



CLAN AUSTRALIAN ORPHANAGE MUSEUM Collection Management Policy

Background

Care Leavers of Australasia Network (CLAN) was established in 2001. CLAN is a support, advocacy, research and training network for people who grew up in orphanages, children's Homes, foster care and other institutions.

CLAN aims to preserve this history and make it visible to the Australian community. This includes a desire to establish a national museum that records and displays the history of children who grew up in orphanages, institutions and out-of-home care throughout Australia. CLAN's museum collection includes donated items and purchased items, which are currently housed at the CLAN office in Bankstown.

Purpose

The Collection Management Policy will guide the collection and care of the Museum items while CLAN is working towards establishing a national museum.

- Acquisitions will be accepted subject to this policy, and the principles outlined by Simpsons Solicitors in 'Donations' as adopted by the Committee of Management (March 2016), and any other related ethical standards¹
- Donors are required to complete a Gift Form (see appendix 1) when donating items to the museum.
- All items will be recorded with a (minimum) name of person, description of the item, institutional history and personal history of the item (if donor is agreeable).
- Additional confidential information will not be disclosed to the general public.
- Items are considered CLAN assets and will be appropriately insured.
- Items will not be sold or disposed of.
- CLAN generally does not accept restrictions on gifts; however, any such request will be referred to the Committee of Management.
- Access to the collection is permitted and will be supervised to ensure the protection of the collection.
- Collection related activities will promote the history of Care Leavers and preserve the history for future generations.

Responsibilities

The CLAN Committee of Management have the overall responsibility with respect to the collection:

- The power to approve all gifts to the museum
- Ensure the conservation of the collection
- Ensure policies are in place for the management, storage and conservation of the collection
- Manage risk factors including ensuring the collection is adequately insured
- Seek funding for the management, preservation and display of the collection

¹ Simpsons Solicitors, Donations <http://www.simpsons.com.au/documents/museums/acquisition/DONATION.pdf>

- Promote the collection for public access

The Chief Executive Officer has the overall responsibility with respect to the collection including:

- To advise the Committee of Management whether to accept or decline gifts or bequests of works
- To ensure a Gift Form is received with each item donated to the collection
- To ensure a record of all items received as detailed above
- Promote the collection for public access
- Provide information for CLAN members through the newsletter, website and the like
- To provide reports to the Committee of Management.

CLAN staff have the overall responsibility for record keeping including:

- Up to date records on all items in the collection
- Signed Gift Forms
- Any correspondence with donors, patrons, researchers, funders or the general public regarding the collection.



Appendix 1
GIFT TO THE AUSTRALIAN ORPHANAGE MUSEUM
FOR DONATED ITEMS OR BEQUESTS TO
CARE LEAVERS AUSTRALASIA NETWORK (CLAN)

I

of

(Insert full name and address of Donor, *hereinafter called "the Donor"*)

for myself, executors, administrators, assigns and heirs, in consideration for the Australian Orphanage Museum (hereinafter called 'the Museum') hereby give to CLAN as administrators of the Museum the goods and property described in the schedule below, and I the Donor do:

1. Warrant to the Museum that I am the sole beneficial and unencumbered owner of the goods and property described in the Schedule hereunder, free from all claims and encumbrances.
2. Hereby give, convey, dispose and deliver to the Museum all my right title and interest in the goods and property described in the Schedule hereunder including all rights of copyright, if applicable to the Museum absolutely.
3. Declare that this gift shall not be determined upon my death and shall bind my legal personal representatives.
4. Declare that this gift shall ensure for the benefit of the Museum, its successors, assigns and transferees in perpetuity.
5. Declare that I have entered into this gift of my own free will, voluntarily and without influence.
6. Declare that I have held or obtained all permits and licences of/and incidental to the goods and property.
7. Acknowledge that I have received and read a copy of the Museum's Collection Policy.

Dated this.....day of....., 20.....

Donor: (Signature)

..... (Full name)

SCHEDULE OF GOODS AND PROPERTY

Please describe the item/s to be donated in sufficient detail to ensure identification. Any added background information would be appreciated. Please attach any relevant documentation.

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ACKNOWLEDGMENT OF MUSEUM

The Museum hereby accepts the gift of goods and property described by the Donor in the Schedule above.

Signature: (CLAN Representative)

Print name.....Position:.....

BEQUEST AN ITEM OR MONIES

The following should also be completed if the person intends to give an item following their death to the museum ie. a bequest.

I give, devise and bequest to the Museum for its general purposes the monies or items listed in the Schedule above.

I declare that the receipt from a CLAN staff member (representing the CLAN Committee of Management) shall be a full and sufficient discharge to my Executor(s) or Trustee(s) and that (they/he/she) shall not be bound to see to the application thereof.

By the Donor: dated this.....day of....., 20.....

Donor: (Signature)

..... (Full name)

In the presence of:

Witness: (Signature)

..... (Full name)

[2 copies to be signed, one retained by the Donor, one by the Museum]