



ST KILDA HISTORICAL SOCIETY COLLECTION POLICY

1. WHAT WILL BE COLLECTED

a) Theme and geographic region: The Society is concerned with the social and cultural history within the area formerly known as the municipality of St Kilda now incorporated within the City of Port Phillip. Collection items may be outside this area providing the material is relevant to the district.

b) Timeframe: The time frame of the Society's interest dates from the beginning of human settlement in the district.

c) Items to be collected: Within these guidelines the Society will, consistent with its ability to effectively store, collect and preserve and from time to time display, documents, records, books, maps, plans, photographs, artifacts, items of ephemera and three dimensional objects.

2. ACCESS

The Society may at the discretion of the committee of Management and under conditions which it may impose, allow access to relevant items of its collection to persons or institutions, including schools, who demonstrate a genuine interest in relevant research, or a desire for knowledge of the history of the former district of St Kilda.

3. ACQUISITION PROCEDURE

a) Methods of Collection: The Society will acquire items for its permanent collection by donation, bequest, purchase or transfer.

b) Conditional donation: The Society will accept conditional donations only if the Committee in its discretion, decides that the conditions proposed do not detrimentally affect the aims, or objectives or policies of the Society

c) Loans: The Society will accept items on permanent and long term loan only provided that the Committee in its discretion agrees that the items loaned will significantly advance its aims and objectives.

d) Approval of Acquisitions: No acquisitions may be accepted without the formal approval of the Committee of Management which will assess all potential acquisition at their meetings according to the criteria outlined in this policy. The Committee may appoint an Acquisitions Committee to make recommendations to them for the purpose of assessment. Or the committee may choose to seek reports and recommendations from the Society's archivist, collection team members or outside specialists as required. In the absence of an Acquisitions Committee, the Committee of Management is responsible for the described roles in this policy.

4. COLLECTION CRITERIA

a) Documentation: Priority will be given to relevant items that have associated documentation and supporting material.

b) Condition: The conditions of the items presented will be taken into account by the Acquisitions committee, which will assess the restoration possibilities of badly damaged items.

c) Storage: Items that cannot be safely and securely stored cannot be accepted by the Society.

d) Duplicates: Items within the Society's collection for which a duplicate copy is presented will not normally be replaced unless the duplicate presented is in a superior condition. In such a case the original items may be considered for deaccession. The Acquisitions Committee may approve the holding off duplicate items if in its discretion it considers the item justifies such an action, whether in certain case e.g. the condition of the item, or special local connection justifies retention and provided always that the two items can be safely and securely stored without jeopardising the capacity to store other relevant items in the collection.

e) Legal Requirements: In deciding whether to approve the acquisition of any item, the Committee will take into account the ability

of the donor to legally sell or donate the item concerned in that he or she holds clear title.

5) CARING FOR THE COLLECTION

- a) All items presented for inclusion in the collection will be tagged with the date, and wherever relevant, details relating to the owner.
- b) The owner will be issued with a receipt according to the name of the item, and his or her name and address.
- c) The issuing of a receipt does not imply acceptance of the item into the Society's collection.
- d) The Acquisition Committee will meet to decide whether to accept the item into the collection. The decision will be documented.
- e) Refused items will be returned to the owner or otherwise disposed of at the discretion of the Acquisitions Committee.
- f) Donors will must complete and sign a Record of Gift form and return it to the Society. The donor will retain a copy of the Record of Gift Form.
- g) Items accepted into the collection must be registered, numbered and catalogued.

6. STORAGE OF THE COLLECTION

- a) **Standards:** The Society aims to achieve the highest standard of care and storage consistent with its financial capacity and professional knowledge and expertise.
- b) **Access:** Access to storage areas will be controlled through guidelines laid down by the Committee.

7. DEACCESSIONING AND DISPOSAL PROCEDURES

a) Deaccessioning guidelines

An items will be deaccessioned from the collection if:

- i) It does not comply with the current collection policy of the society;
- ii) It is damaged beyond repair;
- iii) The conservation and storage costs of an item cannot, in the opinion of the committee be justified;
- iv) It is judged to be an inferior version of a duplicated item and in the opinion of the committee, the keeping of both items is not justified;
- v) A substantiated request for the return of the item to its original owner/donor is received. For example the return of sacred material to indigenous people.

b) Deaccession Procedures

- i) Any heritage items for deaccession will be assessed by the Acquisition Committee;
- ii) The items must be held for a period of six months in order to avoid any hasty or ill-judged decision being made in relation to its deaccession;
- iii) After the six months period has elapsed the committee will decide whether to deaccess the item;
- iv) Any funds obtained form the sale of the item will be used to acquire other relevant items for the collection.

c) Disposal procedure

Deaccessed items will be disposed of in the following manner and in order of priority:

- i) Returned to the donor or family;
- ii) Transferred to another appropriate institution;
- iii) Sold by public auction when appropriate;
- iv) Used as an educative/interpretive tool;
- v) Destroyed or recycled as appropriate.

8. LOANS

The Society will lend or borrow material at the discretion of the Committee in order to fulfill its aims and objectives. Such loans will be recorded. The maximum period will be 12 months.

a) Inward loans

- i) Inward loans will only be accepted for specific exhibitions or research and for fixed periods of time.
- ii) Inward loans will be recorded in an inwards loan register.
- iii) A member of the committee and a representative of the lending institution will sign an agreed inwards loan form. Each party will hold a copy of this agreement. The form will record the conditions and period of the loan.
- iv) The items loaned will remain in the possession of the Society for the period of the loan unless otherwise agreed between the two parties;
- v) The Society can request that any loan be renewed. vi) Documentation recording the renewed loan must be signed by representatives of the society and the lending institution.

Outward loans

- i) The society will lend items to other kindred organisations It will not lend items to private collections.
- ii) The borrower and a member of the committee will sign two outward loan agreement forms. Each party will hold a copy of the form. The form will record the condition and period of the loan.

iii) The borrower will be required to exercise care in the handling, storage and display of the item loaned and will be required to meet the conditions outlined in the outwards loan agreement.

iv) The borrower will be required to provide a secure display and /or storage area.

v) The maximum loan period will be 12 months. Any application for an extension of this period must be made before the loan expiry date. The council in its discretion may grant a renewal of any outward loan.

vi) Items on loan must not be treated or in any way altered without the written permission the society.

vii) Loans will remain in the possession of the borrower until returned to the society.

9. REVIEW OF COLLECTION POLICY

The Society will review its collection policy every three years.