



USEFUL WEBSITES FOR VICTORIAN MUSEUMS AND GALLERIES

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This is a listing of Australian websites which provide useful information for Victorian museums, including galleries, and incorporates the MAP reference sheet *Essential Resources*. Essential Resources are recommended basic text books and are asterisked.

The websites have been sorted into topics and listed alphabetically; *Information Resources – General* lists the websites of organisations that provide a range of useful information resources.

The topics covered are

- Aboriginal Collections
- Access for all abilities
- Collection Management
- Conservation, Digitisation
- Exhibitions and other Interpretation
- Funding, Information resources – general
- Legal issues, Management, Marketing
- Oral History
- Safety
- Sustainability
- Training
- Visitor Research.

ORGANISATION/DOCUMENT	WHERE TO FIND IT
ABORIGINAL COLLECTIONS	
Aboriginal Affairs Victoria (AAV) Collections of Aboriginal items of cultural heritage significance to Victorian Aboriginal people must be registered with AAV – exceptions are items made for sale, and items held by Museum Victoria and Aboriginal Keeping Places. AAV will visit and register the collection and may be able to provide information on which material is likely to be from Victoria. AAV can also assist museums to make contact with local Recognised Aboriginal groups.	http://www.aboriginalaffairs.vic.gov.au/web7/aavmain.nsf/headingpagesdisplay/aboriginal+cultural+heritage
Koorie Heritage Trust The Curators at the Koorie Heritage Trust may be able to provide information about small numbers of images of Indigenous objects in your collection.	http://www.koorieheritagetrust.com

<p>Museum Victoria The Discovery Centre at Museum Victoria provides an object identifying service. They may be able to provide information about small numbers of images of Indigenous objects or other objects in your collection.</p>	<p>discoverycentre@museum.vic.gov.au</p>
<p><i>Taking the time: Museums and galleries, cultural protocols and communities</i> Museums Australia Inc., Qld, 1998 Chapter 3, Indigenous Ways, discusses consulting with Aboriginal and Torres Islander communities.</p>	<p>http://www.collectionsaustralia.net/sector_info_item/17</p>
<p>Museums Australia (Victoria) Information sheets relating to Aboriginal Collection Items</p> <p>This information sheet explains aspects of the Aboriginal Heritage Act 2006 and provides answers to frequently asked questions about Aboriginal collection items in museums.</p> <p>The information sheet provides sources of information to assist Victorian museums meet their legal and ethical obligations, meet recognised museum standards, and to make Aboriginal cultural heritage and history more accessible to Aboriginal communities and the wider population.</p>	<p>MA (Vic)Info Sheet 16</p> <p>http://www.mavic.asn.au/resources</p> <p>MA (Vic) Info Sheet 17</p> <p>http://www.mavic.asn.au/resources</p>
ACCESS FOR ALL ABILITIES	
<p>Arts Access Victoria The website has a links page to resources about museum accessibility, and also provides general information on accessibility eg about making text easy to read. Contact people for questions about access issues are provided.</p>	<p>http://artsaccess.com.au/accessing-the-arts/audience-industry-development/resources/access-checklists/</p>
<p>Accessible Arts Exhibition Design Checklist This is a NSW organisation, they have a checklist on making exhibitions accessible for people of all abilities.</p>	<p>http://aarts.net.au/uploads/Exhibition_Design.pdf</p>
COLLECTION MANAGEMENT	
<p><i>Cataloging Guidelines for Historical Societies</i> Blog by Vicki Court. A practical guide to cataloguing software for Victorian historical societies and small museums.</p>	<p>http://hscatguide.blogspot.com/</p>
<p><i>Collection Management Systems</i> The section of the Collections Australia Network (CAN) website provides information and links relating to choosing a computer based collection management system.</p>	<p>http://www.collectionsaustralia.net/sector_info_item/7</p>

<p>Museums And Galleries NSW A series of fact sheets on collection management including a Collection Policy Template, with notes on Rethinking the Collection, also guides on numbering, Collection Management Manual etc.</p>	<p>http://mgnsw.org.au/resources/collection_management/</p>
<p>Museums Australia (Victoria) Collection Policy Template. Simple template for a basic Collection Policy</p>	<p>http://www.mavic.asn.au/resources</p>
<p>*Significance – A Guide to Assessing the Significance of Cultural Heritage Objects and Collections, Heritage Collections Council, 2001. Significance is a crucial issue for collection management, and also exhibitions, public programs and other interpretation projects. Significance 2 is an updated and expanded accompaniment to the first edition.</p>	<p>http://www.collectionsaustralia.net/sector_info/ http://www.environment.gov.au/heritage/publications/significance2-0/index.html</p>
<p>Victorian Collections This is the website for a free online collection database for basic collection information, managed by Museums Australia (Victoria) in partnership with Museum Victoria.</p>	<p>http://www.victoriancollections.net.au/</p>
CONSERVATION	
<p>Australian Institute for the Conservation of Cultural Material (AICCM) Includes a list of conservators and information on how to hire a conservator.</p>	<p>http://www.aiccm.org.au</p>
<p>The Burra Charter (The Australia ICOMOS charter for places of cultural significance) The <i>Burra Charter</i> is the definitive document on conservation principles for heritage places. It is accessible on this National Trust Website;</p>	<p>http://www.nationaltrust.com.au/burra_charter.html</p>
<p>Caring for Heritage Collections Online Learning Program The Centre for Cultural Materials Conservation. An excellent online course on conservation, in short sections, with photos of how to do things. CCMC also provide expert conservation services.</p>	<p>http://www.culturalconservation.unimelb.edu.au/courses/</p>
<p>Museums Australia (Victoria) A guide to commissioning a Preventive Conservation Plan, and info sheets on conservation issues, are available on the website.</p>	<p>http://www.mavic.asn.au/resources</p>
<p>National Film and Sound Archive Information sheets on care of audiovisual material, including DVDs, film, video and photographs.</p>	<p>http://www.nfsa.gov.au/preservation/care_audiovisual/index.html</p>

<p><i>Preserving Australia's Documentary Heritage, a starter kit for community groups</i> National Library of Australia This Kit is an excellent short guide to caring for archives, much of it relevant for other collection areas, which includes factsheets, checklists and pro formas.</p>	<p>http://www.nla.gov.au/services/comgroups.html</p>
<p><i>*ReCollections – Caring for Collections across Australia</i>, Heritage Collections Council, 1998. The 'bible' of conserving collection items, with chapters on a variety of materials, eg paper, textiles etc. Quite a long document but can be downloaded for free and bound into folders.</p>	<p>http://www.collectionsaustralia.net/sector_info/</p>
<p>State Library of Victoria The State Library of Victoria offer a paper conservation advice service, by telephone or email.</p> <p>The website also has downloadable guides on care of paper items including documents, photos, books and newspapers and practical information sheets eg dealing with mould.</p>	<p>Tel: +61 3 8664 7359 Toll-free 1800 999 735 Email: charlott@slv.vic.gov.au</p> <p>http://www.slv.vic.gov.au/services/conservation-advice</p>
DIGITISATION	
<p><i>Capture Your Collections, a digitisation course for regional and remote museums and galleries</i>, Canadian Heritage Information Network and Australian Museums on Line and Heritage Collections Council, 2001.</p>	<p>http://hosting.collectionsaustralia.net/capture/course/welcome.html</p>
<p><i>Better Practice Checklist - 18. Digitisation of Records</i> Australian Government, Department of Finance and De-regulation.</p>	<p>http://www.finance.gov.au/e-government/better-practice-and-collaboration/better-practice-checklists/digitisation.html</p>
<p><i>Image Digitisation of Local History Collections Victorian Public Libraries</i> Swinburne University/State Library of Victoria. Good practical information</p>	<p>http://www.libraries.vic.gov.au/downloads/Victorias_Virtual_Library_Digital_Collection/manual.htm</p>
EXHIBITIONS AND INTERPRETATION	
<p><i>* Exhibitions: a practical guide for small museums and galleries</i>, Georgia Rouette, MA (Vic) 2007 Practical handbook</p> <p>Templates and pro formas e.g. sample loans form from the book can be downloaded separately.</p>	<p>PDF available for purchase \$10 MA members/\$20 non members</p> <p>http://www.mavic.asn.au/exhibitions_book</p>

<p>Interpretation Australia Books for sale and list of consultants for interpretation projects</p>	<p>http://www.interpretationaustralia.asn.au/</p>
<p><i>Interpreting Heritage Places and Items Guidelines</i> Heritage Council of NSW 2005</p>	<p>http://www.heritage.nsw.gov.au/docs/info_interpreting.pdf</p>
<p>National Trust of Western Australia Downloadable guidelines for heritage interpretation <i>Sharing Our Story</i> (2007), can also order a copy for \$10. Useful guide for writing an Interpretation Plan.</p>	<p>http://www.ntwa.com.au</p>
<p><i>Museums Australia, (Victoria) Interpretation Policy template</i></p>	<p>http://www.mavic.asn.au/resources</p>
<p><i>Thematic Interpretation Planning Manual</i> Tourism Tasmania 2005</p>	<p>http://www.tourismtasmania.com.au/_data/assets/pdf_file/0018/35109/interpretation_manual.pdf</p>
<p><i>Writing Text and Labels</i> Linda Kelly, Australian museum “An overview of visitor behaviour, exhibition and text development based on a literature review. Useful guidelines for writing text and labels, and a reference list are also included. “</p>	<p>http://australianmuseum.net.au/Writing-Text-and-Labels</p>
<p><i>‘Interpreting Collections’</i> Kylie Winkworth, chapter of <i>Significant Events</i>, downloadable from CAN a good introduction to bringing out the meaning of collections,</p>	<p>http://www.collectionsaustralia.net/sector_info_item/15</p>
<p>FUNDING</p>	
<p>Note – the Heritage Victoria publication, <i>Guide to Grants and Assistance for Heritage Conservation in Victoria</i>, see below, lists the main government grants available for the heritage sector. Arts Victoria and the Australia Council are the main funding sources for galleries. Further general funding sources are listed below.</p>	
<p>Bequests and other donations are important possible sources of donations. In order to be able to offer donors a tax deduction on donations, a museum needs to apply for listing on the Register of Cultural Organisation and then apply to the Australian Tax Office to become a Deductible Gift Recipient.</p>	<p>http://www.ato.gov.au/nonprofit/content.asp?doc=/content/30661.htm</p> <p>http://www.ato.gov.au/nonprofit/pathway.asp?pc=001/004/006&mfp=001/004&mnu=1274#001_004_006</p>

<p>Heritage Victoria 2009 handbook on funding for heritage organisations in Victoria; <i>Guide to Grants and Assistance for Heritage Conservation in Victoria</i>.</p> <p><i>Victoria's Heritage Grants</i> Grants for Significance Assessments, Interpretation projects, Collection Management, and some conservation projects.</p>	<p>http://www.heritage.vic.gov.au/admin/file/content2/c7/DSE_Heritage_Funding_Guide_Jan_09.pdf</p> <p>http://www.heritage.vic.gov.au/Funding/Heritage-Grants.aspx</p>
<p>Grants@dpcd The Victorian Department of Planning and Community Development offer grants that may be of interest to Victorian museums</p>	<p>http://www.grants.dvc.vic.gov.au/</p>
<p>National Library of Australia (NLA) The NLA Community History Grants fund community groups with collections of national significance to engage a consultant to undertake a Significance Assessment or Preservation Needs Survey. The assessors report is available on the website, which provides comments on what mistakes people made in their applications last year and tips on applying.</p>	<p>http://www.nla.gov.au/services/comgroups.html</p>
<p>Our Community Some general information on fundraising is available for free on the website, eg. 10 top tips for fundraising. A range of useful publications are available for a fee, eg the <i>Easy Grants</i> Newsletter costs \$55 by email or \$110 posted, for 12 Monthly Editions. <i>Easy Grants</i> lists government grants and philanthropic opportunities.</p>	<p>http://www.ourcommunity.com.au/general/general_article.jsp?articleId=1920</p>
<p>Helen Macpherson Smith Trust</p>	<p>http://hmstrust.org.au/</p>
<p>Gordon Darling Foundation</p>	<p>gdarling@vic.bigpond.net.au</p>
<p>Harold Mitchell Foundation</p>	<p>http://www.haroldmitchellfoundation.com.au/</p>
<p>Ian Potter Foundation Grants</p>	<p>http://www.ianpotter.org.au</p>
<p>Myer Foundation</p>	<p>http://www.myerfoundation.org.au/</p>
<p>INFORMATION RESOURCES - GENERAL MUSEUM PRACTICE</p>	
<p>Heritage Victoria listing of Community Resources List of useful websites for the Heritage sector</p>	<p>http://www.heritage.vic.gov.au/Funding/Community-Resources.aspx</p>
<p>Museum 3.0 Museum 3.0: an online network for those interested in the future of cultural institutions.</p>	<p>http://museum30.ning.com/</p>

<p>Museums And Galleries NSW Fact sheets and other practical information resources for museums and galleries. Includes information on succession planning and housekeeping for museums.</p>	<p>http://www.mgnsw.org.au</p>
<p>Museums Australia (National Office) Museums Australia publications can be ordered by the public by downloading an order form. If you are a member you can access information sheets, and join a Special Interest Group that relates to your museum's speciality. Museums Australia membership information and application forms are downloadable from the website.</p>	<p>http://www.museumsofaustralia.org.au/site/resources.php</p>
<p>Museums & Galleries Services Queensland (MAGSQ) Information resources including training notes from workshops on museum practice.</p>	<p>http://www.magsq.com.au/01_cms/details.asp?ID=6</p>
<p>Museums Australia (Victoria) The annual training and event program is available online, as well as information about grants and the Museum Accreditation Program (MAP). MA members receive the <i>Insite</i> magazine and a weekly email bulletin about events, grants, etc. A series of info sheets and templates (eg Forward Plan template) are available on the website.</p>	<p>http://www.mavic.asn.au</p>
<p>*Museum Methods: A Practical Manual for Managing Small Museums, This is the 'bible' for basic museum practice in Australia with short instructive chapters on a wide range of museum activities.</p>	<p>http://www.collectionsaustralia.net/sector_info_item/11</p>
<p>National Archives of Australia The 2007 publication <i>Keeping it for the Future</i>, about setting up a community archive, can be ordered through the online shop for \$4.95</p>	<p>http://www.naa.gov.au/services/bookshop/index.aspx</p>
<p>National Library of Australia <i>Preserving Australia's Documentary Heritage, a starter kit for community groups</i>, is an excellent short guide to caring for archives, much of it relevant for other collection areas, which includes factsheets, checklists and pro formas. Downloadable from the website.</p>	<p>http://www.nla.gov.au/services/comgroups.html</p>
<p>National Standards for Australian Museums and Galleries. An excellent overview of good practice across all areas of museum operations; includes tips and a detailed list of references.</p>	<p>http://www.collectionsaustralia.net/sector_info_item/107</p>
<p>Royal Historical Society of Victoria (RHSV). Downloadable information includes <i>How to build and maintain your membership</i> and information on podcasting.</p>	<p>http://www.historyvictoria.org.au/societies.htm#support</p>

LEGAL ISSUES	
<p>Arts Management Advisory Group Provide referrals for 15 minutes free legal advice</p>	<p>http://www.amag.org.au/</p>
<p>Australian Copyright Council, <i>Galleries and Museums an Introduction to Copyright (Information Sheet G068v05.)</i></p> <p>Books that can be ordered</p> <p><i>Special case exception: education, libraries, collections.</i></p> <p><i>Permissions & clearances-</i> a practical guide to getting copyright permissions that can be ordered.</p>	<p>http://www.copyright.org.au/information/collecting-institutions/libraries.htm</p> <p>http://www.copyright.org.au/publications/books/b130.htm/?searchterm=200AB</p> <p>http://www.copyright.org.au/publications/books/b132.htm</p>
<p>Arts Law Centre The Arts Law Centre provides a wide range of information sheets, checklists and guides, sample agreements, seminar papers and books. For members, with some information available to the general public.</p>	<p>http://www.artslaw.com.au</p>
<p><i>Cultural Gifts Program Guide, DEWHA</i></p>	<p>http://www.arts.gov.au/__data/assets/pdf_file/0011/12035/cgp-guide-june09.pdf</p>
<p>Simpsons Solicitors Shane Simpson has a special interest in legal issues affecting museums and galleries. This website includes checklists, discussion papers and templates. <i>Collections Law</i> is a recent publication.</p>	<p>http://simpsons.com.au/l_museums.htm</p>
MUSEUM MANAGEMENT	
<p><i>Collections Law: Types of institutional structures</i> <i>Shane Simpson</i></p>	<p>http://www.simpsons.com.au/wp-content/uploads/chapter-1-types-of-institutional-structures.pdf</p>
<p><i>Strategic Planning Manual,</i> Jennifer Colbert, Museums Australia 1998</p>	<p>http://www.collectionsaustralia.net/sector_info_item/67</p>
<p><i>Museums Australia (Victoria) Forward Planning Template</i></p>	<p>http://www.mavic.asn.au/resources</p>
MARKETING	
<p><i>Heritage Tourism in Australia; A Guide for Historical Societies</i> Australian Federation of Historical Societies</p>	<p>http://www.history.org.au/Documents/Heritage_Tourism_in_Australia.pdf</p>

ORAL HISTORIES	
<p>Guidelines for Ethical Practice for Oral History Oral History Association of Australia</p>	<p>http://www.ohaa.net.au</p>
<p>Oral History Association of Victoria The association runs some training on undertaking oral histories, and you can download an order form for the Oral History Handbook (\$28) from the website. Members can hire quality recording and transcribing equipment.</p>	<p>http://avoca.vicnet.net.au/~oralhist/index.htm</p>
RISK MANAGEMENT AND SAFETY	
<p>Be Prepared: Guidelines for Small museums for Writing a Disaster Preparedness Plan Söderlund Consulting Pty Ltd, Heritage Collections Council, 2000.</p>	<p>http://www.collectionsaustralia.net/sector_info/</p>
<p>Heritage Artefacts: Hands on Hands Off Activating Heritage Artefacts, Conservation and Safety Issues. Proceedings of a seminar held at Scienceworks, Museum Victoria, 16th November 1992, edited by Lawrie Conole, Martin Hallett and Andrew Grant. An old publication but contains useful information on activation issues.</p>	<p>http://www.collectionsaustralia.net/sector_info_item/108</p>
<p>Museums and Gallery Services Queensland <i>Risk management fact sheet.</i></p>	<p>http://magsq.com.au/_dbase_upl/fact_sheet_risk.pdf</p>
<p>Worksafe Information about safety including a booklet <i>Working Safely in Community Services.</i></p>	<p>http://www.worksafe.vic.gov.au</p>
TRAINING	
<p>Museums and Galleries Services Queensland As well as workshop notes, MGSQ has a listing of tertiary training opportunities, including some distance education options.</p>	<p>http://www.magsq.com.au/01_cms/details.asp?ID=41</p>
<p>Museums Australia (Victoria) The annual training and event program is available online.</p>	<p>http://www.mavic.asn.au</p>
<p>Royal Historical Society of Victoria (RHSV). The History Support Group provides practical training to historical societies.</p>	<p>http://www.historyvictoria.org.au/societies.htm#support</p>

SUSTAINABILITY	
<p><i>The Checklist to running an environmentally sustainable event</i> Great Southern Events Practical suggestions for event planning.</p>	<p>http://greatsouthernevents.com.au/files/Green_Checklist.pdf</p>
VISITOR RESEARCH	
<p>Australian Museum Audience Research Unit Up to date information about audience research and learning including resources. Also includes information on new technologies in museums.</p>	<p>http://australianmuseum.net.au/Audience-Research/</p>
<p>*Visitor Research Made Easy, by Sharron Dickman, published by Arts Victoria. Includes sample <i>Visitor Survey Template</i> and examples of visitor research activities.</p>	<p>http://www.arts.vic.gov.au/Research_and_Resources/Resources/Visitor_Research_Made_Easy</p>