

Upper Murray Historical Society Incorporated
Trading as The Man from Snowy River Museum

Collection Management Policy

Mission *To acquire, preserve and exhibit for future generations, items of significance to the Corryong and Upper Murray district.*

Acquisitions

Each of the following criteria should be met before an item is acquired as part of the Collection:

1. It must have a distinctive and verifiable connection with the Mission Statement; this may include being valued by sections of the local community for social, economic, cultural, spiritual, or religious reasons associated with important local themes;
2. Where an item illustrates national or international significance, and maintains a direct link to the Corryong and Upper Murray district, the Society is to seek to collect such items;
3. An item may be acquired through donation, bequest, purchase, or by gift;
4. It should be in good condition, or should be able to be conserved or restored to good condition;
5. It can be readily stored and cared for by the Society;
6. It is an unconditional donation or purchase and the person donating the item has valid and/or legal title to it; and if the donor is copyright owner, permission should be sought for the transfer of copyright ownership to the Society;
7. Duplicates will only be acquired in the case of light sensitive materials that require changeovers during display and where duplicates assist in the interpretation of the items;
8. Items may also be collected by the Society for use in 'hands on' activities, or as props for displays, provided they comply with point 5.
9. A Collections Sub-Committee is to be formed, comprising five persons from the members of the Society. All potential acquisitions must be approved by a majority of the members of this sub-committee. This sub-committee can recommend to the Society Committee that potential acquisitions be purchased.

An ongoing effort shall be made to establish provenance of item/s acquired prior to 30th June 2007.

Deaccessioning

Deaccessioning is the process by which items in the collection are deregistered, other documentation appropriately amended, and the item made ready for disposal.

Disposal is the process whereby surplus items are removed from the Society's possession.

Deaccessioning is not to occur in response to fashions or fads or on the basis of any individual's personal taste.

For Deaccessioning purposes an item must meet at least one of the following criteria:

The item:

- is irrelevant to the purposes of the collection;
- is outside the scope of the collection management policy;
- is unnecessarily duplicated in the collection;
- is unable to be properly preserved by the Society;
- has deteriorated beyond practical conservation or lacks physical integrity as a result of substantial changes to its original fabric.

The collections sub-committee is to make a recommendation in writing to the committee to deaccession an item or group of items (see Appendix C).

All procedures relating to the Deaccessioning of any items are to be appropriately documented.

Items may not be given, sold by tender or auction, publicly or privately, to committee members, employees, volunteers or any of their immediate families or representatives, unless express permission has been granted by the committee.

Means of disposal include, and in the following order of preference:

1. return to original donor if possible;
2. offer to another museum or collecting organization;
3. exchange (note that exchange of an item for another items constitutes disposal);
4. sale;
5. destruction.