



WIA ARCHIVE COLLECTION POLICY

1. Introduction and Mission

The Wireless Institute of Australia (WIA) collection policy is a document that guides the management and development of the Archive Collection. It outlines why, what, where, how and when the WIA collects, and how and why items may be disposed of.

The collection is a source of knowledge, ideas, stories and memories. It was initiated in 2008, prior to the WIA centenary (2010), when aspects of history were sought out for historical articles and publicity. It was soon recognised that significant items should be systematically held and recorded as part of the organisation's history. Since then the collection has developed and is managed as a resource to inspire, educate and inform members, radio amateurs and the wider community, and to contribute to the conservation of the history and heritage of the WIA.

There are two collections within the WIA

- The Archive Collection is concerned with the history of Amateur Radio in Australia and its protectorates
- The WIA members collection is concerned with the history of WIA members

2. Purpose of the Archive Collection

- Collect and conserve important records and objects associated with the history of the WIA
- Collect photographs and other pictorial material relating to Amateur Radio in Australia
- Build an historical resource for the WIA and its members.

3. Content of the collection

3.1 Business of the WIA Minutes of meetings of the WIA and its State Divisions and branches

3.2 Clippings and articles

Clippings and articles from newspapers, journals and magazines etc about Australian radio amateurs or about the development of Amateur Radio in Australia

3.3 Journals and magazines

Journals, magazines and pamphlets produced by the WIA and its State Divisions and branches Commercial publications for Australian radio amateurs

3.4 Books

Books written by Australian radio amateurs or about the development of Amateur Radio in Australia. Other books relating to the early development of radio which in some way contributed to the development of Amateur radio and the science of wireless in all of its forms

3.5 Regulations and licensing

- Information published for the purpose of licensing radio amateurs and regulating their activities
- Material prepared by WIA for assisting those seeking a licence
- Licences and certificates held by radio amateurs to authorise their activities

3.6 Call books

Lists of callsigns, either commercially published or published by WIA

3.7 Photographs, Films,

- Sound Recordings and Videos Photographs, films and videos of Australian radio amateurs and their activities in Australia and overseas
- Photographs, films and videos of Amateur radio activities in Australia
- Sound recordings and oral histories relating to the development of Amateur Radio in Australia.
- Posters depicting or promoting Amateur Radio activities in Australia

3.8 Plaques and trophies awarded to Australian radio amateurs

3.9 Equipment will not generally be collected. Exceptions may be made for selected items of outstanding historical significance for exhibition purposes. Any mains operated equipment will be rendered inoperable before it is included in the collection.

4. Collection policies

4.1 Objects and collections may be acquired as donations, bequests, purchases, transfer or commissions.

4.2 The archive will only acquire objects that can be properly stored, documented and managed.

4.3 The archive provides access to information in the collection to WIA members on request. It may publicise its holdings through articles on information in the collection for publication in *Amateur Radio* and travelling exhibitions for radio clubs in Australia.

4.4 The archive only acquires objects that are provenanced to Amateur Radio in Australia and its protectorates, or in the opinion of the Historian have some significance to the development of Australian Amateur Radio.

4.5 The archive aims to build historical records about Amateur Radio in Australia through the collection, related archives and associated projects.

4.6 The archive seeks to cooperate with state and regional Amateur Radio clubs and organisations to archive any material they wish to have held in the central archive, within the ambit of this collection policy.

4.7 Some objects are best left in the family context in which they have most meaning. Any such items offered to the WIA will be returned to the family with appropriate advice.

4.8 Where possible the archive will record the owner's memories of the object and photograph and document objects in their original context, before removal to the archive.

4.9 The archive works in partnership with other collecting organisations of similar interests, developing a collaborative approach to collecting, and the research, analysis and interpretation of collections.

4.10 No objects or collections will be acquired or accepted with conditions or restrictions on the way they might be used or displayed in the future.

4.11 The archive will adhere to the Copyright Act and the Australian Copyright Council guidelines in all collecting activity including acquiring new objects for the collection. For any acquisitions where copyright is unsure, details will be held on a temporary separate database as an interim measure until the legal situation is clearly established.

4.12 The collection policy is a public document that is readily available in the WIA Office for inspection by visitors and volunteers. A copy is provided to anyone enquiring about making a donation of material to the WIA.

5. Acquisition and Assessment Policies and Criteria

5.1 The Archive will keep accurate, up to date and detailed records.

5.2 The Archive will establish object files for the most significant items and all new acquisitions.

5.3 The Archive will prepare a Statement of Significance for all new acquisitions detailing:

- Historic significance
- Scientific or research significance
- Provenance: the life history of an object, its story, context, and use and ownership
- Representativeness
- Rarity
- Condition, intactness, integrity

5.4 New acquisitions will be assessed in light of the scope and content of the Archive's collection.

5.5 Items will not be accepted which duplicate items already in the collection unless the proposed acquisition is more significant than the items already in the collection. The item already held may then be disposed of.

6. Acquisition Procedures

6.1 A donation form will be completed by the donor for any item or collection of items donated. A copy of the donation form will be held by the donor and by the WIA.

6.2 The donor will be requested to write down the history, associations, context and significance of the object they are donating on the donation form. Alternatively the person receiving the item should make notes on the object's history and associations.

6.3 The Historian will assess the significance of the object and consider the proposed acquisition against the collection policies, themes and acquisition criteria. For standard items such as journals, this can be done by volunteers with guidelines.

6.4 The donated item will be recorded in the database noting the date, description of the object, object number and reference to the donation form and donor details.

6.5 The object will be numbered, photographed for security purposes where appropriate, catalogued and the contextual information stored in an object file.

6.6 A letter of thanks will be written to donor.

6.7 An index of donors will be maintained with a list of their donations and the object numbers.

6.8 Items that are not approved for acquisition will be considered for inclusion in the QSL collection or Library, and then may be passed to other collecting bodies, or may be discarded, unless the donor has specified on the donation form that the item should be returned.

7. Disposal Policy and Procedures

7.1 Disposal is the process of deregistering an object from the collection for clearly stated reasons, and disposing of it in accordance with approved policies and procedures.

7.2 To dispose of an object from the collection, the item will be assessed against the Archive's mission, the collection policy, and the assessment criteria.

7.3 The criteria for disposal include:

- Little or no significance – using the assessment process and significance criteria
- Poor condition and lack of provenance
- Duplication
- Inability to safely store and manage the object
- Lack of relevance to collection themes and policy
- Lack of relevance to the Archive's mission and purpose

7.4 Items disposed of which have been identified as items on the database should remain on the database with a note of when they were disposed of and why.

7.5 There are four main methods of disposal:

- Return to the donor (if specified on the donation form)
- Transfer to another collecting agency
- Sale
- Destruction

7.6 In the first instance, if specified on the donation form, the item will be returned to the donor.

7.7 Alternatively, items may be offered to another collecting institution.

7.8 Items may be sold through public auction or other method of sale. All funds raised through the sale of items will be held by WIA.

7.9 In other cases, where the item is incomplete, in poor condition, and of no value, it may be destroyed or sent to the tip.

7.10 The reasons for disposal will be noted in the database. The record will not be deleted.

7.11 No members, volunteers, staff, or committee members, or their relatives, may benefit or in any way acquire objects that have been disposed of.

8. Loans

8.1 No objects will be accepted on indefinite or long term loan.

8.2 Loans in or out may only be arranged for fixed periods and for specific purposes.

8.3 Before accepting or making a loan, a photograph and detailed description of the object's condition will be made.

8.4 A written and signed loan agreement will be made between the Archive and the lender or borrower, detailing the condition of the object and a fixed time span for the loan. This will be signed by the Historian or their representative and the lender or borrower.

8.5 Items lent from the Archive's collection should be in good condition, and displayed in appropriate environmental conditions, in places with adequate security and supervision.

9. Promotion and Exhibition Policies

9.1 Articles will be prepared based on the contents of the collection to promote the Archive and inform the Amateur Radio community of its history.

9.2. Opportunities will be explored to make the collection accessible on the web.

9.3 The collection will be made accessible through displays and travelling exhibitions.

9.4 Where possible original historic photographs will be copied, with the copies placed on exhibition and the original photos kept in secure storage and shown for limited periods of

time. Historic photographs in their original frames and mounts should be considered as objects and kept intact, and rotated on display for limited periods or copied.

10. Management of the Collection

10.1 A team will be identified to support the Historian in the management of the collection. The Historian will report to a member of the WIA's management committee.

10.2 Training will be provided for volunteers working on the collection. This might include funding their participation in workshops and conferences.

10.3 There will be a clean, secure working space for collection documentation, research and significance assessment.

10.4 The condition of the collection on display and in storage will be regularly monitored.

10.5 A stocktake or audit of the collection will be conducted every 5 years.

11. Related Collections

11.1 The Archive will complement the collections in other radio amateur clubs and associations throughout Australia

11.2 Other related collections include:

- Army Signals Museum
- Essendon Aviation Museum
- Historical Radio Society of Australia
- Kurrajong Radio Museum VK2ZIO

Other collections will be added to this list as they are identified

12. Collection Policy adoption and review

The Collection Policy was adopted by the WIA Board in December 2013.

It was reviewed with no amendments being recommended in November 2016.

The Collection Policy will be reviewed every three years.

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Amended April 2017