

Acquisition and Disposal Policy
Cheshire West Museums 2011-2016

Museum Service: Cheshire West Museums, comprising of: Grosvenor Museum, Weaver Hall Museum and Workhouse, Stretton Watermill, Lion Salt Works

Governing Body: Cheshire West and Chester Council

Approved by Policy Development Board: 11 April 2011

To be reviewed: 2016

1.0 Cheshire West Museums Statement of Purpose

Cheshire West Museums aims to inspire residents and visitors to discover and learn about the area's rich heritage, culture and history. It provides a hands-on experience through the preservation and presentation of the collections and buildings in its care, helping people to explore and enjoy Cheshire West and Chester.

2.0 Background

Cheshire West Museums was created in April 2009 when local government in Cheshire was re-organised. The Grosvenor Museum had previously been managed by Chester City Council. The Salt Museum and Stretton Watermill, part of Cheshire Museums Service, had been managed by Cheshire County Council: the Salt Museum was re-launched as Weaver Hall Museum and Workhouse in June 2010. The Lion Salt Works had been managed by the Lion Salt Works Trust on behalf of Vale Royal Borough Council.

Cheshire Museums Service collecting area covered the whole of Cheshire apart from Chester and District, which was administered by the Grosvenor Museum. The Cheshire Museums Service collected for the smaller independent museums and those areas without a museum, lending material as requested and caring for and storing the rest. Following local government re-organisation the boroughs of Vale Royal and Ellesmere Port and Neston became part of Cheshire West and Chester, while the boroughs of Congleton, Macclesfield and Crewe and Nantwich joined Cheshire East.

After discussions with colleagues in Cheshire East, a decision was made that the Cheshire Museums Service collection would remain with Cheshire West Museums, since there is no local authority museum service in Cheshire East and most of the independent museums did not have sufficient resources or storage to be able to take the vast amount of material that has previously been deposited with and cared for by Cheshire Museums Service.

Cheshire West Museums will lend material as requested to museums around Cheshire.

Cheshire West Museums will also positively view requests for transfer of relevant collections to any accredited museum in Cheshire East, but will not actively pursue repatriating current material.

The following sections 3-32 detail the areas of existing collecting and the criteria for future acquisitions across Cheshire West Museums.

3.0 General Archaeology Collections

3.1 Existing Collection

There have been two distinct areas of archaeological collecting: material collected by the Grosvenor Museum from its creation in the 19th century and material collected by Cheshire County Council.

The archaeological collections from the Roman fortress at Chester, which are held by the Grosvenor Museum, are of international importance, both in themselves and when combined with the excavation archives of Chester Archaeology.

The Grosvenor Museum's holdings currently include Roman material from excavations up to the early 1960s; the latest large group being from the Chester Amphitheatre excavations conducted by F. H. Thompson. There are also a significant number of artefacts found as stray finds.

The material from other historical periods forms a major provincial collection, including substantial excavation archives from Chester City, Nantwich, Middlewich and Northwich. There are also a number of smaller archives from a variety of developer funded excavations and individual finds from metal detectorists across Cheshire county collecting areas.

In 2009 with local government re-organisation splitting the county into Cheshire West and Chester and Cheshire East, the Lion Salt Works also became part of the service. There are currently no major archaeological collections held at the Lion Salt Works, although excavation work is planned to take place during the course of its development and during the term of this policy.

The archaeological collections can be summarised as follows:

- a) Approximately 2300 standard boxes (as defined by English Heritage) of finds from specific sites (Pre-historic to AD 1650), including pottery sherds, bone, plaster, building materials, some stone and metalwork, glass, clay pipes, etc.
- b) Roman building materials, eg. stone columns, column bases, architraves, dressed stone blocks. This collection is relatively small and is distinct from the larger collection of similar material currently in the collections of Chester Archaeology.

- c) Fine metalwork, including approximately 400 pieces of Roman and medieval metalwork (brooches etc.) together with a Roman cavalry parade helmet, three Roman lead pigs and sections of lead water-pipes, including two which are inscribed with the name of the Roman imperial governor of Britain, Iulius Agricola.
- d) Complete and restored pottery. The collection includes 20 prehistoric vessels, about 280 Roman items covering both imported and domestically produced pottery, and about 170 pots from the Saxon, medieval and post-medieval periods (to the mid-17th century).
- e) Glassware, including a small number of complete Roman dishes and vessels.
- f) Objects made from precious metals, e.g the Aberwheeler torc, early medieval gold rings from Huntington, Middlewich and St Werburgh Street, Chester, 13th and 14th century rings and brooches from across the collecting area, the Castle Esplanade Hoard of Viking Age silver and the Huxley Hoard which Cheshire West Museums jointly owns with National Museums Liverpool.
- g) Dark Age and medieval stonework, e.g. the Hilbre Island Cross and the Overchurch Runic Stone.
- h) Roman leadwork, eg. lead water pipes (uninscribed) and lead salt pans.
- i) A nationally important collection of artefacts from the archaeological site at Meols, including the Potter collection. The Grosvenor Museum holds the largest and most diverse of the collection from this site.
- j) Recent archaeological archives, both paper archives and finds from sites across Cheshire West and Chester. These archives include material from the Pre-historic period through to the 19th century (see 3.3 for further details).

Note that the above list does not include the collections currently in the care of Chester Archaeology.

3.2 Geographical range

Historically (pre 1974 Local Government reorganisation) the Grosvenor Museum functioned as the museum of Chester and its hinterland. In the absence of any other museum provision, it also acted as a *de facto* county museum for Cheshire and to some extent as a museum for North Wales, and this is reflected in the scope of the archaeological collections.

3.3 Resources and Principles: Archaeological Archives

Cheshire West Museums is an accredited museum service and as such accepts archaeological archives to store, curate and make accessible.

The importance of retaining both the objects and the written records from archaeological sites (collectively called the 'archive') has been repeatedly emphasised in reports, including that by a working party of the Committee for Rescue Archaeology of the Ancient Monuments Board for England (the 'Dimbleby' Report), published by the Department of the Environment in 1978, and in 'Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation' published by the Institute of Field Archaeologists in 2007.

Therefore, in accepting the archive from an excavation into its collection, Cheshire West Museums takes responsibility for the preservation of the records and the objects, including many which are in themselves unsuitable for conventional display, in such a way that they will be available for archaeologists of future generations to study or reinterpret.

In the preparation of the collecting policy outlined below it has been assumed that Cheshire West Museums will seek and maintain the appropriate registered status for storing excavation archives and that transfer of Chester Archaeology's archives after publication will take place in the future.

As an operator of an accredited store, the museum will be liable to approaches by excavators for the storage of their archives. The museum will only accept such archives from the Cheshire West and Chester collecting area.

It will be a condition of acceptance of such archives that they are received already prepared for storage to the necessary standards of packaging, conservation and documentation.

When acquiring complete archives and stray finds the museum will not accept material into the collections without making all reasonable attempts to establish legal title.

3.4 Future Acquisitions

Archaeological objects will be collected by donation or bequest from Cheshire West and Chester. Objects from outside this area will not normally be collected, except where the potential acquisition is related to the existing collections and the relevant area's museum has waived its claim.

Archaeological excavation archives from the Cheshire West and Chester area will be acquired, by donation or bequest, providing they reach the required standards for acceptance.

Purchases will only be made in exceptional circumstances. This will principally be where objects are offered to the museum through the processes of the 1996 Treasure Act.

Loans will be accepted only where these are either required for display purposes or where they will make a significant contribution to the research potential of the collections.

4.0 Roman Sculptured and Inscribed Stones

4.1 Existing Collection

The Grosvenor Museum holds an internationally important collection of approximately 300 pieces of Roman stonework found in Chester, ranging from complete tombstones to small decorated fragments. All but the most recently discovered stones have been published in "The Roman Inscribed and Sculptured Stones in the Grosvenor Museum, Chester" by R. P. Wright and I. A. Richmond. The inscribed stones have also been published in "Roman Inscriptions of Britain" by R. G. Collingwood and R. P. Wright, in which the Chester entry is the largest for a single site. The sculptured material appears in "Roman Sculpture from the North West Midlands" by Martin Henig.

The best and most complete examples are on display in the Webster Gallery of the Grosvenor Museum, though a recent review of the collection has highlighted important pieces in the museum stores which will be the focus of future display projects.

4.2 Resources and Principles

Most of the stones are currently located within an external store, while approximately a quarter of them are displayed in the Graham Webster Roman Stones Gallery.

4.3 Future Acquisitions

The Grosvenor Museum will continue to acquire by purchase, donation or bequest, Roman stonework from Cheshire West and Chester. Long-term loans will only be accepted for stonework which adds significantly to the research potential of the collection.

5.0 Arms and Armour

5.1 Existing Collection

The arms and armour collection is small but wide ranging, with about 175 objects consisting of guns, pistols, powder flasks, edged weapons and body armour. The period covered is from the 16th to the 20th centuries with the English Civil War and Victorian campaigns being particularly represented.

5.2 Resources and Principles

The ownership, storage and display of firearms are heavily restricted by law and there are associated insurance considerations. Consequently there are

severe limitations on public access to the objects. It is therefore proposed to maintain rather than actively augment the firearms collection.

5.3 Future Acquisitions

Cheshire West Museums will only add material with a local provenance and of specific interest to its collection of arms and armour in exceptional circumstances, by donation, purchase or bequest.

6.0 Coins and Medals

6.1 Existing Collection

The coin collection, formed from stray finds, excavation material and purchases, has been augmented by the addition of important groups of coins, such as the Castle Esplanade Hoard (1950), the Agden Hoard (1957), the Willoughby Gardner collection (1952), the Congleton Hoard and Roman hoards from Weston and Middlewich. Recent finds by metal detectorists, such as the Ford Farm Hoard of Viking age coins are also in the collection. The collection is now of national importance for Roman and Anglo-Saxon coinage.

The current collection comprises the following:

- a.** Greek/Hellenistic coins: approximately 70.
- b.** Roman/Byzantine coins: approximately 5,000 including 2,500 from the Agden Hoard.
- c.** Anglo-Saxon coins: approximately 1,000.

- d.** Medieval coins (including hoards): approximately 750.
- e.** Castle Esplanade hoard (silver bullion, excluding coins): approximately 200 pieces.
- f.** British coins: approximately 600.
- g.** World coins: approximately 500.
- h.** Banknotes: 26.
- i.** Medals and commemorative medals: approximately 230.
- j.** Trade tokens: approximately 300.

6.2 Resources and Principles

The numismatic collection is kept in coin cabinets, drawers and boxes in the museum vault, which is air conditioned.

6.3 Future Acquisitions

The museum will acquire by purchase, donation or bequest numismatic items which fulfil one of the following criteria:

- a.** Coins with a local provenance, including excavated items and stray finds.
- b.** Roman coins with special relevance to events in Roman Britain.

- c. Anglo-Saxon coins, particularly those which fill strategic gaps in the existing collection.
- d. Coins from the Chester Mint.
- e. Tokens, medals and commemorative medals illustrating aspects of the history of Cheshire West and Chester. Items may also be collected related to the historic county of Cheshire and the adjacent areas of North Wales, subject to there being no conflict of interest with another museum which more properly collects from those areas. It will also collect English and British coins and commemorative medals of a more general nature, where they supplement the existing collection.

7.0 Archaeology Reference Books

Reference books and journals will continue to be purchased to develop the existing extensive archaeological library.

8.0 Natural History

8.1 Existing Collection

The main natural history collection is at the Grosvenor Museum and predates its founding, as they are based on those of the Chester Society of Natural Science, Literature and Art, which was established in 1871. In 1985 it was decided to move the majority of the Natural History collections on long-term loan to other more suitable museums; there was not at that time a Keeper of Natural History to provide the necessary level of professional care. These loans were due for renewal or return in the year 2000. Most of these have now been returned, parts of the herbarium remains on loan at World Museum Liverpool. The collections are considered nationally important as a historic collection containing British and foreign material.

The collections contain irreplaceable local reference and voucher specimens. Museums are the only organisation that can make the link between written records and voucher specimens. Some of the older and rarer specimens have been mentioned in several books and county lists. For instance, references to specimens in the Grosvenor Museum occur in "Birds of Cheshire" by T. Hedley Bell (1962). The collections also form a baseline against which changes can be measured in the local environment/habitat.

The conservation of the collections is now essential to prevent any further deterioration. Small-scale work can be undertaken by the curatorial staff, e.g. repair of damaged invertebrates. However, specialist treatment is required for many of the mounted birds and mammals, especially cleaning, repair and new bases. The stores are nearly at their limit and require proper environmental control. The cost and urgency of this conservation work must be the overriding factor when deciding on whether or not to acquire new collections. Use of fieldwork to collect natural history specimens is more important than in any other section (apart from local archaeology) and will ensure that momentum is maintained and the collection does not remain static.

8.2 Future Acquisitions

The aim of this collecting policy is to collect examples of, and information about, the natural history of Chester, Cheshire and North Wales, so providing a comprehensive local study collection. The policy will take into account any possible overlap with those of Liverpool, Manchester, Shropshire and Stoke-on-Trent museums in all areas of natural history. The museum will abide by all legal constraints on collecting natural history (i.e. wildlife protection legislation) and always observe good conservation practice when collecting.

9.0 Botany

9.1 Existing Collection

Part of the herbarium was returned from World Museum Liverpool in 2007, but part remains there. Several of the large named collections – Potts and Pollitt herbaria for example – were incorporated into the main herbarium; which is partly returned. Other smaller collections remain discrete at World Museum awaiting return, and small local collections of fungi, mosses and lichens, ferns, seaweeds, medicinal plants, wood and peat samples remained at the Grosvenor Museum. Many specimens do not have any associated data on collection date, place etc. The Stolterfoth Diatom Slide Collection, which was held at the Botany Department, Natural History Museum – and contains both locally and internationally important specimens - was returned late 2004.

9.2 Resources and Principles

Lack of storage space will be the limiting factor on future collecting. Floor loading criteria will also decide the positioning and bulk of any new herbarium cabinets.

9.3 Future Acquisitions

To build up a modern reference collection of all taxa for Chester, Cheshire and North Wales by fieldwork, donation or bequest of individual or small groups of specimens. Foreign material should be acquired by donation or bequest where it complements future display and educational activities, e.g. economic botany. Long-term loans will be accepted only when they are for display or educational purposes.

10.0 Geology

10.1 Existing Collection

The present collection is a random assortment of rocks, minerals and fossils, many with no associated data. The few specimens with data are primarily British, with good examples of rock types and minerals from North Wales and Scotland. There are 41 fossil plant specimens, from Teilia Quarry, and 27 boxes of Welsh cave bone remains. There is also a collection of *Chirotherium*

footprints, some of which are type specimens. There are also 35 samples of rock salt cores.

10.2 Resources and Principles

Geological specimens are often bulky and heavy, so the current lack of space and floor loading limitations, in both the geology store and gallery, are a major constraint on future collecting.

10.3 Future Acquisitions

To build up a comprehensive reference collection of individual or small groups of specimens by fieldwork, donation, gift or, exceptionally, by purchase. This collection will concentrate on the geology of Chester City, Cheshire and North Wales, particularly local fossils and rocks which are currently under-represented. The acquisition of different soil types from across the area, to be used as the link between biodiversity and geodiversity, will add to the geology collection. Long-term loans will be accepted only when they are to be used for display or education purposes.

11.0 Vertebrate Zoology

11.1 Existing Collection

The present collection is of local and British interest comprising primarily of approximately 500 British birds and approximately 40 mounted British mammals, with a small collection of bird and mammal study skins. There is also a small osteology collection, much of which is non-data; several reptiles and amphibians and 64 spirit specimens including a range of River Dee fish species. There are egg collections of Dobie, Webster, Elphick and Bennett, which have data, and a selection of non-data eggs.

11.2 Resources and Principles

Space is now at a premium and collecting will be limited by the current size of the stores. Due to legal constraints any collecting should be passive, e.g. road casualties, but the cost of preparation of specimens may be a very limiting factor and should not take precedence over conservation of the historical material.

11.3 Future Acquisitions

Cheshire West Museums will seek to acquire by donation or bequest individual or small groups of specimens to fill gaps in the collections, in order to build up a comprehensive local reference collection of the vertebrates of Chester, Cheshire and North Wales. Specimens of other British vertebrates may be acquired by donation or bequest only when they fit into future display and research policies. Long-term loans will be accepted only when they are to be used for display or education purposes.

12.0 Invertebrate Zoology

12.1 Existing Collection

This covers all British invertebrate groups with major collections of Mollusca, Lepidoptera and Coleoptera, including the Thompson and Newstead collections. There is a collection of 'insect life-cycle' boxes made by Robert and Alfred Newstead and a small collection of foreign Lepidoptera and Coleoptera. The Wright Hymenoptera collection is on long-term loan to World Museum Liverpool: if it is considered appropriate this may be transferred to their permanent collections in the future.

12.2 Resources and Principles

The main restraint on collecting is the backlog of curatorial work to be done, especially on the British Lepidoptera, by one member of staff. There is expansion space in both period and more recently purchased empty cabinets allowing for fieldwork specimens to be easily incorporated.

12.3 Future Acquisitions

Cheshire West Museums will seek to acquire by fieldwork, donation or bequest individual or small groups of specimens to fill the gaps in the collections in order to build up a comprehensive reference collection of the invertebrate fauna of Chester, Cheshire and North Wales. Other British specimens will only be acquired by donation or bequest when they fit into future display and research policies. Long-term loans will be accepted only when they are to be used for display or education purposes.

13.0 RIGS Database

13.1 Existing Collection

The RIGS (Regionally Important Geological/geomorphological Sites) database currently consists of two standard filing cabinets and a laptop containing the information about the geodiversity of the Cheshire region, including designated RIGS. In addition there are a few books, specimens, education material and poster boards belonging to Cheshire RIGS situated in the office.

13.2 Resources and Policy

The current database is a working database that is helping to safeguard the geodiversity of the Cheshire region, by informing landowners and local authorities of potential and designated RIGS. The information held on this database may be used for such wide-ranging purposes as education and property development; however, the information released for each individual enquiry must be individually assessed.

13.3 Future Acquisitions

Cheshire West Museums will help to designate any new RIGS in the Cheshire district, as and when necessary.

14.0 Natural History Reference Books

Natural history reference books will continue to be purchased to develop the existing natural history library. These books will cover the full range of natural history, from specialist keys to general works.

15.0 Local, Social and Industrial History

15.1 Existing Collection

Historically the Cheshire West Museums collection is made up of three distinct collections: those from the Grosvenor Museum related mainly to Chester, those from Weaver Hall Museum which concentrate mainly on the salt industry and Northwich, and those at the Lion Salt Works which focus on open-pan salt working.

The local history collections in Chester suffer from being a repository for items that do not 'fit' into other collections. Despite its importance supposedly lying in its 'local' links, little evidence of these survives in the supporting documentation. The lack of obvious Chester-specific material is also limiting, making it impossible to tell any local stories in display form. More material is needed relating to local businesses, commerce, schools, industry and entertainments. This would also encourage researchers to make use of the collection. As it stands the collection is of no use for academic or even amateur local history research.

The collection is weighted in favour of 19th century objects and there is little material from either the preceding or subsequent centuries. In object terms the best represented areas are domestic crafts (sewing), cheese making, agriculture, domestic lighting, woodwork, laundry, medicine, World War II, and crime and punishment. Under-represented areas include packaging, childcare, home entertainment, sports, education and retail.

There are major collections related to the history and use of salt. There is a particular emphasis on salt extraction and production, both in Cheshire and abroad. Collections reflecting the social history of industry in mid-Cheshire are also significant. The collection covers prehistoric times to the present day including artefacts (tools, equipment, salt samples, packaging, ceramics, clothing, associated trades), books, documents, film and oral history recordings. There are a range of collections that relate to the mid-Cheshire area, which though not salt related, complement the salt story and help to give it context. There are no other major collections relating to the salt industry as a whole in Cheshire. The Lion Salt Works has a site-specific collection, although it also has acquired material relating generally to open-pan salt working.

To ensure that the collection has relevance in terms of potential display and for researchers, an emphasis needs to be placed on collecting items in a stable condition, with a good local provenance, that fill gaps in the existing collection. In particular this relates to post-Roman and pre-industrial periods.

15.2 Resources and Principles

As a museum, rather than a library or archive, the emphasis must be on objects. These objects only count as pieces of 'local history' if they have a good local provenance and fall within this policy. Relevance can only be proven with research into the object's background and the context of Cheshire West and Chester's history. If possible, information will be gathered in both oral and documentary forms. In date terms the scope of collecting is from 1660 to the present day, so research will also fall within these parameters.

Inferior duplicates of common objects, or objects that have no local connections, will not be accepted. They will be offered to Education or advice on their appropriate disposal will be given.

15.3 Future Acquisitions

The following criteria will be applied to collecting in this area:

- a.** Only material with a good local (Cheshire West and Chester) provenance will be acquired by donation, purchase or bequest. Objects with a good local provenance are classified as those that have been made and/or used and/or kept and/or sold within the Cheshire West and Chester area.
- b.** Long-term loans, of periods no longer than ten years, will only be accepted in exceptional circumstances where the object is of great local historical interest and will perform a valuable function within the museum. All existing loans not covered by the above caveat will be returned. Short-term loans will only be accepted for the life of specific exhibitions, displays or projects.
- c.** No duplicate items will be accepted unless they have a better local provenance than the one already in the collection, or are in a better and more stable condition. Where appropriate, duplicate items may be retained and used for handling, either by the Education Service or by the Keepers for outreach work.
- d.** No large items, whether domestic or industrial, will be collected due to the problems of storage and the limitations in terms of display. Alternative repositories will be suggested to potential donors of these items.
- e.** Any artefacts (including books) which fall within the historical period of the 22nd (Cheshire) Regiment, Cheshire Yeomanry, 3rd Carabiniers (Prince of Wales's Dragoon Guards), 5th Royal Inniskilling Dragoon Guards and Eaton Hall Officer Cadet school (1939-1960) will be referred to the Cheshire Military Museum. This also includes artefacts and records reflecting the involvement of the military in the County of Cheshire in the period covered by the life of the four Regiments (including the 'Home Front').

16.0 Costume

16.1 Existing Collection

The Costume collection contains approximately 2300 items covering a wide range of clothes and accessories (male, female and children) from the 18th–20th centuries. The bulk of the collection comprises 19th century women's dresses. Other well represented areas include infants' gowns, 1970s dresses, 1940s dresses and women's shoes. All men's costume is under-represented and, with the exception of infants' dresses, there is a lack of children's garments. There is also a lack of the garments worn by the lower classes in society. There is a large collection of household textiles (tablecloths, pillowcases, etc.) which lack context and have little or no display potential. Generally the costume is representative of particular styles and eras rather than local personalities, events and traditions. There is only a limited amount of costume representing the period 1980 to the present day.

16.2 Resources and Principles

The costume store is at capacity and it is time consuming and expensive to ensure the long term conservation of items, so very careful consideration must be given to any costume donations.

16.3 Future Acquisitions

To ensure a rational approach and to prevent overcrowding, care needs to be taken when deciding upon donations. Priorities for collecting are as follows:

- a. As the Victorian period is so well represented, collecting will be strictly limited in this area. Exceptions are men's garments, boys' garments, women's jewellery, clothes of servants and labourers and women's corsetry.
- b. 20th and 21st century collecting will be undertaken alongside the collection of relevant documentary and oral material. Although collecting will not be strictly limited to local items, local provenance will be a final decisive factor when debating the acceptance of duplicate objects.
- c. Photographs, magazines and catalogues charting fashion trends will also be collected where space allows.
- d. Long-term loans, of periods no longer than ten years, will only be accepted in exceptional circumstances if they help to enhance an existing display. Short-term loans will be accepted for specific exhibitions, events and projects.

17.0 Musical Instruments

17.1 Existing Collection

The small musical instrument collection is not a comprehensive one but the museum is well known for its rare set of Bressan recorders. These are significant on local, national and international levels.

17.2 Future Acquisitions

Cheshire West Museums will only acquire, by donation or bequest, musical instruments with a strong local provenance. Space constraints and limited specialist knowledge mean that other examples will be referred to relevant specialist museums.

18.0 Toys

18.1 Existing Collection

The toy collection consists mainly of late 19th and early 20th century dolls and doll's house items. There are a few 20th century items but they do not form a comprehensive or cohesive collection. Under-represented toys from all periods include soft toys (especially teddy bears), male-oriented toys, automata, metal toys and educational toys.

18.2 Future Acquisitions

It is not proposed to acquire by purchase, donation or bequest further pre-1920 dolls unless they are of paramount importance in local history terms. Acquisition by purchase, donation or bequest will concentrate on the under-represented areas detailed above and will be backed up by appropriate research. Short-term loans will only be accepted where an object is required for specific displays, exhibitions or projects.

19.0 Photographs, Glass Negatives and Slides

19.1 Existing Collection

The bulk of the Chester related existing collection of historic photographs and glass negatives is now held by the Cheshire Record Office, with the images accessible online through Chester History & Heritage. In Northwich there is a large collection of photographs, prints, glass negatives and postcards. The material concentrates on the mid-Cheshire area and covers a range of subjects from salt-making to ship building, railways to leisure. The most substantial single collection is of local Edwardian photographer Llewelyn Evans, whose glass plate collection was discovered sealed in the basement of his former shop. Both Warrington Museum and Cheshire West Museums share work by Thomas Birtles, who lived in Northwich and Warrington. There is also a small collection relating to Stretton Watermill and the Lion Salt Works.

19.2 Resources and Principles

Any Chester district photographs will be referred to the Chester History & Heritage.

19.3 Future Acquisitions

- a.** Photographs associated with objects presented to the museum service will continue to be acquired by donation, bequest or purchase. For example, a photograph of a person wearing an item of clothing donated to the museum.
- b.** Historic photographs which have no clear provenance or obvious Chester connection but are representative of particular periods or clothing styles will be collected.
- c.** Other historic photographic material will be brought to the attention of the Cheshire Record Office and Chester History & Heritage. The museum service will accept such material only if it is not required by these two organisations and it is of relevance to other themes and items within the collections.

20.0 Archives, Documentary Evidence and Printed Ephemera

20.1 Existing Collection

The museum service's collection in these areas is small and limited to material relating to objects in the collection or material relating to general aspects of the history of Cheshire West and Chester and of the museums.

20.2 Resources and Principles

To avoid conflict with Archives a close relationship will be maintained with Cheshire Record Office and Chester History & Heritage over the collection of documentary material.

20.3 Future Acquisitions

Cheshire West Museums will continue to acquire by purchase, donation or bequest archives, documentary evidence and printed ephemera relating to the following:

- a.** Material which relates directly to an object, e.g. a receipt for a dress in the collection. Personal ephemera, e.g. diaries, will be collected when they serve to improve understanding of a related object which has been accepted into the collection. However, if such personal ephemera is to be collected, the Cheshire Record Office will be informed prior to accessioning.
- b.** Greetings' cards with a Cheshire West and Chester provenance. The museum is the most appropriate repository for these, as they are not collected by either the Cheshire Record Office or Chester History & Heritage.
- c.** Material required for comparative and education purposes, in order to produce background information relevant to the collection. Where appropriate, such material will be offered first to the Cheshire Record Office or Chester History & Heritage.
- d.** Items that form part of a larger collection that has already been donated to the museum. Such collections lose their significance if they are dispersed.
- e.** Items that do not fall within the museum collecting policy but refer specifically to Cheshire or Chester district will be referred to the Cheshire Record Office in the first instance and Chester History & Heritage if the item is deemed unsuitable for Cheshire Record Office.

21.0 Ceramics

21.1 Existing Collection

There are approximately 655 ceramic objects in the permanent collection and two small private loans of six items in total. The permanent collection is largely devoted to 17th–19th century British ceramics, with the most notable pieces being a slipware dish by Thomas Toft dated 1671 and a large collection of local Buckley Pottery.

21.2 Resources and Principles

As storage space is limited, and there are no plans in the foreseeable future to create permanent displays devoted to either ceramics or decorative arts generally, it is proposed to limit the collection of ceramics to items with a strong local provenance, items which fill gaps in the Buckley Pottery collection, and items which can be displayed in the Period House. The cut-off date between the social history ceramics and the archaeological ceramics is 1660.

21.3 Future Acquisitions

Collecting of ceramics will be limited to:

- a) The acquisition by donation or bequest of ceramics with a strong local connection.
- b) The acquisition by purchase, donation or bequest of items of Buckley Pottery which fill gaps in the current collection.
- c) Long-term loans of ceramics will not be accepted. Short-term loans will be accepted for particular exhibitions, events or projects.

22.0 Glass

22.1 Existing Collection

The 52 catalogue entries for the glass collection are almost entirely of British glass, largely from the 19th century but with a few pieces from the 18th century. The most notable object is a drinking glass from about 1720 engraved with the arms of the City of Chester. There is also a collection of around 30 glass bottles, including some originating from the Northwich drinks company, Sandiford's.

22.2 Resources and Principles

As storage space is limited, and there are no plans in the foreseeable future for the creation of either specialist glass or general decorative arts permanent displays, it is proposed to limit the collection of glass to items with a strong local provenance.

22.3 Future Acquisitions

Collecting of glass objects will be limited to the acquisition by donation or bequest of glass with a local connection. Purchase or acceptance of long-term loans of glass will only be considered in exceptional circumstances.

23.0 Social History Reference Books

Cheshire West Museums will continue to collect books, leaflets and documents relating to the history collections. In particular, purchases will be directed towards:

- a. Clothing, especially working garments of the less fashionable public, and accessories.
- b. Social history.
- c. Local history, especially relating to the trades, services and people of Cheshire West and Chester.
- d. Books of illustrations for key periods.
- e. Catalogues of other similar museum collections for reference.
- f. Original books suitable for display. Other books relating to social history subjects will be accepted as donations or bequests. There will inevitably be some duplication with the holdings of the Cheshire Record Office. However, these books are essential to the daily work of the Keepers. The reference books are accessible to the general public by appointment. The museums lack the resources and environment to care for antique and rare books and so these will be referred to the Cheshire Record Office or an appropriate library.

24.0 Oil Paintings

24.1 Existing Collection

As with other aspects of the art collections, many paintings were acquired by Grosvenor Museum, while others have been collected by Cheshire Museums Service.

The first oil painting to enter the Grosvenor Museum was presented by the 1st Duke of Westminster in 1894. However, collecting remained passive until 1975, since when more than seventy percent of the collection has been acquired. Works now in the collection include a small group of Old Masters, together with locally-related artists, portraiture and topography, which illuminate the history of artistic practice and patronage in the region. Notable artists represented in the collection include George Barret, Arthur Devis, William Dobson, Sir William Russell Flint, Ethel Gabain, Charles Ginner, John Frederick Herring, William Huggins, the studio of Quinten Metsys, Jacob van Oost the Elder, Robert Peake, Pieter Tillemans and John Michael Wright.

There are 181 easel paintings in the Cheshire West Museums collection (as at 1 September 2010): 167 oil, four tempera and ten acrylic. The permanent

collection is supplemented by five paintings lent by the Latham family, one by the Grosvenor Museum Society and one by the Tyrer Charitable Trust. At the Grosvenor Museum most of the finest paintings are permanently displayed in the Art Gallery, while others are shown in the Period House, the Entrance Hall and the Lecture Theatre.

24.2 Resources and Principles

The Grosvenor Museum has long collected paintings by local artists and of local subjects. Serious gaps in the historical collection will require filling as and when suitable works appear on the market. Notable local artists who ought to be represented by oil paintings in the collection include:

- Richard Wilson (1713–1782) who died near Mold;
- Edward Penny (1714–1791) who was born in Knutsford;
- John Downman (1750–1824) who settled in Chester in 1817;
- Randolph Caldecott (1846–1886) who was born in Chester;
- Philip Wilson Steer (1860–1942) who was born in Birkenhead;
- William Lee-Hankey (1869–1952) who was born in Chester;
- Samuel John Lamorna Birch (1869–1955) who was born in Egremont, Cheshire;
- Maxwell Gordon Lightfoot (1886-1911) who studied at Chester School of Art.

The collecting policy also includes works with a local provenance, since the history of patronage and collecting is just as much a part of the story of art in this area as the work of artists who lived locally and those who painted local people and places. This will enable the museum service to apply for the allocation of pictures from local country houses which have been accepted by H. M. Government in lieu of taxation.

24.3 Future Acquisitions

Cheshire West Museums will acquire by purchase, donation or bequest paintings which possess aesthetic merit in addition to being locally related by virtue of the artist, subject or provenance. Local in this context covers the historic (pre-1974) county of Cheshire and North Wales, subject to there not being a more appropriate local museum seeking the work.

The priority for oil paintings will be the acquisition of historic works by notable local artists or depicting local subjects.

The long-term loan of oil paintings will only be accepted when they can be incorporated into the permanent displays.

25.0 Works of Art on Paper

25.1 Existing Collection

There are 2,532 works of art on paper in Cheshire West Museums (as at 1 September 2010): 415 watercolours, 578 drawings (including 15 pastels), 1484 prints, 13 miniatures and 42 silhouettes. Apart from a large group presented to the Grosvenor Museum by T. Cann Hughes in 1925, the majority of the collection has been acquired since 1948. Two-thirds of the collection is devoted to the topography of Chester, Cheshire and North Wales. Notable watercolourists represented include Thomas Shotter Boys, Joseph Nash, Francis Nicholson, John 'Warwick' Smith, Simeon Solomon, Charles Frederick Tunnicliffe and John Varley. There are also strong holdings of local artists such as George Cuitt, Thomas Harrison, Moses Griffith, William Monk, James Muir-Smith, George Pickering, Louise Rayner, William Tasker and Geoff Worrell.

Works which have been collected in the past but which fall outside the 'local' criteria perform a useful role in broadening the range of material that can be exhibited, enabling, for example, comparative demonstrations of the effects of different techniques and the exploration of a greater variety of themes. For conservation reasons, works on paper are not permanently displayed, but they are shown regularly in temporary exhibitions.

25.2 Resources and Principles

Since 1993 the Grosvenor Museum has commissioned 74 topographical pictures by local artists. Largely devoted to 18th, 19th and 20th century architecture, these works are filling gaps in the collection. They are strengthening a remarkably comprehensive visual record of Chester's unique architectural heritage, and show a refreshing diversity of contemporary artistic responses to the fabric of the city. The first phase of this scheme culminated in the publication of *Picturesque Chester: The City in Art* in 1997. Subsequent commissions have been determined by the museum's ongoing programme of thematic topographical exhibitions.

In recent years the Grosvenor Museum has also been actively collecting the etchings of George Cuitt (1779–1854), in preparation for a major exhibition and publication.

25.3 Future Acquisitions

Cheshire West Museums will acquire by purchase, donation or bequest works of art on paper which possess aesthetic merit in addition to being locally related by virtue of the artist, subject or provenance. Local in this context covers the historic (pre-1974) county of Cheshire and North Wales, subject to there not being a more appropriate local museum seeking the work.

The priority for works on paper will be topographical commissions and the etchings of George Cuitt.

The presumption of the museum service will be against the acceptance of long-term loans of works on paper.

26.0 Sculpture

26.1 Existing Collection

There are (as at 1 September 2010) 30 pieces of sculpture in the Cheshire West Museums collection, mainly 19th century portraits. Notable sculptors represented include Lord Ronald Gower, Alexander Munro, Matthew Noble and Thomas Woolner. The permanent collection is supplemented by five pieces on loan from the Williamson Art Gallery and Museum at Birkenhead. At the Grosvenor Museum most of the finest sculptures are permanently displayed in the Art Gallery, while others are shown in the Entrance Hall, the Lecture Theatre and the Period House.

26.2 Resources and Principles

Priority will be given to the acquisition of replacements for the loan items which form an integral part of the current art displays. Due to lack of storage space, the museum service will not acquire sculptures which cannot be incorporated into the permanent displays.

26.3 Future Acquisitions

Cheshire West Museums will acquire sculptures by donation, purchase or bequest for display in the Art Gallery, Entrance Hall and Period Rooms of the Grosvenor Museum. Each sculpture must possess aesthetic merit in addition to being locally related by virtue of the artist, subject or provenance. Local in this context covers the historic (pre-1974) county of Cheshire and North Wales, subject to there not being a more appropriate local museum seeking the work.

The presumption of the museum service will be against the acceptance of further long-term loans of sculpture.

27.0 Modern and Contemporary Art

27.1 Existing Collection

The Grosvenor Museum has built a collection of contemporary art since 1992. Acquiring from artists connected with Cheshire and North Wales, the collection documents and celebrates the quality and diversity of contemporary art practice in the region. The media range from oil, tempera, acrylic, watercolour and pencil, to various print techniques (including etching, drypoint, lithograph, linocut and screenprint). The subjects extend from landscapes and architecture, figures and still life, to the realms of the imagination, while stylistic approaches range from figuration to abstraction and from the highly detailed to the boldly expressive. The holdings were transformed in 2009 with the acquisition of Cheshire County Council's modern art collection, which had been purchased for its offices picture loan scheme. This is particularly rich in modern prints including work by David Hockney,

John Piper, Patrick Heron, Eduardo Paolozzi, Julian Trevelyan, David Tindle, Valerie Thornton, Derrick Greaves, Chris Orr and David Oxtoby.

There are 138 pieces of modern and contemporary art in the Cheshire West Museums collection (as at 1 September 2010): 22 easel paintings, 27 watercolours, three drawings, 85 prints and one sculpture. At the Grosvenor Museum selected highlights from the collection are exhibited biennially, while many of the easel paintings are usually displayed in the Entrance Hall and the Lecture Theatre.

27.2 Resources and Principles

Unlike the Grosvenor Museum's topographical commissions (see 25.2), there is no constraint on subject-matter, and aesthetic merit is the sole criterion for the collection of contemporary art. Due to lack of storage space, the museum service will not acquire contemporary sculpture until a new store has been created.

Major contemporary artists with local connections, who should be represented in the collection, include:

- Michael Sandle (b.1936) who studied at Chester School of Art;
- Barry Flanagan (1941-2009) who was born at Prestatyn;
- John Davies (b.1946) who was born in Cheshire;
- Andy Goldsworthy (b.1956) who was born at Sale Moor, Cheshire;
- Cornelia Parker (b.1956) who was born in Cheshire.

27.3 Future Acquisitions

Cheshire West Museums will acquire contemporary art by donation, purchase or bequest. Each piece must possess aesthetic merit and be the work of a locally-related artist. Local in this context covers the historic (pre-1974) county of Cheshire and North Wales.

The presumption of the museum service will be against the acceptance of long-term loans of contemporary art.

28.0 Silver

28.1 Existing Collection

The Grosvenor Museum's silver collection has been described by *Country Life* as "one of the country's finest collections of provincially made silver". Mostly acquired since 1975, the collection's greatest strength is Chester hallmarked silver, dating between the 16th and 20th centuries. Among other locally related pieces are Chester race trophies, Cheshire church plate and secular silver, and part of the Marquess of Ormonde's collection. Thirty-two Chester goldsmiths are represented in the collection, together with such notable figures as Hester Bateman, Matthew Boulton and Paul Storr. The *Catalogue*

of Silver in the Grosvenor Museum, Chester, published in 2000, presents a comprehensive study of this pre-eminent collection.

The Cheshire West Museums collection numbers (as at 1 September 2010) 168 catalogue entries for silver, 20 for silver-plated wares and five for pewter. (Some groups of objects, such as pairs of candlesticks or a set of spoons, are covered by a single catalogue entry.) The catalogue entries for the loans of silver (including a few pieces of pewter and a copper plate) are as follows: the Chester Municipal Charities 36; the Chester Goldsmiths' Company 17; the Birmingham Assay Office 1; the Parish Churches of Coddington 1, Tarvin 2, Little Budworth 3 and Over 3; the Trustees of Matthew Henry's Chapel, Chester 6; the Tyrer Charitable Trust 1; a major private collection 38, and other private collections 3. The great majority of the silver is permanently displayed in the Ridgway Silver Gallery at the Grosvenor Museum, which opened in 1992.

28.2 Resources and Principles

Despite the richness of the permanent collection, the display in the Silver Gallery is still heavily dependent upon loans. Those from bodies such as the Chester Goldsmiths' Company and local churches are reasonably secure, but those from private collections must be considered less so. Priority should be given to the purchase of suitable replacements for loan pieces in the foreseeable future if the quality of the displays is to be maintained. An exception to this principle will be Cheshire church plate. Such items should remain in the ownership of the parish church wherever possible and be placed on long-term loan to the museum service rather than purchased.

Significant Chester goldsmiths who ought to be represented in the collection include:

- Nathaniel Bullen
- John Lingley
- Thomas Maddock
- Peter Pemberton
- John Walker

Object types by Chester goldsmiths not yet represented in the collection include:

- Beer jug
- Caster
- Chocolate pot
- Coffee pot
- Cream pail
- Dish ring
- Feeding cup (spout cup)
- Inkstand
- Mustard pot
- Pepper box
- Sugar basin

- Taper stick
- Trowel
- Wine funnel

28.3 Future Acquisitions

Cheshire West Museums will acquire by purchase, donation or bequest silver which possesses aesthetic merit and which falls within one or more of the following categories:

- Every goldsmith who worked in Chester.
- Every type of object made by Chester goldsmiths.
- Other types of silver, made elsewhere but hallmarked in Chester, particularly concentrating on examples which illustrate stylistic developments from the mid-19th century to 1962.
- Styles of Chester race trophies not already represented in the collection.
- Silver closely connected with the County Palatine of Chester.

Long-term loans falling in the above categories may be accepted, provided the objects can be incorporated into the Silver Gallery displays and that they do not duplicate items already in the collection.

It is not anticipated that other locally related silver will be purchased, except in exceptional circumstances, but the opportunity to acquire items accepted in lieu of taxation will be taken where appropriate.

29.0 Furniture

29.1 Existing Collection

One third of the furniture collection at the Grosvenor Museum was acquired in the 1950s when the first stage of the Period House was furnished. A substantial number of other pieces were acquired in the 1980s when these rooms were refurbished and the second phase of the displays completed. The furniture collection has 102 catalogue entries (as at 1 September 2010), the majority of which are British and date from the 17th, 18th and 19th centuries. Only seven pieces have a firm local provenance. Notable pieces include the 17th century chest of the Chester Painters' Company, and 19th century furniture by John Crewe McKay of Chester, Brown & Lamont of Chester and Urquhart & Adamson of Liverpool. The permanent collection is supplemented by 12 pieces of furniture on loan from the Victoria and Albert Museum. At the Grosvenor Museum some of the finest furniture is permanently displayed in the Art Gallery, while much of the rest is shown in the Period House.

29.2 Resources and Principles

Because of storage limitations, great care must be exercised in the future collecting of furniture. Priority will be given to the replacement of furniture displayed in the Period House which is currently on loan, and the addition of

pieces necessary for the accurate furnishing of the rooms. Because of the scarcity of locally provenanced furniture, it is not proposed to limit collection for this purpose but simply to seek historically accurate pieces from the appropriate period. Examples of items currently required for the Georgian Drawing Room include a chimney glass, a pierced steel fender and fireplace furniture. The replacement of loan furniture in the Art Gallery is also desirable.

29.3 Future Acquisitions

Items of British furniture of a suitable period and style may be acquired by purchase, donation or bequest for the replacement of loan furniture displayed in the Period House, or to supplement existing holdings to provide more accurate displays of these rooms. Items of furniture, of local provenance and suitable quality, may also be acquired for the replacement of loan furniture in the Art Gallery. Local in this context covers the historic (pre-1974) county of Cheshire and North Wales, subject to there not being a more appropriate local museum seeking the work.

Due to shortage of storage space, the presumption of the museum service will be against the acquisition of any furniture which cannot be incorporated into the permanent displays.

30.0 Clocks and Watches

30.1 Existing Collection

The Cheshire West Museums collection comprises (as at 1 September 2010) 41 cased clocks or clock movements and 68 complete watches, watch movements or watch cases. The collection is largely devoted to clocks by Chester makers from the late 17th to 19th centuries, and 18th and 19th century watches by Cheshire makers. At the Grosvenor Museum a few pieces are shown in the Period House, but most of the collection is in store.

30.2 Resources and Principles

Given the size and quality of the clocks and watches collection it is probable that a display of this collection will be required in the future. Passive collecting of Cheshire clocks and watches will therefore continue.

30.3 Future Acquisitions

Acquisition by donation or bequest of Cheshire clocks and watches to fill gaps in the collection will continue. Purchases or long-term loans will only be considered in exceptional circumstances.

31.0 Art Reference Books

Cheshire West Museums will continue to collect publications to develop the art reference library. The library covers every aspect of the art collections:

16th to 21st century British paintings, watercolours, drawings, prints, sculpture, furniture and interior decoration, metalwork, clocks and watches. The types of publications include catalogues of museum collections and temporary exhibitions; dictionaries; studies of individual artists, designers and craftsmen; studies of specific object types and periods; more general surveys covering the cultural context of the collections; periodicals and auction catalogues.

32.0 Non-collections based Art Records

A substantial body of knowledge has been built up, and is being continually increased, in relation to historic and contemporary artists and craftsmen working in Chester and the surrounding area. The sources of information are various and include unpublished research and enquiries. The art records form an important database from which information is readily and frequently accessed to answer enquiries and to provide information for the museums' own research and interpretive needs.

33.0 Limitations on collecting

Cheshire West Museums 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.

34.0 Collecting policies of other museums

Cheshire West Museums 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 specialisms, in order to avoid unnecessary duplication and waste of resources.

Cheshire West Museums will not collect material that relates to areas covered by neighbouring museums in the historical counties of Cheshire East and North Wales, unless the appropriate local museum is unwilling or unable to accept objects which are relevant to existing collection of Cheshire West Museums. Under such circumstances the museum will only accept such material after full consultation with the appropriate local museum.

35.0 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 above.

The Museums, Libraries and Archives Council (and its successor) will be notified of any changes to the Acquisition and Disposal Policy, and the implications of any such changes for the future of existing collections.

36.0 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 Cheshire West Museums, having regard to the interests of other museums.

37.0 Acquisition procedures

a. Cheshire West Museums 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 service 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 1 November 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum service 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. So far as biological and geological material is concerned, the museum service 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.

e. The museum service will not acquire archaeological antiquities (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures. In England, Northern Ireland and Wales the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure as defined by the Treasure Act 1996.

f. Any exceptions to the above clauses 37a, 37b, 37c, or 37e will only be because the museum service is either:

acting as an externally approved repository of last resort for material of local (UK) origin; or
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; or
acting with the permission of authorities with the requisite jurisdiction in the country of origin; or
is in possession of reliable documentary evidence that the item was exported from its country of origin before 1970.

In these cases the museum service will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority.

g. As the museum service 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.

38.0 Authorisation of Acquisitions

For every acquisition (whether purchase, gift, bequest or long-term loan), an Acquisition Appraisal Form must be completed by the relevant member of curatorial staff and counter-signed by the Museum Director.

The Museum Director may authorise the purchase of items within the terms of this policy up to a limit of £25,000, subject to sufficient funds being available via the Purchase Fund and/or grant-aid. Such purchases will be exempt from the Council’s Financial Regulations with regard to the need for three quotations in view of the specialist nature of the objects. However, every effort will be made to minimise the cost to the Council by the use of grant-aid, private treaty sales, discounts, etc. Where necessary, advice will be sought from appropriate bodies or persons as to the suitability of the object for purchase and an estimate of a fair price.

Authorisation by the Portfolio Holder is required for the purchase of items costing more than £25,000.

39.0 Spoliation

The museum service 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.

40.0 The Repatriation and Restitution of objects and human remains

The museum service's governing body, acting on the advice of the museums’ 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 service 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 means that the procedures described in 42a-42d, 42g and 42s below will be followed but the remaining procedures are not appropriate.

The disposal of human remains will follow the procedures in the “Guidance for the care of human remains in museums”.

41.0 Management of archives

As the museum service holds and intends to acquire archives, including photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd ed., 2002).

42.0 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 service 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 service’s collection.

c. The museum service 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 service 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 42g-42s will be followed and the method of disposal may be by gift, sale or exchange.

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

The disposal decision-making process

g. Whether the disposal is motivated either by curatorial or financial reasons, the decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for the museum service’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 service 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 service acting on the advice of professional curatorial staff, and not of the curator of the collection acting alone.

Use of proceeds of sale

i. Any monies received by the museum service's 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 Museums, Libraries and Archives Council (and its successor).

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 service 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 service 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 42a-42d and 42g-42h will be followed as will the procedures in paragraphs 42p-42s.
- 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 service 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 service'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.