



Mogale City

MOGALE CITY MUSEUM POLICY

Prepared By:

**SPORT, ARTS, CULTURE & RECREATION DIVISION.
HERITAGE, ARTS & CULTURE SECTION**

DOCUMENT MANAGEMENT

Document Name	Mogale City Museum Policy
Ownership	<ol style="list-style-type: none">1. Council;2. Executive Mayor;3. Municipal Manager;4. Executive Manager: CDS;5. Manager: SACR
Custodian	Assistant Manager: Heritage, Arts & Culture
Version	1
Effective Date	
Approval Date	

DRAFT

TABLE OF CONTENTS

	Page no
1. EXECUTIVE STATEMENT.....	4
2. INTRODUCTION.....	4
3. MOGALE CITY MUSEUM MISSION.....	4
4. POLICY OBJECTIVES.....	5
5. LEGAL FRAMEWORK.....	6
6. CODE OF ETHICS.....	6
7. ABBREVIATIONS AND DEFINITIONS.....	6
7.1. Abbreviations.....	6
7.2. Definitions.....	7
8. HISTORICAL BACKGROUND OF THE MOGALE CITY MUSEUM.....	8
9. MUSEUM FUNCTIONS.....	8
9.1. Acquisition.....	9
9.1.1. Sources of Acquisition.....	9
9.1.2. Acquisition Procedures.....	10
9.2. Conservation.....	10
9.3. Research.....	11
9.4. Exhibition.....	13
9.5. Education.....	15
10. IMPLEMENTATION OF THE POLICY.....	16
11. MONITORING AND EVALUATION OF THE POLICY.....	16
12. POLICY REVIEW.....	16
13. COMMUNICATION.....	16
14. APPROVAL.....	16

CHAPTER 1

1. EXECUTIVE STATEMENT

In the past two decades the cultural landscape of South Africa has been in the process of transformation through vigorous process of re-examining culture and heritage towards building a more inclusive cultural identity. The process of transforming the cultural and heritage sector is yet to be completed due to the ever-evolving nature of the sector. It is for this reason that Mogale City Museum is contributing towards this cause by developing a policy to ensure the sustainable management and transformation of its permanent and temporary exhibitions.

2. INTRODUCTION

Museums are not merely repositories of artifacts: they are the custodians of the community's shared cultural heritage, the windows into the past, and beaming beacons guiding the current generation into the future. As Mogale City Museum embarks on this journey, cognizance is taken of the pivotal role that clear policies and guidelines play in fulfilling the Museum's mission, ensuring the well-being of the Museum collections, while serving and educating the community and visitors.

This policy document is a testament to the commitment to excellence, transparency, and responsible stewardship of the museum, as well as it being a guiding compass that shapes our actions, decisions, and interactions within the dynamic world of museum operations. Rooted in our dedication to preserving, interpreting, and sharing the treasures of Mogale City history, this policy encapsulates the values, principles, and standards that define the Mogale City Museum.

3. MOGALE CITY MUSEUM MISSION

Our mission is to be the custodian of the local rich heritage of Mogale City, whilst preserving and sharing the diverse stories, artifacts, and traditions that have shaped Mogale City's history. The Museum is dedicated to fostering a deep sense of pride and connection among the residents and providing an enriching experience for visitors.

Mogale City Museum's commitment to this mission includes:

Preservation: The Museum meticulously collects, safeguards, and curates a comprehensive collection of historical artifacts, documents, and photographs that illuminate the history of Mogale City.

- **Education:** We strive to educate, inform, and inspire by offering engaging exhibitions, programs, and events that showcase our local history, encouraging a deeper understanding and appreciation of our community's heritage.
- **Accessibility:** We are dedicated to making the Museum accessible to all. Our museum welcomes residents of all ages and backgrounds, and provides inclusive, interactive, and informative experiences that cater to diverse audiences.
- **Community Engagement:** We actively engage with our community through partnerships, collaborative projects, and outreach initiatives that celebrate the vibrant tapestry of the history of Mogale City.
- **Preservation of Cultural Identity:** We recognize the importance of cultural preservation and its role in maintaining a strong sense of identity within our community. Through our exhibits and programs, we celebrate the traditions, stories, and contributions of the people who have called our municipality home.
- **Inspiration for the Future:** We inspire current and future generations to contribute to the ongoing story of our community, fostering an appreciation for history's role in shaping our shared destiny.
- **Mogale City Museum is more than a repository of artifacts; it is a living testament to the spirit of our community.** Through our dedication to preservation, education, and engagement, we strive to ensure that the lessons of the past continue to inform, inspire, and guide us toward a brighter future.

4. POLICY OBJECTIVES

- To provide a guideline for a service-oriented museum practice.
- To provide norms and standards for the management of the Mogale City Museum.
- To ensure provision of non-discriminatory access to all museum visitors.
- To provide a guideline for acquisition of artefacts, objects, or collection in line with the Mogale City Museum themes.
- To ensure ethical handling of museum objects acquisition and preservation.
- To ensure sound ethical museological practices in accordance with the International Council of Museums (ICOM) and the South African Museum Association (SAMA).

5. LEGAL FRAMEWORK

- National Heritage Resources Act 25 of 1999
- Constitution of the Republic of South Africa, Act No 108 of 1996
- Revised White Paper on Arts, Culture and Heritage, 2017
- National Heritage Council Act 11 of 1999
- Cultural Institutions Act 119 of 1998

6. CODE OF ETHICS

The cornerstone of the International Council of Museums (ICOM) which is the guideline for all museums worldwide is the ICOM Code of Ethics for museums. It sets minimum standards of professional practice and conduct for museums and their personnel. The ICOM Code of Professional Ethics was adopted unanimously by the 15th General Assembly of the ICOM meeting in Buenos Aires, Argentina on 4 November 1986 and amended by the 20th General Assembly of the ICOM meeting in Barcelona, Spain on 6 July 2001.

The Code of Ethics of the South African Museums Association (SAMA) is informed by the National Heritage Resources Act, 1999, together with the ICOM Code of Ethics. Members of the South African Museums Association are therefore undertaken to abide by the Code of Ethics. Mogale City Museum is an affiliated member of SAMA and is therefore bound to this Code.

7. ABBREVIATIONS AND DEFINITIONS

7.1. Abbreviations

ABBREVIATION	ACRONYM
ICOM	International Council of Museums
SAMA	South African Museum Association
CAPS	Curriculum Assessment Policy Statement
ZAR	Zuid-Afrikaansche Republiek

7.2. Definitions

For the purpose of this policy, the following definitions apply:

TERM	DEFINITIONS
Museum	A museum is a non-profit, permanent institution in the service of society and its development, open to the public, which acquires, conserves, researches, communicates, and exhibits the tangible and intangible heritage of humanity and its environment for the purpose of education, study and enjoyment.
Heritage	Heritage refers to the cultural, historical, natural, and tangible or intangible assets, artifacts, traditions, and values that are inherited from past generations and preserved for present and future generations.
Objects	Objects refer to artifacts, artworks, specimens, or items of historical, cultural, scientific, or artistic significance that are collected, preserved, and displayed in museums for educational, research, and cultural purposes.
Collection	Collection refers to curated and organised assembly of objects, artworks, artifacts, specimens, or historical items that are preserved, catalogued, and displayed by a museum.
Preservation	Preservation refers to the actions and strategies employed to protect and maintain the physical, historical, and cultural integrity of objects, artworks, artifacts, and specimens in a museum.
Exhibition	Exhibition is a curated presentation or display of objects, artworks, artifacts, or information designed to educate, entertain, and engage visitors in a museum.
Restoration	Rrestoration refers to the process of preserving and repairing artworks, artifacts, or historical objects to their original condition or a specific historical period.
Documentation	Documentation refers to a systematic and organized process of recording, cataloguing, and preserving information about the objects, artworks, artifacts, and specimens in a museum.
Artifacts	Artifacts are objects of historical, cultural, scientific, or artistic significance that are collected, preserved, and displayed in

TERM	DEFINITIONS
	museums for the purpose of education, research, and public enjoyment.
Deaccessioning	Deaccession refers to the process of removing or disposing objects from a museum's collection.

CHAPTER 2

8. HISTORICAL BACKGROUND OF THE MOGALE CITY MUSEUM

Mogale City Museum is housed in the old Magistrate Court Building, in 53 Commissioner Street, Krugersdorp. The Magistrate Court Building was officially opened in 1890 by Mr Paul Kruger, President of the then Zuid Afrikaansche Republiek (ZAR) and was used as a court from 1891 to 1976.

The building was converted into a museum in 1995. Mogale City Museum is a historical museum with the following main themes spread across its permanent exhibitions:

- Cultural History
- Anglo-Boer War History
- Mining History
- Archaeology
- Natural History
- Liberation Struggle

9. MUSEUM FUNCTIONS

Museums are defined as permanent non-profit institutions, in the service of society and open to the public, which acquire, conserves, researches, communicates, and exhibits for the purpose of study, education and enjoyment, the material evidence of people and their environment.

The main functions of the Mogale City Museum are:

- Acquisition of objects
- Conservation
- Research
- Exhibition
- Education

9.1. Acquisition:

Mogale City Museum is a local historical museum that is guided by the principles and procedures governing the acquisition of historical artifacts, documents, and related materials relevant to the local history. This policy serves to uphold the Museum's mission of preserving and interpreting the history of Mogale City and ensuring responsible management of the Museum collections.

Our mission is to collect, preserve, interpret, and share the history of Mogale City for the education and enrichment of the local community and visitors. The scope of the museum collections encompasses artifacts, documents, photographs, and materials directly related to the history, and culture of Mogale City.

Mogale City Museum will be guided by the following principles when acquisitioning new collection:

- **Relevance to Mission:** Acquisitions of the museum collection must align with Mogale City Museum's mission and collections goals.
- **Historical Significance:** Items must have historical significance to the municipality, telling a story that enhances the understanding of the local history.
- **Authenticity:** Mogale City Museum seeks items that are authentic, accurately documented, and legally obtained.
- **Condition:** Acquisitions should be in a condition that allows for their preservation and meaningful interpretation.
- **Deaccessioning Considerations:** Potential long-term preservation costs, ethical and legal considerations, and space constraints must be considered when acquiring new items.

9.1.1. Sources of Acquisition

Mogale City Museum may acquire items through various means, including:

- **Donations:** Acceptance of donations is based on the relevance and significance of the item to our mission.
- **Purchase:** Rare or exceptional items that enhance the museum's collection may be acquired through purchase, provided the funds are available.
- **Gifts and Bequests:** The Museum will welcome gifts and bequests that align with its mission, subject to curatorial review.
- **Loan Agreements:** Temporary loans may be accepted for exhibition purposes, subject to appropriate agreements.

9.1.2. Acquisition Procedures

Mogale City Museum will follow the following procedures when acquisitioning new collection:

- **Curatorial Review:** All potential acquisitions undergo a thorough review by the museum's curatorial staff to ensure they meet our mission and collection criteria.
- **Documentation:** Acquisitions are documented comprehensively, including origin, condition reports, and any associated historical information.
- **Deaccessioning:** Items may be deaccessioned if they no longer align with Mogale City Museum's mission, are in poor condition, or for other valid reasons.

Mogale City Museum is committed to upholding ethical and legal standards related to acquisition, including adherence to ICOM Code of Ethics for Museums, National Heritage Resources Act 25 of 1999 governing the acquisition, possession, and transfer of cultural property.

9.2. Conservation:

Conservation in Mogale City Museum is a critical aspect of preserving and maintaining the cultural heritage and historical artifacts that tell the story of the community. The goal of conservation is to ensure that these items / museum objects remain in good condition so that future generations can learn about their local history and heritage. The following are key considerations and practices for conservation in Mogale City Museum:

- **Documentation:** Start by thoroughly documenting all the items in the museum's collection. This includes creating detailed records of each artifact, including its history, condition, and any previous conservation work.
- **Environmental Control:** Maintain a stable and controlled environment within the museum. This includes controlling temperature, humidity, and lighting to prevent damage to artifacts. Fluctuations in temperature and humidity can lead to deterioration of museum collection.
- **Proper Handling:** Regular training of museum staff and volunteers in the proper handling of artifacts must be conducted annually by the Museum Curator/ Professional staff. Use gloves when necessary to prevent oils and dirt from hands from damaging fragile items. Items should be handled as little as possible.
- **Storage:** Store artifacts in appropriate storage conditions. This may include acid-free boxes, special cabinets, and climate-controlled storage areas. Different materials require different storage conditions, so it's essential to know the specific needs of each artifact.
- **Cleaning:** Regularly clean artifacts using gentle and non-invasive methods. Dust and dirt can accumulate on items, leading to deterioration over time. However, cleaning should be done with extreme care and only by trained professionals to avoid causing damage.

- **Conservation Ethics:** Follow ethical guidelines for conservation, which prioritize the preservation of an artifact's original state. Any conservation work should aim to be reversible and not alter the historical integrity of the item.
- **Restoration:** Distinguish between conservation and restoration. While conservation aims to stabilize and preserve an item, restoration involves repairing or reconstructing damaged parts. Restoration should be done sparingly and with a clear understanding of the artifact's historical value.
- **Pest Control:** Implement measures to prevent pest infestations. Insects and rodents can cause significant damage to artifacts. This may include regular inspections and the use of traps or other pest control methods.
- **Security:** Ensure the security of the museum and its collection. Proper security measures can prevent theft and vandalism, which can lead to the loss of valuable historical items.
- **Public Awareness:** Educate the public about the importance of conservation and the role of the museum in preserving local history. Encourage responsible behavior among visitors, such as not touching artifacts and following museum rules.
- **Conservation Assessment:** Periodically assess the condition of the collection through conservation assessments. This helps identify items in need of immediate attention and ensures that the conservation efforts remain effective.
- **Collaboration:** Collaborate with other museums, conservation experts, and organizations for knowledge-sharing and access to resources. This can be particularly valuable for addressing complex conservation challenges.

Conservation of museum collection in the Mogale City Museum is an ongoing process that requires dedication, expertise, and resources. By following best practices and taking a proactive approach to preservation, Mogale City can continue to safeguard its cultural heritage for generations to come.

9.3. Research:

Research plays a crucial role in Mogale City Museum, as it helps expand the knowledge and understanding of the local history and cultural heritage. The following key aspects of research are to be followed by the Museum professional staff:

- **Collections Research:** Mogale City Museum professional staff should continuously conduct research on museum's permanent and temporary collections. This involves documenting the history, origin, and significance of each artifact. Museum professional

staff may uncover new information about the objects, their creators, or their historical context.

- **Archival Research:** Historical documents, photographs, maps, and manuscripts are part of the Mogale City Museum's collection. Professional staff must study materials to gain insights into the past, uncover untold stories, and provide context for the artifacts on display.
- **Oral History:** Collecting and preserving oral histories from local residents is essential for capturing personal narratives and memories related to the municipality's history. These interviews can provide unique perspectives and add depth to exhibitions.
- **Academic Research:** Mogale City Museum must collaborate with institutions of higher learning and academic researchers. The Museum must further strive to encourage scholars to conduct research on topics related to local history. Such partnerships can result in academic publications, exhibitions, and increased visibility for the museum.
- **Exhibition Development:** Research is essential when planning and developing exhibitions. Museum Curator/s and other museum professionals must work together to ensure that exhibitions are accurate, informative, and engaging. Thorough research helps create compelling narratives and interpretive materials.
- **Community Engagement:** The Museum must from time to time involve the local community in research initiatives. Seek input and contributions from residents who may have family stories, documents, or artifacts related to the local history. By involving the community, the Museum will be instilling a sense of ownership and inclusivity to the entire community of Mogale City.
- **Digital Archives:** Create and maintain digital archives of research materials, including photographs, documents, and oral history recordings. This allows for broader accessibility and preserves fragile or rare materials. The use of provincial and national archives for such preservation is key.
- **Interdisciplinary Approach:** Encourage interdisciplinary research that explores different facets of the history of Mogale City. This can involve collaboration with historians, archaeologists, anthropologists, and other specialists.

- **Educational Programs:** Develop educational programs based on research findings. These programs can be aimed at schools, community groups, or the general public to promote historical awareness and understanding.
- **Ethical Considerations:** The Museum must always adhere to ethical standards in research, especially when dealing with sensitive topics or indigenous communities. Respect cultural protocols and seek permissions when necessary.

Research in the Mogale City Museum will not only enrich the museum's offerings but also contributes to a deeper understanding of the history of Mogale City as a whole. It will help in ensuring that the museum remains a valuable resource for both residents and visitors interested in exploring the history of Mogale City.

9.4. Exhibition

Creating exhibitions in the Mogale City Museum is a fundamental way to showcase the heritage of Mogale City Local Municipality, engage the community, and educate visitors. The following essential guidelines and steps are to be followed when preparing permanent or temporary exhibitions:

- **Define the Theme or Topic:** Start by determining the theme or topic of the exhibition. Consider significant historical events, periods, or aspects of the municipality's history that are to be highlighted.
- **Research and Content Development:** Conduct thorough research to gather historical materials, artifacts, documents, photographs, and oral histories related to the chosen theme. Collaborate with local historians, experts, and community members to ensure accuracy and authenticity in the exhibition content.
- **Curatorial Team:** Assemble a curatorial team that includes museum professionals, historians, curators, educators, and designers to plan and execute the exhibition.
- **Storytelling and Narrative:** Develop a compelling narrative that tells a coherent and engaging story. Use storytelling techniques to make history relatable and emotionally resonant.
- **Artifact Selection:** Carefully select artifacts, photographs, and documents that best illustrate the exhibition's theme. Ensure that each item contributes to the narrative being communicated.
- **Design and Layout:** Collaborate with exhibit designers to create an attractive and functional layout. Consider factors like natural lighting within the museum, visitor flow,

accessibility, and interactive elements. Use effective signage, labels, and graphics to provide context and information about the artifacts and historical context.

- **Interactive Elements:** Incorporate interactive elements, such as touchscreen displays, multimedia presentations, and hands-on activities, to engage visitors and enhance their learning experience.
- **Accessibility:** Ensure that the exhibition is accessible to all visitors, including those with disabilities. Provide wheelchair access, clear signage, and audio descriptions when needed.
- **Preservation and Security:** Implement strict preservation measures to protect artifacts from damage and theft. Use display cases, climate control, and security systems as necessary.
- **Educational Programming:** Develop educational programs, guided tours, and workshops related to the exhibition theme. These programs can provide deeper insights and engage visitors on a different level.
- **Public Engagement:** Engage the community by seeking input, stories, and artifacts from local residents. Encourage a sense of ownership and involvement in preserving the municipality's history.
- **Temporary and Rotating Exhibits:** Consider rotating exhibits to keep the museum's offerings fresh and encourage return visits. Temporary exhibits can focus on different aspects of the history of Mogale City.
- **Marketing and Promotion:** Promote exhibitions through various marketing channels, such as Internal Communications, press releases, museum newsletters, and local media.
- **Opening Event for each new exhibition:** Host an opening event or reception to celebrate the exhibition's launch. Invite local dignitaries, historians, artists, and the community to attend.
- **Collaboration and Partnerships:** Collaborate with other museums, cultural institutions, local arts and culture forums, and organizations to leverage resources and expertise. Partnerships can result in more comprehensive and captivating exhibitions.
- **Timeline:** Establish a timeline for the exhibition's development, from initial planning to installation and de-installation.
- **Evaluation and Documentation:** After the exhibition ends, evaluate its success, and document the process for future reference. Consider what worked well and what could be improved for future exhibitions.

Creating exhibitions in Mogale City Museum is a dynamic and creative process that should involve careful planning, research, and collaboration. Exhibitions will enable the Museum to engage with the community, educate visitors, and share the rich history and heritage of Mogale City.

9.5. Education

Educational Programme is one of the aspects of the Mogale City Museum for engaging the community, preserving local history, and promoting cultural heritage. When dealing with the educational aspect of the Museum the following key aspects will have to be considered when developing educational programmes:

- **Audience Identification:** Consider local residents, students, tourists, and special interest groups. Tailor programs to meet the diverse needs and interests of these groups.
- **Curriculum Alignment:** Collaborate with the Department of Basic Education to align the Museum's Educational programs with the Curriculum Assessment Policy Statement (CAPS). Offer educational resources and guided tours that complement classroom learning.
- **Exhibitions and Displays:** Design exhibitions with educational objectives in mind. Use interactive displays, multimedia presentations, and informative signage to convey historical information and engage visitors of all ages.
- **Guided Tours:** Provide guided tours led by knowledgeable staff or trained volunteers. These tours must offer in-depth insights into the museum's collections, historical context, and broader history of Mogale City.
- **Storytelling and Interpretation:** Use storytelling techniques to make history come alive. Engage visitors with compelling narratives and personal stories related to the Mogale City heritage.
- **Special Exhibitions:** Rotate special exhibitions to keep the museum's offerings fresh and relevant. Themes can focus on different aspects of the history of Mogale City, important dates in the calendar or highlight temporary collections.
- **Outreach Programs:** Take educational programs beyond the museum's walls. Organize outreach programs, traveling exhibits, and pop-up displays at schools, community centers, and events.
- **Accessibility:** Ensure that educational programs and facilities are accessible to individuals with disabilities. This includes providing wheelchair access, sign language interpreters, and accessible educational materials.
- **Feedback and Evaluation:** Collect feedback from visitors, learners, and teachers to assess the effectiveness of educational programs. Use this feedback to make improvements and better meet the needs of your audience.

Education Programme in a Mogale City Museum will not only preserve the past but also foster a sense of community pride and cultural identity. By offering diverse and engaging educational

programs, the Mogale City Museum will become and remain a valuable resource for learning, exploration and appreciation of local history and heritage.

10. IMPLEMENTATION OF THE POLICY

The implementation of this policy will begin immediately after approval by Council.

11. MONITORING AND EVALUATION OF THE POLICY

Community Development Services (Heritage, Arts and Culture Section) shall monitor and evaluate the implementation and compliance of the Mogale City Museum Policy.

12. POLICY REVIEW

This policy will be reviewed to determine its relevancy after every five (5) years from the date of approval by the Council.

13. COMMUNICATION

The Mogale City Museum Policy will be communicated to all Municipal employees and any relevant stakeholders using the full range of communication methods available to the municipality.

14. APPROVAL

Municipal Manager:	
Signature:	
Date Approved:	
Effective Date:	