

<b>Title</b>	<b>Demonstrate knowledge of museum collection development</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>12</b>

<b>Purpose</b>	People credited with this unit standard are able to: demonstrate knowledge of museum collection development policy; demonstrate knowledge of acquisition processes; demonstrate knowledge of museum deaccession and disposal policies; and implement procedures for the acquisition of collection items or taonga.
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<b>Classification</b>	Museum Services > Museum Collections
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 All learning and assessment in this standard must be carried out in accordance with museum tikanga, policy, process and practice. This includes documented policies and procedures and established practices for the operation of museums and may include but is not limited to: application of the articles of Te Tiriti o Waitangi, culture and/or legal requirements, standards, codes of ethics, and relevant industry best-practice documents.
- 2 For the purposes of this unit standard, knowledge of policy may be limited to one museum. However, museum practice, described or demonstrated, may be based on practice at one or more museums.
- 3 **Definitions**  
*Collection development* is a term used to guide the themes and priorities for future collecting, for building on the strengths of the existing collection and for rationalisation and deaccessioning.  
*Deaccessioning* is an administrative decision-making process that results in an accessioned taonga or collection item's removal from the museum's collection. Museums typically have a formal procedure in place to guide this process covering the removal of the item or taonga from the collection and its eventual disposal.  
*Kaipupuri* – a holder or owner of taonga  
*Museum* includes museums, art galleries, whare taonga, tribal museums, cultural and community centres holding public collections, science centres, interpretive centres, exhibition centres, and historic places.  
*Taonga* are tangible and intangible items of cultural and social significance to Māori.

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## Outcomes and performance criteria

### Outcome 1

Demonstrate knowledge of museum collection development policy.

#### Performance criteria

1.1 The rationale for museums to collect is explained.

Range evidence of one of – a specific museum, museums in general.

1.2 Key elements of a museum's collection development policy are identified.

Range may include but is not limited to – mission, scope, criteria, deaccession.

1.3 Principles underlying the role of museums in relation to the collecting of taonga are identified and explained.

Range may include but is not limited to – Te Tiriti o Waitangi, kaitiakitanga, repatriation, tino rangatiratanga, kaupuri, co-management.

### Outcome 2

Demonstrate knowledge of acquisition processes.

#### Performance criteria

2.1 Methods of acquisition for museum collections are explained.

Range gift, bequest, purchase, loan, field collection, commission, koha, repatriation.

2.2 Processes for acquisition are explained.

Range may include but is not limited to – acquisition research and proposal, assessment and approval, negotiation, transfer of title, receipting, protocols, documentation, memorandum of understanding, legislation.

2.3 Selection criteria for proposed acquisitions are identified.

Range three different collection items and/or taonga.

2.4 Relevant protocols and responsibilities towards parties involved in museum acquisition are identified and explained.

Range parties involved include but are not limited to – donor, lender, vendor, tangata whenua (hapū and/or iwi).

2.5 Procedures for transportation, packing and handling are explained.

Range evidence for three collection items and/or taonga is required.

### Outcome 3

Demonstrate knowledge of museum deaccession and disposal policies.

#### Performance criteria

3.1 The rationale and role of deaccession and disposal in museum collection development are explained.

3.2 Processes for deaccession and disposal are described and explained.

3.3 Relevant protocols and ethical responsibilities towards parties involved in museum deaccession and disposal are identified and explained.

Range parties involved include but are not limited to those towards – donor, lender, vendor, tangata whenua (hapū and/or iwi).

### Outcome 4

Implement procedures for the acquisition of collection items or taonga.

Range evidence of one collection item or taonga is required.

#### Performance criteria

4.1 Communication with the source of the acquisition is carried out in accordance with the circumstances.

4.2 Risk is managed.

4.3 Receipt and condition of the collection item or taonga are documented.

4.4 Temporary storage is arranged, implemented and documented.

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<b>Planned review date</b>	31 December 2028
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	24 May 2005	31 December 2018
Rollover and Revision	2	21 September 2007	31 December 2018
Review	3	21 January 2011	31 December 2025
Revision	4	21 May 2015	31 December 2025
Review	5	18 August 2016	31 December 2025
Review	6	26 October 2023	N/A

**Consent and Moderation Requirements (CMR) reference**

0099

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact Toi Mai Workforce Development Council [info@toimai.nz](mailto:info@toimai.nz) if you wish to suggest changes to the content of this unit standard.