

TRANSPORT HERITAGE NSW

**COLLECTION
MANAGEMENT
POLICY**

Document Name:	Collection Management Policy – THNSW Collection
Document No:	CMS-POL001.1

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1. Collection Management Policy

1.1. Purpose: To provide a framework for the management of the collection to assure its long-term future, significance and integrity.

1.2. Definitions:

- **THNSW** – Transport Heritage NSW
- **Objects** – individual items within the collection, covering small artefacts and rolling stock.
- **Collection** – the group of movable heritage objects (including small objects and rolling stock) that have been assessed and acquired through the acquisitions procedures.
- **THNSW-owned collection** – refers to those objects that have been acquired by the organisation, and includes objects that were owned by the former New South Wales Rail Transport Museum that have been transferred to THNSW, and new objects acquired by THNSW into the collection.
- **Fabric** – the physical material of an object or item.
- **Original** – the condition and fabric of the object when it finished the working life for which it had been manufactured or constructed, or the condition of the object when it was acquired (whichever is most appropriate).
- **Conservation** – the processes of looking after an object or a collection of objects so as to retain its cultural significance.
- **Maintenance** – the continuous protective care of an object or a collection of objects. This does not involve repair.
- **Preservation** – maintaining an object or a collection of objects in its existing state and retarding deterioration.
- **Restoration** – returning an object to an earlier era by removing accretions or additions, or by reassembling existing elements without introducing new.
- **Reconstruction** – returning an object to a previous condition through the addition of new fabric or elements.
- **Use** – the way in which an object is managed; the functions or activities carried out in association with that object or collection of objects.
- **Adaptation** – changing the object to suit a new function or use.

1.3. Scope: This policy covers all objects owned by THNSW. State-owned collection objects are dealt with in a separate policy.

Objects owned by other organisations and on loan to THNSW are dealt with separately under those specific loan agreements.

This policy covers such activities as:

- acquisition
- storage
- disposal
- access
- maintenance
- reconstruction
- loans
- security
- registration
- operation

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1.4. Background: The Collection has been amassed over half a century by organisation members, volunteers and non-heritage staff who have sometimes operated on an opportunistic basis, sometimes collecting without a clear and organisation-wide strategy.

The Collection today includes many rare and significant heritage transport objects, but also contains numerous multiple examples of similar objects and items that have no cultural or heritage significance or no real relevance to the heritage transport narrative that should remain the consistent and underlying theme.

An organisational culture has traditionally existed within THNSW and the borrowers of objects that encourages interaction and intervention to a level that has often ignored, misunderstood and sometimes reduced the significance of these items.

As a leading heritage transport body in NSW, it is important that the organisation is a leader in heritage transport collection management and museum practice.

This policy has been developed in line with Museums Australia practice, Significance 2.0, the Burra Charter and the Riga Charter.

1.5. Policy objectives:

- to provide a framework for the acquisition of new objects into the Collection
- to provide a framework for the disposal of objects considered to have little or no significance or value to the Collection
- to ensure that all objects within the Collection are managed in a responsible manner and using the best museum practices available to the organisation
- compliance with relevant legislation, conventions and statutory obligations
- to provide a framework for incoming and outgoing loans

1.6. Policy (general):

- new objects acquired into the THNSW collection will be demonstrably relevant to the mission statement, and/or fit within the strategic framework of the operational requirements of the organisation, determined by the Heritage & Collections Manager in consultation with the Collections & Curatorial Committee and in accordance with the Acquisitions Policy for the THNSW Collection
- acquisitions will be managed to minimise individual bias or conflict of interest in accordance with the Acquisitions Policy
- acquisitions will be managed to ensure adequate resources are available for the storage, care and management of the collections
- objects that are deemed not to fit within the parameters of the Acquisitions Policy or meet strategic operational requirements can be disposed of in accordance with the organisation's Disposals Policy and Disposals Procedure
- disposals will be managed to minimise individual bias or conflict of interest in accordance with the Disposals Policy
- objects will be stored and displayed securely and in a manner that minimises the risk of damage caused by public access, personnel, environment or other hazards in accordance with the organisation's collections management procedures
- objects will be catalogued, photographed, condition reported, their location recorded, and all records will be maintained up to date in accordance with the organisation's registration procedures

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- objects will be maintained as per the conservation guidelines laid down for their care and maintenance
- all conservation work carried out on objects, including reconstruction, preservation and restoration works, will be fully scoped, budgeted, assessed against asset management plans, interpretation plans, operating plans and the business plan, and must be approved before beginning
- all conservation work carried out on objects, including reconstruction, preservation and restoration works, will be documented in the object's file in the collection management system
- access by the public and personnel will be controlled to minimise risk in accordance with the collection management and conservation procedures
- objects will be displayed in a manner consistent with international museum practice, and in accordance with interpretation strategies and in accordance with the Exhibition Management Procedure/s
- demonstration or operational objects will be presented, maintained and operated in accordance with the Operating Collection Management Policy and Fleet Management Strategies and, where appropriate, be maintained as per the requirements of the Rail Safety Act, THNSW's safety management system and any other legislative obligations
- objects will only be made available to external organisations for outgoing loan if these organisations are able to meet the criteria laid down in the Loans Policy
- objects will only be borrowed from external organisations if there is a demonstrable need for the inclusion of these objects into an exhibition or operational objects as part of a defined operational requirement
- monies paid out by insurance companies for damage or loss to THNSW-owned collection objects, or paid for deaccessioned objects that have been sold, will be returned to the Heritage and Collections budget and used to acquire replacements where appropriate or otherwise to manage collection objects.

1.7. Responsibilities:

Board

- sets, and at appropriate intervals, reviews the Heritage and Collection Management Policy
- endorses, or otherwise, the recommendations made by the CEO in relation to Heritage Collections management
- ensure that the necessary resources are made available to implement the policy, including using its best endeavours to secure funding and providing strategic support

Chief Executive Officer

- ensure that THNSW's corporate and business planning objectives are reflected in the heritage and collection policies, asset management plans and related procedures, budgets and strategies
- ensure that recommendations put forward by the Heritage & Collections Manager / Collections & Curatorial Committee regarding acquisitions, deaccessions, interpretation and treatment of collection objects and built heritage are enacted where practical and possible in accordance with the policy.

Heritage & Collections Manager

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- consult with subject-matter experts (including, but not limited to, the Collections & Curatorial Committee) in the development and implementation of Heritage and Collections policies and procedures
- develop and implement the policies and procedures to support good heritage and collections management
- develop asset management plans and supporting documentation to provide for the identification and scoping of expenditure needs and resource requirements
- direct utilisation of the facilities, staff and volunteers responsible for work on museum objects to ensure that work is undertaken consistent with approved plans
- implement and oversee an effective collections management system and overall supervision of the collection
- develop and implement effective recording and reporting systems for the documentation of work carried out on all objects
- implement, maintain and apply THNSW’s safety management and environmental management systems in relation to work on the collection to ensure that defined serviceability standards are met
- provide accurate and timely information and reports (including costs and asset condition and performance) to the CEO in relation to collections management.

Collections & Curatorial Committee

- make considered recommendations regarding the acquisition of items into the collection
- to make considered recommendations regarding the disposition of, and interactions with, heritage collection items
- provide the best possible advice using the knowledge and experience available internally and externally to the organisation to develop policies and practices
- to support the implementation of the policies and practices.

Staff and volunteers

- follow plans, strategies and other supporting documentation to meet the overall needs of the business and this policy
- ensure that work carried out on objects is consistent with approved plans
- apply THNSW’s safety management and environmental management systems in relation to all work carried out on the collection, as assigned and directed by responsible managers, to meet the overall needs of the business and this collections policy.

1.8. Review

This policy will be reviewed every five years or at such other interval as determined by the Board, and led by the Heritage & Collections Manager.

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2. Acquisitions Policy – THNSW Collection

2.1. Purpose: To provide a framework for decision making when considering new acquisitions into the THNSW collection.

2.2. Scope: All items considered for addition to all THNSW-owned collection classes:

- Conservation collection
- Operational collection
- Demonstration collection
- Heritage asset collection
- Research collection
- Props collection
- Spare parts collection
- Archival collection

2.3. Related documents:
CMS-F014 Significance matrix

2.4. Context: The THNSW Collection has been acquired and is maintained to meet the mission of THNSW to bring transport heritage to life. The purpose of the Collection is to engage, enthuse and educate the public about the impact of the railways (government owned and private) on the development of the state, and the ways that the railways affected the lives of the people of NSW.

2.5. Background: The current railway collection has been amassed over half a century, sometimes carefully curated by subject-matter experts, but sometimes (and particularly with small objects) through opportunistic donation without a clear and organisation-wide strategy. The rolling stock and signalling collections, however, were reassessed by the organisation in 1981 and considered for retention or deaccessioning on the basis of space, volunteer time, skills and money available, and the appropriateness of each item for eventual reconstruction.

Today the collection includes many rare and significant heritage transport objects, but also contains numerous multiple examples of similar objects, and items that have no cultural or heritage significance or no real relevance to the heritage transport narrative that should remain the consistent and underlying theme.

This policy aims to put deliver a framework to ensure the significance and appropriateness of new acquisitions, taking into account resourcing, interpretation plans and long-term operational requirements of the organisation.

2.6. Underlying principles:

- New objects acquired into the collection will be demonstrably relevant to the mission statement, will fit within the interpretive themes and/or fit within the strategic framework of the operational requirements of the organisation
- Only items that can be reasonably managed and cared for will be acquired
- THNSW will ensure to the best of our ability that objects offered to the THNSW collection by donation or for sale have been honestly acquired and have not been stolen or misappropriated.
- THNSW will ensure, as far as possible, that donors understand the full implications of their donation to us.

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- THNSW will only acquire items the collection that present reasonable opportunities for interpretation, display, education or research, or that have exceptional heritage significance.
- In collecting THNSW will take into consideration whether similar or related items are held in other public collections and whether the item would be better placed in that collection.
- Items containing hazardous materials will only be accepted after an assessment that determines the hazardous materials are contained and that controls to protect the safety of people, the environment and other collection objects are, or can reasonably be put, in place.
- While all donations will be considered on the basis of merit, no item will be purchased for the collection from THNSW employees, volunteers or members.
- When offered items for acquisition into the THNSW-owned collection that do not fit within the acquisitions policy framework, recommendations about offering to a more suitable collecting organisation will be made to the owner if appropriate.

2.7. Collecting parameters (thematic):

COLLECTION GROUPS	
Generally	Only items that relate directly to the construction, use and operation of railways in NSW will be considered for accessioning. Tram-related items will be referred to the South Pacific Electric Railway. Bus-related items will be referred to the Sydney Bus Museum. Archival items that do not directly relate to items in THNSW's collection will be referred to the Australian Railway Historical Society NSW Division's Railway Resource Centre.
Conservation	Objects must illustrate the effect that railways had on the people of NSW, and fit one or more of the following broad themes to be considered for accessioning: –Work – all positions up to and including signalman, driver, stationmaster, ganger, workshops and labs, shunter and employment opportunities for women, indigenous people. Objects include personal items (uniforms, tools, equipment). Goods traffic – objects that relate to the movement of perishables, commodities, coal, mail, livestock, mixed traffic. Passenger traffic – objects that relate to catching trains for work, leisure and duty. Politics and social change – objects that relate to the political power or social changes caused by the railways or enforced on the railways.
Operational	Objects must meet the operational needs of the organisation. Rolling stock in this classification must meet the requirements of the Fleet Strategy and the Business and/or Strategic Plans in order to be considered for accessioning.
Demonstration	Objects must meet the same requirements as the conservation collection, whose demonstration by staff or volunteers or whose use by the public will enhance the understanding of the themes of employment, goods traffic, passenger traffic or political and social change.
Research	Items that are significant only for the information they can provide in the future. Samples of fabric, paint, timber etc from objects undergoing reconstruction may be retained in this way to provide evidence of original materials, construction methods or colours.

NON-COLLECTION GROUPS

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Props	Objects that have been identified to assist with interpretation of objects through set dressing – such as vintage luggage for luggage trolleys.
Spare Parts	Only parts that can be reasonably used on collection objects that are either already in the conservation, operational, demonstration, heritage asset or prop collections, or that can reasonably expected to be shortly acquired for one of these purposes, will be acquired.
Archival or library	Objects including books, manuals, drawings etc that are not collection objects, but have value in providing technical information may be considered for inclusion in the archival class. These may include originals, reprints or new.

2.8. Collecting parameters (significance):

SIGNIFICANCE CONSIDERATIONS	
Relevance	Is it a NSW Railways item? Was it manufactured particularly for use by a NSW railway?
Historic	Is it associated with an important historical event?
	Did it contribute to changing the course of railway history?
	Does it help represent the changing course or pattern of NSW railways, or railway-related cultural history?
Aesthetic or technological	Does it have particular aesthetic value?
	Does it demonstrate a manufacturing process no longer available?
Representativeness	Does it have representative value?
	Does it have specialty or technological value?
Rarity	Does it have rarity value?
	Are there other examples in the THNSW, the State or other collections?
	Are there other examples still in commercial use?
Social	Does it have local value?
	What are the likely internal and external stakeholder expectations of acquisition?
Condition	Is it complete?
	Is it in original condition?
	If work has been carried out, does this work conform to original specifications, drawings and railway practice?
	Will necessary intervention negate the value of its historical significance?
Research value	Does it have outstanding potential to yield information or knowledge?
Interpretive potential	Will it help illustrate an interpretive theme?
	Does it have potential as a prop or demonstration object?

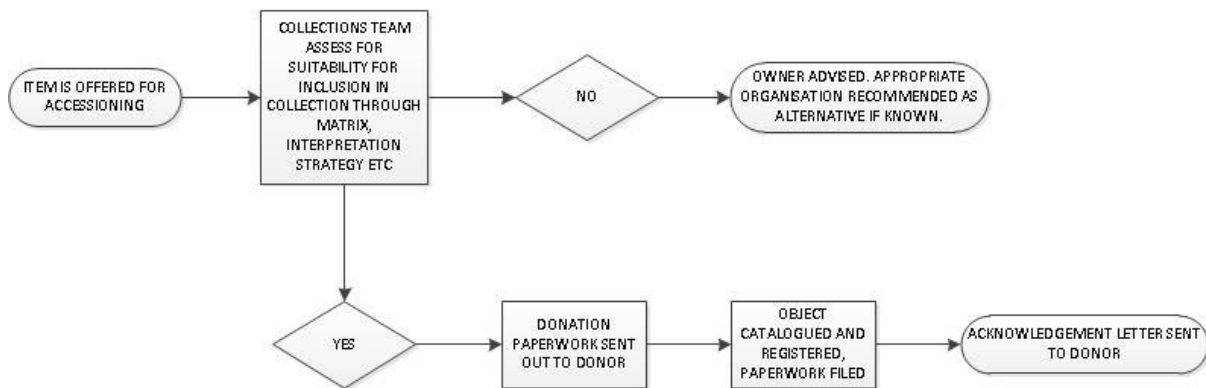
PRACTICAL CONSIDERATIONS	
Resourcing	What immediate conservation resources might be required to make this item acceptable for acquisition?
	What are the likely costs of acquisition?
	Would the acquisition costs be considered value for money?
Storage	Is there adequate storage available for this item?
Appropriateness	Is there another collection that this item would be better placed

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	with?
	If it is a component or a spare part, will it complete an object, or likely to be used to repair an object?

Acquisitions process for THNSW-owned collection



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3. Deaccessions and Disposals Policy

3.1 Purpose: To provide a framework for decision making when considering deaccessioning objects from the Collection and the disposal of THNSW-owned items.

3.2 Scope: Any objects that doesn't meet the collection management criteria will be considered for deaccessioning and disposal. This includes objects held in any of the classes.

3.3 Related documents:

- CMS-FOR12 Deaccessions Form
- CMS-PRO007 Deaccessions and Disposals Procedure

3.4. Background: The Collection today includes many rare and significant heritage transport objects, but also numerous multiple examples of similar objects, and items that have no cultural or heritage significance or no real relevance to the heritage transport narratives that should remain the consistent and underlying theme.

This policy aims to provide a framework to ensure the significance and appropriateness of the Collection in their entirety through a controlled, transparent and unbiased process.

3.5. Underlying principles:

- Objects that do not meet Collection Policy and Acquisitions Policy parameters will be considered for deaccessioning from the collection
- The recommendation to deaccession and dispose of an object will be made to the CEO by the Heritage & Collections Manager and no fewer than two-thirds of the members of the Collections & Curatorial Committee.
- Objects may be reclassified from one collection to another by the Curatorial Committee or the Heritage & Collections Manager without following the deaccessioning and disposals process (i.e. from the conservation collection to the demonstration collection), with the exception of objects being reclassified into the spare parts collection
- Staff and volunteers involved in the deaccessioning process may not acquire deaccessioned objects for themselves or on behalf of another organisation
- Deaccessioned objects will be offered back to the donor, where the donor's identity can be determined following a reasonable effort.
- If the donor cannot be reasonably found, or that person is not interested in having the object returned to them, it will be offered to heritage organisations with similar principles on an exchange, gift or sale basis.
- If a similar heritage organisation cannot be found to take the object, it will be offered for private sale.
- Any money earned from the sale of any object is to go into a fund for the acquisition of new collection objects or Collection management.
- If no other organisation or buyer can be found the item may be destroyed or otherwise disposed of.

3.6. Deaccessioning parameters

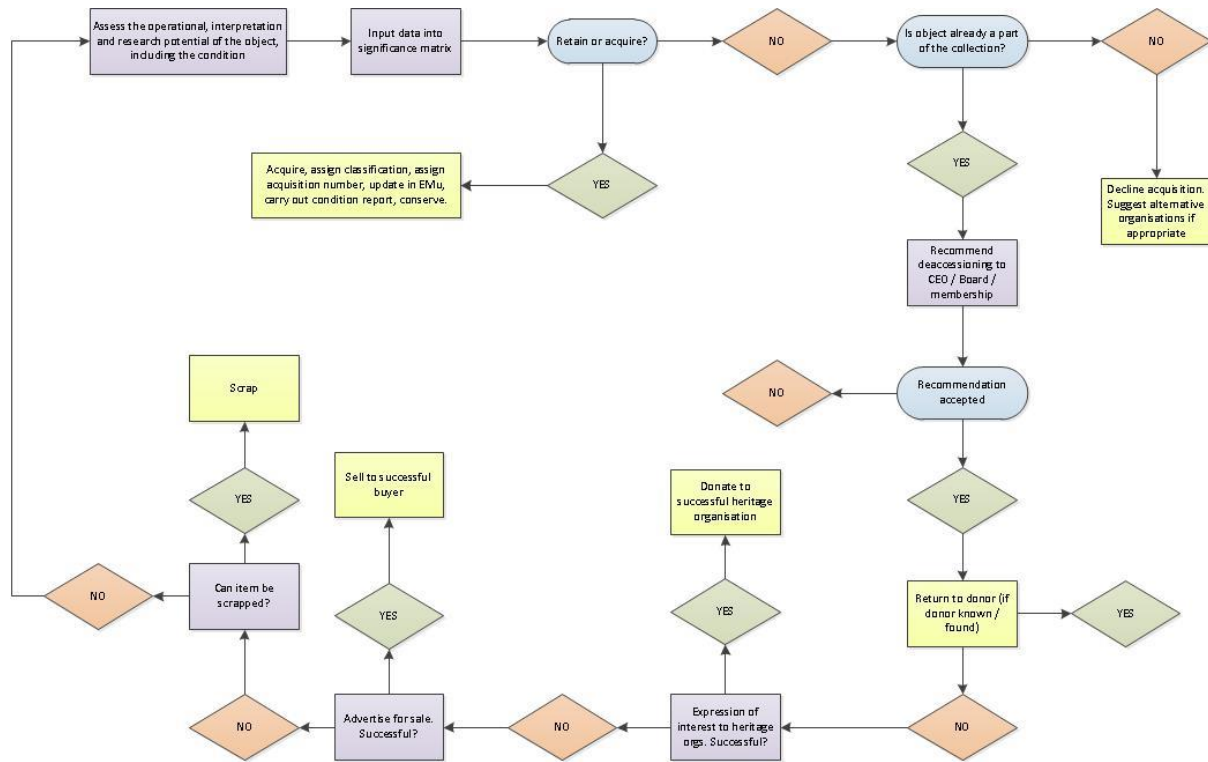
Objects may be considered for deaccessioning and disposal if:

- a) They no longer meet the interpretive needs of the organisation
- b) There are multiple examples in the collection of this type of object and fewer examples are required than are extant
- c) The object contains hazardous materials that cannot be safely or reasonably managed
- d) A better example has become available and this one is no longer required

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- e) The condition of the object is such that it can no longer meet the requirements for which it was first acquired, or is no longer safe to manage
- f) New information shows the object is not as significant as earlier believed



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4. Loan of Objects

4.1. Purpose: To minimise the risk of damage or loss of objects going out on loan to other organisations.

4.2. Scope: This policy covers all objects Collection, including spare parts.

4.3. Related documents:

THNSWF033 – Object or Heritage Asset Loan Application

4.4. Background: THNSW has a proud history of lending objects and providing spare parts to other museums and operators to both increase access to the collection and provide assistance in completing objects for display or operation.

This policy seeks to ensure the security, safety and proper care and maintenance of all objects and spare parts on loan.

4.5. Underlying principles

- Loans will only be made to organisations with a demonstrated need to have that object for the purpose stated.
- Loans will only be made to organisations with the demonstrated ability to care for and appropriately manage the object/s.
- Organisations that are not-for-profit and can demonstrate a strong community engagement and solid good public visitation, or reasonable business plans that will develop growth in their public visitation, will be considered for loan objects ahead of organisations without these attributes.
- Agreements will only be made with organisations that are fully incorporated or otherwise legally constituted bodies.
- Loan agreements will clearly state the responsibilities of all parties.
- Loan agreements will clearly set out the care that borrowers are expected to provide for the objects on loan.
- Loan agreements will clearly state the permissible levels of intervention that borrowers are permitted with the objects.
- Loan agreements will clearly state the insurance amount the borrower is required to obtain before the loan can be executed.
- Loan agreements will clearly state who the owner is of the object/s for loan.
- Loan agreements will clearly state a start and end date for the loan, any terms for extensions, and the triggers for early termination of the loan.
- Loan agreements will include condition reports for the object/s at the beginning of the loan, during the loan (if appropriate) and at the end of the loan.
- Loan agreements for spare parts will clearly state under what conditions those spare parts are made available, and under what conditions (and in what condition) they are to be returned (if any).
- Loans to not-for-profit, heritage sector groups that fit within the purposes of the Collection will not incur a preparation fee for the objects.
- Loans to organisations that are commercial or for-profit in nature and that do not fit within the purposes of the Collection will incur a preparation fee for the objects and an administrative fee for mid-term condition reports and inspections (if required).
- Loans of objects will only be made for the purposes stated in the loan application form. Should objects be used for any other purpose than that agreed to in the loan agreement, the agreement will be terminated and the object/s returned.

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5. Reconstruction Policy

5.1 Purpose: To provide a framework for reconstruction work to Collection objects, including the level of intervention permitted and the safeguards to protecting significance when carrying out maintenance or reconstruction work.

5.2 Scope: All Collections objects.

5.3 Related documents:

5.4 Background: It is often desired to reconstruct an object to present it as it would have been during a certain period of its working life. Many items of rolling stock are in derelict condition, caused by long periods of storage and inattention, and although the fabric is original and could be consolidated and preserved in that form, their derelict condition does not present an appropriate interpretation platform.

Reconstruction of some items is an appropriate way to present them in the context of the greater story or narrative, but should be done in a manner that minimises, as far as possible, the impact on the original, heritage fabric of the object. It is also an accepted way of preserving traditional trade and other skills.

Sometimes previous work carried out to the objects was not done in a manner consistent with sympathetic reconstruction, or was done for a purpose that is no longer considered valid or appropriate. In these instances, it might be appropriate to consider removing those additions or changes and reverting to an earlier form.

In Australia, a tendency to reconstruct historic items and buildings and engage with heritage fabric without consideration of the significance of that fabric and control of the loss of that significance or originality has seen a degradation of authenticity and originality at the expense of functionality or expediency.

As a heritage organisation, it is essential THNSW presents our objects as close to authentic as possible, understanding that loss of original fabric is unavoidable during a reconstruction process.

5.5 Underlying principles:

Objects will be selected for reconstruction based on:

- condition of the item and the degree to which original fabric can be stabilised, consolidated and preserved
- interpretation plans for the object, and the extent of intervention required in original fabric in order to interpret or operate in the manner desired
- significance of the object (including comparative significance), and the degree to which this significance can be protected during the reconstruction process and subsequent interpretation.

No work will be begun without a fully costed and approved project proposal.

It is understood that the reconstruction of any object will require the loss of original fabric and the addition of new.

All such replacements and refurbishments will be carried out as closely as possible as they would have been during the object's normal service life, using traditional repair techniques where appropriate. Dependent on regulatory requirements, technological advances and changes, and the unavailability of some materials, where possible all material changed will

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be like for like. All thread forms will be consistent with original specifications (i.e. Imperial fasteners will not be replaced with metric). It is understood that sizes of modern materials may not be consistent with original specifications, and in those cases, metric sizes are permitted.

Known hazardous materials, such as asbestos and lead-based paint, will not be introduced during reconstruction and maintenance work, even if those materials were traditionally used in the construction, repair and maintenance of these objects.

Additions that are required to be made for safety or operating reasons will be clearly additions, and will be noted in the history and maintenance file. Where new consumable items (such as floor coverings or upholstery) are required and exact replica material is not available, the colour and form will be followed as closely as possible to the original specification.

Only additions or removals that are required for safety or regulatory reasons will be permitted. All modifications must be determined necessary by the Fleet Maintenance Manager and approval given jointly by the Heritage & Collections Manager and the Fleet Maintenance Manager.

Any item that is removed from the object should be assessed for whole or partial inclusion into the research collection, or assessed for retention for future refitting.

All work that is carried out will be recorded in the object history file. This file will detail which items have been repaired, refurbished or replaced and the materials, sizes and specifications that have been used.

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6. Operating Collection Policy

6.1 Purpose: To provide a framework for determining whether Collection objects are to be operated or used and for considering additions to the operating collection.

To provide a framework for the level of intervention permitted and the safeguards to protecting significance when carrying out maintenance or reconstruction work on Collection objects within the operating collection.

6.2 Scope: All heritage Collection objects that are used for their original function and listed as operating objects, including but not limited to the rolling stock fleet, platform seats, work benches and specific tooling and equipment.

Related documents:

- Asset Management Plan
- The Riga Charter
- THNSW Fleet Strategy
- CMS-F013 Reallocation of Object to Operating Class
- Operating Parameters of Rolling Stock
- THNSW fleet maintenance documents

6.4 Background: Operating collection objects is an established and accepted method of demonstrating heritage technology and practices, and a very effective way of interpreting history through live experiences and authentic theatre.

It is also an accepted way of preserving traditional trade and other skills.

In Australia, a tendency to operate historic machinery and engage with heritage fabric without consideration of the significance of that fabric and control of the loss of that significance or originality has seen significant objects returned to service and functionality and expediency taking priority over protection of authenticity, degradation and originality.

As a heritage organisation, it is essential THNSW presents our operating objects as close to authentic as possible, understanding that loss of original fabric is unavoidable, and that operating and legislative requirements may mean that additions are required.

6.5. Underlying principles:

Objects will be selected for operation based on:

- Curatorial recommendation about the significance of the object (including comparative significance), and the degree to which this significance can be protected in an operating object
- Extent of intervention required in original ('as received from the railways') fabric in order to operate
- The appropriateness of operating the object for the proposed task.

It is understood that operating an object leads to wear and deterioration of fabric, and that all such consumable fabric will need to be replaced or refurbished from time to time to keep the object in a safe operational condition. All such replacements and refurbishments, however, will be carried out as closely as possible as they would have been during the object's normal service life, using traditional repair techniques where appropriate. Dependent on regulatory requirements, technological advances and changes, and the unavailability of some materials, where possible, all material changed will be like for like. All thread forms will be

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consistent with original specifications (i.e. Imperial fasteners will not be replaced with metric). It is understood that sizes of modern materials may not be consistent with original specifications, and in those cases, metric sizes are permitted.

Known hazardous materials, such as asbestos and lead-based paint, will not be introduced during reconstruction and maintenance work, even if those materials were traditionally used in the construction, repair and maintenance of these objects.

Additions that are required to be made to operating collection objects, such as radios and speedos, will be removable and easily identifiable. Only additions or removals that are required for safety or regulatory reasons will be permitted. All modifications must be determined necessary by the Fleet Maintenance Manager and approval given jointly by the Heritage & Collections Manager and the Fleet Maintenance Manager.

Any item that is removed from the object should be assessed for whole or partial inclusion into the research collection, or assessed for retention for future refitting to the object.

All work that is carried out on an operating object will be recorded in the object's history file. This file will detail which items have been repaired, refurbished or replaced and the materials, sizes and specifications that have been used.

The level of operation of mechanical objects (specifically rolling stock) will be managed to minimise wear and tear on original fabric and risk, but be balanced to ensure maintenance requirements to keep these objects in an operational condition are met.

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7. Collection Security Policy

7.1 Purpose: To ensure integrity and safety of the Collection, and guard against theft and damage.

7.2 Scope: This policy covers display, stored and operational objects.

7.3 Related documents:

- CMS-PRO-003 Access to Collections Stores
- CMS-PRO-004 Object Handling Procedure
- CMS-PRO-007 Object Loans Procedure
- CMS-PRO-008 Object Display Procedure
- CMS-F010 – Damage to Object Report Form
- CMS-FXX – Audit of Collection Procedure

7.4 Background: The value of the Collection is determined by the significance of the individual objects within it, and it is imperative to ensure the security and safety of those individual objects.

Accidental damage may occur through mishandling during transportation, conservation work (including cleaning) or installation, or may occur through inappropriate interaction by the public, or from pests.

Some of the objects held within the Collections are highly collectable and may be coveted by collectors of railway memorabilia, who may believe that the Collections can spare items for their own use.

THNSW has a responsibility for ensuring the Collection is managed in a way that minimises the risk of damage or loss of objects as far as is possible.

7.5 Underlying principles:

- Inductions for staff, volunteers and contractors working on THNSW sites should include instruction on appropriate interactions with Collection objects.
- Access to Collection stores is controlled to minimise likelihood of theft. All visitors to the store must sign in and out and must be accompanied at all times by a Heritage and Collections representative.
- Food and drink consumption within display areas and in collections stores are prohibited.
- All visitors to Collections stores are to be inducted to the store, including instruction on the touching of objects, the wearing of gloves and the consumption of food in Collection spaces.
- Handling of objects is minimised to reduce risk of damage and only people who have been properly instructed are to handle objects.
- Gloves are to be worn at all times to handle objects, with the exceptions of:
 - when reconstruction work is occurring on rolling stock where the wearing of gloves would be unsafe or inappropriate
 - on the Operating Collection where the wearing of gloves would be unsafe or otherwise inappropriate
 - when handling demonstration objects
- Objects are to be displayed in a manner appropriate to the fabric and in a way that minimises wear, environmental damage, accidental damage and theft, including
 - the control of light (including UV levels) where possible
 - control of temperature and humidity levels where possible
 - provision of barriers and showcases to prevent public interaction
 - provision of signage to prevent public interaction

Document Name:	Heritage and Collection Management Policy
Document No:	CMS-POL001

7. Collection Security Policy

- Pests are to be controlled in the stores, work and display areas to reduce risk of infestation, including the removal of rubbish and the control of food or drink in Collection spaces
- Personnel in public spaces are to be encouraged and empowered to provide courteous guidance to members of the general public inappropriately interacting with Collection objects
- Damage to, or loss of, objects are to be reported immediately, investigated and steps taken to improve security if possible
- Audits of Collection objects are to be carried out on a regular basis and irregularities reported

Document Name:	Collection Management Policy – THNSW Collection
Document No:	CMS-POL001.1

8. Classification of Objects

8.1 Purpose: All objects are to be classified for easy identification about permissible treatment and intervention levels.

8.2 Scope: All objects in THNSW Collection

8.3 Related documents:

- CMS-PRO-006 Object Classifications

8.4 Background: Objects have varying degrees of significance, due to their provenance, condition, the number of them still in existence, their representativeness and their interpretational value. Sometimes it is felt that operating complex engineering or technological objects is the best way to interpret them and engage with the public, while other times the original fabric is considered too precious or fragile for demonstration. Where a number of identical or similar objects are extant within a collection, it may be considered appropriate to use some with lesser provenance or in poorer condition for demonstration or prop purposes, or even to dismantle some for research or to supply spare parts.

It is important that each object is identified into a classification system that clearly defines its approved usage and the level of appropriate intervention.

8.5 Underlying principles:

- The default category should always be preservation or minimal intervention.
- Operational objects should be those where original fabric is so degraded that further replacements will not reduce the significance of the object, or where multiple similar or identical objects are extant (either within THNSW managed collections or elsewhere, especially in relation to large engineering items, built heritage and rolling stock)
- Operational objects should be those whose operation will bring increased understanding of the object and will contribute to the overall narratives of how the Railways affected the lives of the people of NSW
- Demonstration objects should be those where multiple similar or identical objects are extant within a THNSW managed collection; whose loss of original fabric will not cause a loss of significance to the Collection as a whole; with which direct interaction by the public will bring increased understanding of the object and will contribute to the overall narratives of how the Railways affected the lives of the people of NSW, or be directly applicable to an education or public program
- Props are those items that assist with the interpretation of objects and in the understanding of narrative that weren't built for or by the Railways or used by the Railways
- Fabric that has been removed from any object that is not required to be kept to be reunited with the object should be assessed for research potential in the future (e.g. fabric, design, colour, construction).
- Documents that are not considered to have interpretational value in themselves but contain information that is relevant to existing Collections objects, including technical manuals and drawings, should be classified as archival collection material.
- Built heritage (sometimes referred to as heritage assets) should be classified as such and managed in accordance with heritage principles and standards as well as regulatory building standards that apply to non-heritage infrastructure.
- Objects that are surplus to the conservation, operational, demonstration and research collections may be stripped and the parts stored as spares and used to repair or maintain Collection objects. Such spares should be catalogued and their locations updated when they are used to complete or repair an object.

Document Name:	Collection Management Policy – THNSW Collection
Document No:	CMS-POL001.1

9. Registration of Objects

9.1 Purpose: To ensure each object in the Collection is uniquely identifiable and its location trackable.

9.2 Scope: All THNSW-owned objects.

9.3 Related documents:

- CMS-PRO-002 Registration Procedure—Assigning Numbers

9.4 Background: In any collection it is important that each object is uniquely identifiable to ensure the collection is auditable, that each object can be easily accounted for, and that any work carried out is accurately reported.

Many objects are similar and have similar descriptors, so a unique number should be applied to make identification possible.

All possible information about the object should be recorded, and no object should be within the Collection, whether on display or within the Collection stores, that has not been formally acquired into the Collection.

9.5 Underlying principles

- Every object in a collection is assigned a number from a central database upon accessioning.
- One person in the organisation is responsible for the assigning of numbers to ensure consistency and exclusivity
- Each number is unique
- Objects that are in sets with multiple, removable parts are sub-numbered to the whole
- Donor information is captured at the point of donation and included in the accessioning process to ensure proof of ownership and provenance and provide a contact for possible future deaccessioning
- Accessioning includes dimensions and materials of the object to facilitate appropriate storage
- Object records include photo/s that assist with the identification of the object
- Storage and display locations should be clearly defined, and object files updated to record movements and location changes immediately these changes occur
- Any irregularity in object location records or cataloguing information is corrected as soon as possible.