

KANDOS
MUSEUM

BICENTENNIAL

INDUSTRIAL

22 BUCHANAN ST KANDOS NSW 2848

COLLECTION POLICY (September 2014)

OBJECTIVE

The objective of this policy is to assist in the development of a community-based Museum that celebrates the history and character of the Kandos area. The policy provides an outline of the procedures for the collection, maintenance and storage of the Museum collection and provides some guidance for the Management Committee for the provision of these services.

Introduction:

The Kandos Museum is managed by an independent not-for-profit incorporated association, Kandos Bicentennial Industrial Museum Inc.

For the purposes of this policy, "Committee" refers to the Kandos Bicentennial Industrial Museum Management Committee.

From time to time, the Museum receives donations and makes acquisitions, from local organisations or individuals. Kandos Museum is to aim to comply with the National Standards for Australian Museums and Galleries and the International Council of Museums Code of Ethics.

Collection / Selection processes:

The selection of works for the Museum collection is to be determined by a Collection Subcommittee as appointed by the Management Committee. The Collection Sub-committee may request assistance from specialists. The Collection Subcommittee shall meet as required and follow all procedures and documentation as set out in this policy.

Principles of Selection

The underlying principle for selection is that the item has some relevance and provenance to the history of the Kandos region, with particular reference to the industrial history of the area.

Objects the museum may collect must relate to the following themes:

- a) **Industrial Kandos:** the cement works encompassing the ways the works influenced the community, the local coal mines and quarries, the local railway network, the Kandos Weir and other local industries.
- b) **Kandos Modernism:** the local vernacular expression of twentieth century living, architecture, fashion, communication, design and lifestyle, including catalogues and magazines. Examples include items relating to Henbury Golf Course and the gazetting and town planning of Kandos.
- c) **Kandos Indigenous Communities:** For the potential acquisition of indigenous objects, laws are to be followed and indigenous community consultation is to take place. Refer to the Museums Australia Indigenous Heritage Policy.
- d) **Kandos War Service:** War records, documents, photographs, objects and information about local servicemen and women.
- e) **Social History:** Domestic life, local technologies and histories of Kandos businesses, health, community, schools, scouts, Apex, sporting groups, festivals, migrant community, fraternal associations

Selection Process

1. All items acquired by the Museum will have been presented to the Collections Subcommittee for processing.
2. A member of the Collections Subcommittee will take responsibility for receiving each item acquired.
3. A receipt will be issued for any piece received.

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4. Each item should have clear and valid title, preferably but not necessarily including copyright;
5. Each item collected shall be capable of being displayed in a setting which is accessible to the public;
6. No item which breaches common law shall be accepted eg copyright law, import restrictions, unlawful acquisition by donor;
7. Duplicate items will usually not be accepted.

Collection Criteria

Objects will only be acquired if:

1. The accepted item meets the themes listed above,
2. The object conforms with the Museum's storage and display resources
3. The object is in good condition
4. Documentation and provenance are available for the object
5. Conditional terms on donations **will not** be accepted.
6. Duplicate objects will not be accepted unless with particularly strong provenance.
7. The donor can demonstrate clear legal title.

Documentation

The Management Committee will ensure that each item in the Museum is fully documented.

The documentation procedure is as follows:

- **For donated items:**
 1. A receipt form (Attachment A) will be completed for each object submitted for possible acquisition.
 2. The Collection Subcommittee will consider each object before being accepted.
 3. On acceptance, two signed Gift Acknowledgement (Deed of Gift) (Attachment B) forms, with letter of acknowledgement, will be sent to the donor. One signed copy is to be returned to the Museum for the records. One copy is to be kept by the donor for their records.
 4. If not accepted the item is to be collected by the donor within 2 months, a letter of explanation and thanks will be written and forwarded to the owner.
- **For donated or purchased items:**
 5. On obtaining title to the item an Accession Form will be completed (Attachment C), the object given a number, identified, and any conservation work or protection identified. A photograph is taken of the object.
 6. Full object details including provenance are entered onto the Accession Form.
 7. From the Accession Form information is then transferred to the Museum's data base.
 8. The object is then either stored or displayed.
 9. A folder containing copies of Gift Acknowledgement, Accession Form, photographic record and any additional supporting information will be maintained for each object, or group of objects in the collection. These folders will be securely stored at the museum in numerical order according to Accession Number.
 10. The Museum data base must be stored in three separate formats, to be determined by the Collection Subcommittee. The data base must be saved on the Museum computer, an external hard drive and a third option to be determined by the Collection Subcommittee. The data base will be updated regularly, at least every three months.

Conservation

The conservation of the items in the collection will be completed by the Collection Subcommittee members as required, in accordance with preventative conservation principles. This includes correct storage and integrated pest control.

Loans

There will be no long term or permanent loans. Short term loans for the purposes of specific exhibitions can be considered. Decisions about loans are to be made by the Collection Subcommittee.

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Inward Loans are for those objects or small exhibitions that may be borrowed from lenders (individuals or institutions) for a proscribed period not more than 6 months. An Incoming Loan Form (Attachment E) will be completed and signed by both parties and the data base will be updated accordingly.

Outward Loans are where an object from the Museum collection is lent for a proscribed period to another museum or entity approved by the Management Committee. An Outgoing Loan Form (Attachment D) will be completed and signed by both parties for any item loaned and the data base will be updated accordingly

All loans need to be assessed on:

- Transport issues including cost
- Display capacity of the Museum
- Condition of the object, and
- Completion of legal loan agreement covering insurance and time of loan.

Forms

A number of forms are maintained by the Museum, including:

- Receipt (Attachment A)
- Gift Acknowledgment Form (Deed of Gift) (Attachment B)
- Accession Form (Attachment C)
- Outward Loan Agreement (Attachment D)
- Inward Loan Agreement (Attachment E)
- Deaccession Form (Attachment F)
- Indemnity Form (Attachment G)

Statement on Firearms

The Museum has a small collection of firearms. Under the application for a Firearms Museum Permit, the Museum will commit for the safe and secure storage of any firearms on the premises of the Museum. Any firearms on site will be displayed for education purposes only and will conform to the collection policy.

De-accessioning

Removal of items from the collection should also take place under the guidance of the Collection Sub-committee. The following process will be undertaken for any item to be de-accessioned.

1. Identify and list any object you consider possible for deaccession.
NB. Object can be deaccessioned if and when the following occurs
 - The object is clearly owned by the Society and
 - The object is of no further relevance or use to the purposes of the collection.
 - The object is damaged beyond repair.
 - The object has been stolen with no hope of return.
 - The Museum has identical objects, with identical provenance.
 - The object in question has neither provenance nor local connection.
 - The object does not conform with the Collection Policy.
2. Check museum records, such as donor and date of acquisition, for any information on the objects if not already known.
3. Fully list any object on Deaccession Form (Attachment F) including known relevant information and prepare to be presented before Collections Sub-committee of the museum for consideration, including a recommendation. The Deaccession Form will include:
 - Accession number and description
 - Provenance
 - Advice on legal status of object
 - Reason for deaccession
 - Any additional information you have from advisers regarding value, etc
 - Recommended method of disposal.

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4. If committee agrees to deaccession, records such as card catalogue, accession register, object files or computer database must be updated to record deaccession details.
5. Place object in 'Deaccessioned Items' area of your storeroom for a recommended 'cooling off period' of at least 12 months. Twelve months is the general amount of time for a cooling off period. This time allows for any further information about the object to come to light, such as relevance, value, provenance, etc. If the object is damaged then cooling off period can be waived
6. During this time, you may act on the Collection Subcommittee's recommendation for method of disposal by contacting donors, other institutions, etc.
7. After the cooling off period, dispose of the object following the hierarchy of methods of disposal as per the recommendation.
8. Develop a file, register or database of deaccessioned items with detailed information including a photograph for future reference.
9. All those receiving deaccessioned items will be required to sign an Indemnity Form (Attachment G) prior to the item being released.

Location

Unless otherwise stated, the location of the collection items will be determined by the Kandos Bicentennial Industrial Museum Management Committee. It is expected that items will be housed at the Museum or in appropriate storage and location recorded on the Museum Object Location Plan for all areas of the museum.

ATTACHMENT A:

MUSEUM OBJECT RECEIPT

For a numbered receipt for goods offered for donation (a self-carbonated numbered receipt book with 3 copies)

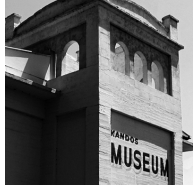
All items left for consideration by the Accession Committee to be given a receipt. Information to be included on the receipt is the prospective donors name and contact details including postal address and phone number, a description of the object and the date.

The receipt book includes three duplicates:

1. Top copy to be given to donor
2. Second copy to be pinned to object
3. Third copy is left in book.

If the object is accepted into the Museum Collection the receipt number is recorded on the Accession register

ATTACHMENT B:



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GIFT ACKNOWLEDGEMENT

I.....of

.....,

the Donor, gives to the Kandos Bicentennial Industrial Museum (KBIM) the goods and property described in the **Schedule of Goods and Property** below.

I, the donor

1. Warrant that I am the sole beneficial and unencumbered owner of the goods and property in the **Schedule of Goods and Property**, free from all claims,
2. Hereby give to the KBIM all my rights title and interest in the goods and property in the **Schedule of Goods and Property** including rights of copyright, if applicable, to the Museum,
3. Declare that this gift shall not be determined on my death and shall bind my legal personal representatives,
4. declare that this gift shall ensure for the benefit of the KBIM, its successors and transferees in perpetuity,
5. Declare that I have entered into this gift of my own free will voluntarily and without influence,
6. Declare that I have held or obtained all permit and licenses of/ and incidental to the goods described in the **Schedule of Goods and Property**.

Signed

(Donor)

Dated thisdayof.....20....

Signed in the presence of

Witness.....

Dated thisdayof.....20....

Schedule of Goods and Property

Acknowledgement of the KBIM

The Museum accepts the gift of goods and property described in the schedule above.

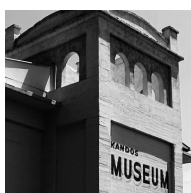
Signed.....
(on behalf of the.....)

Position.....

Dated.....

2 copies of this form are to be signed, one to be retained by the Donor one retained by the

ATTACHMENT C:



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ACCESSION FORM

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OBJECT NAME:		ACCESSION NUMBER:			
		OLD ACCESSION			
SUBJECT: PRIMARY	PHOTOGRAPHED	DATE NUMBERED		NUMBER OF PIECES:	
ACQUISITION METHOD: PURCHASE/ DONATION / BEQUEST / TAX INCENTIVE DONATION / TRANSFER / IN SITU / UNKNOWN / LOAN					
DATE RECEIVED:					
GIFT ACKNOWLEDGEMENT SIGNED:		Y / N	LETTER OF THANKS SENT:		Y / N
SOURCE:			ROLE:		
ADDRESS:			TELEPHONE:		
			OTHER CONTACT:		
ACQUISITION PRICE:					
PROVENANCE / HISTORY / SIGNIFICANCE					
PRODUCTION PLACE:				PRODUCTION DATE:	
MAKER/ DESIGNER/ MANUFACTURER:					
DESCRIPTION:				PHOTO	
MARKS:					
CONDITION: GOOD / FAIR / POOR					
DIMENSIONS (cm):	H	W	D	L	Diameter
LOCATION:					
CATALOGUED BY:			DATE CATALOGUED:		ENTERED ON SYSTEM:

ATTACHMENT D:



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OUTWARD LOAN AGREEMENT

Object accession no:	
Object description:	
Object condition:	
Borrower name:	
Organisation: Address:	
Phone:	Email:
Loan purpose: Loan period: Date of receipt: Return date:	
Please note the following requirements and conditions.	
Movement/display needs (including recommended requirements):	
Packing/transport needs (including recommended requirements):	
Conservation/maintenance needs (including recommended requirements):	
Catalogue and publicity (form of acknowledgement):	
Conditions of loan 1. The Museum requires at least 3 months notice for the borrowing of an object. 2. No object will be lent unless the safety of the object is assured. Adequate security, environmental conditions and standards of care must be evident. 3. The objects are regarded as being 'in good condition' unless Kandos Museum is otherwise notified. A condition	

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report will be completed on sending item and on receipt.

4. The receipt of any agent of the borrower shall be regarded as receipt of the borrower.

5. The borrower shall not convey, transfer, assign, mortgage, pledge, lend or part with possession of the object(s).

6. The borrower shall be responsible for any damage to person or property due to the condition of the object.

Kandos Museum should be notified immediately of any such event, loss, damage or deterioration.

7. All costs associated with the loan will be the responsibility of the borrower. These costs will include transport and insurance. **A copy Currency of Insurance Certificate must be provided.**

8. No object will be reproduced while on loan without permission from the Museum.

9. The borrower shall acknowledge the lender in any publications or whilst on display.

10. The borrower will follow the instructions featured on the loan form.

11. Representatives of Kandos Museum shall be permitted access to the borrower's premises to examine the object.

12. The borrower may be required to return the object(s) at any time, but no later than the expiration of the loan.

13. Any extensions of the original loan period must be negotiated with Kandos Museum. **No loans will be longer than 12 months.** Extensions must to be negotiated before expiry of first loan term.

14. No object will be lent without the completion of Kandos Museum's Outward Loan agreement form.

Signature of borrower:

Date:

(Two copies of this form are to be signed. One retained by borrower and one by the museum).

Date of return:

Received by:

Condition of receipt:

ATTACHMENT E:



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INWARD LOAN AGREEMENT

Lender's object no:	
Borrower's object no:	
Object description:	
Object condition:	
Lender's name:	
Organisation: Address:	
Phone:	Email:
Loan purpose:	
Loan period: Date of receipt: Return date:	
Please answer the following:	
May the Museum reproduce this object in publications and for publicity purposes?	
Do you elect to maintain your own insurance? NB: The value of the object(s) is to be negotiated in the event of loss or damage.	
May the Museum have permission to clean your loan or do any restoration work?	
What is the recommended procedure for movement/display?	
What is the recommended procedure for packing/transport?	
Conditions of loan: 1. Kandos Museum will exercise the same care and respect to this loan as it does in the safekeeping of its own property. 2. Loans shall remain in the possession of Kandos Museum for the time specified on the form, but may be withdraw	

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from exhibition by Kandos Museum or by request from the lender.

3. Unless the lender elects to maintain their own insurance coverage, Kandos Museum will insure this loan for the current market value, against all customary risks of physical loss or damage from external cause while in custody of Kandos Museum during the period of the loan.

4. If the lender maintains insurance Kandos Museum must be supplied with a certificate naming Kandos Museum as additional insured or waiving subrogation against Kandos Museum.

5. Otherwise the loan agreement shall constitute a release of Kandos Museum from any liability in connection with the loaned property. Kandos Museum does not accept responsibility for any error or deficiency in information furnished to the lender's insurers or for lapses in coverage.

Each inward loan will be renegotiated on a 12 months cycle.

Signature of lender:

Date:

(Two copies of this form are to be signed. One retained by lender and one by the museum).

Date of return:

Received by:

Condition of receipt:

ATTACHMENT F:



KANDOS BICENTENNIAL INDUSTRIAL MUSEUM
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DEACCESSION FORM

OBJECT NAME:		ACCESSION NUMBER:	
		NUMBER OF PIECES:	
SUBJECT: PRIMARY	SECONDARY	DATE NUMBERED:	PHOTOGRAPHED:
ACQUISITION METHOD: PURCHASE / DONATION / UNKNOWN DATE RECEIVED: DONOR: _____ ROLE: _____ ADDRESS: _____ TELEPHONE: _____ _____ OTHER CONTACT: _____ ACQUISITION PRICE: _____			
REASON FOR DEACCESSION			
Name of Agent			Date first removed
STORAGE BEFORE DISPOSAL			
DESCRIPTION:			PHOTO:
CONDITION:			
DIMENSIONS (cm): H: _____ W: _____ D: _____ L: _____ Diam.: _____			
METHOD OF DISPOSAL			
DEACCESSIONED BY:		DATE :	ENTERED ON SYSTEM:

ATTACHMENT G:



DEACCESSION INDEMNITY FORM

Letter of Indemnity for Kandos Museum

To <Kandos Museum Incorporated Association>

I <Name, address, phone number, email address> state that I am the legal owner of
<name and description of item>.

In claiming and receiving the return of this item agree and undertake to indemnify the Kandos Museum and keep the Museum indemnified against all claims, demands, proceedings, losses, damages, charges and expenses which may be raised against or incurred by the Museum or its Committee or members.

Signed

Dated

(Note, attached to the indemnity should be a picture and full description of the item including any catalogue number. The claimant should sign a simple document that has the name, picture and details with a "Received, date and name" to be completed and signed upon collection.