

Collections Development Policy

Name of museum: Tamworth Castle

Name of governing body: Tamworth Borough Council

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

Date at which this policy is due for review: **July 2019**

1. Museum's statement of purpose

Tamworth Castle is a unique Scheduled Ancient Monument offering an inspiring, entertaining, and enjoyable learning experience for all our users.

Through the collection, conservation and preservation, interpretation and exhibition of the museum's collections and buildings, we strive to maximise access to, and understanding of, Tamworth's heritage.

2. An overview of current collections

Tamworth Castle was purchased by Tamworth Corporation in 1897 without contents.

The collections have been acquired since 1897 through gift, bequest and purchases.

There are ten core areas of the collections:

1. The collection of furnishings drawn from the reserve collections, that interpret the period room displays within the Castle. These cover the four main periods relating to the ownership of the Castle. Tudor, Jacobean, Georgian and Victorian.
2. The locally produced terracotta samples collection, from nationally and internationally renowned company Gibbs & Canning, together with the company's business archive, dating from the mid 19th century to mid 20th century.
3. The locally produced ceramics collection, from George Skey, later Doulton's, together with some company archives, dating from the mid 19th century to mid 20th century.
4. The coin and medal collection. Coins are the significant core of this collection and include: Saxon Tamworth mint coins, a considerable number of Roman coins, including those found locally, and coins from significant periods up to, and including the 20th century.
5. The Allsopp collection, an eclectic discrete collection from a private local collector, that forms the main core of the social history, art, weapons and armour, curiosities and book collections. This also includes an archive not related specifically to the objects. From 18th to 20th century.
6. The Archaeology collection contains principally 20th century material excavated from, and found in, the environs of :
 - Tamworth Castle motte,
 - Tamworth Castle grounds
 - Rivers Anker and Tame.
 - Excavations in various parts of the town of Tamworth prior to changes to roads and the built environment in the 1960's and 1970's.
 - A major excavation carried out prior to the 1980's Ankerside Shopping development which included the unique remains of a Saxon watermill, Rhineland lava mill stones, timbers, leather, and metalwork.
 - Various locations surrounding Tamworth in the 1960's when Tamworth Castle was the only available repository in the area.
 - Material obtained from formal and informal field walking in the local area.

- A small amount of archival material and written reports, some published, some awaiting reports and / or publication.
7. Small fossil and mineral collections from a local private late 19th and early 20th century collection. Identified and catalogued by West Midlands Area Museum Service (WMAMS) in 1990, and re-assessed in 2013 by BMT. (Awaiting report)
Small 19th century mineral collection donated by Lady Emily Peel. Identified and catalogued by Stoke Museum Service in 2009 with report.
Small, but classified as nationally significant, 19th century botanical collection of Staffordshire / Warwickshire mosses and wildflowers, also donated by Lady Emily Peel. Identified and catalogued by Staffordshire Arts and Museum Service (SAAMS) in 2009.
 8. Local trade samples and records, late 19th and early 20th century, relating to businesses in Tamworth.
 9. Art collection late 18th to mid 20th century.
 - Oil paintings, all of which are included on the 'BBC Your Paintings' website, and the Staffordshire section of the Public Catalogue Foundation.
 - Portraits of Tamworth Castle owners.
 - Notable local people, including Sir Robert Peel.
 - A small number of works by local artists in various media, of local views.
 - Views of Tamworth and Tamworth Castle.
 10. Handling / Living History collection.
 - Reproduction items.
 - Items from the collections used as handling objects with no Tamworth or significant provenance.
 - Items purchased specifically for handling use.

3. Themes and priorities for future collecting

Items offered to **Tamworth Castle Museum** within the time frame of this Policy will be considered on an individual basis, dependent on provenance, relevance and volume. Preference will always be given to items relating directly to Tamworth Castle, or its occupants throughout its history, and the development of Tamworth as a Saxon town. Items with an evident provenance to the town and Borough of Tamworth, key people and families, businesses, social and industrial history, the development and extension of the Borough throughout all time periods.

The area of Tamworth includes the current district boundaries and Civil Parishes. **Tamworth Castle** does not intend to actively collect on any areas of the current collections within the time frame of this Collections Development Policy.

4. Themes and priorities for rationalisation and disposal

Tamworth Castle will actively seek to rationalise its collections listed above within the time frame of this Collections Development Policy.

The priority of rationalisation and disposal will include items already noted through the recent collections audit as being outside of the provenance and remit of Tamworth Castle's collections, and its recent collecting policies.

(See Care and Conservation Policy and Plan)

Priorities for disposal due to size and volume will include architectural salvage items. These items are expected to be disposed of under the Clause 13 paragraphs (e), (f) and (h) of this Collections Development Policy.

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 collections¹

5. Limitations on collecting

Tamworth Castle 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.

6. Collecting policies of other museums

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

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

- The Staffordshire Regiment Museum, Whittington Barracks
- Staffordshire Arts and Museums Service (SAAMS)
- Erasmus Darwin
- Samuel Johnson Birthplace Trust

In relation to the development of Saxon collections and the Mercian Trail Partnership:

- Stoke-on-Trent Potteries Museum and Art Gallery (PMAG)
- Birmingham Museums Trust (BMT)

7. Policy review procedure

The Collections Development Policy will be published and reviewed from time to time, at least once every **five** years. The date when the policy is next due for review is noted above. 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 existing collections.

8. Acquisitions not covered by the policy

Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by Tamworth Borough Council, the governing body of Tamworth Castle itself, acting on curatorial advice from the Collections Officer / Heritage and Visitor Services Manager, and having regard to the interests of other museums.

9. Acquisition procedures

- a. **Tamworth Castle** 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 (Tamworth Borough Council) or the Collections Officer / Heritage and Visitor Services Manager is satisfied that Tamworth Castle can acquire a valid title to the item in question.
- b. In particular, **Tamworth Castle** 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).

¹ See Museums Association 'Disposals Toolkit' pg 5.

- c. 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, **Tamworth Castle** will reject any items that have been illicitly traded. The governing body (Tamworth Borough Council) 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.
- d. So far as biological and geological material is concerned, **Tamworth Castle** 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.
Biological material acquired historically has been reported, and added to, the Science and Advice for Scottish Agriculture (SASA) DNA Database in 2013.
- e. **Tamworth Castle** will not acquire archaeological antiquities (including excavated ceramics) in any case where the governing body (Tamworth Borough Council) or the Collections Officer / Heritage and Visitor Services Manager has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.
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 as defined by the Treasure Act 1996.
- f. Any exceptions to the above clauses 9a,9b, 9c, or 9e will only be because **Tamworth Castle** is:
- acting as an externally approved repository of last resort for material of local (UK) 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
 - acting with the permission of authorities with the requisite jurisdiction in the country of origin
 - 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 an appropriate outside authority.
- g. As **Tamworth Castle** 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)

10. Spoliation

Tamworth Castle 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.

11. The Repatriation and Restitution of objects and human remains

Tamworth Castle's governing body, (Tamworth Borough Council) acting on the advice of the professional staff, Collections Officer / Heritage and Visitor Services Manager 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. Tamworth Castle 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 13a-13d, 13g and 13o/s below will be followed but the remaining procedures are not appropriate.

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' (DCMS 2005).

12. Management of archives

As **Tamworth Castle** holds / intends to acquire archives, including photographs and printed ephemera, its governing body (Tamworth Borough Council) acting on the advice of the Collections Officer / Heritage and Visitor Services Manager will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002). See Care and Conservation Policy and Plan.

13. Disposal procedures

Disposal preliminaries

- a. The governing body (Tamworth Borough Council) will ensure that the disposal process is carried out openly and with transparency.
- b. By definition, **Tamworth Castle** has a long-term purpose and holds collections in trust for society in relation to its stated objectives. The governing body (Tamworth Borough Council) therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in Tamworth Castle's collections.
- c. **Tamworth Castle** will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.
- d. When disposal of a museum object is being considered, **Tamworth Castle** 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.

Motivation for disposal and method of disposal

- e. When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 13g-13s will be followed and the method of disposal may be by gift, sale or exchange.
- f. In exceptional cases, the disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below in paragraphs 13g-13m and 13o/s will be followed. In cases where disposal is motivated by financial reasons, the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:
 - **the disposal will significantly improve the long-term public benefit derived from the remaining collection**
 - **the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit)**
 - **the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored.**

The disposal decision-making process

- g. Whether the disposal is motivated either by curatorial or financial reasons, the decision to dispose of material from the collections will be taken by the governing body (Tamworth Borough Council), acting on advice from the Collections Officer / Heritage and Visitor Services Manager only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for the Castle's collections and collections held by museums and other organisations collecting the same material

or in related fields will be considered. External 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.

Responsibility for disposal decision-making

- h. 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 **Tamworth Castle** (Tamworth Borough Council) acting on the advice of the Collections Officer and the Visitor and Heritage Services Manager, and not of one person responsible for the collection acting alone.

Use of proceeds of sale

- i. Any monies received by **Tamworth Castle's** governing body (Tamworth Borough Council) from the disposal of items will be applied 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
- j. The proceeds of a sale will be ring-fenced so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard.

Disposal by gift or sale

- k. Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed. 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.
- l. If the material is not acquired by any Accredited Museums to which it was offered directly 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 an announcement in the Museums Association's Museums Journal, and in other specialist journals where appropriate.
- m. 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.

Disposal by exchange

- n. The nature of disposal by exchange means that **Tamworth Castle** will not necessarily be in a position to exchange the material with another Accredited museum. The governing body (Tamworth Borough Council) acting on advice from the Collections Officer / Heritage and Visitor Services Manager will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- o. In cases where the governing body (Tamworth Borough Council) wishes for sound curatorial reasons to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the procedures in paragraphs 13a-13d and 13g-13h will be followed as will the procedures in paragraphs 13p-13s.
- p. If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.
- q. If the exchange is proposed with a non-accredited museum, with another type of organisation or with an individual, the museum will make an announcement in the Museums Journal and in other specialist journals where appropriate.
- r. Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in **Tamworth Castle's** collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body (Tamworth Borough Council) acting on advice from the Collections Officer / Heritage and Visitor Services Manager must consider the comments before a final decision on the exchange is made.

Documenting disposal

- o/s. 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 de-accession and disposal.