

# **Port Macquarie Historical Society Inc.**

## **Port Macquarie Museum Collection Policy**

### **1. Purpose:**

This Policy sets out the criteria that must be met before an item is acquired as part of the Museum collection.

### **2. Definitions:**

For the purpose of this policy, the following definitions shall apply.

“Item” means archive, artefact, artwork, book, clothing, document, replica item, firearm, photograph or any other article.

“Museum” means Port Macquarie Museum.

“Society” means Port Macquarie Historical Society Incorporated.

### **Acquisition Criteria:**

3.1 The item must have a **distinctive** and **verifiable** association with the Port Macquarie - Hastings area and its history, i.e. historical significance. This may include the following:

- designed locally
- manufactured locally
- commonly used locally
- valued by sections of the local community for social, economic, cultural, spiritual or religious reasons
- associated with key themes in Port Macquarie - Hastings area history

3.2 The item is relevant to the purposes and collecting aim of the Society and has clearly established provenance or interpretive potential.

3.3 The item should be in good condition or be able to be conserved to good condition.

3.4 The item can be readily and appropriately catalogued, stored and cared for by the Museum.

3.5 The item is an unconditional donation or purchase and the person donating the item has valid and/or legal title to it.

3.6 Duplicate items will only be acquired in the case of light sensitive materials that require changeovers during display and where duplicates assist in the interpretation of items.

3.7 In the case of photographs, if the donor is copyright owner, permission should be sought for the transfer of copyright to the museum.

3.8 Items not meeting the above criteria except point 3.5 may be collected by the museum for use in “hands on” activities or as props for displays and public programs.

3.9 All acquisitions must be documented in accordance with the Acquisition and Cataloguing Procedures set out by the Society.

**4. Loans:**

4.1 Short term loans may be accepted for temporary display provided the loan item meets the acquisition criteria set out in points 3.1 to 3.3 inclusive.

4.2 Loan periods must be agreed prior to acquisition.

4.3 All loan acquisitions must be documented in accordance with the loan acquisition procedures as set down by the Society.

**5. Review**

This policy shall be reviewed annually or at any other time determined by the Management Committee.