



COAL CREEK COMMUNITY PARK MUSEUM AND COLLECTION POLICY

Policy Number	C05	Directorate	Development Services
Council Item No.	E.15	Department	Economic Development Tourism and Customer Services
Council Adoption Date	June 2014	Primary Author	Coordinator Coal Creek Community Park and Museum
Revision Date	May 2016		

POLICY OBJECTIVE

The objective of this policy is to:

1. Provide guidance about the Coal Creek Community Park and Museum collection.
2. Ensure that acquisition and disposal of collection items meet significance criteria through their relevance to the stated time-line period and to the planned themes of the site appropriate to the interpretation of the policy statement.
3. Replace existing Coal Creek Collection Policy C05 adopted by Council on 25 June 2014.

This policy is intended to be separate from, and implemented independently from, Council's Asset Disposal Policies.

Coal Creek Community Park and Museum exists to promote awareness and understanding of the natural, industrial and social history of South Gippsland from pre-European settlement to 1920, through the collection, preservation and communication of relevant material culture.

LEGISLATIVE PROVISIONS

- Local Government Act 1989 sections 3C, 3D, 3E
- Commonwealth Copyright Act 1968
- Historic Shipwrecks Act 1976
- Victorian Information Privacy Act 2000
- Public Records Act 1973
- Code of Ethics for Museums (ICOM 2006)
- Aboriginal Heritage Act 2006 Section 24
- Crown Land (Reserves) Act 1978
- Museums Act 1983
- Heritage Act 1995



DEFINITIONS

International Council of Museums Code of Ethics

The International Council of Museums (ICOM) Code of Ethics for Museums was adopted in 1986 by ICOM and revised in 2004. It establishes the values and principles shared by ICOM and the international museum community. It is a reference tool translated into 36 languages and it sets minimum standards of professional practice and performance for museums and their staff.'

Significance

The National Museum of Australia describes significance as follows:

“Significance’ refers to the values and meanings that items and collections have for people and communities. Significance helps unlock the potential of collections, creating opportunities for communities to access and enjoy collections, and to understand the history, cultures and environments of Australia.”

The Coal Creek Community Park and Museum collection consists of artefacts catalogued and held in trust for the community. These items are displayed for interpretation of the theme of the site. The collection includes outright donations to the site and loan items.

Collection

The word collection refers to objects catalogued into the museum’s collection for display or interpretation.

BACKGROUND

Coal Creek Community Park and Museum exists to promote awareness and understanding of the natural, industrial and social history of South Gippsland from pre-European settlement through to 1920, through the collection, preservation and communication of relevant cultural material.

The collection is integral to this awareness and promotion as well as the collection being of value in its own right.

The Coal Creek Community Park and Museum Collection Policy provides information about the underpinning principals for:

1. Development of the collection
2. Defining the range of objects the museum chooses to collect or not collect
3. Ensuring that a high standard of care of the current collection is maintained

POLICY STATEMENT

It is the intention of Council that acquisitions and any necessary disposals of for the museum collection at Coal Creek Community Park and Museum meet significant criteria through relevance to the stated time period and to the planned themes of the site. Themes are developed in order to interpret the following areas of South



Gippsland regional history: indigenous culture, coal mining, farming and dairying, forestry and saw milling, transport industry and the development of the towns.

Policy Guidelines

1. Method of Acquisition

- a. Acquisitions to the collection may be in the form of donations or bequests, or by purchase or exchange. Purchasing will be in accordance with Council's procurement policy.
- b. All decisions regarding acquisitions and de-accessioning will be made by the Curatorial Advisory Committee in consultation with the Curatorial Officer or authorised representative.
- c. If original objects are not obtainable for exhibitions; replicas, models, photographs or other graphic representations may be considered as viable alternatives.
- d. An object will not be assessed as significant simply because of its age.

2. Coal Creek Community Park and Museum will only acquire those objects that:

- a. Are of significance to Coal Creek Community Part and Museum
- b. Can be appropriately cared for and maintained i.e. Storage requirements, conservation needs.
- c. Will be utilised in the exhibition in the foreseeable future even though no commitment can be made that any particular item will be permanently displayed.
- d. Have adequate provenance to ensure their authenticity.
- e. Have adequate provenance to ensure the legality of donation or purchase
- f. Are not restricted or encumbered as to their use i.e. by copyright, patent, trademark or due to any hazardous nature of the object.
- g. Are not restricted or encumbered in their use through conditions set by the donor.
- h. Do not duplicate objects already held in the existing collection, unless multiple examples of this object are necessary for display or the item for consideration is of superior condition or historic value than those currently in the collection.
- i. If loans are acquired only on a short-term basis.

3. Documentation and Storage

South Gippsland Shire Council recognises that it is a custodian of the material culture entrusted to it for preservation for future generations. Council is committed to ensuring that the collection is properly catalogued and appropriately stored, subject to its resourcing and budgetary constraints.

N.B. Objects may be collected for use as spare parts for the existing collection.

4. Contractual Considerations

Coal Creek Community Park and Museum will remain mindful of any legal restrictions and ethical guidelines, as set out in the International Council of Museums (ICOM) Code of Ethics, governing the acquisition of objects and will not acquire or exhibit an object in breach of these restrictions and guidelines.



Coal Creek Community Park and Museum will be attentive to the regulations and procedures of any relevant tax incentive for the Arts Scheme, when considering any gift proposed through this scheme.

A Donor Agreement Form must be co-signed by the Donor and a Curatorial Officer or authorised representative of Coal Creek Community Park and Museum in order to ensure the transfer to South Gippsland Shire Council of legal ownership of the object.

5. De-accessioning

5.1 Criteria for De-accession of Objects

Coal Creek Community Park and Museum Curatorial Advisory Committee, in consultation with the Curatorial Officer or authorised representative, may dispose of items in the collection because they are:

- a. Not relevant to the functions and aims of the site.
- b. There is insufficient supporting information to enable proper identification or to establish relevance.
- c. Damaged beyond repair.
- d. Unnecessary duplicates thereof or they are inferior to other similar items in the current collection.
- e. Under exceptional circumstances, subject to a substantiated request for the return of the item to the original owner/donor.

5.2 Legal and Ethics

Coal Creek Community Park and Museum Curatorial Advisory Committee will remain mindful of any legal restrictions and ethical guidelines governing the disposal of objects and will not dispose of an object in breach of these restrictions and sanctions.

5.3 Method of Disposal

5.3.1 Options for Disposal

Disposal of de-accessioned items will be carried out in one of the following ways:

- a. Return to the donor or donor's family if the donor is deceased.
- b. Offered to another museum or educational or cultural institution (not for profit).
- c. If neither of these options is successful, the item/s may be offered for public sale or auction/tender.
- d. Collection items received under the Deductible Gifts Program will be offered to another institution with Deductible Gifts Program status.

5.3.2 Proceeds from Sale

Proceeds from public sale/auction of collection items will be credited solely to collection funds and used specifically for collection maintenance and development.

5.3.3 Personal acquisition and de-accessioning



At no time will a staff member, Coal Creek Community Park and Museum Curatorial Advisory Committee member, volunteers at Coal Creek Community Park and Museum, persons connected with South Gippsland Shire Council or any person formally connected with Coal Creek Community Park and Museum, be permitted to acquire a de-accessioned object directly from Coal Creek Community Park and Museum or South Gippsland Shire Council.

Council will ensure that reasonable efforts have been made between making the decision to de-accession an object and the disposal of that object unless emergency management is required due to public safety or damage to other collection items.

6. Review of Collection Policy

Coal Creek Community Park and Museum Collection Policy will be reviewed two years after its adoption and every five years prior to the Museum Accreditation Program reaccreditation process, or more frequently as required.

7. Loans Inward

South Gippsland Shire Council and Coal Creek Community Park and Museum Curatorial Advisory Committee do not accept permanent loans unless the item on offer is assessed to be of particular significance to the permanent exhibition. Short-term loans may be accepted as necessary for temporary exhibitions. All inward loans will be for a fixed time and the conditions agreed to in writing on a Loan Agreement form. The loan agreement may include provision for the lender to assist with financial support of the item for restoration, storage, maintenance or insurance.

8. Loans Outward

South Gippsland Shire Council and Coal Creek Community Park and Museum Curatorial Advisory Committee, in consultation with the Curatorial Officer or authorised representative, will assess outward loan requests from other institutions on individual merit. Borrowers will be required to sign a loan agreement which provides a condition report of the loaned item, length of loan period and any specific requirements regarding care during the loan period.

9. Winding up of Operations

In the event that Coal Creek Community Park and Museum ceases its operations, South Gippsland Shire Council will dispose of the collection and will remain mindful of any legal restrictions and ethical guidelines governing the disposal of the objects. South Gippsland Shire Council will not dispose of an object in breach of these restrictions and sanctions and will use the following means:

9.1 Method of Disposal

- a. Return to the donor or donor's family if the donor is deceased.
- b. Offered to another museum, educational or cultural institution which is not for profit.
- c. If neither of these options is successful, the item/s may be offered for public sale or auction/tender.
- d. Any collection items received under the Deductible Gifts Program will be offered to another organisation with Deductible Gifts Program status.



- e. At no time will a staff member, Coal Creek Community Park and Museum Curatorial Advisory Committee member, volunteers at Coal Creek Community Park and Museum, persons connected with South Gippsland Shire Council or any person formally connected with Coal Creek Community Park and Museum, be permitted to acquire any object directly from Coal Creek Community Park and Museum or South Gippsland Shire Council.

RISK ASSESSMENT

A failure to properly manage the collection may lead to:

- Loss of a valuable component of regional, state or national heritage
- Disputes over collection care resulting in litigation
- Disposal of items through damage
- Lack of community confidence in Council's custodial role over an important and significant part of local history
- Loss of Council's reputation in the wider museum and educational community

IMPLEMENTATION STATEMENT

- All staff and volunteers at Coal Creek Community Park and Museum will be provided with a copy of this policy.
- All donors of items will be provided with a copy before donations are made and accepted.
- Owners of items, where they can be identified, will be provided with a copy of the policy.
- Council will arrange insurance cover for the collection for values agreed between Council and the insurers.