

PAHSMA COLLECTION PLAN

Collections Management Policies and Procedures

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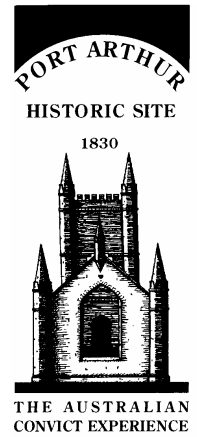
PREAMBLE

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PAHSMA COLLECTION PLAN

PREAMBLE

PORT ARTHUR HISTORIC SITE COLLECTIONS MANAGEMENT
POLICY AND PROCEDURES

A. Introduction

This plan for the management of the various collections at the Port Arthur Historic Site is part of a planning framework or hierarchy of documents that provide for the assessment and management of the heritage assets of the Site. The primary document is the Port Arthur Historic Site Conservation Plan, volumes 1 & 2 (Godden Mackay Context 2000) prepared for the Port Arthur Historic Site Management Authority). The Conservation Plan provides broad policy direction for the full range of heritage assets of the Site. More detailed policy is (or will be) developed in a series of secondary level plans which address particular asset types or issues including landscape, archaeology, built elements, collections, records, research and interpretation. Tertiary documents will contain work procedures that set out the "Port Arthur Method". The diagram in Appendix 1 illustrates the planning framework and shows the relationship of the Collection Plan to the other documents.

B. Philosophical Basis

The Port Arthur Historic Site is managed, and the Conservation Plan was prepared, in accordance with the revised Australia ICOMOS *Burra Charter*. This is a set of guiding principles that set out a philosophy and procedural approach to managing cultural heritage places. The *Burra Charter* is a standard of practice that is now widely used throughout Australia and has been considered best practice for heritage place conservation and management in this country for over twenty years.

The application of *Burra Charter* principles to items of moveable heritage, particularly those in collections, is still in its infancy, yet the approach offers a basis for the systematic and reasoned evaluation of the significance of objects and their subsequent care that has heretofore been lacking in collections management. Accordingly, this plan for the management of the collections at Port Arthur adopts the principles of the *Burra Charter* as the basis for decision making. The significance assessment criteria of the overall Conservation Plan have been adapted slightly to suit application to the collections (except the Props Collection) and to their Port Arthur focus. Assessment against the adapted criteria will guide the acquisition, conservation and general management of each object.

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C. Scope

There are four major collection areas covered by this plan:

- The Port Arthur Collection
- The Props Collection
- The Building Components Collection
- The 1996 Collection

The Archaeological Collection is covered by the PAHSMA Archaeology Plan 2005.

As both the assessment criteria and management objectives vary between collections, this document includes separate policies for each collection. The scope of each collection is briefly outlined below.

C.1 The Port Arthur Collection

The Port Arthur Collection contains items that demonstrate a connection with

- the Port Arthur Historic site; this includes both Aboriginal and non-Aboriginal culture, and also contact history;
- the Carnarvon/Port Arthur township;
- convictism in Tasmania, especially on the Tasman Peninsula.

The Collection includes 19th century furniture and decorative arts, artwork, firearms and convict relics, ephemera, documents and original photographs covering the penal settlement period to the present.

C.2 The Props Collection

The Props Collection contains items that have been purchased as part of the strategy of recreating historic environments within houses or other buildings on site. The Collection now includes 19th and 20th century furniture and decorative arts, artwork and ephemera. None of this material is provenanced to or has any demonstrated historical connection with the Site.

C.3 The Building Components Collection

The Building Components Collection contains items that demonstrate:

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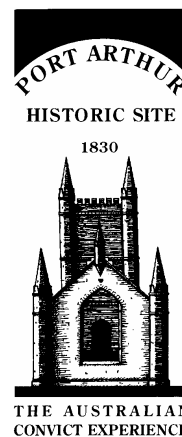
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- historic architecture, building practices and materials at the Port Arthur Historic site 1830-2001;
- 20th and 21st century conservation practices and materials.

Currently the collection consists of a small number of items, ranging from bricks to samples of past conservation materials. It is envisaged that this collection will grow to become:

- a reference collection for research and management;
- a collection with interpretive potential relating to 19th, 20th and 21st century materials, designs and practices relating to architecture, building and conservation.

C.4 The 1996 Collection

The 1996 collection contains items relating to the 1996 Port Arthur massacre and its aftermath. It includes items left on site in relation to the incident, items donated to the site and items donated to the community of Port Arthur. The collection includes memorial items, quilts, cards, candles, newspaper clippings, stuffed toys, religious items and artwork. There are two associated and highly sensitive collections housed at the Tasmanian Museum and Art Gallery in Hobart and with the Hobart Police Department.



PAHSMA COLLECTION PLAN

POLICY 1 The Port Arthur Collection

PORT ARTHUR HISTORIC SITE COLLECTIONS MANAGEMENT
POLICY AND PROCEDURES

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PURPOSE

- To establish guidelines for future acquisitions, deaccessioning and disposal of artefacts, incoming and outgoing loans, care and maintenance of the artefacts, security and access to the Port Arthur Collection.
- To define strategies and procedures for implementation of the above policy.

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2. Acquisitions
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4. Care and Maintenance
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6. Deaccession and Disposal

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1.0 Background

Port Arthur Historic Site Management Authority is the custodian of several collections of moveable heritage. This policy applies to the Port Arthur Collection only.

Policy 2 applies to the Props Collection, Policy 3 applies to the Building Components Collection and Policy 4 applies to the 1996 Collection.

1.1 History, Nature and Scope of the Port Arthur Collection

The Port Arthur Collection (hereafter referred to as the Collection) contains items that demonstrate a connection with

- the Port Arthur Historic site; this includes both Aboriginal and non-Aboriginal culture, and also contact history;
- the Carnarvon/Port Arthur township;
- convictism in Tasmania, especially on the Tasman Peninsula.

The largest number of items comes from the Radcliffe Collection. William Radcliffe was a collector who owned and ran a museum/shop on site during the first half of the 20th century.

Other items have since been added to the Collection through purchase or donation. Many of these items once belonged, or may have belonged, to the Site; others represent the site, or have other associations with the Site. They cover the entire period of occupation and use of the Site, from the convict period to the present.

The Collection now includes 19th century furniture and decorative arts, artwork, firearms and convict relics, ephemera, documents and original photographs covering the penal settlement period to the present. This is consistent with the interpretation of the Site, encompassing as it does all periods of use and occupation.

1.2 Ownership and Responsibilities

The Collection is owned by the Tasmanian State Government and managed by the Port Arthur Historic Site Management Authority under the *Port Arthur Historic Site Management Authority Act 1987*, no. 61, with amendments, no. 5, in 1989 and, no. 52, in 1995. It is subject to the UNESCO charter regarding the purchase and export of cultural property, the Commonwealth *Protection of Moveable Cultural Heritage Act 1986*, and other relevant heritage legislation. PAHSMA is a member of Australia

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ICOMOS and undertakes to operate in accordance with the Provisions of the Burra Charter 1999 (amended).

Acquisition of items for the Collection and their storage is the responsibility of the Manager, Interpretation & Collections, who reports to the Director of Conservation & Infrastructure and acts under the guidelines and restrictions set down by the Chief Executive Officer and PAHSMA Board. The Manager, Interpretation & Collections, also acknowledges the guiding principles set by the International Council of Museums' *Code of Professional Ethics* and Museum Australia Inc.'s *Code of Ethics*.

2.0 Acquisitions

POLICY

2.0.1 Ethical standards, as outlined in the Codes of Ethics of the International Council On Museums (ICOM) and Museums Australia (MA), must be met. Staff must declare any conflict of interest that may arise from their private collecting activities.

2.0.2 All items must be legally obtained.

2.0.3 All artefacts that are added to the Port Arthur Collection must satisfy at least one of the selection criteria outlined below.

2.1 Selection Strategy and Criteria

This process of acquisitions for the Port Arthur Collection will be guided by the criteria outlined below.

The Port Arthur Collection focuses on objects that are most importantly associated with Port Arthur, and secondarily with the Tasman Peninsula or with convictism in Tasmania as a whole. The significance assessment criteria reflect this focus. Given that the acquisition budget will not be inexhaustible, it will be considered relatively most desirable to acquire Port Arthur-related material and least desirable to acquire Tasman Peninsula-related material. It must also be noted that the term 'convict sites' may cover any site associated with convicts, e.g. a probation station, or an historic home or farm where convict servants were employed. If the latter, it must be demonstrated that the item in question has some convict association.

Each criterion has been adapted to suit the site's requirements. Following each criterion, the Tasmanian Heritage Register (THR) criteria and the equivalent Register of the National Estate (RNE) criteria are included in brackets. Criteria prefaced by an upper case letter A-H are RNE sub-criteria. Each criterion will be considered based

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on the information available for each object under consideration for acquisition, and analysed to arrive at a concise set of factors that together identify the heritage significance of the object.

This significance should be expressed in the following way:

HIGH Items that meet one or more of the assessment criteria at an outstanding level. Such items are integral to the cultural significance of the site, and should unarguably be acquired.

MEDIUM Items that meet one or more of the assessment criteria at a high level. These items make a major contribution to the cultural significance of the site.

LOW Items that do not meet any of the criteria at a significant level and make only a moderate contribution to the cultural significance of the site.

2.1.1 Historic: Pattern and Evolution

The item demonstrates events, developments or cultural phases that have had a significant role in the human occupation and evolution of Port Arthur, Tasmanian convict sites or the Tasman Peninsula.

(THR Criterion A; RNE Criterion A, A4)

2.1.2 Associations with a Person or Group

The item has a special association with the life or works of a person or group of persons whose activities have been significant within the history of Port Arthur, Tasmania's convict history or Peninsula history.

(THR Criterion G; RNE Criterion H, H1)

2.1.3 Rarity

The item demonstrates rare or uncommon aspects of Port Arthur, Tasmanian convictism or Peninsula history, specifically a distinctive way of life, custom, process, land use, function or design no longer practised, in danger of being lost or of exceptional interest.

(THR Criterion B; RNE Criterion B, B2)

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2.1.4 Representativeness

The item is important as a representative in demonstrating the characteristics of a broader class of objects relating to Port Arthur, Tasmanian convictism or Peninsula history.

(THR Criterion D; RNE Criterion D, D2)

2.1.5 Creative and Technical Achievement

The item is important in demonstrating a high degree of creative or technical achievement, relating to Port Arthur, Tasmanian convictism or Peninsula history.

(THR Criterion E; RNE Criterion F, F1)

2.1.6 Research Potential

The item has potential to yield information that will contribute to an understanding of the human occupation at Port Arthur, at other Tasmania convict sites or on the Peninsula.

(THR Criterion C; RNE Criterion C: C1: C2)

2.1.7 Social Significance

The item has strong or special meaning for a group or community associated with Port Arthur, the Peninsula or Tasmania's convict heritage, for social, cultural or spiritual reasons.

(THR Criterion F; RNE Criterion G, G1)

Once an item has been assessed in the manner outlined above, and given a ranking of high/medium/low significance, the following factors also need to be considered.

2.2 Duplicates

The existence of duplicate material already in the collection should be identified. It should not however automatically be an argument against acquisition if the duplicate item fulfills at least one of the above criteria. In view of the limited stock of such material that may become available, conservation requirements that restrict the

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- length of time for which material should be displayed and the frequent requests that the Site receives for loans, duplicates may form an important resource and add considerably to the importance, accessibility and value of the collection.

However, common sense must also be used to assess how many duplicates are required, especially for robust and relatively common items like leg irons, whose long-term display potential may not be constrained by conservation requirements and whose internal variation as a class of objects may be limited.

2.3 Integrity & Condition

The integrity or condition of an item should not automatically determine whether or not it is acquired. Even an item in highly degraded condition, if it satisfies at least one of the above criteria, may provide important research opportunities.

However, if an object is seriously degraded, and requires extensive conservation treatment, its potential for retaining and expressing integrity should be considered.

The completeness of the item or set, and the patina or other evidence of use that contribute to its historic character should be assessed. Items or sets that are substantially incomplete will be assessed at a relatively lower level than those that are substantially complete. Patina will enhance integrity but evidence of substantial restoration will mitigate against it.

2.4 Display potential

This factor has elsewhere in other Collection Plans often been expressed as a criterion against which items should also be assessed for acquisition. However, for the purposes of the PAHS, it is considered to be redundant. If an item satisfies the criteria outlined above sufficiently to warrant acquisition, it is inherently of interest for display and/or research.

2.4 Authority

It must be stressed that the strategy outlined above will not produce a totally value-free outcome. At every stage the Manager, Interpretation & Collections, assisted by the Major Acquisitions Advisory Committee where appropriate, will make judgments based on her/his experience, knowledge and understanding. The final ranking of the desirability of an acquisition will be a product of the interaction between criteria that may be objectively understood, and that Manager's judgments made against them.

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This will provide a result that has been carefully considered, expressed and documented against a number of clearly expressed criteria.

Within this policy framework, decisions on all major acquisitions, i.e. items costing more than \$5,000.00, are finally made at the discretion of the Director, Conservation & Infrastructure, subject to budget availability, with advice from the Manager, Interpretation & Collections. Decisions on minor acquisitions, i.e. under \$5,000.00 will be made by the Manager, Interpretation & Collections, subject to budget availability.

2.7 Methods of Acquisition

It is essential that clear title to the item in question be established by the time of acquisition, according to any of the following methods. Title must not be deferred for confirmation until after the acquisition has been made.

2.7.1 Purchase

2.7.1.1 Proposed acquisition of major items, i.e. more than \$5,000.00, should be subject to recommendation by the Major Acquisitions Advisory Committee, made up of at least two people external to the site with relevant expertise and no conflict of interest.

2.7.1.2 Purchase price of major items should be established by independent valuation.

2.7.2 Donation / Bequest

2.7.2.1 Conditional donations should only be accepted under extraordinary circumstances that must be documented and placed on file.

2.7.2.2 Each case should be treated on its merits and no case should be seen as setting a precedent for any subsequent case.

2.7.3 Field Collection

2.8.3.1 Field collection of artefacts is to be carried out only by authorised people in accordance with laws governing such action.

2.3.2.2 Items that are collected in this manner must be accompanied by detailed written documentation that establishes title, provenance, method of collection, any issues arising, any special conditions required for storage, cataloguing or conservation.

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- 2.3.2.3** No item will be received through field collection if there is any indication that it has been acquired through the illegal destruction or robbing of a site. This includes sites both above and below the ground.

2.7.4 Government Transfer

- 2.7.4.1** No item should be accepted from any agency unless it satisfies one or more of the above selection criteria.
- 2.7.4.2** Any item to be transferred should be in a stable condition; it should not be in a poor or unstable condition that requires the expenditure of substantial funds in order to conserve it.

2.7.5 Exchange

- 2.7.5.1** Exchanges are only to be carried out between the Site and reputable collecting institutions. No exchange is to be carried out between the Site and any private individual unless under the most extraordinary circumstances. If this is to be contemplated, a third party, such as the Tasmanian Museum & Art Gallery, should act as a witness to each stage of the transaction to ensure that it is transparent and performed according to accepted standards of professional ethics.
- 2.7.5.2** If the items to be exchanged entered the collection of either party to the proposed exchange as a donation/bequest, the original donor/heirs/trustees should be notified and consulted, if possible, regarding the proposed exchange.
- 2.7.5.3** The Manager, Interpretation & Collections, must demonstrate that the item to be acquired by Port Arthur satisfies the above selection criteria to a higher degree than the item to be exchanged.
- 2.7.5.4** The exchange should be approved by at least one other person with relevant expertise.
- 2.7.5.5** The entire exchange process, from proposal through justification, clearance of title of both items, procedures, any conditions, transport, condition reporting and completion, must be documented in detail and placed on file.

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2.8 Procedures for acquisitions

- 2.8.1** Any item that is proposed for acquisition by the Site should be accompanied by detailed documentation regarding its appropriateness for addition to the collection. Unless the acquisition is by way of salvage, auction or immediate purchase, and therefore urgent, this notification should be in writing.
- 2.8.2** Items proposed for acquisition must be assessed by the Manager, Interpretation & Collections, to ensure that they fulfill the selection criteria (see Section 1.) and to ensure that legal title can be obtained.
- 2.8.3** There must be documentary evidence that the item has passed into PAHSMA ownership. A copy of a purchase order, stamped "received", can be considered a receipt for the goods.
- 2.8.4** Donations/gifts/bequests and exchanges are to be acknowledged on acceptance with a letter of thanks and an official receipt, a copy of both of which are to go on file.
- 2.8.5** The receipt of field collected artefacts should be documented and acknowledged with a receipt and/or any correspondence with landowner/s, collector/s or their agents. All such documentation should go on file.
- 2.8.6** At the point of acquisition, every effort must be made to collect any further information from the donor/seller on provenance, usage, manufacture, etc.
- 2.8.7** Upon arrival, the object will be registered and catalogued electronically according to the Cataloguing Manual. (A copy is attached). A single line entry will also be made in the Collection Register, a bound book. This will be kept up to date and when not in use it will be stored separately from the collection in a fireproof place.

3.0 Loans

POLICY

All loans, outward and inward, must be appropriately documented, monitored, insured and discharged according to professional museum standards.

3.1 Outward Loans

- 3.1.1** All outward loans should be approved by the Manager, Interpretation & Collections.

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- 3.1.2 The Site should only lend to an institution that can demonstrate that it meets museum standards for handling, storing and displaying objects.
- 3.1.3 The object must be in a suitable condition for display. If it is not, appropriate steps should be taken to ensure it is before it goes on display. The cost of this may be borne in whole or in part by the borrowing institution.
- 3.1.4 The borrower must complete all relevant documentation before the loan is approved.
- 3.1.5 A period for the loan should be fixed; it should be appropriate to the fabric of the item to be lent. In the case of or paper items, it should not exceed 4 months, of which 3 months only will be the display period. For metal, wood or stone items the loan should not exceed a maximum of 12 months. An extension may be negotiated under appropriate conditions.
- 3.1.6 The borrower must acknowledge the Site in a form of wording that is mutually acceptable to borrower and lender.
- 3.1.7 The borrower must fully insure the object at all times against any loss or damage.
- 3.1.8 No item on loan may be photographed or reproduced in any way without the express permission in writing of the Site.

3.2 Inward Loans

- 3.2.1 All inward loans should be approved by the Manager, Interpretation & Collections.
- 3.2.2 All inward loans should be for a specified purpose and period. No long-term loans for unspecified purposes should be accepted unless under extraordinary circumstances. If such long-term loans are accepted, any special conditions such as an undertaking to display the item for the duration of the loan should be avoided if possible.
- 3.2.3 The Port Arthur Historic Site Management Authority is responsible for insuring and treating appropriately any items that it borrows.
- 3.2.4 The Site will complete all the lending institution's documentation. Private lenders who do not have a suitable set of documents to accompany their loan should be provided with such documents by the Site. Both parties should complete them.

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- 3.2.5 The lender's conditions for loan will be strictly observed. Any variations desired should be negotiated and confirmed in writing.
- 3.2.6 The Site will acknowledge the loan in a form of wording that is mutually acceptable to borrower and lender.
- 3.2.7 Permission must be obtained in writing from the lender for PAHSMA to photograph for reproduction, publish or reproduce the object in any form.

3.3 Procedures for outward loans

- 3.3.1 The loan request must be in writing.
- 3.3.2 The PAHSMA loan form must be completely filled out and signed by both parties (a copy of this form is attached). A copy of the completed loan agreement must go on file in the Loans Register and in the object's supplementary file at Port Arthur.
- 3.3.3 Any changes to this agreement must be noted on the relevant file when they occur. The return of the item must be noted.
- 3.3.4 Before the item is packed it must be photographed for record purposes and its condition recorded (a copy of a condition report is attached). A condition report must accompany the loan.

3.4 Procedures for inward loans

This section does not include travelling exhibitions and their contents. The conditions for the loan of such items are comprehensively covered in the contract and other documentation that accompanies such loans. Since these vary somewhat from institution to institution, and also depend upon the nature of the material that is travelling, it is not considered appropriate to deal with them here.

This section refers to items or groups of items that PAHSMA may borrow towards an exhibition or activity generated on site.

- 3.4.1 The Manager, Interpretation & Collections, must make any loan request in writing.
- 3.4.2 The lender's agreement must be completed, anything additional should be recorded and it should then be signed by both parties. If the lender is a private person a standard PAHSMA loan agreement must be drawn up, mutually agreed and signed by both parties. A copy of the loan agreement

- must go on a temporary supplementary file. Any records generated regarding the object while it is on loan to the Site, including the record of its return, must go on this file. The item's arrival and its return must be noted in the Loans Register.

- 3.4.3** Any item that arrives with a condition report signed by the owner must be checked and any discrepancies noted. Photographs for record purposes only should be taken on arrival and then again when the final condition report is prepared before the item's return. If the item arrives unaccompanied by an adequate condition report, the Site must complete one and ensure that it is signed by the owner as to agreed condition.

4.0 Care and Maintenance

POLICY

All items in the Port Arthur Collection must be cared for and maintained to professional museum standards.

4.1 Documentation

- 4.1.1** Any items entering the Collection must be documented. They must be numbered, registered and catalogued.
- 4.1.2** The documentation must consist of hard copy as well as electronic data.
- 4.1.3** The hard copy must be kept in a separate location from the electronic data.
- 4.1.4** Both databases must be accessible to appropriate site staff.
- 4.1.5** A Collection inventory must be completed every five (5) years.

4.2 Storage

- 4.2.1** All items must be stored in a manner that is consistent with acceptable conservation standards.
- 4.2.2** All items must be physically accessible to appropriate site staff.
- 4.2.3** All storage facilities must conform to the requirements of occupational health and safety.

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4.3 Preventative and Reactive Conservation

- 4.3.1** Any item to enter the Collection will first be quarantined from the Collection until it is known to be pest or fungus free.
- 4.3.2** The item will be stored in an appropriate manner.
- 4.3.3** New items will be cleaned if necessary in an appropriate manner by the Manager, Interpretation & Collections or by a competent person supervised by the Manager, Interpretation & Collections. If the item needs further conservation work the Manager, Interpretation & Collections will organise this as soon as practicable by a conservator specialising in this material.
- 4.3.4** Handling of collection items is to be kept to a minimum. All items are to be handled with white gloves if appropriate, or with clean hands if gloves represent a risk to the item.
- 4.3.5** Items on display are to be cleaned periodically as determined by the Manager, Interpretation & Collections. That Manager will prescribe method, materials and an appropriate cleaning schedule for all Collection artefacts and their immediate environment. This should take the form of a manual for house attendants and general cleaning staff.
- 4.3.6** Any conservation work is to be recommended and supervised by the Manager, Interpretation & Collections. Advice should be sought and work carried out by an accredited conservator in the relevant material area.
- 4.3.7** An environmental monitoring program that measures relative humidity, temperature and light levels in storage areas should be instituted and maintained.
- 4.3.8** A pest management plan should be maintained.

4.4 Insurance

- 4.4.1** PAHSMA insurance must cover Collection objects on site.
- 4.4.2** PAHSMA insurance must cover borrowed objects while on site and objects held in temporary custody on site for assessment pending acquisition.
- 4.4.3** PAHSMA insurance must also cover Collection and borrowed objects in transit, from the moment they leave the site until the moment they reach their destination.

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4.5 Disaster Preparedness

- 4.5.1 A risk assessment should be undertaken.
- 4.5.2 Following this, a disaster plan must be put in place. It should address risks, outline a disaster response strategy and identify priorities for salvage.
- 4.5.3 This plan must form part of the Site's Emergency Management Plan.

5.0 Access and Security

POLICY

Access, both physical and intellectual, to the Collection must be seen as an essential component of its effective management.

The security measures taken to protect the Port Arthur Collection must meet professional museum standards.

5.1 Access

- 5.1.1 Access to the Collection will be facilitated in three ways;
 - Through displays and interpretation;
 - Through the on-line collection database;
 - Through providing access to objects in store as and when appropriate.
- 5.1.2 Access will be consistent with relevant conservation requirements.
- 5.1.3 As far as is practicable, access will be provided for all visitors, including visitors with a disability.

5.2 Security

- 5.2.1 Any requests for access to items in store will be made through the Manager, Interpretation & Collections.
- 5.2.2 Visitors to the store will be supervised at all times.
- 5.2.3 The store will not be used as a work area by visitors; any material required for intensive study will be removed to the Resource Centre or another appropriate location where the visitor can be supervised.

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- 5.2.4** Any item so removed will be documented as removed, and the visitor's name and contact details, and any other details deemed necessary, will be recorded. This will be placed on the movement file for each object so removed.
- 5.2.5** No keys or security codes will be given to anyone other than the relevant site staff.
- 5.2.6** No items from the Collection will be exhibited without due security.
- 5.2.7** Before an artefact is lent for exhibition, the Manager, Interpretation & Collections, will ascertain and assess the environmental controls and security arrangements in place at the venue. The Manager, Interpretation & Collections, should be satisfied that the method of exhibition meets environmental and security standards relating to object placement, exhibition technology and supervision, throughout both installation and exhibition. Details of environmental and security arrangements, complete with responsibilities of staff involved, will be obtained in writing from the institution or organisation seeking the loan.
- 5.2.8** Any item in transit to another location for exhibition will be appropriately packed, labelled and secured.
- 5.2.9** Items lost, damaged or stolen will be reported to the Manager, Interpretation & Collections, as soon as the security breach is discovered. The Manager, Interpretation & Collections will prepare an incident report, identifying the item and giving details of the incident, including the date, people involved and the circumstances of the occurrence or discovery. This report will go to the Director, Conservation & Infrastructure.
- 5.2.10** The Manager, Interpretation & Collections, will see that appropriate action is taken, including the design of strategies to ensure no repetition of the incident. These will be communicated to all appropriate staff.
- 5.2.11** A file will be created for theft, loss or damage of Collection items and all documentation will be placed on it; details of the incident will also be entered on the item's supplementary file. In the case of major items, the incident will be reported to Tasmania Police.

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6.0 Deaccession and Disposal

POLICY

Deaccessioning is the process of officially removing items from the collection and disposal is the process whereby ownership of the de-accessioned item is transferred.

All Port Arthur Collection artefacts that do not meet the selection criteria outlined in this policy must be considered for deaccession and disposal.

Any deaccession and disposal must be conducted according to professional museum standards and must observe ICOM and MA Codes of Ethics. No member of staff with any conflict of interest may be involved at any stage in any recommendation for deaccession.

6.1 Conditions under which an item may be deaccessioned

6.1.1 Items to be deaccessioned must satisfy at least one of the following criteria. In the first two cases PAHSMA may be legally obliged to deaccession and dispose of the item.

- When legal title to an object cannot be obtained; in this case, the object cannot properly be said to be deaccessioned, since it should not have been accessioned in the first place. It should immediately be returned to its owner.
- When a national or international convention on the restitution of cultural property deems that the item/s should be returned to a particular community.
- When an object lacks supporting evidence that would establish its relevance to the Collection.
- When the significance of an a object would be more fully realised by another institution or another state or country
- When the object lacks significance according to the acquisition selection criteria of this policy.

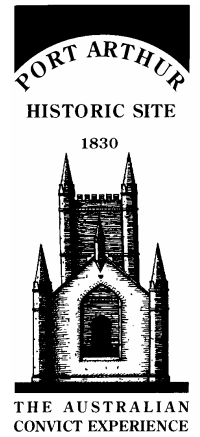
6.2 Conditions of Disposal

- 6.2.1** Before deaccessioning of any item is to proceed, PAHSMA's legal title to the item, and thus its right legally to dispose of the item, must be established.
- 6.2.2** Once the decision has been taken to deaccession an object using the criteria given above, a recommendation regarding its disposal must also be submitted to the Director, Conservation & Infrastructure.
- 6.2.3** This recommendation for disposal must take the form of a full written and illustrated report to the Director, Conservation & Infrastructure, prepared and signed off by the Manager, Interpretation & Collections, and any other expert person involved in the decision. This will form part of the report that recommends deaccession.
- 6.2.4** No disposal will proceed without the written approval of the Director, Conservation & Infrastructure. For disposal of major items, i.e. over \$5,000.00, written approval will also be required from the CEO.
- 6.2.5** Staff and their families are prohibited from acquiring deaccessioned objects other than at public sale or auction.

6.3 Procedures for managing deaccession & disposal

- 6.3.1** If the item entered the collection as the result of a donation or bequest, it should first be offered free to the donor or her/his heirs or trustees. If they do not wish to acquire the item, it should then be offered free to an appropriate collecting institution that is able to meet the object's conservation requirements.
- 6.3.2** If the item entered the collection as the result of purchase by PAHSMA, or if the method of acquisition is unknown, it should first be offered for sale to an appropriate collecting institution that is able to meet the object's conservation requirements.
- 6.3.3** If the item entered the collection as the result of purchase by another agency or an individual or group of individuals, they should be consulted regarding disposal. It may be appropriate for the item to be returned to them.
- 6.2.4** If no appropriate person or institution is interested in acquiring the item, it may be publicly sold. Any money raised by such action should only be used for further acquisitions for the Collection.

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- 6.3.5** If the item is both insignificant and in an extremely poor condition it may be destroyed. This destruction must be total and irreversible, and the reasons for this course of action must be fully documented.
- 6.3.6** All deaccessioning and disposal matters must be fully documented for future reference. A copy of this documentation must be included on all relevant official files.
- 6.3.7** The item's documentation, at all levels, will not be deleted. The documentation regarding deaccession and disposal will be filed in full where appropriate on such files. In the single line entry for the item it will be notated 'deaccessioned'.



PAHSMA COLLECTION PLAN

POLICY 2 The Props Collection

PORT ARTHUR HISTORIC SITE COLLECTIONS MANAGEMENT
POLICY AND PROCEDURES

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PURPOSE

- To establish guidelines for future acquisitions, deaccessioning and disposal of artefacts, incoming and outgoing loans, care and maintenance of the artefacts, security and access to the props collection.
- To define strategies and procedures for implementation of the above policy.

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CONTENTS

1. Background
2. Acquisitions
3. Loans
4. Care and Maintenance
5. Access and Security
6. Deaccession and Disposal

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1.0 Background

Port Arthur Historic Site Management Authority is the custodian of several collections of moveable heritage. This policy applies to the Props Collection only.

Policy 1 applies to the Port Arthur Collection, Policy 3 applies to the Building Components collection and Policy 4 applies to the Archaeological collection.

1.1 History, Nature and Scope of the Props Collection

The Props Collection (hereafter referred to as the Collection) contains items that have been purchased as part of the strategy of recreating historic environments within houses or other buildings on site. The largest number of items was purchased in the late 1990s.

The Collection now includes 19th and 20th century furniture and decorative arts, artwork and ephemera. It is principally domestic in focus. None of this material is provenanced to or has any demonstrated historic connection with the site.

1.2 Ownership and Responsibilities

The Collection is owned by the Tasmanian State Government and managed by the Port Arthur Historic Site Management Authority under the *Port Arthur Historic Site Management Authority Act 1987*, no. 61, with amendments, no. 5, in 1989 and, no. 52, in 1995. It is subject to the UNESCO charter regarding the purchase and export of cultural property, the Commonwealth *Protection of Moveable Cultural Heritage Act 1986*, and other relevant heritage legislation. PAHSMA is a member of Australia ICOMOS and as such undertakes to operate in accordance with the Provisions of the Burra Charter 1999 (amended).

Acquisition of items for the Collection and their storage is the responsibility of the Manager, Interpretation & Collections, who reports to the Director, Conservation & Infrastructure and acts under the guidelines and restrictions set down by the Chief Executive Officer and PAHSMA Board. The Manager, Interpretation & Collections, also acknowledges the guiding principles set by the International Council of Museums' (ICOM) *Code of Professional Ethics* and Museum Australia Inc.'s *Code of Ethics*.

2.0 Acquisitions

POLICY

All artefacts that are added to the Props Collection must satisfy at least one of the selection criteria outlined below.

Ethical standards, as outlined in the Codes of Ethics of ICOM and Museums Australia, must be met. Staff must declare any conflict of interest that may arise from their private collecting activities.

All items must be legally obtained.

2.1 Selection Strategy and Criteria

Items proposed for purchase must be assessed against the following criteria:

2.1.1 Relevance to Interpretation Plan for that building or place/display potential

Each building or place on site should have a Plan that outlines its interpretive strategy. This Plan is based on research into its former uses, the delineation of the themes to be communicated at that place and furnishings appropriate to the period/s nominated for interpretation. Each room or space should have a descriptive list enumerating all the items that will be required to realise its interpretive purpose. No item should be purchased that does not have a place within an existing Plan, unless it can be shown that the Plan is deficient in that area.

2.1.2 Existing Material in the Collection

The existence of duplicate material already in the collection should be identified. It should not however automatically be an argument against acquisition if the item now proposed for acquisition is considered to be a better example of the type, either in style or condition. If the decision is made to acquire the item, the item that it will replace should be deaccessioned (see Section 5).

2.1.3 Integrity / Condition

The integrity or condition of an item for this Collection should be carefully considered within the framework of the Interpretation Plan. This may call for an item to appear well-used or worn – e.g. to form part of a workshop installation – or for an item to appear in good repair – e.g. as part of a domestic interior.

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However, if an object is seriously degraded, and requires extensive conservation treatment, or forms only part of an incomplete set, its potential for interpretive purposes should be carefully considered.

2.2 Authority

Within this policy framework, decisions on all major acquisitions, i.e. items costing more than \$5,000.00, are finally made at the discretion of the Director, Conservation & Infrastructure, subject to budget availability, with advice from the Manager, Interpretation & Collections. Decisions on minor acquisitions, i.e. under \$5,000.00 will be made by the Manager, Interpretation & Collections, subject to budget availability.

2.3 Methods of Acquisition

It is essential that clear title to the item in question must be established by the time of acquisition according to any of the following methods. Title must not be deferred for confirmation until after the acquisition has been made.

2.3.1 Purchase

2.3.1.1 Proposed acquisition of major items by the Manager, Interpretation & Collections, should be subject to recommendation by the Major Acquisitions Advisory Committee, made up of at least 2 outside people with relevant expertise and no conflict of interest.

2.3.1.2 Purchase price of major items should be established by independent valuation.

2.3.2 Donation / Bequest

2.3.2.1 Conditional donations should only be accepted under extraordinary circumstances that must be documented and placed on file.

2.3.2.2 Each case should be treated on its merits and no case should be seen as setting a precedent for any subsequent case.

2.3.3 Field Collection

- 2.3.3.1** Field collection will be carried out only by authorised people in accordance with laws governing such action.
- 2.3.3.2** Items that are collected in this manner must be accompanied by detailed written documentation that establishes title, provenance, method of collection, any issues arising, any special conditions required for storage, cataloguing or conservation.
- 2.3.3.3** No item will be received through field collection if there is any indication that it has been acquired through the illegal destruction or robbing of a site. This includes sites above and below the ground.

2.3.4 Government Transfer

- 2.3.4.1** No item should be accepted from any agency unless it satisfies one or more of the above selection criteria.
- 2.3.4.2** Any item to be transferred should be in a stable condition; it should not be in a poor or unstable condition that requires the expenditure of substantial funds in order to conserve it.

2.3.5 Exchange

- 2.3.5.1** Exchanges are only to be carried out between the Site and reputable collecting institutions. No exchange is to be carried out between the Site and any private individual unless under the most extraordinary circumstances. If this is to be contemplated, a third party, such as the Tasmanian Museum & Art Gallery, should act as a witness to each stage of the transaction to ensure that it is transparent and performed according to accepted standards of professional ethics.
- 2.3.5.2** If the items to be exchanged entered the collection of either party to the proposed exchange as a donation/bequest, the original donor/heirs/trustees should be notified and consulted, if possible, regarding the proposed exchange.
- 2.3.5.3** The Manager, Interpretation & Collections, must demonstrate that the item to be acquired by Port Arthur satisfies Selection Criterion 2.1.1 to a higher degree than the item to be exchanged.
- 2.3.5.4** The exchange should be approved by at least one other person with relevant expertise.

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- 2.3.5.5** The entire exchange process, from proposal through justification, clearance of title of both items, procedures, any conditions, transport, condition reporting and completion, must be documented in detail and placed on file.

2.4 Procedures for acquisition

- 2.4.1** Any item that is proposed for acquisition by the Site should be accompanied by detailed documentation regarding its compliance with the relevant Interpretation Plan. Unless the acquisition is by way of salvage, auction or immediate purchase, and therefore urgent, this notification should be in writing.
- 2.4.2** Items proposed for acquisition must be assessed by the Manager, Interpretation & Collections, to ensure that they fulfill Selection Criterion 2.1.1 and to ensure that legal title can be obtained.
- 2.4.3** There must be documentary evidence that the item has passed into PAHSMA ownership.
- 2.4.4** A copy of a purchase order, stamped 'received', can be considered a receipt for the goods.
- 2.4.5** Donations/gifts/bequests and exchanges are to be acknowledged on acceptance with a letter of thanks and an official receipt; a copy of both are to go on file.
- 2.4.6** The receipt of field collected artefacts should be documented and acknowledged with a receipt and/or any correspondence with landowner/s, collector/s or their agents. All such documentation should go on file.
- 2.4.7** At the point of acquisition, every effort must be made to collect any further information from the donor/seller on provenance, usage, manufacture, etc.
- 2.4.8** Upon arrival, the object will be registered and catalogued electronically according to the Cataloguing Manual. (A copy is attached). A single line entry will be made in the Collection Register, a bound book. This will be kept up to date and when not in use it will be stored separately from the collection in a fireproof place.

3.0 Loans

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POLICY

Given that items for the Props Collection are acquired to service an Interpretation Plan, are seen as essential to the interpretation of a building or place and should be installed as soon as possible after acquisition, it is not considered relevant to have a policy on outward loans from this Collection.

Given that installations of props are not subject to the usual constraints imposed by the needs of long-term conservation and security it seems unlikely that the Site will or should ever seek to supplement these installations with loans. Accordingly there is no specific policy on inward loans to this collection.

In the event that such a loan should need to be managed, please refer to the relevant sections in *Policy 1: the Port Arthur Collection*.

4.0 Care and Maintenance

POLICY

All items in the Props Collection must be cared for and maintained to an appropriate standard, within their context of long-term public display and low significance to the site.

4.1 Documentation

- 4.1.1 Any items entering the Collection must be documented. They must be numbered, registered and catalogued.
- 4.1.2 The documentation must consist of hard copy as well as electronic data.
- 4.1.3 The hard copy must be kept in a separate location from the electronic data.
- 4.1.4 Both databases must be accessible to appropriate site staff.
- 4.1.5 A Collection inventory must be completed every five (5) years.

4.2 Storage

- 4.2.1 All items must be stored in a manner that is consistent with acceptable conservation standards.
- 4.2.2 All items must be physically accessible to appropriate site staff.
- 4.2.3 All storage facilities must conform to the requirements of occupational health and safety.

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4.3 Preventative and Reactive Conservation

- 4.3.1 Any item to enter the Collection will first be quarantined from the Collection until it is known to be pest or fungus free.
- 4.3.2 The item will be stored in an appropriate manner.
- 4.3.3 New items will be cleaned if necessary in an appropriate manner by the Manager, Interpretation & Collections, or by a competent person supervised by that Manager. If the item needs further conservation work the Manager, Interpretation & Collections, will organise this as soon as practicable by a conservator specialising in this material.
- 4.3.4 Handling of Collection items is to be kept to a minimum. All items are to be handled with white gloves if appropriate, or with clean hands if gloves represent a risk to the item.
- 4.3.5 The Manager, Interpretation & Collections, will prescribe method, materials and an appropriate cleaning schedule for all Collection artefacts on display and their immediate environment. This should take the form of a manual for house attendants and general cleaning staff.
- 4.3.6 Any conservation work is to be recommended and supervised by the Manager, Interpretation & Collections. Advice should be sought and work carried out by an accredited conservator in the relevant material area.
- 4.3.7 An environmental monitoring program that measures relative humidity, temperature and light levels in storage areas should be instituted and maintained.
- 4.3.8 A pest management plan should be maintained.

4.4 Insurance

- 4.4.1 PAHSMA insurance must cover Collection objects on site.
- 4.4.2 PAHSMA insurance must cover borrowed objects while on site and objects held in temporary custody on site for assessment pending acquisition.
- 4.4.3 It is unlikely that Prop Collection items will travel, but if this is the case PAHSMA insurance must also cover these objects in transit, from the moment they leave the site until the moment they reach their destination.

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4.5 Disaster Preparedness

Given the low significance of this material and thus its ease of replacement, it is not considered that any items in the Props Collection will be identified as priorities for salvage in the event of disaster.

5.0 Access and Security

POLICY

Access, both physical and intellectual, to the Collection will be achieved through its display in buildings and places around the site.

The security measures taken to protect the Props Collection should meet professional museum standards where possible.

5.1 Access

5.1.1 Access to the Collection will be facilitated through displays and interpretation.

5.1.2 Access will be consistent with relevant conservation requirements wherever possible. However, in recognition of this collection's lack of significance to the site, its replaceability and the requirements of effective interpretation, some objects may be displayed in less-than-optimum conditions. This may involve high light levels and a relatively lower degree of security.

5.1.3 Before an artefact is placed on display, the Manager, Interpretation & Collections, will ascertain and assess the environmental controls and security arrangements in place. If they depart in significant ways from conservation standards, the Manager, Interpretation & Collections, should be satisfied that the risks relating to object placement, exhibition technology and supervision can be justified in terms of effective interpretation.

5.1.4 Items lost, damaged or stolen will be reported to the Manager, Interpretation & Collections, as soon as the security breach is discovered. The Manager, Interpretation & Collections will prepare an incident report, identifying the item and giving details of the incident, including the date, people involved and the circumstances of the occurrence or discovery. This report will go to the Director, Conservation & Infrastructure.

5.1.5 The Manager, Interpretation & Collections, will see that appropriate action is taken, including the design of strategies to attempt to ensure no repetition of the incident. These will be communicated to all appropriate staff.

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- 5.1.6 A file will be created for theft, loss or damage of Collection items and all documentation will be placed on it; details of the incident will also be entered on the item's supplementary file.

6.0 Deaccession and Disposal

POLICY

Deaccessioning is the process of officially removing items from the collection and disposal is the process whereby ownership of the deaccessioned item is transferred.

All Props Collection artefacts that do not meet the selection criteria outlined in this policy must be considered for de-accession and disposal.

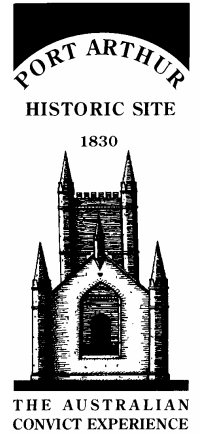
Any deaccession and disposal must be conducted according to professional museum standards and must observe ICOM and MA Codes of Ethics. No member of staff with any conflict of interest may be involved at any stage in any recommendation for deaccession.

6.1 Conditions of Disposal

- 6.1.1 Before deaccessioning of any item is to proceed, PAHSMA's legal title to the item, and thus its right legally to dispose of the item, must be established.
- 6.1.2 Once the decision has been taken to deaccession an object using the criteria given above, a recommendation regarding its disposal must also be submitted to the Director, Conservation & Infrastructure.
- 6.1.3 This recommendation for disposal must take the form of a full written and illustrated report to the Director, Conservation & Infrastructure, prepared and signed off by the Manager, Interpretation & Collections, and any other expert person involved in the decision. This will form part of the report that recommends deaccession.
- 6.1.4 No disposal will proceed without the written approval of the Director, Conservation & Infrastructure and the CEO.
- 6.1.5 Staff and their families are prohibited from acquiring deaccessioned objects other than at public sale or auction.

6.2 Procedures for managing deaccession & disposal

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- 6.2.1** If the item entered the collection as the result of a donation or bequest, it should first be offered free to the donor or her/his heirs or trustees. If they do not wish to acquire the item, it should then be offered free to an appropriate collecting institution that is able to meet the object's conservation requirements.
- 6.2.2** If the item entered the collection as the result of purchase by PAHSMA, or if the method of acquisition is unknown, it should first be offered for sale to an appropriate collecting institution that is able to meet the object's conservation requirements.
- 6.2.3** If the item entered the collection as the result of purchase by another agency or an individual or group of individuals, they should be consulted regarding disposal. It may be appropriate for the item to be returned to them.
- 6.2.4** If no appropriate person or institution is interested in acquiring the item, it may be publicly sold. Any money raised by such action should only be used for further acquisitions for the Collection.
- 6.2.5** If the item is both insignificant and in an extremely poor condition it may be destroyed. This destruction must be total and irreversible, and the reasons for this course of action must be fully documented.
- 6.2.6** All deaccessioning and disposal matters must be fully documented for future reference. A copy of this documentation must be included on all relevant official files.
- 6.2.7** The item's documentation, at all levels, will not be deleted. The documentation regarding deaccession and disposal will be filed in full where appropriate on such files. In the single line entry for the item it will be notated 'deaccessioned'.



PAHSMA COLLECTION PLAN

POLICY 3

The Building Components Collection

PORT ARTHUR HISTORIC SITE COLLECTIONS MANAGEMENT
POLICY AND PROCEDURES

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PURPOSE

- To establish guidelines for future acquisitions, deaccessioning and disposal of artefacts, incoming and outgoing loans, care and maintenance of the artefacts, security and access to the Building Components Collection.
- To define strategies and procedures for implementation of the above policy

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1. Background
2. Acquisitions
3. Loans
4. Care and Maintenance
5. Access and Security
6. Deaccession and Disposal

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1.0 Background

Port Arthur Historic Site Management Authority is the custodian of several collections of moveable heritage. This policy applies to the Building Components Collection only.

Policy 1 applies to the Port Arthur Collection, Policy 2 applies to the Props Collection, and Policy 4 applies to the Archaeological Collection.

1.1 History, Nature and Scope of the Building Components Collection

The Building Components Collection (hereafter referred to as the Collection) contains items that demonstrate

- Historic architecture, building practices and materials at the Port Arthur Historic site 1830-present
- 20th and 21st century conservation practices and materials.

Currently the collection consists of a small number of items, ranging from bricks to samples of past conservation materials. It is envisaged that this collection will grow to become

- A reference collection for research and management related to 19th, 20th and 21st century materials, designs and practices relating to architecture, building and conservation.
- A collection with interpretive potential relating to 19th, 20th and 21st century materials, designs and practices relating to architecture, building and conservation.

1.2 Ownership and Responsibilities

The Collection is owned by the Tasmanian State Government and managed by the Port Arthur Historic Site Management Authority under the *Port Arthur Historic Site Management Authority Act 1987*, no. 61, with amendments, no. 5, in 1989 and, no. 52, in 1995. It is subject to the UNESCO charter regarding the purchase and export of cultural property, the Commonwealth *Protection of Moveable Cultural Heritage Act 1986*, and other relevant heritage legislation. PAHSMA is a member of Australia ICOMOS and undertakes to operate in accordance with the Provisions of the Burra Charter 1999 (amended).

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Acquisition of items for the Collection and their storage is the responsibility of the Manager, Interpretation & Collections, who reports to the Director of Conservation & Infrastructure and acts under the guidelines and restrictions set down by the Chief Executive Officer and PAHSMA Board. The Manager, Interpretation & Collections, also acknowledges the guiding principles set by the International Council of Museums' *Code of Professional Ethics* and Museum Australia Inc.'s *Code of Ethics*.

2.0 Acquisitions

POLICY

All artefacts that are added to the Building Components Collection must satisfy at least one of the selection criteria outlined below.

Ethical standards, as outlined in the Codes of Ethics of ICOM and Museums Australia, must be met. Staff must declare any conflict of interest that may arise from their private collecting activities.

All items must be legally obtained.

All items must be obtained without causing any damage to structures or fabric.

2.1 Selection Strategy

This policy proposes that the process of acquisitions for the Building Components Collection be guided by the criteria outlined below.

The Collection is to be sourced only from Port Arthur or related sites.

Each criterion has been adapted to suit the site's requirements. Following each criterion, the Tasmanian Heritage Register (THR) criteria and the equivalent Register of the National Estate (RNE) criteria are included in brackets. Criteria prefaced by an upper case letter A-H are RNE sub-criteria. Each criterion will be considered based on the information available for each object under consideration for acquisition, and analysed to arrive at a concise set of factors that together identify the heritage significance of the object.

This significance should be expressed in the following way:

HIGH Items that meet one or more of the assessment criteria at an outstanding level. Such items are integral to the cultural significance of the site, and should unarguably be acquired.

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- MEDIUM Items that meet one or more of the assessment criteria at a high level. These items make a major contribution to the cultural significance of the site.

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- LOW Items that do not meet any of the criteria at a significant level and make only a moderate contribution to the cultural significance of the site.

2.1.1 Historic: Pattern and Evolution

The item demonstrates events, developments or cultural phases that have had a significant role in the physical evolution of Port Arthur.

(THR Criterion A; RNE Criterion A, A4)

2.1.2 Associations with a Person or Group

The item has a special association with the life or works of a person or group of persons whose activities have been significant within the built fabric history of Port Arthur.

(THR Criterion G; RNE Criterion H, H1)

2.1.3 Rarity

The item demonstrates rare or uncommon aspects of the built fabric history of Port Arthur, specifically a distinctive custom, process, land use, function or design no longer practised, in danger of being lost or of exceptional interest.

(THR Criterion B; RNE Criterion B, B2)

2.1.4 Representativeness

The item is important as a representative in demonstrating the characteristics of a broader class of objects relating to the built fabric history of Port Arthur.

(THR Criterion D; RNE Criterion D, D2)

2.1.5 Creative and Technical Achievement

The item is important in demonstrating a high degree of creative or technical achievement, relating to Port Arthur.

(THR Criterion E, RNE Criterion F, F1)

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2.1.6 Research Potential

The item has potential to yield information that will contribute to an understanding of the built fabric history of Port Arthur.

(THR Criterion C; RNE Criterion C: C1: C2)

2.1.7 Social Significance

The item has strong or special meaning for a group or community associated with Port Arthur.

(THR Criterion F; RNE Criterion G, G1)

Once an item has been assessed in the manner outlined above, and given a ranking of high/medium/low significance, the following factors also need to be considered.

2.1.8 Duplicates

The existence of duplicate material already in the collection should be identified. It should not however automatically be an argument against acquisition if the duplicate item fulfils at least one of the above criteria. In view of the limited stock of such material that may become available, conservation requirements that restrict the length of time for which material should be displayed and the frequent requests that the Site receives for loans, duplicates may form an important resource and add considerably to the importance, accessibility and value of the collection.

However, common sense must also be used to assess how many duplicates are required, especially for robust and relatively common items like bricks, whose long-term display potential may not be constrained by conservation requirements and whose internal variation as a class of objects may be limited.

2.1.9 Integrity/Condition

The integrity or condition of an item should not automatically determine whether or not it is acquired. Even an item in highly degraded condition, if it satisfies at least one of the above criteria, may provide important research opportunities.

However, if an object is seriously degraded, and requires extensive conservation treatment, its potential for retaining and expressing integrity should be considered.

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The completeness of the item or set, and the patina or other evidence of use that contribute to its historic character should be assessed. Items or sets that are substantially incomplete will be assessed at a relatively lower level than those that are substantially complete.

2.1.10 Display potential

This factor has elsewhere in other Collection Plans often been expressed as a criterion against which items should also be assessed for acquisition. However, for the purposes of the PAHS, it is considered to be redundant. If an item satisfies the criteria outlined above sufficiently to warrant acquisition, it is inherently of interest for display and/or research.

2.1.11 Authority

It must be stressed that the strategy outlined above will not produce a totally value-free outcome. At every stage the Manager, Interpretation & Collections, assisted by the Major Acquisitions Advisory Committee where appropriate, will make judgments based on her/his experience, knowledge and understanding. The final ranking of the desirability of an acquisition will be a product of the interaction between criteria that may be objectively understood, and that Manager's judgments made against them. This will provide a result that has been carefully considered, expressed and documented against a number of clearly expressed criteria.

Within this policy framework, decisions on all major acquisitions, i.e. items costing more than \$5,000.00, are finally made at the discretion of the Director, Conservation & Infrastructure, subject to budget availability, with advice from the Manager, Interpretation & Collections. Decisions on minor acquisitions, i.e. under \$5,000.00 will be made by the Manager, Interpretation & Collections, subject to budget availability.

2.2 Methods of Acquisition

It is essential that clear title to the item in question be established by the time of acquisition, according to any of the following methods. Title must not be deferred for confirmation until after the acquisition has been made.

2.2.1 Purchase

2.2.1.1 Proposed acquisition of major items, i.e. more than \$5,000.00, should be subject to recommendation by the Major Acquisitions Advisory Committee,

- made up of at least two people external to the site with relevant expertise and no conflict of interest.

2.2.1.2 Purchase price of major items should be established by independent valuation.

2.2.2 Donation / Bequest

2.2.2.1 Conditional donations should only be accepted under extraordinary circumstances that must be documented and placed on file.

2.2.2.2 Each case should be treated on its merits and no case should be seen as setting a precedent for any subsequent case.

2.2.3 Field Collection

2.2.3.1 Field collection of artefacts is to be carried out only by authorised people in accordance with laws governing such action.

2.2.3.2 Items that are collected in this manner must be accompanied by detailed written documentation that establishes title, provenance, method of collection, any issues arising, any special conditions required for storage, cataloguing or conservation.

2.2.3.3 No item will be received through field collection if there is any indication that it has been acquired through the illegal destruction or robbing of a site. This includes sites both above and below the ground.

2.2.4 Government Transfer

2.2.4.1 No item should be accepted from any agency unless it satisfies one or more of the above selection criteria.

2.2.4.2 Any item to be transferred should be in a stable condition; it should not be in a poor or unstable condition that requires the expenditure of substantial funds in order to conserve it.

2.2.5 Exchange

It is not envisaged that such methods of acquisition will apply to this collection. If such an eventuality does arise, please refer to the relevant sections in Policy1: the Port Arthur Collection.

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2.3 Procedures for acquisition

- 2.3.1** Any item that is proposed for addition to this Collection should be accompanied by detailed documentation outlining its significance.
- 2.3.2** Items proposed for acquisition must be assessed by the Manager, Interpretation and Collections, to ensure that they fulfill the selection criteria (see Section 1.).
- 2.3.3** At the point of acquisition, every effort must be made to collect any further information from the staff member responsible for its collection on provenance, usage, manufacture, etc.
- 2.3.4** It is envisaged that the vast majority of items added to this collection will be field collected. If items are offered for purchase and satisfy the selection criteria, please refer to the relevant sections of *Policy 1: the Port Arthur Collection*.

3.0 Loans

POLICY

It is not envisaged that such material will be the subject of requests for outward loan, nor that it will prove necessary to borrow additional material to supplement either research or display. However, if such an eventuality should arise, please see relevant section of *Policy 1: the Port Arthur Collection*.

4.0 Care and Maintenance

POLICY

All items in the Building Components Collection must be cared for and maintained to professional museum standards.

4.1 Documentation

- 4.1.1** Any items entering the Collection must be documented. They must be numbered, registered and catalogued electronically according to the Cataloguing Manual. (A copy is attached). A single line entry will be made in the Collection Register, a bound book. This will be kept up to date and when not in use it will be stored separately from the collection in a fireproof place.
- 4.1.2** The documentation must consist of hard copy as well as electronic data.

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- 4.1.3 The hard copy must be kept in a separate location from the electronic data.
- 4.1.4 Both databases must be accessible to appropriate site staff.
- 4.1.5 A Collection inventory must be completed every five (5) years.

4.2 Storage

- 4.2.1 All items must be stored in a manner that is consistent with acceptable conservation standards.
- 4.2.2 All items must be physically accessible to appropriate site staff.
- 4.2.3 All storage facilities must conform to the requirements of occupational health and safety.

4.3 Preventative and Reactive Conservation

- 4.3.1 Any item to enter the Collection will first be quarantined from the Collection until it is known to be pest or fungus free.
- 4.3.2 The item will be stored in an appropriate manner.
- 4.3.3 Handling of collection items is to be kept to a minimum. All items are to be handled with white gloves if appropriate, or with clean hands if gloves represent a risk to the item.
- 4.3.4 Items are to be cleaned appropriately if necessary on entering the Collection and periodically as determined by the Manager, Interpretation and Collections. That Manager will prescribe method, materials and an appropriate cleaning schedule for all Collection artefacts on display and their immediate environment.
- 4.3.5 Any conservation work is to be recommended and supervised by the Manager, Interpretation and Collections. Advice should be sought and work carried out by an accredited conservator in the relevant material area.
- 4.3.6 An environmental monitoring program that measures relative humidity, temperature and light levels in storage areas should be instituted and maintained.
- 4.3.7 A pest management plan should be maintained.

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4.4 Insurance

- 4.4.1 PAHSMA insurance must cover all collection objects while on site.
- 4.4.2 PAHSMA insurance must cover borrowed objects while on site and objects held in temporary custody on site for assessment pending acquisition.
- 4.4.3 PAHSMA insurance must also cover Collection and borrowed objects in transit, from the moment they leave the site until the moment they reach their destination.

4.5 Disaster Preparedness

- 4.5.1 A risk assessment should be undertaken.
- 4.5.2 Following this, a disaster plan must be put in place. It should address risks, outline a disaster response strategy and identify priorities for salvage.
- 4.5.3 This plan must form part of the Site's Emergency Management Plan.

5.0 Access and Security

POLICY

Access, both physical and intellectual, to the Collection must be seen as an essential component of its effective management.

The security measures taken to protect the Port Arthur Collection must meet professional museum standards.

5.1 Access

- 5.1.1 Access to the Collection will be facilitated in three ways
 - Through displays and interpretation
 - Through the on-line collection database
 - Through providing access to objects in store as and when appropriate
- 5.1.2 Access will be consistent with relevant conservation requirements.
- 5.1.3 As far as is practicable, access will be provided for all visitors, including visitors with a disability.

5.2 Security

- 5.2.1** Any requests for access to items in store will be made through the Manager, Interpretation and Collections.
- 5.2.2** Visitors to the store will be supervised at all times.
- 5.2.3** The store will not be used as a work area by visitors; any material required for intensive study will be removed to the Resource Centre or another appropriate location where the visitor can be supervised.
- 5.2.4** Any item so removed will be documented as removed, and the visitor's name and contact details, and any other details deemed necessary, will be recorded. This will be placed on the movement file for each object so removed.
- 5.2.5** No keys or security codes will be given to anyone other than the relevant site staff.
- 5.2.6** No items from the Collection will be exhibited without appropriate security.
- 5.2.7** Before an item is placed on display, the Manager, Interpretation and Collections will ascertain and assess the environmental controls and security arrangements in place. If they depart in significant ways from conservation standards, the Manager, Interpretation and Collections should be satisfied that the risks relating to object placement, exhibition technology and supervision can be justified in terms of effective interpretation.
- 5.2.8** Items lost, damaged or stolen will be reported to the Manager, Interpretation and Collections as soon as the security breach is discovered. An incident report will be compiled, identifying the item and giving details of the incident, including the date, people involved and the circumstances of the occurrence or discovery.
- 5.2.9** The Manager, Interpretation and Collections, will see that appropriate action is taken, including the design of strategies to attempt to ensure no repetition of the incident. These will be communicated to all appropriate staff.
- 5.2.10** A file will be created for theft, loss or damage of Collection items and all documentation will be placed on it; details of the incident will also be entered on the item's supplementary file.

6.0 Deaccession and Disposal

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POLICY

De-accessioning is the process of officially removing items from the collection and disposal is the process whereby ownership of the deaccessioned item is transferred.

All Building Components artefacts that do not meet the selection criteria outlined in this policy must be considered for de-accession and disposal.

Any deaccession and disposal must be conducted according to professional museum standards and must observe ICOM and MA Codes of Ethics. No member of staff with any conflict of interest may be involved at any stage in any recommendation for deaccession.

6.1 Conditions of Disposal

- 6.1.1** Before deaccessioning of any item is to proceed, PAHSMA's legal title to the item, and thus its right legally to dispose of the item, must be established.
- 6.1.2** Once the decision has been taken to deaccession an object using the criteria given above, a recommendation regarding its disposal must also be submitted to the Director, Conservation & Infrastructure.
- 6.1.3** This recommendation for disposal must take the form of a full written and illustrated report to the Director, Conservation & Infrastructure, prepared and signed off by the Manager, Interpretation & Collections, and any other expert person involved in the decision. This will form part of the report that recommends deaccession.
- 6.1.4** No disposal will proceed without the written approval of the Director, Conservation & Infrastructure. For disposal of major items, i.e. over \$5,000.00, written approval will also be required from the CEO.
- 6.1.5** Staff and their families are prohibited from acquiring deaccessioned objects other than at public sale or auction.

6.2 Procedures for managing deaccession & disposal

- 6.2.1** If the item entered the collection as the result of a donation or bequest, it should first be offered free to the donor or her/his heirs or trustees. If they do not wish to acquire the item, it should then be offered free to an

- appropriate collecting institution that is able to meet the object's conservation requirements.

6.2.2 If the item entered the collection as the result of purchase by PAHSMA, or if the method of acquisition is unknown, it should first be offered for sale to an appropriate collecting institution that is able to meet the object's conservation requirements.

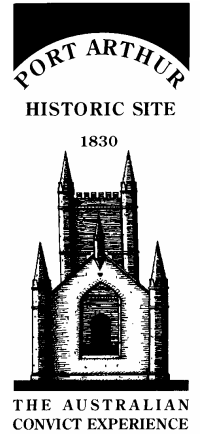
6.2.3 If the item entered the collection as the result of purchase by another agency or an individual or group of individuals, they should be consulted regarding disposal. It may be appropriate for the item to be returned to them.

6.2.4 If no appropriate person or institution is interested in acquiring the item, it may be publicly sold. Any money raised by such action should only be used for further acquisitions for the Collection.

6.2.5 If the item is both insignificant and in an extremely poor condition it may be destroyed. This destruction must be total and irreversible, and the reasons for this course of action must be fully documented.

6.2.6 All deaccessioning and disposal matters must be fully documented for future reference. A copy of this documentation must be included on all relevant official files.

6.2.7 The item's documentation, at all levels, will not be deleted. The documentation regarding deaccession and disposal will be filed in full where appropriate on such files. In the single line entry for the item it will be notated 'deaccessioned'.



PAHSMA COLLECTION PLAN

POLICY 4 The 1996 Collection

PORT ARTHUR HISTORIC SITE COLLECTIONS MANAGEMENT
POLICY AND PROCEDURES

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PURPOSE

- To establish guidelines for future acquisitions, deaccessioning and disposal of artefacts, incoming and outgoing loans, care and maintenance of the artefacts, security and access to the 1996 Collection.
- To define strategies and procedures for implementation of the above policy.

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Contents

1. Background
2. Acquisitions
3. Loans
4. Care and Maintenance
5. Access and Security
6. Deaccession and Disposal

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1.0 Background

Port Arthur Historic Site Management Authority is the custodian of several collections of moveable heritage. This policy applies to the 1996 Collection only.

History, Nature and Scope of the 1996 Collection

The 1996 Collection (hereafter referred to as the Collection) contains items related to the 1996 Port Arthur massacre. The collection contains items related to the events of the day, memorial items donated to or left at the site since the incident, media related items, items donated to the Port Arthur site and/or the Port Arthur community.

The collection includes memorial items, quilts, cards, candles, newspaper clippings, stuffed toys, religious items, artwork.

There are also two associated sensitive collections housed at the Tasmanian Museum and Art Gallery in Hobart and with the Hobart Police Department.

1.2 Ownership and Responsibilities

The Collection is owned by the Tasmanian State Government and managed by the Port Arthur Historic Site Management Authority under the *Port Arthur Historic Site Management Authority Act 1987*, no. 61, with amendments, no. 5, in 1989 and, no. 52, in 1995. It is subject to the UNESCO charter regarding the purchase and export of cultural property, the Commonwealth *Protection of Moveable Cultural Heritage Act 1986*, and other relevant heritage legislation. PAHSMA is a member of Australia ICOMOS and undertakes to operate in accordance with the Provisions of the Burra Charter 1999 (amended).

Acquisition of items for the Collection and their storage is the responsibility of the Manager, Interpretation & Collections, who reports to the Director of Conservation & Infrastructure and acts under the guidelines and restrictions set down by the Chief Executive Officer and PAHSMA Board. The Manager, Interpretation & Collections, also acknowledges the guiding principles set by the International Council of Museums' *Code of Professional Ethics* and Museum Australia Inc.'s *Code of Ethics*.

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2.0 Acquisitions

2.0.1 Ethical standards, as outlined in the Codes of Ethics of ICOM and Museums Australia, must be met. Staff must declare any conflict of interest that may arise from their private collecting activities.

2.0.2 All items must be legally obtained.

2.0.2 All artefacts that are added to the 1996 Collection must satisfy at least one of the selection criteria outlined below.

2.1 Selection Strategy and Criteria

Each criterion has been adapted to suit the site's requirements. Following each criterion, the Tasmanian Heritage Register (THR) criteria and the equivalent Register of the National Estate (RNE) criteria are included in brackets. Each criterion will be considered based on the information available for each object under consideration for acquisition, and analysed to arrive at a concise set of factors that together identify the heritage significance of the object.

This significance should be expressed in the following way:

HIGH Items that meet one or more of the assessment criteria at an outstanding level. Such items are integral to the cultural significance of the site, and should unarguably be acquired.

MEDIUM Items that meet one or more of the assessment criteria at a high level. These items make a major contribution to the cultural significance of the site.

LOW Items that do not meet any of the criteria at a significant level and make only a moderate contribution to the cultural significance of the site.

2.1.1 Historic: Pattern and Evolution

The item relates to the 1996 Port Arthur tragedy and to the memorials of the event, or to its effects on the site or the Peninsula community.

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2.1.2 Associations with a Person or Group

The item has a special association with the life or works of a person or group of persons who were related to or affected by the 1996 tragedy, including staff, emergency personnel and visitors.

(THR Criterion F; RNE Criterion G)

2.1.3 Rarity

The item demonstrates rare or uncommon aspects of the event.

(THR Criterion B; RNE Criterion B)

2.1.4 Representativeness

The item is important as a representative in demonstrating the characteristics of a broader class of objects relating to the event.

(THR Criterion D; RNE Criterion D)

2.1.5 Creative and Technical Achievement

The item is important in demonstrating a high degree of creative or technical achievement, relating to the event.

(THR Criterion E; RNE Criterion F)

2.1.6 Research Potential

The item has potential to yield information that will contribute to an understanding of the history of the event.

(THR Criterion C; RNE Criterion C)

2.1.7 Social Significance

The item has strong or special meaning for a group or community associated with the event.

(THR Criterion F, G; RNE Criterion G, H)

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- Once an item has been assessed in the manner outlined above according to the criteria, and given a ranking of high/medium/low, the following factors also need to be considered.

2.1.8 Duplicates

The existence of duplicate material already in the collection should be identified. It should not however automatically be an argument against acquisition if the item fulfils at least one of the above criteria. In view of the limited stock of such material that may become available, conservation requirements that restrict the length of time for which material should be displayed and the frequent requests that the Site receives for loans, duplicates may form an important resource and add considerably to the importance, accessibility and value of the collection.

However, common sense must also be used to assess how many duplicates are required, especially for robust and relatively common items whose internal variation as a class of objects may be limited.

2.1.9 Integrity/condition

The integrity or condition of an item should not automatically determine whether or not it is acquired. Even an item in highly degraded condition, if it satisfies at least one of the above criteria, may provide important research opportunities.

However, if an object is seriously degraded, and requires extensive conservation treatment, its potential for retaining and expressing integrity should be considered.

The completeness of the item or set, and the patina or other evidence of use that contribute to its historic character should be assessed. Items or sets that are substantially incomplete will be assessed at a relatively lower level than those that are substantially complete.

2.1.10 Display potential

While this factor has in other Collection Plans elsewhere often been expressed as a criterion against which items should also be assessed for acquisition, it is in fact redundant. If an item satisfies the criteria outlined above sufficiently to warrant acquisition, it is inherently of interest for display and/or research.

2.1.11 Authority

It must be stressed that the strategy outlined above will not produce a totally value-free outcome. At every stage the Manager, Interpretation & Collections, assisted by the Major Acquisitions Advisory Committee where appropriate, will make judgments based on her/his experience, knowledge and understanding. The final ranking of the desirability of an acquisition will be a product of the interaction between criteria that may be objectively understood, and that Manager's judgments made against them. This will provide a result that has been carefully considered, expressed and documented against a number of clearly expressed criteria.

Within this policy framework, decisions on all major acquisitions, i.e. items costing more than \$5,000.00, are finally made at the discretion of the Director, Conservation & Infrastructure, subject to budget availability, with advice from the Manager, Interpretation & Collections. Decisions on minor acquisitions, i.e. under \$5,000.00 will be made by the Manager, Interpretation & Collections, subject to budget availability.

2.2 Methods of Acquisition

2.2.1 Field Collection

- 2.2.1.1** Field collection of artefacts is to be carried out only by authorised people in accordance with laws governing such action.
- 2.2.1.2** Items that are collected in this manner must be accompanied by detailed written documentation that establishes title, provenance, method of collection, any issues arising, any special conditions required for storage, cataloguing or conservation.
- 2.2.1.3** No item will be received through field collection if there is any indication that it has been acquired through the illegal destruction or robbing of a site. This includes sites both above and below the ground.

2.2.2 Purchase

- 2.2.2.1** Purchase price of major items should be established by independent valuation.

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2.2.3 Donation / Bequest

- 2.2.3.1 Conditional donations should only be accepted under extraordinary circumstances that must be documented and placed on file.
- 2.2.3.2 Each case should be treated on its merits and no case should be seen as setting a precedent for any subsequent case.

2.2.4 Government Transfer

- 2.3.4.1 No item should be accepted under this provision unless it satisfies Selection Criterion 2.1.1.
- 2.3.4.2 Any item to be transferred should be in a stable condition; it should not be in a poor or unstable condition that requires the expenditure of substantial funds in order to conserve it..

2.2.5 Exchange

- 2.2.5.1 It is not envisaged that such methods of acquisition will often apply to this collection. If such an eventuality does arise, please refer to the relevant sections in *Policy 1: the Port Arthur Collection*.

2.3 Procedures for acquisition

- 2.3.1 Any item that is proposed for addition to this Collection should be accompanied by detailed documentation outlining its significance.
- 2.3.2 Items proposed for acquisition must be assessed by the Manager, Interpretation and Collections, to ensure that they fulfill the selection criteria (see Section 1.).
- 2.3.3 At the point of acquisition, every effort must be made to collect any further information from the staff member responsible for its collection on provenance, usage, manufacture, etc.

3.0 Loans

POLICY

All loans, outward and inward, must be appropriately documented, monitored, insured and discharged according to professional museum standards.

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3.1 Outward Loans

- 3.1.1** All outward loans should initially be approved by the Manager, Interpretation & Collections. Final permission for loan should also be sought from the Director, Conservation & Infrastructure.
- 3.1.2** The Site should only lend to an institution that can demonstrate that it meets museum standards for handling, storing and displaying objects.
- 3.1.3** The object must be in a suitable condition for display. If it is not, appropriate steps should be taken to ensure it is before it goes on display. The cost of this may be born in whole or in part by the borrowing institution.
- 3.1.4** The borrower must complete all relevant documentation before the loan is approved.
- 3.1.5** A period for the loan should be fixed; it should be appropriate to the fabric of the item to be lent. In the case of fabric or paper items, it should not exceed 4 months, of which 3 months only will be the display period. For metal, wood or stone items it should not exceed a maximum of 12 months. An extension may be negotiated under appropriate conditions.
- 3.1.6** The borrower must acknowledge the Site in a form of wording that is mutually acceptable to borrower and lender.
- 3.1.7** The borrower must fully insure the object at all times against any loss or damage.
- 3.1.8** No item on loan may be photographed or reproduced in any way without the express permission in writing of the Site.

3.2 Inward Loans

- 3.2.1** All inward loans should be approved by the Manager, Interpretation & Collections.
- 3.2.2** All inward loans should be for a specified purpose and period. No long-term loans for unspecified purposes should be accepted unless under extraordinary circumstances. If such long-term loans are accepted, any special conditions such as an undertaking to display the item for the duration of the loan should be avoided if possible.
- 3.2.3** The Port Arthur Historic Site Management Authority is responsible for insuring and treating appropriately any items that it borrows.

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- 3.2.4 The Site will complete all the lending institution's documentation. Private lenders who do not have a suitable set of documents to accompany their loan should be provided with such documents by the site. Both parties should complete them.
- 3.2.5 The lender's conditions for loan will be strictly observed. Any variations desired should be negotiated and confirmed in writing.
- 3.2.6 The Site will acknowledge the loan in a form of wording that is mutually acceptable to borrower and lender.
- 3.2.7 Permission must be obtained in writing from the lender for PAHSMA to photograph, publish or reproduce the object in any form.

3.3 Procedures for loans

3.3.1 Outward Loans

- 3.3.1.1 The loan request must be in writing.
- 3.3.1.2 The PAHSMA loan form must be completely filled out and signed by both parties (a copy of this form is attached). A copy of the completed loan agreement must go on file in the Loans Register and in the object's supplementary file at Port Arthur.
- 3.3.1.3 Any changes to this agreement must be noted on the relevant file when they occur. The return of the item must be noted.
- 3.3.1.4 Before the item is packed it must be photographed and its condition recorded (a copy of a condition report is attached). A condition report must accompany the loan.

3.3.2.0 Incoming loans

This section does not include travelling exhibitions and their contents. It refers to items or groups of items that PAHSMA may borrow towards an exhibition or activity generated on site.

- 3.3.2.1 The Manager, Interpretation & Collections, must make any loan request in writing.
- 3.3.2.2 The lender's agreement must be completed, anything additional should be recorded and it should then be signed by both parties. If the lender is a private person a standard PAHSMA loan agreement must be drawn up, mutually agreed and signed by both parties. A copy of the loan agreement must go on a temporary supplementary file. Any records generated

- regarding the object while it is on loan to the Site, including the record of its return, must go on this file. The item's arrival and its return must be noted in the Loans Register.

3.3.2.3 Any item that arrives with a condition report signed by the owner must be checked and any discrepancies noted. Photographs should be taken on arrival and then again when the final condition report is prepared before the item's return. If the item arrives unaccompanied by an adequate condition report, the Site must complete one and ensure that it is signed by the owner as to agreed condition.

4.0 Care and Maintenance

POLICY

All items in the 1996 Collection must be cared for and maintained to professional museum standards.

4.1 Documentation

- 4.1.1** Any items entering the Collection must be documented. They must be numbered, registered and catalogued.
- 4.1.2** The documentation must consist of hard copy as well as electronic data.
- 4.1.3** The hard copy must be kept in a separate location from the electronic data.
- 4.1.4** Due to the sensitive nature of the collection, the database should only be accessible by the Manager, Interpretation & Collections and Curatorial Assistant, or other persons who have been authorised by the Manager, Interpretation & Collections.

4.2 Storage

- 4.2.1** All items must be stored in a manner that is consistent with acceptable conservation standards.
- 4.2.2** All items must be stored in a locked facility; access is denied to all staff except under the supervision of the Collections Manager or Curatorial Assistant.
- 4.2.3** All storage facilities must conform to the requirements of occupational health and safety.

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4.3 Preventative and Reactive Conservation

- 4.3.1 Handling of collection items is to be kept to a minimum. All items are to be handled with white gloves if appropriate, or with clean hands if gloves represent a risk to the item.
- 4.3.2 Any necessary conservation work is to be supervised by the Manager, Interpretation & Collections. Advice should be sought and work carried out by an accredited conservator in the relevant material area.
- 4.3.3 An environmental monitoring program that measures relative humidity, temperature and light levels in storage areas should be instituted and maintained.
- 4.3.4 The item will be stored in an appropriate manner.
- 4.3.5 New items will be cleaned if necessary in an appropriate manner by the Manager, Interpretation & Collections, or by a competent person supervised by that Manager. If the item needs further conservation work the Manager, Interpretation & Collections, will organise this as soon as practicable by a conservator specialising in this material.
- 4.3.6 A pest management plan should be maintained.

4.4 Insurance

- 4.4.1 PAHSMA insurance must cover Collection objects on site.
- 4.4.2 PAHSMA insurance must cover borrowed objects while on site and objects held in temporary custody on site for assessment pending acquisition.
- 4.4.3 PAHSMA insurance must also cover Collection and borrowed objects in transit, from the moment they leave the site until the moment they reach their destination.

4.5 Disaster Preparedness

- 4.5.1 A risk assessment should be undertaken.
- 4.5.2 Following this, a Collections Protection Plan must be put in place. It should address risks, outline a disaster response strategy and identify priorities for salvage.

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- 4.5.3 This plan must form part of the Site's Emergency Management Plan.

5.0 Access and Security

POLICY

Due to the sensitive nature of the collection, access, both physical and intellectual, to the 1996 collection must be restricted to nominated staff in the Conservation and Infrastructure Department, and other staff only under the direct supervision of Manager, Interpretation & Collections or the Curatorial Assistant.

Others seeking to access the collection will require the permission of the Director, Conservation & Infrastructure. Additionally, they will be required to sign a form acknowledging that PAHSMA bears no responsibility for any consequences that might occur either a result of the access or as the result of information gained through this access being further disseminated.

5.1 Access

- 5.1.1 Access to the Collection will be limited, as outlined above.
- 5.1.2 Access, when granted, will be consistent with appropriate conservation requirements. Given the highly emotive and personal nature of this collection, the strictest conservation standards may be waived if conditions warrant it.

5.2 Security

- 5.2.1 Any requests for access to items in store will be made through the Manager, Interpretation & Collections.
- 5.2.2 Visitors to the store will be supervised at all times.
- 5.2.3 The store will not be used as a work area by visitors; any material required for intensive study will be removed to the office of the Collections Manager or to another appropriate location where the visitor can be supervised.
- 5.2.4 Any item so removed will be documented as removed, and the visitor's name and contact details, and any other details deemed necessary, will be recorded. This may be placed on the movement file for each object so removed if appropriate. Other arrangements may be made if necessary to maintain this record..

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- 5.2.5** No keys or security codes will be given to anyone other than the relevant site staff.
- 5.2.6** No items from the Collection will be exhibited without due security and due consideration into the effect that such an exhibit would have on the community.
- 5.2.7** Before an artefact is lent for exhibition, the Manager, Interpretation & Collections, will ascertain and assess the environmental controls and security arrangements in place at the venue. That Manager should be satisfied that the method of exhibition meets environmental and security concerns relating to object placement, exhibition technology and supervision, throughout both installation and exhibition. Details of environmental and security arrangements, complete with responsibilities of staff involved, will be obtained in writing from the institution or organisation seeking the loan.
- 5.2.8** Some of these conditions as outlined above may be waived to meet community needs, although ensuring the long-term viability of the items must always be given the highest priority wherever possible.
- 5.2.9** Any item in transit to another location for exhibition will be appropriately packed, labelled and secured.
- 5.2.10** Items lost, damaged or stolen will be reported to the Manager, Interpretation & Collections, as soon as the security breach is discovered. An incident report will be compiled, identifying the item and giving details of the incident, including the date, people involved and the circumstances of the occurrence or discovery. A copy of the report will also go to the Director, Conservation & Infrastructure.
- 5.2.11** The Manager, Interpretation & Collections, will see that appropriate action is taken, including the design of strategies to ensure no repetition of the incident. These will be communicated to all appropriate staff.
- 5.2.12** A file will be created for theft, loss or damage of Collection items and all documentation will be placed on it; details of the incident will also be entered on the item's supplementary file.

6.0 Deaccession and Disposal

POLICY

Deaccessioning is the process of officially removing items from the collection and disposal is the process whereby ownership of the de-accessioned item is transferred.

All Port Arthur Collection artefacts that do not meet the selection criteria outlined in this policy must be considered for deaccession and disposal.

Any deaccession and disposal must be conducted according to professional museum standards and must observe ICOM and MA Codes of Ethics. No member of staff with any conflict of interest may be involved at any stage in any recommendation for deaccession.

6.1 Conditions under which an item may be deaccessioned

6.1.1 Items to be de-accessioned must satisfy at least one of the following criteria. In the first two cases PAHSMA may be legally obliged to deaccession and dispose of the item.

- When legal title to an object cannot be obtained; in this case, the object cannot properly be said to be deaccessioned, since it should not have been accessioned in the first place. It should immediately be returned to its owner.
- When a national or international convention on the restitution of cultural property deems that the item/s should be returned to a particular community.
- When an object lacks supporting evidence that would establish its relevance to the Collection.
- When the significance of an a object would be more fully realised by another institution or another state or country
- When the object lacks significance according to the acquisition selection criteria of current policy.

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6.2 Conditions of Disposal

- 6.2.1** Before deaccessioning of any item is to proceed, PAHSMA's legal title to the item, and thus its right legally to dispose of the item, must be established.
- 6.2.2** Once the decision has been taken to deaccession an object using the criteria given above, a recommendation regarding its disposal must also be submitted to the Director, Conservation & Infrastructure.
- 6.2.3** This recommendation for disposal must take the form of a full written and illustrated report to the Director, Conservation & Infrastructure, prepared and signed off by the Manager, Interpretation & Collections, and any other expert person involved in the decision. This will form part of the report that recommends deaccession.
- 6.2.4** No disposal will proceed without the written approval of the Director, Conservation & Infrastructure and the CEO.
- 6.2.5** Staff and their families are prohibited from acquiring deaccessioned objects other than at public sale or auction.

6.3 Procedures for managing deaccession & disposal

- 6.3.1** If the item entered the collection as the result of a donation or bequest, it should first be offered free to the donor or her/his heirs or trustees. If they do not wish to acquire the item, it should then be offered free to an appropriate collecting institution that is able to meet the object's conservation requirements.
- 6.3.2** If the item entered the collection as the result of purchase by PAHSMA, or if the method of acquisition is unknown, it should first be offered for sale to an appropriate collecting institution which is able to meet the object's conservation requirements.
- 6.3.3** If the item entered the collection as the result of purchase by another agency or an individual or group of individuals, they should be consulted regarding disposal. It may be appropriate for the item to be returned to them.
- 6.2.4** If no appropriate person or institution is interested in acquiring the item, it may be sold. Any money raised by such action should only be used for further acquisitions for the Collection.

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- 6.3.5** If the item is both insignificant and in an extremely poor condition it may be destroyed. This destruction must be total and irreversible, and the reasons for this course of action must be fully documented.
- 6.3.6** All deaccessioning and disposal matters must be fully documented for future reference. A copy of this documentation must be included on all relevant official files.
- 6.3.7** The item's documentation, at all levels, will not be deleted. The documentation regarding deaccession and disposal will be filed in full where appropriate on such files. In the single line entry for the item it will be notated 'deaccessioned'.

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This plan was ratified by the PAHSMA Board on.....

Signed.....(Chair)

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Appendix 1

Planning framework outlined in the Conservation Management Plan, 2000.

