

**UPPER YARRA VALLEY HISTORICAL SOCIETY (UYVHS)  
MUSEUM COLLECTION POLICY**

\* Draft with amendments from meeting 24/6/10 \*

**0. DEFINITIONS**

“Society”	Upper Yarra Valley Historical Society Inc. (A0013059W)
“Museum”	The Museum operated by the UYVHS

**1. STATEMENT OF PURPOSE**

The purposes of the Society and Museum are:

- To develop and manage a publicly accessible resource of historical artefacts, photographs, documents, and records which are of particular relevance to the Upper Yarra Valley area.
- To encourage community engagement with the Museum through public events and an online presence.
- To encourage further research into the history of the Upper Yarra Valley.
- To develop an appreciation of the historic value of the Museum buildings.

**2. PURPOSE AND SCOPE OF THE COLLECTION POLICY**

To act as the guiding document for the development and management of the UYVHS Collection.

### 3. WHAT THE MUSEUM WILL COLLECT

The Museum will collect objects as described below, which relate to, were used in, or are representative of objects used in, the Upper Yarra Valley.

#### *Physical items*

- Artefacts
  - Three dimensional objects (this is a broad category covering most indoor and outdoor objects)
  - Framed photographs
  - Relocatable buildings (e.g. workmen's huts)
- Photographs (prints, negatives, slides)
  - People, cultural & social events
  - Towns, buildings, infrastructure, industrial events
- Working models
  - Blacksmith's forge
  - Restored machinery
- Documents
- Books
- Maps and Technical Drawings
- Oral histories, films, and other audiovisual material.

#### *Geographic area*

The Upper Yarra Valley for the purpose of the Collection is taken to mean the area covered by the O'Shannassy ward of the current Shire of Yarra Ranges, extended to include sawmills which regularly sent their timber through Yarra Junction.

The following are examples of localities contained within the coverage area:

Don Valley, Woori Yallock, Yellingbo, Launching Place, Hoddles Creek, Yarra Junction, Gladysdale, Three Bridges, Gilderoy, Powelltown and bush sawmills, Wesburn, Millgrove, Warburton (incl. East), Big Pats Creek, McMahons Creek, Reefton, Upper Yarra Dam.

Themes associated with the history of the area:

- Bunurrong and Wawurrong people and the traditional Wurundjeri-Balluk territory
- European exploration and gold rush.
- Pioneer settlement, pioneer families.
- Local industry
  - Timber
  - Ancillary (wood distillation, eucalyptus oil)
  - Water (dams, aqueducts)
  - Horticulture and Agriculture
- Tourism, holidaying, and guesthouses.
- Transport – railway, tramways, roads
- Significant events – electric power, major bushfires, Queen’s visit 1954, Shire amalgamation 1994.
- Sport, and entertainment.
- Education, schools.
- Health Services, Hospitals
- Religious and cultural (history of local cemeteries in cooperation with cemetery trust)
- Artefacts relating to the existing railway buildings – 1882 Station, Goods Shed, Guards Van, and the Assistant Station Master’s house.

Subdivision of the Collection into “Permanent” and “Changing” may be used to optimise the use of display space. The degree to which this is implemented is dependent on storage space availability.

## 4. HOW THE MUSEUM WILL COLLECT

### 4.1 METHOD OF ACQUISITION

The Museum shall acquire objects for the permanent collection by donation, bequest, purchase, or transfer.

### 4.2 ACQUISITION SUBCOMMITTEE

The Acquisition Subcommittee will consist of four to six members as appointed from time to time at a regular meeting of Society members.

Recommendations made by the Acquisition Subcommittee will be documented and retained by the Society.

### 4.3 ACQUISITION CRITERIA

The Acquisition Subcommittee will consider the following criteria before approving acquisition of an object:

#### **Relevance**

The Museum will collect objects within the scope outlined in item 3.

#### **Provenance and Documentation**

Priority will be given to objects where the history of the object is known, and associated documentation and support material can be provided.

#### **Condition**

The condition of the object should be taken into consideration when acquiring material.

#### **Rarity**

Objects may be prioritised if they are rare examples of their type.

#### **Representativeness**

Objects may be prioritised if they are an excellent representative example of their type.

#### **Duplications**

Objects which duplicate items already in the collection will not be accepted unless they are of superior condition and/or historic value. In such cases the duplicate may be considered for deaccessioning.

#### **Legal Requirements**

The Museum will only accept objects where the donor/vendor has legal title to the object.

## **5. COLLECTION CARE: DOCUMENTATION, CONSERVATION & STORAGE**

### **5.1 DOCUMENTATION & RECORD KEEPING**

The Museum aims at all times to maintain an effective documentation system. Donor forms, receipts, Museum Registers, and catalogue information will be kept at the Museum.

The Museum will follow the guidelines below when acquiring material:

- Owner or agent brings the object to the Museum.
- A receipt is issued to the owner recording the object name, address of the owner and contact number and date. The same information is written on a tag and attached to the object. (This records that the Museum has received the object and does not mean or imply the object has been accepted as part of the permanent collection.)
- Notes on the history and associations of the object will be taken, for the Acquisition Subcommittee to consider when assessing the object.
- The Acquisition Subcommittee meets to assess the donation for inclusion in the Museum collection. Their decision is documented.
- Refused objects are returned to the owner with an explanatory letter. If the object is not claimed within 90 days it will become the property of the Museum and may be disposed of.
- If the object is accepted, donors sign two copies of the Donor form, one for the Museum and one to keep. The Donor is thanked either verbally or by letter as appropriate.
- The object must be registered, numbered and catalogued. Where documentation relating to the significance of the object is available, an object file will be kept.
- The object and object number is listed under the name of the donor in the of donor book/files.

### **5.2 STORAGE & CONSERVATION**

The Museum aims to achieve the highest standard of collection care and storage possible with the available resources.

- Storage areas must remain clean, secure and sealed against the weather.
- Access to storage areas is to be controlled.
- Ultra-violet light should be excluded from indoor storage areas. When storage areas are not in use lights must be turned off.
- Archival quality storage materials should be used for all significant material.
- Storage areas must be regularly checked for pests and other problems.

Restoration, cleaning or treatment of any museum object shall be carried out only by persons who have skills or have received instruction appropriate to the task.

## **6. DEACCESSIONING AND DISPOSAL PROCEDURES**

### **6.1 CRITERIA FOR DEACCESSIONING**

An object can be deaccessioned (i.e. permanently removed) from the Museum's collection if

- It does not comply with the current collection policy of the Museum
- It is damaged beyond repair
- The conservation and storage costs for it are beyond the means of the Museum
- It is a lesser quality duplicate of an object the Museum already owns
- A legitimate request for the return of the object to its original owner/donor is received. This could be the return of sacred material to Indigenous peoples.

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### **6.2 DEACCESSION PROCEDURES**

- The object identified for removal from the collection must come before the Acquisition Subcommittee for consideration with close reference to the criteria stated above.
- Recommendations made by the Acquisition Subcommittee must be ratified by a properly convened Committee meeting of the Society before they may be carried out. The recommendations and Committee decision should be recorded in the minutes.

### **6.3 DISPOSAL PROCEDURES**

In priority order the object must be:

1. Returned to the donor or family if possible
2. Transferred to another appropriate institution
3. Used as an educative/interpretive tool
4. Sold or transferred to a Society member (subject to approval at a meeting of members convened in accordance with the Rules of the Society).
5. Sold by public auction, where appropriate.
6. Destroyed or recycled if appropriate.

## 7.0 LOANS

### 7.1 LOAN PROCEDURES

- The Museum holds separate forms for inward and outward loans.
- The maximum duration permitted for any loan agreement is 12 months.

### 7.2 INWARD LOANS

- Inward loans shall only be accepted for specific exhibitions or research and for fixed periods of time.
- Inward loans shall be recorded in a separate Loans Register.
- A representative of both the Museum and the lender will be required to sign an agreed inward loan form. Each party will hold a copy of this agreement. This form will record conditions of the loan and the period of the loan.
- The Museum agrees to exercise the same care with respect to loans as it does for its own collection.
- Loans shall remain in the possession of the Museum for the time specified on the form.
- The Museum can request to renew loans if required. Documentation recording renewal must be signed by a Museum Officer and the lender.
- A sample inward loan form is attached.

### 7.3 OUTWARD LOANS

The Museum may lend objects to other museums and organisations holding collections.

The Committee shall assess each loan application on its merit, and shall make any necessary insurance arrangements as deemed appropriate by the Committee.

The following conditions apply:

- An outward loan agreement shall be completed, signed by the borrower and a representative of the Museum, with a copy held by each party. A sample agreement accompanies this policy.
- The borrower must exercise care in the handling, storage, and display of the loan object and must be prepared to meet the conditions outlined in the outward loan agreement.
- Objects shall not be treated or altered in any way without the written permission of the Museum.
- Loaned items will remain in the possession of the borrower until returned to the Museum.

Members of the Society may have occasion to remove an object or group of objects from the Museum, for approved conservation or cataloguing purposes. In such cases, the member shall record the removal, the purpose, and the expected return date, in the loans register. The member must ensure the safe storage of the object and its return to the Museum as soon as the necessary work is complete.

## 8. ORAL HISTORY POLICY

The Collection may include oral histories, with the following conditions applying:

- An Oral History Agreement shall be signed by the interviewee, which clearly states the purpose and intended uses of the interviews and what copyright provisions apply.
- The Museum shall abide by the Guidelines of Ethical Practice of the Oral History Association of Australia.

## 9. ACCESS

- The Collection shall be accessible to the public by means of a regular opening schedule on weekends and public holidays.
- The Collection shall be accessible to researchers or for other special purposes by mutual agreement.
- A catalogue search of part of the Collection, and some images, may be made available online. Images will have a reduced resolution, watermarks, or other access limitations applied as appropriate to protect ownership.
- Access by any method shall respect any copyright or other legal obligations which may apply.

For each method of access, the Committee shall make decisions from time to time regarding the detail, for example, hours of access, fees applying, special conditions applying in respect of fragile material, etc.

## 10. COLLECTION POLICY REVIEW

The Society shall review its Collection Policy every three years, or sooner as required (by decision of the Society's Committee).

## 11. DATE OF ENDORSEMENT

**Date the plan was endorsed, and the names, signatures and roles/positions of the people responsible for this.**

22 July 2010, Committee Meeting of the Upper Yarra Valley Historical Society

Signed \_\_\_\_\_, President