



Tiverton Museum of Mid Devon Life
Collections Development Policy

Name of museum: Tiverton Museum of Mid Devon Life

Name of governing body: Tiverton and Mid Devon Museum Trust

Date on which this policy was approved by governing body: 11th November 2014

Policy review procedure: To be reviewed in line with any changes to the Accreditation Standard, not less than every two years (November 2016). This will be done by the Director, and then presented to the Planning Sub Committee before presentation to the Executive Committee for approval.

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: November 2019

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

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

1.1. The museum's statement of purpose is:

'The Trust shall be and is instituted for the purpose of assisting the study of the history of Tiverton and district by providing and managing a Museum'.

This objective from the Museum Trust's constitution is further amplified by fourteen stated powers. In pursuing this, the Trust seeks to collect, preserve and display items connected to the history of Mid Devon in a way that can be appreciated by the whole community. The Trust seeks to meet the needs of existing and new audiences including local people and visitors to the area, as well a worldwide audience who use the museum for family history research. The Trust aims to inspire and involve our community at all ages, and to provide formal and informal learning opportunities.

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

Tiverton Museum was founded at a public meeting in Tiverton Town Hall on 23rd November 1959 where concern was expressed at the disappearance of evidence representing local agriculture and industry, culture, community and domestic life. At a public meeting called by Vic Broomfield and Bill Authers, a committee was appointed: Chairman W.P. Authers; Vice Chairman V.J. Broomfield; President Derick H Amory. Eden R. H. Dicken became the Honorary Curator. The Museum opened on 24 June 1960 at 9 Angel Terrace. As the collection grew, the museum moved to Chilcott School in St Peter Street in 1962. In 1965 the museum gained Charity Status (No. 239531). As it was once again outgrowing its premises, the museum found that St. George's Church would sell their church halls - the old National School which had been built in 1841. The cost of £6,000 was defrayed by Lord Amory and the purchase was complete on 17th June 1968. In 1976 the Waggon Gallery was constructed. Many of the carts were donated by the Alford Brothers (whose family had farmed at Netherexe Barton for 3 generations). In 1979 Lord Amory decided that the 1400 class loco that he had purchased in 1965 (and placed in Blundell's Road) needed to go under cover. The engine was moved on the 5th February and the new gallery was erected around the engine which had now been given to the museum. In 1982 an original Heathcoat weaving machine was offered to the museum. The machine, made in 1853, is one of the few surviving of Heathcoat's original design, which revolutionised the manufacture of lace and altered the pattern of industry in Tiverton. The waggon collection was conserved in 1998, and in 2000 the museum reopens after a major refurbishment project in the main museum building. The transport gallery was redisplayed in 2006 allowing level access throughout the gallery, and public access into the cab of the 'Tivvy Bumper' steam engine.

Over many years the great support of the local public has resulted in the assemblage of a vast, eclectic collection. The museum is still offered items on a very regular basis, and depends upon donation to the collection as there is no purchasing budget. The Museum and these collections are administered and controlled by the Executive Committee of the 'Tiverton and Mid Devon Museum Trust' (hereinafter called the Trust) with a full-time Director responsible to them for day-to-day management.

3. An overview of current collections

Existing Collections:

The social history collections are well provenanced and broadly reflect the social history of Mid Devon (as per the Statement of Purpose). They fall into sixteen identifiable areas: community life, domestic life, costume, agriculture, industry, trades and crafts, transport, militaria relating to the 'home front', early history, local government, natural history (geology), archaeology, photographs, archives, fine art and numismatics. (See Appendix 1)

With a number of notable exceptions the time-scale represented by the collections is from the Seventeenth Century through to the Second World War period, plus an increasing number of post-war items. The museum also has a significant collection of local newspapers and printed ephemera. The museum has recently started collecting oral histories in a digital format (and has a growing collection of archival items in digital formats).

The paper archive consists of approx. 12625 items; archaeology 350; natural history (geology) 140; numismatics 552; photographs 17533; pictures 490; social history (objects) 12151.

There is a schools handling collection in the museum, which is currently catalogued but not considered to be part of the main collection. Any items removed from this collection are presented and approved by the Executive Committee. There is an additional reminiscence collection (used for our reminiscence service) which is not catalogued on Modes and disposal is not subject to approval from the Executive Committee. As a heavily used collection breakages and damage are inevitable, and the collection needs to remain fluid and stimulating for users therefore it is not considered appropriate to accession these items. Donors to the handling and reminiscence collections are made aware of how their objects will be used.

Geographical Area:

The collecting area is defined as those towns and parishes administered by the Mid Devon District Council and those other areas traditionally associated with Tiverton. These are:

Mid Devon: Bampton, Bickleigh, Bow, Bradninch, Burlescombe, Butterleigh, Cadbury, Cadeleigh, Chawleigh, Cheriton Bishop, Cheriton Fitzpaine, Clannaborough, Clayhanger, Clayhidon, Coldridge, Colebrooke, Coppystone, Crediton, Crediton Hamlets, Cruwys Morchard, Cullompton, Culmstock, Down St Mary, Eggesford, Halberton, Hemyock, Hittisleigh, Hockworthy, Holcombe Rogus, Huntsham, Kennerleigh, Kentisbeare, Lapford, Loxbeare, Morchard Bishop, Morebath, Newton St Cyres, Nymet Rowland, Oakford, Poughill, Puddington, Sampford Peverell, Sandford, Shobrooke, Silvertown, Stockleigh English, Stockleigh Pomeroy, Stoodleigh, Templeton, Thelbridge, Thorverton, Tiverton, Uffculme, Uplowman, Upton Helions, Washfield, Washford Pyne, Wemworthy, Willand, Woolfardisworthy, Zeal Monachorum.

North Devon: Rackenford, Witheridge (parishes traditionally associated with the market town of Tiverton; nonconformist religious connections; transport and postal links).

Somerset: Brushford, Dulverton, Exebridge, (parishes traditionally associated with the market town of Tiverton; nonconformist religious connections; transport and postal links).

East Devon: Rewe, Netherexe, Stoke Canon, Upton Pyne, Brampford Speke (bulk of waggon collection from Netherexe; transport and educational links).

The scope of the transport collection is also limited by geographical considerations:

- emphasis will be placed on collecting railway items from:
 - the Exe Valley line between the stations at Stoke Canon and Dulverton
 - the Tiverton to Tiverton Junction line
 - the Culm Valley line
 - the line between Stoke Canon to White Ball Tunnel
 - the ex-L.S.W.R. lines from Cowley Bridge through Crediton
- emphasis will be placed on collecting items from the Grand Western Canal particularly between Tiverton and Greenham.

4. Themes and priorities for future collecting

The Trust will continue to collect material that adds significantly to the strength or improvement of the present collections and that follows the same themes and periods of time as listed in Section 3. The Trust will only accept items that are well provenanced (with links to the geographic areas as listed in Section 3) and that can clearly contribute to the Trust's aim of telling the story of Mid Devon, as per the Statement of Purpose. The Trust will give priority to collecting items from parishes not represented within the existing collections. New items may be displayed, or stored for future use.

As with many museums, storage space is limited and this must be considered with all future acquisitions.

Large objects:

- Large objects are a feature of Tiverton Museum. However, there is currently little space available to collect further such material. This should not prevent acquisitions but such material needs to be very carefully chosen and has to fulfil a very definite need within the Museum.
- Farm implements: If a large space ever became available consideration should be given to acquiring a tractor and farm implements from the period 1955-70.

Paper archives/ephemera and photographs:

- The museum will not collect contemporary newspapers as this is undertaken by the public library. (Although microfiche and microfilm copies of the *Tiverton Gazette* will be collected as reference copies to prevent wear on the original paper copies – these will not be accessioned into the museum's collection).
- The museum will continue to collect paper ephemera (historic and contemporary) providing there is a Mid Devon connection and links to an identified collecting area.
- The Trust will not collect local government items which are statutorily collected by another institution.
- The Trust will liaise with the Devon Record Office over any deeds and documents offered to the museum which would be more appropriately housed at the Record Office.
- The Trust will continue to collect photographs relating to Mid Devon.

Geology and Archaeology:

The Museum will only collect and/or borrow limited and representative examples of prehistoric, Roman and mediaeval artefacts to enable it to display the evolution of Mid Devon during these

early periods. It will not collect reference material from these periods. Advice on collecting archaeological material from the Mid Devon district will be sought from Tiverton Archaeological Group and the County Archaeologist. The museum will not collect geological material [ref 11]. With these exceptions, the Museum will advise potential donors of earlier material to deposit it with appropriate Accredited museums that have the appropriate resources to care for it.

Guidelines for the collection of late twentieth- and twenty-first-century material

The Museum will collect selected material from the early modern and modern periods, including the period 1945 to date. However, it should be noted that from the very recent past there is a plethora of material used by people in Mid Devon. In terms of resources and space, specific criteria need to be considered for late twentieth- and early twenty-first-century collecting and these are outlined below.

Subject to available resources:

- The Museum will collect contemporary material in the areas of agriculture, industry, transport and domestic life. This should specifically reflect life in Mid Devon.
- The Museum recognises the influence on Mid Devon life of multi-national companies and organisations, e.g. supermarkets. However, collecting material of this nature must be well thought through and meet the museum's collecting priorities and reflect specifically Mid Devon Life.
- The Museum will collect items relating to transport within the identified geographical area of Mid Devon, and which is unique to transport within this area.
- The Trust will only acquire material produced after 1945 which:
 - i) was manufactured within the collecting area.
 - ii) was associated with a definite historical event within the collecting area.
 - iii) symbolises the essence of the period.
 - iv) significantly adds to existing collections.
 - v) reflects the increasing pace of change within society.
 - vi) relates to Tivertons in other parts of the world.

The Trust will not seek to acquire:

- i) items in serious need of conservation where there are no realistic expectations that conservation can be completed
- ii) coins except to supplement the display on the evolution of the coinage. No reference material will be collected.
- iii) natural history items
- iv) furniture
- v) militaria except those items relating to the 'home front'
- vi) firearms
- vii) large objects (except as defined above)
- viii) duplicate items (except for use in reference collections)
- ix) unprovenanced or non-local items. The Museum will undertake to advise potential donors of appropriate museums to approach wherever possible.

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.

The museum is not undergoing a full scale rationalisation of the main collection, but is reviewing some of the items which are used in the handling collection. Items from the main collection may be reviewed for rationalisation in the course of working on the collection. This may be the case if we come across items that are in very poor condition, or are duplicate items.

Since the museum's first Acquisition and Disposal policy (adopted 1990), a programme of rationalisation of the collections has taken place. Items that were outside of the collecting area, and some duplicate items have been disposed of following the Museums Association's guidelines. There are some duplicate items remaining, which may be reviewed in due course. The museum will not collect further duplicate (or items that are similar to existing collections) unless there is a clear justification for doing so.

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):

Coldharbour Mill Museum, Uffculme, Cullompton
Crediton Museum
Bampton Heritage Centre
Somerset Rural Life Museum, Glastonbury
Museum of Barnstaple and North Devon
South Molton and District Museum
Okehampton Museum of Dartmoor Life
Great Western Trust at Didcot

8 Archival holdings

The museum holds a significant collection of photographs and paper archives relating to the Mid Devon area. The collection will continue to be developed to further enable the museum to record and relate the history of Mid Devon. The majority of this material is in paper format, but digital copies are increasingly being offered to the museum.

These archival holdings mostly date from the late nineteenth century onwards. They illustrate many areas of the museum's object collection (eg showing farming equipment in use) and changes in the local area.

9 Acquisition

9.1 The policy for agreeing acquisitions is:

Gifts and bequests: the Director has authority to accept or reject gifts and bequests of items offered to the Museum. Gifts offered at short notice may be provisionally accepted by any Executive Committee member. All acquisitions are reported to the Executive Committee. The Trust may decline gifts or bequests that have special conditions attached to them (such as being on permanent display).

Purchases: the Director has authority to purchase items within the terms of the agreed collecting policy up to a limit of £100. Such purchases are to be reported to the Executive Committee, which has authority to purchase items valued at over the stated amount.

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

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 Disposal procedures

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

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

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

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

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

15.6 A decision to dispose of a specimen or object, whether by gift, 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, if any, and not of the curator or manager of the collection acting alone.

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

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

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

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

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

Disposal by exchange

15.12 The 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.

15.12.1 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.

15.12.2 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.

15.12.3 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).

15.12.4 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

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

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

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

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

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

APPENDIX 1 The Collections

The collections fall into sixteen separate identifiable areas:

i) Community life:

- church: carving
- chapel: communion set, banner, etc
- education: inkwell carrier, certificates, plaques
- health: doctor's and dentist's items
- personalities: items related to Gooding, Capern, Wood, Hill, Harford, Best, Pollett, Cosway, Rippon, Down, Glass, Carew, Boyce, Caraboo (Wilcox), Farewell, Cameron, Sage, Blundell, Greenway, Blackmore, Gamlens of Hayne, Blagdon, etc

ii) Domestic life

- kitchen: cooking utensils and equipment; ranges; pots and pans, cloam and Dutch ovens, scales, teapots, bottles, taps, trivets, knife sharpeners, stoves, kettles, cutlery, jugs, mugs, cups, gas refrigerator and cookery, etc
- laundry: hand-operated washing machines, dollies, copper, wash-board, mangles, tongues, wooden sinks, flat irons, water wheel, goffering irons
- living: lamps, inkstands/bottles, pottery, clay-pipes, china, footwarmers, glass, door-knockers, locks/keys, desk-top accessories, window-frames, musical instruments, record players, money boxes, fire-backs, fire tongs, paraffin and electric heaters, candle snuffers, samplers, clocks, calendars, framed pictures, pocket watches, boot jacks, radios, sewing machines, knitting machines, needle-craft/dressmaking, lace making etc
- bedroom: bedspreads, quilts
- cleaning: vacuum cleaners, brushes
- childhood: toys, puzzles, dolls, dolls houses, games, pictorial composition cards, costume

iii) Costume:

- the collection of female costume ranges from the early-nineteenth to the mid-twentieth centuries. Its main strength lies generally between the 1860s and 1920s. There are: dresses, skirts, blouses, bodice jackets, shawls, coats, capes, aprons, underwear, night dresses, hats, veils, collars, stoles, scarves, gloves, shoes, sandals, ladies accessories, e.g. hair crimpers, purses, hat pins, vanity box, powder compacts, etc.
- there is a small collection of male accessories: collars, scarves, nightshirt, shoes, clogs, umbrellas, etc.
- occupational dress: including agricultural, fire brigade, police, etc.

iv) Agriculture:

- cultivators, drags, hoes, ploughs, mills, waggons, carts, seed drills, corn hutch, horse wheel, wheelbarrows, hand tools, harrow reaper, tractor, horse harness, bits and snaffles, pulpers and cutters, dairy equipment, cider-making equipment, countrymen's smocks, horseshoes, brewing equipment, overshot and undershot waterwheel, etc.

v) Industry:

- Heathcoat lace making machines, fabrics, lace, lace making tools, apprentice piece, etc.

vi) Trades and Crafts:

- items related to inn keeping, tailoring, shoemaking, dealing in agricultural implements
- retailing: gunsmithing, tinsmithing, hardware dealing, news vending, locksmithing, photography, carpentry, saddle making, blacksmith and wheelwright shops, wool scales, tobacconist, Post Office, grocer

vii) Transport:

- roads: governess trap, horse harness, saddles, bicycles, tollgate, road menders tools, items related to freight haulage, public and private transport, bus timetables

- railway: locomotive and items relating predominately to the G.W.R. and also to the L.S.W.R., Southern, and B.R.; permanent way ancillaries, hand tools, furniture, signalling equipment
- waterways: implements, documents, etc., related to use of canal for leisure as well as for working

viii) Militaria:

- weapons, medals, uniforms and accessories, model soldier and aircraft collections, HMS Hermes model, A.R.P., Home Guard, R.O.C. items, incendiary devices, P.O.W. items

ix) Early History:

- Civil War round shot and model, charity boards, stocks, staple marks, Cromwell Charter, 'Armada' chest, etc.

x) Local: borough insignia, stamps, seals, town clerk's robe

- Government: weights and measures, police truncheons, badges, helmets, whistles, fire brigade badges, helmet, lamp lighting, cell doors, etc.

xi) Natural History:

- fossils, rock types and minerals (very small collection) - (geology)

xii) Archaeology:

- prehistoric flints and tools, model of Roman fort, querns, pottery (very small collection)

xiii) Photographs:

- photographs & negatives of local personalities & scenes

xiv) Archives:

- deeds, documents, ephemera, postcards & printed matter

xv) Fine Art:

- prints, drawings and paintings

xvi) Numismatics:

- coins and trade tokens

APPENDIX 2 – Loans

The term 'permanent loan' has no legal status.

Loans to the Museum

- i) All loan agreements will be made by the Director (who will notify the Executive Committee) for a specific period of time not exceeding ten years with institutions and five years with individuals. Such agreements will be supported by the appropriate legal documentation setting out the terms of the loan. These are recorded on standard entry forms and are renewable by negotiation.
- ii) All new loans will be accepted only for research and display purposes at the discretion of the Director. The Executive Committee will be notified of any such arrangements.
- iii) The Museum will only accept loan objects for identification at the discretion of the Director.

Loans to other museums and organisations:

- i) Short term loans to other museums and for research and temporary exhibition purposes may be made for no more than six months at the discretion of the Director. The Executive Committee will be notified of any such arrangements.
- ii) Long term loans may be made to Accredited museums and other approved institutions for up to ten years with the approval of the Executive Committee.
- iii) All long term loans will be supported by the appropriate legal documentation setting out the terms of the loan and will be subject to early recall if items are required for Museum use.
- iv) Where appropriate, before an item is loaned to another museum or organisation, the Director is to make themselves conversant with the venue's standards of conservation and security. Recipients of items on loan from the Museum will be responsible for any infringement of conservation and security conditions and resulting damage to any object.
- v) Where appropriate, loans are to be insured by the recipient during transit, delivery, collection, and display.
- vi) Handling collections of items will continue to be formed for loan to schools. Although they are listed in the catalogue they are not considered to be part of the main collection.