

Museums and Collections Projects Program 2021

University of Melbourne

Burnley Campus Archives

Project Description

Collections Management – Cataloguing project, Burnley Campus Archives

The Project

This project involves assisting in the cataloguing and documentation of museum objects which are part of the Burnley Campus Archives located in the Main Building, Burnley. The catalogue information will be incorporated into the museum's database which is currently utilising Victorian Collections to make their collections accessible on-line.

Background

The University of Melbourne's Faculty of Science, Burnley Campus, was formerly the Burnley Horticultural College amongst other incarnations. It has been teaching horticultural courses for a variety of educational institutions since 1891, although land was first put aside at the site for the Victorian Horticultural Society in the 1850s.

The [Burnley Campus Archives](#) consists of over 15 metres of material that relates to the Burnley Horticultural College. It comprises of materials that date back to the 19th century including the College's official records (principals' administration records, registers, student attendance books, alumni deposits, student club documents etc.), photographs, news cuttings, maps, plans and films. It also contains artefacts such as ploughs, leadlight windows and jodhpurs. The [Science Library](#), Burnley is the enquiry point for requests by students and members of the broader community to view materials held within the Burnley Campus Archives.

Details

Working in consultation with the Burnley Archivist, the student/s will have the opportunity to catalogue objects from the Collection and also to check and enhance existing catalogue entries. This project work may involve completing a catalogue record in the Victorian Collections online catalogue for each item, numbering the object, documenting object details, labels, inscriptions etc. and recording storage location and condition. Digital images of each object will need to be taken and attached to the catalogue. There is also a large photographic collection to be digitised so that it can be accessible via the on-line catalogue. This project would suit students who are interested in the history of horticulture and/or the Burnley campus, and understands collection management principles (progress towards the completion of a degree in Art Curatorship or similar would be ideal). Knowledge of the correct procedures for the safe handling of archival material is desirable, as this project requires handling and close inspection of collection items. To be successful in this project role, a knowledge of/experience with museum databases would be desirable, good communication skills with a methodical approach and a keen eye for detail.

**Please note this project work will need be carried out remotely and on the Burnley campus as required and depending on the task.*

Benefits

Opportunity to work at close hand with the University of Melbourne's extensive cultural collections. Professional development through experience gained in collection management procedures and practice and satisfaction gained from working closely with the Burnley Archives Collection. This project contributes to making the University's cultural collections more accessible, facilitates their interpretation and assists in their long-term preservation.

Supervisors

Jane Wilson, Archivist, Burnley Campus Archive

Helen Arnoldi, Museums and Collections Projects Program Coordinator

