

# Nelson City Council

## Manual Number

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## Founders Heritage Park Collection Policy

Adopted 9/10/08 by Community Services Committee, ratified by Founders Subcommittee 19/11/08

### **1 Founders Heritage Park Vision**

*The vision of Founders Heritage Park is to provide a community and heritage park where community events and activities are presented, developed and housed in an attractive heritage setting. (Strategic Plan 2007-2012)*

### **2 Collection Goal and Objectives**

Founders Heritage Park has a goal specifically relating to its collection: to “enhance Founders Heritage Park ambience by rationalising its displays and collections”. In order to achieve its goal the following objectives have been developed:

- To appropriately use and display the Park’s collections for the benefit of the Nelson region, its residents and its visitors and create a heritage ambience within Founders Heritage Park.
- To tell stories of Nelson and create a snapshot in time of 1800s to 1950, that the community feels proud of and is involved in.
- To work in partnership with other organisations (e.g. Nelson Provincial Museum, Tasman District Council, Nelson Tasman Tourism, Museums Aotearoa) to appropriately display and promote the region’s historic past and tourism industry future.
- To appropriately acquire items and develop Founders Heritage Park collections for the benefit of the Nelson region, its residents and its visitors.
- To safeguard the Park’s collections and ensure that the collections are preserved for the benefit of future generations and where appropriate seek guidance from Nelson Provincial Museum and Museums Aotearoa
- To operate an effective, efficient and professional organisation with sound management principles.

### **3 Governing Body**

The Nelson City Council through the Founders Heritage Park Subcommittee is the Governing Body of Founders Heritage Park. The Nelson City Council has the responsibility for providing the support and financial resources necessary to achieve Founders Heritage Park's aims. Nelson City Council appoints staff to be responsible for the management of the Park and the implementation of the collection policy.

### **4 Professional Ethics**

The primary purpose of Founders Heritage Park is as a community and heritage park, not as a museum. The collection supports the Park's heritage theme that enhances the visitor experience. Founders Heritage Park has a duty to care for the collection in a professional manner and where appropriate seek guidance from Nelson Provincial Museum and Museums Aotearoa.

Founders Heritage Park management and staff recognise and support the Museums Aotearoa Code of Ethics 2003.

### **5 Purpose of Collection Policy**

The purpose of this policy is to assist in the management of the Founders Heritage Park Collection by providing the Founders Heritage Park Subcommittee and staff with clear guidelines to judge the suitability of items being offered to Founders Heritage Park to determine what items should remain in Founders Heritage Park collection, to determine what items should be removed from the collection and how they should be disposed of.

### **6 Scope of Collections**

#### **6.1 Focus of the collection**

The collection of Founders Heritage Park primarily relates to the history of the Nelson region 1880s- 1950, with the bulk of items falling within the 1900-1930 period. Founders Heritage Park will build on the main features of the existing collection by selectively acquiring and retaining objects and information which will enhance and complement these collections while avoiding unnecessary duplication.

#### **6.2 Working Collection**

Items sourced from the overall collection but that are duplicates, unsuitable for display, or meet disposal criteria will be used to form a working collection of items for use in public and school programmes. These items may be handled by staff, volunteers or the public and are considered expendable.

## **7 Acquisition**

### **7.1 Guidelines**

Founders Heritage Park subscribes to a process of selective acquisition and is under no obligation to accept all items offered to it. Founders Heritage Park will not acquire any items which do not fit within its Collection Policy or for which it is unable to provide adequate physical protection, care and documentation. Where necessary, items in Founders Heritage Park's collection may be selected for disposal (see 8.). Where items are acquired a Founders Heritage Park 'Acquisition form' will be completed.

### **7.2 Co-operation and consultation**

- a) Founders Heritage Park recognises the need to co-operate and consult with other museums and organisations with similar interests and collections.
- b) Material unsuitable for Founders Heritage Park will be directed to other more appropriate public museums wherever possible.

### **7.3 Conditions preventing acquisition**

- a) Founders Heritage Park supports international efforts to prevent trafficking in stolen or illegally exported cultural material, and will not acquire any item known to have been obtained illegally.
- b) Founders Heritage Park will not acquire any specimen that has been collected in contravention of any law for the protection of wildlife species.
- c) Founders Heritage Park will not acquire any object known to have been collected in circumstances which are unscientific or intentionally destructive or damaging to archaeological sites.
- d) Founders Heritage Park will not acquire any item known to have been collected in contravention of the Antiquities Act 1975.

### **7.4 Means of acquisition**

- a) *Unconditional gift* - Founders Heritage Park will normally only accept gifts which are unencumbered by conditions. Gifts will be accepted in accordance with the terms and conditions of the Founders Heritage Park 'Gift Agreement.'
- b) *Bequest* - the same criteria applied to gifts shall be used for bequests.
- c) *Loan* - Founders Heritage Park will not normally accept items on loan. Any loan must be for a specific purpose and for a short period of time as noted in 11.

- d) *Purchase* - although Founders Heritage Park relies heavily on gifts there are some areas where items may be purchased in order to enhance the existing collection.
- e) *Exchange* - with other public museums. This may be permanent or by means of a loan.

## 7.5 Acquisition Criteria

The following criteria will be applied by the Founders Heritage Park management to articles being offered to Founders Heritage Park for its collection;

### 7.5.1 Geographical area

Apart from those types of articles set out in section 7.6, articles will only be collected that are from, or closely associated with the Nelson region.

### 7.5.2 Time Limits

Articles from c1880 through to c1950 may be collected. Exceptions may be made if an article has special significance, i.e. it is associated with a well known Nelson personality or event, or it can be used to show advances in technology. Exceptions will be accepted at the discretion of the Founders Facility Management and reported to the Subcommittee.

### 7.5.3 Types of articles

- a) Articles that may be collected include the following categories; objects, photographs, illustrations, plans and documents, historic structures.
- b) Large items (i.e. those over one metre x one metre) are not accepted unless ongoing adequate storage and maintenance can be provided for these objects.
- c) A collection of more than one of the same object is not accepted unless ongoing adequate storage and maintenance can be provided for these objects.
- d) The following will not generally be collected;
  - un-named portrait photographs
  - natural history items (e.g. stuffed animals, fossils etc)
- e) Maori archaeological artifacts and taonga will only be collected if they are not more suitably housed at The Nelson Provincial Museum; and only if a suitable exhibition and storage space can be provided; and appropriate iwi consultation is undertaken.

## 7.6 Exceptions

- Objects that do not fit within the criteria in 7.5.1 & 7.5.2 but that may be desirable as part of Founders Heritage Park's working collection may be accepted by the Founders Facility Management.

## 7.7 Preferred items

Within the limits imposed by clauses in section 7.5 (above) Founders Heritage Park will give preference to the collection of articles:

- a) of a type not already represented in the collection.
- b) for which a definite use can be seen.
- c) accompanied by information on their origin, identification, use, previous ownership and general history.
- d) whose physical character enables the observer to visualise clearly some custom, activity, process or phenomenon.
- e) that are complete, in good condition and in working order.
- f) that are in un-modified condition, unless the modifications form a significant part of the history of the article.
- g) that are associated with a significant event that has occurred in the Nelson region in the period 1880-1950.
- h) that are associated with people who have made a significant contribution to the Nelson region during the period 1880-1950, whether or not they have been publicly recognised.

## 8 Disposal of items in the Collection

### 8.1 Guidelines

Items within Founders Heritage Park's collection should align with the criteria stated in 7.5. Those items not meeting these criteria will be considered for disposal as outlined in 8.4 at Founders Facility Management's discretion.

Those items not meeting the Park's acquisition criteria 7.5.1 & 7.5.2, but of unique qualities that support Founders Heritage Park functions as an events centre and general community facility, will be considered for retention.

A Founders Heritage Park *Disposal form* will be completed in all cases by the Founders Facility Management.

Disposal of items of significant financial value and of significant interest will be reported to the Founders Heritage Park Subcommittee.

### 8.2 Conditions preventing disposal

Consideration must firstly be given to any legislation or conditions of acquisition which may prohibit the disposal of a particular item. Consideration having been given, one or more of the '*Reasons for Disposal*' (8.3 below) need to be applied.

### **8.3 Reasons for disposal**

- the item is unable to be cared for properly
- the item is outside the scope of Founders Heritage Park's collection policy
- the item has been damaged beyond economical repair
- the item is no longer useful to the purpose of Founders Heritage Park
- the item is a duplicate
- the item was illegally acquired
- the item has no potential for utilisation in the foreseeable future
- the item is a fake or forgery
- the item is inappropriate for exhibition or loan

### **8.4 Means of disposal**

- return to original donor
- exchange with another museum
- gifted to another museum
- sold to another museum
- sold at the annual Antiques & Retro Extravaganza
- sold by public auction to the highest bidder
- sold to an authorised dealer
- relegated to the Founders working collection.
- intentionally discarded or destroyed.

Any income raised from disposal of items will be used to support the Park's collection management goals.

## **9 Access**

### **9.1 Guidelines**

Founders Heritage Park recognises its responsibility as a holder/trustee/guardian of collections on behalf of the community and its responsibility to provide access to the collections.

## **9.2 Means of access**

Founders Heritage Park will endeavour to make its collections accessible to the public by means of quality exhibitions and educational programmes. The collections will also be made accessible by means of loans to other heritage parks and museums.

## **9.3 Conditions preventing access**

Access may be prevented due to the physical and cultural needs of each individual item.

Access may be prevented by legal restraints such as the restrictions required under the Copyright Act 1994 and the Privacy Act 1993.

## **10 Outward loans**

### **10.1 Guidelines**

The collections will be made accessible by means of loans to institutions. Items, other than those in the working collection, will not normally be loaned to individuals. Initial enquiries should be made by way of a formal approach and/or letter addressed to the Founders Facility Manager. Where permission is granted the loan of items will be undertaken in accordance with the terms and conditions of the Founders Heritage Park *'Loan Agreement.'*

Loan of items of significant financial value and of significant interest will be reported to the Founders Heritage Park Subcommittee

### **10.2 Conditions relating to outward loans**

- Loan of items may be prevented due to concern for the physical safety of the items, including their ability to be transported safely and the ability of the borrower to adequately provide for their care.
- Loan of individual items may be prevented in order to preserve the integrity of the collection to which they belong.
- Loan of items which have a strong local significance may be restricted in order to preserve the special relationship between the items and local community, and to protect access to the items by the local community.

## **11 Inwards Loans**

Founders Heritage Park will not normally borrow items except under special circumstances such as when this is the only way of obtaining an item which Founders Heritage Park can put to definite use that is compatible with the purpose of the Park. The decision to borrow items shall be made by the Founders Facility Management.

## 11.1 Conditions relating to inwards loans

- a) Short term loans may be considered for items for temporary displays.
- b) An Inwards *Loan form* must be completed. Owners of items in the current collection that do not have a loan agreement will be contacted to request that items be gifted to Founders Heritage Park or returned to the owner.
- c) If an inwards loan is made it is preferred that the loan period of this item is no longer than six months, and in the case of any longer term loans will be reviewed annually.

## 12 Documentation

Founders Heritage Park recognises its responsibility to ensure the proper documentation of its collections.

- a) All current items and all new items will be catalogued in accordance with an appropriate collection standard and be accompanied by a digital photograph.
- b) All items disposed of, or loaned will have these details recorded, and whether they are an item of significant financial value, and of significant interest.

## 13 Exhibitions

Founders Heritage Park accepts responsibility for the form and content of its exhibitions. Founders Heritage Park undertakes to provide well researched interpretation and displays that are of a high quality.

Founders Heritage Park will take all reasonable steps to minimise the possibility of theft, damage or deterioration of items on display.

## 14 Insurance

As owner of Founders Heritage Park buildings and collection the Nelson City Council is responsible for the provision of adequate insurance cover under its general asset insurance policies.

## 15 Conservation

Founders Heritage Park's objective is to see that items in its care are preserved for future generations. The primary emphasis is on controlling the Park's environment where possible to support conservation of the collection, establishing good housekeeping practices, and practicing sound storage and handling techniques. Items which from time to time may require specialist conservation will be referred to a professional conservator.

## **16 Storage**

Founders Heritage Park accepts responsibility for housing items in its care. Items will be stored with due attention to both their physical security and accessibility. Scheduled reviews so that all collection items are reviewed at least every five years will be made to verify the physical security and correct storage location of items.

## **17 Evaluation and review**

### **17.1 Changes to policy**

Changes to this policy may be made at any time subject to approval of the Nelson City Council Community Services Committee.