



ORANGE CITY COUNCIL

All policies can be reviewed or revoked by a resolution of Council, at any time.

ORANGE REGIONAL MUSEUM HERITAGE COLLECTION POLICY

ST131

F459

OBJECTIVES

- 1 To guide the development and care of the Orange Regional Museum's Heritage Collection by establishing the ethical and thematic framework for the collection's strategic development.
- 2 To support the museum's exhibition program and its community initiatives around history, culture, collections and collecting.
- 3 To meet national standards for museum and collection management
- 4 To inform potential donors and the community about the Museum's collections, policies and practices
- 5 To support funding applications and build sound relationships with stakeholders – ie funding partners and state and national museums and government
- 6 To guide good practice around collections and collecting

GENERAL

- 1 The collection policy addresses the acquisition, care and use of the Orange Regional Museum Heritage Collection. The policy clarifies the position of any material that will or will not be collected.
- 2 A museum collection is held in perpetuity, in trust for the community, for their benefit and enjoyment today and in the future. Developing a museum collection is an intergenerational commitment that requires careful decisions, based on awareness of the long-term obligations inherent in collecting.
- 3 This Policy is a public document and will be accessible to all donors, museum partners, funding agencies and other stakeholders.
- 4 This Policy applies to other departments of Council that may hold heritage objects or that may be accept donations from the public.

ORANGE CITY COUNCIL

All policies can be reviewed or revoked by a resolution of Council, at any time.

PROCEDURE

An Operational Procedure has been developed to assist in the management of the Collection.

RELATED POLICIES/DOCUMENTS

Orange City Council Purchasing Policy
Code of Conduct

Responsible Area – Community, Recreation and Cultural Services

REVISION					
	DATE	RESOLUTION		DATE	RESOLUTION
1			6		
2			7		
3			8		
4			9		
5					
All policies can be reviewed or revoked by resolution of Council, at any time.					

SUMMARY OF AMENDMENTS

Amendment Date	Section/Reference and Amendment
June 2014	New Policy and Procedure

ORANGE CITY COUNCIL

All policies can be reviewed or revoked by a resolution of Council, at any time.



ORANGE CITY COUNCIL

ORANGE REGIONAL MUSEUM HERITAGE COLLECTION OPERATIONAL PROCEDURE

ORANGE CITY COUNCIL

All policies can be reviewed or revoked by a resolution of Council, at any time.

Orange Regional Museum Heritage Collection Operational Procedure

1. Introduction and Context

A museum collection is held in perpetuity, in trust for the community, for their benefit and enjoyment today and in the future. Developing a museum collection is an intergenerational commitment that requires careful decisions, based on awareness of the long term obligations inherent in collecting.

Orange Regional Museum's collection policy establishes the ethical and thematic framework for the collection's strategic development. The collection supports the museum's exhibition program and its community initiatives around history, culture, collections and collecting.

Orange Regional Museum's vision is to be a vibrant cultural hub where the rich history and heritage of the city and region is valued and celebrated through the dynamic programs developed by the museum.

Orange Regional Museum will achieve this vision through exhibitions, collaborative programs and cultural partnerships with the community and other agencies and organisations, including the state and federal governments and the business sector.

This collection policy is based on community consultations about Orange City Council's museum plans and programs held in 2005 and 2011-12. These consultations underlined community support for a collection and exhibition program around key themes including Aboriginal history and culture, gold and mining, the environment and heritage of Orange, people and community collections. There was strong support for a regional museum that complemented the collections held in community museums in the region.

2. Purpose of the Collection

The purpose of the collection is to:

- Enrich understanding of the history and heritage of Orange and district
- Engage and educate the community
- Document and interpret important themes and stories in the history and development of the district
- Conserve significant heritage objects for the benefit of the community
- Contribute to the development of an outstanding regional museum about Orange and the region
- Interpret the Wentworth mine site and Lucknow's heritage
- Document Council's work and service to the community

3 Key Collecting Themes

- 3.1 Evolution of the environment and landscape of the Orange region, including geology, water themes and issues
- 3.2 Aboriginal history and culture of the Orange region, past and present
- 3.3 Exploration and settlement of Orange and surrounding villages

ORANGE CITY COUNCIL

All policies can be reviewed or revoked by a resolution of Council, at any time.

- 3.4 Mining in the region, particularly gold and significant gold mining sites such as Ophir, Lucknow and the Wentworth mine, and Cadia
- 3.5 Notable people, local businesses and industries, social, health and community services and cultural activities
- 3.6 The built environment of Orange; public buildings, homes and gardens, and items associated with significant heritage places and villages
- 3.7 Wool, orchards, agriculture, food, wine and culinary history
- 3.8 Transport and communications in the region
- 3.9 Council's work and services, particularly parks and gardens and water
- 3.10 Heritage objects made, designed or improvised in the Orange district including manufacturing
- 3.11 Migration heritage objects and stories
- 3.12 Orange Sporting Hall of Fame and significant items of sporting history associated with sporting clubs, facilities and notable individuals
- 3.13 Significant events and activities, including war service and its impacts

4. Collection Policies

- 4.1 Orange City Council will maintain its heritage collections in line with national standards for museums and collections.
- 4.2 Objects and collections may be acquired as donations, bequests, purchases, transfer, or commissions.
- 4.3 Council will only acquire objects that can be properly stored, documented and managed.
- 4.4 Provide community access to the collection. Investigate options to place significant objects on the web.
- 4.5 Council will only acquire objects that are provenanced to area, or that help to interpret themes, places and people in the history of Orange and district.
- 4.6 Build unique historical records about local people and places, industries and environments through the collection and associated projects.
- 4.7 Identify priority themes as a focus for research, strategic collecting and documentation. e.g: Lucknow and gold, water, food and wine, city development, migration heritage, garden history and heritage, villages of the district. Collect strategically not passively.
- 4.8 Develop non-collecting initiatives, such as temporary exhibitions and programs assisting the community to document and care for heritage collections in their original context of use.
- 4.9 Foster awareness of sustainable collections and collecting practice.

ORANGE CITY COUNCIL

All policies can be reviewed or revoked by a resolution of Council, at any time.

- 4.10 Work in partnership with other museums, galleries, libraries and heritage organisations in the region, and complement their collections and collection policies.
- 4.11 Where necessary seek professional conservation advice on the storage and care of the collection. Assess significance and consult a trained conservator before any restoration work on the collection.
- 4.12 No objects should be acquired from significant heritage sites and buildings where acquisition and removal would diminish the significance of the place; except in circumstances where the object is at risk.
- 4.13 All collecting activity and collection management processes to be conducted in accordance with the ICOM Code of Ethics¹ and within the framework of the NSW Heritage Office's Movable Heritage Principles.
- 4.14 No objects or collections should be acquired with conditions or restrictions on the way they might be used or displayed in the future, unless there are exceptional circumstances.

5. Acquisition and Assessment Policies and Criteria

- 5.1 Keep accurate, up to date and detailed records.
- 5.2 Significance is the basis for considering possible acquisitions, and relevance to the Museum's mission, purpose and its collection themes.
- 5.3 Items must be relevant to the museum's mission, purpose and collection themes

5.4 Criteria

The Collections Council of Australia's significance assessment method and criteria guides evaluation of potential acquisitions, and collection management.² The primary assessment criteria are:

- Historic significance
- Artistic or aesthetic significance
- Scientific or research significance
- Social or spiritual significance

The comparative criteria are:

- Provenance
- Rarity or representativeness
- Condition or completeness
- Interpretive capacity

¹ ICOM Code of Ethics for Museums, International Council of Museums, 2002

² *Significance 2.0, a guide to assessing the significance of collections*, Roslyn Russell and Kylie Winkworth, 2nd edition, Collections Council of Australia Ltd, 2009

ORANGE CITY COUNCIL

All policies can be reviewed or revoked by a resolution of Council, at any time.

5.5 Assessment

Objects will only be accepted or acquired if:

- 5.5.1 The item meets the collection themes listed in 3
- 5.5.2 The item is relevant to the mission and purpose of the museum
- 5.5.3 The museum has the capacity to store, document, exhibit and manage the item, 4.3
- 5.5.4 The donor can demonstrate clear legal title
- 5.5.5 The item is significant under the assessment criteria in 5.4, including condition and provenance, and warrants inclusion in a permanent collection
- 5.5.6 Assessment substantiates the significance of the item in a statement of significance

6. Acquisition Procedures

- 6.1 A donor receipt form will be completed for objects submitted for possible acquisition.³
- 6.2 Where possible ask the donor to write down the history, associations, context and significance of the object they are donating. If there is no information this may indicate the object is of limited significance and should not be acquired.
- 6.3 Assess the significance of the item as per 5.5, including a short statement of significance
- 6.4 If the item is approved for acquisition, a Gift Acknowledgement (Deed of Gift) form, with letter of acknowledgment, is sent to the donor. A copy is kept on the object file.
- 6.5 If the item is not accepted the item is to be collected or returned to the donor, noting the date of return on the receipt.
- 6.6 For items proposed for purchase, the cost will be evaluated against prices realised for comparable items, also considering condition, provenance and significance. In the case of major acquisitions a valuation may be commissioned.
- 6.7 Once an item is acquired it is registered in a bound accession register, numbered, described, photographed and catalogued. An object file is established to hold collection research and contextual information.
- 6.8 Maintain an index of donors with a list of items donated and their object numbers.

³ The receipt book records the donor's name, address and contact details and a brief description of the item. The book has triplicate pages, the top copy is given to the donor, the second copy is kept with the item and later transferred to the object file if the item is acquired, and the third copy remains in the receipt book.

ORANGE CITY COUNCIL

All policies can be reviewed or revoked by a resolution of Council, at any time.

7. Deaccessioning Policy and Procedures

- 7.1 Deaccessioning is the process of de-registering an object from the collection for clearly stated reasons, and disposing of it in accordance with approved policies. Caution and transparency are essential in the deaccessioning process.
- 7.2 Deaccessioning recommendations are proposed by the museum adviser or museum manager.
- 7.3 To deaccession an object from the collection the item should be assessed against the museum's mission and purpose, the collection policy and themes, and the assessment criteria.
- 7.4 The criteria for deaccessioning include:
- Little or no significance – using the assessment process and criteria
 - This includes poor condition and lack of provenance
 - Duplication
 - Inability to safely store and manage the object
 - Lack of relevance to collection themes and policy
 - Lack of relevance to the museum's purpose
- 7.5 In exceptional circumstances, items may be deaccessioned where the object is of particular cultural significance and its return will support the maintenance and renewal of cultural traditions.
- 7.6 In rare cases items may also be deaccessioned and transferred to another museum of cultural institution where it has more relevance, or the institution is better able to care for the item. If transferring an item to another institution, it should be consistent with their collection policy and the organisation must have the capacity to manage and care for the item.
- 7.7 A short statement should be prepared indicating why the object is being deaccessioned.
- 7.8 For items where there is debate about the merits of deaccessioning, a 6 month waiting period may be considered to allow for further debate or investigation.
- 7.9 Method of disposal:
- Return to the donor
 - Transfer to another institution
 - Destruction – send to the resource recovery centre
 - Sale
- 7.10 Unless otherwise indicated, preference should be given to returning items to the donor, if known.
- 7.11 Note the reasons for deaccessioning in the register and catalogue. Draw a line through the object in the register. Maintain records of all deaccessioned items.
- 7.12 No Council staff or volunteers may benefit, or in any way acquire objects that have been deaccessioned.

ORANGE CITY COUNCIL

All policies can be reviewed or revoked by a resolution of Council, at any time.

8. Loans

- 8.1 No objects will be accepted on indefinite or long term loan.
- 8.2 Loans may only be arranged for fixed periods and for specific purposes.
- 8.3 Before accepting any loans, photograph and record a detailed description of the object's condition.
- 8.4 All venues for inward or outward loans must provide safe environmental and security conditions for the item.
- 8.5 Inward loans are those objects or small exhibitions that may be borrowed from lenders (individuals or institutions) for a defined period. All inward loans need to be assessed on
 - Transport costs and risks
 - Display capacity of the museum
 - Condition of the object
 - Capacity of the museum to manage the loan
- 8.6 Outward loans are these loans where an object from the museum collection is lent for a defined period to another museum or organisation. All outgoing loans need to be assessed on
 - Transport costs and risks
 - Display capacity, security and environmental conditions
 - Condition of the object
 - Capacity of the museum to manage the loan
- 8.7 All inward and outward loans will document in a formal loan agreement including a condition report, insurance, monitoring and duration of loan.

9. Exhibition and Education Policies

- 9.1 Provide well-researched, accurate and innovative exhibitions for visitors.
- 9.2 Offer programs that create opportunities for a high degree of community participation
- 9.3 Develop opportunities for interaction with local artists, writers, historians and community groups.
- 9.4 Where possible collaborate with other museums in the district and with libraries, galleries, heritage programs and community organisations.
- 9.5 Where relevant promote local heritage places, attractions and businesses.
- 9.6 Develop strategies to ensure exhibition projects have long term benefits and a life after the exhibition has concluded, eg through publications and online exhibitions.
- 9.7 Where possible work with local teachers to develop education programs and opportunities.
- 9.8 Develop a research and publication program as part of the museum's strategic plan.

ORANGE CITY COUNCIL

All policies can be reviewed or revoked by a resolution of Council, at any time.

9.9 Explore opportunities to mark historical events, anniversaries, commemorations, and contemporary festivals and special events.

9.10 A secondary education collection may be developed comprising objects of lower significance that may be used for demonstrations, hands on access and education activities.

10. Management of the Collection

10.1 Provide appropriate training opportunities and resources to document and manage the collection.

10.2 Regularly review the collection policy and strategic priorities as the museum and collection develops.

10.3 As the collection develops, appoint a trained museum manager to manage the collection.

10.4 Regularly monitor the condition of the collection.

10.5 As governance arrangements are resolved consider a museum advisory committee to advise on collection development and exhibitions.

11. Collection Linkages

Orange Regional Gallery collection

Local studies collection in the Orange City Library

Orange and District Historical Society collection

Other museums and historical societies in the district, including the Golden Memories Museum at Millthorpe

Collections held by community organisations

12. Priorities and recommendations

12.1 Understand the collection scope in other museums in the district and consult with the Regional Museums Network on collecting plans and priorities

12.2 Continue assessment of Council's informal collections to identify items for registration and cataloguing

12.3 Develop collection documentation and receipt procedures

12.4 Where relevant acquire items for interpretation of the Wentworth site

12.5 Work with the community to record object stories and improve the documentation of local collections

12.6 Work with Orange, Cabonne and Blayney Councils on a sustainable collections plan for the region's collections

ORANGE CITY COUNCIL

All policies can be reviewed or revoked by a resolution of Council, at any time.

- 12.7 Investigate storage options in conjunction with the Orange Regional Gallery and Orange City Library for off-site storage
- 12.8 Identify appropriate storage and management arrangements before accepting items for the collection
- 12.9 Develop collaborative exhibitions and collection research projects
- 12.10 Investigate options for an acquisitions budget
- 12.11 Seek recognition on the register of Cultural Organisation as public collecting organisation and tax deductible gift recipient status