



Sydney Cricket Ground Museum

Collection Management Policy

Mission Statement

To research, record and share the social, political and sporting history of the Sydney Cricket Ground and associated grounds through the collection, documentation, preservation and exhibition of artefacts and information that reflects and celebrates the history of the SCG.

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To be read in conjunction with the Mission Statement and Museum Forward Plan 2011-2013

1. Objective

The Collection Management Policy sets out guidelines for how the Sydney Cricket Ground Museum will manage what it acquires. It deals with the care and maintenance of the collection (including guidelines for dealing with documentation), loans, conservation and care, storage and security, and deaccession and disposal.

The Museum will, at all times, act according to internationally accepted museum practice and procedure.

2. Acquisitions

A **Gift Acknowledgement Form** will be signed by both the donor and a Museum representative. This will serve as a legally binding record of the donation, passing all rights and title in the object to the Museum.

A letter of thanks, expressing the significance of the donation to the Trust's collection will be sent to the donor.

At the time of acquisition, all relevant associated information will be recorded by staff and linked to the object in the Museum records in a retrievable manner.

The Museum will adhere to the laws of copyright when an object or photograph passes into its collection.

3. Documentation

Information and supplementary material relating to an object (including location and movement) will be recorded, filed and updated as necessary.

4. Exhibition Policy

Not all items are suitable for display, and donors will not be given a guarantee that their objects will be displayed.

Where original objects are unobtainable for exhibitions, or are too fragile for display, replicas, models, photographs or other graphic representations may be considered as acceptable alternatives.

Objects will be displayed on a rotational basis for conservation reasons in order to limit an object's exposure to light. It is also to ensure that repeat visitors see different items.

Temporary exhibitions will be mounted from time to time to supplement the permanent display.

As far as possible, framed photographs displayed around the site in stands, corridors and suites will be copies rather than originals.

5. Conservation and storage

Conservation materials and principles will be used in storage and display of the collection.

Pest management and cleaning of storage and display areas will be carried out on a regular basis.

Objects will be handled by professionally trained staff or under the supervision of professionally trained staff member.

6. Cataloguing

Objects will be catalogued on an ongoing basis and recorded in the electronic collections management database.

Objects will be given an accession number, which will be applied to the object discreetly in an appropriate manner.

7. Security

The collection will be insured under the SCG Trust's insurance policy.

Objects will be displayed in locked showcases, or secured behind panels.

The Museum will be fitted with back-to-base alarm and video surveillance system.

Reasonable efforts will be made to house objects of extreme rarity, significance or financially valuable in an alarmed showcase.

Guides or approved staff will be in attendance in the Museum while members of the public are present.

Storage areas and workrooms will be locked and their locations will not be publicised.

8. Deaccessioning

The Museum may determine to deaccession items from its collection from time to time. Reasons for deaccession may include:

- Duplication: The acquisition of an identical object in better condition and/or with better documentation or stronger significance than an existing object;
- Condition: The identification of any object whose physical condition is so poor that it is uninterpretable or threatens the conditions of other objects;
- In the event of significance or selection criteria being modified by the Museum certain objects may become irrelevant to the collection.

9. Disposal

At the time of disposal, the Museum will endeavour to apply the following options in order of preference:

- Return to the donor or family. The donor or family shall have first right of refusal to reclaim the donation if it is no longer required in the collection;
- Transfer to another appropriate institution with similar aims;
- Sell by public auction where appropriate;
- Use as an interpretive or educative aid or prop in the Museum;
- Destroy or recycle

10. Loans Policy

The purpose of a loan is to supplement the Museum's collection for research or exhibition needs, as such the Museum will borrow objects for a specified purpose and length of time. Loan objects will be handled with the same degree of care as collection objects, and will be returned to the lenders in an unchanged condition.

An **Incoming Loan Form** will be issued by the Museum in cases where the lender does not provide one. The form will specify the start and end date of the loan period, the purpose, details of insurance coverage and any other conditions, and is to be signed by the lender and a Museum representative. The item will only be returned to the donor or their specified representative.

Permanent loans will not be accepted as they place the burdens of administration, responsibility, cost and lack of certainty on the Museum. Long-term loans may be accepted, on the basis that the loan is renewed annually or within some other period agreed by both parties.

The Museum may loan objects only to organisations which can provide proof of security, conservation, insurance and professional involvement. The Museum's **Outgoing Loan Form** will be used for this purpose.