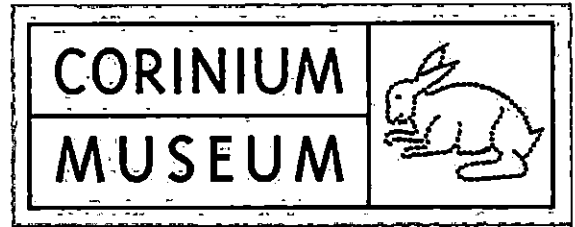


APPENDIX A
AGENDA ITEM (a)



Collections Development Policy 2017

Name of museum: Corinium Museum

Name of governing body: *Cotswold District Council*

Date on which this policy was approved by governing body: October 2017

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: *October 2022*

***Arts Council England* will be notified of any changes to the Collections Development Policy, and the implications of any such changes for the future of collections.**

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

- 1.1. The museum's statement of purpose is: To collect, preserve, and interpret collections from the Cotswold District for public engagement.**
- 1.2. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.**
- 1.3. By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.**
- 1.4. Acquisitions outside the current stated policy will only be made in exceptional circumstances.**
- 1.5. The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.**
- 1.6. The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.**
- 1.7. The museum will not undertake disposal motivated principally by financial reasons.**

2. History of the collections

The first museum in Cirencester opened in 1856 and was designed to house archaeological discoveries being made in the town, and was founded and maintained by the Bathurst family. Further excavations led to the construction of larger premises on the present site in 1938. From

the 1970s onwards the collections have expanded to include not only archaeology and social history but rural life material, photographs, paper ephemera, and costume and textiles from the Cotswold District.

Today the Corinium Museum displays the archaeological finds from the Cotswold District and holds the reserve collections of archaeological small finds and paper archives, photograph, and paper ephemera collections. The Museum Service store – the Resource Centre in Northleach - holds the reserve collections of archaeological stonework, bulk archaeology, costume, framed pictures, social history and agricultural collections.

3. An overview of current collections

Cotswold Museum Service (CMS) cares for and enables access to archaeological, paper ephemera and social history collections mainly from the Cotswold District. These collections are of the highest heritage merit and are significant both nationally and internationally. They span four distinct groups: Archaeology, Social History, Costume, Photographs and Paper Ephemera.

The Archaeological Collections

The Archaeological Collection constitutes 55% of the entire CMS Collection.

Prehistory

CMS houses material from the Palaeolithic period to the end of the Iron Age including the internationally important Neolithic Hazleton archive. This material is supported by the Neolithic and Bronze Age archives from Cotswold Community and Shorncote, Somerford Keynes; Blenheim Farm, Moreton-in-Marsh; Kingshill North and Poulton, Cirencester; Bourton-on-the-Water; and Lechlade. CMS also holds nationally important archives from the excavations of the Iron Age settlements at Bourton-on-the-Water; Fairford Claydon Pike and Thornhill Farm, Fairford; Kingshill North, The Ditches; and Bagendon near Cirencester. These are particularly significant, not least in that they provide an immediate regional context for the Romano-British material.

Romano-British

CMS has one of the finest and most extensive Romano-British collections in the country. Large scale excavation was conducted by the Cirencester Excavation Committee during the 1960s and 1970s producing a nationally important body of material. The collection relates to both the town of Cirencester, Corinium was the second largest town in Roman Britain, and its hinterland. Of particular note are the collections of sculpture, mosaics, numismatics, domestic material, military fittings, and assemblages from the cemetery sites.

Anglo-Saxon

The collection consists of post-Roman material from within and immediately around the town. This includes the 5th and 6th century cemetery archive from Barton Farm, the 6th century material from Kemble and the nationally important cemetery archive from Butlers Field, Lechlade. This latter cemetery was excavated in 1985 and the archive includes over 200 burials, inhumations and cremations.

Medieval

The Medieval collections come predominantly from excavations conducted across Cirencester. During the 1960s the Cirencester Excavation Committee excavated the Abbey of St Mary, one of the wealthiest Augustinian houses in Britain. The medieval collections particularly the sculpture from the Abbey, reflect the status and wealth of both abbey and town.

Post Medieval

This collection reflects the fortunes of the town and the surrounding district during the 17th and 18th centuries. Although the scene of only one pitched battle, the Cotswolds was widely contested during the Civil War. The resultant political, social and economic uncertainty is reflected in the collections by two major Civil War coin hoards from Weston Sub-edge and Ampney St. Mary.

Social History Collections

The Social History Collection constitutes 30% of the entire CMS Collection.

This collection consists of a range of rural life, domestic, social and industrial material from the Cotswolds and wider Gloucestershire area. The basis of this collection is the pre-eminent Lloyd Baker Collection which includes wagons, horse drawn farm implements, hand and craft tools. The objects are predominately of Victorian and Edwardian origin.

Photographs and Paper Ephemera Collections

The Photograph and Paper Ephemera Collection constitutes 10% of the entire CMS Collection.

This collection covers country life in the Cotswolds, architecture and life in the villages and towns, as well as transport and people. The collection dates from 1880 to the present day.

The Costume Collections

The Costume Collection constitute 5% of the entire CMS Collection.

Small, but all of local Cotswold provenance and in excellent condition, the textiles reflect both urban dwelling and agricultural work, with a good collection of day clothes, smocks, wedding dresses and accessories. The collection dates from 1800 to the present day.

4. Themes and priorities for future collecting

4.1. Acquisition is the process of obtaining responsibility for an item, associated due diligence, rights management and transfer of title.

4.2. CMS will continue to develop specialised collections in the following subject areas:

A comprehensive collection of archaeological material of all periods and types provenanced from the administrative area of Cotswold District Council. Including a comprehensive collection of archaeological material, especially of Prehistoric, Romano-British and Medieval date from the historic town of Cirencester. The Corinium Museum at Cirencester is recognised as a major archive of archaeological material and throughout its history has concentrated upon in-depth collections from the local area. Since 1974, CMS has developed a similar policy for the Cotswold District, in association with neighbouring museums. The collections include major deposits, such as Cirencester Excavation Committee (1958- 88); Barnsley Park (1969-71); Hazleton (1979-82); Butler's Field, Lechlade (1985); Fairford Claydon Pike (1981-4); Cotswold Community, Somerford Keynes (1999-2005); Kingshill North, Cirencester (2006 & 2008); Bourton Business Park, Bourton-on-the-Water; Bridge's Garage (2011) and St. James's Place, Cirencester (2015). This process continues with all archaeological units excavating within the District depositing under the terms of the guidelines for the Gloucestershire Archaeological Archive Standard (2016).

All associated archives of finds, records and documentation from archaeological excavations, research and fieldwork undertaken by voluntary, professional and commercial bodies and

individuals within the Council's administrative area, including the acquisition of such finds, records and documentation transferred from other museums or archives. Such archives must be prepared in accordance with the detailed standards published in 'Gloucestershire Archaeological Archive Standard' (2016).

The acquisition of human remains is governed by CMS 'Care of Human Remains Policy 2017' and the deposition standards.

A representative collection of historical photographs, prints, drawings and illustrations of all dates depicting Cotswold or related scenes.

CMS collecting may result in response to the offer of material by members of the public or other institutions.

CMS will only collect social history objects of unique or intrinsic value to the existing collection.

CMS will only collect costume or textile objects of unique or intrinsic value to the existing collection.

Acquisition to all categories of the CMS collection must demonstrate strong relevance to the Cotswolds.

In addition to items acquired for formal accession into the CMS collection, other items may be acquired to support CMS learning activities. The Education Collection consists of objects specifically chosen for handling and teaching purposes. It is a mixture of accessioned objects and replica objects. It is stored separately from the CMS Collection.

CMS does not collect

Due to limited resources and display facilities CMS will not collect rural life material.

Prison history material.

Fine art, decorative art, furniture or architectural fittings (except where it has a specific connection with the material listed under Section 2).

Natural history material, whether botanical or biological, including environmental records

Geological specimens.

5. Themes and priorities for rationalisation and disposal

5.1. CMS 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 priority for rationalisation and disposal of objects in the CMS collection is to conduct a review of the Social History Collection. The review will be undertaken for care and conservation reasons. It will evaluate the number of duplicate objects, object condition and storage capacity for the collection.

6. Legal and ethical framework for acquisition and disposal of items

6.1. CMS 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. CMS 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 museums:

- The Wilson, Cheltenham's Art Gallery & Museum
- Gloucester Museum Service
- Museum in the Park, Stroud
- Tetbury Police Museum
- Court Barn, Chipping Campden
- Swindon Museum & Art Gallery
- Chippenham Museum & Heritage Centre
- The Wiltshire Museum
- Oxfordshire Museum Service

8. Archival holdings

8.1. CMS holds archives, including photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd ed., 2002).

9. Acquisition

9.1. The policy for agreeing acquisitions is:

CMS will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any work of art, 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. Acquisitions will be considered in the first instance by the Collections Development Officer who will seek approval from the Museum Director to purchase new acquisitions. The

Director will seek approval from the Friends of the Corinium Museum Board to purchase objects up to a value of £2,000. Acquisitions exceeding this amount will be subject to approval by the Contract Manager and Governing body.

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

11. Biological and geological material

11.1. CMS will not acquire any biological or geological material.

12. Archaeological material

12.1. CMS 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 CMS 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 CMS 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. CMS 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. CMS 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. CMS 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.**

- 15.2. 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'.**

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, CMS 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 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 CMS 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.
- 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, CMS 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 CMS 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. CMS 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.