

Collection Development Policy

Name of museum: Bishop's Waltham Museum

Name of governing body: Bishop's Waltham Museum Trust

Date on which this policy was approved by governing body: August 2014

Policy review procedure:

The collections development policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: January 2025

Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

1. The museum's statement of purpose for collections is:

1.1 To preserve and document artefacts and archives of the historical and social heritage relating to the Parish of Bishop's Waltham and its surrounding area. Bishop's Waltham Museum enables the local community, and outside visitors, to engage actively in the social heritage of the Parish of Bishop's Waltham and its surrounding area. It is committed to promoting enjoyable learning opportunities for all through the preservation, documentation and study of its collections.

1.2 Summary of collection policies:

- The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.
- By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.
- Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.
- The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest, 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.

- In exceptional cases, disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below will be followed. In cases where disposal is motivated by financial reasons, the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:
 - the disposal will significantly improve the long-term public benefit derived from the remaining collection
 - the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit)
 - the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored
 - extensive prior consultation with sector bodies has been undertaken
 - the item under consideration lies outside the museum's established core collection

2. History of the collections

2.1 The Bishop's Waltham Historical Collection opened in 1898 in the hallway of the Bishop's Waltham Institute in Bank Street. In the early days the objects were looked after by the schoolmaster. On his death they came under the care of the Parish Council and renamed the "Parish Treasures".

2.2 Around 1980 a group of local Historians got together to discuss the possibility of a proper museum in Bishop's Waltham and the Bishop's Waltham Museum Society was born. The members scoured the town for suitable premises for a permanent museum. They found a derelict outhouse behind Barclays Bank. After several months of discussions a lease was arranged at a peppercorn rent. The Bishop's Waltham Museum Society became the Bishop's Waltham Museum Trust, a registered Charity. Extensive repairs and refurbishments were carried out by local traders and volunteers and the Museum opened at Easter 1987.

2.3 For 15 years the museum opened regularly from April to October. The collection grew until the room for display and storage was becoming a problem.

2.4 In 2002 the opportunity arose to open negotiations once again with Barclays Bank on the possibility of leasing the adjoining kitchen. Barclays agreed that the Museum could lease the kitchen on the same terms as the Scullery. After 2 years of discussions with solicitors, consultants, builders... an archway between the two rooms was eventually constructed in February 2004. The new Museum re-opened in April 2005.

2.5 John Bosworth was Curator until 2005 when he died after a long illness. John was responsible for the collection as it is now. He devoted his life to the museum, collecting artefacts and keeping a photographic testimony of the village life. With his death a lot of knowledge and information was lost. In particular the provenance of many artefacts was not recorded and the documentation of the collection was poor.

2.6 In 2006, Barclays Bank building was sold and the peppercorn rent agreement expired. Search for suitable premises began. The only obvious building was the farmhouse within the grounds of the ancient Bishop's Waltham Palace, one of the palaces of the Bishops of Winchester. Discussion with English Heritage started and an agreement was signed in September 2008 whereby the museum

would be housed in the ground floor of the Palace Farmhouse. The upper floor is reserved for English Heritage Palace exhibition. The Museum has free use of the building, heating and lighting but contributes towards rates and water cost. In return the Museum Trust has the responsibility to open, close and inspect the Palace Grounds in addition to running the museum.

3. Overview of current collections

3.1 The collection is comprised of artefacts and archaeological material covering pre-history through to the present day. The Victorian period is particularly well covered with exhibits of the local terracotta, brick and tile works and other local businesses and domestic and agricultural objects.

- Archaeology

The collection is comprised mainly of field walking materials and of the Southbrook excavation. All the material is from within the Parish of Bishop's Waltham. The period represented is from prehistoric to the early modern.

- Archive and printed ephemera

The collection contains deeds and plans, maps, Parish magazines, business invoices, trade catalogues, pamphlets and many unrelated items from within the collection area. There is a small library of books and articles relevant to the history of Bishop's Waltham

- Photographs

The photograph collection of the previous curator is extensive and in the process of being scanned and catalogued at present. It includes copies of early photographs and postcards and his own personal photographs taken over decades. In addition, the museum has been given more collections of photographs which are also being scanned.

- Social and Industrial history

Domestic items are associated with the home, laundry, preparation of food. Many of the trade items are associated with Mrs Askew's Shop, Gunner's bank, Arthur Helps's terracotta pottery, Blanchard brick and tile works, mineral water and brewery businesses, Padbury family of clockmakers, Etheridge blacksmiths.

- Agricultural life

The collection includes various tools and equipment used on local farms.

- Military History

The collection consists mainly of material from the two World Wars and some number of items related to the Bishop's Waltham Palace and the Civil war. There are a number of items relating to Admiral Cunningham who gave Bishop's Waltham Palace into the guardianship of English Heritage.

- Art and paintings

The collection includes eighteen century prints of BW palace, framed photographs and 19th century oil paintings representing the village square.

4. Themes and priorities for future collecting

4.1 The Museum will continue to acquire artefacts, documents and photographs of all periods with a proven connection to Bishop's Waltham, subject to the constraint of suitability as an addition to the collection and the limitation of storage available and expertise to care for such objects, documents and photographs.

5 .Themes and priorities for rationalisation and disposal

5.1 Responsible, curatorially-motivated disposal takes place as part of a museum's long-term collections policy, in order to ensure that the collection increases public benefit derived from museum collections and to optimise the storage and care of the collection.

5.2 All rationalisation and disposal of items from the Bishop's Waltham Museum's collections will be undertaken in strict accordance with the Disposal Procedures in Section 16 of this policy.

5.3 Each collection will continue to be audited to identify priority areas for rationalisation and disposal. Particular attention will be given to the following collections:

- Archaeology
 - Non-documented and non-published field finds and other similar material.
 - Books and journals

- Social and Industrial history

Items that fall outside the Museum collection policy, duplicate objects, those in poor condition, those without a provenance and those with limited potential for future use (particularly large objects) relating to:

- the building industry
- the rural and farming industries
- everyday life items
- commerce

- Archives

Items that fall outside the Museum policy such as the archives from Austin & Wyatt auction house, where sales covered a wider area than Bishop's Waltham will be donated to Hampshire Record Office.

5.4 The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.

The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

There is no active disposal or rationalisation as inventory and backlog cataloguing are still in progress.

5.5 Legal and ethical framework for acquisition and disposal of items. The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

6. Collecting policies of other museums

6.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

6.2 Specific reference is made to the following museum(s)/organisation(s):

- Burseldon Brick Museum
- Hampshire Cultural trust (formally Hampshire Council Arts and Museums service and Winchester museums Service)
- Volunteer run community museums across Hampshire when working with material relating to Bishop's Waltham
- Hampshire Archives and Local Studies, Winchester

7. Archival holdings

7.1 As Bishop's Waltham Museum holds / 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 (third edition, 2002).

8. Acquisition

8.1 The policy for agreeing acquisitions is:

- The acquisition of objects or archival material which are gifted to the museum is delegated to the Registrar or Collections Manager. The acquisition of objects or archival material by purchase is made by the Trustee Committee.
- 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).
- 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.

9. Human remains

9.1 As the museum holds human remains, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

10. Biological and geological material

10.1 So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

11. Archaeological material

11.1 The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

11.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

12. Exceptions

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

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

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

13. Spoliation

13.1 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.

14. The Repatriation and Restitution of objects and human remains

14.1 The museum's governing body, acting on the advice of the museum's mentor, stakeholders and professional staff (if any), may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.

14.2 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' (above).

15. Disposal procedures

15.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.

15.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.

15.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

15.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale or as a last resort, destruction.

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

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

15.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.

15.8 If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).

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

15.10 Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.

15.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.

Disposal by exchange

15.12 The museum does not intend to dispose of items by exchange.

Disposal by destruction

15.13 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.

15.14 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.

15.15 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.

15.16 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.

15.17 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.