

Gloucester Railway Carriage and Wagon Museum

Collections Development Policy

Name of Museum: Gloucester Railway Carriage and Wagon Museum

Governing Body: Trustees of the Gloucester Railway Carriage and Wagon Museum

Date of which this policy was approved by governing body: 2020

Date at which this policy is due for review: 2025

Policy Review Procedure: The Collection Development Policy (formerly known as Acquisition and Disposal Policy) will be published and reviewed from time to time, at least every five years. *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.

Introduction

This policy sets the principles that will be used by the Gloucester Railway Carriage and Wagon Museum (GRCWM) to form a framework for responsible and ethical acquisition and disposal of collections. It is based on clear procedures and decision-making processes common to Accredited museums.

The policy applies to material which the museum owns and has accessioned into the collection or intends to own and accession into the collection.

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

1.1 The museum's statement of purpose is:

To locate, promote and preserve the history and heritage of the original Gloucester Railway Carriage and Wagon Company Limited and its associated companies and industries for the benefit and further education of the public in the history and heritage of the original Gloucester Railway Carriage and Wagon Company Limited and its associated companies and industries and general transport heritage of the United Kingdom; by the creation and operation of museums of all types and in furtherance of the objects but not otherwise, by the creation and operation of rolling stock, road and other vehicles, that relate to railways, tramways and/or other forms of transport.

Informed by the Museums Association's definition of Museum's, by the Museum Association's Code of Ethics, and by our own Statement of Purpose,

GRCWM defines its core organisational ethos as follows. These are our guiding principles for staff, volunteers, Friends, visitors and users:

- To collect, restore, renovate, build, construct or create and then display to the public in a suitably appointed facility, appropriate and relevant exhibits, within the available material and financial resources of the Museum.
- To collect, preserve and safeguard objects, archives and photographs pertaining to the original Gloucester Railway Carriage and Wagon Company Limited from 1860 to 1986 and its legacy for the public, now and perpetuity.
- To provide diverse audiences with the best quality experiences and optimum access to the GRCWM and develop the public's knowledge of the Gloucester Railway Carriage and Wagon Companies heritage by leading the field in providing an inspirational and educational experience to all visitors at Gloucester Railway Carriage and Wagon Museum.
- To serve the community by providing educational, learning and other opportunities within financial, personnel and material resources.
- To commemorate Gloucester Railway Carriage and Wagon heritage by celebrating related anniversaries when able within museum resources and considered appropriate.
- To be knowledgeable and respected as a leading museum in it's field in the country.
- To operate with financial and organisational initiative and efficiency.
- To record oral histories of former employees, staff and their families to further develop our understanding and knowledge of the original Gloucester Railway Carriage and Wagon Company Limited and that of our visitors and members of the public.
- To provide disabled friendly access to as many parts and areas of the museum as physically possible.
- To promote the museum as an educational and disabled friendly establishment as much as practically and physically possible
- Through life enhancing experiences, the visitor will gain a greater appreciation and understanding of the company, its products, items, associated businesses and of the railways in general as a form of transport through an exciting, educational and memorable series of artefacts, galleries, interactive, web and learning experiences, telling the story of the original Gloucester Railway Carriage and Wagon Company Limited and the railways in general past and present.
- Designing and delivering vibrant and relevant displays, exhibitions, activities, events and experiences, now and in the future.
- Informing, educating, engaging, entertaining and inspiring all of our visitors, by making our collections available to them, now and in the future.

- Enriching the lives of the community local to Gloucester, and the wider communities, and celebrating Gloucester's status as a transport hub, now and in the future.
- Establishing GRCWM as the authoritative source on the original Gloucester Railway Carriage and Wagon Company Limited and as a centre of excellence commensurate with the size of the Museum.
- Achieving quality recognition regionally and nationally from professional bodies, funders and our peers.
- Where possible, sourcing goods and services from Gloucester and its surrounding area, to support our local economy and celebrate our region, emulating the founding principles of the original Gloucester Railway Carriage and Wagon Company.
- Attracting at least 4,000 general Museum visitors per annum.
- To develop and maintain the GRCWM as a static and working museum where possible dedicated to the original Gloucester Railway Carriage and Wagon Company Limited.
- To provide suitable facilities to demonstrate restoration, construction and maintenance of the Collection.
- To be open to the public for the enjoyment, benefit and education of the community.
- To ensure the responsible stewardship, conservation and development of the Collection owned by, or in the care of the Museum.
- To acquire and retain artefacts, documents, etc., pertaining to the period of history when the Company was in operation.
- To develop a scholarship on, and around the subject on the collection.

1.2 The governing body the trustees of the Gloucester Railway Carriage and Wagon Museum 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. is responsible for ensuring that the constituent bodies will ensure that both acquisition and disposal are carried out openly and with transparency and that acquisitions outside the current stated policy will only be made in exceptional circumstances.

1.3 By definition, the museum has a long-term purpose and hold 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 on 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. GRCWM has policies to cover Collections Documentation and Collections Care and Conservation. These policies, plans and procedures are integral to the Collections Development Policy, and guide the work of the Curatorial Team in documenting and caring for all our collections.

1.6 The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object of 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 The museum will not undertake disposal motivated principally by financial reasons.

2. History of the Collections

2.1 The museum was founded in March 2016 to locate, promote and preserve the history and heritage of the original Gloucester Railway Carriage and Wagon Company Limited its predecessors, successors and other associated businesses from 1860-1986 for the benefit and further education of the public. When the campaigning of enthusiasts, preservationists and community activists resulted in a collection of small artefacts and memorabilia from the original company. In 2018 the museum acquired its first item of rolling stock manufactured in Gloucester by the company in 1930. Since 2016 the museum has been a portable mobile museum attending events throughout the County and Country. The museum's long term aim is to gather its collections under one roof and open as a permanent museum at suitable premises with visiting and guest exhibits from time to time. Up until 2019 the museum has been ran as a charity and in April applied for charity status with the Charity Commission, which we are still awaiting the results.

2.2 The Trust Collection consists of donations, loans from private donors (short-term and indefinite) and will consist of loans from local and national museums.

3. An overview of current collections

3.1 The museum collection currently consists of 83 accessioned artefacts or groups of artefacts.

3.2 The museum's existing collections are almost wholly limited to material illustrating the development and operation of the Gloucester Railway Carriage and Wagon Company and the Railways in and around Gloucester. Although regional in scope, in some areas and aspects they are of national importance because of their association with the development of the railways overseas from the 1860s as well as other aspects which the company was involved in/with.

3.3 The museum collects objects and artefacts pertinent to the original Gloucester Railway Carriage and Wagon Company Limited (GRCWCL), predecessors, successors and associated businesses and organisations – this is the Core Collection.

The existing collections cover:

- The original Gloucester Railway Carriage and Wagon Company Limited, its successors and predecessors from 1860-1986
- Associated businesses and organisations of the original Gloucester Railway Carriage and Wagon Company, its successors and predecessors from 1860-1986
- Gloucester Docks Railways and associated lines
- Great Western Railway (GWR)
- Midland Railway (MR)
- London, Midland and Scottish Railway (LMS)
- British Railways (BR)
- The railway manufacturing industry of Gloucester
- The transport manufacturing of Gloucester
- Industrial railways of Gloucester

The Core Collection comprises of a representative collection of:

- 'Small artefact' items, such as wagon plates, chassis plates, bogie plates, documents, maps, posters, photographs, books, tickets, models, social history items, trolleys, signalling equipment, catalogues, brochures, drawings, artwork, permanent way equipment, etc.
- Items of particular historical interest and significance, both in general and specific sense, to the Gloucester locality plus railways such as Birmingham and Gloucester, Bristol and Gloucester, Great Western Railway, Midland Railway, London Midland and Scottish Railway, British Railways (Western Region) located within the City and County of Gloucestershire plus businesses such as S.J. Moreland & Sons Match Factory, Fielding and Platt Engineering Works, William Nicks & Co (Timber) Ltd., etc.
- Items and memorabilia which reflect the impact and influence of the Railway and Transport Age upon the public at large and upon social history. These include both children's toys and books on social and railway history not limited to those directly to the Gloucester Railway Carriage and Wagon Company Limited, newspapers and film archives of a transport nature.
- Historic Rolling Stock – Ex London Midland and Scottish Railway Steel Sided Ventilated Goods Van 187085 (built 1930).

In the long run, the Core Collection will also comprise of:

- Locomotives (original, rebuild or replica)
- Carriages and other wagons (original, rebuild or replica)
- Road Vehicles (original, rebuild or replica)

- Buildings and structures (original, rebuild or replica)
- Permanent way (original, rebuilt or replica)

Documentation will distinguish between original, rebuild and replica items.

The Gloucester Railway Carriage and Wagon Museum are also custodians of the records, etc. of the museum itself which includes its own Heritage Archive.

3.4 The museum also maintains a reference library of published texts relevant to the history and development of railways, with particular reference and attention, although not restricted to, the Gloucester Railway Carriage and Wagon Company.

4. Themes and priorities for future collecting

4.1 The museum recognises its responsibility, when collecting new items, to ensure that collections care, documentation and use will meet the requirements of the Accreditation Standard. It will take into account limitations imposed by such factors as inadequate staffing, storage and care of collections arrangements (see Documentation Policy and Conservation Policy). Where the acquisition of an item would have significant financial implications, either in terms of purchase price or future preservation, the matter will be referred to the governing body for approval.

4.2 The primary objective in collections development will be to acquire material, by donation or purchase, which can document and interpret the following themes:

- The origins, development, evolution and historical significance of the original Gloucester Railway Carriage and Wagon Company, its successors and predecessors between 1860 and the closure of the Company in 1986.
- The history of Gloucester as a railway and transport manufacturing city, with particular reference to the original Gloucester Railway Carriage and Wagon Company Limited, Shackelford Carriage and Wagon Co. (Cheltenham) and their associated companies and organisations.
- The impact of railway, transport and haulage on the economic and social development of Gloucester and its surrounding area, including the city's industrial railways.
- The role of railways and transport in popular culture and leisure, through such things as toys and model engineering.
- The origins, evolution, development and history of local railway and transport preservation.
- The design, construction, operation and history of its core collection.
- Artefacts, documents and photographs that have an indirect connection with the history and heritage of the original Gloucester Railway Carriage and Wagon Company, its staff and other associated businesses and organisations.

- Historic rolling stock and other items relating to and in connection with the original Gloucester Railway Carriage and Wagon Company Limited.

4.3 The museum will continue to add to its collection of commemorative ware relating to local railway and transport heritage, paying particular attention, but not limited to the original Gloucester Railway Carriage and Wagon Company Limited, as appropriate items are donated or purchased. It will also, as a home of last resort, be open to the acquisition of particularly significant individual items relating to the city's local history.

4.4 In relation to archives, maps, photographs and printed ephemera, the museum will continue to collect material generally relevant to the development and history of railways and transport in Gloucester and wider Gloucestershire area. It will also continue to purchase, or to accept gifts of, relevant books and other publications for the addition to its reference library.

4.5 The museum will collect relevant items from any historical period. In practice, and with the possible exception of significant local history items, few potential acquisitions are likely to be older than 1830. Where appropriate particularly in the field of locally 'branded' railway ephemera, the museum will selectively collect contemporary material.

4.6 In terms of geographical area, the museum's primary interest will be the City of Gloucester and its dependent and surrounding area in terms of railway and transport operating, manufacture and use. This will be deemed to include the original Gloucester Railway Carriage and Wagon Company Limited and its associated companies in their entirety.

4.7 The museum will also selectively collect items associated with the Gloucester and Cheltenham Railway/Tramway, Cheltenham and Great Western Union Railway, Birmingham and Gloucester Railway (B&G), Bristol and Gloucester Railway (Br&G), Great Western Railway (GWR), Midland Railway (MR), London Midland and Scottish Railway (LMS) and British Railways (BR), provenanced to the area covered by the pre-1974 counties of Gloucestershire, where these illustrate aspects of railway and transport history that area not covered by more locally provenanced material.

4.8 The museum will only collect large structural items or historic buildings (such as station buildings and signal boxes) where these can specifically contribute towards the delivery of the Museum Forward Plan or are functionally required for railway operating purposes. No large structural items or buildings will be acquired unless, on an item by item basis, it has been ascertained in advance that their erection and use on the site would be acceptable under planning legislation.

4.9 Since its establishment in 2016, the museum has traditionally depended upon donations from individuals, for the majority of its operation, maintenance and conservation of its many artefacts, relics and archives. As permitted by available opportunities and resources, the museum would like to boost its

income by firstly becoming a registered charity followed by applying for loans and/or grants to restore its first item of rolling stock to ensure its preservation and conservation continues and is maintained for future generations and in turn the museum hopes this will boost its eventual income.

4.10 The museum is ran “by the people, for the people” meaning it is ran by enthusiasts, preservationists and conservationists for members of the public, younger generations and others from all walks of life.

4.11 The museum will seek to collect a representative selection of rolling stock built in Gloucester, both to show how railway rolling stock has developed chronologically and the part the city once played in the manufacture of such items.

4.12 The museum will seek to collect a representative selection of locomotives that once ran/operated in the Gloucester and wider Gloucestershire area, paying particular interest to the industrial locomotive aspect including examples of those locomotives that may have worked/operated within the Gloucester Railway Carriage and Wagon Company Limited works or other associated companies or businesses, to show what motive power would have worked in and around the works and docks area of Gloucester.

4.13 A number of locomotives built elsewhere but used at Gloucester industrial sites do survive in heritage railway ownership. Should opportunities arise, the museum would wish to acquire single examples of steam and diesel locomotives used in Gloucester industry. At the date of adoption of this policy, the museum owns no locomotives or passenger carriages.

4.14 The movement of goods by rail had a significant impact on the urban and economic development of Gloucester, Gloucester Railway Carriage and Wagon Company Limited, and on life in the area. Therefore, the museum will seek to acquire a selection of appropriate vehicles, to illustrate how railway travel in the area has changed over time.

4.15 The museum will seek to collect a small, representative, selection of wagons of different types, to illustrate the range and nature of railway goods traffic in the past.

4.16 Locomotives

GRC&W Museum has identified the need to acquire locomotives and rolling stock into its permanent collections. To enable the museum to become sustainable in the long term we will seek to acquire one or more examples of industrial and local locomotives to replace items on display which are currently on loan to us. We will look to acquire (where possible) locomotives with a good, known provenance which retains a substantial proportion of original parts and also those locomotives that have a local connection whether it be the Gloucester Railway Carriage and Wagon Company Limited in particular or other local, national or international organisation with links and connections to the above named company or other local industrial

organisation. We will also look to acquire locomotives (and where appropriate rolling stock) covering the operating period of the GWR, MR/LMS, LNER and British Railways and industrial railways focusing mainly on the steam era, but extending to the later diesel era. The museum will also seek to acquire engineering models and examples which enhance our existing collections.

4.17 Name Plates, Carriage and Wagon Plates

GRC&W Museum are currently looking to acquire additional number plates, number plates and carriage and wagon plates to add to its collection. We will look to acquire examples of plates not already represented within the collection.

4.18 Railway Operating Equipment

GRC&W Museum will look to acquire examples of signalling equipment. GRC&W Museum will look to acquire examples of more modern equipment to enable the museum to tell the ongoing story of the railways and the history and development of the railways mainly concentrating on the period between 1860 and 1986. Other examples of railway operating equipment will be acquired if they are of exceptional historical interest.

4.19 Signs and Notices

GRC&W Museum is currently looking to acquire signs and notices relating to the railway network local to the Gloucester and wider Gloucestershire area, in particular those relating to the Birmingham and Gloucester (B&G), Bristol and Gloucester (Br&G), Cheltenham and Great Western Union Railway (C&GWU), Great Western Railway (GWR), Midland Railway (MR), London Midland and Scottish (LMS) and British Railways (BR).

4.20 Machine and Hand Tools

GRC&W Museum is currently looking to acquire examples of machine and hand tools similar to those used by the original Gloucester Railway Carriage and Wagon Company Limited, its associated businesses and organisations. Tools from under-represented crafts from the Gloucester Works and other works associated with the Gloucester Railway Carriage and Wagon Works will also be considered.

4.21 Furniture, Fixtures and Fittings

GRC&W Museum will look to acquire well provenance examples of furniture, fixtures and fittings particularly where they are provenanced to the Original Works. We will also seek to acquire items that can be provenanced to specific locations (including Gloucester Eastgate Station and Gloucester Central Station, Gloucester Horton Road Shed and Gloucester Barnwood Shed, Gloucester Docks, etc.) or carriages and wagons, where we can use these stories within future displays. We will also seek to acquire furniture, fixtures and fittings to further enhance the interpretation of the current collections.

4.23 Office Administration and Drawings Office

We will seek to acquire items provenanced to the individuals working within the Gloucester Works site. We will also consider material from stations and other local industrial sites in and around the Gloucester and further and wider Gloucestershire area. Material from all periods will be considered, especially items which come with an interesting provenance meaning they can be used within the displays.

4.24 Catering and Dining

GRC&W Museum will look to acquire well provenanced examples of catering and dining material particularly where they relate to specific GRC&W works, local stations, local routes, local hotels or are provenanced to local industry. We will seek to acquire items that can be used within future displays.

4.25 Costume and Textiles

We will see to acquire examples and a more comprehensive collection of uniforms, clothing and other items relating to the Gloucester Works, local railways and railway companies. We will also seek to acquire uniforms and clothing of any period which relate to woman working at the Gloucester Works in any role. Provenanced uniforms and clothing may also be acquired if the stories attached to the items can be used within future displays. Trade union style banners and other aspects of clothing, uniforms and textiles will also be considered for acquisition, as will smaller textile samples and items which are provenanced to the Gloucester Works, Local Railways and industries.

4.26 Awards and Trophies

Examples of awards and trophies will only be considered if they do not replicate or duplicate existing examples and material, and are well provenanced examples of their type with interesting stories which can be used in future displays.

4.27 Toys and Memorabilia

The museum will seek to acquire additional examples of toys provenanced to the Gloucester Work and local railways and industries, including examples of toy train sets locomotives and rolling stock where these items are historic in nature well provenanced and in good condition. The museum will not seek to acquire jigsaws or similar items unless the item is exceptional.

4.28 Paintings, Drawings and other Original Artworks

The museum will seek to acquire examples of original artworks which help to tell the story of the Gloucester Works, local railways and industries. Original artworks should be well provenanced and should add something over and above anything that a photograph (if one were possible) should tell us.

4.29 Photographs

Photographs will be acquired where they fill in gaps in our existing collection. Priority will be given to those which have no copyright remaining or where copyright can be assigned.

4.30 Archives

The museum will seek to acquire additional examples of good quality publicity material, tourism posters and employment records. Other examples of archival material will be considered if they do not duplicate items already in the collection and they can be used either within displays or are a useful addition to our public enquiries service. The museum will also seek to acquire and gather together oral histories from former employees and family of former employees of the Gloucester Works to further assist with displays, missing links and history based in and around the Gloucester Works.

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 usable, well managed collection.

5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

5.3 The museum will undertake rationalisation of the collection where:

- The artefact does not match the current *Collections Development Policy*.
- It is a duplicate of another artefact in the collection.
- The artefact is unprovenanced (i.e. does not have sufficient background information to provide context).
- It is too badly damaged or decayed to be worthy of retention, or was not in the first instance actually of museum quality.
- Its ongoing retention would represent a threat to the health or safety of museum staff/volunteers or members of the public.
- Would be more appropriate to another museum or organisation's collection.

5.4 GRC&W Museum is currently partway through a comprehensive audit project to identify all items held by the museum. This project will inform any future disposals across all areas of the museum's collections. It is likely that disposal will occur within the lifetime of this policy, however as the audit process will not complete, no items or groups of items have been selected for disposal at present.

GRC&W Museum will look to dispose of items which do not fit the acquisitions section of this Collections Development Policy. We will seek to dispose of duplicate items and items in poor condition. We will also consider disposal of items with unknown provenance, especially where provenanced items can be acquired.

Approach to rationalisation and disposal

Responsible, curatorially-motivated disposal takes place as part of a museum's long-term collections policy, in order to increase public benefit derived from museum collections. The GRC&W Museum has taken guidance from the Museums Association 'Disposal Toolkit' regarding this issue, which is reflected in the procedures outlined below. Periodic reviews of the collection will be carried out by the Museum Trustees. Reviews will aim to identify any potential candidates for disposal. When considering disposal, a framework for decision making will be followed so that the motivations and intended outcomes are clear. The decision to dispose must ultimately be approved by the Board of Trustees.

The Decision Making Process

There are a variety of reasons why a museum may select an item for disposal. When considering an item for disposal, it is important to show how public benefit will increase as a result. The following outcomes should be taken into account with the aim being to achieve as many outcomes as possible:

- Will disposal result in improved care for the item?
- Will disposal result in improved access to the item, increased enjoyment and engagement by the public?
- Will disposal result in improved context for the item?
- Will the item be retained within public museum collections or the wider public domain?
- Will disposal result in the removal of any hazard posed by the item (for example through contamination)?

Consideration may also be given to whether disposal for an item will result in:

- Resources being freed up by a better care for and utilise other parts of the collection.
- The creation, or optimising of space in order to assist the improved care and continued acquisition of collections.

A Framework for Assessment

In order to achieve the outcomes outlined above, the following types of items may be considered for disposal:

I) items that fall outside the current collecting policy:

As museum collections evolve it may be that certain objects no longer fall within the museum's core collection, as defined by the collecting policy. If an item is no longer relevant, not in use or there is no reasonable expectation of it being used, it may be appropriate to dispose of it. However, not fitting within the confines of the collection, as defined by the current collections policy, should not automatically necessitate an item's disposal. If the item is currently being used, has been used recently or has identifiable potential use in the future there is a strong case for retention.

Consider:

- Why was the item acquired in the first place?
- Is the item currently being used? If yes, then there is a strong argument for retention.
- Might it be better used by another museum?
- Is the item being selected because it is out of fashion? If so proceed with caution.
- Would the item fit better, and be more widely used and accessible, in another museum's collection (eg more geographically or culturally relevant)?

II) Duplicate Items:

The fact that an object is an apparent duplicate should not automatically be a justification for disposal; these items may have significant stories or histories attached to them, which need to be assessed on an individual basis.

Consider:

- Is the duplicate in use? Are there any identifiable uses for the item in the future?
- Does the item have a unique history?
- Is there cultural value in retaining more than one of the items?
- Could a use be found for the item in another part of the collection, e.g. the support collection for handling or a display prop?
- Is the duplicate item likely to be found in other museum's? (If so, It may be difficult to transfer.)

III) **Underused Items:**

Some items within collections have never been used. If there is little or no likelihood of the museum finding a use in the future, it may be appropriate to remove it from the collection.

Consider:

- Why is this item unused, what are the potential opportunities for use in the future?
- Might it be better used by another museum?
- If specialist knowledge could be obtained is there a likelihood that the item could be brought back into use?
- Is the specialist knowledge more than likely available if the item is transferred?
- What is the cultural significance of the item within the collection?
- Is the item unique or is there other similar material in the collection?
- Is the item being selected because it is out of fashion? If so proceed with caution.
- Could the museum find a use for the item, for example for handling or a display prop?

IV) **Items for which the museum is unable to provide adequate care:**

It may be decided that there are items for which we do not have the specialist knowledge to curate or use appropriately, or that we lack adequate resources to care for. In cases where there is little expectation that we will be able to provide suitable care it may be more appropriate to remove items and place them where their care can be improved.

Consider:

- Is the item relevant to the collection?
- Would the item fit better in another collection?
- Can the resources be obtained to care for the item?
- Are the resources more likely to be available in another museum?

V) **Items that are damaged or deteriorated beyond the museum's ability to repair:**

There may be items that are damaged beyond our ability to repair them and therefore are unable to be used. Such items may be considered for disposal.

Consider:

- Is the item beyond repair?
- What would be the cost of conserving/repairing the item?
- Is the cost of conserving and repairing the item within the resources of the museum?

- Is another owner, such as a specialist or enthusiasts' group better able to repair or use the item?

VI) Uncontextualised or Unprovenanced Items:

Due to past methods, management and recording of acquisitions, museums may possess material that lacks documentation and recorded provenance. In some cases items may not be of use and as a result we may consider removing them from the collection.

Consider:

- Has every effort been made to research the item's history?
- Can the museum find a use for this item – for education, object handling, display props etc.?
- Has the museum undertaken a risk assessment relating to disposal of the item?

VII) Items that pose a threat to health and safety:

Museums may hold items that, due to the material they are made from, are hazardous to the public or staff/volunteers on health and safety grounds. It may be advisable to dispose of these items.

Consider:

- What is the risk to the public and staff/volunteers?
- Is it possible to remove the risk and still retain the item?
- How can the item be destroyed safely?
- What legislation may affect the items retention/disposal from the collection?

The following reasons for disposal may also be considered but should be done so with caution

VIII) Items that could be sold to purchase better examples:

Museums may consider selecting an item on the grounds that a better example may be available and would enhance the collection. This practice is often referred to as a 'trading up'. This is not common practice in the UK and as such careful consideration should be given to the implications and reaction to this course of action.

Consider:

- What is the significance of the selected item within the context of the collection?
- What is the potential impact on the collection through the loss of the item?
- How does this course of action serve the public interest?

- IX) Items that are selected for their potential to generate income:** Museums may consider selecting an item on the basis that it has the potential to generate income. In all but the most exceptional circumstances this is unacceptable and could result in significant consequences. In certain exceptional circumstances financially-motivated disposal (i.e. sale) may be acceptable.

These are strictly limited cases and the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:

- It will significantly improve the long-term public benefit derived from the remaining collection.
- It is not to generate short-term revenue (for example to meet a budget deficit).
- It is 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 as defined in the collecting policy.

There is a high level of risk involved in this course of action and it should only take place after extensive consultation with the Museums Association/Association of Independent Museums and other sector bodies.

Where disposal of an item is decided upon, the procedures in '**Section 12 – Disposal Procedures**' will be followed. Specifically, when disposal is motivated by curatorial reasons the procedures outlined in paragraphs 12g-12s will be followed and the method of disposal may be by gift, sale or exchange. In an exceptional case where the disposal is motivated principally by financial reasons, the method of will be sale and the procedures outlined in paragraphs 12g-12m and 12s will be followed.

6. Limitations on collecting

The museum 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 collection arrangements.

7. Collecting policies of other museums

The museum will take account of the collecting policies of other museums and organisations in the same or related areas or subject fields. It will consult with these organisations where conflict of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resource.

Specific reference is made to the following museum(s)/organisation(s):

- National Railway Museum (York & Shildon)

- STEAM Museum of the Great Western Railway
- London Transport Museum
- The National Archives
- Gloucestershire Archives
- Museum of Gloucester
- National Waterways Museum at Gloucester
- Gloucester Life Museum
- Soldiers of Gloucester Museum
- Jet Age Museum
- Gloucester City Council
- Gloucestershire County Council
- Kidderminster Railway Museum (SVR)
- Great Western (SVR) Association

Specific reference is made to the following Heritage Railways:

- Gloucestershire and Warwickshire Railway
- Dean Forest Railway
- Avon Valley Railway
- Bristol Harbour Railway
- Didcot Railway Centre
- Toddington Narrow Gauge Railway
- Perrygrove Railway
- Severn Valley Railway

8. Archival holdings

8.1 The Museum holds a large collection of archival material including photographs, ephemera, maps and plans, and diagrams. The majority of the acquisitions that the museum receives are archival in nature and we will continue to collect relevant material for our collection. Archival material is available to the public for research purposes and is a much used resource.

8.2 We will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002). Details of the types of archival material we intend to collect are contained above.

9. Acquisition

9.1 The policy for agreeing acquisitions is:

All acquisitions must be approved by a member of the Collections Team (normally the Curator or Assistant Curator). No other member of staff may approve an acquisition in their absence. All acquisitions must comply with the museum's current *Collections Development Policy*. If the Assistant Curator decides that the item is of interest to the museum, then they must complete a Potential Acquisition Form (PAF). This form is then submitted to the Curator for them to agree the acquisition. Both the Assistant Curator and Curator include the reasons for their decision and sign the PAF. An agreed potential acquisitions to be acquired through purchase of over £1,000 are referred to

the Governing Body. Where the acquisition of an item would have significant financial implications, either in terms of purchase price or future preservation, the matter will be referred to the Governing Body for approval. Large or complex items involving significant spend will also be referred to the Governing Body.

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 purpose 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 in 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 acquisitions of cultural property issued by the Department for Culture, Media and Sport in 2005.

9.4 The museum will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.

10. Acquisitions not covered by the policy

10.1 Acquisitions outside of the current stated policy will only be made in very exceptional circumstances, and then only proper consideration by the governing body on the museum itself, having regard to the interests of other museums.

12. Human Remains

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

13. Biological and geographical material

13.1 So far as biological and geological material is concerned, the museum does not hold or intend to acquire any biological or geographical material by direct or indirect means any specimen that has been collected, sold or otherwise transferred to 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.

14. Archaeological material

14.1 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.

14.2 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).

15. Exceptions

15.1 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
- acquiring an item of minor importance that lacks secure ownership history but in the best judgement of experts in the field concerned has not been illicitly traded
- in possession of reliable documentary evidence that the item was exported from its country of origin before 1970.

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 the appropriate outside authority. The museum will document when these exceptions occur.

16. Spoliation

16.1 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.

17. The Repatriation and Restitution of objects and human remains

The following statements must also be included, if relevant to the museum:

17.1 The museum's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 18.1-5 will be followed but the remaining procedure 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'.

18. Disposal procedures

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

18.2 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.

18.3 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.

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

18.5 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.

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

18.7 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 Accredited Museums likely to be interested in its acquisition.

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

18.9 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.

18.10 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.

18.11 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.

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

18.13 The museum will not dispose of items by exchange.

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

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

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

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

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