



**COLLECTION POLICY**

**OF THE**

**AUCKLAND FIRE BRIGADE HISTORICAL SOCIETY**

**ADOPTED 18/08/2011**

# Auckland Fire Brigade Historical Society Collection Policy

## 1. STATEMENT OF PURPOSE

*The Auckland Fire Brigade Historical Society (Hereafter: Society or Societies) is a registered charity under the charities act (2005) whose purpose is to preserve the history of the Auckland Fire Brigades. The Society will preserve and exhibit the artifacts and history of Auckland and surrounding Fire Brigades (See definition of Fire Brigades in the Societies Constitution, Section (2) paragraph (e).)*

## 2. PURPOSES AND SCOPE OF THE COLLECTION POLICY

*Our above statement of purpose ultimately dictates the scope of the Societies collection.*

### **Specific Areas of Collection:**

- *Auckland Fire Brigade history and artifacts.*
- *Auckland Region Fire Brigades history and artifacts.*
- *Representative objects, which illustrate the history of the NZFS in general.*

*Objects in each specific "Area of Collection" may fall into one of three categories. A donation may not always stay classified in one specific category due to changing times and interests.*

### **A. Primary Exhibit Category:**

*These objects, the best quality and condition available, relate directly to one or more of the Societies areas of collection and are primarily used for exhibitions. They are beneficial to the Societies statement of purpose.*

### **B. Secondary Exhibit Category:**

*These are often fine objects but may be duplicative or in lesser condition. They have a very definite teaching quality and are used for exhibitions, comparative study, for special "hands-on" programs, or can be loaned to other museums and institutions.*

### **C. Expendable Category:**

*These items are acceptable to the extent that they may be utilized to acquire artifacts or other permanent materials to fill out its permanent or secondary collections.*

*Objects will be evaluated as to their relevance in any or all of the above stated "Areas of Collection", and/or their anticipated classification in either the "Primary", "Secondary", or "Expendable" category.*

### **Additional Criteria for Acceptance or Rejection:**

#### **Size of Collection:**

*The Society and/or the "representative objects from the general fire service" area(s) of the Societies permanent collection should not exceed a reasonable and practical number of similarly designed, constructed, or used objects, originating from a specific group or user, except when those objects are specifically designated for "Secondary" or "Expendable Collections".*

#### **Size of Object:**

*Any object requiring a storage or display area larger than 1 cubic metre must be reviewed and accepted by a majority vote of the Societies Acquisition committee.*

**Condition of Object:**

*All objects entering the Societies collection must be in a condition that they will not cause injury or damage to other objects in the collection, storage or display facilities, or individuals working at or visiting the display.*

**Donor's restrictions, conditions or encumbrances:**

*Generally all objects entering the Societies collection shall be without any restrictions conditions, or encumbrances. The Society reserves the right to use all gifts in the manner which best serves the Society and the Societies statement of purpose restrictions, conditions, or encumbrances may be accepted by a majority vote of the Societies committee in specific special cases.*

**3. ACCESSION PROCEEDURE****New Objects - Accession Procedure:**

*The Curator or any Society Committee Member may temporarily accept objects for "accession consideration", provided they fill out and have signed by prospective donor a temporary receipt form notifying them of the "Collection Procedure". The accepting Society individual must also notify the Curator and/or the "Acquisition Committee" of the donation.*

*Objects temporarily accepted for "accession consideration", shall not be considered part of the "permanent" collection of the Society until they meet the requirements set forth in the "Collection Policy" and/or they gain the majority approval of the Societies Acquisition committee. The owners of the objects, which fail to gain acceptance, will be notified and they have the option of removing the item in 90 days of that notification. Failure of the owner to do so - provides the Society the right to dispose of those objects in any manner it sees fit.*

*The Curator shall head an "Acquisition Committee" whose responsibilities will include accepting and/or rejecting a proposed donation. The Curator and the Societies committee shall have joint authority on appointments to the Acquisition Committee.*

*Providing the donation meets the requirements set forth in the "Collection Policy", a simple majority vote by the Curator and the Acquisition Committee, accepts an object into the "permanent" collection of the Society collection.*

*In special cases, when the object fails to meet one or more of the standards set forth in the "Collection Policy" then it may be accepted by a majority vote of the Society committee. The Societies Committee reserves the right to temporarily suspend the "Collection Policy" by a majority vote in special cases.*

*The Curator and the Acquisition Committee shall make a report to the Society committee listing the objects proposed for accession, those accepted and rejected, and those requiring a decision by the full Committee.*

*The Curator and the Society Committee shall have joint authority on establishment, interpretation, and modification of the Society "Collection Policy".*

**What criteria guides the collection of Societies objects?**

*The Curator/Acquisition Committee will consider the following criteria before approving accession of an object:*

- **Relevance**  
*The Society only collects objects that relate to the Societies purpose and key collecting areas.*

- **Significance**  
*Priority is given to objects, which are significant for their historic, aesthetic, or research value.*
- **Provenance and Documentation**  
*Priority will be given to objects where the history of the object is known and associated documentation and support material can be provided.*
- **Condition, intactness, integrity**  
*The condition of the object must be taken into consideration when acquiring material. Badly damaged material will not normally be accepted into the collection.*
- **Interpretive Potential**  
*Objects that tell a story that adds to the interpretation of Societies themes will be prioritized.*
- **Rarity**  
*Objects may be prioritized if they are rare examples of a particular kind of object.*
- **Representativeness**  
*Objects may be prioritized if they are an excellent representative example of a particular kind of object.*
- **Duplications**  
*Objects that duplicate items already in the collection will not be accepted unless they are of superior condition and/or historic value. In such a case the duplicate may be considered for deaccessioning.*
- **Legal Requirements**  
*The Society only accepts objects where the donor/vendor has legal title to the object.*

#### **4. DOCUMENTATION AND RECORD KEEPING**

*The Society aims at all times to maintain an effective documentation system. Donor receipts, registers, and catalogue information will be kept by the Society.*

1. *Owner or agent brings the object to the Society or will pass to committee member.*
2. *A receipt is issued to the owner recording the object name, address of the owner and contact number and date. The same information is written on a tag and attached to the object and details entered in receipt register.*
3. *This records that the Society is holding the object and does not mean or imply the object has been accepted as part of the permanent collection.*
4. *Notes on the history and associations of the object will be taken, for the Acquisition Committee to consider when assessing the object.*
5. *The Acquisition Committee meets to assess the donation for inclusion in the Society collection. Their decision is documented.*
6. *Refused objects are returned to the owner with an explanatory letter. If the object is not claimed within 90 days it will become the property of the Society and may be disposed of.*

7. *If the object is accepted a letter of thanks & two copies of the "Deed of Gift" will be sent to the donor for signing. One to be held by them and the other returned to the Society.*
8. *Until the Deed of Gift forms have been signed and the item is in the possession of the Museum the item is considered to legally belong to the donor.*
9. *The object must be registered, numbered and catalogued. Where documentation relating to the significance of the object is available, an object file will be kept.*

## **5. STORAGE AND CONSERVATION**

*The Society aims to achieve high standards of collection care and storage.*

- *Storage areas must remain clean, secure and sealed against the weather.*
- *Access to storage areas is to be controlled.*
- *Ultra-violet light should be excluded from storage areas. When storage areas are not in use lights must be turned off.*
- *Archival quality storage materials should be used for all significant material.*
- *Storage areas must be regularly checked for pests and other problems.*

*Untrained personnel should never attempt to clean, treat or restore museum objects.*

## **6. CRITERIA FOR DEACCESSIONING**

*An object can be deaccessioned from the Societies collection if.*

- *It does not comply with the current collection policy of the Society.*
- *It is damaged beyond repair.*
- *The conservation and storage costs for it are beyond the means of the Society.*
- *It is a lesser quality duplicate of an object the Society already owns.*
- *It lacks any supporting information to enable proper identification or to establish its relevance to the collection.*

### **6.1 DEACCESSION PROCEDURES**

- *The object identified for removal from the collection must come before the Acquisition Committee for consideration with close reference to the criteria stated above.*
- *The object identified for de-accession must be held for a 90 day cooling off" period before it is finally disposed of.*
- *Staff, volunteers, committee members and their families are prohibited from purchasing, or otherwise obtaining, a de-accessioned object.*

- *Any funds acquired from the sale of the de-accessioned item should be used for acquisitions or care of the collection.*

## **6.2 DISPOSAL PROCEDURES**

1. *Returned to the donor or family. If after a thorough search this is impossible, the object should be;*
2. *Transferred to another appropriate institution.*
3. *Sold by public auction, where appropriate.*
4. *Used as an educative/interpretive tool.*
5. *Destroyed or recycled if appropriate.*

## **7. LOAN PROCEDURES**

- *Long and short-term loans will not be accepted by the Society.*
- *The Society will lend and borrow material to help meet its purpose.*

### **7.1 INWARD LOANS**

- *Inward loans shall only be accepted for specific exhibitions or research and for fixed periods of time.*
- *Inward loans shall be recorded in a separate Loans Register.*
- *A representative of both the Society and the lender will be required to sign an agreed inward loan form. Each party will hold a copy of this agreement. This form will record conditions of the loan and the period of the loan.*
- *The Society agrees to exercise the same care with respect to loans as it does for its own collection.*
- *Loans shall remain in the possession of the Society for the time specified on the form.*
- *The Society can request to renew loans if required. A Society Officer and the lender must sign documentation-recording renewal.*

### **7.2 OUTWARD LOANS**

- *The Society will lend objects to other museums and organizations holding collections. It will not lend to private collectors.*
- *Borrowers and a representative from the Society will be required to sign two outward loan agreement forms. Each party will hold a copy of this agreement. This form will record condition of the loan and the period of the loan.*
- *The borrower must exercise care in the handling, storage and display of the loan object and must be prepared to meet the conditions outlined in the outward loan agreement.*
- *The borrower will provide a secure display and/or storage area.*

- *The maximum loan period is 12 months. Applications for extension of this period must be made prior to the loan expiry date.*
- *Objects cannot be treated or altered in any way without the written permission of the Society.*
- *Loans will remain in the possession of the borrower until returned to the Society.*

## **8. ACCESS TO COLLECTION**

*The Collection is accessible to the public by appointment. The collection records are accessible for research purposes by appointment.*

## **9. REVIEW OF COLLECTION POLICY**

*The Society will review its Collection Policy every three years.*

## **10. DATE OF ENDORSEMENT**

*18/08/2011, Committee Meeting of the Auckland Fire Brigade Historical Society.*

*Signed: ..... Superintendent*

*Signed:..... Secretary*