

ACQUISITION PLAN

OBJECTIVE:

- A. TO ACQUIRE, PRESERVE, RESEARCH AND EXHIBIT ITEMS OF SIGNIFICANCE RELATING TO HALL PUBLIC SCHOOL AND EARLY EDUCATION IN THE DISTRICT.
- B. TO UNDERTAKE RESEARCH INTO THE COLLECTION AND DISSEMINATE THE INFORMATION FOR THE BENEFIT OF THE COMMUNITY.
- C. TO MANAGE THE COLLECTION IN ACCORDANCE WITH BEST PRACTICES OF MUSEUM COLLECTION STANDARDS.

CRITERIA: Before an item is acquired the following criteria are to be met. (Assessment of significance and decisions on acquisitions are to be made by the Hall School Museum Sub-committee.)

1. Acquire material that has a verifiable and distinctive connection to the Hall School Museum's Mission Statement.
2. Acquire items relating to the history of Hall School until its closure in 2006.
3. Acquire books, furniture, photographs and memorabilia relating to early education in the Hall district.
4. Gather material that assists research into early education in the district.
5. Items may be acquired by donation, bequest or by gift.
6. Items should be able to be restored to good condition.
7. Provenance of items should be established prior to acceptance.

On acceptance of the item, details are to be recorded in the Accession Register

De-Accessioning

De-accessioning is the process by which items in the collection are removed from the collection. The process involves the assessment of the item by the School Museum Sub-Committee to determine if it meets one of the following criteria:

- a. is irrelevant to the purposes of the collection;
- b. no longer meets the criteria of the acquisition plan;
- c. is an unnecessary duplication;
- d. is unable to be appropriately conserved by the Museum;
- e. has deteriorated beyond practical conservation.

A written decision to dispose of the item by the Sub-Committee is required prior to further action being taken.

The item may be disposed of by;

1. Return to the original donor;
2. offer to or exchange with another museum;
3. sale or donation to charity;
4. Destruction

The details of the item's disposal are to be recorded in the Museum's accession register.