



# Barker College

## **BARKER COLLEGE COLLECTIONS AND DONATIONS POLICY**

## **PURPOSE**

The purpose of the Barker College Collections Policy is to inform management about the care and development of each of the collections so that senior levels of management may direct and oversee policy and resources. This policy outlines the Barker College position for managing its cultural collections.

1. The Barker College Collections exist to support the teaching of academic units through the use of physical collection materials and endow the campus with a rich tapestry of cultural materials that will enhance the physical working environment.
2. This policy will outline common acquisition, display, conservation, loans, maintenance, and resources activities undertaken for the upkeep of each collection.

## **SCOPE**

This policy covers all Barker College collections. They include:

- Books
- Manuscripts, diaries, letters and archives
- Pictures, paintings and photographs
- Maps and charts
- Magazines, journals and newspapers
- Architectural drawings
- Objects, ephemera and realia
- Comics, graphic novels and zines
- Printed and recorded music

## **RELATED POLICIES**

- Actual, potential and perceived Conflicts of Interest and ethical conduct will be addressed in accordance with the School's Code of Conduct and associated Code of Conduct Procedures
- Any privacy issues relating to a donation or collection will be addressed in accordance with the School's Privacy Policy

## **AUTHORITY & GOVERNANCE**

The Head of Library Services and Manager of Archives manage the Barker College Collections on behalf of key stakeholders.

Stakeholders are defined as 'informed' interested parties, users and custodians for each collection. They may include staff (current and past), specialists, volunteers, students, parents (current and past), and alumni. Stakeholders form part of the wider audience for which they are a subset. The audience in turn includes a wide group of visitors and users from the Barker community including staff, students, past and current parents, alumni and visitors to the School and people passing through Barker from adjacent residential areas.

Any donation received must comply with section 83C of the Education Act.

To help with the decision making of the Barker College Collections, the Head of Library Services or Manager of Archives meet with the Head of School to discuss the activities for each entity such as acquisitions, conservation, displays, loans, ethics, disposals and any other issues arising. They have the authority to endorse or reject proposals and actions where necessary.

## **CODE OF CONDUCT**

Barker College Collections will conduct activities in relation to its collections in a manner that responds to the highest professional standards.

Any matters relating to actual, potential or perceived conflicts of interest will be managed in line with School policy and procedures.

## **LEGAL CONSIDERATIONS**

Every item within the Barker College Collection has a legal context. Item:

- Must have legal title stating its ownership by Barker College.
- Must have a clear line of provenance (wherever possible) from when the collection material was created or found to its entry into the School's collections.
- Where necessary any cultural sensitivities to specialist interest groups flagged. In addition, the Barker College Collections will not accept unsolicited and anonymous donations. Barker College does not recognise permanently loaned material.
- If collection material is deemed unsuitable the gift will be declined.

## **RISK MANAGEMENT, WORK HEALTH AND SAFETY & DISASTER RECOVERY**

Barker College actively seeks to identify, manage and mitigate risks relating to each collection. The risk assessment activity goes hand in hand with every collection related activity. This will help safeguard the cultural property owned by the School from loss or damage and protect staff, students and the wider community from potential harm.

Each collection will be reviewed for potential objects with health and safety risks. Any identified object will be flagged on the collections database and a register for each collection maintained.

In addition, each collection has its own disaster recovery plan. This is a 'go-to' document which contains the number of key response personnel and procedures for salvaging collection types.

## **ACQUISITIONS, DEACCESSIONS & LOANS**

The Head of Library Services and the Manager of Archives will ensure the collection material is:

- Acquired through donations, bequests, purchases where funds are available and tax incentive means (eg Cultural Gifts Program).
- In line with the Barker College Fundraising and Donations Policy.
- Decision to dispose of collection material will be done in accordance with the Barker College Assets Policy.
- Proceeds from the sale of deaccessioned collection material will be credited to the Barker Foundation.
- The lending of any collection material will be at the discretion of the Head of Library Services and/or the Manager of Archives.

## **COLLECTIONS MANAGEMENT**

The Barker College Collections are administered by the Head of Library Services and/or the Manager of Archives. These roles are suitably qualified so that the incumbent can provide and/or access to knowledge for the care and maintenance for each collection. Barker College is committed to ensuring the highest level of care and management is provided to its cultural collections in a consistent manner.

This involves:

- Ensuring integrity and security of the collections through appropriate exhibition, storage and care. Collection material is accessible to the Barker College Community.

- Environmental standards for display and storage will meet museum and gallery standards where practicable.
- Appropriate registration procedures are in place to maintain records on each collection specifying location, value and condition. Where necessary develop and maintain operational plans, procedures and forms to manage registration activities.
- Appropriate measures taken to safeguard the collections from serious risk of theft and damage either accidental or deliberate. Regular condition checks will monitor collection materials in line with standard museum and gallery practices.
- The Head of Library Services and/or Manager of Archives monitors each collection.

## **ACCESS TO COLLECTIONS**

Barker College acknowledges the value of its collections for both teaching and professional training.

Barker College provides physical access to collection material and supporting information in its possession. Where collection material is not accessible to the community, requests for access must be in writing to the Head of Library Services and/or the Manager of Archives. They will assess when and where practicable, provide access to the collection material for viewing and studying.