

BROKEN HILL OUTBACK ARCHIVE COLLECTION MANAGEMENT POLICY

QUALITY CONTROL			
EDRMS REFERENCES	24/77 – D24/49089		
RESPONSIBLE POSITION	Director Corporate and Community		
APPROVED BY	Council		
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1. INTRODUCTION

This document is a statement of policy for the development and management of the Broken Hill Outback Archive (BHOA) collection and supports the BHOA's mission:

- To collect, document and conserve items related to the history and heritage of the Broken Hill region to ensure they are preserved for the future.
- To make the collection available to Council departments, external organisations and members of the public, in order to support research, and foster understanding and appreciation of local history and heritage.
- To develop and maintain a collection of local, state and national significance.

2. POLICY OBJECTIVE

The BHOA Collection Management Policy is a reference document to be used in conjunction with appropriate available professional expertise and resources. It demonstrates Council's commitment to rigorous, accountable and transparent standards in the assessment, acquisition, care and use of its collection, and aims to provide an industry-standard framework so that the BHOA is managed in an ethical, responsible, sustainable and accountable manner.

3. POLICY SCOPE

The BHOA is the official archive collection of Broken Hill City Council and falls under the direct care and control of Council.

This Collection Management Policy is applicable to the Broken Hill Outback Archive collection only and does not apply to other Council collections including the Broken Hill City Art Gallery or the Albert Kersten Mining and Minerals Museum (Geo Centre).

4. POLICY STATEMENT

Following are the guiding principles and standards that Council must adhere to for the implementation of this policy.

5. ACQUISITION APPROVALS PROCESS

Use a three-step authorisation process to make new BHOA acquisitions:

5.1 Donation Application Form

A Donation Application form is completed by prospective donors.

5.2 Acquisition Assessment

An Acquisition Assessment is prepared by BHOA staff, assessing items on their merit against the Acquisition Criteria provided in this Policy and resulting in a recommendation to accept or decline the proposed acquisition.

5.3 Approval

The Archive Manager or Director Corporate and Community will approve or decline proposed acquisitions. When an acquisition is approved, a Deed of Gift will be completed by the donor/vendor that transfers legal ownership to Council. When an acquisition is declined, the donor/vendor will be advised and given reasons for the decision.

5.4 Copyright

Where acquired items are covered by copyright law, and the donor/vendor is the copyright holder, the BHOA will request a Creative Commons licence or similar, to allow for the reproduction of items and the provision of copies to the public. Should permission be denied, the BHOA will abide by copyright restrictions, however this may impact upon the decision of whether to accept items into the collection.

6. GUIDELINES FOR ACQUISITION

The Broken Hill Outback Archive will acquire items through:

- Donation
- Bequest
- Purchase
- Transfer from another collection institution

The BHOA will not normally accept long-term loans, except in special circumstances, e.g. a highly significant collection requiring temporary storage.

The BHOA reserves the right to reject items that do not meet the Acquisition Criteria in this Policy, or which carry onerous restrictions or conditions imposed by the donor/vendor (for example, that the item must be permanently on display).

7. WHAT THE OUTBACK ARCHIVE WILL COLLECT

7.1 Geographic area

The BHOA collection comprises materials from the geographical region of Broken Hill and the Far West of New South Wales, including towns, pastoral leases, mine sites and camping places of the region. This covers the traditional lands of the Wilyakali and Barkindji peoples.

7.2 Historical time period

The BHOA will accept items from any time period as long as they meet the criteria outlined in this Policy.

7.3 Type of item

The BHOA collection is comprised of objects, documents, photographs, textiles, audio-visual items and ephemera. Ideally items will be original (not copies).

7.4 Historical Themes

The BHOA will collect items related to the following historic themes:

- a. Early European exploration and settlement of Broken Hill and the Far West.
- b. Aboriginal life post-European settlement.
- c. The development of the town of Broken Hill and other towns in the Far West from the 1880s onwards.
- d. Station life - pastoral stations and activities.
- e. The development of the mining industry in Broken Hill and the Far West.
- f. Migrant histories and stories relating to Broken Hill and the Far West.
- g. The development of trade unions, union activity and other labour and mining-related organisations in Broken Hill.
- h. Miners' strikes.
- i. The availability and management of water to Broken Hill and the Far West.
- j. Service in the First and Second World Wars and subsequent wars.
- k. Domestic, social and spiritual life of the residents and communities of Broken Hill and Far West up to present times.
- l. Commercial businesses, community organisations and activities.
- m. Transport and communications.
- n. Environmental and natural history of Broken Hill and the Far West and related social history.

7.5 Exceptions

- a. Proposed donations of Aboriginal cultural artefacts will be redirected to a Keeping Place that is under the custodianship of an appropriate Aboriginal organisation.
- b. Proposed donations of Aboriginal oral histories will likewise be redirected to a Keeping Place and/or AIATSIS (the Australian Institute of Aboriginal and Torres Strait Islander Studies), although copies may be made available for public access through the Broken Hill City Library's Local Studies Library.
- c. The BHOA will not generally collect items that are a better fit with other Council collections i.e. the Broken Hill City Art Gallery or the Albert Kersten Mining and Minerals Museum (Geo Centre) or with other government collections or archives.

8. ACQUISITION CRITERIA

The following criteria will be considered before approving acquisition of an item:

8.1 Relevance

The BHOA will only collect items that relate to its mission and that have a distinct and verifiable connection to the specific geographic and thematic parameters outlined in Item 7.

8.2 Significance

Priority will be given to items that are significant for their historic, aesthetic, scientific/research or social/spiritual value and relevance to the history, heritage and culture of Broken Hill and the Far West region of New South Wales. The national Significance 2.0 methodology will be used to assess significance (see Item 15 Associated Documents).

8.3 Provenance and Documentation

Priority will be given to items where the history and previous ownership is known, and documentation and support material can be provided.

8.4 Condition, intactness, integrity, authenticity

The item should be in sound condition or be able to be conserved or restored to sound condition. The BHOA will not generally collect items that have highly specialised conservation, storage, or display needs, or which are badly damaged.

8.5 Interpretive Potential

Items with strong provenance and that can tell a story contributing to the interpretation of key collection themes will be given priority.

8.6 Rarity

Items may be given priority if they are rare examples of a particular kind of item.

8.7 Representativeness

Items may be given priority if they are excellent representative examples of a particular kind of item.

8.8 Duplications

An item that duplicates one already in the collection will not generally be accepted unless it is of superior condition and/or historic value; has significance as an individual item that sets it apart from the duplicate item (e.g. it is associated with a specific person or community organisation); or in cases of sensitive materials that require changeover during display; or in cases where duplicates may assist with interpretation or educational outreach purposes.

8.9 Legal Requirements

The BHOA will only accept items for which the donor/vendor has valid legal title and is prepared to sign a Deed of Gift document transferring ownership to Council. In the case of photographs, if the donor/vendor owns copyright, the BHOA will seek permission for a Creative Commons licence or similar so that items may be reproduced, utilised by Council and provided to the public.

9. COLLECTION RECORD KEEPING

The BHOA collection will be managed according to industry best practice standards and practices in relation to documentation and record-keeping procedures.

9.1 Collection Management System

A Collection Management System (CMS) will be maintained as a central catalogue in which all relevant details of collection items are recorded including accession number, title, description, storage location and provenance.

9.2 Paperwork

Paperwork will be completed and retained in relation to all acquisitions including Deeds of Gift and paperwork relating to copyright provisions.

9.3 Audits

Collection audits will be conducted by BHOA staff at least every four years.

10. COLLECTION CONSERVATION, HANDLING AND STORAGE

The BHOA collection will be conserved in accordance with accepted contemporary national practices and standards applicable to the safe and appropriate storage, management and conservation of archive items.

10.1 Preventive Conservation Measures

All preventive conservation measures will be taken by those handling, storing and displaying BHOA items. Every effort will be made to employ staff with relevant skills

and experience in this area and appropriate training will be provided to staff where required. Untrained staff will not be permitted to handle collection items.

10.2 Environmental Conditions

- a. Environmental conditions in BHOA storage and display areas will be monitored and managed according to industry standards, including temperature, humidity, light levels and pest control.
- b. BHOA collection items will not be displayed in environmental conditions or for periods of time that could potentially result in their deterioration.

10.3 Major conservation works and treatments

Major conservation works and treatments will only be performed by a qualified professional conservator.

10.4 Storage

- a. Industry standard archival storage cabinets and materials will be used, and collection items or storage containers will not be stored on the floor.
- b. BHOA storage areas will be locked and secured at all times, and access will be controlled and limited to BHOA staff or other authorised individuals.

11. DEACCESSIONING AND DISPOSAL

To maintain standards and to refine and improve the collection, the BHOA is committed to periodic reviews to assess items that could potentially be removed from the collection.

Deaccessioning is the process of de-registering an item from a collection for clearly stated reasons and disposing of it in accordance with approved procedures.

A formal approvals procedure for deaccessioning objects for the collection is outlined below.

11.1 Deaccessioning Authorisation

Use a three-step authorisation process in deaccessioning items from the BHOA collection:

- a. **Assessment** - BHOA staff will prepare an assessment report that refers to the deaccessioning selection criteria listed below and includes any independent specialist advice.
- b. **Recommendation** - BHOA staff will forward the assessment report, with their recommendations, to the Archive Manager or Director Corporate and Community.
- c. **Approval** - The Archive Manager will approve or decline deaccession requests, in consultation with the Director Corporate and Community. In certain circumstances it may be appropriate for deaccession proposals to go to Council for a final decision.

11.2 Deaccessioning selection criteria - The BHOA will exercise care and caution in evaluating the merit of a collection item when it is considered for deaccession and disposal. Reasons for considering deaccession include:

- a. A collections policy has been developed or revised since the item was acquired and the collecting focus has consequently been refined or altered.
- b. The significance and aesthetic merit of the item falls substantially below the general level of the BHOA collection.
- c. The item is a non-essential duplicate of one already held in the collection.
- d. The item has been lost or stolen.
- e. The item has been damaged or has deteriorated over time and the cost of conservation outweighs its value to the collection.

- f. The item can no longer be suitably stored due to its size or special climate requirements.
- g. Repatriation of cultural material i.e. the item is to be transferred to an Aboriginal Keeping Place or organisation, or other community group, to which it relates.
- h. The original donor, donor's relative, or estate, has requested the return of the item on the basis that it was never legally acquired by the BHOA, and they can prove ownership.
- i. The item is subject to legislation which prevents the BHOA displaying it or having title to it.

11.3 Disposal

Disposal of a BHOA collection item will be undertaken, after approval, in the following priority order:

- a) Return to original donor, or estate of donor.
- b) Return to the creator of the item.
- c) Transfer to another collecting organisation (only public or non-profit organisations may receive the gift of a deaccessioned item).
- d) Sale by public auction.
- e) Physical destruction or recycling if all other avenues for disposal have been exhausted.

Any proceeds gained from the disposal of an item will be utilised solely for the ongoing care and management of the BHOA.

No individual who is an employee of Council may receive deaccessioned material from the BHOA collection.

11.4 Records of deaccessioned items

All records of a deaccessioned item and the circumstances of its deaccessioning and disposal will be recorded and kept on file for future reference. The Accession Number of a deaccessioned item will not be re-used.

12. PUBLIC ACCESS TO THE OUTBACK ARCHIVE COLLECTION

Once the BHOA is relocated to the refurbished Library/Archive building, the BHOA collection will be made accessible to the public for research and personal interest purposes through an online query system and in person (by appointment) at the BHOA office. Access to original items will be in accordance with any conservation restrictions applying to the items and will be at the discretion of BHOA management and staff.

13. OUTWARD AND INWARD LOANS

13.1 Loan Agreement

The Broken Hill Outback Archive may from time to time enter into Inward or Outward Loan Agreements with external organisations or individuals. These will be for a fixed period, agreed between all parties, and can be extended by mutual agreement.

13.2 Loan Approval

The Archive Manager or Director Corporate and Community will approve all Inward and Outward Loans.

13.3 Object Safety and Security

No object will be loaned by the BHOA unless the safety of the object is assured and adequate security, environmental conditions and standards of care are evident.

13.4 Borrower Standard of Care

For both Inward and Outward Loans, it is expected that the Borrower will exercise the same standard of care for borrowed items as it does for its own collection in accordance with professional procedures and standards.

13.5 Outward Loan Agreement

Outward Loans are subject to the Borrower agreeing to the conditions specified in the BHOA Outward Loan Agreement.

13.6 Outward Loan Costs

All costs associated with Outward Loans will be the responsibility of the Borrower. These costs will include transport and insurance.

13.7 Inward Loans

Inward Loans are temporary transfers of external collection items to the BHOA for the purpose of display or temporary storage/safekeeping. They can consist of items borrowed from:

- a. Individuals.
- b. Community groups.
- c. Other institutions.

The BHOA will only borrow items where it is confident that:

- a. the Lender is reputable.
- b. the Lender holds clear and valid title to the items.

14. IMPLEMENTATION

14.1 Roles and Responsibilities

The Archive Manager and Director Corporate and Community are primarily responsible for the implementation of, and adherence to, this Policy.

14.2 Communication

This Policy will be communicated to staff and the community in accordance with Council's Policy, Procedure and Process Framework and Council's Business Paper process. Following adoption by Council, the Policy will be made available on [Council's website](#).

15. ASSOCIATED DOCUMENTS

The following documentation is to be referred to in conjunction with this Policy:

- Australian Institute for Conservation of Cultural Materials (AICCM) Environmental Guidelines:
<https://aiccm.org.au/about/who-we-are/advocacy/environmental-guidelines-australian-cultural-heritage-collections>
- Significance 2.0 – A Guide to Assessing the Significance of Collections, Collections Council of Australia:
<https://www.arts.gov.au/sites/default/files/documents/significance-2.0.pdf>
- Australian Institute of Aboriginal and Torres Strait Islander Studies:
<https://aiatsis.gov.au/collection>

16. REVIEW

Review of this Policy will incorporate relevant legislation, documentation released from relevant state agencies, and best practice guidelines.

The standard review period will be within each term of Council following the Local Government Elections, or as required to ensure that it meets legislation requirements and the needs of the community and Council.

The responsible Council officer will be notified of the review requirements three months prior to the expiry of this Policy.

The Archive Manager or Director Corporate and Community is responsible for the review of this Policy.

17. LEGISLATIVE AND LEGAL FRAMEWORK

This Policy is to be read in conjunction with the following:

- *Local Government Act 1993.*
- Any related planning controls, codes of practice, and relevant internal procedures.

Council employees shall refrain from personal activities that conflict with proper execution and management of Council's BHOA Collection Management Policy. Council's Code of Conduct provides guidance for recognising and disclosing any conflicts of interest.

18. DEFINITIONS

Acquisition:	The act of gaining physical possession of an item and of transferring title or ownership from the providing source to the BHOA.
Accession:	The process of allocating a unique collection number to an item and recording this number in an accession register and catalogue system.
Bequest:	The bestowal by will of privately-owned items to the BHOA.
Cataloguing:	Assigning an established classification system to an item and initiating a record of the nomenclature, provenance, number, and location of that item in the collection storage area.
Clear or valid title:	Legal ownership without restrictions or conditions.
Collection:	The entirety of the cultural material for which the BHOA is the custodian.
Conservation:	The processes for preserving, protecting and repairing objects from loss, decay, damage, or other forms of deterioration.
Copyright:	Statutory and automatic legal right to reproduce, print, publish, perform, film or record material.
Deaccession/disposal:	The process of removing items from a collection.
Deed of gift:	A document with the signature of the providing source, transferring legal ownership of an item to the BHOA.
Preventive conservation:	Collection care to minimise conditions which may cause damage.
Provenance:	Derivation or origin of an object.
Significance:	The overall cultural value of an item to a collection, as outlined in <i>Significance 2.0: a Guide to Assessing the Significance of Collections</i> , Collections Council of Australia Ltd, 2009