



BASS AND FLINDERS COLLECTIONS POLICY

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1. OBJECTIVE

The objective of this policy is provide guidance for the Bass and Flinders Maritime Musuem collection for the interpretation and preservation of the history and maritime heritage of the George Town region and its connection with the Tamar Estuary.

2. TYPE OF POLICY

As per Section 8 of Policy GTC-12, this policy is categorised as a Council Policy.

This categorisation is consistent with the definitions as stated in Policy GTC-12 which are as follows:

Council - Policies pertaining to the Governance of the Council and the activities of its elected members, including the establishment of Committees, and the government of the municipality including resident and ratepayer compliance policies and by-laws.

Operational - Policies pertaining to the operational, administrative, and internal matters of the Council, including internal governance, internal committees, and operational matters of service delivery.

3. SCOPE

The Bass and Flinders' Maritime Museum Collection Policy and appendix are the guiding documents for the development and management of the collection with the following objectives:

- To guide the selection of material to be included in the Collection
- To document the history and purpose of the Bass and Flinders Maritime Museum
- To build a historical resource for the community
- To develop the Collection as an educational resource
- To interpret the history and development of the district
- To outline the obligations to house, care for and manage the Collection

The Bass and Flinders Maritime Museum recognises and follows the *ICOM Code of Ethics for Museums*. The Australia Museum and Galleries Association (AMaGA) Code of Museum Ethics is currently under review.

4. DEFINITIONS

5. LINK TO STRATEGIC PLAN

George Town Council Community Strategic Plan 2024–2030:

1. Future Direction 1 – Progressive well-resourced communities
 - Vibrant local communities
 - Community celebrations build the areas identity
 - A diverse and active volunteering base
2. Future Direction 2 – Prosperity in all aspects of life and living
 - Growth in tourism yield
3. Future Direction 3 – Community pride
 - All communities take pride in their place
4. Future Direction 4 – Leadership and accountable governance

6. RELATED LEGISLATION

Shipwreck Material

- The Commonwealth Historic Shipwrecks Act 1976 applies to Australian Commonwealth waters extending from the low water mark to the outer edge of the continental shelf.
- The State Historic Cultural Heritage Act 1995 applies to shipwrecks that lie within the state waters of Tasmania (harbours, enclosed bays, estuaries, rivers and lakes).

Internation Council of Museums – Code of Ethics for Museums

7. RISK CONSIDERATIONS

There is a risk that without clear, documented procedures, Council may face challenges regarding improper acquisition, inadequate care and legal disputes over ownership.

8. POLICY

The Bass and Flinders Maritime Museum shall acquire objects for the Permanent Collection by donation, bequest, purchase or transfer.

The Bass and Flinders Maritime Museum will consider the following criteria before approving acquisition of an object:

Relevance

The Bass and Flinders Maritime Museum only collects objects that relate to the Museum's Statement of Purpose and Key Themes identified in appendix 1.

Significance

Priority is given to objects which are significant for their historic, aesthetic, scientific/research or social/spiritual value

Provenance and Documentation

Priority will be given to objects where the history of the object is known, and associated documentation and support material can be provided

Condition, Intactness, Integrity

The condition of the object must be taken into consideration when acquiring material. Badly damaged material will not normally be accepted into the collection.

Interpretive Potential

Objects that tell a story that adds to the interpretation of the Bass and Flinders Maritime Museum themes will be a priority.

Rarity

Objects may be prioritised if they are rare examples of a particular kind of object

Representativeness

Objects may be prioritised if they are an excellent representative example of a particular kind of object

Duplications

Objects that duplicate items already in the collection will not be accepted unless they are of superior condition and/or historic value. In such a case the duplicate may be considered for de-accessioning

Legal Requirements

The Bass and Flinders Maritime Museum only accepts objects where the donor/vendor has legal title to the object.

Procedures for assessing items for acquisition, together with collection storage and conservation, documentation and record keeping and decommissioning are set out in Appendix 1 – Bass and Flinders Maritime Museum Collection Procedures.

9. IMPLEMENTATION & REVIEW OF POLICY

Implementation of this Policy rests with Council. This Policy will be reviewed in 2031 or in accordance with legislative requirements.



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Shane Power
GENERAL MANAGER

DATED 28, 05, 26



BASS AND FLINDERS MARITIME MUSEUM COLLECTION PROCEDURE – APPENDIX 1

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1. HISTORY

Prior to the opening of the Centre, in the late 1990s, a dedicated group of volunteers embarked on building a replica of the sloop *Norfolk* — the vessel used by George Bass and Matthew Flinders to circumnavigate Van Diemen's Land and confirm the existence of the strait now known as Bass Strait.

In 1998, marking the 200th anniversary of that historic voyage, the journey of Bass and Flinders was re-enacted. The replica *Norfolk* circumnavigated Tasmania and continued north to Hervey Bay in Queensland, retracing part of the route taken by Matthew Flinders.

At the conclusion of these voyages, Bern Cuthbertson, the principal financier and master of the *Norfolk*, proposed that the vessel be installed in a museum in George Town, recognising its strong connection to the exploration of the Tamar River and the early maritime history of the region.

As there was no suitable facility available at the time, the *Norfolk* was stored in a shed for several years while a volunteer group known as the "Friends of the Norfolk" worked to secure funding and identify an appropriate location for a permanent display.

The site of the former George Town Picture Theatre became available and was identified as a suitable location for the Centre. The building had been unused for many years and had fallen into a derelict condition. With assistance from the Tasmanian Government, the property was purchased and the necessary renovations and modifications were undertaken.

The facility opened in 2006 and was initially operated entirely by volunteers. Following the significant effort involved in constructing and installing the *Norfolk*, a curator/manager was appointed to oversee the day-to-day operations of the Centre.

Over the following years, several modest improvements were made to enhance the visitor experience, including the installation of a projector and screen for film presentations and the creation of a small thetrette where visitors could view a short historical film.

Over the years, the Centre expanded its collection through the acquisition of historic vessels that contribute to the story of George Bass and Matthew Flinders. These include the whale boat *Elizabeth*, acquired following its participation in a re-enactment of the 1815 exploration of the Tasmanian coastline, a vessel originally used by the Royal Australian Navy in 1912, and a replica of *Tom Thumb*, the small vessel brought from England by George Bass on his first voyage to Terra Australis.

A series of interpretive displays were developed to tell the story of Bass and Flinders, as well as the history of George Town and its connection to Port Dalrymple and the Tamar River. Other vessels on display have direct connections to the Tamar region or were restored locally by the Boat Shed, further strengthening the local maritime narrative. Visitors were welcomed by volunteers who provided guided tours of the collection.

In March 2020, the vessel *Admiral* was acquired and installed on the mezzanine floor. The vessel remains on long-term loan from the Admiral Restoration Group and will become a permanent part of the collection should the group cease to exist.

To secure the long-term future of the facility, George Town Council was approached to assume responsibility for its operation and ensure its ongoing sustainability. In April 2021, Council formally took over management of the complex and re-opened the facility as the Bass and Flinders Maritime Museum.

2. WHAT THE BASS & FLINDERS MARITIME MUSEUM WILL COLLECT

2.1 Key Themes

Tasmania is an island state with George Bass and Matthew Flinders being significantly involved in its history. Their circumnavigation of Van Diemen's Land (Tasmania) in 1798 confirmed the existence of a strait between Tasmania and the mainland. Their story is entwined with the story of George Town and the Tamar Estuary, and the role played in Tasmania's maritime history. The Bass and Flinders Maritime Museum's Collection and exhibitions reflect that connection with the following key themes:

Local History: The Bass and Flinders Maritime Museum is located in the old George Town Picture Theatre and has strong links to the local and social development of George Town. With George Town's location on the banks of the Tamar River/Estuary it was the first settlement in the northern part of Tasmania and the second settlement in Tasmania, after Hobart. This theme will focus on the key information about the area.

Maritime History: George Town is situated near the Low Head Pilot Station which played an important role in the maritime history of the area. The role of Bass and Flinders in Tasmania's maritime history is significant as they confirmed the existence of a strait between Van Diemen's Land and colonial NSW, they also explored the Tamar, leading to the settlement of the area. Understanding maritime history helps to connect people to the waterways, their use and changes over time.

Norfolk: In 1998 after building a replica of the sloop *Norfolk* a group sailed the vessel around Tasmania to re-enact the trip Bass and Flinders had undertaken 200 years before. The collection will focus on artefacts and stories connected to this voyage, and the original voyage by Bass and Flinders.

Sailing on the Tamar: The power of sail has important links to the Tasmanian environment and Tasmanians since early European exploration of the area. Recreational sailing and competitions have been a part of local life since 1837. The importance of sailing on the Tamar is reflected in the number of watercrafts designed and built locally. The collection will focus on artefacts and stories connected to the Tamar River and its role in people's sense of place and identity.

Communication: The Signal Stations located at Mt George and Mt Direction played a key role in semaphore communication between George Town and Launceston. The collection highlights the use of maritime communication systems from flags to bells, lamps and other maritime navigational aids.

Shipwrecks: The formal European history of the Bass Strait began with the wreck of the Sydney Cove at Preservation Island (near Flinders Island); a ship laden with rum bound for Sydney. Matthew Flinders' first journey into the area was aboard one of the salvage vessels. The wrecks increased as European activity increased and as Melbourne boomed. Artefacts from the Collection tell the story of the mishaps that occurred around the Low Head

Lighthouse and incidents in the Tamar.

Geographic region/Historic period: The Bass and Flinders Maritime Museum artefacts, stories and research materials for the geographic region bound by the George Town Municipal area, boarded by the Tamar River, and including the townships of Lefroy, Pipers River and Hillwood. The historic period ranges from the early 1800s to the current day. George Town and the Tamar River/Estuary are integral to the Collection.

Physical Items to be collected include: Three dimensional artefacts and general ephemera and memorabilia relating in any way to the circumnavigations of Tasmania by George Bass and Matthew Flinders in 1798, the re-enactment of the replica *Norfolk* in 1998, and maritime history or local history of the George Town region as defined, or to persons, groups, or businesses involved in the history of the local area.

Items such as documents, maps, printed matter, books, photographic material, publications, diaries, oral histories, business records, personal papers, letters, drawings, sketches and textiles will be accepted and stored in the museum or council storage in between display opportunities

Priorities

Determined priorities are relative to gaps identified in the current collection through long term and temporary exhibition planning.

2.2 Collection Classification

Permanent (static and working)

Artefacts that meet the criteria in 2.1 (Key Themes) and align with the Statement of Purpose will be added into the Permanent Collection. The primary intention of the Permanent Collection is to preserve these artefacts in perpetuity. Any display, interpretive use or operational use must reflect that intention. Objects in the Permanent Collection are listed in the Bass and Flinders Maritime Museum's collection management system. Removal of objects from this category may only occur through the formal Deaccession process.

Non Collection

The Non Collection consists of objects which are not part of the Collection. Items included in this classification may not be restricted to the criteria in 2.1 (Key Themes) and /or align with the Statement of Purpose. Non Collection objects are included in the Bass and Flinders Maritime Museum's Inventory but not catalogued. They may be used to support the display of the Collection and for educational purposes.

3. HOW THE BASS & FLINDERS MARITIME MUSEUM WILL COLLECT

3.1 Method of Acquisition

The Bass and Flinders Maritime Museum shall acquire objects for the Permanent Collection by donation, bequest, purchase or transfer. To minimise operational restrictive practices, the Bass and Flinders Maritime Museum will not accept conditional donations unless under special circumstances or in the case of a temporary exhibition. The object would be returned immediately after the exhibition concludes. All acceptances are at the discretion of Acquisitions Committee, taking into account the circumstances of the donation and consistency with the Acquisition Criteria set out in the Collection Policy.

3.2 Acquisition Committee

The Acquisition Committee will consist of the George Town Council - Team Leader - Community, Community Officer – Visitor Experience Bass and Flinders, and two volunteers. All recommendations made by the Committee will be documented and retained by the George Town Council. The Acquisition Committee will recommend the acceptance/refusal of donations in accordance with the parameters set by the Acquisition Criteria, to the General Manager of the George Town Council for approval. At times the committee may need to draw on expert opinion from specialists. A list of new acquisitions is provided to the George Town Council for the Annual Report.

3.3 Acquisition Criteria

The Bass and Flinders Maritime Museum will consider the following criteria before approving acquisition of an object:

Relevance

The Bass and Flinders Maritime Museum only collects objects that relate to the Museum's Statement of Purpose and Key Themes identified in 2.1.

Significance

Priority is given to objects which are significant for their historic, aesthetic, scientific/research or social/spiritual value

Provenance and Documentation

Priority will be given to objects where the history of the object is known, and associated documentation and support material can be provided

Condition, Intactness, Integrity

The condition of the object must be taken into consideration when acquiring material. Badly damaged material will not normally be accepted into the collection

Interpretive Potential

Objects that tell a story that adds to the interpretation of the B&FMM themes will be a priority.

Rarity

Objects may be prioritised if they are rare examples of a particular kind of object

Representativeness

Objects may be prioritised if they are an excellent representative example of a particular kind of object

Duplications

Objects that duplicate items already in the collection will not be accepted unless they are of superior condition and/or historic value. In such a case the duplicate may be considered for de-accessioning

Legal Requirements

The Bass and Flinders Maritime Museum only accepts objects where the donor/vendor has legal title to the object.

4. COLLECTION CARE: Documentation, Conservation and Storage

All procedures are in line with best practice according to the National Standards Australian Museum and Gallery Association.

4.1 Documentation and Record Keeping

The Bass and Flinders Maritime Museum aims at all times to maintain an effective documentation system. Donor forms, receipts, registers, and catalogue information will be kept at the Bass and Flinders Maritime Museum.

The Bass and Flinders Maritime Museum will follow the guidelines below when acquiring material:

A Fact Sheet regarding potential donations (**ANNEXURE 5.**) can be handed/sent to potential donors to inform them of the process.

1. Owner or agent notifies the Bass and Flinders Maritime Museum of an object/item they would like to donate. An appointment is made to view the item, unless photos have been provided.
2. An Offer to Donate Receipt (**ANNEXURE 4.**) is issued to the owner recording the objects name, description, condition, history and provenance. The address of the owner, contact number and date. A receipt number is written on a tag and attached to the object.
3. This records that the Bass and Flinders Maritime Museum is holding the object and does not mean or imply the object has been accepted as part of the permanent collection.
4. Notes on the history and associations of the object will be taken, for the Collections Committee to consider when assessing the object.

5. The Acquisition Committee assesses the donation for inclusion in the Bass and Flinders Maritime Museum collection and recommends to the General Manager for approval/refusal. The decision is documented.
6. Owners of refused items are notified so they can collect. If the object is not claimed within 30 days, it will become the property of the Bass and Flinders Maritime Museum and may be disposed of.
7. If the object is accepted donors sign two copies of the Donor Agreement form **(ANNEXURE 1.)** one for the Bass and Flinders Maritime Museum and one to keep. A letter of thanks is sent to the donor.
8. The object must be registered, numbered and catalogued. Where documentation relating to the significance of the object is available, an object file will be kept.
9. The object must be photographed and its condition recorded and entered into the catalogue.
10. The storage or display location of all objects must be recorded, along with any subsequent object movements.
11. A list of new acquisitions is provided for the George Town Council's Annual Report.

4.2 Storage and Conservation

The Bass and Flinders Maritime Museum aims to achieve high standards of collection care and storage.

- Storage areas must remain clean, secure and sealed against the weather. Display areas must kept secure during opening times (using security cameras and volunteers) and closing (locked and alarmed) and protected from the weather (undercover).
- The storage areas must be maintained and kept clean as reasonably possible for the care of the collection and safety of the volunteers.
- Access to storage areas is to be controlled
- Display areas are to be regularly checked for security, damage to collections, deterioration problems, pests and infestation.
- Temperature and relative humidity should be kept as stable as possible
- Ultra-violet light should be excluded from storage areas. When storage areas are not in use lights must be turned off.
- Archival quality storage materials should be used for all significant material.
- Objects are not to be stored on the floor
- Guidance must be sought before any preservation, cleaning and treating is undertaken on Collection items. Untrained personnel should never attempt to clean, treat or restore museum objects.

5. DEACCESSIONING AND DISPOSAL PROCEDURE

Deaccession is the administrative process of removing an item from the Permanent Collection. It will only be approved by the Bass and Flinders Maritime Museum Co-

Ordinator/Curator after the processes listed in 5.2 are completed.

5.1 Criteria for Deaccessioning

An object can be removed from the Bass and Flinders Maritime Museum Permanent Collection through the deaccession process if:

- It does not comply with the current collection policy of the Bass and Flinders Maritime Museum
- It is damaged beyond repair
- The conservation and storage costs for it are beyond the means of the Bass and Flinders Maritime Museum
- It is a lesser quality duplicate of an object the Bass and Flinders Maritime Museum already owns
- It lacks any supporting information to enable proper identification or to establish its relevance to the collection
- a formal written and substantial request for the return of the object is received from the original owner/donor. This request would need to be considered on its merits and take account of the conservation work conducted by the Bass and Flinders Maritime Museum and the initial Donor Agreement made under section 6.1. This includes the return of sacred material to Indigenous peoples.

5.2 Deaccession Procedures

Deaccession of an object can only occur with approval from the General Manager following the recommendation from the Acquisition Committee after the following procedures have occurred:

2. The Acquisition Committee has met to consider the recommendations for deaccessioning an object. All aspects associated with the acquisition and subsequent reasons for deaccession will be considered with particular reference to the criteria listed in 5.1.
3. The object identified for deaccession must be tabled at a meeting and ratified at the subsequent meeting effectively achieving a cooling off period of at least three month before it is finally deaccessioned.
4. The Acquisition Committee will follow the Disposal Procedures outlined in 5.3 if an object is to be deaccessioned.
5. The Acquisition Committee will take account of all reasons, particularly the reasons concerning any deed or agreement made, relating to the donation.
6. The Acquisitions Committee will document the reasons for their recommendation to deaccession an object and referenced in the Annual Report.
7. Councilors, Council staff, volunteers, acquisition committee members and their families are prohibited from purchasing or otherwise obtaining, a de-accessioned object.
8. Any funds acquired from the sale of the deaccessioned item should be used for acquisition or care of the collection

After approval by the General Manager, the object will be formally removed from the Collection according to the deaccession and disposal procedures. The deaccessioned object will be recorded in the Bass and Flinders Maritime Museum collection management system and documented in any places where the object is noted, such as its Object File.

5.3 Disposal Procedures

In priority order the object must be:

1. Returned to the donor or family. If after a thorough search this is impossible, the object should be;
2. Transferred to another appropriate institution.
3. Sold by public auction, where appropriate
4. Used as an educative/interpretive tool
5. Destroyed or recycled if appropriate

6. LOANS

All procedures are in line with best practice according the Australian Museum and Gallery Association National Standards.

6.1 Loan Procedures

- Permanent and long-term loans will not be accepted by the Bass and Flinders Maritime Museum.
- The Bass and Flinders Maritime Museum will lend and borrow material to help meet its purpose for temporary exhibition, public and education programs.
- The Bass and Flinders Maritime Museum holds separate forms for inward and outward loans.
- Such loans will be recorded in the Bass and Flinders Maritime Museum Loan Register
- The maximum loan period is 12 months.

6.2 Inward Loans

An inward loan will be accepted under the following conditions:

1. Inward loans shall only be accepted for specific exhibitions or research and for fixed periods of time.
2. Inward loans shall be recorded in a separate Loans Register.
3. A representative of both the Bass and Flinders Maritime Museum and the lender will be required to sign an agreed inward loan form. Each party will hold a copy of this agreement. This form will record conditions of the loan and loan item and the period of the loan.
4. The Bass and Flinders Maritime Museum agrees to exercise the same care with respect to loans as it does for its own collection.
5. Loans shall remain in the possession of the Bass and Flinders Maritime Museum for the time specified on the form.

- The Bass and Flinders Maritime Museum can request to renew loans if

required.

- Documentation recording renewal must be signed by the Museum Coordinator or delegate and the lender.
6. The Bass and Flinders Maritime Museum will not act as a repository for private loan collections. Permanent loans will not be considered.

ANNEXURE 3. - Inward Loan form

6.3 Outward Loans

1. The Bass and Flinders Maritime Museum will lend objects to other museums and organisations holding collections. It will not lend to private collectors or operators.
2. Borrowers and a representative from the Museum will be required to sign two outward loan agreement forms. Each party will hold a copy of this agreement. This form will record condition of the loan and loan item and the period of the loan.
3. The borrower must exercise care in the handling, storage and display of the loan object and must be prepared to meet the conditions outlined in the outward loan agreement.
4. The borrower must exercise care in transportation, handling and provide a secure display and/or storage area.
5. The maximum loan period is 12 months. Applications for extension of this period must be made prior to the loan expiry date.
6. Objects cannot be treated or altered in any way without the written permission of the Bass and Flinders Maritime Museum.
7. Loans will remain in the possession of the borrower until returned to the Bass and Flinders Maritime Museum

ANNEXURE 4.- Outward Loan form

7. ORAL HISTORY POLICY

The Bass and Flinders Maritime Museum and George Town Council abides by the Guidelines of Ethical Practice of the Oral History Association of Australia. Where an oral history is to be published by either entity, it will comply with the requisite Tasmanian Legislation.

Where the Bass and Flinders Maritime Museum or George Town Council undertakes interviews to record oral history an Oral History Agreement is to be signed between the Bass and Flinders Maritime Museum or George Town Council and the person being interviewed. The agreement clearly states the purpose, intended use and the copyright provisions applicable.

8. ACCESS

The Collection is accessible to the public through regular opening hours and by appointment. The collection records are accessible for research purposes by appointment.

9. LEGISLATION AND RELATED DOCUMENTS

9.1 Shipwreck Material

There are two laws protect the remains of shipwrecks in Tasmanian waters.

- The Commonwealth [Historic Shipwrecks Act 1976](#) applies to Australian Commonwealth waters extending from the low water mark to the outer edge of the continental shelf.
- The State [Historic Cultural Heritage Act 1995](#) applies to shipwrecks that lie within the state waters of Tasmania (harbours, enclosed bays, estuaries, rivers and lakes).

Basically, the Crown controls all historic shipwreck artefacts. While private people and museums can be identified as the custodians of shipwreck artefacts, they are not the owners. Custodians have a responsibility to keep and protect shipwreck relics in their care and cannot sell or tamper with them. It is also the responsibility of custodians to professionally conserve artefacts and prevent them from deterioration.

Shipwreck legislation has a rolling date of 75 years, meaning that shipwreck items in museum collections can become historic over time, thereby falling under the protection of the Act. When this happens, it is the responsibility of the Museum to ensure items are appropriately catalogued in the museum database and complete a wreck notification form with Heritage Tasmania and/or contact the Maritime Archaeologist at the Historic Heritage Section, Parks and Wildlife Service.

10. WINDING UP PROCEDURE

In the event that the Bass and Flinders Maritime Museum is wound up the George Town Council will follow the best practice procedure as laid out by the National Standard for Australian Museum and Galleries.

The collection itself, consisting of acquired objects, articles, documents, photographs and records, that have been formally catalogued, those awaiting cataloguing in a collection management system shall be dealt with as follows:-

1. Any item that has been loaned shall be returned to the lender
2. Transferred to another appropriate institution to which tax deductible gifts can be made
3. On dissolution or cancellation all items gifted are to be transferred as an entire collection to a museum, organisation, association or society whichever better fits the aims and objectives; and
4. The Association is to seek advice from the Friends of the Norfolk and Admiralty prior to any decision being reached as to where the *Admiral* should be transferred on dissolution or cancellation.

11. RESPONSIBILITY

This policy applies to the Director – Corporate and Community, the Bass and Flinders Maritime Museum Visitor Experience Officer, the General Manager of the George Town Council, and other designated supervising staff.



ANNEXURES: BASS AND FLINDERS MARITIME MUSEUM - COLLECTION
POLICY – DONATION AND LOAN FORMS

Donor Agreement form

George Town Council / 16-18 Anne Street, George Town Tasmania 7252

P: (03) 6382 8800 / E: council@georgetown.tas.gov.au

For

Bass and Flinders Maritime Museum / 8 Elizabeth St, George Town Tasmania 7253

P: (03) 6382 / E: bookings@bassandflindersmuseum.com.au

This Deed was made on *(day/month/year)* **between** *(name of Donor, now referred to as 'Donor')* **of** *(address of Donor)* **and** *(name of museum administrating body)* **as administrator of** *(insert name of museum, now referred to as 'the Museum')*

This document records the Donor's gift of goods and property (described in the Schedule of Goods and Property below) to the Museum under the following terms and conditions:

1. The Donor guarantees that they are the sole owner of the goods and property as described and that it is free from all claims and encumbrances.
2. On the date nominated in Clause 6, the Donor agrees to give to the Museum title and interest in the goods and property described in the Schedule, absolutely and in perpetuity.
3. The Donor agrees and declares on the date specified in Clause 6 the Deed will be absolute, whether or not the Donor is alive and that this Deed binds all representatives of the Donor.
4. The Donor declares they have entered into this Deed of their own free will, voluntarily and without influence.
5. The Donor declares they have held or obtained or permits and licenses of and incidental to the goods and property.
6. The fill date of transfer of property is:

Schedule of Goods and Property

Please include a description of the object, including the acquisition number if possible.

If some materials within this donation are not considered suitable for retention by the Museum, the Donor authorises materials to be:

- Contact donor for collection
- Disposed of at the discretion of the Museum

Is the Donor the only owner of all the copyright in all the described material?

- Yes
- No
- Unsure

Please state for which parts of the described material the Donor is the sole copyright owner.

Please state for which parts of the described material the copyright is owned jointly by the Donor and someone else.

Is the Donor willing to assign the copyright of the described materials to the Museum?

- Yes
- No

Donor: _____ **Date:** _____

Witness: _____ **Date:** _____

The Museum accepts your unconditional gift of the items in the attached Schedule. The Museum acknowledges in accordance with your expresses intention that it now has full title to, and responsibility for the gifted items.

Museum representative: _____ **Date:** _____

Witness: _____ **Date:** _____

(Two copies of this form are to be signed. One retained by the Donor and one by the Museum).

Inward Loan Agreement

George Town Council / 16-18 Anne Street, George Town Tasmania 7252

P: (03) 6382 8800 / E: council@georgetown.tas.gov.au

For

Bass and Flinders Maritime Museum / 8 Elizabeth St, George Town Tasmania 7253

P: (03) 6382 / E: bookings@bassandflindersmuseum.com.au

Loan purpose:

Loan period:

Date of receipt:

Return date:

Lender's name:

Organisation:

Address:

Phone:

Email:

Lender's object no:

Borrower's object no:

Object description:

Object condition:

Photos of object:

Insert photo here
Insert description

Please answer the following:

May the Museum reproduce this object in publications and for publicity purposes?

Do you elect to maintain your own insurance?

NB: The value of the object(s) is to be negotiated in the event of loss or damage.

May the Museum have permission to clean your loan or do any restoration work?

What is the recommended procedure for movement/display?

What is the recommended procedure for packing/transport?

Conditions of loan

- *Bass and Flinders Maritime Museum* will exercise the same care and respect to this loan as it does in the safekeeping of its own property.

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

Signature of lender:

Date:

(Two copies of this form are to be signed. One retained by lender and one by the museum).

Date of return:

Received by:

Condition of receipt:

Outward Loan Agreement

George Town Council / 16-18 Anne Street, George Town Tasmania 7252

P: (03) 6382 8800 / E: council@georgetown.tas.gov.au

Object no:

Object name:

Borrower name:

Organisation:

Address:

Phone:

Email:

Loan purpose:

Loan period:

Date of receipt:

Return date:

Object description:

Object condition:

Photos of object:

Please note the following requirements and conditions.

Movement/display needs (including recommended requirements):

Packing/transport needs (including recommended requirements):

Conservation/maintenance needs (including recommended requirements):

Catalogue and publicity (form of acknowledgement):

Conditions of loan

- The Museum requires notice for the borrowing of an object.
- No object will be lent unless the safety of the object is assured. Adequate security, environmental conditions and standards of care must be evident.
- The objects are regarded as being 'in good condition' unless *Bass and Flinders Maritime Museum* is otherwise notified.
- The receipt of any agent of the borrower shall be regarded as receipt of the borrower.
- The borrower shall not convey, transfer, assign, mortgage, pledge, lend or part with possession of the object(s).
- The borrower shall be responsible for any damage to person or property due to the condition of the object. *Bass and Flinders Maritime Museum* should be notified immediately of any such event, loss, damage or deterioration.
- All costs associated with the loan will be the responsibility of the borrower. These costs will include transport and insurance.
- No object will be reproduced while on loan without permission from the Museum.
- The borrower shall acknowledge the lender in any publications or whilst on display.
- The borrower will follow the instructions featured on the loan form.
- Representatives of *Bass and Flinders Maritime Museum* shall be permitted access to the borrower's premises to examine the object.
- The borrower may be required to return the object(s) at any time, but no later than the expiration of the loan.
- Any extensions of the original loan period must be negotiated with *Bass and Flinders Maritime Museum*.
- No object will be lent without the completion of *Bass and Flinders Maritime Museum's* Outward Loan agreement form.

Signature of borrower:

Date:

(Two copies of this form are to be signed. One retained by borrower and one by the museum).

Date of return:

Received by:

Condition of receipt:

4. OFFER TO DONATE FORM

OFFER TO DONATE FORM

Donor Name:

Address:

Phone:

Object Name:

Description:

Object/items being considered for acquisition into the Bass and Flinders Maritime Museum Collection may not be left on site.

In the event that the curator needs more time with the item, a receipt is to be issued to the owner recording the object name, address of the owner and contact number and date. The same information is written on a tag and attached to the object.

This record of Donation Assessment is to acknowledge that the Bass and Flinders Maritime Museum is holding the object/item for assessment. It does not mean or imply the object has been accepted as part of the permanent collection.

The potential donation will be assess for condition, intactness and integrity. Any notes on the history and associations of the object will be required for the Bass and Flinders Maritime Museum Coordinator to consider assessing the significance of the object.

I, Agree to allow the Bass and Flinders Maritime Museum to assess the potential donation and will leave the item on site until a decision has been made.

I accept that by leaving the item on site does not mean or imply the object has been accepted as part of the permanent collection.

..... Sign

..... Date

FACT SHEET - DONATIONS

The Bass and Flinders Maritime Museum greatly appreciates the kind offers we receive from people looking to donate items for our collection.

Unfortunately, the space and curatorial capacity we have for new collection items is very limited.

New acquisitions are subject to a rigorous and extensive process of analysis and review against a set of criteria to ensure that they meet the requirements of the Collection Policy.

If you have an item, you would like to be considered for the collection please make an appointment with the Community Officer- Tourism Experience so they can view and discuss the item. Please contact bookings@bassandflindersmuseum.com.au

Please bring to your appointment any notes on the history and associations of the object and any photographs associated with the item. This will assist the Acquisition Committee in assessing the significance of the item.