

## **COLLECTION POLICY**

### **FOUNDERS HERITAGE PARK 2020**

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## **FOUNDERS HERITAGE PARK COLLECTION POLICY 2020**

### **Introduction**

Founders Heritage Park consists of a number of both replica and historic buildings that visitors can wander through and explore. It is owned and managed by Nelson City Council. Tenants share some of the display areas in the Park, and here a dynamic is created between what each tenant has to offer, and the stories that are formed alongside them.

The collection at Founders Heritage Park is broadly defined as being mainly agricultural, industrial, commercial and transport-based objects, along with a small collection of related ephemera. These objects form the Park's early technological and mechanical focus and helps to tell unique and engaging stories of Whakatū Nelson's early history, its city and development, generally preceding the computer era.

Founders Heritage Park recognizes and acknowledges Maori cultural values, knowledge and tikanga, as underpinned by New Zealand's founding document, Te Tiriti o Waitangi.

### **1. Founders Heritage Park Vision and Mission Statement**

#### **1.1 Vision**

Founders Heritage Park is a highly valued, vibrant heritage attraction which celebrates the Nelson Whakatū community, past and present.

#### **1.2 Mission Statement**

Founders Heritage Park is an iconic and multi-use facility that:

- Connects visitors with the development of the Whakatū Nelson community through the use of interactive displays, creative programmes and artisan tenants;
- Celebrates Whakatū's bicultural heritage by building stronger relationships with iwi and creating opportunities for tangata whenua stories to be shared;
- Brings a wide range of communities together to celebrate in unique, flexible and well-functioning venues;
- Maintains a collection which supports the Park's activities to museum standards;
- Actively supports Council's sustainability goals. Financial sustainability is achieved through a mix of commercial and community activities.

### **2. Collection Policy Statement**

Founders Heritage Park recognizes and acknowledges New Zealand's indigenous Maori culture, the Tangata Whenua, of Whakatū Nelson, Tasman and Te Tau Ihu; and the multi-ethnic diversity of our regions heritage.

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Founders Heritage Park has a collection of objects/taonga relating to the collective history of Whakatu Nelson and its surrounds (Tasman and Te Tau Ihu), for the purpose of exhibition, interpretation, engagement and education.

Founders Heritage Park is custodian/kaitiaki of this collection, with an obligation to the peoples who created the objects and stories, and to their descendants.

### **3. Standards and Guidelines**

3.1 Founders Heritage Park is committed to achieving standards of excellence, as defined by the following national and international professional codes and standards:

- The Treaty of Waitangi Te Tiriti o Waitangi
- New Zealand Museums Standards Scheme, Ngā Kaupapa Whaimana a Ngā Whare Taonga o Aotearoa
- ICOM Code of Ethics for Museums, 2013
- Guidelines for the Care of Larger and Working Historic Objects, International Railway Heritage Consultancy Limited, Editorial coordination by Association of British Transport & Engineering Museums ISBN13 9781900642286
- Significance 2.0: A guide to assessing the significance of collections,.Collections Council of Australia Ltd 2009 by Roslyn Russell and Kylie Winkworth
- "RE-ORG", developed by ICCROM with the support of UNESCO (2007-2011) and originally published at [www.re-org.info](http://www.re-org.info)
- Museums Aotearoa, 2013, Code of Ethics and Professional Practice
- Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).
- Wildlife Act 1953 and Extinct Species Trade Regulations.
- Heritage Collections Council, 1998, reCollections: Caring for Collections across Australia, Canberra
- SPECTRUM: The UK Museum Documentation Standard, MDA, Cambridge, by G. McKenna, and E. Patsatzi (Eds). 2011.
- New Zealand Conservators of Cultural Material Code of Ethics, 1995 ([www.nzccm.org.nz/code-of-ethics](http://www.nzccm.org.nz/code-of-ethics))

3.2 This collection policy conforms to the relevant provisions of the following Legislative Framework:

- Conservation Act 1987
- Copyright Act 1994
- Heritage New Zealand Pouhere Taonga Act 2014 (previously Historic Places Trust Act 1993)
- Local Government Act 2002
- Privacy Act 1993
- Protected Objects Act 1975 (amended 2006)
- Unsolicited Goods and Services Act 1975
- Public Records Act 2005

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## 4. Delegations

- 4.1 The Heritage and Collections Officer (HCO) of Founders Heritage Park is responsible for all aspects of collection management. The HCO is an employee of Nelson City Council, and reports to the Team Leader, Heritage Facilities, Nelson City Council.
- 4.2 The Founders Supervisor is responsible for park management, administration, building maintenance, event and venue management and visitor experience. The Founders Supervisor is an employee of Nelson City Council, and reports to the Team Leader, Heritage Facilities, Nelson City Council.
- 4.3 As at 1 August 2020, Exhibitions, public programming and public enquiries are a shared responsibility between Founders Supervisor and HCO. Exhibitions, displays and education programmes are usually provided by contractors.

## 5. Collection Focus and Themes

- 5.1 Through this policy, Founders Heritage Park (FHP) aims to develop a collection for public display and interaction that reflect Whakatu Nelson, Tasman and sometimes wider Te Tau Ihu (top of the south) history, in line with our Collection Policy statement.

- 5.2 Founders Heritage Park (FHP) has **three primary collections**:

- 5.2.1 The Founders Museum Collection (**F. Collection**)

The main museum collection, which is primarily objects stemming from Whakatu Nelson businesses and commercial activities, industrial, engineering and manufacturing activities, agricultural and food production activities and transport and maritime related objects. The collection also includes a small number of objects from medical and health related services in Whakatu Nelson, and some urban, civic and industrial archaeological material.

- 5.2.2 Larger and Working Historic Objects Collection (**W. Collection**)

Larger and working, industrial, agricultural and transport objects which are either preserved in their operational or static historic state. Preventative and remedial conservation will be undertaken, as well as repairs which follow the principle of minimum intervention. Original componentry will be used when possible to keep objects running. It is recognized that movement can be a preventative measure with some objects, and sometimes physical and compliance adaptations may need to be made in order to meet safety standards.

- 5.2.3 The Education and Interactive Collection (**EI. Collection**)

Objects which are used on display for their original purpose, or for hands on, educational and interactive engagement. It is understood these objects will probably sustain wear and tear and may eventually be disposed of. These objects are not recorded in Ehive and will documentation will remain separate from the F and W Collections.

- 5.3 Currently, the **MAIN THEMES** of the **Founders Heritage Park Collections** are:

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- i. **Where we came from** – our whakapapa, our stories, our peoples and our land
  - ii. **How we built our community** – social development, wellbeing, arts, culture and events
  - iii. **How we worked together** – livelihoods and employment. The commerce, industry and agriculture that shaped and defined our region.
  - iv. **How we got around** – what were the modes of transport
  - v. **Let's learn and explore** – education, interaction and engagement for all ages on the above themes

5.4 Items that will not actively be collected at this time includes:

- Objects that do not fit within the Collection focus and themes (as above).
- Objects offered only on a loan basis, or with other limiting conditions.
- Taonga tūturu (these will be redirected to Nelson Provincial Museum to make appropriate recommendations – see section 6 below.)
- Books, textiles, photographs, negatives, prints, original artworks and fragile materials, unless relating to other Collection objects, displays or buildings in the park.
- Domestic and household items, unless they have either significant local links, or can help inform stories within the FHP's established themes or displays.
- Natural History items, unless it has direct historical connection with another Collection object or Founders display.
- Founders Heritage Park will never collect objects that breach the Convention on International Trade in Endangered Species of Wild Fauna and Flora.

## 6. Taonga tūturu

6.1 Taonga tūturu is an object that relates to Māori culture, history, or society; is more than 50 years old, and was, or appears to have been;

- (i) manufactured or modified in New Zealand by Māori; or
- (ii) brought into New Zealand by Māori; or
- (iii) used by Māori.

6.2 Under section 11 of the Protected Objects Act, any newly found taonga tūturu are in the first instance Crown owned until a determination on ownership is made by the Māori Land Court. In the interim, the Ministry for Culture and Heritage is legally responsible for the recording, custody of the taonga tūturu, facilitating claims for ownership and any conservation treatment required.

6.2.1 If anyone presents Taonga tūturu to Founders Heritage Park, staff are required to inform the finder of their legal responsibilities under the Act and recommend they go to the Nelson Provincial museum, who have the expertise to identify and record a taonga tūturu. If the finder is reluctant to do this staff are advised to notify the Ministry.

6.2.2 Until there is proper facility for inclusion, any Taonga tūturu being offered to the Founders collection will be redirected to the Nelson Provincial Museum Te Tai Ao Komiti, who can liaise with the Ministry or appropriate Kaitiakitanga.

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- 6.3 Any Taonga tūturu found in the Collection at Founders Heritage Park will be handed over to the custody of Nelson Provincial Museum, to follow the appropriate Ministry guidelines in notification to the Ministry, its registration and if required, its repatriation to the rightful, owner, guardian or Tangata Whenua.
  - 6.4 Founders Heritage Park is committed to respecting tikanga (customs) of Iwi in all management of taonga.

## **7. Documentation**

- 7.1 Founders Heritage Park will keep up-to-date and complete information records pertaining to the collection.
- 7.2 For all collection documentation forms and a full list of procedures and processes (with Flowcharts) refer to the Collection Procedures Manual.
- 7.3 All objects being accessioned into any of the three primary collections should be included in the main Founders Collection Ehive database. This database will capture the entire collection and its objects in their accessioned or deaccessioned state.
- 7.4 Regular inventory should be done in order to keep records and documentation up to date.
- 7.5 All collecting activity and collection management processes will be in accordance with museum Code of Ethics (ICOM Code of Ethics and Museums Aotearoa Code of Ethics). As well as national and international standards, guidelines, codes and legislation cited in Section 3.
- 7.6 Where relevant, and possible, Founders Heritage Park will obtain copyright and reproduction rights for new objects at the time of acquisition. This is signed over by legal owner (where copyright ownership allows) on the Object Receipt Form.
- 7.7 This collection policy should be reviewed every five years and as knowledge of the collection develops.

## **8. Acquisitions at Founders Heritage Park**

- 8.1 Objects and collections may be acquired as donations, bequests, or transfer from another institution.
- 8.2 All objects must be assessed before being accepted into the Founders Heritage Park Collections (F. Collection and W. Collection) and must meet the Collection focus and themes. Acquisition criteria are stated below in section 9: Acquisition Criteria and Significance Assessment, and are fully outlined in the Collection Procedures Manual.
- 8.3 Founders Heritage Park will only acquire objects without excessive conditions or restrictions on the way they might be used or displayed in the future.

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- 8.4 On occasion, the HCO may present to management items they consider suitable for purchase or commission along with associated funding sources.
- 8.5 Founders Heritage Park will only acquire objects where the donor or vendor of a proposed acquisition has, and can sign over legal title of the object to the Park, (as documented on the Object Receipt Form). Full legal title must accompany any object accessioned into the collections.
- 8.6 Founders Heritage Park will not acquire objects with a fraudulent, unethical or illegal background.
- 8.7 Founders Heritage Park will only acquire objects that comply with relevant local and national legislation, regulations and permit requirements, and those international agreements and conventions to which New Zealand is a signatory (refer Section 3 - Standards and Guidelines).
- 8.8 Founders Heritage Park reserves the right to decline any offer of gift to the collection.

## 9. **Acquisition Criteria and Significance Assessment**

- 9.1 To be accepted into the Founders Collection, objects must undergo a two step process. Stage 1 is to meet the Acquisition Criteria and if they meet all of these criteria they can proceed to stage 2 which is a Significance Assessment.
- 9.2 Stage 1. To be accepted into the Founders Collection, all objects must meet the Acquisition Criteria checklist as follows:
- i. Strong historical relevance in the Nelson and Tasman regions.
  - ii. Is not already represented or has duplicates in the collection of higher quality (if it is a duplicate it could be considered for EI Collection)
  - iii. Good, stable physical condition and completeness, and can be maintained in the long term (or can be conserved with available and reasonable resources if object deemed authentically significant)
  - iv. Can be cared for and stored adequately and safely at the current time
  - v. Does not pose any risks or hazards to staff or public
  - vi. Will complement or enhance the existing collection, future displays and visitor experience (good interpretive capacity). Our themes are as follows:
    - **Where we came from** – our whakapapa, our stories, our peoples and our land
    - **How we built our community** –social development, wellbeing, arts, culture and events
    - **How we worked together** - livelihoods and employment. The commerce, industry and agriculture that shaped and defined our region.
    - **How we got around** – what were the modes of transport
    - **Let's learn and explore!** – education, interaction and engagement for all ages around these themes

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9.3 Stage 2. Significance assessment, based on guidelines defined by Significance 2.0,<sup>1</sup> will be used to inform the final decision process. For each new object or group of objects, a Significance Assessment must be completed, and a Statement of Significance made.

9.4 Significance assessment involves five main steps:

- analysing an item or collection an object.
- researching its history, provenance and context
- comparison with similar items
- understanding its values by reference to the criteria
- summarising its meanings and values in a statement of significance

9.5 With acquisition criteria and information from the Significance Assessment, a solid and clear case can be made for acquiring or declining an object.

## **10. Loans**

10.1 Founders Heritage Park will consider loan requests from other Museums, art galleries and research institutions for exhibition or research.

10.2 The Museum will not generally loan items to individuals or other organisations, or for use as a prop except under very special circumstances approved by both the HCO and the Founders Supervisor.

10.3 Loans in or out may only be arranged for fixed periods and specific purposes.

10.4 Loans will only be agreed upon where appropriate standards of care and security for the objects can be provided.

10.5 Incoming and outgoing condition reports will be completed for each item on loan.

10.6 Any damage to loan items is to be reported to the lender within 24 hours (by telephone) and/or within seven days (in writing).

10.7 Any damage to loan items will be properly repaired at the expense of the party responsible for the damage.

10.8 Loan items will not be lent to a third party without permission of the lender.

10.9 Loan items will not be moved from the site agreed upon in the loan agreement without the knowledge of the lender.

10.10 Loan items are to be returned within the stated loan period with prior notice to the lender of the items intended return.

10.11 See full terms and conditions see Founders Heritage Park Outgoing Loan Forms and Incoming Loans Forms and Agreements.

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<sup>1</sup> Significance 2.0: A guide to assessing the significance of collections, Collections Council of Australia Ltd 2009 by Roslyn Russell and Kylie Winkworth

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## **11. Expired and Abandoned loans**

- 11.1 If a documented incoming loan term has expired and the object/s have not been collected, or arrangements made for collection, founders Heritage Park staff will contact the lender and ask them to retrieve their objects, or make arrangements for their return transportation.
- 11.2 It is the responsibility of the lender to keep Founders Heritage Park informed of changes of address or ownership of the property.
- 11.3 If the Lender's, or last known owner's contact details are unknown, Founders Heritage Park and its staff will undertake searches for lenders with the utmost diligence and good faith.
- 11.4 If a documented incoming loan term has expired, and remains unclaimed, the object/s will remain in Founders Heritage Park's custody.
- 11.5 Founders Heritage Park may acquire title to unclaimed object/s with a documented expired loan agreement if the lender has not reclaimed their property following notification of the Founders Heritage Park intent to claim title.
- 11.6 Founders Heritage Park will provide written notification of its intent to claim title via email, with return receipt requested, or by mail (tracked and signature required) to the lender, or last known owner's, most recent address.
- 11.7 If the letter is returned or email or letter receives no response, Founders Heritage Park must publically notify its intention to conclude the unclaimed loan. It will do this by publishing a description of the object on the Nelson City Council website under the title 'Undocumented Property and Unsolicited Donations', and this web page's existence must be published twice in a local newspaper such as Our Nelson, and /or the Nelson Mail.
- 11.8 If the object remains unclaimed after 90 days, clear title will transfer to Founders Heritage Park.

## **12. Undocumented Loans**

- 12.1 Founders Heritage Park should treat a loaned object as an 'Undocumented Loan' if the following apply:
  - i. If the loan of an object/s to Founders Heritage Park does not have a documented agreement and there has not been any written communication between the lender or the lender's designated agent and Founders Heritage Park for at least two years from the date Founders Heritage Park took possession of the object/s, or two years from when the object/s was left at Founders Heritage Park; or
  - ii. The object/s was left at Founders Heritage Park with verbal agreement by a staff member who is no longer employed at Founders Heritage Park, and there has not been any written communication between the lender

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or the lender's designated agent and Founders Heritage Park for at least two years from the date Founders Heritage Park took possession of the object/s, or two years from when the object/s was left at Founders Heritage Park.

- 12.2 If Founders Heritage Park fails to receive any written contact from a lender within 2 years, about an undocumented, loaned object, ownership of the loaned property reverts to Founders Heritage Park.
- 12.3 Under the terms of this Collection Policy, for any historic, undocumented loans, where the lender is known to Founders Heritage Park, an Object Loan Agreement must now be set up, between the lender and Founders Heritage Park by 31 December 2020, or the object/s will become subject to Section 12.2 Undocumented Loans.
- 12.4 If the lender does not want to sign a documented loan:
- i. the lender can make an offer to donate the object into the Founders Collection; or
  - ii. the lender must remove their object from the park. They will be notified of this in writing and given 90 days to comply.

### **13. Undocumented property, doorstep donations or 'found in collection.'**

- 13.1 Due to past lack-of-resource and processing issues, the existing collection at Founders Heritage Park includes objects that do not have an accession trail, meaning that here are some objects in the collection that have no record of past or current ownership.
- 13.2 '**Doorstep donations,**' refers to objects left at Founders Heritage Park without documentation, such as an Object Donation receipt form through which to transfer ownership. These are objects delivered, left on the premises, or unsolicited by Founders Heritage Park.
- 13.2.1 Founders Heritage Park may acquire clear legal title to objects delivered, left on the premises, or unsolicited by the Founders Heritage Park if no one comes forward to establish ownership of said property within 90 days.
- 13.2.2 After the 90 day period Founders Heritage Park may wish to accession an object into the collection or dispose of object as they see fit.
- 13.3 '**Undocumented property**' and '**Found in the Collection**' refers to objects in Founders Heritage Park's physical possession or control that lacks both documentation of their origins and proof of transfer of title to Founders Heritage Park. They are objects for which Founders Heritage Park cannot determine the lender, donor, or owner after making effort in good faith to do so.
- 13.4 Reasonable attempts by the HCO or Founders Staff will always be made to find out further information about the objects and their original owners if they can be

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found. Databases will be searched to look for matching records or possible matches.

- 13.5 The object will be registered as a 'No Record' (NR) object number ie NR 2020.123, inventoried and assessed. NR objects will be cared for in the same manner as objects in the permanent collection.
- 13.6 If it is in unstable or poor physical condition, unsafe or hazardous, and unable to be cared for it will be disposed of through the "Emergency Deaccessioning" process.
- 13.7 In order to claim clear legal title Founders Heritage Park will publically notify its intention to claim title or seek further information by publishing a basic description of the object on the Nelson City Council website, under the title 'Undocumented Property and Unsolicited Donations', and this web page's existence must be notified in a local newspaper such as Our Nelson, and /or the Nelson Mail.
- 13.8 If an owner responds, who can verify or satisfactorily prove ownership, they will be asked to donate the object (documented) or collect their object.
- 13.9 If no one has further information or claims ownership within 90 days, Founders Heritage Park may claim legal title. The object can then remain in the collection as an NR object with clear title. At this point Founders Heritage Park may also choose to deaccession the object.
- 13.10 In claiming legal title of an NR object, Founders Heritage Park recognises the possibility that the object may be claimed by a rightful owner at a later date. Only upon receiving adequate documentation proving ownership, will Founders Heritage Park return the object to its rightful owner. Founders Heritage Park may seek legal counsel in such cases.
- 13.11 Should Founders Heritage Park decide to deaccession or dispose of any 'Undocumented Object' or 'Found in the Collection' object, it must carefully follow procedures outlined (with flowcharts) in the Collection Procedures Manual.

## **14 De-accessioning and Disposal**

- 14.1 De-accessioning is the process of de-registering an object from the collection for clearly stated reasons, and disposing of it in accordance with approved policies and procedures. Caution and transparency are essential in the de-accessioning process.
- 14.2 The HCO or other contracted, qualified staff are responsible for identifying objects for de-accessioning and/or disposal under policy criteria, as below (section 14.3).
- 14.3 Criteria for de-accessioning includes:
  - i. Unstable, poor physical condition or completeness, and unable to be maintained in the long term
  - ii. Unsafe - poses risks or hazards to other collection items, staff or public.

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- iii. Unable to be cared for or stored adequately and safely
  - iv. Is already represented or has duplicates in the collection of higher quality (if it is a duplicate it could be considered for EI Collection)
  - v. Lack of provenance or record information or doesn't have strong historical or social significance in the Nelson and Tasman regions
  - vi. Does not complement or enhance the existing collection, future displays or visitor experience and is outside the scope of Founders Heritage Park's collection themes – which are:
    - **Where we came from** – our whakapapa, our stories, our peoples and our land
    - **How we built our community** –social development, wellbeing, arts, culture and events
    - **How we worked together** - livelihoods and employment. The commerce, industry and agriculture that shaped and defined our region.
    - **How we got around** – what were the modes of transport
    - **Let's learn and explore!** – education, interaction and engagement for all ages around these themes.
- 14.4 Raising money for Founders Heritage Park through the sale of de-accessioned items is unethical and not a valid reason for de-accessioning.
- 14.5 Where there are reservations about the relevance or significance of objects to be de-accessioned, the objects should be held for 90 days before disposal.
- 14.6 In seeking to dispose of objects with an NR number or no record information, Founders Heritage Park will need to seek further information from the public on the object, by publishing a basic description of the object on the Nelson City Council website, under the title 'Undocumented Property and Unsolicited Donations', and this web page's existence must be notified in a local newspaper such as Our Nelson, and /or the Nelson Mail. A 90 day waiting period must be observed before proceeding with the deaccessioning. Please see section 13.7 – 13.12 for further information.
- 14.7 A photo of the object, a deaccession form indicating why it is de-accessioned, and the method of disposal is to be kept on file in a register of all de-accessioned objects.
- 14.8 The deaccession should be noted on the accession register and in the eHive database, and a hard copy kept with its original donation form on file.
- 14.9 Objects will only be destroyed in exceptional circumstances such as:
- Where an object is damaged beyond economical repair or conservation, being subject to an emergency situation, as outlined in Section 15.1 and 15.2 Emergency Deaccessioning.
  - Where an object poses a serious conservation threat to other items in the collection and cannot be countered by treatment or isolation from other objects.
  - Where an object creates a serious health and safety risk to staff, volunteers or the public.
  - Where an object has deteriorated or become broken beyond reasonable repair, and no part or sample has any identifiable use or viability.

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- Where you have had no interest shown by another organisation or interested individual, or after public notice, and the object is unsaleable.

14.10 For certain categories of bulk archaeological or natural history material, from fieldwork, Heritage New Zealand Pouhere Taonga should be contacted in the first instance prior to disposal or deaccession. The material may be destroyed provided that the material has been fully analysed and published and all relevant records deposited with the site archive. Where applicable, an adequate and representative sample should be retained for future research.

14.11 When there is a query over a specific object being considered for de-accession that may have unusual, rare, or specific requirements outside of standard procedure, expertise must be sought by the relevant professional.

## **15 Emergency Deaccessioning**

15.1 Reasons for emergency deaccession may include, but are not limited to:

15.1.1 Fire, flood, earthquake, natural disaster or other serious emergency affecting the collection, or parts thereof, while in storage or on display

15.1.2 Leaching of toxic chemicals that have the potential to cause harm to staff or the public

15.1.3 Discovery of a hazard that cannot be contained or managed effectively and efficiently

15.1.4 Extreme environmental or storage conditions that potentially may cause harm or danger to staff or collection.

15.2 Under special clause 15.1.4 in the Re-Org at Founders proceeding from 2020-2025, emergency deaccessioning can be used for objects that are:

15.2.1 In poor, unstable physical condition or completeness, and cannot be maintained in the long term; or

15.2.2 Pose a risk or hazard to staff or public; and

15.2.3 Cannot be cared for or stored adequately and safely at the current time.

15.3 When a situation arises where it is deemed necessary to dispose of hazardous, toxic or dangerous objects urgently, the following steps should be undertaken:

- Seek professional advice as to how to prepare and handle movement of the object
- Check regulations and disposal methods are appropriate so that harm does not occur to other people or places
- Create a clear pathway and movement plan for the object, including how it will be transported
- If possible, prepare the object for disposal by containing or sealing it in wrapping or containers prior to movement to ensure other areas do not become contaminated
- Deliver the object to its final destination for destruction or redistribution.

Note: Always wear PPE (personal protective equipment) while preparing the object for disposal

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- 15.4 As soon as practicable, record the following information:
- i. Object reference number ie Accessioned number or assigned NR number if undocumented.
  - ii. The date of disposal
  - iii. The method of disposal
  - iv. Disposal reason
  - v. The person authorising the disposal and their signature
  - vi. The date of the authorisation
  - vii. If possible take photographs and attach to file notes.

15.5 Records of Emergency Deaccession will be kept on file. Records should also be saved on the eHive database, and a hard copy kept with its original donation form on file (if accessioned).

15.6 For NR objects, its deaccessioned status should be added to the NR register and NR Deaccessioned folder.

## **16 Repatriation and Human Remains**

16.1 Founders Heritage Park will return all objects not accepted into the Collection to the donor unless permission is given by prior agreement for Founders Heritage Park to redistribute those items through donation, exchange or sale to other museums, organisations or individuals.

16.2 Founders Heritage Park will not collect kōiwi tangata, human remains, or parts of human bodies, in either a modified or unmodified state. This includes preserved or mummified human remains, teeth, bone and hair or any artefacts using body part components.

16.3 If historical remains such as teeth (from dentistry collections) are found and are undocumented, these will be disposed of through certifiable medical disposal standards.

16.4 If any historical acquisitions of human remains are found in the collection, they will be deaccessioned, with all due care and will be stored in a manner that affords utmost dignity and respect while plans for their disposal or repatriation are made.

16.5 If any Kōiwi tangata or associated funerary objects are found in the collection, they will be handed over to the custody of Nelson Provincial Museum Te Tai Ao Komiti, who can follow the appropriate Heritage New Zealand Pouhere Taonga guidelines for their care, and consultation with or repatriation to their home communities, iwi or kaitiaki.

## **17 Access and Research**

17.1 Community access to the collection is provided by exhibitions, public enquiries, scheduled appointments and digitization (Ehive).

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- 17.2 Founders Heritage Park allows donors and their family access to information collected in relation to the items and supervised access to the collection items they have donated upon request and at a mutually convenient time.
- 17.3 When items are researched for a publication, a copy of the final article / book etc will be requested.
- 17.4 Founders Heritage Park reserves the right to charge for copyright clearance on items.

## **18 Storage**

- 18.1 Founders Heritage Park currently has very limited storage capacity. The current collection store is inadequate.
- 18.2 Founders Heritage Park is working towards improving the Collection Storage and implementing an environmentally controlled, fit-for-purpose storage facility. In the short term 2020 - 2025 a temporary Re-Org zone has been implemented in Harvestlands and other temporary storage zones will also be identified and utilized while the best possible future storage solution is found.
- 18.3 Wherever possible objects are to be stored with museum standard packing materials and placement with all due preventative conservation practices adhered to.

## **19 Conservation**

- 19.1 In conserving objects, Founders Heritage Park will show the greatest respect for them, and involve the least degree of intervention consistent with their long-term care and the least possible loss of material of cultural heritage value.
- 19.2 Founders Heritage Park will safeguard collection items in its care by preventative conservation practices such as:
- Safe handling and display techniques
  - Improving collection storage and storage methods
  - Appropriately and adequately controlling pests
  - Providing effective security
  - Having temperature and humidity controls in place wherever possible, and
  - Planning for emergencies
- 19.3 Founders Heritage Park follows museum standards and procedures for handling, packaging and preventative conservation as required.
- 19.4 Founders Heritage Park will seek advice and expertise from Nelson Provincial Museum staff if required or other museums as appropriate.
- 19.5 As required, Founders Heritage Park will have collection items assessed and repaired by an appropriate conservator recognized by the New Zealand Professional Conservators Group.

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- 19.6 Founders Heritage Park will consult with all stakeholders relating to a particular item before any major conservation work is undertaken.
- 19.7 Where possible, original historic photographs will be copied, with the copies placed on exhibition and the original returned to the kaitiaki / owner.
- 19.8 Display areas will be regularly cleaned with a 'Display maintenance schedule' and monitored for changes to environmental and other conditions that may affect the collection items.

## **20 Hazardous materials**

- 20.1 Objects which have been identified as a hazard should be destroyed or disposed of according to the relevant government legislation and regulations.
- 20.2 The presence of hazardous materials or hazardous conditions associated with collection objects and specimens to be aware of include, but are not limited to:
- Hazardous plants or mineral specimens, included specimens suspended in formaldehyde
  - Constituents such as aniline dyes, chrome patinas or lead pigments
  - Radioactive materials such as certain fossils, uranium pigment, radium paint (e.g., cockpit dials or watch faces)
  - Asbestos-containing art plaster in stuccos, taxidermy mounts, lagging
  - Extremely flammable cellulose nitrate films/negatives
  - Alcohol preservatives, gunpowder, degraded medicinals, damaged gas cylinders
  - Sharp weaponry, heavy artwork, fragility/break-ability leading to injury
  - Lead-containing objects (e.g., linotypes, printing presses); lead-painted art frames or industrial/historic objects
  - Taxidermied specimens containing arsenic and dust mites.
  - Residual Hazards in the Storage Environment and Cases, including particulate residues of past preservative/pesticide treatments, vapours from organic treatment chemicals or natural object degradation that may accumulate within closed cases and be absorbed into wooden case interiors.
- 20.3 Where relevant, research and compile information of past and current collection preservation methods, conservation treatments, post-collection preparation, pesticide treatment, and any associated safety data sheets by review of archival records, original collector's notes, interviews with current staff, conservators or curators.
- 20.4 When unsure of the presence of hazardous materials in an object, seek advice and/or initiate analytical testing through professional sources such as the Nelson Provincial Museum, Cawthron Institute or Te Papa's conservation unit.

## **21 Founders Working Collection and Educational and Interactive Collection**

- 21.1 Founders Heritage Park may acquire larger or working objects (W. Collection) or objects for Educational and Interactive use (EI Collection).

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- 21.2 W. Collection objects will be registered as, and must be clearly marked as, being a part of the W. Collection, with their W. Collection registration number (example: W.2020.01.01). W. Collection objects will have all documentation added to Ehive, and will be considered part of the main museum collection, will all due necessary care.
- 21.3 All EI collection objects will be registered into EI collection with the EI Collection Registration form, and will be assigned their own registration ID number. (example: EI.2020.01.01, being Education & Interactive Collection/year/object group number/individual object number). EI objects will not be entered into Ehive.
- 21.4 All W. and EI collection objects will be afforded the varying levels of care and maintenance required for safe public interaction at Founders Heritage Park.
- 21.5 The W. Collection will be subject to the 'Working Collection Guidelines and Overview' in the 'Founders Heritage Park Procedures Manual'.
- 21.6 Any transfer of Founders Heritage Park's accessioned F. or W. collection objects into its EI Collection will be subject to consideration and checklists. Objects must be carefully researched, establishing and clearly documenting the object's significance, provenance and legal ownership. Its importance as an interactive object, its viable use, maintenance and special conditions will also be considered.
- 21.7 Any items being transferred from the F. or W. collections to EI must first be deaccessioned from the F or W Collections, and then registered into the EI Collection.
- 21.8 The assessment process of accessioned collection objects for the EI Collection must be followed with the understanding that objects will be subject to physical deterioration or destruction over time. Objects may be assigned for interactive use with the expectation that it will probably deteriorate and may later be disposed of.

## **22 Glossary**

### **Accession**

The formal process of recording or processing the addition of an item to the permanent collection.

### **Acquisition**

When the legal title of an item is transferred and Founders Heritage Park becomes the owner.

### **Bequest**

Acquisition involving an individual transferring title of an item to the institution upon his or her death, through a will.

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**Deaccession**

The formal process of removing an item from the permanent collection.

**Disposal**

The act of physically removing an item from the collection, including transferral of ownership. Disposal of a collection item can only take place after the formal process of deaccessioning is completed.

**Item**

A general term used for an item, object, artefact, record or specimen.

**Loans**

Loans are temporary transfers of collection items from Founders Heritage Park, or temporary transfers of items to Founders Heritage Park for stated purposes or purposes approved by Founders Heritage Park. The transfers do not involve a change of ownership.

**Lot**

The term used to define a group of specimens recovered from the same location at the same time. These groups are often stored and documented together.

**Object**

A general term used for an item, object, artefact, record or specimen.

**Provenance**

The proven or documented place of origin, use, history and ownership of an object.

**Registration**

The act of giving an item a unique number and recording it. Registered items may be items due to be added to the permanent collection, non-collection items held for interpretive purposes or loan items from external sources.

**Taonga**

A treasured object, in this document defined as Māori artefacts.