

Work in progress: notes for the move to Camden of library etc

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Why these notes?

These notes have been made in an effort to summarise the problems and suggest a way of attacking them.

There has been some bad communication, for which I accept blame.

This is an attempt to overcome these problems. Please spend some time with it, and decide what you want to do.

The overwhelming priority is to do the best we can to preserve the collection and see that it is well used. If I am on the wrong track, say so, and I will withdraw completely. My feelings and effort must not affect your judgement:

If there are some things that you agree that I can do, or assist with, tell me what they are, and I will work on them.

If you think that the ideas are basically good, let me go ahead and work on the whole program, with the co-operation of anyone from AAMB who will assist, and anyone from outside approved by the board or its nominees.

Even if the board is willing to give me a free hand, I would like to have Chris Matts as supervisor with right of veto of anything I want to do. Further, the task is so huge that we cannot achieve full success, only improvements on what would happen if we just moved the stuff to Camden and tried to sort it there.

It is important to note that no significance assessor can tell us to dispose of any items because they are not significant. If we believe that an item is significant, we should keep it, and any opinion expressed in the significance assessment only becomes relevant if we are seeking government grant funds for its storage, cataloguing, preservation or display.

Tour of the museum: size of the problem.

Not an exhaustive list, just indicative notes for a quick tour of the museum

- Museum itself: exhibits in cases, large, medium and small models.
- Shop has to be considered
- Computers and flight sim have to be considered
- Aircraft instruments are not included in the 'library' plans
- General Library etc.: There are about 112 cubic metres of book-type material in the collection, of which about 80 are the CASA collection, see below
- Library: many books not integrated: Jenner, AHS, Dean
- Australian collection on shelves, considered to be most important
- Most of the material has been packed but many new additions are not integrated in the collection
- Technical books on aircraft are not packed
- Wills collection in folders
- Models hanging from roof, also boxes of models
- Plans etc in plan cabinet
- Fiche readers, instruments, OHPs
- Chairs
- Computer monitors to be dumped
- 16mm films and projectors to be retained
- Compactus, Aero Club and Wills stuff including ephemera and log bok copies and also RAC archive
- Can compactus be repaired and used as secure storage
- Magazines collated and often packed, pretty comprehensive
- Bound Flight magazines (triplicates)
- As well as stuff between book bays note stuff on top of shelving
- Locked cupboard of valuable stuff
- Library annexe: some sets of magazines in here
- Lots of building stuff
- R Ae S material in cupboard
- Picture store: Wills photos, other albums, many unorganised
- Slides
- Compactus, can it be repaired and moved as secure storage
- Old Vernon office: computer stuff, problem caused when I chucked out stuff
- Instruments
- B1: rat infested, also leaks; some of the damaged stuff chucked out, rest being sorted
- Butler Air Transport stuff is in there somewhere
- Many other items of varying significance, most has not been used, some still to be found
- BASI, Air Safety Digest etc
- Enormously wide range of magazines and publicity material
- Collection of pictures
- Some ephemera here too
- B2: note supply of Compass earphones as sample of ephemera problem

- Magazines
- Instruments
- Boxes of models
- Folders (plenty of two-ring binders)
- Inflight magazines
- Model magazines
- Non-aviation old magazines
- Furniture and chairs
- Shelving has been counted in what we have
- C1: Roof leaks
- Casa stuff on left is all that has been assessed
- Hundreds of lever arch binders
- Two models of Boeings approx 2m long
- What else in the middle section?
- Partitioning blocking the entrance
- Note other partitioning material outside: decision needed on its use
- 53 cubic metres of CASA stuff, not assessed or listed, bottom layer sodden
- C2: 35 cubic metres of material, some sodden and irredeemable
- Urgent need to be cleaned out and salvaged
- Roof also needs checking
- Both containers have water problems and must be emptied and dried and have rooves repaired



Corner of library, plan cabinet right; all library is like this



Part of library, excellent model collection in poly box

Some basics

Scope of move

The move of minor items – eg not engines or aircraft – has been estimated at \$100,000.

This is presumed to include:

- *Items in display cabinets in main museum and admin block*
- *Library books, magazines, pictures, plans, small items*, shelving and furniture
- *Uniforms and related material*
- *Books, magazines and documents in storerooms and containers*
- Aircraft instruments
- Shop, fittings and stock
- Flight sim and computers throughout
- Furniture from lunch room, Trevor’s office, admin office and clerical area

The items in *italics* are suggested for the significance assessment and are the things that will occupy Chris, Tom, Perce and Alan in regard to the move.

Areas concerned with significance inspection items

(apart from the main display area)

- Library
- Library annexe: to left of library door
- Library picture store to right of library door
- Furthest storage room (B1)
- Next storage room (B2)
- Left-hand container (C1)
- Right-hand container (C2)

Disposal of items

Ideally we sell, or give to museums, items that we do not want. But we do not have the time or resources to spend much effort on chasing this, and our efforts so far have had minimal results. If people have given us stuff, often they do not want it, and if we also do not want it, it is unlikely that similar libraries will also want it.

Recommendation: we should set up, and publicise, a disposal area in which we put these things, and members and others can take what they want. After a few weeks it will be dumped.	Board comment:
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Suggested time schedule

The time until work is actually begun on the Camden building can be used for sorting and general preparation. If we can get the significance assessor appointed during this time that person should have an influence on what is suggested below, but it must be emphasised that the board has the final say on how things should proceed.

First priority: finding space

The main development recently is a suggestion from Kevin Snowball that we should get another container and, rather than chuck out magazines and similar items, put them into the new container and use them as handouts in Camden when we do our publicity there. This should be further discussed, but personally I am happy with this idea: it gives us more space, and logically it should be cheaper to move a packed container than lots of boxes, but it will involve more costs at this stage. Regardless, we could proceed as follows:

1. Clear out container 2 and fix leaks in both containers. This need not be a permanent job as long as it lasts till we get to Camden.
2. Put into watertight containers as soon as possible:
 - a. CASA stuff, except the books damaged beyond repair, and we should remove from this material that is about aircraft that have been built, maintained or used at Bankstown, things that are relevant to our collection (HS-748, Boeing 727 etc) and important books about aircraft widely used in Australia. This should be set aside to add to our collection of Australian material, proposed as our top priority (see page 12)
 - b. Stuff that is definitely significant that has already been catalogued and packed, such as the Flight bound copies. The assessor can assess these from a list of what is packed.
3. This will give us some space in which we can organize subcollections, get expert explanation of their contents in preparation for the assessor.

The key date for the move process is the actual start of work on the Camden building. We can assume that the move will be a minimum of three months from this date. We can try to get the assessment done about 6 weeks before the move and do final packing, dismantling of shelves etc in the last few weeks before the move.

We need constant dialogue with the building planning workers so that we can get some form of makeshift shelter within the new building to enable our main items to go on shelves and to have a work space and sorting area. This also involves discussion of dismantling / reassembling of the two compactus shelving units.

- Australian material should be emphasised. See collection policy notes on page 12.
- We need to be as organised as we can be, because we have the knowledge of what is in the collection, and our time at Camden with the present crew of workers is limited, so we need to have it as far as possible in a state where new volunteers can pick up the running of the collection as easily as possible
- Also the stuff needs to be organised so that we can get the significance assessment done. The way this can be done is seen in section
- The stuff should be packed in containers wherever possible
 - Most accessible should be stuff we can readily put on display

- Then the most widely used library sections should be ready to put on shelves. In the real world we are unlikely to get more than twice the number of shelves we now have, and we will be stretching our present resources to get them filled. We certainly have material of enough significance to fill twice as many shelves as we have now
- Material that is not often used can be put in the back of containers
- The 2 compactus units could be used for valuable small items and valuable books respectively, if they can be made secure
- A lot of the Wills collection should be digitised and put on the Internet, and we could try to find new helpers for this. See page 27

When work is actually begun on the Camden shed we will have three months at least before we will move, and we should count on only three months. During this time we can get our significance assessor to perform the assessment on whatever subcollections we can make available, and make observations on the remainder of the collection, using our lists of material.

We will need about \$2000 for incidental pre-move preparations, packing material etc, and this does not include costs for waterproofing the existing containers and dumping the rubbish or any costs associated with preparations for removal of shop, computers, instruments etc .

Some general information from the Canberra conference Oct 3 – Nov 1 2012:

Roslyn Russell

This lady is recognized internationally as an expert on significance (see <http://significanceinternational.com/>). She spoke to us on Tuesday, was the external assessor for the grant applications, and has written the major document on this matter: see <http://www.environment.gov.au/heritage/publications/significance2-0/>

I had a 20 minute talk with her in Canberra and these are the notes I took:

Our biggest problem is the sheer size of the collection. The collection needs to be prioritized so that the most significant items get the most attention and are the most likely to be displayed, or if not displayed, used for reference and research.

We urgently need a functioning collection policy. The best museums have a theme that underpins their collection. Basically, for us, we could focus on Bankstown matters, then Australian aircraft, etc (see notes on collection policy, page 12).

Although in this significance assessment we are not including the major objects (aircraft, engines etc) we should give preference in our collection to material related to these exhibits.

Re ephemera and memorabilia: the museum experts have a word for it: *realia*. Basically, we prioritise our material as per the collection policy and best practice is to keep two copies of items of which we have multiple copies. One copy is kept pristine, and the other can be handled, put on display etc.

We discussed the possible process of the assessment:

1. It would be impossible to conduct an assessment in the present state of the collection, as I described it.
2. The principle of making space, then organizing subcollections, then getting assessment done is a good one.
3. The idea of having experts to explain to the assessor the subcollections is almost essential in our case.

We discussed the matter of finding a suitable significance assessor.

1. Roslyn knew of Ian Debenham and said he would be ideal, but that she understood his refusal to do the task.
2. She said that she would approach some Sydney-based people, and describe our situation, and they could then contact us. (Also Museums and Galleries NSW is doing something similar). Under our circumstances a knowledge of library matters is more important than knowledge of aircraft, especially if we could provide the technical advice as above.
3. The person should be appointed as soon as convenient, but the actual assessment could be done, say six weeks out from the actual move, when the sorting and presentation of subcollections would be at its best.
4. It is indeed far more preferable to do the assessment work at Bankstown rather than at Camden.

I described several subcollections to her, and other points that emerged in our conversation include:

1. I described the Wills collection and she said that it was definitely significant, especially the material in the lever arch files. We discussed the idea of using it as a framework for other information, eg including other photos in the photo collection of aircraft arranged by VH order, and she was not convinced that this was a good idea.
2. I described the work done in integrating the RAAF photos with the folder material for the RAAF aircraft eg see <http://lockweb.com/first%20a%20series/aamb%20project/First%20a-series%20title%20page.htm> and she said that that was probably not a good idea. The collection should have been preserved as it was, then digitized and preserved in archival materials.
3. The draft sheet that I have circulated with criteria for the collection is suitable.
4. The provenance of an item is pretty important. An item from an interesting person, with that story preserved, has more value than one with no such background.
5. I discussed the various scrapbooks, photos and newspaper clipping collections that we have, and she strongly supported their retention, as being examples of individual effort and enthusiasm. This applies even if the actual content is no longer relevant, (for example the huge collection we have of sorted *Flight* articles, which we bought in about 2000, and which for practical purposes are useless now that we have *Flight* available online in searchable form.

Other bits of information

- It is very important that we articulate a theme for our museum, giving priority in collection and display to those items that are linked to our theme. We have got to have such a policy, even if only on paper to get more grants. A policy that I have previously used for this purpose is reprinted as an appendix, and I have started on another, see page 12, and needs comment, please
- I checked up on the availability of a list of items that I thought might not have been available in other collections, and all are in the NLA or related libraries. These include *Air Transport Statistics 1977-1988*, *DCA news*, *BASI*, *Air Safety Digest*, *Civil Aviation Report*, *Qantas the Australian Way*, *Panorama*, and *AOPA journal*. This does not mean that we should not retain them, but that their preservation need not have absolute priority, nor should we consider donating them to NLA.
- I discussed digitization, eg of the Wills files on individual aircraft, briefly with Roslyn and also at some length with Andrew Stawowczyk Long, recognized as a major expert in this field. I went to two lectures from him on Wednesday. With the rider that both of them wanted a far more elaborate process than what we had in mind, they agreed that material such as the Wills files on individual aircraft is worthy of digitization and being put on the Internet. I think we can go ahead, even with our limited resources, and can keep everyone reasonably happy. More on this on page 27!
- It might be worthwhile copying many pictures digitally, just photographing them with a good DSLR and putting them on the internet
- Both our shipping containers have water-damaged items, one to a relatively minor degree (probably bottom layer of cartons) and one to a major degree (probably at least a third of the contents have been completely sodden and then dried, and are simply blocks of paper fibres).
 - The blocks of paper fibres are not recoverable by any process short of thousands of dollars per item.
 - Books that have been water-damaged but are still usable should not have major resuscitation work done on them but if worthy of preservation should be kept in their damaged state.

(these last two items from Jennifer Lloyd, Preservation Manager, NLA)

People I have discussed this matter with and their responses.

Please note: Nothing binding has been discussed with any of these people.

Ian Debenham: gives advice unstintingly on matters related to museum 'theory' and on the best tactics for interaction with the various groups involved. He would be ideal as significance assessor (recommended by Roslyn Russel) but is too busy

Dr Jennifer Barrett, University of Sydney and Andrew Simpson, Director, Museum Studies Program. Macquarie University and Chiara O'Reilly of Macquarie have expressed interest in helping but need more detailed information

Rebecca Pinchin, and her deputy Einar Docker, Regional Services at PHM are ready help and Einar will visit to give advice as soon as I get approval from the board; a formal application has been made for their help but I believe this is no problem in obtaining their help for a few visits

Paul Wilson, acting chief archivist at PHM was essential in getting the submission for the CHG to a high standard and also will visit when we get a bit clearer on what we want done

Roslyn Russell mentioned above (page 10) will give phone advice, as will Nicola Mackay-Sim, curator of pictures and manuscripts, NLA,

Tamara Lafrencic, Museum and collections manager, Museums and Galleries NSW, and also Phoebe Wilson, who organised the VIM grant for the Mosquito project are ready to help find a significance assessor

Andrew Stawowczyk Long, NLA and library staff at PHM have advised on digitization of the Wills material

Jennifer Lloyd, Preservation manager, NLA – She told us about storage methods and, specifically in our case, treatment of ephemera

John Burke, whom I know personally, is associated with the QANTAS KSF museum and is checking to see if they would like any of our duplicate Qantas material

I have mentioned at NSW branch meetings of AHSA the probable need of people to assist the sorting and preliminary assessment of subcollections and have had positive responses from four people

The national AHSA body will circulate information for us over their website and mailouts, but I have not given them any material yet.

I need contacts in any TAFE courses that may have students that could do assignments in various fields related to the classification and sorting of material.

Basic principles – ie collection policy as applied in the present circumstances

We have always had a basic set of priorities, along these lines:

1. Bankstown history
2. Material about Australian-designed and built aircraft
3. Material about aviation in Australia
4. Other aviation material

Within each category, other factors may be important, as evaluated in the assessment procedure used by the South Australian Aviation Museum, for example aesthetic significance, historic significance, social / spiritual significance, science / research, rarity, condition, representativeness, and interpretative potential. An item that is unique in any one of these criteria may be seen as being highly significant.

A major criterion for deciding the priority of keeping an item and its method of storage is frequency of use.

<p>Recommendation:</p> <p>A collection policy needs to be formalised as a matter of some urgency.</p>	<p>Board comment:</p>
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Books

General collection

There are about 112 cubic metres of book-type material of which about 80 are the CASA collection.

Of the remainder, 9141 are books which have been entered on our main data file, and probably there are another 2000 books of excellent quality that are not entered on our files.

Of the 9141 books, about 1780 are Australian.

There are many magazines, and in the library itself we have typically one sorted copy of each major magazine from about 1930 to about 2005. This would be about 7 cubic metres, and perhaps a third of these are Australian. Other magazine-type material such as BASI, Air Safety Investigation, The Australian Way, is in storage, and excluding the many duplicates, triplicates and quadruplicates of more popular magazines, there would probably be another two cubic metres of these.

If we are going to give priority to Australian material as suggested on page 12, these could become the centrepiece of our Camden library.

Recommendation	Board comment
That the Australian material in our collections be packed, as far as possible, together, in the front of containers, and be given priority in the significance assessment and display at Camden	

This needs to be supplemented by general material on aircraft, notably such things as advanced books on aircraft such as the Putnam guides. General historical books and memoirs of overseas origin are often relevant to the Australian situation, and they need also to be sorted and included in books to be put on shelves as soon as possible.

Recommendation:	Board comment:
As far as time permits, non-Australian general aviation books – history, aircraft, memoirs, etc be sorted and prepared for early shelving.	

CASA material

This material consists of about 80 cubic metres of boxed books (about 2/3 of our collection), received from CASA in about March 2002. They have been stored in two containers. One container has had a water leak which has probably affected the bottom layer of material, and the other has had a major leak that has probably ruined about 10 cubic metres of material.

In 2004 Perce Lyell made a TDR (2004/573) of 246 of the items in these cartons, and this is the only cataloguing that has been done. Apparently no list of contents came from CASA, and in any case, the boxes of material are not numbered or otherwise catalogued.

The material in this sample included some wartime RAAF publications eg

RAAF publication 405 Instrument manual American radio equipment no 2- receivers
RAAF publication 478 Services manual for radio valves
RAAF publication 621 Instrument flying technique in weather

and many technical manuals for specific parts of specific aircraft, for example

Detroit dies Allison and commercial Turoshaft engine 2/81
Crane Hydro-aire division, overhaul manual disconnect shuttle valve 2
Crane Hydro-aire division, Boeing 737 wheel speed transducer assembly
Datron Systems inc, Rotary electric mechanical actuator, overhaul manual
Crane Hydro-aire division, Auto-brake control unit overhaul manual
Crane Hydro-aire division, Servo valve assembly 3
Crane Hydro-aire division, 4 stage skid control mod assembly overhaul manual
Crane Hydro-aire division, Douglas DC9 wheel and spoiler transducer overhaul manual

From inspection of random boxes I think that the majority of the material is of this latter kind, but there is no guarantee that there are not very important documents in the remaining 90+% of the collection, which, as far as I know, has not been properly checked over.

Under the criterion of keeping only items that are in use, there is a case for dumping the CASA material because it has not been used since its arrival in March 2002, but board members have told me that the material, even the technical manuals as listed above are important, and I have been convinced that the case for keeping it, in our circumstances, is strong:

- The material does not appear to be held elsewhere: a random check of 30 items from TDR 2004/573 indicates that only 3 are available elsewhere
- It certainly contains some wartime RAAF material which does not seem to be widely preserved (investigations proceeding re this!)
- Much of the material would be very useful for our TAFE and university students
- We do not know what is in the collection

Recommendation	Board comment
That the 'Australian' CASA material (Australian-produced, material about aircraft in our collection, important material about aircraft widely used in Australia) should be kept separate when the CASA material is sorted to remove material damaged beyond repair. This facilitates integration with the remainder of the Australian material.	

This idea is expanded further in the table on page 19.



C2 water damage



Front view of C1. The partitioning material on the right makes it difficult to see the large quantity of boxed CASA books at the back. The middle and rear section of the container has water damage to the bottom layers, and it is impossible to see all the items stored in the middle section.



Magazines in B2 being sorted

Disposal of saleable books and similar material

We have multiple copies of many books, notably among the large coffee table books that give general coverage of a wide range of aircraft.

I have spent some time researching the disposal of books surplus to our needs.

There is clear evidence that book sales are declining rapidly in favour of ebooks. There is also clear evidence that people are using the internet for reference in favour of looking in a book or encyclopaedia. Major bookshops (A&R, Borders) have gone out of business.

This is having a flow-on effect to the sales of second-hand books. The longer we put off selling our duplicate and triplicate copies of non-Australian, commonly available aircraft books, the less valuable they will become, and the harder it will be to sell them.

No-one at the museum has the time to put stuff on e-bay.

I have suggested that we try to find an existing e-bay merchant who would take our surplus saleable material, and sell it for us 'on consignment' for a percentage. Even if the salesperson got 50% of the profits we would be ahead.

Commented [TL1]:

Recommendation	Board comment
That we look for a salesperson to sell our surplus saleable books etc online	

Overview of suggested sorting

<p>Recommendation:</p> <p>We should sort the material before we go to Camden, because</p> <ul style="list-style-type: none">• We must get rid of the sodden material, which cannot be restored, and is decaying to the point of being a health hazard• if we do not do sort the material, it is likely that no-one will, and if the museum does not prosper the whole collection could be dumped <p>Suggested procedure:</p> <ul style="list-style-type: none">• <u>We acquire a third container, as suggested by Kevin Snowball.</u>• <u>We sort the material into categories:</u><ul style="list-style-type: none">○ <u>Australian-produced material</u>○ <u>Material about aircraft in our collection</u>○ <u>Important material about aircraft widely used in Australia</u>○ <u>Material of exceptional historical interest about other aircraft</u> <u>(these four categories should be integrated in our existing collection as soon as possible)</u>○ <u>Minor technical documents</u> <u>(These should be simply reboxed and put into the back of a waterproof container, so that they will be preserved and brought into use if needed in the future)</u>• <u>This may involve the employment of a few days of labourers to deal with the boxes in Container 1.</u> The boxes can be brought individually to a table where they can be assessed and sorted by people with appropriate knowledge. <p>We also have to consider the fact that we need to be able to set up a reasonable display at Camden as soon as possible.</p> <p>Stuff that is relatively insignificant, of low display value, can be put in the end of containers as soon as possible, to make space. After that we can pack the more significant stuff that is already organized, such as the big, complete, magazine collections. I think that we should concentrate on the Australian aspects of the collection and that this should be sorted best and packed last. It is this that will be the most important part of our collection.</p> <p>This is a very complex situation, and needs a lot of discussion. The above is just a start.</p>	<p>Board comment: (especially needed re <u>underlined</u> material)</p>
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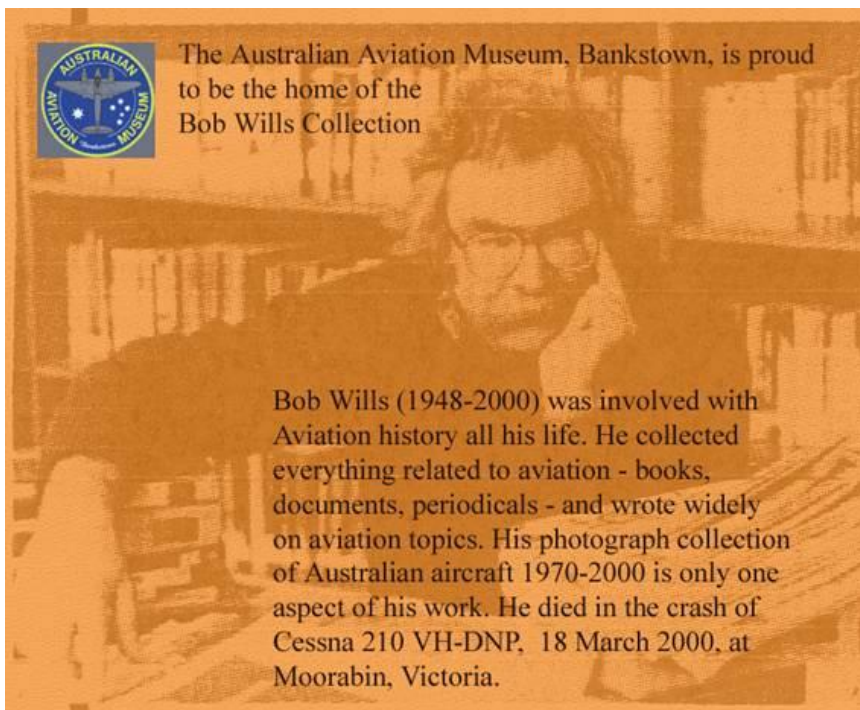
Subcollections: General comments

The collection is not homogenous. There are several types of subcollections, and many of these contain material of considerable significance. For example:

- Collections of model aircraft, large pictures (mostly framed or mounted), photographs and slides, ephemera, aircraft instruments, small historical relics, charts, plans and diagrams
- Archives on various topics, eg Wills collections of information on individual service and civilian aircraft, Wills collection of photocopied log books,
- Magazines
- Specialist book collections, eg training documents, navigation material, childrens books,

Several collections are well displayed in the museum itself, and may be simply assessed as part of the significance process and sent to Camden, going straight to a display area. These include

1. Flying model aircraft in display case
2. Woman aviators and auxiliary services (and others)



Some subcollections:

Model aircraft

Indicative contents:

1. The models on display in the main museum: Drover, Empire flying boat, a number of 1/32 and 1/20 scale models and some in display cases, including the Wright Flyer and the Mosquito in Perspex cases
2. The models hanging from the ceiling in the library
3. Other models of historic significance eg recogniton models used in World War II
4. Two collections made by individuals – Arthur Mesure collection in the library vestibule and anther major collection in three large polypropylene boxes
5. Several boxes of models in the library
6. About a cubic metre of boxed models in B2
7. A considerable number of unmade model kits, some of historical interest
8. Two large-scale models of Boeing airliners in C1, condition not known
9. Certainly others will be found during the cleanout process

Suggested treatment:

<p>Draft of action suggested:</p> <ul style="list-style-type: none"> • Continue to collect all models • Get Dave Hill to be the chief sorter, groups as per the following indicative criteria: <ol style="list-style-type: none"> 1. <u>Prepare for exhibition: Well-made models of aircraft with significant Australian connections, or of high historical significance; most of the large-scale models eg Drover, Empire Flying Boat</u> 2. <u>Store as unique or rare archive or reserve exhibit: Mesure and other major individual collections, well-made models of individually identifiable aircraft, wartime and other official aircraft recognition models,, models with significant provenance eg famous maker</u> 3. <u>Store for possible future use: reasonably well-made models; these could be grouped, for example, by country of origin</u> 4. <u>Dispose of by sale, exchange, gift or dump: duplicates of those in category 3; badly made models with no special identity</u> 5. <u>Dump: broken models, badly made, insignificant, no provenance</u> 	<p>Board comment:</p>
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Framed pictures

Indicative contents:

1. The large Mosquito painting in the shop
2. Large pictures eg of Bankstown and of the Junkers in various places
3. Framed documents of various kinds
4. Training charts
5. About half a cubic metre of assorted framed pictures
6. Rolled posters, some with multiple copies

Suggested treatment:	Board comment
<p><u>Juanita Frantzi has offered to give an opinion on our collection, and when we have collected all the relevant pictures from all areas, could sort them into the categories suggested below, on the basis of agreed criteria along the lines of the assessment sheet on page 31</u>Error! Bookmark not defined., and be available to brief the significance assessor.</p> <p>Tentative guidance to her could be as follows (Australian material taking priority!)</p> <ol style="list-style-type: none">1. Prioritise for exhibition: Large attractive pictures associated with the collection or local history, or of considerable aesthetic quality that would be put into a display as soon as conditions permit2. Store as unique or rare archive or reserve exhibit: Pictures of good qualities that would not be immediately displayed because of lack of wall space or unprepared area3. Store for possible future use: Pictures in reasonable condition that posters; probably according to the ephemera policy as outlined on page 274. Digitise without keeping copies: any pictures of some individual significance or rarity but not of sufficient aesthetic or other quality to warrant preservation5. Dispose of by sale, exchange, gift or dump: pictures of no special significance or rarity that are not in good condition6. Dump <p><u>Note: it has been suggested that we keep the frames of pictures that are damaged, faded, etc. But it may be better to store most of the pictures of medium significance as pictures only, not in frames, and to just keep some frames. Framed pictures are hard to store, hard to access, and fragile. We do not have wall space to hang many pictures. We can use the picture file trolley we have for the unframed large pictures we retain.</u></p>	

Small photographs and slides (maximum size A4, unframed)

Indicative contents:

1. The Wills collection. The principal features of this are
 - a. At least 20,000 6"x4" photographs of civil aircraft taken between 1968 and 2001 of aircraft in Australia, arranged in filing cabinets in order of registration letters, each of good quality (usually ¾ front views) with details of the time and place of the photograph written on the back. (picture at right).
These are supplemented by 26 foolscap 2-ring binders, with corresponding sheets on each aircraft detailing ownership and related matters, including any newspaper advertisements or stories about the aircraft.
 - b. Approximately 1000 similar pictures of Australian military aircraft, most from copies and not of as good a quality as the civil aircraft. These have been integrated in the corresponding folders of military aircraft.
 - c. Quantities of slides, again usually well labelled, of civil aircraft and colour negative strips (not labelled). Many are badly affected by fading and colour change.
 - d. Some hundreds of miscellaneous photos, usually labelled with date and place.
2. Numerous other photos from many other donors, taken in Australia and overseas
 - a. Some are of good quality and are labelled with date and place
 - b. Some are of good quality and are preserved in photo albums, not labelled and often the albums are not of good quality and are subjecting the photographs to chemical change
 - c. Some are unlabelled, not in albums, not of good quality
 - d. There are many 35mm slides, many of which are suffering from dye deterioration and many of them are unlabelled
3. Historical photos in filing cabinets in the office, collected by Chris Matts. Many concern the development of Bankstown airfield and are of great interest and rarity. They must be preserved, as is. Some are prints from the Bankstown historical collection held at Bankstown library, and some of these have been laminated and in these cases it would be good to get better copies. In this area are also wartime photos of smaller size, often of considerable interest, but not of good original quality. See lockoweb.com for the 24 squadron .pps of some of these.
4. Miscellaneous photos, not sorted
5. Postcards and similar pictures



<p>Suggested treatment:</p> <p>Draft of action suggested:</p> <ol style="list-style-type: none"> 1. Prepare for ready use – secured storage, but accessible: the Wills collection and the historical photos in library filing cabinets and any other well-organised material 2. Store as unique or rare archive or reserve exhibit: any or slides photos with original VH numbers visible, old material that is not classified or sorted, anything of Bankstown development 3. Store for possible future use: any Australian photos with time and date, overseas photos only if exceptional, part of a collection that is interesting as an example of collections 4. Dispose of by sale, exchange, gift or dump: any that cannot be fitted in above criteria; it is hard to believe that they will be eagerly sort so most will be dumped 5. Dump poor quality unlabelled pictures and slides not included above <p>Colour negatives can be dumped unless clearly labelled because prints can easily be made from prints or slides</p>	<p>Board comment:</p>
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Small items of historical significance

Indicative contents:

Books, documents and specially important memorabilia. Many are on display in the museum and many more are stored in the locked cupboard in the library. A special listing is kept of these items. The cupboard is crammed and the items are not sorted.

<p>Suggested treatment: Remove the books to a separate collection of especially significant books. If a compactus can be made secure, the other items, plus any other similar items that emerge, plus any items on display can be packed in a compactus, locked, and not unlocked until a display is being prepared at Camden. (this assumes that the compactus shelving can be carried as a unit). Chris Matts is the person most familiar with these, and can prepare to explain them to a significance assessor.</p>	<p>Board commentL</p>
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Aircraft plans, maintenance charts etc (large size)

Indicative contents:

1. Original working drawings for the Fawcett 120. This collection is almost complete and well illustrates the process of design and manufacture of a prototype in pre CAD/CAM times.
2. Single working drawings, maintenance charts, cutaway drawings and related material. Mainly these are in a plan filing cabinet in the library.
3. About 1 cubic metre in total

<p>Suggested treatment: Draft of action suggested: <u>Alan Campbell, AAMB member with considerable technical experience has agreed, if asked, to examine these documents, list them and assist the significance assessor in the assessment.</u> <u>In the process he would isolate documents of exhibition quality and identify those of high quality according to the assessment criteria that deserved special attention. Australian material should take priority.</u> <u>Storage and presentation of the Fawcett documents needs also to be addressed.</u></p>	<p>Board comment:</p>
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Uniforms, rank insignia, decorations

Indicative contents:

Uniforms etc on display in the museum itself; other material stored in the library

Suggested treatment: Draft of action suggested: 1. List all uniforms 2. Collect those not on display in one spot 3. Summarise for significance assessor	Board comment:
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Small archives

Within the total collection of books and documents, there are many small collections of archival material.

These include:

1. Royal Aero Club collection, including membership records and minute books from its whole history 1926-1990. Also, separately are many examples of its published newsletters and journals
2. Butler Air Transport: many everyday documents from its early years, 1046 to about 1965. This has never been fully examined.
3. Documents and memorabilia from Nancy Bird, patron of the museum
4. Papers and memorabilia from Harry Purvis, pioneer airman
5. Records from the Aviation Historical Society of Australia
6. Videotapes and other documents from Hawker de Havilland, 1970
7. Documents, plans and photographs of the early development of Bankstown airfield
8. Records of individual RAAF aircraft 1915-2001(Wills Collection)
9. Records of individual civilian aircraft 1915-2001(Wills Collection)
10. Copies of significant RAAF logoboks (Wills Collection) (see <http://lockoweb.com/Wills%20collection.htm>)
11. Newspaper obituaries and biographies of noted Australian aviators (Wills Collection)
12. Children's books (Wills Collection)

There are many similar groups of material.

Recommendation As the tidying up and packing process proceeds, a high priority will be given to locating and isolating subcollections of the type listed. They can then be examined – if necessary by an 'outside' volunteer to be approved by the board – and a report prepared for the significance assessor	Board comment:
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Ephemera

Re ephemera and mass-produced memorabilia: the museum experts have a word for it: *realia*. The NLA people suggested that, in cases where we have numerous copies of an item, we should keep only two copies. One copy is kept pristine, and the other can be handled, put on display etc.

We probably have about 2 cubic metres of this material. We will be hard pressed to find the time to list, group and classify our ephemera, and to appropriately preserve and record these two copies.

Some items may be suitable to be sold in the shop, but others should be given away or dumped.

There are probably thousands of ex-Compass earphones. We have them because they were passed in at the Compass liquidation auction. I would suggest that we keep two packets only.

Suggestion: we try to find a person who collects aircraft ephemera, and get them to sort our collection. We can then 'pay' them by letting them have copies of items apart from the two we retain.	Board comment"
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Digitisation of Wills material

See sample on <http://lockoweb.com/first%20a%20series/aamb%20project/index.htm> : very primitive, done without software that can make searchable.pdfs

The colour photocopier at AAMB is capable of being made into a scanner for making searchable .pdfs by use of an internet connection, which we now have. Possibly we can get some people to scan this material here.

Also I have informally approached the PHM staff at lower levels (volunteer co-ordinators) and there is a possibility that I can get work experience high school students to do some of this work at PHM over the Christmas holidays.

This information is in the form of newspaper clippings, sometimes in photocopy form, stuck on to foolscap paper. The quality of the photocopying etc of the originals is also not good, but the material is ideal for internet researchers and could be done to the standard of the online sample referred to above. To be done

- The second A-series of RAAF aircraft: 12 folders
- Civil aircraft 1965-2000: 27 folders
- Airmen autobiographies: 3 folders

Suggestion Proceed with investigating this and do what we can	Board comment
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Non-book materials: some examples

Chairs

Suggestion: select the 10 best chairs and put the rest in the disposal area. We are not likely to get a large reading area going in the reasonable future, and the remaining chairs are pretty crummy.

Fiche readers

There are five microfiche readers for a very limited collection of media. We could keep a maximum of two, with as many spare globes as we can find from the rest.

Projector screens

There are at least 3. We should keep the best one. There are also some overhead projectors, to be examined and kept if working

The 16mm projectors should be retained.

Establishment of a disposal area

As we put out things that will be difficult to sell, such as surplus chairs, projector screens, for example, we should establish a holding area where AAMB members can take anything they can use. If not taken within a few weeks we can then dump them.

Recommendation	Board comment
That we nominate a disposal area where people can go through stuff to be dumped and take what they can use	

Publicising the move

Suggestions:

Send out bulletin to all addresses we have regarding the process as soon as possible. (already agreed to by board)

Make news releases for newspapers here and in Camden.

Try to contact community groups in Camden to build up interest in becoming volunteers

Build up a list of donors to the library so that their names can be engraved on a plaque. Indicative quote from Merit Awards, Punchbowl about \$320

Bulletin draft

First section: Statement from the board re move in general. I can do layout as soon as this is done.

Second section: re the move of the library.

We believe that our aircraft book, document, small model and artifact collection is the most comprehensive in Australia,

This is entirely due to our generous donors. We have always welcomed donations, and we actually have the staggering total of 112 cubic metres of such material!

In the library we have shelving for only about twenty cubic metres, so you can see that we have a big problem.

First of all we need to acknowledge all our donors. We plan to have, in our new space at Camden, a list of all donors of the time at Bankstown, on a professionally-produced display board.

This is not as easy as it might seem. There have been hundreds of donors. Chris Matts and his helpers have endeavoured to record all donations on Deposit Register forms, which record the fact that the donors have passed the ownership of the material to the museum. This list is certainly at least 98% accurate, but occasionally there might be a spelling error or an error in title, for example using Mrs when it should be Ms or Miss.

Tom Lockley hopes to circulate a final copy of this plaque to all donors when we actually move to Camden, but in the meantime the work in progress can be seen on &&&.and Tom would appreciate corrections, additions and amendments.

Then we need to rationalize our collection. If we have multiple copies of an item that is not rare, we will endeavour to swap the surplus items with another museum, or sell them and use the proceeds for our museum or dispose of it in other ways. Further details can be seen on \$\$\$.

We need helpers: we need people who can sort items, pack them, even dust and clean them. We are trying to digitize a lot of our specialized material, and we need people who can do some photocopying / scanning on our office colour photocopier. This is not a complicated task, and we can teach anyone to do it within a few minutes. If you can help, see Chris Matts at the library on Wednesdays, or email tomlockley@gmail.com .

Next section: news from the museum, eg A-26, Turbulent.:

Also to include: membership renewal / application for membership

Email and bulletin board publicity

I would like to establish a list of people interested in the move and email them when we have news of what is happening. This might encourage people to offer help.

Also I could put up news, as it happens , on Lockoweb.com and Trevor could put it on the AAMB site. We really need a Facebook page and some Twitter, but I have irrational prejudices against them!

Appendices

Appendix 1: Significance assessment form

This form may be useful to summarise ideas on the significance of a particular item or even a subcollection and may be used by the 'expert' who is preparing a summary of a particular field.

Item or subcollection: _____

Subject	Aesthetic significance	Historic significance	Social / spiritual significance	Science / research	Rarity	Condition	Representativeness	Interpretative potential	Significance
Bankstown	1	1	1	1	1	1	1	1	National
Local	2	2	2	2	2	2	2	2	State
Australian	3	3	3	3	3	3	3	3	Local
Overseas with Australian implications	4	4	4	4	4	4	4	4	
Overseas	5	5	5	5	5	5	5	5	

↑ Less significant more significant

Comments:

Appendix 2. INTERIM COLLECTION AND PRESERVATION POLICY 2011

(This is what was submitted as our collection and preservation policy for grant applications over the past few years and bits may be useful to put in any new policy)

This policy was developed by Trevor Dean, (Curator), Judy Rainsford (Education Director), Chris Matts (Librarian) and Tom Lockley (IT representative) during 2005 and revised 2011.

Background:

1. The museum has been active since February 1994 and has limited resources. All workers are voluntary.
2. There is a shortage of display and storage space.
3. However there is an urgent need to preserve items at this stage:
 - a. Valuable equipment is literally decaying in the open
 - b. Many pioneer airmen and women are now old and we need as a matter of urgency to preserve their memories and historical items.
4. We need to also consider the planned move to Camden airport made necessary by the current re-development of the Bankstown airport. Major displays need to be organised so that the move can proceed efficiently, and so that the displays can be efficiently moved and effectively presented at the new site.
5. We are having difficulty locating important documents, particularly those related directly to displays of aircraft and significant items. A computerised retrieval system for original documents is needed to complement the Vernon database which only lists discrete items by title and source.

Collection policy.

1. We will continue to solicit and accept donations of all types for the museum.
2. We will give priority to items in the following categories:
 - a. Items associated with the development and history of Bankstown airport. This includes
 - i. Material related to aircraft production and maintenance at Bankstown
 - ii. Material related to pre-war, wartime and post-war use of the airfield
 - iii. Personal reminiscences, pictures and memorabilia.
 - b. Aircraft: Rare and significant aircraft, illustrating stages of development in design and engineering techniques.
 - c. Artefacts: The collection of significant items from the pre 1970 period will be continued, with an emphasis on items connected with Bankstown airport and factories. Wherever possible items will be held in shipping storage containers with valuable items in the rear of the library area.
 - d. Documents regarding aircraft, flying history and aviators will continue to be sought with an emphasis on 'one off' or rare items; items of lesser importance will continue to be stored in shipping storage containers but efforts will be made to obtain fireproof and dustproof cabinets for such items as the Lester Brain and Arthur Butler document collections.

Preservation policy.

1. For the next few years, until the museum is moved to Camden, the emphasis will be on storage and cataloguing. Display will take second place for this period. This decision is taken with reluctance, but the main need is a 'rescue archaeology' operation:
 - a. Many pioneer aviators, including world war II veterans, are reaching the end of their lives and we need to collect their oral histories and memorabilia.
 - b. Time is also running out for the preservation of artefacts and material, particularly of the immediate post World War II period.
2. The volume of documents is such that important items are hard to find. We do not have the resources to catalogue adequately the paper documents. Therefore we will supplement our storage and our accessibility by initiating a digital system.
3. Security of the outside area has been improved and further measures will be taken as possible in co-operation with Bankstown Airport Authority.
4. For large exhibits the emphasis will be on preparing the exhibits for efficient relocation.