



ASSOCIATION OF TOURIST & HERITAGE RAIL AUSTRALIA

ABN 19 755 744 868

ATHRA News #5 – July 2010 Rail Based Museum Collections Survey

ATHRA would like to assist our specialist museums in the sector to work together and exchange ideas or information. Our museums are different to the typical community museum and have special requirements.

Attached is an introductory survey that we ask all rail and tram groups to complete. Your participation will enable us to form a picture of the museums in our sector. The information about individual museums will remain confidential if requested but still enable a snapshot to be compiled.

It is better to answer some questions than none!

Completed surveys should be posted by **25th August 2010** to:

Rail Survey
PO Box 128
Bassendean WA 6934

Museum overview

1. Type of museum (please circle)
 - a. General
 - b. Railway
 - c. Tramway
2. Does your museum sit within an accredited rail safety organisation?
3. Is your museum accredited as a museum? If not, are you participating in a museum accreditation or standards scheme?
4. Which of the following describes your museum (Tick or circle more than one if appropriate)
 - a. Has operational rollingstock
 - b. Has archives
 - c. Contains static rollingstock e.g. locos, trams
 - d. Has small artefacts e.g. lamp, uniform

Please add any further information if you wish.

5. Do you have a museum register / fleet list? If so, in what format? (e.g. *index cards, excel spreadsheet*)

6. How big is your collection? (Please give as accurate a number as possible).

(Attach list if preferred)

- a. Locomotives _____
- b. Carriages & brake vans _____
- c. Freight vehicles _____
- d. Tramcars _____
- e. Motor vehicles _____
- f. Small artefacts _____
- g. Photos _____
- h. Other archives (in linear metres) _____

7. What gauges are included in your museum collection?

8. How many times a week is the museum open? _____
(How many hours is this? _____)

9. What type of organisation runs your museum e.g. volunteer, local government, state government, non-profit?

10. Do you have any paid staff (museum area)? _____
If yes, how many? _____

11. How many volunteers work with your museum collection?

Collection administration

12. Which museum policies & plans do you have (please tick):
- a. Collection policy
 - b. De-accession policy (may be part of collection)
 - c. Education policy
 - d. Interpretation policy
 - e. Conservation policy
 - f. Disaster plan
 - g. Preservation / Conservation plan
 - h. Others _____
13. How do you record your collection?
- a. Paper-based record or
 - b. Computer (indicate which program or system) _____
- (or both)
14. What museum forms do you have (please tick)?
- a. Donation
 - b. Photograph
 - c. Receipt
 - d. Loan
15. Is your collection one large group or split to include such as an educational collection?

ATHRA News #5
Rail Based Museum Collection Survey

16. Do you have a statement of significance written for your collection or for any items in the collection?

17. Have you a classification scheme for your collection cataloguing e.g.

a. Personal effects – Tramway or

b. Commonwealth Railways – carriage –sleeping

(please share an example)

18. Please estimate what percentage of your collection is accessioned (catalogued)? _____

19. Please estimate what percentage of your collection is photographed.

20. What percentage of your image collection is scanned? _____

21. What are the two biggest challenges facing your management of your museum collection?

Organisation: _____

Museum contact person: _____

Contact details: Phone: _____

Email: _____