



Lakes District Museum Collection Policy

Objects of the Lakes District Museum:

- a) The objects of the society are to promote and maintain a museum for the benefit of the population of the Lakes District and tourists and visitors to the said district.
- b) To promote the study of the arts and sciences and the history and geography of the Lakes District.
- c) To hold meetings at which lectures may be given and original papers read and discussed.
- d) To advance scientific and historical research pertaining to the Lakes District.
- e) To promote the conservation of the natural, scientific and historical resources of the Lakes District.
- f) To publish or assist in the publication of research papers on subjects pertaining to the Lakes District.
- g) Such other activities as shall be beneficial to the Society in the furtherance of its objects.

The Collection Policy shall reflect the above objects.

Areas of Interest:

In an attempt to prevent the collection from putting pressure on the museum's storage and display facilities and to reflect the objects of the Lakes District Museum it is necessary to establish specific areas of interest for future additions to the collections.

Natural History:

Items, exhibits and specimens required for illustrative purposes or for inclusion in the museum's archives that cover the following topics:

- a) Geological formation of the Lakes District
- b) Flora, fauna and climate of the Lakes District
- c) Local specimens that are of scientific importance

Cultural History:

Items, exhibits and specimens required for illustrative purposes or for inclusion in the museum's archives that cover the following topics:

- a) Pre-European history
- b) Māori in the Lakes District
- c) Exploration and surveying of the Lakes District
- d) Settlement
- e) Transport

- f) Development of infrastructure – roads, rail, bridges and shipping
- g) Discovery and mining of gold and other minerals
- h) Industrial development
- i) Farming
- j) Tourism
- k) Municipal and civil services in the Lakes District
- l) Clothing representative of that worn in the Lakes District
- m) Personal and domestic items representative of those used or found in the Lakes District.

Archival:

- a) Photographs: The LDM will collect all photographs portraying people or scenes which relating to the Lakes District but may not collect photographs which cannot be identified or are in a poor condition.
- b) Maps: Preference will be given to the collection of maps pertaining to the Lakes District but the Director and Accessions Committee may accept maps of general historic interest.
- c) Documents and Records: The LDM will collect all paper records relevant to the areas of interest as laid out in this collection policy.
- d) Books: The museum will endeavour to collect all books published that refer to the Lakes District in any way. Books about areas outside the Lakes District will be collected at the discretion of the Director.
- e) Film, Audio and Visual Record: The museum will endeavour to collect any audio and visual records that are of historical interest to the Lakes District.
- f) The following items will not be collected unless recommended by the museum director and approved by the collections committee.

Administration and conditions of acceptance:

1. The LDM will only collect those items which it can properly house and give adequate care to. In the event of not being able to do so the museum will recommend to the donor that they offer the article to a museum that can.
2. Preference will be given to articles:
 - a. Of a type not already represented in the collection
 - b. For which a definite use can be seen (e.g. display, research)
 - c. That are complete and in good condition with a history that can be readily verified or a history that can be easily discovered.
 - d. That are in their original condition (i.e. they have not been restored, unless the restoration work has been well researched, carefully carried out and fully documented).
 - e. Associated with some significant event which has occurred within the area.
 - f. Associated with significant people in the area.
3. The present owner must have clear title of ownership.
4. Items accepted must be accompanied by the donor's (or agent's) signature on the certificate of gift. This transfers absolute right of ownership to the museum and must

be free of conditions or restrictions. This gives the museum the right to use or dispose of the item as they see fit. Museum personnel should ensure that this transfer of ownership is fully understood by the donor.

5. The item must not be suspected of having an unethical or illegal background.
6. Duplication should be avoided wherever possible.
7. The museum must ensure that the requirements of any appropriate legislation, for instance the Antiquities Act, the Historic Places Trust Act, the Wildlife Act and the Marine Mammals Act have been adhered to.

Disclaimer:

1. The LDM agrees to accept custody of items and undertakes the duties of reasonable care and maintenance of items. As a matter of policy the museum does not insure its collections and will not accept any liability for loss or damage to items loaned or donated to the museum.
2. The LDM is under no obligation to display items, either permanently or short term. Items will be available to inspect subject to available staffing.

Loans Policy:

1. Except in respect of items forming part of the temporary exhibitions which can foreseeably be used in short term display, the LDM does not encourage the loan of items to the museum. Where an item is loaned to the museum it should be clearly stated on the certificate of gift form the conditions under which the item is accepted and signed by both parties.
2. The LDM may make items from its collection available for temporary loan to other institutions and organisations providing satisfactory security and environmental and handling conditions are met. Accurate documentation must be carried out and insurance responsibilities established.

Deaccessioning

1. One or more of the following criteria must apply before an item can be considered for deaccessioning:
 - a. The item no longer fits into the overall context of the collection.
 - b. The item is duplicated elsewhere in the collection.
 - c. The item has deteriorated to a point where it is unable to be exhibited and unworthy of conservation.
2. Deaccessioning procedure:
 - a. The director should notify the accession committee with a report detailing any items to be considered for deaccession. If possible the committee should examine the items.
 - b. Items passed for deaccession shall be entered in a deaccession book and any indexes/records marked "deaccession". The method of disposal must be recorded.

- c. Items should be offered back to the owner first, or in the case of the owner's absence or death, to their family or personal representative.
- d. Where possible, preference should be given to giving deaccessioned items to other public museums through exchange or gift. Failing that, items may be sold with the money received being treated as a donation from the original donor.
- e. If any item cannot be disposed of in the ways mentioned then after one year the deaccessioned items may be discarded.

Policy Review:

The Collection Policy shall be reviewed periodically to ensure it reflects the objects of the Lakes District Museum.

Disclosure:

Copies of this Collection Policy will be freely available.