



Motueka District Museum Trust Board
140 High Street, Motueka

Policy: Pupuri Taonga Collection Management Policy

1.0 Statement of Purpose

The purpose and mission of the Motueka District Museum is to collect, preserve, display and give access to material and information relating to the natural and cultural heritage of the Motueka District.

2.0 Guiding Principles

2.1 Accessibility

Provide maximum public and community access to the collections, without compromising the physical and cultural well-being of those collections.

2.2 Inclusiveness

Recognise all cultures in the community while at the same time acknowledging the special place of Taonga Maori.

2.3 Promotion

Promote interest in, and knowledge of, the natural and cultural heritage of the Motueka District through the use and study of the collections for exhibition and research.

2.4 Interpretation

Interpret the collection accurately and with relevance, through a variety of means, to all museum users.

2.5 Care

Ensure that the collections are cared for to the highest possible standards and are preserved for present and future generations.

2.6 Risk Management

Ensure that the Collection is protected against risks such as theft, fire, flood, vandalism and deterioration, and are adequately insured, whether in the Museum, off-site storage or in transit.

2.7 Relevance

Ensure the ongoing relevance of the collection, as a reflection of the cultural and natural heritage of the community from which it derives.

2.8 Ethics

Recognise that the museum collection is held in public trust and that the museum will act ethically in all of its collection-related activities. In this it will be guided by the Museums Aotearoa Code of Ethics 2013 and the Motueka District Museum Trust Board Governance Charter.

2.9 Co-operation

Maintain a co-operative relationship with other museums, particularly those in the region, and other organisations with related interests and collections.

3.0 The Existing Collection

The Motueka District Museum Collection began to take shape in the late 1980s, shortly before the Museum officially opened to the public in November 1987.

The Museum's Collection has been built primarily through donations from the general public and has a strong focus on the region's social and industrial history.

The Collection is currently comprised of the following categories:

- Archives and Publications
- Photography
- Objects
- Taonga Māori

4.0 Collection scope

4.1 Purpose of collecting

The museum aims to collect and preserve objects, which together create the most complete and diverse representation of the Motueka District's natural, social, cultural and industrial history.

This Collection is held primarily for the benefit of the Motueka District, its residents, local iwi, visitors, researchers and future generations.

4.2 Time period

The museum will not confine its collecting to a particular period of time, recognising that additions to particular collection categories should be an on-going process.

4.3 Geographical boundaries

The Motueka District Museum will generally confine its collecting area to Motueka District. Defined as: from the top of Takaka hill and Redwood Valley hill, Kaiteriteri, Marahau, Abel Tasman National Park, Stanley Brook, Brooklyn and Ruby Bay. Deviation from this principle will only be in exceptional circumstances.

4.4 Developing the collection

The Museum will continue to add to and refine the existing Collection to ensure it remains relevant and useful. This process will be assisted by and formalised through a regular review of this policy. (refer to Section 10)

5.0 Artefact Committee

The Artefact Committee is responsible for assisting Museum staff with decisions related to additions and refinements to the Collection. The committee will comprise the Curator, the Collection Manager, a representative from the Motueka and District

Historical Association, and a nominated member of the MDMT Board. A quorum for decision-making will require the presence of at least three members.

6.0 Acquisitions – Adding to the Collection

6.1 Acquisition Criteria

The acquisition criteria below inform the acquisition process. In general, items will be assessed against the specified criteria allowing Museum staff and the Artefact committee to decide whether an artefact should join the existing Collection.

Inclusions

- Strong historical and/or contemporary significance and relevant to the Motueka District
- Future research potential is deemed to be strong
- Good, stable physical condition which can be maintained long term, or material which can be repaired, restored and/or stabilized by a qualified conservator at the current time
- Quality and fine examples of object type, eg representing fine workmanship and/or strongly aesthetically appealing, with particular focus on exhibition potential
- Can receive adequate physical protection, care and documentation at the current time
- Complements and enhances the existing collection or in new areas, in line with the Museum's purpose

As some factors are more significant than others, the criteria have been weighted. (see Appendix 1)

6.2 Acquisition Exclusions

The Museum will not knowingly collect the following for the Collection:

- Items which do not meet the acquisition criteria
- Kōiwi tangata / human remains
- Items that are or could be dangerous, either to the museum building, the existing Collection and/or environment which cannot be reasonably mitigated
- Items that are or could be a health and safety risk to staff and/or visitors which cannot be reasonably mitigated
- Items that are duplicates of better examples already held in the Collection
- Copies of original material, unless it is known or strongly suspected that the original is lost or badly damaged
- Items with doubtful provenance, unclear legal title and for which ownership cannot be proved

Items which are or are suspected to have an unethical or illegal provenance and/or to have been collected in an intentionally destructive or damaging way to natural or cultural sites.

Items which have been modified, unless the modification forms a significant part of the history of the item

Items with disproportionate and/or unachievable conditions attached which cannot be facilitated

6.3 Methods of Acquisition

6.3.1 Gift

Donations and gifts are the main source of additions to the collection and demonstrate the local community's support of its museum. However, the museum is under no obligation to accept objects for the collection by gift and may decline items which do not fit within the overall context of the Collection.

- Upon both parties signing the object receipt form, ownership of the object will transfer to the Motueka District Museum
- The Museum reserves the right to dispose of any object which may no longer fulfil a useful function within the overall context of the museum
- The Museum is under no obligation to display objects either permanently or on a periodic basis. However, objects in storage will be available for research purposes by prior arrangement with museum staff

6.3.2 Loan

Objects will not be accepted into the collection on a loan basis.

6.3.3 Purchase

Objects will be purchased if adequate funds are available for that purpose.

Funds will be apportioned annually by MDMT Board for Collection purchases.

All purchases for the Collection must be approved by the Artefact Committee prior to acquisition.

All purchases for the Collection over \$500 must also be approved by the MDMT Board prior to acquisition.

6.3.4 Bequests

Although the museum welcomes offers of objects by bequest, it is under no obligation to accept them. They will be assessed according to the same acquisition criteria and exclusions as objects acquired by other means.

6.3.5 Research projects

Research projects of various types, which result in written or visual forms of documentation, or sound recordings, may be the source of new acquisitions. In all cases, projects must be carried out to an acceptable professional standard before the Museum will consider accepting them.

6.4 Acquisition Decision Making

The weighted acquisition criteria will be used in the decision making process when assessing objects available for acquisition. (See Appendix 1)

Objects which clearly meet the weighted acquisition criteria are added to the Collection.

Objects which clearly do not meet the weighted acquisition criteria are not added to the Collection.

In the case where the weighted acquisition criteria do not clearly indicate a decision, the object will be considered by the Artefact Committee.

If required, further research and consultation with external parties will be carried out to clarify the object's position in relation to the acquisition criteria.

If a clear decision is still unable to be reached, the MDMT Board will make the final acquisition decision.

Guidance must be sought from the MDMT Board iwi representative before and taonga Māori formally join the Collection.

6.5 Restrictions on acquiring declined items

Staff, volunteers, board members and their families are prohibited from purchasing, or otherwise acquiring items that are not accepted for the Collection.

6.6 Consideration of neighbouring museums

In making decisions about collecting, the Motueka District Museum will take into account the collection scope, geographical significance and areas of specialisation of neighbouring museums in the region and may recommend a more appropriate museum or collection institution for the donor to approach.

6.7 Taonga tūturu (found taonga)

On occasion, and as directed by the Ministry for Culture and Heritage, the Museum identifies and cares for taonga tūturu found by members of the public or from archaeological sites. Any taonga Māori found post 1975 comes under the Protected Objects Act. Under the Act, all taonga tūturu found are in the first instance (prima facie) Crown owned to allow claims for ownership to be heard by the Māori Land Court.

These items are not part of the Collection but will hold the same level of documentation and receive the same level of care as Collection items.

6.8 Kōiwi tangata (human remains)

The Museum does not collect kōiwi tangata. If the Museum is made aware of kōiwi tangata, we will refer the individual to the appropriate organisations as required under legislation: New Zealand Police and Heritage New Zealand.

7.0 De-Accession and Disposal – refining the Collection

7.1 Presumption Against Disposal

Although there is a strong presumption that objects once acquired should remain in the Collection, there will be occasions when objects may be considered for deaccessioning and leave the Collection permanently.

7.2 Reasons for de-accessioning

An object may be considered for de-accessioning if means one or more of the following criteria:

- It does not fall within the current Collection scope of this policy
- It does not meet the Collection acquisition criteria
- It poses a threat to other Collection items, the museum building, staff or visitors that cannot be reasonably mitigated e.g. insect infestation, poisonous material
- Its physical condition has deteriorated to the point where it is unworthy of conservation and is not suitable for display or reference
- It is a duplication or very similar to another object in the Collection and is inferior to it in terms of relevance, significance and/or condition
- It has proved to be a fake or forgery
- It has been shown to have been acquired illegally
- It is the subject of a substantiated request for return to its original or cultural owners or descendants (i.e. repatriation)
- It is of inferior quality, either in itself, or relative to other items, and has no known associations with other Collection items
- It is required for approved destructive scientific analytical techniques
- It has been lost or stolen

7.3 Items which can be considered for deaccession

The following types of items currently held in the care of the Museum may be considered for deaccession:

- Items which are known to be accessioned and is part of the existing Collection
- Items which are 'found in the collection' with no known provenance (original acquisition method)
- Old loans which, after reasonable attempts have been made to return to the last known owner, still remain in the physical care of the Museum
- Anonymous and/or unsolicited donations (e.g. 'door-step' or postal donations) in which the intention of the current owner is deemed to be a donation
- Any other heritage material held by the Museum which, after reasonable attempts have been made to return to the last known owner, still remain in the physical care of the Museum

7.4 Deaccession decision making

The decision to deaccession an object cannot be made unilaterally by a single individual or influenced solely by contemporary trends, pressures, or value systems.

All objects considered for deaccessioning must undergo thorough evaluation and receive approval from the Artefact Committee before a deaccessioning recommendation is created.

In the case that taonga Māori is recommended for deaccession, the deaccession recommendation will be created in partnership with the MDMT Board iwi representative.

The deaccessioning recommendation and proposed method of disposal must be ratified by the MDMT Board.

The object approved for deaccession must be held for a 12 month 'cooling off' period before it is finally disposed of.

Documentation regarding the object, deaccession decision making process and method of disposal will be retained.

7.5 Methods of disposal

A Collection object approved for deaccession may be disposed of in one of the following ways:

- **Return to the Original Owner:** The object is returned to the original owner, trustee, or legal representative.
- **Transferred:** The object is transferred via exchange, gift or private sale to another museum or collecting institution.
- **Sale:** The object is sold, with all proceeds used to acquire further Collection items for the Motueka District Museum.
- **Resource Collection:** The object is added to the Museum's Resource Collection (see Section 9.1).
- **Destruction:** The object is responsibly destroyed or recycled if no other option is appropriate.

7.6 Choosing a method of disposal

The selection of a disposal method will be guided by the following considerations:

- **Donor's Intent:** The Museum will review original documentation created at the time of acquisition to determine the donor's preferences.
- **Consultation:** If no preferences were recorded, the Museum will, where possible, consult with the original donor or their legal representative before deciding on a disposal method.

7.7 Restrictions on Acquiring Deaccessioned Items

Museum staff, volunteers, board members, and their families are strictly prohibited from purchasing or otherwise acquiring items that have been deaccessioned from the Collection.

8.0 Collection Care

8.1 Responsibility

The Motueka District Museum has a responsibility to ensure that the Collection is managed and preserved to acceptable Museum standards. This includes providing a stable environment, ensuring proper handling and storage, and taking proactive measures to prevent damage, deterioration, or loss.

8.2 Preventive Conservation

Measures will be taken to ensure that the known threats to museum collections (including fluctuating temperatures, extremes of humidity, high light levels, pests, poor storage, handling and transport, and inadequate building maintenance) are controlled.

An Integrated Pest Management strategy will be maintained for both items held within the Collection and newly acquired items.

8.3 Remedial Conservation

Remedial conservation (defined as any hands-on treatment of an object which alters or affects its structure or appearance) will only be undertaken by a trained professional conservator, or under the supervision of a full member of the New Zealand Conservators of Cultural Material.

8.4 Documentation

The Museum will maintain full and complete electronic and hard copy records of the collection acquisition and deaccession process, and information which identifies and describes each object, its associations, provenance, condition, treatment and location.

Appropriate digital preservation practices will be implemented, including secure storage, regular back-ups, and planned migration of digital files where required to ensure long-term accessibility.

8.5 Security and Risk Management

Adequate security measures will be in place at all times to ensure the physical security and cultural wellbeing of the Collection.

A Collection Risk Register will be maintained and reviewed regularly, identifying key risks to the Collection and appropriate mitigation strategies.

The Museum will maintain and regularly review a Disaster Preparedness and Emergency Response Plan for the Collection, including response and salvage priorities in the event of fire, flood, earthquake or other emergency.

8.6 Insurance

MDMT Board will ensure adequate insurance cover is in place for all aspects of the Collection, in storage, on display and in transit.

9.0 Other Collections

9.1 Resource Collection

The Museum may hold original or replica items intended for interpretive, handling, or research purposes. These items are not part of the official Collection and, therefore, do not fall under this Policy.

The Resource Collection may include, but is not limited to:

- The Education Handling Collection
- Exhibition props
- The Reference Library Collection

These items will be cared for, changed and renewed by appropriate staff managing the items.

All items in the Resource Collection will be clearly labelled to avoid any confusion with official Collection objects.

Items offered for the Resource Collection will first be assessed against the Collection acquisition criteria. If deemed appropriate, they will be added to the official Collection.

10.0 Review of Policy

The Motueka District Museum will review its collection policy at three year intervals from the date of adoption in 2014.

11.0 Corresponding Policies

- Health and Safety Policy
- Input & Advice from Tangata Whenua, Iwi, Hapu & Whānau Policy

Meeting Date	Chairperson	Amended/Approved	Next Review due
12/3/18 and 9/4/18	Anne Thompson	Amended	2021
14/11/2022	Chris Sutton	Amended	2024
11/02/2025	Chris Sutton	Amended	2028
11/03/2026	Chris Sutton	Amended	2028

Appendix 1 - Accessioning Process

- 1. Item Offer**
 - An item is offered to the museum for potential inclusion in the Collection.

- 2. Completion of Object Receipt Form (O.R.F)**
 - For any item physically left with the museum, an **Object Receipt Form (O.R.F.)** must be fully completed.
 - A receipt is provided to the donor.
 - Items will not be physically taken by the museum without a completed O.R.F.

- 3. Consideration of Items Retained by the Owner**
 - Items offered for the Collection may be considered without an O.R.F. if they remain in the care of the owner.

- 4. Evaluation Against Collection Policy**
 - Each item is evaluated in accordance with the Collection Policy and the **Weighted Acquisition Criteria** (see Appendix 2).

- 5. Presentation to Artefact Committee (if required)**
 - If the weighted acquisition criteria do not clearly indicate a decision, the object will be considered by the Artefact Committee for evaluation and decision in a timely manner

- 6. Presentation to the MDMT Board (if required)**
 - If a clear decision is still unable to be reached, the MDMT Board will make the final acquisition decision.

- 7. Disposition of Declined Items**
 - If an item in the museum's care is declined, it will be disposed of in accordance with the instructions specified on the Object Receipt Form.

- 8. Accessioning**
 - Accepted objects are accessioned into the Collection, receiving a unique accession number and catalogue record.

Appendix 2 – Weighted Acquisition Criteria

Acquisition Criteria	Poor	Medium	Strong
Strong historical and/or contemporary significance and relevant to the Motueka District	0	2	8
Future research potential is deemed to be strong	0	2	5
Good, stable physical condition which can be maintained long term, or material which can be repaired, restored and/or stabilized by a qualified conservator at the current time	0	2	3
Quality and fine examples of object type, eg representing fine workmanship and/or strongly aesthetically appealing, with particular focus on exhibition potential	0	1	3
Can receive adequate physical protection, care and documentation at the current time	0	1	2
Complements and enhances the existing collection or in new areas, in line with the Museum's purpose.	0	1	2

Category A (object score 16 or higher)

Object clearly and strongly meets the criteria and should be added to the Collection.

Category B (object score 10 or lower)

Object does not meet the criteria and should not be added to the Collection.

Category C (object scores between 11 and 15)

The significance weighting does not indicate a clear decision. Further consideration is required. Clarification gained through research and consultation with staff and appropriate external parties.

Appendix 3 – Deaccessioning Process

1. Identification for Deaccessioning

- Artefacts identified as not meeting the museum's collection criteria are considered for possible deaccessioning.

2. Presentation to Artefact Committee

- The artefact, along with supporting evidence, is presented to the Artefact Committee for evaluation.

3. Committee Decision

- The Artefact Committee decides whether to proceed with deaccessioning the artefact.

4. Approval by Trust Board

- If approved by the committee, the intent to deaccession and proposed disposal method is presented to the Trust Board for ratification.
- A 12-month "cooling-off" period begins from the date of the board meeting.

5. Interim Period Management

- During the 12-month cooling-off period, the artefact is stored appropriately.
- Records are updated with information about the decision, including the date for review.

6. Review Process

- At the end of the cooling-off period, the Artefact Committee reviews the artefact to confirm whether it still meets the deaccessioning criteria.
- If confirmed, the artefact is referred to the Trust Board for final ratification.

7. Disposal

- Once ratified, the artefact is disposed of in accordance with Section 7.5 of the Collections Policy, "Methods of Disposal."