



# CAMPERDOWN & DISTRICT HISTORICAL SOCIETY INC.

PO Box 243, Camperdown 3260

ABN 54 877 430 900 Inc No. A0020588V

## **Acquisition Policy**

### **1. Acquisition Responsibility**

The Heritage Centre Management Committee is responsible for all decisions concerning acquisitions.

### **2. Acquisition Criteria**

- i. Items for acquisition will generally have a direct connection with Camperdown and district history. Other items will be considered if considered significant and relevant to understanding our local history.
- ii. Donations must be unconditional
- iii. Donors must have legal authority to do so
- iv. Condition of the items must be reasonable and acceptable
- v. Storage and display facilities at the Heritage Centre must be available and appropriate
- vi. Accepted items will become the property of the Camperdown and District Historical Society Inc.

### **3. Acquisition Procedures**

- i. An *Offer of Donation* form must be completed for each item offered
- ii. Each potential acquisition will be considered by the Heritage Centre Management Committee
- iii. If accepted, the donor will be notified in writing by the Committee
- iv. If rejected, the item(s) will be returned to the donor together with a written explanation from the Committee

### **4. Acquisition De-accessioning**

De-accessioning of an item may occur when;

- i. It is the property of the Camperdown and District Historical Society, and
- ii. It is of no further relevance or use to the purposes of the collection, or
- iii. It is damaged beyond repair, or
- iv. It has been stolen with no hope of return, or
- v. It does not meet acquisition criteria, or
- vi. It has no provenance nor known local connection, or
- vii. The Heritage Centre has identical objects with identical provenance, or
- viii. There is a reasonable request for return from the donor or family

### **5. Acquisition Disposal**

Disposal of a de-accessioned item may be by;

- i. Return to the donor
- ii. Exchange, gift, or sale to another museum or institution
- iii. Public tender or sale
- iv. Destruction or recycling