

DORSET NATURAL HISTORY AND ARCHAEOLOGICAL SOCIETY

COLLECTIONS DEVELOPMENT POLICY

March 2014

Name of Museum: Dorset County Museum

Name of Governing Body: Dorset Natural History and Archaeological Society

Policy approved by the Board of DNHAS: 20 March 2014

Policy review date: March 2017

1. Museum's statement of purpose

Statement of Purpose of the Dorset Natural History & Archaeological Society at Dorset County Museum

The Dorset Natural History and Archaeological Society is a body of persons in membership for the purpose of serving society by promoting an understanding of man and his/her environment in the county of Dorset (1974 boundary or as statutorily redefined).

For this purpose the Dorset Natural History and Archaeological Society (hereinafter called the Society) has the duty of:

- Promoting an interest in and the understanding of Dorset generally to the inhabitants of Dorset, the visitors and the wider world (i.e. not just its own members) through exhibitions, lectures, publications and other events, and the encouragement of other organizations and institutions relevant to this duty.
- Maintaining and developing the Dorset County Museum (hereinafter called the Museum) and its collections.

Traditionally the aims of the Society have been:

To promote an interest in Archaeology, Natural History, Local History and the Fine Arts relating to the County of Dorset, to prevent, as far as possible, the extirpation of flora and fauna, and to promote the study, recording and preservation of the antiquities of the County.

The Society became incorporated in July 1998 and its objects, as set out in the Articles of Association (revised December 2012) were:

The advancement of education for the general benefit of the public in the areas of archaeology, the natural sciences, natural history, literature, music, the fine and decorative arts, antiquities and local history relating to the County of Dorset.

The acquisition, preservation, conservation, exhibition and development (as far as possible) of collections relating to archaeology, the natural sciences, natural history, literature, music, the fine and decorative arts, antiquities and local history relating to the County of Dorset.

In furtherance of these objects the Society will:

- Maintain the Museum, library, learned Proceedings and other publications.
- Contribute to the education of a wide range of audiences by exhibitions, publications, lectures, visits, outings, use of the buildings by outside bodies for relevant activities and by the recording and conservation of Dorset's heritage.
- Ensure professional financial, administrative and management arrangements for the Museum and the preservation and conservation of its collections for the benefit of all.

Additionally, in January 2012 the Board of the Society adopted the following mission statement:

The Dorset County Museum aims to be the premier independent multi-disciplined museum in the region. The Museum will completely refurbish the facilities for the storage of its collections, whilst maintaining a balanced budget, in order to develop and display collections that will enable people to have a better understanding of the history and culture of Dorset.

In striving to achieve this mission and satisfy the objectives of the Society, the Museum has two key functions:

- To maintain exhibitions and displays which enable its public to understand the nature of Dorset's human and natural history.
- To act as a repository of collections, artefacts, scientific specimens, and information about Dorset.

This Acquisition & Disposal Policy determines all of the second function and much of the first.

2. Existing collections, including the subjects or themes and the periods of time and /or geographic areas to which the collections relate

The Museum was founded in 1845 as the Dorset County Museum and Library. It had a number of homes until it moved into the present purpose-built Museum which was completed in 1883. In the early days of the Museum, as well as local artefacts, a wide variety of 'curios' were collected from a number of sources around the world. The Museum took on the more serious role of collecting anything to do with Dorset "below, on or above the ground, in the past and often in the present" from the turn of the twentieth century and there has been a steady accumulation of specimens since that time. They are now grouped into the following departments:

Natural History

Existing collections relate to the natural history of the geographical county of Dorset and include the Mansel Pleydell herbarium (collected in the 1860s -1890s), the Richardson entomological collection containing type material (acquired in the 1930s), the C.D.Day collection of insects (acquired 1952), Dorset Underwater Survey material and the Alfred Russel Wallace collection of bird skins. Although this last collection is of foreign origin, Wallace was a Dorset inhabitant and the collection is of great historical importance. The collections of Dorset botanical and entomological material (especially Lepidoptera) are good, while the bird and mollusc collections are adequate. The mammal collection is very

small and not representative of the county. The size of the Natural History collection is estimated as follows:

Mammals	200
Birds	1,100
Eggs (clutches)	3,000
Osteology	200
Entomology	130,500
Molluscs	40,000
Marine specimens	1,500
Herbarium	30,000
Misc.	500
TOTAL	219,000

Geology

Existing geological and paleontological collections were gathered from across the geographical county of Dorset (the coastline of which is now designated as the UNESCO 'Jurassic Coast' World Heritage Site due to its geological significance) and are of national and international importance. The collections contain important vertebrate material, such as the Weymouth Bay Pliosaur (*pliosaurus kevanii*) and the Swanage Crocodile (*goniopholis kiplingi*), including type and figured specimens. This is especially so for the Purbeck Limestone Formation. The Corallian collections are also important, having been used by W.J.Arkeell for the Palaeontographical Society monographs, and there are significant collections of dinosaur trackway material. The invertebrate collections are also of merit and there are 22 holotypes in the collection as a whole. Mansel-Pleydell also gave a number of geological specimens, but there are few large individual collections on the geology side other than Lang (1950s), Brokenshire (1980s) and Ensom (1980s). The size of the Geology collection is estimated as follows:

Fossil specimens	20,000
Rocks and Minerals	500
TOTAL	20,500

Archaeology

The collection of archaeological remains was a prime motivator in the establishment of the Museum in the C19 and the collection is of international significance in the study of Northern Europe, particularly the prehistoric, Iron Age and Roman collections (most notably from Maiden Castle). Existing collections are comprised of a wide range of materials of which the principle material components are ceramics, stone, bone (faunal), bone (human), metalwork, glass, architectural fragments and smaller portable objects in many materials, relating to the history of the geographical county of Dorset from the pre-historic to medieval periods. Historically, important archaeological collections were presented by Cunnington, Moule, Warne, Hall and Bean in the 1880s, 1880-1900, 1880 and 1982 respectively. In recent years, as the Dorset county repository for archaeology, the growth by volume of the collection has been significant and the Museum has added continually to its archaeological holdings through acquisitions from private individuals, rescue archaeology, research excavations, treasure purchases and through liaison with Dorset County Council. All objects are an integral part of the Archaeological Archive of which the paper record is housed in accompanying Archive Boxes. The size of the Archaeology collection is estimated as follows:

Metalwork artefacts	34,000
Other artefacts	2,566,000 plus

Paper Archives	920 Archive Boxes (c 200,000 record sheets), 300 Roll Boxes (8,000 large format drawings), 95% on microfiche.
Photographic Archive	200,000 images
TOTAL	c. 3,000,000

Social History

The existing social history collection has as its main area of importance objects relating to trade, industry, transport, schooling, public life, popular belief, domestic life, rural crafts and agriculture in the geographical county of Dorset between c. 1800 and the present day. The Skyrme collection of agricultural tools and domestic implements forms the basis of these collections and was donated in 1970. Other notable items in the social history collection include two farm wagons, a working steam traction engine, a hand-operated fire pump, a butcher's cart, the Eldridge Pope Brewery Collection, and the Lott and Walne Foundry Collection. There is also a considerable ceramics collection, and one of medals and medallions, and numismatics. Because of the need to illuminate the life and environment of the people of Dorset, care has been taken to acquire objects for the social history collection only where good evidence of their use exists and where full provenances are available in regard to the object's use by, production by or association with Dorset people, institutions or people. The size of the Social History collection is estimated as follows:

All categories	30,000
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Costume and Textiles

The existing costume and textile collection focuses on fashionable and middle class clothes for men, women and children from c. 1650 to c. 1950, collecting only material with Dorset origins or strong subsequent connections. Most tend to be the special items more likely to be saved in families than re-cycled or worn out. Noteworthy large groups include baby robes, smock-frocks, Dorset sun-bonnets, wedding gowns, embroidery samplers, Dorset buttons and feather stitchery. Smaller groups include dress accessories (including footwear, fans, jewellery, millinery and beadwork), lace, quilts, school uniforms, and later C18 fashionable male clothing as well as some very special individual items such as the Bond raised-work casket c. 1630. The size of the Costume and Textile collection is estimated as follows:

All categories	5,000
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Photography

The Museum began collecting photographs in the late 19th century and its existing large collection of photographic prints, slides and negatives forms an important archive of information on Dorset's landscape and history. The two collections of aerial photographs by John Boyden, Richard Atkinson and the RAF are particularly noteworthy. The size of the photography collection is estimated as follows:

Prints	48,000
Aerial photos	8,000
Glass slides	4,300
Slides	3,000
TOTAL	63,300

Literature

The existing literary collections are formed mainly of books, papers and letters but also include small numbers of personal items, furniture and other effects. These collections reflect the importance of Dorset's major authors in the history of the county. Of particular importance are particularly Thomas Hardy (memorial collection presented in 1937), William Barnes (collection was presented 1900 and 1957), Sylvia Townsend Warner (collection presented 1980), John Meade Falkner and the Powys family. It should be noted that the Powys collection is owned by the Powys Society but is deposited at the Dorset County Museum on a 50 year loan. The number of objects in the Literature collection is estimated as follows:

Thomas Hardy Memorial Collection	8,300
Additional Hardy Collection	8,000
William Barnes	1,500
Sylvia Townsend Warner	18,000
Powys Collection	2,350
Muntz Collection	3,000
Others (inc. J.Meade Falkner, T.E.Lawrence)	200
TOTAL	41,350

Fine Art

The Museum has acquired fine art since the 19th century, initially through donations and bequests, but increasingly through purchases during the 20th century. Consequently, the existing collection of fine art is formed of works dating from between the 17th and the 20th centuries, which have been acquired to develop links and associations relevant to the Museum's other collection areas, notably the topography, geology, natural history, local history, literary archives, portraiture and archaeology of Dorset and the wider Wessex area. It also has works associated with Dorset artists and Dorset local history, people, families, collections and artists working in the county. The collection includes oils, watercolours, prints and other drawings, engravings and sculpture, containing works by notable artists including: George Romney; Alfred Stevens; Reynolds Stone; Elisabeth Frink; Sir James Thornhill; Hamo Thorneycroft; Thomas Beach; Henry Moule; Sir Thomas Gainsborough; James Baverstock Knight; John Constable; Alfred Wallis; Mary Spencer Watson; Augustus John; John Everett; Christopher Wood; Francis Newbery; Frederick Whitehead and Paul Nash. The size of the Fine Art collection is estimated as follows:

Oils	300
Watercolours	3,600
Prints & engravings	2,300
Sculptures	100
TOTAL	6,500

Decorative and Applied Art

The Museum maintains only small collections of decorative and applied arts but, in the absence of any other museum in the county collecting in this field has worked actively in this area in recent times. Particularly strong collections include: specimens of the work of the Dorset potteries at Poole and Verwood; other ceramics, glassware and metalwork that were made in Dorset or by Dorset craftsmen (e.g. the engraved glasswork of Laurence Whistler and the metalwork of Alfred Stevens), that illustrate a distinctive county influence, or have a particular heraldic value; a collection of clocks, watches and barometers which illustrate the particular historical significance / influence of Dorset makers or manufacturers (such as the Bastard family of Blandford Forum); pieces of vernacular or common furniture with a clear Dorset provenance and associated context; collections of musical instruments and commemorative medals that are relevant to the

broader social history and literary collections; and a collection of architectural woodwork, stonework, plasterwork and glazing of a distinctive Dorset character or associated with known Dorset craftsmen. The size of the Decorative and Applied Art collection is estimated as follows:

Ceramics	525
Glass	200
Metal	20
Furniture	250
Clocks	20
Musical	10
Architectural	500
TOTAL	1,500

Library and Archives

The library naturally divides into two sections; as a working reference library and as a collection of historical material. The Museum has historically acquired standard reference works and journals to aid work on the collections in all subject areas, as well as books and pamphlets on Dorset matters (both reference and fiction) and by local authors.

In addition a significant archival collection has also been developed as there can be no qualitative distinction of evidence between that in the Museum and that in the wider environment of Dorset. A county museum cannot be solely object-based. For this reason the Museum holds a sizeable collection of printed ephemera, transcripts from the National Archives (papers by Pope and Fry), pamphlets etc. on local subjects and Dorset people, as well as biological and geological field notebooks, archaeological excavation reports etc., often, but not always associated with the collections. The size of the Library and Archives is estimated as follows:

Books	20,000
Dorset biography	1,400
Journals etc. (runs of)	120
Maps	1,100
Printed ephemera	
- places	116 boxes
- subjects	92 boxes
Nat.hist.MS colln.	1,600
Geology MS colln	650
Excavation MSS	2,150
TOTAL	30,000 plus

3. Criteria governing future acquisition policy including the subjects or themes, periods of time and/or geographic areas and any collections which will not be subject to further acquisition.

The Museum will acquire items originating from, used in, or with connections to the county of Dorset (1974 boundary or as statutorily redefined).

The Museum will not normally seek to acquire:

- Any item which is likely to be beyond its financial and conservation capabilities and resources to preserve properly, conserve and store appropriately.

- Any non-Dorset item unless it forms an integral part of the collection of one donor (e.g. non-Dorset lepidoptera which are part of an entomologist's collection, the rest of which is Dorset material).
- Any non-Dorset material unless it is connected to an inhabitant of the county (e.g. foreign bird skins collected by Alfred Russel Wallace).
- Any object by purchase unless it is of especial significance to the history and development of Dorset.

In acquiring objects for its collections the Museum will also:

- Collect objects within the constituencies of other museums in Dorset only after discussion and consultation, and favourably consider the loan of such objects to appropriate local museums.
- Invite organizations and individuals carrying out geological, ecological or archaeological exploration within Dorset to present appropriate collections or specimens to the Museum.

The criteria and principles for acquiring additional objects within the specific collection departments are as follows:

Collection	Period Of Time	Principles Governing Future Acquisition
Natural History	Prehistoric – Present Day	<ul style="list-style-type: none"> • Fill gaps in existing collections relating to the natural history of Dorset where needed for display, education or research. • Collections of Dorset botanical and entomological material (especially Lepidoptera) should be kept up to date. • The mammal collection is very small and unrepresentative of the county. This collection should be improved, subject to the Wildlife and Countryside Act 1981. • The Dorset bird and mollusc collections are adequate, and no further additions to the birds' eggs collection are necessary or desirable.
Geology	Prehistoric – Present Day	<ul style="list-style-type: none"> • Fill gaps in existing collections of geology and palaeontology relating to Dorset where needed for display, education or research. • Seek to acquire Dorset geological specimens from chance cliff falls, the scouring of the shore or temporary excavations for building or civil construction works, where they augment the collections already held.

Archaeology	Early Man/Mesolithic – Present Day	<ul style="list-style-type: none"> • Collect representative samples of archaeological artefacts discovered in the modern county of Dorset, which may be acquired from private individuals, rescue archaeology or research excavations. • Seek to acquire artefacts having a marine context related to the coastline of Dorset. The Poole Maritime Trust and Poole Museum will be consulted when items from Poole Bay are considered for acquisition. • Observe adopted “Conditions for the Acceptance of Archaeological Archives” and Guidelines for the “Preparation of Archaeological Archives” for deposition in the Museum. • Consider the acceptance of representative samples of archaeological material and archives from Dorset through Planning Policy Guidelines and Development Advice given by Dorset County Council for the “Preservation by Record” of archaeological sites from archaeological contractors working in the county. • Discuss with other interested museums, agencies and the landowners the best repository for archaeological material to maximise future research, preservation and public enjoyment.
Social History	c. 1650 – Present Day	<ul style="list-style-type: none"> • Collect only objects and personal life stories produced by or associated with Dorset people, institutions or businesses. • Seek to acquire objects that round out existing collections or fill major gaps in the Museum’s coverage of social, cultural and economic history in Dorset between the 17th century and the 21st century. • The Museum will collect from areas in Dorset outside its immediate environs¹ after discussion and consultation with the local and community museums in those areas, and by working closely with the Dorset County Museums Advisor at the

¹ A definition for the Museum’s immediate environs in regard to social history collecting were provisionally discussed with the Dorset County Museums Advisor in August 2007 (as a part of a policy discussion for ‘Local Museums’) and that for the Museum would be being represented by following historic church parishes: Alton Pancras, Athelhampton, Bradford Peverell, Broadmayne Buckland Newton, Burleston Cattistock, Cerne Abbas, Charminster, Cheselbourne, Chilfrome, Compton Valance, Crossways, Dewlish, Dorchester, East Chelborough, Evershot, Frampton, Frome St Quentin, Frome Vanchurch, Glanvilles Wooton, Godmanstone, Hermitage Hilton, Holwell, Maiden Newton, Melbury Sampton, Melcombe Horsey, Milbourne St Andrew, Milton Abbas, Mintere Magna, Nether Cerne, Owermoigne, Piddlehinton, Piddletrenthide, Poxwell, Puddletown, Pulham, Rampisham, Stinsford, Stratton, Syding St Nicholas, Tincleton, Toller Fratrum, Toller Porcorum, Tolpuddle, Warmwell, West Chelborough, West Compton, West Knighton, West Stafford, Whitcombe, Winterbourne Abbas, Winterborne Came, Winterborne Herrington, Winterborne Monkton, Winterborne St Martin, Winterbourne Steepleton, Woodsford, Wraxhall, Wynford Eagle.

		<p>Dorset History Centre. The Museum will favourably consider the loan of any social history objects so collected to appropriate local museums.</p> <ul style="list-style-type: none"> • Large land transport objects will not be collected due to constraints on storage space. • Items associated with the military in Dorset are adequately covered by other museums in the county and will not be collected unless they are medieval or earlier.
Costume and Textiles	c. 1700 – c. Present day	<ul style="list-style-type: none"> • Fill gaps in the existing collections of costume and textiles relating to Dorset where needed for display, education or research. • Prioritise the collection of clothing related to working lives in Dorset and modern fashion relevant to the county. • Recognising the particular problems associated with textile conservation and storage, the Museum will not acquire items that cannot be adequately cared for.
Fine Art	c. 1610 – Present Day	<ul style="list-style-type: none"> • Seek to collect historic and contemporary works of art and associated evidence relevant to the topography, geology, natural history, architecture, landscape, social history and people of Dorset. These should develop and complement the existing fine art collection and contain relevant links with the Museum's other collection areas. • Acquire works which are part of, or comprise, series, sequences or associations of work relevant to Dorset. • Ensure the preservation of important collections associated with Dorset, with Dorset people and families. • Collect significant works of art and associated evidence influential to the development of art and artists in Dorset.
Decorative and Applied Art	c. 1650 – Present Day	<ul style="list-style-type: none"> • Collect only furniture and musical instruments which have a broader Dorset social history or literary significance. • Collect only ceramics, clocks, watches and barometers of historical significance manufactured by identifiable Dorset makers. • Acquire only architectural woodwork, stonework, plastering and glazing which

		<p>demonstrates the qualities and applications of worked stone from Dorset quarries, or provides evidence of the work of distinguished architects and masons in Dorset.</p> <ul style="list-style-type: none"> • Develop the collections of metalwork and commemorative medals through the acquisition of items demonstrating craftsmanship by named Dorset metalworkers and artists, particularly where clear associations exist with traditional local techniques.
Photography	c. 1860 – Present Day	<ul style="list-style-type: none"> • Continue to collect historic images relating to the landscape and social history of Dorset. • Take into account the collections of other Dorset museums and the Dorset History Centre. • Recognising the particular problems associated with the conservation and storage of early, volatile and fragile photographic prints, the Museum will not acquire items that cannot be adequately cared for.
Literature	c. 1650 – Present Day	<ul style="list-style-type: none"> • Seek to collect for display, education and research, documents, objects and ephemera relating to significant Dorset authors, poets and other writers. • Seek to complement and strengthen existing collections of material, particularly that relating to: Thomas Hardy; William Barnes; Sylvia Townsend Warner and Valentine Ackland; John Meade Falkner; the Powys family.
Library and Archives	C. 1650 – Present Day	<ul style="list-style-type: none"> • Acquire standard and specialist reference works to aid work on the collections in all subject areas. • Seek to collect books and pamphlets on Dorset matters (both reference and fiction) and those written by local authors. • Continue to collect archaeology and natural science archives, literary manuscripts and ephemera, especially where they relate to museum objects or collections. • In collecting in this area particular note is taken of the roles of the Dorset History Centre as county archive office, the County Archaeological Sites and Monuments Record in the Planning Department of the County Council, and

4. Themes and priorities for rationalisation and disposal

Responsible, curatorially-motivated disposal takes place as part of a museum's long-term collections policy, in order to increase public benefit derived from the museum collections

The themes and priorities for reviewing objects for rationalisation and disposal within specific collection departments are as follows:

Collection	Priorities for rationalisation and disposal
Archaeology	To ensure improved care for, access to and context for the archaeology collections, limited and strictly controlled reviews of archaeological depositions will be undertaken. These will concentrate on older depositions which where material was accepted in bulk and without a prior agreed retention strategy. Of particular focus will be un-stratified and un-contextualised material, and mass ceramic building material with little potential for future research. The Museum will apply the review methodology developed in partnership with Wessex Archaeology in 2013.
Geology	Fossil and rock specimens where advanced or continuing pyrite decay, where interventive conservation cannot have any meaningful effect, will be considered as a priority for disposal. This is due to threat that the sulphurous acidic gases released by such decay pose to other, presently unaffected specimens.
Social History	Excessive duplicate examples of hand tools should be considered as a priority for rationalisation, particularly where these items are un-provenanced and have no clear Dorset connection. Consideration should be given to the rationalisation and transfer of large industrial and land transport objects, especially given the Museum's limited ability to conserve or restore such objects.

No other collection areas are considered to be a priority areas for rationalisation and disposal.

5. Limitations On Collecting

The Museum recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard. It will take into account limitations on collecting imposed by such factors as costs, staffing, storage and care of collection arrangements.

6. Collecting Policies Of Other Museums

The Museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with

these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

Specific reference is made to the following national / county-wide museums and archives:

- Dorset History Centre, Dorchester
- Military Museum of Devon and Dorset, Dorchester
- National Trust sites in Dorset
- English Heritage sites in Dorset
- The British Museum, London
- The Natural History Museum, London

Specific reference is made to the following local / community museums in Dorset:

- Beaminster Museum
- Blandford Forum Museum
- Bridport Museum
- Blandford Fashion Museum
- Charmouth Heritage Centre
- Corfe Castle Museum
- Durlleston Castle
- Gillingham Museum
- Gold Hill Museum, Shaftesbury
- Kimmeridge Fossil Museum
- Langton Matravers Museum
- Lyme Regis Museum
- Nothe Fort, Weymouth
- Poole Museum
- Portland Museum
- Priest's House Museum & Garden, Wimborne Minster
- Red House Museum & Garden, Christchurch
- Royal Signals Museum, Blandford Forum
- Russell-Cotes Art Gallery & Museum, Bournemouth
- Scaplen's Court Museum, Poole
- Shaftesbury Abbey Museum & Garden
- Shaftesbury Town Museum
- Sherborne Museum
- Sturminster Newton Museum
- Swanage Museum & Heritage Centre
- Swanage Steam Railway Trust
- Tank Museum, Bovington
- Tolpuddle Martyrs Museum & Mill
- Wareham Town Museum

7. Policy Review Procedure

The Collections Development Policy will be published and reviewed from time to time, at least once every five years.

The regional Museum Relations Manager for Arts Council England will be notified of any changes to the Collections Development Policy, and the implications of any such changes for the future of existing collections.

8. Acquisitions Not Covered By The Policy

Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the governing body of the Museum itself, having regard to the interests of other museums.

9. Acquisition Procedures

- a) The Museum will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the Museum can acquire a valid title to the item in question.
- b) In particular, the Museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).
- c) In accordance with the provisions of the UNESCO 1970 *Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property*, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the Museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.
- d) So far as biological and geological material is concerned, the Museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.
- e) The Museum will not acquire archaeological antiquities (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures. In England, Northern Ireland and Wales the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure as defined by the Treasure Act 1996.
- f) Any exceptions to the above clauses 8a, 8b, 8c, or 8e will only be because the Museum is either:
 - acting as an externally approved repository of last resort for material of local (UK) origin; **or**
 - acquiring an item of minor importance that lacks secure ownership history but in the best judgement of experts in the field concerned has not been illicitly traded; **or**
 - acting with the permission of authorities with the requisite jurisdiction in the country of origin; **or**
 - in possession of reliable documentary evidence that the item was exported from its country of origin before 1970.

In these cases the Museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority.

- g) As the Museum holds or intends to acquire human remains from any period, it will follow the procedures in the *Guidance for the Care of Human Remains in Museums* issued by DCMS in 2005.

10. Spoliation

The Museum will use the statement of principles *Spoliation of Works of Art during the Nazi, Holocaust and World War II Period*, issued for non-national museums in 1999 by the Museums and Galleries Commission.

11. The Repatriation And Restitution Of Objects And Human Remains

The Museum's governing body, acting on the advice of the Museum's professional staff, may take a decision to return human remains (unless covered by the *Guidance for the Care of Human Remains in Museums* issued by DCMS in 2005), objects or specimens to a country or people of origin. The Museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 12a-12d, 12g and 12s below will be followed but the remaining procedures are not appropriate.

The disposal of human remains will follow the procedures in the *Guidance for the Care of Human Remains in Museums*.

12. Management Of Archives

As the Museum holds substantial collections of archives, including photographs and printed ephemera, its governing body will be guided by the *Code of Practice on Archives for Museums and Galleries in the United Kingdom* (3rd ed., 2002).

13. Disposal Procedures

Disposal Preliminaries

- a) The governing body will ensure that the disposal process is carried out openly and with transparency.
- b) By definition, the Museum has a long-term purpose and holds collections in trust for society in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the Museum's collection.
- c) The Museum will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.
- d) When disposal of a Museum object is being considered, the Museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

Motivation For Disposal And Method Of Disposal

- e) When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 12g-12s will be followed and the method of disposal may be by gift, sale or exchange.
- f) In exceptional cases, the disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures

outlined below in paragraphs 12g-12m and 12s will be followed. In cases where disposal is motivated by financial reasons, the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:

- the disposal will significantly improve the long-term public benefit derived from the remaining collection,
- the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit),
- the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored.

The Disposal Decision-Making Process

- g) Whether the disposal is motivated either by curatorial or financial reasons, the decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for the Museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. External expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the Museum will also be sought.

Responsibility For Disposal Decision-Making

- h) A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the Museum acting on the advice of professional curatorial staff, if any, and not of the curator of the collection acting alone.

Use Of Proceeds Of Sale

- i) Any monies received by the Museum governing body from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from ACE.
- j) The proceeds of a sale will be ring-fenced so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard.

Disposal By Gift Or Sale

- k) Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- l) If the material is not acquired by any Accredited Museums to which it was offered directly as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material, normally through an announcement in the Museums Association's *Museums Journal*, and in other specialist journals where appropriate.
- m) The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of

interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the Museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

Disposal By Exchange

- n) The nature of disposal by exchange means that the Museum will not necessarily be in a position to exchange the material with another Accredited Museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- o) In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the procedures in paragraphs 12a-12d and 12g-12h will be followed as will the procedures in paragraphs 12p-12s.
- p) If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.
- q) If the exchange is proposed with a non-accredited museum, with another type of organisation or with an individual, the Museum will make an announcement in the Museums Journal and in other specialist journals where appropriate.
- r) Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the Museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

Documenting Disposal

- s) Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

Dr Jon Murden
18 March 2014