



GREENOUGH MUSEUM & GARDENS' COLLECTION MANAGEMENT POLICY

Prepared for the Community Group of Greenough (Inc)

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EXECUTIVE SUMMARY

According to the Western Australian Museum, a Collection Management Policy:-

is a document that guides the development and management of a museum's collection. It sets the parameters for collecting activity and sets out professional standards of care for the collections it holds. A museum's collection policy is central to its operations. Combined with the interpretation policy this document is used to decide what the organisation will collect, how it will go about doing this and other key areas related to the way in which the collection is managed.

The objective of a collection policy is that the museum will meet its obligations to its community and the collection by caring for the objects in its collection to the best possible standard. It addresses all the issues relating to the care and maintenance of the collection, including guidelines for dealing with what and how it will collect, documentation, loans, conservation and care, storage and security, and deaccession and disposal. Museums cannot afford to collect indiscriminately - the financial cost of caring for everything at an appropriate level is prohibitive. The policy should serve as a guide for management and staff and a source of information for a museum's clients and stakeholders.¹

Following the transfer of the former Pioneer Museum building lease to the Community Group of Greenough in 2012, the museum's collection was removed by the Geraldton Historical Society. The immediate aim of the Community Group of Greenough was to acquire objects for public display. The curator was partially guided by a collection management policy based on one produced for the Pioneer Museum in 2005.

Since then, the collection has grown to over 800 objects. As the curator does not believe in having all objects on display at the same time, there is now a pressing concern for adequate and appropriate storage space. Also because of the increasing amount of objects being offered to the museum, it is now crucial that this revised Collection Management Policy be put into practise.

Key recommendations include that the revised Mission Statement be accepted; that this Collection Management Policy be adopted for the *Greenough Museum & Gardens*; that at an appropriate time the Geraldton Historical Society be asked to return those objects significant to Greenough and/or the Maley family; **that the collection be placed online** and that objects that fail to fulfil the objectives of the Collection Management Policy be de-accessioned.

¹ <http://museum.wa.gov.au/research/development-service/collection-policy>

1. INTRODUCTION

As part of the Consultant's brief for the Greenough Museum & Gardens, Gary Martin was asked to undertake an update of the museum's collection policy. The policy was first adopted by the Community Group of Greenough in 2012. This document was an adaptation of the *Greenough Pioneer Museum Collection Management Policy* (2005). The final recommendation was that the policy be reviewed and updated every five years.

The specific aims of this report are:

- To update and ratify the Mission Statement
- To provide an updated Collection Management Policy
- To make recommendations in implementing the Collection Management Policy

In the updating of this report, information has been accessed from the following sources:

- the *Greenough Pioneer Museum Collection Management Policy* 2005
- Greenough Museum & Gardens diaries and database and Community Group of Greenough minutes
- Articles in the *Geraldton Guardian*.
- All photographs are from the Greenough Museum & Gardens' collection.

The Greenough Museum & Gardens' collection has grown considerably since the policy was adopted in 2012. It is the belief of the author that we are undergoing a period in time when people are reluctant to inherit items from the past. Museums can be seen as a place to 'dispose' of those unwanted family items. Whilst this could prove to be a positive time for the acquisition of objects for the collection, it also poses the risk of the collection growing uncontrollably and so placing financial and physical burdens on those future custodians who will be responsible for long-term preservation of those objects.

Funding was provided by a 2019 City of Greater Geraldton Community Grant to undertake this review.

2. MISSION STATEMENT

A Collection Policy begins with the organisation's Mission Statement. This essentially defines what the museum does, as well as why and how it does it. The Mission Statement

- provides parameters within which a museum operates
- gives direction to activities and
- provides a limit to the responsibilities of the museum

It is also useful for long term planning, as it ensures continuity of purpose into the future. This is particularly important in voluntary museums where the composition of the committee changes over time.

Greenough Museum & Gardens **Mission Statement**

The Greenough Museum & Gardens celebrates the history of the Greenough Flats and surrounding areas from Aboriginal times to the present day using the former Maley family homestead that houses the Museum and its collection.

Through inspiration, learning and enjoyment, we will help the local community and visitors to understand the past and ask questions about the present and future.

The Community Group of Greenough will maintain the Museum as a tourist attraction and develop it as a cultural and social facility for the benefit of the local community and visitors to the region.

This Mission Statement may not be changed without the approval of the Community Group of Greenough management committee.

DATE

SIGNED

CHAIRPERSON

3. BACKGROUND OF THE GREENOUGH MUSEUM & GARDENS COLLECTION

To have a better understanding of the development of the collection housed at the Greenough Museum & Gardens, it is necessary to first examine the prior history of this museum, its collection and management policies (see Appendix 1 for policies list).

3.1 Prior history of the Geraldton Historical Society and the establishment of a museum at Greenough

The collection housed at the Greenough Museum has its origins in a group of people interested in preserving local history who met in Geraldton on 6 August 1954 to form a branch of the Western Australian Historical Society.² Early concerns of the group included the need for a suitable meeting place, recovering shipwreck relics from the Abrolhos Islands and raising funds to place commemorative plaques on historic sites of interest around the district.

Molly Lukis from the Battye Library in Perth visited the group in June 1955 and was shown old buildings in Geraldton, Northampton and Greenough. One of the places visited at Greenough was Maley's Mill and the adjacent Wonga Park, the home of Peter and Pat Rudduck.³ Molly Lukis advised the group to obtain an old building for use as a museum. At that stage a community run museum was considered too great a challenge for such a small group. Instead they decided to stimulate awareness of local history by holding temporary displays of loaned historical items in public places in Geraldton.⁴

In June 1966, Stan Gratte helped organise a field trip to Greenough. One of the building's the Geraldton Historical Society visited was Wonga Park. Members were excited about the possibility of using this place as their museum.

Following the visit to Wonga Park, a committee consisting of Stan Gratte (President), Fred Buck (Treasurer), Dorothy Cramer (Secretary) and Mrs Ferries met with Peter and Pat Rudduck to discuss an arrangement for opening part of the house as a museum. It was agreed the museum would be opened on a trial basis for 3-4 months and expenses and proceeds would be shared with the Rudducks.⁵

Working bees were then held to clean six rooms in the west wing and to arrange furniture that had been loaned by the Rudducks. The museum was opened to the public on Sunday, 4 September 1966. Initially the museum, staffed by Pat Rudduck and volunteers, was only opened on Wednesdays and Sundays. People wanting to view the museum outside society opening times made arrangements with Pat Rudduck. This museum was the first of many to be opened in the following years throughout the Midwest region of Western Australia.

² Victoria District Historical Society Minute Book 1954-57 and 1963-71, p. 6.

³ *ibid.*, p. 29.

⁴ *ibid.*, p. 24 and p. 39.

⁵ *ibid.*, pp. 124 & 128.

In January 1968 Peter Rudduck offered to sell the house to the Geraldton Historical Society as he no longer lived there.⁶ Instead the society chose to lease the building with the option to purchase the place at a future date.⁷ Caretakers moved into the vacated east wing.

By 1969 the Geraldton Historical Society could boast of having over one hundred members. Difficulties caused by being a branch of the Royal Western Australian Historical Society resulted in the Geraldton Historical Society becoming incorporated that year. With its new status as an incorporated body, the society was able to approach the Shire of Greenough in 1969 with a proposal that the Shire purchase Wonga Park.

In 1970, purchase of the building by the Shire of Greenough was assisted through the Shire's president, Eric Sewell (who was also vice-president of the Geraldton Historical Society) providing a \$5,000 interest free loan. Mr Gratte thanked Mr Sewell for his generous offer in helping to establish Wonga Park as a 'Folk Museum and Memorial to the early pioneers of Greenough'.⁸

From September 1970 the name of the museum was changed from Wonga Park Museum to the Greenough Pioneer Museum.⁹

Management of the Pioneer Museum was undertaken by a sub-committee of the Geraldton Historical Society.

The following year the Geraldton Historical Society commenced working towards establishing other museums in the former Walkaway Railway Station building and the former lighthouse keeper's cottage at Bluff Point. The Walkaway Station Museum was officially opened on 2 April 1972.¹⁰ The Bluff Point lighthouse keeper's cottage was officially opened on 3 June 1974.¹¹ In the following years, objects, photographs, etc were transferred between the three museums without proper documentation.

In October 2012, lease of the Greenough Pioneer Museum was transferred from the Geraldton Historical Society to the Community Group of Greenough.

3.2 Development of displays at the Greenough Pioneer Museum

The museum was originally housed only in the two-storey section and the west wing of the house. Of these six rooms, four were displayed with furniture loaned by Peter and Pat Rudduck, one room displayed miscellanea, and one displayed photographs. When Peter and Pat Rudduck moved to their new house in 1968, five rooms of the homestead were allocated to the caretakers and four rooms and the cellar were used for storage. In those first years after the museum was opened, society efforts were concentrated on collecting objects, making emergency repairs to the building, connection to the State Electricity

⁶ *ibid.*, p.168.

⁷ *ibid.*, p.198.

⁸ *ibid.*, p. 236.

⁹ *ibid.*, p. 244.

¹⁰ Geraldton Historical Society Minute Book 2, 1971-1978,p.13. The Walkaway Station Museum has since separated from management by GHS and become its own incorporated body.

¹¹ *ibid.*, p.69.

Commission, providing a regular water supply and making improvements to the caretaker's quarters.



P1 Dining Room c1970s



P2 Kitchen c1970s



P3 Main Bedroom c1970s



P4 Children's Room c1970s

During the mid 1980s, efforts were directed towards completing the restoration of the building and opening up more rooms to the public. Granny Maley's Bedroom was opened to the public in May 1984.

After much work in providing a suitable outside entrance, the Cellar was opened to the public on 15 September 1985.¹² Some items that had been stored in the Goods Shed at Walkaway were brought back to the museum for display in the Cellar.¹³

In November 1989 an application was made to the Shire of Greenough to build a shed at the rear of the museum to house the camel wagon. The new Machinery Shed was officially opened by Gordon Garrett, President of the Shire of Greenough on 5 April 1992.¹⁴

¹² GHS Minute Book No. 5, 1985-88, p. 25.

¹³ GHS Minute Book No. 4, 1982-1985, p. 162.

¹⁴ *Quarterly Review*, No. 88, August 1992, p. 7.



P5 Granny's Room 2000



P6 Cramer Shed 2001

With completion of construction of a new garage and storeroom in March 1998, the Meat Room, which had been used as a storeroom was cleaned out.¹⁵ By late 1999, displays in the Meat Room were ready for the public to view.¹⁶

In July 2009, inmates from the Greenough Regional Prison made double wooden doors for the Old Garage.

3.3 Development of the collection at the Greenough Pioneer Museum

3.3.1 Collection of Objects by the Geraldton Historical Society for display at the Greenough Pioneer Museum

In discussing this section, emphasis is placed on only those objects that were; of State significance, that remained in the museum after 2012 or are significant to Greenough.

Because no accession book was kept in the formative years of the society it is difficult to determine when objects were collected.

An examination of minute books reveals that a few items in the collection now housed at the Pioneer Museum predate the establishment of the museum. At a society meeting in November 1954, Mr Kelly reported that there were numerous papers and documents dating back to the 1860s being stored in Maley's Mill at Greenough, and that the owner had informed him the society were welcome to have them. Several members agreed to go out and inspect the documents.¹⁷ Those books and documents not selected by the Batty Library were later placed in a storeroom at this museum.

With the museum opening in Wonga Park in 1966, the Geraldton Historical Society had a building and grounds to display objects. The group then made a concentrated effort to acquire historical objects from around the Midwest region. Very few artefacts came from Greenough as those running the museum were not considered locals by the residents of the Greenough Flats.¹⁸ One of the society's first major acquisitions was the nickelodeon, which was donated by the Shire of Cue in 1966.¹⁹

¹⁵ GHS Minutes File, President's Report, October 1998.

¹⁶ GHS Minutes File, Minutes of meeting held on 17 November 1999.

¹⁷ VDHS Minute Book 1954-57 and 1963-71, pp. 15-16.

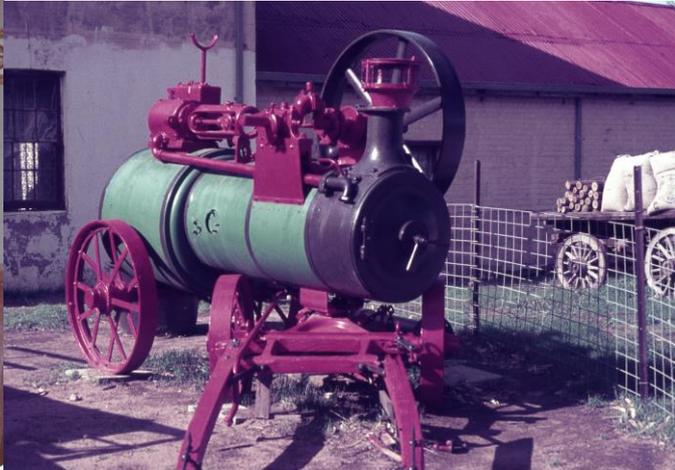
¹⁸ Comments made by Stan Gratte, November 2005.

¹⁹ *Quarterly Review*, No. 69, August 1987.

In April 1967 the society accepted the offer of an old steam engine from Mr Sharp of Wooleen Station.²⁰ Further donations included a whale try-pot from C.T. Cripps & Co of Northampton and a black lace frock and a satin cape that had belonged to Mrs Farrelly, from her nephew George Maley.²¹ In October 1967 the wool wagon nicknamed the "Booldardy Pet" and reputed to be the largest wagon ever made in WA was collected by Stan Gratte and Peter Rudduck from Booldardy Station.²²



P7 nickelodeon 1973



P8 Steam engine c1970



P9 camel waggon 1967



P10 hearse 2001

In April 1968, Mrs Halley donated a bible owned by Rev Howard, first Anglican minister at Greenough.²³

In April 1970, the hearse was donated by the Shire of Mount Magnet.

In May 1975 the Clinch rabbit poison cart was donated to the museum.²⁴

In January 1977, Mrs E. Clinch donated a table and a sideboard that had come from the Golden Sheaf Hotel.²⁵ In September 1977 letters of thanks were sent to Cecil Maley for a photograph of John Maley and his eight sons.²⁶

²⁰ VDHS Minute Book 1954-57 and 1963-71, p. 147. The steam engine was transported to the museum in September 1968 (p. 186).

²¹ *ibid.*, p. 162.

²² *ibid.*, p. 162. The wagon had been offered to the society in September 1966 (p.133).

²³ *ibid.*, p.24.

²⁴ GHS Minute Book 2, 1971-1978, p.97.

In July 1978, letters of thanks were sent to Val Royce for a rocking horse, Enga Smith for a photograph of Hannah Maley and Mr and Mrs Milton Clinch for a photograph of Cliff Grange.²⁷ In November 1978, a letter of thanks was sent to Gladys Morrell for a collection of old photographs.²⁸

In May 1979, Mrs E. Clinch of Dongara gave a framed photograph of Francis Clinch.²⁹ In August 1979, letters of thanks were sent to Claudia Whitfield of York for a photograph of Amy Maley and for John Maley's walking stick.³⁰

Items donated in 1980 included a photograph of Elizabeth Maley from Claudia Whitfield.³¹

By May 1984 the wool press had been collected from Sandsprings, restored by students at Geraldton High School and placed in the Washhouse.³²

A stump jump plough was donated to the museum in 2001.³³ In 2002, the steam engine which had stood for many years outside the garden walls was returned to Wooleen Station.

Major donations in 2004 were 15 items associated with the Maley family from Faye McKinnon and 14 prize winning certificates associated with the Morrell family of Ironbarks Farm, from the new owner of the property, Nova Piesse.³⁴

A major donation from Nova Piesse in 2005 was another 34 items associated with the Morrell family.³⁵

In September 2006, the hearse was returned to Mt Magnet.³⁶

Norma Martin donated a pair of c1920s single beds in 2006. Also that year, G & M Towler purchased a kitchen table made at Mill Farm in the 1890s for the museum.

In 2007 Phyll Duncan donated an original sketch of the Golden Sheaf Hotel during the 1888 flood.

In 2008 the Geraldton Library donated 4 prints of Greenough by Michael Ryan, and in 2009 Grant Barrett donated a collection of 85 19th century bottles found whilst diving off the coast

Lorina Maley donated a framed tapestry of the Convict Bridge in 2010. One of the biggest donors of family objects relating to Greenough that year was Joy Clinch (35 objects). Joy Clinch donated more objects the following year, including the Clinch family WWII medals.

²⁵ GPMC Minute Book, p.44 and p. 46.

²⁶ *ibid.*, p. 48.

²⁷ *ibid.*, p.53.

²⁸ *ibid.*, p. 54.

²⁹ *Quarterly Review*, No. 35, May 1978.

³⁰ GPMC Minute Book, p.60.

³¹ GPMC Minute Book, p. 62.

³² GHS Minute Book No. 4, 1982-1985, p.86.

³³ *ibid.*

³⁴ GPM Accession Book, pp. 141-144.

³⁵ *ibid.*, p. 143.

³⁶ "Hearse takes final journey," *Geraldton Guardian*, 13 September 2006.

In 2012, Irene Fletcher donated an agate sock darning used by Ethel Maley in the early 1900s.

3.3.2 Curators at the Greenough Pioneer Museum

The curator at the Pioneer Museum from 1966 to 2011 was an honorary elected position. An interest in old objects and having an abundance of free time were the only prerequisites for the position.

Gary Phillips - February 1973 to February 1976.

Dan Dunn - February 1976 to August 1980

Stan Gratte - February 1981 to March 1982.

Mrs Short – March 1982 to June 1982.

Peter Mack – June 1982 to February 1985

Marie Sears – February 1985 to October 2003.

Gary Martin - October 2003 to June 2011.

3.3.3 Accessioning and Collecting Policies at the Greenough Pioneer Museum

When the Pioneer Museum was first opened in 1966, most of the objects on display belonged to Peter and Pat Rudduck. Further objects were loaned by members and friends of the society. In the society's eagerness to establish the museum, neither a collection policy was formed nor an accession book kept. Because there was no collection policy to guide the formation of the collection, objects were borrowed or collected solely because they were considered old or interesting. Without records, information on many of those objects collected is now non-existent. It was not until February 1968, that Eileen Ford and Dorothy Cramer began the task of cataloguing objects.³⁷ From the duplicate typewritten lists that survive (839 objects listed on 34 pages) it can be deduced that the catalogue was compiled on a room by room basis. Minimal information is provided about the objects.

In May 1968 an agreement listing all items at Wonga Park belonging to Peter Rudduck was finalised and stamped.³⁸

The President's report for 1968 stated that there were now over 800 objects at the museum, and that display space was becoming a problem. Even so, there was an intense effect to collect and access objects whilst Danny Dunn was curator.

At some stage in the first years of the museum's history objects began to be recorded in an Accession Book. The book listed objects numerically and were given a D for donated items or an L for loaned items. Space was also provided for a brief 'Description of Articles', 'Locality', 'Donor' and 'References'. This last column was used to locate the object within the Pioneer Museum.

Between September 2001 and November 2002, 1456 objects were listed on the Mosaic database by Ron Coles. Only minimal information could be provided about each object. The

³⁷ VDHS Minute Book 1954-57 and 1963-71, p. 171.

³⁸ VDHS Minute Book 1954-57 and 1963-71, p. 178.

Mosaic database proved impracticable and without a computer at the museum, was of limited use and unable to be continually updated.

In March 2004, the Greenough Pioneer Museum Management Committee authorised the purchase of the Ilyarie History Database programme for use in cataloguing the collection.³⁹ By 2012 there were over 4,000 objects in the collection. The number is uncertain, because many items had not been numbered or entered in the Accession Book. Of all the objects in the collection, about 800 had been entered on the Ilyarie History Database.

3.4 Development of the Community Group of Greenough

The inaugural meeting of the Friends of Greenough was held on 4 February 1981. The association was formed for the purpose of raising funds to support, encourage and promote culture, heritage and tourism on the Greenough Flats. For several years they organised Easter Fairs at the Greenough Hamlet and other community events. Late in 1981 the name changed to the Community Group of Greenough. Interest in the group waned in the 1990s and it went into abeyance.

In 2010 Greenough residents established the Friends of the Pioneer Museum. The aim of this group was to assist Geraldton Historical Society by volunteering, fund-raising and holding events at the Pioneer Museum. Due to conflicts with Geraldton Historical Society management, the group disbanded and reformed as the Community Group of Greenough (Inc) in 2011.

The City of Geraldton-Greenough made the decision in May 2011 to call for open expressions of interest in the lease and management of the Greenough Pioneer Museum, Lighthouse Keeper's Cottage and the Walkaway Station Museum.⁴⁰

As a result, the Geraldton Historical Society put forward a motion to members on 29 June 2011 that they:-

- Advertise for expressions of interest for the lease of our collection;
- Offer our collection to a like museum;
- Sell the collection as a total collection or;
- Auction the collection piece by piece.⁴¹

In reaction, the Friends of the Pioneer Museum petitioned the City of Geraldton-Greenough on 11 July 2011 requesting that the City instruct the Geraldton Historical Society to postpone removal of the Museum's collection until ownership of the collection is determined and that the museum's collection remain under the management of the current curator until a new lease is arranged. The petition was accepted by the City of Geraldton-Greenough.⁴²

Due to the inability of the two groups to co-operate, the City of Geraldton-Greenough appointed an independent mediator from Perth to oversee temporary management of the museum.⁴³

³⁹ GPMMC minutes of meeting held on 15 March 2004.

⁴⁰ "Heated row over museum control," *Geraldton Guardian* 27 May 2011.

⁴¹ "Battle turns personal," *Geraldton Guardian* 24 June 2011.

⁴² "Museum intervention sought," *Geraldton Guardian* 15 July 2011.

⁴³ "Museum row to get mediator," *Geraldton Guardian* 27 July 2011.

On 28 August 2012 the councillors of the City of Greater Geraldton voted 10-4 in favour of transferring the lease of the Greenough Pioneer Museum from the Geraldton Historical Society to the Community Group of Greenough. Geraldton Historical Society was given thirty days to vacate the premises.

3.5 Removal of items from the Greenough Pioneer Museum collection

The Community Group of Greenough hoped some arrangements could be made to keep everything on site and a proposal was put to the Geraldton Historical Society to lease the collection. This request was ignored. On 29 August 2012 members of Geraldton Historical Society commenced removing the collection.

On 18 September 2012 a crane was brought in to move the largest object in the collection, the camel waggon, which was taken to the Murchison Settlement Museum. Andrew Royce collected the rocking horse the following day. Commercial removalists were called in on 24 September 2012 to move larger items of furniture, including the sideboard from the Golden Sheaf Hotel (destination unknown) and the nickelodeon (which went to the Cue Shire Hall).



P11 & P12 removal of the collection 2012



P13 & P14 removal of the collection 2012

By 26 September 2012 the museum was almost empty. All that remained in the museum were the piano, Clinch table, 2 single beds donated by Norma Martin, wool press, the farm machinery, try-pot and the Royce tipcart, some framed Maley family photographs, John Maley's walking stick and the Maley Mill and Store Archives.⁴⁴

⁴⁴ Greenough Museum Diary 2012-13.

The collection had been removed to a corrugated iron shed behind the Bluff Point Lighthouse Keeper's Cottage and to two buildings at the Central Greenough Historic Settlement (it is believed these items were later transferred to a shipping container, now located at the Bluff Point Lighthouse Keeper's Cottage).

Since then, requests to have only those objects and photographs significant to Greenough and the Maley family returned (approximately 10% of the collection), have been denied.

3.5.1 Return of Objects

The Geraldton Historical Society has returned some objects to their original owners at their request and subsequently some of these objects have been returned/donated back to the Greenough Museum. The first object to return was the stuffed Corella donated by Connie Sullivan. On 7 December 2012, whilst in Perth, the curator collected the Clinch medals and a few other small objects that had been returned to Joy Clinch. The Royce rocking horse returned on 20 December 2012.

In May 2013, Connie Sullivan's father's long-johns and a toy lion were returned to her, along with 11 items of clothing belonging to the first Anglican Bishop of the North-West, and five other articles of men's clothing. Connie re-donated them all back to this museum.

In July 2014 "The Cyclopedia of WA" and some other items donated by Fay McKinnon were returned. Also that year, Irene Fletcher's agate sock darning came back to the museum.

The latest object now back in the museum is John & Elizabeth Maley's marriage certificate which was returned via Moira McKinnon in March 2018.

3.6 Development of display areas at the Greenough Museum & Gardens

Whilst display areas have remained relatively unchanged, the policy of displaying the collection has altered. The idea now is to make the museum and collection more interactive. The barriers have gone, allowing visitors free access into rooms. Some objects are classified as 'touchables,' they being of no significance, robust and easily replaceable. However, significant and small items are still housed in display cabinets, with these displays being changed occasionally. Part of the photograph collection is displayed on digital photo frames.

A major improvement to display space occurred in 2013 when inmates from the Greenough Regional Prison working in cooperation with TAFE rebuilt the former Cramer Shed. The building was made weatherproof and made suitable as a display space, and for holding meetings, workshops and other community uses. The prisoners also constructed a false wall in the Maley Room to enable multiple hanging of framed items.

Picture rails were installed in the Community Building in May 2015 and in the Greenough Room and Parlour in September 2017. This has assisted in making the display areas more flexible and reducing damage to walls.

Two areas removed from display are Granny Maley's Bedroom which now houses the archives and the Meatroom that now stores small objects.

The Garage is also being developed as a museum storeroom.

3.7 Development of the collection at the Greenough Museum & Gardens

The Community Group of Greenough acknowledges the Aboriginal history of the region, and has extended the Collection Policy to include items from any era up to the present day that are significant to Greenough's social history.

Initially following the removal of the collection, objects were accepted just so there was something to display. The curator, Gary Martin, also lent several pieces of Greenough made furniture and artworks.

In November and December 2012 Mike Lambert donated two original art works of Greenough trees, a Kooka gas stove and an old display cabinet.

On 7 March 2013 the Anglican Ladies Guild donated a long side table, originally from the Greenough Road Board Office.

In May 2013 the Geraldton Guardian donated their bound copies of the "Irwin Index" from 1929-66. Later that year, donations included an 1870/80s cabinet organ, 1930s club chair, electric Malley's copper and a Singer sewing machine. Whilst these objects were not significant to Greenough they had been accepted as temporary 'space-fillers' and as 'touchables'.

In February 2014, four items of silverware that belonged to Ethel Maley (nee Clinch) came from the Blood family. Bruce Townsend gave the museum over 80 items including woodworking tools, pens, and a collection of cut-throat and safety razors. Whilst not from Greenough, they are the types of objects that would have been used here. We were also fortunate through the generosity of Ron Bradfield to purchase on EBay the Geraldton Agricultural Society President's Cup for 1911. This is significant because it was won by Reuben Morrell of Ironbarks Farm, North Greenough.



In 2015, Peter Carew-Reid donated a bowl presented to Maitland Brown in 1904 by the Greenough Farmers' Club. Later in 2016, we received a donation of six artworks courtesy of the Geraldton Regional Art Gallery. The works by Bruce Anderson (3), Paul Lucas (2) and Mike Vandeleur (1) were selected because of their associations with Greenough. Also that year, Elizabeth Durrant gave the c1865 Stokes' bedspread.

As part of the museum's 50th birthday celebrations in 2016, about 14 objects entered the collection as birthday gifts.

Donations in November 2016 came from Anne Reid and Steve Holwell – a rock collection (over 400 samples), a Royal typewriter (c1940s) and a Panasonic Electronic typewriter. The rock collection unfortunately is not labelled and is temporarily housed in numerous cardboard boxes in a back shed.

In September 2017 Val & Lindsay Royce gave her wedding dress and three paintings from Corringale c1916-20s.



In March 2018 Marie Zinetti donated numerous objects associated with the Knapp family from South Greenough (including a framed sketch of John Knapp, convict no. 733). Thanks to Ian Byers, the old Pioneer Museum road signs were saved for the collection. Also that year, Leonie Gaston donated a double brass bed, steamer trunk and other well-provenanced items.

In November 2018 Murray Blyth donated old garden tools; Mary Connolly – two commodes with Greenough history; Joey Martin – her 1988 wedding dress worn in St Catherine's Anglican Church; Chris Bolton – unopened 1940s soap & tobacco and Colin Hackett – a c1920s single bed with Greenough history.

A major addition to the collection occurred in 2019 when Graham Grundy donated two washstands, a settle and side table made at Greenough by Louis Leverman, two Victorian wash sets and a meat safe.

In June 2019 Cheryl Hamill donated a pair of mantel vases given by Charles Maley to Cecil & Gene Maley as wedding presents in 1927. Then in September 2019, nine munition tools from a 1971 find at Greenough were purchased from a dealer on EBay (funding came from sponsors).⁴⁵



⁴⁵ All information in this section sourced from Greenough Museum Diaries 2013-19.

Below are the number of objects (including photos & documents) donated annually.

2013	145 objects
2014	151 objects
2015	54 objects
2016	75 objects*
2017	101 objects
2018	169 objects
2019 (to 7/12)	136 objects

* the rock collection of over 400 samples is counted as one object.

3.7.1 Transfer of objects to other museums

On occasions objects have been accepted on the proviso that they can be transferred to a more appropriate museum.

The Anglican Bishop of the North-West's clothes went to the WA Museum in December 2013.

In May 2017, the bound copies of the Irwin Index were transferred to the Walkaway Station Museum.

In September 2018 a spinning wheel and spinners chair went to the Chapman Valley Historical Society (the spinning wheel was originally from Chapman Valley), in return they gave us a 1981 bottle of wine that was made by Olive Farm to celebrate the Hampton Arms being granted the first Historic Inn License in WA. Also that year the Barbara Bennett slide collection was distributed to more relevant museums throughout Western Australia.

In 2019 books were sent to Birdwood House Museum and the Museum of Perth and a 1919 Victory Medal was transferred to the Pingelly Historical Society.⁴⁶

3.7.2 Care of objects

In July 2014 Ray Faulkner restored the Metters No.4 woodstove.

In April 2015 the Rabbit Bait Laying Cart was rebuilt by the Menshed Geraldton. Also that year crew from MEEDAC rust-proofed and painted the farm machinery.

In May 2016 we celebrated the restoration of the Royce tip dray. The work was carried out at the Greenough Regional Prison by prisoners, under the supervision of Max Royce, grandson of Maxwell Royce, the man who built the dray.⁴⁷

3.7.3 Accessioning Policies at the Greenough Museum & Gardens

An Accession list is maintained, with every object entering the collection being given a number based on the year it was donated (eg 2019/127). Each object is then given a unique database number (eg GMOB001 for objects or GMME001 for photographs), is listed in the Accession Book and has its information entered on the History Database and on paper data sheets housed in folders in the Archive Room (as a back-up).

⁴⁶ ibid.

⁴⁷ ibid.

Spaces have been left in the Accession Book and on the Database in the hope that those objects significant to Greenough and the Maley family may one day be returned to the collection.

3.8 Current display of the collection at the Greenough Museum & Gardens

Given below is a room by room summary of displays at the Greenough Museum & Gardens as they are in December 2019 [see map in Appendix 4]. Please note that only a few objects have been placed permanently in the display rooms. Much of the collection can be moved around to create thematic displays or placed in storage.

3.8.1 Office

This is set up as the museum shop and as an office space. It also contains the museum library of over 100 books. Some wall space is used to display framed items from the collection.

3.8.2 Archive Room

This houses the Maley Mill and Store archives, the photograph collection, small objects, "My Personal Museum in a Box" collection (started in 2013) and small items to be accessioned. Some wall space is used to display framed items from the collection.

3.8.3 Parlour

This room houses the piano and gramophone, along with

- A discovery cabinet donated by the WA Museum which houses small objects
- a small glass cabinet donated by the Walkaway Station Museum that houses recent donations
- a c1940's sideboard housing temporary displays,
- an antique display cabinet donated by Mike Lambert housing Aboriginal objects.

3.8.4 Greenough Room

This room has been set up to tell the story of settlement at Greenough through artworks, objects and furniture.

- there is a small glass cabinet purchased through funding from Lotterywest housing temporary displays
- two large display cabinets donated by ACDC,
- a display cabinet donated by the WA Museum Geraldton housing "My Personal Museum in a Box"

3.8.5 Main Bedroom

This room houses the Gaston brass double bed and also contains the dress-up clothing collection.

- there is also a glass cabinet used to display razors and other small personal items

3.8.6 Children's Room

This room has been set up as a children's bedroom. Along with furniture from the 1920s, there is also:-

- A "Peek-a-boo" cupboard displays small childhood objects.
- The Royce rocking horse displayed under a Perspex case.

3.8.7 Maley Room

This room houses a collection of framed portrait photographs of members of the Maley family, a table from the Greenough Road Board office, a tilt-top table made at Greenough (on loan from Gary Martin) and

- a display cabinet donated by the WA Museum Geraldton housing Maley family memorabilia,
- a small glass cabinet purchased through funding from Lotterywest housing temporary displays

3.8.8 Kitchen

This room has been set up as a kitchen. It houses the restored Metters stove, the Kooka gas stove, Clinch table, a table made at Greenough (on loan from Gary Martin) and also has small objects displayed in preserving jars. There is also:-

- a small wooden display cabinet left by GHS containing small items of kitchen-ware.

3.8.9 Cellar

This room has displays about flooding at Greenough and the climate.

3.8.10 Storeroom

This room is not open to the public, as it is being used to store small museum objects.

3.8.11 Washhouse

This room still houses the wool press along with other objects associated with shearing and wool pressing.

3.8.12 Old Garage

This building houses the poison cart and a set of cast iron grave panels from a Geraldton cemetery.

3.8.13 Community Hub building

This building is used for meetings, workshops and temporary art exhibitions and houses the Royce tip dray, harness, the painting "The Work Team" and

- a large display cabinet donated by ACDC,
- a small glass cabinet purchased through funding from Lotterywest housing temporary displays

3.8.14 Machinery Yard

This area displays a small collection of cast-iron farm machinery that were placed there in the late 1960s-early '70s. The try-pot has been moved to the front garden.

3.8.15 Garage

This is now being used as a storeroom for museum objects and equipment.

3.8.16 Museum Grounds

A portable steam engine donated by the City of Greater Geraldton has been placed in the front paddock.

4. COLLECTION MANAGEMENT POLICY

The purpose of this section of the report is to define the objectives and determine a collection management policy for the *Greenough Museum & Gardens*. The *Greenough Museum & Gardens* is located within the former Maley family house at 11 Phillips Road, Greenough. The property is owned by the City of Greater Geraldton and leased to and managed by the Community Group of Greenough. This document will detail the procedures and practices for acquiring, documenting, lending and de-accessioning of objects by the *Greenough Museum & Gardens*.

4.1 Objectives of the Greenough Museum & Gardens

The purpose of the Collection held at the *Greenough Museum & Gardens* is to create a set of physical, digital and electronic resources that can be used:

1. to enrich knowledge, understanding and experience of the history of the Greenough Flats;
2. to conserve and exhibit heritage for the benefit of the community and future generations;
3. to create a sense of identity and place;
4. to contribute to and foster critical historical and cultural debate;
5. to provide an educational and research facility for the community.

4.2 Acquisition Policy

4.2.1 Collection Aim

The Community Group of Greenough as custodians of the *Greenough Museum & Gardens* aims to establish a collection of objects associated with the development of the Greenough Flats from Aboriginal occupancy to today.

4.2.2 Acquisition decisions

All acquisition decisions will be made by the *Greenough Museum & Gardens* curator in accordance with the collection aims of the museum.

A permanent record of all acquisitions will be maintained.

4.2.3 Collecting Areas

The *Greenough Museum & Gardens* will primarily aim to collect objects, photographs and documents that are relevant to the history of the development of the Greenough Flats.

The collecting areas include:

- Objects, photographs and documents associated with John and Elizabeth Maley's occupancy of Home Cottage or associated with their business and social interests in the region;
- Objects, photographs and documents associated with the family of John and Elizabeth Maley during their occupancy of Home Cottage;

- Objects, photographs and documents associated with the family of John and Elizabeth Maley after they ceased residing at Home Cottage;
- Objects, photographs and documents associated with Frederic and Nellie Rudduck, Peter and Pat Rudduck and the Geraldton Historical Society's occupancy of Wonga Park/Greenough Pioneer Museum;
- Objects, photographs, images, oral histories, documents and ephemera associated with the Greenough Flats from Aboriginal times to today;
- Objects that whilst having no significance to the Greenough Flats are representative of that what has been used on the Greenough Flats,
- Books and other publications containing information associated with the history and development of the Greenough Flats.

4.3 Acquisition Procedures and Guidelines

4.3.1 Acquisition

Acquisition is the process of obtaining legal possession of an item for accessioning into the collection. Acquisition can be by donation, purchase or bequest.

4.3.2 Donation

Donation is the process of acquiring an item whereby a donor gives that item or group of items to the Community Group of Greenough as custodians of the *Greenough Museum & Gardens*.

The curator (or their representative) has the right to assess objects brought to the *Greenough Museum & Gardens* for donation. If the object fulfils the objectives of the Collection Management policy then the intending donor will be asked to complete the *Donor form* (see Form 2 at the conclusion of Section 3 of the Collection Management Policy report). This form will transfer ownership of the object to the *Greenough Museum & Gardens*. A copy of this form will be presented to the donor.

In the case of large objects, or where the object is at too far a distance to be brought to the *Greenough Museum & Gardens*, the intending donor should be asked to complete the *Proposal for acquisition form* (see Form 1 at the conclusion of Section 3 of the Collection Management Policy report). They should also be asked to submit clear photographs of the object with this form. This information will then be used in assessing the item at a Community Group of Greenough management committee meeting. If the object is accepted, the donor should then be asked to complete the *Donor form* (see Form 2 at the conclusion of Section 3 of the Collection Management Policy report). This form will transfer ownership of the object to the *Greenough Museum & Gardens* and a copy will be presented to the donor.

It is assumed that the majority of acquisitions will be by donation. However, if exceptional objects are offered for sale, the Community Group of Greenough management committee may consider the option of approaching a potential donor to purchase with a view to donating, or to consider allocating funds for purchase.

The Community Group of Greenough management committee should undertake regular reviews of the collection and identify priority acquisitions in order to achieve the aims of this

policy. Priority requirements should be publicised and brought to the attention of potential donors.

4.3.3 Purchase

Acquisition by purchase involves the exchange of legal ownership by exchange of money. Purchase is the least favoured option of acquiring objects for the collection and should only be used in exceptional circumstances. As with a potential donor a proposal for purchase must be accompanied by a *Proposal for acquisition* form (see Form 1 at the conclusion of Section 3 of the Collection Management Policy report). When an object is purchased the purchase receipt must be attached to the *Museum Data Sheet* (see Form 3 at the conclusion of Section 3 of the Collection Management Policy report).

4.3.4 Bequest

Acquisition by bequest involves an individual transferring title of an object to the Community Group of Greenough as custodians of the *Greenough Museum & Gardens* upon their death through a will. Suggested words for inclusion in a will are in *Bequest wording* (see Form 4 at the conclusion of Section 3 of the Collection Management Policy report).

4.3.5 Acquisition procedure

The management committee and/or the curator are responsible for ensuring that adherence to the acquisition policy is maintained.

Minor objects brought to the *Greenough Museum & Gardens* for donation can be assessed by the curator. Information must be collected from the donor and placed on the *Donor form* (Form 2).

Any major objects donated, any objects bequeathed, or to be purchased must be approved by the Community Group of Greenough management committee. These objects must be assessed according to information provided on the *Proposal for acquisition* form (Form 1) and accompanying documentation.

The object in every case is assessed according to the collection aim and the acquisition criteria.

If the object is acceptable it is then registered.

If the object is not accepted, formal contact with the intending donor is to be made and a clear explanation of the curator's decision given. Alternative recipient institutions should be suggested.

4.3.6 Acquisition criteria

- The object fits the collection aim of the *Greenough Museum & Gardens*.
- The object is in good condition.
- The object can be adequately and appropriately relocated, conserved and displayed.
- The intending donor has legal title to the object.
- The object is free of encumbrances.
- The object has clearly established provenance.
- The museum has adequate storage space for the object.

- Acquisition of duplicated objects is only warranted if:
 - The object is in better condition or has a better provenance than the object already in the *Greenough Museum & Gardens'* collection;
 - The object can be utilised to provide parts to help restore an object in the collection;
 - The object can be used in educational programmes.

4.3.7 Accessioning

Accessioning is the process of registering and cataloguing an object into the collection of the *Greenough Museum & Gardens*. The curator will be responsible for accessioning and maintaining the record keeping. This section describes the accessioning process according to appropriate procedures and systems that are recommended and are accepted by the *Greenough Museum & Gardens*.

4.3.8 Registration

Registration is the process of entering an object into the recording system of the *Greenough Museum & Gardens*. It includes the assigning of a unique number to each object and recording that number in a register. An example of the *Museum Data Sheet* is provided at the conclusion of the Collection Management Policy report (see Form 3).

4.3.9 Cataloguing

Cataloguing is the process whereby all known relevant information about an object is recorded and filed. The curator should aim to acquire all information at the time of acquisition of an object.

4.4 De-accessioning Procedures and Guidelines

De-accessioning is the process by which objects in the *Greenough Museum & Gardens* collection are deregistered, other documentation appropriately amended and the object made ready for disposal.

4.4.1 De-accessioning philosophy

As part of collection management the *Greenough Museum & Gardens* may from time to time de-accession objects from its collection. De-accessioning can contribute to the development of the collection.

De-accessioning should not occur on the basis of any individual's personal taste.

The process shall be cautious, deliberate and scrupulous.

4.4.2 De-accessioning criteria

For de-accessioning purposes an object must meet at least one of the following criteria:

- The object is irrelevant to the purposes of the *Greenough Museum & Gardens*;

- The object is outside the scope of the *Greenough Museum & Gardens'* collection management policy;
- The object has deteriorated beyond practical conservation or lacks physical and/or historical integrity as a result of substantial changes to its original fabric;
- The object is unnecessarily duplicated in the collection;
- The object is unable to be properly preserved by the *Greenough Museum & Gardens*.

4.4.3 Restrictions

The *Greenough Museum & Gardens* must make reasonable efforts to ascertain whether or not it is legally entitled to de-accession and dispose of an object.

4.4.4 De-accessioning procedures

When the curator suggests the de-accessioning of an item, it will be retained for a period of three months, at the end of which the curator and a representative of the Community Group of Greenough management committee will re-assess it before taking disposal action. If new information which casts doubt on the grounds for de-accessioning becomes available, the curator may be asked to reconsider the decision.

The de-accessioning process must be fully documented. The following options for de-accessioning range from the most to the least preferred:

- The object can be transferred to the CGoG property inventory for general purposes;
- If any item which has been donated is to be disposed of, the donor or their successors must be advised and given the opportunity to take the item back;
- De-accessioned items may be transferred to another museum or appropriate institution;
- De-accessioned items may be offered for sale by public auction. Items for disposal will not be sold on the site of the museum, and on no occasion will those people associated with the Community Group of Greenough management committee be permitted to purchase any such items;
- As a last resort de-accessioned items may be destroyed or recycled.

4.4.5 List of de-accessioned objects

A list of all objects which have been de-accessioned shall be maintained by the curator and made available upon request (see Form 7).

4.4.6 Ethics

Objects from the collection shall not be given, sold or lent indefinitely, publicly or privately to members of the Community Group of Greenough management committee or their immediate families or representatives (except in accordance with point 4.4.4.).

4.4.7 Proceeds

Funds obtained from the sale of objects will be applied to the acquisition of alternative objects or to the management of the collection.

4.5 Loans

Offers of items for indefinite loan should not be accepted as difficulties may arise at a later date. Instead donors should be persuaded wherever possible to convert potential loans to donations to the collection.

4.5.1 Inward loans

An inward loan is an object that is borrowed by the *Greenough Museum & Gardens* from a community organisation, institution or individual.

The *Greenough Museum & Gardens* will accept an item on loan only for temporary exhibitions.

4.5.2 Outward loans

An outward loan is the loan to another organisation of a registered object from the *Greenough Museum & Gardens*.

The *Greenough Museum & Gardens* may lend objects from its collection to community organisations and institutions for the purpose of exhibition provided the object requested is not required for display at the *Greenough Museum & Gardens*.

4.5.3 Outward loan procedures

An *Outward Loan Agreement* form (see Forms 5 & 6 at the conclusion of Section 3 of the Collection Management Policy report) must be completed for an object to be lent to an organisation.

All requests for loans are to be addressed to the management committee. It will be the responsibility of that committee to ensure that the conditions of the loan as stated in the *Outward Loan Agreement* are understood and agreed to by the borrower.

The borrowing organisation or institution must provide evidence of adequate security, insurance or indemnification and standards of care.

Loans may be either short-term (less than one year) or long term (for one year). Long-term loans are to be renewed annually.

As a general rule the *Greenough Museum & Gardens* does not lend to individuals.

All costs associated with the loan of the object will be the responsibility of the borrower.

On the return of a loaned item an inspection will be made by the curatorial officer to confirm the unchanged condition of the item.

4.6 Review of Collection Management policy

The Collection Management Policy should be revised and updated if necessary at least every five years.

Form 1 Proposal for Acquisition Form

**GREENOUGH MUSEUM & Gardens
PROPOSAL FOR ACQUISITION**

ITEM:

SOURCE:

ADDRESS:

.....POST CODE

TELEPHONE;

EMAIL:

PROVENANCE;

.....

.....

.....

.....

.....

.....

.....

CONDITION;

.....

.....

.....

.....

ACCEPTED; YES / NO

.....

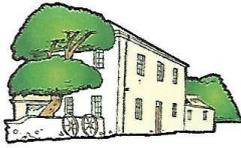
Chairperson, Community Group of Greenough Management Committee

.....

Date

Use a separate form for each item

Form 2 Object Donor Form



**GREENOUGH MUSEUM & GARDENS
OBJECT DONOR FORM**

Thank you for offering the article described below to the Community Group of Greenough (Inc) as custodians of the Greenough Museum, 11 Phillips Road, Greenough. Its significance to us will be much greater if you can provide about it as much information as possible. If you are in doubt please write 'unknown'.

DONOR'S NAME

ADDRESS

..... **POST CODE**

EMAIL

BRIEF DESCRIPTION OF ARTICLE/S

.....
.....

DETAILS

(a) Who made the article?.....

(b) When and where?

(c) Who owned the article?

(d) When and where was the article used?

Any other information?

.....
.....
.....
.....

If you do not want to be publically acknowledged as donor of the above please tick here

TRANSFER OF OWNERSHIP

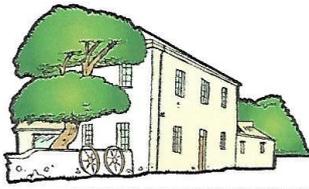
I/We the undersigned hereby donate, without retaining any right of revocation, the object or objects described in the Article Description above, to the Community Group of Greenough (Inc) for the Greenough Museum collection, and in doing so, confirm that I/We are the unencumbered owners of that object or those objects.

I/We recognise that this donation will cause a transfer of ownership and that the Museum will, on receipt of the object(s) specified, have absolute right to display or otherwise deal with it/them at its own discretion. This may include disposal, which includes in the first instance, efforts to return the object/s to the donor or the donor's heirs.

SIGNED

DATE

Form 3 Photograph/Digital Image Donor Form



Greenough Museum & Gardens

ORIGINAL PHOTOGRAPH/DIGITAL IMAGE DONOR FORM

Thank you for offering the photograph(s) or digital image(s) [DI] described below to the Community Group of Greenough (Inc) as custodians of the Greenough Museum, 11 Phillips Road, Greenough.

Its significance to us will be much greater if you can provide about it as much information as possible. If you are in doubt please write 'unknown'.

DONOR'S NAME

ADDRESS

..... **POST CODE**

EMAIL.....

DETAILS

(a) Where was the photograph/DI taken?.....

(b) When was the photograph/DI taken?.....

(c) Name of the photographer

(d) Can you name any person(s) in the photograph/DI?.....

.....
(e) Can you name any building(s)/natural feature(s) in the photograph/DI?.....

.....
(f) Is there any other information about the photograph /DI you can tell us?
.....
.....

If you do not want to be publically acknowledged as donor of the above please tick here

TRANSFER OF OWNERSHIP

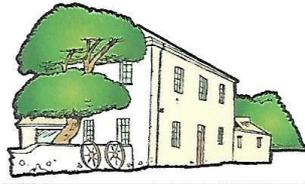
I the undersigned hereby donate, without retaining any right of revocation, the photograph described above, to the Community Group of Greenough (Inc) for the Greenough Museum collection, and in doing so, confirm that I am the unencumbered owner of that photograph.

I recognise that this donation will cause a transfer of ownership and that the Museum will, on receipt of the photograph specified, have absolute right to display or otherwise deal with it at its own discretion (in accordance with the accompanied **Copyright Form**) . This may include disposal, which includes in the first instance, efforts to return the photograph to the donor or the donor's heirs.

SIGNED

DATE

Form 4 Copyright Form



Greenough Museum & Gardens

**Community Group of Greenough (Inc)
Copyright/Reproduction/Access Rights for Documents, Audio-visual
Material and other Unpublished Material**

DONOR'S NAME

ADDRESS

..... **POST CODE**

EMAIL.....

TITLE OF ITEMS/S

.....
.....
.....
.....

- Do you own copyright of the item(s)? Yes / No
- Do you give copyright of these item(s) to CGoG?)? Yes / No
- Do you agree to allow CGoG to make copies of the item(s) available to historians and researchers?)? Yes / No
- Do you agree to allow CGoG to display copies of the item(s)? Yes / No
- Do you agree to allow CGoG to use these item(s) in publications (including electronic publication)? Yes / No
- Is acknowledgement required for display or publication of item(s) ? Yes / No

If there are any restrictions on the use of these item(s), please list below.

Agreement by (please print name and sign)

DONOR.....

DATE.....

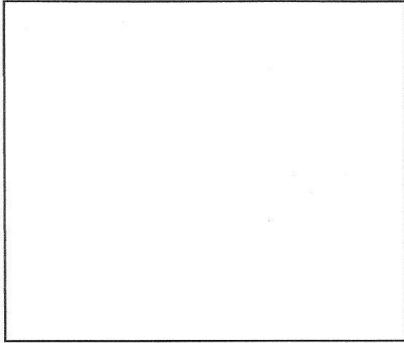
RECEIVED BY

for the Community Group of Greenough (Inc)

DATE

Form 5 Museum Data Sheet

GREENOUGH MUSEUM DATA SHEET.....



Accession No

Date of Accession...../...../.....

Object Name

Donated by

Address

Photo No. _____

Collected/ Received By

Dimensions (cm).....Materials.....

Condition on Receipt.....

When and Where MADE.....

When and Where USED.....

Details - description, history and other information

Classification	PRIMARY	Secondary	Tertiary
----------------	---------	-----------	----------

Work through checklist and initial when task is completed

Label Written and Attached Number on Object

Acknowledgement Letter sent..... Form completed by:

Placement	Date	Placement	Date

Form 7 Outward Loan Agreement Form

**GREENOUGH MUSEUM & GARDENS
OUTWARD LOAN AGREEMENT**

Loan agreement no: Office File no:

Date:

Contact Person:

Institution/borrower;

Address:

.....

.....

Telephone: Fax:

Email:

Purpose of Loan:

Venue:

Period of Loan:

AGREEMENT

I have received the loan material on the attached list and agree to abide by the specified conditions.

Name: Position:

Signature:

Date:

Greenough Museum & Gardens representative:

Signature:

Date:

RETURN OF OBJECT(S)

The loan material has been returned to the Greenough Museum & Gardens in acceptable condition.

Greenough Museum & Gardens representative:

Signature:

Date:

Form 8 Conditions Governing Outward Loans from the Greenough Museum & Gardens (Adapted from the *History Trust of South Australia Collection Management Policy, August 1993*)

CONDITIONS GOVERNING OUTWARD LOANS FROM THE GREENOUGH MUSEUM & GARDENS

1. PERIOD OF LOAN

For short term loans (less than one year)

1.1 The borrower shall only exhibit the loan material at the specified place, for the specified purpose and time.

For long term loans (loans of one year)

1.2 The borrower shall only exhibit the loan material at the specified place, for the specified purpose and time. The *Outward Loan Agreement* shall be renewed annually.

1.3 The Greenough Museum & Gardens reserves the right to recall loan material at any time upon reasonable notice to the borrower.

2. COLLECTION AND RETURN

2.1 The borrower shall make arrangements acceptable to the Greenough Museum & Gardens for the collection, safe transportation and return of the loan material.

2.2 All costs associated with the transportation of the loan material shall be met by the borrower.

2.3 The borrower agrees to return the loan material to the point of collection, unless other arrangements are made with the Greenough Museum & Gardens.

3. INSURANCE/INDEMNITY

3.1 The borrower undertakes to insure the loan material to the value agreed upon for the full duration of the loan period. The loan period includes any time during which the loan material is in the possession of the offices, employees, contractors or agents of the borrower.

3.2 The Greenough Museum & Gardens reserves the right to request evidence of insurance cover (and the right to disapprove of the company insured with).

3.3 If the borrower does not wish to take out insurance the Greenough Museum & Gardens shall accept as insurance for the loan material an indemnity from the borrower.

3.4 The Greenough Museum & Gardens reserves the right to reassess the value of loan material. Upon notification to the borrower of the reassessed value, the borrower shall ensure that the material is insured for the value as reassessed or agree to indemnify the Greenough Museum & Gardens for the reassessed value.

4. STANDARD OF CARE

4.1 The borrower shall at all times ensure that the loan material is treated with all due care to protect it against loss, damage or deterioration.

4.2 Should loss, damage or deterioration occur the borrower shall immediately inform the Greenough Museum & Gardens.

4.3 The borrower should only carry out treatment on loan material if the undertaking has been agreed by and is in a manner approved by the Greenough Museum & Gardens.

4.4 The borrower undertakes to pay any conservation treatment on loan material which has been damaged or that has deteriorated whilst on loan to the borrower.

4.5 if the loan material is lost or damaged beyond repair the borrower shall pay the value of the loan material which is agreed as being its value at the time collection was made or has been subsequently reassessed by the Greenough Museum.

4.6 The borrower agrees to comply with any request from the Greenough Museum & Gardens for a condition report on the loan material.

4.7 A representative from the Greenough Museum & Gardens shall be permitted access to the borrower's premises to examine loan material whenever required.

5. ACKNOWLEDGEMENT

The borrower shall ensure that the information in catalogues, labels or publicity material associated with the loan material confirms to the information provided by or approved for use by the Greenough Museum & Gardens and shall always include the following words; *Lent by the Greenough Museum & Gardens.*

Borrower

Greenough Museum & Gardens' representative

Date

5. COLLECTION MANAGEMENT POLICY RECOMMENDATIONS

Listed below are recommendations that should be followed by the Community Group of Greenough management committee as the controlling body of the Greenough Museum & Gardens to ensure the collection adheres to the Collection Management Policy.

5.1 Mission Statement

A mission statement essentially defines what the museum does, as well as why and how it does it. It is also useful for long term planning, as it ensures continuity of purpose into the future. This is particularly important in voluntary museums where the composition of the committee can change.

Recommendation 1: That the Community Group of Greenough Management Committee adopt the Mission Statement outlined in Section 2.

5.2 Collection Management Policy

Having a Collection Management Policy ensures that the museum does not waste money, time and space on objects not appropriate to the museum's objectives.

Recommendation 2: That the Community Group of Greenough Management Committee adopt this Collection Management Policy.

5.3 Accession of Collection

Currently not all objects housed at the Greenough Museum & Gardens are completely accessioned.

Recommendation 3: That information about the objects in the collection continues to be catalogued on the museum computer using the History Database and that a copy of this information is updated regularly and stored in a safe place.



Recommendation 4: That information about the objects in the collection continues to also be kept in an Accession Book and on data sheets.

Recommendation 5: That training will be provided to volunteers and interested members of the Community Group of Greenough on the accession procedure.

5.4 Availability of the Collection

Currently there is little information about the Greenough Museum & Gardens collection on-line.

Recommendation 6: That the curator works in conjunction with the Western Australian Museum to provide information about objects in the



Greenough Museum & Gardens collection on the currently being developed *Collections WA*.

Recommendation 7: That until *Collections WA* comes on-line, the Greenough Museum & Gardens webpage www.greenoughmuseum.wordpress.com be used to provide information to the public about objects in the collection.

Recommendation 8: **That the Community Group of Greenough Management Committee seek funding to have the Maley Mill & Store Archives digitised and put on-line.**



5.5 Protection of objects in the Collection

In times of financial restraint it is crucial that funds allocated to the conservation of objects in the collection is used to the best advantage. A Significance Assessment of the collection is required to determine the level of significance – locally, state and nationally, of objects in the collection.

Recommendation 9: That the Community Group of Greenough Management Committee seek funding for a Significance Assessment of the Greenough Museum & Gardens' collection.

A Preservation Plan to provide strategies for the long term care of the collection is required.

Recommendation 10: That funding is sourced by the Community Group of Greenough Management Committee in developing a Preservation Policy for objects (other than the Maley Mill & Store Archives) at the Greenough Museum & Gardens.

A Disaster Preparedness Plan is a vital part of good museum collection management.

Recommendation 11: That assistance is sought by the Community Group of Greenough Management Committee to develop a Disaster Preparedness Plan for the Greenough Museum & Gardens.

It is not beneficial for the long-term preservation of objects that they are permanently on display. It is also not beneficial for museum visitors that displays remain unchanged. This then requires adequate storage space for those objects not being displayed.

Recommendation 12: That provision be made at the Greenough Museum & Gardens for suitable storage of objects fulfilling the Collection Management Policy criteria but not required for display.

5.6 Specific Collection Aims

Under the heading of 'Collecting Areas' (section 1.2.3) in the Greenough Museum & Gardens' Collection Management Policy is a general list of objects that the Greenough Museum & Gardens should aim to collect.

Recommendation 13: That the Community Group of Greenough Management Committee actively seek objects for the Greenough Museum & Gardens in accordance with the list provided in Section 1.2.3 of the Greenough Museum & Gardens' Collection Management Policy.

Currently numerous objects of significance to Greenough from the former collection are being stored in inappropriate conditions and are not accessible to the public.

Recommendation 14: That at a suitable time, approaches be made to the Geraldton Historical Society to arrange for those items from the former collection that have significance to Greenough and/or the Maley family be returned to the Greenough Museum & Gardens (see list in Appendix 2).

Recommendation 15: That at a suitable time, approaches be made to the Geraldton Historical Society to arrange for the museum diaries, visitor books, other documents and photographs relating to the Geraldton Historical Society occupancy of Wonga Park Folk Museum and the Greenough Pioneer Museum be transferred to the Greenough Museum & Gardens.

When Frederick Rudduck purchased the property in 1932 from the Maley family, furniture and objects were left in the house and associated buildings. Many of these items remained on display until 2012.

There is also nothing in the Greenough Museum & Gardens collection from the period of Rudduck occupancy.

Recommendation 16: That at a suitable time, approaches be made to Pat and Sue Rudduck to have those photographs, documents, objects and furniture associated with the Maley and Rudduck families acquired for the Greenough Museum & Gardens (see list in Appendix 3).

In discussion with visitors, collectors, Maley family members and others, information can be gathered about the location and ownership of objects that could be important additions to the Greenough Museum & Gardens' collection.



For example there are the three c1900 sketches by Bartletto of John & Elizabeth Maley, currently owned by Kylie Vanzetti; Septimus Frank Maley's WWI medals bought by Geoffrey Craggs in 1991; or more recently the metal strongbox that held the 1971 find of weapons and munition tools purchased by Richard Boyd.

Recommendation 17: That information is gathered and kept on ownership and location of objects that have significance to Greenough and/or the Maley family that could eventually be included in the Greenough Museum & Gardens' collection.

Whilst the majority of objects entering the collection are by donation, if an object appears on the market that is of major significance to the collection, the Community Group of Greenough Management Committee, following recommendations by the curator, should have the opportunity to purchase the object or seek sponsorship to purchase the object.

Recommendation 18: That a reserve fund be created to be used by the Community Group of Greenough Management Committee to purchase any objects that are of major significance to Greenough.

Recommendation 19: That the Community Group of Greenough Management Committee actively seek sponsors to assist in financing the purchase of and conservation of objects for the Greenough Museum & Gardens' collection.

5.7 De-accessioning objects in the Collection

Storage space will always be limited at the museum. Some objects were initially collected as 'space fillers.' When no longer required, and after a Significance Assessment (see Recommendation 9), if they have a low significance, be considered for deaccessioning.

Recommendation 20: That any objects that do not fulfil the objectives of this Collection Management Policy, be de-accessioned in accordance with the guidelines set down in this policy.

5.8 Review of Collection Management Policy

The Collection Management Policy should be reviewed at least every five years.

Recommendation 21: That the Greenough Museum & Gardens' Collection Management Policy be revised and updated if necessary five years from the date of acceptance by the Community Group of Greenough Management Committee.

APPENDIX 1 List of Management policies relevant to the Greenough Museum

1. *Greenough Heritage District Master Plan* prepared for the Shire of Greenough and the National Trust (WA) by Museum Studies Consulting in December 2000.
2. *Greenough Pioneer Museum Collection Management Policy* prepared for the Geraldton Historical Society by Gary Martin in 2005.
3. *Interpretation Plan (Final) Greenough Pioneer Museum* prepared for the Shire of Greenough by Latitude Creative Services in July 2006.
4. *Display Development and Design Manuel for the Cramer Shed at the Greenough Pioneer Museum* prepared for the Geraldton Historical Society by Two Fish Drowning in March 2010.
5. *Former Home Cottage (Greenough Pioneer Museum) Conservation Plan* prepared for the City of Geraldton-Greenough by Eastman Poletti Sherwood Architects, October 2010.
6. *Greenough Pioneer Museum Collection Significance Assessment* prepared for the Geraldton-Greenough Historical Society and the Community Group of Greenough by Cathleen Day in May 2012.
7. *Greenough Museum Collection Management Policy* prepared for the Community Group of Greenough by Gary Martin in 2012.
8. *Statement of Significance of the Maley Archives held at the Greenough Museum & Gardens* prepared for the Community Group of Greenough by Dr Joanna Sassoon in January 2017.
9. *Preservation Needs Assessment – The Maley Archives, Greenough Museum & Gardens* prepared for the Community Group of Greenough by Stephanie Bailey in September 2018.
10. *Greenough Museum & Gardens' Collection Management Policy* prepared for the Community Group of Greenough by Gary Martin in January 2020.

APPENDIX 2 Objects significant to Greenough and/or the Maley family removed by the Geraldton Historical Society

No.	Object description	donor	location
92	Green plush glove box, used by the Waldeck sisters	Mrs. E Clinch	Granny's room
130	clay pipe, broken, found in grounds of Pioneer Museum	?	Music Room
141	Seed Grader	?	Cramer Shed
143	small framed photo of Mrs Reuben Morrell	Edith Clinch	Music room
144	small framed photo of Mrs Reuben Morrell & daughter	Edith Clinch	Music room
153	Sketch of Golden Sheaf Hotel	Mrs Cunningham	Storeroom
183	Framed photo of Cliff Grange	Milton Clinch	Reading room
205	Catechism "Declaration de la Doctrina Christina 1848" used by Spanish settlers at Greenough		LHKC
208	photograph album, 8' x 11', embossed cover, lockable	Mrs Bruce Anderson	LHKC
215	1903 Bible presented to Wesley Church, Greenough by J.G. Smith 12/101912	Mrs B Clinch	Storeroom
216	book "Good Works" 1869 from St Catherine's library	Mrs B Clinch	Storeroom
241	Large Meat dish, Blue & white, Rhineware	Tom McNeece	Dining Room
255	very old Dinner plate, cream & black with floral edge	Wilton Estate	Kitchen
297	Candle mould	Mr D. Wilton	Kitchen
325	Small, long handled iron saucepan	Tom McNeece	Kitchen
348	Extra-large cast iron boiler, painted silver, with lid	Mrs R. Harrison	Kitchen
424	Wooden framed mirror on stand	Wilton Estate	Main bedroom
425	Pair white china candlesticks	Wilton Estate	Main bedroom
756	Book "The Story of Creation" by Edward Clodd	Tom McNeece	Storeroom
807	Large aluminium painted candlestick, Stamped metal design	Wilton Estate	Nursery
857	Greenough number plate "GH45"	Mrs Morrell	UTL
858	Greenough number plate "GH57"	Mrs Morrell	UTL
859	Greenough number plate "GH59"	Mrs Morrell	UTL
860	2 buggy lamps	Mr Vince	Kitchen
873	butter churn, made in Sweden	Wilton Estate	Cellar
874	Box iron with funnel labelled No 6 La Esperanza with silver top	Wilton Estate	Kitchen
925	"The Illustrated Family Bible" 1838, 8"x12" owned by Rev Howard	?	Music room
926	Framed photograph of Rev Howard the 1st Anglican Minister at Greenough	?	Music room
936	Methodist Hymn book used Mrs Gray at Wesleyan Church Greenough. First service conducted on Sun 2 Jan 1870 Signed by Thomas Clark Laurence, Minister	Mrs Stanton	Storeroom
954	Small Japanese Lacquer cabinet	Mrs Moore	Bedroom
955	2 very old vegetable dishes pink and white designs no handles Wolsley ware	Mrs Dave Wilton	kitchen
957	Cruet set with stand Silver 161/2" high engraved stand	Mrs Dave Wilton	Music room
961	Home-made pot scraper	Mrs McGuiness	Small Treasures Cabinet
980	Photo Samuel Crawford (Soldier) of Greenough died WW1 aged 21years	Mrs K. Bisby	
1009	Framed photo Jockey Harry Criddle	Mrs Gwen Savage	Dining room
1024	Butter dish, white glass, in shape of swan	Mr M. Wilton	Music room
1025	Pair exercise clubs	Mr M. Wilton	Nursery
1028	Sterling slicer	Wilton Estate	Kitchen
1030	Rope making machine	Mr M. Wilton	Tools Cabinet
1100	2 Heavy filigree serviette rings used at Golden Sheaf Hotel Greenough. Donors Mother, Mrs Annie Armstrong lived at Hotel after Maley sold out	Mrs W. Branigan	Music room
1127	Square glass bubble design Mustard pot, Electroplated silver top	Wilton Estate	
1268	Framed photograph Mr & Mrs W Criddle	Mrs Vince Criddle	Dining room
1269	Wooden walking stick dark with Light coloured top owned by Mr W Criddle	Mrs V. Criddle	Dining room

No.	Object description	donor	location
1270	Framed photograph Mr Tom Criddle	Mrs Vince Criddle	
1271	Framed photo Mr & Mrs Mainland (Parents of donor) lived at Hampton Hotel	Mrs Vince Criddle	
1279	Framed "Greenough Show 1908" Photo appeared in Weekend News 1970	GHS	Music room
1312	Chrome plated desk set with inkwell and date used at old Greenough Shire Office	Greenough Shire	trunk, Main Bedroom
1343	3 lamp bases 2x 91/2" h 1x 81/2" h, with burners found in Maleys Mill		UTL
1344	small brass bedside kero lamp 3" high	Maley's Mill	UTL
1380	2 bedroom hair tidies made out of Electric light globe	Mrs Grosser	Landing, Small Treasures Cab
1381	2 piece lady's suit Light Beige Assam Silk	Mrs Grosser	Main Bedroom
1382	Hair comb for chinon, 4.5", bone brown	Mrs Grosser	
1383	ivory handled hair curlers	Mrs Grosser	
1384	Hat pin stand, silver base with blue velvet	Mrs Grosser	Granny's Room
1385	1 Safety stirrup with leather instep, c1900	Mrs Grosser	Old Garage
1420	Table, 72" x 40.5" originally from the Golden Sheaf Hotel (check measurements)	Edith Clinch	Main Bedroom
1421	Sideboard from Golden Sheaf Hotel	Edith Clinch	Dining room
1436	3 framed photos - F. & S. Harrison, Stephen & Blanche Harrison, Theodore Harrison	Bruce Baskerville	S&B H, TH Reading Room
1458	Number plate "GH2"	?	
1461	Hand painted picture of Water lillies on velvet	Mrs E, Clinch	Main Bedroom
1462	2 framed photos of John & Jane Gilmore	Mr W. Elliott	Reading room
1463	Framed photo of Rev Harley John Morrell	Mrs E, Clinch	Reading room
1535	3 pieces sheet music	Edith Clinch	Music Room, 2 only
1558	Leather saddle, used on horse named Kitty	Mr R.H. Harrison	Tool Shed
1559	Framed photo of J.S. Maley & sons	Fred S. Maley	Dining room
1563	China biscuit barrel, lid missing, cream with flowers, Marked B 2197.	Meta Anderson	Dining room
1569	Raisin seeder, Makers Enterprise M.F.G. P.A. U.S.A.	Mrs I.J. Duncan	Kitchen
1570	Book "I Remember" by Maude Ahearn	Maude Ahearn	Storeroom
1592	Photo (copy) of Hannahy Maley	Enga Smith	
1604	Framed photo of an unknown wedding group	Mr E. Clinch?	Storeroom
1612	Photo of Mr Francis Clinch	Edith Clinch	Reading room
1618	White framed photo Amy Whitfield	Miss C.K. Whitfield	Dining room
1622	Folder containing Connolly family tree 1800-1979	Gloria Hopton	
1623	Small framed photo Mrs J.S. Maley	Miss C.K. Whitfield	Storeroom
1627	Celluloid doll purchased by Joyce Connolly (from sale of pet lamb) for 10/- in 1927	Florence Connolly	
A081	Sampler - Eliza Doyle 1881	Charlie Gibson	Reading Room
A102	2 cut throat razors in boxes	M. Hymus	1 only Music Room
A103	Violin, wooden case, 2 bows, c1890, used by Reuben Morrell	I. Ducas	Music Room
A104	metronome used by the Morrell family, "Ironbarks"	I. Ducas	Music Room
A105	child's highchair, possibly hickory, made for May Morrell of "Ironbarks"	I. Ducas	Kitchen
A135	Honor Roll - Greenough/Irwin	C. Prendergast	Reading Room
A179	branding iron S7L formerly Stokes	Madge Hymus	Old Garage
A180	Iron spanner P&O Co.	Madge Hymus	Kitchen
A311	farm butter wrapping paper	B. Wilton	
A464	metal money container worn on belt	Mrs G. Maley	
A465	metal coin saver showing denomination of coins	Mrs G. Maley	
A578	Morrell wedding group		Storeroom
A628	framed photograph of Clarence Stokes - head & shoulders	A. & D. Poole	Storeroom
A629	framed photograph of Clarence Stokes - full length	A. & D. Poole	Storeroom
	framed oil painting of Maleys Bridge		Storeroom
	framed oil painting of Wesley Chapel, Greenough		Storeroom

No.	Object description	donor	location
	4 books "I Remember" by Maude Ahearn, 1 signed 1977, 3 signed		Storeroom
	number plate GH.211		Storeroom
	Greenough Farmers' Club Show certificate 1st prize 1935 "The Ironbarks"		Dining Room
	"Holy Bible" owned by the Criddle family 1877		Dining Room
	long narrow framed picture containing 4 photographs of members of the Criddle family		Dining Room
	Painting by Deena Royston-Ing of "St Catherine's Hall, Greenough" 1977	Reg Tubby	
	book "A First French Course" 1885, signed Hannah Maley		Storeroom
	Long bench-top cupboard		Kitchen
20267	book "Holy Bible" owned by Margaret Harrison		Storeroom
20276	book "The Lectionary Bible" signed William Moore 1884		Storeroom
2003/3	framed photograph of H & M Poole	Lloyd Vincent	Reading Room
2004/13	1897 penny	Gary Martin	Storeroom
2004/16	B & W photo of Claude & Florence Maley	Val Rose	Dining Room
2004/31	kerosene tin	Gary Martin	Storeroom
2004/32	Southern Cross Windmill Lubricating oil tin	Gary Martin	Storeroom
2004/45	Brown ceramic vase	Gary Martin	Storeroom
2004/46	6 Fowlers No.31 preserving jars	Gary Martin	Cellar
2004/47	Ake-oil bottle	Gary Martin	Reading Room
2005/1	12 cup baking tray	Gary Martin	Kitchen
2005/2	forge scraper	Gary Martin	Storeroom
2005/3	left foot leather legging	Gary Martin	Main Bedroom
2005/4	Blacksmith's tongs	Gary Martin	Storeroom
2005/5	home-made swingletree	John McDonald	Storeroom
2005/6	vinegar bottle	Gary Martin	Cellar
2005/11	triangular brass Greenough Road Board licence plate no.194 1906	Nova Piesse	Storeroom
2005/12	pair car number plates GH*75	Nova Piesse	Storeroom
2005/13	Geraldton Agricultural Society trophy shield 1908	Nova Piesse	Dining Room
2005/14	Geraldton Agricultural Society trophy shield 1909	Nova Piesse	Dining Room
2005/24	Bagshaw & Son metal name plate	Nova Piesse	Storeroom
2005/26	book "A Girl of the Limber Lost" by G.S. Porter	Nova Piesse	Storeroom
2005/27	school pinafore	Gary Martin	Nursery
2005/31	waterbag carrier	Sue Rudduck	Old Garage
2005/37	food storage tin	Gary Martin	Storeroom
2006/1	bottle found at Raphoe	Z, O & S Jones	Storeroom
2006/2	bottle found at Raphoe	Z, O & S Jones	Storeroom
2006/3	bottle found at Raphoe	Z, O & S Jones	Storeroom
2006/11	Greenough car number plate	Gary Martin	Storeroom
2006/14	belt driven shearers' grinding machine	John McDonald	Cramer Shed
2006/22	book "He Rode Alone"	Fay McKinnon	Office
2006/31	book "National Trust of WA Sketchbook"	Fay McKinnon	Office
2006/61	book "O'Malley" by S. Mulloy	Fay McKinnon	Office
2006/69	old worn Akubra hat	John McDonald	Old Garage
2006/70	book 'Shire of Greenough Municipal Inventory of Heritage Places' 2 volumes	Gary Martin	Office
2006/71	2 cut-throat razors & 1 razor hone in original boxes	Gary Martin	Storeroom
2007/3	A.C. Clinch Roller Flour bag	RWAHS	Storeroom
2007/19	Mid West Tourism Award 2004	Geraldton Guardian	Office
2007/29	wedding veil worn by Maude Florence Waldeck	Elizabeth Vucak	Storeroom
2007/43	croquet mallet	IDHS	Landing
2007/53	book "The Sword & the Trowel"	NTWA	Storeroom

No.	Object description	donor	location
2008/3	book "Greenough Hamlet Business Development Plan"	Gary Martin	Office
2008/4	folder containing 13 issues of the "Greenough River Gazette"	Gary Martin	Storeroom
2008/53	print of a Greenough scene by Michael Ryan c1970s	Geraldton Library	Storeroom
2008/54	print of a Greenough scene by Michael Ryan c1970s	Geraldton Library	Storeroom
2008/55	print of a Greenough scene by Michael Ryan c1970s	Geraldton Library	Storeroom
2008/56	print of a Greenough scene by Michael Ryan c1970s	Geraldton Library	Storeroom
2009/1	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/2	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/3	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/4	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/5	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/6	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/7	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/8	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/9	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/10	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/11	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/12	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/13	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/14	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/15	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/16	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/17	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/18	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/19	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/20	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/21	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/22	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/23	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/24	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/25	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/26	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/27	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/28	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/29	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/30	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/31	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/32	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/33	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/34	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/35	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/36	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/37	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/38	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/39	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/40	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/41	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/42	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/43	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/44	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/45	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom

No.	Object description	donor	location
2009/46	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/47	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/48	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/49	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/50	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/51	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/52	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/53	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/54	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/55	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/56	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/57	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/58	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/60	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/61	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/62	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/63	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/64	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/65	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/66	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/67	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/68	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/69	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/70	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/71	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/72	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/73	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/74	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/75	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/76	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/77	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/78	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/79	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/80	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/81	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/82	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/83	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/84	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/85	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
2009/86	bottle found whilst diving off the Greenough coast	Grant Barrett	Storeroom
09/103	framed copy of a photograph of Beatrice Maley	Irene Fletcher	Music Room
09/138	wooden tool used by the Ahearn family for repairing gill nets	Mike Lynch	Storeroom
09/175	postcard of Point Moore lighthouse	IDHS	Storeroom
2010/30	bread board	Joy Clinch	Storeroom
2010/54	small objects found at the Bootenal Spring	Stan Gratte	Reading Room
2011/5	portrait on porcelain of Elizabeth Wiley	Willcocks family	Storeroom
2011/6	portrait on porcelain of Thomas Wiley	Willcocks family	Storeroom
2011/7	portrait on porcelain of Charles Willcocks	Willcocks family	Storeroom
2011/9	parts of a gunpowder flask	Stan Gratte	Reading Room
2012/3	framed b&w print of Rock House by C. Syme	Jo Gibson	Reading Room
2012/4	framed b&w print of Poole's Cottage by C. Syme	Jo Gibson	Reading Room

No.	Object description	donor	location
2012/5	framed b&w print of Clinch's Mill by C. Syme	Jo Gibson	Reading Room
2012/6	wheat grister	Mary Bligh	Storeroom
2012/7	framed copy of Tom Rand 1888 flood sketch in the National Gallery	Geraldton Art Gallery	Office

APPENDIX 3 RUDDUCK ITEMS

38	D	Large enamel basin	Kitchen
41	L	Bayonet in leather holder	Walkaway
46	D	Carpet beater, cane with wire base structure	Kitchen
72	D/L	Pottery Pilsner, blue & brown earthenware, no lid	Music Room
101	L	small fat vase with rose, Lancaster Ltd	Returned to donor 20/3/77
109	L	Coffee cup & saucer, white with orange & gold border	Dining room
111	L	silver-plated beer mug, used in the Victoria Hotel	returned to donor
115	L	Cup & saucer, made in Japan, gold & green lace edge to saucer	Music Room
116	L	Black inkstand with penholder	Storeroom
128	L	Kangaroo design plated serviette ring	Music room
129	L	Cowrie shell engraved with the Lord's Prayer	Returned to donor
132	L	Buggy lamp or railway lamp	Returned to donor 20/3/77
133	L	Large brass weight	Music Room
134	L	Pair glass water carafes	Dining room
135	L	large marble clock c1900	Returned to donor 3/7/76
150	L	copper kettle & stand	returned to donor
152	L	brass log box	Returned to donor 20/3/77
159	L	plated sugar basin & cream jug	Music Room
161	L	crumb tray & brush, with flower pattern	Dining room
162	L	Black marble mantle clock	Music room
207	L	old photograph album	returned
212	L	book "The Works of Alfred Tennyson" 1874	LHKC
213	L	book "I.C.S. Reference Library"	LHKC
217	D	book "Poems of Adam Lindsay Gordon"	Storeroom
218	D/L	book "ICS Student" Vol II 1910	LHKC
246	L	Part dinner set, 19 pieces, Burleighware	6 dinner plates, Dining room
249	L	2 Minton picture plates, floral, green & brown	
261	L	Plate, patterned glass	Dining room
276	D	China teapot, brown, blue band, no lid	to LHKC 11/03/08
282	L	long thin wooden pastry roller	Kitchen
286	L	pair small butter pats, fine patterned, 9" long	Storeroom
287	L	Wooden butter scraper	Cellar
288	L	round wooden butter stamp	
296	L	Wooden butter churn	Cellar
303	L	Picture on board "Spring"	Storeroom
304	L	4 small wicker fruit baskets	3 only
307	L	3 bread tins	
322	L	brass Gun cartridge mould	Showcase 1
331	L	small mirror, wooden frame, 9" x 11"	Kitchen
336	L	Box iron, ornamental knob	
344	L	Iron stand, hearts & spades pattern	Kitchen
346	L	Grey enamel saucepan with long and short handle	Storeroom
355	L	Separator	Cellar
356	L	milk strainer	
368	L	round coffee canister	returned to donor 30/4/07
370	L	earthenware jug used for pickling	returned to donor 9/12/74
372	L	large Bushell's Tea tin	returned to donor 30/4/07
374	L	Large frypan	
375	L	small, oval cast iron boiler with lid	returned to donor 30/4/07
384	L	Short stove poker	

385	L	Long stove poker for bread oven at Pioneer Museum	
387	L	cast iron kettle inscribed "No 4"	returned to donor 30/4/07
415	D	large china basin, cream coloured, badly crazed	kitchen
417	L	map of Palestine & the Holy Land	LHKC
427	L	fiddle-back chair, red seat	Returned to donor 20/3/77
428	L	Chest of drawers, 3 large, 2 deep, 2 small, brass handles	
432	L	rocking chair	Walkaway
437	L	Large wardrobe, 2 doors, drawer underneath	Main bedroom
438	L	cane work basket	Returned to donor 3/11/75
439	L	brown & blue marble washstand, c1920	returned to donor
440	L	Chest of drawers, 3 large, 2 small	Main bedroom
441	L	Long wooden chest, 1 drawer	Main bedroom
442	L	Double iron bedstead	Main bedroom
451	L	Kerosene lamp, glass, square, oval pattern on bowl	
453	L	Pearl scent bottle in case	Dining Room, no case
454	L	white enamel candlestick	returned to donor 2/76
457	L	leather Collar box, 4" high	Main Bedroom
461	L	2 white china bed pans, 1 smaller and without handle	1 Nursery
462	L	2 chamber pots, plain white china	1 Nursery
463	L	1 chamber pot, white embossed china	Main bedroom
490	L	Pair silver men's hair brushes in case initials "F.R."	Kitchen
491	L	Sewing basket, small, cane & raffia	Reading room
492	L	book "Everyday Doings" inscribed S.B. Rudduck 1886	Storeroom
493	L	book "Last Days of Pompeii" by G.H. Grey, 1898	Storeroom
505	L	Fur cape, very poor condition, brown, owned by Mrs Rudduck Senior	trunk on Landing
539	L	Wooden chest 1'10"x3'6"	
556	L	Bedroom chest of drawers, 2 small, 3 large, painted	Granny's Room
558	L	brass gong no striker	Kitchen
560	L	Iron child's cot	Nursery
561	L	corner type wardrobe with blue chintz curtain	Walkaway
567	L	Black velvet lady's hat, tricorn shape	
568	L	small picture made of silver paper, Dutch girl with dog	returned to donor
580	L	Large mirror on stand, painted	Nursery
582	L	Christening mug, silver, tall	
583	L	China mug, decorated with black cats	Nursery
585	L	China figure of boy holding headless doll	
591	L	bedroom jug & basin, tooth brush holder, blue & green, floral	Returned to donor 20/3/77
592	L	Gilt framed painting - snow scene with sheep, 3'1" x 2'3", damaged corner	
593	L	Small jug, 1'5" high, broken, "Princeps Paris" Preston	
594	L	Cloths brush with handle	
597	L	Childs high chair	
601	L	folding stretcher bed	Walkaway
609	L	picture of child with dog	returned to donor
610	L	picture of girls with dog	returned to donor
619	L	picture of girl sitting	returned to donor
620	L	picture called "Out of Reach"	returned to donor
624	L	picture, titled "Confidence"	returned to donor
625	L	Sea chest	Main Bedroom
628	L	brass jardineer	Returned to donor
629	L	black carved hall stand	Returned to donor 20/3/77
631	L	framed lithograph, black & white, "Nearly caught"	

633	L	picture "Girl with lamb"	Returned to donor 20/3/77
678	D/L	Painting on wood of a Dogs Head by E Harvey 1890	Granny's Room
827	L	Tall brass candlestick	Music room
831	L	Wooden tobacco jar	Dining room
898	L	Edwardian folding chair, fawn seat	Nursery
901	L	Black beaded apron	Main Bedroom
912	L	black Portable gramophone	Music room
916	L	framed picture "The First Audience"	returned to donor
917	L	framed picture "Galloping Horses"	returned to donor
918	L	framed picture "Woman with Black Hair"	returned to donor
919	L	framed picture "Cliff & Sea Scene"	returned to donor
922	L	large oval vase, raised pattern	returned to donor
931	L	wall plaque "St Peters, Rome"	Returned to donor 20/3/77
999	L	Cream separator with Attachments Black & Red, Vega F Made in Sweden	Cellar
1017	D	2 metal cans with holes in bottom 1 oval 1 round used for steamers	Kitchen
1120	L	coffee pot, cream jug, sugar basin, plated	returned to donor
1121	L	EPNS toast rack	Dining room
1131	L	Gilt overmantle	Music room
1140	L	Wooden folding chair upholstered in red Tapestry with green braid	
1152	L	soda syphon, double-barrelled, 19" high, glass covered in wire netting	
1153	L	painting "Reunited"	returned to donor ?
1154	L	bread board, painted snow scene	returned to donor
1155	L	framed picture "Curiosity"	returned to donor
1156	L	Carved frame photo of one of the Rudduck family	
1157	L	photograph of lady standing by a table, plaster of paris gilded frame	
1158	L	Young girl in large hat, silver frame with red velvet inset	
1159	L	gilt framed lithograph of snow scene with sheep	returned to donor
1160	L	large gilt framed lithograph of a ploughing scene	returned to donor
1161	L	Square cruet set, 3 glass containers only, all broken	Kitchen
1165	L	cutlery set in cabinet, 48 pieces	Returned to donor 20/3/77
1166	L	carved chair, Afghan folding chair	Returned to donor 20/3/77
1168	L	glass kerosene lamp, Dolphin design	Returned to donor 20/3/77
1169	L	kerosene lamp, painted floral design	Returned to donor 13/11/72
1170	L	carved hall table	Returned to donor 20/3/77
1171	L	dining table & 8 chairs	Returned to donor 20/3/77
1172	L	carved oval mantle	Returned to donor 1975
1182	D	book "Flour Dressing Machinery" 1892	
1186	L	wash stand with mirror and white marble top, top 11' x4'	
1190	D	Childs slate	Nursery
1191	D	Cupboard on legs cream 3'4" high 1'8"x 2'3" square	returned to donor
1192	D	Meat safe, Cream 3'6" high 3'x15" square	returned to donor
1193	D/L	Bread box, 15"square	
1197	L	pine kitchen table owned by the Maley family	Returned to donor 11/72
1209	D	2 gallon cream can made by "Harvey Shaw & Drake, Successor 'Monitor' cream can Melbourne. Also labelled "F Rudduck Geraldton & Watsonia Fremantle Full" brought from Victoria by Rudduck's in1932	Cellar
1264	L	framed picture "Off to the Honeymoon"	returned to donor
1348	D	3 bread tins 8" x 6.5"	
1349	D	White enamel billy with handle 5.5" high, 6" across	Cellar
A836		book "Nestletons Magna" signed F. Rudduck (20277)	Storeroom
n.n.		Large metal safe	Office

APPENDIX 4 MUSEUM ROOM LAYOUT

To Cramer Shed Community Hub building

