

## QMN Collection Policy

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### 1.0 POLICY STATEMENT

The Queensland Museum Network (QMN) has been collecting natural and cultural heritage material since its inception as the Queensland Philosophical Society in 1862. This material evidence of Queensland's natural and cultural heritage is the primary resource used by QMN. QMN strives to achieve and maintain the highest possible standards of excellence in preserving, studying and communicating the record of the natural and cultural resources of Queensland, its surrounding waters and near neighbours.

QMN is responsible for preserving the Collections and making them accessible to present to future generations.

The Collections are stored and displayed in buildings and communities across Queensland. The QMN includes:

- Queensland Museum and Sciencentre (QM&S), South Bank;
- Museum of Tropical Queensland (MTQ), Townsville;
- The Workshops Rail Museum (TWRM), Ipswich and
- Cobb+Co Museum, Toowomba;
- Museum of Lands, Mapping and Surveying, Woolloongabba;
- Queensland Museum Research & Loans Centre, Hendra
- Earth Sciences Museum, University of Queensland;

This policy provides standards and consistency across QMN for the selection, acquisition, preservation, use and Documentation of Objects and Specimens in the Collections, and for Disposal if necessary. The policy recognises the decentralised nature of the collection and of Collection Management responsibilities, and it considers past and present practice, professional and museological standards, Collection Management issues and planning for the future.

### 2.0 DEFINITIONS

**Accessioned Items** are Objects or Specimens or Specimen Lots that have been incorporated into the State Collection through the formal process of Registration (numbering), and Accessioning (recording locality and other contextual information in an electronic database).

**Accessioning** - see Registration. Includes the process of undertaking a significance assessment.

**Acquiring** is the process by which QMN becomes responsible for an Item which may or may not be accessioned.

**Act** – *The Queensland Museum Act 1970*, as currently in force.

An **Assessment of Significance** is a prerequisite for the Accessioning of Objects into the State Collection. State, National and International Significance is determined through curatorial assessment of Objects and Items against established QMN criteria.

**Board** is the Board of the QM as established under the *Queensland Museum Act 1970*.

**Campus** means one of the QMN public facilities – Queensland Museum and Science Centre (QM&S), The Museum of Tropical Queensland (MTQ), The Workshops Rail Museum (TWRM), Cobb+Co Museum, Museum of Lands, Mapping and Surveying, Queensland Museum Research & Loans Centre, Earth Sciences Museum.

**CEO** is the Chief Executive Officer of QMN.

A **Collection Item** is an Object or Specimen and associated data that has been formally acquired by QMN.

**Collection Management** is the responsibility and function that fosters the preservation, accessibility and utility of the collections and associated data.

The **Collection Management Systems** is the term used in this policy to describe all QMN recognised data systems used to manage and report on the Collections. It includes both electronic and hard copy Records. (From 2008, all Documentation relating to Collection Objects has been recorded in the Vernon CMS.)

The **Collections** comprise:

- the State Collection (Objects and Items of State significance);
- other affiliated collections including:
  - the Reserve Collection;
  - the QMN Image Library;
  - the QMN Collections and Research Resource Centre;
  - the Restricted Collection; and
  - the Research Collection.

The **Collections and Research Resource Centre (CRRC)** supports the museum's research and collection functions. The CRRC's Heritage collection began in 1876 with the purchase of Charles Coxen's private book collection. Through exchanging the Museum's publications with other institutions and through gifts and purchases, it has since grown

into a large and comprehensive collection representing the broad subject interests of QMN, as well as documentation relating to the history of QMN.

**Conservation** is the application of science to the examination and treatment of museum Objects/Specimens and to the study of the environments in which they are placed. This involves activities such as preventive Conservation, examination, Documentation, treatment, research, and education that maximises the preservation or minimises the deterioration of an Object/Specimen through time, with as little change to the Object as possible.

**Curation** is the process whereby Objects or Specimens are identified and organised according to discipline-specific recommendations using the most recently available scholarly literature and expertise. A primary objective of this research process is to verify or add to the existing Documentation for these Objects/Specimens, and to add to knowledge about them.

**Deaccessioning** is the formal process of removing an Item permanently from the State Collection, for sale, repatriation or other form of Disposal. Deaccessioning requires the prior approval of the Board.

**Disposal** is the process of removing an Item from the care and custody of QMN. In the case of State Collection material this can only be undertaken once the Deaccessioning procedure has been followed.

**Documentation** is supporting evidence, recorded in a permanent manner using a variety of media (paper, photographic, electronic etc.) of the identification, condition, history, or significance of an Object, Specimen or collection. This encompasses information that is inherent to the individual Object / Specimen and its associations in its environment as well as that which reflects processes and transactions affecting the Object / Specimen (e.g. Accessioning, documenting, loaning, analysis, treatment etc.). Documentation is an integral aspect of use, management and preservation of an Object, Specimen or collection. All digital and paper based documentation must be collected, maintained and stored in accordance with *QM318 Collection and Research Record Keeping Policy*.

A **Donation** is an Item given to QMN without encumbrance. Donations are to be recorded on the appropriate forms and reported to the Board.

**Due diligence** all the required endeavours to establish the facts of a case before deciding a course of action, particularly in identifying the source and history of an item offered for acquisition, use before acquiring it, or for inward and outward loans.

**Educational Loans** are loans of Items assembled specifically for the purpose of lending to schools and other educational institutions, and managed by the QMN Loans Service.

**Exhibition Loans** are temporary transfers of Collection Items to and from QM (Loans in, and Loans out, respectively), for the purposes of display. They can consist of items

borrowed from individuals, community groups or other institutions and can come from intrastate, interstate or international locations. They can be an individual item or a group of items designated to be included in a QM internally generated exhibition or display or to supplement an external '**pre-packaged**' exhibition.

**Honoraries** are usually researchers or students with skills of mutual interest to those of Museum activities, but not employed by the Museum, and who undertake value adding to the collections through the processes and products of research (refer to QMN Volunteer Policy). They are generally longer-term appointees than volunteers.

The **Image Library**, established in 1954, supports and extends QMN's research, learning, exhibition, administration and publishing functions and encompasses a wide range of subject areas including cultural heritage, maritime archaeology, natural heritage, live animals in their natural environment, geology and palaeontology Specimens, Queensland towns and settlements, Queensland Indigenous communities, historical photographs and botanical Specimens. (Images in the Image Library are not considered part of the State Collection, but there are also additional images in the Cultural Heritage Collection which are.)

**Integrated Pest Management (IPM)** is the selection, integration, and implementation of pest management methods based on predicted economic and ecological consequences; also defined as a decision making process that helps one decide if a treatment is necessary and appropriate, where the treatment must be administered, when treatment must be applied, and what strategies must be integrated for immediate and long term results.

**Intellectual Property (IP)** is a general term encompassing various legal rights (or groups of rights) relating to the product of intellectual activity in the industrial, scientific, literary or artistic fields. It includes copyright, moral rights, confidential information, and patentable inventions.

**Inward Loans** are items not owned by QM which are for the purposes of temporary display, research, identification and assessment; and can be from intrastate, interstate or from overseas.

An **Item** is an interchangeable term used for an Object, Record, Specimen or Specimen Lot.

**Loans** mean the temporary transfer of Collection items from QMN to another institution or body for research (**Research Loans**), education (**QMN Loans**) or display (**Exhibition Loans**) purposes.

**Lot** is the term used to define a group of Specimens or Objects recovered from the same location at the same time, which are registered, accessioned, stored and documented together for efficiency reasons based on manageable quantities of Objects (e.g. multiple Specimens of insects, fishes, small crustaceans).

An **Object** is a human-made Item, often manufactured or created from naturally-occurring materials and made for use in a cultural context. This term differentiates human-made Collection Items from those acquired in nature (Specimens).

**Outward Loans** mean the temporary transfer of Collection items from QM to another institution or body located intrastate, interstate or internationally; for research, education, display or cultural purposes.

**PCOL** the *Protection of Cultural Objects on Loan Act 2013*; supports the future of international cultural exhibitions in Australia by providing a scheme (governed by the *Protection of Cultural Objects on Loan Regulation 2014*) to protect Australian and foreign cultural objects on loan from overseas for temporary public exhibition

**'Pre-packaged' exhibition** is an exhibition or display (touring or non-touring, local, national or international) developed by an external organising body such as a museum, gallery, commercial entity, community group or artist; governed by a specific contract.

**Program** means the collections and curatorial Programs of QMN.

**Program Head** means the role responsible for a Program of the QMN.

**Provenance** an objects or specimens full history from the time of its discovery or creation to the present day, through which authenticity and ownership are determined.

**Queensland Museum** when referring to the legal entity of the Museum, the Board or in regard to the Act the term **Queensland Museum (QM)** will be used, when referring to the Museum in terms of the combination of campuses the term **QMN** will be used.

A **Record** is the corresponding data entry related to an Item. Paper-based Records, including photographic prints, not yet digitally captured remain part of the Research Collection.

**Registration** is the process of fixing to an Item a unique number which refers to a register where data associated with the Item are entered against the matching Registration number during the Accessioning process.

**Research Collection** consists of Objects or Specimens for research or loan generally intended to be kept indefinitely, but not individually registered or had a significance assessment undertaken (see Lot). Specimens retained for destructive analysis are managed as part of the Research Collection.

**Reserve Collection** Items are held by various Programs and campuses of QMN specifically for the purpose of public display, teaching, public education and/or interpretation, non-scientific Loans, etc. The former group of Items do not meet QMN criteria for state significance, are not accessioned into the State Collection, nor intended to be held in perpetuity.

**Restricted Collection** pertains to a Collection Item, image, data or information, to which unrestricted access may cause offence or endanger the safety or sanctity of that Item, image, data or information, or the survival of the population from which the material was collected. Restricted Collection Items may include rare and threatened species, species of significant commercial value, secret and sacred Objects, etc.

**Research Loans** are temporary transfers of Collection Items to and from QM (Loans in, and Loans out, respectively), for the purposes of authorised research. They can be from intrastate, interstate or international locations.

**Senior Decision Maker** this will depend on which process is being undertaken (acquisition, incoming loan, international exhibition etc.) and at what level approval is being sought. It could be the relevant Program Head, Director or CEO, and may differ depending on the specific circumstances of the situation (for example, an issue may be elevated to a higher decision making level if necessary). In some cases this role is replaced by a **Project Board** (The Project Board provides overall direction and management to a project, such as a major exhibition, and is accountable for the success of the project. The Project Board is comprised of a Project Executive (often the CEO), Senior User/s, and Senior Supplier/s. The Project Executive is the ultimate decision maker and is supported in the decision making process by the Senior User and Senior Supplier.)

**Specimen** means any animal or plant, or any part, product, egg, seed, or root of any animal or plant or geological sample.

**State Collection** is the official collection of Items registered by QMN through acquisition or transfer. It is the sum total of all Accessioned Items of scientific or historical significance vested in the Board of the QM.

**Strategic Themes** describe the six key areas of strength through which QMN will direct its research, collection development and public program activities (detailed in Appendix 1).

A **Type Specimen** is a zoological, paleontological or mineral Item that serves as the basis for the name of the taxon (i.e. for identification of unnamed material through comparison with the type). Primary Types (holotype, neotype, lectotype etc) and secondary Types (paratype, paralectotypes etc) underpin the concept of the species and its variability in nature. QMN Type Specimens are irreplaceable Items of vital national and international significance for scientific research and identification verification.

A **Voucher Specimen** is an Item lodged at QMN to represent (or vouch for) a larger number of putatively identical Items collected for various non-taxonomic purposes, such as published ecological surveys, or 'biodiscovery' entities, or a Specimen that is material evidence of the occurrence of a species in a particular locality or belongs to particularly important taxonomic group.

(Where words are utilised in the body of the document that appear in the list of definitions, they will begin with a capital letter.)

### 3.0 SCOPE

This policy applies to all Programs and Campuses of QMN.

#### 3.1 Accountabilities

The CEO is ultimately responsible for the Collections and, through the Director, Collections Research & Lifelong Learning (CRL) and Program Heads, ensures that collection development and management policies, procedures, guidelines and standards are developed and implemented. Program Heads are responsible for ensuring that anyone who works with the Collection is aware of collection policies and procedures. Staff and volunteers are required to implement these procedures and standards in a consistent manner throughout QMN.

#### 3.2 Responsibilities

**3.2.1 A Curator's** primary responsibility is to increase knowledge and understanding of the Collections. This responsibility necessarily includes focused collecting; appropriate Curation, scholarly research, knowledge dissemination and exhibition participation, within agreed Strategic Themes. Curators are responsible for ensuring the accuracy and relevance of data entered into the Collection Management Systems and for assessing and recommending approval of inward and outward Loans.

**3.2.2 Collection Managers** manage the Collections by providing access and day to day care through the appropriate storage, display, handling and environmental conditions of the Collections to ensure their preservation in perpetuity. They collaborate with curators and conservators in collecting, preserving, documenting, sorting, identifying, and maintaining the Collections.

**3.2.3 Conservators** apply science to the technical study, preservation, and treatment of museum collections. This includes, but is not limited to, the application of best practices to prevent Object and Specimen deterioration.

**3.2.4 Volunteers** and **Honoraries** may be appointed to complement and enhance the work performed by paid staff in all areas of Curation, Research, Collection Management and Conservation.

## 4.0 PRINCIPLES

Sections:

- 1B(a) of the *Act* relating to the Guiding Principles (the preservation, research and communication of Queensland's cultural and natural heritage), and
- 12(1) and (2) relating to the functions of the Board ((i) the storage of suitable Items pertaining to the study of natural sciences, applied sciences, technology and history, and exhibits and other personal property; and (ii) carrying out or promoting scientific and historical research),

Specify that the Board must have regard to the desirability of storing Items, or carrying out or promoting research, relevant to Queensland.

### 4.1 Ethics

The Code of Conduct prescribes standards for the ethical behaviour of QMN staff and volunteers.

In all activities relating to the Collections an employee must not be in conflict of interest with the purposes of QMN. If a conflict develops, the interests of QMN will take precedence.

The acquisition of Objects into the Collections will always be carried out in accordance with the standards prescribed in *Museums Australia's (MA) Code of Ethics (1999)* and the *ICOM Code of Ethics for Museums (2006)*.

QMN will operate in ways that recognise, appreciate and demonstrate the great contribution of Aboriginal people and Torres Strait Islanders to the cultural enrichment of Queensland and Australia. QMN values the expertise and connection of Aboriginal people and Torres Strait Islanders with their cultural heritage Items held in the Collections. In accordance with MA's *Continuous Cultures, Ongoing Responsibilities - Principles and Guidelines for Australian Museums working with Aboriginal and Torres Strait Islander Cultural Heritage (2005)*, QMN will involve Aboriginal and Torres Strait Islander communities in the widest range of museum activities and facilitate the efforts of Aboriginal people and Torres Strait Islanders to gain recognition and understanding of their culture in the wider community. QMN does not intend to acquire Secret or Sacred Objects, and supports the active repatriation of such significant Objects.

### 4.2 Compliance with Conventions and Laws

QMN is committed to achieving standards of excellence and due diligence, including in regards to provenance and object authenticity, as defined by various professional codes. This collection policy and its implementation conforms to the relevant provisions of the codes, standards, conventions and laws as outlined in **Appendix 2**.



## **5.0 ELEMENTS**

### **5.1 Why we collect**

QMN has been collecting natural and cultural heritage material since its inception as the Queensland Philosophical Society in 1862. This material evidence of Queensland's natural and cultural heritage is the primary resource used by QMN. QMN strives to achieve and maintain the highest possible standards of excellence in preserving, studying and communicating the record of the natural and cultural resources of Queensland, its surrounding waters and other international cultures.

### **5.2 What we collect**

The Collections consist of Specimens, Objects and electronic resources that represent the natural, cultural and technological heritage of Queensland, as well as international material acquired for comparative study and display. The Collections represent elements of tangible moveable heritage but do not incorporate built heritage.

QMN collections are focussed on:

Natural heritage including the biological and geological sciences:

- Geology
- Palaeontology
- Mineralogy
- Petrology
- Zoology
- Taxonomy
- Systematics
- Molecular biology & Phylogeography
- Ecology
- Physiology
- Ethology

And Cultural Heritage:

- Aboriginal Culture
- Torres Strait Islander Culture
- World Cultures
- Archaeology (World, Historical, Maritime and Indigenous)
- Photography
- Social History
- Applied Arts
- Science and Technology
- Transport
- Industry and Agriculture

Development of the Collections will meet both the immediate and long-term Objectives of QMN and will be guided by QMN's values and Strategic Themes. Development will build

on strengths and address weaknesses as assessed by appropriate curatorial staff guided by the Strategic Themes, and will take into account current and future projects and needs. Strategies will include both planned and opportunistic approaches and will be undertaken in a collaborative framework with other institutions and various partnerships, including local, state and federal government agencies, universities, community groups and commercial partners.

In developing the natural heritage collections, the principal objectives are to acquire and preserve:

- Specimens of animals, rocks, minerals, fossils and associated materials that occur in Queensland; and
- Specimens that do not occur in Queensland but that are related to Queensland material or reflect Queensland's ancient geological heritage, for special study, exhibit and educational use.
- Specimens that do not occur in Australia but relate to Queensland's connectedness to Asia and the Pacific.

In developing the cultural heritage collections, the principal objectives are to acquire and preserve:

- Objects produced in Queensland;
- Objects used in Queensland but made elsewhere;
- Objects that recognise Queensland's place in the Asia-Pacific region and the world; and
- Objects associated with or strongly related to individuals significant in Queensland history.

### **5.3 Collecting for a Purpose**

QMN is opposed to indiscriminate collecting. QMN requires that there be a purpose behind every acquisition. Emphasis will be given to improving the scientific or interpretive value of collections in support of specific QMN projects including teaching, education, display and research outcomes. Collections resulting from specific research initiatives will be accessioned into the State Collection or registered in to the Research Collection where they contribute to QMN's current strategic priorities, geographic emphasis, and legislated responsibilities.

### **5.4 Geographic Emphasis**

Consistent with section 1B(h) of the *Act* concerning the Guiding Principle ('content relevant to Queensland should be promoted and presented'), Collection acquisitions will, comprise Items that are either collected from Queensland (including its surrounding

waters), or considered directly relevant to Queensland's peoples, exploration, development and evolution.

Additionally, consistent with section 1B(g) of the *Act* ('opportunities should be developed for international collaboration and for cultural exports, especially to the Asia-Pacific region'), collections will include Items from other states, countries or oceans that provide information on Queensland's past and present natural and cultural heritage and place in the world.

### **5.5 What we do not collect**

QMN is committed to achieving professional standards for all Items in its care within the framework of limited resources (space, staff, finances and Conservation skills for managing the collections), such that some Items may not be acquired due to their unmanageable size, condition, complexity or cultural sensitivity.

QMN will not actively seek to collect human remains for any purpose.

QMN will accept material obtained during Australian Custom seizures, but only where it relates to the Strategic Themes and meets the criteria set out in **5.8** below.

No support, services or encouragement will be given to organisations, groups or individuals who have engaged, or intend to engage, in activities which can be shown to or can reasonably be expected to contravene relevant legislation or the intent of relevant material or international conventions or codes of practice. Careful judgement will be applied where there is a potential conflict between collecting an Item legally and prevailing public opinion.

QMN will comply with all Commonwealth and State legislation and limitations and with national and international codes of practice or conventions regarding the acquisition of material. No material will be acquired that can be shown to have been obtained illegally or against the spirit of relevant national and international conventions. (Specifically in relation to the Natural Heritage Collections this includes the *Environment Protection and Biodiversity Conservation Act 1999* and Regulations 2000 and the Commonwealth and *Nature Conservation Act 1992 and Regulations 2006, Queensland*.)

QMN will not collect material in contravention of the *Convention on International Trade in Endangered Species of Wild Fauna and Flora* (CITES) which was established to stem the international trade of wildlife and better protect threatened species and is enforceable under Australian law. (QMN is a registered CITES institution authorised to import and export CITES listed Specimens for non-commercial purposes, including non-commercial scientific exchange.)

(Specimens or objects deposited or donated to QMN that consist of or contain listed rare, threatened or endangered species, including all native vertebrate species presented by the public (i.e. without appropriate collection permits), will be declared to the Department

of Environment and Heritage Protection to seek a Letter of Comfort from DEHP to give the QMN confidence of provenance and ownership of the material being deposited. This is particularly important with the ratification of the Nagoya Protocol (*The Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization*), being a global agreement that implements the access and benefit-sharing obligations of the *Convention on Biological Diversity*.)

## **5.6 Items from Living Cultures**

Cultural Items will only be acquired where they are openly available through legal sales outlets or, where the creators, if living, give their full and voluntary agreement that they understand the implications of QMN accepting the Items involved.

## **5.7 Collection Acquisitions**

The decision to acquire Objects and Specimens will be based upon the following criteria:

- relevance to the legislated mandate of QMN and to its objectives and priorities;
- significance, such as association with an event, person, historical period or geographic area; or underpinning a biotechnological product;
- provenance, or the history of the object's ownership, export from country of origin and import into Australia;
- results of primary research in Queensland, such as Voucher Specimens and samples;
- availability of human and financial resources to acquire, document, preserve, store, interpret and or display the Object or Specimen;
- there are no encumbrances attached to the Item(s) (notwithstanding privacy provisions contained within the *Privacy Act*, and confidentiality provisions specified in the *Biodiscovery Act 2004 (Qld)*);
- opportunities for use, exhibition, research and other Program requirements;
- physical condition;
- cultural sensitivity including outcomes of community consultation;
- adequate oral or written Documentation or contextual/scientific data to support ownership, authenticity, study and use;
- items have transferable legal title;
- absence of unmanageable threats or risks to users or to other elements of the collection and

- compliance with applicable legislation and regulation as referred to the in the *QM78 QMN Collection Policy*.

Specimens and Objects are acquired through field collecting, gift or bequest, purchase, exchange, and transfer. Some are acquired in-house, or found in the Collections. All acquisitions will be conducted within the strictures of the QMN Acquisition Policy and Procedures. All documentation must be scanned and attached to the relevant record in Vernon (where one exists) and hard copies must be kept in the appropriate file located in the Collections and Research Records area (whether that is the designated CRRC located in the QM&S Library or a campus / Collection specific repository) in accordance with *QM319 Collections and Research Record Keeping Procedure*.

#### **5.7.1 Field collecting**

Specimens or Objects may be collected by QMN staff, or by others acting on behalf of QMN, directly from their context in the field taking into account appropriate cultural protocols as required.

Animals will be collected according to the highest principles of humane, scientific and ethical conduct and in accordance with *Australian Code of Practice for the Care and Use of Animals for Scientific Purposes (8<sup>th</sup> Edition 2013, NH&MRC)*.

QMN will hold authorised collection permits from appropriate regional, state and commonwealth authorities relative to its current collecting activities.

#### **5.7.2 Donations**

A donation or bequest may be accepted from any source, including a staff member, consistent with the criteria specified in **5.7**. Donations are reported to the Board for Items above a specified value.

#### **5.7.3 Purchase**

Objects or Specimens may be purchased from any legal source.

#### **5.7.4 Exchange**

The exchange of Specimens or Objects between institutions is an established and useful means of developing and improving a collection. Objects or specimens may be exchanged subject to the parameters of the Deaccessioning procedures, if applicable.

#### **5.7.5 Lodgement or Deposition**

Persons undertaking taxonomic, ecological, biogeographical or physiological studies on non-domestic animals in Queensland are encouraged to deposit Voucher Specimens in QMN of any taxa referred to in publications, together with relevant data. Deposition of Voucher Specimens is also encouraged in

paleontological and other geological research. However, given the finite resources of QMN (space, staff), a certain level of filtering (a Significance Assessment) is required before any particular Item is accepted or rejected. Current Program priorities and procedures are consulted during this filtering process.

Staff and external researchers are encouraged to deposit all primary type Specimens collected in Queensland at QMN. This is now usually a mandatory requirement of state and commonwealth collection permits issued for access to biological resources from lands and adjacent waters administered by Queensland and the Commonwealth.

The Queensland *Aboriginal Cultural Heritage Act 2003*, the *Torres Strait Islander Cultural Heritage Act 2003*, the *Queensland Heritage Act 1992* and the Australian *Historic Shipwrecks Act 1976* provide for the protection and management of archaeological material. Material which has been collected in compliance with the relevant legislation (local, state and federal heritage laws and regulations) and any permit conditions will be considered for deposition. Both the *Aboriginal* and *Torres Strait Islander Cultural Heritage Acts* nominate the Queensland Museum (in Part 2, Division 5, Section 22 of each Act) as one of the potential repositories for Aboriginal and Torres Strait Islander cultural heritage, governed by the legislation of the *Queensland Museum Act 1970*. However, it is not mandatory that this material has to be lodged with the Museum, as a number of other options are available, including Aboriginal and Torres Strait Islander keeping places, where traditional or familial links to the cultural heritage exist. (If material governed by this legislation is proposed to be lodged with the Museum, the depositor will be required to provide evidence of consent from the relevant representatives of the Aboriginal and/or Torres Strait Islander Communities.)

#### **5.7.6 Culturally sensitive material**

The Board consults with relevant Aboriginal and Torres Strait Islander communities about the human remains in the Collections, and mandates an active repatriation program of human remains and Secret and Sacred Items back to the care of Aboriginal or Torres Strait Islander custodians. Human remains may continue to be housed and cared for by QMN on behalf of, and with the full agreement of, relevant Aboriginal and Torres Strait Islander communities where there are no facilities or resources available for the physical return of material. Similarly QMN may hold human remains repatriated to Queensland from other state institutions until appropriate communities of interest can be found. *The Aboriginal Cultural Heritage Act 2003* and *The Torres Strait Islander Heritage Act 2003* are used to guide QMN in these matters.

#### **5.7.7 In-house**

Fabricated Objects or Specimens specifically created for a particular purpose, such as non-collectable models, casts and moulds and mounts, or Objects used within QMN may be subsequently accessioned into the Collections.

#### **5.7.8 Found in the Collections**

Unaccessioned material that has been treated as Specimens or Objects over time but for which acquisition Documentation can not be found may be designated “found in the collections”. These Objects will be accessioned if approved through the acquisition process or disposed of in accordance with the Deaccession Policy.

#### **5.7.9 Biodiscovery**

Biodiscovery (or ‘bio prospecting’) refers to the analysis of molecular, biochemical or genetic information about native biological material for the purposes of commercialising the material or intellectual property obtained from the material.

Under the *Biodiscovery Act 2004 (Qld)* QMN is the authorised ‘receiving entity’ for the State to accept and maintain Voucher Specimens of animal material used for biodiscovery purposes by another party, and these Specimens become a legal entity under the *Act*. Individuals or institutions wishing to deposit animal material in the QMN collected for the purposes of biodiscovery are required to adhere to the *Compliance code for taking native biological material under a collection authority*.

As a Statutory Authority of the Queensland Government the QMN is not required to enter into Benefit Sharing Agreement with the State, nor obtain a Biodiscovery Collection Authority under the *Biodiscovery Act 2004 (Qld)*, but appropriate permits are required to collect native biological materials from state land and Queensland waters.

Specimens collected from lands and waters under control of the commonwealth after 2004 and used for biodiscovery purposes must comply with the *Environment Protection and Biodiversity Conservation Regulations 2000* including the ‘Genetic Resources Management in Commonwealth Areas’.

#### **5.7.10 Conditional Acquisitions**

Gifts, donations, bequests and Loans which are subject to special conditions may be rejected if the conditions proposed are judged to be contrary to the long-term interests of QMN and its public, and/or if QMN does not have the required resources to fulfil the requirements of the conditions.

#### **5.7.11 Cultural Gifts Program**

The Commonwealth Government's Cultural Gifts Program encourages gifts of significant cultural Items to public art galleries, museums and libraries by offering donors a tax deduction for the market value of their gifts. Gifts made under the Program are exempt from capital gains tax and the tax deduction may be spread over a period of up to five years.

#### **5.8 Documentation**

Evidence of the identification, condition, history, scientific and other value of Collection Items enhances their value, interpretability, significance and relevance to the community. This evidence is documented in registers and Collection Management Systems, and remains the primary source of information on all Accessioned Items.

All location information regarding the movement and storage of Collection Objects and Specimens will be updated and maintained in the Collection Management System.

#### **5.9 Preservation**

QMN has a responsibility to preserve its Collection in perpetuity, (although there are Specimens and Objects or parts thereof within the Research Collection and Reserve Collection that were collected specifically for destructive analysis). This includes Objects (both digital and non-digital) in storage, on display, used in programs and research, on loan and in transit. QMN recognises that it will use different methods and draw on different skills, procedures and partnerships for managing digital and non-digital collections. In all of these activities QMN will comply with the Conservation Policy.

#### **5.10 Collection Security, Access and Use**

Under the *Queensland Museum Act (1970)* the Board is responsible for the control and management of the Collections in its care. In undertaking this central role, QMN recognises that the issue of access is directly related to caring for the Collections, and that a balance must be struck between the preservation of the Collections and its' use for research, exhibition, educational and promotional purposes. QMN acknowledges that access to and use of the Collections, by staff and the public, increases risks to Specimens and Objects and requires appropriate controls.

QMN is committed to expand access to the State Collection through the process of digitising Collection Items, including accompanying images and other appropriate data, and to disseminate this information throughout the broader community via the worldwide web, thus providing real time, virtual access to the Collections to diverse audiences.

QMN encourages access to the State Collection to research, document, educate and disseminate new knowledge on the natural and cultural diversity of Queensland, past and present. Access is also provided through exhibitions, programs, events, publications, collection Records, research files, worldwide web, and consultation with curatorial staff.



Conventions and protocols restrict access to some information, including that related to the location of vulnerable cultural or natural history sites.

Access to and use of historical, ethnological and archaeological Objects must consider cultural sensitivities.

All staff and volunteers are responsible for maintaining the security of the Collections in accordance with the Collection Security Policy.

### **5.11 Intellectual Property (IP)**

With respect to its Collections, QMN has the potential to create IP in the following activities: collection descriptive data, photographs, online applications, publications and research data including artwork.

The Management and Commercialisation of Intellectual Property Policy outlines the principles which guide the management of IP.

Whenever QMN acquires Objects or Specimens other than through field collection, curators will use their best endeavours to record all available information for all rights owners of the Object including but not limited to donor, creator, and/or moral rights holder(s). Curators will ascertain whether or not the donor owns copyright and will undertake necessary research to locate the rights owned.

When lending Items, QMN will ensure that the borrowing institution has agreed in writing to the terms of the loan in relation to IP rights. When borrowing Items, QMN will ensure all rights holders are documented on the Loan Agreement and will check for any limitations on the potential usage of the Item.

### **5.12 Loans**

Loans of Specimens and Objects to and from QMN are encouraged to provide the widest possible access to Collections for research, education, display and enjoyment by the community. All loans will be conducted within the strictures of the QMN Loans Policy and either the Procedure for Research Loans or the Procedure for Exhibition Loans as applicable.

#### **5.12.1 Loans to the QMN**

Loans are made to QMN by institutions and individuals. All Items loaned to QMN will be afforded the same care and precautions for their protection whilst they are in custody as do Items from the State Collection. All Inward Loans will also be the subject of due diligence assessments in order to ensure that material has not been acquired illegally, or exported from, the country of origin in violation of that country's laws; and in the case of international exhibition loans will also follow the requirements of the guidelines of the Protection of Cultural Objects on Loan (PCOL) Scheme under the *Protection of Cultural Objects on Loan Act 2013*.

When QMN borrows Objects, Specimens or exhibits from another institution, it will follow the procedures prescribed by the lending institution. When QMN borrows material from individuals or institutions with no lending procedures or forms, it will follow QMN procedures.

#### **5.12.2 Loans from QMN (State Collection)**

In general, Loans from the State Collection will be available to institutions/organisations rather than to individuals. The purpose of the loan must be consistent with the interests of QMN, not pose undue risk to the Object or Specimen and will be subject to QMN's capacity to resource the loan. Loans to Aboriginal and Torres Strait Islander community organisations are especially encouraged. A finite loan period of 12 months applies to all Loans, with the potential to negotiate extensions. The management of all Loans sent from QMN is the responsibility of the relevant Curator or Collection Manager who in turn is responsible to the Program Head and ultimately the Director of CRL.

Loan of zoological Type Specimens is only permitted to appropriately (CITES) registered institutions (and non-CITES registered institutions registered with the Department of Environment for scientific exchange) and the Specimen must be transported in the most secure manner possible.

Due diligence research will be carried out on all Items prior to Outward Loan to ensure that there are no concerns regarding legal ownership, provenance or accuracy and authenticity of data supplied with the material.

In cases where large numbers of Specimens or Objects are requested for loan by another institution (such as the complete collection of a particular class of Items, or a particularly significant or valuable series of Objects), QMN will generally use the precautionary principle whereby two or more partial Loans will be made sequentially, rather than a single loan, such that the first consignment must be returned before subsequent consignments are sent on loan.

All Loans are subject to Conservation advice and specialist transportation where necessary. QMN reserves the right not to lend Objects or Specimens.

#### **5.12.3 Loans from QMN (Non State Collection material)**

The loan of non State Collection material is subject to the relevant Program procedure.

### **5.13 Destructive sampling**

QMN's collections of tissue samples stored in freezers or in special chemicals for DNA and other analyses are designed specifically for destructive sampling. These samples are available for research, sale or exchange to other research and collecting institutions on a commercial basis where appropriate, with access controlled by procedures outlined in the

*Genetic Resources Collection Policy*. Generally, these collections are underpinned by matching Voucher Specimens incorporated into the State Collection. Requests for further destructive analysis of the Voucher Specimens must be in writing to the relevant Curator or Collection Manager and approved by the Program Head.

Destructive testing and sampling may also be conducted on other areas of the Collection including:

- Archaeological collections
- Social history collections
- Biodiversity collections
- Geological collections

Requests for destructive analysis must be in writing to the relevant Curator or Collection Manager and approved by the Program Head. Destructive analysis of Anthropological collections will require additional permissions and will only be undertaken after ethical consideration and community consultation. Destructive analysis of Type specimens, human remains or Secret / Sacred material will not be considered.

#### **5.14 Insurance**

QMN will arrange all insurance it deems relevant and appropriate for the Collections. The insurance company is the Queensland State Government Insurance Fund.

#### **5.15 Deaccessioning (State Collection)**

Generally QMN acquires and maintains collections in perpetuity, and consequently all acquisitions are assessed in terms of QMN's Strategic Themes and strategic priorities and principles, with the presumption against the Disposal of Items except as set out below.

However, where deaccessioning does occur it will be conducted within the strictures of the *QM57 Deaccessioning Policy* and *QM56 Procedure for Deaccessioning*.

##### **5.15.1 Criteria for Deaccessioning**

The decision to dispose of an Item by exchange, sale, gift or destruction is the responsibility of the Board of the QM Board (if the item(s) are valued at \$250,000 or more), or the QM CEO (if the item(s) are valued at less than \$250,000) acting on the advice of QMN staff with relevant professional expertise.

##### **5.15.2 Conditions for Deaccessioning**

When Deaccessioning is initiated, QMN must ensure that

- it has clear title to the Object (in accordance with the *Personal Property Securities (PPS) Act 2009*, an assessment must be made of

the PPS Register prior to disposal to protect the Board from the risk of action against it by a secured interest holder) or, in the case of poorly or undocumented material, is able to demonstrate that it has made a serious, diligent and documented investigation to determine ownership

- there are no legal or legislated restrictions that prohibit Deaccessioning the Object or Specimen
- the reasons for the removal of the Object from the State Collection must be thoroughly documented and the Documentation retained, so the reasons for such action can be known in the future.

### **5.15.3 Methods of Disposal (State and non State Collection material)**

Employees and volunteers of QMN or members of their families, members of campus Advisory Committees and their families and the Board of the QM or members of their families shall not be permitted to acquire deaccessioned Objects nor benefit financially from the Deaccessioning in any way.

The steps involved in disposing of deaccessioned Objects from the State Collection and non State Collection material in the Collections are listed in preferred order of priority:

- return to donor or immediate family of donor (The donor or family of the donor must be contacted at least one month prior to any form of disposal occurring. If contact details are not available, the proposed disposal must be advertised in the daily newspaper in accordance with the requirements of the *Queensland Museum Act 1970*)
- transfer to the Reserve Collection;
- sale or gift to another appropriate institution or organisation;
- sell to an appropriate dealer or by public auction where appropriate; or
- destroy or recycle.

### **5.16 Repatriation**

Between 1870 and 1970, QMN acquired a number of human remains and burial goods, and Secret Sacred Objects of Aboriginal people and Torres Strait Islanders. This was often done without family consent and without due regard to their laws and customs. These remains and Objects were often used for scientific research or for public education and display. Since the 1970s QMN has responded to the attitudes of Aboriginal peoples and Torres Strait Islanders by developing policies of access and repatriation that have led to an acknowledgment of ownership and custodianship of this material.

QMN is committed to returning to Aboriginal and Torres Strait Islander communities, family groups and individuals, human remains and burial goods, and Secret Sacred Objects held in its Collections. The development of a comprehensive Repatriation Program has been seen by QMN as a major contribution towards Reconciliation.

QMN will continue to hold Aboriginal and Torres Strait Islander human remains and Secret Sacred Objects on behalf of Aboriginal people and Torres Strait Islanders in the *Aboriginal and Torres Strait Islander Human Remains and Secret Sacred Objects Room* at South Bank. QMN will be a custodian of the human remains it holds until such time as repatriation can be facilitated to relevant Aboriginal people and Torres Strait Islanders.

### **5.17 Verification and Valuation**

The issue of verification of location and condition of collection Objects is an important strategic issue for Museum management. The sheer volume of material held within QMN's storage areas renders impractical the adoption of standard stock take procedures that are undertaken for other assets.

With the approval of the Queensland Audit Office, QMN has adopted an annual random statistical sampling of the State Collection to establish, with an acceptable degree of accuracy and reliability, the number of Items within the various Collections.

Valuation of the State Collection is undertaken on the basis of the concept of Fair Value, which is measured by reference to:

- Quoted market price in an active and liquid market, where available;
- Current or recent market prices for the same asset or similar assets;
- Where an asset has been declared surplus to requirements, Fair Value is represented by its 'market selling price' or 'market value at the highest and best use'.
- In the case of biological Specimens for which an established market does not exist, fair value is represented by the likely costs of recollecting, sorting, identifying, publishing and storing the Specimen.

It must be noted that the financial value of collection material cannot be considered to be the most significant characteristic of these Collections. It does however provide data which permits better informed decision making as to funding for maintenance and Conservation, and also may support the development of more appropriate storage and protection facilities and services.

## 6.0 DOCUMENT HISTORY

VERSION	DATE	AMENDMENT
0.1	14/11/2007	Reason for amendment. Eg. Draft Document.
0.2	11/01/2008	Reformatting to new policy template
0.3	07/03/2008	Review by Deputy CEO prior to the inclusion of stakeholder feedback
0.4	09/07/2008	Review by CEO
0.5	03/04/2009	Inclusion of stakeholder (Campus / Program) feedback. Review by Director Collection Services
0.6	29/05/2009	Updated with comments from Board of QM
0.7	09/06/2009	Changes made to repatriation information
0.8	24/06/2009	Updated definitions and included a connecting statement for related documents.
1.1	17/08/09	Altered statement of what we collect 5.2 as per request from Trevor Robinson, Chair of QMATSICC
1.2	19/08/2013	Changes made to take into account new branding and staff structure.
1.3	Oct 2015	Changes made to update document in light of due diligence, transitional realignment and other recent changes undertaken at QMN
1.4	March 2016	Changes made to update document in light of comments received via the Ministry of Arts.

## 7.0 MORE INFORMATION

<b>Policy owner/creator:</b>	Alex Hayward, Director Collections, Research and Life Long Learning (CRLI)
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## 8.0 AUTHORISATION

<b>Approved by:</b>	Prof. Suzanne Miller
<b>Title</b>	CEO, QMN
<b>Signature:</b>	
<b>Approval date:</b>	December 2016

## 9.0 REVIEW PROCESS

This Collection Policy will be formally reviewed by QMN every two years. Amendments may be required at other times and must be approved by the Board of QM.

*Once printed this document is no longer a controlled document.*

**Appendix 1**

**STRATEGIC THEMES (2013-2017)**

The research, collection development and public experience activities of the Queensland Museum Network are strategically directed by the following themes:

**1. Ancient Ecosystems**

exploring, discovering and documenting Australia's unique geological and biological record which underpins the knowledge and custodianship of Queensland's modern environments

**2. Connecting Queensland: Reaching the World**

the connections and exchanges that sustain Queensland's place in the world

**3. Customs, Cultures and Country**

Aboriginal, Torres Strait and Pacific Islander experiences, perspectives and cultures

**4. Queensland Stories**

the people, places, cultures and events that make Queensland distinctive

**5. Science and Technology in Society**

heritage trades, technology and the role of science in people's lives

**6. Sustainable Queensland**

the documenting, conserving and appreciating of Queensland's unique biodiversity

## Appendix 2

### Codes, Standards, Conventions and Laws

*Aboriginal Cultural Heritage Act 2003, Queensland*

Aboriginal and Torres Strait Islander Heritage Protection Act 1984

Australian Code of Practice for the Care and Use of Animals for Scientific Purposes (8<sup>th</sup> Edition 2013, NH&MRC)

*Australian Best Practice Guide to Collecting Cultural Material, 2014*

*Bio discovery Act 2004, Queensland*

CIDOC - The International Committee for Documentation of the International Council of Museums (ICOM-CIDOC) ([www.cidoc.icom.org](http://www.cidoc.icom.org))

CITES, Convention on International Trade and Endangered Species of Wild Flora and Fauna, 1975

*Environment Protection and Biodiversity Conservation Act 1999 and Regulations 2000, Commonwealth*

*Environment Protection Act 1994 and Regulations 1998, Queensland*

Fedecrail, Riga Charter 2005, France

Financial Management Standard 1997, Queensland

*Fossicking Act 1994, Queensland*

*Forestry Act 1959, Queensland*

Great Barrier Reef Marine Park Authority Regulations 1983, Commonwealth

Heritage Collections Council, 1998, “reCollections: Caring for Collections Across Australia”, Canberra

Heritage Collections Council, 2001, “Significance: a guide to assessing the significance of cultural heritage Objects and collections”, and “Significance 2.0”, DCITA.

*Historic Shipwrecks Act 1976, Commonwealth*

ICOM Code of Ethics for Museums, 2003 ([www.icom.org](http://www.icom.org))

International Code of Zoological Nomenclature 1999 Fourth Edition (<http://www.iczn.org/iczn/index.jsp>)

Jeff Cowton (Eds), 1997, “SPECTRUM: The UK Museum Documentation Standard”, MDA, Cambridge, 2nd Edition

Museums Australia, 1998, “Caring for our Culture: National guidelines for Museums, galleries and keeping places”, DCITA, Canberra



Museums Australia, 1999, "Code of Ethics", Canberra

Museums Australia, 2005, "Continuous Cultures, Ongoing Responsibilities – Principles & Guidelines for Australian museums working with Aboriginal and Torres Strait Islander cultural heritage", Canberra.

*Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilisation to the Convention on Biological Diversity*

*Nature Conservation Act 1992 and Regulations 2006, Queensland*

*Queensland Heritage Act 1992*

*Personal Property Securities Act 2009 (Cth) (PPS Act)*

*Protection of Cultural Objects on Loan Act 2013*

*Protection of Movable Cultural Heritage Act 1986*

SPNCH, 1998, "Guidelines for the Care of Natural History Collections" ([www.spnhc.org](http://www.spnhc.org))

*Torres Strait Islander Cultural Heritage Act 2003, Queensland*

UNESCO Convention on the Protection of the Diversity of Cultural Expression, 2005

UNESCO Convention on the Means of Prohibiting and Preventing Illicit Import, Export and Transfer of Ownership of Cultural Property 1970

UNESCO Convention for the Protection of Cultural Property in the Event of Armed Conflict with Regulations for the Execution of the Convention 1954

UNESCO Convention Concerning the Protection of the World Cultural and Natural Heritage, 1972

UNESCO [Convention for the Safeguarding of the Intangible Cultural Heritage](#), 2003

UNESCO [Convention on the Protection of the Underwater Cultural Heritage](#), 2001

*UNIDROIT Convention on Stolen and Illegally Exported Cultural Objects 1995*

*UN Declaration on the Rights of Indigenous Peoples, 2007*

*Wildlife Protection Act 1984, Commonwealth*

*Weapons Act 1990, Queensland*