Code of ethics

Australian Commercial Aviation Collection

2008

OVERVIEW

The collection shall strive to attain the highest professional and ethical standards in all aspects of its work.

This includes, but is not limited to: the acquisition of objects for its collection; the preservation of objects in its collection; the de-accession of objects from its collection; the interpretation of its collection; the conducting of educational programs for its volunteers, and the general public.

All actions of interpretation, collections management, and exhibition must be governed by an informed respect for the cultural property concerned, its unique character and significance, and the person or people who created or owned it.

While recognizing the right of society to make appropriate educational use of cultural property, the collection shall serve as an advocate for the preservation of cultural property.

The collection shall recognize a responsibility for preventive conservation by endeavoring to limit damage or deterioration to objects, providing guidelines for their continuing use and care, requesting appropriate environmental conditions for storage, exhibition, and loans, and ensuring proper procedures for handling, packing, and transporting objects.

The collection shall act with honesty and respect in all professional relationships, seek to ensure the rights and opportunities of all individuals in the museum profession, and recognize the specialized knowledge of others.

The collection shall contribute to the evolution and growth of the museum profession by such means as continuing development of personal skills and knowledge, sharing information and experience with colleagues, adding to the professions written body of knowledge, and providing and promoting educational opportunities to those aspiring to enter the museum profession.

PROFESSIONAL CONDUCT

Adherence to the Code of Ethics is a matter of personal responsibility. The collections staff, volunteers and management should always be guided by the intent of this document, recognizing that specific circumstances may legitimately affect professional decisions.

The collections staff shall be cognizant of laws and regulations that may have a bearing on professional activity.

Among these laws and regulations are those concerning the rights of artists and their estates, copyright of original material, occupational health and safety, sacred and religious material, excavated objects, endangered species, human remains, and stolen property.

The collections staff should follow appropriate standards for safety, security, contracts, fees, and advertising. The collection may enter into contractual agreements with individuals, institutions, businesses, or government agencies provided that such agreements not conflict with principles of the collections Code of Ethics or the laws of the state of Western Australia.

The collections staff is responsible for work delegated to other professionals, students, interns, volunteers, subordinates, or agents and assignees. Work should not be delegated unless staff can supervise the work directly, can ensure proper supervision, or has sufficient knowledge of the practitioner to be confident of the quality of the work.

GOVERNANCE

Historical collection governance, in its various forms, is a public trust responsible for the institutions service to society. The collections mission is to protect and enhances the historical collection and programs and its physical, human, and financial resources. It ensures that all these resources support The collections mission and responds to the pluralism of society, and respects the diversity of the cultural commonwealth.

The collection will ensure that all those who work for, or on behalf of, the collection understand and support its missions and public responsibilities. It will also ensure that the collections and programs, and its physical, human, and financial resources are protected, maintained, and developed in support of the collections mission, and that the collection is responsive to, and represents the interests of, society.

The collection shall maintain a relationship with staff in which shared roles are recognized and separate responsibilities respected with working relationships among employees and volunteers based in equity and mutual respect.

The collection shall adhere to the professional standards and practices that inform and guide the collections operations and ensure that policies are articulated and prudent oversight is practiced. It will also promote the public good.

COLLECTIONS

The distinctive character of historical collection ethics derives from the ownership, care, and use of objects representing the world's cultural common wealth. This stewardship of collections entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility, and responsible disposal.

The collection ensures that if offered objects, the licit quality of which it has reason to doubt, it will contact the competent authorities of the place of origin in an effort to help safeguard any heritage.

Gifts and bequests of objects should only be accepted by the collection with a proviso that, in the event of any object proving to have been illicitly obtained the collection should be empowered to take actions, which will be in the best interests of the objects rightful owner.

The collection will only accept gifts and donations that are deemed to be minor in value only.

The collection will ensure that the collections in its custody support its mission and public responsibilities; and that the collections in its custody are protected, secure, unencumbered, cared for, and preserved.

The collection will ensure that the collections in its custody are regularly accounted for and documented and that access to the collections and related information is permitted and regulated.

The collection will ensure that acquisitions, de-accessions, and loan activities are conducted in a manner that respects the protection and preservation of cultural resources and discourages illicit trade in such materials; and that acquisition, de-accession, and loan activities conform to its mission and public responsibilities.

PROGRAMS

The collection serves the public by advancing an understanding and appreciation of the cultural common wealth through exhibitions, and educational activities. These programs further the collections mission and are responsive to the concerns, interests, and needs of society.

The collection ensures that the programs and exhibitions it creates support its mission and public responsibilities and that those programs and exhibitions are founded on scholarship and marked by intellectual integrity.

The collection will also ensure that those programs and exhibitions are accessible and encourage participation of the widest possible audience consistent with its mission and resources, and that those programs and exhibitions respect pluralistic values, traditions, and concerns.

Revenue-producing activities and activities that involve relationships with external entities should be compatible with the collections mission and support its public responsibilities.

Interpretation at the collection shall take special care not to dilute or ignore historical accuracy and inclusiveness for the sake of public entertainment and popularity and must accurately reflect the cultural context of the subject matter.

The collection will also ensure that collections shall be interpreted with sensitivity to their cultural origin. No interpretation shall use collections in a consumptive manner except as categorically delineated and specifically allowed within the collections policy.

OUTSIDE EMPLOYMENT AND CONSULTING

Employees often will be considered representatives of their institutions while they are engaged in activities or duties similar to those they perform for the collection even though the work may be wholly independent of the institution. All work activity must be undertaken within the fundamental premise that the workers primary responsibility is to his/her institution; that the activity will not interfere with his/her ability to discharge this responsibility; and that it will not compromise the professional integrity of the worker or the reputation of the collection

The collection's workers should disclose the facts concerning any planned outside employment or consulting arrangements that are in any way related to the functions that such workers perform for the collection. The name of, and the workers connection with the collection should be sparingly and respectfully used in connection with outside activities. Collection professionals should conduct themselves so that their activities on behalf of community or public service organizations do not reflect adversely on the reputation or integrity of the collection.

GIFTS, FAVORS, DISCOUNTS, AND DISPENSATIONS

The collections workers and others in close relationship to them shall not accept gifts, favors, loans, or other dispensations or things of value that are available to them in connection with their duties for the collection. Workers should be permitted to retain gifts of trifling value when acceptance would not appear to impair judgment or otherwise influence decisions. Meals, accommodations, and travel services while on official business may be accepted if clearly in the interest of the collection. The collections workers have the right to accept and retain gifts that originate from purely personal or family relationships.

CREATIVE ACTIVITIES

The collection's workers who are creative artists or pursue similar outside interests must perform these activities in such a way that their status with the institution is not compromised and the institution not embarrassed. It must be recognized that the exhibition of objects in a museum can enhance either value, and the collection should display materials created by staff members only under circumstances in which objectivity in their selection can be clearly demonstrated.

VOLUNTEERS

The collection's management should be supportive of volunteers, receive them as fellow workers, and willingly provide appropriate training and opportunity for the volunteer's intellectual enrichment. Access to the collections inner activities is a privilege, and the lack of material compensation for effort expended on behalf of the collection in no way frees the volunteer from adherence to the standards that apply to paid workers. The volunteer must work toward the betterment of the collection and not for any personal gain other than the natural gratification and enrichment inherent in the collections participation.

Conflict of interest restrictions placed upon staff must be explained to volunteers and, where relevant, observed by them. Volunteers must hold confidential matters of program function and administration.

INTERPERSONAL RELATIONSHIPS

The professional historical collection worker always must be dedicated to the high standards and discipline of his profession, but he also must remain mindful that he is a worker as well as an independent expert. While he must strive for professional excellence in his own specialty, they must at the same time remember they are part of a team effort and must cooperate supportively with their colleagues for the good of the institution.

OWNERSHIP OF SCHOLARLY MATERIAL

Any object, its documentation, and all additional documentation accrued or developed on the collections time subsequent to its acquisition are the property of the collection. They may not be used by the collections staff, for personal or financial gain. Any other materials written, designed, or produced by the collections staff on the collections time are the property of the collection The appropriate supervisor must approve ownership of, or remuneration for, scholarship created on personal time.

Code adapted from the Wyoming State Museum