

Tamworth Regional Astronomy Club Inc



Astronomy and Science
Education Centre and
Planetarium Theatre
(AASEC)

Collection Management
Policy
January 2019



Tamworth Regional Astronomy Club Inc



Astronomy and Science Education Centre and Planetarium Theatre (AASEC)

Collections Management Policy January 2019

Strategic Intent

The Tamworth Astronomy and Science Education centre and Planetarium Theatre (AASEC) is a comprehensive science and astronomy experience; preserving, educating, researching, entertaining, and of benefit to members, visitors the whole community. The AASEC experience is an adventure for our community with enjoyable activities for members, their families and generates new and exciting ideas and provides an attractive visual representation of what makes astronomy and science real.

The Centre is currently managed by the Tamworth Regional Astronomy Club Inc., a section 355 Committee member of the Tamworth Regional Council . The AASEC facility is located in Victoria Park, Tamworth N.S.W which is owned by the Tamworth Regional Council and managed as a public access area for community managed activities such as The Mens Shed, Model Engineers Railway Line, The Botanic Gardens, and AASEC.



AASEC Services:

The Astronomy And Science Education Centre And Planetarium Theatre is:

- A centre to house and display the equipment, collections and heritage items owned by TRAC, acquiring, conserving and interpreting Science and astronomy in the form of physical movable cultural heritage items and modern technological hardware, utilising museum best practice in collection management and providing innovative and appropriately open access to our collections.
- A centre of learning and curiosity emphasised by AASEC'S focus on formal education programs, well-researched and illuminating exhibitions, and as a centre of lifelong learning and stimulating special events.
- A centre of entertainment and activity through the activation of the collection as a venue, through the broadest use of the physical site, by encompassing interactivity and excitement in our exhibition program, and a variety of stimulating public programs and activity.
- A centre for our community generating and sustaining partnerships both within Tamworth, the Tamworth Regional Council, science and astronomy associated organisations, corporate, philanthropic, educational, state and Federal government bodies, individual persons and TRAC, the broader community and in the broader world, by understanding and listening to our audience and by taking a leadership role, embracing and innovative.



Collection History:



The TRAC collection is a result of a continuing process of acquisitions.

The award-winning Jos Roberts 36 inch reflecting telescope was donated to the Tamworth Regional Astronomy Club Inc (TRAC) in November 2015. At that time, it was the largest privately- owned Newtonian telescope in Australia. Soon afterwards, The Barnett family from Sydney donated the Robert Barnett Rigel telescope, a 12.5 inch reflecting telescope, built by the late Robert Barnett. Both these instruments are of exceptional quality and heritage value.

In October 2016, Mrs Mary brown, from Tamworth donated 16 boxes of collectible items relating to astronomy, space travel, aircraft, minerals and books and charts. This collection had been accumulated by her late husband Peter Brown over many years and many of the items are unique.

TRAC holds a significant collection of over 200 donated books, journals and magazines relating to astronomy, space, mathematics and science.

TRAC also holds a collection of 2,000 hours of astronomy and science related instructional films.

Since that time, TRAC has continued to acquire donated small telescopes, books and other items related to astronomy and the sciences relating to physics, chemistry, earth science and engineering.



Collection Boundaries:

The collection of TRAC will be representative and thematic because the concept of a “catch all” collection is totally impractical and intellectually unsound.

TRAC has a collecting brief based on astronomy, and the sciences relating to physics, chemistry, earth science, mathematics and engineering.

Care will be taken to avoid duplicating material gathered by the Local History Section of other local museums and collecting institutions. Nonetheless, the focus of the facility will be maintained which may lead to some thematic overlap. TRAC intends to work in partnership with other museums, libraries, galleries, archives, heritage and community organisations in the district, where possible developing a collaborative approach to collecting, and the research, analysis and interpretation of collections.

- Objects will be collected by donation or purchase. TRAC will only receive donations upon receipt of a deed of gift (Gift Acknowledgment Form) signed by the donor or donor's agent in the presence of a witness. The form will be legally binding and the donor will forfeit all right and title of the item so given to TRAC.
- Objects collected will include both historic and contemporary materials.
- The Museum will collect objects that are three dimensional but will also gather some paper-based records such as diaries, photographs and certificates as support material to collected objects.
- No objects or collections will be acquired or accepted with conditions or restrictions on the way they might be used or displayed in the future.
- No item will be acquired or accepted where copyright cannot be obtained. Where possible, TRAC will obtain copyright and reproduction rights for new objects at the time of acquisition. TRAC will adhere to the Copyright Act 1968 (Amended 1 January 2005) and the Australian Copyright Council 2005 guidelines¹ in all collecting activity including acquiring new objects for the collection.
- Collecting, management and interpretation of Indigenous items will be in accordance with Museums Australia's Indigenous heritage policy. All collecting activity and collection management processes to be in accordance with the ICOM Code of Ethics, Combating Illicit Trade and within the framework of the NSW Heritage Office's Movable Heritage Principles.
- Some objects will form part of a fixed display in AASEC, some will be held in storage, and there will be a rotation of items from display to storage from time to time.
- Objects borrowed from an outside collection may be displayed from time to time.
- Organisations, (other than TRAC) may be invited to create a temporary display section from time to time. These opportunities should be designed to complement the themes of astronomy, science and technology or to encourage the involvement of other organisations or the wider community in the aims and objectives of the AASEC and TRAC.



Assessment Criteria:

Objects will be considered for collection only when they adequately satisfy at least one of the following criteria:

- TRAC collects objects that are valued by the community for their cultural, educational or social associations. TRAC collects objects that demonstrate a degree of technical or creative achievement for their time, condition and completeness: The condition of potential donations must be considered when undertaking acquisition assessment to prevent damage to our present collection and the cost implications of conservation. Objects should be complete to the extent that an observer could visualise a past activity with which the object was associated. Work Health and Safety must be considered in the acquisition of objects . Objects that could be physically dangerous to our staff, volunteers and visitors should undergo a high degree of scrutiny by TRAC.
- Documentation: Every object acquired for the collection should be supported by clear documentation that defines its historical significance or association.
- Representability: TRAC acquires individual pieces as representatives of a range of objects that demonstrate principal characteristics of a range of human activities relevant to astronomy and science.
- Rarity: The Museum collects rare or uncommon objects that fall within the collecting themes and satisfy other Collection Management Policy criteria.

Collection Themes:

Broad Theme 1 - Telescopes

This thematic collecting area focuses on telescopes.

Sub-Themes

- History of astronomy.
- The invention and development of the telescope
- Types of telescopes including radio telescopes.
- The Hewitt Space Camera
- Items associated with telescopes - eyepieces, focussers, filters, drive motors, cameras.



Broad Theme 2 – Earth Sciences

This thematic area focuses on the earth sciences.

Sub-Themes

- Minerals, rocks
- Meteorites
- Structure of the earth
- The earth's atmosphere



Broad Theme 3 – SPACE

This thematic area focuses on objects in space beyond the earth

Sub-Themes

- The moon
- The sun
- The solar system
- Comets, asteroids and near-earth objects
- Galaxies, nebulae and others

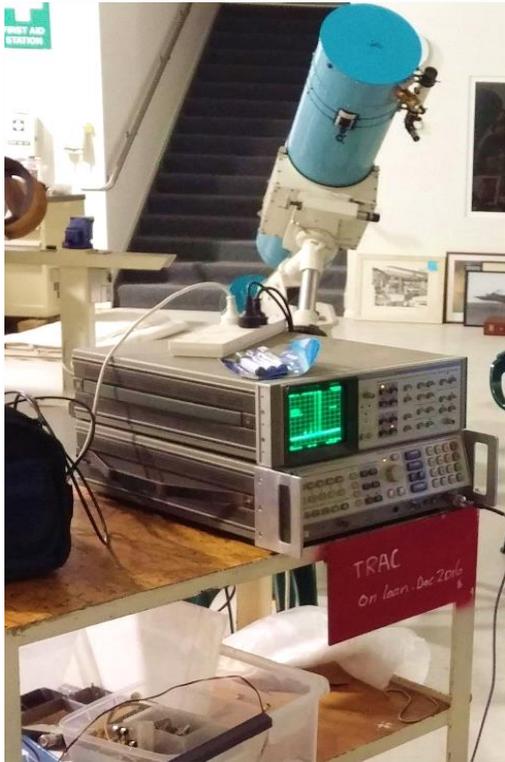


Broad Theme 4 – Space Travel

This thematic area focuses on man's endeavours in space and air travel

Sub-themes

- Apollo man journeys to the moon



- Other space craft
- Hubble telescope and ISS
- Aircraft military, commercial , instrumentation,
- Control and flight simulator for air and spacecraft.

Broad Theme 5 - Physics and mathematics

This thematic area focuses on energy, optics, light, electromagnetic radiation, electronics, mathematics, motion

- light, mirrors
- electricity and electronics
- mechanics and engineering

Broad Theme 6 - Chemistry

This thematic area focuses on the atom, elements, compounds and:

- Examples of common elements and their various physical forms and uses
- Examples of common compounds, their forms and uses
- The role of subatomic particles...neutrons, protons, electrons, ionising radiation.



Bequest

Acquisition by bequest involves an individual transferring ownership of an object(s) to TRAC upon their death through a will. Suggested words for inclusion in a will are in Bequest Wording.

TRAC is not obliged to accept all, or any, objects listed in a bequest. If negotiations on a bequest occur before the donor's death, the curator should ensure that the donor understands that TRAC can dispose of object(s) as it sees fit, in accordance with the provisions of the Collection Management Policy.

Below is the suggested bequest wording

I, give, devise and bequeath.....

to TRAC an agency of the Tamworth Regional Council AND I declare that the receipt of the Director or other proper officer of TRAC shall be a full and sufficient discharge to my trustee/s for the said gift, devise or bequest and that my trustee/s shall not be bound to see to the application thereof.

Asset Registration, Receipt, Recognition and Documentation

Upon receipt of an item:

The donor will complete the Gift Acknowledgement Form.

The donor must receive a letter of receipt and a thank you letter, this letter must make the conditions of the donation clear and the donor must be made aware of the collections policy of TRAC. The donor must be asked whether they require public recognition or more particularly ANONIMITY.

e-mail: tracthestars@gmail.com
web: www.tamworthastronomy.com.au
ABN: 84 263 614 114



Victoria Park
Piper Street
All mail: C/- PO Box 1023
TAMWORTH NSW 2340

Tamworth Regional Astronomy Club Inc

Date

Name & Address

Dear

On behalf of the Tamworth Regional Astronomy Club (TRAC), I would like to extend a sincere thank you for your recent donation of [ITEM] to the Club.

We certainly appreciate your generosity and the [ITEM] will be a wonderful and very useful addition to our collection of telescopes and equipment, particularly for our public viewing nights in helping us to promote the science of astronomy in our region. Please find enclosed a Certificate of Appreciation together with a complimentary copy of our Journal, *Astronomer*.

As mentioned, if you would be interested in attending any of our future monthly telescope viewing nights in Tamworth (see www.tamworthastronomy.com.au for the latest meeting details) we would be delighted to welcome you and show you some of the wonders of our sky.

Many thanks once again for your donation!

Kind regards.

Yours sincerely

Name
Office Holder
Tamworth Regional Astronomy Club Inc

Tamworth Regional Astronomy Club Inc

“Promoting the science of Astronomy”

C/- PO Box 1023, Tamworth, NSW, 2340 Ph: 0458 772 747
Email: tracthestars@gmail.com Web Site: www.tamworthastronomy.com.au



Donor:

I.....of.....

Phone..... Email.....

Hereby give to Tamworth Regional Astronomy Club Inc (TRAC):

The goods described in the schedule below and I, the donor, do:

1. Warrant that I am the sole unencumbered owner of the goods and property in the schedule, free from all claims.
2. Hereby give, dispose and deliver to TRAC all my rights, title and interest in the goods and property in the schedule hereto including rights of copyright to TRAC absolutely.
3. Declare that the gift shall not determine upon my death and shall not bind my personal representatives.
4. Declare this gift shall ensure for the benefit of TRAC, its successors and transferees in perpetuity.

Dated this.....Day of..... 20.....

Donor Signature.....

Witness.....

SCHEDULE OF GOODS and PROPERTY:

.....
.....
.....

Acknowledgement of TRAC: TRAC hereby accepts the gift of goods and property as described in the above schedule.

Signed for and on behalf of TRAC

The following information will add to our understanding of the provenance of the item(s) donated.

It will also assist us in the classification and conservation of the item(s).

Can you tell us who the previous owners of the item were?

Do you know any historical details about the item (people, places, stories?)

Please record any additional information.

An item purchased or part donated must be recorded as such in the asset register.

Accession/Asset Register

All items acquired by TRAC shall be recorded in the accession/asset register.

This task is the duty of the TRAC curator.

The register must be kept on a spreadsheet detailing the following.

- Item accession number
- Date of acquisition, name of item, description of item, category, donated or on loan or purchase, name and details of donor or place of purchase, photo of item, value, purchase, replacement, insurance, equivalent value item, eBay replacement value, director's value, heritage item Yes/No.

Trac Library

Books received shall be curated (cleaned, protected covers, labelled with bookplate, accessioned to book list).

Books include magazines, journals, catalogues, manuals and papers, but not posters and pictures/paintings or photos.

Books accessioned to the TRAC library shall be entered with all details into the TRAC library book list spreadsheet.

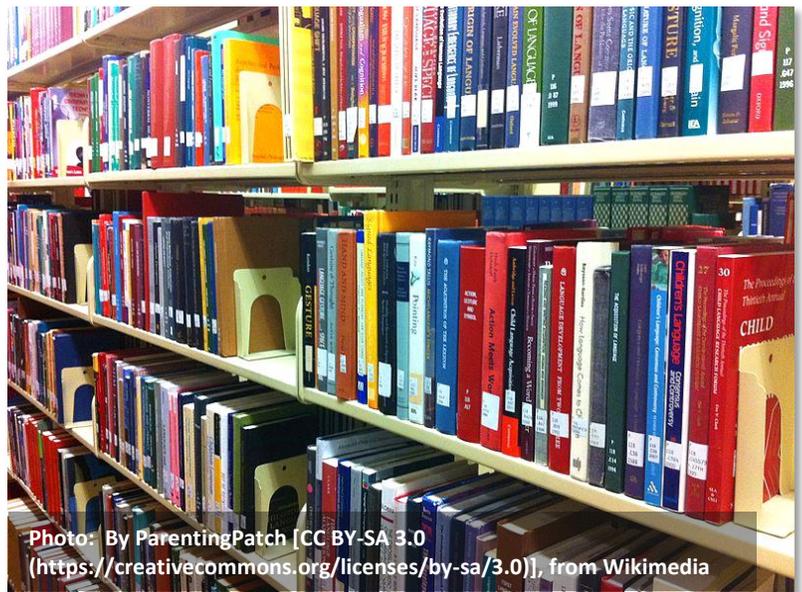
Books shall be stored under locked facilities. Current selection to be Visible through glass showcase.

Books to be made available within the building by the librarian or delegate only.

No books to be taken (on loan) outside the building, books are for use on site only.

Loans:

There will be no long-term or permanent loans. Short and medium-term inward loans will be accepted from time to time but only in association with specific exhibitions. Outward loans of TRAC assets should not be encouraged. Any loans that do occur are to be audited annually.



Conditions of Outward Loans

The objects are received by the borrower in good condition unless otherwise noted and the receipt of any servant, agent or contractor of the borrower shall be regarded as the receipt of the borrower.

The borrower shall not modify or alter the objects in any manner whatsoever.

The objects shall be displayed, stored and/or transported in a manner acceptable to the Curator.

The borrower shall not convey, transfer, assign, mortgage, pledge, lend or part with possession of the objects.

All packing, transportation, and/or customs facilities shall be arranged by the borrower through a person or persons acceptable to the Curator and all associated costs shall be borne by the lender.

The borrower shall be responsible for any loss or damage to person or property due to the condition of the objects, their possession and/or use by the borrower shall indemnify TRAC within the Commonwealth of Australia against all claims arising from such loss or damage.

Should damage occur during transit, TRAC shall be notified immediately and all packing materials shall be saved until TRAC or the carrier (or his agent) has had the opportunity to inspect them.

The borrower shall exercise all care as regards the security of the objects and their protection from fire, adverse effects from the weather or any other cause of loss, damage, or deterioration. In the event of any such loss, damage or deterioration the borrower shall notify the Curator immediately.

The borrower shall publicly acknowledge the loan of each of the listed objects. This acknowledgment will normally be through the medium of a caption placed immediately adjacent to the object or in catalogues or appropriate advertisements and will read 'On loan courtesy of TRAC.'

Museum staff shall be permitted access to the borrower's premises for the purpose of examining the objects.

The borrower may be required to return loaned objects at any time, but no later than the expiration of the loan.



Deaccession and Disposal

Deaccessioning is the process by which objects in the TRAC collections are deregistered, documentation appropriately amended and the objects made ready for disposal.

Philosophy

As a part of collection management TRAC will from time to time deaccession objects from its collection. Deaccessioning contributes to collection development. Deaccessioning should not be based upon professional fashions or fads, financial gain, or on the basis of any individual's personal taste.

The process of deaccessioning shall be cautious, deliberate and scrupulous.

The curator and director are required to fully document the deaccessioning process.

Deaccessioning criteria

For deaccessioning purposes an object or group of objects must meet at least one of the following standard reasons:

- 1) The object is not relevant to the purposes of TRAC
- 2) The object has deteriorated beyond practical conservation
- 3) The object lacks historical authenticity or physical integrity
- 4) There is a better or duplicate example available
- 5) Retention of the object has significant storage implications
- 6) There is an alternative or more appropriate custodian for the object.



Restrictions

TRAC must make reasonable efforts to ascertain whether or not it is legally entitled to deaccession and dispose of an object or group of objects. If an object willed or bequeathed to TRAC does not fit within the collecting criteria of TRAC it will be offered back through the executors to heirs of the estate. Objects accepted under the Cultural Gifts Program, under Subdivision 30-A of the Income Tax Assessment Act 1997, must not be returned to the donor. If TRAC which accepted the Cultural Gifts Program donation

fundamentally changes its core collection policy, then the donation may be transferred to another recognised organisation. TRAC should inform the donor of the transfer.

Deaccessioning procedures

Donated and/or accessioned objects

The following objects must go through the full deaccessioning and disposal process:

- objects accessioned into the TRAC collection, whether donated, gifted, bequeathed or transferred to or purchased by TRAC.

a) The curator will make a recommendation to the director to deaccession an object or group of objects. This recommendation is to be in writing stating the reasons for deaccessioning and a listing of each individual object be attached.

The following information should be included on any proposal to Deaccession:

- Accession number (if applicable) and name of the object
- History of the object's acquisition by the division
- Donor name and number (if applicable)
- Reasons for deaccessioning
- Proposed method of disposal
- Copy of the catalogue or database entry (if applicable)
- Records, such as letters, of consultation with donor and community stakeholders
- Purchase receipt (if applicable)



Deaccessioning and disposal may proceed once due authority and approvals have been exercised and received. A copy of the deaccessioning information is retained for filing.

Policy to be public

The TRAC policy on deaccessioning shall be made available to any donor or prospective donor on request. The Gift Acknowledgement Form makes reference to the fact that once TRAC becomes the owner of the object offered for donation, TRAC 'The Goods are now the sole and absolute property of TRAC and I have

no claim upon or interest in the Goods;'. The curator accepting the donation should inform the donor that this may at some time in the future include deaccessioning and disposal.

List of deaccessioned objects

A list of all objects which have been deaccessioned from the permanent collections shall be kept current by TRAC for five years and may be distributed in response to any responsible enquiry.

Disposal

Disposal is the process whereby TRAC removes surplus objects from its possession.

Non-accessioned objects

Objects that are held by but not accessioned into TRAC collection are not subject to the full deaccessioning process.

The Committee of TRAC has the discretionary powers to decide if the non-accessioned object or group of objects is to be subject to the full deaccessioning and disposal process.



The TRAC curator shall submit a short written report to and seek the approval of the Committee. This written report must include the name of the object, the reasons for disposal and proposed method of disposal.

Objects deteriorated beyond any useful purpose

Objects that are non-accessioned and have deteriorated beyond any useful purpose are to be disposed of with the consent of both the curator and Committee. A basic report outlining the disposal of such objects should be placed in the deaccessioning file.

Means of disposal can include:

- exchange
- sale (negotiated, private, public auction, sealed bid or open bid)
- destruction
- transfer to another collecting institution
- transfer to 'Props and Swaps'

Objects shall not be given, sold or lent, publicly or privately, to TRAC employees, volunteers, or their immediate families or representatives.

Proceeds

- a) Funds obtained from the deaccessioning and disposal of objects shall be deposited in the first instance to the credit of TRAC.
- b) Funds obtained from the sale of objects will be applied to the acquisition of alternative objects, or to the interpretation, management and enhancement of the relevant collecting area.

Review Date:

The TRAC Collection Management Policy should be re-examined in 2018.

Further Information:

Committee

Curator

