
ORIGINAL MATERIALS COLLECTION

APPROVALS

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| POLICY NUMBER | PECS-POL-121 | DOC.ID | 4753366 |
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| CATEGORY | Community |
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| POLICY OWNER | Manager Engaged Communities |
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| APPROVAL DATE | 28 July 2021 | RESOLUTION NUMBER | 7384 |
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OBJECTIVE

The objective of the Isaac Regional Council Original Materials Collection Policy is to provide a framework to assist IRC staff, contractors and volunteers to efficiently manage its collection of original materials of preservation value, principally held by Council through its network of museums and libraries. Objects of preservation value are those which align with the Classifications, Subjects and Themes, and Accession Criteria of the Original Materials Collection Policy.

SCOPE

This policy applies to all IRC staff, volunteers and contractors involved in the development, acquisition, maintenance, deaccession and management of the IRC Original Materials Collection. It does not apply to the management of contemporary records and materials of IRC.

ROLES & RESPONSIBILITIES

Councillors

To enable effective implementation of this policy, Councillors shall:

- Act as custodians of the Original Materials Collection held by IRC on behalf of the community.
- Consider and determine matters of collection accession, deaccession and management in accordance with the policy.

CEO

The CEO shall:

- Within budgetary constraints administer the application of resources related to this policy.
- Receive reports regarding collection accession, deaccession and managements and enact outcomes in accordance with the policy.
- Actively support the implementation of this policy.
- Hold IRC staff, volunteers and contractors accountable for adhering to his policy.

Directors

Directors shall:

- Ensure Managers/Supervisors are familiar with this policy.
- Ensure Managers/Supervisors implement this policy.

Manager/Supervisor

Managers/Supervisors shall:

- Ensure staff who are allocated duties in relation to this policy, carry out their work in accordance with this policy.
- Periodically review this policy against best practice for original collections management.

Staff

The Team shall:

- Work constructively to ensure effective implementation and adherence to the principles and processes of the policy.

DEFINITIONS

| TERM / ACRONYM | MEANING |
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| IRC | Isaac Regional Council. |
| Original Materials Collection | All objects held by Council deemed to be of preservation value to the Isaac region. |
| Accession | The process of formally transferring title to the Isaac Regional Council for an item to be held in the Original Materials Collection. |
| Deaccession | The process of formally removing an item from the IRC Original Materials Collection permanently and disposing of same. |
| Conservation | The process for preserving and protecting items within the IRC original materials collection. |
| Copyright | The legal right to control certain activities with regard to original works, including copying and re-use, performance, adaptation and communicating the work to the public. |
| Cataloguing | The process of compiling key information, formally identifying and describing objects within the collection for the purpose of permanent record. |
| Digitising | The process of creating digital representations of paper based or artefactual object that supplement the original collection. |
| Donor | Individual donating an item to the IRC. |
| Object | Paper-based and digital documents or records, physical items, and static and operational plant within the Collection. |

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| Preservation Value | Objects which align with the Classifications, Subjects and Themes, and Accession Criteria of the Original Materials Collection Policy. |
| Heritage value | Objects of historical preservation value to the Isaac Region |
| Memorabilia | Souvenirs, mementos or keepsakes gifted to Council as a token of appreciation and/or acknowledgement |
| Artwork | Paintings, photographs and sculptures for interior display, excluding public art installations |

POLICY STATEMENT

Our people shape our culture through their stories, values, resilience, creativity, generosity and way of life.

The Original Materials Collection maintained by Isaac Regional Council, principally through its museum and library network, but also held by other functional areas of the organisation, represents the lived and material history of the region.

This spans from the pre-historic era, to the history of our First Peoples as traditional custodians of our lands and waters, to the pioneering settlers of the 19th Century and the development of the region through agriculture and mining in all its forms.

Council is committed to maintaining a best practice framework to support the development, acquisition, maintenance and deaccessioning of museum collections in the Isaac region.

Council acknowledges and appreciates that community members may hold sentimental or emotional attachment to an object which may not align with the assessed preservation value applied by Council.

However, it is not practically possible to accept every donation, gift or bequest into the collection, nor to retain every item in the collection in perpetuity. To ensure an equitable, transparent, balanced and appropriate approach to collections management Council will apply a defined set Guiding Principles to the accession and deaccession of the collection as set out below.

GUIDING PRINCIPLES

Collection classifications

The Original Materials Collection maintained by Council on behalf of the Isaac Region community will fall into three classifications:

- Heritage value
- Artworks
- Memorabilia

Collection subjects and themes

Each category will comprise objects broadly aligned to the following subjects and themes:

- Megafauna, fossils and minerals.
- First Peoples.
- Local identities and pioneers.
- Mining, inclusive of gold, copper and coal.
- Primary production, inclusive of grazing and cropping.
- Development of the Isaac region.
- Transport and communications.
- Social, sporting and community life.
- Local industries and business.
- Medical and militaria.

Accession

- IRC will accept items by gift, donation, bequest and purchasing. IRC will only accept short term loans for specific education and exhibition purposes with an identified duration. IRC will not accept permanent loans. See Loans of Objects section.
- IRC will only collect items that are relevant to the Collection Themes and which meet the significance criteria in the Accession Criteria section.
- IRC will not accept any conditional donations.
- IRC will not accept any donation where there are questions over the provenance of the object.
- IRC will not accept custodianship of an object requiring significant ongoing maintenance or protection to a standard beyond which Council can reasonably provide.

Accession Criteria

- Relevance – IRC only collects objects that relate to the collection themes.
- Significance – priority is given to objects which are significant for their historic, cultural, aesthetic, scientific/research or social/spiritual value.
- Provenance – priority will be given to objects where the history of the object is known and associated documentation and support material can be provided.
- Condition – badly damaged material or items in poor condition will not normally be accepted into the Collection.

- Interpretive potential – objects that tell a story which adds to the interpretation of the museums key themes will be prioritised.
- Rarity – objects may be prioritised if they are rare examples of a particular kind.
- Duplications – objects which duplicate an item already in the collection will not be accepted unless they are of superior condition and/or historic value.
- Legal requirements – objects will only be accepted when the donor has legal title to the object.
- Capacity – objects which exceed the storage and collections care capacity of IRC or which require extensive conservation treatment will not normally be accepted.

Accession by purchase, donation, gift or bequest

- Accession of any object into the Original Materials Collection by means of purchase, donation, gift or bequest is subject to the following approval thresholds:
 - Purchases of less than \$5000, where the value of the object can be measured by market pricing, approval of the Chief Executive Officer required.
 - Purchases of greater than \$5000, or where the deemed value of the object is subjective, will be by Council resolution.
 - Accession of any object by way of donation, gift or bequest where the potential deemed value of the item is less than \$10,000 will be managed administratively.
- Accession of any object by way of donation, gift or bequest where the potential deemed value of the item is greater than \$10,000 will be by Council resolution.

Legal/Ethical Obligations

- IRC acknowledges that its collections and collecting activities may be controlled by legislation such as the *Copyright Act 1968*, *Aboriginal Cultural Heritage Act 2003*, *Weapons Act 1990*, *Weapons Regulation 2016* and the *Queensland Heritage Act 1992*.
- Parties involved in management of the Original Materials Collection are aware of, and have access to, the International Council of Museums Code of Ethics and the National Standards for Australian Museums and Galleries.
- IRC will comply with intellectual property, legal and moral rights related to copying, reproducing, storage, modification of digitised material outlined in the *Copyright Act 1968*.
- Where objects are considered to hold indigenous significance to Aboriginal and Torres Strait Islander people, engagement will occur with traditional owners to ascertain the cultural appropriateness of acquiring an object and/or placing it on public exhibition.
- IRC reserves the right to seek an independent valuation or appraisal of an object considered for accession to ascertain the worth and authenticity of the item.

Deaccession

- IRC recognises that the deaccession and disposal of objects from the original materials collection is an essential part of effective collection management. Any decision to deaccession and dispose of material will be exercised with caution and following accepted industry standards.
- Objects identified for deaccession will be considered with reference to the criteria outlined in the Deaccession Criteria section and approved by the Chief Executive Officer.
- Following deaccession, the following methods of disposal may be utilised:
 - a. Offer to return the object to the donor.
 - b. Offer to another museum or heritage institution.
 - c. Donated to a recognised charitable institution outside the Isaac region.
 - d. Sent to a resource recovery centre outside the Isaac region for disposal.
 - e. Sold by auction through a reputable auction house outside the Isaac region.
- Objects deaccessioned from Memorabilia category of the Original Materials Collection may, by Council resolution, be donated to a recognised charitable or non-for-profit institution for the exclusive purpose of community fundraising, such as a raffle or auction.
- IRC staff, volunteers and contractors are prohibited from obtaining a deaccessioned item by any means.

Deaccession Criteria

- The item does not fit the Accession Criteria outlined in the Accession Criteria section.
- The item's condition has deteriorated beyond usefulness, the item has been damaged beyond repair, or the item's condition poses a risk to other objects or human safety.
- Understanding of the item's significance or authenticity has changed and it is no longer considered relevant to the collection.
- The item is unnecessarily duplicated in the collection.
- In response to a substantiated request for its return to the original owner.
- The item is classified as Memorabilia and is not considered to be of permanent, preservation value to the Isaac Region by Council, such as autographed merchandise.

Loans of objects

- All loans will be short term and subject to IRC and the lender entering into a loan agreement. The terms and conditions of the loan must be recorded in the loan agreement.
- IRC will only borrow objects where:
 - a. The lender has the authority to lend the objects.

- b. There are no outstanding or current third-party claims on the object.
 - c. That there is acceptable legal and provenance information available for IRC to base its decision to proceed with the loan.
 - d. There are no suspicions that the object was obtained through unauthorised or unscientific excavation of archaeological sites, the destruction or defacing of ancient monuments, historic places or buildings, or the theft from individuals, museums or other repositories.
 - e. Appropriate permits have been obtained.
 - f. There are no community concerns about the loan and display of the objects.
 - g. There are no conflicts of interest.
- IRC will provide borrowed objects with the same care and treatment that it affords its own collections.
 - Works to be borrowed should generally be in good condition. Should the works require conservation treatment, including but not limited to cleaning, fumigation and/or framing for exhibition. Costs must be agreed to by the lender and the IRC prior to treatment taking place.
 - IRC will only borrow objects when it can provide appropriate storage and display conditions for the object.
 - IRC will acknowledge the lender appropriately in all references to the object. Should the lender not wish to be identified, IRC will use the acknowledgement 'Private Collection' in all references to the object.
 - Objects will be returned to the lender on the return date as specified on the loan agreement.
 - IRC will only make temporary outwards loans to societies or institutions qualified to ensure the safe and secure management of an object and in accordance with the principles outlines in the Loan of Objects section. Loans will not be made to individuals.

LEGISLATIONS AND RELATED GUIDELINES

- *Copyright Act 1968*
- *Aboriginal Cultural Heritage Act 2003*
- *Weapons Act 1990*
- *Weapons Regulations 2016*
- *Queensland Heritage Act 1992*
- National Museum Standards for Australian Museums and Galleries
- ICOM Code of Ethics
- Mackay Regional Council Museums Collection Policy
- Library Service Original Materials Collection Policy
- Loans Policy National Museum Australia

REFERENCES

| ID | NAME |
|--------------|--|
| LIB-121 | Library Collection Development Policy |
| PECS-FRM-262 | Original Materials Reproduction Agreement Form |
| PECS-FRM-259 | Original Materials Offer of Donation Form |
| PECS-FRM-260 | Original Materials Collection Donation Form |