

St Kilda Historical Society

Collection Policy

Approved 8/2/2019

1. Aims of the Collection Policy

The aim of the St Kilda Historical Society (SKHS) is to celebrate the social, cultural, political, and artistic history of the geographic area identified as the City of St Kilda in 1857. The Society also aims to acknowledge the significant indigenous identity past and present. Appendix 1 is the full Statement of Purposes of the Society.

This Collection Policy is consistent with these aims and provides the objectives and the processes governing management of the collection.

2. Objectives of the Collection Policy

- Promote the knowledge and appreciation of the built heritage, social and cultural history, artistic and creative expression relevant to the St Kilda.
- Express a diversity of views and interpretations about/of local culture and heritage
- Ensure the collection has a key focus on changes in built form and social and cultural themes over time.
- Demonstrate good governance sound management of the collections.
- Ensure the collection is accessible to the general public and researchers.

3. What does the SKHS collect?

The collection is primarily photographs and other images, documents, civic materials, souvenirs, primary source research information and ephemera relevant to the St Kilda area. Other items may be included if agreed to by a resolution of the Committee.

The collection is limited by the following constraints:

- storage capacity
- preservation requirements of the items
- best 'fit-for-purpose' entity regarding holding of the item
- SKHS acknowledges a mandatory obligation under the **Aboriginal Heritage Act 2006** to register Victorian Aboriginal collection items in its possession with Aboriginal Affairs Victoria (AAV). For requirements under the Act, see Appendix 1 attached.

4. Acquisition Process

Items are acquired by donation, purchase, bequest or transfer. Noting that the Society generally will not accept items with conditions attached. The SKHS Committee or its delegated Acquisitions Committee determines all new items to be added to the Collection.

Acceptance Criteria

- Priority is given to items with associated documentation and supporting material
- Reasonable efforts to identify the provenance of the item and ensure its legal ownership at the time of acceptance
- Generally, items with conditions attached are not accepted

- Condition of the item is considered suitable
- Item can be safely and securely stored
- Item is of identifiable significant cultural value
- Item is not legally prohibited

Documentation Procedures

- All items are recorded by date into the Collections Register including a brief description and record of the donors contact information.
- Where items are refused, this information is included in the Collections Register as refused returned or disposed of.
- Accepted items are provided with an interim identification consistent with the Collections Register.
- Accepted items are then tagged with the date of acquisition and when relevant, details of the donor
- Donors sign a Transfer of Ownership Agreement. Where the items form part of an oral history, the agreement includes an agreement for on-going public access to the material. No other permission will be sought.

5. Deaccessioning and Disposal

An object can be deaccessioned from the SKHS collection if

- It does not comply with the current collection policy of the SKHS
- It is damaged beyond repair
- The conservation and storage costs for it are beyond the means of the SKHS.
- It is a lesser quality duplicate of an object the SKHS already owns
- It lacks any supporting information to enable proper identification or to establish its relevance to the collection
- A substantiated request for the return of the object to its original owner/donor is received. This could be the return of sacred material to Indigenous peoples where compliance will be with the Aboriginal Heritage Act.

Deaccessioning and Disposal Procedures

- Items under consideration for deaccessioning are set aside for a period of three months before a final decision is made by the Committee with reference to the acquisition criteria.
- An item can be sold including by public auction, where appropriate, or destroyed or recycled if appropriate.
- Committee members and volunteers may purchase, or otherwise obtain, a de-accessioned object as long as this interest/purchase has been notified to the Committee.
- Any funds acquired from the sale of the de-accessioned item should be used for acquisitions or care of the collection.
- Appropriate disposal includes deaccession to a more appropriate organisation and/or donation back to the original donor or family where possible.

6. Storage and Conservation

The Committee aims to store and care for items in the Collection in the following ways:

- Storage areas must remain clean, secure and sealed against the weather.
- Temperature and relative humidity should be kept as stable as possible

- Access to storage areas is to be controlled.
- Ultra-violet light should be excluded from storage areas. When storage areas are not in use lights must be turned off.
- Archival quality storage materials should be used for all significant material.
- Storage areas must be regularly checked for pests and other problems.
- Objects are not to be stored on the floor
- Untrained personnel should never attempt to clean, treat or restore museum objects.

7. Loans

The Society may lend or borrow material at the discretion of the Committee to support its stated purpose, aims and objectives.

Loan procedures

- All loans are mandated by Committee endorsement
- Details of all loans, both inward and outward, are recorded
- A maximum outward loan period is 12 months
- Handling and conservation arrangements are negotiated and monitored
- Insurance arrangements are considered and negotiated.

8. Policy Review Process

The Collection Policy is reviewed by the Committee every three years or earlier as required.

Version date: 8/2/2019

Appendix 1: Statement of Purposes of the St Kilda Historical Society

STATEMENT OF PURPOSES HISTORICAL SOCIETY OF ST KILDA INCORPORATED

1. The name of the incorporated association is **Historical Society of St Kilda Incorporated**.
2. The purposes for which the Association is established are:
 1. To preserve, and make accessible to the members of the Society and the members of the public, the history and cultural heritage of the area and its people, from the earliest records to the present time.
 2. To collect and preserve documents, information, things and objects relevant to this purpose and the Society as a whole, and to make these accessible to the members of the Society and the members of the public.
 3. To undertake historical research to enable a compilation of an historical record of the district, for the benefit of the community and the public generally.
 4. To affiliate with the Royal Historical Society of Victoria.
 5. To work with other groups for the preservation of buildings and objects of architectural and historical interest.

The primary area to be covered by the Society's activities is that part of the City of Port Phillip previously known as the City of St Kilda, which includes the Elwood, Balaclava St Kilda East and the area of Windsor south of Dandenong Road. Nevertheless, any documents, things and objects, which relate to the peoples living in local areas adjacent to the primary area of the Society, may be included in the Society's collection.

APPENDIX 2: SKHS COLLECTION POLICY Aboriginal artefacts

The **Aboriginal Heritage Act 2006** to register Victorian Aboriginal collection items in its possession with Aboriginal Affairs Victoria (AAV).

- In instances where the provenance of certain Aboriginal artefacts is unknown, advice will be sought from Aboriginal Affairs Victoria.
- The Committee acknowledges that it is illegal to buy, sell or harm traditional Aboriginal objects without a cultural heritage permit.
- The Committee acknowledges that it is illegal to remove Aboriginal objects from Victoria without a cultural heritage permit, excluding loans between interstate museums
- The Committee acknowledges that while in most cases Aboriginal artefacts will remain the property of the museum, under the Aboriginal Heritage Act 2006 human remains, and secret and sacred material legally belong to the traditional owners and should be repatriated.
- In accordance with Museums Australia Guidelines (ICOM Code of Ethics?), requests from Aboriginal and Torres Strait Islander Communities for the return to them of cultural items held by the museum will be given serious consideration.