

Module 2 Care of Collections and Taonga

Kowae 2

Tiaki Kohinga, Tiaki Taonga

The fullness with which you answer a question will vary according to the museum's circumstances. Focus always on how *your particular* museum service¹ operates.

If a question can be answered by including a copy of all or part of an existing document, please do so. Please do not include original documents.

Contents

2.1 Acquisition, Deaccessioning and Repatriation Policies	02
2.2 Collections and Taonga Documentation	03
2.3 Management of Collection and Taonga Records	04
2.4 Legal Interest in Collections and Taonga	05
2.5 Loans	06
2.6 Disaster Preparedness	07
2.7 Collections and Taonga Condition and Security	08
2.8 Care of Taonga	09
2.9 Conservation Policy	10
2.10 Conservation Decisions	11
2.11 Condition Checks on Collections and Taonga	12
2.12 Condition Checks on Buildings	13
2.13 Archives Management	14
2.14 Heritage Building Significance	15
2.15 Collections and Taonga in Heritage Buildings	16

¹ The word 'museum' is used to include any museum, art gallery, iwi museum/cultural centre, historic place, open air museum, heritage or marae collection, science centre, or exhibition centre.

2.1 Acquisition, Deaccessioning and Repatriation Policies (see 1.5)

Objective: A basis is provided for deciding what objects and taonga to collect, document, manage, repatriate or deaccession.

Standard: The museum has written acquisition, deaccessioning and repatriation policies which guide collecting activities and collection development decisions.

Does your museum have written acquisition, deaccessioning and repatriation policies?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	Acquisition policy (setting out museum's geographical area, subjects of particular interest, defined time period, policy on duplicates, restrictions related to physical condition of objects, consideration of iwi boundaries and iwi stakeholders and their participation in decisions, consideration of collecting policies of other museums, criteria for limiting collecting activity, requirements for collecting permits)	<input type="checkbox"/>	<input type="checkbox"/>
2	Deaccessioning policy	<input type="checkbox"/>	<input type="checkbox"/>
3	Repatriation policy (including policy for responding to requests for restitution)	<input type="checkbox"/>	<input type="checkbox"/>
4	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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(summary of a museum's achievements towards meeting or exceeding standard)

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2.2 Collections and Taonga Documentation (see 1.4 or 2.4)

Objective: The history and source of each object and taonga, together with sufficient descriptive information are recorded and kept to enable identification if an object or taonga goes missing, and to ensure that catalogue information matches the object or taonga, and that ownership history is proven.

Standard: The museum records sufficient information about each object and taonga in a systematic way which enables it to identify the distinctive features of each item, and to manage both the object or taonga and the associated information effectively, and to account for the museum's legal interest in the object or taonga.

How do you research and document each museum object?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	Documentation policy	<input type="checkbox"/>	<input type="checkbox"/>
2	Standards and procedures	<input type="checkbox"/>	<input type="checkbox"/>
3	Completed samples of catalogue or record sheets whether recorded manually or on computer	<input type="checkbox"/>	<input type="checkbox"/>
4	Accessions register	<input type="checkbox"/>	<input type="checkbox"/>
5	Donor index	<input type="checkbox"/>	<input type="checkbox"/>
6	Movement records	<input type="checkbox"/>	<input type="checkbox"/>
7	Signed transfer of title or gift forms	<input type="checkbox"/>	<input type="checkbox"/>
8	Data dictionary	<input type="checkbox"/>	<input type="checkbox"/>
9	Acknowledgment and record of Mātauranga Māori	<input type="checkbox"/>	<input type="checkbox"/>
10	Record of licences (eg. firearms, Department of Conservation collecting permits, registration of Antiquities, registration of bird specimens, import/export licences)	<input type="checkbox"/>	<input type="checkbox"/>
11	Specific databases	<input type="checkbox"/>	<input type="checkbox"/>
12	Taonga inventory	<input type="checkbox"/>	<input type="checkbox"/>
13	Copies of collections and taonga records kept off site	<input type="checkbox"/>	<input type="checkbox"/>
14	Research policy	<input type="checkbox"/>	<input type="checkbox"/>
15	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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2.3 Management of Collection and Taonga Records (see 1.4 and 2.4)

Objective: The paper and electronic records relating to the individual collection items are secure and well indexed, but readily accessible to authorised users.

Standard: Paper records or photographs of collections and taonga are maintained systematically in secure files with controlled access to delegated staff and volunteers and other authorised users. Access to electronic records is limited to authorised users. Back-up copies of key paper records and all electronic data are kept off-site.

How are the records relating to the collection and taonga objects managed?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	Policy on data protection and Privacy Act compliance	<input type="checkbox"/>	<input type="checkbox"/>
2	Levels of security access	<input type="checkbox"/>	<input type="checkbox"/>
3	Copies of key documents kept off-site	<input type="checkbox"/>	<input type="checkbox"/>
4	Password control	<input type="checkbox"/>	<input type="checkbox"/>
5	Regular backing-up of computer collections and taonga data	<input type="checkbox"/>	<input type="checkbox"/>
6	Fireproof cabinets for paper records	<input type="checkbox"/>	<input type="checkbox"/>
7	Secure archival storage conditions for primary records such as accessions register	<input type="checkbox"/>	<input type="checkbox"/>
8	Iwi agreements and memoranda of understanding include data access provisions	<input type="checkbox"/>	<input type="checkbox"/>
9	Supervised access for researchers	<input type="checkbox"/>	<input type="checkbox"/>
10	Regular updating and electronic copying of data for storage off-site	<input type="checkbox"/>	<input type="checkbox"/>
11	Photographs and tape recordings of collections and taonga items associated with digital records	<input type="checkbox"/>	<input type="checkbox"/>
12	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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2.4 Legal Interest in Collections and Taonga (see 1.3, 1.4, 1.5, 2.2 and 2.3)

Objective: Written documentation of the object's legal status.

Standard: The museum has policy and procedures for written documentation of ownership and copyright, or other written evidence of the museum's legal interest in, and responsibility for, the objects and taonga held within the permanent collection, and that potential donors can identify clearly the body which would be responsible for any gifts.

How do you ensure that you have legal interest in the objects in your permanent collections and taonga?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	Signed transfer of ownership or object donation form	<input type="checkbox"/>	<input type="checkbox"/>
2	Proof of purchase and authenticity	<input type="checkbox"/>	<input type="checkbox"/>
3	Proof of gift (or bequest)	<input type="checkbox"/>	<input type="checkbox"/>
4	Signed transfer of copyright	<input type="checkbox"/>	<input type="checkbox"/>
5	Statement of copyright holder	<input type="checkbox"/>	<input type="checkbox"/>
6	Iwi agreements or memoranda of understanding between hapū/whānau and museum	<input type="checkbox"/>	<input type="checkbox"/>
7	Co-management agreements	<input type="checkbox"/>	<input type="checkbox"/>
8	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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2.5 Loans (see 3.3)

Objective: Museum staff document and know who owns every loaned object or taonga, and when and how to return loans.

Standard: The museum manages and documents any inward and outward loans in accordance with set policies, procedures and tikanga.

How do you ensure that loans are properly documented and made in accordance with a clear policy?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	Policy guidelines for loans inwards and outwards	<input type="checkbox"/>	<input type="checkbox"/>
2	Authority for loans	<input type="checkbox"/>	<input type="checkbox"/>
3	Loan agreement forms	<input type="checkbox"/>	<input type="checkbox"/>
4	Loan conditions	<input type="checkbox"/>	<input type="checkbox"/>
5	Agreements with iwi/hapū/whānau/Māori organisations specifying arrangements	<input type="checkbox"/>	<input type="checkbox"/>
6	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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2.6 Disaster Preparedness (see 1.20)

Objective: Others can help if the visitors, staff, collection, records and building are under threat in the event of an emergency.

Standard: The museum has considered potential hazards to the museum, made plans for managing these emergencies, including adequate insurance, and ensured that staff and volunteers are ready to use the plans with or without the help of others.

Do you have a written disaster preparedness plan?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	Emergency procedures guide	<input type="checkbox"/>	<input type="checkbox"/>
2	Training programme	<input type="checkbox"/>	<input type="checkbox"/>
3	Clear instructions for staff and visitors	<input type="checkbox"/>	<input type="checkbox"/>
4	Active membership of regional emergency response group	<input type="checkbox"/>	<input type="checkbox"/>
5	Regular emergency drill schedule Regular emergency drill schedule	<input type="checkbox"/>	<input type="checkbox"/>
6	Valuation of collection up to date	<input type="checkbox"/>	<input type="checkbox"/>
7	Insurance of collection and building up to date	<input type="checkbox"/>	<input type="checkbox"/>
8	Guidelines for the observance of appropriate tikanga	<input type="checkbox"/>	<input type="checkbox"/>
9	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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2.7 Collections and Taonga Condition and Security (see 2.11 and 3.5)

Objective: Theft and damage to the collection are minimised and reported.

Standard: The museum actively manages the well-being of the collection to ensure that the best possible security protection is in place, that threats to security are minimised, that collections and taonga are monitored for condition and location, and that staff and volunteers understand and follow collection management procedures, including reporting damage, threats and loss.

How do you ensure that the collections and taonga is stored and displayed securely?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
SECURITY			
1	Collections and taonga management policy guidelines	<input type="checkbox"/>	<input type="checkbox"/>
2	Controlled access to storage areas	<input type="checkbox"/>	<input type="checkbox"/>
3	Security procedures manual	<input type="checkbox"/>	<input type="checkbox"/>
4	Key control system	<input type="checkbox"/>	<input type="checkbox"/>
5	Statement of security policy and Insurance policy	<input type="checkbox"/>	<input type="checkbox"/>
6	Use of movement detection	<input type="checkbox"/>	<input type="checkbox"/>
7	Use of lockable showcases	<input type="checkbox"/>	<input type="checkbox"/>
CONDITION			
8	Environmental monitoring	<input type="checkbox"/>	<input type="checkbox"/>
9	Condition reports	<input type="checkbox"/>	<input type="checkbox"/>
10	Cumulative condition reports	<input type="checkbox"/>	<input type="checkbox"/>
11	Damage forms	<input type="checkbox"/>	<input type="checkbox"/>
12	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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2.8 Care of Taonga (see 1.4, 2.9, 2.10)

Objective: Iwi, hapū and whānau have confidence in the ability of the museum to receive, protect and respect the taonga in accordance with tikanga.

Standard: Iwi, hapū and whānau are confident that the taonga receive respectful care in accordance with tikanga.

How does your museum ensure that taonga are cared for, documented and preserved in a manner which respects their spiritual value, and observes the traditions and protocols required by their iwi, hapū or whānau?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	Policies and procedures to develop relationships between iwi, hapū, whānau and the taonga	<input type="checkbox"/>	<input type="checkbox"/>
2	Tikanga guidelines for the care, storage and display of taonga	<input type="checkbox"/>	<input type="checkbox"/>
3	Strategies for the recruitment and retention of Māori staff and Māori capability	<input type="checkbox"/>	<input type="checkbox"/>
4	Active relationship with kaumātua/tangata whenua advisory group	<input type="checkbox"/>	<input type="checkbox"/>
5	Separate storage area with restricted access	<input type="checkbox"/>	<input type="checkbox"/>
6	Kōiwi tangata (human remains) policy	<input type="checkbox"/>	<input type="checkbox"/>
7	Cultural concepts training for staff, volunteers and conservators	<input type="checkbox"/>	<input type="checkbox"/>
8	Access policy for taonga Māori	<input type="checkbox"/>	<input type="checkbox"/>
9	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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2.9 Conservation Policy (see 2.8, 2.10 and 2.15)

Objective: Collections and taonga will survive in the best possible condition.

Standard: The staff and volunteers actively manage the preventive conservation of the museum collection in accordance with written policy and procedures.

Do you have a written collections and taonga conservation policy?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	Documents setting out procedures for preventive conservation and the museum's approach to conservation (both preventive and remedial practice)	<input type="checkbox"/>	<input type="checkbox"/>
2	Collections and taonga management policy	<input type="checkbox"/>	<input type="checkbox"/>
3	Statement acknowledging cultural requirements of taonga Māori	<input type="checkbox"/>	<input type="checkbox"/>
4	Strategies for incorporating Māori approaches to the care of taonga Māori	<input type="checkbox"/>	<input type="checkbox"/>
5	Designated responsibilities and decision-making	<input type="checkbox"/>	<input type="checkbox"/>
6	Storage procedures	<input type="checkbox"/>	<input type="checkbox"/>
7	Handling procedures	<input type="checkbox"/>	<input type="checkbox"/>
8	Object conservation records	<input type="checkbox"/>	<input type="checkbox"/>
9	Packing procedures	<input type="checkbox"/>	<input type="checkbox"/>
10	Budget for conservation	<input type="checkbox"/>	<input type="checkbox"/>
11	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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2.10 Conservation Decisions (see 2.8, 2.9, 2.11, 2.15 and 3.5)

Objective: Specific treatment needs of individual objects are met only by fully qualified conservators; general museum staff are able to recognise basic problems, and have access to professional advice or mentoring; lwi protocols and customary concepts are addressed appropriately.

Standard: Staff and volunteers are trained to recognise and report basic problems, that there is access to professional advice and mentoring, that remedial conservation treatment decisions involve professionally qualified conservators, that Māori protocols and customary concepts of conservation are addressed, and that conservation priorities are made in accordance with a conservation strategy and procedure.

How are decisions on the condition of objects made, and how are they prioritised for conservation treatment?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	Policy on conservation strategy	<input type="checkbox"/>	<input type="checkbox"/>
2	Conservation request forms	<input type="checkbox"/>	<input type="checkbox"/>
3	Conservators are recognised by the New Zealand Professional Conservators Group	<input type="checkbox"/>	<input type="checkbox"/>
4	Regular schedule of condition checks by qualified conservators (eg. annually, three-yearly)	<input type="checkbox"/>	<input type="checkbox"/>
5	Curatorial priority statements	<input type="checkbox"/>	<input type="checkbox"/>
6	lwi conservation committee	<input type="checkbox"/>	<input type="checkbox"/>
7	Collections and taonga management policy guidelines including consultation with stakeholders prior to major conservation work	<input type="checkbox"/>	<input type="checkbox"/>
8	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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2.11 Condition Checks on Collections and Taonga (see 2.7 and 2.10)

Objective: Prevention of deterioration and prompt attention to problems such as damp, pests, fading, theft, vandalism.

Standard: Staff and volunteers make regular comprehensive checks of all premises and collections and taonga in accordance with a schedule and procedure, following a 'reporting and action' process as necessary.

How regularly do you inspect your collections and taonga in storage and on display?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	Inspection checklists and schedule	<input type="checkbox"/>	<input type="checkbox"/>
2	Problem identification form	<input type="checkbox"/>	<input type="checkbox"/>
3	Incident report	<input type="checkbox"/>	<input type="checkbox"/>
4	Exhibition maintenance programme	<input type="checkbox"/>	<input type="checkbox"/>
5	Cleaning programme	<input type="checkbox"/>	<input type="checkbox"/>
6	Assessment and monitoring of conditions	<input type="checkbox"/>	<input type="checkbox"/>
7	Regular maintenance checks on preservatives and fumigants for replacement or top up	<input type="checkbox"/>	<input type="checkbox"/>
8	Pest management programme	<input type="checkbox"/>	<input type="checkbox"/>
9	Inventory control and inspection	<input type="checkbox"/>	<input type="checkbox"/>
10	Installation reporting	<input type="checkbox"/>	<input type="checkbox"/>
11	Collections and taonga audits	<input type="checkbox"/>	<input type="checkbox"/>
12	Collections and taonga management policy guidelines	<input type="checkbox"/>	<input type="checkbox"/>
13	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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2.12 Condition Checks on Buildings

Objective: The buildings provide the collections and taonga with effective protection from the environment and intruders, and a safe environment for visitors and workers.

Standard: Staff and volunteers and/or outside contractors make regular comprehensive checks of all premises in accordance with a schedule and procedure, following a 'reporting and action' process as necessary.

How regularly is the condition of the museum premises assessed?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	Building inspector's report or warrant of fitness	<input type="checkbox"/>	<input type="checkbox"/>
2	Operations manager's report	<input type="checkbox"/>	<input type="checkbox"/>
3	Preventive conservator's report	<input type="checkbox"/>	<input type="checkbox"/>
4	Pest infestation inspection report	<input type="checkbox"/>	<input type="checkbox"/>
5	Security assessment form	<input type="checkbox"/>	<input type="checkbox"/>
6	Environmental monitoring	<input type="checkbox"/>	<input type="checkbox"/>
7	Monthly inspection of fire safety equipment	<input type="checkbox"/>	<input type="checkbox"/>
8	Triennial assessment of physical condition	<input type="checkbox"/>	<input type="checkbox"/>
9	Hazard audit	<input type="checkbox"/>	<input type="checkbox"/>
10	Premises management policy guidelines	<input type="checkbox"/>	<input type="checkbox"/>
11	Cultural safety report (eg. relationship of food and taonga areas)	<input type="checkbox"/>	<input type="checkbox"/>
12	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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2.13 Archives Management

Objective: Archives, historic photographs, oral histories, film and video recordings and related material are managed and preserved effectively and are accessible for research.

Standard: Staff and volunteers manage the collections of archival material in accordance with documentation and/or archives policy and procedures, and in compliance with the Privacy Act.

(Note: The term 'collected archives' includes the manuscripts, letters, diaries, journals, historical documents, typescripts, audio and video recordings, historic photographs and unique written evidence, which have been acquired by the museum as collection items. They require levels of care, documentation and management similar to objects.)

How are the collected archives managed?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	Policy on archival collections and taonga management	<input type="checkbox"/>	<input type="checkbox"/>
2	Qualified archivist	<input type="checkbox"/>	<input type="checkbox"/>
3	Policy for iwi records	<input type="checkbox"/>	<input type="checkbox"/>
4	Access agreements for iwi	<input type="checkbox"/>	<input type="checkbox"/>
5	Procedures for documentation and filing	<input type="checkbox"/>	<input type="checkbox"/>
6	Managed access	<input type="checkbox"/>	<input type="checkbox"/>
7	Finding aids	<input type="checkbox"/>	<input type="checkbox"/>
8	Guidance for researchers	<input type="checkbox"/>	<input type="checkbox"/>
9	Delegated responsibility	<input type="checkbox"/>	<input type="checkbox"/>
10	Fireproof store	<input type="checkbox"/>	<input type="checkbox"/>
11	Dedicated records manager	<input type="checkbox"/>	<input type="checkbox"/>
12	Controlled environment	<input type="checkbox"/>	<input type="checkbox"/>
13	Copyright statement	<input type="checkbox"/>	<input type="checkbox"/>
14	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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2.14 Heritage Building Significance (see 2.15)

Objective: The museum recognises the heritage significance of the building for museum purposes while maintaining its integrity, and addresses heritage conservation issues.

Standard: The museum can show that governing body, staff and volunteers have identified and acknowledge the heritage significance of the building and recognise the responsibilities, obligations and constraints which a heritage structure presents when operating a museum within it.

How has the heritage significance of your museum building been formally established?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	New Zealand Historic Places Trust registration	<input type="checkbox"/>	<input type="checkbox"/>
2	Identification in the local District Plan	<input type="checkbox"/>	<input type="checkbox"/>
3	Alignment with ICOMOS (NZ) code of practice	<input type="checkbox"/>	<input type="checkbox"/>
4	Tangata whenua representation/participation	<input type="checkbox"/>	<input type="checkbox"/>
5	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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2.15 Collections and Taonga in Heritage Buildings

(see 2.9, 2.10 and 2.14)

Objective: A balance is achieved between the best possible care and interpretation of the collections and taonga and of the building.

Standard: The museum can show that governing body, staff and volunteers have a process in place whereby all issues of potential conflict between the needs of collections and taonga and of the heritage building can be considered with reference to a conservation plan, agreed policy or expert opinion.

How are issues regarding the conflicting needs relating to the significance and requirements of the collections and taonga, and those of the building, addressed?

	Does your museum have one or more of the following that answers or supports the above query?	You have this	Copy is attached
1	Conservation plan	<input type="checkbox"/>	<input type="checkbox"/>
2	Interpretive plan	<input type="checkbox"/>	<input type="checkbox"/>
3	Heritage audit	<input type="checkbox"/>	<input type="checkbox"/>
4	Management procedures	<input type="checkbox"/>	<input type="checkbox"/>
5	Interpretation of historic structure	<input type="checkbox"/>	<input type="checkbox"/>
6	Policy statement	<input type="checkbox"/>	<input type="checkbox"/>
7	Policy for use only of qualified conservation architects	<input type="checkbox"/>	<input type="checkbox"/>
8	Established iwi liaison/participation/representation	<input type="checkbox"/>	<input type="checkbox"/>
9	Other documents or arrangements (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

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