

Allerdale Borough Council Collections Development Policy

Name of Museum: N/A

Name of governing body: Allerdale Borough Council as Sole Charitable Trustee for:

Keswick Museum and Art Gallery Trust and Helena Thompson Museum Trust

Allerdale Borough Council as owners of Maryport Maritime Museum

Managing body: If applicable

Date on which this policy was approved by governing body: 23 Nov 2022

Date at which this policy is due for review: November 2027 – but likely to be undertaken earlier as part of Local Government Reorganisation and the move to the Cumberland Authority in April 2023

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:

- 1.1 The governing body aims/objectives
- 1.2 Managing body aims/objective or statement of purpose:
As per the individual museum Collection Development Policies.
- 1.3 The governing body (Allerdale Borough Council) will ensure that both acquisition and disposal are carried out openly and with transparency.
- 1.4 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
- 1.5. Acquisitions outside the current stated policy will only be made in exceptional circumstances and then only after proper consideration by the governing body or responsible officer of the Museum itself, having regard to the interests of other museums.

- 1.6 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.
- 1.7 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.
- 1.8 The museum will not undertake disposal motivated principally by financial reasons
- 1.9 The policy, and those linked to it through the three specific museum collections will be transferred to the new Cumberland Authority in April 2023. Until such time that the policy is reviewed and amended, all references and responsibility to Allerdale Borough Council will become that of Cumberland Council from the 1st April 2023.

2 History of the collections

Each museum to identify the core and supporting collections, including subjects or themes, periods of time and/or geographic areas covered within each museum.

3 An overview of current collections

Each museum to describe accessioned collection following the heading below where applicable.

Archaeology

- i) Pre-history*
- ii) Roman*
- iii) Medieval*

Social History

- i) Costume & Textiles*
- ii) Domestic: leisure/pastimes*

- ii) *Work: industrial, commercial, maritime, agriculture*
- iv) *Community: schools, religion, political/military*

Natural Sciences

- i) *Vertebrate Zoology*
- ii) *Invertebrate Zoology*
- iii) *Botany*
- iii) *Geology (rocks, minerals and fossils)*

Fine and Decorative Art

- i) *Fine Art (Oils, Prints, Watercolours)*
- ii) *Metal and Glass*
- iii) *Ceramics*
- iv) *Furniture*

Archive Material

4 Themes and priorities for future collecting

Due to limited storage and display space, only unique items with good provenance and which contribute clearly to the story of the area, complementing current collections, will be collected. Large items will not generally be collected except in exceptional circumstances.

Future collecting per area

Archaeology

Social History

- i) *Costume & Textiles*
- ii) *Domestic: leisure/pastimes*

- iii) *Work: industrial, commercial, maritime, agriculture*
- iv) *Community: schools, religion, political/military*

Natural Sciences

- i) *Vertebrate Zoology*
- ii) *Invertebrate Zoology*
- iii) *Botany*
- iii) *Geology (rocks, minerals and fossils)*

Fine and Decorative Art

- i) *Fine Art (Oils, Prints, Watercolours)*
- ii) *Metal and Glass*
- iii) *Ceramics*
- iv) *Furniture*

Archive Material

5 Themes and Priorities for rationalisation and disposal

- 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.
- 5.3 On-going reviews of the collections may highlight the need to consider disposal for legal, safety or care and conservation reasons for example:

- any item that is too badly damaged or deteriorated to be of any further use for the purposes of the Museum
- duplicate or unprovenanced material
- material better suited to another public collection eg another museum or archive.

5.4 These reviews and any subsequent recommendations for disposal will be by agreement with the owners of the collection.

6 Legal and ethical framework for acquisition and disposal of items

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.

Specific reference is made to all/some of the following museum(s):

Helena Thompson Museum, Workington
Kendal Museum
Keswick Mining Museum
Keswick Museum and Art Gallery
Maryport Maritime Museum
Penrith Museum
Ruskin Museum, Coniston
Senhousie Roman Museum, Maryport
The Beacon, Whitehaven
The Mountain Heritage Trust
The Pencil Museum, Keswick
The Wordsworth Trust
Tullie House Museum, Carlisle

This list is not exclusive and may be added to as appropriate.

8 Archival holdings

Where museums hold archives, including photographs, books and printed ephemera, the governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd ed., 2002). The Museums will also adhere to the Data Protection Act 2018 and the Freedom of Information

Act 2000 in its acquisition, care and management of archives collections.

9 Acquisitions

9.1 The policy for agreeing acquisitions is:

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.

Appropriate items offered for inclusion are accepted for consideration by the museum's collection manager prior to approval by the appointed representative for Allerdale Borough Council.

Items offered for inclusion into the Museum's collection will be dealt with in either of the following ways:

- a. If the item's value is £1000 or over or is perceived to be over £1000 then Allerdale Borough Council's appropriate officer (currently responsibility of the Sport, Art and Leisure Officer) will be consulted as to the Council's view in acquiring the item.
- b. If the item is of a lesser monetary value then the decision to acquire the item will be made collectively between Museum staff, volunteers and where appropriate local residents and experts. Decisions will be made in an open and transparent way and with due regard to all the appropriate guidance and documentation. The Museum Curator recommends acquisitions to Allerdale Borough at the end of every financial year for confirmation of acceptance of the items into the collection. Items may then be accessioned by the Museum Curator.

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

Each museum should use one or more of the following paragraphs as appropriate:

10.1 The museum does not hold or intend to acquire any human remains.

OR

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.

11 Biological and geological material

Each museum should use one or more of the following paragraphs as appropriate:

11.1 The museum will not acquire any biological or geological material.

OR

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 any archaeological material.

OR

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

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

- acting as an externally approved repository of last resort for material of local (UK) origin
- 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

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 or responsible officer, 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 below 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

Each museum should use one or more of the following paragraphs as appropriate:

- 16.13 The museum will not dispose of items by exchange.

OR

- 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.