



Polmanarkivet Collections Policy



Polmanarkivet

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Collections Policy

Ratified by the Director on 31/08/2024

Cover

Unidentified painter / Unknown, *Carl Gustaf Pålman*, circa 1743
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Guiding Principles

ICOM Code of Ethics for Museums 2017

Section 2

Museums that maintain collections hold them in trust for the benefit of society and its development.

Principle: Museums have the duty to acquire, preserve and promote their collections as a contribution to safeguarding the natural, cultural and scientific heritage. Their collections are a significant public inheritance, have a special position in law and are protected by international legislation. Inherent in this public trust is the notion of stewardship that includes rightful ownership, permanence, documentation, accessibility and responsible disposal.

ICA Code of Ethics for Archives 1996

Section 3

Archivists should protect the authenticity of documents during archival processing, preservation and use.

Archivists should ensure that the archival value of records, including electronic or multimedia records is not impaired in the archival work of appraisal, arrangement and description, and of conservation and use. Any sampling should be carried out according to carefully established methods and criteria. Replacement of originals with other formats should be done in the light of the legal, intrinsic and information value of the records. Where restricted documents have been temporarily removed from a file, this fact should be made known to the user.

Polmanarkivet's Mission & Vision

Polmanarkivet aims to bring the histories of the Polman, Pålman and von Pohlmann family lines to light through stewardship, research and storytelling. We strive to collect and disseminate materials that have genealogical, historical or cultural significance, and ensure that our collections are appropriately stored, preserved, managed, and researched.

Acknowledgement

Polmanarkivet acknowledges the Taungurung (Daung Wurrung) people of the Kulin Nation as the original and sovereign caretakers and custodians of the land and waters on which we are located. We pay our deep respects to their Elders and all First Peoples past and present, and recognise the rich traditions of all Aboriginal and Torres Strait Islander peoples of Australia.

CONTENTS

Part 1. Introduction

- 1.1 Purpose, vision and mission
- 1.2 Collection overview
- 1.3 Purpose of the Collections Policy

Part 2. Acquisition

- 2.1 Acquisition objectives
- 2.2 Core collecting areas and priorities
- 2.3 Criteria for acceptance into the collection
- 2.4 Means of acquisition
- 2.5 Ethics and collecting practices
- 2.6. Acquisition principles and guidelines
- 2.7 Acquisition procedure
- 2.8 Deaccessioning and disposal of collections material

Part 3. Care of Collections

- 3.1 Museum standards
- 3.2 Preventative conservation
- 3.3 Risk management

Part 4. Documentation

- 4.1 Museum standards

Part 5. Access

- 5.1 Museum standards

Part 6. Loans

- 6.1 Inward loans
- 6.2 Outward loans

Appendix 1: Definitions

Appendix 2: References

1. INTRODUCTION

1.1 Purpose, Vision and Mission

Our Purpose

To illuminate the lives and histories of the Polman, Pählman and von Pohlmann families.

Our Mission

Polmanarkivet aims to bring the histories of the Polman, Pählman and von Pohlmann family lines to light through stewardship, research and storytelling.

Our Vision

We strive to collect and disseminate materials that have genealogical, historical, or cultural significance, and ensure that our collections are appropriately stored, preserved, managed, and researched.

We are driven by an ambition to delve as far back into history as possible. We aim to engage archivists, curators, and genealogists to help preserve this history.

Polmanarkivet aspires to establish itself as a leader in its core areas of expertise, including research, family history, digital collections, publications, and social media. We strive to serve as a bridge, demonstrating the potential at the intersection of genealogy, history, and museum curation.

1.2 Collections overview

The Polmanarkivet Collection

The Polmanarkivet Collection was established in 2023 when Polmanarkivet purchased 12 manuscripts from the 17th and 18th centuries, including receipts, letters, inheritance documents, and promissory notes. Of particular interest were seven mortgage notes from 1697, all signed and sealed by Johann Ernst Heinrich von Oeynhausen (1653-1722) and his wife Susanna, née Pohlmann (1644-1728) in Hille, where the family originated.

A further acquisition in 2024 included a vintage steel pen nib from Pählmans Handelsinstitut (originally Bröderna Pählman), bringing our physical collection to 13 items. The Polmanarkivet Collection also displays hundreds of curated digital artefacts and objects from cultural institutions worldwide, spanning over five centuries of history.

The Polmanarkivet Archive

The Polmanarkivet Archive comprises extensive digital research material, references, and documents relating to the history of the Polman, Pählman, and von Pohlmann families. In particular, the Archive includes biographies of prominent family members, reconstructed family trees, and genealogical research relating to Jürgen Polman († ca. 1640) and his descendants.

The Library collection comprises a significant number of secondary sources for research. Our books, magazines, and journals cover a wide range of subjects, including Swedish history, culture, military history, family history, heraldry, and genealogy. Most of the items in the library collection were published between the 19th and 20th centuries, with certain rare books that are no longer in print.

1.3 Purpose of the Collections Policy

The purpose of the Collections Policy is to:

- define the scope and focus of the Collections;
- provide guidelines for acquisitions, loans, care of collections, documentation and access that are ethical, legal, and in accordance with our purpose;
- ensure objects are acquired and cared for according to professional standards and the museum strategy, including guidelines for preventative conservation and risk management;
- identify resources for the care and conservation of present and future Collections;
- foster and enhance public trust in the museum as a reliable repository for specific types of familial, cultural, or historical artefacts; and
- ensure that the Collections and records are accessible to researchers and the public through various means

“Material” is used throughout this policy and refers to both physical and digital items, including artefacts, objects, and research material.

2. ACQUISITION POLICY

2.1 Acquisition objectives

Polmanarkivet balances its collecting activities between long-term obligations to document and represent Polman, Pålman, and von Pohlmann history, and the short-term needs associated with education and research. The acquisition objectives are aligned with our mission to bring the Polman, Pålman, and von Pohlmann past to life through stewardship, research, and storytelling.

The objectives of collecting material at Polmanarkivet are:

- to acquire relevant material that has genealogical, historical, or cultural significance;
- to acquire supporting material to enable the research, interpretation and presentation of artefacts and objects related to the family and the history of Polmanarkivet; and
- to include within the Polmanarkivet Archive and Library authentic material such as archival material, photographic material, publications and ephemera as relevant to the Collection or Polmanarkivet's history.

2.2 Core collecting areas and priorities

The core areas of the Collection include:

- historical material that was once owned by, or connected to, the Polman, Pålman, or von Pohlmann families;
- portraits of Polman, Pålman, or von Pohlmann family members;
- letters, diaries, and manuscripts connected to the Polman, Pålman, or von Pohlmann families; and
- works relevant to Polmanarkivet's history as a cultural institution.

Immediate priorities for future collecting include (but are not limited to): historical material connected to prominent family members during the Great Power era of Sweden (1611 – 1718), broader historical or cultural artefacts related to the Great Power era (1611 – 1718), and supporting material to enable the research, interpretation and presentation of the Collection.

2.3 Criteria for acceptance into the Collection

Material is recommended for acceptance into the Collection if it can be shown to have high value against the following criteria.

- *Significance*
The material has high historical, genealogical, cultural, research, and/or social or spiritual significance.
- *Relevance*

The material has a direct association with our purpose, mission, and vision, or supports Polmanarkivet's research or other program interests.

- *Provenance*
The origin and/or history of the material can be thoroughly documented and authenticated to the highest standards, including documenting its chain of ownership.
- *Originality or rarity*
The material is unique or relatively rare, or it is a fine example of its type.
- *Research value*
The material has high research value through its potential to contribute to research and scholarship.
- *Conservation qualities*
The material is suitable for long-term storage and preservation, and Polmanarkivet can meet the long-term care requirements for the material.

2.4 Means of acquisition

Material may be acquired into the Collection through various means, including purchase, gift or commission.

2.4.1 Purchase

Material may be purchased from dealers, agents, collectors, or at auction.

2.4.2 Gift

Gifts of material can be made in two ways: as an outright donation or as a bequest.

An outright donation is received by Polmanarkivet without a tax benefit to the donor. To make a valid gift, there must be a clear intention for the donor to transfer possession of the material.

The decision whether to accept and accession material offered through bequest is determined according to Polmanarkivet's Collections Policy. Bequests of material do not have to be accepted. All, some, or no objects from a bequest may be accessioned into the Collection or Archive.

2.4.3 Commission

Polmanarkivet may acquire material by contracting an artist to produce a work for the collection, for example, a reproduction. The terms and conditions of the commission will be stipulated in the commissioning contract.

2.4.4 Other

Other forms of acquisition may be considered on a case-by-case basis. Any consideration of other forms of acquisition will be undertaken with reference to the principles of this policy.

2.5 Ethics and collecting practices

Polmanarkivet abides by the codes of ethics of the International Council of Museums (ICOM) and Museums Australia pertaining to collecting practices.

Polmanarkivet only acquires material for its collections in accordance with relevant Australian legislation, such as the Historic Shipwrecks Act 1976 (Cth) and the Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Cth), as well as Australia's international obligations, such as those under the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES Convention) and the UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property 1970 (1970 UNESCO Convention). The obligations set out in these international conventions have been enshrined in Australian law through the Environment Protection and Biodiversity Conservation Act 1999 (Cth), and the Protection of Movable Cultural Heritage Act 1986 (Cth).

2.5.1 Illicit trade

In accordance with the provisions of the UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property 1970 (1970 UNESCO Convention), Polmanarkivet will reject any items that have been illicitly traded.

Polmanarkivet does not acquire any material unless we are satisfied that it has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's law.

2.5.2 Human remains

Polmanarkivet does not hold and will not acquire any human remains.

2.5.3 Biological and geological material

Polmanarkivet does not hold and will not acquire any biological or geological material.

2.5.4 Archaeological material

Polmanarkivet does not hold and will not acquire any archaeological material or antiquities.

2.5.5 Aboriginal and Torres Strait Islander objects

In accordance with the Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Cth), Polmanarkivet does not hold and will not acquire any Aboriginal and Torres Strait Islander objects or cultural items.

2.5.6 Shipwreck material

In accordance with the Historic Shipwrecks Act 1976 (Cth) and the Victorian Heritage Act 1995, Polmanarkivet does not hold and will not acquire any shipwreck material.

2.5.7 Moral rights

Polmanarkivet respects the moral rights of the creators of works acquired for the collections by ensuring the integrity of use and proper attribution of those works.

For donated material, Polmanarkivet ensures that donors understand which collection their material is being placed in, and the associated implications for storage and preservation. Where appropriate, Polmanarkivet commits to acknowledging donors when their material is used in museum programs, such as exhibitions and publications. This may include individual acknowledgements, such as an acknowledgement on object labels, and where appropriate, community or family acknowledgement.

2.5.8 Conflicts of interest

To prevent conflicts of interest, Polmanarkivet will adhere to the following principles:

- in acquiring and exhibiting material, the interests of Polmanarkivet will be the sole consideration. At all times, staff shall ensure that they do not place themselves in a situation involving conflict of interest with Polmanarkivet, including not competing with Polmanarkivet in the acquisition of objects.
- any personal gifts received by the staff in the form of objects, archival material or library material must be reviewed by the Director to establish whether the item should be considered for acquisition (based on 2.1 Acquisition objectives, and 2.2 Core collecting areas and priorities) or retained by the recipient.

2.6 Acquisition principles or guidelines

2.6.1 Limitations of collecting

Consideration must be given to an item's ongoing viability as part of a collection, including assessment of such factors as:

- the current condition and/or long-term care requirements for the material;
- limitations on collecting imposed by such factors as levels of staffing, storage and conservation resources;
- documentation, display and loan viability; and
- whether Polmanarkivet is the most appropriate institution for the material.

2.6.2 Ownership of material

Polmanarkivet seeks to obtain clear legal titles for all material acquired for its collection. We will not acquire, whether by purchase, gift, bequest or exchange, any object or material unless we are satisfied that Polmanarkivet can acquire a valid title to the item in question.

2.6.3 Due Diligence

Polmanarkivet exercises due diligence before acquiring material, including undertaking thorough research of the item's full history and provenance since discovery, as set out in the *Australian Best Practice Guide to Collecting Cultural Material*. Due diligence also extends to acting upon any new information that raises questions about the provenance or authenticity of previously acquired objects.

Every effort must be made before acquisition to ensure that any object or material offered for purchase, gift, bequest, or exchange has not been illegally obtained and that the history of ownership or provenance of the object complies with relevant international conventions, codes of ethics, and national or international laws, regulations or treaties relating to cultural material (see 2.5 Ethics and collecting practices).

2.6.4 Conditions

Polmanarkivet does not generally acquire material for its collections on a conditional basis because conditional donations restrict museum activities. Gifts and bequests shall only be accepted on the basis that any conditions are approved by Polmanarkivet. In all cases, reference will be made to the limitations on collecting as specified in this policy.

Polmanarkivet shall reserve the right to refuse any offer of material. Donors or vendors of objects or material will relinquish all rights to the object donated, other than copyright. In exceptional circumstances, exemptions may be made by the Director, on the recommendation of an external adviser.

2.6.5 Archival and educational material

The museum may acquire items outside the Collection, including:

- material to enable the research, interpretation and presentation of artefacts and objects in the Collection; or
- artefacts such as archival material, photographic material, publications and ephemera as relevant to the Collection or Polmanarkivet's history. These are items which fall outside the Collection Policy, and these will be recorded in the Archive or Library Register and not accessioned as part of the Collection.

2.6.6 Documentation

All activity in relation to acquisitions, including relevant information, correspondence, decision-making and proposed acquisitions that are not approved, is to be compiled and recorded in line with Polmanarkivet's documentation procedures (see 4.1 and 4.2 Documentation).

All acquisitions approved in the financial year will be published in Polmanarkivet's annual review.

2.7 Acquisition Procedure

All material proposed for donation, bequest, purchase and long-term loan will be assessed against the acquisitions criteria outlined in the policy's objectives and guidelines.

Acquisitions to the permanent Collection need to comply with the considerations and procedures outlined in this policy. Formal commitments (including reservations) made to a vendor or donor must follow the Acquisition Procedure or, alternatively, require prior approval from the Director.

Acquisitions to the Collection are subject to approval by the Director. The approval process is as follows:

- the proposed acquisition will be reviewed by the Director against the acquisition criteria and considerations as set out in this policy, and the work(s) will be viewed in person and/or virtually via a video call and high-resolution images wherever possible. Further details may be requested, including a more detailed condition report, further provenance, or further guarantees of funding.
- a written acquisition proposal will be developed by the Director for any approved material and signed by the Director.
- the formal acquisition date of any material is determined by the date of signature by the Director.
- The acquisition is formally recorded in the Acquisition Register.

2.8 Deaccessioning and disposal of collections material

Polmanarkivet conducts deaccessioning and disposal of material from its collections as part of its Collections' management strategy, when deemed necessary.

If an object or material is considered for disposal, a decision-making framework is followed, in alignment with the *Code of Ethics for Museums*. If disposal is recommended, Polmanarkivet will attempt to achieve as many of the following outcomes as possible:

- improved care for the item;
- increased access to the item;
- improved context for the item, where it would be more appropriately housed;
- continued preservation of the item within public museum collections or the wider public domain; or
- the removal of any potential hazards posed by the item.

This framework ensures that deaccessioning is carried out thoughtfully and in accordance with professional ethical standards.

2.8.1 Categories for deaccessioning historical material

The following categories of items may be considered for deaccessioning from Polmanarkivet's collections:

- items that fall outside the scope of the Collection Policy's acquisition objectives;
- items of a particular genre for which Polmanarkivet holds better examples;
- items that are so degraded or irreparably damaged that they are no longer recognisable or restorable;

- items for which the cost of restoration or maintenance is disproportionate to their significance;
- items lacking documentation regarding their acquisition or provenance;
- items that have been misidentified, misattributed, or are determined to be forgeries;
- duplicates of existing items in the collection, or;
- items of a hazardous nature that pose significant occupational health and safety risks.

2.8.2 Disposal options

Depending on the nature of the deaccessioned item and the rationale for removing it from the collection, the following options for disposal of material should be followed.

- all reasonable efforts will be made to return items to their original donors or to any individuals the donors have specified as recipients. If Polmanarkivet is unable to return the items after making reasonable efforts for a period of six months following its proposal to dispose of them, Polmanarkivet may proceed with disposal in accordance with this policy;
- items of significant cultural value that fall outside the scope of the Collections Policy should, wherever possible, be placed with the most suitable public institution through gift, sale, or exchange;
- items lacking significant cultural value but having market value may be disposed of by public auction or tender, provided they are de-identified as former collections of Polmanarkivet.
- items that are so degraded they are no longer recognisable or restorable, and which hold no value, may be destroyed or recycled for materials, provided all other disposal options have been exhausted;
- as a last resort, items that cannot be disposed of through any other means and have no market value may be destroyed.

2.8.3 Proceeds from disposal

Any proceeds resulting from disposal should be used for the development of Polmanarkivet's Collections.

Supporting documents:

Accession Form

Deed of Gift Form

Acquisition Register

Acquisition Flowchart

Code of Ethics for Museums (2017) of the International Council of Museums (ICOM).

<https://icom.museum/en/resources/standards-guidelines/code-of-ethics/>

3. CARE OF COLLECTIONS

3.1 Museum standards

The Museum will manage, preserve and display the Collections, and works under its care, in accordance with international standards of museum practice. This includes applying principles of risk mitigation and management to ensure its preservation and continued accessibility for present and future generations.

Works will not be displayed or loaned if, in the opinion of Polmanarkivet staff, the condition of the work could be seriously impaired by travel, handling or conditions of display. When an object is displayed or loaned, steps must be taken to minimise the possibility of any damage or deterioration.

The museum's Collections Manager and curatorial staff are responsible for monitoring works in the Collections through periodic inspections to observe possible changes in condition. Any changes must be recorded. Specialist advice on condition and conservation will be sought as required.

Conservation treatment of artworks and archives will be undertaken in accordance with the Australian Institute for the Conservation of Cultural Material (AICCM) Code of Ethics and Code of Practice, and will reflect the museum's respect for the artistic, physical, historic, aesthetic and cultural integrity of the object. Any conservation treatment will be performed by specialists, as resources allow, and must be fully documented.

3.2 Preventative conservation

The museum is committed to the practice of preventive conservation to proactively mitigate and manage the risks of deterioration to objects in its Collections and care. To achieve this, the museum employs several core strategies regarding condition assessment, storage, handling, packing and transportation, display and security of items. In addition, the museum will ensure the management of facilities in accordance with sound and sustainable environmental controls, the development and implementation of a holistic approach to integrated pest management, and disaster and emergency planning and response strategies.

The museum recognises that it may not be possible to preserve some works in the Collections for the long term due to the artist's intention, or the inherent nature or material composition of the items. The museum recognises and is committed to upholding artists' moral rights, and the management, documentation and conservation strategies employed in relation to such works will be considered on a case-by-case basis.

3.3 Risk management

The museum is committed to undertaking strategies to identify, assess and manage risks to works in its Collections and care. In addition to preventive conservation strategies, the museum will adopt a strategic and considered approach to managing risks in a sustainable, responsible and publicly accountable manner.

3.3.1 Environmental controls

The museum will maintain its storage and display spaces in accordance with robust and considered environmental control standards, utilising appropriate materials, furniture, systems and supports, layout, and cleaning and maintenance schedules to minimise risks to the Collections and works in the museum's care.

3.3.2 Insurance

The Collections are indemnified against loss and damage to property by private insurance. When the total value of the Collection exceeds \$10,000 AUD, Polmanarkivet will seek separate fine art and/or specie cover.

3.3.3 Disaster and emergency planning

The Disaster Response and Recovery Plan provides a framework for the management of incidents affecting the museum's premises, services or holdings to achieve a response that is prompt, coordinated, targeted and effective. This includes a risk assessment of possible threats to the Collections, and procedures to be followed by staff during an emergency and in the aftermath.

Staff and volunteers are trained and required to report all incidents and risks to the Collections and works of art in the museum's care promptly, in accordance with established procedures and the Disaster Response and Recovery Plan. Prompt reporting contributes to the museum's ability to mitigate and appropriately address incidents and risk.

Supporting documents:

Risk Incident Form

Australian Institute for the Conservation of Cultural Material (AICCM) Code of Ethics and Code of Practice

4. DOCUMENTATION

4.1 Museum standards

Polmanarkivet acknowledges the importance of accurate documentation and up-to-date Collections records. To maintain international documentation standards, Polmanarkivet will:

- maintain a complete, accurate and current Collections database, with text and image records. This includes full catalogue information, acquisition and accession documentation, installation and handling instructions, legal status, up-to-date valuations, copyright licensing, conservation and exhibition history, location records, and deaccession information;
- document all acquisitions, loans, and deaccession information in accordance with codes of ethics and legal requirements;
- exercise controls to avoid public disclosure of sensitive personal or confidential information; and
- keep Collections documents in a secure environment, supported by information systems that provide access to the information by authorised persons.

4.2 Back-up procedures

- data from hard copy documents in object files is digitised and stored in the relevant object record in Tainacan (the Collections database). Data regarding acquisitions is also recorded in the Acquisitions Register, including acquisition and conservation documentation.
- digital records are backed up according to best practice 3-2-1 backup strategy, including maintaining three copies of data – the original and at least two copies – using two different media types for storage, and keeping one copy offsite to prevent the possibility of data loss.
- any hard copy object files are stored in a temperature-controlled environment.

Supporting documents:

Accession Form

Deed of Gift Form

Acquisition Register

Code of Ethics for Museums (2017) of the International Council of Museums (ICOM)

<https://icom.museum/en/resources/standards-guidelines/code-of-ethics>

5. ACCESS

5.1 Museum standards

This policy encourages provision of access to the Polmanarkivet Collections, both physically and intellectually, while observing confidentiality, storage security controls and occupational health and safety requirements. Wherever possible, public access will be provided to the Collections, and to reference material relating to the Collections, for the purposes of well-researched and interpreted exhibitions, academic and cultural research, and to reflect the increasing international focus on the accessibility of collections to the public.

The following commitments to access provision have been made. Polmanarkivet will:

- promote and provide access to the Collections through digital exhibitions, publications, educational programs, and our digitised collections online available via <https://polmanarkivet.com/the-collections/>;
- recognise that intellectual access to the Collections is an important part of access, and actively work towards adopting practices that will enable the widest possible audience to have access to the Collections;
- make every reasonable effort to comply with requests for access to information regarding the Collections, with priority for researchers and students. Provenance, valuation and sensitive acquisition information shall remain confidential. Copies may be made available instead of original historic archival material for reasons of preservation;
- provide access to images of works and objects in the Collections and provide reproduction permission. Reproduction requests must comply with formal procedures, including completion of a Reproduction Agreement, compliance with legal copyright requests and proper acknowledgement as required by Polmanarkivet. The museum will follow correct copyright procedures, ensuring copyright has been granted by copyright holders before releasing images for reproduction.

Supporting documents:

Accessibility Statement
Copyright Notice

6. LOANS

Loans form an important part of Polmanarkivet's strategy for accessibility and interpretation of the Collections.

Polmanarkivet is committed to making our Collections available for loan to public and appropriate private organisations, providing certain conditions are adhered to and that the condition of the material is satisfactory.

6.1 Inward loans

As an independent museum with limited resources, Polmanarkivet cannot accommodate inward loans of physical objects at this time. Any future changes will be reflected in revisions to this policy.

6.2 Outward loans

The following conditions will be applied to outward loans:

6.2.1 Assessment of requests

Loans are subject to the following conditions being assessed or applied:

- a facilities report detailing that museological conditions are maintained and objects are handled with care;
- courier or transportation requirements;
- display, use and storage conditions;
- security of the venue;
- environmental conditions;
- borrower's contingency planning arrangements;
- terms of monitoring the object's condition and environment;
- smoking, eating and drinking in close vicinity of any objects will not be allowed, under any circumstances;
- restrictions on preparation, conservation and analysis of the loaned material; and
- packing requirements

6.2.2 Approval

The assessment will be undertaken by the Director for approval.

6.2.3 Documentation

A legally binding loan agreement setting out the terms of the loan must be finalised and signed by the Director before any outward movement of works from the Collection. In most instances, the museum's Outward Loans form will be used, and borrowers must comply with the loan terms notified therein. The Director will approve any changes in the standard loan agreement.

The museum will maintain and retain a record of all loans, including details of the borrower, the venues, loan period and the purpose of the loan.

6.2.4 Financial implications

Loan agreements must incorporate insurance value and arrangements of the work in transit and on display.

All costs are to be met by the borrowing institution. This includes any costs for conservation, packing, insurance, transportation and staff travel expenses, except in exceptional circumstances agreed and approved in writing in advance by the Director.

Fees may be charged for the loan of certain objects. This will be at the discretion of the Director.

6.2.5 Outward loan period

The minimum period of notice that is required to process an outward loan is three months, although six months is preferred. The renewal of an existing loan will require the same amount of notice.

Generally, the duration for short-term loans for exhibitions ranges from 3 months to 18 months (for touring exhibitions). Under special circumstances, and where Polmanarkivet is satisfied that the borrowing institution can provide continuing long-term safety for the objects, a long-term loan can be up to a maximum of five years. There is an option for renewal at the end of the loan period.

Either party can decide for renewal, transfer, or cessation of the loan at any time.

6.2.6 Reproduction and acknowledgement

The borrowing institution is responsible for obtaining copyright permission for reproduction of images, and Polmanarkivet will assist where possible in identifying copyright holders. Where reasonable, we will facilitate the borrowing institution's requests for reproductions of images. (Refer to conditions cited in 4.1).

Acknowledgements and credit lines in displays and publications must include the word/name 'Polmanarkivet' and other specified acknowledgements as noted, unless otherwise agreed.

Supporting documents:

Outward Loans Form

APPENDIX 1: DEFINITIONS

Acquisition

Acquisition refers to the rigorous process by which collection material is obtained by a museum or institution. Acquisition may be by donation, bequest, purchase, or exchange. The process by which material is acquired is documented in the museum's acquisition procedures.

Collection or Collections

Collection or Collections is the set of material or intangible objects held by a collecting organisation.

Collections Access

Collections Access is the right, opportunity or means of discovering items either through physical or intellectual access, including via exhibitions, publications, education, and research.

Collections Care

Collections Care is the practice of safeguarding the items in a collection. It can be achieved through organisational policies, safe handling and display techniques, effective security, cleaning, maintenance, environmental monitoring and control, conservation, and emergency planning.

Preventive Conservation

Preventive Conservation is the management of the site and environment to prevent further deterioration or loss, including environmental monitoring and control, pest management, and safe handling, storage and display techniques.

APPENDIX 2: REFERENCES

Code of Ethics for Museums, ICOM (International Council of Museums), 2017

Code of Ethics for Archives, ICA (International Council on Archives), 1996

Museums Australia Incorporated Code of Ethics, 1999

Australian Institute for the Conservation of Cultural Material (AICCM) Code of Ethics and Code of Practice

Australian Best Practice Guide to Collecting Cultural Material, Commonwealth of Australia, 2015

Ethical Guidelines Advice from the Museums Association Ethics Committee, 2004

UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Cultural Property (adopted by UNESCO General Conference, 14th November 1970)

Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES Convention)

Protection of Movable Cultural Heritage Act 1986 (Cth)

Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Cth)

Historic Shipwrecks Act 1976 (Cth)

National Museum of Australia Act 1980 (Cth)

Victorian Heritage Act 1995

Environment Protection and Biodiversity Conservation Act 1999 (Cth)

DOCUMENT HISTORY

Reviewed by Polmanarkivet Director and Editor 31 August 2024 ratified by Polmanarkivet Director 31/08/2024

To be reviewed in 2029