# Collection Policy

# Hororata Historical Society Museum

## Statement of Purpose

“The purpose of the Society is to collect, preserve, research and exhibit objects that will enable the Museum to illustrate and record the natural and cultural history of Hororata and its surrounding districts.”

The Museum will endeavour to provide an educational service to schools and community groups. The Museum may collect or exhibit items from outside the areas of interest if such items contribute to or complement the Museum’s collection or understanding of local history.

## Collection Policy: Areas of Interest

To prevent the collection from becoming unwieldy and without aim, through the addition of objects that do not reflect the aims in the statement of purpose, it is necessary to establish specific areas of interest for future additions to the collection.

1. Natural History

Items, exhibits and specimens that are desirable for illustrative purposes for the following topics:

* Geological formations of the Hororata District
* Pre-human flora and fauna
* Polynesian impact on the flora and fauna and landscape
* European impact on the same
* Local specimens that are of scientific importance
1. Cultural History
* Early human arrival in Hororata
* Maori culture in Hororata
* The European exploration and survey of Hororata
* Establishment and growth of pastoralism and agriculture
* Growth in communications and transport
* Immigration to the Hororata district
* Establishment and growth of small settlements and townships, specifically Hororata, Glenroy, Windwhistle, Te Pirita and Lake Coleridge
* Social and cultural features including religious and educational institutions
* Municipal and civil services in Hororata
* Hororata trade and industry
* Clothing representative of that worn in the district
* Personal and domestic items or memorabilia representative of those used or found in the district
* Military items of significance of association with families of the district

The following items will not be collected unless recommended by the Committee:

* Heavy machinery
* Particularly large or bulky items

## Collection Policy: Administration

Overall responsibility for accessions and deaccessions shall lie with the Society’s Committee. The responsibilities of the Committee are as follows:

1. To ensure items accepted into the Museum’s collections reflect the aims and areas of interest stated in the collection policy
2. To evaluate items recommended for deaccession, vote for retention or deaccession of such items and approve appropriate disposal methods for deaccessioned objects.
3. The Committee will delegate to a Committee member the administration of accessioning items into the collection, where such items are within the Museum’s area of interest. Any items considered for accession from outside the Museum’s areas of interest shall be referred to the Committee for consideration.

## Collection Policy: General

### Acquisition Procedures

The Museum shall acquire objects for its collection through donation, or where feasible, purchase.

All items donated to the Museum shall be considered unconditional gifts and become the property of the Museum to dispose of as it sees fit, should this be necessary. Such items must be documented on a Certificate of Gift form which is signed by the donor and a Museum representative.

No items shall be accepted for loan to the Museum, without the full knowledge and authorisation of the Committee.

### Disclaimer

The Society agrees to accept custody and undertakes the duties of reasonable care and maintenance of items, but must disclaim any responsibility for accidental loss or damage, howsoever it may be caused.

### Display

The Society is under no obligation to display items in the Museum or Cottage, either permanently or on a periodic basis, but items may be available for research purposes.

### Acquisition Criteria

Items must meet all the following criteria, before being accepted by the Museum:

* The present owner must have a clear title
* The item must belong to the Museum’s areas of interest or be regarded as contributing to the Museum’s collection and its understanding
* All gifts to the Museum must be documented on a Certificate of Gift with the donor’s signature
* Any items accepted by the Museum must be such that adequate storage and care can be provided for them in the Museum. No items are to be accepted that would constitute a threat to the safety or the preservation of other items in the collection
* Firearms kept on the site must be rendered incapable of being discharged, and with the full knowledge of the NZ police

### Archives Collection

Photographs

The Museum will collect all photographs of Hororata interest and importance both past and present. The Museum may refuse to accept photographs portraying people or scenes that are not and cannot be identified or are in a very poor state of preservation.

Maps

The Museum will collect maps of historical importance to the Hororata district. Maps of general historical interest may be accepted at the Committee’s discretion.

Books

The Museum will endeavour to collect all books published in or about Hororata, or that contain historical, biographical or natural history information relative to the area. The Museum may collect books from outside these categories at the discretion of the Committee.

Documents and Records

The Museum will collect all documents and records that are considered relative to the specific areas of interest in the collection policy. Other documents and records may be collected if they are considered to be of historical interest to Hororata in any way.

## Deaccession Policy

### Criteria for Deaccession

To be considered for deaccession, objects must be shown to belong to one of the following three categories:

1. Considered to be outside of the Museum’s area of interest
2. Not in an exhibitable condition and unworthy of conservation or so badly deteriorated so as to be worthless as objects of study
3. A duplication of or inferior to related objects already in the collection

In all cases the historical importance of the object must be considered before deaccession is recommended.

Deaccession Procedure

The Committee shall be presented with a report detailing objects to be considered for deaccessioning and the reasons for the deaccession for each object. If feasible, the Committee shall examine the objects concerned.

Objects passed for deaccessioning by the Committee shall be entered into a Deaccession Book. Entries into the accessions file and books shall be marked ‘*deaccessioned’* and also marked on any accession records.

The Society’s identification marks on any deaccessioned objects shall be removed or otherwise changed to indicate the deaccession.

Objects that have been deaccessioned from the collection shall first be offered back to the donor, or in the case of the donor’s absence or death, to their immediate family or personal representative.

Objects removed from the collection and not repatriated with the donor, their family or their personal representative shall be disposed of in such a way that is considered appropriate by the Committee.

Where possible, preference should be given to giving deaccessioned items to other public museums, through exchange or gift. No deaccessioned item can be obtained by any person or their family in any way associated with the Museum except by the return of documented donations or through public auctions.

FILE NOTE: Original document prepared by The Secretary, Hororata Historical Society, dated August 1996.