



# Collection Policy

ABN 29 960 768 517

## 1. Mission Statement for Maffra Sugar Beet Museum

The Mission of the Maffra Sugar Beet Museum is to collect, conserve, research, exhibit and interpret artifacts, documents, records and other memorabilia which relate either directly or indirectly to the life and times of the community of the former Shire of Maffra, with special emphasis on the agricultural nature of the district, for the enjoyment, stimulation and education of the community and to encourage a continued local identity.

## 2. What the Museum will collect

- The Museum will concentrate primarily on collecting items relating to the agricultural history and lifestyle of the community of the former Shire of Maffra and, where relevant, of Central Gippsland.
- In recognition of its unique position in Australia, the Museum will in particular collect all items associated with the sugar beet industry in Maffra.
- The period of the collection will be from pre-European settlement to the present.
- The Museum will collect documents, manuscripts, books, maps, photographs and three-dimensional objects.

## 3. How the Museum will collect

### 3.1 Method of Acquisition.

- The Museum may acquire objects for the permanent collection by donation, bequest, purchase or transfer.
- The Museum will not accept conditional donations; the Museum must be free to display, treat and where necessary, de-accession collection material as it sees fit.
- The Museum will not accept permanent or long term loans; a long term loan is one that extends for a period of more than twelve months on acceptance of the item.
- Duplicate items shall only be accepted where the newer item is in a better condition, or is a better example, or has some historical significance not attached to the item already in the collection, or may be used by the Museum in an exchange program
- The Museum will only accept an item from a donor who, if required, is able to demonstrate a legal title to that item.
- All items, however obtained, must be vetted by the Acquisition Committee and their acquisition approved by a simple majority of the Committee of Management upon recommendation from the Acquisition Committee.

### 3.2 Acquisition Committee

- The Acquisition Committee shall consist of the President, Secretary/Treasurer and one other member of the Maffra Sugar Beet Museum Committee of Management.
- All recommendations made by the Committee will be documented and minuted by the Committee of Management. Where a recommendation is rejected, the reason for the rejection shall be minuted.
- Before voting to recommend acquisition of an item, the Committee shall consider its relevance to the collection policy, the amount of detail known about the item, the condition of the item, if storage is available for the item, and possible future display options for the item.

## **4. What the Museum will do with its collection**

- The collection will be made available to as wide a group of users as possible.
- The Committee of Management may negotiate specific access to parts of the collection with other properly constituted bodies to further this aim.
- Access by the general public to items within the collection will be conditioned by the first priority which is to be the care and preservation of the collection for the future.
- The Museum will take note of any legislative requirements regarding public access to items within the collection; the Museum will respond sensitively and appropriately to requests to limit public access based on cultural or personal reasons.

## **5. Collection Care**

### 5.1 Documentation and Record Keeping

- When an item is received at the Museum, it shall be immediately tagged, and a receipt issued recording the object name, address of the owner, contact number and date. The donor shall be asked to complete two Deed of Gift forms.
- The item shall be considered by the Acquisition Committee, and if not accepted, returned to the owner, along with the two Deed of Gift forms.
- When an item is accepted its details are to be entered into a register and a Museum Catalogue Worksheet is to be completed. The item is to be marked with a unique number, and the Museum Catalogue Worksheet details are to be entered onto the computer catalogue database using Inmagic software.
- Donors are to be sent a letter of acknowledgement, and their copy of the Deed of Gift Form, with the other copy being retained by the Museum.

### 5.2 Storage and Conservation

- The Museum aims to achieve as high standards of collection care and storage as are possible within the financial constraints of the Museum's operation.
- All reasonable attempts will be made to have storage areas clean, secure and sealed against the weather.
- All reasonable attempts will be made to monitor and stabilise temperature and relative humidity.
- Access to storage areas will be secured where possible.

- Ultra violet light will be minimised at all times.
- Archival quality storage materials will be used at all possible and appropriate times.
- Storage and display areas will be checked regularly for pests and other problems.
- All attempts will be made for all persons having an interest in the Museum to have opportunities to learn how to appropriately care for and maintain museum objects.

## **6. De-accessioning and Disposal Procedures**

### 6.1 Criteria for De-accessioning

- An item may be de-accessioned from the Museum Collection if:
  - it does not comply with the current collection policy of the Museum
  - it is damaged beyond repair and is not of sufficient importance to be worth retaining in that state
  - the conservation or storage costs are beyond the means of the Museum
  - if it is a lesser quality duplicate of an item the Museum already owns
  - its importance is such that it is considered necessary that the item be transferred to a more appropriate collection.

### 6.2 De-accessioning procedures

- The item identified for removal from the collection must come before the Acquisition Committee for consideration with close reference to the criteria stated above.
- The object identified for de-accession must be held for a period of either one month or, if longer, until after the next meeting of the Committee of Management, at which the recommendation of the Acquisition Committee is ratified and minuted.
- Members of the Acquisition Committee and their families are prohibited from purchasing or otherwise obtaining de-accessioned items, except by specific vote of a full general meeting of the Committee of Management.

### 6.3 Disposal procedures

- In priority order, the object must:
  - be returned to the original donor, or, if that person has died, to the executor of the estate of that person, residual or otherwise
  - should an appropriate person not be located, or if it is not be possible to identify who the original donor was, be offered to an appropriate institution
  - be sold by public auction, or where this is not appropriate, through a properly registered commercial outlet
  - be destroyed or recycled as appropriate.

## **7. Loans**

### 7.1 Loans

- The Museum may from time to time lend and borrow material to help meet its mission statement, goals and objectives.
- The Museum holds separate forms for inwards and outward loans.

- One of either the President or Secretary shall have authority to lend items or accept them for loan.

### 7.2 Inward Loans

- Inwards Loans will only be accepted for specific exhibitions or research and for fixed periods of time.
- Inwards loans shall be recorded in a separate Loans Register.
- The lender will be required to sign an agreed inward loan form. Each party will hold a copy of this agreement. This form will record conditions of the loan and the period of the loan.
- The Museum agrees to exercise the same care with respect to loaned items as it does for items in its own collection.
- Loaned items will remain under the direct control of the Museum for the time specified on the form.
- No item will normally be held for a period exceeding twelve months. The Museum may request an extension to the period of the loan if required. Documentation recording renewal must be signed by either the President or Secretary of the Committee and the lender.

### 7.3 Outgoing Loans

- The Museum will lend objects to other museums and organisations holding historical collections, for up to twelve months, and to community organisations for special events for a maximum of two weeks. Applications for extensions of this period must be made prior to the loan expiry date.
- Loans will not generally be made to private individuals or organisations
  - exception may be made in the case of family reunions or for other such occasions where the requester has a direct link with the item
  - exception must be approved by the full Committee of Management
- Borrowers and one of the President or Secretary will be required to sign two outward loan agreement forms. Each party will hold a copy of this agreement. This form will record the conditions of the loan, imperfections on the item, and the period of the loan.
- The borrower must be prepared to demonstrate a capacity to meet the conditions outlined in the outward loan agreement and must exercise care in the handling, storage and display of the loaned object
- The borrower will provide a secure display and/or storage area.
- Loans will remain under the direct supervision of the borrower until returned to the Museum.
- The borrower will bear all costs involved in the loan process, including transport, storage and protection.
- The borrower will be responsible for making good any damage suffered by the borrowed item at any time that it is not under the jurisdiction of the Museum.

## **8. Review**

- The Museum will review its collection policy annually at the first meeting after the annual meeting, or at any other time by Notice of Motion at the meeting prior to the review.