



City Development and Cultural Services

Collections Development Policy

2013 - 2018

Portsmouth Museums, Archives and Libraries Special Book Collections
Governing body Portsmouth City Council

Approved on:

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1. Background

- 1.1** Portsmouth's combined collections in museums, archives and special library holdings are magnificent resources that we hold for the people of Portsmouth and for visitors to our city. They contribute to current city council policies and strategies and will continue to make major contributions to the cultural life of the city.
- 1.2** A Collections Development Policy (CDP) informs the acquisition, rationalisation and disposal of items from the museums, archives and libraries special book collections in the care of the city council. It is a required element for the Accreditation Scheme for museums. A similar scheme for archives is to be introduced in a three-year roll-out period starting in 2013.
- 1.3** For the first time museums, archives and the special book collections in the library service are included in a single document to draw together related areas of council collecting.
- 1.4** The CDP ensures that material is accepted according to a recognised strategy with due regard to constraints upon the service, and it serves as a reference document to guide decision making.
- 1.5** It establishes relationships with other museum and archive bodies in the area with regard to acquisition of material for the collection and transfer of objects. It also encourages public confidence that the individual services are suitable repositories for collections items.
- 1.6** This document outlines how Portsmouth City Council intends to develop its collections over the next five years, in its role as guardian of the city's heritage.

2. Strategic Context

- 2.1** This section of the policy briefly describes how the collections are and will be used to deliver corporate objectives.

City Development and Cultural Services (CDCS), of which Museums, Archives and Libraries are part, has the following vision:

For Portsmouth to be a great waterfront city, unique in its cultural identity, generating opportunities for economic prosperity and improving quality of life, developing an attractive sustainable destination for visitors and investors.

The CDCS Business Plan 2013-16 identifies 6 Strategic Outcomes (O):

- Enhance health and wellbeing (O1)
- Opportunities to learn and gain new skills (O2)
- Generate Investment and business growth (O3)

- A city with a distinctive culture and an international destination (O4)
- High quality urban environment (O5)
- Quality, sustainable services that meet the needs of residents and visitors (O6)

2.2 The Museums, Archives and Libraries contribute to health and wellbeing (O1) through the inclusive, shared public spaces they provide and opportunities for enjoyment, social interaction and learning. However, projects such as Dickens Community Archive (delivered as part of the city's Dickens 2012 celebrations) demonstrate the potential of engagement with collections - in this case Archives - to deliver a range of benefits for individual participants including: increased confidence, higher self-esteem, stronger social skills and new friendships, gaining research skills, greater personal and community pride.

Other current and planned projects underpinned by engagement with collections will also deliver against this outcome: D-Day+Youth focusing on the D-Day story and collections and the experiences of Veterans (current, Arts Council England - ACE funded), Sharing Sherlock which uses the Conan Doyle collection as its starting point (current, Heritage Lottery Fund - HLF funded), Lest We Forget which will present the city's WW1 collections (planned, 2014) and the partnership project with the Queen Alexandra Hospital which will take museum and archive collections onto wards to help enhance the hospital environment for people with dementia (current, Department of Health funded).

2.3 Collections contribute to learning and skills (O2) through: our permanent and temporary exhibitions, the research facilities provided at the Portsmouth History Centre, complementary programmes of workshops, hands-on activities, events - including those for schools - and so on as well as through special projects as described above. Learning opportunities for schools are enhanced by the Museums' school loans collection which enables collections to be taken into the classroom and in some cases handled. A recent example of the inspirational use of this collection in the classroom was Flights of Fancy. This project used bird specimens from the natural history collection to inspire children's artwork which was then shown to great effect at Cumberland House Natural History Museum. Review, rationalisation and re-presentation of this collection to increase use is identified as a priority in the Collection Development Policy.

2.4 Although to generate Investment and business growth (O3) is perhaps not one of the main outcomes to which Museums, Archives and Libraries contribute, collections are a source of inspiration for the creative industries: artists, makers and students as well as other practitioners. This was demonstrated most recently by Make! Believe! Make! a project in which new work was created by makers in response to the city's museum collections (delivered in partnership with Aspex with ACE funding).

2.5 The CDCS Distinctive Culture - International Destination Outcome (O4) identifies two specific priorities directly underpinned by the city's collections that is: (1) the development of a strategic and operational plan for the Conan Doyle Collection and (2) to transform the D-Day Museum into a significant attraction and an inspiring living memorial relevant to the 21st Century. Our vision for the latter recognises the significant role of Portsmouth in D-Day and the importance of the D-Day collections that the council has acquired since the D-Day Museum opened

some 30 years ago. Both collections have the potential to create attractions of national / international standing complementing the new Mary Rose Museum.

- 2.6 The collections do not directly contribute to the high quality urban environment (O5) - although the museums and their gardens clearly do. However, the collections do potentially influence planning activity. This is particularly true of the Historic Environmental Record (HER) which documents / plots the city's archaeological sites, finds and archives. Planning applications and new developments are legally required to take into consideration the archaeology of the site.
- 2.7 Implementation of the Collection Development Policy will have a direct effect on the services' ability to deliver quality, sustainable services that meet the needs of residents and visitors (O6). The priorities identified for future collecting and rationalisation and disposal reflect our commitment to ensuring that the city's collections are inclusive and representative of the communities we serve. They also challenge staff to ensure that the collections in their care remain relevant, can be adequately cared for and reflect changing corporate priorities.

3. Portsmouth Museums statement of purpose

- 3.1 Our purpose is to contribute to the vision for Portsmouth as the great waterfront city. We aim to do this by using the collections as a resource or tool to deliver the wider corporate agenda to the benefit of individuals, communities and the city itself. We believe that the inspirational, yet relevant, nature of our collections means that Museums and Archives are particularly well placed to deliver outcomes relating to learning, skills and wellbeing and high quality attractions offering excellent customer care. We understand that to achieve this the city's collections must be well cared for, organised and documented and that we have to ensure that we retain for this and future generations the artefacts and records that matter most. We acknowledge that making such decisions is not easy.

We aim to ensure that the city's collections are available onsite, offsite and online.

4. History of the Collections

4.1 Museums

The museum service was established by order of the council in 1892, opening in the former Guildhall in 1895. The building portfolio of the service has varied over the years. In 2013 the council has six museums open to the public: Portsmouth Museum, Charles Dickens' Birthplace, Southsea Castle, D-Day Museum, Cumberland House Natural History Museum, and Eastney Beam Engine House.

Collections of various kinds were amassed from the start of the service but the majority were destroyed during the blitz together with the then Town Museum building in 1941. Only 700 or so items were able to be retrieved and these formed the basis of a new museum service in 1945.

The main directions of collecting from 1945 were to be the acquisition of material relating to the history of Portsmouth and the natural history of the area. In addition, after consultation with directors of national museums a further aspect for future collecting in the area of art was decided upon. It was established at that time that Portsmouth would concentrate on acquiring decorative art and modern British art, particularly prints so as not to be in competition with the fine art collection of Southampton. The theme was 'The History of British Taste'. A national public appeal was launched to re-build a museum collection in Portsmouth and a number of items entered the collection as a result.

Other specific and targeted collecting initiatives have been pursued at different times in addition to the above.

- From 1903 material was acquired to interpret the Charles Dickens' Birthplace Museum and, from 1968 books relating to Dickens in the special book collections of the library service.
- In the 1970s and 1980s transport and industrial material was acquired with the intention of developing a specialist museum at the Eastney site.
- In 1973 -78 the acquisition of the natural science collections from the defunct Bognor Museum gave impetus to developing Cumberland House as a dedicated natural history museum.
- In 1983-84, creation of the D-Day Museum led to accelerated collecting of military history, especially items relating to D-Day and the events surrounding that action.
- In the 1980s, after consultation with the Crafts Council there was a drive supported by grant aid to acquire contemporary crafts.
- From 2001, aided by grants from the Heritage Lottery Fund (HLF) an accelerated oral history recording programme was undertaken.

4.2 Archives

The archives service was established in 1960 with a Record Office opened in 1974. The archives service operated independently of the museum service until they amalgamated in 1994. Archives transferred to the library service on 1 August 2013. Public access to the archives collection is through the Portsmouth History Centre at the Central Library.

The collection's starting point was records from Portsmouth City Council and predecessor bodies. It is formally nominated as a Diocesan Record Office for Church of England records. In this capacity, it acquires records of Church of England parishes in the deaneries of the Diocese of Portsmouth, Gosport, Havant and Fareham. Records of local businesses, individuals and organisations have been acquired in addition to official records.

In 1997 the gift of the substantial Lancelyn Green Bequest established Portsmouth as the major repository of objects, archives and books relating to Arthur Conan Doyle.

4.3 Special Book Collections

The library service was established in the 1880s. The first public reading room opened in 1883, followed by a lending library in 1884. The service now operates the main Central Library and several branch libraries across the city.

Reference works about Portsmouth were collected from the beginning and these formed the core of the local history collection. The specialist naval history collection forms a distinct section within the local history reference collection. It contains the McCarthy collection deposited in the 1980s and given in 2007. The Charles Dickens collection started with the transfer of books from the Charles Dickens' Birthplace Museum in 1968.

5. An overview of current collections

5.1 Definitions

- 'Collections' and 'collection' are used throughout this document to refer to groups of items held by archives and museums as well as books in the special library holdings.
- 'Item' is used throughout this document to include material in the museum, archives and special book collections in the libraries. 'Items' may be of two or three dimensional material, natural science specimens, images in all media including digital, books and sound recordings.
- 'Archives' and 'Records' are used fairly interchangeably. Technically, a 'record' is anything that records information whatever the format, for example: parchment, paper, photograph, digital file. An 'archive' is a record, which may consist of multiple items which have been selected for long-term preservation.
- 'Special book collections' is used for discrete groups of books covering the subjects of local, literary and military history held by the library service. These are reference books and access to them is supervised and controlled.
- 'Local' has been used to define different collecting areas over the course of time. Prior to 1997, 'local' was regarded as the whole of Hampshire, post-1997 the Portsmouth area for collecting purposes was defined as that area within a 15 mile radius of the Guildhall, including all properties and districts owned or administered by the city council.

5.2 Collections

The collections are located within museums, archives and the special book collections of the library service. The existing permanent collections held within museums, archives and libraries cover the subjects of archaeology, art, literary history, local history including archives, military history and natural science. Archives are included in the overall heading of local history due to their overwhelming significance for this subject area.

For man-made items the date range of the collections is from pre-history up to, and including, the present day. For natural sciences the date range includes material of all geological periods.

Material relating to and from Portsmouth's twin or linked cities is also included in the collection (Sydney in Australia, Caen and Toulon in France, Duisburg in Germany, Haifa in Israel and Maizuru in Japan.)

5.3 Archaeology

The archaeological collections have primarily been collected from sites within a fifteen mile radius of Portsmouth Guildhall, including some items recovered from the seabed. Prior to the formation of the unitary authority, the collecting policy for archaeology included material from south Hampshire and the current holdings therefore reflect this. Portsmouth Museums and Hampshire Museums Service are aware of this overlap and work cooperatively to ensure full public access to collections that fall within it.

The date range is from the Lower Palaeolithic to the Post Medieval periods. There is also a small collection of Cypriot pottery from the Cypriot Bronze Age to the Classical Hellenic period given by a local collector.

Important collections are those from the Bronze Age, Iron Age and Anglo-Saxon burial sites on Portsdown Hill and the extensive finds from the Oyster Street excavation in Old Portsmouth. Excavations on Portsdown Hill have produced a significant number of human remains and these form an important archive within the collections. They have been extensively researched and have been used in disease related research projects. The recently recovered Saxon period log boat from Langstone Harbour is the earliest known vessel from the Solent area.

The archaeology collections also include archives composed of paper records, photographs, digital media and three dimensional finds from watching briefs and excavations from development sites within the city.

The museum service and planning are jointly responsible for maintaining the Historic Environment Record for the city. The HER draws on the archaeological archive to ensure it is up to date and provides a complete picture of the historic environment to help inform the planning process.

Approximately 240,000 objects*

*Some individual accession numbers may encompass groups of items.

5.4 Art

The art collections cover fine and decorative art – paintings, prints, sculpture, ceramics, glass, metal work, furniture and furnishing textiles. The earliest items are from c.1500 and collecting in all fields extends to recently made contemporary works.

From the start of the service, the art collection has had a wider geographical range than other aspects of the collections. Work by European artists was collected as well as a preponderance of work by British artists. From 1968 material by British and non-British artists was collected as examples of work that had a significant impact upon the direction of national art and design. More recently, the emphasis has been on collecting work by artists with a strong link with southern England and in particular Portsmouth.

The art collection has a significant holding of works by artists associated with the twentieth century St Ives School, both fine art and ceramic practitioners.

An important gift from the Sickert Trust in the 1950s enriched the collection with works by Walter Sickert and members of his circle such as Therese Lessore and Sylvia Gosse. In addition, the same body gave a large collection of artist prints, including 'Old Master' examples which reveal Sickert's own collecting practice.

The furniture collection is unusual in British collections as it covers the period from c.1500 up to the present day. Notable pieces of national importance are: the Wardour table of 1716, the Pugin table of c.1850, the painted gramophone of c.1928 by Dora Carrington and the screen of 1928 and cupboard of 1924 both by Duncan Grant.

A collection of furnishing fabrics dating from the 1960s-70s, bought from local shops provides evidence of national taste retailing at a local level. Due to their rarity value, examples have been borrowed by leading museums for national exhibition.

Portsmouth's long association with the creative industries is represented in the art collections by strong groups of material by artists and makers who have lived or worked in the city.

Fine and decorative art collections built up by local people have brought variety and demonstrate local collecting taste. Bequests from the Kiln, McAlister, Spyers/Dumas and Harris estates form note-worthy groups within the larger museum collections.

Museum art collections approximately 8,000 items

5.5 Literary History

5.5.1 Collections connected to the literary history of Portsmouth are housed within the museums, archives and library services according to the nature of the material. Most items relate to the writers Charles Dickens and Arthur Conan Doyle although there are small collections relating to other authors with a local connection such as Olivia Manning and Neville Shute Norway.

5.5.2 Dickens

The museum service operates the Charles Dickens' Birthplace Museum. The building and some of the Dickens collections are of international significance.

The museum collections contain items specially obtained to furnish the Charles Dickens' Birthplace Museum as a lower middle-class home of the Regency period. It also has a small collection of personalia and items relating to Dickens' later life and career and the history of the building itself. A group of exceptionally important items were given to the Birthplace in the first year it opened by Dickens' sister-in-law Georgina Hogarth. These include his inkwell, paper weight and paper knife which were on his desk at the time of his death and the couch on which he died at his house in Kent, Gad's Hill in 1870.

The Charles Dickens reference collection in the Central Library contains works by Dickens including first editions, biographies, criticisms, dictionaries, encyclopaedias, books about his illustrators, and books about places associated with him. It is a major library resource for Dickens-related research.

An important series of the first periodical publications (which pre-date volume publication) of Dickens' works is held in the library collections. Some still retain their original paper wrappers. There are also a number of first volume editions.

5.5.3 Conan Doyle

The Conan Doyle collection is of international significance and the largest in the world. The Lancelyn Green bequest brought the greatest amount of material, adding to the smaller existing collections of this author. Subsequent additions have extended the collection still further.

The archive collections include correspondence between Arthur Conan Doyle, his wives and children, family photograph albums, records of the administration of the estate after Conan Doyle died; photographs of psychic phenomena and mediums in trance; scripts, photographs and publicity material relating to some 400 stage, screen and radio adaptations of the stories; records of Sherlockian groups around the world; and evidence of the worldwide Sherlock Holmes phenomenon.

The library contains several thousand books by, and relating to Doyle. There are several first editions, rare imprints and foreign language editions. Several editions contain illustrations, some of which are linked to original drawings in the museum holdings.

The Doyle items housed in museums include unique objects such as his boxing gloves, waistcoat, and spectacles. There is a large group of posters advertising performances, films and similar productions of works by Doyle, by their very nature these rarely survive, making this an important group of material.

Doyle Archive collections approximately	40,000 items
Doyle Library special books collections approximately	13,000 items
Museum collections (Dickens, Doyle & others) approximately	3,200 items
Dickens Library special books collections approximately	1,800 items

5.6 Local History

5.6.1 The local history collections held within archives, libraries and museums chart the history of Portsmouth, the place and the people, from 1313 to the present day.

5.6.2 The archives consist of the records of Portsmouth City Council and predecessor bodies; records of local churches (Anglican, Roman Catholic, and Non-Conformist); public records held locally under the provisions of the Public Records Act; and records of local businesses, organisations, families and individuals. The material exists in several forms: hand-written evidence, printed records, maps, plans, photographs and digital/tape media.

The geographical range for archives covers the city of Portsmouth. In addition, the service is designated by the Bishop of Portsmouth as the Diocesan Records Office for the Church of England for church records from parishes in the deaneries of Portsmouth, Havant, Fareham and Gosport.

The archives collection contains a number of important and rare groups of documents. There is a rare series of town and city charters, covering the period from 1313 up to the present day. This is an unusually comprehensive set of civic documents.

The Quarter Sessions papers (including plaintiff and witness statements), 1670 – 1781, is very unusual for its completeness and in its relevance for researchers and historians. This is a nationally important group of material.

The records of Treadgolds, iron founders and ironmongers of Portsea, 1704 – 1988, constitute a rare record of the development and activity of a local firm throughout its existence.

The records of Portsmouth men applying for exemption from military service in the First World War are understood to be almost unique.

The museum and archives services have undertaken oral history recording programmes to capture personal accounts of the recent history of Portsmouth. These make up a fascinating and important resource. Most were recorded as part of the 'Portsmouth's Voices' projects, while others were obtained as a result of exhibition projects.

5.6.3 The museum collections consist of material that focuses on the local and social history of Portsmouth from 1650 to the present day through a range of material including paintings, prints, costume and textiles, domestic items, printed ephemera and vehicles, particularly public service vehicles

The museum collections contain a several important groups of material. There is a nationally important group of items from Hoad and Sons, coach builders and wheel wrights. It is an extremely rare survival of near-complete workshop contents, recognised as such in a recent collections review by an external specialist. (David Viner, *Hoad and Sons Assessment and Review*, 2010). Other significant holdings include five objects that were the possessions of John the Painter who attempted to burn down the dockyard in 1775-6.

A regionally important collection of corsetry references Portsmouth's contribution to this industry. Important groups of locally made naval uniforms and accompanying photographs, ephemera and personalia are a valuable collection relating to a local trade which had an international reach.

Within the local paintings collection is a significant group of material relating to the early dives made on the wreck of the Mary Rose and other vessels sunk in the Solent by the Deane brothers. The museum also holds a significant number of drawings and wash drawings by Thomas Rowlandson of the local area. The nationally known marine artist William Wyllie is well represented by a collection of prints, watercolours and one oil painting.

- 5.6.4** The library service has a major reference collection of books and other printed material relating to Portsmouth and the surrounding area held within the special book collections section. It consists of books, newspapers, magazines, maps, photographs, postcards, posters and microforms.

The earliest items in the library collection date back to the English Civil war and newly published titles are regularly added to stock. While the majority of the stock relates to Portsmouth and the immediate surrounding area the area a large number of items relate to Hampshire as a whole, particularly where they cover such subjects as architecture and railway history. Important files of the local newspapers, The Hampshire Telegraph (1799-1976) and the Portsmouth News (1878- to date) are kept both in original form and on microfilm along with smaller files of other papers such as the Portsmouth Times.

Archive collections	approximately	2,500*	items
Museum collections	approximately	40,000	items
Oral history	approximately	1,818	items
Library local history special book collections	approximately	23,500	items

*Collections may consist of large groups of material, with several items making up the collection but not counted separately.

5.7 Military History

- 5.7.1** Portsmouth had a significant military presence for much of its history, principally to protect the dockyard in the event of an attack. The museums' military history collections contain material from the military heritage of Portsmouth particularly reflecting its role as a heavily fortified garrison town from the 1600s. The material in the collection includes: portraits of the military governors, uniforms, photographs and relics such as the locks from the city gates and their associated keys. Material relating to D-Day and the Battle of Normandy in 1944 forms a major part of the military history collections, reflecting the vital role that Portsmouth played in these campaigns. There is also a significant group of material relating to the service in the armed forces of Portsmouth people, particularly but not exclusively during the two world wars.

The geographical range of military history covers the local area and extends to include the areas of the D-Day landings in France and Battle for Normandy, and related material from elsewhere in the world, particularly Europe.

The D-Day material is of international significance. It consists of a wide range of documents, artefacts, oral history, memoirs and published books, the majority of which have been donated by Normandy veterans and their families, as well as by

other wartime eye-witnesses. Larger objects include an LCVP (Landing Craft, Vehicle and Personnel), and a Sherman BARV (Beach Armoured Recovery Vehicle), both of which are rare survivors from the wartime period, as well as other less unusual yet still significant vehicles and artillery (including a DUKW amphibious truck, a Sherman Grizzly tank, a Churchill Crocodile tank and a 3.7 inch anti-aircraft gun).

The subjects covered by the D-Day collection include the planning and preparations for D-Day (stretching back several years before 1944), the wartime experiences (such as enlistment and military training) of people who took part in D-Day, the fighting in Normandy on 6 June 1944 and after, and the aftermath of the battle (including the campaign in North West Europe until the end of the Second World War). In addition to British views and experiences, the collection includes the perspectives of the many other nationalities involved in the campaign, on both sides as well as the French civilian population.

In December 2013 the service was given the considerable archive of the recently disbanded Landing Ship Tank and Landing Craft Association which was gathered over many years by the late Tony Chapman. The archive includes accounts written by some 500 veterans about their experiences around the time of D-Day, as well as photographs, documents and other material.

The military history collections contain a valuable series of oral history interviews, principally of D-Day and Normandy veterans but also other service personnel and non-combatants from the Portsmouth area. Civilian accounts are also represented, evidence of the 'Home Front'.

Significant loan. The Overlord Embroidery at the D-Day Museum is held by the service on a 99-year lease from the Overlord Embroidery Trust (loan signed on 31 October 1983).

- 5.7.2** The library service has a separate reference collection devoted to naval history. The topics covered are: warships, shore establishments and dockyards, naval biographies, battles and campaigns, social history including naval life and medicine, naval strategy and policy. The bulk of the material relates to the Royal Navy with some items on foreign navies and campaigns.

A collection of 750 books, mostly devoted to Admiral Lord Nelson, was donated in the 1980s by American collector Lily Lambert McCarthy. The ownership of the collection was transferred to the City after her death.

The majority of the items in the libraries' special book collection were obtained through purchase but there have been significant donations from local naval establishments on their closure. Hampshire County Library has also donated a large number of titles when they have been withdrawn from their lending libraries.

Museum collections	approximately	18,000 items
Oral history	approximately	623 items
Library naval special books collection	approximately	12,122 items

5.8 Natural Science

The geographical range of the natural science collections is predominantly from southern England. Items from outside this region have entered the collection through the collecting activities of local/regional collectors, including exotic non-European specimens. The collecting area is now taken as the Hampshire basin and coastal plain.

The natural science collections consist of zoological, botanical and geological material representative of the flora and fauna (living and extinct) found in and around Portsmouth and South East Hampshire and adjoining areas. Small amounts of exotic material such as birds from New Zealand, herbaria from South Africa and lepidoptera from South America and south-east Asia are included, mostly from local collectors. The material includes taxidermied, pinned, wet-preserved and dried specimens. There is a large collection of watercolours, mostly depicting British plants and invertebrates.

The collection contains two, possibly three type specimens (a plant, a bird and possibly an insect)

The herbarium contains many rarities which due to changes in the law concerning the gathering of wild plants can no longer be collected, making this an important research collection. The herbarium collection of marine algae is unusual and is a valuable record of south coast finds.

The Guermonprez collection is held on trust (Charity number 306342). It contains natural science material mostly collected from south-eastern England.

Museum natural science approximately 114,000 items

6. Sites

6.1 Museum collections are on display to the public at six sites across the city: Portsmouth Museum, Charles Dickens Birthplace Museum, D-Day Museum, Southsea Castle, Cumberland House Natural History Museum and Eastney Beam Engine House.

Museum collections are stored at two main locations: Hilsea Resource Centre and Portsmouth Museum site which includes the former Records Office building adjacent to the main museum. There are smaller collections stores at two other sites: Hilsea Lines and Cumberland House Natural History Museum. At three of the sites (Charles Dickens' Birthplace, Southsea Castle and Eastney Beam Engine House) the building itself can be considered as a collections item independently of any added collections items. The bricks and mortar of these museums as well as their fittings are the reason for their existence as a museum.

Some items of historic transport are stored at external sites. The City of Portsmouth Preserved Transport Depot (CPPTD) based at Portchester houses and maintains some of our historic vehicles. The maintenance of these vehicles is regulated by a Service Level Agreement (SLA). Currently, some historic vehicles are stored at Fort Cumberland courtesy of English Heritage.

6.2 Portsmouth Museum

Portsmouth Museum has displays that concentrate on telling the story of Portsmouth from earliest times up to the present through use of collections and interpretation. The fine and decorative art collections are also shown at this site. A temporary exhibition gallery houses a changing programme of shorter-term displays some of which are bought-in, others drawn from the permanent collections of the service. Subject areas which contribute to the displays are: archaeology; art; literary, local and military history and a small element of natural science.

Some larger and environmentally robust items such as stone carvings, historic street furniture, an early telephone box and a commissioned modern kinetic sculpture are sited in the museum grounds.

The Portsmouth Museum site including the former Records Office building has storage for unframed works on paper from the archaeology, art, literary, local, and military history subject areas including archives, natural science herbarium and scientific watercolour collections, costume and textiles, fine furniture, ceramics, glass and metalwork. These stored collections are made available by appointment on at least one 'Stores Access Day' per month although where this day does not suit the enquirer we make every effort to accommodate visits. The site records, maps and excavation reports for archaeology are also housed on this site. It is planned to relocate the city's archive collection and museum collections works on paper to other storage sites in 2014.

6.3 Charles Dickens' Birthplace Museum

This museum has a number of room settings furnished with contemporaneous fine and decorative art from the Regency period to re-create the type of home that the writer was born into in 1812. An exhibition room houses a number of items that once belonged to Dickens himself, contemporary and later illustrations and portraits of Dickens, his family and fictional characters. A few local history archives such as the original rent book for the property are also on display.

6.4 D-Day Museum

The D-Day Museum displays mostly military history collections items including vehicles, documents and armaments related to the D-Day landings, the Battle of Normandy and related WW11 subjects. There are a number of non-military local history and art items to interpret the impact of the war on the civilian home front, particularly in Portsmouth. Some large and environmentally robust items such as tanks, anti-aircraft gun and a Pickett-Hamilton fort are on display outside the museum. The Overlord Embroidery is on display at this museum, on a long-term loan agreement from the Dulverton Trust.

6.5 Southsea Castle

The majority of collections items on display at the Castle are ordnance, particularly cannon to interpret its role as a military fortification. Occasionally other

items relating to the history of the defences of Portsmouth may be shown here on a short term basis - longer term displays of less robust materials are restricted due to environmental issues at this site.

6.6 Cumberland House Natural History Museum

This museum primarily shows natural science collections items although items from other subjects such as art and local history have been used for particular displays such as 'Nature in Art'. Displays include taxidermied birds and mammals; geology including fossils; osteology and entomology.

One large item, a stone slab bearing fossil footprints of an Iguanodon is on open display outside the front door of the museum.

This museum also has a small storage area for natural science collections, mostly taxidermied birds and mammals, geology and the collection of wet preserved specimens. Books, ephemera and collecting equipment from the Guermonprez collection are also stored at this site. Stored collections items can be made available to the public by appointment.

6.7 Eastney Beam Engine House

The main collections items are large-scale pumping engines and associated pumps and other machinery. The displays are housed in two buildings, one of which contains two beam engines and the other gas-powered engines and associated pumps. Displays of local history and art material are used to interpret the story of sanitation in Portsmouth as well as allied trades and industries.

6.8 Central Library

The Central Library is a focus for the literary history of Portsmouth, notably with the special book collections relating to Conan Doyle and Dickens which are kept there.

It houses the Portsmouth History Centre which provides access to the archives collection and the special book collections. Access on demand during opening hours is possible for a large number of archives; others require 72 hours' notice. The Conan Doyle archive collections are available by appointment here as well.

There are small areas for display within the Central Library, including adjacent to the Portsmouth History Centre. Archives storage is currently divided between Portsmouth Museum, the former Records Office on the main Museum site and the Central Library. It is planned to move all archives and works on paper storage to the Central Library and Southsea Library during 2014.

6.9 Hilsea Resource Centre and Hilsea Lines

The Resource Centre is the main storage facility for the museum service. It is not generally open to the public but enquirers may see collections items by appointment. At least one 'Stores Access Day' per month at this site is offered for

to the public although where this day does not suit the enquirer we make every effort to accommodate visits. Museum collections held at the Resource Centre are: archaeology; art; literary, local and military history; and natural science. The school loan collection is also housed at this site.

Hilsea Lines houses a small number of larger robust items mostly of local history. It is hoped that this venue will be vacated and the collections items relocated to other storage areas in the near future.

6.10 Collections at other Venues

Some collections items are on formal loan to non-museum sites. Loan agreements document and regulate such loans. One condition of loan is that if requested, collections items must be made available to the public with reasonable notice.

Some collections items are lent to other Portsmouth City Council sites such as the Parlours of the Lord Mayor and Lady Mayoress/Consort in the Guildhall.

At any one time, short-term loans usually for the purposes of temporary exhibitions, mean that certain collections items may be at external sites including international venues. In addition, some collections items are on longer term loan to non-Portsmouth City Council venues.

7. Themes and priorities for future collecting

The three areas of Museums, Archives and Libraries will collect items under the subject headings which follow. Please note that, as elsewhere, Archives are included under Local History.

- Archaeology
- Local History
- Art
- Literary history
- Military history
- Natural science
- Naval history books

8. Criteria for future collecting

- 8.1** The Museums, Archives and Library Services recognise their responsibility to only acquire items for the council's collections that they have the resources to adequately care for and will take into account factors as staffing, storage and conservation requirements before accepting items. Items will be considered for acquisition where they:

- Originate from the Portsmouth area: produced, collected, or used by persons or organisations having a substantial connection to Portsmouth.
- Represent, document or illustrate the lives, cultural activity and aspirations of the people of Portsmouth and immediate region.
- Depict Portsmouth and the local area.
- Relate to Portsmouth's role in national/international events.
- Originate from elsewhere, but which have a relevance to the Portsmouth area, including objects relating to city twinning and sister-city links.
- Relate to Operation Overlord and the Battle of Normandy.
- In the case of natural science specimens, are from documented find sites in Portsmouth.
- In the case of human artefacts, illustrate the materials, techniques and evolution of similar items held in the collections, or, in the case of natural science items, which illustrate the structure or development of examples held in the collections.
- Items that provide evidence of creative endeavour in Britain, particularly in the Portsmouth area.
- Items which supplement and extend existing significant groups of objects already in the collection
- Items will not be acquired when another museum or kindred institution has a better claim.

8.2 Date range for future collecting: from pre-history up to and including the present day, contemporary as well as historic, in order to best interpret the policy statement. For natural sciences: material of all geological periods.

8.3 Geographical range for future collecting: the Portsmouth area shall generally be defined for this purpose as that area within a 15 mile radius of the Guildhall, including all properties and districts owned or administered by the city council. For natural sciences it is taken as the Hampshire basin and coastal plain.

8.4 Geographical range for archives in addition to the Portsmouth area as defined in 8.3 covers records from Church of England parishes in the deaneries of Portsmouth, Gosport, Havant and Fareham.

8.5 Environment: items will be collected from both the natural and man-made environments, past and present.

8.6 Handling collections

8.6.1 Museum handling collections are divided into three main groups: the separate school loans collection which has a formal booking procedure; curatorial collections such as prints and historic tools for use in informal educational activities such as master classes; and industrial or transport material, for use as spares or consumable working parts.

These items are recorded separately outside the main accession record and are not treated as part of the permanent collection since their intended use implies that preservation cannot be guaranteed. These collections are regularly reviewed and items may be transferred to the main collections and be duly accessioned.

8.6.2 Handling collection material is not subject to the same disposal regulations which govern disposal of accessioned objects. However, if disposal of such an item is considered, first refusal is given to the permanent collections of the Museums, Archives and Library Services.

8.6.3 The library service may add material that falls within the collecting areas of their special collections to lending stock.

8.6.4 Copies of archive material and photographs may be acquired where an owner does not wish to part with original material. Similarly, copies of material relating to Portsmouth and held by other organisations may be acquired to support the collections and to benefit local research.

9. Loans

9.1 Loans In

9.1.1 The council will not normally accept material on loan for the museum collections unless for the purpose of temporary exhibition or copying, or where the item is of exceptional interest. Loans are only accepted for a specified fixed term only, usually annual, renewable in writing.

9.1.2 Long-term loans, particularly but not exclusively, of archaeological material will not be accepted unless the owner takes financial responsibility for their care and curation.

9.1.3 Archives take some items under terms of indefinite loan or deposit. In return for care and public access, these agreements now state that for such material, the collections should remain with the service for at least 20 years or a charge may be made to cover part of the costs incurred.

9.2 Loans Out

9.2.1 In accordance with the principles of the Museums Association's *Smarter Loans* policy (2012), the council may make loans of accessioned museum items to external venues enabling Portsmouth's collections to reach wider audiences. Each application will be considered on its own merits and may require formal agreement by the Cabinet Member for Culture, Leisure and Sport. Loans will only be made if standard conditions of loan are met and in most cases this will require the satisfactory completion of facilities reports.

10. Priorities for future collecting

10.1 The parameters and constraints on acquisition are described above. This section describes how the collections will be proactively developed in order to deliver corporate priorities and objectives. We will also take into account the interests of relevant national and regional agencies and local stakeholders, including users to inform collecting.

10.2.1 Archaeology

It is important to acquire items recovered by archaeological excavations or watching briefs conducted as part of Portsmouth's planning and development control process or from find sites within the city boundary.

Significant bodies of archaeological material from the local area have not been deposited with the museum service as required. The museums service plans to actively pursue these archaeological archives from archaeological units and other bodies, for example: the Hampshire & Isle of Wight Trust for Maritime Archaeology and the Universities of Portsmouth and Southampton. This will ensure easy access to Portsmouth archaeological material for researchers, long term preservation and that the HER is as complete as possible. It is a priority to follow this material up.

10.2.2 Local History

The Archives Service will continue to collect records of Portsmouth City Council and its predecessors to ensure that as full a record as possible is maintained. Records of other local authorities and statutory bodies pertaining to Portsmouth will also be acquired as will local public records offered under the terms of the Public Record Act.

Records which fall within the function of Diocesan Records Office, for Church of England parishes in the deaneries of Portsmouth, Gosport, Havant and Fareham, will continue to be added to join the existing archive for these parishes.

Museums and Archives will seek to acquire material which documents under-represented (or missing) histories of local communities and minority groups. Oral history projects such as Portsmouth's Voices have captured the experiences of some under-represented groups but there remain significant gaps. Research is needed to establish the gaps and to draw up collecting programmes to address these; ideally in up in partnership with the community groups concerned.

Contemporary collecting - defined as material produced in the last twenty years - is another area requiring attention. Work undertaken as part of the Resilient Collections initiative, in partnership with Hampshire and Southampton Museums and the National Motor Museum at Beaulieu, identified a set of actions for all partners to ensure contemporary collecting is focused, valuable and regionally strategic.

Themes for contemporary collecting across the partnership area were suggested: changing work practices; maritime; leisure and tourism; sense of place; and journeys - both metaphorical (through life) and real.

Sport was identified through consultation as an area requiring further collecting development including material relating to Portsmouth Football Club and the Great South Run for example.

Collecting evidence of Portsmouth's contribution to production of advanced technologies such as the space industry and telecommunication has also been identified as an important area to develop. The Library will collect books and printed material relating to the local history of the area.

10.2.3 Art

The priority is to bring the collection of fine and decorative art made by artists with a strong connection to Portsmouth up to date and to bridge the gap in the collections from around 1990 to date.

10.2.4 Literary History

We will seek to acquire material relating to the life, activities and works of Sir Arthur Conan Doyle including: manuscripts and printed editions of works, derivative fiction relating to characters created by Doyle, especially Sherlock Holmes, and material relating to Doylian and Sherlockian groups and societies. Material relating to the adaptations of Doyle works for stage, screen, television, film, radio and other media will be collected, subject to the availability of resources to store and care for it adequately.

Items relating to the Charles Dickens and the Portsmouth years of the Dickens family are rare but will be acquired, when possible to add valuable material to the interpretation of the Charles Dickens' Birthplace and the literary heritage of the city.

The Library Service will acquire works to supplement and extend its holding reflecting the past and continuing literary heritage of the city.

Initiatives such as developing a Literary Centre and the proposed Sherlock Holmes attraction will need directed collecting to supplement and extend existing collections across Museums, Archives and Library Services.

10.2.5 Military History

During the next five years the council plans to redevelop the D-Day Museum in partnership with key stakeholders including Veterans. It is likely that this will entail active collecting of oral history recordings and videos of Veterans and witnesses to the event.

The special books section in the library service will add to their collections relating to naval history.

11. Themes and priorities for rationalisation and disposal

11.1 All rationalisation and disposal of items will be in accordance with the Disposal Procedures in sections 19-21 of this Policy. Disposal might include for example: rehousing by transfer to another museum or appropriate organisation or by transfer to the handling collections.

11.2 Items will not be acquired and will be considered for disposal under these general criteria:

- Where they do not meet the criteria of the Collections Development Policy

- Where they cannot be conserved, documented, stored, displayed or insured to an acceptable standard and transfer to another museum or organisation would be beneficial to their preservation
- Where, although meeting the criteria of the Collections Development Policy, there is excessive duplication of items
- Where they are in poor condition and beyond repair
- Where they pose threats to other parts of the collection or to health and safety

11.3 Specific areas identified for rationalisation and potential disposal

11.3.1 Large Objects: A review of large objects and bulk collections was undertaken as part of the 2010-2011 project with Southampton City Council Arts and Heritage (funded by MLA). This included an internal assessment against a set of criteria and the use of external verifiers. As a result a number of items were identified and formally agreed for disposal. This work needs to be completed and extended to items that were not included in the original project. Large objects acquired for initiatives that have not come to fruition (see 4.1) that are less relevant to priorities of the service and/or that we cannot care for will be assessed and considered for disposal as follows:

- Archaeology: large ceramic objects such as architectural elements and also bulk archaeologically recovered flint should be subject to further review after their origin and significance has been thoroughly assessed.
- Art: non-British furniture, large items of furniture in poor condition, duplicate items of furniture and items of furniture that have specific non-local provenance e.g. the Evesham cabinet.
- Local History (museum): vehicles in poor condition or ones that we do not have storage for; vehicles with little or no connection to Portsmouth; duplicate items (particularly of furniture).
- Military History: ordnance with little connection to Portsmouth and / or that we cannot adequately care for, including ordnance already on long term loan to institutions outside Portsmouth.

The nationally significant Hoad and Sons Wheelwright collection was included in the original large objects review. It was recommended that the collection was fully catalogued before any decision on future use or rationalisation occurred. External funding will be required to implement this.

- 11.3.2 Archaeology:** disposal of environmental samples which have not been properly packed or processed and are no longer viable; items with no provenance or that have become disassociated from site archives to be considered for handling collection or disposal. Issues regarding material held on loan need to be resolved.
- 11.3.3 Archives:** disposal of duplicate items, and of items assessed not to be worthy of permanent preservation identified initially as the collection is prepared for relocation. The same rationale will be thereafter applied as part of the on-going records management process.

- 11.3.4** Literary History: disposal of duplicate advertising material in the Conan Doyle Collection, duplicate secondary material in the Dickens museum collection, Dickens Festival Programmes for example.
- 11.3.5** Local History (Library): disposal of duplicate material from the special collection that falls outside the core collecting geographical area. This material will be offered in the first instance to Hampshire County Library Service, West Sussex Library Service or Isle of Wight Library Service.
- 11.3.6** Museum library: disposal of duplicates and books, including items that may have previously been accessioned that are not relevant to the subjects covered by the museums service or that will not be required to answer enquiries from the public.
- 11.3.7** Handling collections: a review of the schools loan collection including material that may have previously been accessioned is to be undertaken to ensure continued relevance and accessibility of the items, followed by disposal of non-relevant items.

12. Limitations on collecting

- 12.1** The council 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.

13. Collecting policies and plans of other museums and archives services

- 13.1** The council will take account of the collecting policies of other museums, repositories and other organisations collecting in the same or related areas of subject fields. It will consult with these organisations where conflicts of interest may arise, where there is a common interest or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

Specific reference is made to the following organisations:

- Chichester District Council Museums
- Pallant House , Chichester
- Dickens House Museum, London
- Hampshire Archives and Local History, Winchester
- Hampshire County Council Arts and Museums Services
- Isle of Wight Heritage Service
- Isle of Wight Records Office
- National Museum of the Royal Navy, Portsmouth
- Southampton City Council Arts and Heritage
- The National Archives
- West Sussex Records Office
- Winchester Museums Service

14. Acquisitions not covered by the policy

- 14.1 Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the council or responsible officer, having regard to the interests of other museums.

15. Acquisition procedures

- a. The council will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any item or specimen unless the council or responsible officer is satisfied that the council can acquire a valid title to the item in question.
- b. In particular, the council will not acquire any item or specimen unless it is satisfied that the item 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*, the council will reject any items that have been illicitly traded. The council 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 council 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. The council 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 15a, 15b, 15c or 15e will only be because the service is either:
 - acting as an externally approved repository of last resort for material of local (UK) origin; or
 - acquiring an item of minor importance that lacks secure ownership history but in the best judgement or 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 the council 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 council 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. In addition, the service will follow the procedures in its own *Human Remains Policy* (2009).
- h. The acquisition of much archive material is governed by a number of pieces of legislation and legal agreement, and two national standards. Acquisition of material for the archives collection is carried out in accordance with a statutory framework which includes the following:
- *Local Government (Records) Act 1962*
 - *Local Government Act 1972* (section 224)
 - *Public Records Acts 1958 and 1967*: the service is recognised as a ‘Place of Deposit’ under these Acts and has acquired Public Records under the authority of the Acts
 - *Manorial Document Rules 1959 and Tithe (Copies of Apportionment) Rules 1960*: the service is a designated place of deposit for manorial and tithe records and is a Historical Manuscripts Commission Approved Repository
 - *Parochial Registers and Records Measure 1978* (amended 1992): the service is designated by the Bishop of Portsmouth as the official place of deposit for records of parishes located in the deaneries of Portsmouth, Gosport, Havant and Fareham
 - *The National Archives Standards for Record Repositories* (2004) the service has adopted the policies set out in this Standard
 - *PD5454: 2012 Recommendations for the Storage and Exhibition of Archival Documents*

16. Spoilation

- 16.1** The council will use the statement of principles *Spoilation 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.

17. The Repatriation and Restitution of objects and human remains

- 17.1** The council, acting on the advice of the museums professional staff, may take a decision to return human remains (unless covered by the *Guidance for the care of human remains in museums* issued by the 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 19.1a-19.1c; 19.1e; 19.1g and 19.1u below will be followed but the remaining procedures are not appropriate.

- 17.2** The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the *Guidance for the care of human remains in museums*. In addition, the council will follow the procedures in its own *Human Remains Policy* (2009).

18. Management of museum archives

- 18.1** As the museum, distinct from the records collection holds and intends to acquire archives including photographs, documents and printed ephemera, it's governing body will be guided by the *Code of Practice on Archives for Museums and Galleries in the United Kingdom* (third edition, 2002).

19. Disposal procedures (Museum collections)

19.1 *Disposal preliminaries*

- a. The council will ensure that the disposal process is carried out openly and with transparency.
- b. By definition, the council has a long-term purpose and holds collections in trust for society in relation to its stated objectives. The council 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 service's collection.
- c. The council 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. The Guermonprez collection (Charity number 306342) is subject to charitable trust and charitable law and is legally trust property held on trust by Portsmouth City Council. Any considerations of disposal must be referred to the Charity Commissioners.
- e. When disposal of a museum item is being considered, the council 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 proportion of the proceeds if the item is disposed of by sale.
- f. All disposals will be made in accordance with relevant legislation, accords and accepted procedures for the restitution of cultural property and the CITES legislation.

Motivation for disposal and method of disposal

- g. When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 19h-19u will be followed and the method of disposal may be by gift, sale or exchange.
- h. 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 in paragraphs 19h-19o and 19u 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

- i. 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 council only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for the museum and archive 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 Museums, Archives and Visitor Service will also be sought.

Responsibility for disposal decision-making

- j. A decision to dispose of a specimen or an item, 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 council acting on the advice of professional curatorial staff, and not of the curator of the collection acting alone.

Use of proceeds of sale

- k. Any monies received by the 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 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.
- l. 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

- m. 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.
- n. If the material is not acquired by any Accredited Museums to which it has been 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 Journal and/or advertised on the Museums Association 'Find an Object' website and in other specialist publications where appropriate.
- o. 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

- p. The nature of disposal by exchange means that the council will not necessarily be in a position to exchange the material with another Accredited museum. The council will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- q. In cases where the council wishes for sound curatorial reasons to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the procedures in paragraphs 19a-19f, 19i-j will be followed as will the procedures in paragraphs 19p-19u.
- r. 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.
- s. If the exchange is proposed with a non-accredited museum, with another type of organisation or with an individual, the service will make an announcement in the *Museums Journal* and in other specialist journals where appropriate.
- t. 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

- u. 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.

20. Disposal (Archive collections)

- 20.1** The disposal of much archive material – particularly public archives and Anglican church records – is governed by a number of pieces of legislation and legal agreements, and two national standards.
- 20.2.** Disposal from archive material is handled either at the point of receipt, or later on (using sampling or other appropriate techniques) sanctioned by power of disposal that is obtained when the material is deposited.
- 20.3** *The National Archive Standards for Record Repositories* (1st edition 2004) requires the archivist to seek the authority of the depositor at the time of deposit (or subsequently for older deposits) for any destruction or transfer of material.
- 20.4** Documents held on indefinite loan will be returned to their depositor if disposal is agreed.

21. Disposal (Library special collections)

- a. The Library Service may not dispose of reference works in the Local History, and Naval collections.
- b. Books transferred in 1968 - 70 from the Charles Dickens Birthplace Museum may not be disposed of without formal prior agreement from the museum as these items were part of the original Birthplace Museum collection.

22. Review

- 22.1** The Collections Development Policy will be published and reviewed from time to time, at least once every five years. The date when the plan is next due for review is noted below.
- 22.2** Archives will be subject to a separate Accreditation application. This is to be rolled out over the next three years, as yet no due date for submission has been announced for Portsmouth.
- 22.3** Arts Council England will be notified of any changes to the Collections and Development Policy, and the implications of any such changes for the future of existing collections.
- 22.4** The previous document (then titled 'Acquisitions and Disposal Policy) was last reviewed and approved under Culture and Leisure Executive Committee minute 27/05, 22 December 2005, amendments approved under MIS28/13 July 2007.
- 22.5** This policy was drafted July 2013 - February 2014
- 22.6** This plan was approved by the governing body on XXXX

22.7 The plan be due for review in September 2018

Ref: RH - Museums/Docs/Accreditation 2013