

## **COLLECTION AND ACQUISITION POLICY**

### **GENERAL**

Items may be added to the Association's collection through gifts, bequests, purchases, exchanges, or any other lawful means of transferring ownership to the Association. In order to best serve the public interest and responsibilities of the Association, only those objects which are of a nature that is consistent with the Association's mission, vision and goals will be collected. Consistent with this is the ability of the Association to be able to care, preserve and, if needed, restore the item.

The Association should not engage in indiscriminate collecting but should acquire items to meet a recognised deficiency or upgrade the existing collection. All acquisitions must be approved by the Committee before acceptance into the collection.

Donors must declare in writing that they have full ownership of the items to be donated and have absolute authority to make the donation.

Gifts to the Association are considered to be outright, unconditional and unrestricted donations to be used in the best interests of the Association. There should be no condition that items will be kept intact, exhibited permanently or temporarily, or that the Association will keep the items permanently. Any exception may be made only with the approval of the Committee and must be documented. Exhibition of any item is entirely at the discretion of the Association.

Acquired items may be used for exhibition, study, research or loan and may be removed from the collection at the discretion of the Committee.

### **GUIDELINES**

When considering an item for acquisitions into the collection, the Committee should review the following guidelines.

1. Is the item consistent with the Museum's mission, vision and goals?
2. Will the item enhance collection categories that lack representation.
3. Is the item's condition stable enough for interpretive use? Can it be preserved for the future?
4. Will the item be used in the foreseeable future?
5. Is it a duplicate of items already in the collection?
6. Are the items to be donated subject to restrictions on their use and exhibition?
7. Do intellectual property rights such as copyright, patent or trademark encumber use of the item?
8. Are the items obscene, defamatory, or an invasion of privacy?
9. Is it made of hazardous material?
10. Will acceptance of the item carry with it a future expense for the Association?
11. Does the donor/seller/lender have clear title to the item?

## **REFUSAL OF AN OFFER TO DONATE, SELL OR LEND**

The Association should not collect items outside of its scope, nor more examples of any one specific item than are needed for exhibition or research purposes. Collecting numerous examples of an item or creating excessive duplicates will be a burden financially due to the Association's responsibility to care for the items in perpetuity.

Acquisition guidelines should be followed and care should be taken to screen any items which may have been illegally imported or exported and to note items which have restrictions placed on them by the potential donor. The Association reserves the right to refuse any unsolicited or anonymous donations.

A representative of the Committee should discuss with potential donors the reasons why any item is refused acceptance into the permanent collection. It is essential to recognise a potential donor's generosity and his efforts in attempting to preserve historical objects.

When the Association refuses acceptance of items it should make reasonable attempts to aid the potential donor to find a suitable repository for the items. The potential donor may be referred to other organisations which may have an interest in collecting the items.

To assist the Association in determining which items are duplicated or unwanted a current inventory must be maintained of all items that have been acquired.

## **COLLECTION DATABASE**

All items accepted into the collection will be listed onto the Association's database. To meet the accreditation required of Museums Australia, the Inmagic DB/Textworks Museum Package will be used.

When items are acquired, the worksheets will be raised at the same time so that vital information is not lost or forgotten. Separate worksheets are to be used for photographs or images.