



# The Brisbane Tramway Museum. Brisbane, Queensland

Operated by The Brisbane Tramway Museum Society.

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## COLLECTION MANAGEMENT & DISPLAY POLICY FOR THE BRISBANE TRAMWAY MUSEUM, FERNY GROVE. QLD

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## **1.0 MUSEUM OBJECTS AND PURPOSE**

The Brisbane Tramway Museum Society (BTMS) is a not for profit company responsible for operating the Brisbane Tramway Museum at Ferny Grove a outer suburban of Brisbane, Queensland. The company was formed in 1968 and incorporated in August 1969.

### **The objects of the Museum are**

- ( a) to provide a means whereby any person interested in any phase of the history or operation of tramways may associate with other persons with similar interests to their mutual benefit, education and enjoyment and to arrange and conduct such meetings, discussion groups and conventions of an educational or entertainment nature as are in furtherance thereof;
- (b) to purchase, take under trust or otherwise acquire any item of tramway historical significance and to maintain, repair, enlarge, operate and exhibit the same, and to dispose of either by sale, gift or as provided for in the terms of all or any such items;
- ( c) to encourage the study of tramway operation past, present and future;
- (d) to encourage and promote the compilation of authentic records relating to tramways past, present and future;
- ( e) to produce, edit, publish, issue, sell, circulate and preserve such papers, periodicals, books, circulars and other literary matters as are conducive to the objects of the Society;
- (f) to produce, edit, publish, issue, sell, circulate and preserve such auditory and visual records as are conducive to the objects of the Society;
- (g) to arrange, promote, conduct and direct such outings and excursions as are in furtherance of the objects of the Society and to provide and sell refreshments and meals, souvenirs and articles of educational or tourist interest or attraction;
- (h) to encourage, promote and produce continued display, interpretation of material and exhibits for the museum community and visitors. These displays, interpretation of material and exhibits are to further enhance museum visitor experience (eg. tram rides).
- (i) to promote social exchange amongst members and to maintain a club including recreation, indoor and outdoor entertainments and libraries for the recreation of members and permitted visitors, and to buy, sell and deal in all kinds of provisions required by the members of the society or persons frequenting the society's premises.<sup>1</sup>

### **The Museum's Mission Statement is**

Collect, preserve and display the style of Brisbane **electric** public street transport system from 1895 to 1969 and from 1969 onwards in a developing operating museum for the benefit of the public in a safe and welcoming environment.

The Brisbane Tramway Museum Society (BTMS) is striving to be a World Class Tramway Museum educating visitors in all aspects of the operation of Brisbane Trams. The BTMS operates to educate and demonstrate the operation of electrified public transport in the “As Was In Service” condition of the Brisbane Tram era.

### **The Museum's goals include**

- Financial stability of the museum and its operations.
- Continuing high quality management, conservation and exhibition of the museum's collection.
- Developing and expanding a committed membership.
- Participation with kindred organisations and building links with other relevant agencies.
- Develop Community involvement within the Museum.

The Museum is a member of the Brisbane's Living Heritage Network (BLHN), the Council of Tramway Museums of Australasian (COTMA) and the Association of Tourist Railways Queensland (ATRQ).

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<sup>1</sup> Objects in the museum's MEMORANDUM OF ASSOCIATION of BTMS

## THE SCOPE OF THIS PAPER

This paper sets out the nature and scope of the Museum's collection of historic tramway vehicles, related artefacts and archival material. It then proceeds in two parts; the growth & nature of the present displays (and a critical analysis thereof) and then sets out policy for displays and interpretation of material. This policy documents archival management procedures and practices for acquiring, documenting, handling, storing, preservation and disposal of objects in pursuit of the museum's objects, mission & goals. This document is to be read as a supporting document to other Museum documents in pursuit of the museum's objects, mission & goals. This document is to be read as a supporting document to other Museum documents.

## 2.0 THE MUSEUM COLLECTION

The collection falls into two main parts. The historic vehicles, original auxiliary equipment (objects) and the supplementary material relating to the organization and development of the system. The collection holds paper-based records (archives), images and textiles (costumes) of the period.

The Museum collection is totally based on the Brisbane electric public transport system and records.

The collection is divided into themed areas:

### 2.1 The vehicle collection.

- 22 tramcars of which 6 have been restored to full running order. In this collection of 22 tramcars there are 6 FM type cars, 5 drop-centre type cars, 4 dreadnoughts type cars and 8 other type cars. These trams date from 1901 to 1969. Refer Appendix 1
- 2 electric trolleybuses, which are representative of the types in service on the Brisbane City Council trolleybus system 1951 –1969.
- Replica horse drawn car built in 1959 using original 1880's underframe.
- A Scammell recovery vehicle, a tower wagon and two welding vehicles, which were used on the tramway system by the Brisbane City Council (BCC).

It is complemented by :-

#### Electrical Equipment

- Four-glass bulb 500kW mercury arc rectifier
- Tramway sub-station components c 1927 to 1969

#### Mechanical Components

- Compressed air Massey forge hammer,
- Electric rail bending machine and
- A foundry furnace.

#### Street Furniture objects such as

- Tramway system signs
- Signal box
- Street signs and traffic lights
- Tramway clocks
- Safety zone sign
- Other small & large tramway objects

The collection of historic vehicles plus plant & machinery are wholly owned by the BTMS. All buildings and fixed structures on the site are the assets of the Brisbane City Council. These BCC assets are leased by the BTMS and maintained by the BTMS.

### 2.2 Supplementary material (Paper based, images and textiles collection)

This material is grouped into three broad topic areas

- Items relating to electric public transport in Brisbane Queensland, its provision and development
- Internal documentation of the Museum, its development and history.
- Annual Reports and other related items relating to Tramways in other cities in Australia and around the world.

#### 2.2.1 Items relating to Brisbane's public transport, its provision and development.

The museum holds paper based records, images & uniforms items including

- (a) **Records of the operating entities** relating to Brisbane's urban transport system, namely the
- The Metropolitan Tramway and Investment Company (MT&IC)(horse tramway operator) which preceded the
  - Brisbane Tramways Company Ltd (BTC), (which took control and started to electrify the tram routes and operated from 1895 to 1922)
  - The Brisbane Tramways Trust (BTT), (A trust set up by government to run the tramways from 1923 to 1925)
  - Brisbane City Council (BCC) (operated the tramways from 1925 to the end in 1969)

**These records include:-**

Broad based information

- Newspaper Cutting Books,
- Annual reports,
- Council reports and memorandums,
- Australasian Tramway Managers' Conference Proceedings,
- Tramway union newsletters and documentation.

Operational information

- Miscellaneous instructions from the General Manager,
- Traffic Statistics,
- Working Timetables,
- Traffic Managers Memoranda,
- Tramcar records,
- Instruction manuals.

Tickets

- Tickets for various routes and in various denominations,
- Ticket machines,
- Instructions to conductors on the issuing tickets.

Destination Rolls and advertisement signs

- Side and the front tramcar destination rolls,
- Trolleybus destination rolls,
- Paper-based advertised on signs from within the tram and on the front,
- Advertised signs on glass from within drop-centre trams.

Technical information

- Electric tramcar and tramcar parts drawings and manuals,
- Electric tramway track drawings,
- Engineering and Architects Drawings (buildings, workshops and shelter sheds),
- Electrical supply layout and substations drawings and manuals,
- Engineering text books and catalogues,
- Tramway maintenance and workshop manual.

Images

- Glass Plate negatives,
- 35 mm negatives,
- 35mm transparencies,
- A large collection of photographic prints.

Costumes

- Uniforms and badges.

**2.2.2 Internal documentation of the Museum, its development & history.**

- Official minutes, newsletter and other records relating to the establishment and progress of the Museum.

**2.2.3 Annual Reports and other related items relating to Tramways in other cities in Australia and around the world.**

- Annual reports for tramway systems in most other capital cities of Australia and cities in Canada, America and England.
- A collection of historical tramline magazines from England.
- Other Australian State tramways destination Rolls.

### 3.0 MANAGING THE COLLECTION

"The collection" means the collection of historic material relating to Brisbane's public street transport system more particularly set out at pages 3 & 4.

#### 3.1 ACQUISITION POLICY. What the museum collects.

Technological change effectively defines milestones in Brisbane's public transport history. The objects and constitution of the museum substantially delimits the collection to the period during which electric traction technology replaced horse drawn and in turn was then replaced by diesel power technology.

As a museum of some 41 years standing, the collection of material is in its established phase and a substantial part of the museum's vehicle collection, associated hardware and records of the period was obtained by negotiation by museum members with the BCC when the tramway system was being closed down c. 1968. Modest additions to the collection have subsequently proceeded on the general basis that any items relevant to the BCC's operating life would be collected. Such basis extended to the collection of trams that could be found abandoned or likely to become redundant after other use if they were in such condition as they could be restored to fill gaps in the museum's collection, and the conservation of the original historic collection by providing the basis of replica operating vehicles or be held for parts. This document restates and codifies the established practice.

**The museum will collect** objects relating to Brisbane's electric transport system 1895 -1969 (not excluding its predecessor and successor systems but only to the extent of 'book ending' the 1895 -1969 Brisbane electric tramway and trolleybus era) according to the following criteria.

- Tram bodies that were either built in Brisbane for the Brisbane system or for others elsewhere or built elsewhere and operated in Brisbane<sup>2</sup>
- Condition of the object falling within the condition classification grades of poor to excellent.
- Cost of preserving and storing the object
- Relationship to other objects that reinforce its significance.
- Lack of availability of the object in collections elsewhere.
- Objects which complete or can be made to complete a series
- Operating and other tramway manuals

In each case the object must fall within the Significance criteria. (See Significance 2.0 by Collections Council of Australia Ltd)

#### 3.2 Collection periods.

The collection shall be classified according to the following collection periods

##### **Horse Trams and records of MT&IC period. c.1883 -1895**

The former horse tramways in the inner suburbs became the nucleus of the electric tramway system and therefore items relating to this tramway are considered to be properly part of the tramway system and also included.

##### **Privately owned Electric Trams of the Brisbane system and records from inception in 1895 to public ownership in 1923**

As this was the nucleus of the larger public own system, it is important that the museum record the history of the former electric tramway system of Brisbane and the company that operated the system for the first 28 years.

##### **Public owned Electric Trams of the Brisbane system and records from inception in 1923 to closure in 1969**

The trams are and will continue to be the museum's principal objects in the collection. Such objects extend to related technology, signaling, street furniture and the like, ticketing systems and BTT & BCC records.

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<sup>2</sup> This collection criteria does not exclude obtaining vehicles from other systems that add meaning to the electric transport story and/or may otherwise add to the visitor experience at Ferny Grove. Eg obtaining a tram from another system which can be modified for disability access and/or to contemporary standards, where such modification of an Brisbane tram would otherwise compromise the historic integrity of the Brisbane collection.

### **Trolley Buses and records of the trolley bus system 1951 - 1969**

The former trolleybus system in Brisbane was operated by the Brisbane City Council and was an integral part of that operation, running in the city and to the eastern suburbs. The acquisition of electric trolleybuses was included in the original aims of the Museum when it was established and therefore all items relating to the former trolley bus system form an essential part of the collection and archives of the museum. The trolleybuses and a display are housed in the trolleybus building open to the public.

### **Objects relating to BCC Buses up to the closure tramway system in 1969**

In later years, the bus system was an integral part of the BCC operations that became increasingly more important with the substitution of trams by buses until the closure of the street tramway system in 1969. The museum will collect any archive item (not vehicles) that has a high degree of integration with the former tramway system and will be held in the BTMS archives. Any items that do not relate in part to the tramway operation will be held in trust and passed onto the Queensland Omnibus and Coach Society Inc.

### **Objects relating to bus systems (variously operated by BCC, Brisbane Transport and Translink since the closure of the tramway system. 1969-current)<sup>3</sup>**

Any items that do not relate in part to the tramway operation will be held only in trust for a short period of time than passed onto Queensland Omnibus and Coach Society but no special attempt will be made to follow up items relating to the present system.

### **Brisbane City Council, Queensland Government Department of Transport and Translink material.**

These Government authorities have produced material that relates to possible systems for tram and light rail operations in metropolitan Brisbane. It is considered that they should form part of the Museum's collection as it becomes available as they show information on considered light rail systems in Brisbane in the past and future.

## **3.3 ACQUISITION PROCEDURE. How the museum goes about collecting.**

- The Board of Directors will act as an acquisitions committee.
- The Museum Board of Directors will appoint member(s) with interest and competence as archives officers who will be given delegated power to act on assessing the collection and on a Museum Board of Directors authority acquiring objects according to the collection criteria set the out under "Acquisition Policy" at page 5.
- Objects considered for or presently held for the collection falling outside the scope of the criteria will be referred to the Museum Board of Directors.
- Objects for collection must have clear provenance and unencumbered title
- The owner of any object rejected by the archives officer or the Museum Board of Directors must be promptly supplied with a written explanation as to why the object was not accepted and wherever possible be given suggestions as to other interested institutions.

Collection of material will be influenced by the collection theme it relates to rather than by object, but this will not exclude collection of material related to electric transport history that does not fit easily into the thematic descriptions above.

The museum will continue to maintain close and effective relationships with officers of the Brisbane City Council and Queensland Government and also their archival sections, the Office of Queensland Transport, staff at Translink, and relevant Ministers so as to offer the museum as a secure and well credentialled archive for tramway objects not required by such agencies.

## **3.4 COLLECTION STORAGE POLICY. How the museum looks after its objects** **Storage of museum vehicle collection**

These vehicles and related hard objects will be housed undercover in secure built storage. The vehicles will be maintained to presentation standards and then be operated under safe operating conditions according to the maintenance schedules set out in the Museum's Management Manual and will comply with workplace health and safety regulations.

Most of the Street furniture will be held in the store building with some items held out doors. The street furniture will be maintained to presentation standards and have proper regard to public safety.

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<sup>3</sup> It is outside the Museum's scope to be concerned with bus systems beyond the life of the tramway & trolley bus system.

### **Storage of paper, images, books, costumes**

A demountable building houses the museum display shop and archives section, and within the archive section. is housed the museum's archival collection and uniforms. The Museum's archival collection is to following guidelines from National Archives of Australia web site (Secure, store & preserve) and Collections Council of Australia Ltd.

In addition the collection management will have regard to the National Archives of Australia web site Records Management and Collections (<http://www.naa.gov.au/about-us/index.aspx>), outcomes from the Heritage Collections Council (1998) National Conservation & Preservation, Policy & Strategy and advice from the Brisbane's Living Heritage Network.

### **Archival storage.**

The archives room will house the paper based, image and textile objects including costumes not on display. The paper basis of items including plans are to be stored according to Storage - General Guidelines (Appendix 2) and Sustainable office & Archive storage systems by Darby Johns 2008.

All uniforms shall be cleaned prior to being placed in an approved storage box in accordance with best practice and after every display.

In addition all highly valuable items which can be stored, are to be stored in the large archival safe in the tram workshop building.

This room will also house the computer for the museum's collection management system and also network to other computers within the Museum.

### **Object Storage Management**

- All items stored in boxes should have the register number on the outside
- Shelf lists list the items on shelf
- Storage box lists, list items in a box.

#### **Shelf lists**

Keep a contents list of the exact items that are on the shelf within each cabinet. Using registration numbers. Record on these lists any movement of the items. This list is helpful for easy retrieval of items and to accurately document the location of items

#### **Temperature and Relative Humidity**

Ideally, mixed collections should be stored in environments where temperature is constant and moderate and relative humidity is constant.

#### **Light**

Ideally objects should be stored in the dark where light is kept to minimum levels. Light is concerns when items are on display try not to place fragile items in direct sunlight

#### **Housekeeping**

Appropriate housekeeping practices are to be used such as regular dusting and vacuuming of storage areas, and display areas.

Thorough and regular cleaning and vigilance will help greatly in controlling insects and mould.

#### **How to store items**

- Provide easy access to shelves, too many storage boxes is dangerous and leads to awkward handling.
- Keep objects and storage boxes off the floor.
- Do not store objects on top of one another.
- Do not store objects made from dissimilar materials in contact with each other. Store with label on box visible

#### **Pests and Integrated Pest Management**

- Make regular inspections in storage areas, cabinets and boxes. Signs of pest infestation include holes and frass. Frass is the wood powder left after boring insects.

- Examine all newly acquired objects before placing in storage to avoid the possibility of pest infestation. The same applies to objects which are being replaced in storage after display.

### **Packing materials**

- Use only approved packing materials for storing objects, such as acid-free tissue, polyethylene and mylar storage bags, costume and document boxes
- Don't use bubble plastic as protection use acid-free tissue.
- If stored objects are not in drawers or boxes, cover them with cotton or Tyvek covers. These provide protection from dust and unnecessary exposure to light. They also provide some buffering against fluctuations in environmental conditions.

### **Display storage**

Remember that display areas are another form of storage and should have the same environmental conditions for objects as the store itself. Avoid exposure to dust, air pollution, light and changes in temperature and relative humidity.

See especially *reCollections: Caring for Collections Across Australia* published by the Heritage Collections Council (1998) and *Caring for Our Culture* published by Museums Australia 1998.

### **Library**

A library is being established within the archival room. The library will house tramway books; magazines and journals for general reading and reference will generally be used by the Museum members. Public may also assess this material from this library on authorisation of the archival officer. Any items removed from the library must be signed out and back in the library loan book.

The museum will collect the following for use in the library.

- BTMS house magazine
- Contemporary manuals journals and text books on electric and mechanical technology of the day
- Books on tramways in Australia and around the world.
- Current journals relating to history collections and museum management.
- Journals from kindred bodies.

## 4.0 ARCHIVE MANAGEMENT

### 4.1 Cataloging (accessioning) objects.

All items received shall be held in the archives room in separate storage from cataloged items until they have been properly identified and cataloged. Where appropriate, they will be identified by the Museum removable label.

A cataloging protocol is being developed to clearly identify each item or group of items. The catalog will also identify where necessary the source of the item.

Cataloguing will be facilitated using the museum collection database and accessioning software system with associated peripheral devices.

#### 4.1.1 Register number

Museums code followed by the year followed by the sequential number

BTMS. 2010. 1

(Brisbane Tramway Museum Society. Year. Successive number).

- The systematic number of the object in the register and on the object itself.
- The museum must have a registration book to hold a record of all items numbers and item names.
- It is a unique number that distinguishes one object from another object.
- Once a number is allocated it cannot be reused.

#### 4.1.2 Cataloguing

Cataloguing is the process whereby all known relevant information about an object and its physical dimensions are recorded and filed.

#### 4.1.3 Work Sheet

Cataloguing information is entered on a *Work Sheet* (see Appendix 4) or directly into a computer database, with a hardcopy printed for use if required. With one item to a sheet, unless it is an archive series and then one series is accessioned at a time.

Accurate information included on the *Work Sheet* allows, over the long-term:

- identification;
- monitoring of the physical condition of an object;
- research about an object without unnecessary handling;

Objects, images and archives require some separate information, and different formats for Worksheets may be used for each if desired.

All supplementary records pertaining to the item will be held with the work sheet in individual object files, which will be safely stored for information retrieval.

#### 4.1.4 Labeling

Once accessioned onto paper or the computer database, items are labeled with the register number

- Labeling each item ensures that no two items are ever given the same number.
- ALL LABELING SHOULD BE REVERSIBLE
- Labeling should be on the actual item
- Label objects in an unobtrusive section of the item but not in a place where it will where off.
- Label items so that they are easily accessible when in storage.

## 4.2 Object handling

The use of correct handling procedures can prolong the life of your collection. A general rule is to handle items as little as possible to decrease the likelihood of accidents or general wear and tear.

### 4.2.1 Preparation

When it is necessary to handle objects without gloves make sure hands are freshly washed with soap and dried. Fingerprints can damage items as skin leaves grease, acids, salts and dust on items.

Items are most vulnerable when being moved Handle the objects as little as possible.

## **Protocols for accessioning the collection**

### **4.3 Data base.**

#### (a) Thesaurus

This will be the document for archives officer that will contain the protocols for digitizing and accessioning the data plus rules for access. It is expected to develop over time and will be the only source of management information for the objects record<sup>4</sup>.

#### (b) Photographic record access

- Access to the photographic records will be based on the current alphabetical as layout in the appendix 3 using unique identification and the BTMS register number.
- Naming will be by code within the file name "saved as..."
- The code will include the BTMS reference number, a cross-reference number (if any), actual or approximate the date of photograph, description, other reference number, source of photograph code, detail of publication (if any) and scan number.
- Fields for catalogue records will be based on the default fields within collection database software which is to be acquired for installation on the Museum archive computer.

The database will be secured through downloading data on to DVD's or external hard drive that will be stored in the Museum archive safe within the workshop building or off site in a nominated location.

### **4.4 De - accessioning and disposing of objects from the collection**

Items previously formally accessioned may be disposed of with the approval of the Board of Directors. This will normally be only in the following circumstances:

- (a) A transfer can be arranged to another more suitable repository.
- (b) A similar or identical item in a better condition has been obtained.
- (c) It is considered that there is an unnecessary duplication of items.
- (d) It is considered inappropriate to retain such item due to the private nature of its contents. Eg confidential staff records. These records may be able to pass on the Queensland Archives
- (e) The condition has deteriorated to such extent that is no longer practicable to continue to retain such item. The item is no longer able to be restored and no longer holds significance due to its condition.
- (f) There is a better or duplicate example available.
- (g) It otherwise does not meet the acquisition criteria set out at page 5 and that no value can be seen in it, holds no significance or has no association with the museum.

In the case of (b) or (c), a decision will be made at the time of formal disposal from the archive collection as to whether it can be offered to another depository, returned to the donor or the donor's heirs, failing which it will be transferred to the library, offered for sale to members and/or the general public or through a kindred body. The most appropriate method will be adopted in the case of (d and e).

A member will be assigned to undertake a thorough review of what will be held (or disposed of) according to the policies outlined in this document. A record will be made of each disposal.

At time of de-accession all records, pertaining to the item will be modified. The museum will keep all records pertaining to items, including registration no. and catalogue details, for full accountability.

Appropriate regard will be had to disposal restrictions arising from the Museum's registration as an Income Tax Exempt Charity (ITEC).

### **4.5 Access to the archival collection**

- In the case of Museum members, unsupervised access may be allowed as determined by the archives officer or by the Board of Directors.
- In the case of non-museum personnel, access to the collection will follow after approval of a written application to the archives officer.

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<sup>4</sup> Compilation of the thesaurus will have regard to National Archives of Australia *Archives Advices 32* "Keyword AAA- thesaurus of general terms."

- Such applicants must present with bone fide research interests having demonstrated competence in handling archive materials.
- Approved non- museum personnel wishing to access the records would do so under supervision of an approved museum member in the archive area.
- In the event of access being denied by the archives officer the applicant must be given reasons in writing for the denial and the Board of Directors advised. The applicant may request the Board of Directors to review any denial by the archives officer and substitute its own decision, which must be conveyed in writing.

#### **4.5.1 General research inquiries.**

- The Museum will respond to public inquiries in a timely way.
- Reproduction of photographs and images will have regard to the Copyright Act.
- The privacy of people will be respected and protected having regard to the Privacy Act and a Privacy Act compliance statement having regard to National Privacy Principles will be prepared.<sup>5</sup>

#### **4.5.2 Current Museum Records.**

Some active records (eg correspondence, current budget data) may be held off site in the homes of the relevant officers as a matter of administrative convenience. A register of records (according to a pro forma contained in the forms register will identify the record at its location.) These records will be subject to retention schedules and disposal authority set out in the Museum's Finance Manual. Those records to be held for seven years or less for audit purposes may not be accessioned as part of the archived collection.

Similarly, correspondence and other secretarial records of the Museum will be stored in an area separate within the Archives section and in a manner that they may be easily disposed of at the end of the retention period. In the case of secretarial records items of permanent significance will be retained on a permanent basis.

#### **4.6 Donations**

Persons providing items to the Museum as a gift, including executors handling estates will normally be required to sign a form acknowledging that the gift is free of encumbrance and that the museum is able to retain or dispose of such items as it sees fit.

The completed form will be retained for future reference in the archives section with one copy to the donor, one for museum records and one with the items object file.

All offers will be, where possible, assessed as to their meeting the selection criteria noted above. In the case of items received without such a form, an acknowledgement of receipt will be sent to the donor requesting completion of such form.

In the case of items transferred from another authority or body, an appropriate acknowledgment will be given as soon as possible.

A form for making and identifying donations as will be used and listed in the museum's general forms register.

### **4.7 Reproduction of material held by the BTMS.**

#### **4.7.1 Public access**

The Tramway Museum holds objects and pictorial material that represent aspects of the history of Brisbane and Queensland. Pictorial material includes paintings and prints, photographs, transparencies and negatives.

The Tramway Museum encourages public access to and the widest possible use of its collections by permitting their reproduction.

Reproduction is defined here as any method of making an object or pictorial material available to the general public. Publication in print is the most common form of reproduction. However, CD-ROM, film, television, computer presentations, public exhibitions and industry promotion or advertising are also defined as forms of publication and thereby, reproduction

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<sup>5</sup> Having regard to guidelines from Museum's Australia Inc.

#### **4.7.2 Copyright**

- a) Copyright law protects photographers, authors, artists and designers. According to the *Copyright Act 1968* the copyright status of the object or pictorial material and the intended use of the copy are key considerations. The two main usages are 'research and study' and 'publication'.
- b) Archives officer should be familiar with relevant aspects of the *Copyright Act 1968* and abide by its requirements scrupulously when dealing with requests from members of the public to reproduce material held by the Museum. Relevant Museum officers must also abide by copyright laws when researching and planning history public programs.
- c) Ownership of objects and pictorial material by the Tramway Museum does not in itself imply that the Museum owns the copyright to those objects and pictorial material.
- d) The Archives officer is responsible for the collections of museum and is required to maintain details of copyright ownership as they relate to specific collection objects and pictorial material.

#### **4.7.3 Processing requests for permission to publish**

- a) All requests for copies of material held in the Museum's collection should be received in writing by the Museum Archives Officer for delegation if required to the responsible member for processing.
- b) The Archives Officer notifies the requestor regarding the copyright status of the object(s) or pictorial material, the publication fees payable, the likely costs of reproduction and the wording for acknowledgement. The Museum's title to the object(s) or pictorial material must be acknowledged by the requestor.
- c) The Archivers Officer provides the requestor with the name(s) of the likely owners of copyright of any object or article or pictorial material where the Museum does not hold copyright. It is then the responsibility of the requestor to obtain written permission from the copyright holder, if the object(s) or pictorial material is still in copyright, before the Archives Officer processes the request. Where the copyright holder cannot be traced, the Archives Officer should advise the requestor to state, in their publication, that every effort was made to obtain copyright.
- d) The responsible officer also obtains the details of the intended use of the copy, as permission to reproduce an object(s) or pictorial material relates only to the specific purpose for which it has been requested. For example, if the material is to be used in an exhibition as well as the exhibition's catalogue then the requestor should state this. Any further use of the reproduction will require further permission, for example, the use of illustrations for a thesis that is subsequently published and available for sale. For recording these details, the responsible officer asks the requestor to complete the Reproduction Agreement (see Appendix 4).
- e) Reproduction copies are, as a rule, supplied as a photographic print or data file. If a negative or transparency is requested, the museum requires their immediate return after use.
- f) If a person requests to use a personal camera to photograph museum archive material, permission is at the discretion of the Board of Directors and will attract a fee for retrieval and handling.

#### **4.7.4 Fees**

- a) Permission to publish fees may apply to all objects or pictorial material from the Museum collection.
- b) Fees will be determined by the Board of Directors. The schedule of fees is to be made public upon any reasonable request.
- c) Publication fees are separate from, and in addition to, the costs of reproduction which include photographic copying, courier and postal charges and are also payable by the person(s) making the request. The Archives Officer issues the requestor with a tax invoice which complies with the Museum's financial processes.
- d) Publication fees, if applicable, will apply irrespective of whether or not the Tramway Museum owns copyright to the object(s) or pictorial material. If the Museum does not own copyright then

separate copyright fees may be payable to other individuals, agencies or organisations. The Museum will not charge a copyright fee for objects or pictorial material for which it holds copyright.

- f) If fees are applicable, the Museum may charge different fees for commercial and non-commercial usage. Fees may be reduced or waived at the discretion of the Board of Directors for some purposes, such as promotion of the Tramway Museum, or for particular not-for-profit promotions related to the Museums strategic purpose.
- g) Government agencies are not exempt from any application of a publication fee.

#### **4.7.5 Obtaining Copyright for objects held in the Museum Collection**

- a) It is desirable for the Tramway Museum to hold copyright for material held in its collection, or to have written permission to reproduce the material from the copyright holders.
- b) Generally objects owned by the Tramway Museum, through donation, bequest, transfer or purchase, are copyright to the Museum. Authorised Museum officers or members can therefore give permission for these objects to be photographically reproduced.
- c) The ownership status of photographs held in The Museum collections may be complex. Ownership by the Museum, or objects/materials residing at the Museum does not necessarily imply ownership of copyright. The owner of a photographic print or negative cannot reproduce the work without the permission or licence of the owner of copyright.

For photographs taken before 1 May 1969 copyright expires 50 years after the end of the year in which the photograph was taken. Publication is irrelevant. For unpublished photographs taken after 1 May 1969 copyright may be perpetual. For published photographs taken after 1 May 1969 copyright lasts until the expiration of 50 years after the expiration of the calendar year in which the photograph is first published (see *Copyright Act 1968* Sections 32(1), 33(6)). The owner of a photograph taken before 1 May 1969 is the person who, at the time when the photograph was taken, was the owner of the material on which the photograph was taken (see Section 208). The owner of a photograph taken after 1 May 1969 is the person who took the photograph or is commissioner of the work (Section 35).

- d) Many of the photographs held in the Museum photographic collection have been donated to Museum or copied by Museum members, from the collections of individuals, families, and bodies related to the Brisbane Tramways Company Ltd or its successor entities

At the time of donation or copying, the Archives Officer should take steps to ascertain if the intending donor or owner does in fact hold copyright and to have copyright ownership assigned, transferred or willed to the Brisbane Tramway Museum Society using the Pictorial material Donation and Reproduction form. (See Appendix 4). An assignment of copyright can only occur in writing and must be signed by the owner of copyright. Carefully explain the copyright issues and provide a copy of the Objects and Pictorial Material: Copyright: Donor Information sheet.

It is best if the donor or owner is prepared to hand over copyright on signing the Pictorial Material Donation and Reproduction form. If they are not, encourage the donor or owner to nominate a date 5-10 years from signing when copyright will transfer to The Brisbane Tramway Museum Society. With an appropriate sense for the occasion, the Archives Officer should explain the difficulties associated with contacting the donor or owner at some future date.

Brief the donor or owner that it is The Museum policy to encourage the widest possible use of material in its care.

**4.8 Purchases.** Where an offer to sell is received, such offer will be assessed against established criteria in this policy to determine whether it is relevant to the scope of the museum's acquisition policy, the reasonableness of the price and the comparable rarity of the item. An alternative method of disposal may be suggested. All such offers shall be referred to the Board of Directors before the purchase is made.

The Board of Directors may also as appropriate make direct purchases of items from other sellers when it is considered appropriate to further develop the archives contents.

#### **4.9 Lending and borrowing objects**

Archival material will not be available for loan except by the approval of the Board of Directors for display purposes only. Where it is desired that photos and other items be used for illustrative purposes in books and

journals etc., permission may be given provided that an acknowledgment is given to the Museum and, if appropriate, the original source of the material. The originals will not be released except with specific permission of the Board of Directors. Arrangements will be made for the necessary copies to be made by the Museum. All external costs are to be recovered. An internal fee may be set for photocopying as deemed appropriate.

Where it is desired to use archival material in a display, copies will generally be made for such use, though the Board of Directors may approve use of originals.

In the case of uniforms, the conditions of each use will be determined at the time of approval.

#### **4.10 Managing risks and responding to disasters**

The Board of Directors is ultimately responsible for the risks management of the Museum and archives and will carry out audits as required as set out in section 3.2 of the BTMS Operations Manual. Risks management and audits will abide by the Queensland Government Workplace Health and Safety act and regulations where applicable.

Disaster preparedness plan of the archives can be developed in 9 main steps and will follow the guidelines as set out in "9 Steps to Disaster Preparedness for Your Collections by Kim Morris Art and Archival Pty Ltd 2009 which are:

- Risk assessment,
- Determining the type of collection material,
- Prioritisation of collections,
- Determining current resources in house,
- Determining current external resources,
- Determining the availability of other resources,
- Writing the plan,
- Allocating responsibilities to key staff,
- Maintaining the plan.

The Museum is non-smoking area. No food or drink is allowed in the archives room, in the tram and trolley bus storage/exhibition sheds and on the vehicles.

#### **4.11 Good housekeeping practices.**

The Museum has an obligation to ensure that systems are in place to care for the collection on display and in storage to ensure the collection's long-term preservation. It attempts to meet that obligation in the following ways.

##### **4.11.1 Storage of vehicles collection.**

Lock up undercover storage is provided within perimeter fencing with these characteristics: -

- buildings well ventilated. (UV controlled where possible),
- buildings inspected half yearly for pest infestation points (birds, rats, snakes) with, remedial attention as indicated,
- clear passageways,
- cleaning schedules for buildings. (floors, windows, cobwebs etc),
- separate workshops for vehicle maintenance, with small roped off area for public access.

##### **4.11.2 Conservation of vehicles collection**

For restored vehicles, a housekeeping calendar is kept and the running sheet tallied. This includes monitoring:-

- cleaning schedules for all vehicles including according to BTMS operations manual,
- checking for wear & tear on seating when vehicle is stored after each use according to BTMS operations manual,
- servicing schedules for operational vehicles according to BTMS manual.

For vehicles being restored for conservation, the museum adopts good conservation practice, seeks advice from specialist bodies and follows national and international guidelines as set out in documents such as, but not limited to:

- *Engineering Heritage & Conservation Guidelines*. Institution of Engineers (Australia),
- *Charter for the Conservation of Places of Cultural Significance*, The Burra Charter, Australia ICOMOS(1999),
- *Conservation Guidelines for Operational Museums*, The Riga Charter, Federation of European Museum and Tourist Railways.

#### **4.11.3 Storage & conservation of other objects.**

The Museum also makes every effort to ensure the long-term preservation of objects stored and or displayed by:

- checking regularly for fading or other signs of deterioration in objects on display,
- ensuring displays cases are safe, regularly cleaned and checked for damage,
- ensuring display areas are clean and well lit,
- using copies or facsimiles of photographs or other original paper based materials,
- seeking specialist advice from other organisations in the event of deterioration in any fabrics.

#### **4.12 Applying ethical standards for committee members and volunteers**

All persons working in the archives area will be approved by the board and will be expected to adhere to the ethical standards set out in the in the museum's Operations Manual, and be especially alert to the potential for conflicts of interest.

Museum volunteers/members are bound by a code relating to their conduct and responsibilities. The code is more particularly set out in broad form in the Museum's Operations Manual, The Operations Manual is introduced to all new members as part of the induction process.

The published code of ethics relevant to the collection management responsibilities of the museum curator is the Museums Australia (MA) Code of Ethics for Art, History and Science Museums (Revised edition, 1999).

Those sections of the Museum's Australia Code of Ethics that the Tramway Museum members/volunteers particularly acting as curator should follow pertain to acquisitions to museum collections, the display of collections, and the disposal of collections. There is also a section on professional conduct that details principles, the responsibilities of the curator to the collection, the public, the employing authority and to colleagues. (See sections 3–11 in Appendix 5).

## 5.0 Interpretation

### 5.1 Telling the stories

The main opportunity for telling the stories that the collection can tell is by way of display and interpretation of objects at the museum.

The museum will continue to mount displays from the collection, generally at the museum, in the following ways.

- Standing display and interpretation of restored historic trams and related outdoor furniture & artefacts at the museum
- Standing interpretation of aspects of Brisbane's tramway and electric trolleybus system at the museum.
- Changing exhibitions utilising items held in the collection.
- Displays & interpretations mounted away from the museum at suitable venues as the opportunity presents.
- Temporary display & interpretation as may be relevant to external events. Eg. Museum of Brisbane.

The museum will rely upon the following policy to inform the development and redevelopment of its collection display

### 5.2 Social and Historic content

All displays in photographs and artefacts will be based on the notion of social history and transport history being co-terminus.

Stories of Brisbane's electric tramway system to illustrate this in displays will be drawn from but not limited by the points below.

- The growth of suburbs influenced by tram routes. How tram stops, particularly termini, influenced urban development
- Public events drawing large crowds needing efficient public transport (and their subsequent decline.)
- The post war builds up of private cars reducing the call on efficient public transport.
- The change in public transport technology from horse drawn tram to electric tram, electric trolley buses to diesel buses.

### 5.3 Display themes

Within the context of social & transport history there will be standing displays grouped in themes, such as

- General history of the system 1895 -1969
- Trolleybuses
- Horse trams
- Last years of the system and development of the museum
- Historic Technology
- Contemporary tramway technology
- Contemporary tramway development in Australia & overseas

This storytelling will also be facilitated through a printed guide to the museum's collection and displays, museum volunteers using common prompt cards when conducting tours or responding individually to informal queries from visitors, all of which information will be accessed by properly researched commentary from the museum's archives.

### 5.4 Display presentation

- Trams and Trolleybuses will be displayed outdoors and indoors to best advantage in safe and secure surroundings and be interpreted by storyboards either beside them or within them. Museum staff will be available and trained to tell their stories. Operational trams will be available for public to ride during the museum opening times and special events.
- Wall mounted and freestanding displays will be attractively presented to contemporary standards to attract visitor interest and interaction.
- There will be a variety of display media, including video, photo, text, objects and "hands on".
- The displays will be mounted to engage an audience in the telling of history and relate to the wider objectives of the museum.

- Standing displays will be subject to regular housekeeping and examined for wear and tear.
- As present displays are revisited and new displays developed better thematic continuity will be sought and visual clues using a common house style will be employed.
- Standing displays will be refreshed from time to time with temporary exhibitions.

### **5.5 Community involvement**

- The community will be involved wherever possible and the museum made available for related community displays.
- Indigenous history and cultural protocols will be acknowledged on the relevant displays.
- Museum hold special events, which mark special occasions within the tramway history to encourage public involvement within the museum
- Museum volunteers will be trained in welcoming visitors and conducting guided tours and special programs.

### **5.6 Display maintenance**

The Museum will maintain storage and display environments to ensure long term preservation of the collection

- The displays will be well maintained and refreshed with partial rotation of temporary material and through regular housekeeping.
- Objects will be subject to regular housekeeping including cleaning, checks for fading or other deterioration, indoor display cases checked for safety and outdoor displays checked for hazards.

### **5.7 Display Areas**

The museum has several display areas within the boundary of the museum for the purpose of displaying objects

- The museum shop,
- The eastern end of the workshop building,
- The trolleybus display building,
- The electrical technology building (Currently ungoing council development approval),
- The tram sheds,
- Operating trams.

This policy is to be reviewed every two years and any amendments approved by the Board of Directors.

BTMS would like to the knowledge the help of Historical Trusts of South Australia, Marie Treloar and Australian Electric Transport Museum (SA) Inc. in the preparation of this policy.

The Board of Directors of the BTMS hereby approves this policy on 12 June 2010. under item 10.1

**Revised 1 - June , 2010**