



Collection Policy Moruya Museum

2017 - 2022

The Moruya and District Historical Society Inc. collection policy is a public document that guides the management and development of the collection. It outlines why, what, where, how and when the museum collects, and how and why items may be de-accessioned and disposed.

85 Campbell St
Moruya NSW

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COLLECTION POLICY

Introduction and Mission

The Collection Policy guides the decision-making process for shaping the collections of Moruya Museum ('the museum').

The Collection Policy is a set of principles that guides collecting, loans and de-accessions.

The Collection Policy is a reference document that should be used in conjunction with appropriate available professional expertise and resources.

The Collection Policy shall be reviewed every five years for its relevance and accuracy in relation to the International Council of Museums Code of Ethics for Museums¹ and within the framework of the NSW Heritage Office Movable Heritage Principles², and to ensure strategic collecting priorities reflect the changing nature of Moruya and the surrounding district.

The purpose of the Collection is to create a set of physical and electronic resources that can be used to:

- enrich knowledge, understanding and experience of the history of the Tweed Region

¹ *Code of Ethics for Museums*, International Council of Museums, 2002

² *Movable Heritage Principles*, New South Wales Heritage Office & NSW Ministry for the Arts, 2000

- contribute to and foster critical historical and cultural debate
- create a sense of place
- interpret thematically the history and development of the district
- conserve heritage for the benefit of the community and future generations
- contribute to the development of an outstanding museum for the Moruya district
- provide an educational and research facility for the community

History of the Museum

The Society began in 1970 with a meeting in the Zanadvoroff home in Broulee to hear a noted ornithologist and historian Alec Chisholm lecture on local birdlife. It was he who suggested that a place so steeped in colonial history should have an Historical Society.

Harry Louttit and Frank Finlayson (Frank was the editor of the *Moruya Examiner*) took up his idea. A public meeting in the CWA hall was sufficiently enthusiastic for Harry to have a leaflet printed:

Dear Fellow Australian, I have been invited to convene a meeting at some central point for the purpose of considering the formation of an Historical Society for the region and I have found our High School most co-operative. In consequence, the meeting will take place at the High School in Albert Street on Sun day night - midway through the long weekend, a date likely, it is thought, to lead to a representative gathering. Time 7.30pm. As much depends on the quality and extent of such representation I am directing this letter to you personally believing that any development from the meeting should properly reflect your thoughts on the matter.

Only sixteen people attended the inaugural meeting on 14 June 1970. Harry declined the Presidency because of poor health leaving Jim Berriman to be elected, with Jim Rogers as his Secretary. Mesdames May Koellner, Maree Mylott and Joan Le Marchand made up the Committee.

Membership fees were \$2.00 for ordinary members and 50 cents for children and pensioners. It was intended that the Society be called the Eurobodalla Shire Historical Society. Over the first year of its life, the Society conducted two Exhibitions. It ran a street stall and sought sponsorship for an entry of a "Queen of the Mardi Gras" in Moruya's annual parade.

In late 1971 the Society secured a lease on two front rooms in the house of


the late Ilma Walters in Queen Street at a rent of \$5.00 a week. The Moruya Museum opened in January 1972, admission by a 20c donation, 5c for a child.^[iSEP] The first mention in the minutes of 85 Campbell Street is in May 1973, when it is described as a "Brick Maisonette" land 66 x 132, 7 rooms. The property was rented for \$10.00 a week with the option to purchase for \$12,000. Messrs Louttit, Turnbull and Wheeler acted as trustees in the purchase of the property. In August 1973 the meeting was held in the new premises.

Prior to the purchase of the building Council had plans to demolish the terraces as part of the development of the new Council Chambers. Council offered to exchange the property for the old Council Chambers. The membership was split on the issue but Gordon Warren in the other terrace refused to vacate his home of 50 years.

With the aid of loans from members the Emmott House was purchased on 17 April 1976.

^[iSEP] *Source : MDHS Journal June & September 2000, p. 10 by Hilda Zanadvoroff*

NATURE OF THE COLLECTION:

The collection of the Moruya and District Historical Society preserves artefacts, memorabilia, photographs and publications relating to the history and settlement of Moruya and surrounding areas. It is a representation of the way of life of the pioneer families and is displayed in a house built in 1875.  The collection also contains records, photographs and artefacts from the granite quarries of Moruya, where stone was quarried for the pylons of the Sydney Harbour Bridge, the Cenotaph and the Sydney GPO.

The collection has been created over many decades, and has the potential to be an outstanding cultural resource about the people, places and history of the area. This includes significant object and photograph collections as well as archives, research files and oral histories.

OBJECTIVES

By adhering to the principles and procedures set out in this policy members will be able to:

- Collect and conserve important objects associated with the history of the district
- Build an historical resource for the community
- Develop the collection as an educational resource
- Interpret the history and development of the district

- Ensure that the museum is a sustainable organisation
- Protect the museum' s collection through appropriate museum practice

1. POLICY

1.1 General Principles

All collecting activity and collection management processes will be conducted in accordance with the ICOM Code of Ethics for Museums³, and within the framework of the NSW Heritage Office Movable Heritage Principles⁴.

The Museum will undertake targeted and coordinated collecting in order to enhance the depth and value of its collection as a reflection of the history of Moruya and the surrounding district.

The Collection will reflect traditional, recent and evolving areas of the history of the Moruya district and its cultural diversity and personal histories.

It is recognised that Moruya Museum is not solely a collecting institution so this policy must be applied in the context of the broader mission of the Museum as an educational and research facility and a community space.

The Collection Policy is to be applied in the context of the collections of other museums, galleries, libraries, keeping places, archives and heritage organisations in the district and in New South Wales.

The Museum recognises that there are alternatives to collecting which will be considered in cases where collection is not appropriate.

The Museum will actively pursue non-collecting initiatives, such as assisting the community to document and care for heritage collections in their

³ op. cit.

⁴ op. cit

original context, and by collecting electronic and/or duplicated copies of materials held in other institutions or in private collections.

No objects shall be acquired from significant heritage sites and buildings where acquisition and removal would diminish the significance of the place, except in circumstances where the object is at risk.

Acquisitions, loans and de-accessions will be considered in the context of the digital age and contemporary technology utilised where appropriate.

Materials will only be acquired when the Museum can provide appropriate resources and storage to ensure their safety.

Materials may be acquired as donations, bequests, purchases, or transfers.

No materials should be acquired with conditions or restrictions on the way they might be used or displayed in the future.

The Museum does not accept conditional donations. In some cases the proposed donation may be eligible for tax deductions under the Cultural Gifts Program. The Cultural Gifts Program encourages gifts of significant cultural items to public art galleries, museums and libraries by offering donors a tax deduction for the market value of their gifts, under Subdivision 30-A of the Income Tax Assessment Act 1997.

2. ACQUISITION

2.1 Acquisition Principles

Objects are considered for acquisition where they fall into the following categories; three dimensional objects, documents and printed material, original artworks, original maps, original photographs, engravings, film footage, born digital materials and images that depict or are associated with people, places and events significant or unique to the history of Moruya and the surrounding district (hereafter referred to as 'Objects').

The Museum collects Objects that are relevant to the Moruya and district, with an emphasis on items provenanced to the the local district and related to people closely associated with the area at key periods in history.

The Museum also collects in areas of its curatorial expertise, such as maritime history, granite mining and the development of dairying.

The Museum will only acquire Aboriginal cultural Objects of significance to the region in circumstances where the object is provenanced and in consultation with the Aboriginal Community.

To be considered for acquisition by purchase or donation, an Object must be of a quality and condition that is relevant to this Acquisition Policy.

Acquisition is dependent on the availability of support documentation or other evidence of the provenance of the Object.

In some exceptional cases, Objects may be acquired without provenance to a Moruya and district place, person, institution or firm if the Object was typically used in the Moruya district or the Object elucidates taste or style associated with or unique to Moruya and its surrounding district.

Objects without provenance in rare circumstances will only be accepted where they assist in the interpretation of the district' s history, via one of the identified criteria and/or have an educational role.

2.2 Acquisition Criteria

Objects will be considered if they fall in to the following criteria:

2.3 Criteria 1 – Historic

Being an Object provenanced to Moruya and the surrounding district during one of the six major chronological phases of the history of the Region:

- natural History
- pre-European contact, mapping and colonisation to 1851* – including the Limits of Settlement, squatting
- the arrival of the timber getters, selection and the development of primary industry, mining (silver, gold and granite) and the growth of towns and villages in the colonial period 1852 -1900
- Federation to the end of the Wars 1901 – 1945; Federation, local government, Sydney Harbour Bridge granite, the depression and wars
- Post War transformation of Moruya and district 1946 – 1980; including light industry, migration, beach culture and the alternative movement
- the migration to the coast, 1981 onwards. Including the development of coastal communities, retirees and Sea Change

*The town of Moruya was gazetted in 1851 by Surveyor Parkinson

**Land sales commenced in 1852

2.4 Criteria 2 - Thematic

Within the historical scope, the Museum has an interest in particular themes, against which Objects may be considered for collection including:

- natural environment: geology, geography, climate, topography
- industry: agriculture, pastoralism, forestry, mining, tourism, light industry
- people, events, leisure, hobbies, sport, religion and culture of the district
- Aboriginal history
- the built environment, towns and villages
- land development and environmental change
- maritime and river history
- communications
- children' s and women' s history
- government
- health and services
- law and order
- Moruya & district and the wars
- locally invented, made and improvised objects

The Heritage Collections Council significance assessment method and criteria will be used as a general framework for assessment against criteria of proposed acquisitions.⁵

The primary assessment criteria are:

⁵ Russell & Winkworth, *Significance*, Heritage Collections Council and Department of Communications, Information Technology and the Arts, 2001

- historic significance
- aesthetic significance
- scientific or research significance
- social or spiritual significance

The comparative criteria are:

- provenance
- representation
- rarity
- condition, intactness, integrity
- interpretive potential

2.5 Acquisition Procedure

- The first point of contact is the Museum Curator.
- The potential Donor will be required to record the history, associations, context and significance of the object by completing a Proposal for Donation Form.
- An interim Object Receipt will be issued if an Object is agreed by the Curator to be received for appraisal and consideration.
- The Curator will appraise the Object against the Acquisition Criteria for its suitability to the collection. The Curator may also seek consultation with members of Moruya Shire Heritage Advisory Committee, members of the Historical Society, and/or with appropriate experts and colleagues.
- The Collection Management Committee will accept or decline the Proposal for Donation based on the recommendation of the Curator.
- On approval of the proposed donation by the Collection Management Committee, the donor is required to sign a Gift Acknowledgement Form that assigns legal ownership for the Object to the Museum.
- Upon handover of the Objects to the Museum, the items are subject to a Condition Report and assessed for conservation.
- A Letter of Thanks is issued to the donor by the society's Secretary.

- The Object is recorded in the Collection Management System (eHive) and allocated an accession number.
- The Object will be numbered, photographed and catalogued and contextual information collated and added to the Collection Management System (eHive).

3. DE-ACCESSIONING

3.1 De-accession Principles

De-accessioning is the process of de-registering an Object from the collection for clearly stated reasons, and disposing of it in accordance with approved policies.

Caution and transparency are essential in the de-accessioning process.

To consolidate the Collection, Moruya Museum will undertake an active program of de-accessioning to ensure that materials held are only those relevant, and appropriate to the future directions of the Museum.

In the longer term, de-accessions will be minimised through careful, strategic collection.

3.2 De-accession Criteria

The assessment criteria for de-accessioning are:

- little or no relevance to the Collection Policy and Acquisition Criteria
- little or no significance
- poor condition and lack of provenance or documentation
- duplication in the Museum Collection or other relevant collection
- inability to safely store and manage the Object
- acquisition of a like Object of greater significance rendering earlier acquisition redundant

In exceptional circumstances, Objects may be de-accessioned where the Object is of particular indigenous cultural significance and its return to the community will support the maintenance and renewal of cultural traditions.

3.3 De-accession Procedure

An accessioned Object must meet one or more of the De-accession Criteria stated in 1.5 to be selected for de-accessioning.

A report outlining the reasons for de-accessioning will be prepared by the Curator and presented to the Museum Collection Committee.

The Museum Collection Committee will formally endorse/not endorse de-accessioning, on the recommendation of the Curator.

There will be a 'cooling off period' of 90 days before disposal.

If de-accessioned Objects are sold, the proceeds go into acquisition funds.

The accession number of de-accessioned Objects will not be reused.

The following methods of disposal are in order of desirability:

1. Return to the donor or donor's closest family.
2. Transfer to another museum or appropriate institution.
3. Change of status to Education Resource (E) or Outreach Resource (O).
4. Sell/Auction.
5. Destroy or recycle.

No staff, committee members or volunteers may benefit or in any way acquire Objects that have been de-accessioned unless these persons are the original donor or donor's family (as referred to in part 1 above).

4. LOANS

4.1 Loans Principles

Loans may only be made or accepted for fixed periods and for specific purposes.

No Objects will be accepted on indefinite or long term loan.

Loans will be accepted/permitted for a period of up to twelve months for the purposes of exhibition or research to /from appropriate institutions, or as determined by the Curator.

Loans will be accepted or made on a case-by-case basis, ensuring all loans are returned by the date indicated on the loan documentation.

With the agreement of both parties, loans can be re-negotiated prior to the return date.

The Museum reserves the right to request an Object' s return if the need arises.

4.2 Inward Loans Procedure

- All inward loans will have the appropriate documentation completed.
- The Inward Loan Agreement will be completed in duplicate, one copy being held by the lender, and the other by Moruya Museum.
- The Inward Loan Agreement will indicate the agreed value and condition of the material for replacement or repair in the event of loss or damage.

- A photograph of the material will accompany the Inward Loan Agreement, and a copy of the Condition Report - Loans will be completed for each object.

4.3 Outward Loans Procedure

- All outward loans will have the appropriate documentation completed.
- The Outward Loan Agreement will be completed in duplicate, one copy being held by the borrower, and the other by the Museum.
- The Outward Loan Agreement will indicate the agreed value and condition of the material for replacement or repair in the event of loss or damage.
- A photograph of the material will accompany the Outward Loan Agreement and a copy of the Condition Report - Loans will be completed for each object.

5. RESEARCH COLLECTION STRATEGY

Over the years, the historical society has amassed and filed a large collection of ephemera, secondary sources, copied items and oral histories that is an irreplaceable and valuable research resource.

While the physical nature of many of these files does not warrant accessioning in to the Collection proper, the materials as a whole warrant the status of a Research Collection Library, and access, and future inclusions will be managed to maintain the accessibility of the collection for research and ensure its appropriate use.

The purpose of the Research Collection Library is to accept and store ephemera, books, photographs, images, serials and manuscripts relating to the history of Moruya and the surrounding district and to provide access to this collection as an information resource and service.

Items accepted into the Research Collection may be originals or copies of originals.

Material may be included in the Research Collection without provenance to a Moruya District family, place, person, institution or firm if the material contains information associated with or unique to the Moruya District.

Though items accepted into this collection are not accessioned into the Museum Collection, they are assessed against the Collection Policy Acquisition Criteria as a guide.

Areas of research interest include people, companies, institutions, public agencies and families that elucidate or exemplify some aspect of Moruya

District' s history whether typical or exceptional and records relating to births, deaths, marriages, cemeteries, shipping lists, council documents, postal directories, maps, oral histories, family histories and other similar items that would not be acquired in the Collection proper.

Original documents and images may in some cases be accepted into the collection, where their condition is sound and significance is dependent on their being part of a body of associated research material

5.1 Research Collection Procedure

Additions to this collection are made only where the donor agrees the material can be placed on general access and permission for all forms of use and reproduction of this material for research, publication or exhibition is granted upon donation via completing the Research Collection Receipt and/or an *Oral History Release Form*.

6. EDUCATION RESOURCES STRATEGY

An item not considered appropriate for formal acquisition to the Collection or Research Collection may be accepted as an Education Resource. These resources may be used in the museum or for outreach purposes.

This includes items that:

- have not been acquired by the Museum
- do not meet the Collection Policy selection criteria for acquisition
- may be used as a 'hands on' or 'extra' in an exhibition or public program
- will not be stored with acquired Objects
- can be disposed of at any time without following the guidelines set out in the De-accession and Disposal Policy.

6.1 Education Resources Procedure

- Education Resources will be numbered and recorded in the Education Resources Register.
- Each Education Resource will be physically numbered in the same manner as objects.
- The Education Resource numbers will be identified by the prefix 'E' appearing before the number.

- If Education Resources are disposed of, this information should be recorded in the Education Resources Register .

7. REFERENCES

Historic Houses Trust of New South Wales, Acquisitions and Donations Policy, website, 2006

ICOMOS Australia, The Australia ICOMOS Charter for Places of Cultural Significance (Burra Charter), Canberra, 1999

ICOMOS International Tourism Committee, International Cultural Tourism Charter, 2002

International Council of Museums, Code of Ethics for Museums, 2002

NSW Heritage Office and NSW Ministry for the Arts, Movable Heritage Principles, 2000

Museums and Galleries NSW, MGNSW Collection Policy Template, 2005

Newcastle Regional Museum, Collection Policy, website, 2006

NSW Heritage Office, Local Government Heritage Guidelines, 2002

Russell R & Winkworth K, Significance, a guide to assessing the significance of cultural heritage objects and collections, Heritage Collections Council and Department of Communications, Information Technology and the Arts, 2001

Schultz, R, Collections Policy, St George Regional Museum, Hurstville City Council, 2002

Tweed Regional Museum, Collection Policy, website, 2014

Winkworth, K & Rennie SJ, Rethinking the Collection – MGNSW Collection

Policy Explanatory Notes, Museums and Galleries NSW, 2005

Related Legislation

Code of Ethics for Museums, International Council of Museums, 2002
Moveable Heritage Principles, New South Wales Heritage Office & NSW
Ministry for the Arts, 2002

Compliance

Not applicable

Forms

To be attached

Review Period

The Collection Policy – Moruya Museum shall be reviewed every five years for its relevance and accuracy in relation to the International Council Of Museum Code of Ethics for Museums and within the framework of the NSW Heritage Office Movable Heritage Principles, and to ensure strategic collecting priorities reflect the changing nature of Moruya and the surrounding district.

Useful Links

[eHive](#) - Moruya Museum' s Collection Management System

[MDHS blog](#) – Museum Gallery section of the blog

[Museums&GalleriesNSW](#) – Online resources

VERSION CONTROL

Version History		
Version #	Summary of Changes made	Date of changes
1.1	New policy adopted	/08/2017