



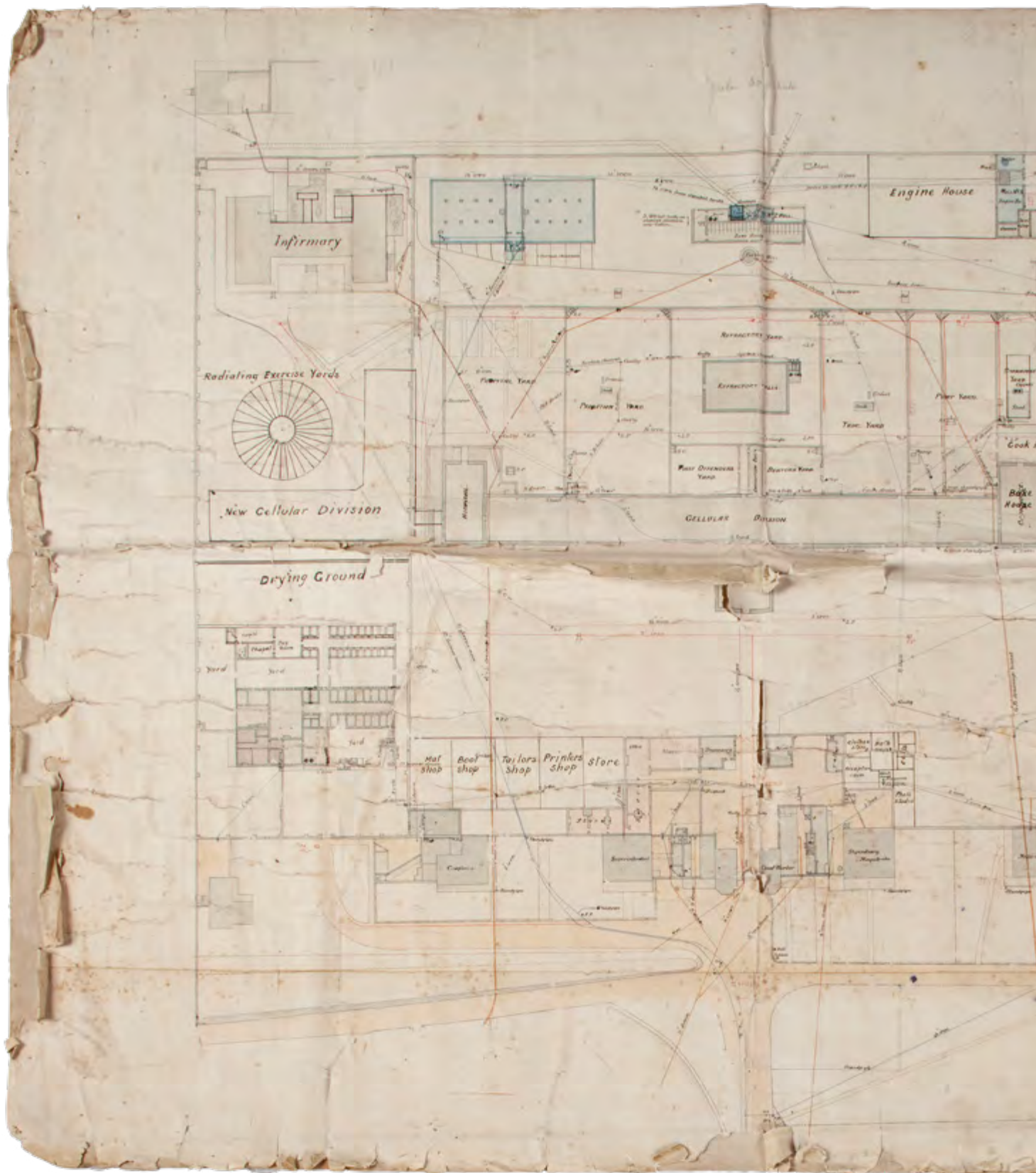
Department of Planning,
Lands and Heritage



FREMANTLE PRISON
The Convict Establishment

FREMANTLE PRISON COLLECTION POLICY 2019





Fremantle Prison site plan, c.1897-1908, Fremantle Prison Collection (00.98).



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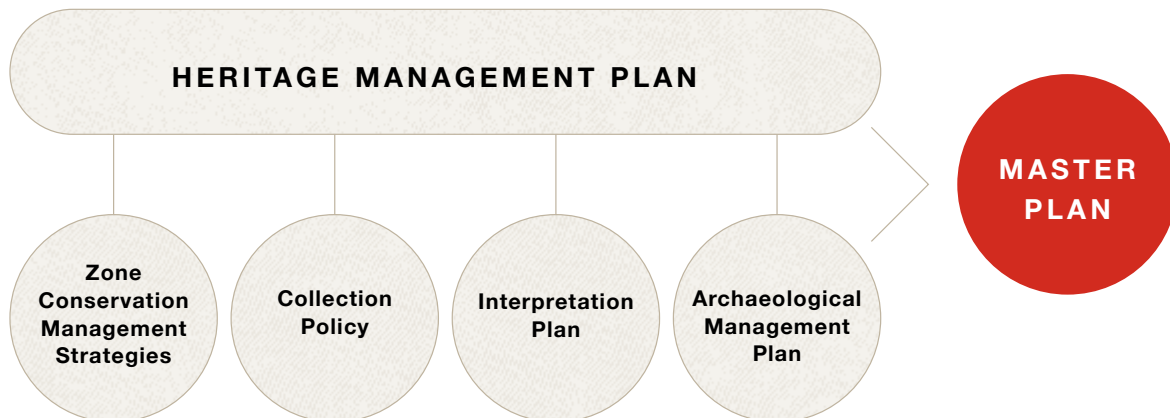
INTRODUCTION



Photograph, Fremantle Prison vegetable gardens, c.1910s, Fremantle Prison Collection (99.733).

PREAMBLE

This Collection Policy (CP) has been prepared to ensure that the Fremantle Prison Collection (the Collection), is managed in a consistent and effective manner in accordance with current industry standards. The CP is a second-tier management document which sits directly under the principal guiding management document for the site, being the Fremantle Prison Heritage Management Plan 2019 (HMP). This CP supersedes the Fremantle Prison Collection Policy 2016.



Managers of Fremantle Prison seek to collect, document and interpret the history of the site, alongside related colonial and penal histories, through preserving, managing and researching the Collection. The conservation and maintenance of the Collection for future generations will allow Fremantle Prison to:

- Document the experience of incarceration over a period of 136 years
- Support the objectives of any Fremantle Prison Interpretation Plan
- Support academic and curatorial research into the history of Fremantle Prison specifically, and the penal and carceral history of Western Australia more broadly.

The operational management of the Collection is the responsibility of the Curatorial team under the Conservation branch of Fremantle Prison. The Curatorial team is comprised of the Curator and Assistant Curator, who report to the Heritage Conservation Manager, Fremantle Prison.

HMP POLICY 41

Fremantle Prison will manage its collection of objects consistent with the 'Fremantle Prison Collection Policy' (March 2016) and the 'Fremantle Prison Collection Significance Assessment' (October 2017) read with, and subject to, the World Heritage List's Statement of Outstanding Universal Value (OUV), the assessment of heritage values presented on the National Heritage List, and the WA State Heritage Register's Statement of Significance.

HMP POLICY 43

Fremantle Prison will utilise its movable heritage to meet the aims expressed in the Australian Convict Sites Strategic Plan 2017–2020 which include: Present and interpret the Property's OUV, emphasising each site's contribution to the whole (i.e. of the Convict Site World Heritage listing).



1.1 METHODOLOGY

The methodology used in the preparation of this CP is consistent with the principals and definitions contained in *The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance* (the *Burra Charter*).

The adoption and future review of this CP is the responsibility of the Fremantle Prison Curator. Any changes required to update or amend this document must be done by the Curator with the approval of the Heritage Conservation Manager and the Fremantle Prison Director.

Fremantle Prison undertakes to operate in accordance with the Provisions of the *Burra Charter*¹. Fremantle Prison is subject to the UNESCO charter regarding the purchase and export of cultural property², the *Commonwealth Protection of Moveable Cultural Heritage Act* (1986), and other relevant legislation.

Fremantle Prison is a member of the Australian Museums and Galleries Association (AMaGA) and recognises *The National Standards for Australian Museums and Galleries* (2014)³, the *ICOM Code of Ethics for Museums* (2006)⁴ and the Museums Galleries Australia's Code of Ethics (1999)⁵ as guiding principles. The Collection Policy has been prepared in accordance with the following management documents, guidelines and assessments respectively:

Management Documents

- Fremantle Prison Heritage Management Plan (2019)
- Fremantle Prison Master Plan (2019).

Guidelines

- UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (1970)
- Commonwealth Protection of Moveable Cultural Heritage Act (1986)
- Australian Best Practice Guide to Collecting Cultural Material (2015)
- The National Standards for Australian Museums and Galleries (2014)
- ICOM Code of Ethics for Museums (2006)
- Museums Australia Code of Ethics (1999)
- AMaGA First Peoples: A Roadmap for Enhancing Indigenous Engagement in Museums and Galleries (2018).

Assessments of the Collection

- Fremantle Prison: Significance Assessment (2017)
- Fremantle Prison: Preservation Needs Assessment (2019) (draft).

1 ICOMOS, *The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance*, Australia ICOMOS, International Council on Monuments and Sites, Burwood Victoria, 2013

2 *Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property*, 1970

3 The National Standards Taskforce, *The National Standards for Australian Museums and Galleries V.1.4*, Melbourne, 2014

4 International Council of Museums, *Code of Ethics: ICOM Code of Ethics for Museums*, Paris, 2006.

5 Museums Galleries Australia's, *Code of Ethics for Art, History and Science Museums*, 1999

1.2 PLAN STRUCTURE

This CP is based on consultation with Fremantle Prison personnel within the Heritage Conservation branch. The content of this CP reflects the realistic and practical requirements of site personnel for the appropriate management of the Collection on a day-to-day basis, alongside future decision making and planning. The CP is divided into the following three sections:

1. Intellectual framework within which the Collection operates
2. Strategies for developing and assessing collection material
3. Collection management guidelines.

The CP is designed to operate as a cohesive document, with policy frameworks supporting one another. Procedures and document templates for the implementation of particular policies are listed at the conclusion of this report and are regularly reviewed and updated by the Curator.



Peter Cameron, *Why Emu Cannot Fly*, linocut print on paper, 1990, Fremantle Prison Collection (2012.128.3).

1.3 TERMINOLOGY

The terminology in this CP follows definitions presented in the *Burra Charter*, Article 1, that provides the following definitions:

Place means a geographically defined area. It may include elements, objects, spaces and views. Place may have tangible and intangible dimensions.

Cultural significance means aesthetic, historic, scientific, social or spiritual value for past, present or future generations.

Cultural significance is embodied in the place itself, its fabric, setting, use, associations, meanings, records, related places and related objects. Places may have a range of values for different individuals or groups.

Fabric means all of the physical material of the place, including elements, fixtures, contents and objects.

Preservation means maintaining a place in its existing state and retarding deterioration.

AMaGA means The Australian Museums and Galleries Association.

HMP means Heritage Management Plan.

ICOMOS means International Council Of Monuments and Sites.

ICOM means International Council Of Museums.

OUV means Outstanding Universal Value, in relation to the World Heritage Listing.

UNESCO means United Nations Education, Scientific and Cultural Organisation.

The Fremantle Prison Collection or 'The Collection' refers to all moveable heritage retained and conserved by Fremantle Prison and includes both Primary and Secondary Collections as defined in this document (2.1.5).

THE COLLECTION AND ITS SIGNIFICANCE

2



2.1 HISTORY AND NATURE OF THE COLLECTION

The Fremantle Prison Collection is a diverse collection of moveable artefacts comprising approximately 15,000 items, including photographs, documents, furnishings, artworks, tools, clothing and textiles, institutional paraphernalia, letters, weapons and archaeological material. The Collection spans the entirety of the Prison's operational life, from the beginning of construction in 1851 through to 1991 when the Prison closed.



Leg irons, c.1850s-1880s,
Fremantle Prison Collection (1978.61.11).

2.1.1 The Prison Museum

Items currently held in the Collection have been acquired in several ways. Some have been transferred from the Fremantle Prison Museum, which opened on 14 December 1979, and was run jointly by the Department of Corrections and the Fremantle City Council.⁶ These objects form the founding collection and include convict material such as clothing, shackles, tools and punishment items like birches and whips. A Museum Register listing 390 items entered in this early collection from 1978 to 1985 is a precious record, but unfortunately lacks provenance information.

2.1.2 1991: Prison closure

A second large source of objects contained in the Collection are the items left onsite by prisoners, staff, and the Department of Corrective Services when the Prison closed in November 1991. These include documents, artworks, tools and furnishings. Like the objects gathered in 1978 to form the founding collection for the first Museum, these objects lack provenance and contextual information.

2.1.3 Archaeological Collection

A considerable part of the Collection stems from archaeological excavations. Archaeological watching briefs are conducted when works are executed in a sensitive area of the site or at the request of Fremantle Prison to answer research questions. The first archaeological excavations within the site took place in 1990 (Bavin, 1990)⁷. The same year the Archaeological Zoning Plan of the Prison was commissioned⁸. This document continues to play an important role informing and guiding conservation and capital works projects within the precinct and will be updated in alignment with the HMP priority actions. Two notable examples of subsequent archaeological excavations include the excavation of the basement of the Main Cell Block, 4 Division, in 1993, and the cellar of No. 14 The Terrace in 2009 - this latter excavation produced approximately 200 items accessioned under collection number 2011.2, as well as additional material that has not been accessioned.

An Archaeological Management Plan is currently in development. The plan will provide a framework for the management of archaeological resources at Fremantle Prison.

6 'Fremantle Prison Museum. Keeping the past alive', *Ad Rem Fremantle Prison newsletter*, June 1991, p. 27

7 Louise Bavin, *Archaeological Excavations in the Prison Compound*, Centre for Prehistory, University of Western Australia, Perth, 1990

8 Louise Bavin, *Archaeological Zoning Plan of the Prison Compound*, Centre for Prehistory, University of Western Australia, Perth, 1990



Left: Revel Cooper, painting on board, c.1970s, Fremantle Prison Collection (99.731).

Right: Communion set, 1851, Fremantle Prison Collection (1978.185.5).

2.1.4 Donations and other modes of entry into the Collection

The Prison also accepts donations of materials, which are largely donated by former staff and inmates of the Prison, of their families.

Records from 1983 show the transfer of particular items into the Prison Museum Collection from the WA Prison's Department; these include Chubb padlocks, leather bandoliers and a powder keg.

In some instances the Prison may purchase material for the Collection, such as the Tim Kluwen Collection of original paintings by Aboriginal prisoners, as featured in the book *North of the 26th*⁹ (2007.19).

Items found on-site or removed from the prison structure during works are in some instances assessed to be of high significance and are included into the Primary Collection. When they fail to meet the criteria for such inclusion they are assessed for inclusion into the Secondary Collection (2.1.5 below).

The acquisition of items which are not directly provenanced to the Prison but are of significance are considered on a case by case basis. (Such items which were not produced by, or within, the Prison system must add to the understanding of Fremantle Prison to be considered, and they must relate to the key themes identified as being of relevance to the Fremantle Prison (see 3.2.3 below for a list of themes). For example, a scrimshaw representing the first convict ship *The Scindian* (2018.1.1) and a matchstick boat representing the last convict ship *The Hougoumont* (2018.2.1) were commissioned in 2017 for display and entered into the Collection. 'The Hanging Man', sculpture by local artist Theo Koning and representing Eric Edgar Cooke (2014.24) is another such exception.



Rocking horse, 1989s, Fremantle Prison Collection (2018.4).

9 Helen Weller, *North of the 26th: a collection of writings, paintings, drawings and photographs from the Kimberley Pilbara and Gascoyne regions*, Nine Club, East Perth, Western Australia, 1979

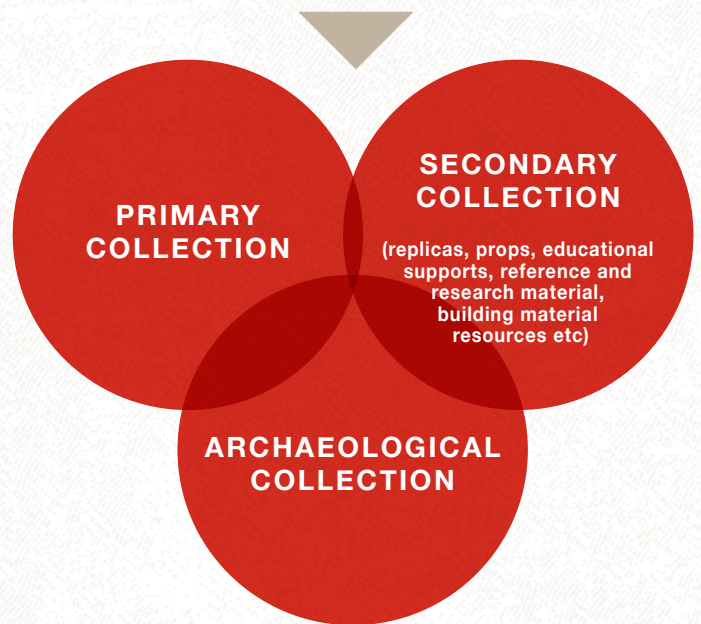
2.1.5 Secondary Collection

In 2018 the Collection was divided into two tiers – the Primary and Secondary Collections. Many objects were retained and looked after by the curatorial team but not entered into the Collection. These objects did not meet the minimum threshold for selection into the Collection as they were assessed to be of very low significance. The reasons for the retention of such items varied: they could serve as props in the exhibitions, they had some research value, could be used as education material, for future re-instatement in the fabric of the site or had been deaccessioned from the Primary Collection. These items were poorly documented and managed. With the creation of a Secondary Collection, these management issues are addressed. The Secondary Collection fits within the key criteria outlined in the Collections Development Framework (Section 3), but is managed differently to the Primary Collection.

The Secondary Collection is a supporting collection of material of lesser significance and includes:

- props and replicas of existing Collection items used in displays
- educational, reference and research material
- Building Materials Resource (BMR) removed from the structure during works and retained for research and/or possible reinstatement
- deaccessioned objects from the Primary Collection

ACQUISITION METHODS	CONSIDERATIONS
Prison Museum	Criteria
Prison closure	Significance
Archaeological works	Themes
Donations and gifts	Policies
Purchases	
Finds/removed during conservation works	
Commissioned	



DISPOSAL CONSIDERATIONS	METHOD
<ul style="list-style-type: none"> • Fails to satisfy acquisition criteria • Damaged beyond repair/hazardous • Excessive conservation and/or storage costs • Lesser quality than other object/s or bulk samples • No potential for interpretation research or education 	<ol style="list-style-type: none"> 1. Return to donor/family 2. To relevant collecting institution 3. Appropriate disposal process
Request for return to owner/donor	Return to donor/family



Straightjacket, c. 1970s, Fremantle Prison Collection (1983.3.3)

2.2 STATEMENT OF SIGNIFICANCE

The Australian Collections Council defines significance as ‘the values and meanings that items and collections have for people and communities.’¹⁰ The Fremantle Prison Collection’s statement of significance aims to summarise the inherent value of the Collection.

In 2017 the Collection was assessed for its significance. The ensuing report is a reference for the day-to-day management of the Collection¹¹. The assessment was based on the Collection being divided into four distinct historical time periods:

- Convict Era (1850-1885)
- Colonial Era (1886-1901)
- Early 20th Century (1902-1946)
- Late 20th Century (1947-1991)

The statement of significance of the Collection was reviewed in the document and is as follows:

The Fremantle Prison Collection includes items of varying significance from ones with international and national heritage value, to others that tell a modest local prison story. Excellent interpretation and stories are possible owing to a clear collection policy, close adherence to the collection objectives and sound standards of museum practice embodied in all procedures and staff training.

The Fremantle Prison Collection is a diverse collection, comprising approximately 12,000¹² items, including photographs, documents, furnishings, artworks, tools, clothing and textiles, institutional paraphernalia, letters, weapons and archaeological material.

10 Roslyn Russell and Kylie Winkworth, *Significance 2.0: a guide to assessing the significance of collections*, Collections Council of Australia, South Australia, 2009 p. 10

11 *Heritage TODAY* and the Fremantle Prison Heritage Team, *Fremantle Prison Collection Significance Assessment*, Courtesy of an Australian National Library Community Heritage Grant, October 2017

12 Since 2017 the total number of items in the Collection was estimated to be closer to 15,000. This number is due to grow with regular new acquisitions and as the curatorial team attends to the backlog in accessioning.

The Collection spans the entirety of the Prison's operational life, from the beginning of construction in 1851 through to 1991 when the Prison was decommissioned and closed.

Fremantle Prison was inscribed on the UNESCO World Heritage List in 2010, as part of the Australian Convict Sites serial listing. The exceptional social, historic and spiritual significance along with strong provenance which links the convict-era (1850-1900) artefacts to the Fremantle Prison site, combined with the OUV of the site itself, elevates the convict-era section of the Fremantle Prison Collection to international significance. Adding further to the overall international heritage significance is the excellent condition and singularly valuable interpretative potential of the individual items that range from textiles in the form of convict clothing to archival material such as the Ticket of Leave document.

While Fremantle Prison's colonial history (1886-1901) is perhaps the least represented in the Prison Collection, those objects which the Collection retains from this era are significant on a national level owing to the rarity, social and historic heritage values. These artefacts tend to have exceptional provenance, such as the baptismal font, which retains its memorial plaque outlining its construction by Fremantle prisoners as a gift to St. Andrew's Church. Another example is the Prison site plan, which provides handwritten documentary evidence of the development of the Prison site over time, and its relationship to changing social ideas of punishment.

Artefacts from the early twentieth century (1902-1946) in the Fremantle Prison Collection are important on a national level as they represent society's changing attitudes to prison systems and reform, as the world moved further into the twentieth century.

The early twentieth century collection, which holds an increasing number of archives compared to the earlier eras, contains some artefacts high in social and historic significance supported by assessments of research potential and rarity. The PEJ sketchbook is one such artefact, hailing from the under-represented Female Division, containing personal annotations of life inside the Women's Prison, both through poetry and art.

The late twentieth century era (1947-1991) of the Fremantle Prison Collection expresses a more personal prison experience for those incarcerated at this site. The artefacts from this era include many personal expressions of individual experiences, feelings and culture, through artwork, handmade furniture and documentary evidence.

More recent artefacts from the late twentieth century bear high social and historic significance, at national and international level. Of note is the inclusion of the first examples of film footage and oral histories in the Collection. The 1991 film footage captures a candid and comprehensive record of everyday life in the Prison before its closure, marking the end of 14 decades of occupation, and as such, has exceptional historic value. Along with the collection of black and white images by Karin Calvert-Borshoff, the film footage was assessed as having international significance owing to its high interpretative potential and rarity.

Meanwhile the Prison's oral history program captures the real, and often confronting, stories of those who lived and worked inside the Prison. The candour with which memories are shared through these oral histories delivers some of the highest social significance of any object in the Collection, providing the uncensored stories from those who experienced prison life¹³.

13 *Heritage TODAY* and the Fremantle Prison Heritage Team, *Fremantle Prison Collection Significance Assessment*, Courtesy of an Australian National Library Community Heritage Grant, October 2017, pp.2-3

COLLECTION DEVELOPMENT
FRAMEWORK

3



INTRODUCTION

The Collection Development Framework sets out criteria for the acquisition, assessment, and disposal of material pertaining to the Collection.

The criteria governing acquisitions heavily draws from *Significance 2.0* (2009)¹⁴ and are listed under sections 3.1¹⁵.

The Collection is managed according to assessed levels of significance described under section 3.1. The Significance Assessment of the Collection uses the same key criteria and levels of significance to establish the significance of a large number of collection items.

3.1 ACQUISITIONS

3.1.1 Key Criteria for Acquisition

To curate a relevant and significant collection, Fremantle Prison may acquire material through donation or purchase, only when the material is clearly provenanced to the Prison¹⁶ or relates to at least one of the key themes listed in section 3.1.3. The material must also satisfy at least one of the following key criteria:

Historic significance – the object or collection relates to themes or people associated with Fremantle Prison and will make a valuable contribution to the understanding and interpretation of the Fremantle Prison site.

Research value – the object or collection represents an exceptional addition to existing knowledge of the Fremantle Prison site.

Social or spiritual significance – the object or collection is of particular value to groups or individuals who were associated to Fremantle Prison.

3.1.2 Secondary Criteria for Assessment of Significance

These criteria are used to assess whether the material is of high, medium or low significance, after it has been established that the item does satisfy at least one of the key criteria for acquisition:

Contextual information/ provenance – the object is well documented for its type. Its history is well established, beyond its connection to Fremantle Prison.

Rarity – the object is unusual and otherwise not represented in the Collection. The object is one of the few remaining examples of its kind in Western Australia or Australia.

Representativeness – the object is a good example of its type and is characteristic of the type.

14 Roslyn Russell and Kylie Winkworth, *Significance 2.0: a guide to assessing the significance of collections*, the Collections Council of Australia, South Australia 2009

15 Roslyn Russell and Kylie Winkworth, *Significance 2.0: a guide to assessing the significance of collections*, the Collections Council of Australia, South Australia 2009

16 The object or collection can be authenticated and clearly traced back to its origin within, or association through, Fremantle Prison.

Condition or completeness – the item is intact or complete, in good condition, in its original, unrestored condition.

Interpretive potential – the object supports the interpretation of the site, illustrates a story and is likely to be displayed.

Artistic or aesthetic significance – the object is particularly well designed or crafted and is a good example of a style, artistic movement or an artist's work¹⁷.

These secondary criteria must be considered in concurrence with the OUV, the assessment of heritage values presented on the National Heritage List and the WA State Heritage Register's Statement of Significance. The Significance Assessment of the Collection¹⁸ is a useful guide for assessing significance.



Convict Waistcoat, c.1850s-1880s,
Fremantle Prison Collection (1978.96)

HMP POLICY 44

Where there are competing demands on Fremantle Prison's resources such that it must choose between two or more objects (in terms of acquisition, conservation priorities, de-accession, storage or display) Fremantle Prison will have regard to the ways in which that object embodies and expresses the place's OUV (in the first instance), its National Heritage values (in the second instance) and the site's State Significance (in the third instance). This will be done on a case-by-case basis. In some circumstances it will be appropriate to (for example) acquire an object that does not embody the place's OUV instead of one that does, where that OUV is adequately embodied and expressed through other objects or means.

HMP POLICY 42

Fremantle Prison will balance the imperative to conserve the OUV of the place against the need to conserve the more recent layers of the place's history and heritage, insofar as that is possible through its movable heritage.

- 17 While this criteria is listed as a primary criteria in *Significance 2.0* (2009), this criteria is rarely used at Fremantle Prison due to the extremely specific context of carceral life. While the Collection includes an art collection, the value of the artworks lie in their social function rather than in their intrinsic aesthetic value.
- 18 *Heritage TODAY* and the Fremantle Prison Heritage Team, *Fremantle Prison Collection Significance Assessment*, Courtesy of an Australian National Library Community Heritage Grant, October 2017

3.1.3 Themes

The following key themes are identified as being of relevance to the Collection; taken collectively, these themes express the scope of the Collection and the interpretive subject matter of Fremantle Prison.

The following key themes are reflected in the OUV, the National Heritage Values, and the WA Statement of Significance. They are to be prioritised accordingly.

1.	<i>Colonisation of Western Australia</i> as related to the establishment of a penal colony
2.	<i>Convict histories and experiences</i> of the men and juveniles who were forcibly migrated to the colony of Western Australia from the period 1850 – 1868, and their subsequent lives in the colony and state
3.	<i>Experiences and histories of prisoners</i> incarcerated at Fremantle Prison from 1886 until the Prison closed in 1991
4.	<i>Transfer of imperial control</i> to local authorities in 1886 and related issues
5.	<i>Experiences and histories of female prisoners</i> held at Fremantle Prison from 1886 until 1970, including women who may have been transferred to Bandyup
6.	<i>Histories and experiences of Aboriginal prisoners</i> incarcerated at Fremantle Prison, and the issue of Aboriginal over-representation in prisons in Western Australia in the 20 th century
7.	<i>Rottneest Island Prison</i> , the experiences of the prisoners held there, and the works they undertook, including the period of its operation by Fremantle Prison
8.	<i>Use of Fremantle Prison by the military</i> , including the experience of those incarcerated as 'enemy aliens' and prisoners of war
9.	<i>Histories and experiences of Prison guards, officers and staff</i> from 1850 until the Prison's closure in 1991, encompassing the initial period of constructing the Convict Establishment, administering the institution, the introduction of Prison Officers, and the employment of adjunct staff such as teachers and social workers
10.	<i>Prisoner attitudes and behaviour</i> , including rioting and disobedience, activities and activism, and attitudes towards the Prison
11.	<i>Penal philosophy and reform</i> from the Victorian era until the Prison closed in 1991, including criminology, approaches to justice, and various theories of education
12.	<i>Fremantle Prison administration and operation</i> , including functions as a lock-up, remand centre, and maximum security prison
13.	<i>Architecture of Fremantle Prison</i> and the separate system
14.	<i>Fremantle Prison tunnels</i> , their construction, and the supply of water to the port of Fremantle until early in the twentieth century
15.	<i>Prisoner art</i> as a genre, and the work of individual artists, both Aboriginal and non-Aboriginal, undertaken while inside or outside of Fremantle Prison

3.1.4 General policies governing acquisition

Ownership	
Policy 1	All items must be legally obtained. Ethical standards, as outlined in the <i>Codes of Ethics</i> of the International Council on Museums (ICOM), the <i>Australian Best Practice Guide to Collecting Cultural Material</i> (Australian Government, Ministry for the Arts) and by the Australian Museums and Galleries Association (AMaGA) must be met.
Policy 2	Fremantle Prison will not accept material into the Collection on the basis of a permanent loan. Title must be acquired with the object or collection.
Policy 3	Where items satisfying the acquisition criteria are offered in good faith by a donor who is uncertain of the identity of the legal owner, and Fremantle Prison is unable to ascertain correct title through reasonable effort, the Prison will accept the object or collection, and document the circumstances of its acquisition.
Policy 4	Where unsolicited material is received, with no means of contacting the donor after reasonable investigation, Fremantle Prison Curatorial staff may either proceed to acquisition, given the material fits within the key criteria, or move to dispose of the material in accordance with the deaccessioning and disposal policies (3.1).
Policy 5	Offered objects or collections that may relate generally to Fremantle Prison, but more specifically to another collecting institution or local history area, will be referred to the relevant collecting institution or local history society.
Decision making	
Policy 6	The decision to accept or reject material for the Fremantle Prison Collection rests with the Fremantle Prison Curator in the first instance, with input from the Heritage Conservation Branch where appropriate. Significant purchases must be approved by the Director.
Policy 7	Development of the Fremantle Prison Collection is subject to issues of staffing, conservation, appropriate storage facilities, and funding.
Criteria governing inclusion in the Collection	
Policy 8	Material bequeathed to the Fremantle Prison Collection or purchased to enter the Collection must satisfy at least one of the key criteria for acquisition (3.1.1) at the time of donation/purchase. The secondary criteria (3.1.2) and the themes identified as being of relevance to Fremantle Prison (3.1.3) further guide acquisition.
Policy 9	Material acquired is assessed for its significance using the secondary criteria (3.1.2). If it fails to demonstrate significance despite satisfying a key criteria for acquisition (3.1.1), the material may not be retained or may be included into the Secondary Collection.

Duplicates

Policy 10 When a prospective acquisition is identified as a duplicate of material already in the Collection, consideration of its acquisition will be done using the secondary criteria to assess its level of significance. This should not automatically be an argument against acquisition; if an item is highly significant, or particularly well documented or conserved it may still be acquired. It could also be considered for inclusion in the Secondary Collection.

Gaps

Policy 11 Gaps in the Collection may become apparent as the documentation and research process evolves, in which case Fremantle Prison staff may actively seek to address such gaps through pursuing donations and, where budgetary constraints permit, purchases.

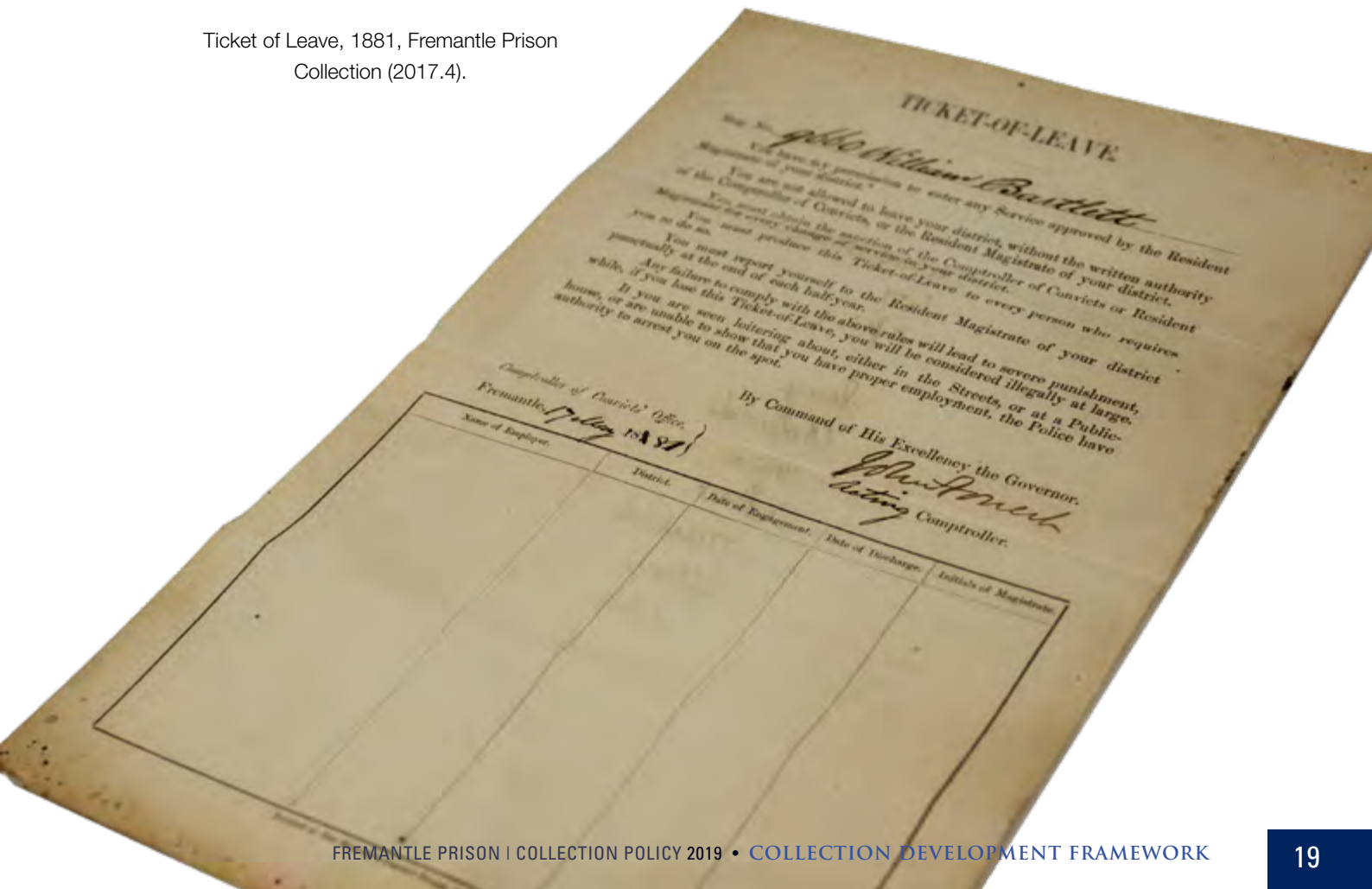
Donations

Policy 12 Donations will be governed by the Donation/Gift Agreement Form. Donors will be thanked via a letter including two complimentary day tour passes.

Research library

Policy 13 Fremantle Prison will add to the understanding of the Collection by collating research material such as publications, oral histories, archival footage, and research files. These documents will form a research library accessible to Fremantle Prison staff and researchers by appointment only.

Ticket of Leave, 1881, Fremantle Prison Collection (2017.4).





Left: Shiner Ryan, *The Reclamation*, print on paper, c.1939-1944, Fremantle Prison Collection (2002.18).

Right: Bedside cabinet, Fremantle Prison Collection.

3.1.5 Specific policies governing the acquisition of archaeological material

Long term preservation and management of archaeological collections present a challenge for curatorial staff at Fremantle Prison. This situation is common in other institutions within Australia and internationally¹⁹, who like Fremantle Prison also face a rapid growth of archaeological collections.

The numerous excavations which have occurred at Fremantle Prison since 1990 resulted in a large volume of poorly documented and decaying artefacts stored in poor storage conditions across the Fremantle Prison site.

Some excavation reports do not include a catalogue of artefacts and some do not provide any in-depth analysis of the materials excavated. In many cases this documentation is incomplete and lacks essential information expected from best practice industry standards.²⁰

Two of the approximately 30 Fremantle Prison archaeological collections have been accessioned into the Fremantle Prison Collection and are documented in the collection management system (MOSAiC). The artefacts excavated in 1993 from the cellars of the Main Cell Block, 4 Division, were all accessioned into MOSAiC (387 records), regardless of their significance or state of conservation. Of these artefacts only the 44 convict-era axe heads were further studied or displayed. The other archaeological collection accessioned into MOSAiC originated from the excavation conducted in 2009 in the cellar of No. 14 The Terrace. Of the 194 records 108 are currently displayed in our permanent *Convict Depot* display but a much larger proportion has not been accessioned.

The current poor state of documentation of the Fremantle Prison archaeological collections described above has a negative impact on the research potential of the collections. Better documentation of the artefacts would facilitate future research and would also enable the Prison to better communicate the existence of the archaeological collection, thus potentially attracting future research. More importantly, a detailed catalogue of the artefacts would enable the Prison to at least salvage the data in instances where the objects are rapidly degrading, such as is the case with corroded metals, bones and other organic materials.

19 Ilka Schacht, *Determining Research Significance In Archaeological Collections from Historic Sites*, PhD Thesis, Deakin University, 2008

20 *Ibid.* pp. 21-24



For guiding principles on disturbances and archaeological investigations within the Fremantle Prison site refer to section 5.3 of *the Heritage Management Plan, Archaeology (2019)*²¹. The same section of the document also outlines principles for retention and the management of archaeological collections.

Policy 14	Materials recovered from archaeological excavations within the site are handed over to the Curatorial Team and stored at Fremantle Prison.
Policy 15	Archaeological collections are recorded in Fremantle Prisons Electronic Records Management System (EDRMS), following the data entry guidelines for archaeological material.
Policy 16	The excavation reports relating to the excavations are deposited in the Fremantle Prison Research Library and EDRMS.
Policy 17	During the recording procedure the artefacts within the archaeological collections are assessed for their significance. If the artefacts meet the criteria for inclusion into the Collection they are recorded in the MOSAiC database and are stored with the Fremantle Prison Collection.

3.1.6 Specific policies governing the acquisition of material to be included into the Secondary Collection

Policy 18	Building fabric removed from the Fremantle Prison site during conservation works, maintenance or renovations is offered to the Curator. If the material has research potential and/or is likely to be reinstated in the future it is retained and added to the Secondary Collection.
Policy 19	Props, replica of collection items and other non-authentic materials are added to the Secondary Collection if they demonstrate research, educational or interpretive potential.

21 Extent-Lovell Chan, *Fremantle Prison: Heritage Management Plan*, 2019, pp. 41-59



Postcard, Fremantle Prison Main Gate, c.1900, Fremantle Prison Collection (99.731).

3.2 DEACCESSIONING AND DISPOSAL

3.2.1 General policies governing the deaccessioning and disposal of collection material

Deaccessioning is an important aspect of good collection management; however, caution should be taken to avoid disposing of material whose relevance may only become apparent with further research.

Deaccessioning

Policy 20

An object can be deaccessioned from the Fremantle Prison Collection for the following reasons:

- The object fails to satisfy at least one of the key criteria for acquisition
- The object is damaged beyond repair
- The conservation and storage costs for the object are beyond the means of Fremantle Prison
- It is less significant or is of lesser quality than a similar object already in the Collection
- A reasonable request for the return of the object to its original owner/donor is received.

Policy 21	Decisions pertaining to the disposal of individual items within the Collection may be made by the Curator, and, together with the recommended method of disposal, must be brought to the notice of the Heritage Conservation Manager. Where there is a significant amount of material, or the suitability of material for deaccessioning is in doubt, input and advice may be sought from the Heritage Conservation Branch.
Policy 22	Once material has been formally deaccessioned it should be disposed of in accordance with the disposal procedures (policies 23-29).
Disposal	
Policy 23	Where an object or collection not acquired through donation has been approved for disposal, it shall be offered to another collecting institution as the first preference.
Policy 24	Where the object or collection has been donated it should first be offered for return to the donor, or their family if the donor is deceased. Should they not wish to accept it, it may be offered to a suitable collecting institution, as above.
Policy 25	If a suitable collecting institution cannot be identified, or the material is rejected, then it may be sold for its worth in accordance with relevant government asset disposal procedures. The proceeds of the sale will be invested in the conservation of the Fremantle Prison Collection.
Policy 26	Fremantle Prison staff and their families should not benefit from the disposal.
Policy 27	If the material has no monetary value or is unlikely to attract interest, it may be disposed of through household or industrial waste disposal methods.
Policy 28	Where an object is severely degraded or contaminated to the extent that it cannot be returned or transferred, it should be disposed of by the appropriate waste disposal methods.
Policy 29	The deaccessioning process must be fully documented and recorded. The object's register entry, its data sheet and all other records will be amended with the date of deaccession and the reason for deaccession. Records documenting the deaccessioning process will be retained by Fremantle Prison in perpetuity.

3.2.2 Specific policies governing the deaccessioning of archaeological material

The disposal of archaeological material has the potential to impact the interpretation of future research by distorting the data in favour of more complete individual items. As such, determining significance of individual items or type of items, is virtually impossible without knowing the full scope of future research potential. This being said, some material is of low research potential and can be deaccessioned once it has been recorded to an appropriate level based on the significance of the material. Refer to 'Action 11' of the *Heritage Management Plan* (2019)²².

Policy 30	<p>The following items are considered to have low potential for future research and may be deaccessioned after a minimal level of recording²³:</p> <p>Materials that have lost their original provenance relating to specific archaeological sites within the Fremantle Prison complex, provided the individual object is not considered individually significant</p> <p>Bulk/soil samples</p> <p>Material that is unable to be identified past base identification of fabric.</p>
Policy 31	<p>A ranking system is outlined in the data entry guidelines (2015). Each archaeological find should be ranked using this system which attributes a ranking of 1-5 to the material. A low ranking (1 to 2) and sometimes an average ranking (3) will result in deaccessioning of the material.</p>
Policy 32	<p>Deaccessioned material is to be recorded as such in all records which mention the material.</p>
Policy 33	<p>Once the material has been formally deaccessioned it should be disposed of in accordance with the disposal procedures (policies 23-29).</p>

22 Extent-Lovell Chan, *Fremantle Prison: Heritage Management Plan*, 2019, p.51

23 The minimal standards for recording are described in the *Fremantle Prison Collection: Data entry guidelines for archaeological material* (2015)



3.2.3 Specific policies governing the deaccessioning of Secondary Collection material

Policy 34	An object can be deaccessioned from the Secondary Collection for the following reasons: <ul style="list-style-type: none">• The item is damaged beyond repair• The item has no potential for research, interpretation, education and/or possible reinstatement• The conservation and storage costs for the object are beyond the means of Fremantle Prison.
Policy 35	The deaccessioning process must be fully documented, including photographs of the item, and recorded. The object's register entry (Master Register), its MOSAiC record and all other records will be amended with the date of deaccession and the reason for deaccession. The records documenting the deaccessioning process will be retained by Fremantle Prison in perpetuity.

COLLECTION MANAGEMENT FRAMEWORK 4

COLLECTION STORAGE

Fremantle Prison holds a diverse collection of approximately 12,000 historic objects. The Collection spans the Prison's operational life, from 1855 through to 1991, and has cultural heritage significance due to its association with Fremantle Prison and Western Australia's history. Metal, textile, wood, ceramic and leather objects are stored in this room.



INTRODUCTION

The Collection Management Framework sets out the guidelines for the documentation, preservation, and management of material pertaining to the Collection. A list of documents associated with the framework is included at the end of this document.

Fremantle Prison works collaboratively with the other Australian Convict Sites and with other collecting institutions and Museum sector organisations to achieve its goals of conserving the Collection for future generations.

HMP POLICY 49

In the conservation of its objects, Fremantle Prison should observe an active program of collaboration with the other Australian Convict Sites and with other museums and galleries.

4.1 COLLECTION FACILITIES REVIEW

A collection facilities review was conducted in 2013. The review found that the Collection was stored in eight different storage areas, most being inadequate for the storage of cultural material. The review was updated in 2015 following the addition of the new Visible Storage Facility (VSF) and the decommissioning of one of the inadequate storage areas (the Cool Rooms in the Prison kitchens); then again in 2019 after all moveable material was moved out of the Main Cell Block to allow for major conservation works.

In 2019 the Collection was stored in seven storage areas, the Visible Storage Facility (VSF) offering excellent conservation conditions for the Collection. The Photography and Archives Room (PAR) as well as the Clothes Store (CS) where the Art Collection is stored are retained as collection areas because they offer good conservation conditions. The conservation conditions in Tailors' are poor. Objects in this facility

should only be stored temporarily while they are cleaned and accessioned prior to being moved to the storage areas offering better conservation conditions. If needed, robust objects and the Secondary Collection should be stored in Tailors' and protected as required. Also offering poor conditions is the Refractory storage which is in the process of being emptied of its Primary Collection items. The Refractory storage is also impractical, with poor access but may need to be retained for storing Secondary Collection items. The two storage facilities - Carpenters' and Helmet Industries - offer the poorest conservation conditions. The Curatorial team are currently emptying these storage facilities of their collections, aiming to decommission them as collection storage by the end of 2020.

Once the process of de-commissioning the poorest of collection storage facilities is completed, the collection storage facilities will be consolidated to five facilities: VSF, PAR and CS for the storage of the Primary Collection and Tailors' and Refractory for the storage of the Secondary Collection. Tailors' in the West Workshops will be used for processing newly acquired collection material and to carry out conservation work; some of the large collection objects which will not fit in the VSF will be stored in this space despite the poor environmental conditions along with some large Secondary Collection objects. Overall, this reorganisation of the Collection will greatly improve collection management at Fremantle Prison, with a smaller number of facilities requiring monitoring and maintenance until a plan for a purpose built on site storage facility has been adopted²⁴.

HMP POLICY 45

Fremantle Prison should conserve its collection of objects utilising high-standard conservation facilities, ideally onsite.

HMP POLICY 46

Fremantle Prison should consolidate its collection within high quality storage facilities.



²⁴ See section 5.7, *Movable Heritage* of the Extent-Lovell Chan, *Heritage Management Plan*, 2019, p.62, and section 9, *Delivering a Centre for Heritage Excellence* of the *Fremantle Prison Master Plan*, 2019, currently in draft form.

Location	Number And Types of Objects (Approximations Only)	Storage Type	Conditions	Recommendations for Improvement / Actions
West Workshops – Visible Storage Facility (VSF)	1,350 objects - large and small, wood, metal, leather and textile	Metal cupboards and open shelving	Excellent; stable museum standard environment with HVAC system (heating, ventilating, and air conditioning) Cupboards – adequate for any material; open shelving – not for light – sensitive objects Some dust LED tubes activated on sensor	Improve HVAC filters to migrate dust Add air curtains to sliding doors to improve seals Maintain regular pest control
Photography and Archives Room (PAR)	8,000 paper-based objects, and 1,000-1,500 photographs, cassettes and DVDs	Book cases, with all objects enclosed in Solander or Poly boxes Metal cupboards, map drawer and filing cabinets	Good; air-conditioning and mobile dehumidifier assists with moisture control and temperature – though the room is prone to rising damp Some dust	Regular monitoring of humidity is required (de-humidifiers emptied three times weekly) Maintain regular pest control Upgrade open bookcases to closed metal cupboards
Clothes Store (CS)	850 artworks, handful of other very vulnerable material	Compactus, cupboards, metal shelving	Good; air-conditioning and mobile dehumidifier assists with moisture control and temperature	Regular monitoring of humidity is required (de-humidifiers emptied three weekly) Maintain regular pest control
West Workshops – Tailors'	800 objects – metal objects, industrial and furniture, new acquisitions 3,000 objects – archaeological material	In boxes, both cardboard and plastic, in cupboards, on open shelves and on pallets	Poor; not well sealed with dust entering. Natural light coming through windows and doors. No control over climate or humidity	This room is currently used as a curatorial workshop and holding room where objects are processed and moved to a suitable storage With some improvements could be used as storage for Collection material. Add UV filters screens for windows, air curtains to doors to improve seals, HVAC system, maintain regular pest control Upgrading of storage to closed metal cupboards is in process Cover open storage with calico or Tyvek covers

Location	Number And Types of Objects (Approximations Only)	Storage Type	Conditions	Recommendations for Improvement / Actions
Refractory	1,000-1,300- items, of all varieties including paper (no textiles) Approx. 900 are accessioned	Open shelving, some cupboards	Adequate to poor, depending on material type; it is adequate for highly stable materials such as ceramics and glass, however the open storage arrangement is not ideal	This space is being emptied of its Primary Collection items Could be used for storing Secondary Collection material
East Workshops	50 metal objects, industrial objects, some very heavy Secondary Collection (ex-BMR) – 400 objects	On floor and open shelving	Poor; flaking limestone from walls is a serious issue, as is other dust, dirt and pest	This space is being emptied of its Primary Collection items and will continue to store Secondary Collection
Helmet Industries	200 objects; mostly furniture, some very heavy	Open shelving, on pallets	Poor – high fluctuations in temperature and humidity, easily accessible to pigeons and other pests, prone to flooding after heavy rainfall	This space is being emptied of its collection items Will be used to temporarily store deaccessioned objects waiting on being moved on





4.2 PRESERVATION CONSERVATION

The preservation of heritage material is achieved through ensuring appropriate storage and handling. This extends to the hiring of qualified and properly trained staff both for the Fremantle Prison Curatorial Team and contractors involved in handling collection material.

The Secondary Collection is cared for by the Curatorial Team but is not conserved using the same best-practice and industry standards. For example, while items are handled with care, they will not require handling by trained staff only, and they will not be stored in the most appropriate storage facilities, these being reserved for the more significant items that are included in the

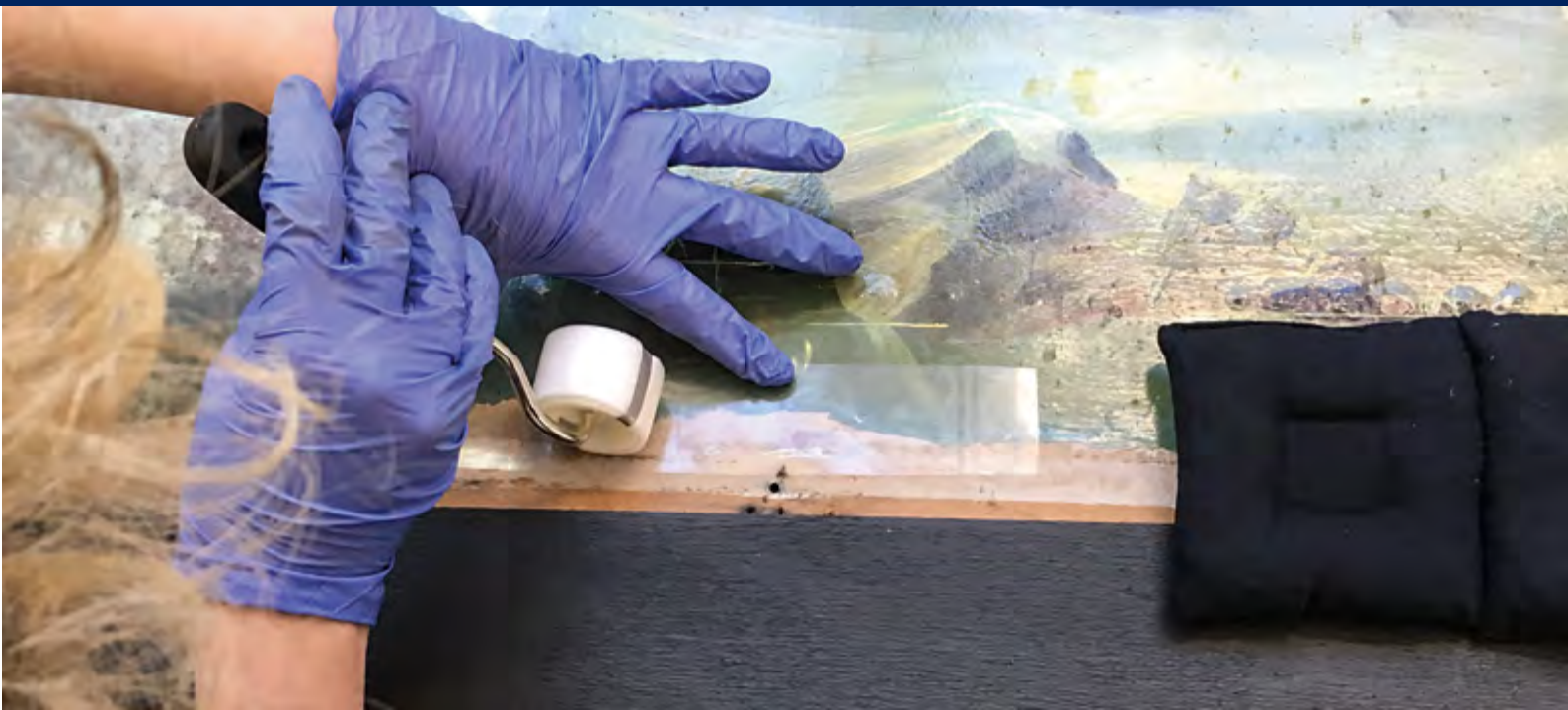
Primary Collection. Objects in the Secondary Collection are kept with the intention of using them for specific purposes. Objects from the Primary Collection are always given priority over Secondary Collection objects when competing for resources.

HMP POLICY 47

Fremantle Prison will continue to observe its regular review and update of its Disaster Preparedness Plan dated April 2016.

General principle	
Policy 36	Objects from the Primary Collection are always given priority over archaeological assemblages and Secondary Collection objects when competing for resources.
Handling	
Policy 37	Handling, treatment and display of all Collection material will be in accordance with best practice and industry standards.
Policy 38	Handling of objects should be kept to a minimum, and in accessioning or documenting material double handling should be avoided where possible.
Storage	
Policy 39	Collection material will be housed in accordance with best practice and industry standards, where possible; these standards include controlling the temperature and humidity of storage spaces in order to prevent the absorption of moisture, the growth of mould, the cracking of surface treatments and varnishes, brittleness and breakage, and other issues that arise from exposing material to variable and fluctuating conditions ²⁵ .
Policy 40	Objects should not be in open storage (i.e. left exposed on shelving) unless conditions are excellent; housing items in archival boxes and/or polyester sleeves will provide some protection where external conditions are not ideal.
Policy 41	All storage spaces will be monitored and cleaned regularly.
Policy 42	An integrated pest management plan will be maintained.
Interventive conservation	
Policy 43	It is the intention of Fremantle Prison to preserve the majority of the Collection through appropriate management practices (preventive conservation), however external conservation assistance will be sought where objects are at risk due to their age or condition.
Policy 44	Conservation services should only be sought from individuals and contractors with the relevant experience and qualifications.
Disaster management plan	
Policy 45	Fremantle Prison will maintain a current disaster management plan for each of the collection storage areas.

25 The current recommendation from the Australian Institute for the Conservation of Cultural Material (AICCM) for the housing of most collection materials are:
 Temperature: between 15–25°C with allowable fluctuations of +/-4°C per 24 hr.
 Relative Humidity: between 45-55% with an allowable fluctuation of +/- 5% per 24 hr.
 Where storage and display environments experience seasonal drift, RH change to be managed gradually across a wider range limited to 40% – 60%.



4.3 DOCUMENTATION

Documentation is an integral part of effective collection management. Correctly cataloguing objects can avoid issues of double handling, loss of collection material, and can allow for community engagement through virtual means such as the internet.

Secondary Collection items are documented in the same way as Primary Collection items, and recorded in the Collection Management System MOSAiC, but less time and resources are invested in the recording process and associated research.

Archaeological assemblages are recorded using different processes as outlined above under 3.1.5 (Policies 14 to 17).

In order to best manage the Fremantle Prison Collection, the following standards will apply to documenting the Collection.

Collection Master Register

Policy 46 Upon arrival the acquired object is registered in the Collection Register and is assigned a unique accession number. The entry is a single line entry in a bound book, located in the Curators' office. Secondary collection objects are marked with the prefix 'SEC'.

Documentation of acquisitions

Policy 47 In the case of a donation, a donation form must be signed by the donor. The donor is to retain a copy. The original donation forms are saved in a 'Donations' file, kept in the Curators' office. A scanned copy of the donation form is to be placed on the EDRMS.

Policy 48 As much contextual information as possible is collected at the time of acquisition and noted in the acquisition folders. Original documents are kept at Fremantle Prison with scanned copies placed on the server and the records keeping system.

Collection Management System (CMS)

Policy 49 Fremantle Prison uses the MOSAiC collection management system or database to document and manage the Collection.

Policy 50 All the relevant information obtained at the time of donation is to be recorded in the object's record, in the MOSAiC database.

Policy 51 All items in the Collection will be represented by corresponding collection records on MOSAiC, completed to the standard outlined in the Fremantle Prison Data Entry Guidelines²⁶.

Documentation of loans

Policy 52 Collection material leaving the Fremantle Prison site for loan, valuation, or conservation purposes will be appropriately documented through the relevant paperwork including a condition report. The object movement will be documented on the MOSAiC system.

Collections online

Policy 53 Where appropriate Fremantle Prison takes part of initiatives by other cultural institutions and the collecting sector to share the Collection to a wide audience.

Policy 54 Fremantle Prison shares the Collection online via the MOSAiC web platform. Presenting collections online requires a certain standard of documentation, so records will only be uploaded when their documentation is considered acceptable (in accordance with the Data Entry Guidelines²⁷).

Policy 55 When uploading records to MOSAiC web or other platforms, it will be ensured that copyright laws are not infringed. (Objects or images where the Prison is not the copyright holder will not be uploaded). At present MOSAiC does not have a system whereby the records can be uploaded without an image.

Policy 56 It will be ensured that no material falling under privacy legislation is uploaded (see policy 69 on privacy).

Policy 57 Moral or ethical reasons should also be considered before uploading material online. Only appropriate material should be uploaded.

²⁶ Fremantle Prison Collection: data entry guidelines (2015)

²⁷ Fremantle Prison Collection: data entry guidelines (2015)

4.4 LOANS

From time to time Fremantle Prison may require additional material for exhibition purposes. This can be acquired on loan from other institutions, individuals, or groups.

Conversely, other collecting or exhibiting institutions may request material from Fremantle Prison for their own exhibitions. These loans are governed by the following policies.

Inward loans	
Policy 58	Inward loans, that is material borrowed by Fremantle Prison from external sources, may require acceptance of that institution's Loan Agreement as a condition of loan. In this case, loans will be governed by the policies of the lending institution, provided they are acceptable to Fremantle Prison. An up-to-date Facility Report is available for the information of lending institutions.
Policy 59	Fremantle Prison also has an Inward Loan Agreement form, which will govern all other inward loan activity.
Policy 60	Wall-to-wall insurance for all material coming into Fremantle Prison on loan is provided by Riskcover Insurance. Riskcover Insurance must be informed ahead of time about any material coming into the Prison for exhibition or loan.
Policy 61	Inward loan requests will be generated by curatorial staff, though protocol may occasionally require they be sent from the Director.
Outward loans	
Policy 62	Loan requests from other collecting or exhibiting institutions are subject to several conditions, and are governed by the Outward Loan Agreement form. Loan requests will be approved by the Curator, and will be subject to operational requirements.
Policy 63	The conditions of loan require the provision of suitable storage, preparation, and display conditions, as appropriate to the requested material, e.g. light levels, climate controlled preparation area, appropriate mounting and display techniques.
Policy 64	The arrangement and provision of appropriate transport and wall-to-wall insurance is the responsibility of the borrowing institution.
Policy 65	The periods of the loan should be clearly set out by the requesting institution, and two months-notice minimum given for the request to be considered. Loan extensions must be formally requested, and are subject to approval.
Policy 66	Fremantle Prison will not typically lend any collection material to private companies or individuals. Such requests will be carefully assessed and will only be agreed to if conditions described under Policy 63 are guaranteed.



Convict bible, 1854, Fremantle Prison Collection (1993.23.1).

4.5 COPYRIGHT AND MORAL RIGHTS

In some instances Government exceptions may prevail but Fremantle Prison will always strive to abide by relevant copyright law. For further information please refer to the various fact sheets published by the Australian Copyright Council²⁸.

Policy 67	In the case of donations, Fremantle Prison will endeavour to obtain licensing approval for the donated objects where the copyright is held by the donor.
Policy 68	Intellectual property rights and copyright restrictions apply to the reproduction of all creative works that form part of the Prison Collection.

4.6 PRIVACY

Policy 69	Some of the material held in the Prison Collection is restricted through privacy legislation, and permission to access restricted material must first be granted by the Department of Justice. This encompasses any material which identifies prisoners, and is in force for 70 years from the original date of the item. Material where the prisoner has voluntarily identified themselves, for example signing their name on an artwork, is exempt.
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28 A particularly useful publication is: Australian Copyright Council, *Galleries & Museums: A copyright guide*, Redfern, NSW: The Council, 1993.



4.7 COLLECTION ACCESS

Providing access, both physical and intellectual, to the Collection and to information regarding the Prison precinct to researchers, students, and interested parties is an important part of engaging with the community and stakeholders.

On-line access to the collection is described under section 4.3, Policies 53 to 57.

HMP POLICY 48

Fremantle Prison will make its collection of objects available to bona fide researchers and teachers insofar as the physical well-being of the objects allows and having regard to cultural sensitivities.

Public enquiries

Policy 70 The Curatorial team responds to a number of enquiries from members of the public, either via the general email address curatorial@fremantleprison.com.au, over the phone or in person. All enquiries are recorded.

Policy 71 These enquiries often relate to convict ancestors or family members connected with the Fremantle Prison site. The records relating to the operational years of the Prison are held by the State Records Office of Western Australia, with some additional material including photographs held at the Batty Library. Enquiries along these lines are referred to the relevant organisation.

Research library

Policy 72 The Prison maintains a research library, which is available to researchers by appointment. The Library includes extensive files on aspects of the Prison's history, documents relating to the conservation and future use of the Prison, and a number of publications relating to the site.

Policy 73 An appointment to use the Library should be made with the Curator.

Access to the physical collection

Policy 74 Access to the Fremantle Prison Collection is limited, in order to ensure the preservation and security of the Collection. Minimising the physical handling of collection material is paramount to managing the Collection for its long-term preservation, however in some instances access to collection material may be granted.

Policy 75 Giving physical access to the Collection involves threats. Whenever access is granted risks are assessed and measures are taken to minimise the risks.

Policy 76 It is expected that those requesting access to Collection material have a clearly defined research subject, and that they will comply with any and all restrictions imposed by Fremantle Prison staff, in addition to the restrictions imposed by privacy legislation, intellectual property rights, and copyright legislation.

Policy 77 Requests from donors, their families and descendants to see objects related to them should be granted provided that the regular precautionary measures have been taken.

Policy 78 Requests to access the Fremantle Prison Collection must be made to the Curator, preferably using the curatorial@fremantleprison.com.au email address.



4.8 DISPLAYS

Visitors are given access to semi-permanent and temporary exhibitions. These are developed in-house and aim to increase exposure to the Collection as well as interpret the Prison's history. Exhibitions, displays and interpretation enhance visitors' experience of the site.

The permanent exhibitions are reviewed every five years and are accessible free of charge within the Gatehouse. In 2019 these are:

- The Visible Storage
- The Convict Depot
- Contact/Non-Contact

Temporary exhibitions, also free of charge, are located in the Gatehouse area:

- The Front and Side Galleries – exhibition changeover occur every second year.
- The Gallery – exhibition changeover occurs four times a year, currently in agreement with the Department of Justice and showing *Insider Art* exhibitions (art made by contemporary prisoners in custody in WA).
- Semi-permanent exhibitions are also found on-site, on the tour route or in the venues which are for hire:
 - Reception
 - Special Handling Unit (SHU)
 - Administration
 - Display cells

Policy 79 The exhibitions' themes and contents are developed in conjunction with the Heritage Interpretation Officer, with the approval of the Heritage Conservation Manager.

Policy 80 Objects on display are the responsibility of the Curatorial Team who monitors the exhibitions found across the site. Objects are chosen for display with consideration to their fragility and display conditions. i.e. a fragile, ancient textile is not selected for long-term display in a well-lit or dusty area.

Policy 81 The semi-permanent exhibitions, and in particular the ones located on the tour route, are essentially comprising props or Secondary Collection material and objects selected for their ability to endure the conditions of the location for a long period of time.

4.9 SUPPORTING DOCUMENTS

All procedures, templates and forms listed below are found on the EDRMS.

Archaeology

Archaeology Procedures

Project codes and abbreviations

Artefact tags template

Box label template

Donations

Gift agreement form

Donation thank you letter template

Emergency Procedures

Disaster preparedness plan – Art Store

Disaster preparedness plan – Photography and Archives Room

Disaster preparedness plan – Visible Storage Facility

Risk Management Framework

Exhibition spaces

Fremantle Prison Main Gallery facility report

Fremantle Prison Front and Side Galleries facility report

Loans

Inward loan agreement form

Outward loan agreement form

Recording

Fremantle Prison Collection: data entry guidelines

Research Library: data entry guidelines

Object assessment form

Object deaccession assessment form

Volunteers

Volunteer policy

Volunteer personal information form

Volunteer role description form

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A small, vertically oriented white paper with illegible text, possibly a notice or flyer, posted on the wall below the TV One Stopshop picture.





FREMANTLE PRISON
The Convict Establishment