

C.102 Museum Collection Policy

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	V4	13-Apr-18	Reviewed-no changes

- CEO Chief Executive Officer
- MCCS Manager Corporate & Community Services
- MES Manager Engineering Services
- MFS Manager Financial Services
- TDO Tourism Development Officer

1 OBJECTIVE

The objective of this policy is to provide guidance to staff and donors for items to be displayed in Quilpie Shire Council facilities.

2 SCOPE

This collection policy shall be for the collection, conservation and display of significant archival document material pertaining to the history of the Quilpie Shire in particular, and the South West region in general, from early European settlement to the present day.

3 STATEMENT

1. Prior to the Quilpie Shire Council accepting an item, the item should be considered for the items relevance to the points raised in this collection procedure. The item should be considered in the following terms; relations to the area and Shire, 'note worthiness', historical relevance, condition of the item, duplications, suitability for display, clear rights of ownership and legal title, and the museums ability to give proper care. Items that do not contribute to the quality of the displays, or are not in keeping with the existing display, will not be accepted.
2. The acceptability of an item for use by the Quilpie Shire Council Visitor Information Centre, Museum and Gallery or the Quilpie Shire Library, following a recommendation from the relevant Manager or staff member, is ultimately to be determined by the Chief Executive Officer.
3. The museum will not accept duplicates of items already held by the museum, except where:
 - The new item is in better condition
 - The new item is a better example
 - The item new or old may be used in exchange with another museum
 - The item is deemed to serve a specific role
4. In the case of an item being de-accessioned, the donors of the item are to be notified and the option of receiving the article back is to be offered. Failing that the item de-accessioned is the authority of the museum to dispose of, through sale, gift or destruction. De-accessioned items can be offered to other museums or organisations.
5. The Quilpie Shire Council Visitor Information Centre, Museum and Gallery or Quilpie Shire Council Library will accept items that are donated or purchased always so as to ensure legal rights are observed. These items are to be comprehensively noted in the Gift or Loan Agreement forms and records. Each item accepted by Quilpie Shire Council should be thoroughly recorded in the Museum Item List and Council records.
6. Quilpie Shire Council will only accept items on loan where the opportunities for full ownership do not exist. In the case of a loan, it should be for a long term loan, and legal title should be observed. In the case of a loan being accepted by Quilpie Shire Council, a Museum Loans form should be completed and a suitable agreement reached.
7. Items accepted by Quilpie Shire Council should be comprehensively catalogued and documented as per the Museum Accession form, and must be capable of verification.
8. An item that is the title of Quilpie Shire Council may be disposed of, if the item is deemed to have properties which make it unsuitable for display, research or loan, or does not possess historical significance.
9. Items status should be reviewed annually, except where otherwise relevant. During this annual review, an item which is considered to require conservation should be noted. This will be compared against:

- The importance of the item
 - Cost and degree of difficulty of conservation
 - Availability of skills to complete task
10. Items may be loaned to, or borrowed from, other institutions for temporary display when approved by the Chief Executive Officer. Time periods and conditions should be decided, and the loans form filled out. Any loan must access suitable security and care conditions.
11. Temporary or special exhibitions on relevant topics which meet the criteria of this procedure are within the control of the Museum. The Manager or relevant staff member should assess each exhibitions worth and possibilities of funding by State or Federal organisations.
12. The Manager or relevant staff member shall wherever possible advise the Council of any opportunities or threats to which he/she feels the museum is subject to.

4 DEFINITIONS

Nil

5 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

Nil

IX #	Details
90831	C.102-A Museum Loan and Donation Agreement