

# History and Heritage Collection Policy

<b>Date first adopted:</b>	26 September 2017
<b>Dates amended:</b>	June 2022
<b>Next review date:</b>	June 2025
<b>Position title of responsible business unit Manager:</b>	Manager Libraries, Arts and Culture
<b>Approved by:</b>	Council

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## 1. TITLE

History and Heritage Collection Policy

## 2. OBJECTIVE

To provide for the collection, preservation and display of objects of key significance to the history of Glen Eira City Council.

## 3. BACKGROUND

The City of Glen Eira is well served by two historical societies, two RSLs, a hospital archive, multiple museums, churches and other collecting organisations. These groups collect and preserve objects related to Glen Eira's community and general history.

## 4. DEFINITIONS AND ABBREVIATIONS

<b>Term</b>	<b>Meaning</b>
<b>Collection</b>	Council's History and Heritage Collection as described in Part 5.1.2 of this Policy and includes items listed in section 5.1.4 of this Policy
<b>Collection Procedure</b>	Council's History and Heritage Collection Procedure
<b>Council</b>	Glen Eira City Council
<b>The municipal governing bodies area</b>	Caulfield and Moorabbin Roads Boards, the later Councils of the same names and the amalgamated Glen Eira City Council

## 5. POLICY

### 5.1 COLLECTION DEVELOPMENT

**5.1.1** The Collection is focused exclusively on the municipal history of the City of Glen Eira.

**5.1.2** The Collection must collect and preserve objects, archives, images and digital artefacts related to the history of the municipal governing bodies of the area.

**5.1.3** Responsibility for the history of the former Moorabbin Council is shared with the Cities of Bayside and Kingston.

**5.1.4** Objects considered for collection may include:

- Council paraphernalia, including textiles and physical objects.
- Council documentation, photographs, drawings, sketches and archives and records.
- Honour boards, plaques and ceremonial objects.
- Images and documents related to Caulfield Town Hall.

- Objects, documents and images related to individual members of Council or staff.
- Visual and audio recordings and digital artefacts such as social media posts, digital correspondence and archived websites related to the municipal governing bodies of the area.

## **5.2 ACQUISITION**

**5.2.1** Objects may be acquired into the Collection by the following methods:

- Donation.
- Bequest.
- Internal Council Department Transfer.

**5.2.2** Purchase of an object may be considered, but only under exceptional circumstances where a key piece of Council history is at risk of loss or destruction, and no other method of safekeeping is practicable. The Director, Community Wellbeing, must authorise any purchase.

**5.2.3** Objects must only be collected if they are aligned with the requirements of sections 5.1.2 and 5.1.4 of this Policy. Donors who offer objects that do not align with this Policy may be directed to Glen Eira and Moorabbin Historical Societies or another suitable organisation.

**5.2.4** Gifts of heritage items to enhance Council's collection may be encouraged. Before accepting any donation or bequest, the nature of the proposed donation or bequest fits with the Council's collection and the costs associated with conservation, restoration, preparation, presentation, and storage must be estimated and considered.

**5.2.5** Conditional gifts of heritage items must be discouraged, and other than in exceptional circumstances, donors must relinquish all rights, except copyright and Moral Rights (if already the copyright owner) to the item.

## **5.3 LEGAL AND ETHICAL OBLIGATIONS**

Council will comply with relevant codes of ethics and legal obligations, as set out in the Collection Procedure.

## **5.4 DOCUMENTATION AND RECORD-KEEPING**

The Collection must be managed and documented appropriately, using heritage/museum industry standards to ensure that information relating to the Collection is kept safe and organised.

## **5.5 DEACCESSIONING**

Objects may be deaccessioned from the Collection if they are no longer relevant, as set out in the Collection Procedures. Collection objects selected for deaccessioning may be offered to local historical societies, community groups or relevant museums before disposal.

## **5.6 LOANS**

Council may borrow or lend objects for display or research purposes, as set out in the Collection Procedures. Council must not accept indefinite loans into the Collection unless under exceptional circumstances.

## **5.7 ORAL HISTORY**

**5.7.1** Council may collect Oral History recordings as part of the Collection.

**5.7.2** Oral History recordings may be collected either as part of a wider project or exhibition or in dedicated oral history projects run by the History and Heritage team.

**5.7.3** Oral History recordings may be collected according to the guidelines in the Oral History checklist developed by History and Heritage.

## **5.8 ACCESS**

Council may provide public access to the Collection in the manner set out in the Collection Procedure. This may include the evolving use of online, publicly accessible catalogue systems, use of social media or other relevant technologies.

## **6. HUMAN RIGHTS CHARTER COMPATIBILITY**

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

## **7. ASSOCIATED DOCUMENTS**

History and Heritage Collection Procedure

## **8. REFERENCES/RESOURCES**

Heritage Act 2017 (Vic)

Aboriginal Heritage Act 2006 (Vic)

Control of Weapons Act 1990 (Vic)

International Council of Museums Code of Ethics

Historic Shipwrecks Act 1976 (Cth)

Protection of Moveable Cultural Heritage Act 1986 (Cth)