



POLICY: CS-CS-001

Kalgoorlie and Boulder Town Halls Collections

Purpose

The purpose of this policy is:-

- To provide guidelines that ensures only items relative to the history of the Town Halls of Kalgoorlie and Boulder and to the activities of Local Government within the boundaries of the City of Kalgoorlie-Boulder.
- To ensure that when accepting items for display, there are adequate resources available to do so.

Definitions

Nil

Statement

Guidelines

Policy for the Acceptance and Retention of Material on a Permanent basis

1.0 Appropriateness

Collection of original materials and unique documents will be limited to those relating to the City of Kalgoorlie-Boulder and directly to the history of the Town Halls of Kalgoorlie and Boulder. The following are included in the City:

- Municipality of Kalgoorlie
- Municipality of Boulder
- Town of Kalgoorlie
- Shire of Kalgoorlie

Responsible Officer:	Manager Community Services	Version:	2.01
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Last printed:	28 August 2014	Page:	1 of 5
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- Town of Boulder
- Shire of Boulder
- Kalgoorlie Roads Board

Adequacy of Town Halls Resources and Procedures

The City will only retain or accept items if adequate resources and procedures can be provided to preserve, document, store, display and interpret these items as applicable, in accordance with relevant professional standards. These resources may include adequate display and storage space, funds and staff.

Physical Condition

The City will only retain or accept items while their physical condition is such that they contribute to the purpose of the Town Halls.

The City will only accept items in good physical condition.

Where a possible acquisition has significant conservation needs the item may be acquired if the donor is prepared to substantially or wholly fund the conservation work or failing that the item is considered to be of such rarity or significance as to justify its acquisition in any event.

Transfer of Ownership to the City of Kalgoorlie-Boulder

Where possible all items accepted for display at the Town Halls will be accompanied by a document, the Donor Acknowledgement Form, giving full and unencumbered title of their ownership to the City of Kalgoorlie-Boulder without restriction as to use or future use or future disposition.

Avoidance of Duplication

Where possible the City will avoid unnecessary duplication of like or similar items.

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Safety

The City will avoid accepting items that given reasonable safety precautions are still likely to endanger the health or safety of staff or the public.

2.0 Loans Procedure

- 2.1 The City may accept materials to be used in temporary exhibitions/displays for a period not exceeding 90 Days.
- 2.2 For the purpose of this policy 'temporary basis' means a period not exceeding 3 months.
- 2.3 Long term loans, also known as permanent loans will not be accepted unless approved by Council under special circumstances.
- 2.4 The City will only make outward loans, of specific duration (less than 90 days), to those societies or institutions that can guarantee in writing the safety and security of the City's artefacts. Loans will not be made to individuals.
- 2.5 All artefacts entering or leaving the Town Halls as loans will be accompanied by appropriate documentation setting forth the responsibilities of the lender and the borrower as regards the use, care, maintenance and insurance of the artefacts. 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.

3.0 De-accessions

The City has the right to de-accession items over which it has legal control.

De-accessioning is the process by which items in the City's collection are removed from the collection and are made ready for disposal. Disposal is the means by which the item(s) are physically removed from the City's collection. There are legal and ethical considerations in disposing of objects and the process must be clearly followed and traceable.

The City may dispose of objects that have been de-accessioned or offered as unencumbered donations and do not meet the criteria of the City's collection

policy, and are therefore not to be acquired. An item can be de-accessioned from the City's collection for the following reasons:

- the object does not comply with the current collection policy of the City;
- the object is damaged beyond repair;
- the conservation and storage costs for it are beyond the means of the City;
- it is a lesser quality duplicate of an object the City already owns;
- it lacks any supporting information to enable proper identification or to establish its relevance to the collection
- A substantial request for the return of the object to its original owner/donor is received. e.g. request for a sacred object to be returned to Indigenous peoples.

General principles

The most desirable outcome for a de-accessioned object is to return it to the donor or the donor's family. If this is not possible, then apply the following procedure:

1. transfer the object to another appropriate community organisation;
2. keep the object as an research/educative/interpretive tool or prop;
3. sell the object – auction is the most ethical way of doing this as it ensures a fair market price and the City is seen as not favouring any one person or organisation.
4. destroy the object as a last resort

Updating records

1. Objects that meet the criteria and are considered appropriate for de-accessioning will be presented to the CEO for endorsement and the result recorded in the Council minutes of meeting.
2. When the de-accession is approved, the object's Register entry, the Object Data Sheet and all other records will be amended with the date of de-accession, staff member's initials, and a line drawn diagonally through the record. "DE-ACCESSIONED" should be written diagonally across all paper

records (e.g. classification cards) belonging to the object. The object's number will then be removed from it. Cards, data sheets and all records will at all times be retained by the City.

3. If the item goes to another organisation record where it was sent and obtain a receipt.

Relevant Documents