

NAMBOUR & DISTRICT HISTORICAL MUSEUM ASSOCIATION INC.

Collections Policy

The Collections Policy has been developed with both the Museum's objectives in mind plus a focus on the space restrictions at the Mitchell Street property.

Accordingly, the following guidelines are adopted in the collection of objects and construction of the displays:-

1. The natural and human history of the (former) Maroochy Shire and particularly the area generally described as Nambour and under Postcode 4560
2. Material pertaining to any person, family or group who was born or which lived or established in the afore-mentioned areas
3. Material which may be suitable for educational purposes such as comparison of lifestyles of different eras.

Criteria for Acceptance

Significance

Objects may be of social, artistic, scientific or aesthetic significance.

Storage and Display

The object should be able to be stored and/or displayed under adequate conditions which ensure its preservation, security and survival.

Appropriateness

The object should be appropriate to the aim in that wherever possible, objects must be original and collected within the Nambour area. Objects for the collections must be appropriate to the Museum's display, research or interpretative activities.

Documentation and History

The object should be supported by as much information as possible relating to its source, manufacture and use, so that its historical significance can be better evaluated.

Where possible, such documentation should include the following information which is complete and capable of verification.

1. Particulars of the object's collection (how, where, when and by whom)
2. Name of the original owner and/or manufacturer
3. Object's original use
4. Chronological history of the object including other pertinent facts.

The Museum may however accept objects which have incomplete documentation provided that their contribution to projects or displays is considered significant in terms of the criteria set down in the Collections Policy.

Acquisition

If an object satisfies all or most of the criteria for acceptance, it may be accepted for the collections. Acquisition of objects may be made by donation, purchase, bequest, transfer or exchange in accordance with an accepted accessioning process. This process includes the transfer of legal ownership to the Museum.

Only in exceptional circumstances where there may be sufficient inherent interest in an object or collection would this policy of transfer of ownership be relaxed to accommodate items on a loan basis.

Submitting Items to the Museum

The above-mentioned policies outline the considerations when items are presented to the Museum. Treasured objects of a personal or heritage nature are often uncovered during “spring cleaning” around the home, farm or business.

Anyone wishing to submit items for inclusion in the Museum’s collection is asked to complete a “*Gift Acknowledgement Form*”. This document together with an accompanying “*Documentation Advice*” forms the basis for evaluation and acceptance as well as the transfer of legal ownership.

When submitting items, it is most important that the information outlined above in Documentation and History is provided.

Contact Details

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