

Museum and Social History Collection Policy

1. Purpose

- 1.1. The policy provides the direction that will ensure a consistent approach to Museum and Social History collection development and management.
- 1.2. The policy provides the framework for the Museum and Social History Acquisition and De-accession Committee and the AlburyCity Museum and Social History Team to make decisions regarding the Museum & Social History Collection.
- 1.3. The policy aims to:
 - assist in the development of cultural identity for the city and the region,
 - guide the development of a collection that reflects contemporary, heritage, cultural and social activity of the city and the region,
 - ensure that Albury City's cultural assets are of depth, significance and quality,
 - increase access to the collection through loan, display, exhibition, publication and research,
 - contribute to national initiatives that map distributed collections,
 - establish best practice standards to govern the development and management of the collections,
 - initiate the implementation of national and international codes of ethics, and
 - implement legislation pertaining to movable cultural heritage and First Nations materials.

2. Scope

- 2.1. The Policy is to apply to all moveable heritage materials that are managed by the Museum and Social History Team.

Note: reference and secondary materials are not part of this collection and may be considered for acquisition into the Local Studies Collection.

- 2.2. The Policy provides direction for the acquisition, preservation, retention and deaccessioning of all materials for the Museum and Social History collection.

3. Definitions

- 3.1. Acquisition – adding materials to the collection through various means including purchase, donation and bequest.

This document is uncontrolled once printed. Refer to the AlburyCity website/intranet for current version.

4/11/2022	Version Number: 1	Museum and Social History Collection Policy	DOC22/239508	Page 1 of 5
-----------	----------------------	---------------------------------------------	--------------	-------------

- 3.2. AlburyCity Museum and Social History Acquisitions and De-accessions Committee – a committee that ensures that the Museum and Social History Collection Policy, Uiver Collection Policy, and Museum and Social History Collection Acquisition and De-Accession Procedure are adhered to and, in doing so, guide an objective and professional approach to the management of the Museum and Social History Collection.
- 3.3. De-accession – removing materials from the collection against agreed criteria and through a transparent legal and ethical process that has been approved by AlburyCity.
- 3.4. Local Studies Collection – a collection of historical and contemporary publications documenting the social history, geography and topography of the region and the lives and achievements of local identities. The Local Studies Collection is managed by the Albury Libraries Information & Collections Team and is included in the Albury Libraries Collection Policy.
- 3.5. Museum and Social History Collection – the collection of moveable heritage materials that have been acquired and accessioned by the Museum and Social History Team, in a variety of forms and media.

4. References

- 4.1. AlburyCity Cultural Assets Development and Management Policy, 2013
- 4.2. AlburyCity Cultural Collection Development Plan, 2015 – 2020
- 4.3. AlburyCity Permanent Collections Acquisition and De-Accession Procedure, 2009
- 4.4. AlburyCity Uiver Collection Policy, 2021
- 4.5. ICOM (International Council of Museums) Code of Ethics for Museums, 1986, Revised 2004
- 4.6. NSW Heritage Act (1977)
- 4.7. NSW State Heritage Inventory: The Uiver Collection, SHR 01995
- 4.8. reCollections: Caring for collections across Australia; Collection Care - Australian Institute for the Conservation of Cultural Material (aiccm.org.au)
- 4.9. Significance 2.0: a guide to assessing the significance of collections. (Robyn Russell & Kylie Winkworth, Collections Council of Australia, 2009)

5. Content

- 5.1. The Museum and Social History collection includes objects, photographs and images, documents, textiles, audio material, audio-visual material and born digital material.
- 5.2. Significant collecting areas include:
 - First Nations history and culture,
 - Commercial history,

This document is uncontrolled once printed. Refer to the AlburyCity website/intranet for current version.

4/11/2022	Version Number: 1	Museum and Social History Collection Policy	DOC22/239508	Page 2 of 5
-----------	----------------------	---------------------------------------------	--------------	-------------

- Textiles and costume,
 - Immigration,
 - Photography,
 - Rural history,
 - Industrial history,
 - Civic history,
 - Transport history,
 - Natural History.
- 5.3. Generally, all collection materials will be relevant to AlburyCity and the immediate region and support aspects of the distributed national collections. However, other materials may be considered depending on significance, provenance and conservation considerations.
- 5.4. Materials will be considered for acquisition if they meet any of the following criteria:
- First Nations materials and archives that relate to our region,
 - Materials that document the geography and topography of the region,
 - Materials that document the history of the region and assist exhibition development including the development of strategic partnerships with local collections and organisations,
 - Materials that build on our existing collection and assist to tell local stories,
 - Materials relating to our immigration history and waves of migration to the region,
 - Commercial and industrial history materials that relate to the region,
 - Materials that document the social history and built environment of our region,
 - Materials that document significant events and identities in the history of the region,
 - Materials that document the history of transport in the region, giving particular attention to road, railway and river transport and the development of Albury as crossing place.
- 5.5. Any AlburyCity Collections listed on the State Heritage Register (SHR) of NSW must be managed in accordance with the requirements of the *NSW Heritage Act 1977*. The Uiver Collection, a sub-collection of the Museum & Social History Collection, is the only sub-collection currently listed on the SHR (No. 01995). The Uiver Collection Policy provides direction on the management and development on the Uiver sub-collection. Any material that is consistent with the statement of significance or significance assessment of the Uiver Collection SHR listing must be considered as an appropriate acquisition to further enhance and develop the Uiver sub-collection.
- 5.6. The Collections Council of Australia's significance assessment method and criteria will be used as a general framework for assessment against criteria of proposed acquisitions.
- 5.7. Donation is the primary source of collection development, although cultural gifts, transfers and purchases will be considered.
- 5.8. New acquisitions over the value of \$500 will be considered against the above criteria and priorities by the Museum and Social History Acquisitions and De-accessions Committee, following development of a detailed briefing paper.

This document is uncontrolled once printed. Refer to the AlburyCity website/intranet for current version.

4/11/2022	Version Number: 1	Museum and Social History Collection Policy	DOC22/239508	Page 3 of 5
-----------	----------------------	---------------------------------------------	--------------	-------------

- 5.9. New acquisitions under the value of \$500 will be considered against the above criteria and priorities by the Museum & Social History Team. At times potential acquisitions under the value of \$500 may be referred for consideration by the Museum and Social History Acquisitions & De-accessions Committee.
- 5.10. De-accession applies to materials that are documented to have been:
- acquired without the free and informed consent of the custodian at the time,
 - acquired in contravention of tradition or custom,
 - acquired through a person legally or culturally unauthorised to have possession of materials,
 - acquired through an illegal act of war or aggression,
 - deemed by the Acquisitions and De-accession Committee to not meet the criteria of the Museum and Social History Collection Policy,
 - documented to be in an irretrievable condition, or
 - deemed to be a duplicate of similar materials in the Collection.
- 5.11. De-accession will be considered by the Acquisition and De-accession Committee if one or more of the above elements can be met. A briefing paper providing rationale must be forwarded to the Acquisition and De-accession Committee.
- 5.12. All Acquisitions and De-Accessions must adhere to the Museum and Social History Collection Acquisition and De-Accession Procedure. The Museum and Social History Collection Acquisition and De-accession Procedure outlines how the Libraries and Museum Team will implement the Policy.

6. Documentation

- 6.1. AlburyCity Museum and Social History Acquisition and De-accession Procedure, draft, 2022
- 6.2. AlburyCity Museum and Social History Acquisitions and De-accessions Committee Guidelines, 2021

7. Authorisation

Owner	Directorate	Community & Place – Libraries & Museum
	Responsible Officer	Team Leader Libraries and Museum
Authorisation	Insert 'Approved Executive' or 'Adopted Council' Include date approved/adopted	
Review Date	Insert date four years from last issue date, or earlier if required	
Register	Public Policy and Procedure Register.	
	Insert date	Provide brief description of the change.

This document is uncontrolled once printed. Refer to the AlburyCity website/intranet for current version.

4/11/2022	Version Number: 1	Museum and Social History Collection Policy	DOC22/239508	Page 4 of 5
-----------	----------------------	---------------------------------------------	--------------	-------------

Record of Amendments	Insert date	Provide brief description of the change.

DRAFT

This document is uncontrolled once printed. Refer to the AlburyCity website/intranet for current version.

4/11/2022	Version Number: 1	Museum and Social History Collection Policy	DOC22/239508	Page 5 of 5
-----------	----------------------	---------------------------------------------	--------------	-------------