

Havelock Museum Society Incorporated Collection Policy

1.0 Statement of Purpose

The purpose of the Havelock Museum is the preservation, continuation and augmentation of the Havelock Museum buildings and to collect, preserve, display and otherwise make available to the public, material and information including donated, purchased or borrowed items which relates to the natural or cultural heritage of Rai Valley, Pelorus basin, Wakamarina & Canvastown, Havelock to Okaramio, Linkwater and the Pelorus Sounds. The term preservation may include preservation by photographic or electronic means

2.0 Guiding Principles

2.1 Accessibility

To provide maximum public and community access to the collections, without compromising the physical and cultural well-being of those collections.

2.2 Inclusiveness

To recognise all cultures in the community while at the same time acknowledging the special place of Taonga Maori and the principles of the partnership embodied in Te Tiriti o Waitangi.

2.3 Collective Ownership

To recognise the concept of collective ownership of taonga, particularly in respect of access to and use of those collections.

2.4 Promotion

To promote interest in, and knowledge of, the natural and cultural heritage of the Pelorus area (see map at end of this document) through the use and study of the collections for exhibition and research.

2.5 Interpretation

To interpret the collection accurately and with relevance, through a variety of means, to all Museum users.

2.6 Care

To ensure that the collections are cared for to the highest possible standards and are preserved for present and future generations.

2.7 Risk Management

To ensure that the collections are protected against risks such as theft, fire, flood, vandalism and deterioration, and are adequately insured, whether in the Museum or in transit.

2.8 Relevance

To ensure the ongoing relevance of the collection, as a reflection of the cultural and natural heritage of the community from which it derives.

2.9 Ethics

To recognise that the Museum collection is held in public trust and that it will act ethically in all of its collection-related activities. In this it will be guided by the Museums Aotearoa Code of Ethics (2003).

2.10 Co-operation

To maintain a co-operative relationship with other museums, particularly those in the region, and other organisations with related interests and collections.

3.0 Mandate to Collect

The Havelock Museum has been adding to its collection since its establishment in 1973 by Norman Brayshaw and the Lions Club of Havelock. The Museum building was purchased by the Marlborough County Council and in 1992 title passed to the Havelock Museum Society Incorporated

Since 1992 the Museum and its collections have been owned and managed by the Havelock Museum Society Incorporated.

4.0 Responsibility

The elected managing committee (“the Committee”) of the Havelock Museum is responsible for implementation of this policy

5.0 Collection Scope

5.1 Existing Collection

The existing collection reflects the varied and colourful history of Pelorus area (see map), including its natural, social, cultural, industrial and technological history.

The collection began as a repository for exhibits around the sawmilling industry and also includes gold mining equipment, and documentary material.

The Museum holds an extensive collection of photographs, including some reference material, newspapers and several local family histories.

5.3 Geographical boundaries

The Havelock Museum will generally confine its collecting activities defined by the Rai Valley, Pelorus basin, Wakamarina & Canvastown, Havelock to Okaramio, Linkwater and the Pelorus Sounds (see map attached) and to objects which were made, used, owned by, or otherwise associated with, people from within that area.

5.4 Development of the collection

The Museum will continue to develop its collection to ensure it remains relevant and useful within the boundaries set by the confines of space. This process will be assisted by and formalised through a regular review of this policy (refer to Section 10).

6.0 Methods of Acquisition

6.1 Gifts

Donations and gifts are the main source of additions to the collection and demonstrate the local community's support of its Museum. However, the Museum is under no obligation to accept objects for the collection by gift and may refuse items which do not fit within the overall context of the collection.

- Upon both parties signing the accession forms, ownership of the object will transfer to the Havelock Museum Society Incorporated.
- The Museum reserves the right to dispose of any object which may no longer fulfil a useful function within the overall context of the Museum (refer to Section 8 of this policy)
- The Museum is under no obligation to display objects either permanently or on a periodic basis, but objects in storage will be available for research purposes by prior arrangement with Museum staff.

6.2 Loans

As a general rule, objects will not be accepted into the collection on a loan basis. Exceptions to this rule may be made in the case of:

- objects on loan from another institution
- objects of special relevance needed for temporary display or study
- objects on loan must have a set time and date for end of loan

6.3 Purchase

Objects will be purchased only if adequate funds are available for that purpose, and following a resolution of “the Committee” after receipt of a report from an expert approved for the purpose by a majority vote of “the committee”

6.4 Bequests

Although the Museum welcomes offers of objects by bequest, it is under no obligation to accept them. They will be assessed according to the same criteria as objects acquired by other means.

6.5 Fieldwork

The Museum may acquire objects which have been collected as a result of fieldwork, archaeological or otherwise. In all cases, objects will only be accepted if the fieldwork was carried out by a professional in the relevant discipline, in accordance with the relevant legislation and to the applicable academic standards.

6.6 Research projects

Research projects of various types, which result in written or visual forms of documentation, or sound recordings, may be the source of new acquisitions. In all cases, projects must be carried out to an acceptable professional standard before the Museum will consider accepting them.

6.7 Documentation

The Museum will maintain full and complete records of the collection acquisition and disposal processes, and information which identifies and describes each object, its associations, provenance, condition, treatment and location.

7.0 Exclusions

7.1 Adequate Care

The Museum will not accept objects into the collection for which it is unable to provide adequate physical protection, care and documentation.

7.2 Safety Considerations

The Museum will not knowingly collect objects which might be dangerous, either to the Museum building and environment, or to staff and visitors.

7.3 Doubtful Ownership

The Museum will not collect objects which have a doubtful provenance, and for which ownership cannot be proved.

7.4 Damaged Objects

Objects which are in a damaged or incomplete condition, making them unfit for display without conservation and/or restoration will generally not be accepted into the collection, unless they have value as research material.

7.5 Ethical Collecting

The Museum will not collect objects in circumstances which are unscientific, or intentionally destructive or damaging to natural or cultural sites.

7.6 Wheeled Vehicles

The Museum will not generally collect wheeled vehicles, recognising the limitations on its available storage and display spaces and that they may be objects more appropriately collected by other museums in the area.

8.0 Disposal

8.1 Presumption against Disposal

Although there is a strong presumption that objects once acquired should remain in the collection, there may be occasions when items are no longer relevant to the overall context of the collection and may be considered for disposal (or de-accessioning).

8.2 Reasons for De-accessioning

An object may be considered for de-accessioning if it falls into one or more of the following categories:

- it is no longer relevant to the overall context of the collection
- it can no longer be properly cared for by the Museum
- it poses a hazard or threat to other collection items, the museum, staff or visitors
- its physical condition has deteriorated to the point where it is beyond conservation and has no use for display or reference
- it has been proved to be a forgery
- it has been shown to have been acquired illegally
- it is cultural material of a type for which repatriation is an appropriate option
- it is of inferior quality, either in itself, or relative to other items, and has no known associations with other collection items
- it has been lost or stolen

8.3 Contact with Original Donor

In cases other than outright gift the Director shall make every effort to contact the original owner and ascertain that person's view on the proposed de-accessioning.

8.4 Consideration by Advisory Committee

Details of the proposed de-accessions, in the form of a written report and recommendation from three members of “the Committee” (hereinafter named as the de-accession sub-committee) will be placed before “the Committee” for a decision. The de-accession sub-committee shall be formed at the first committee meeting following the Annual General Meeting. The de-accession sub-committee may seek such advice from other colleagues or experts as deemed necessary to make a fully informed recommendation.

8.5 De-accession Decisions

The decision to de-accession objects from the collection rests with “the Committee”. If “the Committee” disagrees with the recommendation of the de-accession sub-committee, they shall seek independent expert advice before making the resolution to de-access the object.

8.6 Methods of Disposal

Should the decision be made to de-accession an object, it may be disposed of in one of the following ways:

- returned to original owner, their family, their trustee or legal representative
- exchanged or gifted to another museum
- sold (in which case all the proceeds should be used for acquiring further collection items for the Havelock Museum)
- destroyed or re-cycled

In no circumstances should the de-accessioned object be made available to any member of “the Committee”, Associate member of the Museum or their friends or family.

9.0 Conservation

9.1 Responsibility

The Havelock Museum has a responsibility to ensure that objects in its care are provided with an acceptable environment, while on display or in storage.

9.2 Preventive Conservation

Measures will be taken to ensure that the known threats to museum collections (including fluctuating temperatures, extremes of humidity, high light levels, pests, poor storage, handling and transport, and inadequate building maintenance) are controlled.

9.3 Remedial Conservation

Remedial conservation (defined as any hands-on treatment of an object which alters or affects its structure or appearance) will only be undertaken by a trained professional conservator, or under the supervision of a full member of the New Zealand Conservators of Cultural Material.

10.0 Review of Policy

The Havelock Museum will review its collection policy at five yearly intervals from the date of adoption in 2012.