

# Appendix 4

## GLOSSARY

1. **PURPOSE**

The purpose of this glossary is to:

- \* establish standard usages of words for the History Trust of South Australia
- \* define terms

2. **WORDS**

**accept**

to formally receive legal and physical custody of an object (usually a donation) on behalf of the History Trust of South Australia for the purposes of accessioning into the collection and as documented by an exchange of appropriate paperwork

**accession**

the process of registering and cataloguing an object into the collection

**acquire**

to come into legal possession of an object for accessioning into the collection

**acquisition**

the process of obtaining legal possession (as by purchase, donation or bequest) of an object for accessioning into the collection

**acquisitions**

objects

**asset**

for the purpose of this policy an asset is regarded as an object ie. a document, picture, specimen or artefact which has been acquired by the History Trust

**bequest**

the acquisition of objects by the History Trust of South Australia after the death of an individual as a result of a direction in that individual's will

**cataloguing**

the process whereby all known relevant information about an object and its physical dimensions are recorded and filed

**classification**

the process of ordering, defining, or placing items into classes or groups for the purpose of retrieval through an indexing system

**collect**

the act of acquiring objects for accessioning into the collection

**collection**

the body of acquired objects held in title by the History Trust of South Australia

**collection management**

all philosophies, practices and procedures for acquiring, documenting, handling, storing, securing and disposing of objects within the History Trust of South Australia

**conservation**

the processes by which objects or the environment in which they are housed are treated in order to conserve, preserve, protect or maintain integrity according to strict principles

**curatorial committee**

the divisional body responsible for ensuring that the respective divisional acquisition policy is adhered to

**deaccession**

the process by which objects in the History Trust of South Australia collection are removed from the collection, other documentation is appropriately amended ensuring that legal requirements are met and that the objects are made ready for disposal

**display**

- to present objects, illustrative material and text to visitors around a theme or story in a way that is designed to stimulate interest, gain empathy and communicate a message
- a discreet unit or component of an exhibition

**documentation**

the process by which an object is registered into the collection including any accompanying documents along with the recording of all appropriate details, filing of provenance data and noting any subsequent museum use of the object

**donation**

donation is the process of acquiring an object whereby a donor gives that object to the History Trust of South Australia. A donation also refers to an object given by this process.

**exhibition**

a means of communication by the material expression of a theme or story organised through presentation of objects, words, interactive units, images, audio visual techniques and the like

**facsimile**

a copy of an original work or item that is similar in appearance to the original. Usually applies to works on paper.

**historical significance**

any object, site, activity, idea or the like of importance to the history of South Australia

**moveable cultural heritage**

any reasonably portable object of notable historic, social scientific, technological, cultural, or the like, relevance (see Commonwealth *Protection of Moveable Cultural Heritage Act No 11 1986*, part II, division 1, section 7)

**museum**

- the *History Trust of South Australia Act 1981* (SA) states (part 1 section 4): museum means premises in which objects illustrative of, or relevant to, the history of the State are cared for and exhibited (whether or not the premises are devoted exclusively to the care or exhibition of such objects)
- the International Council of Museums 1974 defines a museum as "a non-profit-making, permanent institution in the service of society and its development and open to the public, which acquires, conserves, researches, communicates and exhibits for purposes of study, education and enjoyment, material evidence of man (sic) and his (sic) environment"

**object**

- the *History Trust of South Australia Act 1981* (SA) states (part 1 section 4): object includes a document, picture, specimen or artefact (but does not include an object as defined in the South Australian Heritage Act 1978-1980, or the Aboriginal Heritage Act 1979)
- the ICCM 1986 defines object as a collective term to include works of art, artefacts, items, specimens, records, information, resources etc

**object name**

a simple, common word for naming an object

**preservation**

the actions taken to retard deterioration of or prevent damage to objects

**Resource Collection**

objects which do not meet History Trust acquisition criteria but are intended to be used for display props, in education programs or for use or exchange in the conservation of the formally acquired object collection

**provenance**

the proven or documented place of origin, use, history and ownership of an object

**reconstruction**

the actions taken to recreate, in whole or in part, objects or other cultural material

**register**

- the hard copy book into which objects held in the collection of the History Trust of South Australia are recorded as the first stage in the accessioning process. The cataloguing process is then recorded on a computer database
- the record of objects of historical significance to the State as referred to in the *History Trust of South Australia Act 1981* part II, division II, 14 (1) (e)
- the process of entering an object into the recording systems of the History Trust of South Australia
- a registration system must record *inter alia* serial or registration number, description, location and value (in accordance with 4.3.1.1 of the Financial Management Framework and Treasurer's Instruction, SA Department of Treasury and Finance)

**registration**

the process of entering an object into the recording systems of the History Trust of South Australia by assigning a unique number, physically numbering the object and recording that number in a register

**replica**

a copy, facsimile or reproduction of an object made by the maker of the original or under their direction, or more generally, an object that is considered to be historical

**reproduction**

a copy or duplicate of an original item, usually an art work or document

**restoration**

the actions taken to modify the existing materials and structure of objects to represent a known earlier state

**thesaurus**

a word list providing standard, consistent terminology for use in describing and cataloguing objects

References:

- General knowledge
- *Code of ethics & guidance for conservation practice* (ICMM, 1986)
- *History Trust of South Australia Act 1981* (SA)
- *Policy for the use of replicas, reproductions and facsimiles in museum exhibitions* (Museum of Applied Arts & Sciences, NSW, 1984)
- *Protection of moveable cultural heritage Act No 11 1986* (Commonwealth)
- *The Macquarie Dictionary* (Macquarie University, NSW, reprint 1982)
- *Caring for Our Culture* (Museums Australia, Canberra 1998)