



# C.102 Museum Collection Policy

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**Responsible Officer:** Manager Tourism & Economic Development  
**Policy Owner:** Chief Executive Officer  
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**UNCONTROLLED DOCUMENT WHEN PRINTED**  
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## 1 OBJECTIVE

The objective of this policy is to provide guidance to staff and donors for items to be displayed in Quilpie Shire Council (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 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 museum's 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 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 Council should be thoroughly recorded in the Museum Item List and Council records.
6. 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 Council, a Museum Loans form should be completed, and a suitable agreement reached.
7. Items accepted by 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 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 HUMAN RIGHTS COMPATIBILITY STATEMENT

This Policy has been assessed as compatible with the Human Rights protected under the Human Rights Act 2019.

#### 5 DEFINITIONS

Nil

#### 6 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

Nil

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

#### 7 VERSION CONTROL

V1	04-Jul-12	Developed and adopted
V2	08-Apr-14	Reviewed and adopted
V3	10-Jun-16	Reviewed and adopted
V4	13-Apr-18	Reviewed-no changes
V5	12-Mar-24	Reviewed-minor changes and new format