

ACQUISITION AND DISPOSAL POLICY

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Policy number	POL-CR-001
Policy owner (ET member)	Director, Collections and Research
Contact for advice	Collection Information and Documentation Manager
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1.0 INTRODUCTION

1.1 Context

- 1.1.1 Founded in 1852, Tāmaki Paenga Hira Auckland War Memorial Museum (hereafter ‘the Museum’) is one of Aotearoa New Zealand’s oldest and most significant museums. Its role is to collect, preserve, and share the cultural and natural histories of Tāmaki Makaurau Auckland, Aotearoa New Zealand, the Pacific and the World, past, present, and future. The Museum’s holdings of some six million objects of cultural property, items of documentary heritage and scientific specimens are of both national and international importance.
- 1.1.2 The Auckland War Memorial Museum Act 1996 (the Act) transferred to the Auckland Museum Trust Board (‘the Trust’) responsibility for the trusteeship and guardianship of the Museum and its extensive collections. The Trust has delegated day-to-day responsibility to the Executive Team. The Director of Collections and Research is the director appointed to oversee the development and preservation of the collections.
- 1.1.3 The Act also empowers the Taumata-a-Iwi to review custodial policies and recommend to the board matters relating to the guardianship of all taonga Māori, including during the development of Museum development, policies and procedures.
- 1.1.4 The Collection Governance Committee, chaired by the Director of Collections and Research, is responsible for reviewing and discussing those acquisition or disposal proposals submitted and makes recommendation through the chair.

1.2 Purpose

1. This policy outlines the responsibilities of those acquiring and accessioning or deaccessioning and disposing of collection items for the museum, in the exercise of its heritage obligations under the Auckland War Memorial Museum Act 1996. It aims to ensure ethical practices, tikanga, and long-term preservation and care of the collections for future generations.
 - 1.2.1 The policy replaces Acquisition and Accession Policy 2008 and overrides the policy within the Operating Policy and Procedure Collection Deaccessioning and Disposal 2017.

1.3 Strategic Alignment

- 1.3.1 Acquiring and accessioning, as well as deaccessioning and disposing, of items are legitimate and core functions in developing a sustainable museum collection. The Museum's Collection Development Plan (CDP) is the strategic document underpinning these activities. The CDP is reviewed every 5 years and approved by the Collection Governance Committee chaired by the Director of Collections and Research. It outlines the history and background of the collection, the criteria for collecting and disposal activities and areas identified for future development. Supporting the CDP, annual collection plans identify priority targeted acquisitions for that year.
- 1.3.2 *He Korahi Māori: A Māori Dimension at Auckland Museum* enables the Museum 'to observe and action the spirit of partnership and goodwill envisaged by the Treaty of Waitangi'. It is expressed through guiding principles of tangata whenua, kaitiakitanga and manaakitanga. It is a central element to the Museum's work including the care of collections and partnerships with communities who have whakapapa and expert connections to taonga.
- 1.3.3 *Teu Le Vā* is a framework for the Museum to focus on approaches, activities, and ways of working within the Museum and between the Museum and Pacific communities and other Pacific stakeholder groups. The *Matafatafa Aho* Pacific Delivery Plan recognises the Museum's duty and dedication to its Pacific collections, which are the most diverse and significant in the country, ranking as a major world-class collection. This responsibility encompasses all aspects of the Museum, including the acquisition, curation, care and disposal of Pacific cultural material, as well as the facilitation of access to these items by Pacific communities and the active engagement of Pacific communities by the Museum.

1.4 Scope

This policy applies to all items considered for acquisition and/or acquired by the Museum for its collection.

1.4.1 Including:

- Items that are offered or acquired with the intention of accessioning into the museum's collection
- All accessioned collections
- Unsolicited donations to the collection

1.4.2 This policy excludes:

- monetary donations
- Items for which legal transfer of title is neither sought nor received, for example loans, those on deposit for conservation or storage services or for registration under the Protected Objects Act.
- Items acquired but not intended for accession, for example: education and handling collections, props and reproductions for display, or notes and material ancillary to an accessioned collection.
- Online Cenotaph, which is not accessioned under the object-based framework but is recognised as a distinct collection. Acquisition and Disposal for this collection is covered by the Online Cenotaph Operating Policy and Procedure, 2018.
- Unmodified human remains, which are managed through the Trust Board Governance Policy for Human Remains and the Kōiwi Tangata Human Remains Operational Guidelines.

1.5 Definitions

The following definitions relate to this policy.

<i>Accession</i>	the formal registering or recording of an item into the Museum's collection after it has been acquired. Registration consists of assigning a unique number and identifying description to an item. The number, description and 'accessioned' status are recorded in the Collection Management System (Vernon) and/or in a paper or electronic form.
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<i>Acquisition</i>	the process by which legal title of an item is transferred to the Museum. Once a collection item has gone through acquisition it is described as <i>acquired</i> . The term ‘ <i>acquire</i> ’ and the definition used here does not invalidate the principles of customary guardianship relating to taonga Māori.
<i>Collection development</i>	the process of selection, acquisition, accessioning, and where appropriate deaccession and disposal for the purposes of curating a collection.
<i>Collection item</i>	an item acquired and accessioned into the Museum’s collection through a formal process. It may exist in physical or digital form. This can be an object or article of material cultural property, or documentary heritage, or a scientific specimen.
<i>Deaccession</i>	the formal removal of an item from the Museum’s accessioned collection.
<i>Disposal</i>	the catch-all term for removing an acquired or deposited item from the Museum’s ownership and care. Disposal can be by return to donor or community, repatriation, gifting to approved institutions, destruction or, when appropriate, sale.
<i>Exchange</i>	the formal transfer or sharing of collection items between institutions or with donors.
<i>Field Collection</i>	a proactive method of acquiring collection items or data from a natural environment, archaeological site or community, creator or user.
<i>Official Gift</i>	an item presented to the Museum or representative of the Museum by an individual or group representing a group, institution or country at a formal and/or public occasion. OR that the museum may be obliged to accept due to the status of the individual, group or institution that presented it and/or due to the occasion at which it is presented.
<i>Pacific Cultural Material</i>	an item housed in or under control of the Museum that has whakapapa, or is connected, associated with or comes from a Pacific nation or community.
<i>Repatriation</i>	the returning of taonga or other objects of Māori cultural heritage to descendants, iwi, hapū, whānau or another

Māori organisation that has whakapapa (genealogical) or other cultural connections to the taonga

OR

the return of items of cultural heritage, originating outside New Zealand, to the place, people or communities who have a genealogical or cultural connection to the object/s.

Return

the return of items to a donor, their trustees, or their descendants.

Taonga

an item housed in or under the care of the Museum that has whakapapa to tangata whenua and fulfils the criteria as defined in section 2 of the Guardianship of Taonga Governance Policy 2002.

Unsolicited donation

an object or article of material cultural property, or documentary heritage, or a scientific specimen deposited with the Museum without prior communication or approval. The deposit might be made in person, by post, or through abandonment.

Worker

any current employees (part and full time), contractors, secondees to the Museum, volunteers and those who hold an interest in the management and governance of the Museum.

2.0 POLICY

The Museum will acquire and dispose items to support the fulfilment of its function as outlined in the Auckland War Memorial Museum Act 1996 (s.11). The management of our collections is guided by a framework of legislation, regulations and ethical considerations.

2.1 Key Legislation

Applicable legislation includes:

- Treaty of Waitangi Act 1975 and individual Claims Settlement Acts
- UN Declaration on the Rights of Indigenous Peoples 2007
- Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (UNESCO, 1970)

- Protected Objects Act 1975 and Protected Objects Amendment Act 2006
- UNIDROIT Convention on Stolen or Illegally Exported Cultural Objects 1995
- Heritage New Zealand Pouhere Taonga Act 2014
- Convention on International Trade in Endangered Species of Wild Fauna and Flora (IUCN, 1973) and Trade in Endangered Species Act 1989
- Trade in Endangered Species Act 1989
- Wildlife Act 1953
- Marine Mammals Protection Act 1978
- Arms Legislation Act 2020 and Arms Amendment Regulations 2022
- Copyright Act 1994, and Copyright (New Technologies) Amendment Act 2008.
- Resale Right for Visual Artists Act 2023
- Fair Trading Act 1986

2.2 Key Ethical Guidelines

- The principles of Te Tiriti o Waitangi
- The National Repatriation Policy for Kōiwi Tangata and Associated Burial Taonga Within Aotearoa 2021
- Museums Aotearoa Code of Ethics 2013
- ICOM Code of Ethics 2017
- NZCCM Code of Ethics 2006
- LIANZA Code of Practice 2003

2.3 Acquisition Criteria

- 2.3.1 while acknowledging that acquisitions may be made as significant opportunities arise, the Museum’s collecting activities will align with the collecting criteria and priorities outlined in the Collection Development Plan.
- 2.3.2 before acquiring or accessioning, the Museum will consider its existing holdings, and whether other institutions may be better placed to care for, research or interpret them.
- 2.3.3 the Museum may acquire and accession collection items with a limited physical/tangible lifespan, provided that these items hold cultural, historic, or scientific significance. These items will be frequently reviewed and if they no longer align with 2.3.1 or 2.3.2 may be deaccessioned and / or disposed.

2.3.4 in keeping with the Museum’s role as a war memorial, service medals awarded to an individual whose name is inscribed on the walls of the Museum are automatically accepted if offered.

2.4 Acquisition Methods

2.4.1 collection items may be acquired by the Museum by deed of gift, purchase, bequest, exchange, field collection or through commission.

2.4.2 the Museum will only accept or acquire gifts when offered with full and undisputed transfer of legal title. The transfer of title must be recorded in writing, for example: a signed deed of gift, correspondence, or an entry within the Official Gift Register.

2.4.3 gifts offered with conditions, e.g. around display, access or duration of retention, might not be accepted, without the explicit approval of the Collection Governance Committee, or under terms deriving from 2.8 or 2.9.

2.4.4 items offered on *permanent loan* are no longer accepted.

2.4.5 it is acknowledged that the Museum may be obliged to accept official gifts due to the status of the individual, group or institution that presented it and/or due to the occasion at which it is presented. Official gifts will be accessioned for the collection only when the usual criteria are met.

2.4.6 the Museum is under no obligation to accept unsolicited bequests. Donors intending to bequeath items should seek the Museum’s agreement prior to naming the Museum as a beneficiary. All correspondence must be with the legal / official representative of the estate.

2.4.7 purchases may be made direct from an individual, artist or commercial vendor or through an intermediary such as an auction house. The purchase of items will be acknowledged in writing by or to the vendor.

2.4.8 items acquired through field collection will only be accepted where information sufficient for documentation, research and use is available.

2.4.9 prior to field collection commencing, all necessary permissions, including cultural permissions, will be obtained and all applicable legislation complied with. A cultural safety agreement/protocol may be required.

2.4.10 the Museum may engage with other museums or institutions to acquire, share, and exchange natural science specimens and data.

- 2.4.11 notwithstanding 2.4.10, the Museum no longer acquires objects or artifacts of cultural heritage material or documentary heritage through exchange with other museums or collectors.

2.5 Joint Ownership

- 2.5.1 the museum may acquire collection items jointly with another collecting institution or iwi. Any acquisition involving joint ownership, and the terms thereof, must be approved by the Collection Governance Committee.
- 2.5.2 all parties should agree to methods of preservation and conservation, storage conditions, display, insurance, outward loan, freight, packing, handling and other considerations for collection management and access.
- 2.5.3 if either party wishes to relinquish their ownership, first option for acquisition of the remainder of the title shall be given to the remaining institution(s) or iwi.

2.6 Unsolicited donations

- 2.6.1 the Museum is under no obligation to receive, acquire or accession unsolicited donations.
- 2.6.2 where an item is received by the Museum without sufficient information to enable the Museum to identify or contact the donor, the Museum may, following a period of not less than 10 days, determine whether the item will be acquired or disposed of by the Museum in accordance with this Policy.
- 2.6.3 unsolicited donations to be disposed of in accordance with clause 2.6.2 will be described on the Museum's website for a period of three months from the date the decision to dispose is made under clause 2.6.2. Should donors of unsolicited items wish for the return of their donation prior to disposal, they should contact the Museum and may be required to provide proof of ownership.

2.7 Funding

- 2.7.1 all purchases and any donations or bequests with costs associated with the acquisition are agreed by the Collection Governance Committee and approved and authorised according to the relevant delegated authority.
- 2.7.2 authority for authorising expenditure up to \$100,000 is delegated to the Director of Collections and Research; up to \$200,000 to the Director of Finance and

Enterprise and up to \$500,000 to the Chief Executive. Above \$500,000 the approval of the Trust Board is required in addition to the Chief Executive.

2.8 Kaitiakitanga and non-tangible protection of taonga Māori

- 2.8.1 the Museum recognises the importance of the customary rights inherent to the relevant iwi and hapū, over the taonga within the museum’s care.
- 2.8.2 recognition takes the form of a cultural understanding of what guardianship are for iwi and hapū. For example, whakapapa connection, provenance to whenua, customary protocols of viewing/handling, pūrakau (stories of significance) and sacredness of taonga.
- 2.8.3 kaitiakitanga agreements with whānau, iwi or hapū, may be enacted to uphold the mana and mauri of the taonga in the Museum’s care. These agreements will affirm and strengthen the roles of the descendants and guardians for the shared care and protection of the taonga.
- 2.8.4 the Museum recognises Māori tino rangatiratanga, mana motuhake over mātauranga, data and information relating to te ao Māori. This aligns with the Museum’s wider response to Wai262.

2.9 Pacific Cultural Material

- 2.9.1 the Museum acknowledges that the term ‘Pacific’ encompasses a vast and diverse group of nations, peoples, languages, and customs. While Pacific communities share a whakapapa connection, each has its own distinct cultures and histories that shape their deep understanding of and interaction with cultural material.
- 2.9.2 the Museum is committed to fostering reciprocal relationships with Pacific communities, both in the Pacific region and in Tāmaki Makaurau, when collecting cultural material. Reciprocity may include documenting and sharing known whakapapa, traditional knowledge, stories, and contemporary research, as well as respecting and adhering to access and handling protocols.
- 2.9.3 the Museum will ensure that its collecting practices do not contribute to further discontinuities or disassociation of Pacific communities from their cultural practices or histories.
- 2.9.4 the Museum will support the continuity of knowledge and cultural practices by actively engaging with Pacific communities in its collecting processes. It will also foster and enable access to collection items and associated information for

Pacific communities, both locally in Tāmaki Makaurau, across the Pacific region and internationally.

2.10 Ethical Collecting

- 2.10.1 ethical, cultural and legal considerations guide our acquisitions with respect to living persons and intellectual property, intangible heritage, oral histories, threatened or extinct species and animal welfare.
- 2.10.2 the Museum will use reasonable endeavours, having regard to the Key Legislation and Key Ethical Guidelines in clauses 2.1 and 2.2, to ensure that it does not knowingly or wilfully accept or acquire any collection item that was illegally obtained within New Zealand, or illegally exported from its country of origin into New Zealand.
 - 2.10.2.1 notwithstanding the above, the Museum may accept and acquire such collection items from New Zealand government departments and agencies when acquired by them in the course of their duties or at their request or approval.
- 2.10.3 the Museum does not acquire unmodified human remains.
- 2.10.4 before acquisition, the Museum will conduct due diligence and be satisfied that the donor has the legal and moral right to offer items for the collections.
- 2.10.5 the acquisition of collection items made of, or including in their composition, parts or derivatives of wild fauna or flora included in any appendix to the CITES Convention will be done only when in alignment with CITES regulations.
- 2.10.6 the Museum will not acquire items collected in ways that illegally harm cultural sites or the environment.

2.11 Responsible Collecting

The museum holds the collection in trust for the people of Auckland, New Zealand and the wider Pacific. It collects in ways to ensure responsible use of resources.

- 2.11.1 a collection item will not be acquired unless the Museum has the resources necessary to provide for its ongoing care and preservation. Oversight of this rests with the Collection Governance Committee.
- 2.11.2 items will not be purchased for the collection unless full funding has first been secured, and the purchase price represents responsible use of resources.

- 2.11.3 prior to bidding at auction, the Museum will make all reasonable efforts to consult with other relevant institutions and iwi groups to avoid competition.
- 2.11.4 to ensure responsible use of resources the Museum reserves the right to decline offers of whole collections or assemblages if the option of selection is refused by the donor.
- 2.11.5 the Museum will, as soon as practicable, formally accession and document any items accepted for acquisition to ensure ongoing accountability and protection for collection items.
- 2.11.6 the Museum will ensure it holds any necessary licences and meets any legislative requirements to hold any collection items before acquiring these items.

2.12 Accessioning

- 2.12.1 collection items will only be accessioned once clear legal title has been secured, with the exception stated in 2.12.2.
- 2.12.2 where an item has been in the Museum's care for a period of ten (10) years, and after making sufficient inquiries, the Museum is unable to secure clear legal title, the item may be accessioned into the collection, where the Museum is satisfied based on reasonable grounds that the donor's intention was for the item to become part of the Museum's collection.
- 2.12.3 items acquired by non-collecting departments in the museum for the purposes of exhibition, learning or other business activities may, should the requirements of 2.3 be satisfied, be accessioned into the collection.

2.13 Deaccessioning and Disposal

Deaccessioning and subsequent disposal of collection items is an essential part of developing a sustainable and effective collection. In doing this, the Museum follows a strict legal and ethical framework.

- 2.13.1 deaccession and disposal of a collection item, except in cases covered by 2.14.1, will only be undertaken if doing so enhances the overall quality or appropriateness of the collection. The criteria for deaccession and/or disposal and repatriation are detailed in the Collection Development Plan.
- 2.13.2 ultimate authority to approve deaccessions lies with the Trust Board. For items of low cultural or scientific significance or limited financial value, this authority has been delegated to the Director of Collections and Research and the relevant heads

of collecting departments. The Trust Board will be given details of deaccessions exercised under delegation, prior to any items being disposed.

- 2.13.3 donors or vendors retain no legal rights in collection items acquired by the Museum by deed of gift, purchase or bequest. This does not preclude the existence of other rights inherent to items of cultural heritage.
- 2.13.4 collection items whose trade, movement or destruction are governed by any applicable laws or agreements will only be disposed of in accordance with such laws or agreements.
- 2.13.5 the museum will retain information about disposed collection items, including their history while in the museum's care.
- 2.13.6 prior to agreeing to dispose of an item gifted or bequeathed to the Museum, the Trust Board, or a person acting under its delegated authority, must be satisfied that the Museum has made reasonable and appropriate efforts to trace the donor of the relevant item, their trustees or descendants for the purpose of consultation or communication regarding a proposed disposal of that item.
- 2.13.7 if no representative of the donor is found, the Museum will ensure, as far as is reasonably practicable, that the intent of the original donation when expressed or stated is followed in the disposal of the item. This may include disposal under the terms of 2.13.8.
- 2.13.8 once deaccessioned, collection items may be passed to other public museums, libraries, galleries or research institutions.
- 2.13.9 the museum will not, other than in exceptional circumstances, gift former collection items to individuals or non-publicly accessible collections.
- 2.13.10 deaccessioned collection items in a condition unworthy of conservation or so badly deteriorated as to be of limited value for research or display, may be destroyed.
- 2.13.11 other items may be destroyed if all avenues of disposal, including sale, have been considered and are unsuccessful.
 - 2.13.11.1 extensively published or copied items of Documentary Heritage may be immediately destroyed, once deaccessioned, if other examples are known to exist in public institutions.

2.14 Repatriation

- 2.14.1 the Museum undertakes repatriation of collection items domestically and internationally, when it is appropriate and ethical to do so, to redress historic collecting practices or when the mana of the item, community or Museum is enhanced by doing so.
- 2.14.2 the Museum will engage with source communities of objects, both in New Zealand and overseas, with the aim of building long-term relationships to support future repatriation requests.
- 2.14.3 where research has clearly determined an item of cultural material was taken illegally, or in other cases where repatriation is considered appropriate, the Museum will inform communities, or official representatives of relevant countries, relevant to the taonga or cultural material.
- 2.14.4 the Museum will respectfully consider all repatriation requests from whānau, hapū, iwi and representatives from overseas communities or countries
- 2.14.5 the Museum is also committed to shifting towards a more proactive approach to repatriation to redress historic collecting practices
- 2.14.6 information, data, images relevant to any item being repatriated will also be passed to the receiving descendant or community, along with any associated rights held by the museum.
- 2.14.7 in addition to Trust Board approval for deaccession and repatriation of taonga Māori, the Taumata ā-Iwi must also be satisfied that by repatriating the mana and tapu of taonga will not be compromised or further grievance enacted.

2.15 Sale

- 2.15.1 items with no significant cultural value, but with potential market value, may be disposed of by sale at auction or by tender. Any decision to sell must be endorsed by the Director of Collections and Research and approved by the Trust Board.
- 2.15.2 any sale of items may be an outcome, but not a motivation for deaccession.
- 2.15.3 the Museum will not dispose by sale, items of cultural or documentary heritage, or specimens, that whakapapa to Māori or Pacific communities.
- 2.15.4 no deaccessioned collection item will be sold before appropriate public institutions have been given the opportunity to acquire the item as a gift.

- 2.15.5 all funds realised from the sale of deaccessioned collection items will be used for the benefit of the Museum’s collection functions.

2.16 Conflicts of Interest

- 2.16.1 any acquisition, either by gift or purchase, from Auckland Museum workers, or their families is submitted to Collection Governance Committee for review.

- 2.16.2 clause 2.16.1 excludes items acquired through field collection.

- 2.16.3 all Auckland Museum workers will act in good faith when collecting in a personal capacity and adhere to the Museum’s Conflicts of Interest Policy. They will take all steps to avoid actions or situations that could reasonably appear to be a conflict of interest.

- 2.16.4 subject to 2.16.3, all Auckland Museum workers will register any potential conflict of interest with the Collection Governance Committee.

- 2.16.5 members of the Collection Governance Committee will declare any conflict of interest, activities or relationships that may influence their decision making and abstain from the decision-making process of relevant acquisitions

- 2.16.6 the museum will not dispose of deaccessioned items directly to Auckland Museum workers or their families.

- 2.16.6.1 Auckland Museum workers directly involved in the deaccession or disposal of items are not permitted, directly or via proxy, to purchase or bid at auction on deaccessioned items if sold by the museum.

2.17 Privacy

- 2.17.1 information about the donor, vendor or recipient of acquired or disposed collection items will be stored within the digital and/or paper-based collection management systems.

- 2.17.2 donors, vendors or other sources of acquired collection items may elect to remain publicly anonymous as the source or recipient of a collection item.

- 2.17.3 requests for information on accessioned and disposed collection items will be facilitated, within the boundaries of the Privacy Act 2020 and Local Government Official Information and Meetings Act 1987.

2.18 Rights and Usage

- 2.18.1 the Museum will, at or before acquisition, make all reasonable efforts to identify and, only when appropriate, obtain any remaining intellectual property or rights (including copyright) relating to any collection item to be acquired.
- 2.18.2 where intellectual property rights are not acquired at the time of acquisition the museum will seek appropriate licensing when required.
- 2.18.3 the Museum will make all reasonable efforts to identify and acknowledge traditional knowledge holders and any relevant cultural or religious expectations regarding use of cultural material. The Museum will respect and uphold these rights in accordance with relevant laws and ethical guidelines.
- 2.18.4 in considering cultural and intellectual rights within taonga Māori, the Museum recognises tino rangatiratanga, mana motuhake over mātauranga, data and information relating to te ao Māori. This aligns with the Museum's wider response to Wai262.
- 2.18.4 the Museum will facilitate public access to accessioned collection items, including making non-sensitive data available, through various means.
- 2.18.5 in line with 2.4.3, any unreasonable restriction on the future use of collection items may result in a donation offer being declined.
- 2.18.6 if a deaccessioned collection item is repatriated, returned or passed to another organisation, any known rights holders will be contacted and informed.

2.19 Transparency and accountability

- 2.19.1 the Museum will publish annually details of collections accessioned or deaccessioned during the previous financial year.
- 2.19.2 this policy will be published on the museum's website.

2.20 Compliance with Policy

- 2.20.1 failure by any worker to comply with relevant policies and procedures may result in disciplinary action in accordance with the Employee Responsibilities and Discipline Policies.

3.0 RESPONSIBILITIES

Trust Board

Auckland Museum Trust Board has the statutory responsibility for the collection, is the ultimate authority for approving of all acquisitions and disposals and for providing for the long-term storage and care of collections including conservation, insurance, security and physical and cultural safety.

Taumata-ā-Iwi

The Taumata-ā-Iwi is customarily accountable to all iwi for the guardianship (kaitiakitanga) of taonga Māori acquired by the Museum.

Director of Collections and Research

The Director has delegated power from the Trust Board to approve the acquisition and accession of collection items and authorise expenditure to do so when required. The Director is also responsible for setting the overall direction of Museum practice in terms of acquisition and disposal. They chair the Collection Governance Committee.

The Director has overall responsibility for this policy's implementation and adherence, as well as final approval on major revisions and updates.

Collection Governance Committee (CGC)

CGC reviews acquisition and disposal proposals submitted by curators, providing expert advice around potential issues of significance, storage, care or use of the proposed collection items. CGC makes recommendations to the Director of Collections and Research to acquire, or not, the proposed collection items.

Heads of Collection Departments

The Heads of Collection Department approves the submission of proposals to the Collection Governance Committee. Has responsibility for relevant curators. Authorise those acquisitions, which fall within their delegated authority under the Acquisition and Accession procedure.

The Heads of Collection Departments will ensure that their respective departments adhere to this policy and address failure to apply the policy with relevant staff.

Curators

The Curators are responsible for developing the relevant Collection Development Plan, sourcing or collecting potential collections, and/or disposing of items, in line with this plan and other annual collecting plans. When doing this they will adhere to this policy. The Curators, when required, will complete written proposals to the Collection Governance Committee.

Manager, Collection Departments/Senior Collection Manager

Managers, Collection Department and Senior Collection Managers shall, as part of the acquisition approval process, endorse the report of the Collection Manager. In doing so they will alert the Collection Governance Committee, in conjunction with curators, of any significant ethical or legislative considerations, or resource requirements from an acquisition.

Collection Managers

Collection Managers detail the required ongoing resourcing, storage and care needs for relevant items being proposed for acquisition to the Collection Governance Committee.

Conservators

Conservators compile a current condition report of items being proposed for acquisition to the Collection Governance Committee, along with recommendations on any long-term conservation requirements relating to storage, handling and display.