

# **COLLECTING POLICY**

**Chesterfield Borough Council**

**Chesterfield Museum Service**

**Approved by governing body June 2014**



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## 1.0 INTRODUCTION

- 1.1 This document outlines Chesterfield Borough Council's policies in acquiring material for its museum collections. The Borough Council recognises that in operating a Museum it acts as a long term guardian of collections in the public domain and is accountable to the public for its actions.

## 2.0 STATEMENT OF PURPOSE

- 2.1 The purpose of Chesterfield Museum Service is:

- To preserve, interpret, develop and manage the Council's museum collection
- To operate Chesterfield Museum and the Revolution House
- To promote interest in the history of Chesterfield
- To provide other services appropriate to a museum

for the education and enjoyment of the people of Chesterfield and society at large.

### 2.2 Aim – Permanent Collection

In developing permanent collections, Chesterfield Museum Service aims to acquire material evidence and associated information that reflects the history and identity of Chesterfield and the diversity of its local communities.

### 2.3 Aim – Education Handling Collection

In acquiring an education handling collection, Chesterfield Museum Service aims to provide material which can be loaned for use in schools and with reminiscence groups within Chesterfield or used for handling and educational purposes within the museum itself.

## 3.0 EXISTING COLLECTIONS – PERMANENT COLLECTION

### 3.1 Archaeology

- Finds from North Derbyshire Archaeological Trust undertaken in Chesterfield town centre during the 1970s.
- Finds from excavations by Harry Monet-Lane in Chesterfield and Derbyshire including archive notes.
- Finds from excavations by North Derbyshire Archaeological Trust from Brackenfield.
- Finds and archive material from archaeological field surveys and assessments carried out in advance of development or open casting in the Chesterfield Borough.
- Archives from excavations at Staveley Hall organised by Staveley Local History Society
- Archive relating to discovery of medieval priest's grave at Spital
- The Malvern Road hoard of Roman coins
- The Morton Hoard of silver denarii
- Hoard of 3<sup>rd</sup> and 4<sup>th</sup> century Roman coins found at Grassmoor
- The Clay Cross Hoard of Bronze Age palstaves

- Individual finds found by metal detectorists and acquired under the Treasure Act including a Viking silver ingot and 17<sup>th</sup> century silver gilt plaque

### 3.2 **Social & Industrial History – Medieval to early 19<sup>th</sup> Century**

- Late 14<sup>th</sup> century builder's windlass used in the construction of Chesterfield Parish Church
- Trade tokens from the 17<sup>th</sup> & 19<sup>th</sup> centuries issued by local businesses
- Banner made to celebrate the centenary of the Revolution of 1688 showing the Revolution House
- Shoe buckles made in Bolsover in the 18<sup>th</sup> century
- Race cards for Chesterfield Races in the late 18<sup>th</sup> century
- 17<sup>th</sup> and 18<sup>th</sup> century domestic items – kitchen utensils and treen
- Straw work boxes, silk quilt and other material associated with Napoleonic prisoners of war held on parole in Chesterfield
- Cannonballs and small fire grate attributed to Smith's Foundry, Wheatbridge

### 3.3 **Social & Industrial History – Mid 19<sup>th</sup> to 21<sup>st</sup> centuries**

It is in this area that the collections have expanded most rapidly since the opening of Chesterfield Museum. The increased volume of material available for this period reflects the expansion of the town of Chesterfield itself, both in terms of industry and population, and national trends towards mass production and growing affluence.

#### 3.3.1 **Costume & textiles**

- Ritual clothing – christening gowns, wedding dresses, mourning wear, Whit Walk dresses, 'Sunday Best' clothes, Court presentation costume, Deputy Lord Lieutenant's costume, Mayoral robes
- Everyday clothing – underwear, working clothes including footwear, stockings, hats, accessories, personal care & grooming items
- Uniform – Second World War armed services, Home Front uniforms
- Worked textiles - needlework samplers and embroidered items for the home
- Processional banners – Derbyshire Miners Federations and Sunday Schools, banner from the Polish Ex-Combatants Association

#### 3.3.2 **Home Life and Leisure**

- Laundry equipment, kitchen and cleaning equipment, items of furniture including tin baths, child's pram, small selection of toys, two harmoniums, a harp, gramophone, 1930s cinema projector and film stores
- The Roberts Collection of camera and photographic equipment
- The North Midland Railway and Payton Model Engineering Collection
- Items relating to Chesterfield Football Club
- Material relating to clubs and societies from the Chesterfield area, including badges and ephemera

- Collection of World War II 'home front' objects

### 3.3.3 **Ephemera and Photographs**

- The Handford Collection of documents, books, maps and photographs relating to the history of Old Whittington.
- The Goodlad Collection of ephemera relating to Chesterfield businesses, leisure activities and events.
- Original photographs and postcards of Chesterfield and North Eastern Derbyshire places, scenes and industrial sites including those taken by Chesterfield photographers and studios
- Chesterfield banknotes
- Photographs taken by Borough Council departments usually in advance of redevelopment
- Photographs of Chesterfield Mayors
- Borough extension maps
- Daguerrotype of Charles Markham
- Glass plate negatives showing scenes of Chesterfield and Chesterfield industries
- Programmes and photographs from the Civic Theatre (later the Pomegranate)

### 3.3.4 **Agriculture**

A small number of items of agricultural equipment from farms around Chesterfield

### 3.3.5 **Retail and Commercial**

- Equipment and promotional items from Chesterfield shops, often bearing the name of the business (eg. coat hangers, invoice holders). This includes related ephemera
- Shop fittings from Mr English's grocery shop
- Equipment and stock from the Hanson saddlery business
- Stock from Stanley's drapery shop, North Wingfield
- Small printing press from Chesterfield printer, Thomas Brayshaw
- Dentist's equipment
- Clogger's bench and tools
- Comptometers

### 3.3.6 **Industry**

- Coal mining equipment (small scale) including emergency wheel from Williamthorpe Colliery, coal tub, miner's lamps, chisels, shovels, tallies, safety equipment
- Stationary steam engines and industrial blacksmith's workshop from Markham Engineering and models of gyratory crusher made at Sheepbridge Engineering
- Wagon plates from Chesterfield wagon makers
- Railway material connected with local lines, stations and sheds
- Equipment and moulds from Whittington Moor and Brampton potteries
- Cotton reels and equipment from Manlove's Mill, Holymoorside
- Material from Dema Glass, Chesterfield Cylinders, Sheepbridge Stokes, Bryan Donkin, Clay Cross Company (including Biwaters),

Staveley Company all collected on closure of these industries in the late 1990s and early 2000s

- Memorabilia relating to George Stephenson and family
- Products and material relating to Robinson and Sons
- Collection of mineral water and beer bottles from Chesterfield, Brimington and Staveley mineral water manufacturers and Chesterfield breweries
- Barrel making tools used at Brampton Brewery

### 3.3.7 **Services**

- Material relating to local schools, particularly Tapton House and St Helena
- Fire Brigade hose cart
- Police service items including typewriter, whistles and notebooks
- Militaria items relating to local regiments
- Material relating to bus transport in Chesterfield

### 3.3.8 **Civic and Commemorative**

- Commemorative items including the Eastwood casket, silver trowels etc relating to Chesterfield Borough Council
- Commemorative material from Chesterfield's twin towns and other 'Chesterfields' around the world
- Standard measures
- Commemorative publications and souvenirs of local and national events
- Mementos of important events
- A collection of 'crested ware' bearing the Chesterfield Borough seal or coat of arms.
- Commemorative items relating to the Revolution House and the Centenary, Bi-centenary and Tercentenary
- A collection of sporting, school and civic trophies

## 3.4 **Fine Art**

- The Syddall Collection – oils, pastels and pencil sketches by Joseph Syddall (1864-1942) from Old Whittington
- Oil portraits of local dignitaries and industrialists
- Watercolours of churches in the Scarsdale Hundred by Samuel Hieronymous Grimm (1733-1794)
- Oil paintings by David Gilchik (1892-1974) commissioned by the Staveley Company in the 1940s.
- Various pictures in different media of local scenes or by locally based artists
- Examples of the work of Phyllis Hanson, including documentary pictures illustrating the Chesterfield scene in the 1970s and 80s.

## 3.5 **Decorative Art**

- 19<sup>th</sup> and 20<sup>th</sup> century saltglaze and other stoneware made in Brampton and at Whittington Moor. The 20<sup>th</sup> century pieces mainly relate to Pearson & Co.
- The Gordon Collection – 1950s studio pottery made by William Gordon at Brampton and Old Whittington. Also includes pottery making equipment

and ceramics (including tiles), sketchbooks and drawings from Gordon's later production

- The Eastwood bequest – fine china including Royal Worcester and Crown Derby
- Early 19<sup>th</sup> century cut lead crystal glass made by the Dixon factory, Whittington
- 20<sup>th</sup> century glass tableware made in Chesterfield by Dema Glass
- Stained glass windows from Staveley Works and the Pomegranate Theatre
- 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> century furniture, some of local provenance, displayed at Revolution House

### 3.6 **Geology**

- The Robinson Collection – a representative collection of mineral samples both local and non-local formed by an amateur geologist
- Various fossils some of which collected locally from coal seams

### 3.7 **Natural History**

- Cinnamon starling in case
- One of the last canaries to be used at Markham Colliery

## 4.0 **EXISTING COLLECTIONS – EDUCATION HANDLING COLLECTION**

The education collection is a secondary collection comprising 8,000 items which includes original items and replicas. These include duplicates of items within the permanent collection and items which are representative of aspects of social and industrial history but are not necessarily directly connected with the local area. These mainly span the 19<sup>th</sup> and 20<sup>th</sup> centuries.

### 4.1 **Social and Industrial History Items (original material)**

- Laundry equipment, domestic items including kitchen equipment, cleaning equipment, lighting and home furnishings
- Bottles and various forms of packaging
- Items related to transport including bus conductor's equipment
- Material relating to World War One (this has been collected specifically for a loan box on the Great War)
- Material relating to World War Two (mostly the Home Front) including gas masks, stirrup pumps, ARP items and rationing
- Costume – underwear, hats, uniforms, Victorian day dress, clothing accessories, Indian costume and miscellaneous items of ladies' wear
- Coins and money – pre-decimal Victorian and 20<sup>th</sup> century coins, £1 notes, banknotes relating to hyperinflation in post-WWI Germany
- Mining equipment including protective equipment and tallies
- Material relating to other 'Chesterfields' around the world
- Material relating to leisure activities
- Some toys and games
- Rug making and sewing equipment
- Tools
- Clay pipes
- Cameras
- Records including gramophone

- Commemorative items including Royal events

#### 4.2 **Ephemera and photographs**

- Copies and laminated scans of images showing Chesterfield or local industries
- Various glass slides
- A large range of ephemera including theatre programmes, knitting patterns, magazines, newspapers, World War Two booklets, cookery pamphlets and greetings cards

#### 4.3 **Replicas**

- **Roman material** – pottery, wax tablets, coins, strigils, tesserae, knucklebones, glass, costume (Roman boy, woman and Romano-British lady), child-size soldier's armour including helmet, shield, javelin and sword
- **Viking material** – pottery, jewellery, coins, bone/horn cup, weighing scales, costume, bone needles, runes
- **Medieval material** – pottery, pewter trencher, lighting, distaff, leather purses, arrowheads and arrow shafts, pilgrim badges, fabric, costume (both adult and child sizes)
- **Tudor material** – pottery, pewter plates & flagon, wooden trenchers, leather tankards, games, coins, horn books, pomander, scent bottle, astrolabe, horn & pewter spoons, rushnips, costume
- **World War Two** – costume including aprons, balaclavas, cardigans
- **Food** – a range of replica food items

### 5.0 **CRITERIA FOR FUTURE COLLECTING**

When acquiring items for the Museum collections, consideration will be given to the following:

#### 5.1 **Historical Significance to Chesterfield**

The Museum will acquire items from or associated with the Borough of Chesterfield. The history of the regions of North East Derbyshire and Bolsover are interlinked in many ways with the history of Chesterfield. Although items from these regions will not be actively collected, consideration will be given to the acquisition of objects if they reflect an aspect of Chesterfield's history, had a direct impact on the town and its people, and influenced its development, or are regionally significant.

#### 5.2 **Provenance**

There must be a clear link to the Borough of Chesterfield or its development for items to be accessioned into the permanent collection.

#### 5.3 **Uniqueness**

The Museum will not usually collect material for the permanent collection which duplicates examples already held unless it is an integral part of a larger collection. Special consideration will be given to rare or unique examples.



#### 5.4 **Storage and Condition**

The cost of storage and conservation must be taken into account when acquiring material. Where these costs are prohibitive, or where storage capacity is not available, the Museum may consider declining the gift.

#### 5.5 **Conflict with the collecting policies of other organisations**

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.

#### 5.6 **Suitability for education collection**

If an item does not meet the criteria for acquisition into the Museum's permanent collection, the Museum may consider whether it would be suitable for use in the education collection. Consideration will include the object's use for subjects within the National Curriculum and its use for outreach purposes. Objects accepted into the Education Collection will not necessarily have specific reference to Chesterfield unless a duplicate.

For donated items suitable for the Education Collection, the Museum will make it clear to the donor that these items may be either 'used up' or damaged over time and will not have the same standards of preservation applied to them as the permanent collections.

#### 5.7 **Wishes of the donor**

The Museum will consider the wishes of the donor when acquiring objects. The Museum reserves the right to decline acceptance of an object where the wishes of the donor cannot be fulfilled or where the wishes are considered unreasonable.

The Museum cannot guarantee an object's immediate or permanent display.

#### 5.8 **Display**

Consideration should be given for the potential for the object to be used in the permanent display, or in a temporary exhibition. The cost of including an object into the permanent display would also be a consideration.

### 6.0 **SPECIFIC CONSIDERATIONS**

#### 6.1 **Archaeology**

It is Chesterfield Museum's policy not to actively collect new archaeological material. Exceptions to this would either be significant local finds with their associated archives discovered as part of an official excavation within the Borough of Chesterfield, or important archaeological finds by individuals including items declared Treasure Trove.

#### 6.2 **Social and Industrial History – Medieval to early 19<sup>th</sup> century**

The collections remain very thin in this area and opportunities to obtain material are few. Where there is a strong connection to Chesterfield, opportunities to develop this collection will be explored.

## 6.3 Social and Industrial History – Mid 19<sup>th</sup> to 21<sup>st</sup> centuries

### 6.3.1 Costume and Textiles

The Museum does not aspire to be a museum of costume. Consideration should only be given to costume where there is clear provenance to Chesterfield, where information is available about the wearer and where the items reflect the social and industrial history of the town.

Textile and embroidery items will only be acquired if there is a clear connection to Chesterfield and there is significant local information about the item.

Union and Sunday School banners are an important part of Chesterfield's heritage but, because of the high costs of restoration and care of these items, they will be considered on an individual basis in consultation with other authorities and museums having an interest in this material.

### 6.3.2 Home, Domestic Life & Leisure

Collections are strong in the area of home and domestic life and the Museum will not place emphasis on acquiring further material except where there is a link to other areas of collecting, for example domestic items which have a good provenance to a Chesterfield manufacturer or the item fills a gap in the collection.

Purchase at a Chesterfield shop or use in a Chesterfield home will not be sufficient reason for acceptance, except where there is an important story attached to the object.

The Museum does not have a wide range of items relating to sporting or leisure activities in the town but does not wish to acquire more trophies, already having a representative collection. The Museum will acquire those items which have a particular story behind them or are related to a significant person or event.

### 6.3.3 Ephemera and Photographs

Ephemera, such as tax returns etc, which is general in nature and not reflecting life in Chesterfield will not be collected.

Material related to Chesterfield businesses, industries and organisations will be collected only when it does not duplicate material already in the collection except where it is notably different to similar examples.

The Museum will not generally collect archival documents (wills etc) except where they provide supporting evidence for other areas of the collection, or are integral to a larger group, or form part of the historical records of the Borough. These items, if offered, will be referred to the appropriate Record Office or Archive.

**6.3.4 Agriculture**  
The aim is to represent agriculture and its impact on Chesterfield Borough but not to provide a comprehensive collection.

**6.3.5 Industry**  
Where it is known that local industries are about to close, the Museum will consider collecting representative material from the company.

Railway and mining operations are an important part of Chesterfield's industrial history and identity. Objects, however, will only be acquired where there is a clear connection to the area.

Items connected to George Stephenson's life in Chesterfield will be collected where a clear provenance can be established.

**6.3.6 Civic and Commemorative**  
The Museum will not collect items relating to royal and national events. The collecting of commemorative material will be limited to locally produced items and events. The Museum will continue to collect material connected with Chesterfield Borough Council and its predecessor authorities.

**6.3.7 Material from Equality Groups**  
As the Museum has very little material from ethnic minority groups in Chesterfield, consideration will be given to acquiring material from these groups.

**6.4 Fine Art**  
Collecting will be limited to works by professional artists originating in or working in Chesterfield, works by other artists reflecting local themes and artworks with a strong connection to the local area.

In addition to professional artists, Chesterfield like any other community has a large number of amateur artists. The quality and quantity of amateur production varies greatly and discretion will be exercised in acquiring this type of work.

**6.5 Decorative Art**

**6.5.1 Local ceramics**  
Because of the nature of locally produced pottery, few decorative pieces are true duplicates, but many are similar in shape and decoration. A piece similar to those already in the collection will **not** be acquired unless:

- It is marked or has a well established provenance where the previously collected piece does not.
- It has an interesting story which illuminates social or industrial history or connects it with a local person.
- It forms part of a larger group of items, the integrity of which would be damaged if it were not acquired.

### 6.5.2 **Glass**

18<sup>th</sup> and 19<sup>th</sup> century glass will only be collected where they have clear provenance attributing them to the Whittington Glass Factory. The Museum already has a representative collection of 20th century drinking glasses produced at Dema, Chesterfield. Consideration will, however, be given to acquiring objects from the earlier production of the factory and other products and lines.

### 6.5.3 **Furniture**

The Council's collection of 17<sup>th</sup> century and later country furniture was formed to help interpret the Revolution House. Further pieces will only be acquired where there is clear provenance connecting the item to Chesterfield.

Other items of furniture will be considered for collection if they have a strong connection to a significant local person or organisation, or if an item was a significant piece that was made in Chesterfield.

### 6.6 **Geology**

Chesterfield Museum will not collect geological specimens except where they might illustrate another area of collecting such as social or industrial history.

### 6.7 **Natural History**

Chesterfield Museum will not collect natural history specimens except where they might illustrate another area of collecting such as social history.

### 6.8 **Education Collection**

The Museum will not add to its collection of material used for educational and handling purposes except for the replacement of items, to reflect changes in the school curriculum, or if items are required for the development of the loans or outreach service.

## 7.0 **LIMITATIONS ON COLLECTING**

7.1 The museum recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

### 7.2 **Care of Collections**

The Museum recognises its responsibility for the care and documentation of the collection and all care implications will be considered prior to acquisition.

The Museum will not acquire, unless under exceptional circumstances, material that is not in good condition. Consideration must be given to the ability of the service to meet the care and conservation costs of all items.

The Museum will also take into account the level of staffing required to care for and document the items. This is particularly applicable to donations involving a large number of items.

### 7.3 **Duplication**

The acquisition of material for the permanent museum collection needs to be considered carefully to prevent duplication, particularly with regard to the social history collection from the 19<sup>th</sup> century onwards.

In cases where objects are not exact duplicates yet are similar in many ways to the material already held, these will only be collected if:

- They form part of a larger group, the integrity of which would be damaged if the object were not collected.
- They have a particularly interesting story to tell about a local person, place or event.

### 7.4 **Storage Capacity**

The number and size of items that can be accepted is ultimately restricted by the amount of storage capacity. Heavy industry, particularly engineering, is an important element of Chesterfield's heritage. However, when large objects are offered to the Museum, the resources needed to provide appropriate long-term storage will need to be carefully considered.

### 7.5 **Use of Collections**

The Museum will only acquire items which are capable of being used for display, outreach, research or education.

## 8.0 **COLLECTING POLICIES OF OTHER MUSEUMS**

8.1 The Museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialisms, in order to avoid unnecessary duplication and waste of resources. Consideration will also be given to which organisation is best able to make individual items or collections accessible to the public.

### 8.2 **Specific reference is made to the following museums and archives:**

- Sheffield Museums Trust,
- Buxton Museum & Art Gallery,
- Derby City Museums,
- Sherwood Foresters Museum,
- Derbyshire Records Office
- Derbyshire County Council Library Service

## 9.0 **POLICY REVIEW PROCEDURE**

9.1 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.

9.2 The Arts Council will be notified of any changes to the Collecting Policy and

the implications of any such changes for the future of existing collections.

## 10.0 ACQUISITIONS NOT COVERED BY THE POLICY

10.1 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.

## 11.0 ACQUISITION PROCEDURES

11.1 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.

11.2 In particular, the museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom.)

11.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

11.4 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.

11.5 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.

11.6 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure as defined by the Treasure Act 1996.

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

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

- acquiring an item of minor importance that lacks secure ownership history but in the best judgement of experts in the field concerned has not been illicitly traded
- acting with the permission of authorities with the requisite jurisdiction in the country of origin
- in possession of reliable documentary evidence that the item was exported from its country of origin before 1970

11.8 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.

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

## 12.0 **SPOILIATION**

12.1 The museum will use the statement of principles ‘Spoliation of Works of Art during the Nazi, Holocaust and World War II period’, issued for non-national museums in 1999 by the Museums and Galleries Commission.

## 13.0 **THE REPATRIATION AND RESTITUTION OF OBJECTS**

13.1 The museum’s governing body, acting on the advice of the museum’s professional staff, if any, may take a decision to return human remains (unless covered by the ‘Guidance for the care of human remains in museums’ issued by DCMS in 2005) , objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 13a-13d, 13g and 13o/s below will be followed but the remaining procedures are not appropriate.

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

## 14.0 **MANAGEMENT OF ARCHIVES**

14.1 As the museum holds archives, including photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

## 15.0 **DISPOSAL PROCEDURES**

15.1 The governing body will ensure that the disposal process is carried out openly and with transparency.

15.2 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.

15.3 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.

15.4 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.

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

15.5.1 When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 15.7 – 15.11 will be followed and the method of disposal may be by gift, sale or exchange.

15.5.2 The museum will not undertake disposal motivated principally by financial reasons.

#### **15.6 Disposal Decision-Making Process**

15.6.1 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

#### **15.7 Responsibility for Disposal Decision-Making**

15.7.1 A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator of the collection acting alone.

#### **15.8 Use of Proceeds of Sale**

15.8.1 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.

- 15.8.2 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

## 15.9 Disposal by Gift or Sale

- 15.9.1 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.
- 15.9.2 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.
- 15.9.3 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

## 15.10 Disposal by Exchange

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

## 15.11 Documenting Disposal

- 15.11.1 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
- 15.11.2 Any records should include:
- Reason for disposal
  - Desired outcome

- Opinion and advice considered
- Method of disposal
- Conclusion of process
- Any conditions attached
- Information relating to the item and photographs
- Documentation relating to the transfer of title
- Note of any new location

**15.12 Communicating the Process**

It is important to keep the public informed of plans relating to the disposal of items through the press and media. An open approach that explains the context and potential benefit of the planned course of action will be adopted.

On behalf of Chesterfield Borough Council, under the powers delegated to me as Cabinet Member for Town Centres and Visitor Economy under the Council's Constitution, I approve the Chesterfield Museum Service Collecting Policy as set out in this document.

Councillor Steve Brunt  
Cabinet Member for Town Centres and Visitor Economy

Signed.....Date.....