

# Collections Development Policy



2014 – 2019

Name of Museum:	The Novium
Name of governing body:	Chichester District Council
Date of policy approval by governing body:	2014
Date at which this policy is due for review:	2019

Chichester District Council, as governing body for The Novium approves this Collections Development Policy, which will be reviewed at least every five years.

The Sussex Museums Group (SMG) will be notified of any changes to The Novium's Collections Development Policy, and the implications of any such changes for the future of existing collections.

This policy document will be disseminated to a wider audience via The Novium's website.

This document is informed by the Arts Council England 2011 publication "Accreditation Scheme for Museums and Galleries in the United Kingdom" and the associated Collections Development Policy Template (February 2013). This policy also conforms to the requirements for the Museum Association Code of Ethics for Museum (2008), and Ethical Guidelines on Acquisition (2004) and Disposal Toolkit (2008).

## Contents

1. Introduction	4
2. Statement of purpose	5
2.1 The Novium – Sustainability (collecting and resources)	6
3. Overview of the current collections	7
3.1 Geology	7
3.2 Archaeology	7
3.3 ‘World culture and non-British archaeology’	8
3.4 Social History	8
4. Themes and priorities for future collecting	10
4.1 Geology	10
4.2 Archaeology	10
4.3 Social History	11
4.4 Human remains	11
4.5 Association criteria	11
4.6 Period of time and/or geographical area to which collecting relates	11
5. Themes and priorities for rationalisation and disposal	13
6 Limitations on collecting	14
6.1 Costume	14
6.2 Fine art	14
6.3 Documents and plans	14
6.4 Natural History	15
6.5 Military material	15
7. Collecting policies of other museums	16
8. Policy review procedure	17
9. Acquisitions not covered by the policy	18
10. Acquisition procedures	19
11. Spoilation	21
12. The repatriation of objects and human remains	22
13. Management of archives	23
14. Disposal procedures	24
14.1 Disposal preliminaries	24
14.2 Motivation for disposal and method of disposal	24
14.3 The disposal decision-making process	24
14.4 Responsibility for disposal decision making	24
14.5 Use of proceeds of sale	25
14.6 Disposal by gift or sale	25
14.7 Disposal by exchange	25
14.8 Documenting disposal	25
Appendix A – Collecting Area Map	26

## 1. Introduction

### ***Purpose of the Collections Development Policy***

This document aims to establish policies and guidelines for the acquisition of objects into our collections, and for the disposal of objects within our collections. It outlines the circumstances in which we will acquire and dispose of objects, as well as how these processes should be managed.

- The purpose of this policy is to comply with the requirements of the Arts Council England (2011) Accreditation Scheme for Museums and Galleries in the United Kingdom and the associated Collections Development Policy Template (February 2013)
- The policy is designed to confirm public confidence in the Museum as a suitable place for the safe keeping of local material. The policy should therefore reflect the guidelines and best-practice standards of the Museums Association Code of Ethics.
- The policy defines the present state and use of the collections, and reviews the current policy of acquisition and disposal. It ensures material is accepted according to a recognised strategy and serves as a reference document to guide curatorial decision-making.
- It identifies the resources available to maintain present and future collections, and ensures more efficient use of these resources. In doing so it ensures sustainable collecting which utilises existing and future resources to store, curate, conserve, finance and care for objects to the best possible collections management standards.
- It establishes relationships with other Museum bodies in the area with regard to acquisition of material for the collection and transfer of objects.
- This policy creates a framework within which objects can be collected relating to the people and places of Chichester District.
- The policy allows for a clear, open and informed dialogue between the Museum, governing bodies, donors and other stakeholders, by presenting clear statements regarding public benefit, ethics, sustainability and future aims.

## 2. Statement of purpose

*“The Novium’s mission is to act as the official custodian of Chichester district’s heritage, to preserve and promote it, to provide local people and visitors with an inspiring gateway for learning and discovery and to develop innovative heritage resources that will benefit communities of the future.”*

The Novium is concerned with the history - in its broadest sense - of Chichester District, represented by objects, collections and documentation. When Chichester Museum opened in 1964 its service was limited to the City boundaries, but in 1974 it was extended to cover the whole administrative area of Chichester District Council as Chichester District Museum. The Museum today – now known as The Novium - continues to serve those who visit or live in the Chichester District in a number of ways:

- a. Through its collecting, the Museum aims to build an ordered, documented and accessible record of material relating to the history of the District, creating a unique cultural resource which can inspire learning, research and creates a sense of place through strong personal and community identities.
- b. Through its activities the Museum aims to extend access to the material it holds and increase understanding of the local area, its history development and people.
- c. Through its collecting and activities, the Museum aims to make the collections accessible, as an inspiring, enjoyable and creative resource.
- d. Through its collections, the Museum aims to inspire and support learning and research, for people of all ages and abilities.
- e. Through its collections, the Museum aims to encourage and support community engagement through our services, events, learning and outreach programmes.

By collecting and serving the community through the presentation of, and access to, collections, the Museum also aims to reflect Chichester District Council’s vision to create a thriving and dynamic District through its Sustainability Statement and Local Plan (and associated strategies), as well as supporting national bodies working in partnership with local authorities, such as the South Downs National Park Authority (SDNPA), in fulfilling statutory obligations :

*“Wherever possible Chichester District Council will seek to encourage awareness of the archaeological heritage and will promote investigation of the archaeological record.”*

Environmental Strategy, Chichester District Council

*“The Council aims to encourage access, both physically and intellectually, to this rich historic environment and through heritage development it aims to protect, nurture and celebrate this heritage.”*

Leisure and Wellbeing, Chichester District Council

*“Opportunities for culture, leisure and recreation are readily available to all.”*

Chichester District Council, Sustainability Statement

*“Conserve and enhance the natural beauty, wildlife and cultural heritage of the area...”*

Environment Act (1995), SDNPA

## **2.1 The Novium – Sustainability (collecting and resources)**

“They are institutions that collect, safeguard and make accessible artefacts and specimens, which they hold in trust for society.”

Museums Association, Code of Ethics

The Museum needs to continue actively collecting in order to fulfil its obligations to the people it represents within the District, creating a resource that is evolving and representative of the distinct nature of the local area.

However, it is also recognised by the Museum that the long term care of collections can have a significant impact on resources, and so it becomes more important to ensure that acquisitions are focused on specific areas, and are targeted towards collecting what is both representative of the Museum’s core collecting values and aims while still being sustainable in the long-term.

The Museum will therefore not collect passively. Objects offered to the Museum must be assessed against three criteria (see section 8 of this document). The Museum recognises the difference between active collecting (collecting which is planned, costed and initiated by the Museum, or where collecting fits within the pre-established collecting criteria) and passive collecting (accepting objects into the collection simply because they are offered) and will always adopt an active approach to collecting with specific areas of the collection.

Management of the acquisition and disposal process via this policy is therefore essential for the management of the collection as a resource. The Museum Accreditation Scheme requires that the Museum has a written policy regarding acquisition and disposal, which has been approved by its governing body, with a further requirement that this policy is reviewed every five years to ensure it remains reflective of the strategies and aims of the Museum, Chichester District Council (as the museum’s governing body), national government and of professional bodies representing the museum sector.

### 3. Overview of the current collections

The Novium presently holds collections of material from the following categories:

#### **3.1 Geology**

A collection of local fossils, minerals and rocks found in the Chichester District and also from that part of the Arun District which lies to the west of the River Arun (see **Appendix A**). Some material within the collection is from outside the District (and that part of the Arun District which lies to the west of the River Arun) or is unprovenanced. Some of this material is supported by documentation contemporary with its collection, plus later catalogue records, although a significant amount of documentation has become orphaned from history files and is no longer associated with objects. A review of accession registers in 2012 revealed that no geology appears to have been accessioned since 2007, although material has been catalogued using a 'G' number system. This had not been highlighted prior to 2012 as no geological material had been donated into the collection since 2009. This inconsistency in the implementation of collections management processes will be addressed in the **Backlog Management Plan**.

A small number of non-local fossils are used as part of the handling collection.

A small collection of minerals, mostly unprovenanced and including non-United Kingdom material. This is used as a part of a reference and handling collection.

#### **3.2 Archaeology**

The Novium has an extensive collection of archaeological material, mostly from excavations. This material represents sites and finds of national, regional and local interest.

The archaeological material in the collection is from the present Chichester District Council administrative area, and that part of Arun District which lies to the west of the River Arun (see **Appendix A**).

All periods of time from the Palaeolithic to the 20<sup>th</sup> century are represented in the archaeology collection. In order to ensure the future sustainability of collecting, a selection, retention and disposal procedure was imposed from 2009 on all material excavated by archaeology units due for deposition with The Novium. This is laid out in Appendix 7 of the **Procedure for the Deposition of Archaeological Archives**.

The archaeology collection consists of artefacts, animal and human skeletal material, and soil and other organic samples. This is supported by the excavation paper/disc archives including photographs, site notes, and texts for publication. At present, some of these paper records are deposited at the West Sussex Record Office because of previous restrictions concerning storage at the Museum.

The reserve archaeological collection is housed in the Collections Discovery Centre, Fishbourne Roman Palace, which is jointly run by Chichester District Council and the Sussex Archaeological Society. Along with the Palace's own collection representing the archaeological landscape of the villa, the archaeology of Chichester

District is available for public access and research in a designated archaeological archiving repository.

In April 2012 the sensitive material (archaeological metals) from The Novium's archaeology collection was also relocated to the Collections Discovery Centre, Fishbourne Roman Palace from the Chichester District Museum site at 29 Little London.

It is planned to eventually locate all reserve archaeological material – including site records - at the Collections Discovery Centre, where practically possible.

The collection has been fully catalogued to site level, but work continues on improving packaging and access, and more detailed levels of cataloguing work. This continuing improvement to access will be addressed in the **Backlog Management Plan**.

### **3.3 'World Culture' and non-British Archaeology**

In the areas of World Culture objects and non-British Archaeology, The Novium holds small collections. Most of this material is poorly provenanced and documented, and appears to relate to the earliest period of collecting in the Museum's history, when the Museum began as a "Philosophical and Literary Society" established by Dr Forbes in 1831. The small collection of material also reflects collections of former Museums (including Guildhall Museum, Chichester Museum 1830s to 1920s, and Bognor Museum which closed in 1974).

Information on this material has been passed to specialist groups such as the Museum Ethnographers' Group. It is not intended to add to these collections, as The Novium recognises that there are specialist museums better suited to the acquisition and interpretation of World Culture objects. However, it is the intention of the Museum to improve our understanding of this material, and to improve the level to which it is catalogued and recorded within the collection.

### **3.4 Social History**

"Social History material" refers to objects and material representing evidence of local peoples' activities in the community (mainly of non-archaeological origin), at home and in personal and working life during any period up to the present. This evidence includes not only objects but pictures, photographs and ephemera.

The Museum holds a collection of social history objects and items of ephemera (such as posters or leaflets). Past collecting has produced a bias towards items relating to the history of the City of Chichester. The activities most strongly represented are:

- |                           |  |
|---------------------------|--|
| a. <b>community life:</b> | Local organisations, law enforcement and education.      |
| b. <b>domestic life:</b>  | Heating, lighting, cleaning, food preparation, pastimes. |
| c. <b>working life:</b>   | Agriculture, manufacturing (food and drink) and retail.  |

In addition the Museum has a small collection of fine art and a considerable local photographic collection. The Museum also has a small collection of local oral history recordings and transcripts.

Location control for the social history collection is currently managed by the MODES for Windows catalogue, and by an inventory produced between 2009-2012 during the full collection audit carried out prior to the move from Chichester District Museum at 29 Little London, to The Novium on Tower Street. In late 2012 the inventory identified that a considerable backlog of material had remained unprocessed since at least the early 1990s, and that approximately 6608 boxes of material are either unaccessioned or represents material where entry numbers and/or accession numbers have been lost, and where objects are orphaned from their documentation. This figure represents approximately 1/3 of boxed material recorded on the inventory. This inconsistency in the implementation of collections management processes will be addressed in the **Backlog Management Plan**.

## 4. Themes and priorities for future collecting

The Novium will collect material relating to the following subjects, periods of time and geographic areas:

### **4.1 Geology**

The Museum will collect local fossils, minerals and rocks found in Chichester District and that part of the Arun District which lies to the west of the River Arun (see **Appendix A**). Material will only be collected with supporting documentation.

No further non-local mineral will be added to the permanent collection.

The Museum will also collect geological objects in accordance with the association criteria (section 3.1 below).

### **4.2 Archaeology**

The Museum will collect material mostly (but not exclusively) from excavations, from the present administrative area of Chichester District and that part of the Arun District which lies to the west of the River Arun (see **Appendix A**). This collecting area will remain in force until the Sussex Museums Group Archaeological Working Party complete a review of collecting areas across Sussex. Any changes to the collecting area will be updated in this **Collections Development Policy**.

Material of all periods of time from the Palaeolithic to the near-present will be collected including artefacts, animal and human skeletal material supported by excavation archives, where the material derives from an excavation. Soil and other organic and environmental samples will not be collected unless it is assessed and analysed. Unassessed and unanalysed samples will not be accepted. Waterlogged wood will not be accepted except in very exceptional circumstances. Fieldwalking finds will not be accepted in an unsorted or unassessed state.

Archaeological archives deposited as a result of developer-funded archaeology (and those volunteer excavations in which a fee is paid to participate) must ensure funding for the excavation includes the costs of remedial conservation, proper packing, basic documentation necessary for the production of a paper archive, preparation of the archive for publication, and publication costs as appropriate. Only archives conforming to the **Procedure for the Deposition of Archaeological Archives** will be accepted in to the collection.

Acquisition of archaeological material will not occur if it is believed that the item was recovered by the intentional and/or unauthorised destruction of an archaeological site or that it was acquired without the permission of the landowner or occupier.

With regards to human remains, depositors should note that reburial is their responsibility; but the Museum must receive as part of the archive a record of the material and details of the location of the reburial site.

Please refer to The Novium's **Procedures for the Deposition of Archaeological Archives** for further information on material not deemed suitable for collection.

The Museum will also collect archaeological objects and archaeological archives in accordance with the association criteria (section 4.5 below).

### **4.3 Social History**

The Museum will continue to collect evidence of local peoples' activities in local communities, at home, and in personal and working life during any period up to the present. This evidence will include not only objects but ephemera, pictures and photographs. The Museum shall collect only material which is associated with the Chichester District Council area and which is well documented and provenanced.

Material will only be accepted into the Social History collection which has strong associations, comprising objects made locally, depicting the local area or which were used in the local area for a considerable period of time, or which is connected to a notable local event. In accordance with the association criteria (section 4.5 below).

The Museum will not normally acquire architectural fragments, fixtures or fittings from buildings (either from their external or internal fabric). The Museum instead supports their retention or reinstatement within a building or structure, or within new buildings being constructed on the same site.

The Museum will not collect film or audio.

The Museum will not collect material that will pose a chemical, environmental or infestation risk to the main collection.

The Museum will also collect social history objects in accordance with the association criteria detailed below.

### **4.4 Human Remains**

The Museum will not collect human remains other than those relating to properly excavated archaeological archives from within a pre-agreed and established collecting area (see section 5 of this document). It is not anticipated that there would be any justifiable reason for the Museum to collect any human material less than 100 years old.

Where human remains are collected they will be deposited in accordance with the 1857 Burials Act, Ministry of Justice regulations and with the consent of the local coroner with reburial conditions and location recorded and submitted to the Museum along with the human remains. Depositors of human remains should note that reburial is fully their responsibility.

### **4.5 Association criteria**

Criteria against which objects should be accepted into the collection are separated into three categories:

#### **STRONG Association**

Items PRODUCED in the area, DEPICTING the area or FIELD COLLECTED from the area.

This comprises:

- Artefacts **made** in the local area.
- **Depictions** of the local area (photographs, pictures and paintings which do not conflict with those collected by other neighbouring museums or institutions).
- Items of archaeology or geology **discovered** in the local area.
- Items associated with local collectors, where those collections display a strong link to the local area.

### **MEDIUM Association**

Items not produced, depicting or field collected in the area, but produced, collected or used by a person or organisation that was **BASED** in the area for a considerable time or that are linked to a notable **LOCAL EVENT**.

This includes:

- Artefacts produced outside the local area by a craftsman, artist or company that had been based in the local area for many years.
- An item that was used or **owned** by a person or organisation from the local area for a considerable period in that locality.
- An item **used** in a notable or famous event or incident in the local area.

### **WEAK Association**

Items whose only association with the area is that they were used there for a short period. The association is particularly weak if in addition the majority of their use has been with an outside locality, or they are a mass-produced item and therefore likely to have equal associations with many other localities.

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

As stated, the Museum collects local geological material of all eras and human-ancestor and human material from the Palaeolithic period to the present. Material will only be collected with supporting documentation.

As stated in section 3 above, geological and archaeological material will be collected from Chichester District and that part of the Arun District which lies to the west of the River Arun. This arrangement with regards to archaeological archives will continue until the results of the Sussex Museums Group Archaeological Working Party complete a review of collecting areas across Sussex.

Only social history material associated with the Chichester District Council geographic boundaries is collected by the Museum.

See **Appendix A** for collecting area maps.

## **5 Themes and priorities for rationalisation and disposal**

Responsible, curatorially-motivated disposal takes place as part of a museum's long-term collections policy, in order to increase public benefit derived from museum collections (see Museums Association 'Disposals Toolkit' pg 5).

The Novium will consider disposing of objects under the following circumstances:

1. Items that fall outside the museum's collections policy.
2. Items duplicated in the collection.
3. Underused items, or items which have no discernible use within the service.
4. Items for which the museum is unable to provide adequate care (or curation).
5. Items that are damaged or deteriorated beyond the museum's ability to repair
6. Uncontextualised or unprovenanced items
7. Items that pose a threat to the health and safety of staff and visitors.
8. Where an object poses an unavoidable threat to other objects in the collections.
9. Where an object would receive a better standard of care, be more publicly accessible or be more effectively used elsewhere.
10. Where a request for destructive testing has been made (see also Research Policy)
11. Where a request for repatriation or restitution has been made\* (see also Human Remains Policy)\*

\*The Council, acting on the advice of the museum's professional staff, may take a decision to return human remains, objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis, within its legal position and taking into account all ethical implications.

Where disposal is being considered this will be carried out in accordance with the disposal procedures, outlined below in clauses 13.1 – 13.8. The Museum will also be guided by the MA code of Ethics and Museums Associations 'Disposal Toolkit', (2008).

## 6 Limitations on collecting

The Museum recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard. In order to do this, the Museum will take into account limitations on collecting imposed by such factors as inadequate staffing, storage and facilities, budgets and care of collection arrangements.

The Museum recognises that material should only be collected that it has the capacity to store and conserve for the long term. The **Collections Development Policy** will assume continuing improvement in the standards of storage and conservation to provide an adequate record for the future with an appropriate level of care. This will be supported by collection-specific **Procedural Manuals** stipulating the minimum standards expected for collections management of all material in the Museum's collection.

Given the Museum's recognition that long-term sustainability is a core value of our approach to collections management, the museum will not collect certain items if it cannot satisfactorily curate them. The Museum will therefore not acquire items in very poor condition and will also not collect especially large artefacts requiring extensive and expensive storage facilities, except in exceptional circumstances, where the conservation, storage and space requirements of the object can be met in terms of staff time, facilities and available budgets (current and long term).

In addition, some specialised items will not usually be collected by the Museum as it cannot satisfactorily curate them, or where they are more suitable for collections by other organisations or institutions. Such items may be referred to other institutions (subject to their own collecting policies).

### **6.1 Costume**

The Museum will not collect costume other than items of special significance as social history material, and which fit within the Strong Association Category (see section 3.1 of this document for the specific **Association Criteria**). Costume offered to the Museum is normally referred to Worthing Museum and Art Gallery, which collects English costume of all types and periods and has specialist curatorial expertise in the field of costume and textiles.

### **6.2 Fine Art**

The Museum will not collect fine art unless items have significance as local historical material, and which fit within the Strong Association Category (see section 8 of this document **Association Criteria**). Pallant House Gallery, Chichester, collects fine and decorative art.

### **6.3 Documents and Plans**

The Museum will collect some written and printed material. However, most written manuscripts and some printed items (such as maps and plans) are passed to West Sussex Record Office, Chichester.

The exception is in the case of archaeological archives (which can include plans and maps along with other documentation in published and unpublished forms), which

will be collected. Please refer to The Novium's **Procedures for the Deposition of Archaeological Archives** for further information.

#### **6.4 Natural History**

The Museum will not collect natural history material (apart from geology and items included as part of an archaeological archive). Natural history items will be referred to the Booth Museum, as the Biological Recording Centre for Sussex.

#### **6.5 Military Material**

The Museum will only collect military items which have special significance as local archaeological or social history material, in accordance with the Strong and Medium Association categories (see section 3.1 above for the **Association Criteria**).

County regimental material will be referred to the Royal Sussex Regiment Museum Trust, Eastbourne and Sussex Yeomanry material to Newhaven Fort. County regiment photographs and documents will be referred to the West Sussex Record Office.

## **7 Collecting policies of other museums**

- a) The Museum will take account of the collecting policies of other Museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialisms, in order to avoid unnecessary duplication and waste of resources.

The Museum aims to carry out its collecting policy in co-operation with neighbouring Museums and institutions and welcomes opportunities for increasing co-operation in common activities.

Specific reference is made to the following Museum(s):

Amberley Working Museum, Amberley  
Arundel Museum  
Bognor Regis Museum  
Booth Museum  
Fishbourne Roman Palace  
Littlehampton Museum  
Pallant House Gallery, Chichester  
Petworth Cottage Museum  
Portsmouth Museum  
Tangmere Military Aviation Museum  
Weald and Downland Open Air Museum, Singleton  
West Sussex County Council Libraries (Local Studies), Worthing Library,  
Worthing  
West Sussex Record Office, Chichester  
Worthing Museum & Art Gallery

## **8 Policy review procedure**

The Collections Development 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.

Arts Council England will be notified for any changes to the Collections Development Policy and the implications of any such changes for the future of existing collections.

## **9 Acquisitions not covered by the policy**

Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the governing body of the museum itself, having regard to the interests of other museums.

## 10 Acquisition procedures

- a) The museum will exercise due diligence and make every effort not to acquire whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body, or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- b) In particular, the museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purpose of this paragraph 'country of origin' includes the United Kingdom).
- c) In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1<sup>st</sup> 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.
- d) So far as biological and geological material is concerned, the Museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.
- e) The Museum 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, such as 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 (in England, Northern Ireland and Wales).
- f) Any exceptions to the above clauses 9a, 9b, 9c or 9e will only be because the museum is:
  - 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 in possession of reliable documentary evidence that the item was exported from its country of origin before 1970.

- g) As the Musuem holds or intends to acquire human remains, it will follow the procedures in the '**Guidance for the care of human remains in museums**' issued by the DCMS in 2005.

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

## **11 Spoilation**

The Museum will use the statement of principles 'Spoilation 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.

## **12 The Repatriation and Restitution of objects and human remains**

The Museum's governing body, acting on the advice of the Museum'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 Museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 13a-d, 13g and 13o/s below will be followed but the remaining procedures are not appropriate.

The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums'.

### **13 Management of archives**

As the Museum 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).

## **14 Disposal procedures**

### **14.1 Disposal preliminaries**

- a) The governing body will ensure that the disposal process is carried out openly and with transparency.
- b) By definition, the museum has a long-term purpose and holds collections in trust for society in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the museum's collection.
- c) The museum will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.
- d) When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

### **14.2 Motivation for disposal and method of disposal**

- e) When disposal is motivated by curatorial reasons the procedures outlined in sections 13g will be followed and the method of disposal may be by gift, sale or exchange.
- f) The museum will not undertake disposal motivated principally by financial reasons.

### **14.3 The disposal decision-making process**

- g) Whether the disposal is motivated either by curatorial or financial reasons, the decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. External expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.

### **14.4 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 purpose of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator of the collection acting alone.

#### **14.5 Use of proceeds of sale**

- i) Any monies received by the museum governing body from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.
- j) The proceeds of a sale will be ring-fenced so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard.

#### **14.6 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 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 Accredited Museum. 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 expression of interest has been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisation in the public domain.

#### **14.7 Disposal by exchange**

- n) The museum will not dispose of items by exchange.

#### **14.8 Documenting disposal**

- o) 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.

# Appendix A – The Novium’s Collecting Area Map

