



MELBOURNE CRICKET CLUB

## Melbourne Cricket Club

### MCC Museum Collection Policy

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Policy Description	<i>To inform staff and potential donors or lenders to the Melbourne Cricket Club Museum of collection acquisition guidelines and policies.</i>
Effective Date	<i>January 17, 2020</i>
Responsible Department	<i>Club Services and Heritage Department</i>

#### Document Control

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1.0	July 2014	Creation of policy	Museums Manager
1.1	September 2015	Refinement of policy to define collecting fine art (sections 2, 3, and 4.2)	<i>General Manager, Membership and Heritage</i>
1.2	January 2, 2020	Update to name of associated museum, some role titles and minor text redrafting to provide extra clarity	<i>General Manager, Club Services and Heritage</i>

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## 1. Background

The Melbourne Cricket Club Museum (MCCM) was founded in 1969 and is a private museum. The current home of the MCCM is located within the Members Pavilion at the Melbourne Cricket Ground (MCG) and was opened to the public in November 2006. It sits alongside, and is attached to, the Australian Sports Museum (ASM).

The MCCM exhibits sporting objects which are either owned by the Melbourne Cricket Club (MCC), on loan from individuals or that derive from the two public collections also managed by the MCC Club Services and Heritage Department (Australian Gallery of Sport & Olympic Museum collection and Australian Sports Museum collection).

## 2. Ownership and Management

The MCCM is a private museum owned by Melbourne Cricket Club Heritage Limited (MCCH). Whilst its operations, resources and services are primarily directed towards the needs of the MCC committee, members and staff, it also recognises a social responsibility to the general public.

The MCCM collection is managed by the MCC Club Services and Heritage Department. Melbourne Cricket Club Heritage limited (MCCH) assumes the financial risk in relation to the ongoing operation, and recurrent expenditure, of the MCCM.

## 3. Statement of Purpose

### *Vision*

To showcase the rich history of the Melbourne Cricket Club and the Melbourne Cricket Ground and their association with sport, particularly Australian cricket, by collecting, preserving, researching and displaying material for the education and enjoyment of MCC committee, members, staff and the general public.

### *Objectives*

- To develop and preserve significant collections that reflect the MCC's and MCG's long histories
- To develop and preserve significant collections that reflect the MCC's and MCG's long association with various sports, particularly Australian cricket
- To develop and preserve the MCC's art collection
- To present displays that meet the expectations of MCC committee, members and staff, and provide an engaging and entertaining environment for local, national and international audiences
- To provide exceptional customer service to enhance the visitor experience

## 4. Collection Development

### *Background*

The MCCM has been collecting material since its foundation in 1969.

While the MCCM collection is primarily built by the donation of objects, occasional purchase of objects continues to be an important avenue for collection development. Donation of objects to the MCCM for the MCCM is tax deductible if undertaken via the federal government's Cultural Gifts Program. This is communicated to potential donors when appropriate.

Inward loans to the MCCM collection may be considered for exhibition purposes. These offers will be assessed by MCC Club Services and Heritage Department staff in line with exhibition schedules. See Inward Loans (p9).

Criteria exist for accepting or declining material offered to the MCC Museum (see below).

### 4.1 Consideration Factors

The development of the MCCM collection will be informed by a number of factors, to prevent the duplication of effort or material:

- the existence of specialised repositories of sporting material, with whom MCCM will work in association to build up collections of relevant objects.
- the material held in the two public collections also managed by the MCC Club Services and Heritage Department: the ASM collection and Australian Gallery of Sport and Olympic Museum (AGOSOM) collection.
- the material held in the Melbourne Cricket Club Library collection and Melbourne Cricket Club Archives.
- the material collected by the Melbourne Football Club.

### 4.2 Designated Collecting Areas

#### 4.2.1 Heritage

The MCC acquires material relating to selected sports, sporting events and associated individuals/ places across the following areas:

#### *Melbourne Cricket Club*

All aspects of the history and development of Melbourne Cricket Club and its membership. This includes being a repository for corporate gifts given to the MCC. See Corporate Gifts, (p7).

#### *The MCC Sporting Sections*

The highlights and achievements of the MCC's Sporting Sections: Australian football, baseball, croquet, golf, hockey, lacrosse, lawn bowls, real tennis, shooting, squash, tennis, netball and, in particular, cricket.

#### *Cricket*

While significant objects not directly related to Australian cricket may be acquired, the MCCM collecting focus will concentrate on Australia's involvement in the game and, where appropriate, will aim to acquire objects associated with the following:

- Test cricket involving Australia, particularly Ashes cricket.
- Limited overs international cricket involving Australia or played at the MCG.
- Intercolonial cricket, particularly at the MCG.
- First class interstate cricket particularly at the MCG or involving Victoria.
- Domestic T20 cricket played at the MCG or involving Victorian teams.

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Cricket objects which fall outside of the MCCM collecting focus will be referred to the public collections (ASM or AGOSOM) or other appropriate institutions.

### *Australian football*

Objects relating to the Melbourne Football Club during the periods that it has been a Section of the MCC: 1858–1980 and 2009 onwards.

### *Melbourne Cricket Ground*

All areas of the ground's development will be collected. The following aspects in particular will be prioritised:

- The technical development of the ground, including the arena and grandstands.
- Sporting and non-sporting events at the ground including wartime use, royal visits, concerts, etc.
- The 1956 Olympic Games and the role of the ground and the MCC in that event.
- The history and development of Yarra Park, as the location of the MCG.

#### 4.2.2 Fine art

The MCC will aim to acquire fine art featuring the following as its primary subject matter:

- The Melbourne Cricket Club and its membership.
- Sports actively engaged in by the MCC, including cricket, Australian football, baseball, croquet, golf, hockey, lacrosse, lawn bowls, real tennis, shooting, squash, tennis, and netball.
- The Melbourne Cricket Ground and surrounding Yarra Park, including events held in these locations.
- Venues and locations managed by the MCC, including the Albert Ground.

Priority will be given to material by Australian artists or of Australian subject matter

## 4.3 Collecting Principles

Objects suitable for collection may include, but are not restricted to, sports equipment, uniforms, medals, trophies, documents, letters, diaries, artworks, film, photographs, commemorative objects and ephemera. Audio-visual material such as film, photographs and audio/visual recordings will be considered on a case-by-case basis.

The following criteria and guidelines exist for accepting or declining material offered to the MCCM. All offers are assessed by the relevant MCC Club Services and Heritage Department staff:

### *Collection Criteria:*

Preference will be given to objects that are:

- Directly related to a significant Australian sporting individual, organisation, or event – through use of, and/or participation in.
- Offered with relevant documentation demonstrating provenance and history.

### *Collecting Guidelines:*

It is also important to note that:

- Objects that duplicate existing collection holdings may likely be declined.
- Badly damaged objects will normally be declined unless the damage is less important than the item's representational value.

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- Objects which cannot be properly displayed, stored or conserved, or at a cost that cannot be met by the MCCM within its budgets, will not be collected.
- If a collection is offered but it contains material that is not required (surplus, damaged or duplicate objects) the preference will always be to take only the most relevant elements.
- Conditional offers (for example, that objects be perpetually displayed) will normally be declined.

In addition, the MCCM reserves the right to deaccession objects. See Deaccessioning and Disposal, (p9).

### 4.4 Acquisitions

#### *Assessment of Acquisition Offers*

An offer of material is preferred in written form, with accompanying images. Information about the object(s) use, condition, history, provenance and significance is also appreciated in order for an accurate assessment to be made.

All objects offered to the MCCM will be reviewed by appropriately trained and experienced MCC Club Services and Heritage Department staff in accordance with the following, responsive, procedure:

- All objects offered will be assessed in the first instance by a trained staff member. A staff member will, in a timely manner in order to provide a swift response, undertake appropriate levels of research on all objects being offered.
- The staff member will, specifically:
  - research the existing MCCM collection holdings, to assess similar material or relevant gaps in the collection.
  - seek the advice of appropriate individuals such as relevant members of the Collections or MCC Library areas or other experts.
  - refer to this Collection Policy and, in particular, the Consideration Factors (p4) and the Collecting Principles (p5).
  - provide a written assessment (Acquisition Proposal Assessment Form) to the MCC Curator recommending whether the offer should be accepted or declined.
- The MCC Curator will table all recommendations to the MCC Manager, Museum & Heritage Services for review and approval.
- The MCC General Manager, Club Services and Heritage, the MCC CEO or the MCCH Board may also be consulted with if appropriate.

#### *Declining Acquisition Offers*

The staff member dealing with the offer will communicate the declining of the offer either verbally or in writing.

#### *Acceptance of Acquisition Offers*

The staff member dealing with the offer will communicate the acceptance of the offer in writing. The transaction of ownership from the donor to MCCH will be documented on an MCCM Deed of Gift. Donations of objects will not be formally accepted until the donor has signed an MCCM Deed of Gift.

Purchases will not be formally accepted and payment made until the MCC has received and approved an invoice generated by the vendor.

## *Acquisitions procedure*

The acquisition of objects into the MCCM collection will be informed by the Collecting Principles (p5). Processing of acquisitions will conform to established collection management procedures and will be recorded to agreed standards in the Collection Management System, Vernon.

## 4.5 Corporate Gifts

Corporate Gifts are usually presented to official representatives of the club (“MCC Officer”), including:

- Members of the MCC Committee and its sub-committees
- MCC Presidents or other office-bearers of MCC Sporting Sections and Special Interest Groups
- MCC Management and staff
- Volunteers (e.g. MCG Tour Guides)

The term “MCC Officer” applies, in this Policy, to any person who receives a Corporate Gift on behalf of the club.

*Note - This policy does not relate to gifts made to an individual. The procedure for reporting such gifts is described in the “Gifts/Services from Suppliers, Contractors and Others Policy”.*

It is considered that Corporate Gifts represent an important part of the MCC’s history and will be collected accordingly, in line with the overarching terms and conditions of this policy. These terms include a preference not to accept duplicate material, items that are badly damaged, items that cannot be stored securely or safely and items that lack context or provenance.

However, Corporate Gifts are exempt from the requirement that legal paperwork transferring ownership be signed by the donor. Responsibility for confirming the formal donation of the item is incumbent upon the receiving MCC Officer.

## *Acceptance of Corporate Gift*

### *Information gathering*

It is incumbent upon the MCC Officer accepting the gift to ensure that the gift is being offered to the MCC and not to the Officer (or any other Officer) personally. They should also confirm that the gift is a one-off donation and that there is no expectation that the object will be utilised again (e.g. as a competition trophy) or returned. If they have any doubt as to the reason for the gift (e.g. the conclusion of a sporting tour, appreciation for an MCC-hosted function, etc.) this should be established before acceptance. Since the decision to accept the gift is made by the relevant MCC Officer who takes receipt of it on behalf of the MCC, it is not necessary to follow the first steps in the standard acquisition process.

### *Handover*

The receiving MCC Officer will contact the MCC Curator to advise that a gift has been received. A member of the MCC Club Services and Heritage Department team will then arrange to take receipt of the Corporate Gift and will ask for information relating to its acquisition, including:

- Name and contact details of the donor (individual and/or organisation)
- Date of donation
- Reason for donation
- Associated documentation

The MCC Officer will have the opportunity to advise how they believe the Corporate Gift might best be utilised (e.g. a particular display location or an appearance at a forthcoming function) and this will also be documented by the MCC Club Services and Heritage Department team member.

## *Accessioning of Corporate Gift*

Corporate Gifts will be documented in Vernon collection management system under the same guidelines as other MCCM objects. However, on most occasions (unless they are deemed to be worthy of accessioning into the main MCCM collection) they will be catalogued into Vernon as a 'Corporate Gift' (rather than as an 'Accessioned Object') and will be given the acquisition method of 'Corporate Gift'. In lieu of a signed Deed of Gift, an email, letter or set of notes taken at the time of handover to the MCC Club Services and Heritage Department team will suffice to document the transaction and provenance of the object.

### 4.6 Display Copies and Display Props

Objects offered for acquisition may be considered as Display Copies or Display Props. In this instance, the MCC Curator will discuss this outcome with the donor, prior to taking receipt of the object.

#### *Accessioning of Display Copies and Props*

Display Copies and Props will be documented in Vernon collection management system under the same guidelines as other MCCM objects. However, they will be catalogued into Vernon as a 'Display Copy or Display Prop' (rather than as a 'Accessioned Object') and will be given the acquisition method of 'Sourced' or 'Commissioned', as appropriate. In lieu of a signed Deed of Gift, an email, letter or set of notes taken at the time of sourcing or creation by the MCC Club Services and Heritage Department team will suffice to document the transaction and provenance of the object.

### 4.7 Deaccessioning and Disposal

Relevant MCC Club Services and Heritage Department staff will be responsible for identifying items suitable for deaccessioning. In all instances this will involve ratification from the MCC General Manager, Club Services and Heritage and the MCCH Board. Every step of the process will be recorded in detail and all documentation will be retained.

#### *Deaccession Criteria*

Objects will only be considered for deaccessioning from the MCCM collection if at least one of the following applies:

- The object no longer complies with the museum's collection policy.
- The object is damaged beyond repair.
- Conservation and storage costs are beyond the means of the museum.
- The object is a lesser quality duplicate of an object already owned by the museum and does not have provenance to provide it with value beyond its own inherent physical interest.
- The object lacks any supporting information to enable precise identification or to establish its relevance to the collection.

In addition, there must be no ongoing dispute over legal ownership involving one or more external parties.

#### *Deaccession Procedure*

Objects will, in the first instance, be considered by the MCC Curator and the MCC Manager, Museum & Heritage Services to fit the above criteria. The following procedures will be followed:

- Written recommendations by the MCC Curator and the MCC Manager Museum & Heritage Services will be required and will include details of source and provenance of object, reasons for seeking deaccession and suggested avenue of disposal.



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- All potential deaccessioning will be considered sensitive and the advice of the MCC General Manager, Club Services and Heritage will be sought on all occasions.
- The MCC General Manager, Club Services and Heritage will request ratification from the MCCH Board.
- A formal statement will be produced, confirming the MCCH Board's ratification and confirming the agreed avenue of disposal.

### *Disposal Procedure*

- In the first instance the object will be offered to the original donor if that organisation/ individual or their family can be determined.

If, after thorough investigation, the donor or family of donor is untraceable, or if they indicate they have no further interest in the object(s), the object(s) will then be:

- Offered to, or swapped with, an appropriate public collection and appropriate paperwork completed transferring legal ownership.
  - Used as an interpretative tool (for example, in visitor programs).
  - Sold by public auction if appropriate with paperwork be completed transferring legal ownership. All funds obtained from the sale of a deaccessioned item will be used ONLY for acquiring items for the collection and/or conservation of the existing collection.
  - If the above avenues of disposal are unavailable the object(s) can be destroyed or recycled (if appropriate).
- The object will be held for a “cooling off” period of 12 months, after which time the decision to deaccession will be reviewed by the MCCH and the course of action confirmed.
  - Staff, volunteers, MCC Committee members, MCCH members and their respective families are all prohibited from obtaining deaccessioned objects.

The disposal process will be undertaken in a transparent and open manner (including an announcement on the MCC website).

### *Record Keeping*

Records detailing the disposal of an object will be kept in perpetuity and be made available in response to any reasonable inquiry.

## 4.8 Inward Loans

Inward loans may be accepted if the objects are required for short or long term display in the MCCM. Where possible, the MCCM will rely on objects in its own collection and within the associated AGOSOM and ASM collections to maintain displays.

Irrespective of their deductible gift recipient status, all lending entities, both individuals and sporting stakeholders will be invited to enter into a standard loan agreement whereby they agree to loan specifically requested objects for display in the MCCM for a renewable fixed term

The Loan Agreement sets out the parameters of the loan and lists the objects to be loaned in an accompanying schedule. It also stipulates the responsibilities of the owner and the MCCH.

While the MCCM prefers to issue standard inward loan paperwork, on occasion the MCCM will use the outward loan paperwork of another institution, if required.

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A Loan Agreement must be read, understood, agreed and countersigned prior to the MCC taking receipt of the objects at the Melbourne Cricket Ground.

### 4.9 MCC Sporting Section Loans

The MCC Club Services and Heritage Department staff will negotiate loans from the MCC Sporting Sections:

- Baseball
- Bowls
- Cricket
- Croquet
- Golf
- Hockey
- Lacrosse
- Real Tennis
- Shooting
- Squash
- Tennis
- Netball
- Women's football

#### *Loan Purpose*

Objects taken on loan will primarily be for predetermined display purposes within the MCC Members Reserve or MCC Museum.

Some MCC Sporting Sections may have limited storage facilities within their headquarters. In these circumstances the Sporting Section may negotiate to store the object within the MCC Club Services and Heritage collection stores on loan, renewing the agreement on an annual basis.

See the following decision tree for more details (p12).

#### *Procedure*

If a Sporting Section has an object or photograph the MCC may be interested in, a MCC Sporting Section Object Offer Form must be completed by the Sporting Section and forwarded to the MCC Club Sport Administration Officer.

This form is then assessed by the MCC Club Services and Heritage Department team. Once a decision is reached, the Sporting Section will be contacted to discuss the details of the loan agreement and the transportation of the object to the Melbourne Cricket Ground.

Objects sent directly to the Melbourne Cricket Ground, without notice, will be returned.

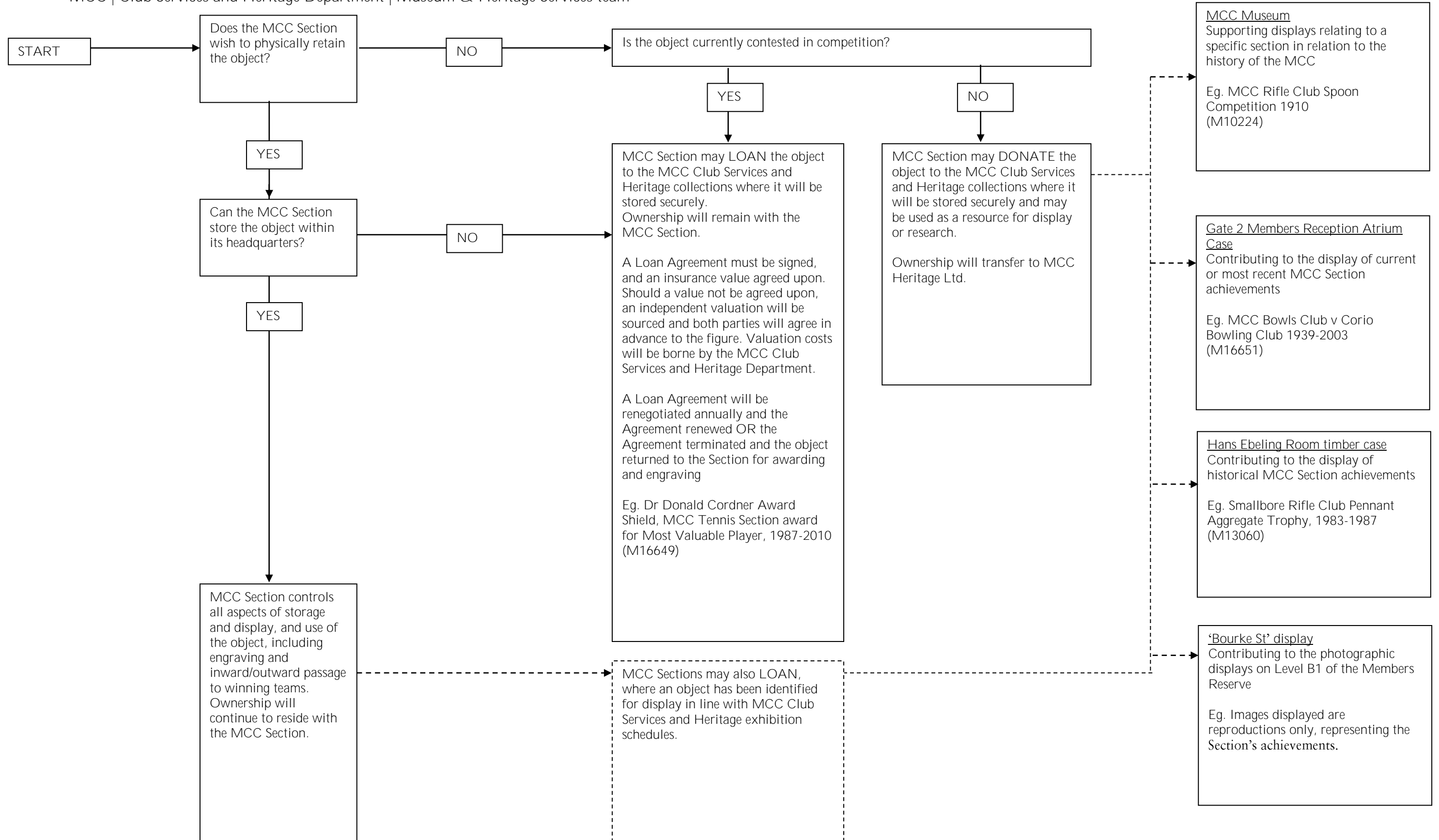
#### *Access to objects on loan*

An object on loan to the MCC may require engraving or presentation throughout the year. The object will be made available to the Sporting Section for these purposes and the movement documented on a MCC Sporting Section Loan Transit Form. This form also records the purpose of the transit, the expected return date to the MCC Club Services and Heritage Department and the condition of the object.

If the object is known to not be returning to the MCC Club Services and Heritage Department, a Return of Loan form is to be completed, acknowledging the termination of the loan agreement and the return of the object.

# MCC SPORTING SECTION OBJECT OPTIONS

MCC | Club Services and Heritage Department | Museum & Heritage Services team



# MCCM Collection Policy

## 5. Collection Use

### *Research*

The MCCM is an important resource and, where possible, access will be provided to the collection for anyone researching and writing about the MCC, the MCG, the history of Melbourne or the development of sport in general.

Access will be informed by the MCC Heritage Collections Access Policy.

### *Exhibitions*

The MCCM recognises that whilst its Collection Policy is primarily defined in terms of sports material, its displays may investigate other themes, crossing boundaries that overlap with sport.

The MCCM consists of one large, open-plan, gallery displaying themed displays relating to the history of the MCC, from foundation to the present day.

The MCCM is also physically attached to the ASM and, as such, the MCCM constitutes an additional ASM gallery on non-event days at the MCG.

A small number of spaces within the MCCM and ASM are available for the display of small temporary exhibitions. These displays are curated internally by the MCC Club Services and Heritage Department staff.

Where locations are considered by MCC Club Services and Heritage Department staff to be appropriately secure, MCCM collection items may also be exhibited around the MCG.

### *Functions*

Functions occur in the MCCM and the ASM where MCCM objects are displayed.

For more information on this, refer to the MCC's ASM Food and Beverage Function Policy (available on request).

### *Outward Loans*

The MCCM will cooperate with other organisations in order to foster common objectives and to attempt to avoid competitive collecting. MCCM material may be loaned to reputable organisations where satisfactory standards of museum practice, such as MAP Accreditation, are assured. This shall include overseas institutions, especially those with whom the MCC has formal links, such as the Marylebone Cricket Club, Lord's (UK).

## 6. Related Statutory Obligations

Activities undertaken by MCCM will be governed by the laws of the state of Victoria and the Commonwealth of Australia. Specific museum related activities shall also be informed by the following:

<i>International Council of Museums Code of Ethics</i>
<i>Australian Museums and Galleries Association Code of Ethics</i>

## 7. Related Documents

Related documents include:

<i>Australian Sports Museum Collection Policy</i>
<i>Australian Gallery of Sport and Olympic Museum Collection Policy</i>
<i>MCC Heritage Collections Access Policy</i>

## 8. Definitions and Abbreviations

## MCCM Collection Policy

### Melbourne Cricket Club Museum (MCCM)

The display space located inside the Members Reserve, on Level B1 of the Melbourne Cricket Ground.

### Melbourne Cricket Club Museum collection

The collection of heritage objects owned by Melbourne Cricket Club Heritage Limited and managed by the Melbourne Cricket Club's Club Services Heritage Department.

### Australian Sports Museum (ASM)

The display space located inside Gate 3, on Level 1 and B1 of the Melbourne Cricket Ground.

### Australian Sports Museum collection

The collection of heritage objects owned by Australian Sports Museum Limited and managed by the Melbourne Cricket Club's Club Services and Heritage Department.

### Australian Gallery of Sport and Olympic Museum collection (AGOSOM collection)

The collection of heritage objects owned by the Melbourne Cricket Ground Trust and managed by the Melbourne Cricket Club's Club Services and Heritage Department .

### Melbourne Cricket Club Library collection

The collection of reference and resource material owned by Melbourne Cricket Club Heritage Ltd and managed by the Melbourne Cricket Club's Club Services and Heritage Department.

### Melbourne Cricket Club Archives

The collection of business records owned by the Melbourne Cricket Club and managed by the Melbourne Cricket Club's Club Services and Heritage Department.

### Donation

The act of acquiring of objects to build the permanent collection and transferring ownership to Melbourne Cricket Club Heritage Ltd.

### Corporate Gift

The Melbourne Cricket Club has regular contact with many sporting clubs and other Bodies / institutions through its role as ground manager of the Melbourne Cricket Ground and through the activities of its Sporting Sections and Special Interest Groups. In the course of these activities the MCC may be offered formal gifts from other clubs or institutions, as a token of commemoration, appreciation or friendship. When these gifts are expressly intended as gifts to the MCC they are defined as "Corporate Gifts". Corporate Gifts may take any form, but are traditionally plaques, plates, salvers, prints, photographs or framed certificates. In many cases they will carry text, through engraving or the addition of a plaque, which defines the reason for the gift and the name of the donor institution.

### Display Copies

Display Copies are two dimensional paper objects donated, commissioned or reproduced for the specific intention of display.

A Display Copy should coexist with an original and it is preferred that the original is preserved in storage due to potential light damage while on display for prolonged periods.

Environmental conditions are difficult to control around the stadium, therefore it is also preferred that Display Copies are used for stadium dressing where possible.

### Display Props

Display Props are objects which illustrate or educate and do not hold heritage or significance value. They have the potential to be handled by visitors to the museum and

exist to be used in some way that accelerates learning outcomes within a display or educational program.

### Inward Loan

The act of borrowing objects belonging to others for the purposes of display.

### Deaccession

The administrative act whereby an object is removed from the permanent collection.

## 9. Review

This document will be reviewed annually, with major reviews completed prior to the Australian Museums and Galleries Association (Victoria) Museum Accreditation Program reaccreditation cycle.