

Bridgetown Historical Society Inc.

Collection Policy 2020

The aim of the Bridgetown Historical Society Inc. (BHS), is to collect, preserve, research, and exhibit objects relating to the history and development of Bridgetown, within the Shire of Bridgetown-Greenbushes, and surrounding districts where applicable.

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MAIN COLLECTION AREAS: (not in order of preference)

1. History of policing in, and magistracy of, Bridgetown
2. Transport history, including the railway
3. Agricultural development: timber milling, orchards, dairy farming, broad-acre farming
4. Architectural history of Bridgetown, including buildings, local businesses, and community organisations
5. Social and military history of Bridgetown residents, including POWs, and their association with Bridgetown
6. Education within the Bridgetown-Greenbushes region, in particular the little schools
7. Pre-European and early settlement of the region – excluding Indigenous artefacts
8. Photographs relating to above collection areas.

ACCEPTANCE OF ARTEFACTS:

Donated artefacts for consideration of acquisition must have originated or been used within the Bridgetown-Greenbushes Shire District and/or areas within a close proximity.

1. Artefacts will not be accepted for acquisition by BHS unless in a suitable condition which reflects the aims and standards of BHS
2. If the proposed donation is already represented in the Society's collection, then a decision on its acceptance will be based on its value to BHS as well as the ability of BHS to house, document and conserve the artefact
3. BHS will only accept donated artefacts upon receipt of a deed of gift (BHS object donor form 2020) that is signed by the donor or donor's agent in the presence of a witness. The form will be legally binding, the donor forfeiting all rights and title to the artefact donated to BHS
4. Owners of artefacts that have no place in the BHS collection, but appearing to be important, will be advised who to contact at Museums WA or other appropriate institution.

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MANAGEMENT OF THE COLLECTION:

BHS will endeavour to provide suitable storage and care of the collection at all times.

BHS will endeavour to:

1. Record all known details of artefacts at the time of acceptance
2. Document the artefact's history and send a photocopy of the form back to the donor
3. Catalogue artefacts in an organised manner
4. Index the collection to allow easy access to artefacts and recorded information
5. BHS will endeavour to document all items in relation to Bridgetown.

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LOANS:

1. BHS will only accept on loan those objects required for a specific exhibition. Such loans will be for a specified time, of up to six months
2. BHS will only make outward loans of specific duration to those societies or institutions that can guarantee the safety and security of the Society's artefacts and have valid insurance to cover these loaned items
3. All loans will be recorded in the BHS register.

REPATRIATION OF CULTURAL PROPERTY:

BHS will initiate dialogue for the return of cultural property to the Indigenous people it once belonged to. BHS supports this action to help promote healing and reconciliation. This will take place in close consultation with the Elders, Custodians and Traditional Owners of the communities of origin, who are the rightful custodians of Indigenous artefacts. This will be undertaken in an unbiased, objective manner by BHS, based on scientific, professional, and humanitarian principles, as well as applicable Australian legislation.

DEACCESSIONS:

BHS will deaccession artefacts in the following categories:

1. Duplicates of other items in the collection
2. Items in poor condition, or requiring conservation disproportionate to their significance
3. Items that do not meet the criteria of BHS's Collection Policy
4. Items whose ownership is the subject of a substantiated request for return to the donor

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5. Artefacts that meet the above criteria and are considered appropriate by BHS for deaccessioning will be presented to the Committee for endorsement and entered into the minutes of a Committee meeting
6. On approval of deaccession, the artefact's entry into the BHS Register of Donated Objects will be amended with the date of deaccession, committee member's name and initials, and a line drawn through the Register entry and the Donated Object data sheet and the wording DEACCESSIONED. The artefact's number will be removed from all these records but still retained in BHS records.

DISPOSALS:

BHS may dispose of artefacts that have been deaccessioned, or those offered as unencumbered donations but that do not meet the criteria of BHS's Collection Policy, and therefore are not required.

Methods of disposal:

1. Offer to return to original donor
2. Offer to another museum or institution, and provide relevant documentation
3. Sale directly by BHS
4. Sale by auction through reputable auction house
5. Donation to recognised charitable organisation
6. Sent to the appropriate recycling depot.

THE COLLECTION POLICY to be reviewed on a regular basis every five (5) years.

Reviewed and updated 02 July 2020

References:

- Bridgetown Local History Collection Policy c.1980s
- Bridgetown Historical Society Collection Policies:
 - pre-2010 (date unknown)
 - Feb 2010
- National Standards for Australian Museums and Galleries v.1.5 2016
- WA Museum – Deaccessioning
- Museums and Galleries of NSW – Methods of disposal
- Australian Government Policy on Indigenous Repatriation

Bridgetown Historical Society Inc.

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