



Collection Management Policy

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General Manager - Collections

Signed:

A handwritten signature in black ink, appearing to read 'Alba Letts', written over the printed name.

Date: 10/03/2020

Authorised by: Michael Frawley
Chief Executive

Signed:

A large, stylized handwritten signature in black ink, written over the printed name.

Date: 10/02/2020

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1.0 Policy Scope and Strategy

- 1.1 To align MOTAT's collection, its management and activities with the Museum's Vision, strategic objectives and the statutory objectives outlined in the MOTAT Act 2000 and prioritised by the Museum's Board.
- 1.2 To ensure that the Collection Management Policy and its implementation are in line with the external standards of professional practice including Museums Aotearoa Code of Ethics for Professional Conduct 2013 and ICOM Code of Ethics.
- 1.3 Provide a robust framework to guide collection development, standards of management and care, and the use of collection objects in MOTAT activities.
- 1.4 To ensure that MOTAT is the guardian or kaitiaki of the collection so that the taonga is cared for and held for future generations to enjoy.

2.0 Collection Objectives and Responsibilities

- 2.1 The core objective of the collection is to support the achievement of MOTAT's strategic and statutory objectives and in particular its Vision to be the "must experience" museum that uses past, present and future Kiwi technology and ingenuity to educate and inspire the innovators of tomorrow.
- 2.2 MOTAT will:
 - (a) collect and conserve objects and information, including born digital material, that relates to New Zealand's transport and technological development and New Zealand's innovators in these fields;
 - (b) preserve and maintain all information, object records, servers and databases relating to collection objects and their management, to ensure that data remains accessible for ongoing retrieval; and
 - (c) align its collection, growth and activities to the Vision by involvement in relevant exhibitions, education, events, outreach and research in a way that directly contributes to and maximises the visitor experience.
- 2.3 MOTAT will uphold and sustain professional standards of practice as set by the Museums Aotearoa Code of Ethics for Professional Practice, ICOM Code of Ethics and all other relevant protocols and conventions of professional practice as listed in Appendix A.
- 2.4 MOTAT will uphold the principles of the Treaty of Waitangi and approach all relevant iwi on matters arising to the acquisition, care and management of Māori taonga and will incorporate an awareness of tikanga Māori and te reo in its collection activities.
- 2.5 MOTAT will conduct annual valuations of its collection holdings on a rolling five-year cycle for accounting, management and insurance purposes as recommended by the NZ FRS-3 Accounting for Property, Plant and Equipment.

3.0 Acquisitions

- 3.1 Proposed acquisitions (donations, exchanges, bequests or purchases) will be assessed according to their:
 - (a) significance, as assessed in accordance with the MOTAT Collection Development Framework's; and
 - (b) relevance to MOTAT's Vision and strategic and statutory objectives.
- 3.2 Proposed acquisitions must provide appropriate supporting provenance to demonstrate technological, social, cultural, spiritual or significance (or a combination thereof) and its relevance to MOTAT's Vision and strategic and statutory objectives.
- 3.3 MOTAT collects original items only, including born-digital items, and will not consider taking copies of items unless the original is lost and/or the information within the copy is considered to have significance.
- 3.4 MOTAT does not discriminate on the basis of any political, religious, cultural, gender identity or sexual views found in any work that it might acquire; the selection of new acquisitions will be guided by a non-censorship policy recognising that works found offensive by particular groups may hold significance for future researchers or users; from this point of view, the exclusion of censorship does not constitute endorsement or promotion of the works, views or beliefs in question.
- 3.5 Proposed acquisitions will be rejected if:
 - (a) clear legal ownership with supporting provenance cannot be provided;
 - (b) the acquisition violates local or international laws or any ethical standards of professional practice;
 - (c) the acquisition comes with unreasonable conditions such as display requisites;
 - (d) the acquisition is in poor condition, requires special storage conditions or a level of care and treatment that is beyond the reasonable resources of MOTAT to provide;
 - (e) poses a serious health and safety risk to the Museum, its personnel and visitors.
- 3.6 Proposals for smaller sized acquisitions, those that are valued at less than \$10,000, or are not of high significance will be reviewed by the Collection Management Team according to the criteria in Section 3.1 to 3.3 of this Collection Management Policy and approved by the General Manager - Collections.
- 3.7 Proposals for larger sized acquisitions (e.g. vehicles) and/or those that are valued over \$10,000, are of high significance or potentially sensitive/controversial will be reviewed by the Collection Development Committee (the "Committee") which will present their recommendations on any relevant proposed acquisition to the Chief Executive for final approval.
- 3.8 Proposals for any acquisitions valued over \$250,000 are to be reviewed and approved by the MOTAT Board.
- 3.9 The Chief Executive reserves the right to present any proposed acquisition valued over \$10,000 or any potentially sensitive/controversial acquisition to the MOTAT Board after consideration and proposed acquisition by the Committee.
- 3.10 Items (also referred to as Props) acquired for exhibitions, displays or public programmes are managed by the Experience Hub.
- 3.11 To ensure clarity between Collection Items and Props, the list of Props must be included in all Experience planning and recorded on the Vernon Exhibitions datafile.

4.0 Deaccessions and Disposals

- 4.1 Deaccessioning collection material is a necessary step to aligning MOTAT's collection and its resources with MOTAT's Vision, strategic and statutory objectives and the Collection Development Framework. The deaccessioning procedures outlined in this Policy are guided

by section 2.3 (d) of the Museums Aotearoa Code of Ethics (2013) and Significance 2.0, 2009, Collections Council of Australia.

- 4.2 Collection items may only be deaccessioned if they satisfy one or more of the following criteria:
- (a) The object is no longer relevant to, or cannot progress the achievement of MOTAT's Vision, strategic and/or statutory objectives;
 - (b) The object was collected in an unethical or illegal manner, or it is established that MOTAT does not have legal title to the object in question;
 - (c) The object is taonga or is culturally sensitive (as defined by ICOM Code of Ethics) and is (i) subject to formal repatriation or (ii) requires specific handling depending on the Iwi, cultural kaitiaki or another party that has a recognised interest in the object and those requirements are beyond the reasonable resources of MOTAT to provide;
 - (d) The physical condition of the object (and not its operation) is such that it cannot be suitably employed in any of MOTAT's exhibitions, events, research and/or activities;
 - (e) The physical condition of the object (and not its operation) is such that its conservation or restoration is beyond the reasonable cost and resources of MOTAT;
 - (f) The storage or preservation requirements of the object will impose an unreasonable burden on MOTAT and its resources;
 - (g) The object poses a significant health and safety risk to the Museum, its personnel and/or visitors.
- 4.3 Accessioned collection objects are to be disposed of according to section 2.3 (d) of the Museums Aotearoa Code of Ethics (2013) and/or any other relevant codes or legislation.
- 4.4 Non-accessioned objects which were donated to MOTAT should be disposed of according to section 2.3 (d) of the Museums Aotearoa Code of Ethics (2013) and/or any other relevant codes or legislation.
- 4.5 Non-accessioned objects or unsolicited donations with no documentation or identified donor (after exhaustive effort) shall be abandoned property and should be disposed of according to section 2.3 (d) of the Museums Aotearoa Code of Ethics (2013) and/or any other relevant codes or legislation.
- 4.6 To maintain the integrity of the deaccessioning process, collection objects cannot be sold, exchanged or transferred to any MOTAT Team member, Board member or MOTAT Society member except when MOTAT is fulfilling its obligation to offer any deaccessioned collection item to the recognised donor of that collection item. Where the original donor is a current member of the Board the return of the object to that donor will require the approval of the Board.
- 4.7 Money raised from any deaccessioned object sold at public auction or private sale must be directed towards collection care and cannot be used to purchase new collection items or to raise funds for capital improvements, new construction or any collection restoration project.
- 4.8 Collection objects proposed for deaccession and disposal shall be reviewed by the Collection Management Team and collection objects:
- (a) which are valued below \$10,000 shall be approved for disposal by the General Manager - Collections on the recommendation of the Collection Management Team;
 - (b) which are valued between \$10,000 - \$250,000 shall be reviewed by the Collection Development Committee (the "Committee") which will present their recommendations on any relevant proposed acquisition to the Chief Executive for final approval;
 - (c) which are worth over \$250,000 or those of high significance, sensitivity or controversy shall be approved by the Board on the recommendation of the General Manager - Collections, the Committee and the Chief Executive.

5.0 Collection Care

Care During Use:

- 5.1 MOTAT is committed to be the guardians or kaitiaki of the Museum's collection and it will ensure that the MOTAT Team and anyone else who works with or on the collection objects has the appropriate training, supervision, licensing and resources to maintain a high standard of collections care.
- 5.2 Procedures and recommendations for the storage, conservation, restoration, operation and use of collection objects are risk managed decisions which balance significance, physical or interpretative use (in accordance with section 2.1 of this collection management policy) and the objects long-term preservation and care.
- 5.3 MOTAT supports sub policies and frameworks for establishing effective collection care principles including the Conservation Policy, Collections Environmental Plan, Integrated Pest Management Plan, Salvage Plan, Asbestos Management Plan, Radiation Safety Plan and Food and Drink Policy. These plans and policies are reviewed annually by the Collections Team and are consistent with the health and safety and other compliance requirements of the Museum.
- 5.4 MOTAT endeavours to engage in practical and academic research to support and achieve a high standard of collection care.

Health and Safety:

- 5.5 The care and operation of collection objects will also be undertaken in accordance with the Health and Safety at Work Act 2017 and other relevant legislation and directives.

Incident and Emergency Response:

- 5.6 MOTAT shall follow all relevant industry standards in preparing and maintaining a collections salvage plan as part of a wider museum disaster management plan.
- 5.7 Incident response and damage reporting procedures follow recognised industry and sector standards and are consistent with the health and safety compliance requirements of the Museum and other relevant legislation and directives.
- 5.8 All MOTAT Team members and external contractors shall be held accountable for any damage to collection objects resulting from poor or negligent storage, handling, supervision or operation.

Cultural Protocols:

- 5.9 MOTAT will identify any collection objects of cultural significance (e.g. mana taonga) and ensure that the appropriate protocols are provided for and observed in relation to any activity in relation to that objects (e.g. by consulting with the people associated with the object to find out how they would like it to be cared for and presented).

6.0 Conservation and Treatment

- 6.1 Conservation treatments shall be done under the authority, direction and supervision of the Conservation Manager.
- 6.2 Overall responsibility and approval for restoration and conservation projects rests with the General Manager - Collections and the Chief Executive.
- 6.3 Conservation treatments and restorations shall be guided by the MOTAT Conservation Policy.
- 6.4 Decisions to undertake restorations shall be determined by the Restoration Committee.

7.0 Operations

- 7.1 MOTAT is committed to operating historic objects where appropriate as it recognises the high levels of interest and educational and interpretive value that working objects have.
- 7.2 The collection care procedures outlined in section 5.0 above, will ensure that the working objects are used in a safe, secure and sustainable way in line with Museum Aotearoa's *"Working Objects: Guidelines for their Care and Operation"* and the Collection Operating Guidelines as reflected in the Collections Management Manual.
- 7.3 A collection object is classified as "operating" if it is intentionally preserved, conserved, restored and/or maintained in an operational condition so that it can be demonstrated on a regular basis as opposed to operated for internal storage, conservation or restoration purposes.
- 7.4 Collection items that do not satisfy Section 7.3, above, are not precluded from being operated but their operation must be approved by the General Manager – Collections, in consultation with the Conservation Manager, Collections Workshops Manager and Registrar, and satisfy Section 7.2 of this policy and MOTAT's Health and Safety, and/or compliance obligations.
- 7.5 Standard operating procedures will be established, used and periodically revised for each operating collection object and will include any compliance documentation or internal operational guidelines as required.

8.0 Loans

General loan conditions:

- 8.1 All outgoing and incoming loan requests shall be reviewed and be subject to the approval of the Registrar (for object collections) or Library and Archives Manager (for the library and archive collection) and General Manager - Collections, and where appropriate the Chief Executive and General Manager - Experience.
- 8.2 To maintain good stewardship and clarity over MOTAT's collection, the duration of any long-term loan (either incoming or outgoing) shall be three years with a right of renewal for a further three years, or a shorter period, if that is in the Museum's interest and resources. Indefinite or permanent incoming or outgoing loans will not be approved.
- 8.3 Any special conditions attached to the Loan Agreement must be approved in advance by the General Manager - Collections, Registrar or in the case of the Library, the Library and Archives Manager and depending on the object significance, the Chief Executive (links to Clause 4.8c).

Incoming loans conditions:

- 8.4 MOTAT will, unless otherwise approved by the Chief Executive, only accept Incoming Loans that are in line with section 2.1 of this document and the Museum has the resources to properly store, care, conserve and maintain the object in question.
- 8.5 Incoming loans are for the explicit purpose of supporting MOTAT's exhibition, events, education and research activities as outlined in section 2.1 of this document.

Outgoing loans conditions:

- 8.6 Outgoing loan requests must state the context and reason for the request and the entity loaning the object shall provide a facility report that demonstrates their capability to provide appropriate internal climate conditions, pest management, lighting levels, insurance and security cover for the object while it is with them.
- 8.7 The terms and conditions of all outgoing loans shall be clearly stated in the MOTAT Loan Agreement.
- 8.8 Outgoing loans are issued to organisations and not to individuals unless approved in advance by the Chief Executive and clearly stated in the Loan Agreement.
- 8.9 MOTAT reserves the right to recall a loan if the borrower violates any condition of the Loan Agreement.

9.0 Privacy, Rights and Reproductions

- 9.1 MOTAT does not share the names and contact details of any donors, former owners, loaning parties or the names of vendors involved in any transaction (financial or otherwise) of a collection item without the express permission of those individuals or organisations, or where the collection or object itself is named after or by the donor.
- 9.2 MOTAT does not share any information on the storage location or value of collection items including purchase price, appraisals and insurance values.
- 9.3 MOTAT is committed to following the relevant industry standards such as those prescribed by the World Intellectual Property Organization (WIPO) in obtaining and maintaining any record of intellectual property associated with collection items.
- 9.4 Photography of collection objects is permitted for private, non-commercial use and is not permitted with the intent of commercial distribution or reproduction unless approved by the relevant manager including Registrar, Library and Archives Manager, Commercial Manager or the Marketing and Communications Manager.
- 9.5 Permission for the commercial reproduction of collection objects can only be granted for items that MOTAT holds copyright and is subject to approval.
- 9.6 Permission for the commercial or non-commercial reproduction of orphan works in either digital or non-digital format must follow recognised industry guidelines like those established by the Copyright Council of New Zealand and DigitalNZ.
- 9.7 Where copyright of an image is not held by MOTAT it is the responsibility of the requestor to obtain the copyright holder permission.
- 9.8 An application for to use an image and/or other information does not guarantee permission to use, reproduce or display in either physical or digital format.
- 9.9 Handling procedures and standards for photography, filming, recording, copying or scanning of collection objects are to be undertaken in accordance with the condition and preservation requirements outlined in section 5 of this policy.

Appendix A: References

1. MOTAT Act 2000.
2. MOTAT Collection Management Manual 2018.
3. Museums Aotearoa Code of Ethics & Professional Practice 2013.
4. Treaty of Waitangi/Tiriti o Waitangi.
5. New Zealand Conservators of Cultural Materials Code of Ethics 2006 (NZCCM).
6. New Zealand Protected Objects Act 1975.
7. New Zealand Resource Management Act 1991.
8. Heritage New Zealand Pouhere Taonga Act 2014.
9. Museum Aotearoa's "Working Objects: Guidelines for their Care and Operation".
10. New Zealand Wildlife Act 1953.
11. New Zealand Copyright Act 1994.
12. The Australian Institution for the Conservation of Cultural Material (AICCM) Code of Ethics and Code of Practice (2002).
13. Significance 2.0, 2009, Collections Council of Australia (Significance 2.0).
14. Standards in the Museum Care of Larger and Working Objects: Social and Industrial History Collections 1994. Museums and Galleries Commission UK.
15. International Council of Museum (ICOM) Code of Ethics 2004.
16. UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of ownership of Cultural Property.
17. UNIDROIT Convention on Stolen or Illegally Exported Cultural Objects 1995.
18. The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).
19. World Intellectual Property Organisation (WIPO).
20. Health and Safety at Work Act 2015 and all subsequent supporting regulations of the Act (which includes the Hazardous Substances Regs of 2017).
21. MOTAT Information and records Management Policy, 2019

Appendix B: Definition of Terms

- **Accessioning**
Formal process of registering an item into the collection using a handwritten register and collection database and assigning a number to the item that allows it to be tracked. The accessioning process documents how the item was acquired, its donors or vendors and all associated provenance, measurements, rights and permissions.
- **Born digital**
Refers to content created digitally or electronically and without an analogue original or equivalent.
- **Borrower**
Refers to the institution or other party borrowing a collection object from MOTAT.
- **Collection Development Committee**
The Committee that determines appropriate additions and removals to the collection of MOTAT in accordance with the MOTAT Collection Policy 2020 and comprising of General Manager Collections; members of the Experience Hub; Registrar; Conservation Manager; Curatorial Research Manager; Library and Archives Manager.
- **Collection Management Team**
The Team that determines appropriate additions and removals to the collection of MOTAT in accordance with the MOTAT Collection Policy 2020 and comprising of General Manager Collections; Registrar; Conservation Manager; Curatorial Research Manager; Library and Archives Manager and the Collection Workshops Manager.
- **Collection item**
An object which was donated, purchased, exchanged or was a bequest to MOTAT and has been formally accessioned into the collection, this does not include inventoried objects with a "T" prefix, or objects on temporary custody.
- **Conservation**
The profession devoted to the preservation of cultural property for the future. Conservation activities include examination, documentation, treatment, and preventive care, supported by research and education.
- **Deaccessioning**
Formal process of permanently removing an accessioned item from the collection. The deaccessioning process documents and justifies the reasons for permanently removing a collection item and records the date and mode of disposal and is signed by the appropriate authority as outlined in the collection policy.
- **Disposal**
Pre-approved methods or options to permanently remove a deaccessioned item from the collection. Disposal methods can include transfer within the museum, transfer to another public institution, sale at public auction, recycling or destruction.

- **Incoming loan**
Collection items belonging to an external institution or individual that are temporarily housed and used by MOTAT under the terms and conditions of a signed loan agreement with the external party.
- **Intellectual Property**
Patents, copyright and related rights, trademarks, service marks, industrial designs and trade secrets (WIPO).
- **Lender**
Refers to the institution or party who lends an object to MOTAT.
- **Preventive Care (also referred to as preventive conservation)**
The mitigation of deterioration and damage to cultural property through the formulation and implementation of policies and procedures for the following: appropriate environmental conditions; handling and maintenance procedures for storage, exhibition, packing, transport, and use; integrated pest management; emergency preparedness and response; and reformatting/duplication.
- **Prop**
A Prop is an item acquired specifically for a purpose in a specific display, exhibition or public programme. It is not a collection item.
- **Orphan works**
Works that are protected by copyright, but the author cannot be identified or found (WIPO); “copyrighted works whose owners are difficult or even impossible to locate” (Library of Congress).
- **Outward loan**
Collection items belonging to MOTAT that are temporarily housed and used by an external organisation or individual under the terms and conditions of a signed MOTAT loan agreement.
- **Reasonable**
Fair and sensible in context with MOTAT’s annual budget and annual plan, Collection Development Framework, physical and ICT infrastructure (including storage and equipment) and staffing and/or available personnel.
- **Restoration**
Interventive techniques applied to an item to achieve chemical and physical stabilisation for the purpose of extending the useful life of the item and to ensure its continued availability.
- **Restoration Committee**
The Committee that considers all proposals for object restorations and takes decisions on which projects are approved or denied. The committee provides oversight and guidance in matters of work scheduling, documentation, finances and communications.
- **Significance**
MOTAT adopts the definition of significance directly from Significance 2.0 (“The meaning and values of an item or collection, or what makes it important. Significance is the historic, aesthetic, scientific and social value that an item or collection has for past, present and future generations”) but also recognises that cultural significance in a New Zealand context is not completely

incorporated within this definition and must be included for MOTAT to uphold its responsibilities as kaitiaki of the collection.