

Museum@Te Ahu Collections Management Policy

Adopted: TBD

Next review by: October 2019 and three-yearly thereafter

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1. Background

Museum @ Te Ahu (MATA) recognises that the manner in which it grows, develops, manages and maintains its collections is fundamental to its role as a regional museum situated in Kaitia, the Far North district of Aotearoa/New Zealand. The management of collections will be done in accordance with the Council's values of professionalism, manaakitanga and integrity and will be guided by the International Council of Museums (ICOM) codes of ethics.

The collections and the associated information are the point of difference between Museum @ Te Ahu (MATA) and other cultural institutions within the region. They are the foundation for most of the activities undertaken by the Museum. In particular, collection development must be consistent with the Museum's values of custodianship and stewardship, through the care of and access to the collections. The collections are retained by the Museum as a reference point or voucher for the development of new knowledge, and in the pursuit of meaning. Collections are obtained by the Museum through donation, field collection, purchase and exchange, and then retained for research, interpretation, education, display, enjoyment, and for their historical value to the regional context and sometimes on a national and international context.

This collection management policy will be a foundation document for the museum collections. Everything that is done to care for, document, develop these collections are all aspects of collection management. The acquisition, accession, registration, cataloguing, care, use (for exhibition, education and research), and disposal of objects and specimens, collection security, conservation, storage environments, and access is covered in this document.

2. Objectives

This policy sets out the MATA commitment to:

- Collect items/taonga relating to art, history, cultures, and the natural environment on behalf of communities in the Far North
- Maintain the collections/taonga to ensure their longevity
- Maximise access to the collections/taonga.

This policy defines MATA's Collections

- Acquisition
- Care, Management & Use
- Borrowing
- Deaccession

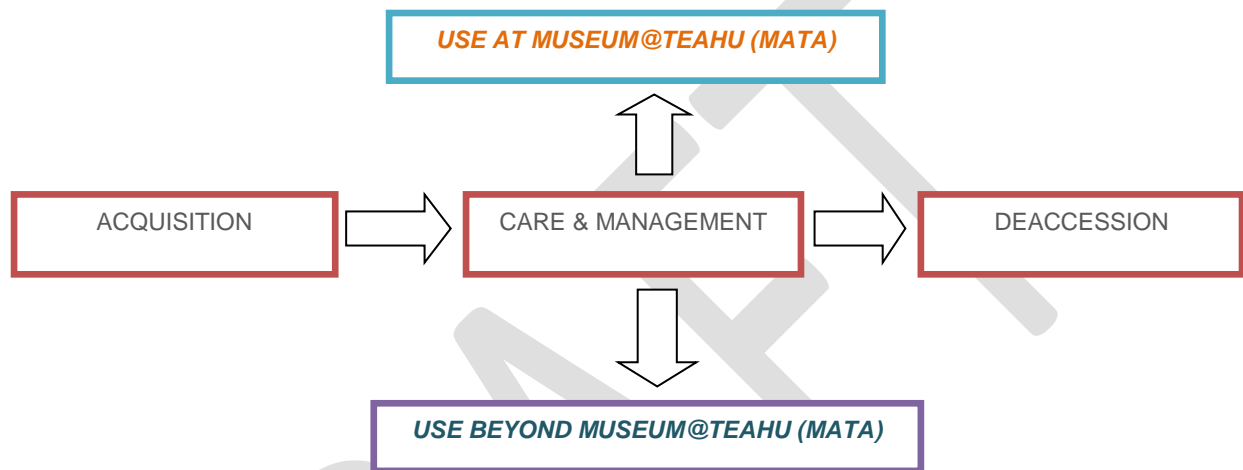
This policy replaces -

- Draft Collection Development Policy (2016)
- Draft Collection Management Policy (2017)

3. Scope

This policy covers the acquisition, care, management, use and deaccessioning of all MATA Collection items/taonga, wherever they may be and however they are used, for as long as they are part of the collection.

Diagram 1: The life cycle of a collection item/taonga



This policy also applies to any collection item/taonga belonging to another organisation, for which MATA has temporary legal custody through a loan agreement or documented receipt.

4. Principles

- MATA will hold collections on behalf of its communities, and serve them in a manner that advances the communities engagement to its past, present and future.
- MATA will actively collect in three interrelated core thematic areas:
 - Far North histories, cultures and people
 - Mātauranga Māori histories (toi, whakairo, kōrero)
 - The unique natural environment of the Far North and people's interaction with it
- Items considered for inclusion in the Museum's collections are often significant in more than one thematic area, and represent a range of cultural value, historical experiences, artistic merit and scientific integrity
- The museum will continue to build on the strengths of our existing substantive collections and previous collecting priorities and opportunities
- The museum will ensure that it can adequately house and preserve collections in its care and will not accept items that it cannot suitably accommodate.

5. Acquisitions

- The museum will collect items/taonga relating to art, history, cultures, and the natural environment to develop collections of regional significant aesthetic, historical, cultural, and scientific value
- Strategic plans detailing the scope of collecting, and the current basis for acquiring further items for the collections are produced and maintained. These plans align collection acquisition with the Museum @ Te Ahu (MATA) strategic plans
- The museum co-operates with other New Zealand museums and collecting institutions in its collection development, and consults with source communities and individuals in relation to the acquisition, care, management, and use of collection items/taonga
- The museum may acquire, or jointly acquire, a Collection item/taonga in the national interest that may reside within another museum or collecting institution subject to a joint management agreement
- The museum will not acquire Collection items/taonga for the purpose of investment or sale
- Due diligence will be carried out and documented for items/taonga considered for acquisition
 1. Research will determine the significance of proposed acquisitions
 2. Expert assessment will determine that Collection items/taonga are in, or are capable of being brought to, a state that will enable the realisation of their intended use and significance
 3. Collection items/taonga acquired only when the museum is able to care for and manage them in accordance with Clause 4 of this policy
 4. Legal title is established for every Collection item/taonga, and confirmation is sought that original collecting and any subsequent transfers were legal and ethical
 5. All acquisitions are authorised in accordance with Governance delegations to meet internal and external audit requirements

6. Care, Management and Use

- Collection items/taonga are registered, and information about a collection item/taonga is recorded through its lifetime, in a central collections information management system
- Physical, environmental and legal risks to collection items/taonga are identified and mitigated
- Collection items/taonga sampling and conservation treatment are undertaken within an ethical framework
- Emergency response and recovery plans will determine response and capability to manage the impact of any emergency on the collections/taonga
- The museum will maximise access to the collections, while maintaining their physical and cultural wellbeing
- The museum will lend Collection items/taonga to other organisations

- The museum may restrict or decline access to collection items/taonga for legal and ethical reasons, or when risks to the collection items/taonga, to people using them, or to the museum cannot be sufficiently mitigated

7. Borrowing

- The museum will borrow items/taonga from other organisations or individuals to enhance its collections, research and exhibitions
- All borrowed items/taonga are cared for to the same standards as collection items/taonga in the museums collection and are subject to the terms of a legal contract.

8. Deaccession

- Museum @ Te Ahu(MATA) will Deaccession a Collection item/taonga that:
 - is no longer relevant to the priorities in its strategic plans, or
 - is to be Repatriated, or
 - is to be transferred to another museum or collecting institution, or
 - has deteriorated to the point where it is no longer in, and cannot be returned to, a usable state.
- Research will determine collection items/taonga no longer relevant to the museum strategic priorities, and will ensure no legal conditions preclude Deaccession
- Research and consultation will support the Repatriation of a collection item/taonga, or the transfer of legal title to another museum or collecting institution
- Expert assessment will determine collection items/taonga that has deteriorated to the point where they are no longer in, and cannot be returned to, a usable state
- All Deaccessions are authorised in accordance with Governance delegations to meet internal and external audit requirements
- Deaccessioned items no longer relevant to the museums strategic priorities or no longer in a usable state will be disposed of by return to donor, gift, exchange, sale or destruction.

9. Implementation

Related Processes, Procedures and Guidelines

- This policy will be supported by Process, Procedure, Strategic Plan and Guideline documents that will detail what needs to be done, how, and by whom, to implement the principles described in this policy.
 - Annual plans will be developed in each of the core thematic areas and will include plans to review a section of the current collections in order to ensure their ongoing relevance.
 - Each year the Curator shall bring forward to the Far North Regional Museum Trust and Far North District Council an outline of its current priority focus areas for collections.

Responsibilities

- This policy requires Museum @ Te Ahu Museum Trust namely the Far North Regional Museum Trust and the Far North District Council approval.
- The Far North Regional Museum Trust and Far North District Council or their delegated representative is responsible for the governance and practice support for this policy.

Breaches of the Policy

- Instances where this policy has been breached should be communicated to the Far North Regional Museum Trust and Far North District Council.

Review

- The policy will be reviewed each year, by the Far North Regional Museum Trust and Far North District Council or their delegated representative.

10. Relevant Legislation, Policies and Procedures

Related Policies	FNDC	As at October 2018 there are no related policies
Legislation		<ul style="list-style-type: none"> Heritage New Zealand Pouhere Taonga Act 2014 Protected Objects Amended Act 2006 (New Zealand) UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property 1970 (International) Convention on International Trade in Endangered Species of Wild Fauna and Flora 1975 (CITES) (International) Wildlife Act 1953 (New Zealand) Marine Mammals Protection Act 1978 (New Zealand) Arms Act 1983 (New Zealand) New Zealand Copyright Act 1994 New Zealand Copyright (New Technologies) Amendment Act 2008.

11. Glossary

These definitions have been informed by the Controller and Auditor-General's report Management of heritage collections in local museums and art galleries, April 2006.

Term	Definition
Acquisition	The process by which legal title; and therefore the legal transfer of ownership of collection item/taonga is obtained by MATA. The method of acquisition may be donation (gift, bequest), field collection, purchase, or commission
Accession	Document and manage the addition of acquired item/Taonga and associated information to the Museum's collection
Collection Item/Taonga	An item/taonga acquired into museum's collection through a formal acquisition process. A Collection item/taonga may be a single object, a multi-component object, or a group of objects with an intrinsic relationship (ie belonging to the Collection item/taonga but physically separable). These collection items/taonga and their associated information are formally accessioned in accordance with the Museum's collecting plans. Collection items/taonga held for the benefit of present and future generations
Deaccession	To permanently remove a Collection item/taonga from the collection. De-accessioning: The formal approval and documentation of the removal of a collection item/taonga from the Museum's collection
Dispose	To donate, exchange, redistribute, sell or destroy an item/taonga as a result of deaccessioning
Register	Give a Collection item/taonga a unique number and identifying description
Incoming Loan	Objects that are lent to the Museum for a specific period of time and for a specified purpose, such as research, exhibition or display. Historically, objects were deposited on loan to augment the collection. A loan does not involve a transfer of ownership but the borrowing organisation takes responsibility for these objects while they are under the

Term	Definition
	care of the Museum
Outgoing loan	Objects from the Museum's collections that are lent to another organisation for a specific period of time and for a specific purpose, such as research, exhibition or display. A loan does not involve a transfer of ownership but the borrowing organisation takes responsibility for these objects while they are under their care
Protected Objects	Objects classified as taonga tuturu under the Protect Objects Act 1975. These objects include archaeological, ethnographic, historical, social history, applied and decorative arts, natural science objects, and documentary heritage
Temporary deposit	An object that is held temporarily at the Museum for photography, identification or assessment for acquisition

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12. Appendix

BRIEF HISTORY OF THE DEVELOPEMENT OF THE MUSEUM'S COLLECTIONS

The current collections of Te Ahu Museum and Archives(TAMA) formerly of the Far North Regional Museum; are a reflection of the history of the museum, and the contributions of a couple generations of trustees, directors, staff, donors predominately locals of Kaitaia and volunteers.

In 1940, the Centennial Memorial Library and Rest Room in Kaitaia was officially opened and funded by public subscription and government subsidy, the building was the district's New Zealand Centennial Memorial.

By 1967, the library had outgrown the premises and local interest in establishing a museum grew and it was suggested that the old library building would be suitable to house artefacts and documents relating to our Far North people and district. The council agreed, providing funds were raised by the public to relocate the library and establish a museum.

Fundraising commenced in 1968 when Ivan Berghan, County Chairman, and Des Bell, Mayor, formally made donations. Foundation Memberships were available to the public for \$100, and Life Membership for \$20. Generous financial support came from the regional councils, private donations and public fund-raising events.

As part of the Queen Carnival, a 'mini museum' was set up on the top floor of Vegar's Drapery Store where Arthur Northwood's Collection of over 400 photographs displayed for the first time. As interest grew to establish a museum, the committee received numerous donations of display items for the exhibits.

The Far North Regional Museum opened in December 1969, with the purpose of collecting and preserving treasures and taonga relating to the history of the Far North in the old Mangonui County.

From 1976 to 1985, Judy Evans was custodian and ran the Tourist Information Centre operating from the museum, assisted by an enthusiastic team of volunteers. During the 1980s, Olwyn Ramsey, focused on collecting historical documents about the district and its people, established the archives (documentary heritage) within the museum. The archives (paper based material) became an important part of the museum with the donation of early printed books, diaries and letters from missionaries, rangatira Māori and pioneer families of the Kaitaia region.

The discovery of the de Surville anchor provided a major boost of publicity for the museum and a new addition was added to the old building to house the anchor.

In 2006 the "concept" of bringing all Council amenities under one roof was envisaged and in 2012, the museum and archives moved from Pioneer House to the new Te Ahu Centre on the corner of South Rd & Matthews Ave, and the museum was renamed Te Ahu Museum and Archives (TAMA).

98 per cent of the collections have remained in storage in the Pioneer House while the paper based archives moved into Te Ahu Museum's new temperature and humidity controlled storage room.

In 2018, the museum's name was changed to Museum @ Te Ahu (MATA).