

# **COLLECTIONS DEVELOPMENT POLICY**

Date approved by the Museum Committee: 16<sup>th</sup> May 2012

Date at which this policy is due for review: May 2017

## **INTRODUCTION**

This policy is an updated version of the document formerly known as the 'Acquisition & Disposal Policy' (last reviewed 2008). It has been reviewed and updated in preparation for the Trust's application for Accreditation under the new 2011 Standard to ensure that it conforms to the required standards. The new title of 'Collections Development Policy' reflects the changes and requirements of the 2011 Accreditation Standard and this Policy is based on the template provided.

This Policy sets out the principles that will be used by the PRCLT to form a framework for responsible and ethical acquisition and disposal of collections. It is based on clear procedures and decision-making processes common to Accredited museums.

The policy applies to material which the museum owns and has accessioned into the collection or intends to own and accession into the collection.

The acquisition, management and disposal of collections will be guided by:

- The PRCLT's constitution and statement of purpose.
- The legal basis on which the collections are held.
- The public benefit derived from the effective use and management of the collections.
- An assessment of the needs of the museum's collections.
- The collections held by other museums and organisations collecting in the same or related geographic areas or subject fields.

### **1. Statement of Purpose for the PRCLT**

The Trust exists to promote interest in the Stanier Pacific steam locomotives of the London Midland and Scottish Railway and the Standard Class 4 Tank locomotives of British Railways. This will be achieved by collecting, recording, conserving, restoring to working order and curating evidence of these locomotives, and promoting interest in their heritage by making collections and associated information available to the public.

#### **Our Key Aims**

- To ensure the responsible stewardship, conservation and development of the collection of locomotives and stock owned by, or in the care of the Trust.
- To acquire and retain artefacts, documents etc., pertaining to the period of history when the locomotives were built and operated in service.
- To encourage and develop participation and interest from individuals, interested parties and the public.
- To develop scholarship on, and around the subject of the collection.

### **2. An overview of current collections**

The collection was initially developed informally prior to the formation of the Trust and was based around the steam locomotives owned by members of the group that subsequently evolved into the PRCLT, which was formed as a Registered Charity in 1993.

Following the official formation of the PRCLT, subsequent developments have taken place under the designated Museum Committee, which has widened the collecting policy to encompass smaller items, documents and photographs.

Based on the core collection of locomotives and rolling stock, the main subjects and themes of the collection are:

- The London, Midland & Scottish Railway (1923-1947) examples of Sir William Stanier type 4-6-2 locomotives of the Princess Royal and Princess Coronation Classes.
- Ex-British Railways Standard tank 2-6-4 locomotives examples of Riddles design (post-1948).
- Ex-Butlins Hudswell Clarke 21-inch gauge diesel locomotives, built to Stanier outline, plus associated passenger coaches.
- Ex-Lancashire & Yorkshire Railway (later London, Midland & Scottish Railway) no. 1 Dynamometer Car 45050, used for testing locomotives.
- Ex- London & North Western Railway Special Saloon 45000 – used for company Chairman and also by Royalty; later operated as part of the Royal Train.

The details of the current collection are set out below:

### **Steam Locomotives**

Standard gauge:

- Ex London, Midland & Scottish Railway Princess Royal class locomotive No. 46203 PRINCESS MARGARET ROSE (built 1935).
- Ex London, Midland & Scottish Railway Princess Coronation class locomotive No. 6233 DUCHESS OF SUTHERLAND (built 1938).
- Ex British Railways Standard Class 4 2-6-4 Tank Locomotive No. 80080 (built in 1954).
- Ex British Railways Standard Class 4 2-6-4 Tank Locomotive No. 80098 (built 1954).

Ex-Butlins 21-inch Gauge Hudswell Clarke Diesel Locomotives and Coaches:

- No. 6203 PRINCESS MARGARET ROSE (built 1938 - now fully restored).
- No. 6201 PRINCESS ELIZABETH (built 1938 – now on static display).

Hudswell Clarke rolling stock (built 1938):

- One passenger coach (now fully restored).
- Chassis and bogies of two other passenger coaches.

### **Historic Rolling Stock**

Standard gauge:

- Ex London & North Western Railway Royal Saloon No 45000/ 2911, built in 1920.
- Ex Lancashire & Yorkshire Railway Dynamometer Car No. 1/ No. 293/ 45050, built in 1912. This vehicle was restored under the Trust's ownership between 2008 and 2010.

The following items are operational stock and as such are not currently accessioned into the museum collection:

- Ex London, Midland & Scottish Railway Special Saloon No. DM395707/6320
- Support coach 99040
- Support coach 99041

## **Description of Small Exhibits**

- 7 ½ inch gauge live steam model of Stanier Class 5 4-6-0 No. 45040.
- Hornby gauge '0' three rail electric model of Princess Royal class 4-6-2 No. 6201 PRINCESS ELIZABETH and other model locomotives.
- Original nameplates from the locomotives PRINCESS MARGARET ROSE and DUCHESS OF SUTHERLAND.
- Numerous train headboards, locomotive builder's plates, shedplates and smokebox numberplates.
- Original paintings and prints relating to locomotives in the collection.

## **Archival Material and Photographic Collection**

- Archive of engineering drawings, documents, specifications, technical testing data and operating records relating to the specific locomotives and rolling stock in the collection and other members of the particular classes.
- Test rolls from test runs carried out with the L.M.S. no.1 Dynamometer Car 45050.
- Historic photographs relating to the locomotives and rolling stock in the Trust's collection and a small number relating to other locomotives from the same classes.
- Photographs recording the activity of the locomotives and rolling stock in the Trust's collection since being preserved by the PRCLT. This includes, for example, the operation of locomotives on the main line railway network following restoration.

## **Reference Library Material**

The open shelves of the museum's library contains a collection of reference books and magazines that relate to the Trust's collection and related subjects of a wider contextual nature, such as general railway history. As these items form a reference collection for public access, they are not accessioned into the permanent museum collection but form part of the 'Support Collection' detailed below.

## **Support Collection**

These items are not accessioned as part of the permanent collection but are used as additional reference/ handling/ display material.

Items that come under this category include:

- Items that are indirectly related to the museum collection but not of sufficient relevance to be accessioned into it permanently.
- Display props.
- Handling objects for educational use (e.g. resources for school visits).
- Duplicates of items already in the collection.
- Photographs that are for reference purposes rather than historically important – e.g. those taken during construction of the West Shed, events and activities, duplicate images of Trust locomotives working on the railway.

### **3. Themes and priorities for future collecting**

The Trust will continue to collect artefacts, documents and photographs specifically relating to the following areas:

- The design, construction, operation and history of the core locomotives in the collection - 46203 'Princess Margaret Rose', 6233 'Duchess of Sutherland', British Railway Standard Tank locomotives no. 80080 and 80098.
- The design, construction, operation and history of the ex-Butlins Hudswell Clarke 21-inch gauge diesel locomotives 6201 'Princess Elizabeth' and 6203 'Princess Margaret Rose', plus associated passenger coaches.
- Other Stanier locomotive classes of the former London, Midland & Scottish Railway and later British Railways. Should a further particularly relevant locomotive become available, the Trust would consider whether or not it should be acquired.
- London & North Western Railway Special Saloon 45000 (later used as part of the Royal Train).
- Lancashire & Yorkshire Railway (later London, Midland & Scottish Railway) No.1 Dynamometer car 45050.
- Artefacts, documents and photographs that have an indirect connection with the history of the locomotives and their designers, i.e. providing contextual information and background.
- Historic rolling stock relating to the operation and history of the standard gauge locomotives in the collection.

#### **Period of time and geographical area to which collecting relates**

The time period for the collection, based on existing items, covers the period from 1912 (dynamometer car 45050) to the present day. However, items outside of this period which have a connection with the development and design of the locomotives or rolling stock would be considered for acquisition if they added significant value in telling the story behind the core collection and added to the educational value of the museum displays, which the Trust is always seeking to enhance.

The geographic area covered by the collection is directly related to the area covered by the locomotives whilst in service, which is contained within Great Britain except for the tour of North America by Princess Coronation class locomotive No. 6229 'DUCHESS OF HAMILTON' in the guise of No. 6220 'CORONATION.'

#### **Items not within the scope of the collection:**

The PRCLT has taken the decision not to collect items relating to:

- The general history of railways.
- Railway history outside the UK.
- Locomotives from Classes other than those represented by items in the existing collection.
- The history of specific railway companies other than those relating to vehicles in the existing collection (or their fore-runners).
- Model railways and locomotives - other than examples of model replicas of the locomotives and rolling stock in the collection.

Exceptions to the above restrictions may apply if there is a specific relevance to locomotives and rolling stock in the collection or if the item is to be added to the library reference collection or support collection, rather than the permanent accessioned museum collection.

## **Journals and Magazines**

The PRCLT has amassed a relatively small collection of railway magazines for use in the reference library. These include:

- ‘Steam Railway’: 1979 to the present.
- ‘The Railway Magazine Illustrated’: selected issues from 1957 – 2007 (those containing articles of direct relevance to the PRCLT collection).
- ‘Railway World’: selected issues from 1953 – 2002 (those containing articles of direct relevance to the PRCLT collection).
- ‘Steam World’: selected issues from 1991 – 2002 (those containing articles of direct relevance to the PRCLT collection).

The decision has now been taken not to continue collecting magazines for the following reasons:

- With new editions of current magazines such as ‘Steam Railway’ coming out monthly, the quantity would cause the collection to grow significantly and quickly. We have limited storage space and do not feel that using it to house such magazines would be a productive use of it.
- The National Railway Museum in York holds a vast archive and has the specially built ‘Search Engine’ research facility for the public. The collection includes over 800 titles of journals and popular railway magazines, around 300 of which, including ‘Steam Railway’, are still being collected. Therefore, if the PRCLT continued to collect such magazines it would be duplicating the collection of the NRM and taking up our limited storage space to do so.

Exceptions to the above would only be taken if the magazine contained an article particularly relevant to the PRCLT’s collection or current activities. Members of the public often donate second-hand magazines to the PRCLT but since we have decided not to retain them for the museum collection, we instead raise money by selling them, with the donor’s consent.

## **Engineering Drawings**

The engineering drawings held by the PRCLT specifically relate to the locomotives and rolling stock in the collection. For operational vehicles, they serve as working copies for this purpose. We do not collect engineering drawings unless they relate to the vehicles in the collection and so we have not built up an archive of general railway engineering drawings. The NRM holds a vast archive of engineering drawings so we feel that there is no need for us to duplicate this. Copies of drawings have been acquired from the NRM collection in the past when required, for example for locomotive restoration work. These copies are retained for our collection but will not be added to unless necessary or beneficial to us. Any public research enquiries for engineering drawings are referred to the NRM.

## **Support Collection**

Items to be used in the educational handling collection for schools may be less directly related to the core collection in that they will be used to support National Curriculum related teaching resources,

activities and workshops that will utilize the collection within a wider context. For this reason these items will be recorded separately and not entered into the permanent museum collection.

## **4. Themes and priorities for rationalisation and disposal**

### **Approach to 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 museum collections. The PRCLT has taken guidance from the Museums Association 'Disposal Toolkit' regarding this issue, which is reflected in the procedures outlined below. Periodic reviews of the collection will be carried out by the Museum Committee, reporting to the Trustees. Reviews will aim to identify any potential candidates for disposal. When considering items for disposal, a framework for decision making will be followed so that the motivations and intended outcomes are clear. The decision to dispose must ultimately be approved by the Board of Trustees.

### **The Decision Making Process**

There are a variety of reasons why a museum may select an item for disposal. When considering an item for disposal, it is important to show how public benefit will increase as a result. The following outcomes should be taken into account with the aim being to achieve as many outcomes as possible:

- Will disposal result in improved care for the item?
- Will disposal result in improved access to the item, increased enjoyment and engagement by the public?
- Will disposal result in improved context for the item?
- Will the item be retained within public museum collections or the wider public domain?
- Will disposal result in the removal of any hazard posed by an item (for example through contamination)?

Consideration may also be given to whether disposal of an item will result in:

- Resources being freed up to better care for and utilise other parts of the collection.
- The creation, or optimising of space in order to assist the improved care and continued acquisition of collections.

### **A Framework for Assessment**

In order to achieve the outcomes outlined above, the following types of items may be considered for disposal:

#### **1) Items that fall outside the current collecting policy:**

As museum collections evolve it may be that certain objects no longer fall within the Trust's core collection, as defined by the collecting policy. If an item is no longer relevant, not in use or there is no reasonable expectation of it being used, it may be appropriate to dispose of it. However, not fitting within the confines of the collection, as defined by the current collections policy, should not automatically necessitate an item's disposal. If the item is currently being used, has been used recently or has identifiable potential use in the future there is a strong case for retention.

Consider:

- Why was the item acquired in the first place?
- Is the item currently being used? If yes, then there is a strong argument for retention.
- Might it be better used by another museum?
- Is the item being selected because it is out of fashion? If so proceed with caution.
- Would the item fit better, and be more widely used and accessible, in another museum's collection (eg more geographically or culturally relevant)?

## **2) Duplicate items:**

The fact that an object is an apparent duplicate should not automatically be a justification for disposal; these items may have significant stories or histories attached to them, which need to be assessed on an individual basis.

Consider:

- Is the duplicate in use? Are there any identifiable uses for the item in the future?
- Does the item have a unique history?
- Is there cultural value in retaining more than one of the items?
- Could a use be found for the item in another part of the collection, e.g. the support collection for handling or a display prop?
- Is the duplicate item likely to be found in other museums? (If so, it may be difficult to transfer.)

## **3) Underused items:**

Some items within collections have never been used. If there is little or no likelihood of the museum finding a use in the future, it may be appropriate to remove it from the collection.

Consider:

- Why is this item unused, what are the potential opportunities for use in the future?
- Might it be better used by another museum?
- If specialist knowledge could be obtained is there a likelihood that the item could be brought into use?
- Is the specialist knowledge more likely to be available if the item is transferred?
- What is the cultural significance of the item within the collection?
- Is the item unique or is there other similar material in the collection?
- Is the item being selected because it is out of fashion? If so proceed with caution.
- Could the museum find a use for the item, for example for handling or a display prop?

## **4) Items for which the museum is unable to provide adequate care:**

It may be decided that there are items for which we do not the specialist knowledge to curate or use appropriately, or that we lack adequate resources to care for. In cases where there is little expectation that we will be able to provide suitable care it may be more appropriate to remove items and place them where their care can be improved.

Consider:

- Is the item relevant to the collection?
- Would the item fit better in another collection?
- Can the resources be obtained to care for the item?
- Are the resources more likely to be available in another museum?

### **5) Items that are damaged or deteriorated beyond the museum's ability to repair:**

There may be items that are damaged beyond our ability to repair them and therefore are unable to be used. Such items may be considered for disposal.

Consider

- Is the item beyond repair?
- What would be the cost of conserving/ repairing the item?
- Is the cost of conserving and repairing the item within the resources of the museum?
- Is another owner, such as a specialist or enthusiasts' group better able to repair and use the item?

### **6) Uncontextualised or unprovenanced items:**

Due to past methods, management and recording of acquisitions, museums may possess material that lacks documentation and recorded provenance. In some cases items may not be of use and as a result we may consider removing them from the collection.

Consider:

- Has every effort been made to research the item's history?
- Can the museum find a use for this item – for education, object handling, display props etc?
- Has the museum undertaken a risk assessment relating to disposal of the item?

### **7) Items that pose a threat to health and safety:**

Museums may hold items that, due to the material they are made from, are hazardous to the public or staff on health and safety grounds. It may be advisable to dispose of these items.

Consider

- What is the risk to the public and staff?
- Is it possible to remove the risk and still retain the item?
- How can the item be destroyed safely?
- What legislation may affect the items retention/disposal from the collection?

The following reasons for disposal may also be considered but should be done so with caution

### **8) Items that could be sold to purchase better examples:**

Museums may consider selecting an item on the grounds that a better example may be available and would enhance the collection. This practice is often referred to as 'trading up'. This is not common practice in the UK and as such careful consideration should be given to the implications and reaction to this course of action.

Consider:

- What is the significance of the selected item within the context of the collection?
- What is the potential impact on the collection through the loss of the item?
- How does this course of action serve the public interest?

### **9) Items that are selected for their potential to generate income:**

Museums may consider selecting an item on the basis that it has the potential to generate income. In all but the most exceptional circumstances this is unacceptable and could result in significant consequences. In certain exceptional circumstances financially-motivated disposal (i.e. sale) may be acceptable.

These are strictly limited cases and the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:

- It will significantly improve the long-term public benefit derived from the remaining collection.
- It is not to generate short-term revenue (for example to meet a budget deficit).
- It is as a last resort after other sources of funding have been thoroughly explored.
- Extensive prior consultation with sector bodies has been undertaken.
- The item under consideration lies outside the museum's established core collection as defined in the collecting policy.

There is a high level of risk involved in this course of action and it should only take place after extensive consultation with the Museums Association and other sector bodies.

Where disposal of an item is decided upon, the procedures in '**Section 12 - Disposal procedures**' will be followed. Specifically, 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. In an exceptional case where the disposal is motivated principally by financial reasons, the method of disposal will be by sale and the procedures outlined in paragraphs 12g-12m and 12s will be followed.

## **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 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 museum(s):

### **Other Heritage Railway Collections**

There are a number of other museums and groups with railway collections but none of these have the same specifically defined collection policy as the PRCLT. Operational heritage railway lines that also have museum display areas generally focus on their local area or the history of a particular railway line/ company.

For example:

- Didcot Railway Centre, Oxfordshire - collections relating to the Great Western Railway.
- Severn Valley Railway, West Midlands - local area and general railway history.
- STEAM, Swindon - museum of the Great Western Railway.
- Great Central Railway, Loughborough - the history of the Great Central Railway line.
- The National Railway Museum at York has items which overlap our collection, but since theirs is the national collection of railway history we do not see this as detrimental duplication and we have taken this into consideration in reviewing our collecting policy (see references to the NRM in section 3 above).
- Our neighbour, the Midland Railway Trust, has a few small areas of subject overlap. These are relatively minor and the two museums, being geographically adjacent, are seen as being complimentary. Having connections also enables useful loans to take place.
- The LMS Society researches archival material and photographs relating to the London, Midland & Scottish Railway, which is one of our main subject themes. Whilst they publish books, articles, etc. they do not have a permanent physical base for display of material so we do not see our collection as duplicating theirs and we can refer researchers to them if relevant. We also encourage society visits to the museum.
- The Lancashire & Yorkshire Railway Society - as above.

## **7. Policy review procedure**

The acquisition and disposal policy will be published and reviewed from time to time, at least once every five years. The date when the policy is next due for review is noted on the title page.

Arts Council England will be notified of any changes to this 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. The museum will not acquire any biological or geological material.

e. The museum will not acquire any archaeological material.

f. Any exceptions to the above clauses 8a, 8b, 8c, or 8e 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. The museum does not hold or intend to acquire any human remains.

## **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. Management of archives**

As the museum holds 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).

## **12. 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 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 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.

### **References:**

- Museums, Libraries & Archives Council (now administered by the Arts Council): *Accreditation Scheme for Museums and Galleries in the United Kingdom: Accreditation Standard* (October 2011)
- Museums Association, *Disposal Toolkit*:  
<http://www.museumsassociation.org/download?id=15852>