



## ELM20 HISTORY COLLECTION POLICY

Aim	This policy represents the distinctive cultural identity of the Shire of Ashburton, both past and present. The objective of this policy is to provide a framework within which to develop, organise, maintain and make available a permanent collection of materials, both retrospective and current, in a variety of formats, which relate to the past and present of the Shire of Ashburton.
Application	All Staff
Statutory Environment	<i>Censorship Act 1996</i> <i>Commonwealth Copyright Act 1968</i> <i>Museum Australia Inc. Code of Ethics 1999</i> <i>National Standards for Australian Museums and Galleries Significance 2.0: A guide to assessing the collections</i> <i>The Burra Charter, 1999</i>
Principles	Strategic Community Plan 2017 – 2027 (2019 Desktop Review) Goal 05 Inspiring Governance Objective 4 Exemplary work & team environment
Approval Date	OMC 17 December 2019 (MINUTE: 722/2019)

### POLICY STATEMENT

This policy aims to assist the Shire of Ashburton Local History Collection by providing direction for development and management of a community resource that inspires, educates and informs the community and visitors on the Shire of Ashburton history. To build and preserve an historical resource for the present and future communities of the Shire of Ashburton by caring for the objects in its collection to the best possible standard and setting parameters for the collection, documentation, conservation and interpretation of artefacts significant to the Shire of Ashburton.

The History Collection Policy is adopted on the principle that in the main, local history will be collected, protected, and managed by volunteer groups, with appropriate levels of support from the Shire of Ashburton, namely –

1. the Shire supports local Community Groups that wish to establish themselves as Museum/Historical Societies to undertake the task of collecting and protecting Ashburton's history;
2. any land/buildings support will principally be consistent with Council Policy REC05 (Community Leases);
3. any financial support will be based on normal community group grant applications (namely, through existing Policy REC08) plus any specific



annual Shire budget allocations (as determined by Council – for example, for museum building maintenance);

4. any staff support to Museum/Historical Societies will be minimal and reflective of the levels of involvement generally allocated to other local community organisations; and The Shire will ensure that its own organisation's history is protected through compliance with its responsibilities under the State Records Act, plus other individual activities like the minor history collection at the Tom Price Visitor Centre, and the Image Library maintained for operational photographic storage and ongoing usage in various publications.

By way of guidance to relevant staff and to local Museum/Historical Societies Collection Includes:

- Memorabilia
- Newspapers
- Photographs
- Community History
- Oral History
- All artefacts, objects and records

### **Memorabilia**

A Memorabilia collection contains the gifts presented to the Shire. These gifts include objects, trophies, plaque crests, awards, medals, badges, coins, or certificates accepted by a Council representative in the course of conducting Council business.

It also includes objects used by staff or councillors in the course of conducting Council business, deemed significant to preserve for posterity, such as the Shire seals, framed photographs of councillors past and present, promotional material and equipment.

### **Newspapers**

A Newspaper collection includes articles from local and state newspapers. The articles collected provide an ongoing history of the many events, activities, issues, people and places for the Shire. Articles collected relate to Council news and activities, residents activities and biographies, community development and its issues; historical articles, sporting clubs, community organisations, theatre and other public performances, selected local business information, selected housing styles and practicing architects, and real estate development sites within the precincts of the Shire.

### **Photographs**

A photograph collection may be developed from donations from private collections, in-house photography, copies made from originals, and donations. Donors may be required to complete a donation form for legal purposes, and to gather significance and provenance information.



Photographs may be scanned, digitised and made available to the community via the Shire's Library catalogue.

### **Community History**

A Community History collection includes:

- Books both purchased and donated
- Reports
- CD's
- Videos
- DVD's
- Biographies
- Oral histories
- Digital records

The Community History Collection includes an archive with historical information and ephemera from businesses, schools, churches, community and sporting groups, events, places, buildings and people.

### **Copyright**

The Shire's History Collection policy supports and upholds the rights of copyright owners as documented in the Commonwealth Copyright Act 1968.

### **Definitions**

- **Archives** are a collection of documents and records that contain historical information. This includes the papers of individuals and organisations, letters, and diaries.
- **Ephemera** refer to printed materials that were only meant to be used for a short time. They may have been printed to use for a day, event or promotion. This would include menus, tickets, invitations, programs, posters and advertisements, and other various items.
- **Oral History** refers to recorded historical information obtained in interviews concerning personal experiences and recollections.