

LIVERPOOL PLAINS SHIRE COUNCIL

POLICY REGISTER

Policy No. 3.45

POLICY TITLE: **CORPORATE & HERITAGE COLLECTIONS
MANAGEMENT POLICY**

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OBJECTIVES

Liverpool Plains Shire Council recognises the importance of the Shire's heritage as manifested by art, photographs, ephemera, artefacts and other cultural items. Council is the custodian of a large number of such items, acquired by donation, purchase or those which have been created or generated by Council's corporate operations.

As custodians of such items, Council recognises the responsibility to manage, conserve and display items (where appropriate) and to encourage appropriate public access, usually through the public heritage and arts & cultural development programs. For the purposes of this policy, these items will be referred to as the corporate and heritage collection, as per the definitions of the sub-categories below.

POLICY STATEMENT

1. Intent

The intent of this policy is to guide the development, accessibility and maintenance of Council's heritage collection, which is to reflect the historical, social, cultural and local governance history of the area now comprising Liverpool Plains Shire.

It is not intended that this form the basis of any museum initiative, but to guide the management of Council's existing collection, within existing facilities, and any additions to that collection that may opportunistically arise, within the scope of the current Heritage Program.

2. Management

Management will generally be undertaken by MANEX in conjunction with Council's Heritage Advisor

The management group may, by majority decision:

- a. Accession items under the terms of Clause 3.
- b. Deaccession items under the terms of Clause 7.
- c. Approve outward loans under the terms of Clause 11.
- d. Approve development and amendment to procedures manuals pursuant to Clauses 6 & 14.
- e. Appoint an Auditor pursuant to Clause 12.

Day to day management of the collection will be the responsibility of MANEX.

MANEX may:

- a. Accept inward loans under the terms of Clause 10.
- b. Update the database pursuant to Clause 5.
- c. Manage on-site (Council sites) display and research pursuant to Clauses 8 & 9.

3. Accession

Items will only be accessioned (whether by ownership or loan) into the collection if it is considered that Council administration is the best way of maintaining an item in public ownership or in the most appropriate context;

and

- a. It is an item which can demonstrate the intent (1) of the collection.
- b. It is an item which will assist in the interpretation of a significant Liverpool Plains place, person, event or theme.
- c. For purchased items, a budget must exist, and such expenditure must be justifiable when considering the significance of the item. Purchase of items must comply with Council's *Purchasing Policy for Ordering Goods and Services*

- d. For donated items Council must receive full and unconditional ownership, and be indemnified against any liability arising from ownership of the item.
- e. Adequate provision is foreseeable for conservation, security, insurance and maintenance requirements in perpetuity, or for the stated term of any loan.

4. Categories

The collection will be divided into several sub-categories where relevant to reflect different management requisites. These categories are:

- a. **Archaeological artefacts:** Items deriving from archaeological excavations undertaken by Council or from a Council administered site, or a significant archaeological site within the Shire where there are no other feasible options for storage of artefacts.
- b. **Corporate items:** Items relevant to Council's role as a governing body, or items produced by Council which have foreseeable future heritage value and are not required for retention by any other Council policy or State Act e.g. Civic gifts, corporate branded items.
- c. **Documents:** Documents with relevance to the intent of the collection which are not active Council records, and do not constitute a State Archive under the *Archive Act*, or where an exemption has been granted from the requirements of that Act e.g. Ephemera, certificates, corporate branded stationery.
- d. **Objects:** Items which do not fit any other category, but meet the eligibility for accession into the collection. e.g. War honour boards
- e. **Photographs:** Historic images of Liverpool Plains Shire scenes/people, or images of events relevant to the past, present and future heritage, governance and culture of the city e.g. Historic photos of buildings, people or events.
- f. **Art:** Artworks in a range of media that depict images of the Shire scenes or people, represent themes relevant to or reflect the communities of the Shire. Artwork commissioned by Council, or artwork by Shire artists or artworks created by both artists and community during arts activities, events and festivals facilitated by the Council.

Note: Public art owned by Council, as defined by the *Public Art Policy (08-3)*, should be considered part of the collection.

5. Catalogue

A database will be kept of all items in the collection which will be updated regularly to reflect the current state of the collection. Adequate resourcing must be provided for effective maintenance of the database.

6. Procedures Manual

A procedures manual will guide management of the collection (e.g. display, storage, conservation, cataloguing etc) to relevant industry/museum standards and will be approved by the MANEX.

7. Deaccession

Items will only be deaccessioned from the collection if:

- a. MANEX unanimously consider that an item is not of a level of significance worthy of retention, or has an inability to demonstrate the intent of the collection.
- b. The item is a duplicate, an equal or better example is retained, and no benefit is evident from keeping multiple examples.
- c. Any foreseeable display or research potential is outweighed by management requirements of the item
- d. Reasonable avenues of enquiry have failed to find another public institution interested in acquiring the item by gift, loan or purchase.
- e. Reasonable efforts have been made to gauge public opinion on deaccession, and any comments have been considered accordingly.
- f. It has been damaged beyond repair, or stolen with no likelihood of return.

Deaccession is subject to a six month cooling off period, during which time the item to be deaccessioned must be stored as if still part of the collection.

No deaccessioned item may directly become the property of any Liverpool Plains Shire Council staff or elected member.

8. Display & Public Access

Every reasonable endeavour will be made to display items where appropriate (i.e. with appropriate security and environmental conditions) and to provide public access to duplicates (i.e. photos or electronic copies) with appropriate acknowledgment.

9. Research

Every reasonable endeavour will be made to encourage research into aspects of the collection, with appropriate acknowledgement.

10. Inward Loan of Items

Inward loans may be accepted under the following circumstances:

- a. That an item fits the accession criteria in this policy.
- b. Adequate provision is demonstrated for security and environmental conditions during transit, preparation and display of the item.
- c. Council carries adequate insurance for the item during transit, preparation and display.
- d. Council agrees to abide by all reasonable terms, policies and conditions imposed by the owner of the item.

11. Outward Loan of Items

Council may loan to another institution, or incorporated body, items from the collection under the following circumstances:

- a. The loan terms are agreed to by majority of MANEX.
- b. The borrower will use the item in a temporary display which highlights the heritage value of the item or related theme, or can demonstrate a legitimate need to borrow the item for meaningful research which will add to knowledge of the item or related theme.
- c. Adequate provision can be demonstrated for security, insurance (if appropriate) and environmental stability of the item during transit, preparation, study and/or display.
- d. The borrower agrees to comply with any condition that the management group sees fit to impose.

12. Audit

An annual audit will be undertaken of the collection to check environmental conditions and update necessary database information.

13. Insurance

Any single item with an anticipated or known monetary value exceeding \$1000 will be listed on Council's asset register and insured accordingly, in consultation with Council's Insurance Officer.

14. Risk Management

An appropriate level of duty of care will be exercised to address any identified risks in the management of the collection.

15. Deviation from Policy

Any deviation from this policy may only be by Council decision.