

Australian and New Zealand College of Anaesthetists CORPORATE COLLECTION POLICY

1. PURPOSE AND SCOPE OF THE CORPORATE COLLECTION POLICY

This policy is the guiding document for the development of a sustainable collection of gifts and memorabilia for the Australian and New Zealand College of Anaesthetists (the College).

2. WHAT THE COLLEGE WILL COLLECT

- Documents, photographs and memorabilia highlighting milestones in the establishment and development of anaesthesia and pain medicine practice, particularly in Australia and New Zealand.
- Documents, photographs and memorabilia relating to the personal and professional lives of notable Australian and New Zealand anaesthetists and pain medicine specialists.
- Documents, photographs and memorabilia relating to the building known as Ulimaroa.
- Documents, photographs and memorabilia representing the corporate memory of the Australian and New Zealand College of Anaesthetists, its predecessors or successors.
- Gifted objects resulting from scientific meetings and other formal exchanges with people, venues and organisations.
- Organisationally generated objects which reflect the work, developments and milestones of the College, or people acting for, or on behalf of, the College, including portraits of Councils, Boards, Presidents and Deans.

Physical items to be collected

- The College is able to collect a range of object types including:
 - Photographs
 - Works of Art
 - Documents
 - Audio visual material
 - Books
 - Three dimensional objects
 - Objects born digital

3. HOW THE COLLEGE WILL COLLECT

3.1 Method of Acquisition

- The College acquires objects by donation, bequest or purchase.
- The College does not accept conditional donations.
- The College encourages potential donors to discuss their gift with the College prior to presentation. Donors are encouraged to make initial enquiries via telephone or email to the Chief Executive Officer.

- The College must be able to ascertain legal title and ensure transfer of title to the College prior to acquiring any object.
- The College will not accept the donation of any object which does not adhere to legal and ethical requirements.

3.2 Acquisition Assessment

All objects presented to the College for acquisition will be directed to the Acquisitions Panel of the Geoffrey Kaye Museum of Anaesthetic History (the Museum) to be assessed against selection criteria for inclusion in the Museum's collection.

Objects not accessioned into the Museum's collection will form part of the Corporate Collection and will be displayed as deemed appropriate by the College.

4. COLLECTION CARE: DOCUMENTATION, CONSERVATION & STORAGE

4.1 Documentation and Record Keeping

- On acceptance of the gift, donors sign two copies of the Certificate of Gift. One copy of the Certificate of Gift is to be kept by the donor and the other copy becomes part of the supplementary file for the object.
- Information about the history of the object is also stored in the supplementary file.
- A letter of thanks is sent to the donor, a copy of which is also stored in the supplementary file.
- The object will be catalogued and appropriately stored as quickly as possible. The catalogue entry will include all available information regarding the object and its history, and the donor.

4.2 Storage & Conservation

- Corporate Collection objects may be on display throughout the College.
- Objects not on display will be stored in a secure storage facility.
- Storage and conservation will be in accordance with museum industry standards.
- The College engages in preventative conservation measures and cleaning.
- Treating or restoring objects should only be undertaken by appropriately trained people.

4.3 Reviewing the collection

Objects in the Corporate Collection will be reviewed from time to time to ensure they:

- Continue to meet collection criteria.
- Remain in good condition.
- Are appropriate for conservation storage or display.

5. DEACCESSIONING AND DISPOSAL PROCEDURES

5.1 Criteria for Deaccessioning

An object can be deaccessioned from the Corporate Collection if:

- It does not comply with the current collection policy.
- It is damaged beyond repair.
- The conservation and storage costs for it are beyond the means of the College.
- It is a lesser quality duplicate of an object the College already owns.

- It lacks any supporting information to enable proper identification or to establish its relevance to the collection.
- A substantiated request for the return of the object to its original owner/donor is received (for example, the return of sacred material to Indigenous peoples).

5.2 Deaccession & Disposal Procedures

- Any object identified for possible removal from the collection will be assessed for consideration with close reference to the same criteria under which an object would be accepted into the collection. A panel, consisting of one member of Council, the CEO, Honorary Historian, Curator, and one member of the History & Heritage Expert Reference Panel will be responsible for deaccessioning decisions.
- The object identified for deaccession may be held for a “cooling off” period before disposal.
- Where appropriate, the object should be first offered for return to the original donor or the donor’s heirs and successors. If this is not possible, the object should be:
 - Transferred to another appropriate institution.
 - Used as an educative/interpretive tool.
 - Sold by public auction.
 - Destroyed or recycled.
- Any proceeds from the sale of a deaccessioned item will be used for acquisitions or care of the collection.
- Staff, volunteers, committee members and their families, and other people directly associated with the College are discouraged from purchasing, or otherwise obtaining, a deaccessioned object.

6. POLICY REVIEW

This policy will be reviewed every three years to ensure its content remains relevant and of the highest industry standard.

7. CHANGE CONTROL REGISTER

Version	Author	Approved by	Approval Date	Sections Modified
1	Museum	Council	November 14, 2015	Created.

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