

COLLECTION MANAGEMENT PROCEDURES

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1 OVERVIEW

These Procedures articulate the University of Adelaide's requirements for the care and management of University collections that fall within the scope of the Collection Management Policy.

2 DOCUMENTATION

2.1 Policy Principle

The University of Adelaide will maintain documentation to a standard that ensures it can consistently record the nature of its collections.

2.2 Documentation Procedures

2.2.1 Documentation procedures will be implemented in order to establish what items the University is legally responsible for (this includes loaned items as well as permanent collections), and where each item is located.

2.2.2 Only authorised University staff or persons will have access and be able to modify collection documentation.

2.2.3 The 'manager of a collection' is responsible for ensuring all relevant information about collection item/s is recorded on the central collection database, and that it is accurate and up to date.

2.2.4 Collection items will be documented individually or by groups of items.

2.2.5 The 'manager of the collection' will ensure the consistent use of collection standards, methods and procedures to document the collection.

2.2.6 Items will be recorded electronically on a central database, and will ensure adequate resources are made available to maintain the system.

2.2.7 Electronic systems will be updated on a regular basis as appropriate. Backups will be made to secure the information on a weekly basis or as appropriate.

2.2.8 All items accepted into a University collection will be documented to the degree that they can be uniquely identified, located, tracked, and inventoried.

2.2.9 Records for each item or group of items should include all of the following details when known:

- **Acquisition** - provenance, donor, legal ownership etc.
- **Accession** - collection number, description, significance, condition, measurements, location etc.
- **Insurance** - current value, insurance coverage details etc.
- **Loan** - borrower, conditions, length, value etc.
- **Collection care** - display or storage needs, handling or security requirements etc.
- **De-accession** - reason, proposed disposal method etc.
- **Disposal** - disposal method, date etc.

2.2.10 In the event of limited time or resources to document each item/group of items, the following key information should be recorded as a minimum requirement:

- permanent unique collection number
- location record
- condition and significance rating
- photograph or scanned image
- identification of primary material/medium

2.2.11 The significance of each item will be established against the criteria detailed in Appendix 1.

2.2.12 Collection management requires practices that ensure each item remains in the most stable state possible so it can be handled, displayed, stored and researched safely. This involves two approaches:

- (a) Preventive conservation involves all activities that will prevent damage to collections such as ensuring stable environments, keeping the collection clean and tidy and housed in archival quality materials.
- (b) Remedial conservation involves intervention activities to impart stability, such as conservation treatment.

A condition rating for each item will be established against the following criteria¹:

- **GOOD** - Stable and sound condition, no conservation required.
- **FAIR** – Stable, but disfigured, no immediate conservation required.
- **POOR** – Unstable, restricted use, conservation desirable.
- **UNACCEPTABLE** - Highly unstable, immediate conservation required.

¹ Keene, S. (2002). *Managing Conservation in Museums*. Butterworth Heinemann: London. p146

2.2.13 The majority of the collection will spend most of its time in storage and therefore storage materials and methods must be of the highest quality as incorrect materials and conditions can assist in accelerating deterioration. Collection items are most vulnerable when on display due to possible inappropriate environmental conditions (light, humidity, temperature, pollutants etc) and so must be displayed under conditions specified by international collection standards.

2.2.14 The 'manager of a collection' will ensure controlled access to sensitive information. Confidential data such as donor, valuations or site details will only be available to authorised personnel.

2.2.15 All people responsible for the collection will be made aware of the importance of documentation. Staff and contractors will be trained in all procedures with which they will be directly involved.

3 LOCATION AND MOVEMENT CONTROL

3.1 Policy Principle

The University of Adelaide will document its collection to a standard that ensures it can consistently record the location of the collection and the items within it.

3.2. Location and Movement Control Procedures

3.2.1 The location of all items must be recorded in the central collection database.

3.2.2 Any changes of location of items, whether permanent or temporary, should be recorded in the central collection database, including when they were moved and by whom.

3.2.3 Whenever items are loaned between collections or to people within the University, the movement is known as an internal loan. All internal loans or movements must be accurately documented using loan/movement forms that must include (see Appendix 4):

- List of items being borrowed/moved
- Length of loan/movement
- Reason for loan/movement
- Standard of transport required to safely move the item
- Names of staff members associated with the loan/movement
- Originating and new locations
- Signatures of lending and borrowing collection managers/curators

3.2.4 All activities involving the storage and display of a collection (including moving items in and out of storage) must comply with South Australian State Occupational Health and Safety (OHS) requirements, as well as the University of Adelaide Health, Safety and Wellbeing Policy.

3.2.5 Any staff member or contractor who has physical access to a collection must be inducted in the use of appropriate care and handling techniques (see Appendix 2).

4 SECURITY

4.1 Policy Principle

The University of Adelaide undertakes to provide as secure an environment as possible for the storage, transportation and display of its collection at all times.

4.2 Security Procedures

4.2.1 All University staff and contractors are responsible for maintaining the security of collections.

4.2.2 Items should be kept in secure conditions at all times – whether in use, in transit or in storage. This may include the use of both physical and electronic measures.

4.2.3 Any loss or damage must be documented and reported to the ‘manager of the collection’ immediately.

4.2.4 Any staff member or contractor who has physical access to a collection must be inducted in the use of appropriate care and handling techniques (see Appendix 2).

4.2.5 Security measures should be commensurate with the value of the item/s – both their financial and significance value.

5 ACQUISITION

5.1 Policy Principle

The University of Adelaide will only acquire items that fulfil both the acquisition criteria and the requirements of relevance, provenance and legal title.

5.2 Acquisition Procedures

5.2.1 All items offered to a University collection must be approved for acquisition by the ‘manager of the collection’ against agreed criteria (see 5.2.5 and 5.2.6 below).

5.2.2 Specific criteria for each collection are to be developed and endorsed by its Collection Advisory Group.

5.2.3 Items for potential acquisition can be presented to any member of staff, however the actual selection and acceptance of an item will be the responsibility of the relevant Collection Advisory Group.

5.2.4 Any item offered to the University will be receipted by the ‘manager of the collection’, noting who gave the time and identity of the donor (see Appendix 3). The object must be temporarily tagged with its receipt number so it can be identified at all times.

5.2.5 The University will collect items through:

- Donations - where the donor displays clear legal title and ownership passes to the University so that the items may be displayed, stored, loaned, researched, treated, restored, photographed, drawn, published or disposed of at the discretion of University of Adelaide. Gifts or bequests may be accepted from any source, including staff members. All donations become the property of the University and are subject to its policies and procedures.
- Specific purchase – funds designated to purchase items that have been identified as of significance to the existing collection.
- Transfers – items from other organisations that have been identified as of significance to the existing collection.
- Commission – items that are specifically designed for the University.

5.2.6 Acquisitions will be selective. Due to space and financial limitations it is not feasible to allow indiscriminate growth of collections. Acquisition proposals will need to address all of the following criteria and have approval from the relevant Collection Advisory Group on a case-by-case arrangement. Proposed acquisitions need to:

- Be clearly provenanced
- Fall into one of the collecting themes
- Have clear legal title by the donor

- Be collected in full compliance with the laws and regulations of international collecting protocols (in particular not collected, sold or otherwise transferred in contravention of the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property), then have clear evidence of how it came to be legitimately in the donor's possession
- Not be a conditional donation, long term loan or 'permanent loan'
- Be able to be appropriately stored and cared for under conditions that will ensure their availability for research and display
- Be in a stable condition, or able to be conserved and housed appropriately
 - Not likely to result in major future expenses for the University of Adelaide (conservation, maintenance, storage, display or security)
 - Not likely to cause OHS concerns (i.e. be able to be handled, stored, displayed, maintained and accessed safely)

5.2.7 The 'manager of the collection' will not collect items that fall outside these criteria unless there are strong justifications for overriding them.

5.2.8 Any additional costs for the acquisition such as storage, transport or conservation must be identified prior to formal acceptance of the item by the University.

5.2.9 The 'manager of the collection' will fully research a potential acquisition before accepting it. For donations, this research period will take no more than 3 months (and the donor informed of this process at the time the University receives the item). Research will identify any legal or copyright / reproduction / publication implications of the item/items prior to formal acquisition.

5.2.10 Donations to the University will be considered as gifts and if selected for acquisition, the donor and the 'manager of the collection' must sign a legally binding contract (see Appendix 4 for suggested contract inclusions).

5.2.11 If an item is not accepted, donors will be notified by the 'manager of the collection'. If it is not claimed within 90 days of notification it may be disposed of in a manner that the 'manager of the collection' deems appropriate.

6 ACCESSIONING

6.1 Policy Principle

The University of Adelaide will accession every item it acquires by assigning to it a unique number, recording key information and labelling.

6.2 Accessioning Procedures

6.2.1 Only formally acquisitioned items will be accessioned (i.e. not impending donations, purchases, transfers, nor items borrowed from other organisations).

6.2.2 The 'manager of the collection' will ensure that all items are accessioned in a standardised way and enter all information onto the central collections database². The following activities will be undertaken during the accessioning process:

- Assign a unique collection number as established by the Director, University Collections.
- Undertake documentary recording including:

² *NOTE – These are minimum details to record. Additional registration details should be recorded WHENEVER possible

- Title and/or description
 - Photograph upon acceptance
 - Where the item came from/was recovered from
 - Who donated it to the collection (and whom the Director, University Collections should contact in future if the item is to ever be de-accessioned)
 - When it was donated or created
 - Materials/medium
 - Where it will be located, kept or stored
 - Any specific handling/storage/display requirements
 - Historical information where known
- Record heritage significance based on the criteria established in 2.2.11.
 - Assess condition (to enable the detection of any deterioration) based on the criteria established in 2.2.12.

6.2.3 Each item will be labelled with the collection number, directly onto the item using conservation approved materials and techniques, or by sewn-on tag or swing tag.

6.2.4 The 'manager of the collection' will ensure each item is accessioned and labelled, and that the accession information is recorded on the central collections database.

6.2.5 Any staff member or contractor who has physical access to a collection must be inducted in the use of appropriate care and handling techniques (see Appendix 2).

7 CARE AND MAINTENANCE

7.1 Policy Principle

The University of Adelaide will adopt preventive conservation approaches wherever possible to inhibit deterioration of the collection, and provide appropriate care and maintenance procedures for its collections to ensure they are kept in stable condition.

7.2 Care and Maintenance Procedures

7.2.1 The 'manager of the collection' will ensure that preventive conservation techniques are employed across the University. This will include ensuring items are safely housed in appropriate materials and that the housing environments:

- Are kept clean and organised
- Are pollutant and pest free
- Have lighting conditions that limit the deterioration of items
- Are monitored whenever possible, by dataloggers for relative humidity and temperature levels to provide data to inform collection management decisions
- Ultimately achieve a satisfactory compromise between the long-term preservation of the items and accessibility to students, staff and public

7.2.2 Items should undergo conservation / stabilisation treatments where necessary to ensure they are maintained in a stable condition. However the application of preventive conservation measures should take precedence over conservation treatments.

7.2.3 Only a qualified conservator should be allowed to carry out conservation treatments on items, and treatments should be documented in detail including photographs.

7.2.4 Treatments should be limited to conservation techniques, not restoration, i.e. the primary objective should be to stabilise the current condition rather than removing or adding parts, and involve minimal intervention to the fabric of the item. Whenever possible, reversible techniques and materials should be used in treatments or when any physical change is made to an item, including the attachment of accession numbers.

7.2.5 The 'manager of a collection' of the item/s to be conserved must request a treatment proposal prior to treatment commencement. All implications of the conservation treatment must be disclosed by the conservator prior to treatment (i.e. level of reversibility, predicted physical and aesthetic changes). The 'manager of a collection' is to request notification of any changes to the treatment process prior to commencement.

7.2.6 All conservation treatments must be accurately and thoroughly documented, including by use of photographs. The 'manager of a collection' is responsible for entering this information in the item's file on the central collection database for future reference.

7.2.7 Any staff member or contractor who has physical access to the collection must be inducted in the use of appropriate care and handling techniques (see Appendix 2).

7.2.8 All activities involving the care and maintenance of the collection must comply with South Australian State Occupational Health and Safety (OHS) requirements, as well as general University OHS procedures.

7.2.9 Conservation materials having the potential to be hazardous to the public, staff, the environment or other items in the collection will be properly handled and stored in accordance with existing safety regulations for the appropriate material or chemical, based on the MSDS (Materials Safety Data Sheet).

7.2.10 The Chief Operating Officer and Vice-President (Office of Services and Resources), on the advice of the Director, University Collections should implement a disaster response and recovery plan that includes procedures for all University collections, as well as the specific needs of individual collections.

7.2.11 Each collection should implement a housekeeping program to ensure the collection and its immediate environment is kept clean and tidy.

7.2.12 The Chief Operating Officer and Vice-President (Office of Services and Resources), on the advice of the Director, University Collections, should implement an Integrated Pest Management (IPM) system to ensure the best defense against damage to the collections caused by insects and pests.

8 STORAGE AND DISPLAY

8.1 Policy Principle

The University of Adelaide seeks to provide appropriate conditions at all times for the storage and display of its collection, including appropriate environments and housing materials.

8.2 Storage and Display Procedures

8.2.1 The 'manager of the collection' will aim at all times to provide a clean and secure environment for the storage and display of every item.

8.2.2 The 'manager of the collection' will ensure that collection items are stored in the most appropriate location for their preservation, taking into account factors including historical location, value, level of environmental conditions and security.

8.2.3 All activities involving the storage and display of the collection (including moving items in and out of storage) must comply with South Australian State Occupational Health and Safety (OHS) requirements, as well as general University of Adelaide Health, Safety and Wellbeing Policy.

8.2.4 Exhibitions will be well planned and programmed ensuring items are not endangered in any way during installation and when on display.

8.2.5 The 'manager of the collection' will be sensitive to ethical and legal issues concerning the display of human remains and ritual or religious items.

8.2.6 The 'manager of the collection' will only promote the use of operational items (such as machinery or musical instruments) where damage or harm to the item can be avoided or minimised. Use of items can only be authorised by the 'manager of the collection', who will specify the exact terms and recommendations of use.

8.2.7 Any staff member or contractor who has physical access to the collection must be inducted in the use of appropriate care and handling techniques (see Appendix 2).

9 ACCESS / USE

9.1 Policy Principle

The University of Adelaide will facilitate and promote access to the collection by staff, students and the public in accordance with physical presentation requirements, confidentiality and security.

9.2 Access / Use Procedures

9.2.1 The 'manager of the collection' will ensure controlled access to sensitive information. Confidential data such as identity of the donor, valuation or site details will only be available to authorised personnel.

9.2.2 Collections will be made accessible through exhibitions, displays, loans and by virtual means.

9.2.3 Only the 'manager of a collection' may authorise reproduction of University collection items, including the coordination of fees and conditions, with endorsement from the Collection Advisory Group.

9.2.4 Access and use will be balanced against the conservation, care and security of the items to ensure their long-term survival. Any request for access that might jeopardise the long-term future of any item may be refused at the University's discretion.

9.2.5 In some cases, access to items of particularly high value, fragility or sensitivity will be restricted to students, scholars and others with a clear need to access or see the material.

9.2.6 All activities involving access and use of the collection must comply with South Australian State Occupational Health and Safety (OHS) requirements, as well as the University of Adelaide Health, Safety and Wellbeing Policy.

9.2.7 Any staff member or contractor who has physical access to the collection must be inducted in the use of appropriate care and handling techniques.

10 LOANS

10.1 Policy Principle

The University of Adelaide may permit the temporary loan of items both into and from its collection, subject to the safety and security of the item being assured and appropriate documentation undertaken.

10.2 Loan Procedures

10.2.1 The 'manager of a collection' shall authorise loans, on the recommendation of the Collection Advisory Group, and will be responsible for monitoring of those loans.

10.2.2 The 'manager of a collection' is responsible for all aspects of the loan and will ensure that the terms and condition of the loan are adhered to and enable effective control of the loan process.

10.2.3 Selected items within the University's collections will be available for external loans unless:

- There is a previous commitment of the items for the dates requested
- It/they are an integral part of University installations
- It/they are too fragile or likely to sustain damage as a result of the loan

10.2.4 The 'manager of the collection' reserves the right to refuse a loan request and may recall a loan for any reason.

10.2.5 All requests will be considered against the need to ensure preservation and security of the item, in particular fragile or irreplaceable items. No loans will be made or accepted where there may be unreasonable risk to the safety or security of the loan material.

10.2.6 Loan requests will be assessed and, if necessary, specific conditions agreed prior to dispatch and noted in writing, especially where analysis of items or other detailed study is involved.

10.2.7 The 'manager of the collection' is responsible for determining the valuation of the item/s to be loaned and will ensure a current condition report exists.

10.2.8 No loan, outward or inward, will be made for an indefinite period or as a 'permanent loan' apart from those to the partner collecting institution.

10.2.9 Loans may be renewed if both parties are in agreement and the condition of the item/s are not at risk.

10.2.10 Loans to other organisations – (outward loans)

- Loans will only be undertaken under the terms of a loan agreement that forms a contract between the University and borrower and specifies terms and conditions of the loan including the respective responsibilities of each party. See Appendix 4 for suggested inclusions in the loan agreement.
- Requests for loans must be lodged at least 3 months prior to the commencement of the term of the loan.
- The loan will only be approved if the 'manager of the collection' agrees with all arrangements of the loan.
- The borrower is responsible for the cost of insuring the object from the time it leaves the University until its safe return to its former location, or to another location as specified by the 'manager of the collection'.
- All loans must be accurately documented (see Appendix 4) and recorded on the University's central collection database.

- The 'manager of the collection' will retain the right for a member of staff or nominated contractor to courier and/or to be present when material is used for display, photographic or filming purposes. The cost of this will normally be borne by the borrower.
- The 'manager of the collection' will maintain up-to-date information about the location and physical well-being of loaned items.
- The 'manager of the collection' is responsible for packing the item/s in such a way as to ensure safe arrival at the borrowing institution. The borrower is responsible for returning the item/s packed as they arrived.

10.2.11 Loans from other organisations – (inward loans)

- Inward loans will be accepted for the purpose of research, copying or exhibition. The 'manager of the collection' will endeavor to use its own collection first in exhibitions, interpretive displays and programs, but will borrow material when necessary to augment these.
- The same standards will be applied to inward loans as required of borrowers of its own items. All incoming material will be documented to a basic standard and a condition report form completed, regularly checked and reported upon as requested by the lending body.
- Loans must have a written agreement signed by both the borrower and lender before the loan commences, as appropriate to the collection. The 'manager of the collection' of the inward loan must ensure a written record of the loan is retained.
- All loans must be accurately documented and recorded on the University's collection database, to the level of detail required of outward loans (see Appendix 4).
- The 'manager of the collection' borrowing the item/s will ensure that the loan is for a fixed period, and provide insurance or indemnity cover for the loan period.
- The manager of the loan must also maintain a current record of the status of the loan throughout the loan process, ensure that the current location of the borrowed item/s is known at all times, that the security of the borrowed item/s is maintained and that up to date information about the physical well-being of the borrowed item/s is maintained including the environment and condition of the item/s.

11 RESEARCH

11.1 Policy Principle

The University of Adelaide will promote and support further research into its collections, whenever funding and resources allow. The University of Adelaide will make collection items available for research, and any material developed as a result of the research should be made available to the University.

11.2 Research Procedures

11.2.1 The University's collections have been primarily formed for research purposes. The University will therefore continue to actively promote the use of its collections for this purpose.

11.2.2 The 'manager of the collection' will provide access to all collection material for the purposes of research to advance knowledge, scholarship and science.

11.2.3 Learning collections may be added to by future student works. These will be subject to the acquisitions process as outlined in Section 5 Acquisitions.

11.2.4 In some cases, access to items of particularly high value, fragility or sensitivity will be restricted to students, scholars and others with a clear need to access or see the material.

11.2.5 Access to or use for the study and reference of the collection will normally be on a no cost basis, unless this is required for commercial purposes (for example filming or photography), in which case commercial arrangements need to be agreed with the 'manager of the collection'.

11.2.6 The 'manager of the collection' will not permit the handling of items for research purposes unless specific permission has been given to do so.

11.2.7 The 'manager of the collection' reserves the right to supervise any on-site research being undertaken on the collection.

11.2.8 The 'manager of the collection' reserves the right to check items for damage or loss after being researched.

11.2.9 The 'manager of the collection' will provide access to the collection on the understanding that all results of any research will be made available to the University, and be acknowledged to the University.

11.2.10 The 'manager of the collection' will not allow any destructive or damaging research of the items unless the items are specifically documented for educational/research use only (see section 12.3.2). However non-destructive or non-damaging investigative procedures should be used wherever possible.

11.2.11 The 'manager of the collection' will retain a copy of research developed from its collection along with other documentation on the item.

12 DE-ACCESSIONING

12.1 Policy Principle

De-accessioning of items from the University of Adelaide collections is acceptable where items fail to meet acquisition criteria and the University of Adelaide's requirement for relevance, significance and acceptable physical condition.

12.2 De-accessioning Procedures

12.2.1 Any item proposed for de-accessioning must first be fully researched to ensure it is not subject to any condition established at the time of acquisition and to ensure that the University has clear responsibility for and ownership of it, and to ensure it has no other or future operational value within the University.

12.2.2 A proposal for de-accessioning must be forwarded from the 'manager of the collection' to the Collection Advisory Group and include catalogue information and clear and compelling justification for de-accessioning.

12.2.3 De-accessioning of an item may be considered where one or more of the following acquisition criteria are fulfilled:

- it is not provenanced;
- it does not fit a theme of the collection;
- the University does not have clear legal title;
- it has not been collected in full compliance with the laws and regulations of international collecting protocols;
- it is in such poor condition that it is not reasonably possible to conserve it or has a limited life if left untreated;
- it is of poorer quality than similar items in the collection;
- it does not fit the mission of the University;

- it has been lost, destroyed by accident, fire, theft etc.

12.2.4 The decision and responsibility to de-accession an item must be agreed by the 'manager of the collection' in consultation with the Collection Advisory Group.

12.2.5 Where financial or other relevant assistance has been obtained from an outside source (eg Government grant, private benefactor) disposal may require the consent of all parties who had contributed to the purchase or controlled the bequest.

12.2.6 The item and the process of de-accessioning will be thoroughly and uniformly documented and undertaken in accordance with professional standards and ethics, including photo documentation. These records will be retained by the University, so the reasons for such action are known in the future.

12.2.7 The value of the item/s must be established. If the 'manager of the collection' estimates the work to be worth more than \$2,000 two outside appraisals must be obtained.

12.2.8 The permanent record for the item must be marked on the central collection database with a change of status to "de-accessioned", the date of de-accessioning, and the location where the item was sent (education collection, another institution, sale, transfer, exchange or other disposal method).

12.2.9 In order to safeguard against mistaken assessment of future use and worth, a period of 12 months should elapse between approval to de-accession and the act of disposal, at which time the proposed method of disposal may be confirmed.

13 DISPOSAL

13.1 Policy Principle

Disposal of an item in the University of Adelaide collection will only be undertaken where it is de-accessioned or has never been accessioned.

13.2 Disposal Procedures

13.2.1 The University may dispose of items once they have been de-accessioned or the decision has been made not to accession them into the collection. This decision will be made on acquisition criteria (see Section 5.2.6) and de-accessioning criteria (see Section 12.2.3).

13.2.2 The method of disposal will be recommended by the 'manager of the collection' to the Collection Advisory Group using criteria in the following order:

1. Return to donor or donor's family or legal representative
2. Transfer/exchange to another appropriate institution/organisation *3
Use as an interpretive or educational aid (including scientific or destructive analysis or other use, provided the potential for gaining knowledge justifies the loss of the item) – for items as agreed by the Collection Advisory Group (see section 11 Research for conditions and limitations)
3. Sale by public auction where appropriate, subject to all permissions being obtained
4. Destroy, recycle, discard.

The exception is firearms which MUST be de-accessioned according to South Australian state regulations.

13.2.3 Authority for the method of disposal of any collection item must be supported by the 'manager of the collection', on the recommendation of the Collection Advisory Group, and approved by the Vice-Chancellor and President.

13.2.4 If the work is valued at more than \$25,000 and the negotiated terms fall below the valuation

as determined by the two outside and disinterested appraisals (see section 12.2.6) further approval is required by the Vice-Chancellor and President.

13.2.5 Once the proposal for disposal has been approved, the Chief Operating Officer and Vice-President (Office of Services and Resources) or his nominee will review and approve the exact terms of the sale or exchange, and in the case of a consignment sale such terms are set forth in a letter of agreement signed by the Chief Operating Officer and Vice-President (Office of Services and Resources) or his nominee, on behalf of the University.

13.2.6 If an item is to be sold, the proposed use of funds must be documented prior to sale. All proceeds realised from a disposal should be applied solely for the upgrading of the collection either by purchase or conservation.

13.2.7 Accession or catalogue numbers and any other markings related to the University are to be removed from an item prior to disposal.

14 LOSS OF ITEMS

14.1 Policy Principle

The University of Adelaide will formally record items as lost/stolen if they cannot be found within 36 months of their last recorded sighting.

14.2 Loss of Items Procedures

14.2.1 The University will retain all records of items that are described as lost, including the methods used in the attempt to locate them.

14.2.2 University staff must report any lost items to the relevant 'manager of the collection' immediately.

14.2.3 The 'manager of the collection' should investigate the details surrounding the loss of the item and provide a report to be kept on file.

³*NOTE – Voluntary exchanges should be governed by less rigid principles, provided that they take place under a rational plan, making the fullest use of surplus collections bearing in mind the needs of research and education and contributing where possible to international understanding.

* NOTE – University staff, Collection Advisory Group members or related contractors cannot acquire de-accessioned items unless they were the original donor or the decision has been approved by management.

*NOTE – Destruction will be permitted only once all reasonable efforts have been made to dispose of the item through other methods, or if the item is hazardous or poses a danger to other collections or staff.

SIGNIFICANCE CRITERIA

In order to establish an item's significance, it must firstly fall into one or all of the following **primary criteria**⁴:

Historic

Items associated with people, events, places and themes of the University. They may be mass produced, unique, precious or handmade.

Aesthetic

Items that may be good examples of craftsmanship, style, technical excellence or beauty.

Scientific

Items that have major potential for scientific examination (eg archaeological material).

Social/spiritual

Items held in community esteem that contribute to the community's identity and social cohesion.

Then, through further research fall into one or all of the following comparative criteria:

Provenance

Items with a known chain of ownership and/or context of use.

Representative

Items that represent a particular category of object, activity, way of life or historical theme.

Rarity

Items that are rare, unusual or a particularly fine example.

Condition, intactness

Items that are unusually complete, or in sound **and integrity** original condition. Changes and adaptations made in the working life of an object are also recognised as an integral part of the object.

Interpretative

Items that have the capacity to interpret and demonstrate aspects of experience, historical themes, people and activities.

Items that have a known provenance, are in good condition and representative of the themes identified in section 4.3.6, will be more significant than those which are of only interpretive potential.

⁴ Heritage Collections Council. (2001). *Significance. A guide to assessing the significance of cultural heritage objects and collections.*

HANDLING ITEMS

When handling collection items, the following methods should be used whenever practical

- Always use two hands to lift and move items
- Move and lift items using correct OHS manual handling methods
- Always use enough people to lift and move items – do not move items that are too heavy to lift
- Use gloves whenever touching collection items – especially metallic or gilded items, as they will deteriorate from oils on hands
- Use trays, boxes or crates to move items whenever possible
- Clear a path before moving an item, and ensure doors are open and clear for movement
- If an item is made of many parts – separate the parts to move the whole item (if this is safe and practical to do)
- If moving an item, always ensure the destination point is clear and ready to receive the item.

RECEIPT DETAILS FOR ITEMS OFFERED TO THE UNIVERSITY

The receipt issued by the University of Adelaide to the owner/depositor should include the following⁵:

- Receipt number
- Name, address, telephone number of the current owner (and depositor if different)
- Entry date
- Brief description of the item/s, including completeness and accompanying information
- Brief statement of condition
- Entry reason and method
- Number of items deposited
- Requirements of the owner (or depositor) including return details and confidentiality of information provided
- Agreed return date
- Signature of the owner (or depositor if different)
- Name and signature of the University of Adelaide official who receives the item
- Insurance details
- Rights of ownership, copyright, intellectual property
- Note of packing materials and delivery method
- The terms and conditions under which items will be received for deposit – a statement of the care and responsibility that will be taken by the University of Adelaide
- A disclaimer of liability
- A refusal to give valuations
- Establishment of which party is liable to costs incurred by the deposit eg transit costs

⁵ Museum Documentation Association. 1997. *Spectrum. The UK Museum Documentation Standard*. MDA: Cambridge.

LOAN FORM INCLUSIONS

- Purpose of loan and number and type of items to be loaned.
- Physical condition of the items prior to loan.
- A current valuation of the item/s.
- Length of the loan – i.e. start and finish dates. The University's 'standard' loan length is 3 months and 'long' is 12 months, and maximum number of venues permitted
- Any restrictions or conditions of use.
- Environmental conditions to be achieved by the borrower.
- Security measures and relevant details of the borrowing venue.
- Handling, packing and shipping procedures, with any costs borne by the borrower.
- Standard of transport required to safely move the item.
- Insurance coverage arrangements – NOTE: All outgoing items are to be insured by the borrowing institution including for damage during transit.
- Who at the University to contact in the event of an emergency or if a problem arises with the item/s.
- Reporting of damage or loss procedures. The University will insist any damage should be reported immediately. Items are to remain in the same condition in which they leave the University. They will not be cleaned, conserved, repaired, retouched, or otherwise altered unless prior agreement is made. Any damage in transit will be reported immediately on receipt.
- Loan renewal procedures. If an extension to the initial period is requested and granted, it must be reviewed by the manager of the collection. Written documentation of the extension request must be provided. Continued insurance cover should be borne by the borrower.
- Full acknowledgement of the University will be made by the borrowing institution, and any text should be agreed by the University.
- Copyright, photography and reproduction rights.
- Payment of costs.
- Signature of manager lending the items.

ACQUISITION DETAILS

The following details should be recorded, depending upon the method of acquisition:

Gifts

- Signed offer of the item from the donor, including any terms specified (although terms should be avoided whenever possible) A signature confirming transfer of title is preferable, although a signed entry from would give evidence of the reason for deposit where a gift was intended.

Bequests

- Appropriate extract from the relevant will
- Agreement of the executor (signature confirming transfer of title)
- Record of the location of the actual will (ideally the University should obtain a copy of the full will)

Purchase

- The original invoice and receipt identifying the goods purchased
- Details and conditions of any grant aid received for the purchase

Exchange

- Transfer of title to the item for which the non-monetary exchange was made