

COLLECTION POLICY

CATHOLIC DIOCESE OF SANDHURST

ARCHIVE & COLLECTION MATERIAL

1. STATEMENT OF PURPOSE OR MISSION STATEMENT

The Diocesan Archives are governed by Canon Law, specifically Can. 491 which state in part that "a diocesan Bishop is to take care that the acts and documents of the Archives of the Cathedral, collegiate, parochial and other churches in his territory are ... diligently preserved...".

The Sandhurst Diocesan Archive is recognised as a nationally significant archive and holds a rich collection of ecclesiastical records and written and pictorial material that capture the memory of the life of the Catholic church in the Sandhurst Diocese. The records and objects held in the collection pertain to the social, cultural and industrial histories of the diocese, enabling its important story to be available to future generations.

2. PURPOSE AND SCOPE OF THE COLLECTION POLICY

This collection policy is the guiding document used for the development and management of the collection.

3. MANAGEMENT

Bishop

By virtue of his office, the Bishop of the Diocese of Sandhurst is the owner/ proprietor of the Archive and is the person responsible for providing adequate storage space for the Archive and appointing an Archivist to administer them.

Archivist

The Diocesan Archivist is responsible for the day-to-day management of the Archive.

4. WHAT THE ARCHIVE WILL COLLECT

Overview

The role of the Archive is to collect, preserve and manage the records generated by the successive Bishops of Sandhurst (beginning 1874) and their associated parishes, diocesan offices and agencies. Archive records are those records that have passed out of currency. They are preserved because of their own intrinsic value as well as for possible future use to the diocese, parishes and to researchers.

Historic period

Records and objects held in the Sandhurst Diocesan Archive predate the first Victorian gold rushes and originate with Rev. Dr. Henry Backhaus the first priest of the Sandhurst Mission, founded in 1852. The first Bishop of Sandhurst, Most Rev. Martin Crane, was appointed in 1874 when Sandhurst was founded from the Diocese of Melbourne.

Themes

The themes and stories relevant to the collection pertain to the people, places, activities and events that have shaped the memory and history of the diocese since 1852. These include the gold-rushes, immigration patterns, the land acts of 1865 and 1869 and the building of churches, presbyteries, schools and hospitals.

Geographic area, region

The geographical area of the Sandhurst diocese ranges over 45,000 square kilometres and its borders, (more or less), are the Murray River to the north and east, the Loddon River to the west and the Great Divide to the south.

Physical items to be collected

The Archive collects objects, paper items, (such as correspondence) and pictorial material, (such as photographs, artworks, maps and plans). The Archive will also accept digital material, CD, DVD audio material.

Restrictions

Some limitations apply around the collection of books. Storage restrictions mean that some offers to donate material cannot be accepted. The diocese does not accept any material that duplicates what is already in the collection.

Collection methods

Acquisition of items into the Archive are via purchase, commission, bequest, transfer or donation.

Access

Access to the Archive is by appointment and the Archives office is open Monday to Friday 9 to 5.

Requests for information are preferred via email or phone.

Email Archives@sandhurst.catholic.org.au or Phone 61 (3) 54453611

The Archivist will display material and give presentations to the public regarding Archive collection material from time to time and upon request.

5. HOW THE ARCHIVE WILL COLLECT

5.1. METHOD OF ACQUISITION

The Archive will acquire objects for the permanent collection by purchase, commission, bequest, transfer or donation. The Archive will not accept conditional donations.

See: *Donations Policy Document*

5.2. ACQUISITION COMMITTEE

The Catholic Diocese of Sandhurst does not have an acquisition committee. The Diocesan Archivist will decide if a donation will be accepted into the collection; if a second opinion is necessary, the Archivist will seek advice with another Archivist from a Catholic diocese or with the Business Manager of the Sandhurst Diocese.

5.3. ACQUISITION CRITERIA

Relevance:

The Archive only collects material that relates to its purpose and key collecting areas. Specifically, the Archive collects the records generated by the successive Bishops of Sandhurst and their associated parishes, offices and agencies. Items that relate to the memory and story of the diocese are deemed to be collectable.

Significance:

Priority is given to objects that are significant for their historic, aesthetic, scientific/research or social/spiritual value.

Provenance and Documentation:

Priority will be given to objects where the history of the object is known and associated documentation and support material can be provided.

Condition, intactness, integrity:

The condition of the object must be taken into consideration when acquiring material. Badly damaged material will not normally be accepted into the collection.

Interpretive potential:

Objects that tell a story that adds to the interpretation of themes relating to Sandhurst diocesan history will be prioritised.

Rarity:

Objects may be prioritised if they are rare examples of a particular kind of object.

Representativeness:

Objects may be prioritised if they are an excellent representative example of a particular kind of object.

Duplications:

Objects that duplicate items already in the collection will not be accepted unless they are of superior condition and/or historic value. In such a case, the duplicate may be considered for deaccessioning.

Legal Requirements:

The Archive only accepts objects where the donor/vendor has legal title to the object.

6. LEGAL / ETHICAL OBLIGATIONS

Aboriginal artefacts, prohibited weapons, firearms and shipwreck material are objects which fall under various Acts, including Heritage Acts. It is the responsibility of the diocese to comply with the regulations of these Acts if any collection objects come into its possession.

See: Museum's Australia Collection Policy

7. COLLECTION CARE: DOCUMENTATION, CONSERVATION & STORAGE

7.1. DOCUMENTATION & RECORD KEEPING

The Archive aims at all times to maintain an effective documentation system. Donor forms, receipts, Archive registers, and catalogue information will be kept at the Archive.

GUIDELINES FOR ACQUIRING AND PROCESSING COLLECTION MATERIAL

The Archive will follow the guidelines below when acquiring material:

- An owner or agent brings the object to the Archive or the Archivist collects the object from the owner or agent.
- An on the spot decision is not made regarding the permanent collection of the material.
- A receipt will be issued to the owner recording the object name, address of the owner and contact number and date. The same information will be written on a tag and attached to the object. The object will be placed in the quarantine room until it is fully processed. This records that the Archive is holding the object and does not mean or imply the object has been accepted as part of the permanent collection.
- Notes on the history and associations of the object will be taken, for the Archivist to consider when assessing the object.
- Refused objects will be returned to the owner with an explanatory letter. If the object is not claimed within 90 days it will become the property of the Archive and may be disposed of
- If the object is accepted, donors sign two copies of the Donor form, one for the museum and one to keep. A letter of thanks will be sent to the donor. (See: Sandhurst Diocese Donor Agreement form).
- The object will be registered, numbered and catalogued in the Archive database. Where documentation relating to the provenance and/or significance of the object is available, this will be documented.
- The object and unique object number is listed under the name of the donor in the donor registration book. The registration of an object will include the unique number, name of the donor and a brief description of the object.

See: Donor Agreement Form

7.2. STORAGE & CONSERVATION

The Archive aims to achieve high standards of collection care and storage

- Storage areas must remain clean, secure and sealed against the weather.
- Temperature and relative humidity should be kept as stable as possible
- Access to storage areas is to be controlled.
- Ultra-violet light should be excluded from storage areas. When storage areas are not in use, lights must be turned off.
- Archival quality storage materials should be used for all significant material.
- Storage areas must be regularly checked for pests and other problems.
- Untrained personnel should never attempt to clean, treat or restore museum objects.

8. DEACCESSIONING AND DISPOSAL PROCEDURES

8.1 CRITERIA FOR DEACCESSIONING

Deaccessioning is the administrative process of removing an item from the collection.

An object can be deaccessioned from the Museum's collection if

- It does not comply with the current collection policy of the Archive.
- It is damaged beyond repair.
- The conservation and storage costs for it are beyond the means of the Archive.
- It is a lesser quality duplicate of an object the Archive 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 eg: This could be the return of sacred material to Indigenous peoples).

8.2. DEACCESSION PROCEDURES

- The object identified for removal from the collection must be considered with close reference to the criteria stated above.
- The object identified for de-accession must be held for a six month “cooling off” period before it is finally disposed of. The Archivist should seek the advice of Catholic Diocesan Archivist or the Business Manager of the Diocese for a second or third opinion.
- Any funds acquired from the sale of the de-accessioned item should be used for acquisitions or care of the collection.

8.3. DISPOSAL PROCEDURES

In priority order the object should be

1. Returned to the donor or family. If after a thorough search this is impossible, the object should be.
2. Returned to the parish of origin if it the parish exists.
3. If the object originated from another diocese, a de-accessioned object should be offered to the diocese of its origin.
4. Transferred to another appropriate institution.
5. Sold by public auction, where appropriate.
6. Used as an educative/interpretive tool.
7. Destroyed or recycled if appropriate.

9. WINDING-UP PROCEDURES

Winding –Up procedures will not apply to the diocese, however if needed see the *Museum’s Australia Collection Policy*. <http://www.mavic.asn.au/resources>

10. LOANS

10.1. LOAN PROCEDURES

- Permanent and long term loans will not be accepted by the Archive
- The Archive will lend and borrow some material to help meet its purpose.

- The Archive holds separate forms for inward and outward loans.
- Generally, the maximum loan period is three months. Longer-term loans will be negotiated.

10.2. INWARD LOANS

- Inward loans shall only be accepted for specific exhibitions or research and for fixed periods of time.
- Inward loans shall be recorded in a separate Loans Register.
- A representative of both the Archive and the lender will be required to sign an agreed inward loan form. Each party will hold a copy of this agreement. This form will record conditions of the loan and the period of the loan.
- The Archive agrees to exercise the same care with respect to loans as it does for its own collection.
- Loans shall remain in the possession of the Archive for the time specified on the form.
- The Archive can request to renew loans if required. Documentation recording renewal must be signed by the Archivist and the lender.

See: Inward loan form

10.3. OUTWARD LOANS

- The Archive will lend objects to other museums and organisations holding collections. It will not lend to private collectors.
- Borrowers and a representative from the Archive will be required to sign two outward loan agreement forms. Each party will hold a copy of this agreement. This form will record condition of the loan and the period of the loan.
- The borrower must exercise care in the handling, storage and display of the loan object and must be prepared to meet the conditions outlined in the outward loan agreement.
- The borrower will provide a secure display and/or storage area.
- The maximum loan period is three months. Applications for extension of this period must be made prior to the loan expiry date.
- Objects cannot be treated or altered in any way without the written permission of the Archive.
- Loans will remain in the possession of the borrower until returned to the Archive.

See: Outward loan form

11. ORAL HISTORY POLICY

The Archive has no oral histories in its collection.

However:

In the future, an oral history policy statement will be used, should such an item come into the collection.

See: <http://www.mavic.asn.au/resources> - download Collection Policy Template

12. ACCESS

Collection records are accessible to the public by appointment with the Archivist. Images of selected collection material is available by request and will be sent to the researcher via email.

See: *Access Conditions document*

13. RELATED DOCUMENTS

- *Access Conditions document*
- *Inward and Outward loan form*
- *Donor Agreement Form*
- *Donations Policy Document*

The Archive will review its Collection Policy every three years.

Date of next review – September 2022

14. DATE OF ENDORSEMENT

September 5th 2019.

Signed **Donna Bailey**, Archivist

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Signed **Cameron Fraser**, Business Manager

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