



**CITY OF GOSNELLS MUSEUM-WILKINSON HOMESTEAD
COLLECTION PROCEDURE (POLICY 1999) Revised 2015**

1.0 Preamble

The City of Gosnells has a proud history in supporting its local heritage. The City's 10 year Community Plan lists two significant commitments to history and heritage.

- Protect our built heritage - the State Heritage Listed Wilkinson Homestead and grounds have been restored to function as a museum for the City of Gosnells, and are open to the public. Through this initiative the City will continue to maintain and support the City of Gosnells - Wilkinson Homestead Museum.
- Preserve our heritage - an understanding of heritage is vital to establish a proud and harmonious community. That is, it is crucial to understand where we have come from when we look to move forward. Through this initiative, the City will seek to record and preserve the City's social heritage

The City of Gosnells - Wilkinson Homestead Museum ("Museum") aims to be the City's premier heritage site enriching the community's sense of place by representing the local stories and interests of its community, past and present, by collecting and interpreting moveable heritage, and by developing the site to evoke its rural beginnings.

2.0 Ethics

The Museum will only acquire artefacts having a legal and ethical provenance, in accordance with State and Federal law and international agreements between Australia and other countries, such as

- *Protection of Moveable Cultural Heritage Act 1986 (under review in 2015)*
- *UNESCO Convention on the Means of Prohibiting Illicit Import, Export and Transfer of Ownership of Cultural Property, 1970.*
- *Museums Australia Code of Ethics (1999)*
- *International Council of Museums (ICOM) Code of Ethics for Museums (2004)*

Collection of items will always be conducted in accordance with the best practice standards of:

- *Australian Best Practice Guide to Collecting Cultural Material Commonwealth of Australia (2014)*
- *National Standards for Australian Museums and Galleries Version 1.4 The National Standards Taskforce Melbourne, Australia (2014)*
- *The Museums Australia Code of Ethics (adopted 1984, revised 1994 & 1999)*

With reference to the policies for museums in Australia, such as

- *Continuous Cultures, Ongoing Responsibilities: Principles and guidelines for Australian museums working with Aboriginal and Torres Strait Islander cultural heritage (2005)*
- *Museums Australia Women's Policy (2000)*
- *Museums Australia Gay and Lesbian Policy (1999)*
- *Museums Australia Cultural Diversity Policy (2000)*
- *Museums Australia Museums and Sustainability (2003)*

Collections will be made in the interest of preserving human dignity and natural and human heritage. The Museum will actively promote the education of the general public to the ethical and legal responsibilities of natural and cultural heritage preservation.



The Museum will not provide appraisals for tax deduction or other external purposes, but may assist donors to obtain appraisals for deduction purposes.

Requests for identification and authentication will be referred to the Western Australian Museum.

3.0 Purpose/Intent

The Museum functions include the collection, preservation, research, documentation, storage or display and interpretation of items which pertain to the history of the City of Gosnells.

The Museum's display themes are collection based and relate to these functions.

- Early migrant settlement pre 1920.
- Growth of the City of Gosnells.
- Agriculture / Horticulture - market gardening, vineyards, poultry and citrus orchards.
- People forming a community.
- Growing up in a rural suburb.
- Family histories.
- Commerce – family businesses.
- Sports.

Artefacts within the Museum collection are used to interpret local stories, and acquisition of future items needs to reflect these needs. The items collected must be historically significant to the City of Gosnells. The type of artefact that may be used includes (but is not limited to):

- Objects
- Photographs
- Documents
- Artworks
- Audio and visual electronic materials.

Indigenous cultural/historical artefacts will be collected only following liaison and agreement with relevant Aboriginal groups. Guns, firearms or fire appliances will not be collected except in special circumstances, such as those of high significance.

4.0 Parameters for Acceptance of Items and Materials into the Collection

The Museum collection represents the development of Gosnells from first peoples to present day. Artefacts must relate to the human history of the geographical area covered by the City of Gosnells and its previous boundaries. Artefacts will be collected for display and research within an historical context, not for the sake of collection.

Artefacts will be considered if they:

- were designed locally
- were manufactured locally
- were commonly used locally
- demonstrate important social or technological changes
- reflect creative communal or technical accomplishment
- are valued by sections of the City of Gosnells' community for social, economic, political, culture or spiritual reason
- demonstrate important social customs or represent evidence of style, trend or movement
- were associated with famous local personalities, events or places



- were associated with important themes in the history of the City of Gosnells or represent a regional process of importance to Australia
- are the first or last in a series
- are rare examples of once commonly available types.

Artefacts that meet any of these criteria will then be assessed against the following additional criteria:

- Extent of accompanying documentation.
- Condition of the artefact.
- Cost of preserving and storing the artefact.
- Relationship to other artefacts which reinforce its significance.
- Availability in collections elsewhere.

After assessing the objects under this criteria, the objects will be assessed for their significance and a significance statement is written.

5.0 Acquisition Process

The Museum will only acquire on a permanent basis those artefacts which are relevant and consistent with the functions of the Museum.

Acquisition may be made through donation, bequest, salvage, fieldwork or purchase.

Donations are deemed to be unconditional gifts with title freely transferred.

In general the Museum will not purchase items but will rely mainly on donations. However, if an artefact has particular merit and is of significance the Curator may purchase an artefact subject to available funds. The Manager of Library and Heritage Services must be consulted before purchases are made and a receipt must be obtained for all purchases.

The Museum will only acquire artefacts if it can provide the adequate resources and procedures to protect, document, store, preserve, research, exhibit and interpret the artefacts, as applicable, in accordance with the Museums Australia's "National guidelines for museums, galleries and keeping places".

The Museum artefacts will have permanency in the collection as long as they retain their physical integrity, their identity, their authenticity, and their documentation and so long as they remain useful for the purposes of the Museum. The decision to remove an artefact from the collection will reside with the Curator.

The Museum will collect items for the purpose of demonstration or use within its school programs. This collection may or may not be items that have a provenance to the City of Gosnells.

The Museum will not collect duplicate artefacts or items unless they serve a useful purpose, such as extension program displays, education kits, hands-on education programs, interpretive programs, or if an item type has a short display life due to the condition or physical material of manufacture.

The Museum may refuse any artefacts which fall outside the criteria described in this Collection Procedure, but may recommend appropriate alternative institutions who might be interested in the artefact.



The Curator shall report major new accessions to the Manager of Library and Heritage Services.

The City has become a participating institution within the Australian Government's Cultural Gifts Program. Donated artefacts which meet the Museum's acquisition criteria may be tax deductible for the donor.

6.0 Documentation of the Collection

Documentation to record transfer of ownership and reproduction rights must be completed for each donation entering the permanent collection. The documents give full and unencumbered title to the City of Gosnells without restriction of use or future disposition.

The Museum Curator will maintain and develop the collection and be responsible for the creation and retention of records of accession for all items acquired for the collection.

Items collected will be well documented, such documentation to include:

- Circumstance surrounding the item's discovery and acquisition (i.e. where, when and by whom).
- The original owner and manufacturer.
- The item's original use.
- A chronological history of the item.
- Any other pertinent facts.

If for any reason items which are important to the mission of the Museum cannot be collected, the Museum or the City's Local History Collection will endeavour to make a complete documentary record of those items using printed, visual, audio and/or electronic media as appropriate.

7.0 Care and Use of the Collection

The Museum will encourage maximum utilisation of its collections provided that the preservation of the artefacts is not compromised and their use is consistent with the overall goals and ethics of the Museum. It is recognised that deterioration and destruction of some artefacts may occur with normal use. In this regard the Museum will endeavour to obtain or produce supplementary material, such as models, copies or replicas to ensure the protection of the unique, significant and valuable artefacts.

The conditions for the storage and display of items will be suitable for the specific type of item and appropriate to the physical material of the item.

Display of artefacts is not guaranteed.

The Museum will encourage access, for research purposes, to the standard items in the collection and their documentation in as many ways as possible to fulfil the functions of the Museum. Only Museum staff will have access to sensitive information, such as the personal details of donors, or original cost and/or valuations of items within the collection.

8.0 Loan of Items

The Curator may, on behalf of the Museum, loan/borrow items for temporary displays or educational purpose off-site, with appropriate documentation of the loan. Such off-site locations must offer reasonable security and environmental conditions.



The Museum may accept or loan items on a temporary basis:

- Materials and items which are to be used for documentation, research, educational or interpretive purpose.
- Materials and items to be used in temporary exhibitions.
- Photographs and documents for copying or research.
- All items entering or leaving the collection on a temporary basis will be accompanied by appropriate documentation.
- A time limit for the period of the loan will be nominated. The Curator will ensure that overdue items are followed up within a month of the due date.
- An “On loan to copy” form with “Permission for use” document is to be completed and signed by both parties.
- Long term loans known as “permanent” loans will only be accepted from other institutions. These loans will be reviewed every six months.

9.0 De-accession and Disposal of Artefacts

The Museum may de-accession and dispose of items from the collection that are in poor condition, duplicate another object, or do not meet the collection criteria as stated in Sections 2-5 above.

Major items and items of high significance that may need to be de-accessioned must be referred to the Manager of Library and Heritage Services for final approval.

Disposal of de-accessioned items will be accomplished in one of the following ways (in order of preference):

- Returned to the donor or offered to his/her family if the donor is deceased. If the donor cannot be found within three months, or if the donor rejects the offer, the Curator may proceed to the next set of dot points:
- Offered to another museum, educational, or cultural institution.
- Sale of items through reputable auction rooms with proceeds going to the City of Gosnells.
- Sold through the City's normal disposal of assets procedure
- Donated to a charitable institution.
- Sent to a materials based recycling depot.
- Appropriate documentation should be transferred with any item being de-accessioned through transfer to another institution. This may include copies of the original Acquisition and Accession records and any relevant printed materials.
- Documentation on the de-accession and disposal details shall be retained in the City's records management system, recording the artefact's description and details as per the original documentation, details of the decision making process pertaining to disposal, together with any other relevant information.

10.0 Disclosure

Copies of this Collection Procedure will be available on request to any member of the public.