



## **Audit Report**

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### **Sustainable Collections Project: Stage One Audit**

Location: Blayney Shire

Date: 01 September 2009

Report Prepared by

OzArk Environmental and Heritage Management Pty Ltd, engaging Kim Tuovenin as Project Officer for the Sustainable Collections Project

Orange, Blayney and Cabonne Councils

## Executive Summary

The present document reports on the Sustainable Collections Project audit that was conducted at Blayney Local Government Area (Blayney LGA) museums / historical collections in July / August 2009. The participating collections are (correct as at 21 August 2009) Blayney Shire Family and Local History Group, Carcoar Hospital Museum, Carcoar and District Historical Society, and Millthorpe Golden Memories Museum.

It is recommended that the Project Officer's first priority be ensuring that every participating collection holds an accessions list meeting basic standards of security, description and accountability. Additional priorities will include statements of significance, object files, electronic cataloguing and technical / heritage advice in areas such as policy, display and computer use. The following table indicates the size of the participating collections and the current level of documentation at each.

### Summary of audit results (2009)

Estimate	Blayney Family and Local History Group	Carcoar Hospital Museum	Carcoar Stoke Stable Museum	Carcoar Courthouse	Millthorpe GMM*
Number of items in collection	630+ books; 72 CDs; ??? other items.	1500 – 2000	> 2000	Tens of thousands	c. 10,000
Percentage of collection on display	1 photo-graphic display per month	N/A	80%	30%	70%
Percentage accessioned	100% books / CDs; other items very limited.	0	<10%	0	75%
Percentage catalogued	0%	0	0	0	75%
Percentage numbered	100% of accessioned items	0	0	0	75%
Number of object files	0	0	< 15	< 10	0 (SH) 46 (RT)
Number photographed	Minority	0	0	0	<5%
Statements of significance	0	0	0	1 (Building)	4 (SH) 50+ (RT)
Collection policy	Yes – local content only	Yes	Yes – local items C19th / early C20th	Yes – local items C19th / early C20th	Yes
Deaccession policy	No	Draft	No	No	Yes
Electronic catalogue?	Yes – Heritage Collector Suite	No	No	No	Mosaic (SH) Excel / Word (RT)
Items on electronic catalogue	??	0	0	0	711

\* SH = Social History; RT = Rural Technology

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## 1.0: Introduction: Sustainable Collections Project

### 1.1 Brief description of the project

The Sustainable Collections Project (SCP or the Project) aims to ensure the sustainability of museum collections in the NSW Central West. The SCP is a three-stage project that commenced in 2007 in the Orange City Council and the Cabonne Shire Council, with Stage One completed in 2008. Blayney Shire Council joined the SCP in 2009. The present document reports on the audit that was conducted at Blayney Local Government Area (Blayney LGA) museums / historical collections in July / August

**Figure 1: Location of Sustainable Collections Project – Blayney LGA, with participating towns in purple highlights (Source: Google Maps).**



### 1.3: Date of assessments

An initial project meeting was held at the Blayney Library on 03 July 2009 with representatives of Orange City Council, OzArk, Blayney Shire Family and Local History Group, Carcoar and District Historical Society, and Carcoar Hospital Museum. Representatives from Blayney Shire Council and Millthorpe Golden Memories Museum were unavailable on the day of the meeting. Further preliminary meetings were conducted throughout the Study Area during July and August 2009:

### 1.4: OzArk EHM involvement

Orange City Council (the client) contracted OzArk to conduct the study. OzArk's nominated Project Officer for the Sustainable Collections Project was Mr Kim Tuovinen (BA(Hons) USyd, GradDipEd CSU). Mr Tuovinen conducted all meetings, research and report writing on behalf of OzArk. Following the preliminary meetings, Mr Tuovinen commenced regular visits to each collection. During August 2009, these visits involved Mr Tuovinen examining accessions registers, catalogue systems, policy / procedure documents and items held in collections.

## 2.0: The Project

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### 2.1: Appreciation of brief

OzArk EHM was engaged to conduct the SCP within the Blayney Local Government Area (Blayney LGA) by Orange City Council and Blayney Shire Council. The Project Officer's role is to provide assistance, specialist advice, and recommendations to the museums / other historical collections in the LGA and to the participating councils in order to improve the sustainability of local heritage collections.

Following preliminary meetings at five Blayney LGA collections during July 2009, a Letter of Understanding was prepared for each collection outlining the Project Officer's museum-specific duties. The Project Officer's specified tasks are:

Work with museum volunteers and the Project Manager and Museum Adviser on collection documentation and assessment;

Monthly update reports on project progress to be submitted to the Project Manager;

Identified number of collection items catalogued on an electronic cataloguing data base – options to be reviewed;

Identified number of object files under development in participating museums;

Identified number of statements of significance for important items in the collections. This number will be specified in further discussion between the Project Officer, the Project Manager and Museum Adviser;

Develop an understanding of significant objects and list of important themes in each collection;

Facilitate participating museums to work with up-to-date collection policies and procedures;

A final report on the achievements and outcomes from the Consultant's work; and

With the assistance of the Project Manager and Museum Adviser, the report will consider recommendations for Stage 3 of the project, as well as opportunities to enhance access to collections, share resources and work more co-operatively with libraries and other Council programs and priorities.

### 2.2: Project methodology

As each museum's needs and priorities were quite varied, the project brief for each will consist of a somewhat different methodology. In general, however, each preliminary investigation included the following aspects:

Paper / electronic surveys of each collection requesting information relating to general aspects of the collection's housing, collection management, exhibitions, organisational data, and collection needs;

A review of available relevant literature including previous consulting reports, relating to each collection;

Visits to each collection to document and assess the significance of items held; and

Completion of a detailed report profiling each collection and recommending project options in accordance with the SCP project brief.

### 2.3: Project constraints

A number of other historical collections exist within the Study Area, including the Lyndhurst RSL Sub-Branch's Carmenhurst Collection (held at Carcoar), the Carcoar Toy Museum, the Viv Kable Collection at Blayney, and the Blayney Toy Soldier Museum. These collections declined to participate in the SCP or were not able to be contacted; the Lyndhurst RSL did, however, express a wish to receive news relating to the

project and to (potentially) commence participation at a later date. Blayney Shire Council was contacted in relation to the Viv Kable Collection, however no reply was received and communication with Blayney Council is being pursued by Alison Russell, Orange City Council.

At the beginning of the Project, all collections were asked to estimate figures such as the total number of items held, percentage accessioned and percentage catalogued. These estimates were relatively inexact, however they do give a sense of the scale of work required at each collection. These figures have been provided in **Table 1**.

### 3.0: The Study Area

The participating collections are all situated within the Blayney LGA, which comprises part of the wider Central West region of NSW. Together, these museums and historical societies provide an effective snapshot of various aspects of the region's history, encompassing themes such as Indigenous heritage, medical history, policing and justice, agricultural history, domestic life, mining, military history, genealogy, and architecture. What follows is an overview of the Indigenous and non-Indigenous history of the area.

#### 3.1: Indigenous heritage

According to Tindale (1974), the current study area falls within the eastern limits of the lands occupied by the Wiradjuri tribe. The term *Wiradjuri* means 'The people of the three rivers', referring to the Murrumbidgee (*Murrumbidjeri*), the Lachlan (*Kalari*) and the Macquarie Rivers (*Wambool*) (Hydro-Electric 2008). Indigenous occupation of Wiradjuri lands has been dated to approximately 40,000 BP in the Darling River area, c. 6,000 BP in the Macquarie River region at Botolbar 5 near Mudgee, with intensification in the eastern mountainous areas around 4-3,000 BP (Parsons Brinckerhoff 2003).

Few archival sources are available which give any great detail regarding local Aboriginal culture at the time of contact or even soon after. The Millthorpe, Orange and Bathurst areas seem to have undergone little study by professional or amateur ethnologists and anthropologists despite its close proximity to Sydney. The few references that are available indicate that the Wiradjuri were divided into small family groups with extended territories of approximately 40 km in radius (Parsons Brinckerhoff 2003).

The closest earliest reference occurs on April 23<sup>rd</sup> 1817 when John Oxley passes by Limestone Creek south of Mt Canobolas describing the surroundings as '*a beautiful picturesque country of low hills and fine valleys well watered*' (Whitehead 2003: 351). Further to the southwest Oxley met with Aborigines at the Lachlan River carrying stone hatchets and possum skin cloaks, he then returned to Bathurst along the Bell and Macquarie rivers north of Orange in late August. Rawson (1997: 8) notes that the explorer mentions that the abundant resources of the areas adjacent to the Macquarie River included emus, ducks, swans, fish and freshwater muscels. Oxley also notes that the country has running waters everywhere and on every hill was a spring. W. Folster stated that the Millthorpe area 'was a favourite resort' of the Indigenous inhabitants (Weathersten 1988: 124), indicating that the area was rich with game.

As in most parts of NSW, white diseases were a precursor to white settlement and this was already having an impact on the population encountered by early settlers. By the 1820s, tales of white settlement include stories of clashes including massacres of the natives and revenge attacks. The colonial authorities formed military outposts at Bathurst and Wellington, and defensive homesteads became a characteristic of white settlement west of the Blue Mountains. Throughout the following decades, significant numbers of Aboriginal people continued to follow a traditional lifestyle on the Lachlan Plains; with the expansion of agriculture and pastoralism, however, many traditional practices became increasingly difficult. The establishment of reserves and missions from the 1890s emphasised the segregation of Indigenous and non-Indigenous communities and exacerbated poverty and lack of access to services. However, it also enabled Wiradjuri families to remain intact and develop a sense of identity and resilience (Kass 2003).

### 3.2: Non-Indigenous heritage

European settlement of the western Great Dividing Range occurred soon after the establishment of a route across the Blue Mountains. The three hills dominating the area later to become Blayney had been sighted by Surveyor George Evans in 1813 and named the Three Brothers. By 1820, Fredericks Valley (approximately 40 km west of Bathurst) had been established as a Government Stock Station containing stockyards and slab and bark huts housing stockmen (mostly Ticket of Leave men and convicts). Following Governor Brisbane's 1823 reversal of Governor Macquarie's restrictions on pastoralists moving livestock west of the Blue Mountains, and throughout the 1830s / 1840s, the Central West began to experience a gradual influx of immigrants (Haglund 1984). Pastoralism and agriculture, dominated by squatters employing convict labour, was the economic mainstay of the region during this period. It is worth noting, in the context of the present study, that the Stoke Stable building in Carcoar is regarded as convict-built (Kass 2003).

The towns at Carcoar and Millthorpe have their origins during this period. At this time, land occupation was granted according to the 'Free Selection before Survey' principle, a policy that was not to alter until the introduction of free selection by conditional purchase in Robertson's 1861 Land Act (Nesbitt 1988). Carcoar, the third oldest town in NSW west of the Blue Mountains, was established at 'Coombing' during this period as a pastoral enterprise comprising horse, cattle and sheep grazing by Thomas Icely in 1831. By 1838, the settlement was formally established as a town, and by 1850 the town's population (500) almost rivalled that of Bathurst (Barnes 1999; Heritage Branch 2009). It was during this period that Stoke Stable (in which one of the Carcoar museums is situated) was built and by 1860 Carcoar was large enough to warrant a hospital. During his 1830 and 1835 journeys through the region, Major Thomas Mitchell encountered Charles Booth, a former Ticket of Leave man then residing with four or five convicts at 'Kyongs', a house / inn in the Guyong / Kings Plains area, the closest town being the Cornish settlement at Byng (Weatherstone 1988). Booth was the first freehold settler in what would become known as the Millthorpe area (previously known as The Forest, The Cross Roads, and Spring Grove) and one of the few settlers in that area to be mentioned in historical records (Nesbitt 1988). Unlike Carcoar and Millthorpe, Blayney's development at this time was sporadic and temporary.

The discovery of gold in 1851 brought both a sharp population increase to the region and controversy, with the Rev. W.B. Clarke, John Lister and the Tom brothers (William and James) later contesting Edward Hargraves' claim to have discovered the first payable gold in the colony (ANMM 2009; SLNSW 2008). The gold rush was to prove lucrative for the region and attracted prospectors from Sydney, Victoria and South Australia, with Blayney founded on its current site during this period as a farming and mining settlement. Additional gold strikes were discovered in 1866 further west than the Study Area, proving a setback for the development of towns such as Carcoar (Heritage Branch 2009).

The ensuing history of Blayney, Carcoar and Millthorpe was largely dominated by the growth of Bathurst and Orange and the infrastructure constructed to service these centres. Millthorpe and Blayney flourished with the arrival of the Bathurst to Orange railway in 1876 – at the expense of Carcoar, which did not receive a rail line until 1888. Millthorpe's economy received a further boost with the establishment of The Mill in 1884 by the Great Western Milling Company (an event that was also not without controversy as Spring Grove (soon to become Millthorpe) and Spring Hill each bid for the establishment of The Mill).

The historical landscape of the Study Area is dominated by figures such as architect Edward Gell (whose body of work includes Carcoar Hospital) and bushranger Ben Hall, organisations such as the Good Templars and the Ancient Order of Druids at Millthorpe, and religious denominations (particularly the Anglican, Baptist, Catholic and Methodist Churches and the Salvation Army). The late nineteenth century and early twentieth century saw the establishment of hotels, military units (Millthorpe was the home of a Troop within the 6<sup>th</sup> Light Horse Regiment and hosted the Coo-ee march from Gilgandra on 25 October 1915 (Nesbitt 1988)), and civic facilities such as schools, post offices and, at Carcoar and later Blayney, the hospitals. This diverse

heritage of the region is well served by the local museums and historical collections, many of which make effective use of historic buildings as key features in their interpretation of the region's past.

## 4.0: The Collections

Vincent (2008) conducted initial assessments of the Blayney LGA collections, revealing that the situation at these museums was similar to that at volunteer museums in the Cabonne and Orange LGAs. Few of the museums had a detailed and comprehensive accessions register or catalogue system in 2008 (GMM being the key exception in Vincent's report) and few items were entered into electronic catalogues. The preliminary work conducted by OzArk in 2009 confirms these findings. It must be noted that each collection accepts the need for appropriate documentation, with most seeing the SCP as a possible way to achieve a basic level of documentation accuracy and completeness.

**Table 1** summarises the results of the Blayney LGA audit. The figures given here are derived from the surveys conducted at each participating collection. The members generally stressed that these were 'guesstimates' rather than exact figures. They do, however, give a relative indication of the scale of documentation required throughout the Study Area.

**Table 1: Summary of audit results (2009)**

Estimate	Blayney Family and Local History Group	Carcoar Hospital Museum	Carcoar Stoke Stable Museum	Carcoar Courthouse	Millthorpe GMM*
Number of items in collection	630+ books; 72 CDs; ??? other items.	1500 – 2000	> 2000	Tens of thousands	c. 10,000
Percentage of collection on display	1 photo-graphic display per month	N/A	80%	30%	70%
Percentage accessioned	100% books / CDs; other items very limited.	0	<10%	0	75%
Percentage catalogued	0%	0	0	0	75%
Percentage numbered	100% of accessioned items	0	0	0	75%
Number of object files	0	0	< 15	< 10	0 (SH) 46 (RT)
Number photographed	Minority	0	0	0	<5%
Statements of significance	0	0	0	1 (Building)	4 (SH) 50+ (RT)
Collection policy	Yes – local content only	Yes	Yes – local items C19th / early C20th	Yes – local items C19th / early C20th	Yes
Deaccession policy	No	Draft	No	No	Yes
Electronic catalogue?	Yes – Heritage Collector Suite	No	No	No	Mosaic (SH) Excel / Word (RT)
Items on electronic catalogue	??	0	0	0	711

\* SH = Social History; RT = Rural Technology

## 4.1: Blayney Shire Family and Local History Group

### 4.1.1: Collection description

The Blayney Shire Family and Local History Group's collection (BSFLHG) is housed in the Blayney Library in Adelaide St, owned by Blayney Shire Council. Formed in 1992, the BSFLHG is an historical society that obtains items pertaining to local history and genealogy and shares these items with members of the group and the public. The collection currently consists of documents, maps, photographs and books relating to Blayney's local history and the histories of the families of the area (**Plates 1 and 2**). A small number of three-dimensional objects are also held by the BSFLHG, however space is at a premium and the organisation is struggling to find storage locations. The most significant components of the collection are the Mandurama photographic collection and newspaper microfiche / microfilms.

The BSFLHG has access to two desktop computers (Windows XP and Windows 98) and one laptop (Windows XP). The organization also has access to a portable scanner, however the scanner software has been uninstalled from the computers. A photocopier, phone and internet access are all available at the library. The group does not have a dedicated working space and must instead work in an open-plan section of the library.

The collection is only available to the public during library opening hours and is not open by appointment during other times. The Blayney Library is open Mondays, Tuesdays and Thursdays from 11.00 AM to 1.00 PM and 2.00 PM to 5.00 PM. On Fridays, the library is open from 2.00 PM to 6.00 PM, and on Saturdays from 10.00 AM to 12.00 PM. These opening hours enable the BSFLHG to be an accessible collection, with free access or payment by donation. At the present time, the collection does not offer special school programmes, however some progress has been made in the development of electronic research aides that could be used by teachers or school students.

The Group consists of 46 financial members, seven of whom joined during the last twelve months. All members are aged over 45, with the majority in the 45 – 70 year age group. The collection has no paid staff. The primary needs identified by the members at BSFLHG were:

- Assistance with cataloguing and documentation;
- Statements of Significance;
- More storage space;
- Improved facilities for visitors and volunteers (currently there is no disabled toilet facility); and
- Volunteer training in computers.

### 4.1.2 Project options

Whilst the SCP's focus is largely on three-dimensional items, a focus on documents is justified at the BSFLHG. The collection houses few artefacts, with the majority of items held being books and historical documents. Priorities at BSFLHG should be:

Assist with collection research, documentation and significance assessment, focussing on:

- Maps and three dimensional items (very small quantity);
- Oral history cassettes;
- Microfilm / microfiche; and
- Photographs.

Assist with electronic cataloguing and training of volunteers in aspects of computing;

Prepare Statements of Significance and object files for key objects and collections, in collaboration with collection volunteers;

Provide advice regarding access to grant funds for strategic and collaborative projects; and

Facilitate participation in regional projects, exhibitions workshops and other support.

Opening Hours	Entry Fee	Out of Hours Service	Annual Visitor No's	School Program	Item Types	On CAN	Phone /Internet
Mon, Tue, Thu: 11 AM to 1 PM & 2 PM to 5 PM.  Fri: 2 PM to 6 PM.  Sat: 10 AM to 12 PM.	Donation.	No.	Unknown.	No.	Archives, photographs.	No.	No (volunteers use own private phone / internet)

## Finances

Financial members	Joined last 12 months	Budget	Main source of income	Changes in last 5 years
46	7	Not available.	Fund raising.	NA.

### 4.2: Blayney Viv Kable Collection

**Location:** Blayney Library, Adelaide St, Blayney, NSW.

The Blayney Viv Kable Collection is a significant component of the region's material heritage. It is a closed collection stored and displayed in the Blayney Library. The Collection is owned by Blayney Council, a representative of which could not be contacted for this phase of the project. As a result, no further assessment has been conducted.

#### 4.2.1 Management options

Due to the unavailability of a representative from Blayney Council with appropriate jurisdiction over the collection, no project options can as yet be canvassed. Once access to the collection is granted it will be possible to develop a project plan.

### 4.3: Carcoar Hospital Museum

#### 4.3.1 Museum description

**Location:** Eulamore St, Carcoar, NSW, 2791.

The Carcoar Hospital Museum (**Plate 3**) is not open to the public but is in the process of establishing policies, procedures, a sound funding base and an appropriate display environment with a view to opening during October 2009. The Museum exists as an adjunct of the Uralba Nursing Home, and is answerable to the nursing home's Board of Directors.

The collection consists largely of medical instruments, currently stored in the operating theatre (**Plate 4**); a small number of items of surgical furniture and administrative equipment; a small quantity of representative hand-made nails and glass, bone and timber artefacts recovered during floor repairs (**Plate 5**); and an eclectic range of items (such as an honour board of unknown meaning bearing the title 'Carcoar Hospital' above four names with associated monetary figures in £ - this curious item has no label explaining these figures – **Plate 6**) relating to the hospital's various historical stories.

The members deem the hospital building itself, which is listed on the Blayney LEP Heritage Schedule (Blayney LEP 1998) and the NSW Department of Health Heritage Register (Heritage Branch 2009), to be their most important collection item. An early example of the architectural work of Edward Gell, the hospital's foundation stone was laid in 1860 and the building was completed in August 1861 at a cost of £2,400. Gell was a prominent architect throughout the Central West, designing churches, schools, houses and hotels. It is believed that Carcoar Hospital was the only hospital designed by Gell. Wooden shingles form the exterior walls of the upper storey and the 55° pitch roof (covered during the late 20<sup>th</sup> Century with corrugated iron). 80,000 handmade 13.5" bricks, laid in English Bond, were used during the construction. Fittings are of cedar wood and the floorboards are hardwood (6" or 152.4 mm width). The building has seen various alterations, some of which are only apparent when the foundations below the floorboards are examined (**Plate 5**).

The overall mood of the Carcoar Hospital Museum's members is positive, with all members hoping to be able to commence operation correctly with all policies, procedures and documentation in place from the start. It is felt that the SCP will be a useful conduit for information about best-practice approaches to exhibit displays and funding. The museum currently does not hold a computer, scanner or camera, however efforts are underway to acquire these items. Toilet access is available at both ends of the museum, however there appears to be no disabled toilet access in the immediate vicinity.

The primary needs identified by the members were:

- Assistance with cataloguing and documentation;
- Statements of Significance;
- More volunteers;
- Fundraising;
- Maintaining and developing buildings;
- New exhibitions;
- Volunteer training in archiving, display, label writing / story telling; and
- A computer with software - not currently owned by museum.

#### 4.3.2 Project options

A range of opportunities exists at Carcoar Hospital. As a new museum, the intention is for the organisation to commence operation on the 'right foot', and specialist advice is actively sought by the members. Furthermore, recent maintenance / repair work revealed the building's foundations, thus providing a (short-term) opportunity to study some aspects of the building's construction and to recover artefacts arguably contemporary with the earliest phase of construction. SCP priorities are seen as:

Assist with and provide training in collection research, documentation and significance assessment;

Assist with electronic cataloguing if relevant;

Prepare Statements of Significance and object files for key objects and collections, in collaboration with museum volunteers;

Provide advice regarding museum displays and access to grant funds for strategic and collaborative projects

Opening Hours	Entry Fee	Out of Hours Service	Annual Visitor No's	School Program	Item Types	On CAN	Phone /Internet
NA	Donation	By appointment	200	No	Medical equipment and uniform items, former hospital building, photographs, archives.	No.	No (volunteers use own private phone / internet).

## Finances

Financial members	Joined last 12 months	Budget	Main source of income	Changes in last 5 years
NA	NA	\$850 in hand	Donations / fund raising / grants	NA

### 4.4: Carcoar and District Historical Society

The Carcoar and District Historical Society collection is housed in two buildings located in Carcoar – the Stoke Stable and the Court House. Both buildings are listed in the Blayney LEP's Heritage Schedule (Blayney LEP 1998). The Society was formed during the mid-1960s and was incorporated in during the 1990s. The Society aims to preserve and display historical items pertaining to the district, however the Society's collection and deaccession policies are currently under development. Verbal reporting from the members indicates that no deaccessioning occurs.

Overall, the Society receives approximately 3,000 visitors per year, does not charge for admission (but donations are invited) and does not provide special programmes for schools. The Society has a computer and photocopier, however internet access is not available at either site. The annual budget is approximately \$1,500, a figure that has changed little over the last five years. The main sources of income include donations, membership fees and proceeds from functions (eg. Theatrical events).

The primary needs identified by the members across both collections were:

Assistance with cataloguing and documentation;

Statements of Significance;

More volunteers;

More storage space;

Fundraising;

Maintaining and developing buildings;

- Improved facilities for visitors and volunteers;
- New exhibitions;
- Volunteer training in documentation and cataloguing;
- Financial help to preserve buildings; and
- Assistance in identifying objects of major significance.

#### 4.4.1 Collection description: Carcoar Stoke Stable Museum

**Location:** Naylor St, Carcoar, NSW, 2791.

Carcoar Stoke Stable Museum is located in the Stoke Stable building (**Plates 7 and 8**), built, according to Kass (2003) and museum signage, in 1849. Some doubt exists about this precise date and whether construction was by convict labour (B. Griffiths, pers. comm.), however it remains likely that the building does date to the middle years of the nineteenth century. The building is of stone construction and has lockable doors, windows with bars and wooden shutters, and a mezzanine floor at ceiling height.

The collection consists of domestic, agricultural and mining equipment, including small items, large pieces of machinery and horse-drawn vehicles (**Plates 7 to 9**). These items were inherited from the previous custodian of the stable and were originally stored in a rather jumbled, chaotic fashion. One previous custodian was apparently an antiques dealer and allegedly sold a number of items that had been donated to the museum during previous decades. Since the present custodians have taken charge, efforts have been made to re-arrange the collection into domestic, mining and agricultural themes, investigate the background of as many items as possible, and to store the items in a manner that contributes to better preservation. The majority of the collection is housed within the stable building (**Plate 9**), however the larger vehicles and machinery items are displayed in the yard outside the stable (**Plates 7 and 8**). Skillen (2009) recommends a range of preservation solutions for items currently displayed outside, however space and finance constraints have thus far prevented the museum from adopting these recommendations.

Documentation currently consists of a receipt book inherited from the previous custodian of the stable building, the first page of which dates to 1977. Brian Griffiths has commenced object files relating to items held in the collection and continually adds to these files during library visits and visits to other museums.

Toilet facilities and workroom are not available on site.

Opening Hours	Entry Fee	Out of Hours Service	Annual Visitor No's	School Program	Item Types	On CAN	Phone /Internet
Thursday to Monday: 10 AM to 5 PM.	Donation	Yes	3000	No	Agricultural equipment, mining equipment, domestic equipment.	No.	No (volunteers use own private phone / internet)

#### Finances

Financial members	Joined last 12 months	Budget	Main source of income	Changes in last 5 years
15	5	\$1500 annual (shared with Carcoar Court House)	Donations, membership fees	Very little

#### 4.4.2 Collection description: Carcoar Court House

**Location:** Icely St, Carcoar, NSW, 2791.

The Carcoar Court House collection is located in the original court house building, built in 1882 (**Plate 10**). The building has been assessed for listing on the State Heritage Register, but was deemed to be of local, rather than state significance. This building is owned by the NSW Department of Lands and is in good condition, is fully secure, and contains a range of rooms displaying various aspects of local history. One of the Court House's more recent claims to fame is its use as a set for the film *Jessica*.

The collection consists of historical photographs, maps, archives, three-dimensional objects, memorabilia relating to local historical themes, and large items of court furniture (**Plate 11**). A number of items are housed in the Court House that are currently on loan from other local organisations such as the Lyndhurst RSL sub-branch (**Plate 12**). Documentation and policy development are in their infancy, with no register / catalogue in existence. The Society does retain all correspondence relating to objects in its care, some of which provides a detailed record of provenance. Carl Purcell has also collated object files for a number of items and these may form the basis for Statements of Significance.

Toilet facilities and a workroom are available on site.

Opening Hours	Entry Fee	Out of Hours Service	Annual Visitor No's	School Program	Item Types	On CAN	Phone /Internet
Weekends: 11 AM to 4 PM.	Donation	Yes	3000	No	Court room furniture and fittings, social history, medical items, military history (on loan from RSL), ecclesiastical history, photographs, archives.	No.	No (volunteers use own private phone / internet)

#### Finances

Financial members	Joined last 12 months	Budget	Main source of income	Changes in last 5 years
15	5	\$1500 annual (shared with Carcoar Court House)	Donations, membership fees	Very little

#### 4.4.3 Project options: Carcoar and District Historical Society

Given that the Carcoar and District Historical Society's collection is divided into two broad collections (Stoke Stable Museum and Carcoar Court House), neither of which currently hold a formal documentation system, it is recommended that the Project Officer should handle the two collections as separate projects for logistical and administrative simplicity.

The Project Officer's priority tasks should include:

- Assist with collection research, documentation and significance assessment;
- Assist with electronic cataloguing, if relevant;

Prepare Statements of Significance and object files for key objects and collections, in collaboration with museum volunteers;

Provide advice regarding policy development and access to grant funds for strategic and collaborative projects; and

Facilitate participation in regional projects, exhibitions workshops and other support.

### **Documentation options**

The fact that two quite distinct collections are held by the Carcoar and District Historical Society provides several documentation options:

**Option One.** Each collection could document its collections separately, retaining entirely independent accessioning and cataloguing systems. This is a logistically simple approach and reflects the fact that the two collections function relatively independently. Potential disadvantages include:

- Future confusion in the event of sharing / switching of items between sites;
- Whilst this approach is logistically simple at the Stoke Stable / Court House level, it is administratively complex at the Historical Society level; and
- Following hypothetical future personnel changes, the current neat division between Stoke Stable (Mr Griffiths) and the Court House (Mr Purcell) could become blurred. Two independent documentation systems would suit the current personnel arrangements but could become problematic in the future if, for example, one individual or a committee was to assume responsibility over both collections.

**Option Two.** The Historical Society could document all of its collection items as a unified collection in one accessions register and one catalogue. The register and catalogue documents could include a column / field containing site information (eg. Site: SS; Site: CH). This is an administratively and legally appropriate solution as all items are technically held by the Historical Society. Potential disadvantages include:

- Logistical difficulties: where will these documents be stored? Who has access and when? Who has ultimate responsibility for maintaining these documents?

**Option Three.** The Historical Society could document all of its collection items as a unified collection, but with two separate accessions books maintained in which Stoke Stable items receive an accession number prefixed with SS and Court House items receive an accession number prefixed with CH. In the event of an item being permanently transferred to the sister collection it could be deleted from the old accessions book with a note such as 'Transferred to SS / CH' and enter the new accessions book with a note such as 'Transferred from SS / CH' and re-numbered with the appropriate prefix. This solution could overcome the administrative confusion present in Option One and the logistical disadvantage present in Option Two.

**Option Four.** With the appropriate technology, the Historical Society could adopt an electronic web-based / network-based accessions and cataloguing solution in which accession numbers are generated automatically. Such a solution would incorporate a Site field in which 'SS' or 'CH' could be entered to indicate the location of the item. This solution is logistically, administratively and legally ideal. The disadvantages include:

- Whilst current members own the appropriate technology privately, the collections do not yet hold computers with web access on site, thus requiring members to work on accessions / cataloguing at home away from the collection itself;

- This solution is dependent on the selection of appropriate software; given that a similar approach is being sought for all participating SCP collections, it may be some time before a regional software agreement is reached.

## 4.5: Millthorpe Golden Memories Museum

### 4.5.1 Museum description

**Location:** 37 Park St, MILLTHORPE, NSW, 2798.

The Golden Memories Museum (GMM) at Millthorpe is a relatively large, volunteer-staffed/directed local history museum and historical society. The GMM aims 'to be the major resource and educational centre for the collection of the rural and social history of Millthorpe and district and its important contribution to the history of NSW and the nation'. The Millthorpe and District Historical Society was formed in May 1964 and incorporated, with a new constitution, in 1998.

The GMM's collection is housed at in seven buildings (**Plate 13** and **14**), one of which contains a recently constructed AV / meeting / lecture room. Two of the buildings, the Good Templars' Hall and St Joseph's Convent (**Plate 13**), are heritage buildings, with the whole museum listed on the Blayney LEP Heritage Schedule (Blayney LEP 1998). The collection is broadly divided into Social History (**Plate 15**) and Rural Technology (**Plate 16**), with the Social History sub-collection being further divided into a number of separate components. A small collection of Indigenous artefacts is currently managed by the Social History personnel, however it appears to be seen as a separate collection entity again. Overall, around 70% of the museum's collection is on display. A number of these displays are seen as model displays for other museum's to follow (Skillen 2009).

The collection holds two desktop computers, one Windows XP machine for members only, and one Windows 95 machine available for visitor use located in the Good Templars Hall containing cemetery records. Two laptops with Windows XP are also held by the museum. The GMM has a photocopier, phone and internet access. Whilst the GMM does have a dedicated workroom, it is very small and has neither adequate work space nor adequate storage space.

The GMM is open to the public on weekends from 1.30 PM to 5.00 PM (4.00 PM in winter), with admission charges of \$5 for adults and \$3 for children. During School and Public Holidays the museum is open from 10.00 AM to 5.00 PM. The museum is also open outside normal hours by appointment and special school programmes are available on request. GMM estimates that approximately 2,200 people visit the museum each year. Toilet facilities are available on site.

The GMM has approximately 165 financial members, less than 20 of whom joined during the last twelve months. Around 30 of these members volunteer regularly, mostly as guides, with five to six members giving their time as caterers for functions. The bulk of the museum's membership is aged over 45, with only 9% in the 20 to 45 year age bracket. The GMM does not employ paid staff.

Whilst the representatives interviewed were somewhat skeptical about the value to their museum of the SCP, object files and statements of significance, they were prepared to identify areas of need. The primary needs identified by the members were:

Assistance with cataloguing and documentation (broadly seen as the highest priority);

Statements of Significance;

More volunteers;

More storage space;

Fundraising;

Maintaining and developing buildings;

Improved facilities for visitors and volunteers eg, washroom, collection working space, staffroom;

New Exhibitions – need in Social History for display casing (concept plan exists) and photograph space;

Rural Technology would benefit from a new shed; and

Volunteer training: understanding use of data systems / cataloguing; understanding archives; use of museum as a research tool; knowledge and understanding of the collection.

Development of OH&S policy, development of Code of Conduct, no arbitrary decisions should be inflicted upon the volunteers.

**4.5.2 Project options: Millthorpe Golden Memories Museum**

Given that the GMM is currently divided into two broad collections (Social History and Rural Technology), each with a separate documentation system, it is recommended that the Project Officer should handle the two collections separately for logistical and administrative simplicity. The two accessions registers are structured and managed differently, but both are relatively comprehensive and detailed.

The GMM’s collection is large. Scope therefore exists for the SCP to assist meaningfully with accessioning of backlogged material and (a small quantity of) new items. Additionally, other opportunities exist at Millthorpe including assisting with electronic cataloguing, significance documentation and development of object files. It is recommended that the Project Officer work largely within the documentation frameworks in existence at GMM, providing advice and suggestions where necessary.

The Project Officer’s priority tasks should include:

Assist with collection research, documentation and significance assessment;

Assist with electronic cataloguing;

Prepare Statements of Significance and object files for key objects and collections, in collaboration with museum volunteers;

Provide advice regarding access to grant funds for strategic and collaborative projects; and

Facilitate participation in regional projects, exhibitions workshops and other support.

Opening Hours	Entry Fee	Out of Hours Service	Annual Visitor No’s	School Program	Item Types	On CAN	Phone /Internet
Weekends: 1.30 PM to 5.00 PM (4 PM in winter)  School / Public Holidays: 10.00 AM to 5.00 PM.	\$5 adults, \$3 children.	Yes.	2,200.	Yes, on request.	Social history comprising domestic heritage items, archives, photographs. Rural technology comprising agricultural and mining equipment, workshop tools, photographs.	Yes.	Ph. 02 6366 3980.  Email: millthorpemuseu m@bigpond.com

## Finances

Financial members	Joined last 12 months	Budget	Main source of income	Changes in last 5 years
146	12	Projected income for 2010: \$34,874.  Projected expenses for 2010: \$35586.	Admission and fund raising.	Focus on maintenance and improvements.

## 5.0: Recommendations

The general sense at all collections is that the Sustainable Collections Project is likely to be an effective way to assist with documentation needs. These needs vary considerably: where one museum has no accessions register and therefore requires assistance with establishing a new documentation system, another museum has a relatively comprehensive accessions register but requires help to document backlogged items. Regardless of the level of completeness (or indeed the very existence) of the accessions registers held at the museums, it is recommended that the Project Officer's first priority be ensuring that every participating collection holds an accessions list meeting basic standards of security, description and accountability. The following project recommendations indicate the recommended focus at each collection:

**Blayney Shire Family and Local History Group.** As the group currently maintains an accessions register, the SCP focus should be on ensuring that all documentation meets basic standards of security, detail and collection coverage. To this end, the Project Officer should focus on assisting with documenting backlogged items and training volunteer staff. It is recommended that the secondary priority should be on assessing the significance of subsets of the collection. As the group has computer equipment on site with a variety of catalogue options, it is recommended that the Project Officer assist with the development of the group's electronic records.

**Carcoar Hospital Museum.** As the museum is in the establishment process and not open to the public, the SCP focus should be on ensuring that all documentation and policies meet basic standards of security, detail and collection coverage. To this end, the Project Officer should focus on assisting with the accessioning of collection items and advising volunteer staff on policies and procedures. As the hospital building itself is a key component of the museum's collection, it is recommended that the Project should include an element of documentation relating to the hospital building. As the group does not have computer equipment on site, it is recommended that the Project Officer focus initially on paper documentation with a view to preparing for the transfer of information into an electronic format once appropriate hardware is available.

**Carcoar and District Historical Society.** As the society does not currently maintain an accessions register, the SCP focus should be on helping the society to establish an accessions register that meets basic standards of security, detail and collection coverage. To this end, the Project Officer should focus on assisting with documenting three-dimensional items and training volunteer staff. It is recommended that the secondary priority should be on assessing the significance of subsets of the collection. As the group only has limited computer equipment on site with limited catalogue options, it is recommended that the Project Officer focus initially on paper documentation with a view to preparing for the transfer of information into an electronic format once appropriate hardware is available.

**Millthorpe Golden Memories Museum.** As the museum currently maintains two accessions registers, the SCP focus should be on ensuring that all documentation meets basic standards of security, detail and collection coverage. To this end, the Project Officer should focus on assisting with documenting newly acquired items and backlogged items, and training volunteer staff. It is recommended that the secondary priority should be on assessing the significance of subsets of the collection. As the group has computer equipment on site with a variety of catalogue options, it is recommended that the Project Officer assist with the development of the group's electronic records.

**Electronic catalogue options.** The Project Officer should finalise research into electronic catalogue options. Following this research, the Project Officer should make recommendations first to the Project Manager, Museums Adviser and secondly the participating collections.

**Strategic planning.** As the SCP progresses within the Blayney LGA, it will be possible to develop strategic plans in line with the overall SCP brief. At this point, it is recommended that strategic planning focus on:

- Internet-based resources, including research / educational tools and promotional information;
- Tourism linkages, including bus / walking tours involving visits to participating museums and significant local sites, pamphlets / publications, and town signage;
- Electronic catalogue solutions;
- Consolidation of museum collections, including clarification of status of items owned by one participating museum but held by another;
- De-accessioning;
- Volunteer training, specifically a long-term plan for ongoing training workshops; and
- Meeting the equipment and infrastructure needs of participating museums.

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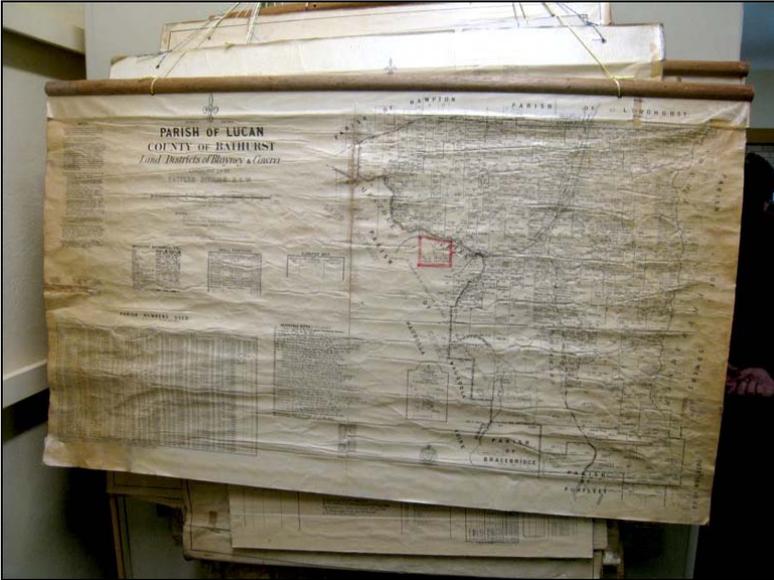


Plate 1: Original maps at Blayney Library, Blayney Shire Family and Local History Group.



Plate 2: Colour coding at Blayney Shire Family and Local History Group.

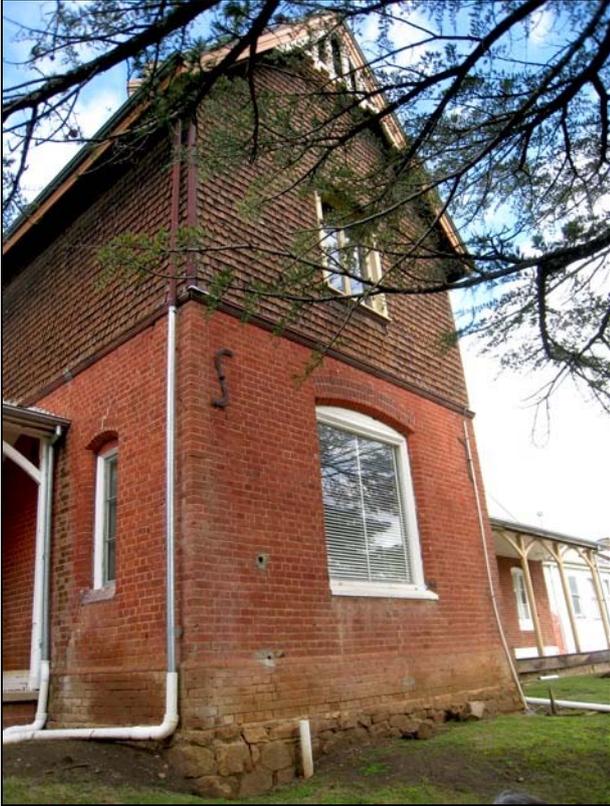


Plate 3: Carcoar Hospital Museum exterior, showing original wooden shingles, brickwork and foundations.



Plate 4: Carcoar Hospital Museum, operating theatre, showing collection items including medical instruments and operating furniture (table installed c. 1948).



Plate 5: Carcoar Hospital Museum, showing removed floorboards, building foundations and evidence of original lobby (rectangular foundation at front left of photograph).



Plate 6: Carcoar Hospital Museum, honour board displaying names D. Kenny, Dr W.M. Kelty, Miss A.E. Cobb and C. Young.



Plate 7: Carcoar Stoke Stable Museum, showing items of rural machinery displayed in yard. Museum sign (inset) reads 'Stoke Stable / Museum / Convict Built 1849'.



Plate 8: Carcoar Stoke Stable Museum, exterior, showing convict-built building and items of machinery displayed in yard.



Plate 9: Carcoar Stoke Stable Museum, interior, showing rural technology display.



Plate 10: Exterior of Carcoar Court House. Access is via verandah at front. Small yard visible to the right holds a small number of items of industrial heritage.



Plate 11: Carcoar Court House, showing interior of court room with original furniture.



Plate 12: Carcoar Court House, showing military history items on loan to Carcoar and District Historical Society.



Plate 13: Millthorpe Golden Memories Museum, exterior of St Joseph's Convent building, now Pioneers' Gallery.



Plate 14: Millthorpe Golden Memories Museum, view north towards Good Templars Hall from St Joseph's Convent building.



Plate 15: Millthorpe Golden Memories Museum, interior, showing military history display (component of Social History collection).



Plate 16: Millthorpe Golden Memories Museum, exterior, showing pea viner (component of Rural Technology collection).