

Notice of Meeting:

I hereby give notice that an ordinary meeting of the Toitū Otago Settlers Museum Board will be held on:

Date: Monday 22 February 2021
Time: 9.30 am
Venue: Otago Settlers Association Board Room, Toitū Otago Settlers Museum, 31 Queens Gardens, Dunedin

Sandy Graham
Chief Executive Officer

Toitū Otago Settlers Museum Board
PUBLIC AGENDA

MEMBERSHIP

Chairperson	Phil Dowsett	
Members	Cr Rachel Elder Cr Carmen Houlahan Peter Smith	Cr Doug Hall Susan Schweigman
Senior Officer	Nick Dixon, Group Manager Ara Toi	
Governance Support Officer	Rebecca Murray	

Rebecca Murray
Governance Support Officer

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Note: Reports and recommendations contained in this agenda are not to be considered as Council policy until adopted.

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1 APOLOGIES

At the close of the agenda no apologies had been received.

2 CONFIRMATION OF AGENDA

Note: Any additions must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

DECLARATION OF INTEREST

EXECUTIVE SUMMARY

1. Members are reminded of the need to stand aside from decision-making when a conflict arises between their role as an elected representative and any private or other external interest they might have.
2. Elected members are reminded to update their register of interests as soon as practicable, including amending the register at this meeting if necessary.

RECOMMENDATIONS

That the Board:

- a) **Notes/Amends** if necessary the Elected or Independent Members' Interest Register attached as Attachment A; and
- b) **Confirms/Amends** the proposed management plan for Elected or Independent Members' Interests.

Attachments

	Title	Page
↓A	Register of Interest	7

Toitū Otago Settlers Museum Board - Register of Interest - current as at February 2021				
Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Phil Dowsett	Owner	Residential Property Ownership - Dunedin	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Various public companies	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Rachel Elder	Owner	Residential Property Ownership - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Greater South Dunedin Action Group	Decisions may be considered on the future of South Dunedin.	Withdraw from discussion and leave the table. If in confidential leave the room. Seek advice prior to the meeting.
	Host Parent	Otago Girls High School	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Advisor/Support Capacity	Kaffelagic	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Trails Networks Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chair	Southern Urban Dunedin Community Response Group	Decisions about emergency response recovery may be conflicted	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Craigieburn Reserve Committee (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Keep Dunedin Beautiful (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Okia Reserve Management Committee (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Toitu Otago Settlers Museum Board (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chairperson	Disability Issues Advisory Group	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Doug Hall	Director/Owner	Hall Brothers Transport Ltd	May contract and provide service to DCC	Withdraw from discussion and leave the table. If in confidential leave the room. Seek prior approval from Office of the Auditor General when required.
	Director/Owner	Dunedin Crane Hire	May contract and provide service to DCC	Withdraw from discussion and leave the table. If in confidential leave the room. Seek prior approval from Office of the Auditor General when required.
	Director/Owner	Wood Recyclers Ltd	May contract and provide service to DCC	Withdraw from discussion and leave the table. If in confidential leave the room. Seek prior approval from Office of the Auditor General when required.
	Director/Owner	Dunedin Concrete Crushing Ltd	May contract and provide service to DCC	Withdraw from discussion and leave the table. If in confidential leave the room. Seek prior approval from Office of the Auditor General when required.
	Director/Owner	Anzide Properties Ltd - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director/Shareholder	The Woodshed 2014 Limited	May contract and provide service to DCC	Withdraw from discussion and leave the table. If in confidential leave the room. Seek prior approval from Office of the Auditor General when required.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr Doug Hall Cont.	Owner	Property Ownership - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Farmlands	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Ravensdown Fertiliser	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	PGG Wrightson	Currently no likely conflict	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Silver Fern Farms	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director/Shareholder	Valley View Development Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Geekfix Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director	Milburn Processing Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Donor of the use of a building free of charge to the group	Fire Brigade Restoration Society	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Appellant	2GP	Appellant to the 2GP	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
	Financial Donor	Dunedin North Community Patrol	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Donor of the use of a building free of charge to the group	North Dunedin Blokes Shed	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Loan of a four wheel drive truck free of charge to the group for cartage of gravel	Mountainbiking Otago	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Partner	Highland Helicopters	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Supplier	Southweight Truck and Weights for testing Weighbridges Otago & Southland	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Carmen Houlahan	Member	Craigieburn Reserve Committee (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Chinese Garden Advisory Board (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Toitu Otago Settlers Museum Board (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Owner	Residential Property - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr Carmen Houlahan Cont.	Owner	Rental Property - North Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Part Owner	Adobe Group Ltd, Wanaka	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Rotary Club	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Institute of Directors	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago Property Investors Association	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Company Owner/Sole Director	Shelf Company - RU There	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Toitu Otago Settlers Museum Board (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Public Art Gallery Acquisitions Committee (Council appointment)	Possible grants recipient	Withdraw from discussion and leave the table. If in confidential leave the room. Seek advice prior to the meeting.
	Shareholder	Startup Business	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Susan Schweigman	Member	Mosgiel Taieri Community Board (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Volunteer	Dunedin i-Site	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Peter Smith	Trustee	Tapestry Trust of New Zealand	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Volunteer	Green Hut Track Group	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee and Secretary	Dunedin East Rotary Charitable Trust	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin East Rotary Club	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Secretary	Civil Service Harriers	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member-Chairperson	Otago Settlers Association	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Various public companies	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Owner	Residential Property Owner Dunedin and Naseby	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

CONFIRMATION OF MINUTES

TOITŪ OTAGO SETTLERS MUSEUM BOARD MEETING - 5 OCTOBER 2020

RECOMMENDATIONS

That the Board:

Confirms the Toitū Otago Settlers Museum Board meeting held on 05 October 2020 as a correct record.

Attachments

Title	Page
 Minutes of Toitū Otago Settlers Museum Board meeting held on 5 October 2020	12

Toitū Otago Settlers Museum Board

MINUTES

Minutes of an ordinary meeting of the Toitū Otago Settlers Museum Board held in the Otago Settlers Association Board Room, Toitū Otago Settlers Museum, 31 Queens Gardens, Dunedin on Monday 05 October 2020, commencing at 9.04 am

PRESENT

Chairperson Phil Dowsett

Members Cr Rachel Elder Cr Doug Hall
Susan Schweigman Peter Smith

IN ATTENDANCE Nick Dixon (Group Manager Ara Toi), Cam McCracken (Director – DPAG, Toitū, Lan Yuan)

Governance Support Officer Rebecca Murray

1 APOLOGIES

An apology had been received from Cr Carmen Houlahan.

Moved (Phil Dowsett/Peter Smith):

That the Board:

Accepts the apology from Cr Carmen Houlahan.

Motion carried (TOSM/2020/001)

2 CONFIRMATION OF AGENDA

Moved (Phil Dowsett/Cr Rachel Elder):

That the Board:

Confirms the agenda without addition or alteration.

Motion carried (TOSM/2020/002)

3 DECLARATIONS OF INTEREST

Members were reminded of the need to stand aside from decision-making when a conflict arose between their role as an elected representative and any private or other external interest they might have.

Peter Smith updated his register of interest and advised he is the Chairperson for the Otago Settlers Association and no longer owns a residential property in Naseby.

Moved (Phil Dowsett/Susan Schweigman):

That the Board:

- a) **Amends** the Elected or Independent Members' Interest Register; and
- b) **Confirms** the proposed management plan for Elected or Independent Members' Interests.

Motion carried (TOSM/2020/003)

4 CONFIRMATION OF MINUTES

4.1 TOITŪ OTAGO SETTLERS MUSEUM BOARD MEETING - 21 AUGUST 2019

Moved (Phil Dowsett/Cr Rachel Elder):

That the Board:

Confirms the Toitū Otago Settlers Museum Board meeting held on 21 August 2019 as a correct record.

Motion carried (TOSM/2020/004)

REPORTS

5 TOITŪ OTAGO SETTLERS MUSEUM AND LAN YUAN ACTIVITY REPORT

A report covered the activities of Toitū Otago Settlers Museum and Lan Yuan Dunedin Chinese Gardens (DCG) as at 31 August 2020 and discusses activities over the past 12 months.

Cr Doug Hall entered the meeting at 9.12 am.

The Group Manager Ara Toi (Nick Dixon) and the Director – DPAG, Toitū, Lan Yuan (Cam McCracken) spoke to the report, provided clarification on the financial reporting provided in the report and responded to members' questions.

Moved (Phil Dowsett/Cr Doug Hall):

That the Board:

- a) **Notes** the Toitū Otago Settlers Museum and Lan Yuan Activity Report for the 12 months to 31 August 2020.

Motion carried (TOSM/2020/005)

6 FREQUENCY OF TOITŪ OTAGO SETTLERS MUSEUM BOARD MEETINGS

A report from Civic provided options on the frequency of meetings for the Toitū Otago Settlers Museum Board to consider.

Moved (Phil Dowsett/Cr Rachel Elder):

That the Board:

- a) **Approves** the Toitū Otago Settlers Museum Board meetings being held quarterly, on a Monday at 9.30 am.
- b) **Notes** that where a meeting date falls on a public holiday that the meeting either be held the next day or the following Monday.

Motion carried (TOSM/2020/006)

7 MUSEUM CLUSTER IN DUNEDIN

The Board had a discussion on the Dunedin Museum cluster.

The Group Manager Ara Toi (Nick Dixon) and the Director – DPAG, Toitū, Lan Yuan responded to members' questions which included the level of collaboration and relationships with organisations in Dunedin.

The meeting concluded at 10.08 am.

.....
CHAIRPERSON

REPORTS

TOITŪ OTAGO SETTLERS MUSEUM AND LAN YUAN ACTIVITY REPORT

Department: Dunedin Public Art Gallery

EXECUTIVE SUMMARY

- 1 This report covers activities of Toitū Otago Settlers Museum and Lan Yuan Dunedin Chinese Garden (DCG) as at 31 December 2020 and discusses activities from 1 September 2020.

RECOMMENDATIONS

That the Board:

- a) **Notes** the Toitū Otago Settlers Museum and Lan Yuan Activity Report for the period 1 September 2020 to 31 December 2020.

BACKGROUND

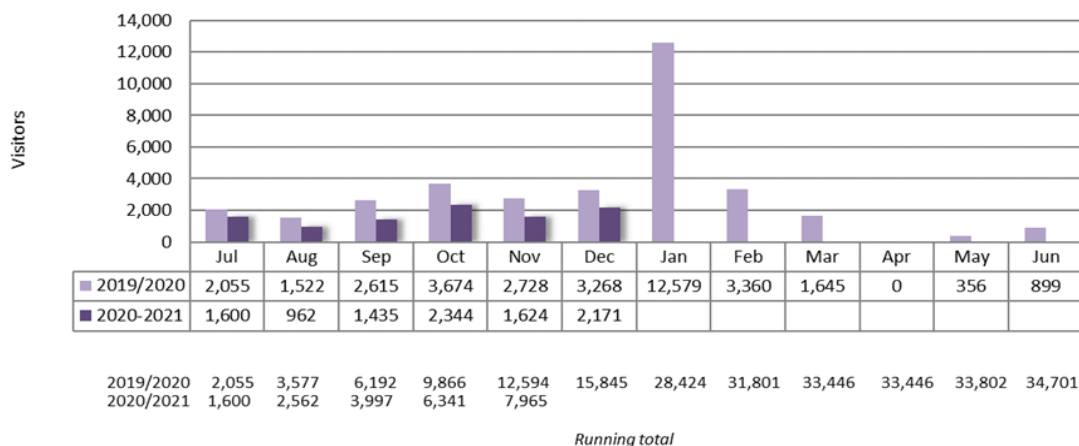
- 2 This report is written for the Toitū Otago Settlers Museum (TOSM) Board Meeting and details the latest activities and KPI performance at Toitū Otago Settlers Museum and Lan Yuan (DCG).

DISCUSSION

Visitors

- 3 We have welcomed 59,228 visitors over the September – December period 2020. This was down 36% on the corresponding period last year. This drop was expected given the border closure and the absence of international visitors to Dunedin. With 70% of Dunedin's visitor market comprised of International visitors, only being down 36% is a relatively positive result and reflects good engagement with domestic visitors and our local community.
- 4 Over the September – December 2020 period 7,574 people visited Lan Yuan. This represents a 38% decrease in visitor numbers for the corresponding period last year, a figure which corresponds to that at Toitū. Again, this is a positive result based on the significant number of international visitors to the garden over the same period last year.

Lan Yuan Visitor Numbers



Visitor Experience

Exhibitions

Furthest Frontier: Stories from Tamatea/Dusky Sound

- 5 In late July a Toitū OSM-led team – including four Museum staff, two maritime archaeologists, a member of the Oraka-Aprima rūnaka and a representative from Heritage NZ – departed for a week in historically significant Tamatea/Dusky Sound. The aim was to film stories to enhance the interpretation of objects and stories in the First Encounters gallery as well via Toitū's YouTube channel in 2021. Over the course of the week the team successfully captured plenty of footage both above ground and under water to incorporate into a fascinating seven-part documentary series. A promotional trailer has generated a huge amount of interest in the project and exemplifies the high production values achieved by Toitū's in-house documentary team.
- 6 The sites visited during the expedition included:
 - Those associated with the visit of Captain James Cook in the Resolution in 1773;
 - The spot in Luncheon Cove where a sealing gang built New Zealand's first permanent European dwelling in 1792 and began constructing the first European vessel to be built in New Zealand;
 - The place in Facile Harbour where New Zealand's first European shipwreck lies and where its castaways took up residence in 1795 (castaways which included the first women and children to reside in New Zealand);
 - The area where New Zealand's first attempt to save endangered bird species by creating a predator-free sanctuary began in 1894; and
 - The resting place of the Union Steamship Company steamer Waikare, wrecked during a tourist excursion to the sounds in 1910.

- 7 2020-21 Contemporary Designer - The Contemporary Designer case in Toitū's Material Cultural gallery was changed out on September 18. The case, which spotlights contemporary fashion by local Dunedin Designers, now features a new outfit by Darlene Gore, and a number of talks and programmes will spin out of this update.
- 8 Pixie Town 2020 - Pixie Town and Santa once again made a popular return to the Museum from December 4 to 24. In the absence of international tourism, uptake from local and national visitors over the run-up to Christmas was extremely encouraging and this signature event continues to be a key part of our yearly programme.
- 9 Gallery Refreshes - As the 10-year anniversary of the Museum's 2012 re-opening approaches, staff are planning to refresh and update many of the exhibition galleries. This is a great opportunity for us to review our long-term displays and see what has worked well and what could be improved. Also, as technology has continued its inevitable progress over the intervening years, we've been thinking about what new interpretive approaches we can employ as we look ahead to the 2020s and beyond. Work is currently underway on the first phases of the refresh which encompasses the *Gold, Gold, Gold* and *Ghosts of Wall Street* displays.

Learning Experiences outside the Classroom (LEOTC)

- 10 For the period 1 September until 31 December we welcomed 1251 students to Toitū from 27 different schools with a number of schools enjoying multiple visits.

Public Programmes

- 11 The Luck Of The Irish - In Partnership with the University of Otago Centre for Irish and Scottish Studies, this extremely popular talk series explores historical connections between Ireland and New Zealand and discusses the current bonds between the two countries.

Feature Public Programmes

- Puaka/Matariki School Holiday Activities
- Toitū Archives Tour – Behind the scenes
- Manu Aute Maori Kite Making Workshop
- Stitching Concrete – Artist Jay Hutchinson's contemporary embroidery workshop
- Harakeke Weaving Workshop
- Monthly 'Signature' Public Programmes
- Wednesday Craft - TheTapestry Project
- Live @ Toitū – Local musicians perform in the Josephine Foyer
- Toitū Toddler Time
- OSA Tuesday Club

Collections

- 12 In Archives, the priority has been responding to online research enquiries and booked public appointments. The Archivist has also worked with the Registrar and Conservator to get the Thomas Burns Visitation book digitised. This has been sent to Auckland and will soon be back on display following the construction of a new display mount. Several new donations have been processed this reporting period, including a group of male shipboard diaries (sail ships, pre-1880) which have also been scanned and digitised.

- 13 Other collections activity this reporting period has included the deinstallation of the 'Brought to Light' collections-based exhibition, processing recent donations to the collection in a timely fashion and continuing to work with a photographer on high quality digital images of major collection objects.

Commercial Activity

- 14 Retail sales with Toitū were 18.6% down on the corresponding period last year when factoring visitor numbers are down 36% is a very positive result. This includes the sale of items through the retail store only. Sales of toys and games have remained on par with last year with the decrease coming in items like Books, Homewares, Cards, Apparel and Accessories. These items are more popular with International Visitors. Chinese Garden retail sales are up 34% and food and beverage is up 10%. This is made up of predominantly Chinese Tea and Yumcha. Both are off a relatively small base when compared to Toitū but it is still a great result given the current trading environment.

Lan Yuan

- 15 In December, Acoustiguides were introduced to the Garden. These are an audio guide made available to visitors to help enhance their experience at the Garden through story based self-guided tour of the facility.
- 16 Moon Festival Online, 1 October – This online platform hosted a community's celebration of the Moon Festival in Dunedin. Included were performances by Dunedin Chinese Cultural and Arts Association, Dunedin Chinese Art/Instrument Association, Dunedin Tai Chi, Dunedin Senior Citizens Chinese Association, and Dunedin Tai Chi Club, as well as storytelling by Kaitrin McMullan and Hermione Hai.
- 17 Moon Festival Poetry Competition, 1 October – 1 November - We invited our audience to help us celebrate the Chinese Moon Festival by writing a poem based on the theme Distant Landscapes. There were three age categories Children (5–12); Teens (13–19); and Adults (20+). Prizes were awarded for first and second place and the winning poems were recited at the awards ceremony in the tea house at Lan Yuan at 2pm on Sunday 29 November 2020.

OPTIONS

- 18 There are no options as this report is for information only.

NEXT STEPS

- 19 There are no next steps as this report is for information only.

Signatories

Author:	Chris Snow - Operations Manager
Authoriser:	Cam McCracken - Dunedin Public Art Gallery Director Nick Dixon - Group Manager Ara Toi Simon Pickford - General Manager Community Services

Attachments

There are no attachments for this report.

SUMMARY OF CONSIDERATIONS

Fit with purpose of Local Government

This decision promotes the cultural well-being of communities in the present and for the future.

Fit with strategic framework

	Contributes	Detracts	Not applicable
Social Wellbeing Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economic Development Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environment Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Arts and Culture Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Waters Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Spatial Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Integrated Transport Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parks and Recreation Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other strategic projects/policies/plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The activities in this report support the Arts and Culture, Economic Development and Social Wellbeing Strategies.

Māori Impact Statement

There are no known impacts for tangata whenua. The Museum consults with and works with the Ngāi Tahu Advisory Group.

Sustainability

No implications although the principles of sustainability underpins all the activity of Toitū Otago Settlers Museum and Lan Yuan the Dunedin Chinese Garden.

LTP/Annual Plan / Financial Strategy /Infrastructure Strategy

This report is for noting purposes only.

Financial considerations

This report is for noting purposes only.

Significance

In terms of the Council's Significance and Engagement Policy, the matters in this report are deemed to be of low significance.

Engagement – external

This report is for noting purposes only.

Engagement - internal

This report is for noting purposes only.

Risks: Legal / Health and Safety etc.

There are no legal or health and safety risks related to matters in this report.

Conflict of Interest

There are no known conflicts of interest.

SUMMARY OF CONSIDERATIONS

Community Boards

There are no known specific implications for Community Boards.

TOITŪ OTAGO SETTLERS MUSEUM COLLECTION MANAGEMENT POLICY

Department: Arts and Culture

EXECUTIVE SUMMARY

- 1 The purpose of this report is to introduce an updated Collections Management Policy for Toitū Otago Settlers Museum.
- 2 The Collections Management Policy for Toitū Otago Settlers Museum provides a policy framework for developing and managing the Toitū Collection.

RECOMMENDATIONS

That the Board:

- a) **Endorses** the Toitū Otago Settlers Museum Collections Management Policy.

BACKGROUND

- 3 The Toitū Collection Management policy was adopted in 2001 and revised in 2006. A review of Arts and Culture Asset Management in 2017 recommended this policy be reviewed and updated.

DISCUSSION

- 4 The Toitū Collection Management policy has been updated to reflect changes in legislation and best museums practice as well as update a number of standard operating procedures.

OPTIONS

- 5 Not applicable

NEXT STEPS

- 6 If the Museum Board endorses the Toitū Otago Settlers Museum Collections Management Policy it will be forwarded to the Dunedin City Council Chief Executive Officer for final approval.

Signatories

Author:	Cam McCracken - Dunedin Public Art Gallery Director
Authoriser:	Nick Dixon - Group Manager Ara Toi Simon Pickford - General Manager Community Services

Attachments

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SUMMARY OF CONSIDERATIONS
Fit with purpose of Local Government

This decision promotes the cultural well-being of communities in the present and for the future.

Fit with strategic framework

	Contributes	Detracts	Not applicable
Social Wellbeing Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Economic Development Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Environment Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Arts and Culture Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Waters Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Spatial Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Integrated Transport Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parks and Recreation Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other strategic projects/policies/plans	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

This policy contributes to the delivery of the Ara Toi Arts and Culture Policy.

Māori Impact Statement

The policy identifies the importance of the Treaty of Waitangi/Te Tiriti and connectedness of Iwi, Hapu and whanau to their taoka.

Sustainability

There are no implications for sustainability

LTP/Annual Plan / Financial Strategy /Infrastructure Strategy

There are no implications for the LTP and Annual Plans

Financial considerations

There are no financial implications

Significance

This decision is not considered significant in terms of the Council's Significance and Engagement Policy.

Engagement – externa

There has been no external engagement

Engagement - internal

There has been engagement within Ara Toi

Risks: Legal / Health and Safety etc.

There are no identified risks

Conflict of Interest

There is no conflict of interest

Community Boards

There are no implications for Community Boards



toitū OTAGO
SETTLERS
MUSEUM

**COLLECTION
MANAGEMENT
POLICY**

DRAFT March 2021

A Department of

 **DUNEDIN** | kaunihera
CITY COUNCIL | a-rohe o
Otepoti

toitū OTAGO
SETTLERS
MUSEUM
COLLECTION MANAGEMENT POLICY

DRAFT: March 2021

ADOPTED: TBC

PROPOSED REVIEW DATE: March 2026

TOITŪ OTAGO SETTLERS MUSEUM COLLECTIONS POLICY

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DEFINITIONS

Accession

The formal process of recording or processing the addition of an item to the Museum collection.

Acquisition

When legal title of an item is transferred, and the Museum becomes the owner.

Bequest

Acquisition involving an individual transferring title to the Museum upon their death, through a last will and testament.

Deaccession

The formal process of removing an item from the Museum collection.

Disposal

The act of physically removing an item from the Museum collection including transfer of ownership, destruction or discarding.

Item

The general term used for an object, artefact, record, work of art, photograph, garment or document.

Loans

Loans are temporary transfers of collection items from the Museum, or temporary transfers of items to the Museum for stated Museum purposes. Loans are covered by an agreement between parties do not mean ownership is transferred between the loaner and loanee.

Manawhenua

Group with territorial rights, authority over land or territory, jurisdiction over land or territory and with power associated with possession and occupation of tribal land.

Non-collection item

An item owned by the Museum, but which is not appropriate to be part of the accessioned collection. A non-collection item may be recorded in the collection database to track its whereabouts.

Provenance

The proven or documented place of origin, use, history and previous ownership of an item.

Registration

The act of allocating an item a unique number and recording this. Registered items may be items which are due to be added to the collection, non-collection items held for interpretive or other purposes or loans from external sources.

Restricted Material

These are collections items, data or information which have restricted public or staff access due to cultural sensitivity, privacy or legal reasons.

Taoka/Taonga

Te Reo / Māori term for treasured object item or artefact – understood in this document to refer to Māori cultural items or intellectual property.

Tikanga

Māori customary practices

Whakapapa

Genealogical or ancestral links

1 INTRODUCTION

The collections of Toitū Otago Settlers Museum (the Museum) are owned by the Dunedin City Council, which has a duty to maintain, protect and preserve them.

This policy should be read in conjunction with other Museum related plans.

1.1 Policy Statement

The Museum is dedicated to the collection, preservation and interpretation of items relating to the human settlement and heritage of Ōtepoti Dunedin and the Otago region.

The Museum will develop, preserve research and interpret the collection to promote interest, knowledge and education relating to the human settlement and heritage of Ōtepoti Dunedin and Otago for local, national and international communities of researchers and visitors.

1.2 Standards and Guidelines

The Museum is committed to achieving standards of excellence as defined by national and international professional codes and conforms to relevant legislation, codes and standards including but not limited to:

- The Treaty of Waitangi/ Te Tiriti o Waitangi
- New Zealand Copyright Act 1994
- New Zealand Local Government Act 2002
- New Zealand Protected Objects Act 1975
- New Zealand Public Records Act 2005
- Arms Act 1983 (including 2019 Amendments)
- Cultural Property (Protection in Armed Conflict) Act 2012
- Heritage New Zealand Pouhere Taonga Act 2014
- Museum Aotearoa Code of Ethics 2012
- UNIDROIT Convention on Stolen or Illegally Imported Cultural Objects 1995

1.3 Why are we collecting?

Our collections are core to our business and represent and evidence the history and development of Ōtepoti Dunedin

The Museum collects for the benefit of people from Ōtepoti Dunedin, Otago, Aotearoa New Zealand and the world.

We are committed to increasing access, improving the care and storage of the Toitū collections, reviewing their significance and rationalising as well as enhancing the information we hold pertaining to our holdings.

1.4 Collection Focus

In principle the Museum seeks to collect:

- Material which is important to the history of settlement and heritage of Ōtepoti Dunedin and Otago.
- Material which is important to the study of settlement and heritage of Ōtepoti Dunedin and Otago.

The Museum's policy is to collect items of cultural property that meet the following selection criteria:

- a) The item is directly related to a person, group or event in the history of Otago or Ōtepoti Dunedin, that is:

- i. items which belonged to a person born in or active in Otago or Ōtepoti Dunedin;
- ii. items created in Otago or Ōtepoti Dunedin or created by a person born or active in Otago or Ōtepoti Dunedin;
- iii. items used in an event or created to commemorate an event in the history of Otago or Ōtepoti Dunedin.
- b) The item is relevant to the history of the peoples of Otago or Ōtepoti Dunedin.
- c) The item is indirectly related to the history of Otago or Ōtepoti Dunedin. That is:
 - i. items which belonged to or were created by a person born in Otago or Ōtepoti Dunedin but active elsewhere
 - ii. items which reflect nationwide or worldwide trends, or
 - iii. events which have had marked impact upon people in Otago or Ōtepoti Dunedin.
- and
- d) The item has value as part of a series or group existing in the collection.
- e) The item has value as being unique or exceptionally rare.
- f) The item is in fair condition relative to its importance.

2 ACQUISITION POLICY

- 2.1 That it be generally policy to acquire items of cultural property that will enhance the collection as a resource for the programmes of the Museum.
- 2.2 Items of cultural property for acquisition should be considered on their respective merits and in relation to the aims and bounds of this policy. Objects outside the bounds of this policy may be considered only in special circumstances.
- 2.3 Items of cultural property considered for acquisition should be considered in the context of the collection policies of other Ōtepoti Dunedin institutions collecting in similar fields, for example The Hocken Collections / Uare Taoka o Hākena, Otago Museum and Dunedin Public Art Gallery.
- 2.4 Where the Museum has a good collection of a certain category of objects, and where there are specific gaps in that collection which could be usefully filled by specific acquisitions, then the Museum should attempt to make such acquisitions as the opportunity arises.
- 2.5 The Museum must obtain legal title for the items it acquires by purchase, gift or bequest.
- 2.6 The acquisition of any item for the collection must not contravene the requirements of New Zealand law, or any international agreements to which New Zealand is a party, or the UNESCO conventions relating to cultural property.
- 2.7 The ability of the Museum to care for, store, and exhibit a potential acquisition should be thoroughly considered as part of the acquisition process. The potential long-term cost to the Museum in terms of conservation, storage and display facilities should be a major part of this consideration. If the Museum is unable to provide adequate care, storage and display for an object under consideration, then it should not be acquired.
- 2.8 Items of cultural property of the types collected by the Museum which are acquired privately by members of Museum staff must be declared to the Director immediately following purchase. The Museum shall have the option of purchasing such works at cost within four weeks of the date on

which the Director was notified of the purchase. Staff members should not compete with the institution in the acquisition of items of cultural property.

- 2.9 The Museum should ensure that items of cultural property receive appropriate spiritual as well as physical care.
- 2.10 The Museum's policy is to collect items of cultural property that meet the following selection criteria:
 - g) The item is directly related to a person, group or event in the history of Otago or Ōtepoti Dunedin, that is:
 - iv. items which belonged to a person born in or active in Otago or Ōtepoti Dunedin;
 - v. items created in Otago or Ōtepoti Dunedin or created by a person born or active in Otago or Ōtepoti Dunedin;
 - vi. items used in an event or created to commemorate an event in the history of Otago or Ōtepoti Dunedin.
 - h) The item is relevant to the history of the peoples of Otago or Ōtepoti Dunedin.
 - i) The item is indirectly related to the history of Otago or Ōtepoti Dunedin. That is:
 - iv. items which belonged to or were created by a person born in Otago or Ōtepoti Dunedin but active elsewhere
 - v. items which reflect nationwide or worldwide trends, or
 - vi. events which have had marked impact upon people in Otago or Ōtepoti Dunedin.
 - and
 - j) The item has value as part of a series or group existing in the collection.
 - k) The item has value as being unique or exceptionally rare.
 - l) The item is in fair condition relative to its importance.
 - m) Items which are well-provenanced and supported by documentation will be accepted in preference to similar items without any provenance.
- 2.11 Items of a potentially dangerous nature (for example, explosive devices or substances, ammunition, poisons) should not, in general, be added to the collection. If any exception is to be made, all such items must be declared safe, in writing, by the appropriate expert/s in the field before being considered for acquisition. See also Conservation: Hazardous Materials.

3 GIFTS AND BEQUESTS POLICY

- 3.1 The Museum, on the recommendation of the Director, is entitled to accept any gift or bequest confirming with the Acquisitions Policy, or outside the policy, but is not bound to accept any gift or bequest.
- 3.2 The Museum shall not be bound to display any item acquired by gift or bequest.
- 3.3 The donor of an item must have legal title to the item in order to give or bequeath it to the Museum.
- 3.4 Bequests to the Museum should be unrestricted and without display, return or storage conditions, although the acceptance of gifts and bequests with restrictions may be considered by the Director in special circumstances.

- 3.5 The Museum is obliged to take into serious consideration any precatory restrictions placed on gifts and bequests.
- 3.6 The Museum has the exclusive right to dispose, however and whenever it sees fit, of any collection item acquired by any means, with the sole constraint that any funds arising from such disposal may only be applied to the acquisition of further items for the collection. It however has a procedure for making disposals described under that heading in this document.

4 LONG-TERM LOANS TO THE MUSEUM

- 4.1 Items of cultural property acquired on long-term loan should fall within the bounds of the Acquisitions Policy. Acceptance of long-term loans for any other reasons may be considered in special circumstances.
- 4.2 The Museum shall not knowingly hold on long-term loan any item vested with it by anyone in contravention of the requirements of New Zealand law, or any international agreements to which New Zealand is a party or the UNESCO conventions relating to cultural property.
- 4.3 No item may be held on long-term loan which the Museum is not able to care for, store, catalogue and display adequately.
- 4.4 Items on long-term loan to the Museum will be cared for in accordance with the wishes of the owner to the best of the Museum's ability.

5 SHORT-TERM LOANS TO THE MUSEUM

- 5.1 Short-term loans may be made for exhibition or public programmes, or for curatorial or conservation assessment. Short-term loans for other purposes may be made in special circumstances.
- 5.2 The Museum shall not knowingly hold on short-term loan any object or work of art acquired by the owner in contravention of the requirements of New Zealand law, or any international agreements to which New Zealand is a party, or the UNESCO conventions relating to cultural property.
- 5.3 No item of cultural property shall be held on short-term loan which the Museum is not able to care for, store, catalogue and display adequately.
- 5.4 Items of cultural property on short-term loan will be cared for in accordance with the wishes of the owner to the best of the Museum's ability.

6 COLLECTION CARE

6.1 Registration and Accession

Items acquired by the Museum to be part of the permanent collection or items on loan to the Museum will be assigned a unique registration number with an associated record created in the Collections Management System (currently Vernon CMS).

Items held temporarily by the Museum for any reason, such as for consideration as a gift or for identification, shall be assigned a unique registration number and an associated receipt record is created. This registration number shall accompany the item at all times while it is held by the Museum.

Where practicable, all items should be safely and archivally housed in an appropriate nest, container or stillage.

6.2 Documentation

Evidence of the identification, condition, provenance, history of an item when recorded in a permanent way, enhances the value and future research potential of the item. All available, accompanying information should be included to an item record in the collection database.

6.3 Valuations

It is important to maintain up to date insurance values for collection items which have monetary value. Items in the permanent collection should be valued by a registered valuer for insurance purposes as follows:

Fine Art Collection: Every three years
Transport Collection: Every five years
Decorative Arts and Furniture Collection: Every five years
Medals and military memorabilia: Every five years
Firearms: Every five years

7 CONSERVATION

The Museum is committed to providing a balance between access to the collections and safely preserving them.

7.1 Conservation Treatment Programme

A conservation treatment plan should be devised at least every 6 months to allow for regular collection maintenance as well as work required to collection items selected for exhibition display.

7.2 Environmental Control and Monitoring

For the majority of cultural materials, a set point in the range of 45-55% relative humidity with an

allowable drift of +/-5% yielding a total annual range of 40% minimum to 60% maximum and a temperature range of 15-25°C is acceptable.

Fluctuations of temperature and humidity should be minimized so that a stable environment is maintained as far as possible.

Some cultural materials require different environmental conditions for their preservation. These and specific loan requirements for all objects should be determined in consultation with conservation professionals.

7.3 Disaster Preparedness

The Business Continuity and Disaster Recovery Plan sets out the arrangements for coordinated action by the Museum in response to an emergency. It also provides information on activities the Museum engages in to ensure preparedness in case of an emergency. Please see Appendix 1.

7.4 Pest Management

All the buildings are monitored on a monthly basis by a pest (rodent and insect) destruction contractor and baits inspected and refreshed as required. Problems identified are dealt with by introducing additional measures.

7.5 Storage and Security

The Museum has a commitment to the collection, preservation and care of permanent collections on behalf of the residents of Ōtepoti Dunedin. Appropriate storage of collections in environmentally controlled and secure stores is therefore a core activity of the Museum. The Museum shall endeavour to invest in maintaining and improving collection storage facilities to ensure continued and appropriate conditions are met to house all collection items.

7.6 Hazardous Materials

Items of a potentially dangerous nature (for example, explosive devices or substances, ammunition, poisons) should not, in general, be added to the collection. If any exception is to be made, all such items must be declared safe, in writing, by the appropriate expert/s in the field before being considered for acquisition.

All hazards and hazardous substances will be recorded in the Hazard Register. Please see Appendix 2.

8 HANDLING POLICY

8.1 Correct and careful handling of all items of cultural property is critical for the professional operation of the Museum and for the preservation of the objects in the collection or on loan.

- 8.2 All items of cultural property in the collection and on loan must be considered worthy of the same amount of care in handling irrespective of monetary value or the aesthetic or cultural values the handler may place upon them.
- 8.3 While collection management and exhibition staff will normally be responsible for the handling of items of cultural property, all members of staff have a responsibility in this, and need to be aware of correct procedures.
- 8.4 Procedures for handling items of cultural property will be prescribed by a conservator. Advice on specific handling problems will be sought from time to time from specialist conservators as the need arises.
- 8.5 Damage to and loss of items of cultural property must be reported to the Director as soon as practicable after the event. While it may be necessary in some cases to report the damage/loss to the Collection Manager first if urgent action needs to be taken, the Director must be informed immediately afterwards if he/she is on the premises, and in any case not more than 24 hours after the event, in writing.

9 COLLECTIONS ACCESS

- 9.1 The Museum staff will make reasonable efforts to make items of cultural property in the collection (and information about these items) accessible. However, access must not compromise the security or conservation needs of an item, nor the copyright restrictions placed on it.
- 9.2 Use of the collections should be consistent with the aims, responsibilities and policies of the Museum.
- 9.3 The Museum encourages research into items of cultural property in its collection.

10 LOANS FROM COLLECTION

Outgoing loans

- 10.1 Every effort shall be made to make objects in the collection available for loan to public institutions. However:
 - The loan of an object must not compromise its security or conservation needs, nor any other specific restrictions placed on it.
 - Loans shall be made only if the borrower is able to care for, store and display the object properly.
 - Loans should be for purposes consistent with the aims, responsibilities and policies of the Museum.
- 10.2 The borrower must adhere to the conditions set out on the Museum's Outgoing Loan Agreement.
- 10.3 Works held on long-term loan by the Museum may only be lent to another party with the approval of the owner.

11 DEACCESSION AND DISPOSAL

- 11.1 The Museum must establish that it has legal title to any item of cultural property it wishes to dispose of by means of sale.
- 11.2 Disposal is to be used as a collection management tool to improve the quality and usefulness of the collection. It is unacceptable to dispose of an item of cultural property in response to current vogues or personal taste.
- 11.3 In disposing of an object, where appropriate and possible, a recognised authority in the relevant field must have signed a written opinion agreeing to the disposal.
- 11.4 Issues to be taken into consideration with regard to the disposal of objects (not in order of priority):
- Means of acquisition
 - Curatorial priority
 - Conformity to Acquisitions Policy
 - Usefulness to the exhibitions programme
 - Educational value
 - Number of similar works in the collection
 - Amount of storage space needed
 - Conservation needs
 - Resources needed to maintain the work
 - Value as a potential outgoing loan
 - Objects accidentally lost or stolen may be deaccessioned
- 11.5 Means by which items of cultural property may be disposed of:
- Offered first to the donor or donors' estate in the first instance, or hapu or whanau in the instance of taonga.
 - Offered to any other relevant public institution, or appropriate not for profit body in Ōtepoti Dunedin, either as a gift or for sale.
 - Offered to any other relevant public institution outside Ōtepoti Dunedin, either as a gift or for sale.
 - Offered anonymously at public auction with a reserve set to reflect its market price. Thereafter anonymously at public auction wherever the highest price may be obtained.
- The Director will recommend the most appropriate means of disposal in each case.
- The Museum Board will be advised of proposed deaccessions.
- The disposal of an item of cultural property shall not knowingly contravene the requirements of New Zealand law, or any international agreements to which New Zealand is a party, or the UNESCO conventions relating to cultural property.
- 11.6 Where financial assistance has been obtained for an acquisition from an outside source, as a matter of etiquette but not as a matter of right, the Director should consult such parties, before deciding to dispose of the work.
- 11.7 If an item of cultural property significant to any ethnic, religious or family group is to be deaccessioned, as a matter of etiquette but not as a matter of right, the Director should seek

advice on the appropriate protocols and follow them as far as possible.

11.8 Full records must be kept of all decisions and procedures concerning disposal.

11.9 Funds arising from the sale of collection items are to be used solely for the purchase of further items of cultural property for the collection.

12 EXHIBITION POLICY

12.1 That it be general policy to conduct an exhibition programme consistent with the aims, responsibilities and policies of the Museum.

12.2 All loaned objects on exhibition will be properly credited on labels or by other means.

12.3 Reasonable measures will be taken to ensure that items of cultural property on exhibition are not stolen, intentionally destroyed, distorted or altered.

12.4 The Museum will not offer for sale any objects on exhibition.

12.5 Objects on exhibition should be contextualised responsibly with due consideration given to:

- the circumstances in which the object was created;
- the object's intended use at the time of creation;
- spiritual value placed on the object by any group or groups within the community.

12.6 Items of cultural property in the collection or borrowed for the purposes of exhibition shall not be put at risk by time constraints imposed by exhibition schedules and deadlines. Exhibition schedules and deadlines should be determined by the physical requirements of the items of cultural property to be displayed, to ensure safety in handling and installation.

13 ACQUISITION PROCEDURES

13.1 In principle, items should not physically enter the Museum building or collection storage unless they have been formally accepted for acquisition. To manage the donations process, regular donations clinics shall be conducted by the Museum's curators whereby the community can offer items for donation.

13.2 Items on offer as gifts, bequests, or proposals for purchase shall normally be presented for consideration to the Director by the relevant curator at an acquisitions meeting. Acquisitions meetings shall normally be scheduled each month or as practicable. The final decision on acquisitions is made by the Director.

13.3 In purchasing items of cultural property outside an auction or proper tendering process the Museum never stipulates a price.

13.4 In acquiring items at auction, the Museum will act anonymously.

14 PROCEDURES FOR LONG-TERM LOANS TO THE MUSEUM

- 14.1 The Director must approve all long-term loans to the Museum.
- 14.2 Where the lender does not provide a suitable outgoing loan agreement, the lender must agree to the terms of the Museum's Incoming Loan Agreement and must sign and return this agreement. Any restrictions placed on the loan must be clearly stated on any loan agreement.
- 14.3 All long-term loans will be reviewed after a period of five years.
- 14.4 The Registrar will formally catalogue the loan.

15 PROCEDURES FOR SHORT-TERM LOANS TO THE MUSEUM

Loans for exhibitions or public programmes

- 15.1 Requests for loans are made by the Curator (or by the Registrar on his/her behalf), on approval by the Director.
- 15.2 Where the lender does not provide a suitable outgoing loan agreement, the lender must agree to the terms of the Museum's Incoming Loan Agreement and must sign and return this agreement. Any restrictions placed on the loan must be clearly stated on any loan agreement.
- 15.3 Loans will be returned to the owners as soon as practicable after the close of an exhibition or public programme.
- 15.4 The Registrar will enter the loans in the Collections Management System.

16 LOANS FOR OTHER PURPOSES

- 16.1 In the case of loans to the Museum for other purposes, and where the lender does not provide a suitable outgoing loan agreement, the lender must agree to the terms of the Museum's Incoming Loan Agreement and must sign and return this agreement. Any restrictions placed on the loan must be clearly stated on any loan agreement.
- 16.2 The Registrar will enter the loans in the Collections Management System.

17 PROCEDURES FOR PUBLIC ACCESS TO AND USE OF THE COLLECTION

- 17.1 The Director must approve all access to and use of the collection if it is for commercial purposes.

17.2 The Director or his/her delegate must approve and supervise all other access to and use of the collection.

17.3 The Director may impose charges for access to or use of the collection. Generally, charges will only be made to recover costs incurred by the Museum in making a service available.

18 PROCEDURES FOR OUTGOING LOANS

18.1 Outgoing loans must be approved by the Director, after consultation with Curators as well as the Collections and Exhibition Manager.

18.2 The borrower must agree to the terms and conditions of the Museum's Outgoing Loan Agreement and must sign and return it.

18.3 All long-term outgoing loans will be reviewed after a period of three years.

19 DISPOSAL PROCEDURES

19.1 Issues to be taken into consideration with regard to the disposal of collection items (not in order of priority) are:

- Means of acquisition
- Curatorial priority
- Conformity to Acquisitions Policy
- Usefulness to the exhibitions programme
- Educational value
- Number of similar works in the collection
- Amount of storage space needed
- Conservation needs
- Resources needed to maintain the work
- Value as a potential outgoing loan
- Objects accidentally lost or stolen may be deaccessioned.

19.2 Where financial assistance has been obtained for an acquisition from an outside source, as a matter of etiquette but not as a matter of right, the Director should consult such parties, before deciding to dispose of the work.

19.3 If a collection item significant to any ethnic, religious or family group is to be deaccessioned, as a matter of etiquette but not as a matter of right, the Director should seek advice on the appropriate protocols and follow them as far as possible.

19.4 The Museum must establish that it has legal title to any item it wishes to dispose of. The Director must sight the relevant documents of its acquisition.

19.5 The Director, Collections Manager (or manager responsible for collections) and the Museum's

curators will identify and agree to items for disposal and the Director will advise the Museum Board before making recommendations regarding disposal to the Dunedin City Council CEO (or their delegate) for final sign off.

19.6 In disposing of a collection item, a recognised authority in the relevant field must have signed a release agreeing to the disposal.

19.7 Means by which collection items can be disposed of:

- Offered first to any other relevant public institution in Ōtepoti Dunedin, either as a gift or for sale.
- Offered to any other relevant public institution outside Ōtepoti Dunedin, either as a gift or for sale.
- Offered anonymously at public auction with a reserve set to reflect its market price. Thereafter anonymously at public auction wherever the highest price may be obtained.

The Director will recommend to the Museum Board the most appropriate means of disposal in each case.

19.8 Full records must be kept of all decisions and procedures concerning disposal.

20 COLLECTIONS COPYRIGHT

20.1 The Museum strongly supports the principles of copyright, the intention of the Copyright Act 1994 and the rights of copyright owners, and therefore takes all appropriate actions to ensure that copyright is not breached within the Museum, either by staff or by users.

20.2 In many cases, the Museum is not the rights holder for the collections it cares for. At the point of acquisition of collections, the Museum will discuss use and reuse options with rights holders and adhere to those terms agreed between the rights holder/s and museum. This includes any third-party material loaned to the Museum team for use in, for example, an exhibition.

20.3 The Museum will apply the appropriate rights statement to metadata records to collections available digitally to facilitate clear understanding of how collections can be used or reused.

20.4 As this framework is a living document, the current priority identified in this principle is for the Museum to identify works where the copyright duration has expired, and therefore is accompanied with the rights statement 'No known copyright restrictions'.

20.5 Where possible, the Museum supports the principles of open access and makes every effort to release Museum owned content under a CC BY 4.0 Creative Commons license. Some of the Museum's collections metadata may not be released to users owing to reasons that fulfil our responsibility as custodian of collections, for example, respecting the privacy of donors.

21 TOITŪ OTAGO SETTLERS MUSEUM WORKING COLLECTION CATEGORY POLICY

- 21.1 This policy establishes a new collection category to classify accessioned collection items with display potential that have mechanical or 'working' parts and/or items which visitors are permitted to physically interact with.

The need for this policy has arisen out of the identification of objects such as the Pixie Town collection and the Tiger Tea Bus which have been subject to non-conservation treatments for purposes of display. These types of collection item attract a great deal of attention from Museum visitors due to their kinetic nature or in the case of the bus, the opportunity to interact with it. The application of a 'Working Collection' category to classify these items will allow for public engagement with the object in a way that extends its useful life.

Toitū Otago Settlers Museum shall have in its collection, a category of accessioned collection items that have mechanical or working parts and/or items which visitors are permitted to interact with. These items may be subject to authorised specialist (i.e. non- conservation) treatments, repairs or the addition of replacement parts. This authorisation may only be made in writing by the Director, Toitū Otago Settlers Museum.

Please see Appendix 2

22 DIGITAL COLLECTIONS

- 22.1 Toitū Otago Settlers Museum collects and preserves digital and digital-born records pertaining to our collecting areas of priority. This includes digital media including 'Born Digital', CD ROMS, DVD's and CD's.
- 22.2 Where appropriate, the Museum should ensure that digital material in the form of information, imagery, records or other material is transferred to new storage platforms in keeping with changes in digital storage technology.

APPENDIX

- 1 Business Continuity and Disaster Recovery Plan
- 2 Toitū Otago Settlers Museum Working Collection Category Policy

