

AUSTRALIAN MUSEUM POLICY

Policy no.
Keyword: Collections Maintenance
Title of Policy: Collection Maintenance

Approved by: Executive
Date : 26/2/2013
Policy manager: Assistant Director, Research and Collections

Notes: REVISIONS OF FEBRUARY 2013

1. Removal of reference to acquisitions, this process will be covered in separate acquisition strategy documents.
2. Change in name of policy from "Management" to "Maintenance"
3. Expanded comment on ethical responsibilities of holding First People's cultural collections (section 13.5).
4. Comments on aspirations for collection digitization (Section 8).

COLLECTION
MAINTENANCE
POLICY

Table of Contents

1	EXECUTIVE SUMMARY	4
2	DEFINITIONS	4
2.1	ACCESSION:	4
2.2	ACQUISITION:.....	4
2.3	THE ACT:.....	4
2.4	AM:.....	4
2.5	AUSTRALIAN MUSEUM COLLECTION FACILITIES:	4
2.6	CITES:.....	4
2.7	OBJECT :	4
2.8	REGISTRATION:.....	5
2.9	TYPE SPECIMEN OR TYPE OR TYPES:	5
3	SCOPE AND PURPOSE.....	5
3.1	SCOPE.....	6
3.2	PROCEDURES	6
4	DISPOSAL.....	7
4.1	DISPOSAL POLICY	7
4.2	DISPOSAL CRITERIA	7
4.3	APPROVAL FOR DISPOSAL OF OBJECTS.....	8
4.3.1	<i>Approval by the Trust.....</i>	<i>8</i>
4.3.2	<i>Approval by the Governor.....</i>	<i>8</i>
4.3.3	<i>Approval by the relevant Branch Head.....</i>	<i>9</i>
4.4	CULTURAL GIFTS PROGRAM.....	9
5	ACCOUNTABILITY FOR COLLECTION OBJECTS.....	9
6	COLLECTION CARE	9
6.1	PRINCIPLES OF COLLECTION CARE	9
6.2	RESPONSIBILITIES OF THE MATERIALS CONSERVATION UNIT.....	10
7	DOCUMENTATION.....	11
8	COLLECTION INFORMATION MANAGEMENT SYSTEM AND COLLECTION DIGITISATION.....	11
8.1	EMU BACKUPS.....	11
8.2	DATABASE ACCESS	11
8.3	DATA LICENSE AGREEMENT	11
8.4	FEES	12
9	ACCESS TO COLLECTIONS.....	12
9.1	SAMPLING, MODIFYING, OR TRANSFORMING COLLECTION OBJECTS BY AUSTRALIAN MUSEUM STAFF	12
10	LOANS – INCOMING AND OUTGOING	13
10.1	INCOMING LOANS FOR SCIENTIFIC RESEARCH	14
10.2	CHARGES FOR LOANS	14
11	INVENTORY OF COLLECTIONS.....	16
12	SECURITY	16
13	ETHICS	16

13.1	MAINTENANCE AND CONSERVATION OF SPECIMENS AND RECORDS.....	16
13.2	APPRAISALS OF OBJECTS	16
13.3	CONFIDENTIALITY.....	17
13.4	ANIMAL WELFARE	17
13.5	CULTURAL COLLECTIONS.....	17
14	EMERGENCY/DISASTER MANAGEMENT.....	17

1 EXECUTIVE SUMMARY

The present document establishes an overall policy for maintenance and use of the Australian Museum's natural science and cultural collections to ensure application of standards of best practice for collection management procedures and services. The purpose of this policy is to ensure a shared understanding amongst the Museum's staff and stakeholders regarding the accountability and authority under which collection maintenance activities such as loans, collection documentation, modifying collection items, and disposals are carried out.

Our collections are a valuable source of material and information for research, display, education, managing the biodiversity and geodiversity of Australia, and understanding cultural heritage in the Australian and Pacific Region. An essential part of the mission of the Australian Museum is to make the objects and associated information available to the widest possible audience. At the same time, the Museum is concerned with minimizing risks to the collections, and ensuring that collections are managed in accordance with relevant legal and ethical frameworks.

Note that the process of selecting new acquisitions for the cultural and scientific collections is dealt with under separate policy documents.

2 DEFINITIONS

2.1 Accession:

A procedure for tracking or recording the acquisition of an object. This may include the use of field codes or collecting event codes, freezer numbers or a similar system for recording the acquisition of objects.

2.2 Acquisition:

The process by which the Australian Museum accepts custody or title for objects.

2.3 The Act:

Australian Museum Trust Act 1975

2.4 AM:

Australian Museum

2.5 Australian Museum collection facilities:

Australian Museum collections are housed at the College Street site, leased off-site premises and at the Australian Fossil and Minerals Museum, Bathurst.

2.6 CITES:

Convention on International Trade in Endangered Species

2.7 Object :

'Object' is used throughout to describe ethnographic and archaeological objects, biological specimens including tissues, wet specimens or specimens held in preservative fluids,

multimedia files, microscope slides, SEM stubs, genetic material, skins, skeletons and mounts, geological specimens including casts, minerals, meteorites, tektites, rocks and fossils including casts and moulds.

2.8 Registration:

The process of assigning a unique registration number to an object in the collection database for the purpose of recording information about the object.

2.9 Type Specimen or Type or Types:

A zoological, palaeontological or mineral specimen(s) that serves as the basis for the name of the taxon. Primary Types (holotype, neotype, lectotype, etc) and secondary Types (paratypes, paralectotypes, etc) underpin the concept of the species and its variability in nature. Type specimens are irreplaceable items of vital national and international significance for scientific research and identification verification.

3 SCOPE AND PURPOSE

The Australian Museum maintains collections which serve to document, preserve and assist the description of biological, cultural, mineralogical and palaeontological diversity. The collections represent a vast store of potential knowledge. The major role for Collection Management is to ensure collections are accessible to researchers, the public and the general community while ensuring their long term maintenance and development. Although collections are worldwide in scope, emphasis is placed on the Indo-Pacific region and eastern Australia.

The Museum is committed to providing information about, and access to, the collections to the general public, students, researchers, other museum workers, indigenous peoples and relevant communities, government agencies and others. The collections will be maintained and expanded to support, promote and encourage their service potential.

A primary goal of the Museum is to provide access to the collections and their data, through appropriate collection information management systems.

The collections serve as:

- a) a source of research material: objects support research in a variety of areas including, but not restricted to, archaeology, cultural heritage, interpretation of cultural practices, taxonomy, systematics, evolution, historical distribution, biogeography, production of identification guides and regional lists, ecology, anatomy, morphology, and ontogenetic variation;
- b) a source of information and display material;
- c) a source of material and information for educational purposes;
- d) a source of information for managing the biodiversity and geodiversity of Australia;

- e) a reference base of the diversity of animal species (both past and present), plant species from the past and geological diversity in Australia and other parts of the world, in the form of objects and their associated data;
- f) a resource for Aboriginal people, and Torres Strait Islanders and the indigenous populations of the Pacific Region to use as they explore issues related to contemporary cultural identity; and
- g) an historical archive for the study of indigenous cultures and processes of change in the Australian/Pacific Region.

3.1 Scope

This document attempts to establish a management framework in which collections are properly maintained and in which the use of the collections and associated information is maximised with minimum risk to objects. It has been developed jointly by Collection Managers, other scientific staff and Museum management. This policy covers natural science and cultural collections. This policy does not cover the Research Library, Archives and Records collections, which are covered by separate policies. The term 'object' is used throughout to describe ethnographic and archaeological objects, biological specimens including tissues, wet specimens or specimens held in preservative fluids, multimedia files, microscope slides, SEM stubs, genetic material, skins, skeletons and mounts, geological specimens including casts, minerals, meteorites, rocks and fossils including casts and moulds.

Objects may be held because of their value as items of special cultural significance; their value or interest as types; because they are rare, extinct or unique objects; objects and vouchers resulting from work such as taxonomic revisions, biochemical studies and surveys; vouchers which represent species variations or range extensions; first records; historic records; figured individuals; cultural innovation; and those objects which, through changing circumstances, may increase in archival heritage and historical significance.

Objects serve as a basis for formal and informal education use; public and restricted exhibitions; answering public and professional inquiries, including identifications; promotion of cultural understanding; making recommendations and answering questions for other agencies and other clients.

The Australian Museum collections are housed at the College Street site, leased off-site premises and at the Australian Fossil and Minerals Museum, Bathurst.

3.2 Procedures

The Head of Natural Sciences and the Head of Culture, Conservation and Business Services are responsible for defining procedures for the implementation of this policy. Collection Managers are responsible for the development of specific guidelines for work practice for their respective collections within the framework of this policy and related procedures. Collection Managers are responsible to the Head of Natural Sciences and the Head of Culture, Conservation and Business Services for the implementation of the approved policy, including the maintenance of collections and associated data and facilities, such as reprint libraries.

4 DISPOSAL

4.1 Disposal Policy

Objects may be considered for disposal if the object is no longer of value to the Australian Museum, or would more appropriately be held by another institution, or is to be repatriated.

Upon disposal of an object from the collections, all records of the object will be modified to indicate when disposal has taken place and the method and approval of disposal. These records will be retained.

Objects shall not be given or sold to Australian Museum employees, officers, Trustees, volunteers or their immediate families or representatives. If objects are disposed of at a public auction or sale, Australian Museum employees, officers, Trustees, volunteers or their immediate families or representatives must not be given any preference or advantage in procuring the objects.

Objects within the Cultural Collections disposed through repatriation will be guided by the Museums repatriation policy. <http://www.australianmuseum.net.au/document/Repatriation-policy>.

Primary and secondary type material will only be disposed of by transfer to another recognized collecting institution.

4.2 Disposal Criteria

An object from the collection must meet at least one of the following criteria before it is considered for disposal:

- a) The object belongs to a class of objects which are irrelevant to the aims and collection interests of the Australian Museum;
- b) The object is outside the scope of the Australian Museum's collection acquisition policy;
- c) The object has deteriorated beyond practical conservation or lacks physical and/or historical integrity as a result of substantial changes to its original fabric;
- d) The object has deteriorated beyond the point of being any practical use for display, education, exchange or research purposes;
- e) The object is surplus to Museum needs;

- f) The object represents part of a large series, representatives of which have been requested for exchange by another organization;
- g) The object is to be transferred to an institution in its state or nation or country of origin.

4.3 Approval for Disposal of objects

Approval for disposal of objects must comply with the *Australian Museum Trust Act 1975*. All requests for the disposal of objects, including repatriation, must be submitted to the relevant Collection Manager, who will determine if the object meets established criteria and the level of approval required.

4.3.1 Approval by the Trust

Trust approval is required for disposal of objects which meet any of the following criteria:

- a) Objects originally gifted to the Museum either by a donor or through a bequest (note that under the Act, approval of the Governor will also typically be required);
- b) Objects which have a commercial value in excess of \$1,000;
- c) Secret sacred material and ancestral remains;
- d) Type material - with the exception of types being deposited in another museum as a condition of the collecting permit for that specimen, wherein Trust approval is not required.
- e) Specimens of species regarded as threatened or endangered by State or Commonwealth legislation, and species listed by CITES Appendix I;
- f) Objects for which restrictions are imposed relating to export, sale or transport, by State or Commonwealth Heritage legislation; and
- g) Objects of exceptional cultural or scientific value.

Any disposal of property by the Trust must take place in accordance with the provisions of Sections 9 and 10 of the *Australian Museum Trust Act 1975*.

4.3.2 Approval by the Governor

Under certain conditions the approval of the Governor of NSW, as well as the Australian Museum Trust, will be required in order to dispose of objects from the Australian Museum Collections. This would apply, for example, where the item was originally donated or bequeathed to the Museum, or when the item was acquired by the Australian Museum Trust subject to some type of condition. Any disposal of property by the Trust must take place in accordance with the provisions of Sections 9 and 10 of the *Australian Museum Trust Act 1975*.

4.3.3 Approval by the relevant Branch Head

Approval for disposal of objects from the Natural Science Collections which do not meet the criteria in 4.3.1 rests with the Head of Natural Sciences. Approval for disposal of objects from the Cultural Collections which do not meet the criteria in 4.3.1 rests with the Head of Culture, Conservation and Business Services. The Trust is to be notified annually of disposal of all objects approved for disposal by the Head of Natural Sciences. Collection Managers must report annually on disposal of objects to the Head of Natural Sciences.

4.4 Cultural Gifts Program

The Committee on Taxation Incentives for the Arts must be advised, prior to disposal, of any plans to deaccession objects acquired under the Cultural Gifts Program.

5 ACCOUNTABILITY FOR COLLECTION OBJECTS

The delegated accountability for the objects is vested in the respective Collection Manager from the time of acquisition. Collection Managers are responsible for objects wherever they are held in the Museum.

Storage locations of objects should be recorded and objects must be tracked when moved from permanent storage locations. When high value objects are moved from permanent storage locations, the security of temporary locations must be equivalent to that in the permanent location.

6 COLLECTION CARE

6.1 Principles of collection care

The Australian Museum:

- a) Ensures collections are used in a sustainable manner by minimizing risks and ensuring longevity of collections for future generations.
- b) Places priority on storing and displaying collections in conditions that meet current nationally and internationally accepted best practice and which minimize factors that cause, or accelerate, deterioration.
- c) Recognises that preventative conservation, which involves taking all reasonable precautions to prevent and minimize damage to collections, is the most effective means of conserving cultural and natural science collections.

Conservation of collection objects must be conducted in consultation with the Materials Conservation Unit. Specific preparation methods are to be adopted as appropriate for each collection and outlined in the respective Laboratory Manuals. Methods of preservation and preparation should avoid methods that pose an undue risk to workers, other objects or the

collection area. Collections are to be housed in suitable storage for retrieval, preservation and conservation.

Monitoring Collection integrity is an integral part of collection management. The health of a collection is a measure of its curatorial development, encompassing preservation, conservation of objects, labelling, identification and data recording. Collection Managers will monitor collection integrity, in conjunction with the Materials Conservation Unit. Museum staff should report signs of deterioration and possible risks to collections to the Materials Conservation Unit through the relevant Collection Managers.

6.2 Responsibilities of the Materials Conservation Unit

The Materials Conservation Unit is responsible for managing the conservation of collections at the Australian Museum by:

- a) Providing specialist advice and skills for preventative conservation of collections by: identifying and minimizing risks to collections; managing and implementing the Integrated Pest Management Plan with assistance from Building and Security Services and Collection Managers; developing, maintaining and implementing the Incident Management Plan; determining suitable parameters for temperature, relative humidity and light levels in collection and display areas and monitoring actual conditions; and developing and implementing best practice storage methods for collections in collaboration with Collection Managers.
- b) Annually compiling data supplied by the Collection Managers about the state of care of collections to complete the Collection Integrity Index and present results as a performance indicator.
- c) Examining and documenting the conservation of collections and maintain conservation records in the Collection Information Management System.
- d) Managing and performing remedial conservation treatments on individual collection items in an ethical manner in collaboration with Collection Managers. When dealing with material of other cultures, treatment should be undertaken in collaboration with the owner community where possible.
- e) Contributing to the exhibitions program by monitoring collections on display and providing specialist advice on light levels, environmental conditions, display methods and exhibition planning.
- f) In consultation with relevant Collection Managers and public programs staff, managing the conservation component of inward loans and outward loans.
- g) Carrying out investigations into innovative remedial treatment techniques, new directions in preventative conservation, and undertaking testing of materials used in the conservation and storage of collections, in order to ensure the best care of collections.
- h) Providing specialist conservation advice to public institutions and community groups.
- i) Providing leadership at a national and international level in the conservation profession within our specialist areas.
- j) Supporting development of the conservation profession by supervising and teaching interns, volunteers and trainees.

7 DOCUMENTATION

Documents and administrative records relating to the collections and their management must be kept in accordance with Archives and Records Management policies and practices of the Australian Museum. Collection documentation includes both object associated data and curatorial associated data including records of loans. Collection Managers are responsible for maintaining collection documentation.

8 COLLECTION INFORMATION MANAGEMENT SYSTEM AND COLLECTION DIGITISATION

The Museum is committed to creating a unified set of digital records which provide, at a minimum, a description of identity, location and registration details, for its entire scientific and cultural collections. The Museum currently uses the KE EMu software to operate its Collection Information Management System. Although this process has been completed for some collections (for example birds and Indigenous culture), as at 2013 approximately four million records still need to be created across the collection as a whole.

The Collection Informatics Unit is responsible for maintaining and developing the Collection Information Management System in consultation with the Head of Natural Sciences, the Head of Culture, Conservation and Business Services, and Collection Managers. Collection Managers are responsible for the data and collection records held in the EMu database, as well as the creation of new digital records.

8.1 EMu Backups

The Manager of Information Technology is responsible for backing up the Australian Museum Collection databases.

8.2 Database Access

Access to collection databases is to be controlled to prevent unauthorised modification of the databases and inappropriate access to confidential or culturally sensitive data. The EMu Group in the Collections Informatics Unit is responsible for maintaining database permissions and the user registry. The Head of Natural Sciences is responsible for approving user permissions on the recommendation of Collection Managers.

8.3 Data License Agreement

Collection Managers are responsible for the release and supply of data from the Collections Information and Management System to appropriate persons and agencies. Data supply should be subject to the Australian Museum Data License Agreement which is approved by the Head of Natural Sciences. The Data License Agreement identifies conditions of use of the data.

8.4 Fees

A fee may be charged for the use or transfer of collection data to another organisation. A fee will not usually be charged for providing data associated with a loan of objects for scientific research. The fees are to be set out in a schedule of fees approved by the Director.

9 ACCESS TO COLLECTIONS

Access to collections by research workers and indigenous people and communities of origin is encouraged for the purposes of research, education and display. Access to collections may be provided by visits to the collection, access to collection data via the internet, loans and display of collection objects.

Interested persons will be permitted reasonable access to collections and associated records in a manner that does not compromise the security or integrity of objects or specimens, ethical considerations or any confidentiality associated with the objects, specimens or their data, nor unduly interfere with the normal operations of the Museum. Collection Managers are responsible for approving access to collections in consultation with the Head of Natural Sciences and the Head of Culture, Conservation and Business Services as appropriate.

Access to secret and sacred objects will be subject to the approval of an appropriate indigenous community representative, consistent with Australian Museum policy and procedures.

The Australian Museum considers image requests on a case by case basis (refer to Image Request Guidelines for the Australian Museum). Collection Managers, however, may be requested to supply images of collection objects for research or education purposes. Collection Managers are responsible for the supply of images of collection objects and must follow Australian Museum guidelines for image requests and intellectual property.

<http://www.australianmuseum.net.au/Open-access-applications>

External researchers may request permission to photograph collection objects for research purposes. Collection Managers are responsible for approving requests by external researchers to photograph collection objects, in accordance with the Australian Museum Image Request Form.

9.1 Sampling, modifying, or transforming collection objects by Australian Museum staff

Any process in which staff will take a sample from, modify, or transform collection objects must be discussed with the relevant Collection Manager before the commencement of such activities. Examples of transformative sampling or processes include (but are not limited to):

- a) Crushing an insect to analyse DNA

- b) Using a tissue sample to analyse DNA
- c) Taking a tissue sample from a specimen
- d) Dissecting part of a specimen to prepare a microscope slide or SEM stub
- e) Radiocarbon dating
- f) Using a small piece of specimen or object for chemical or other analysis eg. by Mineralogy and Materials Conservation staff.

Any such process must be recorded in EMu. If the process involves complete destruction of the object, without the retention of frozen tissue or genetic material, or in the case of cultural objects a significant loss to its cultural or aesthetic values, procedures for disposal must be followed (Section 4).

10 LOANS – INCOMING AND OUTGOING

Loans of collection objects for research, education, display and to indigenous people and communities of origin are encouraged. Any collection item removed from the Museum is to be treated as a loan, requiring approval and recording of information in loan records. Note that the policy applies to material removed by staff to be used for research or display outside the Museum. The following conditions apply to loans:

- a) Collection Managers are responsible for approving loans except :
 - i. a loan which involves modifying or transforming collection objects must be approved by the Head of Natural Sciences (Note: transforming collection objects includes genetic analysis of tissues and chemical analysis of geological samples);
 - ii. a loan of high value must be approved according to delegations for capital expenditure.
- b) Alterations to the condition or preparation of a specimen on loan must be approved by the relevant Collection Manager or Head of Natural Sciences.
- c) Staff must not approve their own loans:
- d) All loans must be recorded in the Collection Information Management System;
- e) Loans will generally be for a period of up to 12 months and may be renewed at the Museum's discretion;
- f) All loan forms must be approved by the appropriate staff member before the loan material is sent;

- g) Samples from the Australian Museum tissue collection may be available for loan to established researchers, by request, and following the submission and approval of a signed 'Specimen Licence Agreement'. Note that due to high levels of demand, and the irreplaceable nature of some of the tissue collection, it is anticipated that it will not be possible to fulfill all requests for the use of this material. Requests for loan of tissue material will be assessed on a case by case basis, with due regard to staffing capacity at the time, the value of the specimens and the strength of the proposed research activities.
- h) All unused genetic material must be returned to the Australian Museum;
- i) All requests for a loan must be made in writing. Where the loan is requested for use by students, honoraries or post-doctoral fellows the request must be signed by a member of staff of the institution requesting the loan;
- j) The Director of the loan holder's institution is ultimately responsible for the loan and this must be stated in loan documents;
- k) A Conditions of Loan Agreement, stating terms of Australian Museum loans, must accompany each loan. The Conditions of Loan Agreement must state all conditions relating to the loan, including return date for the loan, any special handling procedures (such as the requirement that all labels and registration tags to be kept with loaned objects at all times) and special conditions.

10.1 Incoming Loans for Scientific Research

Collection Managers are responsible for receiving and documenting incoming loans of objects belonging to other institutions, which have been borrowed for research being conducted at the Australian Museum. The following conditions apply to incoming loans for scientific research:

- a) Collection Managers must be notified by researchers prior to the request of a loan.
- b) Collection Managers are responsible for ensuring that pest management procedures are followed for incoming loans.
- c) On receipt of incoming loans, the borrower is responsible for providing the relevant Collection Manager with copies of loan documentation.
- d) The borrower is responsible for complying with the requirements of the institution providing the loan.
- e) Collection Managers are responsible for the return of objects to other institutions.
- f) Objects borrowed from another institution for scientific research must be kept separate from Australian Museum collections.

10.2 Charges for loans

The preparation of loans may require a considerable investment of time and resources by Collection Management and Materials Conservation staff. For this reason, the Australian Museum reserves the right to recover the costs of making the loan, including direct costs such as materials, valuation fees and transport costs, as well as staff time for tasks such as administration, curatorial functions and materials conservation tasks. Table 1 sets out the general principles under which charges will be levied. The charges for objects on loan as a part of a travelling exhibition developed by the Australian Museum, should be negotiated by Public Engagement as a part of negotiations for charges for the travelling exhibition.

Table 1. Australian Museum schedule of charges for loans

Type of borrower	Curatorial administration fee	Materials conservation staff time	Direct expenses including materials, valuation and transport costs
Regional museums and galleries within New South Wales	No charge	Salary and on-costs.	Charge to borrower. May include curatorial salary time where a substantial investment of time is required.
Indigenous keeping places	No charge	No charge	Charge to borrower
Other cultural institutions in Australia	Administration fee on a per object basis. (Waived where a reciprocal arrangement exists).	Salary and on-costs.	Charge to borrower
Overseas cultural institutions	Administration fee on a per object basis	Salary and on-costs.	Charge to borrower
Scientific Institutions requesting natural science specimens for research purposes	No charge	Salary and on-costs (if relevant).	Charges may be levied for specialist packing, crating and transport if required.
Private (For-profit) entities (commercial loans)	Administration fee on a per object basis	Salaries charged at commercial rates	Charge to borrower

Loans are provided to Indigenous keeping places or community cultural centres to enable Indigenous communities to have access to their material heritage. This service does not generally attract charges other than the recovery of any direct costs involved. The Australian Museum recognizes that one way in which people in regional NSW can access its collections is via loans to regional NSW galleries and museums. The loan fees charged to regional NSW galleries and museums will therefore generally be lower than the equivalent charges to metropolitan and interstate institutions.

The Director may alter charging rates and principals at his/her discretion, depending on the circumstances and the Museum's relationship with the borrower.

11 INVENTORY OF COLLECTIONS

Collection Managers are responsible for carrying out an inventory of high priority objects in the collection each quarter and reporting the results to the Trust. An inventory of objects of high importance must be conducted three times each year and all high risk objects must be inventoried once per year. If any objects are believed stolen, the Director and the Assistant Director Research and Collections must be notified as soon as practical by the Head of Natural Sciences or the Head of Culture, Conservation and Business Services.

12 SECURITY

The Museum will provide secure premises for holding collections. Collections of notable cultural sensitivity or of pre-eminent scientific value (primary types, recently extinct and unique specimens) or high risk should be further secured to ensure access by authorised personnel only.

Collection Managers are responsible for the day-to-day security of collections and must give approval for all persons accessing the collections. Security procedures must be developed in consultation with the Head of Security. The Head of Security is responsible for security systems and physical security of all areas in the Museum. Collection Managers must be notified of any need for contract workers to enter collection areas prior to their entry. Collection areas are defined as an area where collections are stored on a temporary or permanent basis, and laboratories where collections are studied or prepared for storage.

13 ETHICS

13.1 Maintenance and conservation of specimens and records

Collection Management staff are responsible for the ethical acquisition, preparation, maintenance, use and conservation of objects, specimens and records in the Museum's collections.

13.2 Appraisals of objects

Staff must not carry out appraisals or identifications of objects or specimens for outside persons or agencies under circumstances that might aid or encourage illegal or unethical dealing with those objects or specimens.

Staff must not carry out appraisals of the value of objects or specimens to be offered to the Museum under the Cultural Gifts Program of the Committee on Taxation Incentives for the Arts.

13.3 Confidentiality

Some objects in collections and information about them may require confidentiality in relation to some aspects of their acquisition or accompanying data, (eg. some secret/sacred collections of indigenous peoples). Criteria for confidentiality are to be identified by Collection Managers in guidelines for each collection.

13.4 Animal welfare

Museum collecting activities involving living animals must be carried out in such a way as to ensure that all legal and ethical requirements for the conduct of animal research are met. Projects involving non-human vertebrates must be reviewed and approved by the Museum's Animal Care and Ethics Committee which dictates that the use of animals in research, education and exhibitions be governed by appropriate concerns for their welfare and in accordance with the relevant legislation. Where animals are not covered by existing animal welfare legislation, their collection must be undertaken in a manner that minimises pain or stress. Where animals are to be killed in the field or laboratory, accepted standards of euthanasia must be applied.

13.5 Cultural collections

The Australian Museum recognizes that the objects and intangible heritage held in its collections form part of the ongoing cultural traditions of indigenous people. The Museum supports the right of indigenous people to self-determination in respect of cultural heritage matters, and their right to fulfillment of their own cultural aspirations. As a result, the Museum attempts to manage, as far as possible, its cultural collections in partnership with the creator communities from which they originally derived. In the context of collection management and maintenance this means that the Museum will strive to:

- a) Involve relevant indigenous communities in decisions over the care, preservation, and public interpretation of their cultural materials;
- b) Inform communities about the items and information contained within the collection, and where relevant allow them to determine who may have access to that material; and
- c) Recognise that indigenous communities retain full rights to their cultural heritage both in respect to Australian intellectual property law as well as relevant customary law.

The repatriation of human ancestral remains and secret sacred objects is a high priority for the Australian Museum, and the subject of a separate repatriation policy:

<http://www.australianmuseum.net.au/document/Repatriation-policy/>

14 EMERGENCY/DISASTER MANAGEMENT

Collection Managers and Collection Management staff must ensure they are familiar with the Museum Disaster Recovery Plan as it relates to collection areas.

Collection Managers are responsible for recommending staff for training, and for implementing the Disaster Recovery Plan.