



KENTIAN SOCIETY
SUPPORTING KENT STREET SENIOR HIGH SCHOOL

Museum



COLLECTIONS POLICY

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PURPOSE OF THIS DOCUMENT

This document is the overarching guide to policies relating to the development, growth, management, conservation and protection of materials held at the Kentian Society Museum, located on the campus of Kent Street Senior High School in Victoria Park, Western Australia.

The Kent Street school when it opened in 1940 was only the third secondary school facility in the State, and the first south of the Swan River in metropolitan Perth, to be built independently of a primary school. At that time, every other secondary school in WA, apart from the High School in Perth (1877) which later became Hale School, and Perth Modern School (1911), had grown from existing primary schools.

The school still has many of its original group of buildings, which have a definite 'Art Deco' feel. The theme of the earlier buildings, with a red base and painted above, has been carried through into the later buildings, so, even though the styles are quite different, there is a cohesiveness to the whole complex and it is on the State Heritage Register.

The Museum has been built on the collective efforts of a multitude of volunteers since archiving began in 1994. These volunteers saw value in collecting, preserving and conserving student records and the many artefacts donated to the Society for interpretive display.

By 2025, when this policy was written, the collection included almost three thousand catalogued items, featuring historical school artefacts like building plans, shields, trophies, pennants and plaques, historical student uniforms, classroom equipment and textbooks, and copies of hundreds of historical photos.

Its research library held several hundred books and reference materials related to the school's history, including journals, newsletters, yearbooks, student diaries, teachers' programs, exam materials, and over 400 news articles, nearly half of which include photos.

Additionally, its historical student database, with over 30 000 student admission records since 1940, includes details such as parental occupation and home address, contributory and destination schools, student siblings, and other matters. This is set to be a key resource for researchers studying childhood history in WA and other social history topics.

And why make these efforts? Because in time, these historical materials can offer a wealth of data and information for families, researchers at universities, and the general public, enabling a deeper understanding of the development of society, culture and education in the south-eastern suburbs of the Perth metropolitan area.

SCOPE

This **Collections Policy** defines what the Kentian Society Museum will collect and grow, and how its various Collections are to be cared for.

The Policy also outlines what will *not* be collected, describes accession and deaccession processes, and provides detailed provenance guidance.

Note: Hereinafter this document is referred to as 'the Policy', the Kentian Society Museum is referred to as 'the Museum', the Kentian Society (Inc) is referred to as 'the Society', Kent Street Senior High School is referred to as 'the School' or 'KSSHHS'.

The use of 'items' or 'materials' throughout serve as a gloss for items, objects, clothing, books, documents, oral histories, ephemera (such as menus, newspapers, posters, and digital artefacts), photographs, artworks, archives, and so on that constitute the Museum's Collections.

1. STATEMENT OF PURPOSE

The Kentian Society Museum will acquire, conserve, research, display and actively interpret records and artefacts relating to Kent Street Senior High School (and the primary and secondary schools across the southern suburbs of Perth that have fed into it over time).

The Museum will aid the advancement of knowledge through supporting scholarly research into its collections, and such other matters, and by publishing the results of such research, thereby promoting knowledge of the history of the School by raising awareness in the wider community of the important role the School has played, and continues to play, in the Western Australian community and the contributions to Australian society made by the School's alumni.

A high standard of service to the public, scholarship, and management of the collection, in accordance with best practices of museum collection standards, is paramount to this objective.

2. WHAT THE MUSEUM WILL COLLECT, AND WHY

The purpose of the Kentian Society Museum is to inspire, educate and inform the School community and the broader public, and to contribute to the conservation of the history and heritage of the School within the Town of Victoria Park.

The Museum is interested in objects that have both display and research potential and will seek to establish a collection that contains levels of information relevant to the scholarly researcher and casual museum visitor alike.

- i. The collection of the Museum will be representative and thematic. Where original objects are unobtainable for exhibitions, replicas, models, photographs or other graphic components may be considered as acceptable alternatives. Conversely, an artefact will not be considered valuable or useful simply because of its age.
- ii. Care will be taken to avoid thematic duplication with other local museums. Thus, institutions such as the Goomalling School Museum and the Aviation Heritage Museum in Bull Creek for instance will not find their subject area threatened.
- iii. Nonetheless, the regional focus of the Museum must be maintained which may, inevitably, lead to some thematic overlap with major museums in Western Australia. However, any such overlap will be balanced by the Museum's focus on its locality.
- iv. Care will, likewise, be taken to avoid duplicating material gathered by the Local History Section of the Town of Victoria Park Library or similar local history collections
- v. In determining the collection policy, the main concern must be to translate the Museum's guiding concepts into objects consciously selected for their capacity to build up a composite picture of essential themes.

While the main focus of the Museum is the history of Kent Street SHS from 1940 onwards, material from earlier historical periods (or related for instance to other schools across the southern suburbs of Perth) may also need to be considered for collection to provide better contextual information for key stories or themes.

2.1 Museum collection

The Collections Policy of the Museum has a primary focus on collecting materials for exhibitions and educational purposes, as well as archiving and research, that demonstrate a clear link to one or more of the following core collection areas:

1. Kent Street Senior High School and its environs, including data and information in relation to the history of the School, including the design and construction of its buildings and grounds, innovative or memorable administrators and staff, student selection criteria and processes such as admission records, subjects offered, results achieved and other related matters
2. Former students and staff, during their time at the School and after their departure, including biographical and statistical information, as well as oral and written histories

3. School life and the changes that have occurred over time, including photos and memorabilia, educational methods such as development of syllabuses and curriculum documentation, school textbooks and classroom practice, class rolls, award certificates, teachers programs, correspondence, timetables, lesson notes, student uniforms and workbooks, memoirs and other related material
4. Heritage values and traditions, particularly in terms of the name, reputation and traditions of the School (its ethos and values) being upheld within the School and the community
5. Social history of Victoria Park and surrounding suburbs, particularly the study of ordinary people and their everyday lives as general context for the life of students at the School, including the establishment and growth of suburbs, parental occupations, as well as cultural and domestic life and other related matters

Items will be considered if they fall into the following prioritised criteria:

Criterion 1 – Historic

Being an item provenanced to the south eastern suburbs of Perth (bounded generally by the Canning, Swan and Helena Rivers) during one of the following periods in the history of the Region:

1. Natural history prior to 1829; geological, flora and fauna specimens indicative of the region as known to Aboriginal culture prior to European colonisation
2. Colonisation to gold discoveries 1829–1891; initial slow growth of rural industries, convict labour helps development of major roads and railways
3. Gold boom to the end of the Wars 1892–1945; Federation, local government, the depression and wars
4. Post war transformation 1946–1993; cultural influences shift from British to American as sustained boom period occurs, with most rapid population increase since the 1890s, followed by variable economic fortunes after international oil shock of early 1970s
5. Transformation of the economy, 1993 onwards; economic rationalism rules political policy, while global digital connectivity dominates social and business culture, and brings changes to all aspects of life

Criterion 2 – Thematic

Within the chronological scope, the Museum also has an interest in a range of key stories or themes against which material may be considered for collection. The scope of the collection in these areas would be much more limited as items for specific exhibitions, focusing predominantly on archival documents and photographs. Objects for specific displays may largely be drawn from individuals or other collections on short-term loan.

These themes are based on the *Thematic History of Western Australia* (published by the Heritage Council of WA in 2022), including in particular:

1. Peopling WA; including colonisation and more recent demographic development
2. Economy; including rural occupations, manufacturing and secondary industries, commerce, workers and working
3. Infrastructure; including transport and communications, and development of services
4. Social Services; including the general development of education and health
5. Cultural life; including religion, as well as recreation through arts, culture, entertainment and sport

Of specific and significant importance, for understanding the complexities of the stories the Museum might tell, is the integration of many of the above themes with the crucial but often overlooked stories woven through the State's history of the following:

- Aboriginal people
- Women; particularly their influence in the workforce and working conditions
- Non-British migrants;
- Isolation; both real and perceived as a defining characteristic of Western Australia

2.2 Library and Research Collection

Kent Street is one of only two Government secondary schools in Western Australia with an extensive historical archival section. This will continue to be developed into a Library and Research Collection for use by the Society's members, often for genealogical or other personal reasons, as well as providing access to academic researchers and students of history, education, social sciences, and many other fields.

The purpose of the Research Collection is to accept and store ephemera, books, serials, manuscripts and selected digital material relating in particular to the history of education in Victoria Park and surrounding suburbs and to provide access to this collection as an information resource and service.

Though items accepted into this collection are not accessioned into the Museum Collection, they will be assessed by Museum staff against the Collection Policy Acquisition Criteria as a guide, and where appropriate will be catalogued and/or added to the Collection Management System (CMS).

In the case of family histories, only authored, referenced and published material will be considered for addition to the Museum's collection. Material may be included in the Research Collection without provenance to a particular family, place, person, institution or firm if it contains relevant information associated with the School or surrounding areas.

2.3 Archives

The Society's 'general' collection is stored in its Archives, whose function is to:

- Collect, preserve and store material including drawings, paintings, photographs, and documents related to the history of the development of public education in Western Australia, particularly in relation to Kent Street Senior High School;
- Allow special access to the collection by Society members and researchers via an efficient collection catalogue and a well-organised storage system;
- Enable the display from time to time of material from the archives in museum exhibitions and joint exhibitions with other community organisations; and
- Preserve inactive Society records and any documentation about its activities since its inception.

3. ACQUISITION EMPHASES AND CRITERIA

Acquisitions

The Museum shall acquire items for the permanent Collection by donation, bequest, purchase or transfer. The Museum will not accept conditional donations or bequests. There will be no long-term or "permanent" loans. Short and medium-term loans will be accepted from time to time but only in association with specific temporary exhibitions.

The Museum will only receive donations upon receipt of a deed of gift (Donation Agreement Form) signed by the donor or donor's agent in the presence of a witness. The form will be legally binding and the donor will forfeit all right and title of the item so given to the Museum.

Objects collected will include both historic and contemporary materials. The Museum will generally collect objects that are three-dimensional but will also gather some paper-based records such as diaries, photographs and certificates as support material to collected objects. The collection of data and statistical information relevant to the defined themes is also considered relevant by the Museum.

Criteria

Objects will not be collected simply because they are old, strange, unusual or have doubtful associations or promote nostalgic or sentimental responses. Rather, they will be considered for collection only when they adequately satisfy at least one of the following criteria:

- Significance: Priority is given in accordance with the *Heritage Act 2018 (WA)* to materials with significant historic, aesthetic, scientific or spiritual values.
- Relevance: The Museum only collects items related to its purpose or key collecting themes.
- Provenance and Documentation: Every object acquired for the collection must be supported by clear documentation that may, in part, define its historical significance or association. Verbal information provided by the donor detailing the origin of the object, how and who used it, plus a chronological profile of its subsequent history is suitable, but should be recorded in writing and independently confirmed. Written and published information is preferable.
- Rarity: Items may be prioritised if they are rare examples of a particular kind of object. This does not necessarily mean that the Museum is not interested in abundant objects.
- Condition, intactness, integrity: Every acquired object must be complete to the extent that an observer could visualise a past custom or activity with which the object was associated. It is imperative that the condition of the acquired object be rated as good to excellent as items of poor condition will only be an expensive burden on the Museum in the future and, consequently, would be of dubious historical integrity.
- Interpretive Potential: The object must contain information, or be associated with information, that raises an understanding of aspects of the history of the School. Items that tell a story that adds to the interpretation of Museum themes will be prioritised.
- Representativeness: Items may be prioritised if they are an excellent representative or unique example.
- Duplications: Items that duplicate items already in the Collection will generally not be accepted unless they are of superior condition and/or historic value. In such a case, the incumbent item may be considered for deaccessioning.
- The Museum may collect a duplicate object in where a “spare” is considered advisable or where the object is provenanced to a person significant to the history of the School.
- In certain circumstances and on a case-by-case basis, the Museum may accept into the Education Collection items that are representative of, but not necessarily provenanced to, the history of the School.
- Legal Requirements: The Museum only accepts items where the donor/vendor has legal title to the object.

4. WHAT THE MUSEUM WILL NOT COLLECT, AND WHY

The Museum will not collect items or any other materials where it does not have the ability to store or conserve the item appropriately as per the *National Standards for Australian Museums and Galleries*. This includes items in very poor condition that are judged by the Curator/s as not being worthy of being restored and/or conserved.

Where there is an abundance of collected items, the Museum Curator/s will decide whether or not to collect any more than required, depending on how representative the Collection is of over-donated items. In such cases, the Curator/s will explore other relevant collecting organisations where the items might be of interest.

The Museum will not ordinarily collect, conserve and store estrays, i.e. those items, documents or material for which there is no provenance data available, and no clear evidence of how to research the original document or object maker.

An item not considered appropriate for formal acquisition to the Museum Collection or Research or Archive Collections may be accepted instead as an Education Resource (see *Section 10 - Acceptance of Items for Non-Collection Purposes*)

5. COLLECTION ACCESS

- The Museum provides access to the items primarily by display.
- Access to oral histories is provided via the State Library of WA or in the Museum by appointment.
- Access to items for the purposes of personal or scholarly research will be offered by appointment on a case-by-case basis.
- Highly significant documents offered to other institutions, for example the State Library of Western Australia, for temporary display or copying, will be allowed.
- The Museum will work towards putting Collection records online via the Museum web page and other relevant digital platforms as resources permit.
- With appropriate funding resources and support, Museum staff will work towards digitising and displaying some of the significant documents in its Collection via the Museum web page and other relevant digital platforms, depending on their volume and space allocation.
- To ensure the Museum's Collection is fully secure, staff will always retain paper copies of material (e.g. oral histories, maps) regardless of the extent of digitisation and e-technology advances.
- All paper documentation in the Collection will be properly conserved, stored, and provenanced.

6. COLLECTION CARE: DOCUMENTATION, CONSERVATION & STORAGE

Documentation and Record-Keeping

The Museum aims at all times to maintain an effective documentation system to record and retrieve information about its Collection.

Storage and Conservation

The Museum aims to achieve high standards of Collection care and storage as per the *National Standards for Australian Museums and Galleries*.

- Storage areas must remain clean, secure and sealed against the weather.
- Temperature and relative humidity should be kept as stable as possible.
- Access to storage areas is to be secure and controlled.
- Ultra-violet light should be excluded from storage areas. When storage areas are not in use, lights must be turned off.
- Archival quality storage materials should be used.
- Storage areas must be regularly checked and fumigated for pests and other problems.
- Items are not to be stored on the floor
- New staff must undergo an introduction on 'Object Handling', to be given by Curator/s.
- Untrained personnel should never attempt to clean, treat or restore Museum items.

7. TRANSFER OF OWNERSHIP TO THE KENTIAN SOCIETY MUSEUM

All items entering the Collection will be accompanied by a deed of gift document giving full and unencumbered title of its ownership to the Museum, without restriction as to its use or future disposal. All items will subsequently be accessioned into the Museum's Computer Management System (CMS) or Database.

8. IN THE EVENT OF DISSOLUTION OF THE KENTIAN SOCIETY

In the event of the winding up or dissolution of the Society, the Museum Collection, consisting of acquired items, articles, documents, photographs, regalia, artworks and records, that have been formally catalogued and those awaiting cataloguing in a Collection Management System shall be dealt with as follows:

- Any item that has been loaned shall be offered for return to the donor or lender, and/or her/his family
- The Collection of the Museum shall be formally transferred to another Museum or a similar institution.

9. HEALTH AND SAFETY

The Museum will avoid accepting material that is likely to endanger the health or safety of staff, volunteers or the public. All Health, Safety and Environmental guidelines will be adhered to by staff, volunteers and visitors.

10. SPECIAL LICENCES

The Museum does not collect items which require licenses such as: Public Records; hazardous objects and substances; human remains; or overseas cultural property.

11. ACCEPTANCE OF ITEMS FOR NON-COLLECTION PURPOSES

Spare Parts

Damaged or incomplete items may be accepted in order to provide spare parts for the conservation, restoration or repair of like or similar material, or for education purposes.

Education Collection

Items which have no place in the Collection of the Museum may be accepted as an education resource and must be identified as belonging to a separate Education Collection. Such material will generally be procured either directly or by donation solely at the discretion of the Curator/s for display and 'hands-on' use in the Museum's public programs.

Items in this Collection are typically not appropriate for inclusion in the Permanent Collection and may include reproductions or damaged pieces. Although the Education Collection is cared for responsibly, it is not accorded the same level of care as the Permanent Collection. It includes items that:

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

Education Resources Procedure

- Education Resources will be numbered and recorded in the CMS.
- Each Education Resource will be physically numbered in the same manner as objects.
- The Education Resource numbers will be identified by the prefix 'E' appearing before the number.
- If Education Resources are disposed of, this information should be recorded in the CMS.

12. ORAL HISTORIES COLLECTION

See Appendix 1: Oral Histories Collection Policy

13. LOANS

See Appendix 2: Loan Policy.

14. LEGAL AND ETHICAL OBLIGATIONS

The Museum will only acquire cultural material in accordance with State and Federal law and international agreements between Australia and other countries (e.g. *UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property*).

The Museum will not acquire cultural material known to have an illegal or unethical provenance. If legal or ethical problems become apparent after acquisition, the Museum will endeavour to rectify the situation.

The acquisition of items for the Collection by staff will always be conducted in accordance with the standards of the *Museums Australia Code of Ethics*.

15. ABORIGINAL AND TORRES STRAIT ISLANDER ARTEFACTS

Acquisitions, conservation, disposal and access to Aboriginal and Torres Strait Islander cultural material, including use in public programs, will take into account, or incorporate as appropriate, the views of the Aboriginal and Torres Strait Islander community of whose cultural traditions the items form part.

The Museum does not collect Aboriginal and Torres Strait Islander human remains nor restricted Aboriginal and Torres Strait Islander material. The Museum will, with the assistance of appropriate persons from the relevant language groups and communities, seek to identify Aboriginal and Torres Strait Islander cultural material of a restricted sacred nature in its Collections and its provenance.

Culturally restricted material, and/or material restricted on the basis of gender, will be considered for return to the traditional custodians in accordance with procedures recommended in *'Continuous Cultures, Ongoing Responsibilities'* (Museums Australia, February 2005).

In accordance with Museums Australia Guidelines, requests from Aboriginal and Torres Strait Islander Communities for the return to them of cultural items held by the Museum will be given serious consideration.

16. DEACCESSIONING AND DISPOSAL

See Appendix 3: Deaccessioning and Disposal Policy.

17. POLICY REVIEW

The Collection Policy will be reviewed within five years of its adoption by the Management Committee of the Society. Such review will follow an initial procedure of review by the *Museum Advisory Committee* and recommendations submitted to the Management Committee for approval.

18. DATE OF NEXT REVIEW

July 2030

19. ASSOCIATED REFERENCE DOCUMENTS

- International Council of Museums *Code of Ethics for Museum*
- Oral History Association of Australia *Guidelines of Ethical Practice*
- Museums Australia *Continuous Cultures, Ongoing Responsibilities*
- Museums Australia Inc. *Code of Ethics*
- *National Standards for Australian Museums and Galleries*
- UNESCO *Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property 1970*

20. LIST OF APPENDICES

- *Appendix 1: Oral Histories Collection Policy*
- *Appendix 2: Loans Policy*
- *Appendix 3: Deaccessioning and Disposal Policy*
- *Appendix 4: Interpretation Policy (to be formulated)*
- *Appendix 5: Procedures Manual (to be formulated)*
- *Appendix 6: Conservation Policy (to be formulated)*

APPENDIX 1: ORAL HISTORIES COLLECTION POLICY

STATEMENT OF PURPOSE

To connect the social, cultural, and educational history of the south eastern suburbs of Perth, particularly in relation to Kent Street Senior High School, to the lives of Western Australians by recording the memories of those who have participated in it.

AIMS

- To connect people to the history of Kent Street Senior High School that affects the lives of Western Australians
- To reflect the diversity of people, careers, impacts, and experiences of education in Western Australia
- To capture multiple perspectives and voices on education in Western Australia
- To encourage critical thinking about the past by capturing the recollections of those who helped shape it
- To showcase the oral histories and to make them accessible to the public in cases where no embargo applies.

CRITERIA

To interview those people who have participated in the social, cultural, and educational history of the south eastern suburbs of Perth, particularly in relation to Kent Street Senior High School.

Within those criteria, it aims for diversity of:

- Age;
- Gender;
- Cultural, religious and social backgrounds – including Indigenous and non- Indigenous; and
- Diversity of experience.

Further, within the above criteria, the Museum will aim for diversity in exploring the collection of oral histories on a thematic basis (for example, change within a community and multiple perspectives of key events).

HOW WILL THE THEME FOR AN ORAL HISTORY PROJECT BE SELECTED?

The Museum will invite the public and relevant stakeholders to suggest oral history project themes aligned to the Oral Histories Collection Policy statement of purpose.

The final decision regarding the oral history project theme will be made by the Museum Curator with the project theme aligned to the Oral Histories Collection Policy statement of purpose.

PROCESS FOR CHOOSING THE PREFERRED CANDIDATES

Nominations for oral history candidates with Western Australian educational, occupational or lived experience are open for consideration only to the community and stakeholders.

The final decision regarding selected candidates will be made by the Museum Curator and the Museum Advisory Committee.

It is essential that the Museum Curator and the Museum Advisory Committee's preferred candidates align with the Oral Histories Collection Policy criteria.

PROCESS FOR INVITING THE PREFERRED CANDIDATES TO PARTICIPATE

Kentian Society letters of invitation for each of the preferred candidates are prepared by the Museum Curator.

The Museum Curator and the Museum Advisory Committee's list of preferred candidates, with details on how each individual aligns with the Oral Histories Collection Policy criteria, are then submitted to the Kentian Society Chairperson to be signed and forwarded to each candidate.

ORAL HISTORY DEED

- A deed is signed by the Interviewer, the Oral Historian, and the Kentian Society Chairperson clearly stating conditions for the provision of the oral history.
- An Oral History Deed is signed by the person interviewed, the Interviewer, and the Kentian Society Chairperson which clearly states the purpose and intended uses of the interviews and what copyright provisions apply.
- A deed of gift is signed by the State Library and the Kentian Society Chairperson when an oral history for the Collection is donated to the State Library.

GUIDELINES OF ETHICAL PRACTICE

The Museum abides by the Guidelines for Ethical Practice of Oral History Australia.

In contacting rights holders and donors, the Museum shall use as standard practice *Procedural guidelines for reasonable search for orphan works*, as per National and State Libraries Australasia and WA State Library guidelines.

ACCESS

Access is provided to the Oral Histories Project Collection by:

- Donating copies of oral histories in the Collection to the State Library of Western Australia where possible.
- Providing access to the Oral Histories Project Collection records online via the Museum's web page.

Other possible forms of access are by:

- By using excerpts from the histories in both physical and online exhibitions.
- By using excerpts of oral histories in public programs.
- By establishing a collaborative relationship with other collecting institutions, especially the National Library Australia in Canberra.

ASSOCIATED REFERENCE DOCUMENTS

- National and State Libraries Australasia *Procedural guidelines for reasonable search for orphan works*
- Oral History Australia *Guidelines for Ethical Practice*

APPENDIX 2: LOANS POLICY

PURPOSE

The objectives of this policy are to outline the principles and guidelines that:

- provide appropriate conditions and controls under which other organisations may borrow items from the Museum's Collection for the purposes of exhibition or research; and
- provide access to the Museum's Collection and borrowed items while providing protection to the items, the Museum, lenders and borrowers provide relevant risk management guidelines and processes for the collection.

LOAN PROCEDURES

- The Museum will not accept items on a permanent or semi-permanent loan basis.
- The Museum can accept items on a temporary loan basis for use in temporary displays.

INWARD LOANS

- Inward loans shall only be accepted for specific exhibitions and for fixed periods of time.
- Inward loans shall be recorded separately to the Collection.
- A representative of both the Museum and the lender will be required to sign an agreed inward loan form setting forth the responsibilities of the Museum with regards to use, care, maintenance, and insurance of the material. Its condition will be described and the environmental conditions under which it will be transported and used set out. A time limit for the period of the loan will always be nominated.
- Each party will hold a copy of this agreement.
- The Museum agrees to exercise the same care with respect to loans as it does for its own Collection
- Loans shall remain in the possession of the Museum for the time specified on the form.

ITEMS NOT AVAILABLE FOR OUTWARD LOAN

- items of great fragility
- secret/sacred material
- items required for display by the Museum over the period of the loan

OUTWARD LOANS

Loans entering or leaving the care of the Museum will be accompanied by a loan return form. A time limit for the period of the loan will always be nominated.

- The Museum will lend items to other Museums and organisations holding Collections. It will not lend to private collectors.
- Borrowers and a representative from the Museum will be required to sign two outward loan agreement forms setting out the responsibilities of the borrower with regards to use, care, maintenance, and insurance of the material. Its condition will be described and the environmental conditions under which it will be transported and used set out. Each party will hold a copy of this agreement. A time limit for the period of the loan will always be nominated.
- The borrower must exercise care in the handling, storage and display of the loan object and must be prepared to meet the conditions outlined in the outward loan agreement.
- The borrower shall show that the item is covered by a relevant insurance policy.

- The borrower will provide a secure display and/or storage area.
- The maximum loan period is 12 months. Applications for extension of this period must be made prior to the loan expiry date.
- Items cannot be treated or altered in any way without the written permission of the Museum.
- Loans will remain in the possession of the borrower until returned to the Museum.

POLICY REVIEW DATE

The Loans Policy will be reviewed within five years of its adoption by the Management Committee of the Society. Such review will follow an initial procedure of review by the *Museum Advisory Committee* and recommendations submitted to the Management Committee for approval.

DATE OF NEXT REVIEW

July 2030

APPENDIX 3: DEACCESSIONING AND DISPOSAL POLICY

PURPOSE OF THIS DOCUMENT

The objectives of this policy are to enable the Museum to:

- dispose of items that are not required as part of its Collections, in accordance with the guidelines set out below;
- transfer items which by virtue of their subject focus may be better placed in another Museum or similar public collecting institution; and
- exchange items with another Museum or similar public collecting institution, where this will result in the mutual enrichment of both Collections.

SCOPE

The Museum recognises that the ability to deaccession and dispose of items is an essential part of an effective Collection management programme. This policy covers the deaccessioning and disposal of items from the Collection of the Kentian Society Museum.

It is also recognised that deaccessioning is a difficult and complex process. Therefore it is preferable to protect the integrity of the Collection through controlling acquisition rather than through deaccessioning and disposal.

CATEGORIES FOR DEACCESSIONING ITEMS

The Museum will endeavour to deaccession items in the following categories:

- items that do not fall within the Collections policy of the Museum;
- items of a particular genre of which the Museum possesses better examples;
- items which are so degraded or irreparably damaged that they are no longer recognisable or restorable;
- items that are so degraded that the cost of restoration is disproportionate to the significance of the object;
- items in the possession of the Museum about which no documentation of their acquisition or provenance is available;
- items that have been incorrectly identified or attributed, or are forgeries;
- duplicates of items in the Collection; and/or
- items of a hazardous nature which may pose a serious occupational health and safety risk to staff and visitors.

ASSESSMENT OF ITEMS FOR DEACCESSIONING AND DISPOSAL

Items to be deaccessioned are identified and assessed by the Curator/s and submitted to the Management Committee of the Society for final approval. Assessment should include a significance assessment and proposed method of disposal.

DISPOSAL OF DEACCESSIONED ITEMS

- Donated items should first be offered to the donor, or donor's family, if still contactable. If this is declined, is not possible, or if items to be deaccessioned have been acquired by other means, they may be offered instead to educational institutions. As a last resort, items may be offered for public sale.
- Items that have a significant cultural value, but which do not conform to the Collections Development Policy should, wherever possible, be placed with the most appropriate Museum or other public institution, by means of gift, sale or exchange.

- Items that do not have a significant cultural value but do have a market value may be disposed of by public auction or tender.
- Proceeds from public sale of collections will be used for purchase of items for the collection, conservation of the existing collection, or to fund collection-oriented activity.
- If none of these methods are successful, an item that has deteriorated to the point where it is not possible to conserve it and it no longer has any historical value may be deaccessioned by disposal. Items that cannot be disposed of in any other way, and which do not have any saleable value, may be destroyed.
- Deaccessioning and disposal of Aboriginal and Torres Strait Islander cultural items will be carried out in accordance with procedures recommended in *Continuous Cultures, Ongoing Responsibilities* (Museums Australia, February 2005).
- Human remains may not be sold or auctioned as per the *Human Tissue and Transplant Act 1982 (WA)*. Human remains must be disposed of in accordance with the *Environmental Protection (Controlled Waste) Regulations 2004*

POLICY REVIEW

The Deaccessioning and Disposal Policy will be reviewed within five years of its adoption by the Management Committee of the Society. Such review will follow an initial procedure of review by the *Museum Advisory Committee* and recommendations submitted to the Management Committee for approval.

DATE OF NEXT REVIEW

July 2030

ASSOCIATED REFERENCE DOCUMENTS

- Government of Western Australia *Human Tissue and Transplant Act 1982 (WA)*
- Government of Western Australia *Environmental Protection (Controlled Waste) Regulations 2004*