



St Kilda Historical Society

No. 158

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ABN: 25 188 646 275

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LETTER FROM THE PRESIDENT

Our March meeting '**Hunting & Gathering in Port Phillip**' was packed out as member Dr Beth Gott gave a brilliant slide presentation of the food, tool and medicinal plants used by Aboriginal people in Victoria.

Also on display was an Aboriginal grinding stone and axehead discovered in our Collection in the basement only two weeks earlier. It's amazing what's down there, folks. **Please, we need more volunteers** to assist in the catalogue team and get these items accessible to the public.

In the meantime, our indefatigable Treasurer **John Hulskamp**, is applying to Arts Victoria for computer equipment for **cataloguing** and **self-publishing**. Many thanks to **David Thompson** (Port Melbourne HS) for assisting us in this process.

There will not be a meeting at the Library, Sunday 13 April. Instead, we have organised **St Kilda Heritage Day** with four remarkable events, including the reunion of the Glen Huntley Descendants and a historic theatre night at the Palais (see notice).

One of our members, Peter Fogarty, has generously offered his manuscript **History of St Kilda Cinemas** for publishing on the web. We now have enough material to seriously consider publishing a **History Series on St Kilda**, including histories of **Significant Buildings, Churches, Cinemas, Hotels, A**

Children's History and St Kilda Timeline. This would necessitate further grants for printing, which we are currently seeking.

Membership fees are now under as the RHSV has announced a 40% rise in insurance fees per member. The Committee of Management is considering its options.

Congratulations to the members of the Society (Max, Pauline & Don) whose fascinating oral history comments were immortalised in white tile pavers set into the Elwood Canal in the **Margins, Markers and Memories** launch on 30 March 2003.

KOSHER CULTURE ON CARLISLE



Where: St Kilda Town Hall (lawns)

When: 5-6 April 2003

What: A new festival to celebrate dynamic coexistence, open cultural exchange & the gift of the traditional Jewish heritage to the wider community of Melbourne.

Details: Art displays (Carlisle St shop fronts), writing forums (St K Public Library), dance processions, cooking, story-telling, "culture café", "shloof tent", Klezmer concert, after party & more... **ALL WELCOME**

Inquiries: Sarah Mandie (9489 5354)

RHSV – Open Heritage, Behind Closed Doors

(8 March – 27 April). Selected private & National Trust properties open to the public. Refer www.natrust.com.au or phone 9656 9800 for more information.

Explore the amazing history of Point Ormond at St Kilda Heritage Day, Sunday 13 April (refer notice)...



Point Ormond (Red Bluff) St. Kilda 1881
Parsons, Elizabeth 1831-1897
La Trobe Picture Collection, State Library of Victoria



ST KILDA HISTORICAL SOCIETY - COLLECTION POLICY

Please note: the Collection Policy is included for your review & your comments will be gratefully received...

1. WHAT WILL BE COLLECTED

- a) **Theme & Geographic Region:** The Society is concerned with the social & cultural history within the area formerly known as the municipality of St Kilda, now incorporated within the City of Port Phillip. Collection items may be outside this area providing the material is relevant to the district.
- b) **Timeframe:** The time frame of the Society's interest dates from the beginning of human settlement in the district.
- c) **Items to be Collected:** Within these guidelines the Society will, consistent with its ability to effectively store, collect and preserve & from time to time display, documents, records, books, maps, plans, photographs, artifacts, items of ephemera & three dimensional objects.

2. ACCESS

The Society may, at the discretion of the Committee of Management and under conditions which it may impose, allow access to relevant items of its Collection to persons or institutions, including schools, who demonstrate a genuine interest in relevant research, or a desire for knowledge of the history of the former district of St Kilda.

3. ACQUISITION PROCEDURE

- a) **Methods of Collection:** The Society will acquire items for its permanent Collection by donation, bequest, purchase or transfer.
- b) **Conditional Donation:** The Society will accept conditional donations only if the Committee in its discretion, decides that the conditions proposed do not detrimentally affect the aims, or objectives or policies of the Society
- c) **Loans:** The Society will accept items on permanent and long term loan only provided that the Committee in its discretion agrees that the items loaned will significantly advance its aims and objectives.
- d) **Approval of Acquisitions:** No acquisitions may be accepted without the formal approval of the Committee of Management which will assess all potential acquisitions at their meetings according to the criteria outlined in this Policy.

The Committee may appoint an Acquisitions Committee to make recommendations to them for the purpose of assessment. Or the Committee may choose to seek reports and recommendations from the Society's archivist, Collection Team members or outside specialists as required. In the absence of an Acquisitions Committee, the Committee of Management is responsible for the described roles in this policy.

4. COLLECTION CRITERIA

- a) **Documentation:** Priority will be given to relevant items that have associated documentation & supporting material.
- b) **Condition:** The conditions of the items presented will be taken into account by the Acquisitions Committee, which will assess the restoration possibilities of badly damaged items.
- c) **Storage:** Items that cannot be safely & securely stored cannot be accepted by the Society.
- d) **Duplicates:** Items within the Society's Collection for which a duplicate copy is presented will not normally be replaced unless the duplicate presented is in a superior condition. In such a case the original items may be considered for de-accession. The Acquisitions Committee may approve the holding off duplicate items if in its discretion it considers the item justifies such an action, whether in certain case e.g. the condition of the item, or special local connection justifies retention & provided always that the two items can be safely & securely stored without jeopardising the capacity to store other relevant items in the Collection.
- e) **Legal Requirements:** In deciding whether to approve the acquisition of any item, the Committee will take into account the ability of the donor to legally sell or donate the item concerned in that he or she holds clear title.

5. CARING FOR THE COLLECTION

- a) All items presented for inclusion in the Collection will be tagged with the date &, wherever relevant, details relating to the owner.
- b) The owner will be issued with a receipt according to the name of the item & their name & address.

- c) The issuing of a receipt does not imply acceptance of the item into the Society's Collection.
- d) The Acquisition Committee will meet to decide whether to accept the item into the Collection. The decision will be documented.
- e) Refused items will be returned to the owner or otherwise disposed of, at the discretion of the Acquisitions Committee.
- f) Donors will complete & sign a Record of Gift form & return it to the Society. The donor will retain a copy of the Record of Gift Form.
- g) Items accepted into the Collection must be registered, numbered & catalogued.

6. STORAGE OF THE COLLECTION

- a) **Standards:** The Society aims to achieve the highest standard of care & storage, consistent with its financial capacity, professional knowledge & expertise.
- b) **Access:** Access to storage areas will be controlled through guidelines laid down by the Committee.

7. DE-ACCESSIONING & DISPOSAL PROCEDURES

a) De-accessioning Guidelines

An item will be de-accessioned from the Collection if:

- i) It does not comply with the current Collection Policy of the Society;
- ii) It is damaged beyond repair;
- iii) The conservation & storage costs of an item cannot, in the opinion of the Committee, be justified;
- iv) It is judged to be an inferior version of a duplicated item &, in the opinion of the Committee, the keeping of both items is not justified;
- v) A substantiated request for the return of the item to its original owner/donor is received. For example, the return of sacred material to indigenous people.

b) De-accession Procedures

- i) Any heritage items for de-accession will be assessed by the Acquisition Committee;
- ii) The items must be held for a period of six months in order to avoid any hasty or ill-judged decision being made in relation to its de-accession;
- iii) After the six months period has elapsed, the Committee will decide whether to de-access the item;
- iv) Any funds obtained from the sale of the item will be used to acquire other relevant items for the Collection.

c) Disposal procedure

De-accessed items will be disposed of in order of priority & in the following manner:

- i) Returned to the donor or family;
- ii) Transferred to another appropriate institution;

- iii) Sold by public auction when appropriate;
- iv) Used as an educative/interpretive tool;
- v) Destroyed or recycled as appropriate.

8. LOANS

The Society will lend or borrow material at the discretion of the Committee in order to fulfil its aims & objectives. Such loans will be recorded. The maximum period will be 12 months.

a) Inward Loans

- i) Inward loans will only be accepted for specific exhibitions or research & for fixed periods of time.
- ii) Inward loans will be recorded in an Inwards Loan Register.
- iii) A member of the Committee & a representative of the lending institution will sign an agreed Inwards Loan form. Each party will hold a copy of this Agreement. The form will record the conditions & period of the loan.
- iv) The items loaned will remain in the possession of the Society for the period of the loan, unless otherwise agreed between the two parties;
- v) The Society can request that any loan be renewed.
- vi) Documentation recording the renewed loan must be signed by representatives of the Society & the lending institution.

b) Outward Loans

- i) The Society will lend items to other kindred organizations. It will not lend items to private collections.
- ii) The borrower & a member of the Committee will sign two Outward Loan Agreement forms. Each party will hold a copy of the form. The form will record the condition & period of the loan.
- iii) The borrower will be required to exercise care in the handling, storage & display of the item loaned & will be required to meet the conditions outlined in the Outwards Loan Agreement.
- iv) The borrower will be required to provide a secure display &/or storage area.
- v) The maximum loan period will be 12 months. Any application for an extension of this period must be made before the loan expiry date. The Society, at its discretion, may grant a renewal of any Outward Loan.
- vi) Items on loan must not be treated, or in any way altered, without the written permission of the Society.
- vii) Items on loan will remain in the possession of the borrower until returned to the Society.

9. REVIEW OF COLLECTION POLICY

The Society will review its Collection Policy every three years.