

# The Royal Historical Society of Queensland

## Museum Collection Management Policy

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## **1. Introduction**

The Royal Historical Society of Queensland (RHSQ) Museum Collection Management Policy covers the Commissariat Store Museum collection, which includes historical objects and art.

### **1.1 Museum Mission Statement**

Educate the public by promoting the history of Queensland, ultimately preserving its history for current and future generations.

### **1.2 Statement of Significance**

The RHSQ exists for the benefit of its members and the community. It promotes interest in history and advances the study of the history of Queensland, the former Colony of Queensland, and the adjacent islands of the Pacific and New Guinea. It also broadens opportunities for the practice and writing of history, and preserves objects, art, books, documents, manuscripts, photographs, charts, and maps relating to the history of Queensland. The RHSQ's library collection predates the John Oxley Library. Its establishment of the Society's museum collection of items relating to Queenslanders' and Pacific Islanders' and New Guinean people's daily and public life was a very significant step and fulfilled a cultural need in Queensland, as the Queensland Museum's collection policy and charter was principally concerned with the natural environment. The RHSQ is therefore Queensland's peak history body whose collection is comprised of objects and art dating from 1824 to the 1950s.

The RHSQ's headquarters, the Commissariat Store Museum, situated at 115 William Street, Brisbane, and the Windmill on Wickham Terrace share the distinction of being the oldest buildings in Brisbane. The Commissariat Store Museum is located at the birthplace of Queensland – on William Street, facing the Brisbane River. It was used as a government store from 1829 until 1960. The Commissariat Store is the most important habitable building remaining of the Moreton Bay Penal Colony and Brisbane's oldest occupied building. In 1977, the Queensland government granted the RHSQ occupancy of the Commissariat Store for its headquarters.

### **1.3 The Royal Historical Society of Queensland (RHSQ)**

The Royal Historical Society of Queensland was founded in 1913 as an historical and cultural not-for-profit organisation. The Constitution of the RHSQ sets out the Society's aims and objectives.

- (a) The study of the Society, Queensland's peak history body are:
  - (i) The state and the former colony of Queensland;
  - (ii) The Commonwealth of Australia;
  - (iii) The adjacent islands of the Pacific;
  - (iv) Other matters of general interest related to the above
- (b) The collection, preservation, restoration, registration, organisation, presentation, exhibition, management, exchange, sale, or other appropriate handling of material for such study, including but not limited to:
  - (i) Letters, manuscripts, recordings, diaries and documents of any kind;
  - (ii) Personal narratives of explorers, early settlers and other appropriate persons;
  - (iii) Maps, charts, drawings, photographs, films, plans, digital and other electronic records;



- (iv) Genealogical and biographical particulars, autographs and portraits;
- (v) Other objects of historical interest including those of cultural, social, technological and architectural nature either as individual items or as one or more collections.

To this end the Society holds historical lectures, conferences; publishes a quarterly journal; operates a convict museum in the Commissariat Store; installs major exhibitions illustrating Queensland history and telling our stories; and preserves a major collection of our museum artefacts.

Prior to moving to the Commissariat Store Museum in 1981, the RHSQ previously occupied Newstead House from 1935. From 1913 to 1935 the Society was closely associated with the University of Queensland. The Commissariat Store is home to the RHSQ's extensive Welsby Library and the Society's museum collection. The RHSQ appreciates opportunities to show the building and the displays to members, visitors, school children, and tourists; welcoming both international and local visitors, including primary and secondary school groups, senior groups, and community groups. The Commissariat Store Museum provides visitors with an insight into the history of Queensland through permanent displays and temporary exhibitions. The Commissariat Store Museum is open for visitors between the hours of 10am and 4pm Tuesday to Friday. During these hours trained volunteer guides are available to conduct tours.

The RHSQ studies and promotes the history of Queensland through historical research, lectures, and publications of the *Queensland History Journal* which is refereed; and through its museum collection involving registration, preservation, exhibition, and research of its collection held at the Commissariat Store Museum and in store at Webster Road, Stafford. An historical research service is provided by a team of Hon Research Officers on Thursdays.

## 2. Registration

Museum registration is concerned with the policies and procedure by which collections are acquired and formally entered into the register of the holding of the museum, and how they are managed, tracked, and sometimes even disposed of after that point.

### 2.1 Acquisitions and Accessioning

#### 2.1.1 Standards:

- i. The RHSQ may acquire objects by gift, bequest, purchase, exchange, field collection, and any other means by which title is transferred to the RHSQ.
- ii. All acquisitions must have good title, comply with the Objects of the RHSQ, and be free from conditions or restrictions on their use.
- iii. The RHSQ must be able to provide for the object's long-term care and preservation.

#### 2.1.2 Criteria:

- i. Objects acquired must be relevant to the history of Queensland, the former Colony of Queensland, and the adjacent islands of the Pacific; reflect the strengths and broaden the base of the existing collection; and assist the public understanding of the collection through interpretative means.

- ii. Objects acquired that do not support 2.1.2.i. should be justified in exceptional circumstances, where the Council should consider the significance of the object, the professional opinions available to them, and the views of all interested parties.
- iii. Objects must be acquired with supporting documentation justifying the object's significance; relevance to the history of Queensland, the former Colony of Queensland, and the adjacent islands of the Pacific; and valid title.
- iv. Objects should be associated with a significant person or event in Queensland history, or demonstrative of the way of life in Queensland.
- v. Consideration must be taken with textiles, as the RHSQ does not have the ability to properly preserve them.
- vi. Before recommending any acquisition, the RHSQ must conduct condition reporting of and assess overall lifelong costs associated with the objects, as the RHSQ does not possess the resources or facilities to accommodate unsalvageable, deteriorated, or pest-infested objects.

#### 2.1.3 Ethics:

- i. Acquisitions should only be made based on informed and mutual consent without exploitation of the owner or informant in regard to contemporary communities.
- ii. Members of the Museum Committee, Council, and RHSQ should not be in a conflict of interest with the museum, and in the event that that occurs, should divulge their conflict of interest and not vote in any decision-making process.

#### 2.1.4 Procedures:

- i. The Museum Committee will recommend the acquisition of the object(s) by proposing the method and purpose of acquisition, support of the 2.1.2 and 2.1.3, and recommendations by the Museum Policy and Procedures Consultant, to the Council. The Council will then approve or reject the recommendation.
- ii. Once the acquisition of the object(s) is approved, the title of the object must be legally transferred to the RHSQ by receipt of relevant documents and kept permanently.
- iii. A unique accession number is then assigned to the object as it is entered into the RHSQ's register, electronic and hardback. The object and associated documents are marked with the same number.
- iv. Appropriate storage will then be provided for the object(s).

## 2.2 Valid Title, Due Diligence and Provenance

- i. Every effort must be made before an acquisition to ensure that any object offered for purchase, gift, loan, bequest, or exchange has not been illegally obtained in or exported from its country of origin or any intermediate country in which it might have been owned legally.

- ii. Due diligence should establish the full history of the item from discovery or production, as every endeavour is made to establish the facts of the object(s) before deciding a course of action, particularly in identifying the source and history of an object(s) offered for acquisition or use before accepting it.
- iii. However, in exceptional circumstances, if an object(s) without provenance has an inherently outstanding contribution to knowledge that it would be in the public interest to preserve, the acquisition should be the decision by specialists in the discipline concerned, without national or international prejudice.

### **2.3 Sensitive and Protected Materials**

- i. Collections of human remains and material of sacred significance should be acquired only if they can be housed securely and cared for respectfully in a manner consistent with professional standards and the interests and beliefs, where known, of members of the community, ethnic, or religious groups from which the objects originated.

### **2.4 Appraisals and Authentications**

- i. Valuations of the museum collection can be made for insurance or indemnity purposes.
- ii. However, opinions on the monetary value of objects outside the collection should only be given on official request from museums, or competent legal, governmental, or other responsible public authorities.
- iii. When the RHSQ is the beneficiary, appraisal of an object(s) must be undertaken independently.

### **2.5 Deaccessioning and Disposals**

#### **2.5.1 Standards:**

- i. The RHSQ may deaccession objects through donation, transfer, exchange, sale, and repatriation, with the strong presumption that deaccessioned objects should first be offered to another museum.
- ii. The RHSQ will allow the transfer of unrestricted title to the receiving agency.
- iii. Complete records must be kept of all deaccessioning decisions, the objects involved, and the disposition of the objects.

#### **2.5.2 Criteria:**

- i. The RHSQ may deaccession objects in order to refine the focus of the collection, eliminate redundancy, repatriate the objects, remove unsalvageable, deteriorated, or infested objects, and save disproportionate cost of significance.
- ii. The RHSQ Museum Committee and Council should consider 2.1.2 when recommending objects for deaccession.

#### **2.5.3 Ethics:**

- i. Money or compensation received from the deaccessioning and disposal of objects from the RHSQ should be used solely for the benefit of the RHSQ Museum and Library Fund.
- ii. However, members of the RHSQ are restricted from purchasing deaccessioned objects where it is not entirely transparent to the public.

#### 2.5.4 Procedures:

- i. The Museum Committee will recommend the deaccessioning of the object(s) by proposing the method of deaccession, support of 2.5.2, and recommendations by the Museum Policy and Procedures Consultant, to the Council. The Council will then approve or reject the recommendation.
- ii. Once the deaccessioning of the object(s) is approved, the title of the object must be transferred to the receiving agency by receipt of relevant documents from the RHSQ.
- iii. All records associated with the object(s) are marked as “Deaccessioned” and must be kept permanently.
- iv. The object(s) is then disposed of by removing it from the RHSQ and relocating it to the receiving agency.

## 2.6 Return and Restitution

- i. The RHSQ should take prompt and responsible steps to co-operate in the return of an object(s) that can be demonstrated to have been exported or otherwise transferred in violation of the principles of international and national conventions (Protection of Movable Cultural Heritage Act 1986 and the relevant United Nations Treaty).
- ii. The return of cultural property to a country or people of origin should be undertaken in an impartial manner, based on professional and humanitarian principles, as well as applicable local, national, and international legislation, in preference to action at a governmental and political level.

## 2.7 Numbering, Cataloguing, and Marking

### 2.7.1 Numbering:

- i. All objects in the permanent collection should be assigned a unique accession number that identifies the object in electronic and hardback records, as well as in storage facilities.
- ii. In the case of an excavated object or an object with previous number assignments from another organisation, the RHSQ should use an accession number in accordance with the RHSQ numbering system, ensuring that the excavation number or previous number is recorded in the electronic and hardback records.
- iii. If the object is made up of two or more parts, it is important to mark or label each part, in case they become separated, with the same accession number, accompanied by subdividing letter suffixes.

### 2.7.2 Cataloguing:

- i. All objects in the permanent collection should be catalogued, by assigning an accession number and descriptive detail of each object to the electronic records.
- ii. Catalogue information should include descriptive details, classification, physical dimensions, provenance, the accession number, storage location, a photograph, and any other additional applicable information of value in appreciation of its significance.
- iii. This should be carried out as soon as possible after acquisition to avoid a backlog.

### 2.7.3 Marking:

- i. The object is marked or labelled with the accession number, permanently so that the number does not wear off, yet reversible so that it can be removed if necessary.
- ii. On smooth-surfaced objects, a basecoat of a stable material, such as polyvinyl acetate solution, is applied, the number is written on top, and sealed with a topcoat after it is dry. This is positioned in a place where it will not obscure detail, impede research or exhibit viewing, or detract from aesthetics.
- iii. Never mark the number directly on the surface of any object.
- iv. Textiles, framed two dimensional objects, or other objects that cannot be marked directly can be labelled with hanging tags or sewn labels, made of archival materials and be attached in such a way that they do not damage the object.
- v. Care must be taken that tags do not become disassociated from their objects.
- vi. Some very small and fragile objects cannot be marked directly or have labels attached to them, so they must be placed in a container, such as a bag, tray, box, or vial, made from archival material, and the number marked directly on the container, or on a label, marked with pencil, placed inside the container with the object(s).
- vii. Unframed, two dimensional objects, photographs, books, and documents should be placed in archival boxes, folders, or between paper or board, as the number is written in pencil on the enclosing material.
- viii. No adhesive materials are to be used on any objects without professional conservation consultation.

## 2.8 Inventory Control

- i. The permanent collection, inward and outward loaned objects, and accessioned and deaccessioned objects are to be inventory controlled, encompassing regular checks of each object or a random sample of objects, to ensure that all objects are labelled correctly and where they belong.

- ii. The catalogue information should also be inventory controlled, ensuring the information stored electronically and in hardback form is of the highest quality, including correct corresponding accession numbers, core fields, and digital images.

## 2.9 Loans

### 2.9.1 Ethics:

- i. Outward loans are made only to like-minded institutions and inward loans may be borrowed from institutions and individuals.

### 2.9.2 Procedures:

- i. The decision to borrow or loaned an object/collection is based on 2.1.
- ii. Once approved an Inward or Outward Loan Agreement and Condition Report should be completed for the loan object(s) and kept on file.
- iii. Upon arrival and departure of the loan object(s), the RHSQ should assign a unique loan number that is used for all associated documentation.
- iii. The loan object(s) should be inventory controlled when involved in any activity.

### 2.9.3 Inward Loans:

#### 2.9.3.1 Duration:

- i. Except in exceptional circumstances determined by Council, loans are in future only approved for up to 12 months and can be renewed every 12 months from the date of completion of the original loan agreement. A loan cannot be renewed more than ten times. Loans can also be approved for short periods, such as one day for special events.
- ii. The loan agreement may be terminated or varied by either the RHSQ or the Lender by giving at least 30 days written notice to the other party.
- iii. Where the RHSQ has made reasonable efforts to return the loan object(s) but is unable to do so, the loan object(s) will be retained for six months after the termination of the loan period and then deemed an unrestricted acquisition of the RHSQ.

#### 2.9.3.2 Cost:

- i. The RHSQ is not responsible for any costs associated with the loan.

#### 2.9.3.3 Transport:

- i. The RHSQ is not responsible for the packing and transport of the loan object(s), as the Lender will arrange for the packing and transport of the loan object(s) to and from the RHSQ.

#### 2.9.3.4 Insurance:



- i. The RHSQ is not responsible for the insurance of the loaned object(s) while in transit to and from the RHSQ, and on the premises of the RHSQ.
- ii. The Lender hereby releases the RHSQ, its agents and employees, from liability for any and all claims arising out of loss or damage to such object(s).

#### 2.9.3.5 Protection and Management:

- i. The RHSQ will utilise their standard Condition Report upon arrival and departure of the loan object(s), in some instances, in conjunction with the condition report(s) when supplied with the loan object(s) by the Lender. The RHSQ will provide the Lender with a copy of the condition report(s) if the Lender requests this in writing.
- ii. The RHSQ will at all times handle the loan object(s) with due diligence, and take all reasonable steps to protect against loss or damage. In the instance of any of these situations occurring and unless emergency action is necessary to arrest further damage, the RHSQ will report immediately to the Lender and provide photographic evidence.
- iii. The RHSQ will ensure that the loan object(s) are displayed in appropriate environmental conditions applicable to the requirements of the loan object(s).

#### 2.9.3.6 Acknowledgement and Use:

- i. The RHSQ will acknowledge the Lender on accompanying displays of the loan object(s). The fact that the object(s) have been in the RHSQ's custody shall not be misused to indicate the RHSQ's endorsement.
- ii. The Lender authorizes the RHSQ to photograph the loaned object(s) for reproduction for exhibition catalogue, publicity purposes, and educational purposes.

### 2.9.4 Outward Loans:

#### 2.9.4.1 Duration:

- i. Except in exceptional circumstances determined by Council, loans are only approved for up to 12 months and can be renewed every 12 months from the date of completion for the original loan agreement. A loan cannot be renewed more than ten times. Loans can also be approved for short periods, such as one day for special events.
- ii. The loan agreement may be terminated or varied by either the RHSQ or the Borrower by giving at least 30 days written notice to the other party.
- iii. The Borrower must make reasonable efforts to return the loan object(s) to the RHSQ within six months after the termination of the loan period.

#### 2.9.4.2 Cost:

- i. The RHSQ is not responsible for any costs associated with the loan.

#### 2.9.4.3 Transport:

- i. The RHSQ is not responsible for the packing and transport of the loan object(s), as the Borrower will arrange for the packing and transport of the loan object(s) to and from the RHSQ.

#### 2.9.4.4 Insurance:

- i. The RHSQ is not responsible for the insurance of the loan object(s) while in transit to and from the Borrower, and on the premises of the Borrower.
- ii. The Borrower hereby releases the RHSQ, its agents and employees, from liability for any and all claims arising out of loss or damage to such object(s).

#### 2.9.4.5 Protection and Management:

- i. The RHSQ will utilise their standard Condition Report upon departure and arrival of the loan object(s). The RHSQ will provide the Borrower with a copy of the condition reports if the Borrower requests this in writing.
- ii. The Borrower will at all times handle the loan object(s) with due diligence, and take all reasonable steps to protect against loss, damage, or deterioration. In the instance of any of these situations occurring and unless emergency action is necessary to arrest further damage, the Borrower will report immediately to the RHSQ and provide photographic evidence.
- iii. The Borrower will ensure that the loan object(s) are displayed in appropriate environmental conditions applicable to the requirements of the loan object(s).

#### 2.9.4.6 Acknowledgement and Use:

- i. The Borrower will acknowledge the RHSQ on accompanying displays of the loan object(s). The fact that the object(s) have been in the Borrower's custody shall not be misused to indicate the Borrower's endorsement.
- ii. The RHSQ reserves copyright of the objects to be used in publication.
- iii. The RHSQ will authorise photographic reproduction of the loan object(s) for exhibition catalogue, publicity purposes, and educational purposes when the Borrower requests this in writing, depending on the circumstance.

## 2.10 Condition Reporting

- i. The Condition Report should be completed when an object(s) is accessioned, loaned, and when the object(s) is involved in any activity; and
- ii. It should accurately document in written, and possibly photographic, form the state of preservation of the object(s) at the moment in time.

## **2.11 Documentation**

- i. This should include a full identification and description of each item, its associations, provenance, condition, treatment, and present location; and
- ii. This should be kept in the database, providing access by the Museum Committee and other legitimate users.

## **3. Preservation of Collections**

### **3.1 Collection Storage**

#### **3.1.1 Criteria:**

##### **3.1.1.1 Building :**

- i. Collection storage should be separate from all other activities, and only collection storage should happen within its walls so that its physical environment can be best controlled.
- ii. Reliable roof, against local precipitation, covering all organic objects.
- iii. Reliable walls, windows, and doors that block local weather, local pests, amateur thieves and vandals.
- iv. Locks on all doors and windows.
- v. Physical access should be restricted to collections personnel.
- vi. Installation of an automatic fire suppression system.
- vii. A detection system for thieves that has a response time less than the time it takes an amateur to break the locks or windows. If not possible, the most valuable objects should be stored in another, more secure location, when the museum is unoccupied.

##### **3.1.1.2 Environment:**

- i. Collection storage should have low light levels, stable temperature and relative humidity and be free from atmospheric pollutants and pests.
- ii. No intense light, direct sunlight or powerful electric light on any coloured objects.
- iii. Reasonable order and cleanliness of storage in order to eliminate dust collection.

- iv. All problems of sustained damp are addresses quickly, by moving the collection away from the damp, fixing the leak and ventilating against condensation.

#### 3.1.1.3 Catalogue:

- i. It is essential that all changes of storage locations are carefully tracked.

#### 3.1.2 Standards:

- i. It is necessary for all furniture and packaging materials that come into contact with the collection to be stable and non-reactive.
- ii. Archival quality storage furniture should be employed, such as cabinets and shelves made from powder-coated steel or baked enamel steel.
- iii. Small, stable objects are wrapped, bagged or boxed before being placed in storage to provide a protective buffer between the object and the environment. Objects that cannot be wrapped due to their size or fragile composition preferably are stored in enclosed cabinets or shelves.
- iv. Space is allowed between objects to allow for handling for retrieval. It is important not crowd or overload shelves and drawers, as this will make it difficult to retrieve objects safely.
- v. Inspection of collection on a regular basis, in storage and on display. The time period between inspections should be no less than three weeks. Inspect not only for new damage, but new signs of risks and theft.
- vi. Bags, envelops or encapsulation used whenever necessary, except when other rigid boxes are already provided. Must be at least dust proof, preferably airtight, waterproof and pest resistant.
- vii. Strong, inert backing boards are to be employed for all delicate flat objects, to support and block any agents from behind. For any that have a front surface vulnerable to pollution, water or vandalism, they should be protected by glass.
- viii. An up to date catalogue of the collection, with location of objects and photographs, for adequate identification of the object(s) if stolen or damaged.
- ix. Staff and volunteers are committed to preservation, are informed and appropriately trained.

#### 3.1.3 Materials:

- i. Recommended storage materials include
  - Acid free, lignin free tags, labels, papers, folders, envelopes, boards, boxes and tubes that are calcium carbonate buffered cotton, linen and polyester fabrics, tapes, cords and threads.
  - Polyester batting and films.
  - Polyethylene and polypropylene bags.

- Microfoam boxes and boards.
  - Cellulose adhesive, polyvinyl acetate and acetone adhesive.
  - Glass jars and vials with polypropylene or polyethane caps.
- ii. Patented synthetic materials can also be used in collection storage, such as Tyvek, Mylar and Marvelseal.
  - iii. Many of these materials can be used to custom design and construct special boxes, trays, files, supports and mounts to support and protect particular objects.
  - iv. It is important to avoid materials that are chemically unstable and which may therefore interact chemically with the objects they are in contact with and cause damage. These include:
    - Wood and wood products, particularly acidic paper and cardboard.
    - Cellophane, masking and adhesive tapes.
    - Foam rubber and urethane foam.
    - Most plastics.
    - Nail polish.
    - Metal paper clips and staples.
    - Rubber bands and rubber-based glues.
  - v. If unstable materials such as wood shelving have to be used, a stable barrier material such as acid free board can be placed between the shelf and the objects.
  - vi. Transparent polyethylene or polyester is the most reliable.

## **3.2 Collection Handling and Moving**

### **3.2.1 Handling:**

- i. All objects should be handled as if they are the most valuable.
- ii. Hands must be cleaned before and after handling objects.
- iii. When handling objects clean cotton or powder free nitrile gloves are to be worn.
- iv. Avoid unnecessary handling of objects when possible.
- v. Pick objects up by their strongest point, employing both hands to support the weakest point. Use supports when necessary.

### **3.2.2 Moving:**

- i. When moving objects, determine where an object will be put down before it is picked up, and plan the route to be taken ahead of time to be sure it is free from obstructions.

- ii. Carry one object at a time, or place object on a padded tray or cart if many need to be moved over any distance.
- iii. Allow plenty of time and get help if the object is too large or heavy to be easily moved by one person.
- iv. Never risk your own safety or the safety of the object.

### **3.3 Photography**

#### **3.3.1 Standards:**

- i. Objects should be photographed as part of the accessioning procedure.
- ii. Any digital images should be transferred immediately from the camera's memory to a computer hard disk, with regular back-ups onto an external medium outside the museum.
- iii. Photographs produced must be cross referenced with the object(s)' accession numbers and be organised in such a way that they can be easily retrieved and associated with the object(s).

#### **3.3.2 Criteria:**

- i. Two dimensional objects should be photographed upright and can be placed on an easel or on padded blocks and propped against a wall if they are very large. The lens of the camera must be parallel to the face of the object, and the objects should fill as much of the viewfinder as possible.
- ii. A two-dimensional object that does not have a rigid support should be laid flat with the camera positioned above it in order to take the photograph.
- iii. Three dimensional objects require a background with a smooth surface that contrasts with the object but does not distract from it.
- iv. Small objects can be placed on a sturdy table, and large ones can be placed on the floor on a clean, padded surface.
- v. It may be necessary to take several photographs from different angles in order to completely record an asymmetrical object.
- vi. Special lighting may be necessary, and if so, lights should be placed where they best show the shape, texture and contours of the object.

### **3.4 Disaster Preparedness**

- i. The most senior person is in charge in a disaster.
- ii. The most valuable objects stored in a secure area are retrieved if it is safe to do so before evacuating the building.

### **3.5 Insurance and Valuation**

- i. Insurance or other valuation records must be kept up to date and under secure conditions with limited access.

### **3.6 Remedial Conservation**

- i. The principle goal of the conservation or restoration should be the stabilisation of the object(s).
- ii. All conservation procedures should be documented and as reversible as possible, and all alterations should be clearly identifiable from the original object or specimen.

### **3.7 Preventive Conservation**

#### **3.7.1 Handling and Monitoring:**

- i. To prevent damage, it is essential to be very careful and use common sense when handling objects of any size and type.
- ii. The condition of collection should be constantly monitored to determine when an object(s) may require conservation or restoration work and the services of a qualified conservator or restorer.

#### **3.7.2 Controlled Environment:**

- i. Temperature should maintain at  $21^{\circ}\text{C} \pm 5^{\circ}\text{C}$ .
- ii. Relative humidity should maintain at  $50\% \pm 10\%$ .
- iii. Paper and textiles should be lit no more than 50 lux, and other painted surfaces should be lit no more than 150 lux.

#### **3.7.3 Risk Assessment:**

- i. First identify the visible risks, by looking outside the building to inside at the objects.
- ii. Then identify invisible risks, employing imagination and prior history.
- iii. Prioritise these risks and reduce by following these steps:
  - 1) Avoid sources and attractants of the agent.
  - 2) Block all access and paths for the agent.
  - 3) Detect the agent in the museum.
  - 4) Respond to the agent after presuming or detecting its presence.
  - 5) Recover from the agent's effects on the collections.
- iv. Solutions must be individual, integrated and sustainable.

## **4. Access to Collections**

### **4.1 Exhibitions**

#### **4.1.1 Standards:**

- i. The Museums Collections Management Policy applies to the objects on display in the galleries in the same way as the objects in storage.

- ii. Before executing an exhibition, consideration of a controlled environment, security, condition monitoring and purpose-built display mounts is necessary.
- iii. Exhibitions may only be executed with Council approval after consideration of recommendations from the Museum Committee.
- iv. Design an exhibition by following these steps:
  - 1) Planning
  - 2) Research/Interpretation
  - 3) Design
  - 4) Production
  - 5) Installation

#### **4.2 Monitoring Collection on Exhibit**

- i. Exhibit galleries should be inspected on a regular basis for any evidence of damage to or loss of objects on exhibit.

#### **4.3 Suitable Exhibit Materials**

- i. The materials that are safe to employ in collections storage are also safe to employ in exhibit fabrication and presentation.
- ii. If archival materials cannot be employed, archival barrier materials can be used between the reactive materials and the collections objects.

#### **4.4 Controlled Environment**

- i. Temperature should maintain at  $21^{\circ}\text{C} \pm 5^{\circ}\text{C}$ .
- ii. Relative humidity should maintain at  $50\% \pm 10\%$ .
- iii. Paper and textiles should be lit no more than 50 lux, and other painted surfaces should be lit no more than 150 lux.

#### **4.5 Security**

- i. Physical access to the collections, even for staff, is restricted by locked and secured location and controlled entry.
- ii. The collection staff responsible for a particular subject, collection, or storage area will supervise access by both other staff and by visitors.
- iii. Records of staff having key access are to be kept.
- iv. Records to be kept of all visitors allowed into storage and other secure areas of the museum.
- v. Research access is on the basis of the approved research design, and all visits are similarly recorded, appropriately at the end of the loan period.

#### **4.6 Packing and Shipping**

- i. Objects should be carefully evaluated for stability before they are shipped. Only stable objects should be shipped because of the increased risk of damage.
- ii. Suitable packing materials are the same as those used for storage of collections. Although urethane foam is not archival, it often is used in packing objects because of its excellent cushioning properties. Clean cushioning material is used based on the individual needs of the objects, but the packing materials that have direct contact with the object should be archival.
- iii. The shipping method chosen should provide the best protection for the objects and shortest en route time.
- iv. The preferred shipping method is based on the needs of the object, the distance to be shipped, and projected en route time.
- v. Packing materials to be used are based on the type of shipping method chosen and the needs of the object.

#### **4.7 Research**

- i. It is vital that all museum research is legal, ethical, in accordance with academic standards and supports the mission of the museum.
- ii. Staff are free to choose the subject of research, initiate and conduct the research, seek the necessary resources to conduct the research and disseminate the results of the research in an appropriate manner.

#### **4.8 Field Collection**

- i. If undertaking field collecting, it must be done in accordance with all laws and treaties, and must adhere to accepted academic standards. It also must be considerate of local populations and their needs and wishes.

#### **4.9 In-house Research**

- i. Research by staff should relate to the museum's mission and scope.
- ii. The research should conform to accepted academic standards.
- iii. Research by staff must take place within the museum. Staff should not be permitted to remove collections objects, even temporarily, from the museum for any purposes.

#### **4.10 Visiting Scholars and Researchers**

- i. There should be a written policy for the security, access, and handling of collections by visiting scholars and researchers.
- ii. The in-house use of the collection should be promoted to visiting scholars and researchers while providing security, protection, and safe handling of those collections during the research.

#### **4.11 Destructive Analysis**

- i. Destructive analysis techniques may be required to further research investigations. These must be undertaken only after careful consideration.



- ii. Submission of a research proposal to the museum for evaluation should be required.
- iii. The museum does not give up title, nor is the object deaccessioned, and unused portions of objects are returned to the museum. Information gained substitutes for the altered or destroyed object.

#### **4.12 Personal Collection and Personal Use of Collections**

- i. Staff should not compete with their institutions over acquisition of objects or personally collect the same types of objects that their museum does, because it would be a conflict of interest for a staff member to use their own specialized knowledge for personal benefit and not for the benefit of their museum. Any permissible departure from this restriction must be discussed with the Council.