

Museum @ My Queenstown Collections Management Policy



Our Collections Management Policy defines the scope of our museum's collection and how we handle and make collections available to the public.

My Community's collection currently comprises more than 10,000 objects largely relating to the social history of Queenstown. These include built structures, furniture and furnishings, textiles, clothing, industrial tools and equipment, photographs, and archival materials among others.

The implementation of our collections management policy is aimed at improving:

- Accountability to our stakeholders, governing body and funders
- Accuracy, consistency and reliability of our collection information
- Accessibility and usability of our collection information
- Security of our collections

As our collections comprises mainly new acquisitions, our collections will from the outset be catalogued to catalogue levels following Spectrum standards. The catalogue level incorporates core inventory information captured at the inventory level of collections management.

Inventory level

This is a basic accession record for an individual object or group of closely related objects that provides the minimum information enabling My Community to be accountable for all objects it is responsible for. All objects must be documented at the inventory level in order to be considered accessioned. This allows all accessioned objects to be readily identified, located and accounted for.

Catalogue level

This is a more detailed record for an individual object or group of closely related objects that provides users with additional information about the object or group. All items should be catalogued to this level where possible.

Based on the catalogue level, the record for each individual object or group must contain the following information. Inventory level information are **bolded** and *italicized*.

- ***Object number/Accession number (this number should make clear whether the object is part of My Community's accessioned collections, is on loan, or has some other status)***
- ***Simple Object Name***
- ***Number of objects or parts described in this record (if it is in a group)***
- ***Brief physical description***
- ***Image***
- ***Acquisition history (method, date and source information, current owner if not museum). If not known, this should be recorded as found in a documentation backlog as an 'untraced find' and as 'old stock'***
- ***Current location***
- ***Information about the creation of the record (Recorder and Recording date)***
- ***Identification information (e.g. title, full classification)***
- Object description information (e.g. physical description, dimensions, inscriptions, colour, material (for material, use a standard term source))
- Production information (e.g. maker, technique, date, place (for neighbourhood of production, use a standard term source))
- Content and subject information (use a standard term source)
- Other historical information (e.g. use, associations)
 - E.g. Associated activity, concept, date, event date, event name, object, organisation, people, person, place, type)
- References to collections management information
- References to published bibliographic information
- Reproduction (e.g. digital image file)
- Associated oral history (provide file no. of oral history if applicable)

Each object or group of objects must be marked/labelled with its accession number using the appropriate marking or labelling techniques.

Where relevant, documentation will include supporting images, oral history or archival material for inclusion in the object folder, object extension file and/or attachment to the object or group record.

Where possible, object history files will be created to supplement additional information about objects. Each file will be labelled with its respective object number and filed with the object report.