

LOXTON HISTORICAL VILLAGE MUSEUM and COLLECTION POLICY

1. Mission Statement

The purpose of the Loxton Historical Village is to acquire, restore, preserve and display items of local historical significance to the Loxton, Riverland and Mallee District of South Australia from the period 1890-1950 inclusive.

As a regional tourist museum, we aim to encourage visitors to experience rural village life with interpretive displays of the 1890 -1950 period. We aim to enhance the potential of the collection, by displaying objects and artefacts in a village museum context, depicting the lifestyles, skills, and technical developments of an era now past.

2. Our Strategic Plan

To achieve our mission at the Loxton Historical Village, have a responsibility as custodians of our District's historical past to preserve and maintain it for present and future generations. This involves conserving and cataloguing the collection, maintaining and improving our interpretive displays, building maintenance, restoration work, seeking and welcoming new volunteers and marketing the Village as a "must visit" tourist attraction, in accord with our business plan.

Specifically, under this plan, our aim is to

- a. Preserve, display and promote the history and heritage of the Loxton district,
- b. the Eastern Riverland and Northern Mallee Communities of SA on an ongoing basis.
- c. Provide a comprehensive representation of the history and heritage of our region, preserving the original and the authentic for education and enjoyment of our visitors and giving satisfaction to our volunteers.
- d. Promote the Loxton Historical Village as a regional tourist attraction, supporting regional tourism and thereby contributing to the economic sustainability of the region.
- e. Review our business and strategic plan at least annually.
- f. Provide an enjoyable, safe and friendly workplace for our volunteer members and staff as they contribute to the welfare and progress of the Loxton Historical Village.
- g. Enhance the status, recognition and credibility of the Village by meeting standards as a Registered and/or Accredited Museum under the Museum and Grants program administered by the History Trust of SA.

3. Review

This draft document is due for review in July of each year.

LOXTON HISTORICAL VILLAGE COLLECTION POLICY

1. COLLECTION AIM

- a. The Loxton Historical Village aims to acquire and preserve items of local historical significance to the Loxton; Riverland and Mallee District of South Australia.
- b. Objects must be or have direct relevance to our Mission Statement, demonstrating the importance of the lifestyles, technical developments and skills of the period 1890 to 1950 inclusive.
- c. Objects of significant historical importance outside of the collection period may be accepted subject to approval of the Collection Committee and Management Committee.
- d. This collection policy will define the procedures for acquiring objects, accession, handling, storing, securing, cataloguing, displaying and disposing (deaccession) of objects.

2. COLLECTING AREAS

- a. Household items, furniture, fabrics, documents, artifacts.
- b. Farm and Horticultural implements, machines, tractors, engines, transport, livestock items and buildings using materials and methods relating to the 1890-1950 period.
- c. Items that reflect the lifestyles and skills of the people of our region during the pioneering phase of development (1890s-1920s).

3.0 ACQUISITION CRITERIA

- a. The item is **historically significant** and fits in with the purpose, collection aim, and collection area of the Loxton Historical Village.
- b. The item has **historical authenticity** and (ideally) has established history (provenance) with accompanying documentation.
- c. The item is in **good condition** and can be adequately and appropriately conserved, catalogued displayed and stored or rested.
- d. The intending donor has **legal title** to the item, and it is donated **free of encumbrances**.

e. The item is relevant to other items in the collection.

A **duplicate item** may be acquired if:-

1. It is required for spare parts, particularly for operational exhibits.
2. It is a superior replacement for our existing item
3. It is a matching item to complete a display or series
4. It is readily resaleable, exchangeable, or useful as a “hands-on” item.

f. The acquisition of an item does not unduly compete with the collecting areas or specialty of other museums.

4. COLLECTING PROCEDURE

Acquisitions to Loxton Historical Village may be made by donation, bequest, purchase, exchange or transfer.

(Note: Potential acquisitions should NOT be held or delivered to Loxton Historical Village pending approval. Items offered to the Village but held by the owner pending approval remain the responsibility of the Donor until the Village accepts them.

All potential accessions falling within the collecting areas described above **must be referred to the Collection Committee**, (appointed by management committee).

Persons wishing to donate items must in the first instance either contact the **Shop Manager** or a member of the **Collection Committee**. If an item is brought to the museum entrance building, the **shop manager** will complete a **donation form** and provide the donor with a signed copy. The donor must retain the potential acquisition until a mutually acceptable time is arranged for the Exhibit Committee to inspect it.

Only members of the **Collection Committee** are authorized to accept donations according to our collection aim. The Collection Committee will evaluate donated or acquired items according to the acquisition criteria (as listed in section 3) and complete an Object Information Sheet (Appendix 3) for each item. The Collection Committee may then recommend acceptance to the Management Committee for accession to the collection. The exhibit committee can also recommend to the Management Committee expenditure for any acquisitions.

In summary, an acquisition is processed **by the Collection Committee** as follows and according to the flow chart (Appendix 1):-

- 4.1 Complete the green **Object Donation Form** and a photocopy given to the donor. This form can record several items from the same donor. Sufficient information should be gathered from the donor at the time and recorded for each item
- 4.2 On the reverse side of the green form is the **Object Information form**. This is to be completed by the Collection Committee and forwarded to management committee giving reasons for and recommending acceptance (refer to section 3). At this stage, a digital image or photo must be taken to support the information form.

- 4.3 If the Collection Committee agree that the item will not be recommended for accession, they must either decide to retain it for hands-on use, spare parts or return it to the donor with thanks. When appropriate the Collection Committee may suggest an alternative recipient for the item.
- 4.4 Following accession, a **General Record Sheet** is completed for the Object which is then recorded in the **Museum Register (action Collection Committee)**
The item is then catalogued on the computer. The information sheet and an image of the item are to be kept on file. **(Action: Curator)**
- 4.5 When registered, the accessioned item is assigned a place for display or storage by the Collection Committee.

5. CATALOGUING PROCEDURE

- 5.1 We only accept donated items that comply with the Collecting area, Acquisition Criteria and Collecting procedures outlined in 2.0, 3.0 and 4.0(above).

When an item has been approved by Management Committee for Accession to the collection, details of the item will be entered in the Museum Register and a number assigned to the object. The numbering system we use is alpha-numeric eg LHV2006.034.

Once an item has been entered in the Register, it will be entered into a computer database, including all the details from the Record Sheet. If an item has several parts, such as a costume, the different parts will be assigned the same number with a suffix eg 1 of 8, 2 of 8, 3 of 8, etc for an object with 8 different parts.

When an item is catalogued into the data base, a digital image will be included in the file for our records.

Cataloguing supplies will be kept in the records office which will become part of the upgraded shop area.

Once it is catalogued, the item will be assigned to a display location or into rest / storage, as directed by the Exhibit Committee.

- 5.2 **Props, Spare Parts & Hands-on** (Decision by the Collection Committee).
Items that are not in our core collection (and therefore not accessioned) do not go through the cataloguing process and must be listed and stored separately for use as hands-on, spare parts or used on Alive Days.
- 5.3 **Privacy**
It is necessary for the museum to collect, store and disclose some personal information of living people, this may be done provided that
- the National Privacy Principles are followed, (*Privacy Act 2000*)

- the information is necessary for museum functions or public programs,
- donor records are not made available to the public,
- the information is collected by lawful and fair means, such as from donors or interviewees, themselves,
- the person's consent is obtained, either through a donation or a disclosure form, acknowledging that personal information freely given by them may be used in future displays and publications,
- People whose stories are used in displays or publications should give their written consent that they approve of the way that they have been represented and that community and family sensitivities are considered when presenting information about past generations. This permission can be given and signed on the donor form.

6. DE-ACCESSION & DISPOSAL

From time to time, the Collection Committee will review the displays and assess the condition of items displayed. They may recommend to management committee that an item (or items) be removed from the collection i.e. de-accessioned

6.1 De-accessioning may occur when

- 6.1.1 The item is no longer significant to the collection.
- 6.1.2 The item has deteriorated beyond repair.
- 6.1.3 The Village can not provide suitable storage or the necessary resources to preserve the item.
- 6.1.4 A more suitable or duplicate item has been accessioned.
- 6.1.5 The item is more appropriate to another museum or institution.
- 6.1.6 There are extraordinary or compassionate reasons to return the item to its donor.

6.2 If the item meets these de-accession criteria, then the Collection Committee will

- 6.2.1 Recommend its de-accession to the Management Committee for a final decision, (requiring a 2/3rds majority vote)
- 6.2.2 Give appropriate notice of de-accession to all members associated with the item.
- 6.2.3 The museum records are to record when the item is de-accessioned including the reason and method of disposal and placed in the archive file, along with a copy of the item's record sheet and any other relevant information.
- 6.2.5 The item may then be disposed of after de-accessioning.
The preferred order for disposal is;

- returned to the donor
- transferred to another museum or institution with a similar object and purpose,
- for use for hands-on, props or spares at the museum,
- by sale by public auction, or public tender.
- by destruction or recycling.

6.3 De-accessioned items shall not be given, sold or lent, publicly or privately to Loxton Historical Village members or volunteers or their immediate family or representatives.

6.4 Any funds from the sale of items will be used to acquire other items or to improve the management and display of the museum's collection

7. LENDING – OUTWARDS LOANS

The Loxton Historical Village may lend out objects from time to time, provided that

7.1 The loan is short term and to another collection or community organisation at our discretion.

7.2 Consideration is given to details such as the object's condition, display needs, transport arrangements and any costs involved,

7.3 The loan is not to an individual

7.4 Appropriate forms and records are kept for all loans.

8. INWARDS LOANS

8.1 While LHV has a strong preference for items that are donated, we will accept items on loan from individuals, local groups or other museums **if of special historical significance** or where an item is **required for a short-term display**.

8.2 Circumstances and conditions under which we will borrow items are determined and authorised by Management Committee.

8.3 The acceptance of an item on loan is managed and documented by an Inward Loan Agreement form.

9. ADOPTIONS

In an effort to encourage the participation of volunteers, an adopt-a-unit (or display) scheme may be trialled, where a member will be responsible for all aspects of care for the object or display. This may involve applications or expressions of interest from members, or suitable member(s) being approached.

In assessing the suitability of applicants, consideration will be given to

- 9.1 The experience the member or the training required, in caring for the object,
- 9.2 The member's ability to care for the object, considering their available time, resources and commitment
- 9.3 Any factors that make the object significant to the member (eg. a relationship between the object and the member's family).
- 9.4 An agreed preservation/restoration/reconstruction plan being established in accordance with the object's significance.
- 9.5 Establishing all foreseeable expenses before the object is adopted and an agreement of 'who will pay for what' made, with a process for applying to the Village Society to pay for unforeseen costs where appropriate.
- 9.6 A certificate being issued to formally recognise the adoption.
- 9.7 Accurate records being kept of all objects adopted.
- 9.8 A log being kept by adopter, detailing work performed on the object and especially all changes that affect the object's authenticity and integrity.
- 9.9 Regular renewal/review periods being set.

Conservation Policy

1. General Instructions for Storing, Handling & Displaying Objects

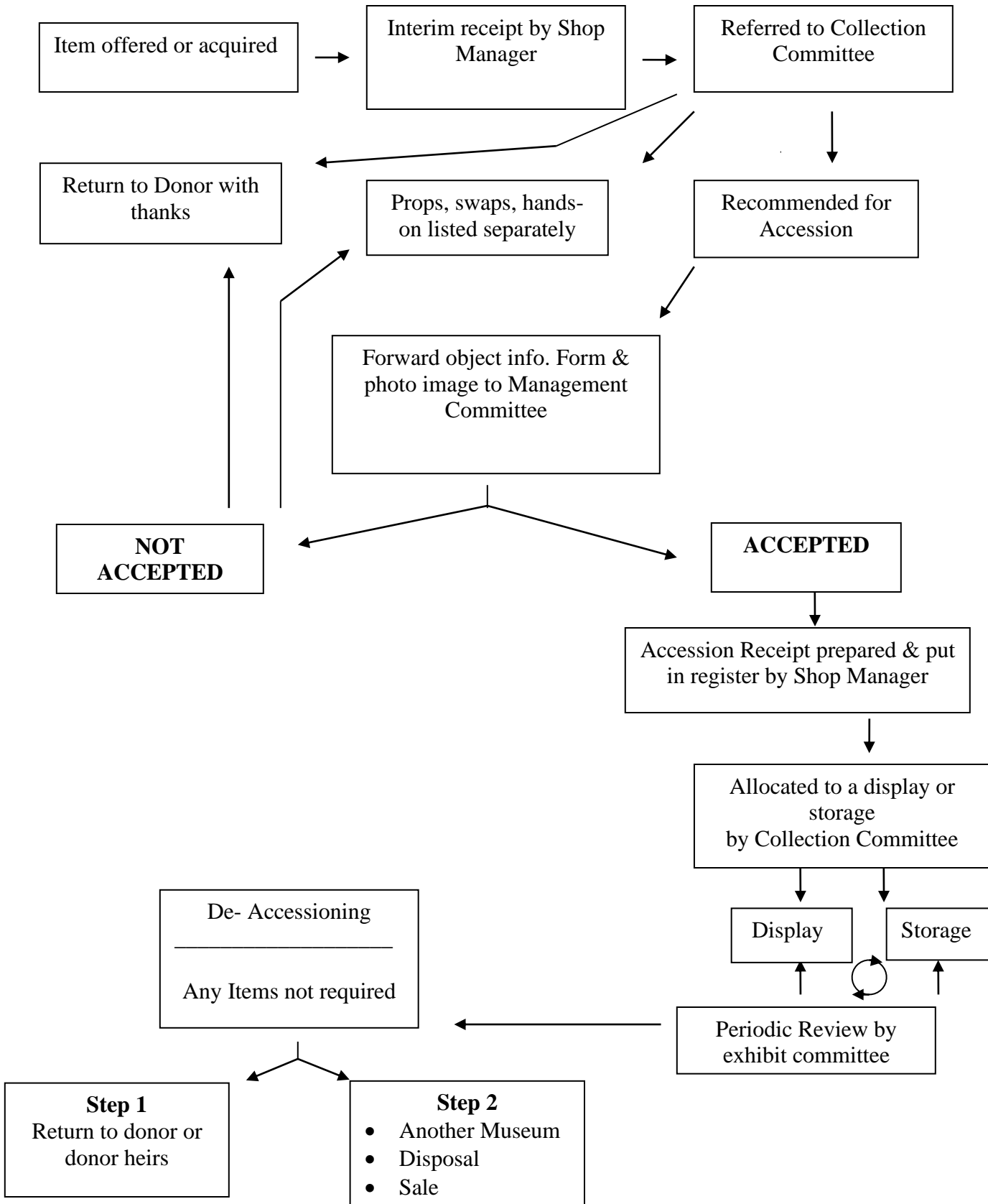
Our aim is to care for and prevent deterioration of objects and exhibits while on display or in storage at the Village. The following instructions are to be heeded by all museum workers and visitors:

- 1.1 Consider an object's significance, condition, robustness, materials and construction, along with the available space and resources to avoid unnecessary damage to or deterioration of objects during storing, handling and displaying.
- 1.2 No smoking, eating or drinking in storage or display areas
- 1.3 Ensure good air circulation.
- 1.4 Minimise the effects of dust by protecting displays with a glass case or similar.
- 1.5 Regularly dust and vacuum display and storage areas in preference to sweeping.
- 1.6 Regularly monitor display buildings for any signs of dampness or insect activity
- 1.7 Use special vacuum cleaning attachments to remove dust from small display items.
- 1.8 Display and store objects away from direct sunlight.
- 1.9 Handle objects as little as possible to reduce wear and tear and risk of damage.
- 1.10 Monitor displays containing leather, felt, wood, or paper for surface dust or signs of insect and mould attack.
- 1.11 Seek advice before painting or using fluids to clean objects or machines
- 1.12 Protect small display items from possible theft by securing them in a way that is reversible, or place them behind glass or mesh.
- 1.13 Minimise dust by minimising vehicular traffic in the main street of the Village.
- 1.14 Rubber tyred vehicles and farm implements should be placed on axle stands, so that the wheels are clear of the ground or floor.
- 1.15 Ensure that any vehicle is stable when supported on axle stands.
- 1.16 Steel wheeled implements or vehicles should not have their wheels in contact with the ground, but stably supported on suitably treated wooden blocks, (not bricks) to minimise the risk of rusting or corrosion.

- 1.17 Drain old oils and fuels from engines & machines that are not used.
- 1.18 Use inhibiting lubricants to protect engine internals from corrosion when they are in storage.
- 1.19 To reduce the collection of dust on exhibits use of leather dressings should be used sparingly unless the leather is in use as part of a working exhibit.
- 1.20 Drain any engines that hold water, including radiators and cooling tanks when machines & vehicles are in storage.
- 1.21 Check for features which could injure or endanger visitors, such as sharp edges or corroded parts that could break.
- 1.22 Fasten movable parts such as levers that could trap fingers or clothing, in a way that is reversible.
- 1.23 Keep all doors and windows locked when not in use. Monitor building condition and site security.



FLOW CHART FOR ACQUISITION, ACCESSION, DE-ACCESSION AND DISPOSAL



Display Policy

The Loxton Historical Village has collected and preserved items that relate to the lifestyles and history of the Riverland and dryland farming district of the Murray Mallee. Some of the buildings represent the small town businesses and building styles from the early 1900's through to 1950.

Objects on display must have direct relevance to our Mission Statement, relevant to the lifestyles, technical developments and skills from the 1890s to 1950 inclusive. Of particular importance are aspects of our farming history, pioneer settlements and techniques that opened up the land for farming and wool production.

After the Second World War, large scale irrigation schemes were settled and developed by returned servicemen and their families. The Village has expanded to include irrigated horticulture in our display area. The Nissen Hut is a good example of basic accommodation available for the War Service settlers from 1948 in the Loxton area.

While most displays are visual, we use taped commentaries to tell local histories relevant to many displays in the Village. In many cases, the tapes feature local identities.

1. Key Aspects of Our History

1.1 Pioneer Settlement and Dryland Farming (1890-1920)

- Loxton's Hut, Bookpurnong Station, W.C. Loxton, boundary rider.
- Farming settlement 1910-20, Clearing the scrub land, German settlers. (Village farming complex: stables, stump barn, windmill).
- Early business development (blacksmith, saddlery, Post Office, store).
- Water supply: Town water from 1914, Taplan and Pata schemes

KEY MESSAGE: The resourcefulness and resilience of our early settlers.

1.2 Transport:

Riverboats, horse drawn vehicles, the Mono-Rail, Railways, motor vehicles

1.3 Town development:

Main street businesses, printer, motor garage, barber, shop, telephone exchange.

1.4 Social aspects and Community Life:

Schools, halls & institutes, churches, libraries and domestic dwellings.

1.5 Irrigation and Horticultural Development:

Early village settlements (communes), Media and Sherwood, Loxton post WW2 irrigation development, horticultural crops

1.6 Farm Mechanisation Development:

Horse drawn implements, early tractors and associated implements, stationary engines as a power source on farms and fruit blocks

2. How we tell our history:

- 2.1 Village Alive Days or working days, when many of the village volunteers wear period costume, the Village Bakery is in operation, meals are served and many of the machines, stationary engines and tractors are demonstrated.
- 2.2 Self guided tour brochures and audio systems to tell the stories associated with many of the displays. Other displays employ clear signage and logical progression designed to tell the story consistent with the theme of the display.
- 2.3 School groups are provided with a coordinated education program and education officer.
- 2.4 Promotional brochures for the Loxton Historical Village are distributed at various visitor centres in the region and beyond.
- 2.5 Our main display buildings are attractive; some are original and have been relocated to the village. Other buildings are made from authentic materials and are designed to match the architecture of the day.