



Friends of The Nurses' Memorial Chapel

COLLECTIONS MANAGEMENT POLICY

THE NURSES' MEMORIAL CHAPEL MUSEUM COLLECTION

Introduction

This document sets out The Nurses' Memorial Chapel (NMC) Museum Collections Management Policy. As the small west vestry limits the size of the NMC boutique museum, the Collections Management Policy assists us with the task of what to accept and what to decline. Without a defined policy, the Collection could well become an assortment of curiosities with no common linkage or historic significance.

Delegation as it relates to the NMC museum

The administration of this policy is delegated to the NMC Museum "Acquisitions Sub-committee" which consists of Friends of the Chapel (FOC) committee member(s), a Nurses' Memorial Chapel Trust trustee, nominee(s) of the FOC committee and a secretary. Its functions are set out in more detail in Appendix A.

Collecting interests of the NMC Museum

- a. Items associated with HM Transport ship "*Marquette*" and nurses and others who died when it sank.
- b. Items associated with nursing and other staff associated with Christchurch Hospital who died as a result of the influenza epidemic in 1918.
- c. Items associated with Christchurch Hospital staff who served in World Wars I or II, particularly those associated with the No 1 NZ Stationary Hospital. (limited scope¹)
- d. Items associated with those commemorated on memorial plaques in the NMC.
- e. Medals, decorations and awards made to nurses (limited scope¹).
- f. History of the chapel as the first public hospital chapel in New Zealand, its build, architecture and features, and its valuable items.

Special Case provision for item(s) of exceptional interest:

This is used in instances when an item does not meet the above criteria, but is deemed to be of national significance. When an artefact is of exceptional interest and national significance and there is no other suitable repository within New Zealand, an exception to the above criteria may be sought.

The NMC Museum Acquisitions Sub-committee's written recommendation to the FOC Committee outlines the rationale for the inclusion of the item in the museum.

¹ Scope is limited to nursing items falling into categories covered in a – e of the Collection Interests

Collection items

The collection comprises items related to the eras and subjects defined in the “collecting interests” section of this policy. The collection includes but is not limited to:

- a. archives and ephemera;
- b. costume and textiles;
- c. books and magazines;
- d. personalia including diaries and letters;
- e. medals, decorations and awards;
- f. photographs, drawings and postcards;
- g. social history items.

Acquisition Policy

Donations and gifts are expected to be the main source of additions to the collection however the Museum is under no obligation to accept items and may refuse objects that do not meet the criteria set out in this policy. Prospective donors are given a copy of the “*NMC Museum Collection Policy*” Brochure.

Items will not be accepted on loan except where they have been specifically sought for temporary exhibition or other temporary purpose and are for a fixed term.

Items will not be collected in competition with other regional museums including Canterbury Museum, Cotter Medical History Museum, Air Force Museum of NZ (Wigram), the Northwood Museum, and other local museums. The Museum Acquisition Sub-committee (the Sub-committee) will collaborate with the Royal New Zealand Nursing Corps² when indicated.

Before taking any item into the collection, the Sub-committee will assure itself that the item is being offered by a person legally entitled to do so and that the item has been obtained in a reputable manner consistent with the requirements of relevant codes of ethics, conventions and legislation.

Only those items for which the donor or vendor has legal title will be accepted. All donors will sign a receipt form to show they have offered the item to the collection and have a legal right to do so.

² Previously the NZ Army Nursing Service.

Priorities

Preference will be given to accepting items that are significant for their historic, aesthetic, social and scientific values and that:

- a. constitute a representative sample of a previously undocumented or inadequately recorded aspect of the heritage of the Nurses' Memorial Chapel
- b. if conserved or restored, the conservation or restoration has been properly researched, carefully completed and fully documented; and are
- c. in danger of loss or destruction
- d. directly relevant to current research, exhibition or interpretation programmes
- e. unique or of a type not already represented in the collection
- f. accompanied by information which can be readily verified, or if absent, readily researched as to their origin, identification, composition, manufacture, use, previous ownership and general history;
- g. complete;
- h. in good condition;
- i. of significant personal or historical association, and
- j. for which a definite use can be seen.

Items not collected

The Collection will not accept items that:

- a. require significant conservation, or are very badly damaged
- b. are superfluous or duplicate (fall outside its acquisitions policy)
- c. may pose a risk to the collection or staff or have excessive loan conditions
- d. have a fraudulent, unethical or illegal background
- e. require storage and display facilities that are unable to be provided.

De-accessioning & disposal

There is a strong presumption that once objects are accessioned, they should remain as part of the collection but de-accessioning may be considered if an item meets any of the following criteria:

- a. is no longer relevant to the collection
- b. does not meet acquisition criteria (eg may be superfluous or duplicate)
- c. can no longer be properly cared for
- d. poses a hazard to other collection items, staff or visitors
- e. is proved to be a forgery or acquired illegally

- f. is inferior quality, in itself or relative to other collection items
- g. lacks any supporting documentation establishing its relevance to the collection
- h. is proven the Museum does not hold legal title of the item and at the request of the original owner/donor it is to be returned.

In order of preference, disposal should be by:

- a. return to the donor or their legitimate heirs
- b. gift or exchange with another public institution
- c. use as an education or interpretive tool
- d. sold by public auction
- e. destroyed or recycled

Review of Policy

This policy will be reviewed at least every three years. It was last reviewed on 1 December 2022 and approved by the Friends of the Chapel on 20 July, 2023. The next policy review is due in 2026.

The Collections Policy for the boutique museum attached to the Nurses' Memorial Chapel was adopted by the Trust and Friends of the Chapel on the 14 August 2014. In 2017, collecting interests were refined at the Annual General Meeting of the Friends of the Chapel.

APPENDIX A Acquisition Sub-committee of the NMC Museum

Membership of the NMC Museum Acquisitions Sub-committee:

Membership includes Friends of the Chapel (FOC) committee member(s), a Nurses Memorial Chapel Trust trustee, nominee(s) of the FOC committee and a secretary.

Functions of the NMC Museum Acquisitions Sub-committee are to:

- 1) Keep the museum catalogue current:
 - a) Document all museum-related cataloguing activities.
 - b) Identify a specific place for each catalogued item, and record its location.
 - c) Maintain an inventory of items; and reference material.
 - d) Handle archival materials carefully to ensure conservation.

- 2) Manage Acquisition, Accession, and De-accession processes:
 - a) Ensure that the *NMC Museum Collection Policy* brochure³ is current and that copies are available to volunteers, visitors and the public.
 - b) Document all decisions made by the sub-committee.
 - c) Adhere to the NMC Loan Agreement process, including documentation for incoming and outgoing items.
 - d) Manage non-accessioned objects tactfully.

- 3) Manage museum displays and Special Exhibitions
 - a) Oversee arrangements for access to the museum, including preparing special exhibitions and other requests for viewing.
 - b) Adhere to coverage of reproduction/ copyright/legal and ethical issues.

- 4) Provide Status Reports at least twice yearly to the FOC and NMC Trust.

³ It sets out Acquisition, Accession, De-accession and Disposal processes.