



Liskeard & District Museum  
Collections Development Policy  
2019

Name of museum: *Liskeard & District*

Name of governing body: *Liskeard Town Council*

Date on which this policy was approved by governing body: *xx/xx/xxxx*

Policy review procedure:

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: *xx/xx/xxxx*

*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. Liskeard & District museum's statement of purpose is:**

*To collect, conserve and document objects and material which will bring to life the past, social history and heritage of Liskeard and the surrounding area reaching out to the community and visitors of all ages.*

**1.2. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.**

**1.3. By definition, Liskeard & District 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. Liskeard & District 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. Liskeard & District 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. Liskeard & District museum will not undertake disposal motivated principally by financial reasons**

## 2. History of the collections

*In the early 1980s, an exhibition of local historical memorabilia and information was staged in the town's Guildhall. Following much investigation and discussion, including a public meeting, the Town Council endorsed plans and provided the funds to set up a one room museum on the ground floor of the town's Public Hall. Under the guidance of two local historians and former Town Mayors, Jack Haworth and Ron George, interesting documents, old posters, photographs and objects were labelled, organized and displayed. Items not on display were safely stored in cupboards beneath the display cases.*

*Liskeard & District museum was officially opened on 13th May 1985. Conducted visits for schools and other organizations were arranged throughout the subsequent years as were special exhibitions. Many local enthusiasts lent objects and helped put these together. As the collection increased in size the museum outgrew the space available.*

*In the late 1990s, the Town Council started looking for more spacious premises to enable the museum to continue its growth. The derelict, 19th century Henry Rice building in Pike Street, known locally as Foresters Hall, was purchased by the Town Council (augmented by Heritage Lottery Funding) and converted into the present Liskeard & District museum. The reception room and shop are shared with the town's Tourist Information Centre.*

*On 2nd May 2002, the museum was unofficially opened by the Town Mayor and on 6th June 2002, it was officially opened by HRH Prince Charles, Duke of Cornwall.*

*Liskeard & District museum is seen as the local centre for the mining heritage in South East Cornwall.*

*The museum now has four main galleries named after local historic as well as living local personalities. The John Allen Room presently houses an exhibition of childhood, The Henry Rice Room an exhibition of toys, The Rapson Room currently exhibits mainly 19<sup>th</sup> and 20<sup>th</sup> century displays from Liskeard and the surrounding villages incorporating photography, Liskeard Glass and pottery. The Daniel Gumb Room covers mining, pre historic mineral working, quarrying and railways and canals in the Liskeard and District area.*

*In January 2016, Mr Phil Chapman loaned his collection of toys which has enabled the museum to start a series of displays on the history of toys which enhances that on the subject of childhood.*

## 3. An overview of current collections

### **Existing Collections:**

*The objects comprising the Liskeard & District museum's collections have good provenance and broadly reflect its Statement of Purpose. They fall into identifiable areas of geology, archaeology, early history, militaria, trades and professions, mining, quarrying, agriculture, transport, the wool industry, childhood (including toys), photographs and post cards, local government and arts & crafts. The museum holds a limited quantity of costume items.*

*The timescale represented by the collections, geology, archaeology and early history excepted, is post sixteenth century and reflects the development of quarrying and mining in the seventeenth to nineteenth centuries along with the development of trade in the town. Other*

than photographic images of items in the collection there are, at present, no objects in digital format.

**Geographical Area:**

**The collecting area is defined as the town of Liskeard and the surrounding villages/parishes of:**

**Cardingham, Dobwalls, Duloe, Herodsfoot, Lanreath, Linkinhorne, Menheniot, Morval, Pelynt, Quethiock, St Cleer, St Ive & Pensilva, St Keyne, St Neot, St Pinniock and Warleggan.**

**Commented [LTM1]:** Agreed at Core Management Meeting

**4. Themes and priorities for future collecting**

*Liskeard & District museum will continue to collect artefacts and objects relating to the area specified in paragraph 3 but bearing in mind the restrictions imposed by a lack of storage space. Where items may seem to be of wider significance or in need of professional conservation they may be passed to the County Record Office or another Accredited museum.*

*Liskeard & District museum intends to develop its displays relating to toys and childhood and expand its geology and mining display, linking the displays via collective themes resulting from the use of materials common to both such as tin, lead, etc.*

**Commented [LTM2]:** What is the rationalisation for this?

**Commented [LTM3]:** Why is farming not included and other local industry

*A strategic aim is to ensure the museum's collection of photographs and post cards are digitally stored to help preserve the originals and facilitate research.*

*It will continue to collect objects relating to significant local people and it will continue to explore opportunities to acquire artefacts that will enable it to define and interpret more clearly the town's mediaeval and historic trading life.*

**Commented [LTM4]:** Buildings and occupations

**5. Themes and priorities for rationalisation and disposal**

**5.1 Liskeard & District 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 intends to review its artefacts in storage that fall outside the Statement of Purpose with a view to rationalising those items:*

- *of very poor condition*
- *that might damage other objects through chemical or other reaction and which are not of sufficient interpretive or rarity value to justify restoration*
- *which are duplicated and do not contribute to interpretation or research and are unlikely to be displayed*

- *which do not fit our collections policy and would be of value in another museum/collection.*

#### **6.1 Legal and ethical framework for acquisition and disposal of items**

**Liskeard & District 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 Liskeard & District 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):**

*The Stuart House, Liskeard; Lawrence House, Launceston; Looe Old Guildhall Museum and Gaol; Bodmin Town Museum*

### **8 Archival holdings**

*Liskeard & District museum holds and intends to acquire archives, including photographs and printed ephemera, to enhance its interpretation of the area's past and social and economic history. Its Governing Body will be guided by the Code of Practice on Archives for Museums & Galleries in the United Kingdom 93rd edition 2002.*

### **9 Acquisition**

**9.1 The policy for agreeing acquisitions is:**

*Responsibility for agreeing acquisitions by gift, loan or purchase is delegated by the Governing Body (Liskeard Town Council) to the Museum Management Group which in turn delegate the decision to a team of volunteers not less than three individuals. In the event that this body is unable to reach a consensus the proposed acquisition is referred back to the Museum Management Team and ultimately to the Town Council's Communications & Engagement Committee for a final decision.*

**9.2 Liskeard & District 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 Liskeard & District museum does not hold or intend to acquire any human remains.**

## **11 Biological and geological material**

**11.1 So far as biological and geological material is concerned, Liskeard & District museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.**

## **12 Archaeological material**

**12.1 Liskeard & District 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 The Repatriation and Restitution of objects and human remains**

- 15.1** 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 16.1-5 will be followed but the remaining procedures are not appropriate.

#### **16 Disposal procedures**

- 16.1** All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- 16.2** The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3** When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 16.4** When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort - destruction.
- 16.5** The decision to dispose of material from the collections will be taken by a De-accession & disposal Committee numbering no less than three individuals authorised by the Governing Body (Liskeard Town Council) only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- 16.6** A decision to dispose of a specimen or object, whether by gift, 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.
- 16.7** Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered

in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.

- 16.8** If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.9** The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 16.10** Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England
- 16.11** The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12** Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

#### *Disposal by exchange*

- 16.13** Liskeard & District museum will not dispose of items by exchange.

#### *Disposal by destruction*

- 16.14** If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15** It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.



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

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

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

DRAFT

Date approved by governing body (Liskeard Town Council) .....

Signed on behalf of Liskeard Town Council .....

Position .....