

GOVERNANCE POLICY

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AUTHOR	Trust Board	ISSUE DATE:	6/11/2008
		REFERENCE	C1.1

1. Preamble

1.1 This Policy is to be read in conjunction with the following Governance Policies:

- Policy C1.2 Deaccessioning and Disposal
- Policy C1.7 Human Remains Policy

2. Purpose

2.1 To establish policies for acquiring and accessioning objects into the Museum's permanent collection.

3. Scope

3.1 This policy applies to any objects legally acquired by the Museum. Objects acquired for non-collection purposes are excluded from this policy.

3.2 Loans do not involve legal transfer of ownership and are not covered by this policy.

4. Definitions

4.1 **Acquisition** means the legal transfer of ownership of an object(s), noting the issue of guardianship relating to taonga Maori, to the Museum and **acquire** has a corresponding meaning.

4.2 **Accession** means processing an acquired object(s) into the permanent collection.

4.3 **Object** means an item or article of material cultural property or a scientific specimen.

4.4 **Taonga** means any item that fulfils the following criteria:

4.4.1 Is a representation of a Maori ancestor; and or

4.4.2 Was directly associated with a known Maori ancestor; and or

4.4.3 Carries a Maori ancestral name; and or

4.4.4 Is considered of ancestral importance to the Maori descent group from where it originated; and or

4.4.5 Continues to carry Maori ancestral value

4.5 **Copyright** means "Copyright" as provided in the Copyright Act 1994 and includes the right to reproduce, publish, perform, adapt, broadcast and transmit.

5. Responsibilities

5.1 The Museum Trust Board is responsible for overseeing this policy.

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- 5.2 The Museum Trust Board is responsible for approval of all accessions and for providing for the long term storage and care of collections including conservation, insurance, security and physical and cultural safety.
- 5.3 The Taumata-a-Iwi is customarily accountable to all Iwi for the guardianship (kaitiakitanga) of Maori objects acquired by the Museum.
- 5.4 The Director is responsible for the overall monitoring of Museum practice in terms of acquisition and accession.
- 5.5 The Collection Manager is responsible for managing acquisition and accessioning processes.
- 5.6 The Kaitakawaenga Pakihi and Curator Maori are responsible for guiding staff as to best practice regarding acquisition of taonga.
- 5.7 The appropriate Curator is responsible for providing expert advice regarding proposed acquisitions and accessions.

6. Policy

- 6.1 In order for the Museum Trust Board to consider an object for accession the object must meet the collecting criteria in the Collection Development Plan.
- 6.2 Accession of an object may only take place once the Museum Trust Board is satisfied that the Museum will obtain clear legal title.
- 6.3 The Museum will make all reasonable efforts to obtain all remaining intellectual property rights (including copyright) relating to any object to be acquired where intellectual property is held by the acquisition source.
- 6.4 Should transfer of the remaining intellectual property rights be unobtainable it becomes a conditional acquisition.
- 6.5 Under ordinary circumstances the Museum will not accept conditional accessions but extraordinary proposals may be considered for approval by the Museum Trust Board from time to time.
- 6.6 The Museum Trust Board will set the level of funds available to acquire (purchase and/or associated costs) objects for the collection.
- 6.7 The Museum Trust Board must seek the advice of the Taumata-a-Iwi before considering recommendations for the accession of Maori taonga.
- 6.8 Appropriate protocols and consents will be obtained for any taonga acquisition.
- 6.9 The Museum will not receive any Maori Human Remains for which the Museum has no history of responsibility.
- 6.10 The Museum will not purchase objects directly, or indirectly, from Museum Trust Board members, remunerated or non-remunerated staff, or families of the same.

7. Criteria for consideration of objects for acquisition and accession

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7.1 The Museum Trust Board will only consider an object for acquisition and accession into the permanent collections if it meets all of the following criteria:

- 7.1.1 The object is appropriate to the Museum
- 7.1.2 The object meets collection criteria as defined in the Collection Development Plan
- 7.1.3 The object is unique or enhances an existing collection strength
- 7.1.4 The object is in exhibitable condition or is worthy of conservation or suitable as a study piece
- 7.1.5 The Museum is able to adequately care for and store the object
- 7.1.6 The Museum is able to obtain clear legal title to the object
- 7.1.7 The Museum is able to obtain all remaining intellectual property rights relating to the object to permit its unrestricted use or other arrangements permitting sufficient use of the object are made with the holder of those rights.