

COLLECTIONS DEVELOPMENT POLICY

Revision	Revision Date	Owner	Reference	Comment
00	October 2013	Registrar	COL-POL-024	New policy to meet Accreditation requirements
01	September 2015	Registrar	COL-POL-024	Review and to meet new collections management policy
02	November 2016	Registrar	COL-POL-024	Amendments following Executive Board and Curatorial Department comments
03	June 2019	Director of Collections and Head of Collections Services	COL-POL-024	Rewrite to reflect collections department structure & up to date standards

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1. Introduction

The Purpose of the Royal Armouries is:

To use and develop our expertise to preserve, study, present and interpret the national collection of arms and armour, ensuring its continued relevance and positive contribution to public life in perpetuity.

The Vision of the Royal Armouries (the Museum) is:

As history's expert witness, we shall inspire people to discover and understand how many of the most compelling narratives of human endeavour and experience have been, and continue to be, shaped by arms and armour.

2. Legal Framework

The National Heritage Act 1983 (as amended by the Museums & Galleries Act 1992) requires the Board of Trustees of the Royal Armouries to maintain and exhibit a national collection of arms, armour and associated objects, and to maintain a record relating to arms and armour and to the Tower of London. The Act requires the Royal Armouries (the Museum) to care for, preserve and add objects to the collection, as well as to exhibit them to the public, make them available for study and research, and generally promote the public's enjoyment and understanding of arms and armour.

The Museum will adhere to all national and international statutes of law in all its activities relating to the collection, as outlined in the *Collections Management Policy Framework*. Specifically related to Collections Development, these include, but not exclusively: Firearms Act 1968; UNESCO 1970 Convention of the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property; the Convention for International Trade in Endangered Species 1973; Dealing in Cultural Objects (Offences) Act 2003; Treasure Act 1996 (as amended by the Coroners & Justice Act 2009); and the Human Tissue Act 2004.

The collection is at the heart of all the Museum's activity. By definition, the Museum has a long-term purpose and holds the collection in trust for the benefit of the public in relation to its stated objectives. The Board of Trustees of the Royal Armouries 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. The Board of Trustees will ensure that all aspects of collections management including acquisition and disposal are carried out in a due diligent, open and transparent manner meeting national and international standards, guidelines and best practice.

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3. Due Diligence

The Museum will exercise due diligence in all aspects associated with the collection and its management of those collections. The Museum will make every effort not to acquire, whether by purchase, gift or bequest, any object unless the Museum is satisfied that it can acquire a valid title to the item in question (see *Due Diligence and Acquisition Procedures*). The Museum will not acquire or borrow any object unless it is satisfied that the object 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, and reject any objects that have been illicitly traded.

The Museum expects others to work to similar standards and will make every effort to lend to, and borrow from organisations who operate ethically and / or have an ethical loans policy.

Acquisitions outside this policy will only be made in exceptional circumstances, and then only after proper consideration by the Museum and the Board of Trustees, having regard to the interests of other museums. The Museum will not undertake disposal motivated principally by financial reasons.

4. Ethical standards and guidance

The Museum is committed to carrying out all its activities ethically and morally (see Royal Armouries' *Ethics Policy*), adhering to the International Council of Museums (ICOM) Code of Ethics and the Museums Association (MA) Code of Ethics. The Museum manages its collections following standards, guidelines and best practice including, but not exclusively:

- i) Combating Illicit Trade: Due Diligence Guidelines for Museums, Libraries and Archives on Collecting and Borrowing Cultural Material (Department for Culture, Media and Sport 2005)
- ii) PAS 197: 2009
- iii) Place of Deposit for Archives
- iv) Accreditation Scheme for Museums, Arts Council England
- v) Archive Accreditation Standards
- vi) SPECTRUM 5.0
- vii) CILIP (Chartered Institute of Library and Information Professionals) guidelines

5. Collections Development

The Museum is the United Kingdom's National Museum of Arms and Armour. It is Britain's oldest museum, and one of the oldest museums in the world. It holds one of the largest collections of arms and armour in the world, and includes the UK's National Collection

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of Arms and Armour, the national artillery collection, and the National Firearms Centre collection. It also acts as custodian of the history of the Tower of London.

The collection is recognised as one of the most prestigious collections of arms and armour in the World. The Museum's vision for the collection is to continue to develop it to that international standard. To use the collection for learning, enjoyment, inspiration and the furtherance of knowledge and research, to engage users with their cultural, artistic and scientific heritage.

The Museum aims to care for the collection to the highest standards, ensuring they are preserved and developed for future generations, to be a model for best practice and a centre of excellence for the care and use of arms and armour collections.

The Museum's policy principles and mechanisms for collections management are set out in the *Collections Policy Framework* and underlying policies and procedures. The Museum actively manages its collection through acquisition, lending and rationalisation.

6. A history and overview of the collection

The Museum originated in the Tower of London, and today operates across three main sites: its headquarters in Leeds, its historic home in the Tower of London and its artillery museum at Fort Nelson in Portsmouth.

The Museum's collection consists of examples of arms, armour and artillery dating from antiquity to the present day. The collection covers the development of arms and armour for military, sporting, presentation and other purposes. Geographically they cover a huge area including Europe, North America, Africa and Asia.

Notable collections include: important medieval holdings, royal armours of the Tudor and Stuart kings; arms and armour of the English Civil Wars; the armoury from Littlecote House; British and foreign military weapons from the Office of Ordnance and Ministry of Defence Pattern Room collections; and holdings of oriental arms and armour.

The Royal Armouries also holds a number of special collections relating to the history of the Tower of London, including antique prints and drawings, paintings, early photographs, archives and rare books.

In alphabetical order:

a. Archery

The collection of European and American archery equipment includes some highly important objects, such as longbows retrieved from the Mary Rose, Henry VIII's flagship, excavated in the 19th century. There is a world-class group of crossbows ranging in date from the late 15th to the 19th century, including one

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example of a type associated with King James I, with an important group of cranequins, gaffles and other spanning mechanisms, quivers and quarrels. There is also an important holding of excavated medieval arrow and quarrel heads, mostly from the River Thames, and a significant collection of target archery equipment and accessories of the 18th and 19th centuries. Modern crossbows, bows and blowpipes are also represented.

b. Archives & Special Collections (Library)

The collection holds material relating to the development of arms and armour; the history of the Tower of London and its institutions including the Tower Armouries (before 1 April 1984); the Royal Armouries (after 1 April 1984); and other related subjects and organisations such as Royal Small Arms Enfield, chivalry and knighthood, warfare and military science.

The scope, acquisition, disposal and use of the archives and special collections are detailed within the *Archives Development Policy*, *Information and Records Management Policy*, and the *Archives Appraisal Policy*.

The special collections (library) includes early books on fencing and the art of warfare, including the 16th century works of the Italian fencing masters Camillo Agrippa and Achille Marozzo; military manuals and drill books, including: the works of Henry Hexham, used extensively during the English Civil Wars; General Wolfe's Instructions to Young Officers; and the Standing Orders written by Robert Craufurd, commander of the Light Division during the Peninsular War; official handbooks and training manuals relating to small arms and artillery, issued by the War Office and the Admiralty; illustrated books on chivalry and knighthood, including: a 19th century facsimile of *Der Weisskunig* (The White King), with engravings by Hans Burgkmair; and a number of volumes relating to the Gothic revival, in particular a fine copy of *The Eglinton Tournament 1839* illustrated by the artist James Henry Nixon.

c. Armour

The armour collection is important in that it is an historic royal armoury and also an arsenal. As such, considering the size, spread, quality and scope of the collection, it cannot be matched by any other world collection. One of the most highly-regarded sections are its collection of armour made in the royal workshops at Greenwich, founded by Henry VIII, and its Stuart royal armours of the early 17th century. It includes important groups of medieval armour, both mail and plate, of the 14th and 15th centuries. There are collections of Renaissance armour, particularly decorated armours of Germany and Italy. There are some of the finest etched, gilt and embossed armours of the world. The historic Tower arsenal collection contains royal munition armour of the 16th and 17th century, but also Parliamentary armour: the Littlecote armoury. Its holdings of tournament armour, which include pieces with Hapsburg origins and from the English royal collection, are internationally significant. It also contains holdings of ancient and modern armour.

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d. Art

The collection of fine, decorative and applied art ranges in date from medieval to contemporary and includes drawings, engravings, lithographs, woodblock and letterpress printing, oil paintings and watercolours. Most objects are of European origin, principally British, and are two-dimensional, although there are a few pieces of sculptural artwork.

e. Artillery

The artillery collection is of national and international significance in its scope, due to its technical interest, aesthetic quality and early origins. It relates to two of the Tower of London's historic roles. Firstly, as an arsenal, the Tower was the major storehouse of artillery from the 14th century. Experimental and obsolete pieces were retained as an official record. Secondly, as a showplace, the Tower was home to many guns taken by right of conquest or presented by friendly powers. The collection includes outstanding trophy guns and diplomatic gifts ranging in origin and date from the famous Turkish bronze bombard dated 1464 to the French guns captured following the battle of Waterloo.

The artillery collection reflects technical developments in field, fortification, and naval artillery, although many of the relevant pieces also have specific military or political history attached to them, and/or are decorated artistic pieces. Notable early pieces include the mid-15th century 13-inch `Boxted` Bombard and the historically significant 15th century bombard `Mons Meg`.

The collection is strong in muzzle-loading artillery of the 17th to 19th century, including much of the range of 16th – 18th century defined classes, from an ornate pair of Falcons associated with the Duke of Gloucester to a Cannon cast by Pedro Dias Bocarro in Chaul, 1594. It also covers the typical range of 18th/19th century field and naval artillery, but also significant individual pieces of the era such as the unusual Mallet`s mortar.

The transition from smoothbore to rifled guns is also represented alongside the armament of Fort Nelson itself, a key piece being the exceptionally rare Armstrong 7-inch breech loader. The collection also includes numerous examples of the quick-firing guns of the late 19th and the 20th centuries. The most recent examples are of two tubes from the Iraqi `Supergun` (Project Babylon) of the late 1980s. Anti-tank artillery from the 20th century is selectively represented, including conventional weapons but also recoilless weapons, and an example of the most important 20th and 21st century form of artillery, namely the Self-Propelled Gun (a 1944 British Sexton with intact 25-pounder gun).

The collection of ammunition and artillery accessories and supporting pieces is also wide-ranging, from individual projectiles associated with the aforementioned guns to a Green Archer fire control radar system.

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f. Edged Weapons

The edged weapons collection is widely regarded as one of the greatest in the world. It ranges in date from the Bronze Age to the present and contains a number of unique or rare objects. There are a wide range of types of edged weapons, including swords and daggers, along with various examples of hafted and staff weapons, including large numbers of those of the guards of Henry VIII. With the addition of the Ministry of Defence (MOD) Pattern Room items, the collection holds an enhanced collection that tells the story through Sealed Patterns of the British Army Regulation issue sword from the end of the 18th century to the present day.

The collection contains a comparatively comprehensive, selection of fine medieval pieces, including medieval daggers found in the Thames. The post-medieval section is stronger, with a wide range of edged weapons used in war, presentation, sport and hunting.

The collection contains a number of unique pieces, ranging from what is regarded as the earliest known medieval child's sword to swords associated with historical figures such as Cromwell, Napoleon, Collingwood and Wellington, as well as with various British monarchs.

g. Firearms

The firearms collection includes military, sporting, hunting and self-defence firearms, and light weapons, air weapons, bayonets, firearms accessories and ammunition. It is the largest and finest of its type anywhere in the world. It is truly global in theme and pan-period in date (c.1500 - Present), with particular strength in the area of British and Commonwealth military small arms. It has a strong emphasis on 20th century due in part to ongoing ties to the Ministry of Defence and various UK police services. As a result it includes examples of modern military, commercial, and criminal use weapons not found in other museum collections. The contemporary collection in this, as other areas, has also reached out into the field of popular culture, with film and television props including `blasters` from the `Star Wars` films. It is also strong in experimental and trials weapons, both types that became significant in their own right, and technical `dead-ends` that are valuable in the study of arms.

At the core of the collection is the 'Old Tower Collection' of service arms formerly kept at the Tower of London from its days as an issuing arsenal, resulting in the most comprehensive collection of 18th and early 19th century British military longarms anywhere. Alongside this were stored early trials weapons, foreign gifts, and the firearms elements of King Henry VIII's personal armoury, notably two breechloading sporting guns and several matchlock gun-shields.

This collection has been enriched by collecting activity along typological and art historical lines. A growing collection of continental wheellock firearms is particularly noteworthy, as is the large assemblage of highly decorated Russian

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firearms and accessories for Empress Elizabeth of Russia, known as the `Tula Garniture` and dated 1752. In more recent times collecting has focussed on objects with historical, personal, or local significance, including the large number of matchlock and flintlock arms from the armoury at Littlecote House.

The collection was greatly bolstered by the donation in 2005 of the former Ministry of Defence Pattern Room collection, which excelled in material of the 19th and 20th centuries, including both experimental/trials and issue types. Though strongest in typological and technical terms, it also includes various unique or otherwise significant objects such as the presentation Colt Navy revolvers gifted to Colt's British supplier of steel, Mark Firth. The highlight of this combined collection is the Sealed Pattern collection of firearms dating from the 18th century to the end of this system of standardisation c.1918. Once the reference standard for the production of Ordnance firearms (prior to the introduction of technical drawings), it is now an invaluable research tool. The collection also holds examples of weapons used in crime from the 19th century to the present day. This allows the collection to illustrate the nature of the change in the use of weapons in crime.

Supporting the core collection of arms are: bayonets, including Sealed Pattern and rare examples; firearms accessories including powder flasks, holsters, spanners, gauges, tools etc., and a unique collection of live small arms ammunition.

Part of the terms of gift for the **Pattern Room Collection** from the Ministry of Defence which is detailed with an ongoing Service Level Agreement (see RA / MOD SLA) is that items from the Pattern Room (PR) collection are to be made available to SLA 'users' for training purposes, and that Royal Armouries remains current by expanding the collection in line with SLA purposes.

h. Oriental

The collection is unusual in having significant holdings from every part of Asia. Regarding the depth and range of coverage, and taking into account the many unique objects it includes, it ranks among the best in the world.

Chronologically, the main strength of the collection lies between the 15th and 19th centuries, but some of the more remarkable objects are earlier including 14th century Japanese sword blades, a helmet and a mace from the Yuan dynasty (13th – 14th century), an early curved sword from the Eurasian steppe dating to around the 9th or 10th centuries, and bronze helmets, the remains of a crossbow and a dagger axe blade with its surviving scabbard all dating from the 5th – 3rd centuries BC during the Warring States period in China. From western Asia there is an impressive group of medieval Turkish armour, and the only known surviving example of a 15th century Mamluk handgun. From South Asia comes the famous elephant armour, the only near-complete mail and plate example contemporary to the Mughal era held in a museum collection in the world.

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There are also important groups of objects which entered the collection as major acquisitions of arms and armour sourced from across South Asia in different contexts, such as the East India Company gift presented by 1853, the Great Exhibition display items bought in 1852, the Codrington collection objects purchased in 1863 and the equipment transferred following the Indian disarmament enforced in 1859. From Central Asia there are top quality armours and weapons. Moving into East Asia, the Chinese collection includes some outstanding objects such as an extremely rare sword from the early Ming dynasty, which is celebrated as one of the best examples of decorative metalwork from this era still in existence. The Japanese collection is extremely important, especially in regard to armour. It includes one of the early 17th century Tokugawa presentation armours, and a very rare example of practical field armour from the 16th century which was sent to Spain as a diplomatic gift.

i. M-class

This is a collection of non-accessioned objects which is maintained for the purpose of education, handling and display. The collection contains a wide range of material relating to the subject areas covered by the permanent collection. It includes both replica and original objects, including deactivated firearms.

j. Tower History

This collection contains a range of object types connected by their association with, or depiction of, the Tower of London. The collection includes: domestic ware with printed images of the Tower; objects associated with officials and official bodies (such as the Tower Hamlets Volunteers); pictures/accounts of prisoners or their possessions; and objects linked to significant on-site events, such as the Grand Storehouse Fire in 1841.

Historically, site finds from the Tower have also been accepted into the collection. Site finds are by their nature varied and include a 'toy' firearm from the 16/17th century, a Viking stirrup and two mummified cats. Material relating to the History of the Tower of London is also contained in the Archive collection (see below).

7. Acquiring

The Museum recognises its responsibility, when acquiring additions to its collection, to ensure that care of the collection, documentation arrangements and use of the collection 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. Under the National Heritage Act 1983:

1) The Board may acquire (whether by purchase, exchange or gift) any objects which in their opinion it is desirable to add to their collection.

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(2) Without prejudice to any power apart from this subsection, a Minister of the Crown may transfer to the Board any object (whether or not he acquired it before the Board's establishment) if in his opinion it would appropriately form part of their collection.

Objects will be acquired not simply as assets and need to have a long-term purpose and use. Objects should be contextualised through documentation, oral history, film archive and loans to fully interpret them. The Museum will take into account the following principles when collecting:

- Desirability for display and exhibitions;
- Suitability for use in public programmes;
- Contribution to research and understanding;
- Preservation of national heritage;
- Support the Service Level Agreement with the official users of the National Firearms Centre;
- Objects should ideally be in good condition and require minimal conservation treatment. Any objects that contain materials hazardous to health will be acquired under the terms of current Health & Safety legislation;
- Ideally the Museum can assume control over all Intellectual Property Rights concerned with the object, or at least licence for reproduction;
- That it falls within the expertise of the collections staff.

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 permission of authorities with the requisite jurisdiction in the country of origin.

In these cases, as in all collections related activity 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 (see *Collections Information Policy and Procedures*).

8. Themes and priorities for future collecting

The Museum will acquire objects and collections, both physical and / or born digital relating to the following broad areas:

- the history, development, manufacture and use of arms and armour
- the history of the Royal Armouries, the Tower of London and Fort Nelson
- arms and armour as decorative arts
- the social history of arms and armour including the history of people (e.g. collectors, communities, popular history, makers, users), places, organisations and events.

The Museum seeks to build on its strengths whilst also targeting types under-represented in the current collection.

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Detailed collecting priorities for each collection are set out below in alphabetical order:

a. Archery

Priorities for future collecting will be:

- any material associated with the medieval, pre-modern English longbows, arrows and related archery equipment;
- examples of the work of the major 18th-20th century bowyers, fletchers etc., not represented in the collection, with an emphasis on British makers;
- examples of ancient archery equipment of the ancient world;
- target archery equipment including examples of the work of the most important bowyers, fletchers etc.;
- examples of new technological developments in archery equipment such as air-bows; and,
- examples of the work of the British crossbow makers.

b. Archives & Special Collections (Library)

Priorities for future collecting will be:

- the Tower Armouries;
- the Tower of London and its institutions;
- the Ordnance Office and its personnel;
- the Royal Small Arms Factory;
- other Royal Ordnance and munitions factories;
- Fort Nelson and the Palmerston Forts;
- the design and manufacture of arms and armour (including the records of private companies, munition factories etc.);
- the decoration of arms and armour (including pattern books);
- the sale of arms and armour (including retailers' records);
- the use of arms and armour in war, hunting and shooting (including estate records), tournament, self-defence etc.;
- the personal experiences of those engaged in the above activities; and,
- English and non-English military manuals from the 18th and 19th centuries.

c. Armour

Priorities for future collecting will be:

- examples of armour pre-1400;
- examples of armour from important British provenances, especially churches or country house collections with historic armouries;
- significant pieces of armour from important international collections;
- armour with significant decoration (e.g. embossing, damascening, etching, engraving or painting);
- examples of armour made in the Royal Workshops at Greenwich;
- examples of armour made for members of the British royal family;
- significant armour types unrepresented in the collection;
- parts of individual armours already in the collection;
- armour relating to contemporary culture (film and pop-culture); and
- examples of armour post-1900.

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d. Art

Priorities for future collecting will be:

- illustrations of arms and armour;
- military portraits and battles;
- art relating to the arms and armour collection;
- art illustrating military and social history relating to the use of arms and armour;
- illustrations relating to the history of the Royal Armouries, the Tower of London and Fort Nelson; and,
- illustrations of the technology of arms and armour.

e. Artillery

Priorities for future collecting will be:

- 16th – 17th century Venetian artillery;
- American artillery of any date, but especially the War of Independence, War of 1812, American Civil War and Second World War;
- German artillery of the Second World War;
- Russian artillery 1850-1918;
- Victorian garrison guns, e.g. Moncrieff mountings;
- British 105mm Light Gun;
- Material relating to William Armstrong, later Lord Armstrong;
- Material relating to Gerald Bull, inventor of the Iraqi Supergun;
- Inert ammunition, including packaging and tools & accessories;
- Examples of mechanical artillery, original or reproduction (depending upon period); and,
- Any accurate and quality model artillery.

f. Edged Weapons

Priorities for future collecting will be:

- Representative examples of early medieval edged weapons pre-1500, especially pieces excavated in Britain, or having a British connection, such as Carolingian winged spears, 'Viking' swords, 'Viking' axes or 'Saxon' swords;
- Representative examples of Iron Age edged weapons, e.g. Late Iron Age La Tène style 'Celtic' sword;
- Medieval 'Ingelrii' or 'Ulfberht' swords (we have no examples of these 'factory' signed medieval swords) and other early 'signed' swords, including those with religious inscriptions;
- Spanish and Italian rapiers, about 1580-1610;
- Post-medieval 'sword-breaker/catcher' type daggers, including 'triple-bladed' *main gauche* types;
- Scottish dirks, 18th century;
- continental European edged weapons, especially those from Scandinavia and the Americas, e.g. Norwegian 'walking' axe;
- examples of edged weapons from important British provenances, especially those associated with historical events/figures, or churches and

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country house collections with historical armouries dating back to the 17th century or earlier;

- British and East India Company edged weapons of types, forms or variants not currently represented;
- Sealed Pattern edged weapons; and,
- significant edged weapon types unrepresented in the collection.

g. Firearms

Priorities for future collecting will be:

- Additional examples of existing objects where additional provenance and associated objects are offered (e.g. documents and photographs);
- Flamethrowers, especially British Second World War;
- Blowpipes and catapults;
- Examples of firearms and accessories created as pieces of decorative art;
- Early Germanic, Bohemian and Portuguese tinderlock / matchlock firearms;
- Early 16th century Spanish musket;
- Load-bearing equipment especially ammunition pouches and cartridge boxes;
- Criminal use weapons, especially those relating to notorious cases;
- Less-than-lethal weapons;
- Post-1945 Chinese and Russian material e.g. Russian MSP internally sound suppressed pistol;
- Interwar machine guns;
- Modern concealed/disguised (e.g. Ideal Conceal, folding pistols);
- Accuracy International L115A3 .338 Lapua Magnum Long Range Rifle;
- L85A3 (current issue British military rifle);
- L119A2 Special Forces Weapon (current issue SF rifle); and,
- Service weapons of allied nations e.g. US M4, M16, M240 etc. Australian EF88/F90, French HK 416 F).

h. Oriental

Priorities for future collecting will be:

- early Asian material generally; most of the collection is post-1400, and within this much is post-1700;
- early Islamic weapons and armour (7th century onwards);
- typical examples of Central Asian/Steppe weapons and armour;
- Chinese Zhou – Ming Dynasty weapons and armour, including early Chinese firearms;
- dated/dateable examples of armour and weapons from India, particularly South India;
- Japanese pre-Edo period material, especially medieval arms and armour;
- dateable South-East Asian weapons;
- armour from the Philippines; and,
- arms and armour from North Africa (including armour for horses or camels).

i. M-class

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The Museum will continue to collect material relating to the subject areas covered by the permanent collection, including replica and original objects, for the purpose of education, handling, display and conservation testing.

M-class objects are managed as assets, rather than as part of the permanent Museum collection, and as such are not subject to collections policies and procedures. Notwithstanding this fact, objects in this collection will be acquired, documented, used and disposed of with due regard for legal requirements and public safety.

j. Tower History

Priorities for future collecting will be:

- Official and personal records relating to the Tower of London, its institutions and people;
- Records relating to the Tower Armouries and its development; and,
- Records relating to the Ordnance Office and its personnel.

9. Lending and Borrowing

The Museum uses the loans in and out programme to achieve and fulfil its Purpose and Vision, to enhance its profile as an accessible, socially inclusive and learning organisation.

Inward loans will be for fixed periods only (see *Loans In Procedures*). Any long-term loans in need to adhere to the principles of acquisition.

The Museum will adhere to the principles of lending as set out in the BIZOT Group Loan Guidelines (2009), the NMDC guidelines for Loans between Nationals and Non-nationals and the Museums Association Smarter Loans: Key principles for loans in the UK. For all loans out the Museum will ensure any borrower can meet the terms and conditions to protect the collection (see *Loans Out Procedures & Loans Out Terms and Conditions*).

10. Rationalisation & disposal

The Museum has a long-term purpose and holds the collection in trust for society in relation to its stated purpose and vision. Under the National Heritage Act 1983:

- (3)The Board may not dispose of an object the property in which is vested in them and which is comprised in their collection unless—*
- (a)the disposal is by way of sale, exchange or gift of an object which is a duplicate of another object the property in which is so vested and which is so comprised, or*
- (b)the disposal is by way of sale, exchange or gift of an object which in the Board's opinion is unsuitable for retention in their collection and can be disposed*

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of without detriment to the interests of students or other members of the public,
 or
 (c) the disposal is [F5an exercise of the power conferred by section 6 of the
 Museums and Galleries Act 1992], or
 (d) the disposal (by whatever means, including destruction) is of an object which
 the Board are satisfied has become useless for the purpose"

The Board of Trustees therefore accepts the principle that there is a presumption against disposal, but there are some circumstances where disposal and rationalisation are key collections management tools.

Sound curatorial reason must be established before consideration is given to any disposal and / or rationalisation. A review and consultation will be undertaken prior to any disposal recommendation. The Museum will ensure the disposal process is carried out openly and with transparency, confirming that it is legally free to dispose of an object and taking into account agreements made with donors and funding bodies, fully documenting all activity (see *Disposal Procedures*).

The Museum will not undertake disposal motivated principally by financial reasons. Preferred methods of disposal are gift to another institution or organisation in the public domain. In the event of removal of items from the collection through sale, any funds acquired through a sale will be invested into the collection's acquisition funds. The Board of Trustees and the Museum accepts that after all other avenues have been exhausted that for some objects the only method of disposal is destruction.

11. Collecting policies of other museums

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.

Specific, but not exclusive reference is made to the following museum(s):

- The Royal Collection
- The British Museum
- Victoria and Albert Museum
- Imperial War Museums
- National Army Museum
- National Maritime Museum
- National Museum of the Royal Navy
- Royal Air Force Museum
- Regimental and Corps Museums
- Historic Royal Palaces
- Museum of London
- Hampshire Museums Service (Hampshire County Council)

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- Leeds Museums & Galleries (Leeds City Council)
- Glasgow Museums
- National Museums Scotland

12. Spoliation

The Museum will use 'Spoliation of Works of Art during the Holocaust and World War II period: Statement of Principles and Proposed Actions', issued by the National Museum Directors' Conference in 1998, and report on them in accordance with the guidelines.

13. Human Remains (including Repatriation and Restitution)

As the Museum holds or intends to acquire human remains from any period, it will follow procedures in the 'Guidance for the care of human remains in museums', issued by DCMS in 2005, for both acquisition and disposal.

The Museum's Board of Trustees, acting on the advice of the museum's professional staff may take a decision to return human remains to a country or people of origin (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005). 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.

14. Review

This document will be reviewed from time to time, but at least every five years, and specifically following updates in corporate policy and plan, legislation and international conventions.

This document will be reviewed by a panel of collections staff and agreed by the Director of Collections, before submission to Executive Board and the Board of Trustees for approval.

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.

Policy Review Date: November 2024

15. Risk Management

The associated risk of non-compliance with this policy is:

Impact of non-compliance: High

Likelihood of non-compliance: Low

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16. Effective date

This policy is effective from the date of signing.



.....
Chair of the Board of Trustees

Date...24/7/15.....

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