

**Collections Development Policy
Kingston Museum**

Revised October 2016



Governing Body: Royal Borough of Kingston upon Thames

The governing body within the Council is the Place Directorate.

Policies are approved by the Director of Place and were approved

on:

Roy Thompson

Director of Place

Date at which policy due for review: October 2020

Policy review procedure:

The collections development policy will be published and reviewed from time to time, at least once every five years.

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 collections.

1. Relationship to other relevant policies/plans of the organisation:

This Collections Development Policy relates to and is supported by the Forward Plan 2016-2020, the Documentation Policy Statement, the Care and Conservation Policy, the Access and Research Policy and the Audience Development Plan. It will also influence the development of planned policies, such as those around digital collections.

This policy has been created in consultation with Kingston Heritage Service (KHS) staff, the Head of Libraries, Museums and Archives, and the Interim Head of Culture, to align with the strategy for the entire Heritage Service and Culture Team .

These policies have been written to incorporate requirements of Museum Accreditation for Kingston Museum. Next year Kingston History Centre will apply for Archive Accreditation.

The museum's statement of purpose is:

To identify and celebrate what is uniquely special about our borough and its people, locales, traditions and institutions and to build on this history while striving to discover, record and share the new stories occurring all around us.

This statement can be broken down into three streams to summarise what Kingston Heritage Service wishes to achieve:

- To collect, care for, interpret and promote the borough's heritage in order to inspire a sense of pride and a greater understanding of Kingston's rich and diverse history.
- To work with other local cultural organisations to make connections between the aspects of culture in the borough which define Kingston as a unique place, such as its riverside location, its royal connections and its innovation, creativity and developments in arts and science.
- To contribute to the growth, regeneration, health and wellbeing of our borough through a variety of partnerships, projects and learning opportunities.

- 1.1. **The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.**
- 1.2. **By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.**
- 1.3. **Acquisitions outside the current stated policy will only be made in exceptional circumstances.**
- 1.4. **The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.**
- 1.5. **The museum will undertake 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.**
- 1.6. **Please include one of the following two paragraphs:
The museum will not undertake disposal motivated principally by financial reasons**

2. History of the collections

Kingston Heritage Service is made up of Kingston Museum and Kingston History Centre. The two parts of the Service have been linked together since 1980. The Museum collects objects relating to the history of the borough. Kingston History Centre holds the borough archives and the local history collection, comprising ephemera and photographs.

Kingston Museum

Scottish American philanthropist Andrew Carnegie generously funded the building of Kingston Library in 1903, which left the council with the funds to construct the adjoining Kingston Museum, which opened in 1904. Historically, Kingston was the economic centre of Surrey, and one of the few towns in the county with a museum. From 1965, Kingston and the neighbouring boroughs of Surbiton, and Malden and Coombe were combined to become a Greater London borough. Therefore the collection contains material which reflects these roles, of Kingston as important town with neighbouring areas, and then a joint history as the new borough.

Library staff managed the museum until a Museum Assistant was appointed in 1959. Until this time, museum displays contained many generic natural history items. The Museum Assistant developed a collections policy which focused on collecting local material.

From the later 1960s through the 1980s, Curator Marion Hinton led several archaeological digs uncovering local sites such as a late medieval pottery kiln and Neolithic and Bronze Age finds.

This emphasis on archaeology led to the establishment of the Kingston upon Thames Archaeological Society (KuTAS) in 1969 and to the Museum of London excavating a 14th century undercroft and the stone foundations of the old wooden Kingston Bridge, now available to view in situ.

Between 1992 and 1997, new permanent galleries were developed in which to display the Museum's collection. The Ancient Origins gallery and the Town of Kings gallery continue to tell the story of Kingston's evolution. The galleries are currently in need of refreshment and an options appraisal will be carried out this year with a view to putting in an HLF capital bid for refurbishment of the museum.

In 1996 Curator Paul Hill retrieved key items from the Muybridge Collection on long term loan to the Science Museum. Since this time Kingston Museum has collaborated with Kingston University to audit, digitise, research, publish and display this internationally important collection.

Significant acquisitions which have helped to build the museum collection include:

1904 300 archaeological and historical artefacts donated by Mayor Frederick Gould. Many of these were discovered in the River Thames, such as Neolithic flint axes and Bronze Age and Saxon weapons. There are also Roman and Saxon finds which are not from the river. Over 100 prehistoric flint implements were donated by H.W. Seton-Carr.

1905 Kingston-born photographic and animation pioneer Eadweard Muybridge bequeathed his projectors, slides and zoopraxiscope discs connected with his studies of animal locomotion, an 1878 panorama of San Francisco, collotypes and his scrapbook. Mayor Dr W. E. St Lawrence Finny donated 16 Surrey tradesmen's tokens.

1907 The council purchased for the collection local prehistoric artefacts collected by local antiquary Dr. William Roots, comprising Neolithic and Bronze Age objects. Mayor Dr W. E. St Lawrence Finny donated a Roman altar. It is the only inscribed Roman altar in the country whose exact finding place is unknown.

1910 Mayor Dr W. E. St Lawrence Finny donated a dugout canoe dating from the Anglo-Saxon period.

1923 Lieutenant-Colonel H.F. Bidder lent an Anglo-Saxon skeleton and weapons excavated from the Anglo-Saxon pagan cemetery at Mitcham. These are still on display.

1936 Mayor Dr W. E. St Lawrence Finny transferred six stained glass windows dating from the first third of the 20th century from the Old Town Hall to the museum. Depicting celebratory events, these are still in situ.

1945 Local collector and studio pottery expert Ernest Marsh bequeathed over 120 ceramics including 78 Martinware items, 19 pieces by William Staite Murray and 8 by Bernard Leach. Prior to 1945, Marsh, who was a committee member of the Contemporary Art Society, curated displays of pottery lent from his private collection at the museum.

1955 onwards The Brill Collection consists of over 100 watercolour paintings and drawings by students and staff of Kingston University. Reginald Brill, Head of Kingston School of Art, conceived

this scheme, which ran from 1955 until 1971. Kingston Council funded the commission of artworks recording buildings and sites in the borough under threat of redevelopment. The scheme was relaunched in 1997 by the Friends of Kingston Museum, who continue to fund the annual acquisition of three Brill artworks.

1964 The Queen's Royal Surrey Regiment presented the museum with items of uniform and other objects representing the regimental history of the East Surreys and West Surreys.

1985 Potter Rosemary Wren gave around 40 ceramic items by her mother Denise Wren to the Museum and over 650 archival items including works on paper by Denise Wren and photographs and other ephemera relating to Wren and the Knox Guild. Wren was an artist potter who studied at Kingston School of Art under Archibald Knox and founded the Knox Guild of Design and Craft in 1912. She established the Oxshott Pottery in Surrey 1920, producing coloured earthenware, and later salt-glazed pottery. We are hoping to acquire additional ceramics and archival material later this year from Rosemary Wren's partner.

1998-9 The Chessington Hoard was discovered, consisting of six gold coins dating from the early 1st century BCE. The museum purchased the hoard with the help of the NACF, the V&A Purchase Grant Fund, the Friends of Kingston Museum and private donors.

Late 1990s Material such as discarded slides was discovered in the garden of Muybridge's house in Liverpool Road and donated to the museum.

Kingston History Centre

Kingston History Centre, which is responsible for the archive and local history collections from across the modern day borough, have been gathered together from a number of sources over the years. Records of Kingston town were first pulled together in 1684 and the town records were stored within the Town Hall. Various surveys and inventories of the records were made, and the rearrangement of the records in the 1920s formed part of a Surrey wide inventory issued in 1929 by Surrey County Council and the Surrey Record Society.

When the boroughs of Kingston, Surbiton and Maldens and Coombe were brought together in 1965 to form the new London Borough, Surrey County Archivist Marguerite Gollancz was made Honorary Borough Archivist. Assisted by a new Assistant Archivist, she re-arranged and re-listed the records of the new borough, providing access to them via the Surrey Record Office.

In 1980 archives and local history material were brought together with the museum, art and archaeology collections to form a new Heritage Unit at Kingston Museum (later named the Heritage Centre), based within the Recreation Department within the borough's administration. This brought together the archives for the borough with the local history material which was transferred from the reference libraries and other sources. It was at this point that the service also started collecting records which were not products of the administration, and broadening the collecting scope of the archive collections.

3. An overview of current collections

Museum Collections

The museum collects objects relating to the borough from prehistory to the present day. The local area is defined by the boundary of the modern Royal Borough of Kingston upon Thames. The collections comprise approximately 8,950 objects covering most aspects of the local history of the Kingston area. They include archaeology, social and working history, decorative arts, fine art and the collection of photographer Eadweard Muybridge.

Archaeology

The archaeology collection covers the period from Prehistory to the Middle Ages.

Prehistoric - The museum holds a fine collection of Mesolithic flint tranchet axe heads, flint arrowheads and other flint tools and imported stone ground and polished Neolithic axe heads. There is a small collection of prehistoric pottery, particularly late Bronze Age domestic tableware. Other Bronze Age objects include axe heads, spears and arrowheads. The Iron Age collection is very small but includes the Chessington Hoard of gold coins.

Roman - This period is predominantly represented by building material and excavated pottery. There is also a small collection of Romano-British pottery and metalwork.

Saxon - The Saxon metalwork collection is nationally important and includes three swords, about 20 spearheads and four shield bosses from the Mitcham Anglo Saxon pagan cemetery. The museum also holds a 10th century log boat and a collection of silver pennies representing the reigns of seven kings, some of whom were crowned at Kingston.

Medieval - There is a collection of 14th century Kingston-type Surrey Whiteware. Much of it is waste material from the excavated kiln sites. There is also a small collection of other artefacts including tools, pottery, dress accessories and domestic objects.

Social & Working History

The social history collection consists chiefly of 19th and 20th century domestic objects including cooking and washing equipment, costume and textiles, and household effects.

Working history is represented by objects from trade and industry, including 17th century trading tokens, pipe maker's equipment and models from British Aerospace of Hawker jets and monoplanes.

There is a collection of civic objects including Thames Watermen's coats, trophies, plaques, truncheons, rattles and handcuffs from a debtor's prison. Items of military history relate to the local regiment, the East Surreys.

Decorative Arts

Large and valuable collection of late 19th and early 20th century salt-glazed stoneware made by the Martin Brothers of Southall bequeathed to the Museum by a wealthy local businessman Ernest Marsh in 1945. A collection of over 40 ceramics by local studio potter Denise Wren which complements over 600 items of ephemera held in Kingston History Centre archive, including works on paper by Wren and the Knox Guild of Craft and Design. Heraldic pottery and other ceramics also constitute part of the ceramic collection.

Fine Art

The paintings, prints and drawings collection consists of over 600 works, of which 70 are oils or mixed media. The subjects are mostly topographical. It includes the Brill Collection of over 100 watercolour paintings and drawings by students and staff of Kingston University depicting buildings and sites in the borough under threat of redevelopment.

Eadweard Muybridge

The Museum holds a large and internationally important collection of material bequeathed by the Kingston-born 19th century photographer Eadweard Muybridge, constituting around a third of the collection. Objects include his biunial lantern, over 2,000 lantern slides, and several hundred positives, his zoopraxiscope and 67 zoopraxiscope discs, 158 collotype plates from the 1884 work *Human & Animal Locomotion*, his newspaper cuttings book, 67 glass zoopraxiscope discs (12” and 16”) and an original panorama of San Francisco of 1878.

Objects on display

Around 10% of these items are on display in the permanent galleries, which tell a chronological story of Kingston from prehistoric times through the Anglo Saxon era when two kings were crowned at Kingston, then charts the development of Kingston as a market town. The Eadweard Muybridge Gallery is a small gallery situated between the museum and library and displays a representative sample of material from the collection.

The final gallery display is of 1940s objects. Heritage staff are aware of the need to modernise the galleries and update the museum’s narrative, and are looking at applying for funding to do an options appraisal with a view to putting in a HLF capital bid for refurbishment of the museum. Objects not on display are available to view by appointment at an offsite store at Upper Heyford in Oxfordshire.

Handling Collection

There is a handling collection used mainly by the Learning and Engagement Officer for educational purposes. Material in the handling collection is mostly domestic items or dress from the 19th and 20th centuries. Items are of little monetary value or are duplicates of accessioned objects.

Archives and Local History Collections

Borough Records

The Borough records date back to the 1208 Charter issued by King John (after the original was issued in 1200) which granted Kingston certain freedoms from the Crown. This paved the way for a number of charters and letters patent from the monarchy and central government which, with an array of late medieval and early modern records forms a rich archival collection of pre-19th Century administrative records for Kingston. These are then complemented by the later series of more modern records, and records from the surrounding boroughs of Surbiton and Maldens and Coombe. A catalogue of these records was published in 1971.

The borough collections strengths are in the period before the new London borough was formed in 1965, though transfers of records since then have continued. As well as records from the administration and its functions (including, education, justice and trade etc.), early parts of the borough collections include private documents, estate records and records relating to military matters, amongst others.

Deposited Collections

From 1980, the service began to create a new series of deposited records. These were records which were not related to the administration of the area, but were representative of the borough's local history or the history of people and events significant to the local area. The deposits have come from a mixture of organisations, such as schools, charities, community groups and businesses. Other deposits have come from individuals or families. There are currently over 600 deposited collections of varying size.

Public Records

The service holds two series of Public Records, as defined by the Public Records Act. These are the Birth Registers from Kingston Hospital, and the records of the Kingston Magistrates Courts. In order to provide fast access to the records and provide approved storage facilities in line with the requirements of The National Archives, these records are temporarily stored with Surrey History Centre until appropriate in-Borough storage is sourced.

Newspapers

Amongst its publications, the service holds a full series of the Surrey Comet newspaper, which is a key historical resource for not only the borough, but surrounding areas too. The Comet is by far the most heavily used resource in the local history collection. The series starts in 1854 with the first edition, and is still being collected today. Microfilm surrogates are the main point of access for the editions up until 1988.

Local History Collections

The local history collections contain an array of other key research material, which is a mixture of original unique items and published resources. The main collections include photographs, maps, street directories, archaeology reports, oral histories, telephone directories, parish magazines, local periodicals, reference books, playbills, ephemera, and topographical art amongst others.

4. Themes and priorities for future collecting

Drawing on its statement of purpose (See 1.1), the following criteria govern future acquisitions:

- The Service will acquire items originating from, used in, or connected to the area now designated as the Royal Borough of Kingston upon Thames. Therefore objects must have been manufactured/created in the area, or used by or related to people or bodies connected with, residing in, or located in the area.
- There is a lack of objects in the museum collection reflecting the history of the borough from the postwar period until the present day and the museum will focus on acquiring objects from this time period in order to fill this gap and make the collection more representative of 20th and 21st century life in the borough, in particular the increasingly diverse postwar demographic.
- The Service's storage arrangements and capacity needs to be taken into account when making new acquisitions.

Archaeology

The museum will collect only chance and casual finds from the area and from all periods of human activity. We currently store the Kingston upon Thames Archaeological Society's (KuTAS) collection in our offsite store. Therefore researchers are able to access archaeological material. Storage of the KuTAS collection is subject to review.

Social & Working History

The service will seek to collect items that reflect the life and work of the local community. The cultural diversity of Kingston's current community is under-represented in the museum. We have been attempting to redress this weakness with particular reference to the Korean and Asian communities and will continue to do so. In addition, the service will aim to collect objects relating to the second half of the twentieth century and early part of the 21st century. Priorities include:

- Costume & textiles – Costume and textiles made, worn or purchased locally and from the 18th century onwards. Weak areas in the collection include male, and 20th century costume and accessories.
- Working history – Collect a representative sample of items from the commercial and industrial businesses in Kingston. These include brewing, engineering, metalworking, pottery, laundry, recording and the retail industries.
- Leisure – Material to illustrate leisure and sporting activities.
- Education – Material to illustrate the history of education in the area, including Kingston University.
- Local Government – Objects to illustrate the history and continued growth of local politics and a more consistent stream of records transferred from the authority to the service.
- Commemoratives & Souvenirs – Mementoes and ephemera of events and places within the area.
- Domestic – Household and domestic objects particularly from the second half of the 20th century.
- Born digital collections - contemporary record, images, videos and other digital content created on digital platforms.

Decorative Arts

Ceramics – Collect material relating to the existing collections of Martinware and the work of local studio potter Denise Wren. We are actively pursuing opportunities to enhance the Wren collection.

Eadweard Muybridge

The museum will continue to collect material relating to the life and work of Eadweard Muybridge. In particular the museum wishes to collect objects relating to his influence on photography and art in the 20th century.

Ethnography

The Museum will not collect any further ethnographic material unless it has special relevance to the local area.

Natural History

The Museum will not collect any further natural history material unless it is needed for use in the interpretation of the history of the local area.

5. Themes and priorities for rationalisation and disposal

The museum has now completed the collections review started in 2012. Unaccessioned and loan material has been identified, much of which needs detailed auditing prior to rationalisation and potential disposal. A number of unaccessioned fireplaces and similar objects, which had previously been identified for disposal, were disposed of in Winter 2014.

The archives and local history collections are currently undertaking an audit. As well as surveying the contents, packaging and documentation of the collections, steps are being taken to appraise and accession all unaccessioned items, and suitably dispose of any items not fitting with our policy. The local history book and journal collection is undergoing a large scale rationalisation and disposal project to make the collection more manageable, relevant and appropriate in size for the new accommodation at Kingston History Centre.

At the end of 2014, Kingston History Centre moved premises and all items in store within the former premises were transferred to storage in Oxfordshire. A business case for identifying suitable storage within the borough is in process. It is not feasible to undertake a full programme of rationalisation and disposal until an in-borough storage solution has been found.

5.1 The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.

5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process..

6 Legal and ethical framework for acquisition and disposal of items

6.1 The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7 Collecting policies of other museums

7.1 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.

7.2 Specific reference is made to the following museum(s)/organisation(s):

- Museum of London for social history and archaeology relating to the Kingston area
- Science Museum, BFI, National Media Museum, Bradford, and Bill Douglas Cinema Museum at Exeter University for material relating to Eadweard Muybridge
- Elmbridge Museum for material relating to the playwright RC Sherriff and ceramicist Denise Wren
- Southall Public Library for Martinware pottery
- Surrey Infantry Museum at Clandon Park for material relating to the East Surrey Regiment (the museum was destroyed by fire in 2015 and the museum administration now operates from the Surrey History Centre in Woking)

- Kingston University Archives and special collection for material relating to the history of the university
- Surrey History Centre for records relating to the administration of the areas pre-1965
- Surrounding borough services in Sutton, Richmond and Merton, where boundaries have changed and items relate to more than one borough

8 Archival holdings

Borough archives and other archival holdings are held at Kingston History Centre.

9 Acquisition

9.1 The policy for agreeing acquisitions is:

- The Museum will acquire items originating from, used in, or with connections to the area now designated as the Royal Borough of Kingston upon Thames.
- Items must have been manufactured/created in the area or used by or related to people or bodies connected with, residing or located within the area.
- The service has limited storage space that must be taken into account when accepting acquisitions.

9.2 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).

9.3 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.

10 Human remains

10.1 As the museum holds or intends to acquire human remains under 100 years old, it will obtain the necessary licence under the Human Tissue Act 2004 and any subordinate legislation from time to time in force.

10.2 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 Biological and geological material

11.1 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.

12 Archaeological material

12.1 The museum will not acquire archaeological material (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.

12.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

13 Exceptions

13.1 Any exceptions to the above clauses will only be because the museum is:

- o acting as an externally approved repository of last resort for material of local (UK) origin**
- o acting with the permission of authorities with the requisite jurisdiction in the country of origin**

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. The museum will document when these exceptions occur.

14 Spoliation

14.1 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.

15 The Repatriation and Restitution of objects and human remains

- 15.1** 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 16.1-5 will be followed but the remaining procedures are not appropriate.
- 15.2** 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'.

16 Disposal procedures

- 16.1** All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- 16.2** The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3** 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.
- 16.4** When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort - destruction.
- 16.5** 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 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. 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.
- 16.6** 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 or manager of the collection acting alone.
- 16.7** Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. 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.

- 16.8** If the material is not acquired by any Accredited museum to which it was offered 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 a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.9** 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.
- 16.10** Any monies received by the museum governing body from the disposal of items will be applied solely and directly 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.
- 16.11** The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12** 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.

Disposal by exchange

- 16.13** 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.

- 16.13.1** In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 16.1-5 will apply.
- 16.13.2** 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.
- 16.13.3** If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, the museum will place a notice on the MA's Find an Object web listing service, or make an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.13.4** 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.

Disposal by destruction

- 16.14** If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15** It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.16** Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.17** Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.18** The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

