

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	13/12/2022	22/333	13/01/2023

2 Policy Objective

This policy relates only to the acquisition and accession of objects into the Griffith Pioneer Park Museum (the Museum) Collection. The Museum may acquire objects for the Museum Collection according to the criteria and priorities in this policy, as approved by the Griffith Pioneer Park Museum Committee from time to time.

3 Policy Statement

Griffith Pioneer Park Museum (the Museum) will ensure that all acquisitions are negotiated and managed on terms that are ethical, responsible and visible to public scrutiny and will maintain the Museum's standing and reputation for collecting excellence in the public and the museum community, both nationally and internationally. In developing its collection, the Museum will seek to ensure that it acquires objects with valid title, established provenance and authenticity and that have not been identified as having been looted or illegally obtained or exported.

Objects acquired by the Museum must fall within one of focus categories of the Museum's collections.

3.1 Acquisition focus

Foci of the Museum Collection may include (but are not limited to) the histories, cultures, and outcomes of:

- The establishment of the Murrumbidgee Irrigation Area (M.I.A)
- Immigration to Griffith and surrounding areas
- Wiradjuri and local First Nations' history and culture
- History and culture of Italian and other immigrant communities in the region
- Significant events and personalities of Griffith and surrounds
- Agriculture and horticulture in the M.I.A
- Traditional skills and crafts
- Schools, businesses, clubs and institutions of Griffith and surrounds
- Other themes or focus that Museum Curator and Management may adopt from time to time
- Acquisitions may include items and/or narratives from regions outside of Griffith and

the MIA where these have a clear link to our region and are considered relevant to the Museum's provenance.

Objects for the Museum to acquire may include but are not limited to:

- Household and domestic items
- Technology
- Farming equipment, vehicles and machinery
- Books, articles and Documents both printed and electronic
- Written and oral histories
- Artworks and crafts
- Textiles and clothing
- Jewellery, accessories and personal items
- Photographs
- Trophies and collectables
- Objects associated with local identities, events, clubs, schools, institutions, businesses,
- Other objects that may be determined by Curator and Management from time to time
- Historic buildings

3.2 Conditions which new acquisitions should meet

3.2.1 The Curator may approve objects for acquisition, subject to the following conditions:

The object:

- Must fit one or more of the focuses of the Museum Collection
- Must have clearly established provenance and local or regional significance for which the Curator anticipates foreseeable use for exhibition and research,
- Is in a condition suitable for display or storage, or to repair within the Museum's capacity
- Can be adequately and appropriately conserved, catalogued and stored
- Vendor/donor has legal title to the object and is authorised to transfer title
- Vendor/donor has come into possession of the object legally and ethically
- Is supplied free of encumbrances
- Does not unnecessarily duplicate objects already in the Museum Collection
- May be acquired in accordance with the Acquisition Procedure (below)
- May become the property of the Museum and be dealt with as the Museum sees fit
- Can be used for educational or information purposes or to preserve vanishing skills or trades
- Is not hazardous to staff, visitors, or to other objects in the Museum Collection

- Does not require maintenance, storage or conservation activities beyond the Museum's normal operating capacity.

3.2.2 Acquiring an object includes any process of bringing the object into the possession or ownership of the Museum, including (but is not limited to):

- Purchasing
- Gifting
- Donating
- Bequeathing
 - Acceptance of bequests is at the discretion of the Curator in consultation with Pioneer Park Museum Committee delegates. Bequests can be denied by the Curator and management if they do not meet the conditions of the Acquisition Policy.

3.2.3 Under certain circumstances it is considered acceptable to place:

- Restrictions on access to the object for a specified period
- Restrictions on access to the object except to specified persons or groups
- Retention of ownership of copyright in the object by the vendor/donor

3.2.4 Conditional donations or bequests encumbered by conditions or restrictions will be discouraged. Donors must relinquish all rights, excepting copyright, to the objects they donate, except in exceptional circumstances in which an exemption is granted at the sole discretion of the Curator

3.2.5 Where an acquisition is conditional, the Curator in consultation with Pioneer Park Museum Committee delegates will take into account the significance of the object and the reasonableness of the conditions requested.

3.3 Acquisition Procedure

3.3.1 Acquisition application process

- Objects will only be accepted for acquisition in accordance with the acquisition application process.
- An acquisition application form must be completed by the donor for the object, and submitted for consideration by the Curator.
- Applications for acquisition will only be accepted if the Curator determines that the proposed object satisfies the conditions in 3.2.1 of this Policy.
- Approval of applications is at the sole discretion of the Curator in consultation with Pioneer Park Museum Committee delegates and decisions by the Curator are final.

- If the Curator considers it necessary or appropriate, the Curator may seek an expert assessment of the object prior to making a decision whether or not to acquire an object.

3.3.2 Donor acceptance of conditions

- The donor/vendor is to read and understand the conditions of donating their object to the Museum:
- The donor/vendor:
 - o Warrants that they are the sole unencumbered owner of the goods and property in the schedule, free from all claims.
 - o Hereby give, dispose and deliver unto the Museum all their rights, title and interest in the goods and property in the schedule hereto including rights of copyright, if applicable, to the Museum absolutely.
 - o Declare that this gift shall not be determined upon their death and shall bind their legal personal representatives.
 - o Declare that this donation is for the benefit of the Museum, its successors and transferees in perpetuity.
- Donor is to sign title of the object over to the Museum, by means of the Acquisition Form.

3.3.3 The following procedure shall be used in the purchase of objects for the Museum:

3.3.3.1 Where the Object is within the expenditure delegation of the Manager, the proposed acquisitions shall first be referred to the Manager and the proposed purpose of the acquisition noted.

- The Manager shall only have the acquisition appraised if s/he is satisfied that all above conditions have been met and it fits within the focuses of the Griffith Pioneer Park Museum Collection, an appraisal can be undertaken.
- The appraisal shall be the qualified opinion of recognised industry professional/s and should include a determination of market value, potential appreciation, historical significance, relevance to Griffith and Griffith Pioneer Park Museum, costs associated with acquiring and resources required for conserving, preserving, and/or managing to ensure the purpose of the acquisition is met.
- Results of the appraisal shall then inform the decision to acquire. The Manager shall then be authorised to make the acquisition subject to availability of approved funds.

3.3.3.2 Where the Object exceeds the expenditure delegation of the Manager:

- The proposed acquisitions shall first be referred to the Manager (or delegate) and the proposed purpose of the acquisition noted.
- The Manager shall only recommend the acquisition to the Pioneer Park Museum Committee once s/he is satisfied that all above conditions have been met and appraisal can be performed.
- If approved by the Griffith Pioneer Park Museum Committee, an appraisal shall be sought. The appraisal shall be the qualified opinion of recognised industry professional/s and should include a determination of market value, potential appreciation, historical significance, relevance to Griffith and the Museum, costs associated with acquiring and resources required for conserving, preserving, and/or managing to ensure the purpose of the acquisition is met.
- Results of the appraisal shall then be communicated to the Griffith Pioneer Park Museum Committee. The Committee shall then recommend whether to acquire subject to availability of approved funds.

3.3.3.3 Should an object not meet requirements specified in Conditions of Acquisition, offer is to be declined.

3.4 Deaccessioning/disposal

The process of removing material from the care and custody of Griffith Pioneer Park Museum. De-accessioning is a serious matter, which requires careful consideration and documentation.

3.4.1 Deaccessioning will take place on the advice of the Curator in consultation with Pioneer Park Museum Committee delegates and with the approval of Management for one or the following reasons:

- Conclusion of an agree period of ownership
- Lack of historical relevance and significance
- Lack of relevance to the long-term strategic plan
- Absence of clear legal title
- Theft or loss
- Damage or serious deterioration in condition
- New information regarding the object that leads to a reappraisal of its relevance
- Hazardous material
- Storage requirements cannot be met
- Conservation requirements cannot be met
- Historical significance of object is better suited to another Collection or Institution, which includes the repatriation of Indigenous artefacts to Traditional Owners

- 3.4.2 Disposal options for de-accessioned material will first be guided by any extant written agreement, otherwise may include offering the object to another collection or museum, the commercial sale of the object or the destruction of the object. The use of any proceeds from sale of such shall be set aside and utilised only for the purchase of items for Griffith Pioneer Park Museum.
- 3.4.3 Where an Object is scheduled for disposal (and there being no contractual obligations relating to disposal), then
- Reasonable attempts shall first be made to offer the object back to the vendor/donor
 - Reasonable attempts shall next be made to offer the object to any relevant party, family or estate associated with the object.
 - Prior to disposal, the object is to be photographed or copied in an archival quality manner, and that copy is to be kept in the Griffith Pioneer Park Museum records together with all relevant details of its acquisition and deaccessioning/disposal for a period of no less than ten (10) years
- 3.4.4 When an object is left at the Museum without a contact or history of object, it is to be disposed of after failed reasonable attempts to find donor (via Facebook or other public forum).

3.5 Loan

- 3.5.1 Any loan of an object to Griffith Pioneer Park Museum must be in accord with the acquisition process. The term of the loan should be reviewed on an annual basis by the Curator in consultation with Pioneer Park Museum Committee delegates and if not considered conforming to the curation policies, then a decision should be made to have the loan item(s) returned to the lender or their representative where possible.
- 3.5.2 Griffith Pioneer Park Museum should carefully consider accepting loan items offered due to the risks associated with the items becoming “orphaned” due to a variety of circumstances that can occur with the lender ie death or incapacity. In the first instance, gifting or donation should be explored.
- 3.5.3 Where a loan is undertaken, the loan must be fully documented, with a loan agreement incorporating rights and responsibilities of all parties, condition of the object at date of Loan, and a review and a clear obligation for the lender to notify Griffith Pioneer Park Museum of change of address or contact details.
- 3.5.4 Deaccession of “Orphan” Loans
In the case that Griffith Pioneer Park Museum has been in possession of an inward Loan for no less than ten (10) years, and reasonable attempts have been made and failed to contact Lender or extended parties associated with

Lender or object, Griffith Pioneer Park Museum assumes the right to take sole ownership of the object, and therefore may deaccession as Curator and Management sees fit.

3.6 Accession Record

- 3.6.1 The vendor/donor of an Object shall be recorded on the Accession Record. Vendor/donor contact details to be listed on the Object's record, together with all relevant historical, anecdotal or familial information regarding the Object purchased/donated.
- 3.6.2 Any deaccessioning conditions specified by donor/vendor at time of acquisition must be documented in the Object's record.

3.7 Records

- 3.7.1 The Griffith Pioneer Park Museum Curator will be responsible for managing records pertaining to the Objects in the Collection.
- 3.7.2 Records will include information on approval processes, key decisions, consultations, transactions, negotiations, Provenance, Due Diligence undertaken including copies of all research and documentation compiled, and signed Acquisition Form, Purchase Agreements and any other agreements in relation to the relevant acquisition. All records will be kept securely and permanently by Griffith Pioneer Park Museum.

3.8 Contact for information regarding potential acquisitions

For initial information regarding potential acquisitions for Griffith Pioneer Park Museum, the contact will be the Curator.

4 Definitions

None

5 Exceptions

None

6 Legislation

None

7 Related Documents

None

8 Directorate

Business, Cultural and Financial Services