



Accreditation

Collections Development Policy
York & Lancaster Regimental Museum

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Name of museum: *The York & Lancaster Regimental Museum*

Name of governing body: *Trustees of the York & Lancaster Regimental Museum*

Date on which this policy was approved by governing body: tbc

Policy review procedure: The collections development policy will be published and reviewed from time to time, at least once every three 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.

Date at which this policy is due for review: January 2018

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

1.1 The museum's statement of purpose is:

To provide enjoyable, engaging, educational and inspiring experiences for all through celebrating the regiment's history and heritage by collecting, interpreting and making accessible Rotherham's regimental collection.

It will also meet the Army's objectives for museums as defined in ECAB/P (07) 15, 16 June 2008:

- Maintain and enhance the Army's connection with society, with communities and local and regional bodies and opinion formers
- Present the country's military heritage and provide an academic research resource
- Contribute to the education of children and adults

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.

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- 1.6 The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift or bequest, 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 Regimental Museum was officially established in 1985 following the transfer of the collection from the Headquarters of the York and Lancaster Regiment at Endcliffe Hall, Sheffield, to Rotherham Metropolitan Borough Council's Museums Service. The York and Lancaster Regimental Museum, situated within Rotherham Central Library and Arts Centre, opened to the public that year. Most of the work of transferring the collection and setting up the Regimental Museum was carried out under the direction of Stuart Eastwood, the Museum Curator. Many new acquisitions, donated by members of the public who had read of the move, were made at this time to augment the transferred collections in the new displays. Don Scott was appointed as Assistant Keeper responsible for the Regimental Museum and continued to develop the collections.

Since 1985, a large number of items have been donated to the Museum by private individuals, and further objects have been passed from the Regimental Headquarters as they have been found in stores and offices at Endcliffe Hall. In 1999, the photographic collection was catalogued and ordered by Jane Davies, funded by the MGC / Science Museum PRISM Grant Fund.

In 2011, the museums service merged with Rotherham archives and local studies service to form Rotherham Heritage Services. The same year the Regimental museum was relocated from Rotherham Central Library and Arts Centre to Clifton Park Museum, with the reserve collections being moved to a new outstore.

The following year responsibility for the Regimental archive collection was moved under the remit of the archives and local studies service. A cataloguing grant from The National Archives was received in order to make it publicly available through the searchroom for the first time. The searchroom was also relocated to Clifton Park Museum. The catalogue for the collection is also available to view online via Calmview. Members of the public regularly donate records to the archive collection and in particular personal papers and photographs of former members of the Regiment.

During this period, work was also being undertaken to develop the new Regimental museum at Clifton Park Museum. These displays were designed to be much more centred on named individuals, whilst telling local stories. This will allow the displays to be changed on a regular basis and is especially true of the new medals gallery drawers. These show fewer medals, but each set has associated documents, objects and photographs to show a complete story. The drawers will then be changed regularly to show another set of stories.

The new museum opened in May 2014 to excellent reviews.

3. An overview of current collections

The York and Lancaster Regimental Museum collection consists of around 3,500 objects and around 15,000 photographs and archives that originate from or have an association with the York and Lancaster Regiment, or its forbears, the 65th and 84th Regiments of Foot. This includes material from any part of the world in which the Regiment served (principally India,

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New Zealand, Africa, and Europe) and cover all aspects of Regimental life during the period 1758 to 1968.

The collection holds a good selection of material relating to the 65th Regiment of Foot (1758 to 1888), including a replica 1760s Private's uniform and 1860s Officer's tunic, sash and kepi. The collection also includes a number of items relating to the Regiment's time in New Zealand including Fijian-style war clubs, Edward McKenna VC's rank badge and watch chain and the impressive set of New Zealand Maori silver table pieces, which are ranked amongst the most important known items of New Zealand silver of the period.

The collection contains an excellent range of items relating to the 84th Regiment of Foot (1759 to 1881), including the Pipe Banner for the Royal Highland Emigrants, the Coatee and Shako worn by Captain Henry Stratham who fought during the Napoleonic Wars, and two Peninsula Gold Medals. The collection also includes a number of items relating to the Regiment's time in India including an 1855 Captain's frock coat with sash and the locket commemorating the Siege of Lucknow and piece of the masonry from the Lucknow Residency.

The collection includes material related to the local Volunteer and Militia units, including a 3rd West Yorkshire Militia uniform from 1836 and material from the Hallamshire Rifle Volunteers.

The majority of the collection focuses on the York and Lancaster Regiment from its inception in 1881 to disbandment in 1968. Material from these periods cover the Boer War and the First and Second World Wars. Items from these later wars tend to focus on personal items and include photo albums and diaries now made available through the archives and local studies searchroom. The collection also includes a First World War ration biscuit, used as a sort of post card to send home to his mother, with the line '*Oh Mother Dear, I am so dry, I must eat this, or else I'll die*'.

The collection contains a large number of medals awarded to soldiers of the Regiment, including nine Victoria Crosses. The most significant group of medals and awards belonged to Field Marshal Plumer. The York and Lancaster Regimental collection now includes these items alongside Plumer's Field Marshal uniforms and baton. The collection includes paintings of Plumer and other significant soldiers from the Regiment's history such as General Sir Eyre Coote and Col. Richard Lloyd, both of the 84th.

The collection holds a good collection of Regimental silver, much of which was either given to the Regiment by its officers and men, or won by them at sporting events. Another strength of the collection is items relating to the Regimental Bands, including Drum Major's batons and a variety of drums and bugles. Some of the latest additions to the collection are the Freedom caskets and scrolls awarded to the Regiment from Rotherham, Barnsley and Pontefract.

4. Themes and priorities for future collecting

The collection is fairly weak in items relating to the period prior to 1881 and post Second World War period, especially National Service. There are some good objects and material relating to specific events, such as the Indian Mutiny (1st Indian War of Independence), New Zealand campaigns and Peninsula war but there is relatively little relating to the rest of the 18th and 19th centuries. A priority will also be made of collecting photographs, personal items and medals, and documentation relating the post Second World War period.

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Items will only be collected in to the museum if they can tell a story, particularly of individuals who served with the Regiment, or that will complement or fill a gap in the existing collections and knowledge. For example, medals should only be accepted with accompanying photographs, documents and other material, so that they are useable in displays and can aid personal research.

The museum will generally accept photographs, personal papers and letters relating to specific individuals, Battalions or events, providing that they do not duplicate what is already within the collection. These provide a valuable source of information for family and military history researchers.

During 2015, the Service will also be reviewing the stories it needs to tell to future generations, which will define further how the collections will be used and may impact upon this policy requiring further changes to acquisition and disposal priorities.

5. Themes and priorities for rationalisation and disposal

- 5.1 The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.
- 5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

As part of a collections audit and review begun in June 2014, the priorities for rationalisation of the collections are being looked at. The objects' uses and conditions are being assessed with a view to how they meet the service's needs, how they tie in with the statement of purpose, whilst meeting the stated outcomes within the Service Level Agreement between RMBC and the MoD. Objects with non Regimental provenance, those that are duplicated unnecessarily, and those of no use within the services priorities will be disposed of.

During 2015, the Service will also be reviewing the stories it needs to tell to future generations, which may impact upon the priorities for disposal.

6 Legal and ethical framework for acquisition and disposal of items

- 6.1 The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7 Collecting policies of other museums

- 7.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.
- 7.2 Specific reference is made to the following museum(s)/organisation(s):
 - Imperial War Museum

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- National Army Museum
- Clifton Park Museum
- York Castle Museum
- Liddle WWII Archive
- Rotherham Archives & Local Studies
- Green Howard's Regimental Museum
- Prince of Wales Own Regiment of Yorkshire Museum
- Duke of Wellington's Regimental Museum

The York and Lancaster Regimental Museum may from time to time seek to acquire items jointly with other services, which are also managed by Rotherham Heritage Services: Rotherham Archives & Local Studies; Clifton Park Museum and Rotherham Art Gallery.

8 Archival holdings

- 8.1 The York and Lancaster Regimental Museum holds and will seek to acquire archives which relate to its overall collecting areas. This material will be cared for and made accessible through Rotherham Archives and Local Studies.

9 Acquisition

- 9.1 The policy for agreeing acquisitions is:

Potential acquisitions are assessed by Heritage Service's staff with relevant collections skills and knowledge. These potential acquisitions are checked against this policy and against the current collection for their relevance and to avoid duplication. Research is undertaken to find out further information to support its acquisition such as checking the provenance and ownership details, or getting more detailed background information. If the object passes all these checks and has valid uses within the service, it will be put before a regular review panel. The panel is led by the service manager and is made up of representatives from each team. The Collections Officer or Archivist will put all potential acquisitions to the panel outlining the significance of each item. The panel will then confirm (also taking into account costs in the case of purchases), whether to accept the recommendations. The item may be accessioned, declined, passed on (to another museum or handling), or it may be held as a non-accessioned support item.

- 9.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

- 9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10 Human remains

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10.1 The 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, the 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 The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

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

13 Exceptions

13.1 Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

14 Spoliation

14.1 The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

15 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.

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

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- 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 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.
- 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

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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 The museum will not dispose of items by exchange.
- 16.13 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.14 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.15 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.16 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.17 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.