

COLLECTIONS MANAGEMENT POLICY				
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Issuing Authority	TRUST BOARD	ISSUED	20 Sep 2010

INTRODUCTION

The Tasman Bays Heritage Trust (TBHT) Mission Statement is to create value for the community, shareholders and stakeholders through:

*“Protecting preserving and promoting our taonga/treasures
 Educating our visitors
 Engaging with our communities
 Endowing our future”*

The Nelson Provincial Museum (NPM) is administered by TBHT, which is the legal entity.

TBHT acknowledges that objects donated to the collection are given to NPM to be protected, cared for and shared with the public. This is the responsibility of kaitiakitanga / guardianship. The ancestral connection with such heirlooms holds significant ongoing meaning.

The Collections Management Policy will be supported by standard operating procedures for each of the following: accession (donations / acquisitions), loans and de-accession.

Legal Requirements

Personal information regarding donors will be protected in compliance with the Privacy Act 1993 and subsequent legislation. TBHT will act in compliance with the legal framework for museums that includes:

- The Wildlife Act 1953
- Copyright Act 1994
- The Arms Act 1983
- Historic Places Act 1993
- Resource Management Act (RMA)
- Protected Objects Act 1975
- Unesco and UNidriot Conventions
- CITES

Mana Taonga (Te Papa Tongarewa The Museum of New Zealand)

Mana taonga acknowledges the significance of taonga and the knowledge associated with these treasures. It recognises the powerful spiritual and cultural connections that Māori have with taonga and the important role of whānau, hapū, and iwi in caring for and protecting them.

Because taonga are associated with whānau and hapū, museums need to establish links with Māori at this level. It is then possible to understand the significance of the taonga to the wider iwi and to develop an appropriate approach.

Tikanga Māori will be observed in the care, research, interpretation and display of the Taonga Māori collections, in consultation with the Te Tai Ao Komiti.

The Museum Collection Accession Register includes:

- Taonga o Te Ao Māori (such as NZ archaeological, natural environment specimens, textiles, artworks, visual culture, tangible objects and knowledge)
- Natural history (rock, mineral, animal and plant material)
- Foreign ethnology (Pacific, Asian, American, European, African)
- Archives (manuscripts, books, maps, plans)
- Art (paintings, drawings and prints)
- Costume and Textiles (flags, clothing and accessories, household)
- Photographic (negatives, prints, transparencies, film, video, digital)
- Domestic and Technical (household, implements, commerce, transport)
- Long term loan collections (loans to the museum)
- Digitally born materials

This policy is comprised of the following sections:

1. Donations and Acquisitions
2. Documentation
3. Loans
4. De-accession and Disposal
5. Storage
6. Conservation
7. Research
8. Education Collection
9. Access
10. Insurance
11. Staff
12. Security

1. Donations and Acquisitions

- The Nelson Provincial Museum (NPM) collects objects relating to the natural and human history that are relevant to the inhabitants of the Nelson and Tasman regions.
- The NPM collection is for the purposes of documentation, preservation, research, interpretation, exhibition and overall for the purpose of education.
- The NPM has a Collections Committee (staff) which meets regularly to assess donations. The CEO may seek advice from an independent expert.
- The CEO will consult with the TBHT on items that are significant or have the potential to be controversial.
- The CEO will consult with the TBHT and Te Tai Ao Komiti on items that are culturally significant.
- The criteria for acquiring items are not precisely defined or delineated but the following four definitions are useful as a guide, depending on the type and age of the items being considered for the NPM collections.

The collections focus is on materials relevant to the inhabitants of the Nelson and Tasman regions. Broadly, this will include but not necessarily be limited to:

1. **Te Tau Ihu o Te Waka a Maui** (top of the South) and includes taonga and all other items relating to Te Ao Maori (the Maori world).
2. The area comprising **The Nelson Province from 1853 to 1976**.
3. **Post 1876**, the Nelson Land District.
4. **Post 1989**, the area that is currently administered by Nelson City Council and Tasman District Council.

There may be a need to consult with other regional institutions within, and outside, of the Nelson Tasman region.

Important aspects to consider for acquisition are:

- **The collections will be developed in a strategic manner.**
- The item considered is a representative sample of a previously undocumented or inadequately recorded aspect of our heritage.
- The item is in danger of loss or destruction.
- The item is directly relevant to current research, exhibition or interpretation.
- The level of documentation of the item.
- Collection policies of other regional institutions.
- Sources or availability of funding for items being considered for purchase.
- Purchases should be in line with this policy and the Delegated Authority Policy.

Collection Guidelines:

The NPM accepts items which:

- Provide a broad and representative sample of material directly related to the natural and cultural heritage of the areas defined above.
- Are indirectly related to the areas defined above.
- Are materials useful for comparative research.
- Is material important because of its uniqueness or rarity and is relevant to NPM.

The NPM may decline to accept items that:

- Require significant conservation.
- Are superfluous or duplicates.
- Have unknown provenance.
- Have excessive conditions.
- Are a health and safety risk to the collection or staff.
- Have a fraudulent, unethical, or illegal background.
- Require storage and / or display areas that the NPM is unable to provide.

The NPM will not accept items that:

- Are identified as koiwi (koiwi tangata)

2. Documentation

Complete records shall be kept of all acquisition or disposal decisions – namely, the items involved, the arrangements made for their preservation, copies of the documentation relating to the item (including records in photographic and other media). Documentation of objects will be permanently recorded and a signed copy kept on file by NPM.

- All items accepted by the NPM shall be documented to facilitate provenance, identification, location, condition, and preservation in accordance with National Museum standards and established procedures.
- Collection storage areas will be checked to identify objects that are not in the correct location and that may have been moved, misplaced or are missing.
- Missing or damaged items will be reported / condition reported to the CEO.

3. Loans

Collection objects held by the NPM may be available for loan, subject to agreed conditions. Collection objects held by another institution or in private ownership may be on loan to NPM, subject to agreement between the lender and NPM.

- Loan arrangements are to be documented using standard procedures and adequately insured.
- NPM reserves the right to decline a request for a loan if it determines that it cannot allocate sufficient resources to action such a request.
- NPM will decline loan requests if it considers that the borrower cannot meet the terms and conditions that are required.
- Loans should be made to an institution or an authorized individual.
- Loans must be approved by the CEO or Manager, Collection Services.
- Loans with an insurance value above \$5000 shall be approved by the TBHT.
- Loans will be made for a clearly defined time period.

Taonga Māori

Taonga on loan to the NPM may be removed by whānau, hapū, and iwi, subject to the signed loan agreement.

4. De-accession and Disposal

The NPM's key function is to acquire historic objects and ensure their protection and preservation. There must always be a compelling reason to dispose of an object which the NPM holds. What may have no apparent relevance today could be of significant value to the Nelson and Tasman regions, and the NPM collection, in the future.

Objects proposed for disposal, whether by donation, exchange, sale or destruction require a prudent, cautious and careful assessment and documentation approved by TBHT. Also, stakeholder approval and / or legal advice may be necessary.

Objects proposed for disposal shall be considered using the following guidelines:

- Whether the object meets the stated objectives of the donations and acquisitions policy (past and present)?
- Whether the object could be used in the teaching collection.
- Te Tai Ao Komiti shall be notified of any Taonga Māori considered for de-accession.
- NPM will first offer to return the item to the donor or descendants.
- Material will then be offered by exchange, gift or private treaty sale to other museums.
- Sale by public auction or other means will then be considered.
- Public notification of the proposed de-accessioning or disposal may be appropriate.
- Staff, trustees, their families or close associates, shall not be permitted to purchase, acquire or accept as gifts, de-accessioned objects from the NPM collections.
- Money or compensation received from the de-accessioning and disposal of objects from the museum collection will be used to enhance the NPM collections.

5. Storage

The TBHT has a responsibility to create and maintain a protective museum standard environment for its collections whether in storage, on display, or in transit.

- Periodic assessments of storage conditions and capacities will be carried out.
- Future needs or special requirements will be identified to enable planned provision.

6. Conservation

A Conservation Policy ensures that the collections are passed on to future generations. This requires the NPM to provide safe conditions that are appropriate and monitored. At the NPM the emphasis will be on preservation rather than active restoration.

The NPM recognises the nature and provenance of the object or collection, including respect for the traditions and cultures of the communities associated with them, and their spiritual and physical integrity and authenticity.

- NPM will consult with Te Tai Ao Komiti concerning kaitiakitanga / guardianship of all Taonga Māori.
- The condition of an object may require intervention and the expertise of a qualified conservator (preferably a member of the NZ Professional Conservators Group). This may include restoration or repair, but the principal goal should be stabilization.
- Any modification to an item should be clearly documented.
- A disaster plan for the collection will be in place. The TBHT will endeavour to mitigate risks associated with natural disasters or civil defence emergencies.

7. Research

Research of the collections to establish provenance or for interpretation, publication, and other appropriate purposes, is encouraged:

- Research should relate to the NPM objectives (see TBHT Mission Statement) and conform to established legal, ethical and academic practices including national and international copyright legislation.
- The acknowledgment of intellectual sources in all forms (published, transmitted, spoken, depicted, or other means of traditional or technological communication) is required.
- The results of research should be communicated with the public and the professional community. Where appropriate, any results, including publications, recordings, videos etc., from research must be deposited in the Museum library.
- When museum personnel prepare material for presentation or to document field investigation as part of their duties, or the museum funds the research, the NPM retains all rights to the work, unless there is an agreement to the contrary. This does not preclude publication of the research in a professional journal or other publications observing standard scientific principles with respect to authorship and related matters.
- Any research of culturally sensitive objects requires appropriate consultation / approval conditions and for all Taonga Māori this will involve Te Tai Ao Komiti.

8. Education Collection

The Education Collection exists to enrich the education of the people of the region served by NPM and in particular the Nelson Tasman school students.

This collection is managed by the Manager, Educational Services, in conjunction with the Manager, Collection Services. The Education Collection includes key teaching resources that are short-life assets that will need to be replaced.

- Loans will be available at the discretion of the Manager, Educational Services and for Taonga Māori with the approval of Te Tai Ao Komiti.
- Donations to the Education Collection are to be handled by the Manager, Collection Services in conjunction with the Manager, Educational Services.
- The Education Collection may contribute research publications, digital or print histories to the NPM.
- The Education Collection will be reviewed at no less than five yearly intervals.

9. Access

- At the NPM Isel Park Research Facility access is subject to terms and conditions approved by the Manager, Collection Services with the CEO.
- The NPM aims to encourage heritage research and to be accessible to the public during reasonable hours and for regular periods.
- The NPM encourages participation, access, information and interpretation of donated objects and 'heirlooms' for family and descendants; and for whānau, hapū, and iwi in the use of Taonga Māori relevant to their cultural heritage.
- The NPM will support individual arrangements relating to Taonga Māori, specific to each whānau, hapū, and iwi and their taonga.

10. Insurance

- TBHT will ensure adequate insurance cover is in place for all aspects of the collection, in storage, on display and in transit.

11. Staff

- TBHT will ensure that staff are available to care for the collections and the NPM will provide opportunity for ongoing training and professional development. This will include understanding of Mana Taonga, Tikanga and Te Tiriti o Waitangi.

13. Security

- Adequate security measures will be in place at all times to ensure the physical security and Mauri of the collection. Tapu and Noa will be observed, with water for cleansing situated outside of the collections areas at the NPM.

13. Review

- This Collections Management Policy and the standard operating procedures that support it will be reviewed every three years.