



POLICY COLLECTION

THE SIR HENRY ROYCE FOUNDATION
ARBN 080 511 253

*October 10, 2020
Version 3*

1. Distribution List

This document and any updates will be distributed electronically or by post to the following parties:

The Sir Henry Royce Foundation Trustees

2. Responsible Officer

The overview of this Policy will be a function of the Board of Trustees and will be reviewed annually.

3. Archivist

For ease of simplicity within this policy document reference is made to the “Archivist” to define the responsibility for the implementation of this policy. It is to be understood that this term “Archivist” is a generic term to describe the person responsible at each of The Foundation’s facilities. In particular:

Bill Allsep House	Honorary Archivist Gilbert Ralph
Lionel Gell School of Instruction For Rolls-Royce and Bentley	Peter Jordan-Hill
Geebung Museum	Curator Barry Sparks
Coolum Showroom	Frank Carroll

Policy

The extensive collection of Rolls-Royce and Bentley cars, car and aeroplane engines, model cars and memorabilia is housed at the headquarters of The Foundation at Bill Allsep House (Melbourne) the Lionel Gell School of Instruction for Rolls-Royce and Bentley (Melbourne), the Geebung Museum (Brisbane) and the Coolum Showroom (Coolum).

National Register of Donated Items

The Collection Policy of the Sir Henry Royce Foundation has been lodged with the Department of Communications and the Arts under the Taxation Incentives for the Arts Scheme. That Collection Policy is as follows:

1. Statement of Purpose

To collect, document and exhibit any objects whatsoever illustrating or connected with the science of mechanical engineering and especially related to the work of the late Sir F. Henry Royce.

2. Scope of the Collection

The collection is to include such items as:

- 2.1. The published and unpublished records of the experiments, research and work of the late Sir F. Henry Royce.
- 2.2. Any objects whatsoever illustrating or connected with science of mechanical engineering as it relates to Sir F. Henry Royce.
- 2.3. Those items that illustrate the activities associated with motor car and aircraft engine manufacture, sale and distribution.

3. Method of Acquisition

The Foundation can acquire objects for collection by donation, bequest, purchase or transfer subject to the following:

- 3.1. All donations and purchases must be approved by the Trustees.
- 3.2. All items received must be free to display, treat and where necessary deaccession.
- 3.3. No conditional loans can be accepted, where in the opinion of the Trustees this creates a conflict with the Foundation objectives.
- 3.4. The Trustees are required to consider the following criteria before approving acquisition of an object:

3.5. Relevance

Is the object relevant to the Foundation's aims and objectives? Does it fall within the scope of the Foundation collection policy?

3.6. Documentation

How much information is available on the object/collection? Priority is to be given to objects with associated documentation and support material.

3.7. Condition

The condition of the object must be taken into consideration when acquiring material. Badly damaged material will not normally be accepted into the collection.

3.8. Storage

Is there safe, secure storage space available to store the object?

3.9. Display

Can the object be displayed? Are there legal or conservation restrictions that prevent the object being displayed? It should be noted that not all Foundation objects will normally be on permanent display.

3.10. Duplications

Objects that duplicate items already in the collection will not be accepted unless they are of superior condition and/or of historic value. In such a case the duplicate may be considered for deaccessioning.

3.11. Legal Requirements

Is there a legal title to the object? Can the donor/vendor or legally donate or sell the object?

4. Collection Care - Documentation, Conservation and Storage

The Foundation aims at all times to maintain an effective documentation system. All Record of Gift forms, receipts, Foundation registers and catalogue information will be kept in the Foundation files. These files will be held on Foundation premises. The Foundation aims to achieve high standards of collection, care and storage.

5. Deaccessioning and Disposal Procedures

It is the specific policy of The Sir Henry Royce Foundation that donations are accepted on the basis that they will form part of The Foundation's permanent collection. However, it is acknowledged that changes in the collection policy may occasionally result in the need to deaccession items.

If items in the collection are to be subject to deaccession then this will be done in accordance with the following:

- 5.1. Any proposal for deaccessioning an item in the Foundation's collection is to be initiated by one or more of the Trustees or by the Archivist.
- 5.2. The deaccession proposal shall be prepared in writing by a nominated Trustee or the Archivist and must include: full catalogue particulars of the item; full particulars of the Foundation's title to the item and the circumstances of its acquisition; information as to any prohibitions or restrictions on deaccessioning including statutory restrictions, if any; reasons for the proposed deaccessioning; and, estimated current value of the item if same exceeds \$500 (or such greater sum as the Trustees may from time to time decide).
- 5.3. For items with an estimated current value exceeding \$500 the deaccessioning of the item shall be considered at a meeting of the Trustees and shall be approved in principle on a majority vote of the Trustees.
- 5.4. For items with an estimated current value of less than \$500 the deaccessioning shall be approved by a Trustee and the Archivist.

5.5. An item approved for deaccession as above shall be disposed of by one of the following means: internal transfer, e.g. some or all of the component parts of the item to be used in restoration of other collection items; transfer to another public or cultural institution; exchange with another public or cultural institution; sale by public tender; sale by public auction; or, destruction.

6. Loans

The Foundation will lend and borrow material to help its statement of purpose in accordance with the Trustees' criteria as established from time to time.

7. Review

The Foundation will review its collection policy every 3 years.

Reviewed and approved by the Trustees on October 10, 2020