



# WIA HISTORIC QSL COLLECTION POLICY

## 1. Introduction and Mission

The Wireless Institute of Australia (WIA) Historic QSL collection policy is a document that guides the management and development of the QSL Archive Collection. It outlines why, what, where, how and when the WIA collects, and methods of disposal of all or part of the collection.

The collection is a source of historic radio contact data. The collection was initiated in 1999 and is the legacy of Ken Matchett VK3TL - Silent Key. The collection has a very large number of significant QSL Cards and has been recognized as a significant collection Nationally and Internationally. All cards are being recorded as part of the WIA and Amateur Radio 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 multiple collections within the WIA Historic QSL collection

- An Australian Pre WWII collection
- A World pre war collection
- An islands in the air IOTA collection
- US Counties collection
- SWL collection
- Thematic collection
- World country collection
- VK collection
- Rare DX collection
- WIA Postage Stamp collection.

## 2. Purpose of the Historic QSL Collection

- Collect and conserve important QSL Cards and associated documentation in relation to the development of Amateur and Commercial radio communication worldwide.
- Provide access to the collection for radio research purposes
- Build an historical QSL resource for the WIA and its members.

## 3. Content of the collection

3.1 *The History of Radio Communications and the Research and Documentation Centre for the Electronic Media (Doku Funk)*, located in Vienna, is the world's biggest organization to collect, save, research and present whatever relates to the history of radio communications, particularly amateur radio and commercial broadcasting. This organisation has an ongoing relationship with the WIA who curates the second largest historic QSL collection in the world of amateur radio related material. As a part of this policy the WIA allocates a curator who is responsible for the WIA historic QSL collection.

3.2 Doku Funk has provided 50,000 QSL cards to the WIA collection and the WIA has reciprocated by providing to Doku Funk special event QSL cards. The Doku Funk collection is the biggest organisation to collect, save, research on the history of radio communications.

This organisation has an ongoing relationship with the WIA.

#### 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.

4.4 The archive curator may publicise its holdings through articles on information in the collection for publication in *Amateur Radio* and travelling exhibitions for radio clubs in Australia.

4.5 The archive only acquires objects that are provenanced to Amateur Radio and can contribute to the current collections.

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

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

4.8 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.

4.9 Where possible the archive will record the owner's details.

4.10 The collection works in partnership with other collecting organisations of similar interests, developing a collaborative approach to collecting, and the research, analysis and interpretation of collections and in particular *History of Radio Communications and the Research and Documentation Centre for the Electronic Media*, located in Vienna.

4.11 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.

4.12 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.

4.13 The collection policy is a public document that is readily available in the WIA Office and WIA Web site 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 Historic QSL Bureau will develop and keep accurate, up to date and detailed records.

5.2 The Historic QSL Bureau will continue with the development of the integrated collections outlined in section 1. The most significant items will be filed in folders and kept in the WIA Fire Proof Safe located at the WIA Office, along with the WIA postage stamp collection.

5.3 All new acquisitions are to be curated under the donors name and callsign and a summary of the content stored with the donation.

5.4 A Statement of Significance for all new acquisitions detailing:

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

5.5 Duplicate items already in the collection can be made available for swap, exchange or sale with WIA Board approval.

## 6. Acquisition Procedures

6.1 The Historic QSL Bureau will assess the significance of the object and consider the proposed acquisition against the collection policies, themes and acquisition criteria.

6.2 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.

6.3 A letter of thanks will be written to donor.

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

6.5 Items that are not approved for acquisition will be considered for inclusion in the Historic QSL collection 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 collection 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 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.

7.7 In all cases, any items to be disposed of must be offered to the *History of Radio Communications and the Research and Documentation Centre for the Electronic Media*, located in Vienna.

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

7.9 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 Historic QSL Bureau items shall be available for loan.

8.2 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.

8.3 Requests for copies of items are to be made via the Curator and electronic copies sent to the person making the request free of charge.

## 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 QSL history.

9.2. Opportunities to view the collection must be under WIA Office supervision. A process shall be developed to make some components of collection accessible on the web.

9.3 Some components of the collection will be made accessible through displays and travelling exhibitions.

9.4 Where possible original historic QSL cards will be copied, with the copies placed on

exhibition and the original photos kept in secure storage and shown for limited periods of time.

## 10. Management of the Collection

10.1 A team will be identified to support the Historic QSL Bureau Curator in the management of the collection. The Curator 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:

- *History of Radio Communications and the Research and Documentation Centre for the Electronic Media*, located in Vienna

## 12. Collection Policy adoption and review

The Collection Policy was adopted by the WIA Board in April 2017.

The Collection Policy will be reviewed every three years.

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