Contents

The fullness with which you answer a question will vary according to the museum’s circumstances. Focus always on how your particularmuseum service1 operates.

If a question can be answered by including a copy of all or part of an existing document, please do so. Please do not include original documents.

# Module 2 Care of Collections and Taonga

# Kowae 2 Tiaki Kohinga, Tiaki Taonga

2.1 Acquisition, Deaccessioning
and Repatriation Policies 02

2.2 Collections and Taonga
Documentation 03

2.3 Management of Collection
and Taonga Records 04

2.4 Legal Interest in Collections
and Taonga 05

2.5 Loans 06

2.6 Disaster Preparedness 07

2.7 Collections and Taonga
Condition and Security 08

2.8 Care of Taonga 09

2.9 Conservation Policy 10

2.10 Conservation Decisions 11

2.11 Condition Checks on
 Collections and Taonga 12

2.12 Condition Checks on Buildings 13

2.13 Archives Management 14

2.14 Heritage Building Significance 15

2.15 Collections and Taonga in
Heritage Buildings 16

1 The word ‘museum’ is used to include any museum, art gallery, iwi museum/cultural centre, historic place, open air museum, heritage or marae collection, science centre, or exhibition centre.

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Module 2: Care of Collections and Taonga



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Module 2: Care of Collections and Taonga02

Objective: A basis is provided for deciding what objects and taonga to collect, document, manage, repatriate or deaccession.

Standard: The museum has written acquisition, deaccessioning and repatriation policies which guide collecting activities and collection development decisions.

# 2.1 Acquisition, Deaccessioning and Repatriation Policies (see 1.5)

|  |
| --- |
| Does your museum have written acquisition, deaccessioning and repatriation policies? |
|  | Does your museum have one or more of the following that answers or supports the above query? | You have this | Copy is attached |
| 1 | Acquisition policy (setting out museum’s geographical area, subjects of particular interest, defined time period, policy on duplicates, restrictions related to physical condition of objects, consideration of iwi boundaries and iwi stakeholders and their participation in decisions, consideration of collecting policies of other museums, criteria for limiting collecting activity, requirements for collecting permits) | [ ]  | [ ]  |
| 2 | Deaccessioning policy | [ ]  | [ ]  |
| 3 | Repatriation policy (including policy for responding to requests for restitution) | [ ]  | [ ]  |
| 4 | Other documents or arrangements (please specify) | [ ]  | [ ]  |
|   |
| a) Comments about achievements:  (summary of a museum’s achievements towards meeting or exceeding standard) |
| Double click here  |
| b) Suggestions for further development: (suggestions of actions for you to consider in order to meet or exceed the standard) |
| Double click here  |
|  |
| Review feedback(X indicates reviewers’ assessment of current practice) |
| [ ]  Above standard | [ ]  Standard met | [ ]  Standard almost met | [ ]  Standard not met |



Objective: The history and source of each object and taonga, together with sufficient descriptive information are recorded and kept to enable identification if an object or taonga goes missing, and to ensure that catalogue information matches the object or taonga, and that ownership history is proven.

Standard: The museum records sufficient information about each object and taonga in a systematic way which enables it to identify the distinctive features of each item, and to manage both the object or taonga and the associated information effectively, and to account for the museum’s legal interest in the object or taonga.

# 2.2 Collections and Taonga Documentation(see 1.4 or 2.4)

Module 2: Care of Collections and Taonga03

|  |
| --- |
| How do you research and document each museum object? |
|  | Does your museum have one or more of the following that answers or supports the above query? | You have this | Copy is attached |
| 1 | Documentation policy | [ ]  | [ ]  |
| 2 | Standards and procedures | [ ]  | [ ]  |
| 3 | Completed samples of catalogue or record sheets whether recorded manually or on computer | [ ]  | [ ]  |
| 4 | Accessions register | [ ]  | [ ]  |
| 5 | Donor index | [ ]  | [ ]  |
| 6 | Movement records | [ ]  | [ ]  |
| 7 | Signed transfer of title or gift forms | [ ]  | [ ]  |
| 8 | Data dictionary | [ ]  | [ ]  |
| 9 | Acknowledgment and record of Mätauranga Mäori | [ ]  | [ ]  |
| 10 | Record of licences (eg. firearms, Department of Conservation collecting permits, registration of Antiquities, registration of bird specimens, import/export licences) | [ ]  | [ ]  |
| 11 | Specific databases | [ ]  | [ ]  |
| 12 | Taonga inventory | [ ]  | [ ]  |
| 13 | Copies of collections and taonga records kept off site | [ ]  | [ ]  |
| 14 | Research policy | [ ]  | [ ]  |
| 15 | Other documents or arrangements (please specify) | [ ]  | [ ]  |
|  |
| a) Comments about achievements:  (summary of a museum’s achievements towards meeting or exceeding standard) |
| Double click here   |
| b) Suggestions for further development: (suggestions of actions for you to consider in order to meet or exceed the standard) |
| Double click here  |
|  |
| Review feedback(X indicates reviewers’ assessment of current practice) |
| [ ]  Above standard | [ ]  Standard met | [ ]  Standard almost met | [ ]  Standard not met |



# 2.3 Management of Collection and TaongaRecords (see 1.4 and 2.4)

Module 2: Care of Collections and Taonga04

Objective: The paper and electronic records relating to the individual collection items are secure and well indexed, but readily accessible to authorised users.

Standard: Paper records or photographs of collections and taonga are maintained systematically in secure files with controlled access to delegated staff and volunteers and other authorised users. Access to electronic records is limited to authorised users. Back-up copies of key paper records and all electronic data are kept off-site.

|  |
| --- |
| How are the records relating to the collection and taonga objects managed?  |
|  | Does your museum have one or more of the following that answers or supports the above query? | You have this | Copy is attached |
| 1 | Policy on data protection and Privacy Act compliance | [ ]  | [ ]  |
| 2 | Levels of security access | [ ]  | [ ]  |
| 3 | Copies of key documents kept off-site | [ ]  | [ ]  |
| 4 | Password control | [ ]  | [ ]  |
| 5 | Regular backing-up of computer collections and taonga data | [ ]  | [ ]  |
| 6 | Fireproof cabinets for paper records | [ ]  | [ ]  |
| 7 | Secure archival storage conditions for primary records such as accessions register | [ ]  | [ ]  |
| 8 | Iwi agreements and memoranda of understanding include data access provisions | [ ]  | [ ]  |
| 9 | Supervised access for researchers | [ ]  | [ ]  |
| 10 | Regular updating and electronic copying of data for storage off-site | [ ]  | [ ]  |
| 11 | Photographs and tape recordings of collections and taonga items associated with digital records | [ ]  | [ ]  |
| 12 | Other documents or arrangements (please specify) | [ ]  | [ ]  |
|  |
| a) Comments about achievements:  (summary of a museum’s achievements towards meeting or exceeding standard) |
| Double click here  |
| b) Suggestions for further development: (suggestions of actions for you to consider in order to meet or exceed the standard) |
| Double click here  |
|  |
| Review feedback(X indicates reviewers’ assessment of current practice) |
| [ ]  Above standard | [ ]  Standard met | [ ]  Standard almost met | [ ]  Standard not met |



# 2.4 Legal Interest in Collections and Taonga (see 1.3, 1.4,1.5, 2.2 and 2.3)

Objective: Written documentation of the object’s legal status.

Standard: The museum has policy and procedures for written documentation of ownership and copyright, or other written evidence of the museum’s legal interest in, and responsibility for, the objects and taonga held within the permanent collection, and that potential donors can identify clearly the body which would be responsible for any gifts.

|  |
| --- |
| How do you ensure that you have legal interest in the objects in your permanent collections and taonga? |
|  | Does your museum have one or more of the following that answers or supports the above query? | You have this | Copy is attached |
| 1 | Signed transfer of ownership or object donation form | [ ]  | [ ]  |
| 2 | Proof of purchase and authenticity | [ ]  | [ ]  |
| 3 | Proof of gift (or bequest) | [ ]  | [ ]  |
| 4 | Signed transfer of copyright | [ ]  | [ ]  |
| 5 | Statement of copyright holder | [ ]  | [ ]  |
| 6 | Iwi agreements or memoranda of understanding between hapü/whänau and museum | [ ]  | [ ]  |
| 7 | Co-management agreements | [ ]  | [ ]  |
| 8 | Other documents or arrangements (please specify) | [ ]  | [ ]  |
|  |
| a) Comments about achievements:  (summary of a museum’s achievements towards meeting or exceeding standard) |
| Double click here  |
| b) Suggestions for further development: (suggestions of actions for you to consider in order to meet or exceed the standard) |
| Double click here  |
|  |
| Review feedback(X indicates reviewers’ assessment of current practice) |
| [ ]  Above standard | [ ]  Standard met | [ ]  Standard almost met | [ ]  Standard not met |



Module 2: Care of Collections and Taonga05

Objective: Museum staff document and know who owns every loaned object or taonga, and when and how to return loans.

Standard: The museum manages and documents any inward and outward loans in accordance with set policies, procedures and tikanga.

|  |
| --- |
| How do you ensure that loans are properly documented and made in accordance with a clear policy?2.5 Loans (see 3.3) |
|  | Does your museum have one or more of the following that answers or supports the above query? | You have this | Copy is attached |
| 1 | Policy guidelines for loans inwards and outwards | [ ]  | [ ]  |
| 2 | Authority for loans | [ ]  | [ ]  |
| 3 | Loan agreement forms | [ ]  | [ ]  |
| 4 | Loan conditions | [ ]  | [ ]  |
| 5 | Agreements with iwi/hapü/whänau/Mäori organisations specifying arrangements | [ ]  | [ ]  |
| 6 | Other documents or arrangements (please specify) | [ ]  | [ ]  |
|  |
| a) Comments about achievements:  (summary of a museum’s achievements towards meeting or exceeding standard) |
| Double click here   |
| b) Suggestions for further development: (suggestions of actions for you to consider in order to meet or exceed the standard) |
| Double click here  |
|  |
| Review feedback(X indicates reviewers’ assessment of current practice) |
| [ ]  Above standard | [ ]  Standard met | [ ]  Standard almost met | [ ]  Standard not met |



Module 2: Care of Collections and Taonga06

Objective: Others can help if the visitors, staff, collection, records and building are under threat in the event of an emergency.

Standard: The museum has considered potential hazards to the museum, made plans for managing these emergencies, including adequate insurance, and ensured that staff and volunteers are ready to use the plans with or without the help of others.

# 2.6 Disaster Preparedness (see 1.20)

|  |
| --- |
| Do you have a written disaster preparedness plan?  |
|  | Does your museum have one or more of the following that answers or supports the above query? | You have this | Copy is attached |
| 1 | Emergency procedures guide | [ ]  | [ ]  |
| 2 | Training programme | [ ]  | [ ]  |
| 3 | Clear instructions for staff and visitors | [ ]  | [ ]  |
| 4 | Active membership of regional emergency response group | [ ]  | [ ]  |
| 5 | Regular emergency drill schedule Regular emergency drill schedule | [ ]  | [ ]  |
| 6 | Valuation of collection up to date | [ ]  | [ ]  |
| 7 | Insurance of collection and building up to date | [ ]  | [ ]  |
| 8 | Guidelines for the observance of appropriate tikanga | [ ]  | [ ]  |
| 9 | Other documents or arrangements (please specify) | [ ]  | [ ]  |
|  |
| a) Comments about achievements:  (summary of a museum’s achievements towards meeting or exceeding standard) |
| Double click here  |
| b) Suggestions for further development: (suggestions of actions for you to consider in order to meet or exceed the standard) |
| Double click here |
|  |
| Review feedback(X indicates reviewers’ assessment of current practice) |
| [ ]  Above standard | [ ]  Standard met | [ ]  Standard almost met | [ ]  Standard not met |



Module 2: Care of Collections and Taonga07

Objective: Theft and damage to the collection are minimised and reported.

Standard: The museum actively manages the well-being of the collection to ensure that the best possible security protection is in place, that threats to security are minimised, that collections and taonga are monitored for condition and location, and that staff and volunteers understand and follow collection management procedures, including reporting damage, threats and loss.

# 2.7 Collections and Taonga Condition and Security (see 2.11 and 3.5)

|  |
| --- |
| How do you ensure that the collections and taonga is stored and displayed securely?  |
|  | Does your museum have one or more of the following that answers or supports the above query? | You have this | Copy is attached |
| SECURITY |
| 1 | Collections and taonga management policy guidelines | [ ]  | [ ]  |
| 2 | Controlled access to storage areas | [ ]  | [ ]  |
| 3 | Security procedures manual | [ ]  | [ ]  |
| 4 | Key control system | [ ]  | [ ]  |
| 5 | Statement of security policy and Insurance policy | [ ]  | [ ]  |
| 6 | Use of movement detection | [ ]  | [ ]  |
| 7 | Use of lockable showcases | [ ]  | [ ]  |
| CONDITION |
| 8 | Environmental monitoring | [ ]  | [ ]  |
| 9 | Condition reports | [ ]  | [ ]  |
| 10 | Cumulative condition reports | [ ]  | [ ]  |
| 11 | Damage forms | [ ]  | [ ]  |
| 12 | Other documents or arrangements (please specify) | [ ]  | [ ]  |
|  |
| a) Comments about achievements:  (summary of a museum’s achievements towards meeting or exceeding standard) |
| Double click here   |
| b) Suggestions for further development: (suggestions of actions for you to consider in order to meet or exceed the standard) |
| Double click here  |
|  |
| Review feedback(X indicates reviewers’ assessment of current practice) |
| [ ]  Above standard | [ ]  Standard met | [ ]  Standard almost met | [ ]  Standard not met |



Module 2: Care of Collections and Taonga08

Module 2: Care of Collections and Taonga09

Objective: Iwi, hapü and whänau have confidence in the ability of the museum to receive, protect and respect the taonga in accordance with tikanga.

Standard: Iwi, hapü and whänau are confident that the taonga receive respectful care in accordance with tikanga.

# 2.8 Care of Taonga (see 1.4, 2.9, 2.10)

|  |
| --- |
| How does your museum ensure that taonga are cared for, documented and preserved in a manner which respects their spiritual value, and observes the traditions and protocols required by their iwi, hapü or whänau?  |
|  | Does your museum have one or more of the following that answers or supports the above query? | You have this | Copy is attached |
| 1 | Policies and procedures to develop relationships between iwi, hapü, whänau and the taonga | [ ]  | [ ]  |
| 2 | Tikanga guidelines for the care, storage and display of taonga | [ ]  | [ ]  |
| 3 | Strategies for the recruitment and retention of Mäori staff and Mäori capability | [ ]  | [ ]  |
| 4 | Active relationship with kaumätua/tangata whenua advisory group | [ ]  | [ ]  |
| 5 | Separate storage area with restricted access | [ ]  | [ ]  |
| 6 | Köiwi tangata (human remains) policy | [ ]  | [ ]  |
| 7 | Cultural concepts training for staff, volunteers and conservators | [ ]  | [ ]  |
| 8 | Access policy for taonga Mäori | [ ]  | [ ]  |
| 9 | Other documents or arrangements (please specify) | [ ]  | [ ]  |
|   |
| a) Comments about achievements:  (summary of a museum’s achievements towards meeting or exceeding standard) |
| Double click here   |
| b) Suggestions for further development: (suggestions of actions for you to consider in order to meet or exceed the standard) |
| Double click here  |
|  |
| Review feedback(X indicates reviewers’ assessment of current practice) |
| [ ]  Above standard | [ ]  Standard met | [ ]  Standard almost met | [ ]  Standard not met |



Module 2: Care of Collections and Taonga10

Objective: Collections and taonga will survive in the best possible condition.

Standard: The staff and volunteers actively manage the preventive conservation of the museum collection in accordance with written policy and procedures.

# 2.9 Conservation Policy (see 2.8, 2.10 and 2.15)

|  |
| --- |
| Do you have a written collections and taonga conservation policy? |
|  | Does your museum have one or more of the following that answers or supports the above query? | You have this | Copy is attached |
| 1 | Documents setting out procedures for preventive conservation and the museum’s approach to conservation (both preventive and remedial practice) | [ ]  | [ ]  |
| 2 | Collections and taonga management policy | [ ]  | [ ]  |
| 3 | Statement acknowledging cultural requirements of taonga Mäori | [ ]  | [ ]  |
| 4 | Strategies for incorporating Mäori approaches to the care of taonga Mäori | [ ]  | [ ]  |
| 5 | Designated responsibilities and decision-making | [ ]  | [ ]  |
| 6 | Storage procedures | [ ]  | [ ]  |
| 7 | Handling procedures | [ ]  | [ ]  |
| 8 | Object conservation records | [ ]  | [ ]  |
| 9 | Packing procedures | [ ]  | [ ]  |
| 10 | Budget for conservation | [ ]  | [ ]  |
| 11 | Other documents or arrangements (please specify) | [ ]  | [ ]  |
|   |
| a) Comments about achievements:  (summary of a museum’s achievements towards meeting or exceeding standard) |
| Double click here   |
| b) Suggestions for further development: (suggestions of actions for you to consider in order to meet or exceed the standard) |
| Double click here  |
|  |
| Review feedback(X indicates reviewers’ assessment of current practice) |
| [ ]  Above standard | [ ]  Standard met | [ ]  Standard almost met | [ ]  Standard not met |



Module 2: Care of Collections and Taonga11

Objective: Specific treatment needs of individual objects are met only by fully qualified conservators; general museum staff are able to recognise basic problems, and have access to professional advice or mentoring; Iwi protocols and customary concepts are addressed appropriately.

Standard: Staff and volunteers are trained to recognise and report basic problems, that there is access to professional advice and mentoring, that remedial conservation treatment decisions involve professionally qualified conservators, that Mäori protocols and customary concepts of conservation are addressed, and that conservation priorities are made in accordance with a conservation strategy and procedure.

# 2.10 Conservation Decisions (see 2.8, 2.9, 2.11, 2.15 and 3.5)

|  |
| --- |
| How are decisions on the condition of objects made, and how are they prioritised for conservation treatment?  |
|  | Does your museum have one or more of the following that answers or supports the above query? | You have this | Copy is attached |
| 1 | Policy on conservation strategy | [ ]  | [ ]  |
| 2 | Conservation request forms | [ ]  | [ ]  |
| 3 | Conservators are recognised by the New Zealand Professional Conservators Group | [ ]  | [ ]  |
| 4 | Regular schedule of condition checks by qualified conservators (eg. annually, three-yearly) | [ ]  | [ ]  |
| 5 | Curatorial priority statements | [ ]  | [ ]  |
| 6 | Iwi conservation committee | [ ]  | [ ]  |
| 7 | Collections and taonga management policy guidelines including consultation with stakeholders prior to major conservation work | [ ]  | [ ]  |
| 8 | Other documents or arrangements (please specify) | [ ]  | [ ]  |
|   |
| a) Comments about achievements:  (summary of a museum’s achievements towards meeting or exceeding standard) |
| Double click here   |
| b) Suggestions for further development: (suggestions of actions for you to consider in order to meet or exceed the standard) |
| Double click here  |
|  |
| Review feedback(X indicates reviewers’ assessment of current practice) |
| [ ]  Above standard | [ ]  Standard met | [ ]  Standard almost met | [ ]  Standard not met |



Module 2: Care of Collections and Taonga12

Objective: Prevention of deterioration and prompt attention to problems such as damp, pests, fading, theft, vandalism.

Standard: Staff and volunteers make regular comprehensive checks of all premises and collections and taonga in accordance with a schedule and procedure, following a ‘reporting and action’ process as necessary.

# 2.11 Condition Checks on Collections and Taonga (see 2.7 and 2.10)

|  |
| --- |
| How regularly do you inspect your collections and taonga in storage and on display?  |
|  | Does your museum have one or more of the following that answers or supports the above query? | You have this | Copy is attached |
| 1 | Inspection checklists and schedule | [ ]  | [ ]  |
| 2 | Problem identification form | [ ]  | [ ]  |
| 3 | Incident report | [ ]  | [ ]  |
| 4 | Exhibition maintenance programme | [ ]  | [ ]  |
| 5 | Cleaning programme | [ ]  | [ ]  |
| 6 | Assessment and monitoring of conditions | [ ]  | [ ]  |
| 7 | Regular maintenance checks on preservatives and fumigants for replacement or top up | [ ]  | [ ]  |
| 8 | Pest management programme | [ ]  | [ ]  |
| 9 | Inventory control and inspection | [ ]  | [ ]  |
| 10 | Installation reporting | [ ]  | [ ]  |
| 11 | Collections and taonga audits | [ ]  | [ ]  |
| 12 | Collections and taonga management policy guidelines | [ ]  | [ ]  |
| 13 | Other documents or arrangements (please specify) | [ ]  | [ ]  |
|   |
| a) Comments about achievements:  (summary of a museum’s achievements towards meeting or exceeding standard) |
| Double click here   |
| b) Suggestions for further development: (suggestions of actions for you to consider in order to meet or exceed the standard) |
| Double click here  |
|  |
| Review feedback(X indicates reviewers’ assessment of current practice) |
| [ ]  Above standard | [ ]  Standard met | [ ]  Standard almost met | [ ]  Standard not met |



Module 2: Care of Collections and Taonga13

Objective: The buildings provide the collections and taonga with effective protection from the environment and intruders, and a safe environment for visitors and workers.

Standard: Staff and volunteers and/or outside contractors make regular comprehensive checks of all premises in accordance with a schedule and procedure, following a ‘reporting and action’ process as necessary.

# 2.12 Condition Checks on Buildings

|  |
| --- |
| How regularly is the condition of the museum premises assessed?  |
|  | Does your museum have one or more of the following that answers or supports the above query? | You have this | Copy is attached |
| 1 | Building inspector’s report or warrant of fitness | [ ]  | [ ]  |
| 2 | Operations manager’s report | [ ]  | [ ]  |
| 3 | Preventive conservator’s report | [ ]  | [ ]  |
| 4 | Pest infestation inspection report | [ ]  | [ ]  |
| 5 | Security assessment form | [ ]  | [ ]  |
| 6 | Environmental monitoring | [ ]  | [ ]  |
| 7 | Monthly inspection of fire safety equipment | [ ]  | [ ]  |
| 8 | Triennial assessment of physical condition | [ ]  | [ ]  |
| 9 | Hazard audit | [ ]  | [ ]  |
| 10 | Premises management policy guidelines | [ ]  | [ ]  |
| 11 | Cultural safety report (eg. relationship of food and taonga areas) | [ ]  | [ ]  |
| 12 | Other documents or arrangements (please specify) | [ ]  | [ ]  |
|  |
| a) Comments about achievements:  (summary of a museum’s achievements towards meeting or exceeding standard) |
| Double click here   |
| b) Suggestions for further development: (suggestions of actions for you to consider in order to meet or exceed the standard) |
| Double click here  |
|  |
| Review feedback(X indicates reviewers’ assessment of current practice) |
| [ ]  Above standard | [ ]  Standard met | [ ]  Standard almost met | [ ]  Standard not met |



Module 2: Care of Collections and Taonga14

Objective: Archives, historic photographs, oral histories, film and video recordings and related material are managed and preserved effectively and are accessible for research.

Standard: Staff and volunteers manage the collections of archival material in accordance with documentation and/or archives policy and procedures, and in compliance with the Privacy Act.

(Note: The term ‘collected archives’ includes the manuscripts, letters, diaries, journals, historical documents, typescripts, audio and video recordings, historic photographs and unique written evidence, which have been acquired by the museum as collection items. They require levels of care, documentation and management similar to objects.)

# 2.13 Archives Management

|  |
| --- |
| How are the collected archives managed? |
|  | Does your museum have one or more of the following that answers or supports the above query? | You have this | Copy is attached |
| 1 | Policy on archival collections and taonga management | [ ]  | [ ]  |
| 2 | Qualified archivist | [ ]  | [ ]  |
| 3 | Policy for iwi records | [ ]  | [ ]  |
| 4 | Access agreements for iwi | [ ]  | [ ]  |
| 5 | Procedures for documentation and filing | [ ]  | [ ]  |
| 6 | Managed access | [ ]  | [ ]  |
| 7 | Finding aids | [ ]  | [ ]  |
| 8 | Guidance for researchers | [ ]  | [ ]  |
| 9 | Delegated responsibility | [ ]  | [ ]  |
| 10 | Fireproof store | [ ]  | [ ]  |
| 11 | Dedicated records manager | [ ]  | [ ]  |
| 12 | Controlled environment | [ ]  | [ ]  |
| 13 | Copyright statement | [ ]  | [ ]  |
| 14 | Other documents or arrangements (please specify) | [ ]  | [ ]  |
|  |
| a) Comments about achievements:  (summary of a museum’s achievements towards meeting or exceeding standard) |
| Double click here   |
| b) Suggestions for further development: (suggestions of actions for you to consider in order to meet or exceed the standard) |
| Double click here  |
|  |
| Review feedback(X indicates reviewers’ assessment of current practice) |
| [ ]  Above standard | [ ]  Standard met | [ ]  Standard almost met | [ ]  Standard not met |



Module 2: Care of Collections and Taonga15

Objective: The museum recognises the heritage significance of the building for museum purposes while maintaining its integrity, and addresses heritage conservation issues.

Standard: The museum can show that governing body, staff and volunteers have identified and acknowledge the heritage significance of the building and recognise the responsibilities, obligations and constraints which a heritage structure presents when operating a museum within it.

# 2.14 Heritage Building Significance (see 2.15)

|  |
| --- |
| How has the heritage significance of your museum building been formally established?  |
|  | Does your museum have one or more of the following that answers or supports the above query? | You have this | Copy is attached |
| 1 | New Zealand Historic Places Trust registration | [ ]  | [ ]  |
| 2 | Identification in the local District Plan | [ ]  | [ ]  |
| 3 | Alignment with ICOMOS (NZ) code of practice | [ ]  | [ ]  |
| 4 | Tangata whenua representation/participation | [ ]  | [ ]  |
| 5 | Other documents or arrangements (please specify) | [ ]  | [ ]  |
|  |
| a) Comments about achievements:  (summary of a museum’s achievements towards meeting or exceeding standard) |
| Double click here  |
| b) Suggestions for further development: (suggestions of actions for you to consider in order to meet or exceed the standard) |
| Double click here  |
|  |
| Review feedback(X indicates reviewers’ assessment of current practice) |
| [ ]  Above standard | [ ]  Standard met | [ ]  Standard almost met | [ ]  Standard not met |



Module 2: Care of Collections and Taonga16

Objective: A balance is achieved between the best possible care and interpretation of the collections and taonga and of the building.

Standard: The museum can show that governing body, staff and volunteers have a process in place whereby all issues of potential conflict between the needs of collections and taonga and of the heritage building can be considered with reference to a conservation plan, agreed policy or expert opinion.

# 2.15 Collections and Taonga in Heritage Buildings (see 2.9, 2.10 and 2.14)

|  |
| --- |
| How are issues regarding the conflicting needs relating to the significance and requirements of the collections and taonga, and those of the building, addressed? |
|  | Does your museum have one or more of the following that answers or supports the above query? | You have this | Copy is attached |
| 1 | Conservation plan | [ ]  | [ ]  |
| 2 | Interpretive plan | [ ]  | [ ]  |
| 3 | Heritage audit | [ ]  | [ ]  |
| 4 | Management procedures | [ ]  | [ ]  |
| 5 | Interpretation of historic structure | [ ]  | [ ]  |
| 6 | Policy statement | [ ]  | [ ]  |
| 7 | Policy for use only of qualified conservation architects | [ ]  | [ ]  |
| 8 | Established iwi liaison/participation/representation | [ ]  | [ ]  |
| 9 | Other documents or arrangements (please specify) | [ ]  | [ ]  |
|   |
| a) Comments about achievements:  (summary of a museum’s achievements towards meeting or exceeding standard) |
| Double click here   |
| b) Suggestions for further development: (suggestions of actions for you to consider in order to meet or exceed the standard) |
| Double click here  |
|  |
| Review feedback(X indicates reviewers’ assessment of current practice) |
| [ ]  Above standard | [ ]  Standard met | [ ]  Standard almost met | [ ]  Standard not met |