



# **BENDIGO HISTORICAL SOCIETY Inc.**

## **COLLECTION POLICY AND PROCEDURE**

April 2021

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*This Collection Policy has been endorsed by the Executive Committee on 21.4.2021 and serves as a formal declaration that it will be used by all members of the Bendigo Historical Society.*

## **1. Statement of Purpose or Mission Statement**

The aim of the Bendigo Historical Society Inc. is to encourage and facilitate the study of the history of Bendigo and district. The Society shall acquire, research, preserve, conserve, interpret and exhibit material which illustrates this history.

## **2. Purpose and Scope of the Collection Policy and Procedures**

This Policy articulates the context and principles for the Bendigo Historical Society. It is the guiding document for collection management and guides key decision-making relating to all its collections. It outlines the requirements around collection development through acquisition, documentation, conservation, access and deaccessioning.

The Policy will:

1. Assist the BHS to develop a cohesive collection
2. Establish a transparent approach to the development and management of the BHS Collection
3. Provide guidance to support decision making and care of the collection to ensure consistency for Executive Committee, Committee, BHS members and volunteers
4. Outline access and use of the collection
5. Meet the National Standards for caring and managing the collection
6. Manage collection items in accordance with State and Federal law and the ICOM Code of Ethics.

## **3. Access and Restrictions**

- No book, photograph, artifact, document or any other item in the collection of the Society is to be borrowed or removed from the Society's storage areas or property without the knowledge and approval of the Society's Collections manager/s. Items will be accompanied by loan forms.
- At all times, the Society must ensure that all viewing of items from its collection / archives must be under supervision.
- Handling of items must be according to museum standards.
- Appointments must be made for research purposes. Research Procedures are outlined in the [\*BHS Research and Access policy\*](#).

## 4. Collection Scope

### 4.1 Scope of collection material

The Bendigo Historical Society Inc. will collect documents, books, reports, manuscripts, maps, newspapers, magazines, slides, films, digital files, photographs, artefacts, objects, clothing and textiles **that are associated with people, places and events significant or unique to Bendigo region and its communities.**

**The Society will not collect –**

- Shipwreck material
- Firearms
- Prohibited Weapons
- Any item which it cannot store such as pianos, large mining equipment

### 4.2 Key Themes and Stories

The Society collects from the period relating to the first European presence in the Bendigo region to the present time. The Society collects only items relating to the Bendigo region and its communities as defined by the City of Greater Bendigo district borders.

The collection will include the following key collecting areas:

- Gold Mining
- Industry and Commerce
- Civic Development
- Social History
- Family History

Further detail will be outlined in a *BHS Interpretation Policy* to be developed when exhibition space becomes available.

## 5. How the Bendigo Historical Society will collect.

### 5.1 Acquisition Methods

- Items for the Bendigo Historical Society collection are acquired primarily through donation, though occasionally items may be acquired through purchase, transfer or bequest.
- Acceptance of an item for accession into the Society's collection shall be at the discretion of the Society's Committee of Management.
- In considering an item for acquisition the Committee shall assess the item's conformity with the collection criteria.
- The Acquisition Committee must approve all donations and purchases.

- The Society must be free to display, treat and where necessary deaccession collection material.
- The Society will not accept conditional donations or bequests.
- The Bendigo Historical Society will not accept permanent loans or long-term loans.
- Short term loans of up to 12 months for the purpose of exhibition, research or interpretation will be allowed on a case by case basis. See 11. Loans for details.
- Unsolicited items left with the Bendigo Historical Society without contact details will be treated as abandoned goods and dealt with accordingly. See *Australian Consumer Law and Fair Trading Act 2012* for further information.

## 5.2 Acquisition Committee

The Acquisition Committee is responsible for ensuring that all acquisitions are legal, ethical, and aligned with the scope of the collection and taking into account the Society's purpose, capacity and resources.

- The Acquisition Committee is responsible for doing due diligence, researching an item's provenance, checking any legal obligations etc. These tasks may take additional time.
- Decision making is undertaken by a minimum of three collection volunteers, including where possible, the Collection Manager and the Acquisition Officer.
- The Committee will meet as required to make decision-making as expedient as possible.
- All decisions will be documented.

## 5.3 Collection Criteria

The Collection Criteria are the benchmarks that the Acquisition Committee uses to guide their decisions. By assessing items against the criteria, decisions about acquisition can be made with due diligence. Benchmarking each potential acquisition against the same set of criteria creates consistency in decision making and accountability for the Acquisition Committee. It is important that as much information as possible is gathered through the initial Item Receipt Form so that an informed decision can be made. The criteria below should be considered when making a decision.

- **Relevance:** *The Bendigo Historical Society only collects items that relate to the City of Greater Bendigo, the Bendigo Historical Society's purpose and key collecting areas and themes outlined above. Items will fall within the scope of the Society's collection.*
- **Provenance and Documentation:** *Only items where the history is known and associated documentation and support material can be provided, will be accepted.*
- **Legal Title:** *The Bendigo Historical Society only accepts objects where the donor has legal title to the object. The Society will not accept donations or bequests to which conditions are attached.*

- **Copyright:** *Who owns copyright and what restrictions apply needs to be clearly established prior to a decision being made.*
- **Resourcing:** *Each item will be assessed as to whether the Bendigo Historical Society has sufficient resources both spatial and financial, to provide the item with an adequate level of storage and preventive conservation required in the long term.*
- **Condition, intactness, integrity:** *The condition of the item must be taken into consideration when acquiring material. Damaged material will not normally be accepted into the collection.*
- **Interpretive Potential:** *Items that tell a story that adds to the interpretation of Bendigo Historical Society themes will be prioritized.*
- **Rarity:** *Items may be prioritized if they are rare examples of a particular kind of item.*
- **Representativeness:** *Items may be prioritized if they are an excellent representative example of a particular kind of item.*
- **Duplications:** *Items that duplicate items already in the collection will not be accepted unless they are of superior condition and/or historic value. In such a case the existing duplicate may be considered for deaccessioning.*

#### **Ethical considerations**

- The organisation will not purchase items offered for sale or donation by volunteers, members of governing bodies, or their families and close associates.

Acquisitions from any of the above individuals represent a conflict of interest for the organisation. This is especially important if donations to the organisation carry a tax benefit. The Bendigo Historical Society is not currently a registered Cultural Gift Recipient.

## **6. Acquisition Process**

***The preference is for the Item Receipt Form to be completed and emailed to the Bendigo Historical Society as the first step prior to any item being delivered to the Society.***

1. Contact is made by a potential donor via either a phone call or direct email to the BHS. **Information on the Collection Page of the website provides details.**
2. The **Item Receipt Form** is downloaded and completed by the potential donor. This is emailed through with an image of the item. Alternatively, contact is made with BHS and the item and form are brought to the Storage Centre and handed to a volunteer.

3. The **Item Receipt Form** is signed by BHS volunteers and issued to potential donor. Paperwork and **item are placed in a sealed bag and put in a secure holding area situated away from the rest of the collection.**
4. The Acquisition Committee meets to assess the donation for inclusion in the Bendigo Historical Society collection, including inspection for pests after the initial isolation process as outlined in Point 3.
5. If acquired, the item is tagged with an acquisition number and registered in the Acquisitions spreadsheet. If required and **where appropriate**, item goes through a process of being frozen for a minimum of 2 weeks and awaits cataloguing.
6. Donor is contacted and sent **Deed of Gift form** to sign and return, and a thank you letter is then sent.
7. If item is not acquired a thank you letter is sent, and the item returned. All actions are recorded on the original receipt form.
8. All decisions are documented.

### 6.1 Receipting

1. An **Item Receipt Form** is issued to the owner recording the item name, address of the owner and contact number and date. The same information is written on a tag and attached to the item. Items should be initially inspected for pests and while awaiting a decision from the committee re acquisition, should be placed in an area away from existing collection items and in a sealed bag or box.

The **Item Receipt Form** must

- have space to record notes on the history and associations of the item for the Acquisition Committee to consider when assessing the item.

AND

- state that this is an initial first step and that the item has not yet been accepted as part of the collection
  - state that the Bendigo Historical Society is holding the item pending assessment by the Acquisition Committee
  - state what the Bendigo Historical Society will do in the event that the Acquisition Committee decides not to acquire the item
7. The **Deed of Gift Form** is signed once it has been decided that the item will be accepted into the collection. This is the point at which the official ownership / title is handed over to the Bendigo Historical Society.



## 7. Cataloguing

### I. S. Technology - creators of collections management software

**Collections MOSAiC (IST Information Services & Technology)** is the cataloguing system (CMS) used by the *Bendigo Historical Society*.

*“Fully searchable data, with built-in and user-definable reports and data export functions. Pre-loaded with industry standard validation lists, but fully customizable by yourself.”*

I.S.T. provides a user manual with additional information supplied with major updates. BHS currently has 10 licences and pays for an annual support package.

Include reference to any external documents or guides the organization follows.

### References used for cataloguing guidelines.

**MOSAiC manual**

**The Small Cataloguing Manual – AMaGA (Vic)**

**Victorian Collections Manual**

**Clothing and Textile References downloaded from the Internet.**

## 8. Legal Requirements

*Bendigo Historical Society recognizes that it has legal obligations which over time change and need to be updated. The Society is responsible for keeping up with the required legislation etc.*

### 8.1 Aboriginal Collection Items – Registration

Currently BHS has 15 Aboriginal items in its collection and recognizes that it has a mandatory obligation under the Aboriginal Heritage Act 2006 and Aboriginal Heritage Amendment Act 2016 to register Victorian Aboriginal collection items in its possession with Aboriginal Victoria.

The Society has contacted Aboriginal Victoria in March 2021 and is awaiting a visit to complete the registration process.

#### 8.1.1 Aboriginal Artefacts – buying, selling, loaning and repatriation.

Along with the above mandatory obligation to register Aboriginal artefacts, organizations have legal requirements related to buying, selling, loaning and repatriation of Aboriginal artefacts.

- In instances where the provenance of certain Aboriginal cultural property is unknown, the organisation will seek advice from Aboriginal Victoria.
- The organisation acknowledges that it is illegal to buy, sell or harm traditional Aboriginal objects without a cultural heritage permit.
- The organisation acknowledges that it is illegal to remove Aboriginal cultural property from Victoria without a cultural heritage permit, excluding loans between interstate museums.

- The organisation acknowledges that while in most cases Aboriginal cultural property will remain the property of the Bendigo Historical Society, under the Aboriginal Heritage Act 2006 and Aboriginal Heritage Amendment Act 2016, human remains, and secret and sacred material legally belong to the traditional owners and should be repatriated.
- In accordance with the ICOM Code of Ethics for Museums, requests from Aboriginal and Torres Strait Islander communities for the return to them of cultural items held by the organisation will be given serious consideration.

## 8.2 Prohibited Weapons

Prohibited weapons fall under the *Control of Weapons Act 1990* and include a broad range of objects including historical swords, blunt ceremonial swords, bayonets, batons, cat o' nine tails, and concealed weapons.

The Bendigo Historical Society recognizes that it has a mandatory obligation under the Firearms Act 1996 and Control of Weapons Act 1990 to register, document, store, move, display and providing access to these collection items in line with the Act.

**While the organization** does not believe it has prohibited weapons in its possession and has no intention to collect in the future, if weapons are found they will be registered as required above.

### 8.2.1 Prohibited Weapons – security, storage and display

Collecting organizations are obligated by law to ensure prohibited weapons in their possession are stored and displayed securely. Only representatives of the Police can provide definitive advice as to whether these specifications are being met.

## 8.3 Firearms

Firearms, including long arms, pistols and handguns, fall under the *Firearms Act 1996*. This includes antique and or historic firearms.

The Bendigo Historical Society recognizes that it has a mandatory obligation under the Firearms Act 1996 and Control of Weapons Act 1990 to **register**, document, store, move, display and provide access to these collection items in line with the Act.

### 8.3.1 Firearms – security, storage and display

Any organisation possessing firearms made after 1900, or other than that specified as exempt in Section 3(4) of the Firearms Act, must apply for a licensing and registration exemption to possess and display firearms.

Every organization is obligated by law to ensure firearms in their possession are stored and displayed securely. Only representatives of the Police can provide definitive advice as to whether these specifications are being met.

The BHS firearms collection is currently stored in a secure facility at the home of a licensed firearms dealer in Bendigo. In March 2021, the Treasurer updated the current information and inventory of the firearms collection. The Committee has authorized an assessment of the firearms collection and investigation of legal requirements with the view to deaccessioning and disposal.

## 8.4 Shipwreck Material

Shipwrecks and sunken aircraft and their associated relics that occurred 75 years or more ago, are protected by the *Underwater Cultural Heritage Act 2018*, including those removed from their site.

The Bendigo Historical Society **will not** collect shipwreck material.

## 8.5 Other Legal Responsibilities

### Archives

*The Public Records Act 1973 and Archives Act 1983* sets specific requirements for the effective management of public records and regulate their creation and management and the disposal of information.

The Bendigo Historical Society is aware that in the future some records held in the BHS collection may be classified as public records.

### Copyright

The Bendigo Historical Society understands that gaining copyright for collection items should be investigated when an item comes into the collection. In some circumstances the BHS will not be able to gain copyright. Information will be recorded on the CMS. If unsure the BHS will contact The Australian Copyright Council to ensure it understands the *Copyright Act 1968* and how it applies to the BHS collection.

### Dangerous Goods

At time items will be found within the BHS collection or come into the collection that are classified as dangerous goods or a hazard. BHS will seek advice from the appropriate authority such as a pharmacist to ensure there is no risk to people or the collection. These items must be dealt with in accordance with the *Dangerous Goods Act 1975*.

### Privacy

BHS are aware that personal and sensitive information held within the collection comes under the *Privacy Act 1988*. The Act outlines what permissions are required to share this information.

## 9. Collection Care 1

In general, care of the collection in handling, storage, display and transport should conform to current museum practice such as described in *Museum Methods – A Practical Manual for Managing Small Museum and Collections – Caring for Collections Across Australia*.

### 9.1 Security and Safety

- As part of the Bendigo Regional Archive Centre, the Bendigo Historical Society storage area is locked to all but authorised personnel.
- Authorized personnel only have access to the security keys.
- Key register kept by Treasurer
- Valuable items are locked in a secure cupboard.
- No access to storage area to researchers. Access only under supervision in the Administration area.
- No access to BHS storage and administration areas by CoGB cleaners.
- CoGB maintenance contractors are granted access to all required areas by CoGB staff.

### 9.2 Cleaning / Housekeeping

- Regular sweeping and dusting in storage area and passageways by BHS volunteers.
- Regular cleaning of toilets and kitchen areas by BHS volunteers
- Regular vacuuming and dusting in Administration areas by BHS volunteers.
- Covid Safe Plan currently in place requiring volunteers to follow safety procedures.
- Surface spray used regularly across entrance doorways. Insects and other small creatures disposed of when found. The weather seals under the entrance doors (x2) are currently missing or in very poor condition allowing easy access for pests. CoGB staff have been notified several times. (March 2021)

### 9.3 Seeking professional advice

- Conservation of items will be carried out by professional conservators, under the strict supervision of a professional conservator.
- The most recent Preservation Needs Assessment for the Bendigo Historical Society Collection was compiled in September 2008 by ARTIFACT CONSERVATION, 74 PIPER STREET, KYNETON, 3444 Tel. 03-5422 6606
- Consideration to be given to applying for a grant to complete another Assessment.

### 9.4 Volunteer training

- Ensure that all volunteers are trained in the correct handling for processing, cataloguing and storing of items.
- Provide regular professional development programs for all volunteers working with the BHS collection.

## 10. Collection Care 2

### 10.1 Storage

- Archival quality materials will be used for conservation, preservation and storage.
- Proper storage areas will be made available to store specific items.

### 10.2 Handling

- Ensure that all volunteers and all visitors are trained in the correct handling at all times e.g. wearing cotton gloves, supporting the weight of items correctly.

### 10.3 Display

- Bendigo Historical Society will ensure the rotation of items in any permanent display to prevent over exposure of the items to high light intensities.
- Where possible copies will be used in displays.

### 10.4 Light

- Light will be monitored and regulated. This currently is centrally controlled for the BRAC building.

### 10.5 Temperature and Relative Humidity

- Climatic conditions will be monitored and regulated. This currently is centrally controlled for the BRAC building.

### 10.6 Integrated Pest Management

- Appendix *Integrated Pest Management Policy (Draft 2021)*

## 11. Loans

- The Society does not accept 'permanent', 'indefinite' or 'conditional' loans.

### 11.1 Inward Loans

The Society may accept loans from time to time for purposes such as exhibitions. All inward loans will be for a fixed time and will be recorded in a Loans Register.

- Inwards Loan Forms will be signed by the Collection Manager
- A Loans Register will be kept by the collection Manager

- Conditions re insurance, security, environmental conditions, transport costs, copyright permissions and restrictions will be negotiated on a case by case basis by the Collection Manager.

## 11.2 Outward Loans

- The Society does not loan items from its collection to any individual person.
- The Society may at its discretion, make loans from its collection to other institutions. Decisions will be made on a case by case basis.
- It is required that the borrowing organisation treat such items with a high standard of care, recognising their historical value and conservation requirements.
- A loan agreement must be signed which includes the conditions of the loan and specifies an agreed loan period.
- An Outwards Loan Form will be signed by the Collection Manager
- An Outward Loans Register will be kept by the Collection Manager

## 12. Oral History

### 12.1 Collecting Oral History

Collecting oral histories encompasses a specific set of procedures, guidelines and permissions which need to be created in line with ethical practice.

Currently the Bendigo Historical Society is not collecting oral histories. A separate Oral History Policy will be developed before any oral history projects are undertaken.

## 13. Deaccessions and Disposals

### 13.1 Overview

**Deaccessioning** is the formal method of removing items from the Collection.

**Disposal** is the means by which the item(s) are physically removed from the BHS storage facility.

### 13.2 Deaccessioning Principles

To abide by the ICOM Code of Ethics, the following procedures are in place for deaccessioning:

- Deaccessioning will only be undertaken with a full understanding of the item's significance.

- Decisions about deaccessioning are the responsibility the Acquisition Committee, as authorised representatives of the governing body.
- Records will be kept of all deaccessioning decisions, the objects involved, and the disposal of the item.
- Any funds from the sale of deaccessioned items may only be used for acquisitions, or care of the collection.
- Bendigo Historical Society personnel, the governing body, and their families should not be permitted to purchase or otherwise obtain a deaccessioned item.
- Deaccessioning will only be undertaken when the Bendigo Historical Society can demonstrate clear legal title of the item.
- An item that is identified for deaccession must be held for three months “cooling off” period before being disposed of. This time is provided to allow any further information about the object to come to light, such as relevance, value, provenance, etc.

### 13.3 Deaccession Criteria

- The item is clearly owned by the Society
- The item does not comply with the collecting scope of the Bendigo Historical Society Inc.
  - documents, books, reports, manuscripts, maps, newspapers, magazines, slides, films, digital files, photographs, artefacts, objects, clothing and textiles that are associated with people, places and events significant or unique to Bendigo region and its communities.
- The item lacks supporting information to establish its relevance to the collection.
- The item is damaged beyond repair.
- The item’s conservation and storage requirements are beyond the organization’s financial and physical resources.
- The item is a lesser quality duplicate of an object the organisation already owns or has recently acquired.
- The item lacks supporting information to enable proper identification.
- A substantial request for the return of the object to its original owner is received. This is particularly relevant for Aboriginal Artefacts.
- Conservation and storage costs for the item are beyond the means of the Society.
- All legal requirements are met.

### 13.4 Disposal Procedures

The process for disposal of deaccessioned items from the collection is as follows, in priority order:

1. Item is transferred to another appropriate institution, i.e. another Society with a similar collecting focus, or from the same geographic location.
2. Item is used as a prop or educative/interpretive tool.
3. Item is returned to the donor or family.
4. Item is sold by public auction.
5. Item is destroyed or recycled if appropriate.

### 13.5 Deductible Gift Recipient and Cultural Gifts Program

1. Donations received under the DGR scheme which are deaccessioned, may not be returned to the donors, and may only be transferred to an organisation that is also a Deductible Gift Recipient.
2. Bendigo Historical Society is not currently registered as a Deductible Gift Recipient.

## 14. Winding-Up Procedures

Any association with assets of more than \$10,000 must be wound up in accordance with the *Commonwealth Corporations Act 2001*.

### MODEL RULES For an INCORPORATED ASSOCIATION Associations Incorporation Reform Regulations 2012

1. The Bendigo Historical Society may be wound up voluntarily by special resolution.
2. In the event of the winding up or the cancellation of the incorporation of the Association the surplus assets of the Association must not be distributed to any members or former members of the Association.
3. In the event of the winding up or the cancellation of the incorporation of the Association, the Bendigo Historical Society collection, will be disposed of according to recognised museum ethics, outlined in the BHS Constitution. The collection consists of acquired articles, documents, photographs and records, that have been formally catalogued, and those awaiting cataloguing in a collection management system.
4. Subject to the Act and any court order made under section 133 of the Act, the collection must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.
5. The body to which the collection is to be given must be decided by special resolution.



## 15. Date of Policy Endorsement

Date of endorsement: 21.4.2021	
Committee members	Position
Jim Evans	President
Euan McGillivray (Absent)	Vice President
Trevor Lamb	Secretary
Neville Davies	Treasurer
Kay MacGregor	Collection Manager
Angelo Verga	Committee member
Barbara Poustie	Committee member
Norm Harris (Absent)	Committee member
Pip Johanson	Committee member
Robin Bragg	Committee member
Stan Cue	Committee member

## 16. Date for Policy Review

Policy to be reviewed in 2024.

## 17. Appendixes

### **Acquisition by Copy Procedures**

#### **Acquisition Forms**

- Item Receipt Form
- Deed of Gift Form

### **Integrated Pest Management Policy**

#### **Loan Forms**

- Inward Loan Form
- Outward Loan Form

### **Research and Access Policy**

# BENDIGO HISTORICAL SOCIETY

Reg. No. AOO 208 18N

ABN 48 109 460 017

11 Mackenzie St. Bendigo Vic 3550

Email [secretary@bendigohistory.com](mailto:secretary@bendigohistory.com)

Phone 03 5442 1005



## Acquisition by Copy (AbC) Procedures

BHS is pleased to have an Acquisition by Copy program. This program can provide significant material for the collection when a donation of the original is not available.

However, it is important that procedures similar to those for all other acquisitions are applied when dealing with a donor. We must know if we can use or distribute AbC items to our customers, especially those online or through the CMS catalogue, or use the items ourselves in exhibitions/publications.

It is assumed that the majority of AbC items will be photographs or other paper items.

It is also assumed that the majority of items will be of value to the collection as copies.

**Acquisition Committee to make the decision about whether to accept the copy into the BHS Collection.**

### AbC material could enter the collection in two ways:

1. An image is emailed as an attachment to one of our mailboxes. Forward email to [secretary@bendigohistory.com](mailto:secretary@bendigohistory.com) for processing as set out below
2. A person calls to Nolan Street with an original photograph or document

### Steps to take when presented with an AbC item:

1. An image is emailed as an attachment to BHS:
  - Save the image into a named folder in the AbC Pending folder on the Server (M Drive).
  - **Acquisition Committee assesses the image for value to the Collection.**
  - **If the image is accepted, email the Permissions Form to the donor requesting that it be completed and returned.** This will allow BHS to use the item in a variety of ways. If this is not completed the item cannot be accepted into the collection.
  - When Permissions Form is returned, catalogue the item and tag as Acquisition by Copy.
  - Move the AbC Accepted Folder on the Server (M Drive).
  - **If the image is not accepted, the donor is to be informed of this decision.**
2. An image or document is brought to Nolan Street:
  - **Member of Collection Management team on duty to make decision about suitability of image.**
  - Copy or scan the item to our resolution standard.
  - Gather as much information from donor as possible about the item

- Ask donor to complete Permissions Form. This will allow BHS to use the item in a variety of ways. If this is not completed the item cannot be accepted into the collection.
- Catalogue the item and tag as Acquisition by Copy

Donor to receive acknowledgement of their donation in the usual way.

**These Procedures to be reviewed in 2024**

# BENDIGO HISTORICAL SOCIETY



Reg. No. AOO 208 18N  
ABN 48 109 460 017  
11 Mackenzie St. Bendigo Vic 3550  
Email [secretary@bendigohistory.com](mailto:secretary@bendigohistory.com)  
Phone 03 5442 1005

## ITEM RECEIPT

Date / /

This is a receipt for any item/s deposited with the BHS for appraisal as a potential donation.

Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

LIST OF OBJECTS/GOODS FOR APPRAISAL: Attach additional list if required.


SEE OVER FOR TERMS & CONDITION

# TERMS & CONDITIONS

1. The BHS will make every effort to ensure the care and safety of the item(s) while under its care.
2. If item(s) is/are being offered for donation:
  - a. The BHS will notify the owner of the decision concerning the item(s) within 60 days of the above date. Notice will be given by phone and email, or if necessary, by post.
  - b. If the BHS decides not to accept the item(s), the owner has 60 days from the date of notification to reclaim the item(s) by presenting this form.
  - c. If the item(s) is/are not reclaimed within the 60 day time frame, the BHS will return the object(s) to the owner.
3. It is the owner's responsibility to notify the BHS of any change in address or contact information as provided below.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

BHS Representative \_\_\_\_\_

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**Return: I acknowledge the return of the above item(s) in satisfactory condition**

Date \_\_\_\_\_ Signature \_\_\_\_\_

BHS Representative \_\_\_\_\_

**Note: A copy of this receipt is to be given to the person as shown above.**

# BENDIGO HISTORICAL SOCIETY



Reg. No. AOO 208 18N  
ABN 48 109 460 017  
11 Mackenzie St. Bendigo Vic 3550  
Email [secretary@bendigohistory.com](mailto:secretary@bendigohistory.com)  
Phone 03 5442 1005

## DEED OF GIFT

BHS Ref No. / /

### Information, provenance & permissions

This form conveys my instructions to Bendigo Historical Society regarding donation of item/items. It also contains my obligations regarding transfer of ownership.

I, the undersigned: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

(Hereinafter called "the Donor") hereby give the Bendigo Historical Society Inc. the goods and property described in the Schedule below and I the Donor do:

1. Declare that I am the owner or acting on behalf of the owner with full rights of the owner.
2. Confirm that I am the unencumbered owner of the item/items or I am acting on behalf of the owner with full rights of the owner and hereby donate, without retaining any right of revocation, the item/items listed below to the Bendigo Historical Society.
3. Acknowledge that the Bendigo Historical Society will, on receipt of the item/items specified, have the absolute right to display or otherwise deal with it/them at its own discretion.  
This form is signed as a deed of gift.

LIST OF DONATED OBJECTS/GOODS: Attach additional list if required.

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# PROVENANCE DETAILS

Please provide as much information as you can.

1. Object/s Name/s

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2. Who was the owner?

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3. When and where manufactured?

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4. When and where was the item used?

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5. History of the item, such as who used it?

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6. Any other information. Continue on reverse if necessary.

Donor: (Print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

BHS Representative: (Print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: A copy of these documents is to be given to the Donor.



# PERMISSIONS

**My role in relation to the material is: Tick applicable boxes.**

Owner	Copyright owner	Agent	Creator
Executor	Publisher	Contact	Representative

If Bendigo Historical Society receives an access enquiry about the items/items, the enquirer may be given my:

Name	Address	Phone	Mobile
Email	Fax	No Contact	

## My permission for use of the material

The Bendigo Historical Society may exclusively:

Display the material electronically and/or digitally in any way, in any format or medium.	
Use the material in promotional and/or educational activity in any format or activity whether electronic or print, in any project or exhibition.	
Publish copies of the materials in editions of our Marunari Newsletter under a Creative Commons license (Attribution Non-Commercial No derivatives) See <a href="http://creativecommons.org.au/learn/">http://creativecommons.org.au/learn/</a>	
In connection with the online publication of the material exhibition/production, reproduce, sublicense, communicate or display the material electronically and/or digitally in any way, in any format or medium.	
Use the material as a credited detail, with or without the full image included.	

Donor: (Print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

BHS Representative: (Print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: A copy of these documents is to be given to the Donor.

**BENDIGO HISTORICAL SOCIETY**  
**Reg. No. AOO 208 18N**  
**ABN 48 109 460 017**  
**11 Mackenzie St, Bendigo Vic 3550**  
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**Phone 03 5442 1005**



## Integrated Pest Management Policy (IPM)

<https://www.naa.gov.au/information-management/storing-and-preserving-information/preserving-information/integrated-pest-management->

### **Introduction**

Integrated Pest Management (IPM) uses a range of preventive measures to control pests. It significantly reduces the need to use chemicals while providing the same, if not better, level of protection for collections.

Research indicates that commonly used chemicals produce adverse effects on collection materials and the people who use them. This knowledge, combined with chemical resistance in pests and environmental concerns, has led to a move away from chemical intervention to control rodent or insect infestation.

### **How it works**

IPM is based on the knowledge of what pests need to survive. Pests are controlled by making the environment around and within the collection hostile to their life cycle. This approach is not pest specific, as many aspects of the program provide protection against a range of biological hazards, e.g. good housekeeping can be as effective against mould as it is against rats. In a well-run institution, many components of an IPM program will already be in place. Chemical treatments are used only in a crisis situation threatening rapid losses or when pests fail to succumb to more conservative methods.

### **Pests likely to affect collections**

Rats, mice, silverfish and cockroaches are the most common problems, but termites, birds and possums may also be encountered. Moths, ants and spiders are not likely to damage a paper collection but may attract other pests that do.

Rodents and silverfish pose the biggest threat to records. Rodents are more visible, but silverfish are more insidious as they can produce considerable damage in a short period of time and are only noticeable when an item is retrieved, or their habitat disturbed.

### **Implementation of integrated pest management**

#### **Risk assessment**

Undertake a thorough inspection of the premises and records to identify any current activity, what it is and where it is located. Museum or university entomology departments or commercial pest control companies will help you identify any unfamiliar pests. Look for possible entry sites and map the location. Review cleaning procedures and identify any problem areas.

Also examine staff habits and procedures. Do people eat at their desks or store food in offices? Are there flowers or pot plants in collection areas? Make sure your building maintenance procedures are adequate and kept up to date. Monitor the climate and make sure standards are maintained (20 °C temperature, 50 per cent relative humidity).

*Examine records that are entering the collection for possible infestation.*

Once the information is collated it should be possible to identify factors causing or contributing to infestation and take remedial action.

### **Reporting and inspection**

A reporting structure with one person taking responsibility for collating the results, disseminating the information and coordinating action when required is imperative.

There should be routine annual or six-monthly inspections of the building and grounds, with written reports that feed into the maintenance program. A book for logging stray sightings, maintenance problems and so on should be kept up to date. Spot checks on records should be made on receipt and when retrieved.

### **Active intervention**

#### **Monitoring**

It is important to know if pests enter your building. Traps can be used to determine what pests you have, where they are and the size of their population. Mark plans of the building with trap locations, and establish reporting structures.

Blunder traps, sticky board and box traps are readily available through commercial outlets and can be used by non-licensed personnel. These are effective against small rodents and crawling insects including cockroaches. Some are available with food or pheromones that are insect specific – these traps are useful if monitoring or trapping a known insect problem. Such traps tend to be very expensive and would not be used for initial surveys. When using traps it is important to follow placement guidelines. Traps should be checked monthly and the catch identified and removed, as full traps are not effective. Increases in activity or changes in species should be noted and followed up to identify the cause and allow remedial action. Traps and lures are also available for flying insects and can be suspended or wall mounted.

Mechanical traps and cages are more suitable for larger rodents, possums and problem birds. These should be checked regularly, and if the population is small, they can act as a control as well as a monitoring mechanism.

#### **What to do if insects are found**

If insects are found, identify the source and extent of the problem by using traps and bait stations. Determine whether collection material is at risk or infected and to what extent. If the infestation is collection-based, seal the infected items and remove them to a clean area. Thoroughly clean and remove all debris from the infected site.

- Establish whether infested material is to be kept permanently. If not, consider the cost of treatment in relation to the time the records are needed. If we consider that it would be cost effective to destroy the items, we need to consult Deaccessioning Policy.
- Determine the route of entry and/or cause of the infestation and institute remedial action, such as fixing flyscreens, repairing window frames and so on.
- Treat the infested records or area. Depending on the volume of material and type of pest, this can be done in house or by a contracted pest control company. It is important to keep records of actions taken, including details of material treated and chemicals used.

### **Silverfish**

Silverfish are not affected by knock-down pyrethrum sprays because they are inaccessible inside boxes and files. For small outbreaks in collection materials, clean and repack the material and destroy all old packing and debris removed from the records. If there is a chance that insects or eggs could remain in the cleaning area use a barrier spray or use a room 'bomb' or powder containing a pyrethrum based active ingredient. A thorough cleaning of the storage area should also take place. The records should be checked at frequent intervals for the next 3 months.

For large-scale silverfish infestations, it is recommended that a pest control company carry out fumigation.

### **Cockroaches**

Most cockroach outbreaks can be controlled by improved hygiene and housekeeping. The use of powders in cracks and crevices, and improved garden maintenance will also help. Baits and sticky traps can also be used to control the problem.

### **What to do with a rodent problem**

The initial response should be similar to that for insects. Identify the location, size and scope of the infestation, using mechanical or sticky traps and bait stations. Using fine powder, such as talcum powder, locate the pathways within the building, and place traps or baits accordingly. Determine the route of entry and/or the cause and institute remedial action to prevent further infestation.

### **Treatment of records**

- Cleaning, repairs and/or copying of records will solve the problem of rodent activity because rodents do not leave eggs and larvae behind to reinfest material.
- For insects there is a wide range of treatment options including a range of low-toxicity chemicals and chemical-free treatments.
- Low mammalian toxicity pesticides, incorporating compounds referred to as insect growth regulators, are available. These chemicals interfere with the development of the insect and produce a more effective and long-lasting kill rate when combined with low-toxicity sprays, powders and fumigants.
- Freezing is very effective against mould, borer, moths and silverfish, and modified atmospheres are successful in relation to most museum pests with the exception of silverfish.

## BHS Procedure

Task	Who	Cost	Notes
Appoint IPM Officer	Collection Manager		Notify Committee
Prepare a log book to record all pest activity (in conjunction with BRAC)	Collection Team		Discuss format
Place up to 10 sticky traps in storage area and workroom - monitor monthly and log. Report findings to Collection Manager	Collection Team/IPM Officer	Approximately \$150	Order from Archival Survival
Place 4 rodent traps in storage area and workroom – monitor monthly and log. Report findings to Collection Manager.	Collection Team/IPM Officer	Approximately \$120	Order from Archival Survival
Ensure that weather/insect strips on base of exterior doors are clean and well fitted.	CoGB		CoGB
Do not bring items into store area before conducting visual check for insect activity.	IPM Officer		Volunteer Training
Textiles should be frozen using standard procedure.	IPM Officer		Additional bags
Sweep or vacuum corridor and workroom monthly ensuring all dead matter is collected.	Collection Team/IBM Officer		CoGB Staff
Ensure spider webs are removed.	Collection Team/IBM Officer		CoGB Staff
Surface perimeter spray of entire BHS store and work area spray with approved product.	Contractor/ CoGB Staff		
Ensure any food scraps are removed daily.	Collection Team/IBM Officer	\$50.00	Bin liners
Inspect four textile boxes each month for activity and keep list of boxes examined	Collection Team/IBM Officer		
Clean kitchen and toilets	CoGB/BHS volunteers		Cost to CoGB and BHS
Ensure freezer is operating at proper temperature as per specifications	IPM Officer	Purchase price for freezer \$600-\$1000	BHS
Volunteers to wipe desktops, computers, scanners and printers weekly	Nolan St Volunteers	\$50.00 p.a.	BHS
Ensure bins go out for council collection	IPM Officer		Rubbish and recycling supplied by CoGB

Policy to be reviewed in 2024.



BENDIGO HISTORICAL SOCIETY INC.  
Reg. No. AOO 208 18N  
ABN 48 109 460 017  
11 Mackenzie St.  
Bendigo Vic 3550

## Inward Loan Agreement

### **Bendigo Historical Society Inc.**

Lender's Object number: \_\_\_\_\_

Borrower's Object number: \_\_\_\_\_

Object description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Object condition: \_\_\_\_\_  
\_\_\_\_\_

Lender's name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Loan purpose: \_\_\_\_\_  
\_\_\_\_\_

Loan period: \_\_\_\_\_

Date of receipt: \_\_\_\_\_

Return date: \_\_\_\_\_

May the Bendigo Historical Society reproduce this object in publications and for  
publicity purposes?    Yes     No

Do you elect to maintain your own insurance? (Value to be negotiated in the event of loss or damage). Yes  No

What is the recommended procedure for movement/display?

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What is the recommended procedure for packing/transport?

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### Conditions of loan

- *Bendigo Historical Society Inc* will exercise the same care and respect to this loan as it does in the safekeeping of its own property.
- Loans shall remain in the possession of *Bendigo Historical Society Inc* for the time specified on the form but may be withdraw from exhibition by the BHS or by request from the lender.
- Unless the lender elects to maintain their own insurance coverage, *Bendigo Historical Society Inc* will insure this loan for the current market value, against all customary risks of physical loss or damage from external cause while in custody of *Bendigo Historical Society Inc* during the period of the loan.
- If the lender maintains their own insurance *Bendigo Historical Society Inc* must be supplied with a certificate naming *Bendigo Historical Society Inc* as additional insured or waiving subrogation against *Bendigo Historical Society Inc*.
- Otherwise, the loan agreement shall constitute a release of *Bendigo Historical Society Inc* from any liability in connection with the loaned property. *Bendigo Historical Society Inc* does not accept responsibility for any error or deficiency in information furnished to the lender's insurers or for lapses in coverage.

Signature of lender: \_\_\_\_\_

Date: \_\_\_\_\_

Two copies of this form are to be signed. One retained by lender and one by *Bendigo Historical Society Inc*.

Date of return: \_\_\_\_\_

Received by: \_\_\_\_\_

Condition on return: \_\_\_\_\_

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BENDIGO HISTORICAL SOCIETY INC.  
Reg. No. AOO 208 18N  
ABN 48 109 460 017  
11 Mackenzie St.  
Bendigo Vic 3550

## Outward Loan Agreement

Object no: \_\_\_\_\_

Object description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Object condition: \_\_\_\_\_

\_\_\_\_\_

Borrower name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Loan purpose: \_\_\_\_\_

\_\_\_\_\_

Loan period: \_\_\_\_\_

Date of receipt: \_\_\_\_\_

Return date: \_\_\_\_\_



**Please note the following requirements and conditions.**

Movement/display needs (including recommended requirements):

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Packing/transport needs (including recommended requirements):

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Conservation/maintenance needs (including recommended requirements):

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Catalogue and publicity (form of acknowledgement):

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**Conditions of loan**

- *Bendigo Historical Society Inc* requires notice for the borrowing of an object.
- No object will be lent unless the safety of the object is assured. Adequate security, environmental conditions and standards of care must be evident.
- The objects are regarded as being 'in good condition' unless *Bendigo Historical Society Inc* is otherwise notified.
- The receipt of any agent of the borrower shall be regarded as receipt of the borrower.
- The borrower shall not convey, transfer, assign, mortgage, pledge, lend or part with possession of the object(s).
- The borrower shall be responsible for any damage to person or property due to the condition of the object. *Bendigo Historical Society Inc* should be notified immediately of any such event, loss, damage or deterioration.
- All costs associated with the loan will be the responsibility of the borrower. These costs will include transport and insurance.
- No object will be reproduced while on loan without permission from *Bendigo Historical Society Inc*. The borrower shall acknowledge the lender in any publications or whilst on display.
- The borrower will follow the instructions featured on the loan form.
- Representatives of *Bendigo Historical Society Inc* shall be permitted access to the borrower's premises to examine the object.

- The borrower may be required to return the object(s) at any time, but no later than the expiration of the loan.
- Any extensions of the original loan period must be negotiated with *Bendigo Historical Society Inc.*
- No object will be lent without the completion of the *Bendigo Historical Society Inc* Outward Loan agreement form.

Signature of borrower: \_\_\_\_\_

Date: \_\_\_\_\_

Two copies of this form are to be signed. One retained by borrower and one by the Bendigo Historical Society.

Date of return: \_\_\_\_\_

Received by: \_\_\_\_\_

Condition on return: \_\_\_\_\_

\_\_\_\_\_

# BENDIGO HISTORICAL SOCIETY

Reg. No. AOO 208 18N

ABN 48 109 460 017

11 Mackenzie St. Bendigo Vic 3550

Email [secretary@bendigohistory.com](mailto:secretary@bendigohistory.com)

Phone 03 5442 1005



## Research and Access Policy

### Introduction

The Bendigo Historical Society aims to provide maximum public access to the Collection. The main form of access is through the BHS Archives centre.

The Collection managers or other Committee members on duty reserve the right to refuse entry or ban a visitor or researcher from entering the Archive centre given 'due cause'.

'Due cause' includes breach of conditions of use, vandalism, disruptive or unethical behaviour.

### Conditions of use

- Appointments to view material that are not on public display will be necessary.
- All visitors and researchers will be asked to sign a visitor's book.
- A member of the Collection team will handle the collection items and retrieve them for the researcher.
- Access will take place in the office area and will be supervised at all times.
- If possible copies of documents or photographs of items will be provided to avoid handling of original items, especially significant and fragile items.
- Researchers may be required to wear cotton gloves.
- No food or drinks allowed in the office area.
- Research using the CMS to be supervised by a member of the Collection Management team.
- Researchers are allowed to bring laptop computers, cameras [still and movie] with prior arrangement.
- No images of collection material can be reproduced or transmitted without permission.
- Requests for copies to be supplied by BHS personnel will be subject to appropriate copyright and IP legislation.
- A charge applies for all copying or printing.
- The Archive centre is not accessible by wheelchairs.

**Hours of opening**

The Archive centre is open at the following times:

Tuesday 9.00 a.m. – 4.00 p.m.

Thursday 9.00 a.m. – 4.00 p.m.

Or by appointment:

The Archive centre has a direct telephone line and email address:

[03] 5442 1005

email [collection@bendigohistory.com](mailto:collection@bendigohistory.com)

**Monitoring**

The Bendigo Historical Society will collect statistics to show the number of physical visits to the Archive centre each year. It will also undertake to survey its customers at regular intervals to assess performance and seek to improve services.

Policy to be reviewed in 2024.