



## Collection Management Policy

### 1. Statement of Purpose

The Moonee Ponds Court House Museum, which is administered by the Essendon Historical Society Inc, has been created to collect, preserve, research, exhibit, and interpret objects that best serve to illustrate the development of the Moonee Valley area from its beginnings to the present day.

The Collection Management Policy will be used as a guide for the development and management of the EHS Collection. The term 'Collection' as used in this Collections Management Policy is understood to mean those historically significant objects that contribute to an understanding of human behaviour, customs, activities, episodes, institutions and people within the Moonee Valley area.

The objects collected must be useful for the display, research or educative activities of EHS.

The Cataloguing Sub-Committee is responsible for the implementation of the Collection Management Policy. This Sub-Committee manages the acquisition, cataloguing and storage of the EHS Collection.

The Sub-Committee, which is composed of volunteer EHS members, reports to the EHS Committee.

### 2. Scope of the EHS Collection

EHS is committed to documenting the history of the Moonee Valley region from pre-European contact to the present day.

Key themes for the EHS Collection include:

- buildings
- businesses
- development of the region
- Indigenous life, both before and after European settlement
- local people / families
- organisations
- social groups
- sporting clubs
- subdivision of the land

EHS collects the following:

- Artefacts – 3D objects (for example; badges, coins, trophies, tools, glasses and crockery)
- Books, journals and magazines
- Commemorative tiles
- Documents
- Ephemera – paper material (for example: stamps, letters, postcards, letterheads, invoices, tickets, theatre programmes)
- Fabrics (for example: costumes and pennants)
- Microfiche, microfilm, CDs, DVDs and digital files
- Images and photographs
- Maps and plans
- Minute books/Registers
- Oral histories

### **3. Access to the Collection**

#### **3.1 Access by the Public**

The Collection is accessible to the public through regular opening hours or by appointment only. Selections of the Collection will also be displayed in temporary EHS exhibitions. In addition, parts of the Collection may be made accessible digitally to the public as decided by the EHS Committee.

#### **3.2 Access by EHS Members**

**Books:** EHS Members may borrow a book from the Collection for a maximum of four weeks. The loan must be recorded in the EHS Loan Book.

**Objects:** To remove an object from the Museum for a temporary period, authorisation from the EHS Committee is required. Objects may be removed from the Museum by EHS members for the following reasons:

- external scanning that cannot be completed with the EHS equipment held at the Museum;
- professional photography that cannot be completed at the Museum; and
- professional repairs/restoration that cannot be completed at the Museum.
- Research

When an object is removed from the Court House, members **must** complete the EHS Loans Book with the following details about the object:

- Date object(s) borrowed;
- Name and **contact details** of borrower;
- Full details of object(s) borrowed (**including the accession number**);
- Reason object(s) are borrowed, (e.g. research, repair, restoration or scanning);
- Date object(s) are to be returned;

- Signature in Loans Book when object(s) returned.

The borrowing member must:

- exercise care in the handling and storage of the object(s);
- not share the object(s) with any third party; and
- return the object(s) promptly.

Note: The Computer Database of the Collection is to be accessible to authorised EHS members only.

## **4. Acquisition**

### **4.1 Method of Acquisition**

EHS shall acquire objects for the Collection by donation, bequest, purchase or transfer.

#### **Donation of objects**

All objects donated to EHS will become the exclusive and absolute property of EHS which will have absolute rights in relation to the use, retention and disposal of the donation. EHS will not accept conditional donations.

When making a donation to the EHS Collection, the donor must complete the EHS Acquisition form declaring that they:

- are the sole owner of the listed items;
- has entered into this donation of their own free will;
- assigns all copyright and intellectual property to EHS; and
- assigns the right to determine access to the donated items to EHS.

If possible the Acquisition form should include the following at the time of donation:

- Circumstances surrounding the object's discovery, acquisition and provenance (for example: where, when and by whom);
  - The original owner and manufacturer;
  - The object's original use;
  - A chronological history of the object; and
  - Any other pertinent facts.
- *The information provided on the Acquisition form must be capable of verification to the satisfaction of the EHS Sub-Committee*

#### **Purchase of objects**

Purchase of items may occur but must be approved in the first instance by the EHS Committee and an Acquisition form must also be completed.

## 4.2 Acquisition Criteria

The Cataloguing Sub-Committee will consider the following criteria before approving acquisition of an object:

- **Relevance**

The Museum only collects objects that relate to the Museum's purpose (see Section 1 above) and key collecting areas (see Section 3 above)

- **Significance**

Priority is given to objects which are significant for their historic, research or social value.

- **Provenance and Documentation**

Priority will be given to objects where the history of the object is known and associated documentation and support material can be provided.

- **Condition, intactness, integrity**

The condition of an object must be taken into consideration when acquiring material. Badly damaged material will not normally be accepted into the Collection.

- **Interpretive Potential**

Objects that tell a story that adds to the interpretation of Museum themes will be prioritised.

- **Rarity**

Objects may be prioritised if they are rare examples of a particular kind of object.

- **Representativeness**

Objects may be prioritised if they are an excellent representative example of a particular kind of object.

- **Legal Requirements**

The EHS only accepts objects where the supplier has legal title to the object.

## 4.3 Procedure for Acceptance into the Collection

- The Donor or EHS member completes the Acquisition form with as much information as possible. It must be explained to the Donor that, if accepted by EHS, the item will become the property of EHS. The object together with the completed Acquisition Form is placed in the "Incoming Items" section in the Ted Smith Room.

- At least two members of the Cataloguing Sub-Committee must assess the object(s) according to the Acquisition Criteria as described in the EHS Collections Management Policy (see 4-2) before acceptance into the Collection.

- If an object does not fulfil EHS acquisition criteria, the Cataloguing Sub-Committee may recommend to the donor another appropriate destination.

- In circumstances where an object(s) does not meet the Acquisition Criteria, but may be of interest for short-term or research purposes, the Cataloguing Sub-Committee may refer the matter to the EHS Committee for approval to borrow the item.

# Conservation

## 5.1 Storage and Conservation

The EHS aims to achieve high standards of care and storage of the Collection.

- Storage areas must remain clean, secure and sealed against the weather.
- Temperature and relative humidity should be kept as stable as possible
- Access to storage areas is to be controlled.
- Archival quality storage materials should be used for all significant material.
- Storage areas must be regularly checked for pests and other problems.
- Objects are not to be stored on the floor wherever possible.
- Untrained personnel should never attempt to clean, treat or restore objects.

## 6. De-Accessioning and Disposal Procedures

De-accessioning is the process of removing an object from the Collection.

### 6.1 Criteria for De-Accessioning

An object or book can be de-accessioned from the EHS Collection if:

- It does not comply with the current EHS Collections Management Policy;
- It is damaged beyond repair;
- The conservation and storage costs for it are beyond the means of the Museum, for example large photos (especially those in frames), textiles and artefacts;
- It is a lesser quality duplicate of an object which is already in the EHS Collection;
- It lacks any supporting information to enable proper identification or to establish its relevance to the Collection;
- It is not historically significant to the Moonee Valley area; and/or
- It is not useful for research, exhibition or loan.

### 6.2 De-Accession Procedures

The removal of an object from the Collection is to be considered by both the Cataloguing Sub-Committee and the EHS Committee. The criteria given in 6.1 apply. The outcome is to be reflected in the catalogue record.

### **6.3 Disposal Procedures**

The object should be, in order of priority:

- Transferred to another appropriate institution;
- Sold by public auction, where appropriate;
- Given to an EHS member for his/her private use, provided they can offer better storage, restoration, display of the object or use for research purposes;
- Destroyed or recycled.

**This policy is to be reviewed every two years. The next review is in June 2022.**



# ESSENDON HISTORICAL SOCIETY INC.

PO Box 557, Essendon, VIC, 3040

Telephone: (03) 9370 4607

## Acquisition Form

All objects acquired by the Essendon Historical Society Inc. (EHS) will become the exclusive and absolute property of the Society and the Society will have absolute rights in relation to the use, retention and disposal of the object(s). Please complete both pages of this document.

---

### Complete this section ONLY if the object(s) is/are a DONATION

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_ (H) \_\_\_\_\_ (M)

Email Address: \_\_\_\_\_

I, \_\_\_\_\_, donate the object(s) described *overleaf* to the EHS.

I declare that I

- am the sole owner of the listed object(s);
- have entered into this donation of my own free will;
- assign all copyright and intellectual property to the EHS; and
- assign the right to determine access to the donated object(s) to the EHS.

Signature: \_\_\_\_\_ (Donor) Date: \_\_\_\_\_

---

### Complete this section ONLY if the object(s) is/are a PURCHASE

Details (example: name of book, author, supplier)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost: \_\_\_\_\_ Date: \_\_\_\_\_

---

### OFFICE USE ONLY

All acquisitions by the Essendon Historical Society must be passed to the Cataloguing Sub-Committee for processing.

Date received: \_\_\_\_\_ Registration Number: \_\_\_\_\_

Signed: \_\_\_\_\_ (Cataloguing Sub-Committee member)

**Please specify in as much detail as possible:**

1. Description of object(s)
2. Circumstances surrounding the object(s)'s discovery, acquisition and provenance (for example: where, when and by whom);
3. The original owner and manufacturer;
4. The object(s)'s original use;
5. A chronological history of the object(s); and
6. Any other pertinent facts.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---