

Loughborough Carillon Tower & War Memorial Museum Trust

Collections Development Policy

Name of Governing Body: Loughborough Carillon Tower & War Memorial Museum Trust

Dated September 2020

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

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

1.1. The museum's statement of purpose is:

The War Memorial Museum exists to preserve, display and make available, for this and future generations such memorabilia as exist from World War One and World War Two, and from other conflicts, for the benefit of the people of Loughborough and Leicestershire and the Nation at large. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.

- 1.2. 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.
- 1.3. Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- 1.4. 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.
- 1.5. 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.
- 1.6. The museum will not undertake disposal motivated principally by financial reasons

2. History of the Collection

- 2.1. The museum was started by ex-servicemen in the 1980s. A large number of objects were collected in a short space of time, paperwork and recording was poor and the difference between 'loan' and 'gift' not properly understood by many of the donors. A number of attempts were made to catalogue the collection and finally it was computerised. A trawl was made of all existing paperwork and the information recorded on the computerised catalogue.

- 2.2. Part of the collection, the Yeomanry Room, had developed separately from the rest of the museum and at the end of 2012 it was decided to incorporate it into the rest of the collection. All relevant parties agreed the only condition was that any disposal of Leicestershire Yeomanry memorabilia be offered to the Leicestershire and Derbyshire Squadron of the Royal Yeomanry (the unit) first.

3. Overview of Current Collection

- 3.1. The collection consists of three rooms containing mainly military history of the Loughborough area. A wealth of medals from all branches of the Services is on display. The collection includes memorabilia of the Leicestershire Yeomanry. The British and American Airborne have their own display together with their uniforms, badges and weapons.

- 3.2. The museum is housed within the Loughborough War Memorial Tower, built in 1923 as a memorial to the fallen in the First World War. Many of the memorabilia and medals relate to the names on the plaques on the Tower.

4. Themes and Priorities for Future Collecting

- 4.1. Future collecting areas will be concentrated on memorabilia and artefacts relating to local men, regiments and Loughborough's military history. Other areas are those objects that help tell the story of Britain's involvement in conflicts, including post WW2, more effectively.

- 4.2. Limited space invariably will have an impact on future collecting but should not be the overriding consideration.

5. Themes and priorities for Rationalisation and Disposal

- 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.

- 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.
- 5.3. Whilst not a priority, a start has been made on disposals, and has included objects where we have duplicates or the object has no local connection and would be better displayed elsewhere.

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):

- Leicestershire Heritage Services
- Rutland County Museum
- Museum of the Royal Leicestershire Regiment
- County Records Office
- Local Studies Group, Loughborough Library

8. Archival Holdings

- 8.1 The museum holds archival material including documents, photographs and postcards in both physical and digital formats.
- 8.2 We will continue to collect archival material in physical and digital formats and in accordance with the principles set out in this policy.
- 8.3 Archives will be catalogued and cared for in line with current best practice and other relevant standards as appropriate.

9. Acquisition

- 9.1. Acquisitions that fall within the museum's collecting policy will be dealt with by a nominated person and agreed by the Executive Committee.
- 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, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10. Human Remains

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

11. Biological and geological material

- 11.1 The museum will not acquire any biological or geological material.

12. Archaeological material

- 12.1 The museum will not acquire any archaeological material.

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 holds no human remains.

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, 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, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 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 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
- 16.11. The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12. 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.

Disposal by Exchange

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

Disposal by Destruction

- 16.14 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15 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.
- 16.16 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.
- 16.17 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.

- 16.18 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.