

SECTION 4

RESOURCE COLLECTION

4. Resource Collection

4.1 Definition of Resource Collection

Props – objects obtained to use only as support material in exhibitions and other public programs and to lend to other organisations for specific purposes, such as film sets

Education – objects obtained for demonstration or use

Swaps – objects obtained for use or exchange in the conservation of the formally acquired object collection

Resource Collection are not formally acquired into the History Trust of South Australia's object collection. They do not have object status. They are expendable and do not have to meet acquisition criteria.

Resource Collection can also include objects transferred from the collection after the deaccessioning process has been completed

If objects are donated to Resource Collection by members of the public, the receiving History Trust officer should ensure that the donor completes the *Resource Collection Donation Form* and is aware of the intended hands-on use of the objects as listed.

4.2 Management

The responsibility for Resource Collection is determined at a divisional level. Delegated History Trust officer(s) are those who use the objects and could include the curator, education officer, guide staff, engineers, technicians or workshop mechanics. They are responsible for monitoring the use of Resource Collection objects and disposing of them as required.

4.3 Registration and storage

Resource Collection are to be clearly differentiated from objects held in the collection of the divisions of the History Trust of South Australia.

Separate registration procedures can be used and a separate records system maintained, depending on the nature of the material and requirements for its use.

Objects are to be stored in locations clearly separate from the collection.

4.4 Criteria for disposal of Resource Collection

Resource Collection are by definition comprised of objects which have been obtained to serve a temporary need within the scope of the History Trust's public programs.

Resource Collection are considered no longer required when one or more of the following occurs:

- a) a public program has been completed
- b) a public program has been altered to such an extent that the object is redundant
- c) the object can be exchanged or sold for another which has more relevance to a public program
- d) the object has deteriorated beyond use for public programs.

There are no set guidelines for disposal of Resource Collection. A record of disposal need only be kept if donor forms were initially completed, and/or if a records system is associated with the objects.

Resource Collection objects are not to be given to staff and volunteers. However the Resource Collection can be improved by an exchange with any interested party including staff, volunteers and their families.