



ARTS AND ARTEFACTS COLLECTION POLICY

Policy Number	C69	Directorate	Corporate & Community Services
Council Item No.	3.3	Department	Community Strengthening
Council Adoption Date	27 June 2018	Primary Author	Curatorial Officer Coal Creek
Review Date	June 2022	Secondary Author	Arts Development Officer

1. POLICY OBJECTIVE

- 1.1 Provide guidance relevant to the South Gippsland Shire Council's Arts and Artefact collection.
- 1.2 Ensure that the acquisition and disposal of collection items meet significance criteria through their relevance to South Gippsland Shire, appropriate to the interpretation of the policy statement.

South Gippsland Shire Council's Arts and Artefact collection exists to showcase the culture and history of South Gippsland Shire and surrounding area.

The South Gippsland Shire Council's Arts and Artefact Collection Policy provides information on the underpinning principals for:

- 1.3 Developing the collection.
- 1.4 Defining the range of objects the Shire chooses to collect or not collect.
- 1.5 Ensuring that a high standard of care of the current collection is maintained.

2. POLICY STATEMENT

It is the intention of Council that any acquisitions and disposal of items within the South Gippsland Shire Council Art and Artefact Collection are made in accordance with this Policy and meet significant cultural and historical criteria for the Shire.

It is further intended that art acquisitions are made according to the merit of the artwork and its connection to South Gippsland Shire.

3. POLICY GUIDELINES

3.1 Method of Acquisition

- a. Acquisitions to the collection may take the form of donations bequests, purchases, arts acquisitions or exchanges. Purchasing will be in accordance with Council's procurement policy in a fair and transparent process.
- b. All decisions regarding acquisitions, deaccessioning and disposal will be made by the South Gippsland Shire Council Management or a chosen representative
- c. If original objects are not obtainable for exhibitions; replicas, models, photographs or other graphic representations may be considered as viable alternatives.
- d. An object will not be assessed as significant simply because of its age or monetary value.



3.2 The South Gippsland Shire Council's Arts and Artefact Collection will only acquire objects that:

- a. Are of significance to the South Gippsland Shire Council's Arts and Artefact Collection
- b. Can be appropriately cared for and maintained, i.e. storage requirements conservation needs are able to be met.
- c. Can be exhibited in the foreseeable future, even though no commitment can be made to permanently display any particular item.
- d. Have adequate provenance to ensure their authenticity.
- e. Have adequate provenance to ensure the legality of donation or purchase
- f. Are not restricted or encumbered in their use, i.e. by copyright, patent, trademark or the hazardous nature of the object.
- g. Are not restricted or encumbered in their use through conditions set by the donor.
- h. Do not duplicate objects already held in the existing collection, unless multiple examples of this object are necessary for display, or the item for consideration is of superior condition or historic value compared with those currently in the collection.

3.3 Commissioning of Public Art

Council may on occasion commission a public artwork on behalf of the community. Public Art refers to any permanent or temporary artistic works situated in public spaces and accessible by members of the public. This excludes artworks held in the collections of galleries and museums. In the instance of a public art commission, contracts will be developed between artist and council that will detail the ownership and copyright of the work, maintenance schedule and process for deaccession.

3.4 Documentation and Storage

South Gippsland Shire Council recognises that it is a custodian of the material culture entrusted to it for preservation for future generations. Council is committed to ensuring that the collection is properly catalogued and appropriately stored potentially to museum standards, subject to resourcing and budgetary constraints.

3.5 Contractual Considerations

The South Gippsland Shire Council will remain mindful of any legal restrictions and ethical guidelines, as set out in the International Council of Museums (ICOM) Code of Ethics, governing the acquisition of objects and will not acquire or exhibit an object in breach of these restrictions and guidelines.

A Donor Agreement Form must be co-signed by the Donor and South Gippsland Shire Council Management (or a chosen representative) in order to ensure the transfer of legal ownership of the object to South Gippsland Shire Council.

South Gippsland Shire Council will remain mindful that collection items donated from a shipwreck are the property of the Australian Government and must be registered on the Australian National Shipwreck Database. Items of Indigenous background are required to have a memorandum of understanding and are to be registered appropriately.



4. DEACCESSIONING AND DISPOSAL

4.1 Deaccession Criteria

Deaccession is defined as the process by which an object is permanently removed from the collection. South Gippsland Shire Council Management (or a chosen representative) may deaccession items in the collection due to:

- a. Insufficient relevance to the objectives of the collection policy.
- b. Insufficient support information to enable proper identification or to establish relevance.
- c. Damage beyond repair or insufficient capacity to care for the object.
- d. Unnecessary duplicates thereof or inferior comparative condition to other similar items in the current collection.
- e. Exceptional circumstances, subject to a substantiated request for the return of the object to the original owner/donor.

4.2 Legal and Ethics

The South Gippsland Shire Council will remain mindful of any legal restrictions and ethical guidelines governing the disposal of objects and will not dispose of an object in breach of these restrictions and sanctions.

4.3 Method of Disposal

4.3.1 Options for Disposal

Disposal is defined as the transferal of ownership after an object has been deaccessioned. Disposal of de-accessioned items will be carried out in one of the following ways:

If donated:

- a. Return to the donor or donor's family if the donor is deceased.
- b. Offer to a museum, educational or cultural institution (not for profit), or governmental body.
- c. If neither of these options is successful, the item/s may be offered for public sale, auction/tender or donation.

If originally purchased by Council:

- d. Offer purchase to the original seller or seller's family if the seller is deceased.
- e. Offer purchase to a museum, educational or cultural institution (not for profit), or governmental body.
- f. If unsuccessful, item/s may be offered for public sale, auction/tender or donation.

4.3.2 Proceeds from Sale

Proceeds from public sale/auction of collection items will be credited solely to collection funds and used specifically for collection maintenance and development.

4.3.3 Personal acquisition of Deaccessioned items

An individual who is a Councillor, employee or volunteers with South Gippsland Shire Council or any person formally connected in the previous stated ways with Council, be not permitted to acquire a de-accessioned object directly from South Gippsland Shire Council.

Council will ensure that reasonable efforts have been made between making the decision to deaccession an object and the disposal of that object unless



emergency management is required due to public safety or damage to other collection items.

4.4 Loans Inward

South Gippsland Shire Council does not accept permanent loans unless the item on offer is assessed to be of particular significance to the permanent exhibition. Short-term loans may be accepted as necessary for temporary exhibitions. All inward loans will be for a fixed time and the conditions agreed to in writing on a Loan Agreement form. The Loan Agreement may include provision for the lender to assist with financial support of the item for restoration, storage, maintenance, insurance or care.

4.5 Loans Outward

South Gippsland Shire Council will assess outward loan requests from other institutions on individual merit. Borrowers will be required to sign a loan agreement which provides a condition report of the loaned item, length of loan period and any specific requirements regarding care during the loan period. The outward loan agreement may include provision for the borrower to assist with financial support of the item for restoration, storage, maintenance or insurance.

4.6 Winding up of Operations

In the event that the South Gippsland Shire Council deems the Art and Artefact Collection to no longer be of benefit to the Shire, South Gippsland Shire Council will dispose of the collection and will remain mindful of any legal restrictions and ethical guidelines governing the disposal of the objects. South Gippsland Shire Council will not dispose of an object in breach of these restrictions and sanctions and will use the following means:

4.7 Method of Disposal

- a. Return to the donor or donor's family if the donor is deceased.
- b. Offered to another museum, educational or cultural institution (not for profit) or governmental body.
- c. If neither of these options is successful, item/s may be offered for public sale or auction/tender.
- d. An individual who is a councillor, employed or volunteers with South Gippsland Shire Council or any person formally connected in the previous stated ways with Council, be not permitted to acquire a de-accessioned object directly from South Gippsland Shire Council
- e. In the case of unrepairable damage, Council reserves the right to dismantle and appropriately dispose of an object.

5. RISK ASSESSMENT

A failure to properly manage the collection may lead to:

- 5.1 Legal action
- 5.2 Loss of a valuable component of regional, state or national culture
- 5.3 Dispute over collection care, resulting in litigation
- 5.4 Disposal of items through damage
- 5.5 Lack of community confidence in Council's custodial role over an important and significant part of local history and culture
- 5.6 Loss of Council's reputation in the wider arts and culture community

6. IMPLEMENTATION STATEMENT



- 6.1 The Coordinator of Community Strengthening or chosen representative of the South Gippsland Shire Council will be provided with a copy of this policy.
- 6.2 All people offer to donate items will be provided with a copy of this policy before donations are made and accepted.
- 6.3 Council will arrange insurance cover for the Collection for values agreed between Council and the insurers.

7. POLICY DEFINITIONS

International Council of Museums Code of Ethics

The International Council of Museums (ICOM) Code of Ethics for Museums was adopted in 1986 by ICOM and revised in 2004. It establishes the values and principles shared by ICOM and the international museum community. It is a reference tool translated into 36 languages, and it sets minimum standards of professional practice and performance for museums and their staff.'

Significance

The National Museum of Australia describes significance as follows:

'Significance' refers to the values and meanings that items and collections have for people and communities. Significance helps unlock the potential of collections, creating opportunities for communities to access and enjoy collections, and to understand the history, cultures and environments of Australia.

South Gippsland Shire Council's Arts and Artefact collection consists of objects deemed significant to South Gippsland Shire that are catalogued and held in trust for the community. The collection includes donations, acquisitions and loans which may be displayed for the interpretation and celebration of the Shire. Significance of each item is determined by historical value (not numerical value) and by the relationship they hold to South Gippsland Shire, either via artist or subject

Collection

The word collection refers to objects catalogued into the South Gippsland Shire Council's Art and Artefact Collection for display or interpretation.

Definition

All objects catalogued in South Gippsland Shire Council's Arts and Artefact collection are defined as either Art, Artefact or Prop, according to the following;

Art – an object consciously produced according to aesthetic or sensory principles

Artefact – a handcrafted object of high quality and skill made for utilitarian purpose

Prop – an object that may not have intrinsic value but does tell a story about the Shire



8. REFERENCE DOCUMENTS

Council Policies and Strategies

Arts and Culture Policy C03 (2016)

South Gippsland Arts, Culture and Creative Industry Strategy 2017-2021

Legislative Provisions

- Local Government Act 1989 sections 3C, 3D, 3E
- Commonwealth Copyright Act 1968
- Historic Shipwrecks Act 1976
- Victorian Information Privacy Act 2000
- Public Records Act 1973
- Code of Ethics for Museums (ICOM 2006)
- Aboriginal Heritage Act 2006 Section 24
- Crown Land (Reserves) Act 1978
- Museums Act 1983
- Heritage Act 1995
- Code of Ethics for Art, History and Science Museums (MA 1999)
- Firearms and Victorian Museums (MAVIC)