

DUTCH CONNECTION - COLLECTION POLICY

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1 SCOPE OF THE COLLECTION

Refer Accession Register in Appendix 3 for items currently in the collection.

Main subject areas:

- The history of Dutch immigrants in New Zealand and their aspirations and achievements

- The history of Dutch migration to New Zealand, presented in conjunction with the Dutch migration waves around the world
- The contemporary connections between New Zealand and the Netherlands

2 PERMANENT COLLECTION

The Dutch Connection Museum's permanent collection will reflect the following:

- i) The Museum's current identity, mission and principles
- ii) Physical and financial constraints
- iii) Patterns of collecting over time
- iv) The development of the museum in the community

The permanent collection will also contain research material. The research collection is to be considered part of the permanent collection

2.1 Donation and Acquisition Policy

- The Dutch Connection Museum collects for the purpose of preservation, research, interpretation, education and exhibition for the benefit and cultural enhancement of the people in our community and our nation.
- Objects may be acquired by gift, bequest, purchase, exchange, repatriation or collection during fieldwork
- The collection will develop in a strategic manner in relation to the Dutch Connection Museum's mission through the acquisition and de-accession as outlined in the Dutch Connection Museum policies.
- The scope of collecting activities will focus on the lives of the Dutch community and the environments in which they live.
- Special consideration will be given to the existing collection strengths when assessing items.

- The Dutch Connection Museum recognises and adheres to national and international legislation or agreements relevant to acquisitions.
- The Dutch Connection Museum will not necessarily accept all items in a bequest, and may decide to accept only those objects which conform to the Dutch Connection Museum's collection development strategy.

The acquisition of natural and cultural material in New Zealand will conform to the statutory obligations of the:

- Conservation Act 1987
- Wildlife Act 1953
- Marine Mammals Protection Act 1978
- Marine Reserves Act 1977
- Reserves Act 1977
- National Parks Act 1980
- Resource Management Act 1991
- Antiquities Act 1975
- Historic Places Act 1993
- Arms Act 1983.
- Arms Amendment Act 1992.
- Arms Regulations 1992.
- Hazardous Substances New Organisms Act 1996
- Human Tissue Act 1964
- Health and Safety in Employment Act 1992
- Privacy Act 1992
- Copyright Act 1994.

The Collection Policy will be guided by:

- The principles inherent in the Treaty of Waitangi
- The Code of Ethics (1993) for Application to Museums in New Zealand, as adopted by Museums Aotearoa Te Tari o Ngā Whare Taonga o Te Motu The Museums of New

Zealand, 15 April 2003 and subsequent amendments made thereafter

- The *United Nations Draft Declaration on the Rights of Indigenous People. 1993* (including the *Mataatua Declaration*)
- The *International Council of Museums Code of Professional Ethics 1986*, amended 2001 and subsequent amendments made thereafter
- The *Conservation Management Strategy 1996* of the Department of Conservation
- The New Zealand Professional Conservators Group

2.1.1 Access

- The Dutch Connection Museum's collection, associated information and records will be available for research. Access will be encouraged
- Access will be monitored to ensure the safety of people and the collections. Any information restrictions in keeping with tikanga and legislative requirements will be observed
- The type and level of access will be determined by:
 - The nature of the object
 - Conservation considerations
 - Cultural considerations
 - Confidential or restricted information associated with the object
 - Availability of the object

2.1.2 Research

- Collection information consists of primary documentation, including records and the collection database, and secondary documentation
- Intellectual access by the public will normally be for the purposes of research, exhibition, education programmes and to meet community interests
- Research will be monitored. Any information restrictions will be observed

2.1.3 Storage

- All objects accepted temporarily or permanently by the Dutch Connection Museum will be properly stored and fully documented in line with accepted museum practices
- Storage facilities will be considered when acquisition and donation decisions are made

- Storage and care of objects will be carried out with regard to tikanga and other protocols
- Appropriate physical security for all objects in the care of the Trust will be provided to protect against risks such as theft, burglary, fire, flood, earthquake, and intentional damage

2.2 Outward Loans

- The Dutch Connection Museum will lend objects to other organisations, groups or individuals whenever feasible and appropriate
- The Dutch Connection Museum recognises that it owns objects that can benefit the programmes of others.
- Any temporary movement of collection objects outside the institution is regarded as an outward loan and the appropriate loan procedure will be followed
- When lending objects considerations will be given to their condition and exposure to risk

2.2.1 Inward Loans

- The Dutch Connection Museum may borrow objects on short term loan for purposes of exhibition, education, conservation, public programmes and research
- Objects may also be on loan for information, identification, research and assessment for potential acquisition
- Objects on long term loan are not commonly accepted by the Dutch Connection Museum

2.2.2 Documentation

- All objects accepted temporarily or permanently by the Dutch Connection Museum are to be properly and fully documented using the standard templates
- Objects acquired by the Dutch Connection Museum will be accompanied by as much information as possible on origin, provenance, identification, condition, manufacture, use, previous ownership and general history
- Objects acquired by the Dutch Connection Museum will be fully documented to record transfer of title
- Details of any conditions that may apply to the acquisition will be recorded

2.2.3 Conservation Policy

- Objects held by the Dutch Connection Museum will be passed on to future generations in as good and safe a condition as practicable
- The cultural, spiritual and physical integrity of objects held by the Dutch Connection Museum will be recognised and respected, taking into account the traditions and culture of communities associated with them
- The condition of objects will be documented and environmental conditions monitored for preventive conservation
- Remedial conservation may be required to stabilise the condition of an object. Any intervention or remedial conservation treatment will be carried out by a professional conservator
- All remedial conservation procedures undertaken must be reversible, will be fully documented, and all added materials and modification will be clearly identifiable

2.3 Pest Management Policy

- A preventive approach to pest control is the collective responsibility of all Dutch Connection Museum staff
- Collections will be monitored for pests throughout the year
- All potential acquisition material will be inspected for pests
- Appropriate conservation treatments will be used for pest control.
- Food or drink are not allowed in collection areas

2.3.1 Volunteers

- Volunteers will be professionally managed and guided by an appropriate full-time staff member
- Allocated tasks will be specific, with outcomes clearly identified and expressed.
- The health and safety of volunteers and the security of Dutch Connection Museum objects will be appropriately safeguarded
- The Dutch Connection Museum will provide adequate working space and equipment
- All information regarding volunteers will be filed and accessed only when necessary by appropriate Dutch Connection Museum staff members

2.4 Draft Taonga Policy

- The Dutch Connection Museum has kaitiaki tanga (guardianship) of a significant collection of taonga
- The Dutch Connection Museum recognises the spiritual and cultural bond of taonga with tangata whenua
- Appropriate tikanga is observed as agreed through iwi consultation
- The Dutch Connection Museum will seek permission through the appropriate sources as advised by iwi representatives for the reproduction of images of taonga from the Dutch Connection Museum collections.
- Conservation proposals for taonga will be carried out after full consultation with iwi representatives
- Taonga may be lent for use by whanau / hapu / iwi following consideration of their condition and exposure to risks.

2.5 Legislation and Statutory Obligations

In carrying out its collection responsibilities and functions the Dutch Connection Museum will recognise and adhere to pertinent legislation, along with any amendments, including the following:

2.5.1 Antiquities Act 1975

This Act is administered by the Department of Culture and Heritage in Wellington and is at present under review. The Antiquities Act is the current legislation that aims to provide protection for New Zealand's moveable cultural property. All artefacts defined as being an 'antiquity' found after 1 April 1976 are '*declared as deemed to be prima facie the property of the Crown*' (Section 11). This Act also provides for the better protection of antiquities, establishes and records the ownership of Maori artefacts, and controls the sale of artefacts within New Zealand.

As defined by the Act 'Antiquity' means '*any chattel, carving, object, or thing which relates to the history, art, culture, traditions, or economy of the Maori or other pre-European inhabitants of New Zealand and which was or appears to have been, manufactured or modified in New Zealand by any such inhabitant, or brought to New Zealand by an ancestor of any such inhabitant, or used by any such inhabitant, prior to 1902*'.

There is one exception to the rule of '*prima facie*' Crown ownership of newly discovered artefacts. This arises when an artefact is recovered from the grave of a person or persons whose identity is known. Such cases are to be referred to the Maori Land Court. This Court is given jurisdiction over any disputes relating to the ownership or custody of artefacts.

People finding artefacts after 1st April 1976 are required to notify the Department of Culture and Heritage. It will be an offence to fail to give such notification within 28 days of making the find

(in the case of an archaeological investigation authorised by the Historic Places Trust, the period is extended until 28 days after the completion of field work).

Notification of a find may be made either direct to the Department of Culture and Heritage, or through the local public museum. A description of the artefact and how it was uncovered including any site details and map grid references is sent to the Department by Museum staff. The artefact is given a 'z' number and added to the National register administered by the Department. The object is then permanently identified with this number. Custody will then be awarded on the recommendation either of the local museum staff or through the Department. An individual must be authorised as a registered collector with the Department to look after a registered artefact. The Museum is recognised as an authorised repository by the Department and therefore could also be chosen to have custody of the artefact.

2.5.2 Historic Places Act 1993

This Act provides for the protection of 'archaeological sites', those existing and yet to be uncovered. The Act is relevant to the Museum in terms of notification to staff of finds under the Antiquities Act or reporting of a likely local site, identification and verification and subsequent reporting to the regional Historic Places Trust branch.

Any artefact 'in situ' is deemed to be part of a site, and so is protected by the Historic Places Act. To disturb the site by removing the artefact requires written permission from the Historic Places Trust. Once removed, the artefact is considered 'found' and then comes under the jurisdiction of the Antiquities Act.

The Dutch Connection Museum will not acquire item/s collected in circumstances where there is reasonable cause to believe that recovery may have involved intentional destruction or damage to reserves, sites, or monuments including Waihi Tapu.

The Dutch Connection Museum will not acquire item/s collected in circumstances where there is a reasonable cause to believe that the item/s involved a failure to disclose the find to the owner or occupier of the land in which it was found, or to the proper authorities

3.5.3 Copyright Act 1994

2.5.3.1 Definition

Under the Act, intellectual property is defined as,

'Intangible property which results from human thought processes'

Copyright protects the particular expression of an idea, rather than the idea itself, which is protected through a patent. Copyright protects original works from being copied without permission. The Dutch Connection Museum has a legal responsibility to protect the copyright

owner's interest. The Dutch Connection Museum may own a work but not its copyright. The use of museum premises, equipment, photocopier or computer network for acts, which infringe copyright, may make the Museum liable for infringement of the Act.

2.5.3.2 Permission & Reproduction

Permission must be gained to reproduce copyright works and clearance must be obtained in writing, stating the purpose for which it is granted. When acquiring the work, the Dutch Connection Museum will seek to:

- purchase full ownership of the copyright of the work
- obtain a copyright license for required purposes

Requests for photographic services are actioned by the Dutch Connection Museum under the proviso that the client:

- Establishes that the proposed use is within the conditions applying to the item
- Shows that the written approval of the copyright owner has been obtained for the use proposed

2.5.3.3 Copyright Categories

Copyright can exist for different periods of time for different things. For a list of categories and definitions of works along with their duration of copyright please refer to either Section 2 of the act, Section 22 of the act or Section 3, 'The Copyright Act 1994 – A Manual for New Zealand Museums' (Museum of New Zealand 1997)

Some activities of the Trust under the Act are permitted, including:

- Research and private study (one copy only)
- Educational copying (for educational establishments only)
- Artistic works on public display
- Playing sound recordings
- Libraries and Archives (one copy only)
- Criticism, review and news reporting (with acknowledgment)
- Public readings (with acknowledgment)
- Incidental copying, incidental to the main purpose for which the copy is being made
- Subsequent works by the same artist (from the original copyrighted work)

2.5.3.4 Dutch Connection Museum Copyright

Supplying the Dutch Connection Museum copyrighted images to the public will be accompanied by:

- an assertion of the Museum's ownership of the copyright and a statement that permission of the Dutch Connection Museum is required before reproduction or display.

The Dutch Connection Museum ensures, through its loan documentation that works lent for outside exhibition are not copied without permission.

All copyright images belonging to the Dutch Connection Museum published on the Internet or the Dutch Connection Museum's database (when it is made publicly accessible) will be watermarked as copyright and made low resolution to prevent reproduction.

Work produced by staff of the Dutch Connection Museum in the course of their employment will be owned by the Dutch Connection Museum.

2.5.3.5 Matāuranga Maori

Matāuranga Maori is defined as,

- *knowledge and understanding founded on tikanga Maori (custom, culture and protocol) whether in document or other form'*

The Act has no express provisions for the protection of Matāuranga Maori, however the Dutch Connection Museum will seek permission through the appropriate sources as advised by Te Roopu Kaiawhi Taonga for the reproduction of images of Maori Taonga from the Dutch Connection Museum collections when requested.

2.5.3 Privacy Act 1993

The Privacy Act regulates the '*...collection, use, and disclosure...*' of personal information and the facilitation of access by individuals to information held about them. '*Personal information*' is defined as information about an identifiable living individual.

Under Principle 3 of the Privacy Act, the Dutch Connection Museum has a legal responsibility to inform an individual, who is donating/loaning object/s to the collection, about

'the collection of the information, the purpose for which the information is being collected, the intended recipient of the information, the consequences, if any, of not providing the information, the right of access to, and correction of, the information.

Therefore an individual must be made aware of the Dutch Connection Museum's policy towards data collecting, access and storage prior to being collected.

Consideration must also be made for the transmission of information gained from the Dutch Connection Museum and external institution's databases, files and registers.

2.5.4 Trade in Endangered Species Act 1989

2.5.5 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property 1970

The Dutch Connection Museum will not acquire, by direct or indirect means, any cultural property or wildlife item that has been collected, sold or otherwise transferred in contravention of any national or international environmental or cultural protection regulation, law or convention, except with the express consent of the appropriate authorities.

2.5.8 The Local Government Act 1977

This Act provides the legislative framework for local government. Resource allocation, through the Clutha District council funding policy, and policy implementation affect the overall management and maintenance of the collections.

2.6 Treaty of Waitangi

Requires that Museums have a duty to protect taonga based on Maori principles, under the principles of the Treaty of Waitangi

2.7 Kaitiakitanga

Guardianship of Taonga

3.1 ACQUISITION

Acquisition relates to the policy and process of adding an object permanently and legally to the institution's collection. Acquisition is essential in developing the museum's collection and maintaining its relevance and significance to the Dutch community.

Objects will be added to the museum's permanent collection only if they conform to the collection policy.

Efficient operation of the acquisition policy is dependent upon informed curatorial judgment and application of the criteria used to evaluate proposed acquisitions.

3.4.1 General

3.4.1.1 The acquisition of items for the collections ensures the protection and preservation of such items for the benefit and cultural enhancement of the people in our community and our nation.

3.4.1.2 The Museum will only acquire material for which it can provide appropriate care in keeping with accepted professional museum standards and available resources. If

necessary an independent cost analysis or conservation report should be prepared prior to acquisition.

- 3.4.1.3 Effort should be made to ensure authentication of each item and that full provenance is available at time of acquisition.
- 3.4.1.4 Objects may be acquired by gift, bequest, purchase, exchange (or in exceptional circumstances) repatriation or collection during field work.

3.4.2 Criteria for Acquisition

Objects proposed for acquisition must meet the following criteria:

- 3.4.2.1 The object falls within the scope of the institutions Collection Policy and is relevant to the institution's mission.
- 3.4.2.2 The object is relevant to the Dutch community
- 3.4.2.3 The object belongs within the geographical limits specified by the Collection Policy.

Objects proposed for acquisition must also meet one or more of the following criteria:

- 3.4.2.4 The object enhances existing material in the collection
- 3.4.2.5 The object has supporting material which increases its significance
- 3.4.2.6 The object is accompanied by good supporting information e.g. relating to the object's origin, history, provenance and use.
- 3.4.2.7 The museum has the resources to provide appropriate care for the object
- 3.4.2.8 The object is so unusual or unique that it presents an exceptional opportunity for the institution and therefore requires special consideration.
- 3.4.2.9 The object is in good condition
- 3.4.2.10 The object is complete
- 3.4.2.11 The object is authentic
- 3.4.2.12 The object is useful and has an identified purpose within the collection in terms of exhibition, research and/or educational use.
- 3.4.2.13 There are no legal, ethical restrictions on the object in terms of ownership, access or use.

3.4.5 Legislation and Ethics of Acquisition

- 3.4.5.1 The museum will respect the boundaries of the established collecting areas of other institutions and will not acquire material from the collecting area of another organisation.
- 3.4.5.2 In acquiring objects the museum will co-operate and consult with museums and other organisations with similar or related interests and collections.
- 3.4.5.3 In acquiring objects of cultural property, including taonga Maori, the museum will be sensitive to cultural protocols and needs. Consultation with tangata whenua or the people of the cultures concerned will be undertaken before an acquisition is made. In acquiring taonga, iwi cultural rights of ownership will be acknowledged and considered.

- 3.4.5.4 Any staff member of the institution involved in collecting in the same collection areas as those specified in the Collection Policy will, upon beginning employment, advise the Curator of the contents and scope of that personal collection.
- 3.4.5.5 No staff member will personally collect in competition with the institution, or dispose of items to the disadvantage of the institution.
- 3.4.5.6 In acquiring objects the institution will adhere to legal and ethical standards relating to ownership, possession and authenticity.
- 3.4.5.7 The Institution will only acquire objects which have been obtained directly or indirectly in a reputable, legal and ethical manner, consistent with New Zealand legislation and any international treaties, agreements, or conventions governing the protection and acquisition of wildlife, scientific specimens, antiquities, taonga and works of art.
- 3.4.5.8 The Institution will recognise and adhere to any national and international legislation or agreements relevant to acquisitions, including the following: (Refer to Legislation & Statutory Obligations)

- Antiquities Act (1975)
- Conservation Act (1994)
- Copyright Act (1994)
- Fisheries Act (1983, 1996)
- Historic Places Act (1993)
- Marine Mammals Protection Act (1978)
- Privacy Act (1993)
- Resource Management Act (1991)
- Trade in Endangered Species Act (1989)
- UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (1970)
- Wildlife Act (1953)

3.4.6 Title

- 3.4.6.1 The museum will only acquire objects for which it can obtain all right, title and interest. If there is reason to doubt the donor or seller's title to an object, the object will not be acquired.
- 3.4.6.2 Gifts to the museum from donors are complete when the acquisition certificate form has been completed, including all necessary signatures and the objects are in

possession of the institution. Until then the objects are considered still to be owned by the donor. Criteria for bequests are the same as for gifts.

In signing the acquisition certificate form the donor acknowledges that the museum becomes the absolute owner of the objects. The donor retains no right, title or interest in any form to the objects. The donor also acknowledges that the institution will deal with the objects in any manner that the institution deems most appropriate and that the institution has the right to dispose of the objects according to the institution's guidelines at the time of disposal.

- 3.4.6.3 Sales of objects to the institution are complete when payment has been received by the vendor.

3.4.7 Conditions of Acceptance

- 3.4.7.1 The museum will avoid acquiring objects for which any restrictions apply, except in special circumstances and with the approval of the Director.
- 3.4.7.2 If an entire collection is being offered, the museum will only accept it if the majority of the objects in the collection conform to the museum's collecting policy.

3.5 Acquisition Policy and criteria

- 3.5.1 The Dutch Connection Acquisition Policy and criteria document will determine priorities for the material to be collected by the museum and will from time to time be reviewed and modified by the Trust. (At least every 2 years)
- 3.5.2 The Dutch Connection will determine a structure by which collection items are recorded and receipted on donation and develop a policy around this process for staff to follow, and documentation appropriate for this activity and specific to the Dutch Connection..

3.6 Deaccessioning and Disposal

One of the key functions of the Dutch Connection Museum is to acquire objects and preserve them for the future. There must therefore be a strong presumption against the disposal of items from the Collections.

At the same time the Dutch Connection Museum must refine and improve the collections, provide items with the best possible storage conditions and allow meaningful public access. For these reasons the Museum has a responsibility to identify any object whose significance, relevance and merit fall below the acquisition criteria for the particular collection in which it occurs.

Disposal must not be contemplated in response to a current vogue on the basis of individual personal taste, or whim, or in a cavalier manner. Therefore one or more of the following criteria should apply to items considered for disposal:

3.6.1 Deaccession Criteria

- a. The object falls outside the collecting criteria outlined for each collection.
- b. The object has been subsequently proved to have a fraudulent, unethical or illegal background.
- c. The object lacks integrity, has deteriorated to the point of being useless as a reference piece, or is not in condition worthy of exhibition and is not considered appropriate for reference in the educational resource collection.
- d. The object has deteriorated to the point where the Dutch Connection Trust is unable to secure appropriate conservation treatment or where the cost of such treatment is deemed to outweigh the merits of the object's preservation.
- e. The object is a duplicate considered to be superfluous or inferior to some related object within the collection.
- e. The object is known or is subsequently proved to be a fake, forgery or copy which is not considered to be useful.

Within the context of this collection management policy the deaccessioning or disposal of items will be covered by any of the following interpretations:

3.6.2 Deaccessioning Methods

- a. The return of natural or cultural property to former owners, trustees, or guardians or executors.
- b. A gift or exchange with another professional institution: collection items may be exchanged with another museum or educational/heritage institution dedicated to the preservation of natural and/or cultural heritage. The museum will ensure that the deaccessioned collection items which may have significance to New Zealand are offered to other institutions before means of disposal is sought.
- c. Private or public sale or auction
- d. Destruction or accidental loss

3.6.3 Ethical Considerations

The generation of revenue will not be grounds for a decision to dispose of objects from the collections. In the event that an object for disposal is sold, all income realised shall be used for the acquisition of objects for the collections.

Under no circumstances may any member of the Trust Board or staff acquire an object which is being deaccessioned from the Museum's collections.

3.7 Repatriation

- 3.7.1 The Dutch Connection Trust recognises the right of all peoples to own and manage their own cultural heritage.
- 3.7.2 The Museum respects the rights and tino rangatiratanga of tangata whenua under the Treaty of Waitangi, Article II, with regard to the care and management of their taonga
- 3.7.3 The Museum recognises the rights of family access to their taonga and family heirlooms whether donated or loaned to the collection.
- 3.7.4 In light of these statements, the Museum will consider all requests for repatriation in the context of each claim made.
- 3.7.5 The Museum will consider requests to return taonga tuku iho which fall into the following categories:
- . (i) (Item/s of historical, cultural, religious importance to a person, hapu, iwi, group of associated people or country. These could be communally owned and may have on-going historical, traditional or cultural importance and therefore cannot be alienated from their rightful owners. These objects may include those which would have been considered inalienable by iwi when they initially left the community.
 - . (ii) Sacred items or ceremonial objects including those which have a life force or mauri that are central to the well being of a community or which are required to be used as part of a living cultural tradition or religion.
 - . (iii) Objects acquired illegally. This refers to items which may have entered the collection illegally or under circumstances that render invalid the Trust's claim to them. For example, if the Museum failed to acquire the objects with the voluntary consent of an individual or group with the authority to alienate those objects. Claims for these objects will require detailed information from accession records and evidence submitted by the claimant group as part of the final report.
- 3.7.6 The Museum will consider requests for repatriation of material from overseas groups in line with the definition of material outlined in clause 3.7.5 in this policy. The procedure for repatriation will be the same but the requesting group will be responsible for all travel and transport costs associated with the return of materials.
- 3.7.7 Discussions with requesting parties may lead to the exploration of other options for partnership as well as the repatriation of material. These options can include long term loans, the input of Museum technical advice and help in the establishment of tribal resources, an exchange of contemporary material for the Museum collection and a shared authority to manage cultural materials
- 3.7.8 At no stage does the decision by a group to postpone their action to repatriate material, effect their future option to pursue a claim.
- 3.7.9 The Museum does not presently hold any koiwi and does not have a special repository for this purpose. The Museum will only accept and retain koiwi if it has been specifically requested to do so by a local hapu, with iwi support and a special repository is established in collaboration with local iwi.
- 3.7.10 The Museum is willing to act in an advisory capacity in facilitating communication between iwi and staff of other museums with regard to koiwi relevant to local iwi in other museum collections.

3.7.11 Other relevant bodies relating to koiwi procedures can be consulted, such as NZ Police, NZ Archaeological Association, the New Zealand Historic Places Trust, regional and district authorities.

3.8 Access

Physical and intellectual public access to the institutions collection and associated information and records will be provided and encouraged. Access will be monitored to ensure the safety of the collections and to meet any information restrictions in line with legislation.

3.9 Physical Access

3.9.1 General

Collection management policies should provide opportunity for the maximum access to collections while ensuring that their physical or cultural well being is not threatened. Requests for physical access will be decided upon by the appropriate curator. The type and level of access will be determined by:

- i) the nature of the object;
- ii) conservation considerations eg the condition of the object
- iii) cultural considerations
- iv) any confidential or restricted information associated with the object
- v) the availability of the object : eg if it is already on display or loan

4 STORAGE

4.1.1 The collection is housed in a separate area with special controls to maintain museum standard environmental conditions, security and pest management.

4.1.2. Access to material not readily on display should be provided to researchers and visitors within the constraints of staff availability, and the provision of adequate supervision and security.

4.1.3 Access to view the collections will be by prior appointment with the relevant staff member.

4.1.4 Accessibility is awkward in many instances therefore only small groups of people can visit at one time. Viewing will take place where applicable, in a room allocated for that purpose. Visitors will be allowed into the storage area in certain circumstances and this will be at the discretion of the relevant staff member.

4.1.5 All visitors to the collection storage areas must sign the security register upon entering the building. The register is held in the reception area. A maximum of six visitors accompanied by one full time staff member will be admitted to the collection storage area at any one time.

4.1.6 The collection storage area has a temporary removal slip system for recording object/artwork movement by collections staff. Boxes, shelves, bays and units are numbered to record storage location. A slip is attached to the storage location and a copy of the slip is given to the appropriate staff member

4.1.7 No food, drinks, bags in storerooms

4.1.8 Clean white gloves should be worn when handling any items from the collection. Visitors are not entitled to handle items except in exceptional circumstances.

4.2 Photography of Collection Items

The museum is a rich source of printed and electronic images for reproduction. Dissemination of reproductions of objects and archival images in the Museum's collections advances the educational mission of the museum and may generate income. To provide reproduction services the museum must meet legal requirements that exist for the reproduction and distribution of images in the collection under the Copyright Act.

To achieve this, collection staff need to know if and to what extent they own the copyright to photograph collection objects. Acquisitions obtained prior to 2001 will need to have the copyright researched and established before images can be taken by the museum. All objects loaned for exhibition are covered by a clause in the inward loan agreement.

If public are permitted to make copies of works on display by various copyright issues are raised. Placing a blanket ban on such copying overcomes the legal and commercial risks involved. The displaying of a prominent ban of photography, filming and videoing as a condition of entry means that the public are contractually bound to observe it.

However the Museum recognises the need for the public to access images of the collection objects and will provide a selection of catalogues, brochures, cards, etc. wherever possible, to supplement exhibitions.

Proposed Policy

It is a condition of entry to the Museum that no direct photos may be taken of any work or object on display. Photographs of general views are permitted for personal use only. This policy meets with the museum's legal obligations to copyright owners and loan agreements with external institutions.

4.3 Photograph Collection Access

(To be determined when collection established)

4.3.1 Intellectual Access

4.2.1. Research

Intellectual Access by the public will normally be for the purposes of research, exhibition, education programmes, and to meet community interests. Collection information consists of primary documentation, including records and the collection database, and secondary documentation e.g. research files. Intellectual access will be monitored to meet any information restrictions.

- a. Requests for access to collection information will be decided by the appropriate staff member
- b. The type and level of access to collection information may be restricted when the collection information :
 - i is of a confidential nature, e.g. insurance valuations, donor and depositor details
 - ii relates to institutional research in progress
 - iii is subject to the Privacy Act (1993) and/or the Copyright Act (1994)
- c. Requests to access collection objects, archival material or images from film production companies should be directed to the appropriate staff member. A full credit note will be required for access to the collections of the Dutch Connection Museum.

4.2.2. Copyright

The Copyright Act 1994 and Trust policy with regard to this act is covered in detail under 'Legislation and Statutory Obligation' in this policy document. The following section outlines the main points. The sections on 'Photography of Collection items' and 'Photograph collection access' also make reference to copyright.

Copyright protects original works from being copied without permission. The Dutch Connection Trust has a legal responsibility to protect the copyright owner's interest where they own a work but not it's copyright. The use of Trust premises, equipment, photocopier or computer network for acts, which infringe copyright, may make the Trust liable for infringement of the Act.

As permission must be gained from artists to reproduce copyright works, and clearance must be obtained in writing, stating the purpose for which it is granted when acquiring the work, the Trust will therefore seek to:

- purchase full ownership of the copyright of the work
- obtain a copyright license for required purposes

To provide reproduction services the Dutch Connection Trust must meet legal requirements that exist for the reproduction and distribution of images in the collection. Requests for services are actioned by the Trust under the proviso that the client:

- Establishes that the proposed use is within the conditions applying to the item
- Shows that the written approval of the copyright owner has been obtained for the use proposed

To achieve this, collection staff will need to know, if and to what extent they own the copyright to collection items and photography of collection objects. All objects loaned for exhibition are covered by a clause in the inward loan agreement.

See also 2.5.3.3 copyright

Supplying Trust copyrighted images to the public will be accompanied by:

- an assertion of the Museum's copyright and a statement that permission of the Trust is required before reproduction or display.

The Trust ensures, through its loan documentation that works lent for outside exhibition are not copied without permission.

All copyright images belonging to the Trust published on the Internet or the Trust's database (when it is made publicly accessible) will be watermarked as copyright and made low resolution to prevent reproduction.

Work produced by staff of the Dutch Connection in the course of their employment will be owned by the Trust.

4.2.3 Permission to Reproduce Images of Taonga

The Dutch Connection Trust will seek permission through the appropriate sources as advised by Te Roopu Kaiawhi Taonga for the reproduction of images of Maori Taonga from the Trust's collections when requested.

5. COLLECTION MANAGEMENT

5.1 Loans

5.1.1 Outward Loans (Lending) [see 2.2]

The museum recognises that it owns objects that can benefit the programmes of other institutions and will therefore lend objects to other responsible institutions,

Groups, or individuals whenever feasible or appropriate. Any temporary movement of collection objects outside the institution is regarded as an outgoing loan and the appropriate loan procedure will be followed.

Objects will only be lent if they are in suitable condition, are unlikely to be exposed to undue risk, and if they will be housed in conditions suitable for their preservation.

Exceptions may be made in the case of taonga Maori lent for ceremonial use e.g. taonga on long term loan in the care of the institution which are removed for family purposes.

Objects will not be lent if the loan contravenes any protocols or cultural sensitivities relating to those objects, particularly taonga Maori. Please refer to the Taonga Maori policy for further details on loans procedures relating to taonga maori.

Objects on long term loan to the institution will be loaned out from the institution only after consultation and agreement with the relevant owner/s.

5.1.1.1 Non Availability of Objects for Loan

Objects requested for loan may sometimes be not available for one or more of the following reasons:

- a. The objects were acquired by the institution with conditions which prohibit their loan.
- b. The objects were especially fragile and should not be subject to the risks of movement.
- c. The objects require conservation treatment.
- d. The objects are of particular spiritual or cultural significance to certain groups in the community.
- e. The objects are on display, being researched, or are committed to other programmes.
- f. The objects contain confidential or restricted information.

- g. The objects have already been displayed for an extended period of time prior to the loan request.
- h. There is insufficient time to process the loan request and/or provide appropriate packing and treatment for the objects.
- i. The objects are unique and irreplaceable.
- j. The borrower cannot meet the conditions of the loan, e.g. provision of adequate security for the objects.

5.1.2 Incoming Loans Policy (Borrowing) [See 2.2.1]

In order to achieve its goals the institution may wish to borrow objects on short term loan for exhibition, education programmes, public programmes, conservation purposes and research.

Objects will also come into the institution on receipt for identification, information, research and assessment for potential acquisition.

Objects may also enter the institution for care-taking purposes on long term loan e.g. taonga Maori.

Objects on loan to the institution will be cared for to the same professional standards that are applied to the institution's own collections.

5.1.3 Short Term Loans

In order to achieve its goals the institution may wish to borrow objects on short term loan for exhibition, education programmes, public programmes, conservation purposes and research from private lenders or other institutions.

Short term loans include objects loaned to the institution for purposes such as exhibition and conservation for a period of less than twelve months, unless negotiated otherwise.

Objects on short term loan will be cared for to the same professional museum standards that are applied to the institution's own collections

5.1.4 Long Term Loans

The museum does not usually accept objects on long term loan. Exceptions include objects for which the institution can provide a safe repository; objects which are not already represented in

the collection and which will significantly enhance the collection; and objects which have multiple-ownership. Objects on long term loan will often, but not exclusively be taonga Maori.

5.1.5 Received Objects

Objects may enter the institution on receipt for identification, information, research and assessment for potential acquisition or conservation.

The receipt of objects does not commit the institution to accept the objects for any particular purpose e.g. acquisition, without further documentation or completion of a loan agreement.

Objects on receipt will be cared for to the same professional museum standards that are applied to the institutions own collections.

5.2 Conservation

The Dutch Connection Trust will preserve its collections through a programme of preventive and remedial conservation. Preventive conservation can be defined as *'Measures taken to retard deterioration of cultural property and protect it from damage; It is concerned in particular with control of the environment surrounding an object in use, handling, storage, transport or display'*. Remedial conservation is where treatment is carried out by a professional registered conservator on the physical structure of an object in order to maintain them as nearly as possible in an unchanging state.

5.2.1 Preventive Conservation

5.2.2 Storage

- 5.2.2.1 Appropriate storage will be provided for the collection in order to reduce and eliminate deterioration and/or damage.
- 5.2.2.2 Storage areas will be maintained and monitored regularly to ensure the maintenance of correct environmental conditions and a clean environment free of pests
- 5.2.2.3 All storage materials and packing methods used will be approved to conservation standard.

5.2.3 Movement & Handling

- 5.2.3.1 Professional handling procedures will be followed by the Dutch Connection Trust staff for all collection objects in accordance with professional museum practice in order to minimise damage and/or deterioration
- 5.2.3.2 All staff must be trained in correct handling methods prior to accessing the collection.
- 5.2.3.3 Access to collection objects is provided through *the appropriate staff member*

- 5.2.3.4 Only appropriate transport carriers and trusted couriers (as identified in consultation with *the appropriate staff member*) will be utilised by the Dutch Connection Trust for the movement of collection objects outside the area

5.2.4 Condition Reporting

- 5.2.4.1 As time and resources allow, the condition of the objects will be monitored by the appropriate staff member. The condition of objects will be documented on to the database as a future reference for collection staff when and where appropriate.
- 5.2.4.2 The condition of all objects from the collection will be assessed for suitability prior to inclusion in any exhibition within the museum or as part of a loan request for an external institution
- 5.2.4.3 The condition of travelling exhibition objects will be assessed and documented on entry to the Museum and prior to leaving the Museum in accordance with any loan documentation

5.2.5 Staff Responsibilities

- 5.2.5.1 All staff members who work with collection objects will be responsible for the care and preservation of the objects
- 5.2.5.2 The conservation needs of the collections while in storage, on exhibition and in transit will be monitored by *the appropriate staff member* in liaison with other curatorial staff and exhibitions staff
- 5.2.5.3 *The appropriate staff member* in conjunction with the *appropriate staff member* will be responsible for monitoring environmental conditions in collection storage and exhibition areas. *The appropriate staff member* is responsible for any necessary adjustments in the air conditioning system and also for calibrating the thermo hygrometers.
- 5.2.5.4 *The appropriate staff member* is responsible for ordering conservation supplies for the collection.
- 5.2.5.5 The exhibition officer is responsible for ordering conservation supplies for the preparation of exhibition mounts and other supports.

5.2.6 Exhibition

- 5.2.6.1 All exhibition material and mount material used in displays will be of an appropriate conservation standard.
- 5.2.6.2 Collection objects will be mounted and displayed in such a way as to minimise deterioration and wear of the object and to prevent handling or physical access by the viewing public.
- 5.2.6.3 The cleaning of objects in long term exhibits (deemed to be over one year) whilst being exhibited will be carried out with conservation standard materials by collections or exhibitions staff.

5.2.7 Pest Control & Fumigation Procedures

- 5.2.7.1 *The appropriate staff member* and appropriate curator will monitor throughout the year for different pest species in all stores as time and resources will allow.

- 5.2.7.2 Only appropriate conservation standard fumigation materials and methods will be utilised for the care of the collections
- 5.2.7.3 An approved commercial company, as identified by the *the appropriate staff member*, will be used for commercial pest control and fumigation
- 5.2.7.4 There will be no eating or drinking in storage areas
- 5.2.7.5 All incoming acquisition material will be inspected by appropriate curatorial staff or *the appropriate staff member* for pests. All textile, archival or organic based material will be processed through the freezer for 72 hours on entering the Museum to kill any pests.

5.2.8 Training of Museum Personnel & Volunteers

- 5.2.8.1 All staff and volunteers working with the Collection will be required to undertake an induction process that will involve training in handling, packing and storage, pest monitoring and other preventive practices.
- 5.2.8.2 Staff must also undertake training for disaster preparation and fully understand their role in the process.
- 5.2.8.3 There will be provision for ongoing training on preventive conservation techniques for staff with direct responsibility for the collection.

5.2.9 Remedial Conservation and Treatment

- 5.2.9.1 Remedial treatment of objects will only be carried out by a professional conservator, registered with the New Zealand Professional Conservator's Group.
- 5.2.9.2 Full records are to be kept of any treatment or advice from a professional conservator regarding the collection
- 5.2.9.3 Conservation proposals for Maori taonga will be carried out in full consultation with Te Roopu Kaiawhi Taonga. Staff must ensure that appropriate tikanga is observed as outlined by Te Roopu Kaiawhi Taonga.

5.3 Movement of Collections

- 5.3.1 *The appropriate staff member* supervises the movement of all/any collection items and where necessary ensure that an appropriate number of staff are available to assist
- 5.3.2 The movement of any collection item should be documented using temporary removal slips detailing the reasons for, and duration of move, new location and person involved.
- 5.3.3 Collection items should only be moved from the storeroom on an appropriate trolley. Unless unavoidable, items should not be carried by hand.
- 5.3.4 Movement of objects/artworks requires planning and time. To minimise risk, it is necessary to notify collection staff of a requirement for an object with sufficient advance warning
- 5.3.5 The packaging of collection items should be supervised by *the appropriate staff member*. For any items of extreme fragility/difficulty, advice from a relevant conservator could be sought.
- 5.3.6 Before removal from the building for taonga, a blessing is carried out by a Te Roopu Kaiawhi Taonga member or kaumatua.

Collections Security and Insurance

A programme of risk management will be exercised by the institution in order to ensure the physical and financial security of the collections and loaned items in its care.

5.4.1 Physical Security

All staff should take measures to safeguard the collection.

- 5.4.1.1 Appropriate physical security for the collections and loaned objects in the care of the institution will be provided to protect against risks such as theft, burglary, fire, flood, intentional damage. The storerooms should be locked at all times. Access is available only to *the appropriate staff*
- 5.4.1.2 All primary collection documentation e.g. legal copies will be protected from risks such as theft, burglary, fire, flood and intentional damage. Computer records will be regularly backed up and stored off-site.
- 5.4.1.3 Appropriate measures to control who enters the building, where they go, when they are permitted to enter and what they carry in and carry out is essential to good security.
- 5.4.1.4 Visitors to the Museum collections must sign in and out at reception giving details of entry and departure time, date and purpose of visit
- 5.4.1.5 Visitors will not be left unattended in a storeroom.
- 5.4.1.6 Background security checks are carried out for all new staff members.
- 5.4.1.7 Exhibition staff will ensure that items on display will be exhibited in such a way as to minimise risk of damage or theft.
- 5.4.1.8 Training is carried out to improve awareness about the security of collections and how to handle situations involving potential security breaches.

5.4.2 Financial Security

- 5.4.2.1 The permanent collections shall be insured by the institution under the 'all risk wall to wall' policy, including while in the building, in transit and on loan. The institution's insurance policy is subject to normal policy terms and conditions. Insurance cover for the collection will be reviewed and negotiated on an annual basis. The value of the collection will be reviewed periodically.
- 5.4.2.2 All objects on loan to or on receipt with the institution will be insured under the institution's insurance policy.

5.5 Damage

The Dutch Connection has a responsibility to maintain its reputation and credibility as a professional organisation and part of the museum's credibility is providing the utmost protection of objects in its care. This means that no items in the collection or on loan get damaged. The highest standards of care are taken to minimise risk to any item.

Objects are at greatest risk of damage when they are handled. To minimise the risk of damage and ensure the items survival for the future the policy is to:

- Train staff in the safest possible methods of handling
- Minimise handling
- Use a trolley wherever possible and plan the move beforehand.
- Use appropriate padded supports to prevent damage

In the case of damage, the damage procedure is followed. Any significant changes in condition must be reported to the relevant staff member. A written damage report must be completed, accompanied by photos. Any loose fragment that might have come from the object is saved. The item is not repaired or restored by the Museum staff. The services of a conservator are employed.

5.6 Valuation

A cultural heritage collection valuation is an important part of collection management because:

- There is a statutory obligation for valuations and the provision of an audit trail to be done by organisations substantially funded by local government.
- Collecting institutions should give adequate insurance protection for objects in their care. A valuation is documentary evidence for insurance purposes.
- A valuation is an excellent inventory prompt which doubles as a collection audit.
- Custodial obligations of the Museum include being aware of the value of collection items that leads to greater protection and therefore improved management of collection material.
- The language of valuation facilitates communication with the financial controllers of an institution.
- The valuation assists with decision making related to display, storage, conservation
- Collection valuation is not in any way an assessment of any cultural or spiritual quality of a taonga or treasure: the valuation is intended for valuation purposes only. It is not intended to represent any cultural bias or to give a monetary value to the spiritual significance of an item.

5.6.1 The Dutch Connection Trust will undertake to value its collections on a regular basis and this must be performed by a registered valuer.

5.6.2 Museum staff will not undertake valuations for members of the public or for any other party.

5.7 Code of Ethics/ Conflicts of Interest

The Dutch Connection, it's staff and Trust Board members will be guided in all its functions and operations by the Code of Ethics and Guide to Professional Practice as adopted by Museums

Aotearoa Te Tari o Nga Whare Taonga o te Motu The Museums of New Zealand. 10 August 1999.

- 5.7.1 Any staff member, Trust Board member or person closely affiliated to the Dutch Connection Museum – e.g. volunteers, must inform *The appropriate staff member* of any personal collection and provide full details of that collection if required.
- 5.7.2 Any staff member, Trust Board member, or person closely affiliated to the Dutch Connection – e.g. volunteers, involved in collecting in the same areas as the institution must inform *The appropriate staff member* of personal acquisitions as they are made. The institution has the right, for a specified and limited period, to acquire an object acquired by that staff member at the purchase price if interested in the object for the collection.
- 5.7.3 No staff member or Trust Board member of the institution will use the institution's affiliation to promote personal collecting activities.
- 5.7.4 Objects received by staff as an inheritance or genuine personal gift is excluded from the requirements regarding personal collecting.
- 5.7.5 Any staff member or Trust Board member of the institution wishing to dispose of any object from their personal collection must offer it first to the institution.
- 5.7.6 Staff of the institution will not provide valuations on objects.
- 5.7.7 No staff member, Trust Board member, or person with a vested interest in the institution will acquire or purchase any objects deaccessioned from the institution's collection.
- 5.7.8 No individual officer should ever solicit, directly or indirectly, any gift, gratuity, favour, or any other thing of monetary value from any person, group, or corporation which has obtained or is seeking to obtain contractual or other business, financial or professional relationships with the museum.

Appendices

1. D C Acquisition Policy and Acquisition Form
2. D C De-accessioning Policy
3. D C Accession Register (short version)

Appendix 1

Acquisition Policy

The Dutch Connection, Museum Centre

Definitions and purpose

1. **The Collection is defined as all materials of cultural or social significance which have been accessioned by the Museum.**

It includes archival materials, works of art, objects, furniture, costumes, manuscripts, printed books and other printed materials, and audio or audio-visual materials that reflect the Museum's concept: "Understanding the many long-standing, lively connections between Nederlanders and New Zealanders". Whereas most accessioned materials will become part of the permanent collection, selected items will be added to what is considered a interim collection (see also below).

2. **Acquisition is defined as the transfer of ownership of an item to the collection of the Museum and its management and documentation.**

The materials that are acquired will enhance the ability of the museum to carry out its responsibilities to record, interpret, inspire and educate the wider community.

History and remit of the Dutch Connection

The Dutch Heritage Museum Trust was formally established in 2005, and discussed its initial Museum concept widely within the Dutch Community.

In March 2006 the Trust distributed a Survey, among the Dutch Community (organisations / individuals throughout the country), to seek additional advice on how to build pride and visibility for Dutch migrants and their descendants, their stories, and their contributions to New Zealand at all levels of society. Through the Survey Results, the Dutch Community expressed the direction they want the Dutch Museum Project to take.

In June 2006, the Trust appointed an Executive Team which was tasked with writing the Business Plan, a Location Study, a Feasibility Study and a Project Plan for the Museum Project. The Executive Team proposed a shift in direction for the Heritage Museum and the Project was re-named 'The Dutch Connection', to reflect an enhanced focus on present and future. The Dutch Community (11 Netherlands Societies) analysed the Location Study and selected Foxton as their preferred Museum town.

Funding was received in March 2007 from founding sponsor the New Zealand Netherlands Foundation to engage the services of Museum expert Luit Bieringa who finished the qualitative part of the Feasibility Study and, through in-depth consultation with the Dutch Community, helped finalise the overarching Concept for the Museum Centre.

The Collection

The chief strength of the collection is its coverage of:

1. The history of Dutch immigrants in New Zealand and their aspirations and achievements
2. The history of Dutch migration to New Zealand, presented in conjunction with the Dutch migration waves around the world
3. The contemporary connections between New Zealand and the Netherlands

The purpose of the collection is to help visitors:

- Understand the many historic and contemporary connections between New Zealanders and Nederlanders

- Understand the stories of the Dutch migration waves into New Zealand – the hardships and troubles encountered, as well as the successes and achievements
- Better understand the Dutch contribution to the country’s national identity
- Enable the (great/grand) children of Dutch migrants to better understand the roots and Dutch cultural heritage that would have influenced their values, outlook on life, character and personality
- Achieve a deeper understanding of what enables and defines successful immigration, to deliver insights into a topic of local and global interest and concern
- Better connect two small, entrepreneurial, trading nations so they can improve collaboration and achieve a better future in areas of common interest – such as science, business, the arts, multi-culturalism or international politics

Acquisition Policy and Criteria

The collection of materials must comply with priorities defined by the Dutch Connection Museum Trust and meet the criteria of the **Acquisition Policy**:

- The item must have intrinsic value
- The item must be consistent with and relevant to the stated purpose, scope and activities of the museum
- The item should be of museum quality (exceptions will be made for certain items)
- Primary consideration will be given to the museum’s ability to provide proper care and storage for any artifact or works of art. No item(s) should be considered for acquisition if its physical condition exceeds the museum’s financial ability to provide for its care and preservation

- The item(s) must have a verifiable, when needed, record of authenticity and provenance. The provenance of acquired items shall be a matter of public record
- The items must have a free and clear title
- The donor is responsible for appraisals of value. Under no circumstance shall the museum provide an appraisal of a donation. It may only offer suggestions concerning outside appraisal services
- All acquisitions are to be outright and unconditional
- All donations to the museum's collections are irrevocable upon the formal and physical transfer to the museum
- A form stating a description of the item, the precise conditions of the transfer and the history of the object shall be completed, signed and dated by the donor
- The Museum Trust at its sole discretion decides whether an accessioned item will be allocated to either the interim or the permanent collection
- All acquisitions by gift or bequest to the museum that are allocated to the interim collection will either be used as items that can be handled, used or touched by museum visitors as part of exhibitions or atmospheric displays until they lose their physical integrity, or if they no longer remain useful for the purposes of the museum will be disposed of through any method deemed appropriate by the Museum Trust
- All acquisitions by gift or bequest to the museum that are allocated to the permanent collection must remain in the possession of the museum for as long as they retain their physical integrity and authenticity, and as long as they remain useful for the purposes of the museum

REVIEW OF THE ACQUISITION POLICY

The Acquisition Policy shall be reviewed a minimum of every two years by the Acquisition Committee, for approval by the Museum Trust Board.

How to Donate Materials or Artifacts

Before you donate an item, please read the description of our [Collection](#) and the [Acquisition policy](#), which will help you understand our purpose and criteria for the museum collection. Also check out our [wanted list!](#)

Once you are satisfied that your donation meets our criteria, contact the Trustee in charge of acquisitions by email - at info@dutchconnection.org.nz - to arrange a time to discuss making the donation.

When the Trustee has agreed to accept the donation, an [acquisition form](#) will be filled out by the Trustee. On this form, the name and type of artifact, how and where it was obtained and a brief history will be recorded for posterity, as well as your name and address and other contact details.

The donor will be asked to sign an agreement that the item will be placed in the care of the Dutch Connection. You receive a copy of this form for your records.

All donations to the Museum's collections are irrevocable upon the formal and physical transfer to the museum. Donations are accepted on the basis of an unconditional gift to the museum. The museum can not accept items 'on loan' due to insurance, storage and maintenance issues, unless in exceptional circumstances.

Note: Due to the fact that the Dutch Connection museum has not been built yet and the fact that the size of the temporary storage facilities is limited, it might not be possible to take possession of your item(s) yet and you may be asked to store the item(s) yourself for the near future.

Sources of acquisition

Gifts and donations

Gifts and donations are a major source of materials for the Museum's collection, and are generally made in the expectation that they will be preserved in perpetuity. Selection must therefore be rigorous and any ambiguities (eg of ownership or

intention) must be resolved before items are accessioned into the permanent or interim collection. Gifts will only be accepted on condition that they offer a genuine benefit to the collection and resources can be made available for their proper stewardship, or if they are identified as a suitable part of the interim collection

Bequests

Material offered as a bequest will be evaluated against the collection and / or acquisition criteria, and items that do not meet the required standards will not be accepted for the collection.

Purchases

The collection can be augmented by very selective purchases. Levels of authorisation of expenditure are specified by the Museum Trust.

Copies

For certain categories of material, such as photographs or documents, copies of original material are acceptable as acquisitions.

Recordings and written accounts

The museum undertakes its own Oral History interviewing program on the topic of Dutch migration, but it will also accept audio or audio-visual recordings and written accounts produced by individuals at their own initiative.

Acquisition form

Name of Donor: _____

Street:	
Suburb:	
City:	
Country:	
Telephone:	
Email:	

Item name: _____

Item description: _____

Date or year of donor acquisition: _____

Brief background or history of item: _____

Documents attached **Yes / No**

Details of documents: _____

Photo attached? **Yes / No**

Photo taken by Museum? **No / Yes / Who:** _____

Type of acquisition **Gift / Loan / Bequest**

Item accessioned **Yes / No**

Accession number: _____

Date of accession: _____

Name of person filling out this form: _____

Signature Donor: _____ **Date:** _____

Appendix 2 – DE-ACCESSIONING POLICY

DEFINITION

De-Accessioning / disposal

The process by which a Museum permanently removes accessioned materials from its holdings either by returning them to the depositor, transferring them to another institution or selling or destroying them. Also called *permanent withdrawal*.

POLICY

De-Accessioning

A periodic review of the items, artifacts held, shall be carried out.

De-accessioning proposals will be brought forward to the board for approval or disapproval by staff or board members.

Only items held that clearly fall outside the conditions of the Acquisition Policy outlined above or duplicates of items already in the collection (in which case the copy in better condition would be retained) may be de-accessioned.

The Dutch Connection accepts the principle that there should be a strong presumption against the disposal by sale of any items in their ownership and shall seek a more suitable repository if it is considered that the items would benefit from relocation.

All prior agreements with donors will be respected, and only items chosen for de-accessioning which cannot be returned to their original owner or transferred to another repository, or sold, can be destroyed.

Appendix 3 – ACCESSION REGISTER (SHORT VERSION)

SHORT DESCRIPTION OBJECT

Dutch Traditional Costumes: Volendam, Overijssel, Noord Holland, Marken, Drente, Zeeland, Staphorst, Walcheren, Noord Brabant, Friesland, Zuid Beveland, Gelderland, Twente, Oost Nederland

Volendam: 2 skirts, 2 underskirts, 1 apron, 2 caps, 2 undercaps, 2 black undercaps, 1 costume, work apron, 2 man's trousers, vest and jacket, 2 undervests, 1 cumber band

Overijssel: 2 jackets, 1 skirt, 1 petticoat, 1 black apron, 3 every day aprons, red blue and grey,

2 black under caps, Sunday blue ribbon, 3 "knip" caps, 3 every day caps, 1 apron, 2 belts, 2 petticoats, 1 skirt, 2 money purses, 1 coat, 1 heavy stripy petticoat, 1 brown costume, 2 crotchless knickers, beige jacket, 2 jackets, 5 underskirts, 3 skirts, 2 aprons, 1 blouse, 2 men's jackets, stripy shirt, trousers(flap), 2 black every day pleated caps, shawl and fake sleeves, crocheted caps(6)

Noord Holland: 2 caps, 1 mourning cap

Marken: 2 tops, 2 skirts, 1 under skirt, 1 apron, 1 vest, 1 jacket, black jacket, red bib, 2 white shirts, cap & wig, 1 costume

Drenthe: 3 under caps, 1 black under cap, Sunday caps; jacket, skirt and frock

Zeeland: part of cap and lace, 1 apron, 1 cape, 4 scarves, 1 "kraplap", 6 blouses, (green, mauve, beige, dark green) 1 costume, hats and shawls

Staphorst: 2 jackets, 2 caps in and out of mourning, 1 blue underskirt, 2 jackets, 1 winterjacket,

2 underskirts (red) 3 aprons, 2 caps, 1 jacket, 1 blue stripy skirt, 1 black skirt, 1 under shirt, 2 "krap lap", 2 scarves(red and

Walcheren: 2 caps with ear irons, 1 bonnet with veil, 1 scarf, 1 mourning cap, 1 suit

Noord Brabant: cap and crown

Friesland: 2 aprons, 2 scarves, skirt and top, red apron, 1 floral vest, 3 pairs white socks, mourning shawl, 3 shawls, 2 caps in boxes, 2 caps unfinished, 1 apron

Zuid Beveland: in and out of mourning

Staphorst (Noord Veluwe): Man's suit, trousers with flap and braces, jacket, shirt, neckerchief, cap,

Gelderland: 1 green apron, 1 petticoat, 1 double sided apron, 2 black aprons, 1 jacket

Twente: Sunday skirt

Oost Nederland: mourning cap (on top of "knip mutse") in hat box

3 mannequins: with socks and shoes 2 baskets, 1 pleating iron

4 crocheted bonnets

2 pairs of half sleeves

2 black skirts(Spakenburg)

1 dark blue skirt(unfinished)

5 skirts with cardboard linings

1 pair wooden skates

2 wooden bowls

1 upright piano

Dutch bible

small copper basket

1 folder antique match box labels

tapestry handmade dated 1990

3 paintings of Rotterdam, 1940 St Laurens Church, bombed

wooden skates 4 pairs

Communion cup ceramic(2x)

pipe stand with 2 pipes
ceramic plate, blue, text: "Herrijzend Nederland" Societé Céramique Maastricht
ceramic plate, blue, text: "Bevrijding van Maastricht door de Amerikanen" Petrus Regout
ceramic plate, polychrome diameter 25cm
rug beater
poster used at schools
atlas used in schools "Schoolatlas der gehele Aarde"
framed print Anton Pieck
Sinterklaas Costume
Bellows
4 boxes with spoons with Indonesian names
book about cemeteries of Dutch casualties in Indonesia
box with paper records
Dutch Flag
Newspaper clippings about the Dutch in the 1950s
2 small Delftware vases, still with Maatje Kelderman
Winkler Prins Encyclopedia
Delftware vase 35 cm high, Delftware vase 45cm high