

# COLLECTION MANAGEMENT AND CONSERVATION POLICY

## POLICY ADMINISTRATION

<b>Dates</b>	Policy approved 19/10/2021 This policy is effective upon its approval. Policy is due for review October 2024
<b>Approved by</b>	Executive on 19/10/2021 (Version 2) (EXE124-21)
<b>Policy Type</b>	<input checked="" type="checkbox"/> Executive Policy <input type="checkbox"/> Council Policy
<b>Policy Owner</b>	Manager Cultural Engagement and Library Services Community and Culture Directorate
<b>Related Documents</b>	Georges River Council Library Collection Development Policy Public Art Policy Donation Inquiry form Artwork Donation Inquiry form Receipt and Deed of Gift form Inward Loan Agreement form Outward Loan Agreement form Object Report form Donation Inquiry Acceptance form Donation Inquiry Rejection form Item Disposal form Deaccession form Accession Procedures Flowchart Object Naming Classification Object Name Thesaurus by the Museum of Applied Arts and Sciences
<b>References &amp; Legislation</b>	N/A
<b>Document Identifier</b>	Policy #: Pol-043.02 Doc #: D17/202565
<b>Breaches of Policy</b>	Breaches of any policy will be dealt with and responded to in accordance with adopted codes and/or relevant legislation.
<b>Record Keeping</b>	All documents and information obtained in relation to the implementation of this policy will be kept in accordance with the NSW State Records Act 1998, Georges River Council's Corporate Records Policy and adopted internal procedures.

## PURPOSE

The purpose of this policy is to provide a framework for acquiring, cataloguing, caring for and preserving the Hurstville Museum & Gallery collection, on display, in storage and on loan. This policy will ensure that collections are appropriately managed and protected at all times and that relevant staff understand their roles in caring for the collection.

## SCOPE

Hurstville Museum & Gallery is dedicated to the task of collecting and preserving authentic items that exemplify the cultural and political history of the St George region.

This policy applies to Hurstville Museum and Gallery's:

- Artefact collection;
- Artwork collection;
- Secondary collection and props; and
- Civic gifts collection.

Hurstville Museum & Gallery is committed to providing a broad range of information and opinions. Themes, subjects or materials are not excluded on the perceived notion that they may be controversial.

## DEFINITION OF TERMS

Term	Meaning
Artefact	An object of cultural or historical interest
Artwork	Material, such as painting, drawing or sculpture, with perceived artistic merit.
Prop / non-core collection	An item that is a duplicate or lacks provenance that may be used in environments not suitable for the core collection, such as hands-on activities.
St George	The St George region is recognised as the parish of St George, including the local government areas of Georges River Council and the former Rockdale City Council, now partly comprising Bayside Council.
Georges River Council	Georges River Council refers to the land gazetted under Georges River Council. This term includes the historical past of former Hurstville and Kogarah City Council's.
Core Collection	Items that meet one or more of the collection criteria as specified in this policy.

# POLICY STATEMENT

## 1. Collection areas

1.1. Hurstville Museum & Gallery tells the stories of individuals, groups and communities in the St George area from its earliest peoples to the present day, and how life has changed over the years. Hurstville Museum & Gallery aims to collect and preserve items related to the history and community of St George, specifically, items associated with the following collection areas:

- Aboriginal history, culture and identity;
- Local personalities;
- Domestic life 19th – mid 20th century, including:
  - Clothing & fashion
  - Transport
  - Leisure & sport
- Local industries & businesses;
- Early education;
- WWI;
- WWII;
- The Depression;
- Heritage of the Georges River Council and related sites;
- History, culture and identity of migrant and multicultural communities in the St George region; or
- Artworks associated with the St George region, local artists, or Georges River Council.

## 2. Collection criteria

### 2.1. Artefacts and objects

- Material is authentic and demonstrates a link to Hurstville Museum & Gallery's collecting areas;
- Material is in a sound physical condition;
- Material is not duplicated within the collection. Duplicate items shall only be accepted where the newer item is:
  - a) a better example
  - b) part of a sub-collection already well represented in the collection, or

- c) has some historical significance not attached to the item already in the collection
- Material is of an appropriate format, specifically:
  - a) objects which have a long-term value for research and inclusion in exhibitions and programs
  - b) mounted photographs where the frame or album is of historical significance and has an association with the photographs
  - c) photographs that provide additional information on an associated artefact

## 2.2. Rare and valuable publications

- Unique or rare books written about, published or authored in St George that are:
  - a) published pre-1800 with a strong association with the St George area
  - b) of aesthetic importance, e.g. outstanding printing, illustrating or binding, and with a strong association with the Hurstville area
  - c) limited editions signed by a distinguished local author
  - d) personal copies owned and signed by a prominent local person

## 2.3. Artworks and associated material

- Winning entries of acquisitive prizes awarded by Georges River Council;
- Works of recognised artistic merit by artists who have a significant connection to the St George region;
- Commissioned public artworks (as per Public Art Policy);
- Significant works characteristic of a period already well represented in the collection;
- Works which contribute to a well-balanced representation of the works of local and visiting artists to the St George region;
- Historical artworks depicting the exploration, settlement and development of the St George region;
- Works which can be authenticated by reliable sources;
- Works that are in a sound physical condition; or
- Archival material that assists in the interpretation of artworks in the collection.

#### 2.4. Civic gifts collection

- Items that are associated with Georges River Council's current internal and external relationships, including gifts, awards, artworks and other items; or
- Sister city gifts representing a current sister city relationship

### 3. **Core and non-core collections**

3.1. Items that meet some or all of Hurstville Museum & Gallery's collection criteria are considered to be the core collection.

3.2. In addition to this collection, Hurstville Museum & Gallery will maintain a secondary, noncore collection for the purpose of display props or hands-on activities. The non-core collection consists of items that:

- Are duplicates;
- Lack specific provenance;
- Are not specifically significant to the St George area or its' residents; and
- May be used in craft activities or public programs.

### 4. **Acquisition process**

4.1. Hurstville Museum & Gallery shall acquire items for the permanent collection that fit within the scope of the collection policy, primarily by donation, bequest, gift or transfer. These items will only be acquired if they are able to be appropriately cared for and stored by Hurstville Museum & Gallery. Hurstville Museum & Gallery may purchase items under special circumstances at the discretion of the Collections Committee, however, this shall not be common practice.

4.2. Hurstville Museum & Gallery will not accept conditional donations.

4.3. A preliminary Donation Inquiry form must be completed for potential new donations and the donor should provide a photograph of the item. The form includes, but is not limited to, information regarding the:

- Details of the donor;
- Description of the item;
- History/provenance of the item; and
- The significance of the item.

4.4. Items will not be accepted without this form. Furthermore, items will not be taken into the care of Hurstville Museum & Gallery until they have been formally accepted for acquisition.

4.5. Hurstville Museum & Gallery is under no responsibility to keep items that have been left/dropped off at Hurstville Museum & Gallery.

- 4.6. Decisions to accept or decline an item are agreed to by a Collections Committee. All potential acquisitions must be assessed against Hurstville Museum & Gallery's collection areas and criteria by the Collections Committee. The Committee is comprised of the Coordinator Cultural Services, Collections Officer and Curator. The Committee will meet every two weeks, as necessary.
- 4.7. Items approved for acquisition may be delivered to Hurstville Museum & Gallery. Hurstville Museum & Gallery may arrange to pick up items from a donor under special circumstances and at the discretion of the Collections Committee.
- 4.8. If an offer of donation is declined, the donor is to receive a formal letter outlining the reasons why the item does not meet Hurstville Museum & Gallery's collection criteria. If possible, the letter is to suggest alternative places for donation.

## **5. Cataloguing**

### **5.1. Receipting collection items**

- 5.1.1. All items accepted into Hurstville Museum & Gallery's collections will be registered first in a receipt book and receive a receipt number. This includes all core and non-core collections.
- 5.1.2. An item should be registered in the receipt book immediately after it is received. The receipt book should be digitised and new receipted items should be updated at least quarterly.

### **5.2. Accessioning collection items**

- 5.2.1. Items that have been receipted for acquisition into Hurstville Museum & Gallery's collections should be registered in an accession book as soon as possible and receive an accession number.
- 5.2.2. Items should be tagged with the accession number and appropriately stored as soon as possible.
- 5.2.3. Accession registers should be digitised and new accessioned items should be updated at least quarterly.

### **5.3. Cataloguing collection items**

- 5.3.1. Hurstville Museum & Gallery will catalogue core collection items as a priority. A detailed object report must be completed to form the foundation of catalogue records. This information is then uploaded to Hurstville Museum & Gallery's online collection management database. An object folder must be created in CM9, compiling all correspondence and forms related to the item.
- 5.3.2. The catalogue record should include, but is not limited to:
- Receipt number;

- Accession number and date;
- Item name;
- Item classification and object type;
- Brief description;
- Photograph of the item;
- Dimensions;
- Storage location; and
- Donor details, if applicable.

5.3.3. Item name and classification should follow the Object Naming Classification guide, with reference to the Object Name Thesaurus developed by the Museum of Applied Arts and Sciences.

5.3.4. Cataloguing should be completed as soon as possible after an item is accessioned into the collection. Cataloguing is primarily the responsibility of the Collections Officer, but may be undertaken by trained Hurstville Museum & Gallery staff.

## 6. Loans

6.1. Hurstville Museum & Gallery will lend and borrow material to supplement temporary exhibitions and to help meet its interpretive aims. The management of loans is the responsibility of Hurstville Museum & Gallery's Curators and Collections Officer. This includes ensuring loaned items are returned on time and in good condition. All loans must be approved by the Coordinator Cultural Services.

6.2. The maximum loan period for both inward and outward loans is 12 months. Permanent and long-term loans will not be entered into by Hurstville Museum & Gallery.

6.3. All loans will be documented on loan agreement forms. Hurstville Museum & Gallery holds separate forms for inward and outward loans.

### 6.4. Inward loans

6.4.1. Inward loans shall only be accepted for specific exhibitions or research and for short, fixed periods of time. A representative of both the Hurstville Museum & Gallery and the lender will be required to sign an agreed inward loan form. Each party will hold a copy of this agreement. This form will record the period of the loan, conditions of the loan, any specific object requirements and condition of the object.

6.4.2. Inward loan conditions include, but are not limited to:



- Hurstville Museum & Gallery will give the same care and protection to borrowed objects as it does to objects in its own collection;
- All transport and handling costs shall be borne by the lender;
- Evidence of damage at the time of receipt or while in Hurstville Museum & Gallery's custody will be promptly reported to the lender;
- Loans shall remain in the possession of Hurstville Museum & Gallery for the time specified in the agreement, but may be withdrawn from exhibition by Hurstville Museum & Gallery or by request from the lender;
- Hurstville Museum & Gallery will not clean, repair, restore, or otherwise alter the object(s) without the lender's written permission; and
- The lender certifies that the object(s) lent are in good condition and able to withstand the ordinary strains of packing, shipping and handling.

6.4.3. Inward loans shall be recorded in a separate loans register.

6.4.4. Hurstville Museum & Gallery can request to renew loans if required.

Documentation recording renewal must be signed by a Hurstville Museum & Gallery representative and the lender.

## 6.5. Outward loans

6.5.1. Hurstville Museum & Gallery will lend objects to other museums and organisations holding collections. Where appropriate, objects may be used for programs, research and display. Objects from the core collection are not available for loan by the general public or private collectors. Items from the non-core collection, i.e. props, may be loaned to individuals or groups in the general public for the purpose of outreach programming.

6.5.2. Borrowers and a representative from Hurstville Museum & Gallery will be required to sign two outward loan agreement forms. Each party will hold a copy of this agreement. This form will record conditions of the loan and the period of the loan.

6.5.3. Outward loan conditions include, but are not limited to:

- The borrower must exercise care in the handling, transport, storage and display of the loan object, subject to the requirements and recommendations of the object condition report;
- The borrower will provide a secure display and/or storage area;
- The borrower will immediately notify Hurstville Museum & Gallery of any damage or loss to an item and will provide a detailed report describing the nature of the damage, the circumstances in which the damage occurred and photographic documentation of the damage. Unless it is necessary to

move the item for protection from further damage, the borrower will wait for instructions from the Museum & Gallery;

- All loans must be returned before the expiry of the loan period. Applications for extension of this period must be made prior to the loan expiry date.
- The borrower will provide insurance for any damage or loss for each loan item up to the value specified against it in the agreement form, for the full period of absence from Hurstville Museum & Gallery, including transport to and from the loan destination;
- Objects cannot be treated or altered in any way without the written permission of Hurstville Museum & Gallery;
- Loans will remain in the possession of the borrower until returned to Hurstville Museum & Gallery; and
- Hurstville Museum & Gallery reserves the right to request the object's return if the need arises, particularly in the case of long-term loans.

6.5.4. The movement of objects and artworks from Hurstville Museum & Gallery's collection to alternate Georges River Council venues for display will be managed through Hurstville Museum & Gallery's online collection management system.

## **7. Access**

7.1. A portion of the collection is displayed in permanent and temporary exhibitions, accessible to the public through regular opening hours and by appointment. Objects in storage may also be viewed by appointment with the Collections Officer. These objects should be taken from storage and brought to Hurstville Museum & Gallery's public space.

7.2. Access to materials that are very fragile or unable to be moved from storage may be restricted. Reference copies of documentary or pictorial items may be used rather than the original items.

7.3. Behind the scenes guided tours of storage areas may be arranged as special events or by appointment, at the discretion of the Collections Officer and Coordinator Cultural Services.

7.4. The collection records are accessible for research purposes by consultation. A limited, read-only, visitor application of the collection management system may be available by appointment, and in accordance with Council's professional services fees.

7.5. Hurstville Museum & Gallery will provide public access to a representation of the collection on the online collection management database. Hurstville Museum &

Gallery remain the copyright owners of all published records. Hurstville Museum & Gallery staff will regularly add to the published records as new items are acquired and as existing records are digitised.

## **8. Preventative conservation**

8.1. Hurstville Museum & Gallery aims to achieve high standards of collection care and storage.

### 8.2. Managing the environment

8.2.1. Environmental conditions in Hurstville Museum & Gallery building are to be measured including temperature, relative humidity, UV and lux levels. Measurements should be taken in the middle of the room where possible, or directly above or adjacent to sensitive items.

8.2.2. Temperature and relative humidity should be kept as stable as possible through the use of air-conditioners and dehumidifiers.

8.2.3. Ultra-violet light should be excluded from exhibition and storage areas. When areas in Hurstville Museum & Galley are not in use, lights must be turned off.

8.2.4. All areas containing collection items must be regularly checked for pests and other problems.

### 8.3. Cleaning

8.3.1. Storage areas must remain clean, secure and sealed against the weather. Exhibition and storage areas should be cleaned regularly to maintain this standard.

8.3.2. Contractors are responsible for vacuuming floors in exhibition spaces. Hurstville Museum & Gallery staff are responsible for cleaning display cabinets and objects. Removing dust from cabinets and large objects should be done weekly. Individual objects need to be cleaned with extreme care and with attention to the material they are made from and their physical condition.

### 8.4. Storage methods

8.4.1. The main collection store is located in the basement of the Hurstville Library building. Access to this storage area is to be as controlled as possible.

8.4.2. Archival quality, acid-free storage materials should be used for all items, particularly sensitive collection material. Objects are to be wrapped in tissue or other packaging material and stored in boxes when appropriate.

Boxes are not to be over-packed. Objects that are unable to be boxed should be covered in appropriate archival material.

- 8.4.3. Objects are not to be stored on the floor. Elevating items off the floor allows for air flow, reduces the spaces in which dust can build up, allows for ease of cleaning and reduces the risk of accidental knocking and pest/mould infestation.
- 8.4.4. Plain, undyed archival materials should be used as dust covers over shelves and freestanding objects, to allow for sufficient air flow around collection items and offer protection from abrasive dust and dirt.

#### 8.5. Caring for objects on display

- 8.5.1. Display cases should be kept free of dust and dirt.
- 8.5.2. Sensitive collection items should not be displayed for extended periods. Objects should be monitored daily as part of normal opening and closing procedures to observe signs of deterioration. Signs of increasing deterioration should be reported to the Collections Officer.
- 8.5.3. Copies of photographs or documents are preferred over the original collection items for long term displays.
- 8.5.4. Collection items on display should be supported correctly.

#### 8.6. Interventive conservation

- 8.6.1. Untrained personnel should not attempt to clean, treat or restore collection objects. Plans for interventive work should be discussed with members of the Collections Committee. Appropriate interventive work for Hurstville Museum & Gallery staff includes basic cleaning and basic paper conservation (tear repair, flattening, staple removal, etc.). Trained conservators should be contacted for any other conservation needs.

### **9. Deaccessioning and disposal**

#### 9.1. Criteria for deaccessioning

- 9.1.1. An item can be deaccessioned from Hurstville Museum & Gallery's collection if:
  - It does not comply with Hurstville Museum & Gallery's current collecting areas and criteria;
  - It has deteriorated to the point where it cannot be saved;
  - The conservation and storage costs for it are beyond the means of Hurstville Museum & Gallery;

- It is a lesser quality duplicate of an object in Hurstville Museum & Gallery's collection;
- It lacks historical authenticity, provenance or any supporting information to enable proper identification or to establish its relevance to the collection;
- It no longer holds relevance to George's River Council's relationships with external and internal partners (e.g. sister city gifts may no longer be significant if the sister city relationship has been dissolved); or
- A substantiated request for the return of the object to its original owner/donor is received.

## 9.2. Deaccessioning process

- 9.2.1. The object identified for removal from the collection must come before the Collections Committee for consideration with close reference to the criteria stated above.
- 9.2.2. A deaccession form must be completed outlining the condition of the item, reasons for deaccession according to the criteria, and disposal methods.
- 9.2.3. If the item has not been accessioned into the collection, an item disposal form must be completed outlining the condition of the item, reasons for disposal according to the criteria, and disposal methods.
- 9.2.4. Staff, volunteers, committee members and their families are prohibited from purchasing, or otherwise obtaining, a deaccessioned object.

## 9.3. Disposal

- 9.3.1. In priority order, deaccessioned items must be:
  - i. Returned to the donor or family. If after a thorough search this is not possible, or the donor or family do not want the object, the object should be;
  - ii. Transferred to another appropriate institution;
  - iii. Used as an educative/interpretive tool; or
  - iv. Depending on the item's condition, sold to generate income for Hurstville Museum & Gallery or destroyed/recycled if appropriate

## RESPONSIBILITIES

Position	Responsibility
Collections Officer	<ul style="list-style-type: none"> <li>• Provide a point of contact about the meaning and application of this policy</li> <li>• Ensure policy is included on Council's policy register and record management system</li> <li>• Be an active member of the Collections Committee</li> </ul>
Coordinator Cultural Services	<ul style="list-style-type: none"> <li>• Update the policy when necessary to ensure it is current</li> <li>• Implement communications, education and monitoring strategies</li> <li>• Investigate breaches and enforcing compliance</li> <li>• Be an active member of the Collections Committee</li> </ul>
Curator	<ul style="list-style-type: none"> <li>• Be an active member of the collections committee</li> </ul>

## VERSION CONTROL AND CHANGE HISTORY

Version	Amendment Details	Policy Owner	Period Active
HCC	Former Hurstville City Library Museum & Gallery Collection Development Policy discontinued	Manager Library Museum Gallery & Entertainment	05/02/2014 – 22/10/2017
1.0	Complete new Georges River Council Collection Management and Conservation Policy  Adopted by Council (CCL222-17/COM027-17)	Manager Community and Cultural Development	23/10/2017 – 19/10/2021
2.0	Policy reclassified as 'Executive Policy' as per Council Resolution 27/09/21 (CCL061-21 / FIN043-21). Additional amendments to the policy as outlined in the report presented to the Executive 19/10/21.	Manager Cultural Engagement and Library Services	19/10/2021 - ongoing