

WESTERN AUSTRALIAN MUSEUM

COLLECTIONS POLICY

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This policy should be read in conjunction with other Museum policies. Of particular relevance are: the Code of Professional Conduct (Policy No 8) and the Policy on Intellectual Property (Policy No 19).

1. STATUTORY FUNCTIONS

1.1 Pertaining to Collections

As set out in the *Museum Act 1969* (as amended), functions of the Museum pertaining to collections are:

- (a) to encourage, and to provide facilities for, the wider education of the community of the State, through the display and other use of collections and through knowledge derived from collections;
- (b) to make and preserve on behalf of the community of the State collections representative of the Aborigines of the State, the history of the exploration, settlement and development of the State, the natural history of the State and such other collections which the Trustees think necessary for the wider understanding of those matters and for the educational function of the Museum.

2. DEFINITIONS

2.1 Accessioning

Accessioning is the formal process of recording an object or specimen lot as a collection item and assigning to it a unique registration with appropriate documentation.

2.2 Collection Items

Collection items are objects, including images, with provenance and associated data, that have been accessioned into the Museum's collections.

2.3 De-accessioning

De-accessioning is the formal process of removing an item permanently from the collections.

2.4 Donations

A donation is an item that is given to the Museum without encumbrance.

2.5 Items Placed in the Custody of the Museum

Items placed in the custody of the Museum are objects that are not owned by the Museum but are left temporarily in the museum for a definite purpose (e.g. for attribution, authentication, identification, exhibition, examination for possible gift, exchange or purchase).

2.6 Loans

Loans are temporary transfers of collection items from the museum, or temporary transfers of similar items to the Museum for stated museum purposes, or purposes approved by the Museum. The transfers do not involve a change of ownership.

2.7 Restricted Material

Restricted material is a collection item or image, or item of data or information, unrestricted access to which may cause offence or endanger the safety or sanctity of that item, image, data or information or of a locality from which the material came.

2.8 Service Materials

Service materials are assemblages of items held by Museum sections and the Regional Museums for the purpose of public education and interpretation. These items are not accessioned and are not part of the collections.

2.9 Type Specimen

A type specimen is a zoological, palaeontological or mineral specimen used as the basis for description of a new taxon.

2.10 Voucher Specimen

A voucher specimen is a zoological palaeontological or mineral item which is collected and lodged in the Museum for the purpose of vouching for (ie confirming) its identity when referred to or examined in another study (eg a biological survey).

3. ACQUISITIONS

3.1 Museum Required to Collect

The Museum is required by the terms of the Museum Act to make collections.

3.2 Geographic Emphasis on Collecting

Policies dealing with the geographic emphasis of collections are incorporated in the strategic policies of each Museum (see Appendices I to III) and are subject to

periodic review by the Trustees. In general, emphasis is given to collecting in Western Australia, extending into areas with natural or cultural affinities.

3.3 Temporal Element to Collections

Irrespective of geographical coverage, there may be a need to develop representative collections to document changes over time.

3.4 Collecting for a Purpose

The Museum is opposed to indiscriminate acquisition or destruction and requires that there be a purpose behind every addition to, and every removal from, the collections. The main emphasis is on improving the scientific and interpretive value of the collections in support of specific Museum programs.

3.5 Items to be Obtained Legally

The Museum will comply with all Commonwealth and State legislation and limitations on the acquisition of material, as well as abiding by international conventions, and will not acquire items that may have been obtained illegally.

3.6 Items from Living Cultures

The Museum will accept cultural items the owners of which are still living, only in compliance with the wishes of the owners, and on being satisfied that they understand clearly the implications of the Museum accepting the material involved.

3.7 Collecting Animals

Animals shall be collected according to the highest principles of humane, scientific and ethical conduct under the auspices of a recognised Animal Ethics Committee.

3.8 Sustainability

The Museum will do all that it can to minimise its negative impact on the natural and cultural environments in all of its operations.

3.9 Deposition of Types

Authors are required to deposit Western Australian type material in the Western Australian Museum under the conditions of scientific licences issued by the Department of Conservation and Land Management.

4.0 Lodgement of Voucher Specimens

Persons undertaking taxonomic, ecological, biogeographical or physiological studies on non-domestic animals in Western Australia will be encouraged to lodge in the Western Australian Museum voucher specimens of any taxa referred to in publications, with relevant data.

4. COLLECTIONS

4.1 Acquisitions Policies

The acquisition policies of the Museum are incorporated in the strategic policies of each Department (see Appendices I to III) and are subject to periodic review by the Trustees.

4.2 Status Reports

The Museum will comply with the provisions of the FAAA Act. Audits of the collections will be undertaken as required.

4.3 Publications

Copies of reprints or reference details for all publications relevant to the Museum's collections are to be lodged in the Museum Library.

5. PUBLIC ACCESS TO THE COLLECTIONS, DATA AND INFORMATION

5.1 Right of Access

The Museum will give access to the collections and associated "core" data to those who reasonably seek it, according to guidelines set down from time to time by the Trustees.

Definitions

- (a) "Core" data: basic item-related data, provenance comprising item registration number, current identification (name), collection locality (including coordinates if available) and date of collection.
- (b) "Research" data: supplementary, item-related data usually relating to specific research projects.
- (c) Information: the results of analysis and interpretation of data; requiring professional expertise, judgement and interpretation that may be either published or available in the form of verbal or written technical advice.
- (d) Restricted data and/or information: that which has been given or obtained in confidence, is of a religious or secular personal nature, or related to the precise location of protected species or important natural or cultural sites, or other material deemed to be sensitive.

5.3 Publication of Information and Data

The Museum places a priority on obtaining, verifying, analysing and publishing information pertaining to its collections. Although the Museum's entire data base is not open to the public, the Museum will endeavour to publish or give public access to as much information and collection data as it can or is appropriate. The Museum will not accept responsibility for the use and interpretation of such published information and data by others. The Museum must be acknowledged as the source of information/data.

5.4 Access to Research Data and Restricted Information and Data

The Museum will only allow access to research data and restricted information and data after specific prior approval has been obtained from the person or persons involved, or it is completely satisfied that the objects or features subject to such restriction will not be harmed in any way through disclosure of information.

5.5 Publication of Customarily Restricted Material

The Museum will not permit the publication or display of customarily restricted cultural matters or objects under its control except with the specific prior approval of the original or customary owners or on the advice of competent informants or consultants.

5.6 Loans

The Museum may lend material from collections for either *bona fide* museum purposes, eg research, study, education or display, or non-museum purposes, eg use in a publication, promotion of a product or event with or without commercial connotations. Minimisation of the risk of loss or damage to material should be the paramount consideration in granting loans.

5.7 Loans to institutions

Loans will be made to directors (heads) of approved institutions or organisations (preferably other Museums). Loans will not normally be made to private individuals, for whom a special case has to be made out through the relevant WAM director.

5.8 Use of Collection Items for Non-Museum Purposes

Use of collection items for or exhibitions, commercial, promotional, publications, charitable or other non-museum purposes shall be considered on their merits by the Executive Director. Such use must always acknowledge credit on the Museum and, notwithstanding such credit, negotiated or predetermined fees may be charged for the use of the items.

5.9 Use of Collection Items for Destructive Research

The Museum will give emphasis to non-intrusive and non-destructive methods whenever possible. However, the Museum recognises the need to damage or destroy portion of an artefact, such as a meteorite, mineral or frozen tissue, in order to carry out analytical research on their material content. In general, specimens will only be made available for destructive research when adequate representative material or a duplicate is retained by the Museum; the research is to be performed by an institution/researcher with the highest credentials and the Museum will derive significant benefit in terms of access to results; acknowledgment as the source of the specimen and financial recompense for the cost of its acquisition and storage. Cases will be judged on their individual merits by the relevant director and curator responsible.

Dissection of types and coating specimens for SEM/EM may be allowed, and should be considered on a case-by-case basis. All slides, microslides and SEM stubs must be returned to the Museum.

5.10 DNA and Biologically Active Compounds.

Museum specimens may potentially be a source of DNA sequences and biologically active compounds. Isolation of such sequences and compounds with a view to commercialisation is a growing area of research with complex legal implications not currently resolved in this State. Staff should endeavour to ensure that specimens or derivatives from them are not provided to parties involved in such commercially orientated research unless an approved agreement is in place.

6. RESPONSIBILITY FOR COLLECTION

6.1 Collections Vested in Trustees

The Trustees bear ultimate responsibility for the Collections.

6.2 Curatorial Responsibility for Collection Items

Curators are at all times responsible for the acquisition, preservation and management of collections and associated data within designated fields.

6.3 Field Notebooks and Photographs

Notwithstanding intellectual property agreements, field notes and images with provenance and associated data created by a Museum employee while undertaking work for the Museum are the property of the Museum.

6.4 Security

Curators are responsible for advising Trustees on security measures required for designated collections and ensuring that these measures are enforced. Staff who work with collections are not permitted to actively engage in adding to private collections in the same field. Existing collections that they may possess must be declared.

6.5 Types

Primary types (holotypes, neotypes, lectotypes) shall be given special treatment within the Museum.

6.6 Records of Transactions

Records shall be kept of all transactions involving collection items accessioned and non-accessioned items. These records are the property of the Museum.

6.7 Valuation

Museum staff shall not give monetary valuations or appraisals to the public of items within their official area of expertise: their role is to advise the Trustees in such matters.

7. DEACCESSIONING COLLECTION ITEMS

7.1 Deaccessioning Responsibility

The decision to de-accession any item from the Collection is reserved to the Trustees who are also responsible for approving de-accessioning procedures as appropriate to each section of the Museum.

7.2 Unique Items

Items of special significance to Western Australian items shall not be disposed of, except in the case of those that would be more appropriately transferred to and held permanently in another Western Australian statutory institution.

7.3 Transfer of Custodianship of Cultural Material and human remains

- (a) The Trustees are responsible for the transfer of custodianship of any registered cultural materials in the state collection.
- (b) Since preservation of cultural materials is a primary function of the Museum, any proposed transfer of custodianship of such material must take into consideration the long-term safety of the items.

- (c) However, the Museum recognises that some cultural material in its collections may be of greater importance in the cultural context of its origin than it is as part of the State Collection.
- (d) In such cases, the Museum will negotiate with the party concerned about the possible transfer of custodianship of specific registered cultural material.

7.4 Aboriginal Secret/Sacred Material and human remains

Secret/sacred material whose traditional custodianship is uncertain will be held until consultation with relevant parties is undertaken. Advice received will dictate further disposition of such material.

The transfer of custodianship of registered Australian Aboriginal secret/sacred material is a matter of negotiation between the Trustees and the relevant parties.

7.5 Exchange of Items

Accessioned items would require formal de-accessioning before being exchanged.

8. CHARGING FOR DATA, INFORMATION AND SERVICES (see Policy on Intellectual Property)

8.1 Non-commercial

The Museum has an obligation under the Museum Act to provide data, information and services to government agencies and the community for non-commercial purposes, particularly when public education is an outcome. However, when requests require staff to devote a significant amount of time, or use significant quantities of Museum materials, it is policy that a charge is made on a cost recovery basis (hourly salary rate and replacement cost of materials). (See Appendix V for schedule of Museum charges for images).

It is important that potential clients are informed in advance of charges for services and materials. It is also important that discretion is used when charging for services. For *ad hoc* (non-routine) requests, approval to charge must be given by the relevant director.

8.2 Commercial (See Appendix V for schedule of Museum charges for images).

Individuals, institutions or companies that seek to use Museum data, information and services for commercial purposes must be charged unless the Museum will benefit in a tangible way (eg significant media exposure). Staff time is to be charged at a rate of between 2.0 - 3.1 times the gross hourly salary rate, determined by the complexity of the work. (This is based on the recommended rate of charges of the Institution of Engineers). Approval for commercial charges must be given by the relevant director.

Staff who undertake commercial consultancies that may potentially be in competition with commercial enterprise must ensure that there is no breach of Commonwealth Competition Policy and competitive neutrality. (The Museum may not obtain competitive advantage in tendering by excluding costs such as overheads).

APPENDIX I

NATURAL SCIENCES

1. GENERAL STRATEGIC POLICIES ON COLLECTIONS AND RESEARCH

In the natural sciences the Museum will:

- principally collect and research the natural heritage of Western Australia. However, as natural distributions may extend beyond the State's political boundaries, the scope of collections and research may extend outside the State in cases where strong natural affinities or conditions of special relevance exist. The most important external regions of natural affinity for the living fauna are the rest of Australia and the Indonesian/Papuan region from which much of our tropical element is derived. Some vertebrate groups and many invertebrates and fossils are of Gondwanan origin and their study requires a global perspective.
- produce an annual Operational Plan which defines all activities on a project basis
- regularly review the performance and relevance of existing projects to the Sub-Program's objectives
- develop collections selectively. Only specimens that will improve the quality of collections or databases in terms of geographical, temporal and biological (eg reproductive status) representativeness will be collected. Duplication will only extend to the minimum number of specimens required for representation of variation or specific research requirements, specimen exchange and educational purposes.
- give priority to obtaining specimens of taxa which are under-represented (including geographically) in the collections.
- acquire specimens through purpose-driven fieldwork by staff, donation by members of the public or other organisations, or purchase.
- ensure that authors deposit Western Australian type specimens in the Western Australian Museum and forward two copies of relevant publications to the Museum Librarian.

- only acquire and/or import/export specimens in compliance with applicable national and international licence/permit requirements.
- collect fauna in compliance with permit conditions specified by an approved Animal Experimentation Ethics Committee.
- take into account costs, both immediate and ongoing, when adding to collections, as well as constraints such as quality and quantity of storage facilities.
- collect and prepare and preserve specimens so that their potential future research use is maximized.
- collect frozen soft tissues and tissues stored in ethanol to accommodate requirements of modern biochemical and genetic research techniques. The costs of storing frozen tissue are significant and these collections will not aim to be representative of the fauna and duplicate the general collections, but will be made selectively, targeted at resolving known taxonomic problems.

The tissue collections will be databased and related, where possible, to registered specimens in the collection. General principles covering destructive research are provided in the WAM's Collections Policy (see 5.9). In addition to these, the following specific policies will be applied:

All tissues will only be made available for research as formal specimen loans, conditional on homogenates and residues being returned; an undertaking not to pass tissue on to a third party; payment of a fee to recover costs of acquisition and storage (may be waived in the case of collaborative research); appropriate acknowledgement of the Museum in publications; access to research results; and acceptance of legal liability for potential dangers posed by viral and other possible pathogenic contamination.

- ensure that all collections are accessible to the community within limitations set by maintaining their security, exercising control of the data base and availability of staff
- make loans of specimens to the heads of relevant research institutions. Loans will normally be made only to museums. Decisions on whether to lend specimens will take into account their significance and vulnerability to damage
- conduct research principally in systematics*, an important facet of which is provision of scientific names - a fundamental requirement for legislation, conservation and other fields of research
- encourage and solicit research on the collections by workers from interstate and overseas, particularly in those groups where the Museum does not have specialist staff
- publish results of research in reputable refereed journals

- disseminate authoritative information derived by research through all available media and in forms that cater for the needs of the community at all levels.
- maximize commercial returns that may be derived from consultancy services, collections databases and of image and artworks collections (provided in accordance with the Museum's collections and intellectual property policies).
- dispose of a specimen only where the Museum will benefit by its disposal or where the object was donated by a person without title to it.
- offer any object that is to be disposed of to another State Museum or appropriate organisation. Only as a last resort will it be destroyed.

*Systematic zoology is the comparative study of living and fossil species and includes taxonomy, the science of classifying organisms. It encompasses discovering and describing biological diversity and past and present distributions, applying an unequivocal system of scientific nomenclature, elucidating evolutionary relationships between taxa and constructing hierarchical classifications that reflect these relationships.

2. SPECIFIC STRATEGIC POLICIES ON COLLECTIONS AND RESEARCH

2.1 The Aquatic Zoology Department

The Department will:

- encompass all the major groups of aquatic animals, including fishes, echinoderms, molluscs, crustaceans, worms, sponges, ascidians, bryozoans, brachiopods and cnidarians.* (Groups not covered will be protozoa, because of the substantially different approach required for their collection and preservation and micromolluscs which are an area of speciality of the Australian Museum, Sydney).
- Concentrate effort within the above groups on the following:
 - (i) tropical reef fishes of W.A. and adjacent tropical areas, because of the richness of coral reefs in W.A. and public and scientific interest in them
 - (ii) temperate reef fishes of W.A. and adjacent temperate areas, because of public and scientific interest in them
 - (iii) Western Australian and New Guinea freshwater fishes, because of their close taxonomic affinities. The W.A. fauna also is of particular conservation concern because of the degradation of freshwater habitat
 - (iv) sponges of W.A. and adjacent tropical and temperate areas because of the current inadequacy of knowledge about their taxonomy, their economic importance due to their biomedical potential, and their ecological significance in marine communities.

- (v) decapod crustaceans, particularly ocypodid crabs of W.A. and adjacent areas because of their key role in mangrove ecology, particularly as indicators of degradation of the mangrove habitat
 - (vi) Australian barnacles (Cirripedia), because they are of economic significance as fouling organisms on ships and marine structures and are widely distributed around the continent
 - (vii) marine molluscs of W.A. and adjacent tropical area, particularly bubble shells and sea slugs (Opisthobranchiata), because of public interest and lack of systematic knowledge
 - (viii) land snails (currently included in this Sub-Programme), because they provide information on past climatic conditions and evolutionary mechanisms
 - (ix) all Western Australian groups for which commercial fisheries exist or may potentially exist (eg oysters, prawns etc)
 - (x) benthic marine invertebrates that are poorly known in the State eg. bryozoans, brachiopods, or in areas where they have not been well collected eg. sponges, ascidians, cnidarians and echinoderms.
 - (xi) Introduced marine organisms
- database the collections where cost effective
 - respond to the public need for popular publications on topics of particular interest or concern, eg identification guides for fishes, potentially dangerous marine animals and animals of tropical reefs. eg fauna associated with coral, animal gardens, and temperate habitats eg seagrass fauna, kelp fauna and temperate reef fauna. Will also increase knowledge of the biodiversity of the State and threats and impacts.

*Currently marine mammals are included within the Terrestrial Vertebrates Sub-Programme.

2.2 The Terrestrial Invertebrate Department

The Department will:

- Encompass all the major groups of terrestrial invertebrate animals of taxonomic, ecological or economic interest and hence of importance to the community, namely insects, arachnids and other arthropods.
- Concentrate effort within the above groups on the following:

- (i) native bees (Stenotritidae and Colletidae) and pollen wasps (Masarinae), because they include important specific pollinators of native plants and species which may have potential as pollinators of crops
 - (ii) scorpions and centipedes of Australia, because of inadequate taxonomic knowledge, their ecological importance and public concern that some are potentially dangerous
 - (iii) ecology and biogeography of selected invertebrate groups.....
 - (iv) ecology of invertebrates of remnant bushlands in the Perth metropolitan area, because of inadequacy of knowledge and their pivotal role in ecosystems
 - (v) stygofauna and troglifauna of subterranean habitats, because their taxonomy is inadequately known and they provide information on relictual Tethyan taxa.
- database the collections where cost effective
 - respond to the public need for popular publications on topics of particular public interest or concern, eg identification of potentially dangerous animals such as spiders and scorpions or economically important species such as native bees and pollen wasps.
 - increase as resources become available the rate of development of collections of insects and araneomorph spiders, because the taxonomy of both groups is seriously inadequate and they are of major ecological and economic significance.

2.3 The Department of Terrestrial Vertebrates

The Department will:

- encompass all the major groups of terrestrial vertebrate animals of taxonomic, ecological or economic interest and hence of importance to the community, namely mammals (including marine mammals), birds, reptiles (including marine reptiles) and amphibians.
- concentrate its collections and research effort on the following:
 - (i) bats (Chiroptera) of Australia, New Guinea and the Oriental Region, because they have close natural affinities, their taxonomy is inadequately known and they provide information on the origins and affinities of the W.A. fauna
 - (ii) rodents of Australia, New Guinea and S.E. Asia for reasons as in (i) above. (Approximately one third of the native mammal fauna are rodents)

- (iii) all other native mammals of W.A, because their taxonomy is inadequately known, they provide information on the origins and affinities of the W.A. fauna, and because of public interest and concern for their conservation
 - (iv) taxonomy and biology of whales and dolphins (Cetacea) of W.A. and adjacent seas. Because of the 12500 km coastline the Museum is well placed for this work
 - (v) taxonomy of Australian snakes, lizards, and legless lizards (Pygopodidae). W.A. has a particularly rich fauna and scientifically important reptile fauna because of its size and aridity. There is particular public concern about potentially dangerous snakes
 - (vi) taxonomy of mangrove birds and seabirds of W.A. and adjacent regions. W.A. mangroves are extensive and ecologically fragile and a rich avian fauna is restricted to them. W.A. has a particularly rich seabird fauna and important breeding sites
 - (vii) dissemination of information on the birds of WA and Indonesia, particularly through publication of handbooks, because of public and scientific interest
 - (viii) ecology and biogeography of Australian reptiles for reasons as in (v) above
 - (ix) ecology of native vertebrates of remnant bushlands in the Perth metropolitan area. Their persistence is in jeopardy and is a matter of community concern
- implement databasing of the bird collection and associated Storr data sheets.
 - respond to the need for popular publications on topics of particular public interest or concern, eg identification of potentially dangerous animals such as snakes, or conspicuous ones such as birds, and information on endangered species and their habitats.

2.4 The Department of Earth and Planetary Sciences

The Department will:

- encompass all fossils (including plants)*, minerals, meteorites and rocks . It will also incorporate sub-fossil remains of recently extinct fauna. Not covered will be microfossils such as pollen spores, and foraminifera which require special preparation and storage techniques and are currently the responsibility of the W.A. Geological Survey and the Department of Geology, University of Western Australia. However, other microfossils, such as microvertebrates and Early Cambrian small shelly fossils will be covered.
- concentrate its collections and research effort on the following:

- (i) Mesozoic and Cenozoic echinoids (sea urchins), because of their scientific interest, application in dating rock strata and the insight they provide on evolutionary theory and the origins of the modern fauna and palaeoceanography
- (ii) Mesozoic ammonites (extinct squid-like molluscs), for reasons as in (i) above
- (iii) Palaeozoic, Mesozoic, and Cenozoic brachiopods (largely extinct marine organisms superficially resembling bivalve molluscs), for reasons as in (i) above
- (iv) Palaeozoic crinoids (echinoderms) and arthropods (including trace fossils), for reasons as in (i) above
- (v) Palaeozoic, Mesozoic and Cenozoic molluscs, for reasons as in (i) above and because they provide information on past climatic and environmental conditions, particularly of the Swan Coastal Plain
- (vi) Cenozoic plants, because these rare fossils will be required for future research on the origins of the W.A. flora and current sites are not secure
- (vii) Devonian fishes, because the best examples in the world occur in the Kimberley. They are important for developing evolutionary theory of early vertebrates
- (viii) Triassic, Jurassic and Cretaceous vertebrates because of scientific and public interest and relevance to evolutionary and palaeogeographic theories of Mesozoic vertebrates

* Modern plants are the responsibility of the W.A. Herbarium.

- (ix) Pleistocene and Holocene mammals of W.A., because they provide information on the origins and former distributions of the present fauna and distributions of recently extinct species
- (x) Minerals of W.A., because of public and scientific interest and the significance of mineral exploitation in the State's economy. Examples of mineral species occurring in W.A. will be acquired from elsewhere in Australia or the world if display quality specimens are not available locally
- (xi) Meteorites (as required under the Museum Amendment Act, 1973) because the Nullarbor Plain is one of the most productive areas for them in the world. Because of their extra-terrestrial origin meteorites are not geographically classified and are therefore regarded as an international research resource. W.A. material will be made available for approved research, where possible by exchange

(xii) West Australian tektites (Australites) incidental to collecting meteorites, because the Nullarbor Plain is one of the most productive areas in the world for these objects of public and scientific interest

(xiii) The ages of impact-formed craters in W.A.

- database the collections where cost effective
- register all fossil, meteorite, tektite and mineral specimens
- develop collections of Precambrian stromatolites and Palaeozoic fossils as resources become available, because they are extremely well represented in W.A. as compared with elsewhere and are of scientific importance

APPENDIX II

HISTORY DEPARTMENT COLLECTION POLICY

1. RATIONALE

1.1 General Statement

The history of Western Australia is fundamentally diverse. The History Department is committed to the collection of material that represents the multiplicity of social and cultural experiences of that history.

The history collections of the Western Australian Museum will represent variations of

- ethnicity
- gender
- class
- race
- age
- disability
- other social or cultural variations, including those represented by political and economic status
- environment

The History Department recognises the importance and significance of material being retained within the communities to whom it belongs, and to this end will actively encourage and assist the development of collections and the preservation of material culture by the communities themselves. The History Department acknowledges the significance procedures as outlined in the Heritage Collections Council *Guide to Assessing the Significance of Cultural Heritage Objects and Collections*. (Heritage Collections Council, 2001)

1.2 Collection Aims

- 1.2.1 To preserve and record the diverse cultural heritage of Western Australia.
- 1.2.2 To represent the full range of social and cultural experiences in Western Australian life.
- 1.2.3 To represent the broad environmental, geographic, economic and political range of those experiences, in both individual and group contexts.
- 1.2.4 To document social, cultural and environmental change as experienced or resisted by diverse communities and the impacts of that change.

- 1.2.5 To reflect contemporary issues in the diverse communities of Western Australia.
- 1.2.6 To promote the active involvement of ethnic, migrant and minority communities in the work of the History Department.
- 1.2.7 To redress the imbalance of the Museum's history collection which currently emphasises Anglo heritage.
- 1.2.8 To redress the lack of social and cultural context of objects in the history collection.
- 1.2.9 To build a public culture which reflects the cultural diversity of Australian society.

2. COLLECTION STRATEGY

2.1 Determinants for Acquisition

Criteria for acquisition should include an assessment of:

- 2.1.1 The extent to which an object fits into identified collection priorities.
- 2.1.2 Significance evaluation
An assessment of significance should follow the primary criteria as outlined in the Heritage Collections Council *Guide to Assessing the Significance of Cultural Heritage Objects and Collections*. These are:
 - Historic
 - Aesthetic
 - Scientific, research or technical; and
 - Social or spiritual.
- 2.1.3 Degree of significance
The comparative criteria as outlined in the Heritage Collections Council *Guide to Assessing the Significance of Cultural Heritage Objects and Collections* should be used. These modifiers of the main criteria are:
 - Provenance
 - Representativeness
 - Rarity
 - Condition, completeness or inactness and integrity; and
 - Interpretive potential.
- 2.1.4 Objects shall not be duplicated, unless necessary for display purposes or for purposes of preservation where the material of the object is vulnerable. In these cases, only two examples of an object would usually be accessioned.
- 2.1.5 Objects which cannot reasonably be stabilised, conserved, stored, displayed or researched should not be accepted.

2.1.6 An object must be legally owned by the donor or seller, or that person or body should have legal title to the object. The object should be donated with no encumbrances whatsoever.

2.1.7 The Western Australian Museum should not compete with other collecting institutions for objects.

2.2 Acquisition Procedure

Every acquisition should be approved by an Acquisitions Committee comprising the Registrar, curators in the History Department and co-opted members as required.

Underpinning these procedures an active process of community consultation should be in place. Community consultation and involvement of members of relevant communities should be encouraged at all stages.

In cases where the regular Acquisitions Committee cannot determine if an object should be accessioned, or if reasonable concern exists regarding the political or other implications of the acquisition of an object, the case should be referred to one or more of the following:

1. The Director, Science and Culture
2. Representative authorities of the community concerned
3. The Social and Cultural History Board of the Museum

Since the collection of an object by the Museum implies that the object will be removed from its original or current context, it is recognised that in many instances it may be more appropriate for the object to remain within that context. The desire of a community to maintain its own objects or collections should be respected in all instances.

2.3 Collection Facilitation

The collection of objects will be facilitated through active involvement with relevant organisations and individuals. It is recognised that

- passive collection will not redress the Museum's current collection biases
- involvement will require a long-term commitment to community consultation

2.4 Collection of Associated Material/Information

The collection of an object implies a responsibility to acquire information associated with that object, including place, date and method of use, and preferably a detailed account of social and/or cultural context, both physical and non-physical.

Photographs, video and oral accounts should be collected in association with the object wherever possible.

2.5 Accessioning of Objects

In addition to normal accessioning procedures observed by the History Department, particular attention should be paid to the documentation of any restrictions of access, display or other use placed on the object by the donor or seller.

3. RESEARCH/INTERPRETATION

3.1 Research Strategies

The History Department recognises the commitment to research required in the process of representing and recording cultural diversity. Its research strategies will therefore include:

3.1.1 Consultation with communities, including public and individual meetings, discussion groups and other means of developing mutually productive and trusting working relationships.

3.1.2 The documentation of immovable heritage or the facilitation of that documentation as appropriate (eg photo documentation).

3.1.3 The facilitation of research projects targeting specific groups, using individuals drawn from those groups where appropriate.

3.1.4 The utilisation of a broad range of resources including libraries, archives, video, oral recordings, photographs and other collections of material culture.

3.1.5 The establishment of co-operative relationships with tertiary and other institutions undertaking research in the fields of ethnology, archaeology, anthropology, sociology, psychology, environmental history and science, history and related fields.

3.1.6 The inclusion of diverse views of the past and diverse ways of interpreting the past.

3.2 Analytical Context

The History Department recognises the analytical complexities of interpretation and broader considerations of cultural diversity. It will maintain links with, and contribute to the development of intellectual trends in this area.

4. ACCESS

4.1 Accessibility

- 4.1.1 Display labels and related information will be presented, where possible, in either more than one language or in conjunction with multilingual guide books or pamphlets.
- 4.1.2 Multilingual translators and/or interpreters will be made available as required. Where possible they will be drawn from, or provided by, the communities represented in the History Department's displays.
- 4.1.3 Education and outreach programmes will be aimed towards improving access to the History Department and its displays by and for specific groups.
- 4.1.4 The History Department will publicise its activities as widely as possible, including relevant media advertising and direct contact with members of relevant groups.

4.2 General Access to Objects/Information

- 4.2.1 It is recognised that objects pertaining to particular communities should be readily accessible by those communities. [Access in this instance implies the ability, with adequate notice, to see objects]. Access does not imply that standard museum practice, including conservation principles, can be overlooked.

4.3 Access for Research Purposes

- 4.3.1 Objects, associated documentation and the database of object information should be available to any member of the public who is undertaking research, subject to restrictions relating to confidentiality (such as the donor's address, or the purchase price) and the resource capabilities of the Museum.
- 4.3.2 When undertaking research, a member of the public, student or researcher, will at all times be supervised by a staff member of the History Department.
- 4.3.3 Results of research undertaken should be made available to the Museum and the History Department reserves the right to confirm the accuracy of data based on its collections.
- 4.3.4 The History Department will make public any research or research findings it has compiled (unless restrictions are applied by the subject/s of that research).

5. EXHIBITION

- 5.1 The History Department undertakes to represent the cultural diversity of Western Australia in its exhibition programmes, and to represent communities with impartiality.
- 5.2 In order to promote appreciation of the material heritage of the diverse cultures of Western Australia, privately-owned objects will be borrowed where possible for exhibition.

- 5.3 Where appropriate the History Department will consult with relevant individuals or communities to be represented in an exhibition, and continue that consultation during the development and installation of that exhibition.
- 5.4 The History Department will actively encourage the mounting of displays by diverse community groups in Western Australia through the provision of a community access gallery at both the Perth site and at the Fremantle History Museum.
- 5.5 Where possible, the History Department will provide advice to community groups seeking to mount their own social/cultural history displays.

6. DISPOSAL

- 6.1 Deaccessioning procedures currently observed by the Museum should be observed. However, particular weight should be afforded to requests from individuals or organisations that wish to acquire ownership of an object which pertains to their own cultural and/or social heritage.
- 6.2 In instances where it is deemed appropriate to deaccession an object, deaccessioning should not proceed without consultation with the donor of that object. The community associated with that object may also be consulted.
- 6.3 Deaccessioned objects, in line with current History Department practice, should first be offered back to the original donor.

7. OTHER OBJECTIVES

- 7.1 The History Department recognises the importance and significance of material being retained within the communities to whom it belongs and to this end will actively encourage and assist the development of collections and the preservation of material culture by the communities themselves.
- 7.2 Since the History Department cannot practically develop or manage large object collections or research projects relating to the State's cultural diversity, it will establish links with similar institutions or individuals - local, rural as well as interstate. Co-operative programmes will be sought with the latter.
- 7.3 As part of the continuing documentation of the State's diverse cultural, social and environmental heritage, the History Department will document immovable objects and structures, including buildings exteriors and interiors. It will also give due consideration to intangible elements of that heritage.

APPENDIX IIa

MOTOR VEHICLE COLLECTION

September 2001

The following policy should be viewed as an adjunct to departmental, divisional and institutional policies as a whole. It recognises, however, that motor vehicles have peculiar requirements, raise issues that represent the fundamental dilemmas of museum practice and are an area of particular public sensitivity.

1. ACQUISITION

1.1 Provenance

All motor vehicles should have a clear Western Australian provenance. They must have been used actively in Western Australia (excluding active use as part of a vehicle collection) for a period of no less than one year. Specific information about the nature of use- who used, why and when- must be available. This information should be detailed rather than superficial, preferably including thorough social context.

1.2 Significance

Significance implies either representativeness or uniqueness. Material considered for its representative significance should not reflect material held in other public collections in Australia unless having an over-riding provenance.

[Representative should be taken to refer to pervading or typical social, technological or aesthetic history.]

Material considered for its unique significance should relate to outstanding events or individuals in Western Australian history. It should reflect one or more of the following: economics, politics, technology, public and private experience, culture and aesthetics.

1.3 Requirements for preservation, research and display

Objects which require minimal intervention to effect preservation, research and display will be favoured. This may be over-ridden in cases of strong provenance or significance. The requirements are to be subject to the guidelines of the Motor Vehicle Collections Management Strategy- for example, restoration or re-assembly will not be considered a requirement for preservation, research or display.

1.4 Authenticity and completeness

Objects which are materially authentic and complete will be favoured. This implies not only that original parts and other material aspects such as paint work, mechanical parts upholstery should not have been replaced or restored- it also implies that active "normal" use, maintenance and modifications (made whilst in active use) should be considered integral to the authenticity and completeness of an object (following the guidelines of the Burra Charter). However, where that object has been removed from active "normal" use (for example, by being modified or restored IN ANY WAY by a car collector) it will not be considered favourably.

1.5 Current and future usefulness

The current and future usefulness of an object must be considered prior to acquisition. "Usefulness" relates to both research and display; the preservation of the object is implicit. It should not be assumed that aesthetic characteristics will influence the decision to acquire an object. Thematic context, and any of the preceding acquisition criteria, may be considered. Unusually heavy or unwieldy objects may be looked upon with disfavour given current access and load-bearing problems associated with internal Museum display spaces. This may, however, be addressed by the provision of off-site display facilities. Research usefulness may be judged partly on the basis of provenance, significance and material authenticity and completeness.

1.6 Cost of acquisition

Cost of acquisition must be a strong consideration in the acquisition of a motor vehicle. This is particularly relevant where the vehicle has been owned by the current owner for less than 5 years, where the vehicle has been removed from active "normal" use (particularly by being placed in a public or private collection) and/or there is reason to suspect that the current owner has acquired the vehicle for the purpose of profit. Any purchase of a motor vehicle will require two independent written valuations and a thorough survey of holdings in other private and public collections in Australia. It is not adequate to rely on hearsay in this matter. The possibility of purchase should depend on the strength of both provenance AND significance. The cost of maintenance must also be considered.

1.7 Cost of maintenance

The cost of maintenance of an object should strongly influence the decision to acquire it. Determination of cost of maintenance will depend in part on the decision to classify the vehicle as active, semi-active or non-active (refer Motor Vehicle Collections Management Strategy). The level of intervention required to stabilise an object, and the specific storage conditions required, should be considered. At present, it is recommended that low-maintenance, semi-active or non-active vehicles be favoured, and that appropriate storage facilities be identified with the advice of the Materials Conservation Department before acquisition.

2. DISPOSAL

2.1 Flexibility of attitude towards de-assessment should be maintained in instances where the objects do not fit into preceding acquisition guidelines.

The process of acquisition and disposal applied to motor vehicles should reflect overall departmental policy, most notably the necessity of Western Australian provenance.

APPENDIX IIb

MOTOR VEHICLE COLLECTION MANAGEMENT

GENERAL STATEMENT

Motor vehicles are not to be considered in any way different from other objects in the History Department collection in terms of curatorial practice. Object movement sheets curatorial permission for conservation and use, and other collections management procedures are to occur according to general History Department practice.

1. CONSERVATION / PRESERVATION

- 1.1 In the preservation and conservation of motor vehicles, the guidelines of the Burra Charter should be respected as far as possible, in particular where the preservation all historic layers is concerned. To quote Graham Clegg of the Powerhouse Museum:

"An object's manufacturing history is told in its materials and construction methods. Its working story and history are contained in its degraded surfaces, its wear patterns, its modifications and repairs, and each are as much a document as are words on paper...if in conservation or preservation we remove this evidence of use, and introduce modern materials or repair techniques, the object's value for research can be diminished at each step..."

- 1.2 No conservation work should be undertaken on motor vehicles unless considered by the head of both Materials Conservation and the History Department to be of utmost necessity in the stabilisation and maintenance of the material fabric of the vehicle.
- 1.3 Conservation work on a motor vehicle should only proceed after a thorough examination and programme of research to establish former work undertaken on the vehicle since its manufacture. All findings should be recorded in writing, and every subsequent element of work or alteration to the vehicle should also be recorded in writing.
- 1.4 All work on vehicles should only be undertaken after a written proposal covering the scope of works has been presented to, and accepted by, both the History Department and Materials Conservation. All work should proceed according to a pre-agreed schedule, and monthly written progress reports should be issued to the History and Materials Conservation Departments.
- 1.5 Conservation work on motor vehicles should not include the application of materials alien to the original or current fabric unless absolutely imperative. Paint work is a particular case in point. Furthermore, all work undertaken should be based on the most sound historical research and professional advice concerning the specific model under consideration.
- 1.6 A distinction should be recognised between the maintenance of the mechanical aspects of a motor vehicle and the restoration of its external fabric. Restoration of a

car's body and interior to showroom condition should not be considered a natural extension of conservation of mechanical function.

- 1.7 Motor vehicles acquired in non-working order should not automatically be restored to working condition. Each case should be considered on its own merit, based on consideration of specific provenance, relevance to broader historical events or trends, rarity, condition, and so forth. Any decision should involve a joint agreement with the History Department and Materials Conservation. A full costing, including staff time, should form a vital part of consideration of restoration or conservation work on a vehicle.
- 1.8 General maintenance of vehicles should occur according to an agreed programme. For vehicles being exercised, this could include lubrication and changing vulnerable parts such as seals where appropriate.
- 1.9 Motor vehicles are to be stored in an environment that facilitates their preservation and accessibility. Specifically, motor vehicles are to be stored within a closed environment at all times. Environmental conditions are to be monitored and environmental fluctuations minimised.

2. EXERCISE/ACTIVE USE OF MOTOR VEHICLES

- 2.1 It is recognised that running of motor vehicles is not necessarily consistent with the aims and objectives of the Museum as a whole. Any maintenance of mechanical function should therefore proceed with the most thorough advice and acquiescence.
- 2.2 No motor vehicle should be used to convey members of the public or for any other public purpose except static display unless it has been specifically designated as suited to this purpose. It is recommended that several key vehicles representing a cross section of changing technology, be kept aside for this purpose, although the actual number will depend on given circumstances. The number and vehicles chosen should be ratified by the History and Materials Conservation Departments jointly, with the express permission of the Museum Director. These vehicles are to be termed "active vehicles", and are to be selected on the basis of ready availability and cost of parts (including replicas where absolutely necessary), good extant condition, durability and safety. Other vehicles in the collection should be classified "semi-active" (mechanical function maintained but normally not taken on the road or used to convey any person or object) or "non-active" (no mechanical functions maintained) following consultation with History Department staff and Materials Conservation.
- 2.3 Any motor vehicle should only be exercised or used to convey staff or members of the public with the express permission of the History and Materials Conservation Departments.
- 2.4 Active or semi-active motor vehicles should be exercised regularly according to a programme devised by the Head of Materials Conservation, in consultation with History Department staff.

2.5 Re-assessment of motor vehicles maintained in working order should occur on at least an annual basis, and more often depending on frequency of usage, to determine whether mechanical function should be maintained. This re-assessment should include a written report, and should be undertaken jointly by the History Department and Materials Conservation. A report should also follow an inspection after use.

3. DISPLAY/ACCESS

3.1 It is preferable for motor vehicles to be exhibited in an appropriate and realistic context than for them to be operated for public display.

3.2 An essential part of curation of motor vehicles is a comprehensive public education programme and an on-going relationship with interested members of the public. Advice should be available to the public on the principles and issues of motor vehicle conservation and restoration, possibly in the form of a publication.

4. RESEARCH

4.1 The motor vehicle collection should be the subject of research following guidelines applied to the History Department collections as a whole.

APPENDIX IIc

ARMS AND ARMOUR PROCEDURES

(August 2001)

1. Acquisition Procedures for Firearms

Under the terms of the Firearms Act 1973, Section 19, a licensed firearm should not be in the possession of, or handled by anyone but the licensee at any time. Material offered to the Museum, and accepted by the Acquisitions Committee, should be surrendered direct to the nearest police station or Fire Arms Branch and not to the Western Australian Museum. Transfer arrangements will need to be made between the Museum and the WA Police Department.

Curio Licence All firearms held by the Western Australian Museum (all sites) are registered on the Museum's Curio Licence. To add new firearms to the collection a written application - stating curio licence number, make, serial number, calibre and reason for acquisition - to add to the Curio Licence must be made to the nearest police station or the Firearms Branch of the Police Department. A licence fee (\$14.00) will be levied upon the application being approved. Applications to add to the Museum's Curio Licence can be made only by the Head of the History Department, or delegated History Staff Member.

2. Prohibited Firearms

The Firearms Amendment Regulations (No 4) 1991 provide for the licensing of prohibited firearms by the Western Australian Museum. The purpose of the amendments to the legislation was to permit the Museum to possess prohibited firearms for historical reasons only.

In accordance with the licence conditions specified for prohibited material, these firearms must be kept in the Museum's high security Francis Street store at all times.

These firearms cannot be placed on public display or moved from one Museum site to another.

These firearms must not be dismantled without the written approval of the Commissioner of Police. Any dismantling of firearms must be carried out by staff of the Ballistics Section of the Police Department.

3. Access to Arms Store

Access to the Arms Store is restricted to the Head of the History Department and History curators who have been authorised to access the Store by the Head of the History Department. Authority to access the Store needs to be obtained for each visit.

On occasions other Museum staff, such as the Manager of Property and Security and conservation staff, will need to access the Store. This must be authorised by the Head of the History Department.

For reasons of public safety and Museum security, no member of the public can be admitted to the Arms Store at any time with the rare exception of an authorised visitor who

is able to assist with identification of weapons. In that case such a visitor must be accompanied at all times by an authorised member of the History Department and approved by the Head of the History Department.

Each visit to the Arms Store must be logged in the book provided in the Store and must include names of all people entering the Store, the time of entry, time of departure and purpose of visit.

4. Conservation/Restoration of Firearms

Under the terms of the Firearms Act, a firearm should not be modified or repaired by anyone other than a licensed manufacturer and repairer. (Contact Ballistics Section of the Police Department for advice.) There is a severe penalty for not complying with this procedure. Note that standard guidelines for movement of items from secure storage apply to firearms undergoing repair.

Prohibited firearms must not be dismantled without written approval of the Commissioner of Police. Any dismantling of firearms must be carried out by staff of the Police Ballistics Department.

5. Inward/Outward Loans

Under the terms of the Firearms Act, a licensed firearm should not be in the possession of anyone but the licensee at any time. Firearms held on the Museum's Curio Licence cannot be lent to another museum, apart from Western Australian Museum sites, or organisation for any purpose.

Prohibited firearms must not be moved from the Francis Street store.

Exception. The Army Museum, under the terms of the Firearms Act, can borrow material for display on Commonwealth land. Written approval must be obtained from the Commissioner of Police. Transport of this material must be effected by military personnel.

6. Public Display of Firearms

Firearms and other weapons in the WA Museum collection can be displayed only on WA Museum premises and under strict security. Firearms cannot be placed on public display without the written approval of the Commissioner of Police, via the Firearms Branch.

Prohibited firearms must not be placed on public display (unless rendered innocuous by the Ballistics Section of the Police Department) or moved to any other site.

7. Transport of Firearms

Prohibited firearms must not be moved from the Francis Street Arms Store.

Should it be necessary to transport any other firearm from one WA Museum site to another, a fee-payable Temporary Permit must be obtained from the Firearms Branch of the Police Department.

APPENDIX III

ANTHROPOLOGY AND ARCHAEOLOGY

1. GENERAL STRATEGIC POLICIES ON COLLECTIONS AND RESEARCH

In Anthropology the Museum will:

- give priority to the cultural material representing traditional, historical and contemporary Aboriginal cultures
- actively involve staff in fieldwork to collect artefacts
- establish and maintain good rapport with Aboriginal communities and other communities whose cultural material is represented in the Museum, involving them in issues of representation of this material and of their cultures in general
- ensure that research and collecting also encompass other regions especially those already represented in collections, eg. SE Asia, the Pacific [including Papua New Guinea] and Africa
- ensure that archaeological collections are made accessible to researchers and relevant Aboriginal communities. Research results should also be made available to originating communities. Field collection and research should be informed by current best practice.
- collaborate with other Departments in interpreting and representing contemporary issues (e.g. multiculturalism, racism, environmental history) and cultural groups (eg. Greeks, Italians, sporting groups, youth, etc.)

2. SPECIFIC STRATEGIC POLICIES ON COLLECTIONS AND RESEARCH

The Trustees of the Western Australian Museum adopted the Museums Australia document "Previous Possession, New Obligations" as the policy document covering the broad range of activities relating to the management of Aboriginal collections. The Department also maintains more specific policies relating to the day to day management of its collections, including the foreign ethnographic and photography collections.

Acquisition of Cultural Material

1. The Director will designate those staff members with responsibilities for acquiring cultural materials.
2. All cultural materials acquired by the Western Australian Museum must be free of any encumbrance. The Western Australian Museum supports UNESCO conventions on the movement of such materials. Commonwealth and State legislation impose further limitations.
3. The highest priority for acquisition is Western Australian Aboriginal material. The Museum seeks to work with Aboriginal communities to ensure that the collection continues to be representative of Aboriginal people's experiences and reflecting

traditional, historical and contemporary lifestyles, and the dynamic and rich fabric of their material culture. This material may be acquired during fieldwork, through donation or purchased.

4. Western Australian archaeological material is also a high priority: this material is subject to the provisions of the *Aboriginal Heritage Act, 1972 -1980*, at least in so far as its collection can only be made with a permit issued under that legislation. In the past the Museum was the legal repository of all archaeological material collected after 1972. Currently, in accord with administrative guidelines from the Department of Indigenous Affairs, Aboriginal communities retain archaeological material.
5. The Museum also has an extensive foreign ethnology collection. This collection represents many indigenous groups from around the world, but particularly South East Asia, Africa, Papua New Guinea and Oceania. We continue to conduct research elucidating these collections and add complementary items where possible. This research and collection is particularly relevant to Society and Environment secondary school courses, as well as to Western Australians who have come from these countries. This category may be collected on fieldwork, donated or occasionally purchased.
6. The Museum would normally accept, but not actively seek, Aboriginal material from other Australian States. The Museum would, in some cases suggest that such material would be of greater use in another museum. We are talking here about donated material only.
7. The Museum may accept Aboriginal secret/sacred material to remove it from the commercial market. This category of material is the focus of current joint National/State repatriation programs.
8. The Museum also seeks to fulfil its wider cultural educational role by holding and displaying material relating to past societies such as Ancient Egypt, Greece and Rome. Such material may be purchased or accepted through donation (eg, the Egyptian collection – research and collecting is enhanced by the recently launched WAMCAES – WA Museum Centre for Ancient Egyptian Studies).

APPENDIX V

**PHOTOGRAPHIC CHARGES
27/1/2000**

The following charges are from negatives or transparencies already existing in the collection. A Photography Fee or Copy Charge may apply for items, which may not have been photographed already.

Generally internal requests are subsidised from the departments limited annual budget. For all external requests please use the External prices and Note that any reproduction fees shall be charged on top of the prices listed.

The maximum turn around time is anticipated at 20 working days but is usually much less. This time frame allows the grouping of similar request so as to make more efficient use of limited resources and efficient use of materials.

Photographic Services Price List

B&W Print(s)	Internal \$	Ext. \$	Slide Dupe	Internal \$	Ext. \$
10x15cm - 4x6"		5.00	35 mm.		5.00
13x18cm - 5x7"		7.50	min. charge		10.00
20x25cm - 8x10"		15.00			
21x29.7cm - A4		18.00	B&W Copy Neg		
30x40cm - 12x16"		30.00	120		10.00
40x50cm - 16x20"		40.00	min. charge		15.00
50x60cm - 20x24"		75.00	4x5"		20.00
sepia + 50%					
			Colour Copy		
Film Processing			35 mm.		5.00
35mm./120		15.00	min. charge		20.00
4x5"		10.00	mounting extra		.25 ea.
			120		
Film Proofing			min. charge		
35mm./120		25.00	4x5"		40.00
4x5"		15.00			
Photography					
per hour		80.00			
per day		395.00			
+ expenses					

Digital Imaging Price List

	1		2-5		5-10		7/1/2000 10+	
Scanning	Int. \$	Ext. \$	Int. \$	Ext. \$	Int. \$	Ext. \$	Int. \$	Ext. \$
Film Scanning								

35 mm. @ 2700dpi	10.00	8.00	6.00	5.00
120 @ 2000 dpi	30.00	25.00	20.00	20.00
4x5" @ 2000 dpi	60.00	40.00	40.00	40.00
8x10" @ 2000 dpi	80.00	70.00	60.00	60.00
Prints Scanned				
8x10" @ < 300 dpi	10.00	8.00	6.00	5.00
CD-ROM Writing				
640M b capaci ty	20.00			
Digital Prints				
up to A4 size	15.00			

Museum Reproduction Fees:

7/1/2000

Use

Periodicals, ¼ page	\$120	Multimedia	\$80		
Books, etc. ½ page	\$150	Film/Video	\$80		
Full page	\$180	Internet	< 3 months	3>6 months	6>12 months
Double Spread	\$300		One time only non-exclusive		
Front Cover	\$300	Non commercial	\$30	\$45	\$55
Back Cover	\$175	Commercial Advertising	\$80	\$120	\$150
Newspaper	\$100		\$200	\$250	\$300
Advertising	\$300				
Postcards	\$550				
Posters Permanent	\$320				
Temporary	\$250				
Display	\$200				
Calendar	\$150				
Diary Cover	\$350				

Inside

\$175