

# COLLECTIONS POLICY

<b>Policy Owner</b>	Director Collections, Research and Learning
<b>Contact Person</b>	Head of Collection Services
<b>Approval Date</b>	25 August 2016
<b>Last Review Date</b>	March 2019
<b>Next Review</b>	June 2020

## 1. INTRODUCTION

### 1.1. Context

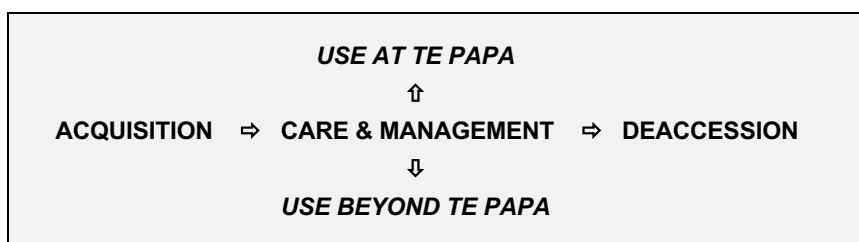
- 1.1.1. Te Papa recognises that the manner in which it develops, manages and maintains its collections is fundamental to its role as the national museum. Te Papa is committed to being a bicultural museum and in meeting this aspiration commits to the concept of 'mana taonga' and seeks to apply it within its work on collections. As Te Papa we lead the sector in Aotearoa New Zealand through the adoption of best practice in collection development and care. In our work with collections we act at all times ethically and will be guided by the ICOM Code of Ethics for Museums.
- 1.1.2. The Museum of New Zealand Te Papa Tongarewa Act 1992, Section 7, provides the mandate for Te Papa to develop and care for collections and make them accessible.

### 1.2. Purpose

- 1.2.1. This policy sets out Te Papa's commitment to:
- Collect items/taonga relating to art, history, cultures, and natural history that will enable Te Papa to fulfil its legislative mandate.
  - Maintain the collections/taonga to ensure their longevity.
  - Maximise access to the collections/taonga.
- 1.2.2. This policy defines Te Papa's Collections -
- Acquisition
  - Care, Management & Use
  - Borrowing
  - Deaccession
- 1.2.3. This policy replaces -
- Collection Development Policy (Apr 2007)
  - Collection Management Policy (1992)
  - Conservation Policy (1992)

### 1.3. Scope

- 1.3.1. This policy covers the acquisition, care, management, use and deaccession of all Te Papa Collection items/taonga, wherever they may be and however they are used, for as long as they are part of the collection.



- 1.3.2. This policy applies to any item/taonga belonging to another organisation, for which Te Papa has temporary legal custody through a loan agreement or documented receipt.
- 1.3.3. Kōiwi tangata, kōimi tangata and toi moko are not accessioned into the collection and therefore do not fall within the scope of this policy. Their acquisition and care are covered by the Kōiwi Tangata Policy.

### 1.4. Definitions

The following definitions relate to this policy:

<i>Acquisition:</i>	the process by which legal title of an item/taonga is obtained by Te Papa. The method of acquisition may be donation (gift, bequest), field collection, purchase, or commission.
<i>Collection Item/Taonga:</i>	an item/taonga acquired into Te Papa's collection through a formal acquisition process. It may exist in a physical, intangible or digital form. A Collection item/taonga may be a single object, a multicomponent object, or a group of objects with an intrinsic relationship (ie belonging to the Collection item/taonga but physically separable).
<i>Deaccession:</i>	to permanently remove a Collection item/taonga from the collection.
<i>Dispose:</i>	to donate, exchange, sell or destroy an item/taonga as a result of deaccessioning.
<i>Register:</i>	to assign a Collection item/taonga a unique number and identifying description.
<i>Repatriation:</i>	the process of returning Collection items/taonga to their place of origin, following Deaccessioning. <i>Note: Repatriation is also the term used for the process of returning human remains to their place of origin and final resting place (ref. Kōiwi Tangata Policy).</i>
<i>Taonga:</i>	treasured possessions or cultural items, anything precious

Informed by the Controller and Auditor-General's report Management of heritage collections in local museums and art galleries, April 2006.

## 1.5. Key Legislation

In implementing this policy Te Papa will have regard for legislation including, but not limited to, the following:

- Museum of New Zealand Te Papa Tongarewa Act 1992
- Treaty of Waitangi Act 1975 and individual Claims Settlement Act
- UN Declaration on the Rights of Indigenous Peoples 2007
- UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (UNESCO, 1970)
- Protected Objects Act 1975
- Trade in Endangered Species Act (TIES Act) of Wild Fauna (CITES)
- Wildlife Act 1953
- Marine Mammals Protection Act 1978
- Arms Act 1983
- Copyright Act 1994, and Copyright (New Technologies) Amendment Act 2008.

## 2. PRINCIPLES

Te Papa will be guided by these core principles in its role as a national depository. Te Papa will:

- 2.1. Recognise its central role in collecting is to 'present the face of New Zealand'. Our national collections will be representative and inclusive of all New Zealanders, to show the nation at all socioeconomic levels, and to demonstrate and explore New Zealand values. They will capture the biodiversity and unique biogeographic habitat and physical forces of New Zealand and its place in the world.
- 2.2. Develop collections that are national and/or international in scope and significance.
- 2.3. Hold collections on behalf of the nation, to engage audiences in exceptional art and design, support and advance scientific and cultural knowledge and our understanding of New Zealand's peoples, histories and natural environment.
- 2.4. Hold collections that serve the public in a manner that advances the public's interests and enhances New Zealanders' ability to understand and respond to major global influences and challenges.
- 2.5. Continue to build on the strengths of our existing substantive collections and previous collecting priorities and opportunities.
- 2.6. Ensure that it can adequately house and preserve collections in its care and will not accept items that it cannot suitably accommodate.
- 2.7. Recognise that there exists a network of nationally significant collections across New Zealand that collectively forms the national estate. Te Papa will have cognisance of the other collections of national significance held by other museums, galleries, Crown Research Institutes, local communities, iwi and universities. It will actively consult, collaborate and engage with these groups and agencies to ensure collecting is complementary, avoids overlaps and duplications, seeks opportunities for digitisation, and secures in the public domain a comprehensive record of New Zealand's experiences and uniqueness.

### 3. ACQUISITION

- 3.1. The collections shall focus on New Zealand's place in the world and the way it interacts with its close neighbours, through relationships and its activities across the world.
- 3.2. Te Papa will collect in areas that demonstrate the global and transnational influences, forces and movements that have shaped and continue to shape New Zealand and the world.
- 3.3. Te Papa will collect items/taonga relating to art, history, cultures, and the natural environment to develop collections of nationally significant aesthetic, historical, cultural, and scientific value.
- 3.4. Te Papa will actively collect in five interrelated core thematic areas:
  - Mātauranga Māori histories and cultures
  - The unique natural environment of New Zealand and people's interaction with it
  - Art and design, particularly the art of Aotearoa New Zealand and the Pacific in a regional and global context
  - The culture of Pacific peoples in New Zealand, the Pacific rim and in their contemporary locations;
  - New Zealand histories, cultures and peoples in a national and global context.
- 3.5. The core discipline areas assist in explaining the broader history of human interaction within the wider realm of New Zealand, Antarctica and the Pacific. The disciplines intertwine and overlap. Objects considered for inclusion in the Museum's collections are often significant in more than one thematic area, and represent a range of cultural value, historical experiences, artistic merit and scientific integrity.
- 3.6. Te Papa collecting priorities will align with the Collection Strategy. Collecting activities will be focussed, rather than comprehensive, to deepen the understanding in knowledge of what we have, where the strengths lie and where we might develop in the future.
- 3.7. Te Papa co-operates with other New Zealand museums and collecting institutions in its collection development, and consults with source communities and individuals in relation to the acquisition, care, management, use, and deaccession of Collection items/taonga.
- 3.8. Te Papa may acquire, or jointly acquire, a Collection item/taonga in the national interest that may reside within another museum or collecting institution subject to a joint management agreement.
- 3.9. Te Papa will not acquire Collection items/taonga for the purpose of investment or sale.
- 3.10. Due diligence will be carried out and documented for items/taonga considered for acquisition:
  - 3.10.1. Research will determine the national significance of proposed acquisitions.
  - 3.10.2. An assessment will determine that Collection items/taonga are in, or are capable of being brought to, a state that will enable the realisation of their intended use and significance.
  - 3.10.3. Collection items/taonga are acquired only when Te Papa is able to care for and manage them in accordance with Clause 4 of this policy.

- 3.10.4. Legal title is established for every Collection item/taonga, and confirmation is sought that original collecting and any subsequent transfers were legal and ethical.
- 3.10.5. All acquisitions are authorised in accordance with the Delegations Policy to meet internal and external audit requirements.

#### **4. CARE, MANAGEMENT & USE**

- 4.1. Collection items/taonga are registered, and information about a Collection item/taonga is recorded through its lifetime, in a central collections information management system.
- 4.2. Appropriate cultural protocols are provided for and observed in all activity involving collections.
- 4.3. Physical, environmental and legal risks to Collection items/taonga are identified and mitigated.
- 4.4. Collection items/taonga sampling and conservation treatment are undertaken within an ethical framework.
- 4.5. Emergency response and recovery plans will determine response and capability to manage the impact of any emergency on the collections/taonga.
- 4.6. Te Papa will maximise access to the collections, while maintaining their physical and cultural wellbeing.
- 4.7. Te Papa will lend Collection items/taonga to other organisations.
- 4.8. Te Papa may restrict or decline access to Collection items/taonga for legal and ethical reasons, or when risks to the Collection items/taonga, to people using them, or to Te Papa cannot be sufficiently mitigated.

#### **5. BORROWING**

- 5.1. Te Papa will borrow items/taonga from other organisations or individuals to enhance its collections, research and exhibitions.
- 5.2. All borrowed items/taonga are cared for to the same standards as Collection items/taonga in Te Papa's collection and are subject to the terms and conditions of a loan agreement.

#### **6. DEACCESSION**

- 6.1. Te Papa may deaccession a Collection item/taonga that:
  - is no longer relevant to its strategic priorities, or
  - is to be repatriated, or
  - is to be transferred to another museum, collecting institution or community, or
  - has deteriorated to the point where it is no longer in, and cannot be returned to, a usable state.
- 6.2. Research will determine Collection items/taonga no longer relevant to Te Papa's strategic priorities, and will ensure no legal conditions preclude deaccession.

- 6.3. Research and consultation will support the repatriation of a Collection item/taonga, or the transfer of legal title to another museum, collecting institution or community.
- 6.4. An assessment will determine Collection items/taonga that have deteriorated to the point where they are no longer in, and cannot be returned to, a usable state.
- 6.5. All deaccessions are authorised in accordance with the Delegations Policy to meet internal and external audit requirements.
- 6.6. Deaccessioned items no longer relevant to Te Papa's strategic priorities or no longer in a usable state will be disposed of by return to donor, gift, exchange, sale or destruction.

## **7. IMPLEMENTATION**

### **7.1. Related Policies**

Te Papa policies to be read in conjunction with this policy include, but are not limited to: Mana Taonga, Bicultural, Kōiwi Tangata, Research, Intellectual Property and Copyright, Risk Management for Exhibitions.

### **7.2. Related Strategies**

7.2.1 Te Papa will develop and maintain a Collection Strategy on a five-year rolling plan.

7.2.2 The Collection Strategy will be reviewed annually by the Contact Person [Head of Collection Services] with assistance from a review panel with any changes required by a quorum of the Collection Development Committee (CDC). [CDC membership includes – Director CR, Curatorial Discipline Heads, Head of Collection Services, Senior Advisor Loans and Acquisitions, and Head of Financial Operations].

### **7.3. Related Frameworks**

Te Papa will develop and maintain Ngā Tikanga Whakahaere Kohinga Taonga a Te Papa | Collection Care and Practice Framework to support the principles described in this policy.

### **7.4. Related Processes, Procedures and Guidelines**

Te Papa will develop and maintain relevant processes, procedures and guidelines to support the principles described in this policy.

### **7.5. Breaches of the Policy**

Instances where this policy has been breached should be communicated to the Chief Executive.

### **7.6. Review and Approval**

The policy will be reviewed each year, by the Chief Executive or their delegated representative.

7.5.1 This policy requires initial approval by the Board.

7.5.2 Any subsequent significant changes require re-approval by the Board.

7.5.3 Significant changes include:

- Changes to principles or responsibilities
- Changes in Te Papa's commitments of focus
- Changes in scope

7.5.4 This policy will be reviewed annually by the Contact Person [Head of Collection Services] with assistance from a review panel with any non-material changes requiring approval by a quorum of the Executive Leadership Team.

7.5.5 Non-material or minor changes include:

- Name changes to roles where the role or level is substantially similar
- Cosmetic updates such as wording and language to reflect changes in good practice which does not change the intention of the policy.

*Document Control table*

<b>Date</b>	<b>Change</b>	<b>Approval</b>
<i>June 2016</i>	<i>Draft Policy Reviewed</i>	<i>Executive Leadership Team</i>
<i>August 2016</i>	<i>Endorsed and implemented</i>	<i>Te Papa Board</i>
<i>October 2017</i>	<i>Annual Review</i>	<i>Executive Leadership Team</i>
<i>June 2018</i>	<i>Revision</i>	<i>Te Papa Board</i>
<i>June 2019</i>	<i>Annual Review</i>	<i>Executive Leadership Team</i>