

BROOME HISTORICAL SOCIETY MUSEUM

COLLECTIONS POLICY

Mission Statement

We aim to collect, preserve and provide a place for objects relating to Broome and foster research into the various aspects of Broome's history.

Acquisition Policy

Collection Criteria

Each of the following criteria should be met before an item is acquired as part of the collection.

1. It must have a distinctive and verifiable connection with the Shire of Broome area.

This may include the following:

- Manufactured locally
 - Designed locally
 - Commonly used locally
 - Valued by significant individuals or sections of the Broome community for social, economic, cultural, spiritual or religious reasons associated with important themes in Broome's history
2. The condition of the item must be reasonable
 3. It can be readily stored or cared for by the Museum
 4. It is an unconditional donation or purchase and the person donating the item has valid and/or legal title to it.
 5. Duplicates will only be acquired in the case of light sensitive materials that require changeovers during display and where duplicates assist in the interpretation of the items.
 6. In the case of photographs, if the donor is copyright owner, permission should be sought for the transfer of copyright ownership to the museum.

Loans

1. Short-term loans will apply in order to further the intent of the mission statement.
 2. Inward and outward loan forms are held in files
 3. Time limits are to be monitored
- Inward Loans
 - 1) Short term inward loans will be accepted for temporary display only
 - 2) Completed loan forms will be kept under the file of the temporary display
 - 3) Both the Broome Historical Society and the owner agree upon time limits.
 - 4) Particular care will be taken with items not owned by the Broome Historical Society
 - Outward loans
 - 1) Each request for an outward loan will be considered by at least two Historical Society Office Bearers.
 - 2) Time limits will be agreed upon by both the museum and the borrower
 - 3) Conditions of display and transport will be monitored
 - 4) The borrower will not modify nor adapt any item loaned
 - 5) The borrower will not repair any item without the consent of the Broome Historical Society.

Deaccessioning

Deaccessioning may occur when:

The object is clearly owned by the Society and:

1. the object is of no further relevance or use to the purposes of the collection
2. the object is damaged beyond repair
3. the object has been stolen with no hope of return
4. the museum has identical objects with identical provenance (significance)
5. the object in question has no provenance nor known local connection
6. the object is not within policy
7. there is a reasonable request from the donor or family.

Disposal may be by:

1. return to donor
2. exchange, gift or sale to another museum or institution
3. use for hands-on in the Museum or Historical Society activities in the community
4. public tender or sale
5. destruction or recycling

Procedure Policy for Acquisitions

The following process will be followed when acquiring a donated item into the collection.

1. A donor form will be completed for each object as appropriate
2. Each item will be considered by the committee before being accepted
3. On acceptance the signed donor form copy with letter of acknowledgment will be sent to the donor.
4. If not accepted, the item is returned to the donor, personally if possible, with written explanation and thanks.

The following process will be followed when acquiring an item that has been purchased with the funds of the Broome Historical Society.

1. If the Broome Historical Society is approached or becomes aware of an item that would add value to the collection but needs to be purchased, the matter needs to be put before the Acquisitions Committee.
2. This Committee will assess the significance of the item and its relationship to the collection. The recommendation will be put before the Broome Historical Society for discussion and ratification.
3. Once the item has been acquired a donor/acquisition form will be completed for the object with the appropriate details including price, details of previous owner.

Documentation – Acquisitions

1. Complete a 'Receipt – Donor Form and give a copy to the donor (stamped COPY) As part of the Receipt the donor to sign a 'Deed of Gift with Transfer of Ownership' and 'Permission to use' statements.
2. Record all information from the donor on the Donor Form.
3. Complete a label and attach to the Item. Store in New Items cupboard.
4. File all documentation in Temporary New Acquisitions File.

The Item is then assessed by a Committee/panel according to the Broome Historical Society Collections Policy. The status/purpose and significance of the accepted Item is determined and recorded.

5. Assessment of the receipted item and statement of significance
6. Letter of acknowledgement/refusal

Accepted – a letter of acknowledgement (permanent or education collection) is sent to the donor

Not Accepted – a letter of refusal and return of the Item follows

The process from the receipt of the item to its place in storage is outlined with a flow chart and stage by stage detailed steps. A copy is attached to this policy for information. The software programme is Mosaic.