

Meeting of the Board of Directors of ANGUSalive

Thursday 24 August 2017

Report by Chief Executive Kirsty Hunter

Accreditation Scheme for Museums and Galleries in the United Kingdom

This report seeks the approval of the Board of Directors for amendment to the ANGUSalive Museums & Galleries Collections Development Policy to secure ANGUSalive's continuing membership of the Accreditation Scheme for Museums and Galleries administered in Scotland by Museums & Galleries Scotland.

1 RECOMMENDATIONS

It is recommended that the Board:

- i. notes the progress towards achieving continuing accreditation for ANGUSalive museums
- ii. notes the Museum Association Code of Ethics referenced in the ANGUSalive Museums & Galleries Collections Development Policy
- iii. approves the content of the amended ANGUSalive Museums & Galleries Collections Development Policy

2 BACKGROUND INFORMATION

ANGUSalive Report No 36_16 outlined the purpose of the Accreditation Scheme for UK museums and galleries, and the process for obtaining and retaining accreditation status.

This process involved the development and review of three documents with content required to be approved by ANGUSalive, as the museum service provider, and Angus Council, as the collections owner.

These documents were approved by the ANGUSalive Board of Directors on 15 September 2017 (ANGUSalive Report No 46_16 refers) and Angus Council Communities Committee on 15 November 2016 (Angus Council Report No 391/16 Schedule 6 refers).

3 CURRENT POSITION

ANGUSalive Collections Officer, Dr John Johnston, submitted the required accreditation return for all six (6) ANGUSalive accredited museums to Museums Galleries Scotland on 30 December 2016.

On 26 May 2017, Museums Galleries Scotland's Quality Assurance Manager progressing our assessment requested supplementary organisational information which we have now supplied.

The Quality Assurance Manager also advised of required amendments to the ANGUSalive Museums & Galleries Collections Development Policy in order to be fully compliant. This included completion of the new template provided by Museums Galleries Scotland to ensure their up-to-date clauses and references to current practice were reflected in the Policy.

4 **PROPOSAL**

The Collection Development Policy 2016-2021 has been amended to include the up-to-date clauses and reference current practice as required for museum accreditation.

The revised document reflects primarily a change in required format and rationalisation of wording, rather than a change in principles.

The revised policy is reproduced in Appendix 1 in full. The original policy is reproduced in Appendix 2 for reference.

Specific items for Directors to note are:

- i. ORIGINAL POLICY Section 4 Themes and Priorities for Rationalisation And Disposal is replaced by REVISED POLICY 16 Disposal Procedures
- ii. ORIGINAL POLICY Section 5 Limitations on Collecting is replaced by REVISED POLICY 9 Acquisition
- iii. REVISED POLICY New Clause:
6.1 The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal. (Appendix 3)
- iv. REVISED POLICY New Clause:
12.1 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.
- v. ORIGINAL POLICY Removed Clause:
13f 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 13g-13m and 13o/s 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:
 - a. The disposal will significantly improve the long-term public benefit derived from the remaining collection.

- b. The disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit).
- c. The disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored.

5 FINANCIAL IMPLICATIONS

Membership of the Accreditation scheme does not place additional financial burden on ANGUSalve and provides opportunities to apply for external funding which would otherwise not be available to the Museums & Galleries.

Kirsty Hunter
Chief Executive

ANGUSalive Museums and Galleries

Collections Development Policy

2016 – 2021



ANGUSalive MUSEUMS and Galleries COLLECTIONS DEVELOPMENT POLICY

June 2016

Review Date: 31st July 2021

This policy principally encompasses Signal Tower Museum, Arbroath; Brechin Town House Museum; Meffan Museum and Art Gallery, Forfar; Montrose Museum and Art Gallery; the William Lamb Studio Montrose and the Gateway to the Glens Museum, Kirriemuir. It is noted that some artefacts are in addition normally held in other public buildings in Angus.

Name of Governing Body: ANGUSalive Culture Leisure and Sports Trust

Date on which this policy was approved by Governing Body:

Date at which this policy is due for review: 31st July 2021

1. Museum's Statement of Purpose

"Angus Museums Galleries and Archives will inspire understanding and appreciation of the Council's cultural values, heritage and environment, by operating the Council's museums, galleries and archives using the museum and archive collections. "

- Principal Services Specification; ANGUSalive / Angus Council 2015

2. An Overview of Current Collections

The Museums and Galleries have a wide-ranging collection, much of it acquired by the former Town Councils, all of which were founded during the first half of the 19th century. Most of the material acquired is of local significance, with Social History, Archaeology and Photography predominating. Less than 1% of the collections are out on loan at any time, mostly for short fixed terms to other Museums or Galleries for temporary exhibitions. All loans are adequately recorded.

From 1st December 2015 ANGUSalive has the responsibility for providing a Museum Service in Angus under a service level agreement with the Angus Council. The title and ownership of the collections is retained by Angus Council.

Fine Art

The Museums and Galleries presently hold over 4000 paintings, watercolours, drawings and sculptures. Significant collections by William Lamb of Montrose, David Waterson of Brechin and James Watterston Herald of Forfar and Arbroath make up a considerable part of the collection. Part of the collection comprises portraits of Provosts of the former Burghs.

The Meffan Winter Exhibition, held annually, adds to our contemporary collections of professional artists working in, or associated with, Angus by means of a purchase prize. The collections consist mainly of works by Angus born or domiciled artists, or works by other artists depicting local views or portraiture of local people.

Applied Art

The Museums and Galleries have a small but expanding collection of works by Angus craftsmen. Of particular interest are collections of Arbroath and Montrose silver, clocks and watches by clockmakers from the Angus Burghs and pistols and pottery made in Brechin and Montrose.

Archaeology

The Museums and Galleries presently hold over 5000 artefacts from Angus and have greatly expanded this area of the collection in recent years. Especially strong is a nationally significant collection of carved Pictish Stones. Aberdeenshire Council Archaeology Service maintains the archaeological sites and monuments record for Angus Council under a service level agreement.

Social History

This is the largest collection, including a wide variety of artefacts covering the history of Angus over the last three centuries. The collection already includes some 80,000 photographs, many industrial. Angus Archives within the ANGUSalve Culture, Leisure and Sports Trust strives to ensure that printed local history material and manuscripts are conserved and made available for use. Within the museums, the maritime collections, especially fishing, are of national significance.

The closure of Sunnyside Museum of Psychiatry at Montrose in 2001 meant that all locally significant material from this collection was transferred to Angus Council. This collection is strong in the origins and practice of psychiatry in Montrose and in the social life of staff and patients. Of particular note is a collection of stone carvings by an Adam Christie (the Gentle Shetlander). This collection is important as an early recognition of "Outsider Art".

Natural History

This is a very large collection with some 10,000 dried plants in the Herbarium and a greater number of animal specimens, notably specimens of invertebrate Molluscs. A large proportion of these are of foreign origin, most having been collected last century. Information is collected relating to local wildlife and sites of importance in Angus.

Geology

There are over 10,000 specimens of Rocks, Minerals and Fossils in the collection, again mostly non-locally collected last century. There are nationally significant Devonian Fossils.

The Museum Service collects information on the Geology of Angus and on Sites of Geological importance in the area.

Numismatics

There is a strong collection of Scottish coinage, medals and tokens. There is a locally significant collection of communion tokens.

Ethnography

There are strong collections of material from the Indian sub-continent, Africa and the Pacific and Antipodes. Further research requires to be undertaken on the significance of the local collectors, where known, of this material. Some of the earliest parts of the museum collections are of this material.

3. Themes and Priorities for Future Collecting

This section covers subject or themes, defines periods of time and/or geographical areas and describes some collections which will not be subject to further acquisition.

Fine Art

Additions to the collections are actively sought by donation, bequest and purchase. Works by Angus born or domiciled artists, and works depicting Angus scenes and portraits of Angus people are the main areas of collecting. The Angus Art Commission and the winner of Meffan Winter Exhibition contribute to the growth of the contemporary fine art collection.

Applied Art

Additions to the collections are actively sought, mainly through purchase. In this way the collections of Angus pistols, Montrose Silver and to a lesser extent Arbroath Silver have been strengthened over the last two decades, Additional items which are not already represented are given careful consideration as possible additions to the collections.

Archaeology

Strengthening the Archaeology collection has been a major priority for some years and remains so. The addition of Excavation Assemblages and stray finds through the Finds Disposal Panel and the Treasure Trove Advisory Panel will continue to be the main way of achieving this objective. Angus is particularly rich in Early Christian and Pictish Carvings and special efforts will be maintained to expand this collection.

Social History

Due to the lack of space, acquired artefacts relating to Agricultural and Industrial history must be restricted in size, but the Museums and Galleries actively collects representative material and records items extensively by photography and other information gathering.

Particular efforts will be made to increase our maritime collection, especially fishing and Lighthouse-related material.

The Museums and Galleries actively add to the Social History collections by donation and bequest and in appropriate circumstances by fieldwork or purchase.

Regarding the Sunnyside Psychiatric Collection (above), many Adam Christie sculptures are in private collections and if offered to the museums would be considered for addition to the collection.

Natural History

The Museums and Galleries continue to accept donations or bequests of well provenanced and legally collected Angus material and, in appropriate circumstances, will purchase specimens for collection.

Geology

The Museums and Galleries continue to accept donations or bequests of well-provenanced and legally collected Angus material and, in appropriate circumstances, will purchase specimens or collections.

Numismatics

We would seek to continue to strengthen this collection by donation and stray finds through Treasure Trove and the Finds Disposal Panel.

Ethnography

It is not our policy now to collect ethnographic material unless there are outstanding reasons: e.g. Forfar's Lord Ritchie Calder's items, which are representative of his life's work. Some items have been repatriated and other material may be more appropriate to other public institutions.

4. Themes and Priorities for Rationalisation And Disposal

Responsible, curatorially-motivated disposal takes place as part of a museum's long-term collections policy, in order to increase public benefit derived from museum collections¹. This section sets out the museum's approach to rationalisation and disposal referring to template clause 13 (e) and 13 (f).

¹ See Museums Association 'Disposals Toolkit' p 5.

General Principle

By definition, the museums and galleries have a long-term purpose and should possess (or intend to acquire) permanent collections in relation to their stated objectives. Angus Council accepts the principle that collections of the Angus Museums and Galleries are held in trust for future generations and that, except for sound curatorial reasons and in very specific circumstances, there is a strong presumption against the disposal of any items in the museum's collection. This Policy

Statement covers the circumstances in which disposals may take place, and the procedures to be followed.

Reasons for Disposal

- To remove from the collections any item which is too badly damaged or deteriorated to be of any further use for the purposes of the museums and galleries.
- To improve the curatorial care of the collections by the disposal of duplicate or unprovenanced material of low intrinsic relevance to the Acquisition Policy of the Museum Service.

Authority for Disposal

No museum item will be disposed of without the specific authority of Angus Council, through the approval of its Communities Committee. Such a decision may be the responsibility of Angus Council, acting on the advice of the Senior Manager, Libraries, Customer and Culture and not of the Manager or any other person acting alone.

The museum will establish that it is legally free to dispose of an item. Any decision to dispose of material from the collections will be taken only after due consideration.

Decisions to dispose of items will not be made with the principal aim of generating funds.

If the disposal of a quantity of similar material is proposed, Angus Council may, however, give the Senior Manager, Libraries, Customer and Culture delegated authority to act in the specific, once a general principle has been approved.

Where recommendations concerning the disposal of museum items are to be made, it is understood that there will need to be certain preliminary investigations before a report can usefully be brought before Angus Council. This may include such matters as obtaining valuations, seeking the views of donors, and contacts with other Accredited museums which may be interested in accepting transfers. Within the terms of this policy, it is understood that the Senior Manager, Libraries, Customer and Culture has authority to act in this way, without prejudice to Angus Council's eventual decision.

Disposal of Purchases, Gifts and Bequests

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 or a proportion of it.

Items given or bequeathed will not normally be disposed of without prior consultation with the original donors or their families within the first generation, and

wherever possible their approval should be obtained to the course of action proposed. This is, however, a matter of courtesy rather than a legal requirement. The Senior Manager, Libraries, Customer and Culture shall be entitled to waive this requirement where all reasonable efforts to trace a donor have failed, and additionally where no details of the donor exist.

In appropriate circumstances, having taken account of the aforementioned procedures, the Senior Manager, Libraries, Customer and Culture may recommend the return of an item to its original donor.

Disposal Procedure

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, exchange or sale, directly to other Accredited (or Registered) Museums likely to be interested in its acquisition.

If the material is not acquired by any Accredited (or Registered) Museums to which it was offered directly, 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 professional journals where appropriate. The announcement 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 museums may consider disposing of the material to other interested individuals and organisations.

Where it is intended that an item should be sold, an independent valuation should be sought. Angus Council will accept this as the maximum price for the sale of a museum item to an Accredited museum, for a period of six months. It will, however, be open to Angus Council to authorise a sale to an Accredited (or registered) museum at a reduced or nominal price in order to keep an item in public ownership. If sale to an individual, or an organisation other than a museum, does become necessary, the item would then normally be offered at a price no less than valuation.

If, as a result of such an announcement, more than one museum responds, care will be taken to avoid a situation where museums are competing with each other in ignorance. In such cases, and particularly if the transfer is to be by sale, it will usually be appropriate for the parties concerned to be informed of each other's interest, and time allowed for open discussion before a transfer is finalised.

If, after two months, no registered museum has declared an interest in acquiring the museum item on the basis offered by Angus Council, it may then be offered for sale to other interested organisations, to private individuals, or by auction. This may also be done if an Accredited (or registered) museum which has previously expressed an intention to purchase is unable to complete such a purchase within a reasonable period, normally six months.

Where a museum item is to be disposed of by gift, if after six months no Accredited (or registered) museum can be found which is willing to accept responsibility for the item, it may be given to any appropriate organisation or individual willing to receive it. First priority should be given to organisations in the public domain.

If the disposal of a museum item by all other means has proved to be impossible and disposal is regarded as absolutely essential, in exceptional cases Angus Council may be asked to authorise its destruction.

Disposal by Destruction

The destruction of a museum item will only be acceptable if it has been seriously damaged, or has deteriorated beyond the point of further usefulness to the collection. The decision to de-accession in this way must be authorised by Angus Council acting on the advice of the Senior Manager, Libraries, Customer and Culture. The item will need to be formally de-accessioned and the destruction must be carried out in a discreet, confidential and permanent fashion.

Procedure Following Disposal

Full records and photographs will be kept of all disposals from Museums and Galleries. Where items have been disposed of, this shall be recorded in the appropriate register.

Where a museum item is transferred to another Accredited museum, all the associated documentation must accompany the item or follow within a period of one month. Where appropriate, this will include any photographic records. Museums and Galleries will retain on file copies of key sections of the documentation for future reference in accordance with the SPECTRUM Procedure on deaccession and disposal.

Any money received by Angus Council as the result of the sale of a museum item must be used for the benefit of the collection. Normally this will mean it is placed in the Purchase Fund and used for the acquisition of further items but in exceptional cases improvements relating to the care of collections may be justifiable. Advice on these cases will be sought from MGS/ACE.

5. Limitations on Collecting

ANGUSalive recognises its responsibility, in making new acquisitions to ensure that care, documentation and use of the collections will meet the accreditation standard. Accordingly, it will consider limitations on collecting imposed by factors such as inadequate staffing, storage and care of collection arrangements.

The Museums and Galleries will exercise due diligence and will make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the Senior Manager, Libraries, Customer and Culture, acting on Angus Council's behalf is satisfied that valid title to the item in question can be acquired.

In particular, the museums will not acquire any object or specimen unless they are 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 UK national guidance on the responsible acquisition of cultural property issued by DCMS in 2005.

So far as biological and geological material is concerned, the Museums and Galleries 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 (eg a Scottish court in the case of a specimen seized from a third party under the Nature Conservation Act).

Under the legal principles of Treasure Trove and *bona vacantia*, the discovery of antiquities in Scotland is a matter for report to the Crown. Scottish archaeological material will therefore not be acquired by any means other than allocation to Angus Museums and Galleries by the Crown, normally on the advice of the Scottish Archaeological Finds Allocation Panel (SAFAP), unless the Senior Manager, Libraries, Customer and Culture, acting on Angus Council's behalf, is satisfied that valid title to the item in question can be acquired, such as by certificate of 'No Claim' from the Scottish Archaeological Finds Allocation Panel Secretariat.

The only exceptions to the above General Rules will be in specific circumstances where Angus Museums and Galleries are either:

- acting as an externally approved repository of last resort for material from the UK; or
- acquiring an item of minor importance that lacks secure ownership history but in the best judgment of experts in the field concerned has not been illicitly traded; or
- acting with the permission of authorities with the requisite jurisdiction in the country of origin; or
- in possession of reliable documentary evidence that the item was exported from its country of origin before 1970.

In these cases Angus Museums and Galleries will be open and transparent in the way decisions are made and will act only with the permission of an appropriate outside authority.

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

6. Collecting Policies of Other Museums

ANGUSalive 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.

ANGUSalive acknowledges that with collections of agricultural material at Glenesk Folk Museum Trust and Angus Folk Museum (National Trust for Scotland), railway material at Brechin Railway Preservation Society, and aviation material at Montrose Air Station Heritage Centre, close liaison will be maintained to avoid duplication or loss. All those organisations are members of *Angus Museums and Heritage Forum* and take part in regular meetings to discuss common issues.

ANGUSalive and the Museum Service will work with the above mentioned organisations to ensure that material is allocated to the place most appropriate, given the nature of the items and their provenance.

7. Policy Review Procedure

The collections development policy will be published and reviewed from time to time, at least once every five years. The date when the policy is next due for review is noted above.

Museums Galleries Scotland will be notified of any changes to the collections development policy, and the implications of any such changes for the future of existing collections.

8. 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.

9. Acquisition Procedures

- a. The museum will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- b. In particular, the museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the 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, the museum will reject any items that have been illicitly

traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

- d. So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.
- e. In Scotland, under the laws of *bona vacantia* including Treasure Trove, the Crown has title to all ownerless objects including antiquities. Scottish archaeological material cannot therefore be legally acquired by means other than by allocation to Angus Museums and Galleries by the Crown. Where the Crown chooses to forego its title to a portable antiquity, a Curator or other responsible person acting on behalf of Angus Council can establish that valid title to the item in question has been acquired by ensuring that a certificate of 'No Claim' has been issued on behalf of the Crown.

Any Exceptions to the Above 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.
- f. 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.
 - g. As the museum holds or intends to acquire human remains from any period, it will follow the guidelines in the '*Guidance for the Care of Human Remains in Scottish Museums*' issued by Museums Galleries Scotland in 2008.

10. Spoliation

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.

11. The Repatriation and Restitution of Objects and Human Remains

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.

12. Management of Archives

As the museum holds and/or 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).

13. Disposal Procedures

Disposal preliminaries

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

Motivation for disposal and method of disposal

- e. When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 13g-13s 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 13g-13m and 13o/s 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.

The disposal decision-making process

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

Responsibility for disposal decision-making

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

Use of proceeds of sale

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

Disposal by gift or sale

- k. Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to

be destroyed. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.

- l. If the material is not acquired by any Accredited Museums to which it was offered directly as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material, normally through an announcement in the Museums Association's *Museums Journal*, and in other specialist journals where appropriate.
- m. The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

Disposal by exchange

- n. The nature of disposal by exchange means that the museum will not necessarily be in a position to exchange the material with another Accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- o. In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the procedures in paragraphs 13a-13d and 13g-13h will be followed as will the procedures in paragraphs 13p-13s.
- p. If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.
- q. If the exchange is proposed with a non-accredited museum, with another type of organisation or with an individual, the museum will make an announcement in the *Museums Journal* and in other specialist journals where appropriate.
- r. Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

Documenting disposal

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

ANGUSalive Museums and Galleries

Collections Development Policy

2016 – 2021



Name of museum: ANGUSalve Museums and Galleries

This policy principally encompasses Signal Tower Museum, Arbroath; Brechin Town House Museum; Meffan Museum and Art Gallery, Forfar; Montrose Museum and Art Gallery; the William Lamb Studio Montrose and the Gateway to the Glens Museum, Kirriemuir. It is noted that some artefacts are in addition normally held in other public buildings in Angus.

Name of governing body: ANGUSalve Culture Leisure and Sports Trust

Date on which this policy was approved by governing body:

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: 31st July 2021

Museums Galleries Scotland will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

1. Relationship to other relevant policies/plans of the organisation:

1.1. The museum's statement of purpose is:

“ Angus Museums Galleries and Archives will inspire understanding and appreciation of the Council's cultural values, heritage and environment, by operating the Council's museums, galleries and archives using the museum and archive collections. “

- Principal Services Specification; ANGUSalve / Angus Council 2015

1.2. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.

1.3. 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.

1.4. Acquisitions outside the current stated policy will only be made in exceptional circumstances.

1.5. 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.

1.6. The museum will undertake 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.

1.7 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

The Museums and Galleries have a wide-ranging collection, much of it acquired by the former Town Councils, all of which were founded during the first half of the 19th century. Most of the material acquired is of local significance, with Social History, Archaeology and Photography predominating. Less than 1% of the collections are out on loan at any time, mostly for short fixed terms to other Museums or Galleries for temporary exhibitions. All loans are adequately recorded.

From 1st December 2015 ANGUSalive has the responsibility for providing a Museum Service in Angus under a service level agreement with the Angus Council. The title and ownership of the collections is retained by Angus Council.

3. An overview of the current collections

Fine art

The Museums and Galleries presently hold over 4000 paintings, watercolours, drawings and sculptures. Significant collections by William Lamb of Montrose, David Waterson of Brechin and James Watterston Herald of Forfar and Arbroath make up a considerable part of the collection. Part of the collection comprises portraits of Provosts of the former Burghs.

The Meffan Winter Exhibition, held annually, adds to our contemporary collections of professional artists working in, or associated with, Angus by means of a purchase prize. The collections consist mainly of works by Angus born or domiciled artists, or works by other artists depicting local views or portraiture of local people.

Applied art

The Museums and Galleries have a small but expanding collection of works by Angus craftsmen. Of particular interest are collections of Arbroath and Montrose silver, clocks and watches by clockmakers from the Angus Burghs and pistols and pottery made in Brechin and Montrose.

Archaeology

The Museums and Galleries presently hold over 5000 artefacts from Angus and have greatly expanded this area of the collection in recent years. Especially strong is a nationally

significant collection of carved Pictish Stones. Aberdeenshire Council Archaeology Service maintains the archaeological sites and monuments record for Angus Council under a service level agreement.

Social history

This is the largest collection, including a wide variety of artefacts covering the history of Angus over the last three centuries. The collection already includes some 80,000 photographs, many industrial. Angus Archives within the ANGUSalve Culture, Leisure and Sports Trust strives to ensure that printed local history material and manuscripts are conserved and made available for use. Within the museums, the maritime collections, especially fishing, are of national significance.

The closure of Sunnyside Museum of Psychiatry at Montrose in 2001 meant that all locally significant material from this collection was transferred to Angus Council. This collection is strong in the origins and practice of psychiatry in Montrose and in the social life of staff and patients. Of particular note is a collection of stone carvings by an Adam Christie (the Gentle Shetlander). This collection is important as an early recognition of "Outsider Art".

Natural history

This is a very large collection with some 10,000 dried plants in the Herbarium and a greater number of animal specimens, notably specimens of invertebrate Molluscs. A large proportion of these are of foreign origin, most having been collected last century. Information is collected relating to local wildlife and sites of importance in Angus.

Geology

There are over 10,000 specimens of Rocks, Minerals and Fossils in the collection, again mostly non-locally collected last century. There are nationally significant Devonian Fossils.

The Museum Service collects information on the Geology of Angus and on Sites of Geological importance in the area.

Numismatics

There is a strong collection of Scottish coinage, medals and tokens. There is a locally significant collection of communion tokens.

Ethnography

There are strong collections of material from the Indian sub-continent, Africa and the Pacific and Antipodes. Further research requires to be undertaken on the significance of the local collectors, where known, of this material. Some of the earliest parts of the museum collections are of this material.

4. Themes and priorities for future collecting

This section covers subject or themes, defines periods of time and/or geographical areas and describes some collections which will not be subject to further acquisition.

Fine art

Additions to the collections are actively sought by donation, bequest and purchase. Works by Angus born or domiciled artists, and works depicting Angus scenes and portraits of Angus people are the main areas of collecting. The Angus Art Commission and the winner of Meffan Winter Exhibition contribute to the growth of the contemporary fine art collection.

Applied art

Additions to the collections are actively sought, mainly through purchase. In this way the collections of Angus pistols, Montrose Silver and to a lesser extent Arbroath Silver have been strengthened over the last two decades, Additional items which are not already represented are given careful consideration as possible additions to the collections.

Archaeology

Strengthening the Archaeology collection has been a major priority for some years and remains so. The addition of Excavation Assemblages and stray finds through the Finds Disposal Panel and the Treasure Trove Advisory Panel will continue to be the main way of achieving this objective. Angus is particularly rich in Early Christian and Pictish Carvings and special efforts will be maintained to expand this collection.

Social history

Due to the lack of space, acquired artefacts relating to Agricultural and Industrial history must be restricted in size, but the Museums and Galleries actively collects representative material and records items extensively by photography and other information gathering.

Particular efforts will be made to increase our maritime collection, especially fishing and Lighthouse-related material.

The Museums and Galleries actively add to the Social History collections by donation and bequest and in appropriate circumstances by fieldwork or purchase.

Regarding the Sunnyside Psychiatric Collection (above), many Adam Christie sculptures are in private collections and if offered to the museums would be considered for addition to the collection.

Natural history

The Museums and Galleries continue to accept donations or bequests of well provenanced and legally collected Angus material and, in appropriate circumstances, will purchase specimens for collection.

Geology

The Museums and Galleries continue to accept donations or bequests of well-provenanced and legally collected Angus material and, in appropriate circumstances, will purchase specimens or collections.

Numismatics

We would seek to continue to strengthen this collection by donation and stray finds through Treasure Trove and the Finds Disposal Panel.

Ethnography

It is not our policy now to collect ethnographic material unless there are outstanding reasons: e.g. Forfar's Lord Ritchie Calder's items, which are representative of his life's work. Some items have been repatriated and other material may be more appropriate to other public institutions.

5. Themes and priorities for rationalisation and disposal

General principle

By definition, the museums and galleries have a long-term purpose and should possess (or intend to acquire) permanent collections in relation to their stated objectives. Angus Council and ANGUS Alive Museums accepts the principle that collections of the Angus

Museums and Galleries are held in trust for future generations and that, except for sound curatorial reasons and in very specific circumstances, there is a strong presumption against the disposal of any items in the museum's collections.

- 5.1 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.

In General disposal may be considered only in order to:

- a) Remove from the collections any item which is too badly damaged or deteriorated to be of any further use for the purposes of the museums and galleries.
- b) Improve the curatorial care of the collections by the disposal of duplicate or unprovenanced material of low intrinsic relevance to the Acquisition Policy of the Museum Service.

- 5.2 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.

6. Legal and ethical framework for acquisition and disposal of items

- 6.1 The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7. Collecting policies of other museums

- 7.1. 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.
- 7.2. Specific reference is made to the following museum(s) / organisation(s) :
ANGUSalive acknowledges that with collections of agricultural material at Glenesk Folk Museum Trust and Angus Folk Museum (National Trust for Scotland), railway material at Brechin Railway Preservation Society, and aviation material at Montrose Air Station Heritage Centre, close liaison will be maintained to avoid duplication or loss. All those organisations are members of *Angus Museums and Heritage Forum* and take part in regular meetings to discuss common issues.
ANGUSalive Museum Service will work with the above mentioned organisations to ensure that material is allocated to the place most appropriate, given the nature of the items and their provenance.

8. Archival holdings

- 8.1 As the Museums and Archives hold and/or 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).

9. Acquisition

9.1 The policy for agreeing acquisitions is:

Under the Service Level Agreement ANGUSalive Museums is required to develop the collections of Angus Council. The Collections Officer, Visual Arts Officer and the Museum Service Curatorial Staff, will normally have responsibility for the acceptance or rejection of potential gifts or bequests to the Museums, for soliciting gifts of material for the collections and for making recommendations and taking action on the purchase of material in accordance within the terms of this policy,

Museum Officers within the Museums can undertake collecting in accordance with this policy with referral to The Collections Officer, Visual Arts Officer and the Museum Service Curatorial Staff if necessary.

Items offered to the Museums & Archives as gifts or bequests will not normally be accepted if they are subject to any restrictive covenant or special conditions, such as that they be displayed in a particular way. In exceptional circumstances, if the Collections Officer, Visual Arts Officer or Museum Service Curatorial Staff, consider that the item(s) in question are of over-riding importance, the acquisition of a specific item to which conditions are attached may be approved.

Where the acquisition of any item has significant financial or procurement implications over and above existing storage or display conditions, the matter will be referred via the Board of ANGUSalive and to the appropriate Angus Council committee for consideration.

- 9.2 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).

- 9.3 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, 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.

10. Human remains

- 10.1 As the museum holds or intends to acquire human remains from any period, it will follow the guidelines in the 'Guidance for the Care of Human Remains in Scottish Museums' issued by Museums Galleries Scotland in 2011.

11. Biological and Geological Material

- 11.1 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.

12. Archaeological material

- 12.1 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.
- 12.2 In Scotland, under the laws of *bona vacantia* including Treasure Trove, the Crown has title to all ownerless objects including antiquities, although such material as human remains and environmental samples are not covered by the law of *bona vacantia*. Scottish material of chance finds and excavation assemblages are offered to museums through the treasure trove process and cannot therefore be legally acquired by means other than by allocation to ANGUSalve Museums by the Crown. However where the Crown has chosen to forego its title to a portable antiquity or excavation assemblage, a Curator or other responsible person acting on behalf of the ANGUSalve Culture Leisure and Sports Trust, can establish that valid title to the item in question has been acquired by ensuring that a certificate of 'No Claim' has been issued on behalf of the Crown.

13. Exceptions

- 13.1 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.

14. Spoliation

- 14.1 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.

15. The repatriation and restitution of objects and human remains

- 15.1 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 Scottish*

Museums” issued by MGS in 2011), 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.

- 15.2 The disposal of human remains from museums in Scotland will follow the guidelines in the ‘Guidance for the Care of Human Remains in Scottish Museums’ issued by Museums Galleries Scotland in 2011.

16. Disposal procedures

- 16.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- 16.2 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.
- 16.3 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.
- 16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort - destruction.
- 16.5 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.
- 16.6 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, and not of the curator or manager of the collection acting alone.
- 16.7 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.
- 16.8 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).

- 16.9 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.
- 16.10 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
- 16.11 destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Museums Galleries Scotland.
- 16.12 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

- 16.12 The nature of disposal by exchange means that the museum will not necessarily be in a position to exchange the material with another Accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- 16.12.1 In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 16.1-5 will apply.
- 16.12.2 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.
- 16.12.3 If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, the museum will place a notice on the MA's Find an Object web listing service, or make an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.12.4 Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum'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.

Disposal by destruction

- 16.13 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.14 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.
- 16.15 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.
- 16.16 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.
- 16.17 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

Appendix 3 - Museum Association Code of Ethics

To be added