



Collections Development Policy 2012-2017
Preston Park Museum & Grounds

Name of museum	Preston Park Museum and Grounds
Name of governing body	Stockton-on-Tees Borough Council
Date on which this policy was approved by governing body	
Date at which this policy is due for review	November 2017

1. Purpose of the collections development policy

- To provide a framework for the future development of the collections of Preston Park Museum and Grounds (PPM&G)
- To combine the Rationalisation Projects 'Too Much Stuff' policy to create an overall approach to acquisition and disposal within the PPM&G
- To balance the needs and objectives of the Museum with the resources available
- To replace all previous versions of the Acquisition and Disposal Policy
- To replace all previous versions of the Too Much Stuff Policy
- To act as a reference document to guide curatorial decisions in the present and in the future
- To encourage public confidence in PPM&G as a suitable repository for material
- To provide a basis for open and transparent decision-making

2. Museum's statement of purpose

To care for and interpret the heritage and history of Stockton-on-Tees Borough Council Area. The Service aims to provide the best possible service that enables Stockton-on-Tees's residents and visitors to the area to access and explore collections for inspiration, learning and enjoyment.

3. Overview history of the Hall and Museum

Stockton Corporation (the predecessor of Stockton-on-Tees Borough Council), had intended to create a museum from the middle of the 19th century. Development towards a museum began in the 1920s, when the Corporation were bequeathed the Spence Bequest (1,850 objects) along with financial support for the collection. The Spence Bequest is a significant collection which includes weaponry and military material, fine and decorative art, and watercolours and archive relating to Colonel Spence. The Corporation sought a building to house the collection and in 1953 Preston Hall Museum opened.

Preston Hall was built in 1825 as a private home and estate. It opened as museum in 1953, and has been extended over the years. Initially collections were only displayed in the main hall, and were based around the Spence Bequest, the Clephan Bequest and the Ions loan, along with some additional objects the Corporation had acquired. However, in the late 1960s, the Museum was absorbed into the County Museum Service of Teesside, and the collecting widened. At the end of the County of Teesside

the Collections were divided between Preston Hall, Dorman Museum and Kirkleatham Museum.

Preston Hall Museum gradually expanded and in the 1970s and 1980s when the 1895 Victorian Street was added. Initially, plans were intended for the street to further expand and collecting was carried out avidly, however, funding was never acquired and additional storage was therefore required in the form of Leeholme Road Store in Billingham. The Museum service also expanded with Green Dragon Museum and Billingham Art Gallery.

In 2007 a major HLF funded development began to improve the building and facilities at Preston Hall Museum, making it easier for visitors and users to find out about and enjoy their heritage. Green Dragon Museum was closed and the Billingham Art Gallery became the Billingham Museum Resource Centre, a place to work on and store the collection. This allowed resources to be concentrated on Preston Hall Museum, and to further develop the Museum Services Outreach programme through the Museums on the Move programme.

In 2008 the Collections Rationalisation Project began to review and assess the collections and their uses. The project ran over two years and amalgamated all the collection documentation, in addition to researching and reconciling over 10,000 objects. By 2010, the project had removed over 2,000 objects from the collections and removed over 20,000 pieces of archive to Teesside Archives.

As part of redevelopment the new Spence Collections store was built at the end of the Victorian Street. In addition, the project helped develop a previous store into the Collections Access facility which now houses the archive, book, glass and ceramic collections. The space is also used by volunteers and members of the public to research and view the reserve collections. These facilities were the first purpose built collections stores for the Museum Service and have allowed not only the total amount of storage to be reduced but have improved the store and care for the collection to the highest standards.

4. Overview of Current Collection

The collection ranges from fine art to legal documents and covers the history of the borough and the people who have worked and lived in the area. The Museum has around 100,000 objects which can be broken down further into a number of different areas.

4.1 Archaeology

Material acquired through PPG16 and planning procedures is cared for by Tees Archaeology through an SLA with Stockton-on-Tees Borough Council. This collection consists of approx 2000 (excluding bulk finds) items ranging from Prehistory to the 19th century artefacts. The material covers a number of significant sites including material from the 120 Anglo-Saxon graves excavated at Norton and by Iron Age and Roman Material from Ingleby Barwick. The Museum itself has a small collection of around 100 items within the Spence Bequest, in addition to material from Stockton Castle. Currently on display and of potentially national significance is the possible Viking helmet, which is on 15 year loan from Yarm Parish Council.

4.2 Fine Art

There are approximately 587 pieces of art, which can be broken further into the following collections:

Edwin Clephan Memorial Collection

The Edwin Clephan Memorial Collection was bequeathed to the Museum in the 1930s and is one of the founding collections of the museum, containing 89 pieces of fine art. The collection was bequeathed to the Museum by Annie Clephan, the daughter of Edwin Clephan who had been born in Stockton but had made his money through banking in Leicester. While some of the collection remained with the family after Edwin's death, part was bequeathed to Stockton Corporation and part to De Montford University in Leicester. The collection includes the significant oil painting the Dice Players by Georges de la Tour, and a number of watercolours from artists which include J M W Turner, Thomas Girtin, George Elgood and John Fullylove. The collection also includes portraits, screenprints and pastels.

Spence Bequest

The Spence Bequest includes of number of pieces of art. Of particular note are the collection of World War I watercolours by Col. Spence (134) which depict life in the WWI and in the trenches. Additional pieces include family portraits and a late medieval panel painting, entitled 'Knights Jousting'.

Local Art

The majority of the remaining collection relates to the local area and local people, and includes 60 portraits, including 7 civic portraits along with landscape pictures of Stockton and Stockton sites. Additionally, there are local artists' interpretations of sites further afield.

Modern Art

There are around 10 pieces of modern and abstract art, ranging from impressions of ICI to four silk screen prints by Bridget Riley.

Sculpture

PPM&G has a small sculpture collection the majority of which comes from the Ions Collection which ranges from 2 bronze sculptures by Moreau and Beer to marble statues. Additional pieces include a plaster cast of Prince Metternich and a bust of Harold Macmillan.

4.3 Glass

There is a large collection of general glass in the Social History Collection; however there is a small collection (300 pieces) of decorative glass. The core of this comes from the Ions collection, which was initially loaned in 1953 when the Museum first opened, leading to the purchase of the collection in 1972. The collection incorporates approximately 100 pieces of glassware ranging from the first half of the eighteenth century, including air and opaque twisted glasses, cranberry glass, Venetian glass and general Victorian lustre.

Additional decorative glassware comes in the form of carnival glass, pressed and commemorative ware, including a glass teapot for the launch of the Mary and Martha ship.

4.4 Ceramics

There are approximately 1000 pieces in the ceramic collection. There are both decorative and household items. The core of the decoration collection comes from the Ions purchase (200) and includes representation from European manufacturers including Meissen, Dresden, and Sevres, while English potteries are represented in the form of Derby, Wedgwood, Royal Worcester, Coalport and Royal Doulton.

There are around 400 pieces relating to Stockton potteries. The items are mainly household items; however, it does also include street names, grave markers and commercial items such as butcher's dishes. Of interest are a number of pieces of W.S & Co Stafford pottery, which are marked "Wedgwood" to imitate the mark of the Josiah Wedgwood Company. Other local potteries covered in the collection include Ainsworth, Clarence Potteries, North Shore Pottery, Yarm pottery and Wolviston Pottery. In addition there are a number of pottery moulds which came from the W.S & Co site.

There is further general section of ceramics which includes non-local ceramics and a large collection of ornaments and commemorative ceramics.

4.4 Spence Decorative Collection

The Spence Bequest has over 700 decorative items of high quality and significance and they include spoons, boxes and snuff boxes, caskets, cases, etui sets and tobacco rasps. These are made from a variety of materials, with the majority dating from the 18th and 19th century. They often include a number of different materials and crafts.

4.5 Metal working

There is a varied collection of metal and silver objects ranging from a presentation trowel to pewter plates, trophies, pill boxes smoking items, nutmeg grates, keys and 10 locks. The items mainly date to the 18th and 19th century but continue to around the 1930's (and later, in the case of the trophies). There are a number of trophies in the collection from a number of different organisations and include some loans from Tees Rowing Club and the DLI. There is also a wide variety of silverware and pewter, and around 60 pieces are from the Spence Bequest - the remainder are loans from church and parish councils.

4.6 Costume Collection

The costume collection (8000) spans three centuries, with the earliest item dating to the 1740s and the latest the 1990's. The strength in the collection lies in women's fashion and accessories in the 19th century and later. The collection covers most periods but of note are the 1920's items and those from the 1950's and 1960's. However, there is also a variety of male and female occupation, military and leisure wear. There is a smaller children's collection which consists mainly of christening items and white wear. The men's collection contains mainly suits and uniforms, both military and civil. The majority of the collection has been through the Rationalisation Project however, a significant amount still needs to be removed from the collection.

4.7 Science and industry collection

The majority of the collection (approx 8,000) relates to local and cottage industries. The collection covers the rich industrial heritage in the region and the wider industries and businesses. Of note are 16 ship models, mostly builders' models, many of which represent the output of famous yards in and around the area. Engineering is represented through large industrial machinery and smaller technical

machinery, such as the overhead crane and lathe from Brown's Foundry. ICI and the chemical industries are represented in objects used and in archive material relating

to the company. There are also a large number tools (450), ranging from cobblers and saddlers to cabinet makers and leather working.

4.8 Social History

This is the largest area in the museum collection and can be broken down further into;

Toys

This collection contain around 4,000 objects and is a varied collection, dating from the Georgian/Victorian Period to the 1990's. Most activities and toys are covered by this collection. The collection ranges from dolls to models of castles and the more modern electronic computer games. It includes a substantial collection over 1,000 items of dolls and dolls house items. Of interest within this collection are the Aurora Plastics models from the 1960's, representing popular culture of the time, figures through history and in films of the time.

There are a number of pieces from the 1990's, which were collected by the museum as part of contemporary collecting when schools were consulted about what toy was important. These include Barbie and Teenage Ninja Turtles.

Music

This collection has over 1,000 items, with over 600 records. The collection includes a variety of instruments, include a banjo, bassoon, pianos, organise, harps, mandolin, accordion, violins and zithers. Of note is the Broadwood Georgian boxed piano, and the trumpet from the opening of Yarm viaduct. The majority of the items date from the mid Victorian to the later Edwardian period, although a number of the record players date up to the 1970's.

Monetary

The museum has about 2000 coins in the collection. This includes a number of banknotes from Tees Bank and Stockton Bank dating from the early 19th century. The remainder are everyday pre decimal coinage and a number of foreign coins.

Domestic

This comprises an extensive collection (approx 10,000) of household appliances including cookers, fridges, vacuum cleaners, washing machines , radiators, sink units,

sewing machines, toilet bowls, kitchenware, pottery and flatware, furniture and home entertainment (radio, television, and record players). The collection covers the

Georgian era to the 1980's and was formed to supply the period rooms and shops at Preston Hall in anticipation of a proposed large scale development. Parts of this collection have been through the Rationalisation process, however, substantial amounts of the objects are still to be removed from the collection.

Transport

The Museum has a number of carts, carriages, bicycles and auto mobiles, totalling approx 50 items. These range from the Brougham Carriage to the Tippen Delta Invalid Carriage. The bicycles include a Cougar which is locally made, whilst of significance is the Giraffe Bicycle dating to the late Victorian Period and thought to have been made for the Stanley show. This collection has also been through the rationalisation process.

4.9 Militaria

PPM&G militaria collection consists of some 1,684 examples of arms, armour, militaria accessories and medals and badges dating from antiquity to the present day. The core of the collection consists of over 830 objects from the Spence Bequest. The remainder of the collection, around 820 objects, comes from a number of different sources. The Weapons in particular come from Cleveland Police (30), Darlington Museum (49) and from the Imperial War Museum (109), which was given to the museum after an amnesty. Part of the non-Spence weapon collection has been through rationalisation, a number of the items have been transferred to other museums. In addition, the Museum also has 2000 medals ranging from general service medals to the Dunbar medal.

4.10 Book Collection

The Museum has around 3,700 books, in total over 2,000 of these come from a single donor Thomas Hutchinson an eccentric Victorian Collector. The Hutchinson books range from the 17th century to the 1930's and cover a wide variety of subjects however, its strength is in the plays, poetry and literacy. The collection also includes some first editions and pieces of local interest. The remainder of the collection relate to general fiction, family bibles and a large number of school and children's literature.

4.11 Archive

The museum has a substantial Archive Collection is estimated to be over 60,000 items. The Archive Collection is currently in the process of being inventoried. The collection can be broken down further.

Legal collection

The museum also has a substantial legal collection relating to the Stockton Borough areas and the local population. A large proportion of these items are title deeds and relate to various conveyances of land, and include correspondences, wills, indentures, mortgages, conveyances and other documents. The oldest item found so far dates from 1574, however the majority date from the early 18th to the early 20th centuries, with some deeds written in Latin.

Civil Defence

There is also an extensive collection of material relating to the Air Raid Precautions Service and the Civil Defence Corps dating from 1935 until the organisation was disbanded in 1968. The majority of this collection is made up of organised folders containing various correspondence and internal memos as well as Home Office Circulars.

Photographs

The museum has a significant number of negatives and photographs - around 16,000. Within this is are the Heavisides and Marriot collection. The Heavisides Collection is a collection of approximately 1,300 glass plate negatives which cover the period 1860 – 1920 and links to the annual Heavisides Almanac which documented the social history of Stockton.

Local industries

The Archive Collection includes material relating to local industries and businesses. This includes receipts, account books, invoices, letterheads, catalogues, receipts and in the case of shipping 463 plans. We have these materials for a number of industries and business including the gas and water boards, ICI, Browns Foundry, Local potteries, bills and photographs relating to local shops.

General Ephemera

There is a substantial collection relating to all aspects of peoples lives and local Stocktonians. The collection is varied and includes programmes, tickets, posters relating to entertainment and events; Booklet/leaflets/magazines relating to all

aspects of peoples lives; Local and national newspapers relating to local and national events and documents Certificates, correspondences and papers relating to individuals lives.

Hobbies

The collection also includes materials relating to activities and hobbies and includes a large number music sheets and knitting patterns.

4.12 Set Dressing and Working Collection

PPM&G has a small set dressing collection for some areas in the Museum and on the Victorian period street where the object does not meet collecting policy or the environmental conditions are poor. These are marked by a red dot. In addition there is the working collection; these are objects which are part of the Museums collection but can be used by interpreters in the street. These are identified by green dots, so that the Collections Team can monitor their deterioration.

5 Themes and priorities for future collecting

Future collecting will concentrate on developing existing strengths by updating or extending collections. Future collecting will be governed by the following principles:

- In general, display needs will be fulfilled by existing collections rather than by new collecting
- Collecting will be monitored and regulated to ensure that it is consistent with the priorities set out in this policy, to avoid a need for repeated rationalisation
- As Preston Park Museum has no in-house conservation resources it will in general only acquire objects which are in good or excellent condition.
- There is a strong assumption against collecting duplicate material without good reason
- Collecting will be governed by resources, such as storage and display space, and staff time
- Collecting will focus of recognised gaps in the collections
- Collections will be developed and rationalised by improving collections themes and by the disposal of duplicates and poorer examples or object(s), if similar examples are available in the collection.
- Whenever possible, acquisitions will be supported by oral testimony, photography and/or other methods to ensure that background information object each object is obtained.

- No individual member of staff is to accept an object; all objects must be agreed by the Collections Team or at a staff meeting to include a member of the Collections Team.
- Only material originating from, connected with, or significant to geographical area of Stockton Borough will be collected, unless of high significance.

5.1 Future collecting criteria are as follows:

Passive collecting (that is, the consideration of objects which are offered to the Museum unsolicited) will be carried out in the following areas:

- Preston Park material relating to the history of the hall, grounds and gardens
- Material relating to the main founding bequests of the Museum, Spence, Clephan and Ions
- Visual representation and significant objects relating to Stockton during WWI and WW2
- Material relating to the Stockton Suffragette Movement
- Material relating to John Walker and the friction match
- Victorian toys with particular strong Stockton Associations
- Material relating to Stockton and Darlington Railway, specifically material relating to the Stockton Borough and Preston Park in preparation for the 2025 celebration
- Objects will be sought from those Museums which were part of the Cleveland County Museum who have significant Stockton items and material

6 Themes and priorities for rationalisation and disposal

This document combines the 'Too Much Stuff', the Collections Rationalisation policy. The Museums Association's code of Ethics for Museums and Disposal Toolkit will be used to guide disposal. Rationalisation will be carried out for the Museums and the collections long term benefit. All decisions will be approved by the Collections Rationalisation Panel which reviews curatorial decisions and approves the decisions with delegated authority.

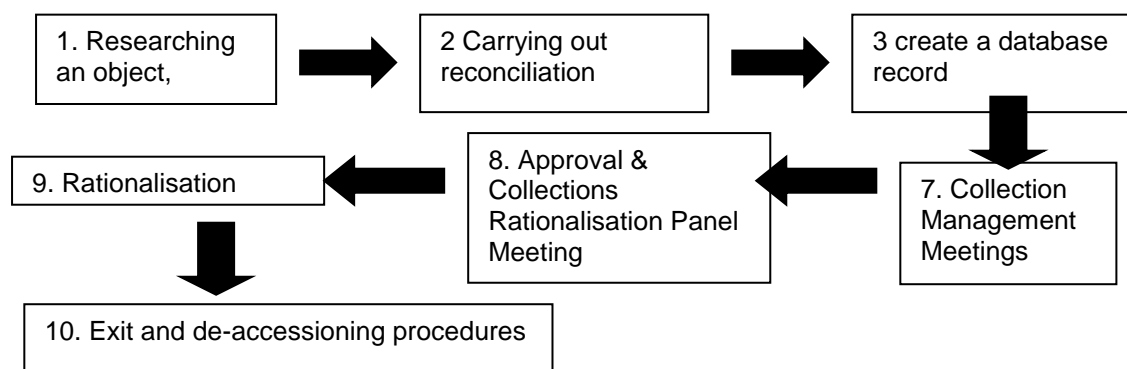
Objects from the collections will be considered for disposal on a case by case basis under the following criteria:

Items will be considered for disposal within the following categories, where material:

- a) does not match the current Collections Development Policy
- b) has been unethically acquired
- c) does not help us to tell the story of the Borough of Stockton-on-Tees

- d) is irrelevant to the collection
- e) is not likely to be useful for display or research
- f) is un-accessioned (i.e. has not been correctly recorded)
- g) is un-provenanced (i.e. has insufficient background information to provide a context)
- h) is of poor quality compared with other examples
- i) has deteriorated beyond use
- j) is a threat to people or other objects (e.g. through infestation or health and safety concerns)
- k) there are similar or duplicate items
- l) the museum service does not have the resources to care for and maintain the object
- m) the object would be more appropriate to another museum's or organisation's collection (e.g. Hartlepool Pottery items, or archives at Teesside Archives)
- n) the item is a loan material no longer required for display.
- o) The object is unsolicited

The following flow chart shows the stages that will be used to rationalise collections along with a specific access database, which records the process and the curatorial decision making.



6.1 The following areas will be targeted for Rationalisation over the next 5 years.

Loans

Loans will be reviewed and returned where relevant. Where documentation states that there are permanent loans which are no longer recognised on legitimate terms, the loaner will be contacted and objects returned or a fixed loan term agreed.

Objects in poor condition

Objects in an unacceptable and poor condition may be considered for rationalisation if they risk the remainder of the collections and the service does not have the resources for conservation or there are a number of similar or duplicate objects.

Archive

A number of areas will be looked for the archive collection. Approximately 20,000 items have already been transferred to Teesside archives - these were mainly planning applications, maps, and official council documents. Further actions will include:

- Reviewing the remaining OS maps and plans
- Seek permission from the Museums governing body to manage the collection with archive principles, this will reduce the necessary procedures needed for disposal.
- Review and remove photocopies and duplicates
- Return approved loans
- All items relating to areas outside of the Stockton Borough should be considered for rationalisation.

Archaeology

The Museum will liaise with Tees Archaeology to determine what should be done with the fragments of bathhouse, currently in storage. This may include disposal or mothballing. In addition, no bulk finds should be accessioned.

Art

Progress has been made with regards to rationalisation of art, 4 loans have now been returned. The remaining actions are low priority, and include the rationalisation of the copy of the De la Tour, and STCMG:2007.0105 (a picture of a parrot on a flowering branch). In the longer term, additional rationalisation could be carried out on the civil pictures.

Spence and Clephan Bequest

No Rationalisation is required in this area.

Ions Purchase

No Rationalisation is required in this area.

Craft

Glass & Ceramics

Where duplicates appear these will be considered for rationalisation. Any items which relate more specifically to other boroughs in the region e.g. Linthorpe, will be considered for rationalisation. In addition commemorative ceramics will be reviewed and rationalised.

Metal working

Trophies on loan to the museum will be considered for rationalisation, e.g. Tees rowing club. Church pewter on the loan to the museum will be considered for rationalisation, some items have already been returned to the appropriate church.

Costume Collection

The costume that has been through the rationalisation process will be re-homed or disposed either through the Museums Journal, offering to local museums and to educational establishments. Objects that have been through Rationalisation have gone to local colleges, museum educational resources and to other museums. Around 1500 objects remain which need disposing of.

Science and industry collection

This requires a review of the pulleys again, as there are a large number of similar; at the first Collections Meeting these were disputed for rationalisation. However, based on the criteria and their potential to be used for set dressing, they will be reviewed again for rationalisation. Typewriters and adding machines have been through rationalisation, however a number still need to leave the collection. Consideration should be given to disposal of the switchboard due to its current condition and 'fit' within the collection.

Social History

This is a priority area. The following areas will be considered a high priority for Rationalisation:

- Furniture; to be reviewed and researched, before sending through rationalisation.
- Review and rationalise the architectural items, including, fireplaces, radiators, doors and any items which were acquired for the proposed extension to the Victorian period street
- Cameras; to be reviewed and researched, before sending through rationalisation.

- Social and domestic items, a number of these have been through rationalisation, e.g. sewing machines, cookers, washing machines, however, no suitable home was found for them, these need to leave the collection. In addition some of the cookers should be examined for asbestos and the safety needs of collections with regard to staff and the public.
- Review and rationalise large musical instruments and equipment as there are a number of similar items.

Weapons

Consider rationalising all non-Spence items that were acquired through the amnesties which do not relate to Stockton and are difficult to display, it would also allow some access to the Secure Store for specialist groups if the Section 5 firearms were removed from the collection.

7 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 staffing, storage and care of collection arrangements.

8 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 museums and museum services:

- Middlesbrough Borough Council
- Darlington Borough Council
- Redcar & Cleveland Borough Council
- Hartlepool Borough Council
- Heugh Battery Museum
- Beamish, the North of England Open Air Museum
- Tyne & Wear Museums Service

9 Policy review procedure

The Collections Development Policy will be published and reviewed from time to time, at least once every five years. The date at which the policy is next due for

review is January 2017. However, the policy will be used to determine actions in the Museums Forward Plan which is created annually.

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.

10 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.

11 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. The museum will not acquire any biological or geological material.
- 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.

- f. Any exceptions to the above clauses 9a,9b, 9c, or 9e will only be because the museum is:
- acting as an externally approved repository of last resort for material of local (UK) origin
 - 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
 - acting with the permission of authorities with the requisite jurisdiction in the country of origin
 - 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.

12. 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.

13. The Repatriation and Restitution of objects and human remains

The museum's governing body, acting on the advice of the museum's professional staff, if any, 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 15a-15d, 15g and 15o/s below will be followed but the remaining procedures are not appropriate.

The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums'.

14. Management of archives

As the museum holds / intends to acquire 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 (third edition, 2002).

15. 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 15g-15s will be followed and the method of disposal may be by gift, sale or exchange.

- f. The museum will not undertake disposal motivated principally by financial reasons

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 the Arts Council England.

- 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 museum will not dispose of items by exchange.

Documenting disposal

- o. 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 de-accession and disposal.