

COLLECTION POLICY

Aim

The aim of this policy is to establish a collection which is representative of life in Mallacoota and district from pre-settlement to the present time.

In particular, the collection will provide a visual WWII 'War Years' experience for visitors to the Museum by ensuring that items displayed have a demonstrated significance and an integrated theme. The presentation of this 1940s theme will assist in explaining the original role of the bunker to all visitors – particularly students and tourists.

Additionally a collection of relevant resource material comprising documents, images and reference books, will provide a valuable **Local Heritage Resource Centre** – a facility available to members and the general public for educational and research purposes, for both WWII history and local history.

Policy

The *Mallacoota & District Historical Society Incorporated* will manage catalogued collections comprising objects, documents, books, photographs, and images described as follows.

Themes within the collections will include:

- a. local people - families and identities
- b. local places – with regional relevance
- c. local industries - tourism, farming, mining, etc
- d. domestic, working and social life – including education and religious life

A particular emphasis will be placed upon the physical representation of domestic life during 'The War Years', (ie, the period of WWII - 1939-1945) – in order to complement the depiction of the original purpose and role of the Mallacoota WWII Operations Bunker in which the collection is displayed

- e. selected exhibition subjects unique to the area -

- such as Gabo Island, 'Lakeview – First Mallacoota Township'; E.J. Brady, Genoa, Gipsy Point, shipwrecks, local power generation and others to be identified and specified from time to time.

- f. items of a military nature –

- those relating to the Royal Australian Air Force, the Australian Army and the Royal Australian Navy, and the roles of these services during the WWII operations carried out in the Mallacoota area particularly those associated with communications, surveillance and anti-submarine operations.

Themes within the military collection will include:

- i. radio communications and wireless telephony equipment
- ii. airport operations and aircraft
- iii. radar surveillance and facilities
- iv. shipping and submarine activity
- v. personnel and their service records
- vi. military camp facilities – construction and operation

ACQUISITION POLICY

Aim

The aim of this policy is to set out the rules and procedures for the acquisition and deaccession of items specified in the collections of the M&DHS Inc.

Policy

Items will be collected in the form of donations or bequests, purchase or exchange.

The Committee will **NOT** accept conditional donations or loaned items, and will only accept items where legal title can be demonstrated and relevant ethical considerations have been taken into account.

The Committee will assess the significance of items.

The **Acquisitions Sub-committee** of three will be constituted from the membership including:

- The President
- The Research Officer
- The Curator

Note: Where dual positions are held, a representative will be appointed by the Committee.

Acquisition Procedure

Items offered to, or to be acquired by the Society are accepted by a member of the Acquisitions Sub-committee and a numbered donation receipt signed by both parties. A copy of the receipt is to be supplied to the donor. The item is entered into the Museum Register. The donation is then presented to the Acquisition Sub-committee for acceptance and accession to the collection.

Upon approval by the sub-committee, (or the Committee if required) the item is ascribed a unique catalogue number based on appropriate category prefix and next available number in the Accessions Register. Further cataloguing should be undertaken in accordance with the Cataloguing Procedures Manual. All pro-forma used in these processes form part of the Cataloguing Procedures Manual which is updated as required.

The purchase of items costing in excess of \$500 requires the prior approval of the Committee of the M&DHS Inc.

Deaccession Policy

Items which no longer meet the Collections Policy criteria may be deaccessioned by a majority vote of the Acquisitions Sub-committee.

Donated items will first be offered to the donor or donor's family. If this is declined or items have been acquired by other means, they will be offered on a gift or exchange basis to other collecting organisations or educational institution.

As a last resort, items may be offered for public sale, or deaccessioned by disposal. The Committee will record all deaccessions in the Collections Catalogue.