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# **THE LIVERPOOL REGIONAL MUSEUM COLLECTION - COLLECTING AND CARE OF COLLECTIONS POLICY**

Adopted 29 August 2011

Trim 002716.2011

## DEFINITIONS

**Accessioning** – the process of gaining legal possession of an item for the Collection, through purchase, donation, bequest or transfer.<sup>1</sup> The accession record records basic information about each item and/or collection accessioned - date acquired, if it was donated or purchased, name and address of the donor or vendor, brief description and brief history of the items and/or collection.

**Acquisition** – means the process by which items are obtained for the Liverpool Regional Museum Collection.

**Agricultural items** – refers to equipment and machinery used in agricultural and farming activities.

**Archaeological items** – In archaeology, an artifact is any object made by a human culture, and often one later recovered by some archaeological endeavor.<sup>2</sup>

**Artworks** – are illustrative works that may consist of drawings, hand lettering, paintings, and photographs.

**Artifacts** – refers something man made, such as a tool or a work of art, especially an object of archaeological interest.

**Aboriginal items** – refers to archaeological objects/relics pertaining to the past occupation by Aboriginal peoples, being –

- a. an artifact or thing of any material given shape to by man
- b. a natural portable object of any material sacred according to Aboriginal tradition
- c. human or animal skeletal remains<sup>3</sup>

**Cataloguing** - is the process of identifying in descriptive detail each item and/or collection within the Collection and assigning a unique identifying number. Catalogue information includes descriptive details, classification, physical dimensions, provenance, accession number and storage location. The catalogue entry may also include a photograph or sketch, and any other additional applicable information.

**Collecting or collection policy** – is a written statement which guides the Museum's aims, practices and procedures in managing the Collection. This policy identifies the types of items the Museum will collect and the conditions governing the development and use of the Collection.

**Collection, with a big 'C'** – means the Liverpool Regional Museum Collection.

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<sup>1</sup> Based on the definition from the National Standards for Australian Museums and Galleries. Version 1.0 Melbourne: National Standards Taskforce, 2008. pp. 77.

<sup>2</sup> Dictionary and Encyclopedia Directory. wordIQ.com, 2010. Available at: <http://www.wordiq.com/>

<sup>3</sup> Heritage Conservation Act 1991.

**Collection, with a small 'c'** – means a collection of items with the same provenance that are kept together as a collection of items.

**Collection care** - *A broad concept that encompasses a range of activities that have an impact on the preservation of a collection. In the context of a museum, archive or library, these may include: institutional policies as they relate to the protection and care of the collections, buildings, security, storage, training, cleaning, preservation, environmental monitoring and control, exhibitions and loans, conservation, the provision of surrogate copies and disaster planning.*<sup>4</sup>

**Conservation** – means the method used to treat items in order to return them to a stable state. It has been defined as *all action aimed at safeguarding cultural material for the future. The purpose of conservation is to study, record, retain and, if appropriate, restore the culturally significant qualities of an object, with the least possible intervention. Issues around treatment, handling, storage and display are all encompassed within conservation.*<sup>5</sup>

**Council** – means the Liverpool City Council.

**Cultural heritage** - *UNESCO defines cultural heritage as “the entire spirit of a people in terms of its values, actions, works, institutions, monuments and sites”. Within this definition UNESCO recognises in particular: the tangible cultural heritage: including archaeological and other cultural sites, monuments, groups of buildings and whole historic cities, cultural landscapes, natural sacred sites, the underwater cultural heritage, museums, the movable cultural heritage of works of art and objects and collections of art, history and science, handicrafts, the documentary, digital and cinematographic heritage, the intangible cultural heritage: including oral traditions, languages, festive events, rites and beliefs, music and song, the performing arts, traditional medicine, literature, culinary traditions, and traditional sports and games.*<sup>6</sup>

**De-accessioning and disposal** – means the formal process by which items are permanently removed from the Liverpool Regional Museum Collection for clearly stated reasons and in accordance with approved policies and procedures.

**Digitisation** – is the process of creating a digital copy of an item. For example, taking a digital photograph of a painting is a digitisation process.

**Disposal** – is the act of physically removing de-accessioned items and/or collections from the Collection and relocating them elsewhere. Disposal options may include transfer to another collecting organisation, physical destruction of deteriorated items, and restitution to another group or people.

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<sup>4</sup> Source of definition: *Benchmarks in Collection Care for Museums, Archives and Libraries: a self-assessment checklist*. London: Resource: The Council for Museums, Archives and Libraries, c2002.

<sup>5</sup> *National Standards for Australian Museums and Galleries*. Version 1.0 Melbourne: National Standards Taskforce, 2008. pp. 79.

<sup>6</sup> As cited in: *Running a Museum: a Practical Handbook*. Paris: International Council of Museums, c2004. pp. 207.

**Domestic items** – refers to any items pertaining to ones home and used in the home.

**Donation** – means any item(s) offered and accepted for inclusion in the Liverpool Regional Museum Collection.

**Friends of the Museum** - are individuals and organisations legally separate from the Museum itself, but which support the Museum by giving time, and/or money to help the Museum achieve its ambitions.<sup>7</sup>

**Heritage** – means anything that conveys something about Liverpool’s history and culture. For the purposes of the Liverpool Regional Museum Collection, this may include any materials and objects of local significance.

**Heritage Services** – means the Heritage Services Team, Liverpool City Library and Liverpool Regional Museum.

**Industrial items** – refers to items pertaining to industrial processes and includes such items as machinery and other goods or component parts for use by industries or firms.

**Items** – in terms of this policy refers to materials, including documents, pictures, artifacts, artworks and other objects of the Liverpool Regional Museum Collection.

**Library material** - includes book, periodical, newspaper and any other printed matter and also includes map, music, manuscript, picture, photographic plate and film and any other matter or thing on or by which words, sounds or images are recorded or reproduced.<sup>8</sup>

**Liverpool** – means the Liverpool local government area.

**Liverpool Heritage Library** – is the main research library on the historical and cultural heritage of Liverpool and is part of the Liverpool City Library.

**Liverpool Regional Museum Collection** - (the Collection) is the totality of the library materials and objects contained in the Liverpool Regional Museum.

**Liverpool Regional Museum** – acquires, maintains, preserves, researches and exhibits significant objects for the purposes of study, education and enjoyment. It provides public access in actual and virtual environments to items on the historical and cultural heritage of Liverpool. The Museum was established by the Council in the public interest as a non-profit making organisation that contributes value to the community.

**Museum** – means the Liverpool Regional Museum.

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<sup>7</sup> Ibid, c2004. pp. 208.

<sup>8</sup> Library Act 1939 as amended

**Object(s)** - means any medium, excluding library materials, that is part of the Liverpool Heritage Collection.

**Preservation** – means the method of maintaining items in as close to original condition for as long as possible. For the purposes of this policy it includes *all managerial, financial and technical considerations applied to retard deterioration that prevent damage and extend the useful life of materials and objects in collections to ensure their continued availability. These considerations include monitoring and controlling appropriate environmental conditions; providing adequate storage and physical protection; establishing exhibition and loan policies and proper handling procedures; providing for conservation treatment, emergency planning and the creation and use of surrogates.*<sup>9</sup>

**Preventive conservation** – is *all action undertaken to prevent the deterioration of cultural material and collections. Preventive conservation involves developing and following policies and procedures in relation to: appropriate environmental conditions; handling and maintenance during storage, display/exhibition, packing, transport and use; integrated pest management (IPM); disaster preparedness and response; and reformatting/duplication.*<sup>10</sup>

**Provenance** – is the principle that identifies the origin and subsequent history of an object, book or collection so that ownership/responsibility can be documented and authenticated. It involves establishing the administrative context in which records of an item or collection were created and used. Knowing who created the records and why, can help in assessing the significance of the item or collection and the decisions made.

**Provenance** also refers to ‘the documented chain of ownership of an item or collection, or more broadly the life history of an item including previous owners, origin, and context of use’.<sup>11</sup>

**Records** – means a source of heritage material able to be documented.

**Restoration** – means restoring an item back to as close to its original perspective as possible.

**Risk (to the collections)** - Degree of danger of loss to the collections, whether total and catastrophic, or gradual and cumulative from any cause, whether natural or humanly induced, accidental or deliberate. Risk can be defined as a product of probability and consequences of the incident, i.e. Risk = Probability x Consequences.

**Risk analysis** - A process in which the museum management identifies the frequency and seriousness of dangers threatening the museum (its employees,

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<sup>9</sup> Source of definition: *Benchmarks in Collection Care for Museums, Archives and Libraries: a self-assessment checklist*. London: Resource: The Council for Museums, Archives and Libraries, c2002.

<sup>10</sup> *National Standards for Australian Museums and Galleries*. Version 1.0 Melbourne: National Standards Taskforce, 2008. pp. 85.

<sup>11</sup> The Collections Council of Australia

visitors, collections, other movable and immovable property and reputation). The outcome of risk analysis is the assessment of each of the risks – for the purposes of this chapter, on a five-grade scale: (a) negligible; (b) low; (c) medium; (d) high, and (e) catastrophic.

**Sculptures** – refers generally to the art form of shaping figures or designs by, for example, chiseling marble, modeling clay, or casting in metal.

**Selection** – means the decision-making process, based on selection criteria, for acquiring items for the Liverpool Regional Museum Collection.

**Significance** – is *the historical, aesthetic, scientific or social values that a museum object or collection has for past, present and future generations.*<sup>12</sup>

**Storage** – refers to the physical housing of the Collection, whether on display in exhibitions or in non-public storage areas. The non-public storage areas protect the Collection against harmful factors in the environment, accidents, disasters, and theft, and preserve them for the future.

**Surrogates** – refers to copies of items that can be used instead of the original items.

## LEGISLATIVE REQUIREMENTS

### Commonwealth

Copyright Act 1968 as amended

### State

Heritage Act 1987 as amended

Heritage Conservation Act 1991 as amended

Local Government Act 1993 as amended

Privacy Act 2000 as amended

Library Act 1939 as amended

State Records Act 1998 as amended

Freedom of Information Act 1998 as amended

## PURPOSE

The purpose of the Collecting and Care of Collections Policy is to provide the framework for the management of the Liverpool Regional Museum Collection.

Specifically the Policy aims:

1. To provide direction to staff in performing their collection development and management responsibilities relating to collecting and caring for the Collection.
2. To guide the way staff acquires and uses the Collection for the benefit of the people of Liverpool.
3. To convey to any interested people the collecting and care of collection policies applied to the Collection, as well as the Council's local and state responsibilities.
4. To promote public use of the Liverpool Regional Museum and the Collection by providing a program of high quality exhibitions and programs.

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<sup>12</sup> *National Standards for Australian Museums and Galleries*. Version 1.0 Melbourne: National Standards Taskforce, 2008. pp. 86.

## **POLICY STATEMENT**

### **1. Preamble**

#### **1.1 Heritage Services**

- 1.1.1 Heritage Services is responsible for all aspects of the management and care of the Liverpool Regional Museum Collection.
- 1.1.2 The collecting component of this policy has been adapted, in part, from a template written by Kylie Winkworth with Museums and Galleries NSW.
- 1.1.3 Heritage Services is committed to the *International Council of Museums Code of Professional Ethics*.

#### **1.2 Vision for Liverpool's heritage**

- 1.2.1 A place where heritage is valued and celebrated.

#### **1.3 Mission**

- 1.3.1 To collect, preserve, organise and make available to the community items of Liverpool's historical and cultural heritage to inspire, educate and inform the community.

## **2. Collecting Policy**

### **2.1 Collection aims**

- 2.1.1 To acquire, preserve, promote and provide access to a research collection for the study on all aspects of Liverpool's historical and cultural heritage, past and present.
- 2.1.2 To display items from the Collection in educational, interpretative, inspirational and entertaining exhibitions.
- 2.1.3 To facilitate publications about Liverpool's historical and cultural heritage.

### **2.2 Collection profile**

- 2.2.1 The Collection has been assessed as one of national, state and local significance.
- 2.2.2 The Collection includes, but is not limited to, items in the following areas:
  - 2.2.2.1 Aboriginal heritage
  - 2.2.2.2 early settlement and development
  - 2.2.2.3 agriculture and rural history
  - 2.2.2.4 the built and natural environment
  - 2.2.2.5 social, economic, cultural and political history
  - 2.2.2.6 diverse cultural communities
  - 2.2.2.7 local businesses
  - 2.2.2.8 domestic life
  - 2.2.2.9 contemporary events
- 2.2.4 Decisions about acquisitions, de-accessioning and care of the collection are informed by significance assessments.

## 2.3 Responsibility

- 2.2.5 The responsibility for developing the Collection resides with the Heritage Services Coordinator.
- 2.2.6 All collecting activity and collection management processes are in accordance with International Council of Museums' *Code of Ethics, Combating Illicit Trade: Due diligence guidelines for museums, libraries and archives on collecting and borrowing cultural material*, and within the framework of the NSW Heritage Office's *Moveable Heritage Principles*.

## 2.4 Selection

- 2.4.1 All items selected for the Collection must fall within the selection criteria for developing the Collection.
- 2.4.2 Items for the Collection are acquired mainly through donation, with some acquired through purchase.
- 2.4.3 Community recommendations for items for inclusion in the Collection are welcomed and encouraged.
- 2.4.4 Where items of local significance are part of a larger collection, the cost and/or importance of the collection as a whole is taken into account before the decision is made to acquire the collection.
- 2.4.5 Only items that the Council has the resources to care for in the long term are collected or accepted on loan. As such, items are only be selected for the Collection when their preservation needs can be sufficiently met.

## 2.5 Selection criteria

- 2.5.1 All items selected for inclusion in the Collection must support the Collection aims.
- 2.5.2 The following selection criteria guides what is acquired for the Collection:
  - 2.5.2.1 Items relating to Liverpool's history and culture, past and present.
  - 2.5.2.2 Items that examine, reflect on and promote the indigenous community.
  - 2.5.2.3 Items that examine, reflect on and promote the diverse cultures of Liverpool.
  - 2.5.2.4 Items that are responsive to the contemporary nature of Liverpool.

## 2.6 Acquisitions

- 2.8.1 Library materials and objects are acquired through donation, bequest, purchase or transfer.
- 2.8.2 Library materials and objects will only be acquired where they can be properly stored and managed.
- 2.8.3 No items will be acquired where there is doubt over valid title or where an item may have been illegally acquired.
- 2.8.4 Only items reflecting on the historical and cultural heritage of Liverpool, or that can be provenanced to Liverpool, are collected.



- 2.8.5 Items from neighbouring areas are not collected unless they have some significant reference or relevance to Liverpool, such as helping to interpret themes, places and people in the history of Liverpool.
- 2.8.6 Items collected for areas that no longer form part of Liverpool, but did form part of Liverpool in the past, will be retained in the Collection as they reflect on Liverpool's historical and cultural heritage at that time.
- 2.8.7 Where possible, objects will be photographed and documented in their original context before removal to the Museum so as to enhance the significance and interpretive potential of the objects.
- 2.8.8 The Museum will partner with other collecting organisations within Liverpool so as to develop a collaborative approach to collecting and preserving objects.
- 2.8.9 No objects will be acquired from significant heritage sites or buildings where removal would diminish the significance of the site or building; except in circumstances where the object is at risk.
- 2.8.10 To reduce the likelihood of de-accessioning being required in the future, care is taken to ensure that all acquisitions meet the selection and acquisitions criteria outlined in this policy.
- 2.8.11 A statement of significance, where appropriate, is prepared for all new acquisitions.
- 2.8.12 The Museum adheres to the Copyright Act 1968, as amended, in all collecting activity including acquiring new objects for the Collection.
- 2.8.13 The Museum will keep accurate records of all acquisitions.

## **2.7 Formats collected**

- 2.7.1 The Collection includes both library materials and objects.
- 2.7.2 Library materials collected include:
  - 2.7.2.1 Books
  - 2.7.2.2 Periodicals
  - 2.7.2.3 Newspapers
  - 2.7.2.4 Pictures
  - 2.7.2.5 Manuscripts
  - 2.7.2.6 Maps
  - 2.7.2.7 Film
- 2.7.3 Object formats collected include:
  - 2.7.3.1 Artifacts
  - 2.7.3.2 Aboriginal items
  - 2.7.3.3 Domestic items
  - 2.7.3.4 Agricultural items
  - 2.7.3.5 Industrial items
  - 2.7.3.6 Archaeological items
  - 2.7.3.7 Textiles, clothing and household linen
  - 2.7.3.8 Artworks
  - 2.7.3.9 Personal items
  - 2.7.3.10 Natural history objects
  - 2.7.3.11 Sculptures

## **2.8 Donations**

- 2.8.14 Donations of items that meet the selection criteria for developing the Collection are actively encouraged and pursued for the Collection.
- 2.8.15 Generally, items will not be accepted on indefinite or long term loan.
- 2.8.16 An agreement with the donors of the item(s) on the nature of the acquisition including the status of any intellectual property rights that are associated with the item(s) will be concluded.
- 2.8.17 Where appropriate all intellectual property rights associated with the donated items will be acquired at the time of the donation.
- 2.8.18 The confidentiality of donors will be respected if formally requested.
- 2.8.19 Some donations of items will be required to be restricted for a period due to the requirements of relevant legislation. In this situation, donations will still be accepted for inclusion in the Collection.
- 2.8.20 Some donations of items will be required to be restricted for a period due to the donor making the donation conditional on the items having restricted access. In this situation, donations may still be accepted for inclusion in the Collection depending upon the terms of the restriction and the length of the embargo.

## **2.9 Bequests**

- 2.9.1 Financial gifts and bequests are accepted and welcomed.
- 2.9.2 Items are accepted by bequest when they meet the selection criteria for developing the Collection.
- 2.9.3 Any income received from gifts and bequests, unless specified for a specific purpose, will be used to develop the Collection or improve the facilities used to house or exhibit items from the Collection.

## **2.10 Accessioning**

- 2.10.1 All items acquired are accessioned into the Collection on receipt.
- 2.10.2 Once accessioned into the Collection items are generally retained permanently.

## **2.11 Arrangement and description**

- 2.11.1 Items and collections are arranged and described with respect to their provenance and original order.

## **2.12 De-accessioning and disposals**

- 2.12.1 Items may be de-accessioned for a variety of reasons, including
  - 2.12.2.1 items that have little or no significance as determined by the assessment process and applying significance criteria, including items that lack provenance
  - 2.12.2.2 lack of relevance to the Collection's themes and policy
  - 2.12.2.3 items that might be better transferred to another museum for reasons of care, access or context
  - 2.12.2.4 items that pose an unavoidable health and safety risk or unavoidable serious conservation risk to other items in the Collection

- 2.12.2.5 the repatriation of items and the removal of items that are in very poor physical condition or are infested, beyond economic conservation
- 2.12.2 Caution and transparency are exercised in de-accessioning items from the Collection.
- 2.12.3 De-accessioned items are offered in the first instance back to the donor, if known, where the items were acquired through donation.
- 2.12.4 De-accessioned items not wanted by the donor or acquired not through donation are offered to appropriate collecting organisations.
- 2.12.5 De-accessioned items not wanted by other collecting organisations are, as a last resort, offered for sale, recycled or disposed of in some other appropriate way.
- 2.12.6 The decision to de-accession and dispose of any items and/or collections from the Collection will be tabled for information with Council's Heritage Advisory Committee, the Friends of Liverpool Regional Museum and Collingwood House Inc and the Liverpool and District Historical Society.
- 2.12.7 Where there are reservations or disagreement about the significance of items to be deaccessioned, the Museum may hold some items for a period of up to 12 months before disposal. In these instances, items proposed for de-accessioning will be available for inspection by members of the community, together with a statement detailing the reasons for de-accessioning.
- 2.12.8 Any income received from selling de-accessioned items will be used solely to develop or conserve the Collection or improve the facilities used to house or exhibit items from the Collection.
- 2.12.9 For any items deaccessioned a short statement will be prepared indicating the reasons for de-accessioning and in the case of objects a photograph taken with a note about the method of disposal.

### **3. Care of Collections Policies**

#### **3.1 Purpose**

- 3.1.1 To ensure that the Collection is preserved and maintained for the use of researches and the enjoyment of the community now and into the future.
- 3.1.2 To promote and ensure safe use of the Collection, while minimising risks to the items in the Collection.
- 3.1.3 To document how items will be maintained and preserved consistent with their use and significance to the Collection. This may require the preservation of physical format, intellectual content, or both.

#### **3.2 Responsibility**

- 3.2.1 Council is committed to the preservation of the Collection.
- 3.2.2 The responsibility for the care of the Collection resides with the Heritage Collections Curator.

#### **3.3 Collection preservation**

- 3.3.1 The aim is to retain and preserve permanently all items within the Collection.

- 3.3.2 An assessment of the Collection has been conducted by an appropriately qualified consultant. This assessment has identified preservation priorities which will inform Council's preservation program.
- 3.3.3 Preservation priorities are determined in the light of the needs of the Collection as a whole, the significance of collections and items within the Collection and what can and should be preserved within the available resources.
- 3.3.4 Collections and items needing preservation treatments may be withdrawn from active use until the preservation treatment is completed, if by using them, they are put at further risk of deterioration.
- 3.3.5 Collections and items needing preservation treatments are stored in such a way that risk of further deterioration is minimised until preservation work can be done on the items.
- 3.3.6 Items requiring special preservation treatments will be made a high priority for digitisation, if digitisation can be performed with minimal impact on the items.
- 3.3.7 Preservation activities include conserving and repairing the collections, creating preservation surrogates, controlling the environment, monitoring the condition of the Collection and establishing conditions of use.
- 3.3.8 Council is committed to preventive conservation by creating and maintaining a protective environment for the Collection, whether in storage, on display or in transit.
- 3.3.9 The Council will follow preservation, conservation and restoration guidelines as outlined by the Museums Australia, the Museums and Galleries Foundation of NSW, the National Library of Australia and the State Library of NSW.
- 3.3.10 Advice will be sought from authoritative institutions and/or organisations in regard to the preservation needs of the Collection.

### **3.4 Storage**

- 3.4.1 The Council is committed to ensuring that the Collection is housed in appropriate storage facilities.
- 3.4.2 Control of the environment of the storage areas is recognised as vital to the preservation of the Collection. The environment, including lighting, temperature and humidity, of storage areas is monitored, as an aid to achieving the conditions that promote the conservation of collections.
- 3.4.3 The Council will ensure that storage areas have regular housekeeping to ensure that they remain clean and free of pests.

### **3.5 Access to the Collection**

- 3.5.1 Intellectual access to the Collection is provided through the catalogue.
- 3.5.2 The catalogue provides customers with the ability to locate the items that they need for their research purposes.

- 3.5.3 Digital copies of some items from the Collection, such as images, are made available through the catalogue.
- 3.5.4 In the interests of preservation, access will only be provided to copies of original items if copies exist.
- 3.5.5 Access to original items, if copies exist, will only be provided to researchers with legitimate reasons to view the original items.
- 3.5.6 Access to some items will be restricted if it is determined by the Heritage Collections Curator that providing access will put the item at risk prior to preservation work. Such items are made a high priority for preservation work and copying.
- 3.5.7 Some items may have restricted access for a period of time due to the requirements of relevant legislation or due to donor imposed restriction.

### **3.6 Use of the Collection**

- 3.6.1 Notwithstanding that the Collection is a 'Not for Loan' collection, the Council is committed to facilitating use of the Collection for independent research and study.
- 3.6.2 Items from the Collection are available for use only within the Liverpool Regional Museum and the Liverpool Heritage Library.
- 3.6.3 Original items from the Collection are only available for use with supervised access by staff from Heritage Services.
- 3.6.4 Where a copy exists, access to the original will only be provided when the researcher has a legitimate need to view the original and only after approval of the Heritage Collections Curator.

### **3.7 Copying**

- 3.7.1 Photocopying restrictions may apply to some items identified by Heritage Collections Curator as being at risk. For example, photocopying has the potential to damage paper-based items.
- 3.7.2 Items from the Collection may be copied by customers if the preservation needs of the items are not put at risk.
- 3.7.3 Copies made by customers must be made in adherence to the Copyright Act.
- 3.7.4 Under no circumstances are original items loaned to customers for copying. Any copying done, including photographic copies, must be arranged to be done onsite.
- 3.7.5 Subject to the Copyright Act, the Council creates copies for preservation purposes using microforms, photocopies, photographs, transcripts, digital formats and other copying or duplication technologies.
- 3.7.6 Decisions to create digital surrogates of physical collections by the process of digitisation are made in accordance with the policies for preservation and development of the Collections.

### **3.8 Exhibitions and displays**

- 3.8.1 The Council will seek to resource, develop and promote knowledge of the collection via publications, exhibitions, education programs and public programs.

- 3.8.2 The Council will take into consideration preservation requirements when selecting items for exhibitions. This will include physical condition and duration of exhibition.
- 3.8.3 The Heritage Collections Curator will contribute to the selection of items for new exhibitions and displays by assessing the condition of items to be exhibited or displayed and advising of any special preservation requirements.

### **3.9 Loans for exhibitions**

- 3.9.1 Items from the Collection may be loaned to other organisations for the purposes of displays, exhibitions or events. Approval from the Heritage Collections Curator is required in all circumstances.
- 3.9.2 Borrowing institutions need to ensure that they can meet the conservation requirements before agreeing to borrow items.
- 3.9.3 A risk assessment and a condition report will be prepared before Council agrees to lend any items. The condition report documents a written and visual description of an item's appearance, state of preservation and any defects.
- 3.9.4 All objects will be photographed before dispatching for loan.
- 3.9.5 Items borrowed and loaned will be condition checked on arrival and departure.
- 3.9.6 Borrowing institutions are required to comply with Council's guidelines for exhibitions by signing a condition of loan agreement detailing the condition of the item(s) and a fixed time period for the loan.
- 3.9.7 Insurance cover will be required before any items are lent.

### **3.10 Risk Management**

- 3.9.8 Council is committed to reducing the likelihood of damage or loss of to the Collection by eliminating or as far as possible minimising all potential hazards.
- 3.9.9 Council will develop and maintain an up-to-date disaster plan to ensure that risks to the Collection are minimised and in the event of a disaster Council is able to respond to ensure that the Collection is protected.

## **AUTHORISED BY**

Council

## **EFFECTIVE FROM**

29 August 2011

## **DEPARTMENT RESPONSIBLE**

Liverpool City Library

## **REVIEW DATE**

This policy will be monitored and reviewed by the Heritage Services staff on a regular basis to ensure it continues to address the needs of the Collection.

## **THIS POLICY HAS BEEN DEVELOPED AFTER CONSULTATION WITH**

Liverpool Council's Heritage Advisory Committee, including representatives from the Liverpool and District Historical Society and the Friends of Collingwood and Liverpool Regional Museum

The Friends of Collingwood and Liverpool Regional Museum

Karen Coote, Managing Director of Antiquities Conservation Pty Ltd

Liverpool's community

Library and Museum staff

The Manager Library and Museum Services

Heritage Services Coordinator

Heritage Collections Curator

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