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OVERVIEW

The Collections of the University of Adelaide include the Library Collections (eg books, theses, digital resources), Special Collections (eg Rare Books and Manuscripts), the Archives, Museum and Heritage Collections (eg scientific specimens, objects and equipment) and Art Collections (including the Adelaide University Union Visual Art Collection), and may be in electronic or physical format.

The Collections are held across all campuses. Some are centrally-housed and managed by the University Library; others locally cared for by particular academic faculties, departments and/or administrative areas.

In the context of this policy, the Collections do not include Teaching Collections, which are separately located and cared for. The Collections also do not include Research Data, which are managed in accordance with the University's *Research Data and Primary Materials Policy* and *Information Management Policy*.

The Collections support, teaching, learning and research. Together, they showcase our institutional history, scholarship and achievements. They also provide a rich and diverse resource for engaging within the University as well as with the broader community, locally, nationally and internationally.

The Collections are managed and maintained for the purposes of discovery and use by academics, students, administrative and operational staff, alumni, researchers, professional historians and the wider community.

SCOPE AND APPLICATION

This Policy applies to the University of Adelaide's Collections as defined in this policy.

This Policy applies to those areas of the University with responsibility for the Collections held in their Custody.

This primarily includes the University Library, which also has responsibility for maintaining and reviewing this Policy. It also includes faculties, departments and/or administrative areas that manage and hold Collections such as the Tate Museum, Antarctic Collection, Museum of Classical Archaeology, Waite Insect and Nematode Collection.

This Policy inter-relates with the University's _Risk Management Policy_, _Financial Management Policy_, _Health Safety & Wellbeing Policy_, _Behaviour & Conduct Policy_, _Intellectual Property Policy,_ _Copyright Compliance Policy,_ and _Insurance Policy_.

POLICY PRINCIPLES

1. **The University optimises and maintains its Collections through appropriate governance and responsible development**
1.1 The University will only acquire items or accept gifts or donations (including those offered via the Cultural Gifts Program) into the Collections where it has clear legal or beneficial title.
1.2 The University treats all the Collections as assets and, in accordance with the _Financial Management Policy,_ prudently manages and properly documents the items in those Collections in accordance with accounting, regulatory, reporting, insurance, valuation and other relevant compliance requirements.
1.3 The University establishes or extends the Collections if it has the necessary resources, including appropriate space, qualified staff and recurrent funding.
1.4 The University develops the Collections in accordance with defined selection criteria to ensure they support teaching, learning and research; showcase and promote institutional history, scholarship and achievements; and/or enable engagement within the University and with the broader community.
1.5 The University periodically checks, monitors and audits the Collections to assess and address the status of the physical conditions, intellectual controls and risks associated with their management.
1.6 The University has the necessary Collection Development and Collection Management strategies and procedures in place to enable adherence with this Policy.

2. **The University effectively manages the legal, risk and ethical considerations associated with the Collections**
2.1 The University recognises that the Collections are subject to various hazards that may cause damage and deterioration and loss. A risk management approach must be applied throughout the development and management of the Collections, in accordance with the _Risk Management Framework_.
2.2 As a risk management strategy, the University maintains a Disaster Response and Recovery Plan for the Collections.
2.3 All activities involving the conservation, storage, movement and relocation of the Collections must comply with the University's _Health, Safety and Wellbeing Policy_.
2.4 The management of the Collections is conducted in accordance with State and Commonwealth laws and with relevant international Conventions, Agreements, Codes and Principles (including FAIR and CARE).
2.5 The University complies with the Australian Government's _Policy on Indigenous Repatriation_.
2.6 The University actively engages with relevant Aboriginal and Torres Strait Islander communities on the description, management and custody of the Collections when they relate to Indigenous people, culture, language and/or heritage. Any heritage collections are also managed in accordance with relevant Aboriginal heritage legislation.

3. **The University ensures that intellectual rights management, including Indigenous Cultural and Intellectual Property (ICIP), is a considered aspect of managing the Collections**
3.1 The University manages the Collections in accordance with the University's _Intellectual Property Policy_ and _Copyright Compliance Policy_.
3.2 The University recognises that Collections may contain Indigenous Cultural and Intellectual Property and respects related rights in accordance with relevant national and international protocols and policy frameworks.

4. The University effectively maintains and cares for its Collections as valuable institutional assets

4.1 The growth and development of the Collections occurs in accordance with Acquisition criteria and best practice procedures.

4.2 The University cooperates with other collecting institutions with similar or overlapping interests and collecting policies in order to avoid duplication or conflicts of collecting interest.

4.3 The University maintains documentation to a standard that ensures it can consistently record and catalogue the nature of the Collections. Documentation is undertaken on the Collections pertaining to acquisition, identity, provenance, legal title, significance, accessioning, description, condition, location and movement control, usage, conservation, valuation, rights management, loan, loss, deselection, deaccessioning and disposal in accordance with related procedures.

4.4 The University stores the Collections in accordance with repository standards and best practice procedures.

4.5 The University implements and maintains an Integrated Pest Management (IPM) system to mitigate damage to the Collections caused by insects and pests.

4.6 The University adopts preventive conservation approaches to inhibit deterioration of the Collections and in accordance with best practice procedures and industry standards.

4.7 The University provides and monitors secure and safe environments and systems for the storage, movement, transportation and display of the Collections at all times in accordance with best practice procedures and industry standards.

4.8 The University deselects, deaccessions and/or disposes of the Collections in accordance with best practice procedures and industry standards.

5. The University actively promotes and enables discovery of and access to the Collections

5.1 The University proactively enables discovery of and access to the Collections and encourages community engagement and participation onsite, offsite and online through a variety of means, including displays and exhibitions.

5.2 The University ensures that open access is effectively balanced with the need to sometimes limit disclosure due to equity, security, confidentiality, cultural sensitivity, preservation, copyright, licensing and/or archival access considerations.

AUTHORITIES

Key	Authority Category	Authority	Delegation Holder	Limits

PROCEDURES AND RESPONSIBILITIES

1. Collections Governance

1.1 The University manages the Collections in accordance with Collection Development and Collection Management processes, practices and requirements prescribed in this Policy and related strategies and procedures.

2. Collections Responsibilities

2.1 The following have specific Collection responsibilities as outlined below.

	RESPONSIBILITY
Academic Faculties, Departments and/or Administrative Areas that locally manage a Collection	• Designate a Dean of a faculty or the Divisional Head of an administrative division as the responsible custodian for each Collection locally held and managed. • Strategically oversee the management of the Collection/s in its custody, including the allocation of necessary resourcing such as appropriate space, qualified staff and recurrent funding. • Care for, store, manage, use and provide access to the Collection/s held in its custody in accordance with this Policy and related best practice procedures. • Regularly review and update the insurance and indemnity cover of the Collection/s held in its custody in consultation with Legal and Risk Services. • Organise, as needed, the valuation of the Collection/s held in its custody. • Assign the day-to-day management of each Collection to one or more staff members known as a 'Collection Manager'. • If responsibilities for a locally-managed Collection can no longer be met, liaise with the University Library with regards to determining options, taking into account Deaccession and Disposal requirements.

	RESPONSIBILITY
Collection Managers	• Day-to-day management of assigned Collection/s in accordance with this Policy, related procedures, relevant Collection Management industry standards and best practice codes.
University Library	• Develop and maintain the *Collections Policy* on behalf of the University. • Ensure the University *Disaster Response and Recovery Plan* for the Collections is maintained and kept up to date. • Strategically oversee the management of the Collections in its custody, including the allocation of necessary resourcing such as appropriate space, qualified staff and recurrent funding. • Care for, store, manage, use and provide access to the Collections held in its custody in accordance with this Policy, related procedures, relevant Collection Management industry standards and best practice codes. • Regularly review and update the insurance and indemnity cover of the Collections in its custody in consultation with Legal and Risk Services. • Organise, as needed, the valuation of the Collections held in its custody. • Provide advice to those academic faculties, departments and/or administrative areas responsible for locally managing a particular Collection, eg the Tate Museum, Museum of Classical Archaeology, Antarctic Collection, Waite Insect and Nematode Collection.

DEFINITIONS

Access
Right, opportunity, means of finding, using or retrieving information and Collection Items

Accession
Formally recording or registering a new item into the permanent inventory of a collection, and accepting a particular level of care for that item once reviewed and culled if necessary (eg removal of duplicates).

Acquisition
Taking legal possession and ownership of an item/s to develop and enhance the Collections. Acquisition may be by means of donation (including donations made under the Cultural Gifts Program), purchase, bequest, gift, a commission paid, transfer or exchange

Adelaide University Union Visual Art Collection
Artistic assets, which support and enhance the cultural programs of the University, and are used for teaching, research, reference, publicity, promotion and loan. The University first purchased works of art in the 1950s. By 1964 a 'Works of Art Fund' was established, receiving an annual grant for the acquisition of works primarily by contemporary Australian artists. The grant continued until the late 1970s. The Adelaide University Union has kept pace with the University by purchasing artworks for the Union Buildings and ensuring that the student body engages in the arts and cultural landscape of the city

Archives
The non-current administrative records of the University that provide an authentic record of the people, programmes and governance of the University and are worthy of permanent preservation

Art Collection
A collection that contains works of art collected and/or commissioned by the University since 1874, and may include paintings, works on paper, murals, sculptures, public and decorative art. Includes the Adelaide University Union Visual Art Collection

CARE Principles
For Indigenous data governance, includes Collective Benefit (C), Authority to Control (A), Responsibility (R), and Ethics (E)

Catalogue
To determine the placement of a collection item within a predetermined and systematically organised filing structure. Also to describe an object according to established data classifications or areas of interest. To classify by establishing attributions

Collection
Those collections intended to be held in trust and for the benefit of the University and users because of their teaching and learning, research, historical, cultural and or scientific significance and/or rarity. Includes Library Collections, Museum and Heritage Collections, Art Collections, Archives, Rare Books and Manuscripts in electronic or physical format. Does not include Research Data or Teaching Collections

Collection Development
The process of building a collection in accordance with defined selection criteria to meet the needs of the collecting institution and its users

Collection Management
Incorporates the variety of activities involved in selecting, acquiring, developing, caring for, storing, preserving, disposing, deaccessioning and providing access to collections

Collection Manager
University staff member delegated with the responsibility of day-to-day management of a Collection held in the custody and care of an academic faculty, department or administrative area

Conservation
Treating a collection item to prevent it from deteriorating. This is a broad function that encompasses many activities of the conservator. Events such as lending and exhibiting may initiate conservation checks. Conservation may also be scheduled at regular intervals

Cultural Gifts Program
The Cultural Gifts Program is administered by the Commonwealth Government and offers tax incentives to encourage people to donate cultural items to Australian public collections. Gifted items can include visual and decorative arts, Indigenous arts and cultural artefacts, social history and scientific collections, and archival material. The program is managed under the gift provisions in Australia's income tax law and with advice from technical experts. Refer to the Cultural Gifts Program Guide

Custody
The responsibility for the care and management of a Collection, based on their physical possession and Intellectual Control

Deaccession
Permanent removal of an item from collection inventory by following a detailed procedure. Includes to give up legal title to a work. Deaccessioned items may be sold, traded, transferred, destroyed or removed

Deselection
Deselection or weeding ensures the Library Collections managed by the University Library are responsive to change and remain current and relevant to the teaching, learning and research activities within the University. Deselection ensures that space is managed appropriately and that the quality of Library Collections is high, whilst unnecessary, outdated or worn out library resources are removed or replaced

Disposal
The physical removal of an item from the Archives after it has been deselected or deaccessioned. Disposal may be by means of destruction, sale, donation or transfer of ownership

Documentation
Recording of information about the Collections in order to identify them and their provenance as well as to track their movement and use

Donation
The transfer of custody and title of a collection item from an external party to the University, including through the Australian Government Cultural Gifts Program

Exhibition
Showing an item with others related to it or by itself. Exhibitions may be permanent or temporary. An exhibition usually implies an intended audience. During exhibition an item is often removed from a Collection

FAIR Principles
Relating to the open data movement, includes Findable (F), Accessible (A), Interoperable (I) and Reuseable (R)

Indigenous Cultural and Intellectual Property (ICIP)
The rights of Indigenous peoples to access, control and maintain their cultural heritage, including traditional knowledge, traditional cultural expression and artefacts. It incorporates all aspects of knowledge (sciences, plant and animal knowledge, stories, designs and symbols, ritual knowledge), artefacts (arts, crafts, weapons, tools), performances (ceremonies, dance and song) and human remains and includes the secret and sacred. These rights relate to world Indigenous peoples, which includes Aboriginal and Torres Strait Islander peoples

Intellectual Control
Systems and processes associated with enabling the discovery of collection items and retaining their context. Includes registration, arrangement and description, classification, provenance, tracking, and the creation of public discovery tools

Library Collection
A collection maintained by and in the custody of the University Library. Includes the main collection, neighbourhood collections, collections held at Waite, Roseworthy and the Barr Smith Library, as well as Special Collections

Museum and Heritage Collection
A set of works, scientific and/or natural artefacts, specimens or other objects assembled, classified, selected and preserved to form a coherent and meaningful whole, eg the Tate Museum, Museum of Classical Archaeology, the Waite Insect and Nematode Collection

Provenance
For collection items, the background and history of ownership

Rare Books and Manuscripts
Artifactual and intellectual assets, in their own right, requiring particular care in their use, storage and preservation because of their age, format, limited print run, association and/or the number of surviving copies

Repatriation
The return of art or cultural heritage to their country of origin or former owners. The disputed cultural property items are physical artefacts of a group or society that were taken from another group usually in an act of looting, whether in the context of imperialism, colonialism or war

Research Data
As defined in the *Research Data and Primary Materials Policy*, data are facts, observations or experiences on which an argument, theory or test is based. Data may be numerical, descriptive or visual. Data may be raw or analysed, experimental or observational. Data includes: laboratory notebooks, field notebooks, primary research data, questionnaires, audiotapes, videotapes, models, photographs, films, test responses. Research collections may include slides, artefacts, specimens, samples. Provenance information about the data might also be included: the how, when, where it was collected and with what (for example, instrument). The software code used to generate, annotate or analyse the data may also be included

Special Collections
Collections such as Rare Books and Manuscripts and heritage collections that are in the Custody of the University Library

Rights Management
Managing the intellectual property rights and data protection rights associated with objects, reproductions and information

Teaching Collection
A collection maintained for teaching and in-house reference purposes only

Valuation

Process of determining the market, fair and/or intrinsic value of an asset for reasons such as investment analysis, capital budgeting, financial reporting and insurance coverage

Records Services File No.	2019/12858
Policy Custodian	Deputy Vice-Chancellor and Vice-President (Academic)
Responsible policy officer	University Librarian
Endorsed by	Vice-Chancellor's Executive on 7 April 2021
Approved by	Vice-Chancellor and President 16 April 2021 Reviewed and re-affirmed by policy custodian on 20 August 2024.
Related Documents and Policies	*Information Management Policy* *Behaviour and Conduct Policy* *Code of Conduct* *Copyright Compliance Policy* *Disaster Response and Recovery Plan* *Financial Management Policy* *Financial Management of Assets Procedure* *Health, Safety and Wellbeing Policy* *Risk Management Policy* *Gifts Policy* *Research Data and Primary Materials Policy*
Related External Documents	*Protocols for Libraries, Archives and Information Services* (Aboriginal and Torres Strait Islander Library, Information and Resource Network (ATSILIRN)) *Guidelines for Working with Community* (National and State Libraries Australia) *Declaration on the Rights of Indigenous Peoples* (United Nations) *FAIR Principles* *CARE Principles*
Related Legislation	*Protection of Cultural Objects on Loan Act 2013 (Cth)* *Protection of Movable Cultural Heritage Act 1986 (Cth)* *Aboriginal Heritage Act 1988 (SA)* *Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Cth)* *State Records Act 1997 (SA)*
Superseded Policies	*Collection Management Policy & Procedures*
Effective from	16 April 2021
Review Date	31 December 2025
Contact for queries about the policy	Siân Woolcock, University Librarian Ph: 8313 5700 Email: sian.woolcock@adelaide.edu.au