

Policy

Collection Policy - Tweed River Regional Museum

Version 4.1.1.2

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Community and Natural Resources
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Collection Policy - Tweed River Regional Museum

1. INTRODUCTION

1.1 Aims

The Collection Policy guides the decision-making process for shaping the collections of Tweed River Regional Museum ('the Museum').

The Collection Policy is a set of principles that guides collecting, loans and de-accessions.

The Collection Policy is a reference document that should be used in conjunction with appropriate available professional expertise and resources.

The Collection Policy shall be reviewed every five years for its relevance and accuracy in relation to the *International Council of Museums Code of Ethics for Museums*¹ and within the framework of the NSW Heritage Office *Movable Heritage Principles*², and to ensure strategic collecting priorities reflect the changing nature of the Tweed.

This policy ~~has been prepared~~was originally developed in consultation with Kylie Winkworth, Museum Consultant, with members of the Historical Societies of Murwillumbah, Tweed Heads and Uki & South Arm, the Tweed River Regional Museum Advisory Committee and officers of Tweed Shire Council. Minor updates related to the appointment of a Museum Director and reformatting were undertaken in 2013.

~~This Plan supercedes the Interim Collection Policy of the Tweed River Regional Museum Strategic Plan, 2004.~~³

1.2 Purpose and Nature of the Collection

The purpose of the Collection is to create a set of physical and electronic resources that can be used to;

- ~~Enrich~~enrich knowledge, understanding and experience of the history of the Tweed Region
- ~~Contribute~~contribute to and foster critical historical and cultural debate
- ~~Create~~create a sense of place
- ~~Interpret~~interpret thematically the history and development of the district

¹ *Code of Ethics for Museums*, International Council of Museums, 2002

² *Movable Heritage Principles*, New South Wales Heritage Office & NSW Ministry for the Arts, 2000

³ Winkworth K, *Tweed River Regional Museum Strategic Plan*, 2004



- ~~Conserve~~conserve heritage for the benefit of the community and future generations
- ~~Contribute~~contribute to the development of an outstanding museum for the Tweed Region
- ~~Provide~~provide an educational and research facility for the community

Nature of the Collection:

In 1999 the historical societies at Murwillumbah, Tweed Heads and Uki ~~&~~and South Arm began working together to create a single sustainable regional museum for the Tweed operating over three sites, resulting in a Memorandum of Understanding with Tweed Shire Council in 2004.

The Collection of Tweed River Regional Museum was created in 2004 by an amalgamation and transfer of ownership to Council of the collections of the historical societies of Murwillumbah, Tweed Heads and Uki & South Arm.

Each separate collection evolved over time and a range of factors lead to the shaping of the collections as they are today. Over many decades, museum volunteers in the Tweed Shire have built an outstanding cultural resource about the people, places and history of the area. This includes significant object and photograph collections as well as archives, research files and oral histories.

This Collection Policy aims to enhance strategically the depth and importance of the Collection by approaching collecting in a manner that reflects the Tweed Region as a whole, single entity.

The Collection Policy of Tweed River Regional Museum will have a primary focus on collecting for exhibitions, educational purposes, research and archiving.

2. POLICY

2.1 General Principles

All collecting activity and collection management processes will be conducted in accordance with the ICOM *Code of Ethics for Museums*⁴ and within the framework of the NSW Heritage Office *Movable Heritage Principles*.⁵

The Museum will undertake targeted and coordinated collecting in order to enhance the depth and value of its collection as a reflection of the history of the Tweed Region.

The Collection will reflect traditional, recent and evolving areas of the history of the Tweed Region and its cultural diversity and personal histories.

It is recognised that Tweed River Regional Museum is not solely a collecting institution so this policy must be applied in the context of the broader mission of the Museum as an educational and research facility and a community space.

The Collection Policy is to be applied in the context of the collections of other museums, galleries, libraries, keeping places, archives and heritage organisations in the district and in New South Wales and neighboring south eastern Queensland.

The Museum recognises that there are alternatives to collecting which will be considered in cases where collection is not appropriate.

The Museum will actively pursue non-collecting initiatives, such as assisting the community to document and care for heritage collections in their original context, and by collecting electronic and/or duplicated copies of materials held in other institutions or in private collections.

No objects shall be acquired from significant heritage sites and buildings where acquisition and removal would diminish the significance of the place, except in circumstances where the object is at risk.

Acquisitions, loans and de-accessions will be considered in the context of the digital age and contemporary technology utilised where appropriate.

Materials will only be acquired when the Museum can provide appropriate resources and storage to ensure their safety.

Materials may be acquired as donations, bequests, purchases, or transfers.

No materials should be acquired with conditions or restrictions on the way they might be used or displayed in the future.

⁴ op. cit.

⁵ op. cit.

The Museum does not accept conditional donations. In some cases the proposed donation may be eligible for tax deductions under the Cultural Gifts Program. The Cultural Gifts Program encourages gifts of significant cultural items to public art galleries, museums and libraries by offering donors a tax deduction for the market value of their gifts, under Subdivision 30-A of the Income Tax Assessment Act 1997. ~~For further information see their website on www.dcita.gov.au/cgp.~~

2.2 Acquisition Principles

Objects are considered for acquisition where they fall into the following categories; three dimensional objects, documents and printed material, original artworks, original maps, original photographs, engravings, film footage, born digital materials and images that depict or are associated with people, places and events significant or unique to the Tweed Region's history. (~~Hereafter~~ hereafter referred to as 'Objects').

The Museum collects Objects that are relevant to the Tweed Region, with an emphasis on items provenanced to the Region and related to people closely associated with the area at key periods in history.

The Museum also collects in areas of its curatorial expertise, such as maritime history, river transport and the development of dairying.

The Museum will only acquire Aboriginal cultural Objects of significance to the region in circumstances where the object is provenanced and in consultation with the Aboriginal Community.

To be considered for acquisition by purchase or donation, an Object must be of a quality and condition that is relevant to this Acquisition Policy.

Acquisition is dependant on the availability of support documentation or other evidence of the provenance of the Object.

In some exceptional cases, Objects may be acquired without provenance to a Tweed Region family, place, person, institution or firm if the Object was typically used in the Tweed or if the Object elucidates taste or style associated with or unique to the Tweed Region.

Objects without provenance in rare circumstances will only be accepted where they assist in the interpretation of the Region's history, via one of the identified criteria and/or have an educational role.

2.3 Acquisition Criteria

Objects will be considered if they fall in to the following prioritised criteria:

2.3.1 Criteria 1 – Historic

Being an Object provenanced to the Tweed Region during one of the six major chronological phases of the history of the Region:

- ~~Natural~~natural History
- ~~Pre~~pre European contact, mapping and colonisation to 1844
- ~~The~~the arrival of the cedar getters, selection and the development of primary industry and the growth of towns and villages 1844 -1900
- Federation to the end of the Wars 1901 – 1945; Federation, local government, the depression and wars
- Post War transformation of the Tweed Region 1946 – 1980; including migration, beach culture and the alternative movement
- ~~The~~the migration to the coast, 1981 onwards. Including the development of coastal communities, retirees and Sea Change

2.3.2 Criteria 2 - Thematic

Within the historical scope, the Museum has an interest in particular themes, against which Objects may be considered for collection including:

- ~~Natural~~natural Environment: geology, geography, climate, topography
- ~~Industry~~industry: agriculture, pastoralism, forestry, tourism, fishing
- ~~People~~people, events, leisure, sport, religion and culture of the district
- Aboriginal history
- South Sea Islander history
- ~~The~~the built environment, towns and villages
- ~~Land~~land development and environmental change
- ~~Maritime~~maritime and river history
- ~~Radio~~radio and communications – a specialist collection at Murwillumbah
- ~~Photography~~photography
- ~~Children's~~children's and women's history
- ~~Government~~government and the border zone
- ~~Health~~health and services
- ~~Law~~law and order
- ~~The~~the Tweed Region and wars
- ~~Locally~~locally invented, made and improvised objects

The Heritage Collections Council significance assessment method and criteria will be used as a general framework for assessment against criteria of proposed acquisitions.⁶

The primary assessment criteria are:

⁶ Russell & Winkworth, *Significance*, Heritage Collections Council and Department of Communications, Information Technology and the Arts, 2001

- ~~Historic~~historic significance
- ~~Aesthetic~~aesthetic significance
- ~~Scientific~~scientific or research significance
- ~~Social~~social or spiritual significance

The comparative criteria are:

- ~~Provenance~~provenance
- ~~Representation~~representation
- ~~Rarity~~rarity
- ~~Condition~~condition, intactness, integrity
- ~~Interpretive~~interpretive potential

2.4 De-accession Principles

De-accessioning is the process of de-registering an Object from the collection for clearly stated reasons, and disposing of it in accordance with approved policies.

Caution and transparency are essential in the de-accessioning process.

~~In its early stages~~During ongoing consolidation of the Collection, Tweed River Regional Museum will undertake an active program of de-accessioning to ensure that materials held are only those relevant, and appropriate to the future directions of the Museum.

In the longer term, de-accessions will be minimised through careful, strategic collection.

2.5 De-accession Criteria

The assessment criteria for de-accessioning are:

- ~~Little~~little or no relevance to the Collection Policy and Acquisition Criteria
- ~~Little~~little or no significance
- ~~Peer~~poor condition and lack of provenance or documentation
- ~~Duplication~~duplication in the Museum Collection or other relevant collection
- ~~Inability~~inability to safely store and manage the Object
- ~~Acquisition~~acquisition of a like Object of greater significance rendering _____ earlier acquisition redundant

In exceptional circumstances, items may be de-accessioned where the Object is of particular indigenous cultural significance and its return to ~~this~~the community will support the maintenance and renewal of cultural traditions.

2.6 Loans Principles

Loans may only be made or accepted for fixed periods and for specific purposes.

No Objects will be accepted on indefinite or long term loan.

Loans will be accepted/permitted for a period of up to twelve months for the purposes of exhibition or research to /from appropriate institutions, or as determined by the ~~Senior Museum Curator~~ Museum Director.

Loans will be accepted or made on a case-by-case basis, ensuring all loans are returned by the date indicated on the loan documentation.

With the agreement of both parties, loans can be re-negotiated prior to the return date.

The Museum reserves the right to request an Object's return if the need arises.

3. PROCEDURES

3.1 Acquisition Procedure

- The first point of contact is the ~~Senior Museum Curator~~Museum Director.
- The potential Donor will be required to record the history, associations, context and significance of the object by completing a *Proposal for Donation Form*.⁷
- An interim *Object Receipt* will be issued if an Object is agreed by the Senior Museum Curator to be received for appraisal and consideration.⁸
- The ~~Senior Museum Curator~~Museum Director will appraise the Object against the Acquisition Criteria for its suitability to the collection. The ~~Senior Museum Curator~~Museum Director may also seek consultation with members of Tweed Shire Council, members of the Historical Societies, and/or with appropriate experts and colleagues.
- The Museum Advisory Committee will accept or declined the Proposal for Donation based on the recommendation of the ~~Senior Museum Curator~~Museum Director.
- On approval of the proposed donation by the Advisory Committee, the ~~Donor~~donor is required to sign a *Gift Acknowledgement Form* that assigns legal ownership for the Object to the Museum.⁹
- Upon handover of the Objects to the Museum, the items are subject to a *Condition Report* and assessed for conservation.¹⁰
- A *Letter of Thanks* is issued to the ~~Donor~~donor.¹¹
- The Object is recorded ~~in a bound Accession Register~~in the Collection Management System and allocated an accession number.
- The Object will be numbered, photographed and catalogued and contextual information collated ~~in an Object File both in hard copy and on the Museum Collection Database~~and added to the Collection Management System.

3.2 De-accession Procedure

- An accessioned Object must meet one or more of the De-accession Criteria above to be selected for de-accessioning.

⁷ ~~Appendix 7.1 Proposal for Donation Form~~

⁸ ~~Appendix 7.2 Object Receipt~~

⁹ ~~Appendix 7.4 Gift Acknowledgement Form~~

¹⁰ ~~Appendix 7.3 Condition Report – Acquisitions~~

¹¹ ~~Appendix 7.5 Letter of Thanks to Donor~~

- A report outlining the reasons for de-accessioning will be prepared by the ~~Senior Museum Curator~~Museum Director and ~~tabled~~presented to the Museum Advisory Committee.
- The Museum Advisory Committee will formally endorse/not endorse de-accessioning, on the recommendation of the ~~Senior Museum Curator~~Museum Director.
- There will be a 'cooling off period' of 90 days before disposal.
- If de-accessioned Objects are sold, the proceeds go into acquisition funds.
- The accession number of de-accessioned Objects will not be reused.

The following methods of disposal are in order of desirability:

1. Return to the ~~Donor~~donor or ~~Donor's~~donor's closest family.
2. Transfer to another museum or appropriate institution.
3. Change of status to Education Resource.
4. Sell/Auction.
5. Destroy or recycle.

All disposals will be executed in accordance with Tweed Shire Council *Disposal of Assets Policy*.¹²

No staff, committee members or volunteers may benefit or in any way acquire Objects that have been de-accessioned unless these persons are the original ~~Donor~~donor or ~~Donor's~~donor's family (as referred to in ~~item~~part 1 above).

3.3 Loans Procedures

3.3.1 Inward Loans Procedure

- All inward loans will have the appropriate documentation completed.¹³
- The *Inward Loan Agreement* will be completed in duplicate, one copy being held by the lender, and the other by Tweed River Regional Museum.

¹²-Appendix 7.12 *Disposal of Assets Policy*, Tweed Shire Council

¹³-Appendix 7.7 *Inward Loan Agreement*

- The *Inward Loan Agreement* will indicate the agreed value and condition of the material for replacement or repair in the event of loss or damage.
- A photograph of the material will accompany the *Inward Loan Agreement*, and a copy of the *Condition Report - Loans* will be completed for each object.¹⁴

3.3.2 Outward Loans Procedure

- All outward loans will have the appropriate documentation completed.¹⁵
- The *Outward Loan Agreement* will be completed in duplicate, one copy being held by the borrower, and the other by the Museum.
- The *Outward Loan Agreement* will indicate the agreed value and condition of the material for replacement or repair in the event of loss or damage.
- A photograph of the material will accompany the *Outward Loan Agreement* and a copy of the *Condition Report - Loans* will be completed for each object.

¹⁴ Appendix 7.9 Condition Report – Loans

¹⁵ Appendix 7.8 Outward Loan Agreement

4. RESEARCH COLLECTION STRATEGY

Over the years, the historical societies have amassed and filed a large collection of ephemera, secondary sources, copied items and oral histories that is an irreplaceable and valuable research resource.

While the physical nature of these files does not warrant accessioning in to the Collection proper, the materials as a whole warrant the status of a Research Collection, and access, and future inclusions will be managed to maintain the accessibility of the collection for research and ensure its appropriate use.

The purpose of the Research Collection is to accept and store ephemera, books, photographs, images, serials and manuscripts relating to the history of the Tweed Region and to provide access to this collection as an information resource and service.

Items accepted into the Research Collection may be originals or copies of originals.

Material may be included in the Research Collection without provenance to a Tweed Region family, place, person, institution or firm if the material contains information associated with or unique to the Tweed Region.

Though items accepted into this collection are not accessioned into the Museum Collection, they are assessed against the Collection Policy Acquisition Criteria as a guide.

Areas of research interest include: people, companies, institutions, public agencies and families that elucidate or exemplify some aspect of Tweed Region's history whether typical or exceptional and records relating to births, deaths, marriages, cemeteries, shipping lists, council documents, postal directories, maps, oral histories, family histories and other similar items that would not be acquired in the Collection proper.

Original documents and images may in some cases be accepted into this collection, where their condition is sound and significance is dependant on their being one part ~~of~~ ~~part~~ of a body of associated research material.

4.1 Research Collection Procedure

Additions to this collection are made only where the donor agrees the material can be placed on general access and permission for all forms of use and reproduction of this material for research, publication or exhibition is granted upon donation via completing the *Research Collection Receipt*⁴⁶ and/or an *Oral History Release Form*.⁴⁷

⁴⁶ -Appendix 7.10-Research Collection-Receipt

⁴⁷ -Appendix 7.11-Oral History Release Form-

5. EDUCATION RESOURCES STRATEGY

An item not considered appropriate for formal acquisition to the Collection or Research Collection may be accepted as an Education Resource.

This includes items that:

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

5.1 Education Resources Procedure

- Education Resources will be numbered and recorded in the Education Resources Register, ~~but will not be entered in the Acquisition Register.~~
- 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 Education Resources Register.

6. REFERENCES

Historic Houses Trust of New South Wales, *Acquisitions and Donations Policy*, website, 2006

ICOMOS Australia, The Australia ICOMOS Charter for Places of Cultural Significance (Burra Charter), Canberra, 1999

ICOMOS International Tourism Committee, *International Cultural Tourism Charter*, 2002

International Council of Museums, *Code of Ethics for Museums*, 2002

NSW Heritage Office & and NSW Ministry for the Arts, *Movable Heritage Principles*, | 2000

Museums & and Galleries NSW, *MGnsw Collection Policy Template*, 2005 |

Newcastle Regional Museum, *Collection Policy*, website, 2006

NSW Heritage Office, *Local Government Heritage Guidelines*, 2002

Russell R & Winkworth K, *Significance, a guide to assessing the significance of cultural heritage objects and collections*, Heritage Collections Council and Department of Communications, Information Technology and the Arts, 2001

Schultz, R, *Collections Policy*, St George Regional Museum, Hurstville City Council, 2002

Winkworth, K & Rennie SJ, *Rethinking the Collection – MGnsw Collection Policy Explanatory Notes*, Museums and Galleries NSW, 2005

Winkworth, K, *Tweed River Regional Museum Strategic Plan*, Tweed Shire Council, 2004

~~7. APPENDICES~~

- ~~7.1 Proposal for Donation Form~~
- ~~7.2 Object Receipt Form~~
- ~~7.3 Condition Report – Acquisitions~~
- ~~7.4 Gift Acknowledgement Form~~
- ~~7.5 Letter of Thanks to Donor~~
- ~~7.6 Object De-accession Form~~
- ~~7.7 Object Inward Loan Agreement~~
- ~~7.8 Object Outward Loan Agreement~~
- ~~7.9 Condition Report – Loans~~
- ~~7.10 Research Collection Receipt~~
- ~~7.11 Oral History Release Form~~
- ~~7.12 Tweed Shire Council Disposal of Assets Policy~~

7.1 ~~Proposal for Donation Form~~

TWEED RIVER REGIONAL MUSEUM

PROPOSAL FOR DONATION



- ~~Section 1, Section 2 and Section 3 of this form to be completed by the principal person proposing a donation to Tweed River Regional Museum~~
Completing this form does not transfer ownership to the Museum
- ~~On the basis of the information provided on this form, the Senior Museum Curator will assess the suitability of the Proposal. Please be as precise and detailed as possible.~~
- ~~If the Proposal for Donation is assessed as suitable, the Senior Museum Curator will contact you to arrange for formal acquisition and receipt of the proposed object/s.~~
- ~~Should you require assistance, please contact the Museum on (02) 6670 2440.~~
- ~~Thank you for assisting Tweed River Regional Museum.~~

~~Section 1 – Object details (to be completed by the donor)~~

Description of object/s proposed for donation to Tweed River Regional Museum:

~~Attach Photograph (if possible)~~

Number of pieces or parts:

~~Dimensions of Object/s (high, width, depth in centimetres):-~~

~~Section 2 – Donor details (to be completed by the donor)~~

Donor/Vendor Name: _____

Address: _____

_____ P/code _____

Phone No: _____ Mobile: _____

Email: _____ Fax No. _____

Do you own the object/s *(circle)* YES / NO

Do you own copyright to the object/s *(circle)* YES / NO

What is your relationship to the object? *(family heirloom, personal possession, something you purchased or acquired)*

Are you aware of the history of the object/? If so, please write down as much detail as possible and attach to this document.

Section 3 – Permission *(to be completed by the donor)*

I am willing to give ownership and/or copyright of the object/s to be accessioned into the collection of Tweed River Regional Museum should the object/s be assessed as suitable under the Museum's Acquisition Criteria.

The personal information indicated on this document may be available for public access and/or disclosure under NSW Government legislation.

Dated this.....day of, 20.....

Donor signature: _____

Print Name: _____

Signature of witness: _____

Print Name: _____

OFFICE USE ONLY

To be completed in duplicate. Original to be retained by the Museum; One copy to be retained by the Donor.

Accepted: YES / NO Object Receipt No: _____ Accession Number: _____

Donor Advised (Date): _____ By: _____

7.2 Object Receipt Form

TWEED RIVER REGIONAL MUSEUM

OBJECT RECEIPT



Donor/Vendor: _____ Date: _____

Address: _____ Postcode: _____

Phone: () _____ Fax: () _____

E-mail: _____

Proposed Method of Acquisition:-

~~Donation~~ ~~Bequest~~ ~~Purchase~~

~~Exchange~~ ~~Other (specify)~~ _____

~~Objects on receipt are being held for consideration only and are not yet formally accepted into the collection. Potential Donors will be notified when the decision is made regarding acquisition of the potential gift.~~

Description of object:-

~~Warrant to the Museum that I am the sole beneficial and unencumbered owner of the goods and property described above, free from all claims and encumbrances.~~

~~The personal information indicated on this document may be available for public access and/or disclosure under NSW Government legislation.~~

Donor Signature: _____ Date: _____

Receiver's signature: _____ Print Name: _____

OFFICE USE ONLY

~~Object acquisition assessment:-~~

~~The object/s is/are accepted into the Tweed River Regional Museum collection:-~~

Yes.....Record Accession Number _____

No.....Return object/s to the donor.

Donor's Signature upon return of object: _____

Senior Museum Curator Signature: _____

HISTORY OF OBJECT (attach page if space insufficient)

Significance of the Object

History of the Owner and/or Donor

Donor's and/or Owner's Recollections about the Object

Other possible sources of information about the Object



7.3 Condition Report - Acquisitions

TWEED RIVER REGIONAL MUSEUM

CONDITION REPORT - Acquisitions



Date: _____ Accession Number: _____

Object Name: _____

Object Dimensions: _____

Completeness: _____ Complete: _____ Incomplete: _____

General condition: _____ Excellent: _____ Good: _____ Fair: _____ Poor: _____ Stable: _____ Unstable: _____

Material: _____ Ceramic: _____ Glass: _____ Ivory, bone etc: _____ Leather: _____ Metal: _____ Paper: _____
Photograph: _____ Stone: _____ Textile: _____ Wood: _____
Other: _____

Insert
Photograph

Bent: _____ Brittle: _____ Chipped/gouged: _____ Creased: _____
Corroded/tarnished: _____ Faded: _____ Frayed: _____ Worn: _____
Insect attack: _____ Mould: _____ Stained/soiled: _____
Scratched: _____
Other: _____
Detail flaws: _____

Conservation priority: _____ High: _____ Medium: _____ Low: _____

Object treatment: (i.e. fumigation) _____

Packing & handling requirements: _____

Storage requirements: _____

Other comments: _____

Name of Person completing report: _____ Signature: _____

7.4 Gift Acknowledgement Form

TWEED RIVER REGIONAL MUSEUM

GIFT ACKNOWLEDGEMENT FORM



I (Full name of Donor)
—(Please Print)

of
(Full address of donor) (hereinafter called "the Donor")

~~for myself, and my executors, administrators, assigns and heirs, HEREBY GIVE to Tweed Shire Council as administrator of Tweed River Regional Museum (hereinafter called "the Museum") the goods and property described in the schedule below, and I the Donor do:-~~

- ~~1. Warrant to the Museum that I am the sole beneficial and unencumbered owner of the goods and property described in the Schedule hereunder, free from all claims and encumbrances.~~
- ~~2. Hereby give, convey, dispose and deliver to the Museum all my right title and interest in the goods and property described in the Schedule hereunder including all rights of copyright, if applicable, to the Museum absolutely.~~
- ~~3. Declare that this gift shall not be determined upon my death and shall bind my legal personal representatives.~~
- ~~4. Declare that this gift shall ensure for the benefit of the Museum, its successors, assigns and transferees in perpetuity.~~
- ~~5. Declare that I have entered into this gift of my own free will, voluntarily and without influence.~~
- ~~6. Declare that I have held or obtained all permits and licenses of/and incidental to the goods and property.~~

~~The personal information indicated on this document may be available for public access and/or disclosure under NSW Government legislation.~~

Dated this..... day of, 20.....

Donor Signature:

Signature of Witness:

Print Name:

SCHEDULE OF GOODS AND PROPERTY

The Schedule

.....

.....

.....

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.....

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.....

.....

ACKNOWLEDGEMENT OF MUSEUM

~~The Museum hereby accepts the gift of goods and property described by the Donor in the Schedule above.~~

Senior Museum Curator Signature: _____

Print name: _____

Position: _____

OFFICE USE ONLY

~~To be completed in duplicate~~

~~Original to be retained by the Museum; One copy to be retained by the Donor~~

~~A copy of the original document to be forwarded to Tweed Shire Council Records Department~~

Object Receipt No: _____ Accession Number: _____

7.5 Letter of Thanks to Donor



Tweed River Regional Museum
PO Box 816
Murwillumbah
NSW 2484

Ms Kind Donor
4 Object Street
Uki 2484

Monday, 23 October 2000

Dear Ms Donor,

I would like to take this opportunity to thank you for your kind donation to Tweed River Regional Museum. Your generosity means that this gift will enhance the value and depth of our collection.

*SMC to insert appropriate words here, SMC to insert appropriate words here
SMC to insert appropriate words here SMC to insert appropriate words here
SMC to insert appropriate words here*

We appreciate this gift to the Museum and we look forward to seeing you at Tweed River Regional Museum in the future.

Yours faithfully,

-

Senior Museum Curator
Tweed River Regional Museum

7.6 Object De-accession Form

TWEED RIVER REGIONAL MUSEUM

OBJECT DE-ACCESSION FORM



Object Number: _____ Location of Object: _____

Object Name:-

Object Description:-

Conservation note:-

Completeness:-

Donor Details:-

Contacted Donor: (please circle) Yes / No

Response of Donor:-

Reason for de-accession:-

De-accession date: _____ Disposal date: _____

Disposal method:-

~~Return to donor/donor family~~ _____ ~~Sell/auction~~

~~Change of status to prop or education tool~~ _____ ~~Transfer~~

~~Destroy/recycle~~

~~Other~~ _____

Authorised signature: _____

Print name: _____

Position: _____

Disposal recipient: _____

Address: _____

_____ Postcode: _____

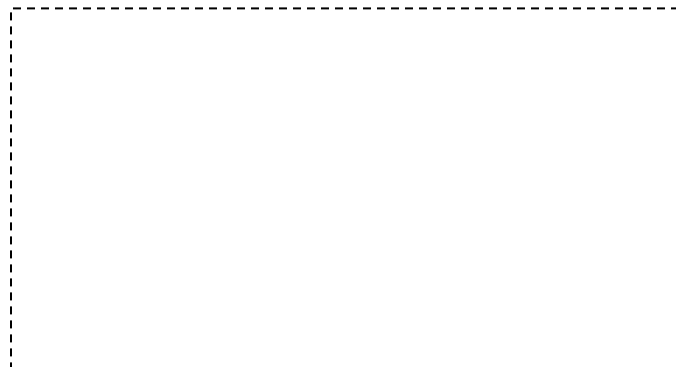
Phone: (____) _____ Fax: (____) _____

E-mail: _____

Recipient signature: _____

~~The personal information indicated on this document may be available for public access and/or disclosure under NSW Government legislation.~~

Photograph here



Recipient signature: _____

Date: _____

~~7.7 Inward Loan Agreement~~

TWEED RIVER REGIONAL MUSEUM



INWARD LOAN AGREEMENT

Object Number: _____

Object Name: _____

Object Description: _____

Agreed value: _____

(For further objects please provide a separate sheet)

Conservation note: (attached Condition Report Form 7.9)

Date: _____

Duration of loan: _____

Reason for loan: _____

Lender: _____

Position : _____

Address: _____

_____ Postcode: _____

Phone: (____) _____ Fax: (____) _____

E-mail: _____

~~Inward Loan Conditions~~

- ~~1. The Museum will give the same care and protection to borrowed objects as it does to objects in its own collection.~~
- ~~2. Evidence of damage at the time of receipt or while in the museum's custody will be promptly reported to the lender.~~
- ~~3. The Museum will not clean, repair, restore, or otherwise alter the objects without the lender's written permission.~~
- ~~4. The lender certifies that the objects lent are in good condition and able to withstand the ordinary strains of packing, shipping and handling.~~
- ~~5. All loans are subject to prior agreement with the senior museum curator concerning appropriate arrangements for packing and transport.~~
- ~~6. The Museum will provide insurance for damage or loss for each loan item up to the value specified against it on the form, for the full period of absence from the lender, including transport to and from the loan destination, unless otherwise indicated on the form.~~
- ~~7. Where a loan item is exhibited or an illustration of it published a suitable acknowledgment of the lender must accompany the exhibit or picture, the exact form of wording to be agreed with the lender.~~

Lender's signature: _____ Print Name: _____

Senior Museum Curator: _____

RETURN OF OBJECT(S) IS HEREBY ACKNOWLEDGED

Return date: _____

Received in good order: Yes /No

Signature of Lender: _____ Print Name: _____

Senior Museum Curator signature: _____

To be completed in duplicate.

Original to be retained by the Museum; One copy to be retained by the Owner.

7.8 ~~Outward Loan Agreement~~

TWEED RIVER REGIONAL MUSEUM



OUTWARD LOAN AGREEMENT

Object Number: _____

Object Name: _____

Object Description:-

Insurance value:-

(For further objects please detail on schedule A and attach).

Conservation note: (attached Condition Report Form 7.9)

Date: _____

Duration of loan: _____

Reason for loan:-

Loan recipient:-

Position: _____

Address:-

=

Postcode: _____

Phone: (____) _____ Fax: (____) _____

E-mail

~~Outward Loan Conditions~~

1. ~~All loans are subject to prior agreement with the Senior Museum Curator concerning appropriate arrangements for packing and transport.~~
2. ~~All loan items must be returned by the due date unless a new loan agreement has been negotiated.~~
3. ~~The loan recipient is authorised to enter this loan agreement on behalf of the recipient organisation.~~
4. ~~The loan recipient will provide insurance for damage or loss for each loan item up to the value specified against it on the form, for the full period of absence from the Museum including transport to and from the loan destination. A copy of the insurance cover note is to be provided prior to the loan taking place.~~
5. ~~Loan items must be clearly identified as belonging to the Museum, be housed securely, and remain in the borrowing institution for the duration of the loan.~~
6. ~~Where a loan item is exhibited or an illustration of it published a suitable acknowledgment of the Museum must accompany the exhibit or picture, the exact form of wording to be agreed with the lending curator.~~
7. ~~Where artefacts or images held by the Museum are published, the borrower will forward an agreed number of copies of all publications to the Museum, including full bibliographic details. Conditions of use must be agreed with the Museum prior to use in print/publication or media~~
8. ~~The Museum reserves the right to request the object's return if the need arises, particularly in the case of long-term loans.~~

Recipient Signature: _____ Print Name: _____

Loan Approved by: _____

RETURN OF OBJECT(S) IS HEREBY ACKNOWLEDGED

Return date: _____

Received in good order: Yes /No

Signature of Borrower: _____ Print Name: _____

Senior Museum Curator signature: _____

To be completed in duplicate
Original to be retained by the Museum; One copy to be retained by the Borrower.

Schedule A -- Objects on Loan

Name of Lender: _____

Object- Number	Dimensions	Date	Medium	Insurance- Value	Photograph	Packing and installation- requirements

7.9 Condition Report - Loans

TWEED RIVER REGIONAL MUSEUM

CONDITION REPORT - LOANS



Date: _____ Accession Number: _____

Object Name: _____

Object Dimensions: _____

Completeness: _____ Complete: _____ Incomplete: _____

General condition: ~~Excellent: Good: Fair: Poor: Stable: Unstable:~~

Material: ~~Ceramic: Glass: Ivory, bone etc: Leather: Metal: Paper:~~

~~Photograph: Stone: Textile: Wood:~~

Other: _____

Condition note: ~~Bent: Brittle: Chipped/gouged: Creased:~~
~~Corroded/tarnished: Faded: Frayed: Worn:~~
~~Insect attack: Mould: Stained/soiled: Scratched:~~
Other: _____

Insert
Photograph
If applicable

Detail flaws: _____

Object treatment: *(i.e. fumigation)* _____

Packing & handling requirements: _____

Display requirements: *(including lighting)* _____

Storage requirements: _____

Other comments: _____

Name of Person completing report: _____ Signature: _____

~~7.10 Research Collection Receipt Form~~

TWEED RIVER REGIONAL MUSEUM

RESEARCH COLLECTION RECEIPT



~~I (Full name of Donor)~~
(Please Print)

~~of~~

~~(Full address of donor) (hereinafter called "the Donor")~~

~~for myself, and my executors, administrators, assigns and heirs, HEREBY GIVE to Tweed Shire Council as administrator of Tweed River Regional Museum (hereinafter called "the Museum") the goods and property described in the schedule below, and I the Donor do:-~~

- ~~1. Warrant to the Museum that I am the sole beneficial and unencumbered owner of the goods and property described in the Schedule hereunder, free from all claims and encumbrances.~~
- ~~2. Hereby give, convey, dispose and deliver to the Museum all my right title and interest in the goods and property described in the Schedule hereunder including all rights of copyright, if applicable, to the Museum absolutely.~~
- ~~3. Declare that this gift shall not be determined upon my death and shall bind my legal personal representatives.~~
- ~~4. Declare that this gift shall ensure for the benefit of the Museum, its successors, assigns and transferees in perpetuity.~~
- ~~5. Declare that I have entered into this gift of my own free will, voluntarily and without influence.~~
- ~~6. Declare that I have held or obtained all permits and licenses of/and incidental to the goods and property.~~

~~The personal information indicated on this document may be available for public access and/or disclosure under NSW Government legislation.~~

~~Dated this.....day of, 20.....~~

~~Donor signature:~~

~~Signature of witness:~~

~~Print Name:~~

SCHEDULE OF GOODS AND PROPERTY

THE SCHEDULE

(Please Tick) ☐ Address ☐ Family History ☐ Interview ☐ Library Book ☐ Printed Matter

☐ Other (specify) _____

Photograph/s: (Please tick) ☐ Original ☐ Original for copy and return ☐ Digital

ACKNOWLEDGEMENT OF MUSEUM

The Museum hereby accepts the gift of goods and property described by the Donor in the Schedule above.

Museum Representative: Signature: _____

Print Name: _____ Position: _____

OFFICE USE ONLY

To be completed in duplicate.

Original to be retained by the Museum; One copy to be retained by the Donor.

Original document/s returned to Owner onday of.....20.....

Signature of Owner:

Signature of Museum Representative:

~~7.11 Oral History Release Form~~

TWEED RIVER REGIONAL MUSEUM

ORAL HISTORY RELEASE FORM

~~To be developed.~~



7.12 Tweed Shire Council Disposal of Assets Policy

Tweed Shire Council Policy Document
Adopted at Council Meeting held 14 December 2005
at Minute No O 213
wp\policies\Disposal Of Assets.Doc



Objectives

The objectives of Tweed Shire Council's Disposal of Assets Policy is as follows:-

- To clearly define a framework, responsibilities and guidelines for Council Officers to manage the disposal of assets and scrap materials.

This Policy does not apply to Disposal of Land, as there is a separate Disposal of Land Policy.

Sourcing Of Council Policy.

The Disposal of Assets Policy is listed on the Council's Intranet and Internet under Policies.

Legal Requirements.

The disposal of goods and services by Council is not prescribed in the Local Government Act other than: Section 55 of the Local Government Act 1993

This section of the Act does not apply in respect to:-

- a contract for the sale of goods by Council at public auction.

Disposal of Plant, Equipment and Goods

The General Manager has the delegation to authorise the sale of items of plant, equipment and goods.

Internal controls for goods with a value over and under \$1,000 have been developed to manage disposal of assets, which includes scrap materials.

Value over \$1,000 Council will dispose of plant, equipment and goods with an apparent value of \$1,000 or more by auction or by invitation of tenders or quotations with the Unit Director or Manager recommending the most appropriate method of disposal.

The General Manager must authorise the sale of the item of plant, equipment or goods. Tweed Shire Council Policy Document in determining the most appropriate method of disposal, the Unit Director or Manager must evaluate the best value for money return on the item being disposed.

~~The Officer will take into consideration the costs that Council will incur if the item was being disposed of separately, in comparison to bottom line of change-over price of the replacement item being purchased.~~

~~The Council Officer responsible for disposing of the item of plant, equipment or goods must advise the Finance Section — Assets of the item being disposed to enable the Asset Register to be managed effectively and efficiently.~~

~~Value under \$1,000~~

~~The method of disposal of plant, equipment and goods with an apparent value of under \$1,000 shall be at the discretion of the Unit Director or Manager.~~

~~Council Officers are to ensure that they determine the most appropriate method of disposing of these assets, managing potential risks of corruption and that the process is documented.~~

~~Low Value Assets and Scrap Materials~~

~~Definition~~

~~Consumable materials — sand, gravel, chemicals, paint, turf, hardware items, pavers;~~

~~Off-cut materials — pipe, cables, timber, plumbing fittings;~~

~~Recyclable metals— scrap metals, steel posts, brass, street signs; Office Furniture;~~

~~Technology — IT equipment, mobile phones, cameras, calculators, computers, printers~~

~~Council has identified low value assets and scrap materials as potential targets for misappropriation of its assets.~~

~~Council Officers will monitor the disposition of low value assets and scrap materials to ensure that no inappropriate activities are being conducted by employees.~~

~~Disposal of Assets Administration~~

~~This policy has identified who is responsible for managing the processes for disposing of the assets.~~

~~Council actively encourages employees to come forward when they suspect corrupt conduct or waste of its resources.~~

~~Employees are to return from the work site with goods and materials resources that have been purchased and not used on the project. These items must be placed in the relevant compound or left on vehicles to be used on the next project.~~

~~Where Council has established storage facilities for scrap materials, employees are to ensure that surplus goods and materials are placed in the storage facilities upon return to the depot and not left for potential misuse.~~

~~Adopted at Council Meeting held 14 December 2005 at minute No O 213.~~

