

# Collections Development Policy 2017-2020

Version 2.0, January 2017

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## **1.0 Title**

Collections Development Policy

## **2.0 Introduction**

### **2.1 Scarborough Museums Trust's Vision, Mission and Values**

#### **2.1.1 Our Vision**

By 2022 we will be recognised, supported and acknowledged by the communities of Scarborough as the most comprehensive, trusted and accessible resource on the history, heritage and culture of the borough.

Our expertise in, and development of, significant collections and information will, by 2022, secure Scarborough as a centre of excellence in geology and prehistory.

By 2022 we will be recognised as playing a major role in the positioning of Scarborough as a quality place to live, learn, work and play.

#### **2.1.2 Our Mission/Purpose**

Scarborough Museums Trust is committed to caring for, developing and interpreting the collections, information and assets entrusted to us to understand more about the borough's past and present in order to help shape the future, encourage participation and provide the best possible experience to our current constituents and leave an enhanced legacy for future generations

#### **2.1.3 Our Values**

Accessibility. Integrity. Excellence. Innovation. Collaboration. Respect. Aspirational.

#### **2.1.4 Our Strategic Themes**

- Theme 1. Enhancing and promoting Collections/Heritage assets
- Theme 2. Enabling access, facilitating learning and raising awareness
- Theme 3. Engaged communities
- Theme 4. Audiences, visitors and stakeholders
- Theme 5. Positioning Scarborough
- Theme 6. Governance and leadership

**2.2** The Scarborough Museums Trust (SMT) is a cultural institution charged with researching, collecting, preserving, exhibiting and making accessible the history, heritage and culture of the borough. It manages the Scarborough Collections on behalf of the Borough Council.

Established in 1829, the Rotunda Museum is aiming to be a centre of excellence for geology and prehistory.

Scarborough Art Gallery is housed in a Grade II\* building dating from 1845, and has a permanent collection built up over seventy years (from 1947) through gift, bequest and purchase.

Scarborough Museums Trust is a registered charity (No 1106238) incorporated on 28th April 2004 and deregulated on 4th March 2009. The Trust manages the Rotunda Museum, Scarborough Art Gallery and the Borough Council's Collection. Scarborough Borough Council retains ownership of the Collection and of the buildings. Scarborough Museums Trust does not collect material in its own right but as an agent for the Borough Council and ownership of any material collected remains with the Borough Council.

### **3.0 Scope**

This policy together with the Collections Care & Conservation, Collections Access and the Collections Information Policies forms a framework for managing the collections of Scarborough Borough Council for which Scarborough Museums Trust is responsible. Collections development is essential if the museum is to be a vibrant arena for discovering the past.

In addition to the primary purpose of assisting the Council and Scarborough Museums Trust to fulfil their responsibilities, this Policy is also intended to meet the requirements of the Arts Council England's Accreditation Scheme and to be a public document as required.

This policy relates to SMT's strategic values of Accessibility, Integrity, Excellence and Aspiration, and will be reviewed in January 2018.

### **4.0 Definition of Terms**

- 4.1** The word "Museum" and the words "the Trust" are used, together with the acronym 'SMT', throughout this document to mean Scarborough Museums Trust.
- 4.2** Acquisition is defined as the transfer of ownership of an item to the permanent collection through the accessioning process, its management and documentation. Disposal is defined as the permanent physical removal of accessioned material from the permanent collection, for example by planned destruction, outright gift, transfer, exchange or sale to another institution.

### **5.0 Principles**

Scarborough Museums Trust's aim is to make the Collection as accessible as possible, by means of display, research and access through the Rotunda Museum, Scarborough Art Gallery and Scarborough Collections at Woodend (education and research facilities). Furthermore, Scarborough Museums Trust aims to increase remote access through digitisation and online publishing of the Collection through the broadcasting and publishing industries, loans and touring exhibitions and by enquiry services (person, letter, telephone and email).

Scarborough Museums Trust's vision is to aspire to build a spirit of community

and ownership around the museums in Scarborough through acquiring, preserving and interpreting the material and non-material culture of the Scarborough Borough area. In particular, SMT seeks to:

- Acquire, preserve and display examples of high quality artworks, where there is a local connection, either through the artist or subject matter
- Actively acquire works by contemporary artists through specific commissions and works produced for displays within Scarborough Art Gallery or the Rotunda Museum
- Acquire, preserve and display good and relevant examples of geological specimens from the North Yorkshire Coast with associated data
- Acquire well-documented research collections of relevant local geological material
- Acquire and preserve natural history specimens in good condition with suitable associated data, which fill gaps in the existing collections, particularly the entomological and mounted mammal/avian collections
- Acquire, preserve and interpret archaeological finds and associated archives from SMT's collecting area
- Acquire, preserve and interpret items that illustrate the history of the Scarborough Borough area, with particular focus on items of social and local history
- Actively collect, preserve and interpret items connected to the seaside heritage of the Scarborough Borough coastline, particularly items relating to the town of Scarborough
- Collect relevant material and information that will enable SMT to better understand and interpret the Scarborough Collections and Museum buildings
- Maintain, improve and interpret for posterity and public benefit the historic buildings of Scarborough Art Gallery and the Rotunda Museum

## **6.0 An overview of current collections**

### **6.1 The Art Collections**

#### **6.1.1 Oil paintings**

There are 215 oil paintings in Scarborough Art Gallery's collections most of which were gifted to the town by Tom Laughton, a wealthy hotelier and art collector. Mr Laughton gave three gifts of paintings to the town, the first two covering the 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> centuries and the third of 20<sup>th</sup> century artists many of whom Laughton had supported. The earlier works include artists such as Richard Cosway, William Etty and John Atkinson Grimshaw. The first half of the 20<sup>th</sup> century is well represented with works by John Armstrong, Bruce Turner, Matthew Smith, Caroline Hill, and Ivon Hitchens. The oil collection also includes works by Frank and Ernest Dade and Robert Ernest Roe, marine artists who painted Scarborough scenes.

#### **6.1.2 Works on Paper**

There are 1338 works on paper in Scarborough Art Gallery's collections including pencil and charcoal sketches, watercolours, pastels, prints, posters and etchings. Notable artists

include Edward Bawden, Eric Ravilious, Francis Nicholson and Frank Brangwyn. Local artists are well represented with works by Henry Barlow Carter, Albert Strange, Richard E. Clarke, William Littlewood, Harry Wanless, Paul Marny and W. R. Beverley.

236 of the works on paper are railway and corporation posters by John William Broadrick, Frank Henry Mason and Frank Newbould among others.

### **6.1.3 Sculpture and Applied Arts**

Scarborough Art Gallery only has a modest sculpture (7 pieces) and decorative arts collection (77 pieces of furniture). Although the size of the building and art store are limiting factors in expanding the sculpture and decorative art collections, new acquisitions will not be discounted, particularly pieces of excellence and/or those that have strong local provenance. The collection currently includes a marble head of a girl by Matthew Noble, a pair of bronze arms by Lady Kathleen (Edith Agnes) Scott (wife of Captain Robert Falcon Scott), a lead statue by Phoebe Stabler and a bust of Frederic Lord Leighton. The decorative arts collection includes some late 18<sup>th</sup> century furniture, a small group of Leeds Creamware, some 19<sup>th</sup> century ceramic pieces and several longcase clocks.

## **6.2 The Archaeology Collections**

Two centuries of excavations are represented in the archaeology collections which include material of national importance as well as some attractive small finds with strong local provenance. At present most acquisitions are from digs carried out by archaeological companies before development, digs affiliated with academic institutions or from the Scarborough Archaeological and Historical Society. Currently SMT's collections management system records 9,356 objects within the archaeology collection but a retrospective documentation project is still ongoing to complete the transfer of information to the database.

### **6.2.1 Prehistoric Collections**

The prehistoric collections are of particular importance. SMT cares for a collection of material excavated from Star Carr and other sites around the now extinct post-glacial Lake Flixton, including lithics, and organic remains both floral and faunal, dating to the Early Mesolithic period (c. 9,000 BC). Among the collection is one of the 20+ red deer stag frontlets believed to have been worn as headdresses excavated during the first investigations in the late 1940s and early 1950s by local archaeologist, John Moore and Cambridge lecturer, Professor Grahame Clark.

In 2015, SMT also accepted the deposition of finds and associated paper archives from the Vale of Pickering Research Trust, which explored the Palaeolithic site of Seamer Carr between 1975 and 1996.

The Bronze Age is well represented with collections of pottery fragments, complete pots, small finds and bone material, both human and animal. The most important collection from the period is the Gristhorpe Man assemblage dating from the Early Bronze Age (c. 2000 BC); consisting of a complete male skeleton, coffin (partial survival) and a number of grave goods. The assemblage, discovered in 1834, was excavated under the guidance of and subsequently donated to the Scarborough Philosophical Society, and is one of the most important tree trunk burials ever discovered. Between 2006 and 2008 the Gristhorpe

collection was relocated to the Department of Archaeological Sciences at Bradford University. The collection became the focus of a series of research projects which has changed archaeological understanding of the early Bronze Age in Britain. Research work is ongoing and the Gristhorpe assemblage may still have much to reveal.

### **6.2.2 Romano-British Collections**

Scarborough has a modest Roman collection, the most important being the Romano-British cemetery from Norton; discovered in the 1960s it numbers about 28 skeletons and grave goods. The artefacts, excavated by F. Gerald Simpson at Scarborough Castle during the 1920s, are also deposited with the Museum; many are on long term loan to Scarborough Castle and on display in the Master Gunner's House. The papers of F. Gerald Simpson and his daughter Grace Simpson pertaining to the Scarborough digs were acquired in 2005.

### **6.2.3 Medieval Collections**

Scarborough's medieval past is well represented with collections of material from the Anglo-Saxon to the high medieval period and sites such as Scarborough Castle, Ayton Castle and medieval streets in the town. The most important items in this group include: a fine Scarborough Ware ram shaped aquamanile jug dating from the 14<sup>th</sup> century; a group of 15<sup>th</sup> century silver items purchased by the Scarborough Philosophical Society in 1836, including seven winding sheet hooks, a silver ring and a silver-gilt reliquary; a bronze cauldron found during F. Gerald Simpson's digs at Scarborough Castle and pottery from Ayton Castle.

### **6.3 The Ethnography Collections**

The ethnography collection is relatively small and the bulk of it dates to the 19<sup>th</sup> and early 20<sup>th</sup> centuries. Items have been collected from Africa, North, Central and South America. The most important items in the collection include the photographs and audio recordings of a group of pygmies from the Congo brought to England by Lieutenant Colonel James Jonathan Harrison in 1906 and a small group of items from dynastic Egypt donated to the Scarborough Philosophical Society in the 1840s by Mrs Alice Lieder, a teacher and missionary.

### **6.4 The Numismatics Collection**

The coin, medal and token collection, while not large, includes the Kendall collection of gold coins which ranges from Hellenic Greece to Victorian England. Greek, Roman, Medieval, Early Modern and Victorian coins, medals and tokens are all represented. The medal collection includes medals made from the shells fired on Scarborough during the German bombardment of the town in 1914. The tokens date from the 17<sup>th</sup> through to the 19<sup>th</sup> centuries and originate not only from local Scarborough tradesmen but also locations throughout the British Isles, together with several international examples and a handful with religious connections. Altogether, the collection consists of 2681 coins, medals and tokens.

### **6.5 The Natural History Collections**

The Scarborough Philosophical Society began collecting natural history from its inception in 1827 and the practice continued after the Society's museum and contents were

transferred to the guardianship of the town corporation in 1937. In 1952, the Corporation opened a Museum of Natural History in Wood End, former home of the Sitwell family and relocated all the geology and natural history to the new Museum.

### **6.5.1 Mammal and Bird - Mounts and Study Skins**

In 1840 John Wharton donated a complete mounted specimen of a male giant tortoise which is thought to be from Charles (Floreana) Island in the Galapagos. The existing collections were supplemented by a large collection of trophy heads of exotic animals shot by Lieutenant Colonel James John Harrison of Brandesburton Hall near Hull. The collection was given to the Scarborough Corporation by Harrison's widow, Mary after his death in 1923. Until Wood End opened the collection was on display in the Scarborough Library. Unfortunately, only thirteen documented specimens from the Harrison collection survive but these do include an adult male pygmy antelope (*Hylamus Harrisoni*), shot by Harrison in 1904 and thought to be the holotype.

The mounted birds are both domestic and international in origin. Notable specimens include: a pet seagull welcomed into the Rowntree family, local and later famous confectioners; the Little Bustard donated by Dr Peter Murray in 1839; the Great Bustard reputed to be the specimen shot at Foxholes in 1835 and the last recorded in Yorkshire, Harrison's collection of birds of paradise and three passenger pigeons.

The study skin collection is of note as a large portion of that held in the Scarborough Collections originated from the collection of Wilfred James Plowden-Wardlaw (1905-1993), a British-born naturalist who collected birds from all five continents. He spent most of his time in Scotland and British Columbia from which places most of the Scarborough Collection derives.

### **6.5.2 Avian Eggs**

There are around 530 avian eggs in the collection and further investigation into the collection is ongoing. Important gifts include: the Great Auk egg bequeathed to the Scarborough Philosophical and Archaeological Society by Alwin Bell, a passenger pigeon egg, and a Great Bustard egg.

### **6.5.3 Herbaria - Botanical Specimens**

The Walter Waters Reeves (1819-1892) herbarium, thought to be among the best in the country, was donated to the Scarborough Philosophical Society by Reeves's family after his death and is the largest within the herbaria. Another notable collection is that of Georgiana Wise, which helps to tell the story of 19<sup>th</sup> century female collectors pursuing a hobby that was deemed to be suitable for ladies. In 2000, all specimens from each herbarium were moved to the Liverpool World Museum for extensive conservation, updating and remounting. The collection has since returned and is once again available to researchers. All specimens from the herbaria will be digitised and made available online for remote research, allowing the specimens to be accessed without the need for potentially damaging handling wherever possible. A total of 10,270 specimens are represented within 21 individual herbaria.



#### **6.5.4 Mollusca - Land & Marine Shells**

In 1923 the Scarborough Philosophical Society bought a collection of British and Foreign land, freshwater and marine shells associated with William Bean II (1787-1866) from the estate of his son Eugene Bean. The collection was significantly overhauled and added to by Walter J. Gyngell (1856?-1933) in 1926 and was re-organised, catalogued and updated by former curator of Natural History for Leeds Museums, Adrian Norris in 1999. In 2000 the collection was moved into new storage cabinets and recorded on a database. The William Bean molluscs form an important natural history collection from the Regency period. The collection contains 4,342 shells or groups of shells with a further 2,280 shells (based on an average of 60 shells in 38 boxes) labelled as 'duplicates'.

#### **6.5.5 Entomology - Insects, Moths & Butterflies**

The James M. Brown (6751 specimens) and George Beckworth Walsh (1880-1957) (2197 specimens) bug collections are important examples of 19<sup>th</sup> and early 20<sup>th</sup> century natural history collecting with strong local provenance and a role to play in the history of the Borough. The entomology collection was conserved, relabelled, mounted and documented by an external body between the late 1990s and early 2000s. However, further documentation is required to subdivide collections that have been bulk accessioned: 8,960 specimens have been added to KE EMu but approximately 80,000-100,000 specimens still need to be catalogued.

### **6.6 The Geology Collections**

In May 2008, the Rotunda Museum re-opened after a two year restoration and re-display programme as *Rotunda: The William Smith Museum of Geology*. This renaming acknowledges the role played by William Smith in the development of practical geology and in the creation of the Rotunda Museum. Scarborough does not have any documented geological specimens donated by William Smith but items from the Smith collection are on display courtesy of the Natural History Museum. The geology collection contains about 13,950 specimens and can be divided into paleontological material and mineralogy but contains no significant petrology (rock) specimens.

#### **6.6.1 Paleontological Material**

The palaeontology collection includes 80 Type and Figured specimens of international importance; other highlights include Middle Jurassic terrestrial (plants and dinosaur footprints) and marine fossils, several fossil starfish, Upper Jurassic marine material and collections from the Speeton Clay and chalk. The Speeton plesiosaur, found in 2001, is a Lower Cretaceous skeleton from this iconic group of marine reptiles. It is of worldwide significance due to its stratigraphical position, helping to fill a 60 million year gap in the evolution of the group. The Speeton plesiosaur is perhaps the single most important specimen in the paleontological collection. The majority of the geology collections date back to the earliest days of the Scarborough Philosophical Society and as such are of historical importance, although unfortunately this is tempered by the lack of accompanying data for much of the collection.

In 2013, a collection of dinosaur footprints from the North Yorkshire Jurassic Coast with associated experimental material, paper archives and photographs, compiled by the late

Dr Martin Whyte of the University of Sheffield, was acquired for the Scarborough Collections and consists of 361 specimens.

### **6.6.2 Mineral Material**

The mineral collection is typical of a local museum as it contains specimens from all over the world but none of them are of any great quality or significance. There is very little accompanying data for much of the collection.

## **6.7 The Social and Local History Collections**

The social and local history collections, although relatively small (21,413 objects), nevertheless still contain some significant and exciting objects, particularly material which charts the history of the first English seaside resort, such as the archive of the British Tunny Club, a collection of personal and local government photographs, tourism ephemera, swimwear and a unique folklore collection. It dates from the 17<sup>th</sup> century through to the present day and covers all forms of photographic media, ephemera and books, together with community, domestic, personal and working life material.

### **6.7.1 Local History**

There are several discrete archives that are comprised of material from the photography, ephemera and social history collections. Notable examples are listed below.

A collection of Tunny (Atlantic Blue Fin Tuna) fishing material, much of it from the British Tunny Club, is an important contribution to the history of rod and line fishing in Britain. It includes a photographic archive, film (deposited with the Yorkshire Film Archive), trophies and records of the club membership and catches made. Furthermore, tunny fishing equipment belonging to local hotelier, Tom Laughton and bearing the name of the founder of the sport, Lorenzo Mitchell-Henry, are also held within the Scarborough Collections, together with the mounted specimen of the largest tunny ever caught off the UK coast in September 1949 (852lb, John Hedley-Lewis).

The Borough Council's tourism archive includes posters, prints, town guides, publicity brochures, postcards, photographs, film and publicity leaflets some of which date to the late 18<sup>th</sup> century.

Several personal archives of local origin, such as the Harrison, Lord and Barry Collections, which contain both ephemeral and photographic material are held with all items being kept together to maintain separate discrete collections.

### **6.7.2 Social History**

The social history collection is relatively small and would benefit from further collecting. It is comprised of material representing general domestic life and objects of more particular relevance to the Scarborough Borough area such as a climbing kit used to take seabird eggs from Bempton Cliffs, equipment used in both commercial and non-commercial fishing, material culture from local businesses and a collection of ship models once held in the former Scarborough Lighthouse Museum. Scarborough is credited with being the first English seaside resort and key items which demonstrate the town's coastal heritage have been collected including, a late 19<sup>th</sup> century Jockey cart, a mode of transport that appears to have been unique to Scarborough, an ice cream vending tricycle and a bathing machine.

One gift of particular importance is a collection of charms and amulets gathered by local naturalist and folklorist, William James Clarke (1868-1945). It is comprised of 500 items from all over the world, including examples from the Scarborough Borough area, together with Clarke's notebooks and diaries and was donated to the Museum in 1946. The collection warrants further research and is one of the few surviving complete charm collections from the late 19<sup>th</sup>- early 20<sup>th</sup> century.

There is also a significant doll collection that is currently classified under costume but will be transferred to join other toys in the social history collection.

Since 2014, SMT has been actively collecting items to record recent events connected to the Museum, together with those taking place nationally (if relevant) and in the Borough. Moreover, efforts are being made to collect more material to represent the history of Scarborough as a seaside resort, including items from the earliest years of the town as a tourist destination.

## **6.8 Costume**

The costume collection is relatively small but includes some beautiful pieces, such as several pairs of embroidered early 20<sup>th</sup> century shoes, a collection of bathing costumes dating from the 19<sup>th</sup> and 20<sup>th</sup> centuries, including a mid- 20<sup>th</sup> century Janzen maternity suit and a selection of ladies' evening wear. The collection is lacking in 19<sup>th</sup> century clothing but one piece of particular note is a Georgian cotton maternity or nursing dress.

Within the jewellery collection is an anti-slavery brooch dating from the early 19<sup>th</sup> century and a number of quality pieces of Whitby jet jewellery.

## **6.9 Access to the Collections**

It is the policy of Scarborough Museums Trust to make the Scarborough Collections accessible to as many people as possible, through a temporary exhibitions programme, Changing Cases in venues, updated permanent displays wherever possible, Collections Close-Up sessions throughout the year, a programme of lunchtime and evening talks and access to research facilities by appointment with the Collections Team in advance. Ultimately, the Scarborough Collections will be made accessible remotely through publishing an online catalogue, using data from SMT's recently acquired Collections Management System, KE EMu. Access to objects through outreach and education will be achieved by creating loan boxes of material acquired specifically for that purpose, through off-site reminiscence sessions and the Trust's Learning, Research and Engagement Programme.

## **7.0 Themes and priorities for future collecting**

### **7.1 The Acquisition Process**

Scarborough Museums Trust will only acquire items if the following criteria are met:

1. The condition of items and the likely cost of conservation have been assessed - see SMT Collections Care & Conservation Policy.
2. The item has a documented historic/scientific/artistic or local significance see SMT Information Policy.

3. The item can be interpreted through exhibition, learning, events or publication - see SMT Collections Access Policy.

## **7.2 The Art Collections**

Scarborough Museums Trust is consulting with local stakeholders on a Contemporary Art Collecting Policy and is endeavouring to collect pieces of contemporary art produced for its temporary First Floor Exhibitions at Scarborough Art Gallery.

In line with the Trust's strategic vision items will be added to the art collections from both past and contemporary artists if the piece is linked to the Scarborough Borough area, fills a gap in the collections or is of exceptional quality.

## **7.3 The Archaeology Collections**

### ***7.3.1 Excavated Material***

Scarborough Museums Trust will continue to collect material excavated within the existing (2016) boundaries of the Borough of Scarborough provided that the conditions laid down in its 'Archaeological Depositions Procedure' have been met.

A deposition fee is chargeable where appropriate and will be reviewed regularly. Larger depositions, those not originating from within the Borough of Scarborough and those requiring specialist conditions not available at Scarborough Museums Trust, will be directed to an appropriate Accredited museum. Scarborough Museums Trust will only accept the deposition of material excavated within the current (2016) boundaries of the borough.

### ***7.3.2 Small Finds***

In line with the Trust's strategic vision small finds will be added to the Archaeology collections if the item originates from the Scarborough Borough area, fills a gap in the collections and is of exceptional quality.

### ***7.3.3 Numismatics***

Coins, tokens and medals will only be acquired if they have been excavated within the Borough of Scarborough or are specific to the Scarborough area such as Scarborough Castle siege coins.

## **7.4 The Ethnography Collections**

There are no plans to add to the ethnographic collections. In line with the Trust's strategic vision, ethical considerations and the lack of a permanent display space items will be added to the ethnographic collections in exceptional circumstances only.

## **7.5 The Natural History Collections**

The regional collecting area for natural history shall remain North East Yorkshire but as these collections have no professional curator it is unlikely that Scarborough Museums Trust will make significant additions to them. However, material relating to local natural

history collectors and those whose material is already held within the Scarborough Collections will be considered.

## **7.6 The Geology Collections**

Recognition of the importance of the Rotunda Museum and of the geology of our area was the driving force behind the fundraising for restoration of the Rotunda and the setting up of the Museums Trust. We intend to actively acquire relevant geological material through building relationships with research bodies and private collectors. Although in general items acquired must be from within the Borough of Scarborough (2016 boundaries) other material from outside the Borough will be considered if it fits into the geological timescale of the Scarborough Collections and is of direct relevance to those collections. Material that provides evidence of Scarborough's role in the history of geoscience will also be considered, especially material relating to members of the Scarborough Philosophical Society, other local collectors and those who have contributed to the Scarborough geological collections.

## **7.7 The Social and Local History Collections**

### ***7.7.1 Social History***

Most items will be considered for the social history collection if a strong local provenance can be proven and the objects fill a gap in the collections. Many items within the social history collection lack historical data so duplicate items may be considered if provenance can be offered and/or the offered item is in better condition.

Material will be collected according to the current geographical boundaries of the Borough of Scarborough except where an item is a rare survival and/or a particularly good example of its kind that will also fill a gap in the collection. Items with provenance from outside of the collecting area will only be considered if a more suitable institution has already declined an offer of donation.

In line with SMT's current Esmée Fairbairn funded Seaside Heritage Project particular attention will be given to the active collecting of material telling the story of Scarborough as a seaside resort from the 17<sup>th</sup> century through to the present day, as well as the history of the whole North East Yorkshire coastline, including local festivals, such as Whitby Goth Weekend (Steam Punk included), together with the Sci-Fi and vintage-themed festivals at Scarborough Spa, Coastival, Seafest and Scarborough Surf Festival.

### ***7.7.2 Photographic Material***

As the photography collection is already extensive priority will be given to items with strong local provenance, including accurate information about the subject depicted, contemporary material and most importantly, images revealing the history of Scarborough as a seaside resort. Items from elsewhere in the Borough, such as Filey and Whitby, will be considered in consultation with both town's Museums.

### **7.7.3 Ephemera**

Items will only be acquired for the ephemera collection if a strong local provenance exists. SMT is currently particularly interested in acquiring material relating to Scarborough's history as a seaside resort, including contemporary material. Personal and local business

archival material and discrete collections may be considered if strong local provenance and accurate historical information can be provided. Such items will also be considered if they fill a gap in and benefit the collections.

### **7.8 Costume Collection**

Items will only be acquired for the costume collection if they have strong local provenance, fill gaps in the collections or are of exceptional quality. Items of special interest to improve the collection include pieces dating from both the 18<sup>th</sup> and 19<sup>th</sup> centuries, bathing costumes from the Victorian and Edwardian periods and children's costumes from the 19<sup>th</sup> century through to present day, together with items relating to local working life, such as the fishing and tourism industries.

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

Scarborough Museums Trust cannot dispose of items from the Borough's collections without the written authorisation of the Borough Council's Portfolio Holder for Tourism & Culture.

There is not currently an active disposal list but there are plans to address rationalisation and disposal during the period of this policy.

### **8.1 Art Collections**

Potential disposals from the art collections include works that are isolated within the existing collection and of dubious provenance, works of poor quality that have no other supporting merits, duplicate items such as prints and posters and items in such poor condition without other supporting merits that they will never be considered for conservation.

### **8.2 Archaeology Collections**

There are no plans to dispose of archaeological material except for soil or other organic samples that have become contaminated posing a risk to other items, and objects that require considerable conservation but have no supporting data and/or are not suitable for display. Furthermore, SMT does not plan to repatriate any human remains within the collection.

### **8.3 Ethnography Collections**

Scarborough Museums Trust does not currently have any plans to repatriate ethnographic material nor does it intend to dispose of any material from the ethnography collections unless they have deteriorated to such an extent that they cannot be conserved and/or pose a risk to other items.

## **8.4 Natural History Collections**

Scarborough Museums Trust does not anticipate disposing of natural history specimens during the life of this policy except where a specimen is severely damaged by insect activity, poses a health and safety threat to staff or may contaminate other items in the collection.

## **8.5 Geology Collections**

There are no plans to dispose of material from the geology collections apart from poor quality or sparsely documented specimens and possibly experimental material that has no display or interpretive value in order to create storage space for new material.

## **8.6 Social and Local History Collections**

### ***8.6.1 Social History Collection***

Recent retrospective documentation work on the social history collection has revealed that a large proportion of the material is unaccessioned and poorly documented so rationalisation of the collection is planned to dispose of duplicate items that have no provenance. It is anticipated that many of these items may be relocated to the Trust's handling and outreach collection to replace accessioned items removed from the current loan boxes. Objects will also be disposed if they have been severely damaged by pests or other agents of destruction particularly if they are a risk to other items within the collection and/or where it poses a health and safety risk to staff.

### ***8.6.2 Photographic Collection***

There are no plans to rationalise the photography collection at present. However, scheduled retrospective documentation work on the unprocessed part of the collections – paper, glass plate negative and slide – may reveal possible candidates for disposal or transfer to a more suitable institution.

### ***8.6.3 Ephemera Collection***

Recent retrospective documentation work on the ephemera collections has revealed some duplicate material that will be added to the next disposal list for transfer to the handling and outreach collection and possibly other relevant institutions.

## **8.7 Costume Collection**

Items will be removed from the costume collection that are in extremely poor condition and cannot be conserved and/or pose a risk to other items in the collection. Items will also be considered for disposal if duplicate items have no local provenance and/or lack any supporting documentation.

## **8.8 Limitations on collecting**

Scarborough Museum Trust 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 collections arrangements. The Trust's strategic vision has determined the parameters of collecting during the life of this policy.

## 9.0 Collecting policies of other museums

Scarborough Museum Trust 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.

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

- York Museums Trust
- Whitby Museum
- Filey Museum
- Malton Museum
- Sewerby Hall Museum & Art Gallery
- Pannett Park Art Gallery

## 10.0 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 March 2019.

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 existing collections.

## 11.0 Acquisitions not covered by the policy

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

## 12.0 Acquisition Procedures

- a) Scarborough Museums Trust will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the Board of Trustees or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- b) In particular, Scarborough Museums Trust will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).
- 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 2002, and the



Dealing in Cultural Objects (Offences) Act 2003, Scarborough Museums Trust 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, Scarborough Museums Trust will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.
- e) Scarborough Museums Trust will not acquire archaeological antiquities (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

In England, 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.

- f) Any exceptions to the above clauses 8a, 8b, 8c, or 8e will only be because Scarborough Museums Trust 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

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

- g) As the museum holds or intends to acquire human remains under 100 years old, it will obtain the necessary licence under the Human Tissue Act 2004.
- h) As the museum holds or intends to acquire human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

## 13.0 Spoliation

Scarborough Museums Trust 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.

## 14.0 The Repatriation and Restitution of Objects and Human Remains

Scarborough Museums Trust, 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 12a-12d, 12g and 12o/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’.

## 15.0 Management of archives

As Scarborough Museums Trust holds archives, including photographs and printed ephemera, the Board of Trustees will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

## 16.0 Disposal procedures

### 16.1 Disposal preliminaries

- a) The Board of Trustees body will ensure that the disposal process is carried out openly and with transparency.
- b) By definition, Scarborough Museums Trust has a long-term purpose and holds collections in trust for society in relation to its stated objectives. The Board of Trustees 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) Scarborough Museums Trust will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account. All disposals will be agreed with Scarborough Borough Council.
- d) When disposal of a museum object is being considered, Scarborough Museums Trust will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

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

- e) When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 12g-12s will be followed and the method of disposal may be by gift, sale or exchange.
- f) In exceptional cases, the disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below in paragraphs 12g-12m and 12o/s will be followed. In cases where disposal is motivated by financial reasons, the Board of Trustees and Scarborough Borough Council 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

### **16.3 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 Scarborough Museums Trust and Scarborough Borough Council 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.

### **16.4 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 purposes of the collections or for reasons of health and safety), will be the responsibility of Scarborough Museums Trust and Scarborough Borough Council acting on the advice of professional curatorial staff, if any, and not of the curator of the collection acting alone.

### **16.5 Use of proceeds of sale**

- i) Any monies received by Scarborough Museums Trust and Scarborough Borough Council 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

- j) 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.
- k) 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.

### **16.6 Disposal by gift or sale**

- l) 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.
- m) 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.
- n) 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.

### **16.7 Disposal by exchange**

- n) The nature of disposal by exchange means that Scarborough Museums Trust will not necessarily be in a position to exchange the material with another Accredited museum. The Board of Trustees will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- o) In cases where the Board of Trustees wishes for sound curatorial reasons to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the procedures in paragraphs 12a-12d and 12g-12h will be followed as will the procedures in paragraphs 12p-12s.
- p) If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.
- q) If the exchange is proposed with a non-accredited museum, with another type of organisation or with an individual, Scarborough Museums Trust will make an announcement in the Museums Journal and in other specialist journals where appropriate.

- r) Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the Trust's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

### **16.8 Documenting disposal**

- s) Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on de-accession and disposal.

### **17.0 Definition of responsibilities**

The holders of the following positions have joint responsibility for this policy:

- Collections Manager
- Chief Executive

### **18.0 Implementation**

Implementation of this policy involves the management and development of the Scarborough Collections through the acquisition of material and rationalisation of objects already held. The policy will be implemented in line with Arts Council England Accreditation standards and SPECTRUM procedures as set out in SMT's Documentation Procedural Manual (revised December 2016) and other relevant operational guidelines.

### **18.1 Coverage**

This policy applies to the development of the Scarborough Collections owned by the Borough of Scarborough and cared for by Scarborough Museums Trust.

### **18.2 Other related policies**

- Collections Access
- Collections Care & Conservation
- Collections Information

### **18.3 Exclusions**

Nil

### **18.4 Superseded policies**

This policy supersedes:

<b>Former policy title</b>	<b>Version number</b>	<b>Version date</b>	<b>Board approval date</b>
Collections Development Policy 2016-2019	2.0	March 2016	March 2016

### **18.5 Monitoring**

The SMT will continue to collect and maintain statistical information on the acquisition and rationalisation of objects held within the Scarborough Collections, together with declined offers of donation, and objects offered for purchase by the Trust.

This policy will be reviewed in January 2018.