

Museum Collection Policy

Policy Owner: Heritage and Museum Services
Contact Person: Manager Capacity Building
Date of Approval: 4 May 2010 – CS07-05/10

POLICY OBJECTIVE

The purpose of this policy is to clarify the role of the Wanneroo Museum **collection** and provide guidelines for the management of such.

POLICY STATEMENT

The City of Wanneroo's Museums seek to collect, document, conserve and interpret objects and stories relating to the social history, culture and heritage of the municipality, and adjacent coastline, of Wanneroo. Interpretation of the collection will provide education and enjoyment as well as promoting community involvement in the history and future of Wanneroo.

1. Acceptance of Material into the Primary Collection

'Object', as referenced in this document, refers to artefacts, books, artworks and other similar items. Decisions regarding donations are to be made in consultation with the Coordinator, Heritage & Museum Services and the Curator.

Documents, photographs, archives, manuscripts and newspapers come under the collection policy of the Wanneroo Community History Centre and potential donors should be directed accordingly.

To accept for collection those items which satisfy at least one of the following conditions:

- Those that relate to the social and cultural history of the Wanneroo region as per the boundaries prior to 1998.
- Objects relating to the social and cultural history of modern City of Wanneroo as per the boundaries of post 1998.
- Those objects relating to the history of Cockman house with particular emphasis on the domestic and social ways of life and the grounds as a rural property.
- Those objects relating to the occupants of Cockman house, namely Cockman or Backshall family members.
- Objects that pertain to any person, family or group who were born, lived or established themselves in the area and have made a contribution to local, state or national history.

2. Acceptance of objects into the Secondary Collection

To accept for collection those items which satisfy at least one of the following conditions:

- Objects that are representative of known social and domestic life in the area.

- Objects that are representative of schooling practice and experiences prior to 1959.
- Objects that are representative of the cultural history of the wider Wanneroo region but have little or no known provenance to the history of Wanneroo.
- Objects that are duplicates of highly significant objects in the primary collection.

Donors are to be informed that objects may be used in the secondary collection and may be used and/or disposed of at the discretion of the City of Wanneroo.

Other factors to consider:

- Objects shall only be considered for acceptance into the collection if it is determined that the City of Wanneroo has sufficient resources to conserve, store and treat the object in accordance with National Standards for Australian Museums and Galleries and ethical museum practice.
- Intending donors must have legal title to the object and the object should be free of encumbrances.
- Objects may only be accepted on a temporary basis, without accessioning, for:
 - Short term displays / exhibitions
 - Documentation, research, or interpretative purposes
- Objects will only be accepted on long-term loan if from the Western Australian Museum.

3. Assessment of cultural significance

The assessment of significance is the process of researching and understanding the meanings and values of items and collections (Significance 2.0).

Four primary criteria and four comparative criteria are used to assess significance. The primary criteria are historic, aesthetic, scientific or research potential and social or spiritual. The comparative criteria evaluate the degree of significance and these are provenance, representativeness or rarity, condition or intactness and interpretative potential.

Assessment of the significance of an object will assist in the decision as to whether or not an object should be accepted into the collection or required. The process is outlined in the document 'City of Wanneroo - Assessment of Cultural Significance'.

The assessment of significance can also be used to help decide whether an object should be deaccessioned from the collection.

4. Ethics

- The City of Wanneroo will only acquire collections in accordance with State and Federal law and international agreements between Australia and other countries (e.g. UNESCO Convention on Means of Prohibiting and preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property and the Convention on International Trade in Endangered Species).
- The City of Wanneroo will only acquire objects having a legal and ethical provenance.

- The collection of objects will always be conducted in accordance with the standards of the Code of Ethics of Museums Australia Inc. and National Standards for Australian Museums and Galleries.
- The City of Wanneroo will not provide appraisals for tax deduction or other external purposes, but may assist donors to obtain appraisals for deduction purposes.
- Identification and authentication will be given only for professional, scientific or educational purposes under the legal and ethical guidelines laid down by the Code of Ethics of Museums Australia Inc.

5. Deaccessioning

- Objects may be deaccessioned from the primary collection for the following reasons:
 - Duplication,
 - Condition
 - Significance
- Deaccessioning will never be undertaken merely for financial gain.
- Objects that are deaccessioned can be retained for educational use.
- Disposal of deaccessioned objects shall take the following order:
 - Offer material back to original donor
 - Exchange with or offer to a suitable museum
 - Sell the material at public auction.
 - Dispose of material that has deteriorated beyond use or recognition.
- City of Wanneroo staff, volunteers, committee members and councillors should decline from purchasing deaccessioned material.
- Objects in the collection pre-dating 1998 are under the joint ownership of the City's of Wanneroo and Joondalup. In the event of deaccessioning objects within that date range, both cities must be consulted and in agreement with the outcome.
- When disposing of deaccessioned objects the museum shall:
 - Send full documentation with the object to the recipient museum, individual or institution.
 - Adjust the City of Wanneroo's records to show that the object has been deaccessioned but also the details of the recipient and dates of the exchange.
 - Obtain a receipt from the recipient.

SCOPE

The policy specifically relates to staff and volunteers in the Heritage and Museum Services sub unit within the Capacity Building service unit as part of their employment. It should be applied in every circumstance that deals with the management of the museum collection.

The policy also applies broadly to all staff and community encompassed by the City of Wanneroo as well as the community that was encompassed by the pre-1998 boundaries of the City of Wanneroo.

BACKGROUND

The Wanneroo museum collection was initially housed at Gloucester Lodge in Yanchep National Park. It opened as a public facility in November 1979 and was recognized under the Museum Act (1969) on June 6, 1983.

The Rotary Club of Wanneroo amassed a large majority of the collection in order to open a community museum. Many residents of Wanneroo had donated objects to this cause and this became the basis of the Wanneroo “collective”.

Gloucester Lodge Museum operated until January 2005 pending the construction of a new facility. As the lease expired on 30 June 2005 the majority of the collection was packed and put into storage at the City of Wanneroo’s Ashby Depot at this time.

A temporary museum was established in the Heritage and Museum Services offices in the Wanneroo Recreation Centre. This was maintained until the new Wanneroo Library and Cultural Centre (WLCC) was completed in August 2009. The museum collection was then relocated from the Ashby Depot to the custom built storage and display facilities in the Wanneroo Museum (part of the WLCC).

The majority of the museum collection is based on City of Wanneroo municipality boundaries prior to the 1999 separation into the cities of Wanneroo and Joondalup.

The City of Wanneroo now manages four museums: Wanneroo Regional Museum and Cockman House, Buckingham House and the Old Wanneroo Schoolhouse.

The “**primary collection**” refers to all objects stored or displayed within these buildings that are of high significance to the history and heritage of Wanneroo.

The “**secondary collection**” refers to objects stored or displayed within these buildings, and potentially other City of Wanneroo facilities, that are of little or no significance to Wanneroo but have substantial interpretive potential and are used in museum education programs or as representative items in exhibitions.

Wanneroo Regional Museum

The Wanneroo Regional Museum opened in September 2009 in response to the closure of Gloucester Lodge Museum in 2005. It is a custom built facility with environmentally controlled storage and display areas and is the main storage and display space for the primary museum collection of the City of Wanneroo.

The Museum has a permanent gallery, which displays over 300 objects and photographs that interpret the diverse social history of Wanneroo and the wider region. Conservation and documentation work on all areas of the museum collection are undertaken at this facility as well as exhibition preparation and research.

Cockman House

Cockman House is the oldest surviving residence in Wanneroo and one of the oldest such houses in WA. Acquisitions should be restricted to those objects pertaining to the former use and residents of the house.

Educational activities and public programs should not detract from or be intrusive upon the cultural significance of the property.

The Conservation Plan should be used to assist in the interpretation of the property for the public.

Buckingham House

Buckingham House was built during the period 1880-1890 by the Buckingham family and is typical of a dwelling of the era. The house is one of the few remaining historical cottages of this type within the northern suburbs of Perth.

The house is currently used as a heritage activity centre, with activities focused on the domestic life and interpretation of the former dairying use.

Objects displayed within this museum facility should reflect the era 1900 –1920, and only those objects that are part of the secondary collection should be used for the programs run in the facility.

Objects pertaining to the Buckingham family or to the house and property are considered highly significant and would become part of the primary collection. The decision to place them on the display in the house would be subject to an assessment as to whether they would be at risk from environmental and accidental human damage.

Reference should be made to the Conservation Plan when any additions to the current programme are considered.

Old Wanneroo Schoolhouse

The Wanneroo Schoolhouse, built in 1899, was originally located on five acres of land near what is today the junction of Wanneroo and Dundobar Roads. When the East Wanneroo School closed in 1926 the single classroom there was moved and added to the Wanneroo School. A new school opened in Wanneroo in 1959 and the old school buildings was abandoned.

When Wanneroo Road was widened the old schoolhouse, comprising the 1899 Wanneroo classroom and the 1904 East Wanneroo classroom, had to be removed and was given to the City of Wanneroo. In 1992 the old Wanneroo Schoolhouse was relocated to Perry's Paddock on Ocean Reef Road. This area became the Yellagonga Regional Park and was taken over by the Dept of Conservation and Land Management (CALM). In 2001 CALM requested that the City of Wanneroo remove the old Schoolhouse from Perry's Paddock.

In 2009 the building was relocated once again to Neville Park, Wanneroo, where it has become part of the City of Wanneroo's museum education program.

Displays within this museum facility should depict schooling pre-1959 and only those objects that are part of the secondary collection should be used for the education programs run in the facility.

Objects that represent the history of the Wanneroo School and its students have been previously removed from the building and accessioned into the museum's primary collection. Objects pertaining to schooling in Wanneroo or the Schoolhouse itself are considered highly significant and would become part of the primary collection. The decision to place them on the display in the Schoolhouse would be subject to an assessment as to whether they would be at risk from environmental and accidental human damage.

CONSULTATION WITH STAKEHOLDERS

Key stakeholders are residents of the City of Wanneroo, City of Wanneroo Councillors, Wanneroo Historical Society, members of the general public using the Wanneroo Regional Museum and Heritage Services staff and other employees of the City of Wanneroo. State and Local Government museums and community museums are also key external stakeholders as well as industry organisations such as the National Trust of WA, Museums Australia WA and Heritage Council of WA.

IMPLICATIONS (Financial, Human Resources)

Service and development are to be met out of the current operating budget. This policy will be regularly reviewed to ensure that it remains relevant to customer requirements and industry standards

IMPLEMENTATION

The following internal documents can be referred to for implementation of this policy.

Procedure for new donations:	Powerdocs Reference: 870804
Mosaic Format Guide:	Powerdocs Reference: 861419
Pre-Donation Form:	Powerdocs Reference: 866125
Donation Form:	Powerdocs Reference: 866122
Museum Receipt Form:	Powerdocs Reference: 866121
Loans Form:	Powerdocs Reference: 866173
Public Request for Information Form:	Powerdocs Reference: 866126
Condition & Treatment Form:	Powerdocs Reference: 869444
Damaged Object Report Form:	Powerdocs Reference: 866135
Secondary Object List	Powerdocs Reference: 879166

The following industry guides will be used as supporting documents for the implementation of this policy.

National Standards for Australian Museums and Galleries

The National Standards Taskforce has developed the National Standards for Australian Museums and Galleries in consultation with the museum and gallery sector and with reference to current industry practices, existing resources, and museum development and accreditation programs. They are designed to be an accessible tool for museums and galleries nationwide. The City of Wanneroo plans to use the National Standards to achieve industry and professional standards of conservation, display and museum management.

Code of Ethics of Museums Australia Inc

The 'Museums Australia Code of Ethics' (adopted 1984, revised 1994 & 1999) provides a general guide to assist members of Museums Australia Inc. in making decisions about the ethical issues with which they may be confronted in their professional activities.

Significance 2.0: a guide to assessing the significance of collections

Significance 2.0 is a publication that encourages the assessment of cultural and scientific collections against identified criteria in order to create a national standard for significance in museum collections.

ROLES AND RESPONSIBILITIES

The Museum Curator is responsible for the publication, implementation, enforcement and compliance of this policy. The Coordinator of Heritage and Museum Services and Curatorial Assistants are also responsible for the implementation of the policy.

The Museum Curator shall also provide interpretations in the event of the need for clarification or when there is a dispute.

WHO NEEDS TO KNOW ABOUT THIS POLICY?

All Heritage & Museum Services staff should be aware of the policy and specifically the Coordinator, Heritage & Museum Services, Curator, Curatorial Assistants and Gallery Attendants must have a detailed knowledge of the policy.

EVALUATION AND REVIEW PROVISIONS

The adopted policy should be evaluated as to its effectiveness in achieving its outcomes. Identify how the effectiveness of the policy will be established, including developing and listing key performance indicators to ensure that the policy is meeting objectives and accountability requirements.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Collection	Refers to the significant objects, photographs, artworks, documents and books that represent the history and people of the Shire of Toodyay.
Primary collection	Objects that have high aesthetic, historic, scientific, social or spiritual value to the Wanneroo community. They may also have a high representative or rarity value.
Secondary collection	Objects within the collection that are of a lower aesthetic, historic, scientific, social or spiritual value or are duplicates of objects within the primary collection. These may be used for educational, display purposes.
Conservation	The processes of looking after an object or objects so as to retain its cultural significance or value.
Documentation	The act of cataloguing and accessioning objects into the museum database and collection records.
Significance	Refers to the values and meanings that items and collections have for people and communities (<i>Significance 2.0: A guide to assessing the significance of collections</i>).

REFERENCES

The Community History Centre Collection Policy
Joint Heritage Collections Agreement of the Heritage Collections Advisory Group (joint City of Wanneroo & City of Joondalup advisory group on jointly owned museum collection items acquired prior to 1998).

RESPONSIBILITY FOR IMPLEMENTATION

Director Community Development

Versions	Next Review	Record Number
4 May 2010 – CS07-05/10	March 2012	TRIM: 10/1348