

ALBURYCITY MUSEUM AND SOCIAL HISTORY ACQUISITION AND DE-ACCESSIONS COMMITTEE GUIDELINES

Introduction

This document outlines the procedures and working guidelines for the Acquisitions and De-Accessions Committee.

Aim of the Committee

The aim of the Committee is to ensure an objective and professional approach to the management of AlburyCity's Museum and Social History collection.

The Committee will:

- Assess the value to the Museum and Social History and Archives collections of all potential acquisitions over the value of \$500 (donations, bequests, cultural gifts, transfers and purchases) from the brief supplied by the Museum team. At time potential acquisitions under the value of \$500 will be referred by Museum and Social History team members for consideration by the Museum and Social History Acquisitions and De-accessions Committee.
- Evaluate potential acquisitions against the criteria in the Museum and Social History Collection Policy and recommend acquisition or rejection.
- Assess the information provided to support de-accessioning of items from the Museum and Social History collection and make informed recommendations.
- Recommend new areas for acquisition to the Museum and Social History collection.

Committee's Role

The role of the Committee is to:

- Ensure an objective and professional approach to collection management.
- Ensure that all audit trails are complete and accurate
- Reduce the risk of accidental loss of cultural material.

Museum and Social History Team's Role

The role of the Museum and Social History Team is to:

- Develop well researched briefing papers with recommendations to assist in Committee decision making.
- Ensure the provision of accurate information for insurance, administration and risk management purposes.
- Assist with the reduction of database errors by developing complete sets of documentation, through the accessioning and cataloguing process.

Review of the Committee

The Committee will be reviewed every three years to ascertain its effectiveness and relevance.

Membership of the Committee

The Acquisition and De-accession Committee shall be made up of representatives from:

Academia (Cultural / Heritage affiliation) (minimum 1)

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- Albury & District Historical Society representative (1)
- Professional Museum representative (1)
- Members of the community (minimum of 2/ maximum of 5)
- Representative of the First Nations community (invited to attend as required and remunerated for their attendance)

Committee Members Nomination and Selection

Nominations to be called to fill 50% of positions on the Committee each nomination cycle to ensure consistency and corporate knowledge is retained.

AlburyCity shall appoint community, academic and professional museum committee representatives from the nominations received. The Albury and District Historical Society will nominate a representative every three years.

As appropriate in the nomination cycle period the following positions will be open for nomination, with nominations to be called in June with the three-year term to commence in August.

Year 1 Nominations to be called for:

- Up to 2 Academia or Community positions
- 1 Professional Museum position

Year 2 Nominations to be called for:

- Up to 4 Academia or Community positions
- 1 Albury and District Historical Society position

Year 3

- Nominations to be called if there is a vacant committee position

Current committee members whose term is ending can re-nominate for vacant positions.

The Acquisition and De-accession Committee members shall demonstrate experience, skills and knowledge in the sector and will be selected for the committee based on:

- Experience in the museum, cultural heritage or archive sector either in a voluntary or professional capacity
- Demonstrated skills to assess potential acquisitions against criteria
- Knowledge of or ability to acquire knowledge of AlburyCity's and/or other Museum and Social History collections

Nominations will be assessed by the Libraries and Museum Team Leader and Museum Coordinator with recommendations endorsed by Community & Place Service Leader.

AlburyCity Officers

The following AlburyCity Officers or their representatives may attend the meetings:

Community & Place Service Leader

Libraries & Museum Team Leader

MAMA Director

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Museum Coordinator
MAMA Curator
Information & Libraries Collection Coordinator
Aboriginal Community Development Officer
Museum & Social History team members
Other relevant AlburyCity Officers

Staff members will not be entitled to vote at the meeting, however, may be involved in discussions.

Chairperson

The Chairperson Committee shall be the Albury Libraries and Team Leader, or a delegated Coordinator.

Invited guests

The Committee will, from time to time, invite guests to provide presentations and/or input.

Quorum

A quorum for a meeting shall be a minimum of five voting representatives.

Absenteeism

AlburyCity shall write to a representative who has missed two consecutive meetings asking whether the representative wishes to continue on the Committee. AlburyCity may appoint a new representative from the original nomination pool for the duration of the term or call for new nominations.

Resignation

Upon receipt of the resignation of any representative, AlburyCity may appoint a new representative from the original nomination pool for the duration of the term, or call for new nominations.

Meeting methodology

The methodology is for the Committee to make clear and active approval or disapproval of potential acquisitions and for Council Officers to document these discussions as record of purchase or non-purchase.

For purchases and donations below \$500, Coordinators are endorsed to approve purchases within established meeting and reporting formats and delegations.

Out of Session approval of acquisitions over \$500

For Out of Session approval of acquisitions over \$500, a museum team member will complete a briefing paper with recommendation and forward to the Committee via email for approval. If five (5) members of the committee approve the acquisition, then the acquisition will proceed.

Location of Meetings

The normal location of acquisitions meetings will be the Albury LibraryMuseum, with online meeting options offered.

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Meeting Dates and Times

Meetings will be held quarterly, with the yearly meeting schedule to be determined by the Committee. The Committee may decide to hold additional meetings if it deems this to be necessary or meetings may be deferred if insufficient items require decisions.

The meetings shall be conducted in accordance with standard meeting procedures.

Notification of Meetings

AlburyCity shall send each representative notification of the next meeting two weeks prior to the date of the meeting.

AlburyCity shall send each representative an Agenda and a copy of the previous meetings Minutes and briefing papers one week prior to the date of the meeting.

Requests for items to be included in the Agenda should be forwarded to the AlburyCity Libraries and Museum Team Leader up to two weeks prior to the nominated date of the next meeting.

Minutes

AlburyCity shall arrange for the Minutes of the meetings to be prepared and distributed to the representatives within two weeks of the meeting.