



## Collections Development Policy 2020-2025

Approved by the Board of Trustees	30 March 2020
Approved by Hampshire County Council	21 September 2020
Approved by Winchester City Council	5 October 2020
Date of publication:	22 October 2020
Author:	Jaane Rowehl
Planned review date:	31 March 2022
Version:	1



## Contents

1.	Relationship to other relevant policies and plans of the organisation .....	3
2.	History of the Collections .....	4
3.	An overview of current collections.....	6
4.	Themes and priorities for future collecting .....	11
5.	Themes and priorities for rationalisation and disposal .....	13
6.	Legal and ethical framework for acquisition and disposal .....	14
7.	Collecting policies of other museums.....	14
8.	Archival holdings .....	16
9.	Acquisition .....	16
10.	Human remains .....	18
11.	Biological and geological material .....	18
12.	Archaeological material.....	18
13.	Exceptions.....	19
14.	Spoliation.....	19
15.	The Repatriation and Restitution of objects and human remains.....	19
16.	Disposal procedures .....	19

# 1. Relationship to other relevant policies and plans of the organisation

## 1.1 The organisation's statement of purpose is:

Our **mission** is to provide great arts, heritage, museums and creative programming, working closely with local and national partners, and placing communities, our collections and their stories at the heart of everything we do.

## 1.2 The governing body will ensure that both acquisition and disposal are carried out openly and with transparency. The Board of Trustees is responsible for governance of collections development and management, ensuring that Hampshire Cultural Trust acts as the responsible custodian of the collections in its care, in line with Museum Accreditation standards, the Museum Association's Code of Ethics and the collections loan agreements with Hampshire County Council and Winchester City Council respectively. The Board is advised by the Collections Management and Research Committee - a dedicated sub-group of Trustees and senior management staff who review policies and their implementation, and make recommendations for improvement.

## 1.3 The organisation 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 collection.

## 1.4 Acquisitions outside the current stated policy will only be made in exceptional circumstances.

## 1.5 The organisation recognises its responsibility, when acquiring additions to the 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.

## 1.6 The organisation 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 organisation can acquire a valid title to the item in question on behalf of the owners.

## 1.7 In exceptional cases, disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below 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
  - extensive prior consultation with sector bodies has been undertaken
  - the item under consideration lies outside the organisation's established core collection
- 1.8 It is our policy not to capitalise heritage assets as part of the financial reporting process. The collections are in effect inalienable, held in perpetuity by their owners on behalf of the public, and are mostly irreplaceable. Any financially based valuation would be misleading to the value and significance of the material culture involved. HCT recognises a clear duty of care for these assets and to make them available for the enjoyment and education of the public as far as is possible, commensurate with their long-term care and preservation. The highest possible standards of collection management are applied, and information about the collections is made available as widely as possible to facilitate enquiries and requests for information, subject to appropriate security and data protection guidelines.

## 2. History of the Collections

### **Hampshire County Council**

- 2.1 The collection relates to the historic county of Hampshire as it was before the 1974 local government reorganisation when adjustments were made to the county boundary. In addition, some material has been acquired from further afield to facilitate greater public understanding of the Hampshire items by placing them in a broader context. This is particularly the case for the decorative arts, biology, geology and the social and industrial history collections.
- 2.2 The strengths of the current collections can be traced back to those of the three founding museums: Curtis Museum, Alton (founded in the 1850s); Red House Museum, Christchurch (1951) and the Willis Museum, Basingstoke (1931), which had all become the responsibility of Hampshire County Council by 1971.
- 2.3 The Curtis Museum can trace its collecting activities back to the 1850s, when rural and domestic 'bygones' relating to the Alton area were acquired. A small collection of natural history curiosities collected by William Curtis in the 1840s dates back to the middle of the eighteenth century.
- 2.4 Local societies and individuals began to build up similar collections in Basingstoke and Christchurch from the 1920s onwards, prior to the establishment of the fledgling county-wide service in 1962. The appointment of professional curators from the 1950s led to the development of systematic collecting policies for all of the major disciplines, including Decorative Art, Local and Industrial History, Archaeology and Natural Science.
- 2.5 The acquisition of a wide range of general agricultural machinery and iron goods manufactured by Taskers at their Anna Valley works near Andover from 1968 onwards

stimulated the development of a major transport and technology collection. The scale and significance of this collection ultimately led to the opening in Basingstoke of Milestones – Hampshire’s living history museum in 2000.

- 2.6 Following the formation of the County Museums Service in 1974 other district councils in Hampshire entered into partnership with the County Council to establish local museums and encourage collecting in their districts. The expansion of this network of community museums has enabled professional museum staff to develop county and regional collections which aims to reflect the whole of Hampshire and its people.

### **Winchester City Council**

- 2.7 Winchester City Museum is the oldest in Hampshire, founded privately in 1847 and transferred to the City Corporation in 1851 under the provisions of the newly established Museums Act. In accordance with the museum philosophy of the age, and their own taste and special interests, successive early curators acquired and disposed of material, moulding the content and extent of the collections in the 19th and early 20th centuries. Material from the whole of Hampshire, and indeed from further afield, was often collected, largely as a result of gifts from wealthy benefactors.
- 2.8 The appointment of a professional curator in 1947 led to the development of a more focused role as a repository for local history and archaeological material. This coincided with the start of systematic archaeological investigation both in the city and in the surrounding rural area. These two elements form the core of the collections today, the archaeological material being of national, and in some respects international, importance.
- 2.9 Following the establishment of the county-wide museums service in 1962, material from areas covered by the museums forming the service has not been collected. Since local government re-organisation in 1974, collecting has largely been restricted to the area within the boundaries of Winchester District. Photographic archives formerly held by the City Library were transferred to the City Museum at that time.
- 2.10 Some of the early material collected by Winchester City Museum has been relocated by gift or exchange to more appropriate museums: for example, in 2008, the geology collection was passed to Hampshire County Council Museums Service. Some objects have been retained because their presence in Winchester is published or well documented and are therefore more accessible for use if retained rather than relocated elsewhere. Others are retained because they have been given to the city by local people and are part of Winchester's civic past.

### **Management by Hampshire Cultural Trust**

- 2.11 In November 2014, the Hampshire Cultural Trust (HCT) was founded and signed agreements with both Hampshire County Council and Winchester City Council to manage the museum collections on their behalf. Ownership of the collections was retained by each council respectively.
- 2.12 HCT is an independent charity that provides the professional expertise and experience to develop the collections on behalf of the councils. Both councils are represented at Board level,

and have approved a scheme of delegation with regards to the development of their collections that is reflected in this policy.

- 2.13 Initially, HCT employed subject-specialist curators to manage the collections thematically under the following headings: art, archaeology & numismatics, natural history, social history and photographs. Each curator oversaw the development of their collections in line with a shared objective to enhance the relevance of the collections to Hampshire or Winchester respectively.
- 2.14 Since 2018, collections management has been integrated into a programme matrix, a function that operates across all work-streams combining collections management with exhibitions. With professional expertise at its core, the new structure represents the ambition to better use the collections for public benefit.

### 3. An overview of current collections

- 3.1 We manage the Hampshire County Council Collections and the Winchester City Council Collections jointly - yet both collections continue to remain separate in terms of their accession numbers and storage locations. This means that both collections are at any time distinguishable, and remain independent from each other in their documentation. Within our displays, there may at times be the opportunity for the two collections to complement each other. Where this is the case, we update our records to ensure location and provenance of the objects are clear.
- 3.2 The collections are used in two principle ways: for display and for research. The local history and art collections, of which an estimated 50% are on display at one time, contribute the majority of our venue and museum displays. Archaeology, Natural History and Photography also feature in our displays across the county, but the bulk of these collections are centrally stored and valued as research and reference resources. Only an estimated 10% of these are on permanent display.
- 3.3 Objects that are not on display are kept in storage. HCT manages three central stores: Chilcomb House (HCC collections), and two units in the Bar End Industrial Estate area (WCC). Each store provides safe accessible workshop space and access for the public is available by appointment.

#### Hampshire County Council Collections

- 3.4 **Hampshire Archaeology:** This collection is formed of the material evidence of human existence and industry in Hampshire from 500,000 years ago to the Second World War derived from major research excavations, rescue archaeology, field walking and stray finds. Hampshire County Council is designated through the planning process as the appropriate recipient body for archives from developer-led archaeological investigations in Hampshire. This collection includes a significant number of numismatic items and a small amount of material from historic collections of Ancient Egypt.

Significant archaeological sites included in this collection include:

- Danebury, and the Danebury Environs Project – nationally significant research excavations of now iconic Iron Age hillfort
- Owslebury Iron Age and Roman rural settlement
- Silchester (post-1974) – one of the best preserved Roman towns in Britain
- Roman kiln sites of the New Forest and Woolmer Forest
- Basing House (post 1978), Tudor home and site of Civil War battle
- Odiham Castle, former home of King John and possibly the place from which he rode to Runnymede to sign the Magna Carta

3.5 **Hampshire Art:** This collection represents the cultural life of Hampshire and its people from the medieval period to the present day. It embraces fine art, sculpture, ceramics, glass, metalwork, historic dress and textiles, horology, and firearms. Historically, the strengths of the art collections arises from the three founding collections and their subsequent development: Curtis Museum, Alton (historic dress and textiles, decorative arts, firearms) Red House Museum, Christchurch (historic dress and textiles, decorative art) and the Willis Museum, Basingstoke (horology, historic dress and textiles). This includes a ceramics collection, which is arguably of national significance. Today, relevance and association with the county of Hampshire is the overriding consideration for new acquisitions.

Significant elements within this collection include:

- Outstanding ceramic collections including country pottery, delftware, art pottery, studio pottery and ceramic tiles, including a rare 1679 full height tin-glazed earthenware figurine of Ignis
- Extensive historic textile and dress collections including an outstanding collection of agricultural smocks, Ravis collection of 18<sup>th</sup> - 20<sup>th</sup> century ladies' dresses and the only surviving garment with a good provenance to Jane Austen
- The Vokes collection of historic sporting firearms including one sporting gun attributed to young Lord Byron
- Paintings and drawings of local artists including a significant collection of works by William H Allen (1863 – 1943) and Martin Snape (1852-1930)

3.6 **Hampshire Natural Sciences:** The biology and geology collections represent Hampshire's natural environment, past and present. The biology collections include specimens of preserved plants and animals collected over the last 150 years. Although modern collecting focusses on Hampshire, there are some specimens from abroad, including a well-preserved set of Dodo bones. The entomology collections are primarily a British collection, but with a strong Hampshire bias. They act as the repository for supporting evidence for Hampshire Biodiversity Information Centre records. The geology collections contain fossils specimens from the Cretaceous, Paleogene and Quaternary rocks from Hampshire and the Isle of

Wight. There are also fossil specimens along with rocks and minerals from classic Victorian British and International sites.

Voucher and reference specimens, archives and reference works within this collection are fundamental to the aims and objectives of the Hampshire Biodiversity Information Centre, the Hampshire Geodiversity Community Network and support other environmental research, both locally and nationally.

Significant elements within this collection include:

- Biological reference collection of approximately 135,000 specimens of preserved plants and animals, mainly collected from the British Isles with an emphasis on Hampshire. Most of the oldest specimens, with the earliest dated 1737, were collected by the Curtis Museum but many different collectors have contributed to the collection over the years.
- The oldest skeletal remains come from two extinct birds, the Dodo (from Mauritius) and the Moa (from New Zealand). Both of these have local links with William Curtis.
- A comprehensive geology collection of minerals, rocks and particularly fossil specimens from the Quaternary, Paleocene and Cretaceous periods of Hampshire and Isle of Wight.

**3.8 Hampshire Photographs:** The collection contains a large number of portraits and topographical views of the historic county of Hampshire and its people dating from the 1850s to the present day. Photographs are acquired primarily for their topographical or collections-related content rather than for any artistic merit although the two sometimes occur in the same image. The collection consists of photographic prints, negatives, glass plate negatives, lantern-slides and transparencies.

Significant elements within this collection include:

- Photographs chronicling the Tichborne Trials, the extended 19<sup>th</sup> century legal battle that led to national legal reform
- Comprehensive archive of images and postcards of Hampshire's towns and villages

**3.9 Hampshire Local History:** This collection consists of objects and information that tell the story of everyday life and work in Hampshire, mainly from the 19th century to modern times tracing the changing patterns as Hampshire moved from a rural to an urban economy. It includes maps, childhood collections and objects relating to local industries and transport heritage. A significant collecting area has been the impact of manufacturing within Hampshire with a particular focus on transport material relating to Taskers, Thornycroft, Wallis and Stevens, Lansing Bagnall and Gordon Keeble.

Significant elements within this collection include:



- Transport collections including 1875-1926 Tasker steam engines, 1920-1950s Wallis and Steevens steam and motor road rollers, 1896-1960s Thornycroft cars and commercial vehicles
- Domestic technology from 1890s to 1990s including the Trainor collection of iconic popular household design items from the 1950s and 1960s
- Extensive childhood collection of toys of the 19<sup>th</sup> and 20<sup>th</sup> century including an outstanding variety of teddy-bears and dolls

### Winchester City Council Collections

3.10 **Winchester Archaeology & Numismatics:** The collection comprises material and records recovered as the result of research excavations, 'rescue archaeology', and now the planning process. Winchester City Council is designated as the appropriate recipient body for archaeological archives from developer-led archaeological investigations in the Winchester district area. From the city itself comes the largest urban archaeological collection arising from systematic excavation outside London, and as such is arguably of international significance. The collection includes a significant numismatic collection ranging from pre-Roman to post-medieval coins from the area including the largest collection of Winchester mint coins in Europe. In addition, the collection includes limited World Archaeology and World Cultures collections formed in the 19<sup>th</sup> and early 20<sup>th</sup> centuries.

- Among the many significant elements of this collections are:
- Historic and modern excavations within the city centre, such as the Brook Street sites, Wolvesey Palace and the cathedral, tracing nearly 2,000 years of urban development
- Northern, eastern and western city Roman cemeteries with over 2,000 graves in total, including Osborne School (formerly Lankhills)
- Hyde Abbey, in Winchester's northern suburb, and St Mary's Abbey in Abbey View Gardens
- Anglo-Saxon cemeteries at Worthy Park, Winnall and Old Dairy Cottage site
- Bronze Age burials and urns from Oliver's Battery
- Many Winchester rural parishes - including iron smelting in the Forest of Bere
- Exceptional individual objects such as the Winchester Moot Horn, the Winchester Reliquary and examples of the Winchester Art style of the 10<sup>th</sup> century.

3.11 **Winchester Local History & Topographical Art:** This collection includes objects and fine art illustrating the character and development of the city and district from the post-medieval period to the present day. The fine art, similar to photography, is topographic in nature

although some objects are of local or regional artistic value as well. Particular strengths of the existing collections are in material manufactured by local firms or craftspeople, objects relating to local retailers and industries, and material relating to civic and social history and institutions. This collection includes material given by civic groups such as visiting twin town representatives and the city's weights and measures.

Significant elements include:

- A range of everyday items sold or produced in the city and district in the late 19<sup>th</sup> and early 20<sup>th</sup> century chronicling a former way of life, including for example the stock of Foster's tobacconist
- Drawings and paintings of Winchester through the ages including a comprehensive collection of works by C B Phillips sketching the streets and buildings of the city
- Items associated with prominent people associated with Winchester, for example the cyclist F D Frost, or the Marchioness of Winchester
- Gifts to the city, not least the oil painting of 'King Charles II' by Sir Peter Lely, dated 1680 and John Opie's 'Lady Elizabeth Woodville pleading for her children before Edward IV'

**3.12 Winchester Photographs:** This is the largest collection of historical photographic material of Winchester and district. The collection consists mainly of photographs from 1870 to the present day, but also includes some cine film, and video and audio tape.

Significant elements include:

- The complete set of Mayoral portraits from 1848 to the present day
- The Hampshire Chronicle glass plate negative collection representing the 1950s to 1970s
- The work of local photographers tracing modern development such as William Savage (late 19th century), W.T. Green (Edwardian period) and Heathcote Wride 1930s-1950s

## 4. Themes and priorities for future collecting

4.1 The aim of developing the collections is to create a resource that is relevant to Hampshire and Winchester; and which respects the legacy of the past, meets the needs of the present day, and passes on the inheritance to the next generation in good order.

4.2 We collect items and associated information relating to the five basic disciplines described above: Archaeology, Art, Natural Sciences, History and Photographs – especially those with a strong connection to the historic county of Hampshire, or the district of Winchester respectively.

4.3 When deciding whether to accession an object into the collections, we will assess it with the help of the following criteria:

- **Relevance**

Does this object make a long-term, significant contribution to an existing collection? Does the object represent a yet under-represented aspect or community in Hampshire's or Winchester's past? Is the object of contemporary relevance?

- **Public benefit**

What is the potential use of the object in either research or display? Does the object tell an important or compelling story about life, work, and environment in Hampshire or Winchester? Who has a stake or interest in this story or object?

- **Condition / Cost**

Is the object complete? Could the object be preserved in situ? Do we have the space and resources available to keep the object in a reasonable condition? Does the object require investment in terms of conservation or adapting storage space?

- **Duplication**

What similar objects do we already have in the collections, and how is this object different? Are there similar examples in nearby museum collections? Would this object contribute more strongly towards another museum collection?

- **Provenance**

How extensive and robust is the information supporting the object? What does the supporting documentation tell us about the intangible significance of the item? How confident are we about the authenticity of the object and its story?

- **Ownership**

Are we confident that we can secure legal ownership for the respective council collections? Are all rights, including copyright, transferred with the item? What conditions are placed upon us accepting this object, and are we confident that we, or the council, can fulfil these?

4.4 Objects may be acquired as gifts or bequests, purchased or collected through fieldwork. There should be no conflict of interest during the acquisition process. No person or organisation with any possibility of financial or personal gain should be involved in the decision-making

process. Where a conflict of interest might arise, public interest should always prevail and a written declaration be made and kept on record by the Hampshire Cultural Trust on behalf of Hampshire County Council and Winchester City Council.

- 4.5 We distinguish between the accessioned museum collections, the development of which is defined by this policy, and other, informal collections of objects for handling or other public benefit including the contemporary art collection. While all reasonable efforts are taken to maintain handling objects in good condition, their primary purpose is to maximise public benefit. Upon accepting an offer of a historic object, we will always ensure that we make clear into which collection the object is being transferred.
- 4.6 There is a presumption against us acquiring original manuscript archival material (with the exception of some archaeological archives or those documents that are pertinent to the collections we hold) on behalf of Hampshire County Council or Winchester City Council, unless it is a condition of a gift or purchase that a collection including original manuscript archival material should not be separated. In the best interest of the public, original manuscript archival material will be directed to Hampshire Archives and Local Studies or Dorset History Centre, if the material is thought to fall within their collecting policies.
- 4.7 We will not acquire original film and sound archives on behalf of Hampshire County Council or Winchester City Council. In the best interest of the public, such material will be directed to the Wessex Film and Sound Archive.
- 4.8 When acquiring significant collections of photographs on behalf of Hampshire County Council or Winchester City Council, Hampshire Cultural Trust will do so in consultation with Hampshire Archives and Local Studies.
- 4.9 Loans will only be accepted in exceptional circumstances as research or special exhibition loans and will be for a specified period. Permanent loans will not be accepted.
- 4.10 Hampshire Cultural Trust will only accept bequests on behalf of Hampshire County Council or Winchester City Council that meet the criteria of the collecting policy. Bequests may be partly or wholly declined and any unwanted items will be declined in writing to avoid Hampshire Cultural Trust, Hampshire County Council or Winchester City Council becoming the legal owners by default.

## 5. Themes and priorities for rationalisation and disposal

- 5.1 Hampshire Cultural Trust, Hampshire County Council and Winchester City Council recognise 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 In general, we will consider the following objects for disposal:

- **Research material**

This includes library books, journals or research literature, which are an important resource, but are no longer considered museum objects in their own right

- **Poor Condition**

Objects in poor condition, especially where they pose a threat to other objects for example organic materials suffering from pest infestation

- **Duplicates**

Especially where the duplicate has weak provenance, is unlikely to be of public use or is in poor condition

We continue to review and audit the collections to refine and identify priority areas for rationalisation and disposal aimed at improving the overall character and value of the collections in line with our purpose. When doing so, we will take into account whether the object would meet our current test in terms of relevance and public benefit to inform our decision. Particular attention will be given to the following areas:

### **Art**

- Topographical art and portraits that do not align with the collecting policy
- Maps

### **Archaeology**

- Unpublished field-walking finds
- Unsorted environmental material
- 20<sup>th</sup> and 21<sup>st</sup> century material

### **Natural Sciences**

- Specimens without data
- Duplicate fossils taken from the same fossil deposits

### **Photography**

- Retaining only a representative proportion of the output of each local photographer where large amounts of similar material has been collected

### **Local History**

We propose to undertake a strategic review of two target subject areas within this policy planning cycle, both of which include a number of objects that are outside of our collecting policy, which are:

- Puzzles
- Musical instruments and records

## **6. Legal and ethical framework for acquisition and disposal**

- 6.1 Hampshire Cultural Trust, Hampshire County Council and Winchester City Council recognise their 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 Hampshire Cultural Trust, Hampshire County Council and Winchester City Council will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. They 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 museums:

### **Geographic overlap in collecting area & local history:**

- Bishop's Waltham Museum
- Bursledon Brickworks
- Chawton House
- Diving Museum in Gosport
- Dorset County Museum (in relation to Christchurch)
- Dorset History Centre (in relation to Christchurch)
- Emsworth Museum

- FAST – Farnborough Air Sciences Museum
- Fordingbridge Museum
- Gilbert White House and Selborne Collection
- Hampshire Archives and Local Studies, Winchester (i.e. ephemera)
- Hampshire Regimental Museum
- Jane Austen House Museum
- Museum of English Rural Life, Reading
- National Motor Museums Trust,, Beaulieu
- National Museum of the Royal Navy, Portsmouth
- Petersfield Museum
- Portsmouth Museums and Visitor Services and Portsmouth Libraries and Archives Service
- St Barbe Museum, Lymington
- Solent Sky, Southampton
- Southampton City Council Arts and Heritage
- Twyford Waterworks Trust
- Watercress Line Railway Museum
- Whitchurch Silk Mill and Museum
- Winchester Cathedral
- Winchester College

#### **Archaeology**

- Dorset County Museum (in relation to Christchurch)
- English Heritage (in relation to Bishop’s Waltham Palace, Wolvesey Palace, and Porchester Castle)
- Portsmouth Museums and Visitor Services and Portsmouth Libraries and Archives Service
- Reading Museum (in relation to Silchester Roman Town)
- Southampton City Council Arts and Heritage

#### **Arts**

- Hampshire Archives and Local Studies, Winchester (maps)
- Southampton City Council Arts and Heritage
- Royal Armouries Fort Nelson, Fareham
- Russell-Cotes Art Gallery and Museum, Bournemouth
- V&A (in relation to the ceramics collections)
- The Ashmolean Museum (in relation to the ceramic collections)

#### **Natural Sciences**

- Isle of Wight Museum Service
- Portsmouth Museums and Visitor Services
- Gilbert White’s House and Oates Collection, Selborne

## Photographs

- Hampshire Archives and Local Studies, Winchester

## 8. Archival holdings

- 8.1 As Hampshire Cultural Trust holds archives, including photographs and printed ephemera on behalf of Hampshire County Council and Winchester City Council, it will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

## 9. Acquisition

- 9.1 Any decision to accession an item into the Hampshire County Council or the Winchester City Council museum collection must be based on the criteria set out in the policy above. Any changes to the collections development policy must be approved by the membership of the Hampshire Cultural Trust.

- 9.2 Ownership of an accessioned object will transfer into the ownership of either Hampshire County Council or Winchester City Council, and its management will become the responsibility of the Hampshire Cultural Trust. All acquisitions are governed by the loan agreements with Hampshire County Council and Winchester City Council respectively.

- 9.3 An Acquisitions Report will be presented to the Board of Trustees, or a delegated sub-committee, of the Hampshire Cultural Trust at least once a year.

- 9.4 Accessioning will operate as follows:

When an object is considered for acquisition, an initial assessment is made by the Collections Manager to test whether the object meets the basic requirements for accessioning: relevance, ethical considerations and collections fit. At this stage, the Collections Manager will seek advice and additional expertise where required to make a reasonable assessment of the proposal.

If the object passes this test, the information collated will be shared with the wider programming matrix team. Those who express an interest in the decision will form the collections development panel that will make a recommendation with regards to the proposal to acquire. Any questions raised during the consultation phase are coordinated by the Collections Manager.

Based on joint recommendation of the panel, the decision to accession will be made depending on a risk management assessment approved through the organisational scheme of delegation, as overleaf:



Risk assessment	Acquisition process
<p>MINIMAL RISK</p> <p><u>All of these:</u></p> <ul style="list-style-type: none"> <li>• Sufficient storage space available</li> <li>• Reasonable condition</li> <li>• Of a value of less than £500</li> <li>• No reputational risk</li> <li>• No conditions by donor</li> </ul>	<p>➔ The decision to accession is made by the Collections Manager in response to applying this policy and with the formal support of at least two other members of the programme matrix.</p>
<p>LOW RISK</p> <p><u>One of these:</u></p> <ul style="list-style-type: none"> <li>• Minor impact on storage that can be mitigated within annual budget</li> <li>• Requires minor investment to stabilise/treat that can be mitigated within annual budget and staffing resources</li> <li>• Value between £500-£1,000</li> </ul>	<p>➔ The Collections Manager makes a recommendation to the formal Executive Leadership Team (ELT) who will make the decision</p>
<p>SOME RISK</p> <p><u>One of these</u></p> <ul style="list-style-type: none"> <li>• Donation is conditional</li> <li>• Significant impact on current storage</li> <li>• Significant need to invest in conservation that is beyond the resources available within the annual budget</li> <li>• Requires review of insurance policy</li> <li>• Value of over £1,000</li> <li>• Potential reputational risk</li> </ul>	<p>➔ The Head of Programming will present the case to ELT and agree a joined recommendation for approval by the Board of Trustees.</p> <p>This power to approve acquisitions may be delegated by the Board to a dedicated Collections Sub-Committee.</p> <p>Where an urgent decision is required, the board decision may be sought remotely outside the meeting cycle.</p>

9.5 Hampshire Cultural Trust will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen on behalf of Hampshire County Council or Winchester City Council unless Hampshire County Council, Winchester City Council or the responsible officer is satisfied that it can acquire a valid title to the item in question.

9.6 Hampshire Cultural Trust 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).

- 9.7 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 organisation 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 Hampshire Cultural Trust 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

- 11.1 So far as biological and geological material is concerned, the Hampshire Cultural Trust 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 Hampshire Cultural Trust 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 Hampshire Cultural Trust, on behalf of either Hampshire County Council or Winchester City Council 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 Hampshire Cultural Trust 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 organisation will document when these exceptions occur.

## 14. Spoliation

14.1 The organisation 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 governing body, acting on the advice of the organisation's professional staff may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The organisation 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 collections 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. Ownership of accessioned object

rests with either Hampshire County Council or Winchester City Council. All disposals are governed by the loan agreements with the respective council.

- 16.3 When disposal of a museum object is being considered, HCT 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 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 organisation 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 organisation acting on the advice of professional curatorial staff 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 organisation 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 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 Hampshire Cultural Trust 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 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 organisation's workforce. In circumstances where this is not possible, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.