

Museum Collection and Conservation Management

Introduction

This policy aims to guide the management of the Shire of Toodyay Museum collection and the environments in which it is stored or displayed.

Objective

The objective of this policy is to provide guidelines for correct documentation, exhibition, storage and conservation of the collection.

Scope

This policy applies to all Workers at the Shire of Toodyay, and it is a requirement that all Workers adhere to this Policy. Breaches of this Policy may result in disciplinary action.

Definitions

Term	Definition
Act	<i>Local Government Act 1995.</i>
Collection:	Significant objects, photographs, artworks, documents, and books that represent the history and people of the Shire of Toodyay.
Interventive Conservation	The act by a conservator that involves a direct interaction between the conservator and the cultural material through interventive treatments that involve cleaning, stabilising, or repair of the original object when individual objects have sustained damage. The process is undertaken in order to halt and prevent further damage.
Patina of age	Physical signs of age that contribute to the significance of an object.
Preventative Conservation	The process of reducing rates of deterioration for a whole collection to minimize further damage.
Provenance	Confirmable history of the ownership and usage of an object.
Restoration	The process of not only intervening but repairing the damaged object.
Shire	The Shire of Toodyay.
Workers	Employees, contractors, and volunteers of the Shire as per the Work Health and Safety legislation (WHS) and regulations.

Policy Statement

The Museum Advisory Committee is to be consulted on acquisition and deaccession of objects to and from the Museum.

1. Acceptance of Material into the Collection

Acceptance into the collection will be subject to having a Toodyay provenance and subject to:

- 1.1. One or more of the following themes:
 - 1.1.1. That relate to the Indigenous cultural history of the Shire.
 - 1.1.2. That document or relate to the exploration of, settlement of, and/or arrivals to the Shire.
 - 1.1.3. That relate directly to law and order, law enforcement, convictism in the region, the Police Force in the region and those relating directly to imprisonment, life and conditions in the Newcastle Gaol or the region that became the Shire.
 - 1.1.4. That relate directly to Connor's Mill in its usage as a mill and a power station;
 - 1.1.5. That relate to Toodyay's involvement in military conflict;
 - 1.1.6. That relate to the environmental history of the Shire.
 - 1.1.7. Objects or information where the provenance falls outside the region but are relevant to one of the above criteria may be considered for acquisition into the primary collection. Alternatively, they may be documented, photographed and returned to the donor, or used in a secondary collection (e.g. for educational purposes).
- 1.2. Whether objects are considered, upon assessment, to be significant to the Shire, where significant refers to the historic, aesthetic, scientific and/or social values of an object.
- 1.3. Objects will only be accepted into the museum in accordance with the International Council of Museums Code of Ethics for Museums and in accordance with Local, State and Federal laws regarding our National Heritage.

2. Acquisition of Objects

- 2.1 Objects will be acquired by donation, purchase or bequest.
- 2.2 No object will be acquired that is constrained by any limitations.
- 2.3 The intending donor must have legal title to the object and be willing to pass legal title to the Museum.
- 2.4 Acquisition should not duplicate materials already in the collection unless for the exceptional purposes of education, comparison or condition.
- 2.5 Objects shall be collected only if in manageable condition and it is deemed possible for the Museum to safely document, conserve, preserve, store, display or interpret the objects without duress to its resources.

2.6 All objects accepted into the collection will be accessioned, by the Curator or appointed Shire Officers, in accordance with the Shire's Procedural Manual for Collection Management of the Toodyay Museum Collection.

3. Object Storage

3.1 All objects are to be stored in accordance with the Shire's Procedure Manual for Collections Management.

4. Safe Handling of Objects

4.1 Objects will be handled in accordance with the Australian Museums and Galleries Association guidelines.

5. Loans (Incoming and Outgoing)

5.1 Loans shall be processed in accordance with the Shire's Procedural Manual for Collection Management of the Toodyay Museum Collection.

5.2 Objects will not be accepted on a short-term loan for purposes other than for an event, exhibition or research.

5.3 Long term loans are unacceptable to the Museum.

5.4 Proper documentation shall accompany all incoming and outgoing loans.

6. Deaccession of Objects

6.1 Deaccession may only be undertaken due to duplication, condition, or irrelevance to the collection.

6.2 Deaccession by sale is only acceptable if the proceeds contribute to the conservation aims of the collection.

6.3 Disposal of the object must comply with the Australian Museums and Galleries Association guidelines.

6.4 Deaccession will take place in accordance with the Shire's Procedural Manual for Collection Management.

6.5 Full documentation of all deaccessions will take place.

7. Conservation

7.1 Conservation and conservation practice must be the primary concern when using the collection particularly in reference to exhibition and display.

7.2 Only staff and volunteers that have been trained in safe handling procedures will be allowed access to the collection.

7.3 Conservation treatment or restoration of objects will only be conducted by, or under the supervision of, a qualified conservator.

7.4 Any conservation treatment of object/s should be done in such a way that retains the significance, patina of age and evidence of use of the object(s). Wherever possible, conservation treatments should be reversible.

7.5 The Museum will take every precaution to avoid accidental damage or loss to the collection through fire, flood, water damage, theft, vandalism, accident and damage from environment. Guidance is to be taken from:

- (a) Be Prepared: Guidelines for Small Museums for Writing a Disaster Preparedness Plan;
- (b) Museum Methods: a Practical Guide to Managing Small Museums and Galleries; and
- (c) Recollections: Caring for Collections across Australia.

7.6 The public will not be allowed to physically handle the collection unless under the direct supervision of the Curator.

8. Policy Review

Policy to be reviewed every five years, in conjunction with the review of the Museum Strategy.

Reference Information

- [Western Australian Museum Conservation Policy](#)
- [Museum Interpretation and Exhibition Policy \(COM1\)](#)
- [Heritage Strategy](#)
- [Heritage Master Plan](#)
- [Museum Strategy](#)
- [Be Prepared – Guidelines for Small Museums for Writing a Disaster Preparedness Plan](#)
- [International Council of Museums](#)
- [ReCollections](#)

Legislation

- [Environment Protection and Biodiversity Conservation Act 1999](#)

Associated documents

Museum Conservation Procedure

Version control information

Version No.	Date Issued	Review position	Developed by	Approved by
V1	15/05/2008	Adoption	Museum Officer	Council
V2	21/05/2009	Amended	Museum Officer	Council
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