

NGĀ KAUPAPA MŌ TE KOHIKOHINGA | COLLECTIONS POLICY

Policy Owner	Director Collections and Research
Contact Person	Head of Collection Services
Approval Date	8 August 2024
Last Review Date	August 2024
Next Review	August 2027

Te Papa is committed to providing care for collections held in its stewardship and recognising the practice of Mana Taonga, which is the reciprocal relationship enhancing the ability of tangata whenua (Māori) and tangata tiriti (non-Māori) to engage and connect with the collections.

This policy places people and communities at the centre of our mahi, and is committed to the concept of kaitiakitanga, professional museological practices and ethics, and the principles of the United Nations Declaration on the Rights of Indigenous Peoples.

This policy supports Te Papa's vision of becoming a Tiriti-based national museum with a dedicated focus on the strategic intentions – Hāpai ahurea, Tūrangawaewae, and Papatūānuku, where a collective commitment to Te Tiriti o Waitangi is fostered and Māori exercise tino rangatiratanga through the museum.

Purpose

1. The purpose of this governance policy is to establish the principal functions for delivering core collection related activities.

Principles

2. This policy is based on the following principles:
 - a. *Te Rautaki o Te Papa | Te Papa Strategy* impact statements of extraordinary experiences, new knowledge, and new connections; healing, reconciliation and empowerment; and a thriving natural environment - where collection development and care is achieved in partnership with source and descendant communities.

Hāpai ahurea

- b. the Mana Taonga principle, which recognises the spiritual and cultural connections of taonga with their people through whakapapa, including to foster connections between taonga and iwi, hapū, and whānau, and connections between collections and descendant kin communities or interest communities; and where the mana of all cultures and communities is upheld with a focus on progressing community empowerment through collaboration with Te Papa.
- c. a commitment to care, store, and manage the collections ethically and effectively making them available for current and future generations.
- d. a commitment to tangata whenua for the care, accessibility, and interpretation of mātauranga gathered and held within the collections.

- e. an endeavour to follow tikanga and cultural protocols requested by iwi, hapū, and source communities.
- f. an expectation that Te Papa is lawful and ethical in all its dealings involving collections and communities.
- g. a commitment not to acquire collections for the purpose of investment, sale, repatriation, or restitution.
- h. an acknowledgement that Te Papa can develop and hold collections that are national and international in scope and significance.

Tūrangawaewae

- i. to provide connections that encourage New Zealanders to have a strong sense of identity and respect across cultures and to Papatūānuku.

Papatūānuku

- j. a commitment to sustainably acquire, preserve, and promote collections as a contribution to the understanding, protection, and restoration of Aotearoa New Zealand's environment and biodiversity.

Scope

3. This policy applies to all Te Papa staff, with special emphasis on Collection Services, Collection Access, and Curatorial teams, along with the relevant Heads who have direct responsibilities for the collections.
4. This policy applies to all Te Papa collections:
 - a. Art
 - b. Mātauranga Māori
 - c. New Zealand Histories and Cultures
 - d. Pacific Histories and Cultures; and
 - e. Natural History
5. This policy includes Collected Archives, Rare Books, and International History Collections. Collected Archives are managed by the Information Management and Archives team; Rare Books are managed by Te Aka Matua Research Library; International History Collections are curatorially managed by the New Zealand Histories and Cultures team; all clauses in this policy apply to these collections including the Schedules.
6. This policy excludes kōiwi tangata, kōimi tchakat, Toi moko, and human remains (whether of Māori or non-Māori descent) housed and cared for in the wāhi tapu – see Kōiwi Tangata Kōimi Tchakat Policy.
7. This policy excludes items associated with the Karanga Aotearoa Repatriation Programme, Corporate Records, Museum Archives, and Te Aka Matua Research Library - general lending.

Te Papa Act, Te Tiriti o Waitangi and International Declarations

8. Te Papa's approach to the care and management of the collections is in alignment with:
- a) The Museum of New Zealand Te Papa Tongarewa Act 1992, 7(1) defines Te Papa's purpose and functions. These functions are directly applicable to this policy:
- *to collect works of art and items relating to history and the natural environment;*
 - *to act as an accessible national depository for collections of art and items relating to history and the natural environment;*
 - *to develop, conserve, and house securely the collections of art and items relating to history and the natural environment in the Board's care;*
 - *to exhibit, or make available for exhibition by other public art galleries, museums, and allied organisations, such material from its collections as the Board from time to time determines; and*
- b) Te Tiriti o Waitangi Ko te tuarua [Article Two]: *Ko te Kuini o Ingarani ka wakarite ka wakaae ki nga Rangatira ki nga hapu - ki nga tangata katoa o Nu Tirani te tino rangatiratanga o o ratou wenua o ratou kainga me o ratou taonga katoa. Otiia ko nga Rangatira o te wakaminenga me nga Rangatira katoa atu ka tuku ki te Kuini te hokonga o era wahi wenua e pai ai te tangata nona te wenua - ki te ritenga o te utu e wakaritea ai e ratou ko te kai hoko e meatia nei e te Kuini hei kai hoko mona.* [Translation of the Māori Treaty text: *The Queen of England agrees to protect the Chiefs, the subtribes and all the people of New Zealand in the unqualified exercise of their chieftainship over their lands, villages and all their treasures...*]; Te Papa should therefore act reasonably and in good faith with all iwi, hapū, whānau, and source communities with regards to the care of and access to the collections; and
- c) the UNESCO 2015 Recommendation concerning the Protection and Promotion of Museums and Collections, their Diversity, and their Role in Society: [7. Preservation] *The preservation of heritage comprises activities related to acquisition, collection management, including risk analysis and the development of preparedness capacities and emergency plans, in addition to security, preventive and remedial conservation, and the restoration of museum objects, ensuring the integrity of the collections when used and stored.*
- d) the United Nations Declaration on the Rights of Indigenous Peoples 2007, Article 12: *"Indigenous peoples have the right to manifest, practise, develop and teach their spiritual and religious traditions, customs and ceremonies; the right to maintain, protect, and have access in privacy to their religious and cultural sites; the right to the use and control of their ceremonial objects; and the right to the repatriation of their human remains"; and "States shall seek to enable the access and/or repatriation of ceremonial objects and human remains in their possession through fair, transparent and effective mechanisms developed in conjunction with indigenous peoples concerned".*

Definitions

9. The following definitions relate to this policy:

Acquisition: *the process by which legal title of a collection item is obtained by Te Papa.*

CDC: *Collection Development Committee. An internal Te Papa committee established to consider and make decisions and recommendations on acquisition and deaccession proposals.*

Collected Archives: *archival material collected by private individuals or community groups; material collected by New Zealand artists and commercial art galleries; printed ephemera, photography, manuscripts, and original correspondence.*

Collections: *an assemblage of natural and cultural properties, tangible and intangible, past and present.*

Collection item: *an item (or items) acquired into Te Papa's collection through a formal acquisition process. It may exist in a physical, intangible or digital form. It may be a single item, a multicomponent item, or a group of items with an intrinsic relationship (i.e. belonging to the item but physically separable). Other terms may also be used to refer to a Collection item such as object, taonga, artwork, archive, or natural history specimen.*

Conservation: *measures taken to understand value and meaning, and to recognise, prevent, and reduce the loss or deterioration of cultural and natural heritage to make it available to current and future generations.*

Cultural Heritage: *in its broadest sense, both a product and a process, which provides societies with a wealth of resources that are inherited from the past, created in the present and bestowed for the benefit of future generations. It also includes traditions or living expressions inherited from our ancestors and passed on to our descendants, such as oral traditions, performing arts, social practices, rituals, festive events, knowledge and practices concerning nature and the universe or the knowledge and skills to produce traditional crafts; cultural heritage not only includes the tangible, but also natural and intangible heritage; intangible cultural heritage is a practice, representation, expression, knowledge, or skill, nonphysical intellectual wealth, such as folklore, customs, beliefs, traditions, and language; natural heritage consists of outstanding examples for physical, biological and geological formations, habitats of endangered animal and plant species and areas of scientific, conservational or aesthetic value consists of outstanding examples for physical, biological and geological formations, habitats of endangered animal and plant species and areas of scientific, conservational or aesthetic value.*

Deaccession: *the process to permanently remove an item from the collections.*

Digitisation: *the process of converting analogue materials into digital formats i.e. the conversion of text, pictures, or sound into a digital form that can be processed by a computer. This can include databasing – the conversion of analogue collection information into the collection management database; the migration of time-based media to more stable technologies - creating a digital surrogate, or imaging or scanning to create a digital visual representation of the analogue collection item. In some cases, the resulting digital copy, or digital surrogate, would be classed as a digital object and then subject to the same broad challenges involved in preserving access to it, as "born digital" collection items. Born-digital are digital materials which are not intended to have an analogue equivalent.*

Human Remains: *collections identifiable as bone, soft tissue, teeth, hair and nails from a human body. Cremated, embalmed and mummified human body parts. Taonga made entirely or partly from human remains.*

Kaitiakitanga: *the responsibility of kaitiakitanga comes from whakapapa. It is an intergenerational responsibility and right of tangata whenua to take care of the environment and resources upon which life depends. They protect the mauri of the environs and have a duty to pass on the environment to future generations in a state that is as good as, or better than, the current state.*

Mātauranga: *encompasses the body of knowledge held by and originating from Māori ancestors. It represents the tradition or continuum of Māori knowledge weaving forward and back through whakapapa. It is not limited to historical knowledge, and includes the Māori worldview and perspectives, as well as Māori creativity and cultural practices including Te Reo Māori.*

Mana Taonga: *recognises that taonga, which includes objects, narratives, languages, as well as all forms of cultural expression have mana; that taonga have whakapapa relationships with their source communities, as well as connections to the environment, people and places. Mana taonga recognises the authority derived from these relationships and the innate spiritual values associated with them. Respecting and expressing knowledge, worldviews and learning systems including mātauranga Māori - the views, explanations and perspectives of the nature of the world, as known and informed by Māori, is an important dimension of mana taonga. The principle is an empowering one that enables Te Papa*

to acknowledge the richness of cultural diversity and to design and disseminate models of cooperation, collaboration and co-creation that shares authority and control with iwi and communities, whilst recognising, embracing and representing the changing demographics of Aotearoa New Zealand.

Papatūānuku: *the land. People, plants, and animals are all descendants of Ranginui (the sky father) and Papatuanuku (the earth mother) and their children, which means humans are intrinsically linked with biodiversity. The concepts of mauri, mana, tapu, and wairua are important concepts in relation to both people and nature. Tangata whenua have a role as kaitiaki to preserve the mauri, wāhi tapu, and natural taonga in their rohe.*

Preservation: *the protection of cultural and natural heritage cultural through principles, policies, and activities that minimise deterioration and damage, and that prevent loss of value and information. The preservation of cultural and natural heritage comprises activities related to acquisition, collection management, conservation, including risk analysis and the development of preparedness capacities and emergency plans, in addition to security, preventive and interventive conservation, and the restoration of museum objects, ensuring the integrity of the collections when used and stored.*

Provenance: *the full history of a collection item from the time of its discovery or creation to the present day, through which authenticity and ownership are determined.*

Rationalisation: *a process that contributes to the responsible management of collections. It involves inventories and reviews, including examination of institutional records; assessing significance and meaning against criteria; and evaluating collections for their condition, safety, and storage needs. These primary responsibilities enable managed and sustainable collecting practices. They may also lead to the consideration of deaccessioning and transferring or disposing of some items.*

Risk: *any potential future, uncertain event that may affect the achievement of an objective. Risk management is the ability to identify, assess and control risks, to either prevent them from happening, or to reduce their likelihood and impact if they do happen.*

Sustainability: *a concept focused on ensuring we provide for our present generation while also safeguarding the needs of future generations given finite resources.*

Taonga: *treasure, anything prized – applied to anything considered to be of value including socially or culturally valuable objects, resources, phenomenon, ideas, and techniques.*

Tikanga: *correct procedure, custom, habit, lore, method, manner, rule, way, code, meaning, plan, practice, convention, protocol - the customary system of values and practices that have developed over time and are deeply embedded in the social context.*

Wāhi tapu: *designated permanent, discreet, and restricted space within a museum specifically for human remains including kōiwi tangata.*

Policy

For consistency the term *collections* is used throughout this policy and refers to cultural heritage, taonga tuku iho, taonga, items, artworks, objects, specimens and any similar terminology. It also refers to pre-acquisition items.

Schedules 1-5 form part of this policy and must be read in conjunction with all parts of this policy.

PART 1. Acquisitions (reference Schedules 1, 3, and 5)

This part sets out what staff must follow associated with collection acquisitions:

10. Pre-acquisition assessments must be undertaken prior to collections being received by Te Papa. Only in certain circumstances should collections be held by Te Papa prior to assessment and where approved by the Manager Collection Care Practice or Manager Natural History Collections.
11. Consider collections for acquisition if they meet agreed criteria.
12. Undertake research pertaining to the source or origin, provenance, and significance of collections proposed for acquisition.
13. Work alongside internal stakeholders to consider what level of engagement needs to occur in relation to acquisition proposals where provenance is known and that intersects with descendant Māori kin communities - iwi, hapū, whānau; or intersects with descendant non-Māori kin communities or interest communities.
14. Follow the Delegations Policy and Collection Development Committee (CDC) terms of reference when making decisions to acquire collections. Consider limitations on collecting imposed by such factors as staff resources, storage capacity, external expectations, and ongoing costs.
15. Ensure the transfer of ownership is completed for approved acquisitions. Obtain a Deed of Gift (transfer of ownership) or purchase receipt to ensure that the collections become the property of Te Papa.
16. Collections can be acquired:
 - a. through a method of donation, purchase, bequest, field collection, exchange, or commission;
 - b. in certain circumstances with restrictions, conditions, agreements, or jointly with another public collecting institution or interested parties, where Te Papa can manage ongoing expectations and commitments.
17. Collections cannot be acquired that involve:
 - a. living organisms; Living organisms can be received, collected, and preserved; only preserved specimens can be acquired into the collections; organisms can only be retained living for active research projects;
 - b. objectionable material, as defined by the Films, Videos, and Publications Classification Act 1993;
 - c. acquisitions in breach of Aotearoa New Zealand legislation or International Conventions.

PART 2. Care and Management of Collections

This part sets out what staff must follow associated with the care and management of collections:

Standards

18. Maintain and follow the standards and practices described in Ngā Tikanga Whakahaere Kohinga Taonga a Te Papa | Collection Care and Practice Framework, and associated operational processes, procedures, and guidelines for managing collections.

Data and Information

19. Create permanent records for the collections in Te Papa's Collection Information system (EMu) as part of the formal accessioning process.
20. Retain data and information about the collections permanently in Te Papa's Collection Information system (EMu), Media Library (NetX), and Records Management system (Pou Mataaho).

Mana Taonga

21. Work alongside internal stakeholders, including where appropriate Mātauranga Māori and Iwi Relationships, to consider what level of engagement needs to occur with identified descendant kin communities - iwi, hapū, whānau; descendant non-Māori kin communities, interest communities, artists, makers, or source communities who whakapapa to or have direct connections with collections; balanced with and informed by museum standards and practices.

Storage

22. Identify and monitor storage capacity limits for all new and existing collections.
23. Design, upgrade, and maintain physical and digital storage spaces to achieve safe environments for the collections and associated information.

Rationalisation

24. Systematically review collections to ensure they remain aligned to relevant organisational strategies to maximise their value to audiences, communities, and researchers.

Agents of Deterioration

25. Apply a risk management approach based on ISO 31000:2018, including cultural heritage risk analysis models, to mitigate damage of collections due to the agents of deterioration, and when specifying environmental parameters for storage and display; balanced with sustainability and minimising the impacts on Papatūānuku.

Emergency Management

26. Maintain emergency response, salvage, and recovery preparedness and capability to manage the impact of an emergency or incident involving collections.

Materials

27. Choose materials for storage, display, and transit that are produced and used in a way that has minimal impacts on Papatūānuku; balanced with being safe for the collections and having minimal effect on their deterioration. Consider materials that can be recycled or reused.

Conservation

28. Undertake interventive conservation treatments to stabilise collections and address the physical and chemical effects of damage.

29. Maintain the accessibility and integrity of digital collections in a readable, understandable, and discoverable form.

Destructive Sampling

30. Support destructive sampling of collections as an appropriate and necessary research process e.g. DNA subsampling, carbon-dating, isotope analysis. Destructive sampling must meet agreed criteria.

Access

31. Provide access to collections for the purposes of research, to create connections, and to support learning experiences; while maintaining their physical, digital, and cultural wellbeing.

Care, Custody and Control

32. In certain circumstances, hold items on behalf of other museums, art galleries, crown entities, or iwi. This can include single items, whole collections, or parts thereof. Reasons to hold include in response to an emergency, or national significance.

Valuations (reference Schedule 3.)

33. Procure collection valuations from independent agents such as a public auction house or dealer gallery. Te Papa does not provide external valuation services.

PART 3. Display, Loans and Access (reference Schedules 4 and 5)

This part sets out what staff must follow associated with collection display, loans, and access:

34. Mitigate risks and the likelihood of damage or loss when collections are used and made accessible within Te Papa or to external museums, galleries, universities, iwi, or source communities.
35. Provide access to collections for exhibitions, events, and research through loans of collections to museums, galleries, iwi, universities, organisations, companies, and entities; and likewise, for Te Papa to borrow from such bodies, including private individuals; and give effect to the Mana Taonga principle by managing Mana Taonga loans and events.
36. Apply charging rates if work required to fulfil a loan request is determined significant or if permanent resources are otherwise committed. A borrower is responsible for material costs associated with object support and freight of a loan. A borrower may be responsible for the labour costs associated with a loan where casual or contract labour needs to be engaged to service and meet their loan request.
37. Apply object support and handling standards and practices to minimise deterioration and damage to collections on display, in storage, and during transit.
38. Restrict or embargo access to collections, including data or information, where levels of risk have been identified as unacceptable and cannot be successfully mitigated.
39. Display or loan human remains only with approval from the Co-Leaders.

PART 4. Compliance

This part sets out what staff must follow associated with collection related compliance:

40. Identify and source any required certificates, permits, or licences to collect, hold, import, or export collections in accordance with relevant Aotearoa New Zealand legislation, International Conventions ratified by Aotearoa New Zealand, and/or that of the relevant country.
41. Ensure all practices and procedures are aligned to Te Papa's Health, Safety, and wellbeing Policy.

PART 5. Deaccessions (reference Schedules 2, 3 and 5)

This part sets out what staff must follow associated with collection deaccessions:

42. Consider collections for deaccession if they meet agreed criteria.
43. Undertake research pertaining to the source or origin, provenance, and significance of collections proposed for deaccession. If there is no provenance documentation, a deaccession can occur if the barriers to deaccession can be overcome, ethical considerations met, and legal advice supports deaccessioning.
44. Work alongside internal stakeholders to consider what level of engagement needs to occur in relation to deaccession proposals where provenance is known and that intersects with descendant Māori kin communities - iwi, hapū, whānau; or intersects with descendant non-Māori kin communities or interest communities.
45. Follow the Delegations Policy and Collection Development Committee (CDC) terms of reference when making decisions to deaccession collections.
46. Disposal methods, excluding destruction, must allow for the transfer of unrestricted title to any receiving party. If the disposal method is identified as repatriation or restitution, refer to the *Return of Cultural Heritage Collections Policy*.
47. Any proceeds, net money or compensation received from a deaccession must be used solely for the benefit of the collections.

Responsibilities

48. This policy is owned by the Director Collections and Research on approval by the Board. Non-substantive or minor changes require approval by the Director Collections and Research, including to the Schedules. Substantive changes e.g., to principles or responsibilities require Board approval.
49. The Board and the Executive Leadership Team (ELT) at Te Papa play pivotal roles in shaping and overseeing the implementation of the museum's collections policy. The Board provides strategic direction and ensures alignment of the policy with Te Papa's statutory responsibilities, vision, values, and long-term goals. The ELT is responsible for implementing the policy, monitoring performance to ensure safe and appropriate care of collections and taonga, ensuring alignment with the Mana Taonga principle, and fostering public engagement and accessibility.

Related Documents

50. Documents that are linked with or inform this policy include:
 - Te Rautaki o Te Papa | Te Papa Strategy

- Ngā Tikanga Whakahaere Kohinga Taonga a Te Papa | Collection Care and Practice Framework (incl. standards, processes, procedures, and guidelines)
- He Rautaki Rangahau mō ngā Kohinga Collections Acquisition Strategy
- Return of Cultural Heritage Collections Policy
- Risk Management Policy
- Te Aka Matua Research Library Policy
- Privacy and Personal Information Policy
- Fraud and Corruption Policy
- Health, Safety and Wellbeing Policy
- Delegations Policy
- Professional Code of Conduct (staff and contractors)
- Long-term Programming Framework (LTPF)
- New Zealand Conservators of Cultural Materials Code of Ethics
- ICOM Code of Ethics for Museums
- ICOM Guidelines on Deaccessioning of the International Council of Museums
- ICCROM A Guide to Risk Management of Cultural Heritage
- United Nations Declaration on the Rights of Indigenous Peoples 2007
- International Conventions (see Schedule 1.)

Breaches of the Policy

51. Breaches of this policy should be communicated to the Director Collections and Research. Depending upon the severity of the breach, actions may be taken with reference to the applicable Te Papa codes and policies.

Relevant Legislation/Authority

52. This policy will recognise or have regard for but not limited to:

- Museum of New Zealand Te Papa Tongarewa Act 1992
- Treaty of Waitangi Act 1975 and individual Claims Settlement Act
- Protected Objects Act 1975
- Wildlife Act 1953
- Marine Mammal Protection Act 1978
- Trade in Endangered Species Act (TIES Act) of Wild Fauna (CITES)
- Public Records Act 2005
- Arms Act 1983
- Biosecurity Act 1993
- Copyright Act 1994
- Electricity Act 1992
- Films, Videos, and Publications Classification Act 1993
- Hazardous Substances and New Organisms Act 1996
- Health and Safety at Work Act 2015

- Consumer Guarantees Act 1993

Review of the Policy

53. Review of this policy is due in 2027 with any substantive changes approved by the Board.

Approval by ELT/Board

Recommending authority	<i>ELT</i>
Approval authority	<i>Board</i>
Date	8 August 2024
Approved	Yes

SCHEDULES

Schedule 1. Acquisitions

Criteria for Acquisitions

1.1 Collections can be considered for acquisition where the following criteria is met:

- a. alignment with the *Collections Acquisition Strategy He Rautaki Rangahau mō ngā Kohinga* at the time of acquisition; and
- b. has significance and value in at least one of the following areas for the purposes of exhibition and/or research: aesthetic, artistic, cultural, spiritual, historical, scientific; and/or
- c. has significance and value in at least one of the following areas for the purposes of exhibition and/or research: provenance, rarity or representativeness, condition or completeness, interpretive capacity.

Research and Assessment

1.2 Curators must research and consider the following in relation to the acquisition of collections, and where appropriate work alongside Mātauranga Māori and Iwi Relationships:

- a. authenticity
- b. legal status of ownership
- c. any restrictions or conditions that may form part of the Deed or any agreement
- d. all available provenance information, including prior ownership, sale, exhibition and import/export history
- e. public interest
- f. organisational reputation
- g. potential effects on future donations or gifts
- h. any ongoing relationships with iwi, hapū, source communities, other cultural agencies, or stakeholders
- i. Papatūānuku (environmental impacts and materials used to make the collections)
- j. Natural History specimens - new (to science or records of) and/or rare taxa; geographical spread (latitude, longitude, and altitude/depth); age and stage.

1.3 All reasonable and practicable research efforts must be made to establish the provenance of collections being offered including affirmation that they have not been illegally or illicitly obtained, whether in Aotearoa New Zealand or from their country of origin.

1.4 Collections cannot be acquired where acquisition is in breach of Aotearoa New Zealand legislation or International Conventions such as:

- a. UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, 1970

- b. Hague Convention for the Protection of Cultural Property in the Event of Armed Conflict 1954
- c. UNIDROIT 1995 Convention on Stolen or Illegally Exported Cultural Objects
- d. UNESCO 2001 Convention on the Protection of the Underwater Cultural Heritage
- e. UNESCO 2003 Convention for the Safeguarding of the Intangible Cultural Heritage
- f. Convention on International Trade in Endangered Species of Wild Fauna and Flora 1973

Proposals

- 1.5 Declare any conflicts of interest where staff have direct or indirect involvement with collections being considered for acquisitions. Where a conflict has been declared in relation to a collection acquisition, the Director Collections and Research can require the staff member to be excluded from any discussions or decisions undertaken by the CDC.
- 1.6 Proposals must be completed in Te Papa's Collection Information system (EMu). Curators must prepare acquisition proposals for submission, where appropriate work alongside Mātauranga Māori and Iwi Relationships, and address, but not limited to:
- a. significance of the proposed acquisition
 - b. item description
 - c. provenance description
 - d. storage, display and long-term care requirements
 - e. strategic alignment
 - f. restrictions, conditions or agreements
 - g. Mana Taonga, including applicable tikanga and cultural protocols
 - h. current market valuation
 - i. condition status
 - j. estimated associated costs
 - k. Papatūānuku

1.7 Seek input and implications from Collection Services, and where appropriate Collection Access.

1.8 Seek input or peer review from external specialists if determined necessary to inform a proposal.

Ownership Agreements

1.9 Joint-ownership Agreements or Mana Taonga Management Agreements are determined and managed on a case-by-case basis.

Methods of Acquisition

1.10 Donation

A donor is required to sign a Deed of Gift to evidence the legal transfer of title. A receipt is used to evidence the transfer of possession. An exchange may also be considered a donation which is a common method in Natural History collections e.g. secondary type or duplicate material donated from an expedition.

1.11 Purchase

Collections can be purchased from:

- a. auctions, including reputable websites such as TradeMe and Ebay
- b. commercial galleries
- c. retail shops
- d. private individuals and companies
- e. Te Papa staff

Where collections are purchased from commercial galleries, retail shops, or at auction, the title passes in accordance with the terms and conditions of sale and is covered by the Consumer Guarantees Act 1993.

1.12 Bequest

If a bequest is accepted a Deed of Gift will provide the warranties and indemnities as it relates to the title. Ideally a copy of the will (or relevant sections) and any other related documentation is provided to Te Papa by the estate.

Where Te Papa has received the transfer of legal title, property not acquired as collections can be disposed of. Any proceeds, net money or compensation received must be used solely for the benefit of the collections.

1.13 Field Collection

Plant and animal specimens are collected directly from the source. Applies to Humanities co-collecting projects and approved serendipitous collecting at events or festivals. Where appropriate, consult with iwi, hapū, source community representatives, government agencies, or private landowners.

1.14 Commission

An artist, private company, or individual can be contracted to produce an object, performance, taonga, or artwork for Te Papa, that may or may not be acquired into the collection. Title passes pursuant to the terms and conditions of the Te Papa Commission Agreement.

Schedule 2. Deaccessions

Criteria for Deaccessions

2.1 Collections can be considered for deaccession based on the following criteria:

- a. no longer is aligned with the *Collections Acquisition Strategy He Rautaki Rangahau mā ngā Kohinga* at the time of deaccessioning lacks aesthetic, artistic, historical and/or scientific significance and value for exhibition or research purposes
- b. is culturally significant, and may be subject to Repatriation – see *Return of Cultural Heritage Collections Policy*
- c. has been stolen or illegally exported or imported, and may be subject to Restitution – see *Return of Cultural Heritage Collections Policy*
- d. has been acquired through the desecration of graves or sacred sites
- e. is legally and/or ethically inappropriate to remain in the collection
- f. cannot be adequately conserved, managed or stored
- g. is better placed in another public collecting agency

- h. is in so poor physical condition that conservation is not practicable or is damaged beyond reasonable repair
- i. has been determined as a forgery; a known fake or copy; not authentic
- j. is incorrectly identified and not what it is purported to be
- k. is required for destructive sampling
- l. is a duplication or a more suitable like example is being considered for acquisition
- m. has no associated documentation on its acquisition or provenance
- n. presents an unacceptable health and safety risk to people, the buildings or other collections

Assessment and Research

- 2.2 All reasonable and practicable research efforts must be made when deaccessioning taonga Māori to identify the iwi provenance.
- 2.3 All reasonable and practicable research efforts must be made to identify and contact any associated living donor, maker, artist, estates, or their representatives, to inform them of the intention to deaccession.
- 2.4 If it is identified that the collection has been illegally or illicitly acquired, the Director Collections and Research must be informed.
- 2.5 If the deaccession includes human remains, refer to the *Return of Cultural Heritage Collections Policy*.
- 2.6 Curators must research and consider the following in relation to the deaccession of collections, and where appropriate work alongside Mātauranga Māori and Iwi Relationships:
 - a. authenticity
 - b. legal status of ownership
 - c. any conditions or restrictions made at the time of acquisition
 - d. all available provenance information, including prior ownership, sale, exhibition and import/export history
 - e. public interest
 - f. organisational reputation
 - g. potential effects on future donations or gifts
 - h. any ongoing relationships with iwi, hapū, source communities, other cultural agencies or stakeholders
 - i. Papatūānuku (disposal related environmental impacts)

Proposals

- 2.7 Declare any conflicts of interest where staff have direct or indirect involvement with collections being considered for deaccessions. Where a conflict has been declared in relation to a collection deaccession, the Director Collections and Research can require the staff member to be excluded from any discussions or decisions undertaken by the CDC.
- 2.8 Proposals must be completed in Te Papa's Collection Information system (EMu). Curators must prepare deaccession proposals for submission, where appropriate work alongside Mātauranga Māori and Iwi Relationships, and address, but not limited to:
 - a. reasons for the proposed deaccession

- b. item description
- c. provenance description
- d. effects removing the collection could have on the wider collections
- e. applicable legislation, agreements or legal restrictions
- f. any relevant conditions that accompanied the original acquisition
- g. steps taken to contact the original donor or their representatives
- h. Mana Taonga, including applicable tikanga and cultural protocols
- i. current market valuation
- j. condition status
- k. estimated associated costs
- l. recommended method of disposal

2.9 Seek input and implications from Collection Services, and where appropriate Collection Access.

2.10 Seek input or peer review from external specialists if determined necessary to inform a proposal.

Provenance Research

2.11 Te Papa has a responsibility to undertake provenance research for the purposes of collection deaccessions. Where appropriate working alongside Mātauranga Māori and Iwi Relationships, the relevant Curator or Provenance Researcher must be able to:

- a. provide accurate and detailed information to iwi, hapū and source communities
- b. support communities to identify taonga held in Te Papa's collections
- c. manage any external legal advice
- d. provide timely advice to all stakeholders
- e. engage and liaise with iwi, hapū, source communities, and internal Te Papa stakeholders

Disposal Methods

2.12 Collections remain the property of Te Papa until the legal transfer of title.

2.13 Accession and registration numbers must not be reassigned to any other collections. All markings or numbers on the collections identifying them as having belonged to Te Papa must be removed.

2.14 Considerations must be made for collections whose trade or movements are subject to laws or agreements such as CITES. This is Te Papa's responsibility if the exporter, and the legal transfer of title is subject to any such requirements.

2.15 Removal of hazardous collections must only be undertaken using certified suppliers and handlers of hazardous substances.

2.16 The New Zealand Accounting Standard NS IAS 16 Property, Plant and Equipment requires that the carrying amount of an item of property, plant and equipment (including heritage and cultural assets) is derecognised when no future economic benefits are expected from its use or disposal.

- 2.17 Disposal methods allow for the transfer of unrestricted title to any receiving agency or person. Depending on the nature of the deaccession, the following authorised methods for permanently removing collections apply, where the deaccessioned collection:
- a. can be donated to the original donor if the donor or their representatives can be located; or
 - b. has been identified for repatriation or restitution - see *Return of Cultural Heritage Collections Policy*; or
 - c. has been identified as a known fake and therefore can be used internally for conservation and curatorial research purposes or must be destroyed. Fake items must not be offered to any external parties, either for sale or otherwise; or
 - d. has cultural, artistic, or scientific value and can be placed with an appropriate Aotearoa New Zealand public institution by means of donation, sale, or exchange; or
 - e. has a market value and can be disposed of by public auction, tender or sale through a third party; or
 - f. is no longer recognisable or restorable or has no saleable value, it can be destroyed or recycled.

Schedule 3. Valuations

3.1 Independent valuations must be obtained as outlined in Table 1.

3.2 The value of an acquisition or deaccession is based on the total estimated value of the proposal, including associated costs, not individual items. There will be occasions, where at the discretion of the relevant discipline Head, individual items will not be independently valued e.g. where there is no known market.

3.3 In all cases, the relevant Curator must include any supportive valuation comparisons, explanations, or reasoning in their acquisition or deaccession proposals.

3.4 Where it is not possible or practicable to obtain more than one valuation, inform and seek guidance from CDC.

3.5 Natural History specimens are excluded from Table 1. where no commercial value exists. Valuations in this situation are determined based on replacement costs.

Table 1. Valuations

Est. value of the acquisition or deaccession	Action required by the relevant Curator
Up to \$100,000	An external valuation is not required however can be requested by the relevant Curator or CDC.
\$100,001 to \$150,000	One external valuation is required. CDC can request a second valuation at their discretion.
Over \$150,000	Two external valuations are required. CDC can request a third valuation at their discretion.

Schedule 4. Mana Taonga Access

- 4.1 Mana Taonga requests come from iwi, hapū, or whānau, and occasionally from descendant non-Māori kin family members, communities, or interest communities - to access taonga or collections for a tangihanga, ceremony, celebration, tribunal hearing, graduation, wānanga, investiture, treaty settlement, or reconnection.
- 4.2 A Mana Taonga Loan means a collections staff member e.g. Kaitiaki Taonga Collection Manager, **does not accompany** the taonga or collections.
- 4.3 A Mana Taonga Event means a collections staff member e.g. Kaitiaki Taonga Collection Manager, **accompanies** the taonga or collections.
- 4.4 Mana Taonga loans differ from standard Te Papa collection loans by:
- specific purpose – tangihanga, ceremony, celebration, tribunal hearing, graduation, wānanga, investiture, treaty settlement, or reconnection. Usually not for the purposes of exhibition or research, as this would default to the standard Te Papa loans process;
 - whakapapa – there is usually a known genealogy, lineage, or descent to the taonga or collections; or a strong connection that is well known and documented; and
 - short turnaround times – usually taonga or collections are required within hours or days.

Schedule 5. Delegated Authority

- 5.1 Inform the CFO with regards to insurance disclosure if the total combined insurance value of a consignment involving collections is \$5m or more.
- 5.2 Table 2. provides clarity for who holds delegated authority for decision-making in specific situations relevant to the collections. The one-up escalation principle applies:

Table 2. Delegated Authority

Activity	Delegated authority
Collection acquisitions (approval of)	<ul style="list-style-type: none"> Refer to Te Papa Delegations Policy
All collection deaccessions (approval of)	<ul style="list-style-type: none"> Refer to Te Papa Delegations Policy
Risk mitigation for collections on display at Te Papa (approval of)	<ul style="list-style-type: none"> Relevant discipline Head (project owner) Head Collection Services Director Collections and Research
Temporary – outgoing and incoming loan agreements for the purpose of exhibitions or research (approval of) excluding Commercial or Touring Exhibitions Loan Agreements	<ul style="list-style-type: none"> Head Collection Access Head Collection Services Director Collections and Research - <i>if combined insurance value \$5m or more</i>
Temporary – Natural History outgoing and incoming loan agreements for the purpose of research (approval of)	<ul style="list-style-type: none"> Head Natural History Relevant discipline Curator Natural History Director Collections and Research - <i>if combined insurance value \$5m or more</i>

<p>Incoming agreements for the purpose to hold e.g. store and manage, on behalf of another organisation or persons (approval of)</p>	<ul style="list-style-type: none"> • Director Collections and Research <i>(in discussion with the Head of Collection Services, relevant discipline Head, and Senior Advisor Loans and Acquisitions)</i>
<p>Temporary – outgoing Mana Taonga loan agreements or release forms for an event for the purposes of tangihanga, ceremony, celebration, tribunal hearing, graduation, wānanga, investiture, treaty settlement, or reconnection (approval for relevant Heads to sign agreements)</p>	<ul style="list-style-type: none"> • Kaihautū, Director Collections and Research, Director Ngā Manu Atarau <i>(approval required from at least two)</i>
<p>Incoming agreements for the purpose to hold e.g. store and manage, on behalf of iwi or hapū (approval of)</p>	<ul style="list-style-type: none"> • Kaihautū and Director Collections and Research <i>(in discussion with the Director Ngā Manu Atarau, Head of Collection Services, Head of Mātauranga Māori; and Senior Advisor Loans and Acquisitions)</i>