Museum will only acquire objects where the present owner has a clear and verifiable title of ownership and shall have obtained the objects legally and ethically.
- 1.7.3 The collection of objects by Museum Officers will always be conducted in accordance with standards of the Code of Ethics of Museums Australia Inc.
- 1.7.4 The Museum will not provide appraisal for tax deduction, insurance evaluation or other external purposes such as identification and authentication, but may provide donors with a list of valuers or professionals for this purpose.

1.8 Safety

The Museum will avoid accepting objects that are likely to endanger the health or safety of staff and/or the public.

2. Loans Procedure

- 2.1 The Museum may accept on a temporary basis, objects which are to be used for documentation, research, educational, and interpretive purposes or temporary exhibitions.
- 2.2 Long term loans, also known as permanent loans will not be accepted.
- 2.3 The Museum will only make outward loans, of specific duration, (generally less than six months) to those collecting organisations that can guarantee in writing the safety and security of the Museum's objects. Loans will not be made to individuals.

- 2.4 All incoming and outgoing loans will be accompanied by appropriate documentation setting forth the responsibilities of the lender and the borrower as regards to the use, care, maintenance and insurance of the objects. Their condition will be described and the environmental conditions set forth, under which they will be transported and used. The date of the loan and the date of return will be clearly stated.
- 2.5 All loans will be recorded in the Museum's Collection Management System (Mosaic). A signed copy will be given to the lender/borrower and a signed copy kept on file.

3. Management of the Collection

- 3.1 The Museum will endeavour to provide:
 - 3.1.1 Suitable storage and care for the collection at all times.
 - 3.1.2 Record all known provenance of objects from the donor at the time of acceptance.
 - 3.1.3 Research and document the history and describe objects in accordance with the National Standards.
 - 3.1.4 Catalogue the collection to allow easy access to the objects and to the recorded information.
 - 3.1.5 Store or display the objects according to National Standards.
- 3.2 The Museum will encourage maximum interaction with the collection provided that the preservation of the objects is not compromised and their use is consistent with the overall goals and ethics of the Museum. The Museum will endeavour to obtain supplemental materials, such as models and replicas to ensure protection of unique or valuable objects in the collection.
- 3.3 The museum will not accept an object with restrictions attached.
- 3.4 If for any reason, objects and specimens that are important to the purposes of the Museum cannot be collected, the Museum will endeavour to make a complete documentary record of those materials using printed, visual and audio media.

- 3.5 The Museum will co-operate with other collecting organisations in order to avoid duplication and achieve a collaborative plan for preservation and interpretation.

4. De-accessions

- 4.1 The Museum has the right to de-accession those objects over which it has legal ownership. Generally these would include:

4.1.1 Those objects in the collection which fall outside the defined scope of the museum and this collections policy.

4.1.2 Duplicates in the collection.

4.1.3 Objects in poor condition or those requiring conservation disproportionate to their significance.

4.1.4 Requests by owners under exceptional circumstances for return of the original donated object.

4.1.5 Inability to safely store and manage the object.

4.1.6 The object is lost or stolen

4.1.7 The object is a fake or forgery

4.2 De-accession Procedure

4.2.1 Approval of the de-accessioning of objects that meet the above criteria will be required from the CEO for endorsement and the result recorded in the Council minutes of meeting.

4.2.2 Approval of de-accession should be documented in the Museum's register with the date of de-accession and staff member's name and signature as well as in the Museum's Collections Management System Mosaic.

4.2.3 When de-accessioning an object(s) the museum will:-

4.2.3.1 Endeavour to give the donor first option on the object(s) before it is disposed of, but if for whatever reason the donor cannot be traced or does not want the object then the Museum should endeavour to transfer the object(s) to another suitable recognised collecting organisation(s).

- 4.2.3.2 Only sell an object(s) if the above avenues of disposing of the object have been thoroughly exhausted, Staff and Council Members of the City of Kalgoorlie-Boulder are prohibited from purchasing objects at such sales.
- 4.2.3.3 Endeavour to send full documentation with the object to the recipient.
- 4.2.3.4 Adjust the Museum's records to reflect that the object has been de-accessioned and the name and address of the individual or collecting organisation has been recorded.
- 4.2.3.5 Obtain a receipt from the recipient individual or collecting organisation.

RELEVANT DOCUMENTS

Donor Form