

Herefordshire Museum Service



COLLECTIONS DEVELOPMENT POLICY 2020-2024



Victorian Children's Shoes (Hereford Museum & Art Gallery 2977, 7453, 6338, 1459, 4205 and 7980)

Name of museum: Herefordshire Museum Service: Museum Resource & Learning Centre

Name of governing body: Herefordshire Council

Date on which this policy was approved by governing body:

Policy review procedure:

The collections development policy will be published and reviewed at least once every five years.

Date at which this policy is due for review: April 2024

***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.**

Name of governing body: Herefordshire Council
Approved by: Director of Economy, Communities and Corporate

Signed:

Date:

Date at which this policy is due for review: 2024

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

1.1. The museum's statement of purpose is:

Museum Mission statement

Herefordshire Museum Service - celebrating and preserving our past in the present for the future

Museum Statement of Purpose and Vision

Herefordshire Museum Service connects people with Herefordshire's past by creating opportunities for direct engagement with museum objects for exploration, enjoyment, curiosity and wonder.

We achieve this by:

- Leading in collecting and caring for objects and their stories reflecting Herefordshire life: past, present and into the future
- Celebrating our diverse heritage and supporting the wider heritage sector
- Enabling lifelong use, learning and enjoyment of the museum collections through interpreting and sharing our expertise and knowledge
- Fostering a sense of place and community and promoting well-being

The Collections Development policy is one of a number of policies and plans that set out the intention and direction of the Herefordshire Museum Service. As such it provides the guidance by which the museum service and governing body will operate. The related policies and plans comprise:

- Forward Plan 2020-24
- Archaeological Deposition Policy 2019
- Humans Remains Policy 2020-24
- Care and Conservation Policy 2020-24
- Care and Conservation Plan 2020-24
- Documentation Policy 2020-24
- Documentation Manual 2020-24
- Documentation Plan 2020-24
- Access Policy 2020-24
- Access Plan 2020-24

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

2.1 History of the museum & its buildings

The museum's early history is closely linked with the Woolhope Naturalist's Field Club which was founded in 1851 at a meeting of the Literary, Philosophical and Natural History Institution of Hereford, itself founded in 1836 as the Herefordshire Natural History, Philosophical, Antiquarian, and Literary Society.

Money for the building of a museum was offered by the President of the Club Mr. James Rankin (later Sir) during his Presidential retirement speech of February 22nd, 1870. At the meeting of the Club's Museum Committee on February 23rd 1871 a recommendation to build a museum with the addition of a public library was passed. The necessary funds were available, the Town Council had given the project its support and it was hoped that the Town Council would adopt the 1855 Public Libraries Act. On May 2nd 1871 a joint Woolhope Club/Town Council committee convened "*to consider the offer of J Rankin, Esq., to purchase a site and erect suitable buildings for a Free Library and Museum in the City of Hereford in connexion [sic] with the Woolhope Naturalists' Field club.*" The resolution to do this was passed and the wheels set in motion to achieve this end. Hereford Museum and Library was opened in 1874. The collections created by members of the Woolhope Naturalists' Field Club, mostly of geological and archaeological material but with a significant proportion of botanical specimens, formed the basis of the new Museum.

The Woolhope Naturalists' Field Club was, in its prime, a leading scientific society with significant original work on geology, zoology, botany and mycology appearing in its Transactions. The bulk of the early archaeological investigations carried out in Herefordshire were published in the Transactions from 1866, along with a wealth of detail about the county's buildings, customs, and the host of other factors that together make up the character of Herefordshire.

In 1912 a new Art Gallery was added to the Museum/Library building. In 1928 the City acquired the Old House, High Town and in 1966 Churchill Gardens (later Churchill House) Museum was acquired. In 1973, the Hatton Art Gallery was added to the existing building at Churchill Museum, opening in 1974, exclusively to display and store the works of Brian Hatton. Since the closure of Churchill House Museum in 2002 the Hatton collection has been displayed in rotation in the Museum at Broad Street.

From 1974 to 1998, the Counties of Herefordshire and Worcestershire were joined forming the County of Hereford and Worcester. The museum was then run by Hereford City Council and no longer had a countywide remit. This responsibility was vested in the new Hereford & Worcester County Museum at Hartlebury. Hereford City Museum did however continue to acquire some objects from the county and retained a county perspective throughout. The two counties were re-divided into Herefordshire and Worcestershire on 1st April 1998, and the Museum once again became the Herefordshire county museum, called Hereford Museum and Art Gallery and the museum service was re-named Herefordshire Heritage Services. The new Herefordshire Heritage Services assimilated the Heritage Centres in Ross-on-Wye, Bromyard and Ledbury in 1998.

The museum service had a number of stores away from its main museum buildings, which were scattered around the City of Hereford in up to fifteen different locations. To consolidate the collections in one storage facility, Herefordshire Council purchased a building in 2000, an old BT repeater station, with the purpose of finding ways to improve and expand it to provide a fully functioning environmentally controlled store enabling wider public access. A four-phase forward plan was developed to proceed in stages with generous support provided by the Heritage Lottery Fund. Phase 1 refurbishment started in 2000 with Phase 2 completed in 2004. Phase 3 saw the new build and completion of the Museum Resource and Learning Centre (MRLC) officially opened in April 2008. Phase 4 was the intended refurbishment and conversion of the Broad Street building to sole museum use to increase access to the collections through expanded displays.

In 2002 the museum moved out of Churchill House Museum and transferred the collections into the new Museum Resource and Learning Centre. The Bromyard Heritage Centre was closed around the same time. In late 2013 the Ledbury Heritage Centre and in Spring 2014 the Market House Heritage Centre in Ross-on-Wye were transferred out of the ownership of Herefordshire Council Museum Service, through Community Asset Transfer. Management by the Museum Service ceased and many of the collections removed to temporary or permanent storage at the Museum Resource & Learning Centre.

In 2020 plans are being developed to put in a bid to the Stronger Towns Fund initiative which includes a project to redevelop the Broad Street Museum site. If successful, this would create a new museum facility 'The Marches Experience Museum' [working title] adding additional new build floor space and occupying the whole of the building on the existing footprint of the Broad Street site. [This would complete Phase 4 of the original intentions of the HLF project which funded the development of the MRLC].

Herefordshire Museum Service is currently responsible for the following sites:

Museum Resource and Learning Centre 58 Friar Street Hereford.

Hereford Museum & Art Gallery Broad Street, Hereford.

The Old House Museum now known as High Town, Hereford.
the Black and White House Museum

2.2 History of the Collections

The early collections were formed by members of the Woolhope Naturalist's Field Club and its precursor institutions in the mid-19th century and comprised mostly geological, archaeological and botanical specimens. Once established the museum received local donations and the collections expanded under the guidance of various curators, notable among them Mr. F.C. Morgan in the 1930's.

The Friends of Hereford Museum and Art Gallery was set up in 1928 to assist in the purchase of works of art for the collection, and over the years have also contributed to or donated items of costume, decorative art and social history including a gypsy caravan.

The costume collection in the early 20th century benefited from the gift of items from the collector C.W. Cunnington, and the work of celebrated local First World War artist Brian Hatton was acquired in the 1960's and 1970's. A significant collection of documentary items belonging to Hereford-born David Garrick, 18th century actor and producer, was purchased through auction in 1992 by Hereford City Council.

Individual curators and external factors inevitably influenced the development of the collections, but the overall resulting collection covers most areas of natural and human history, some with regional and national significance. The result is a broad-based collection of Herefordshire material with some items from elsewhere.

2.2.1 History of the Social History, Photographic and Documentary Collections

The Social History collection was initially actively developed to rescue dying trades, occupations, methods and tools, and through time included everyday domestic artefacts and many other aspects of social history.

The majority of the Social History, photography and documentary collections were developed gradually through donations.

The Friends of Hereford Art Gallery purchased a gypsy caravan for the museum in 1939 and had it restored in 1978 and the judge's coach was acquired in the mid 1980's.

Several individual collections have been acquired, such as Alfred Watkins' photographic equipment, Vernon Morris' 19th century artefacts and the Philla Davis and Lettice Sandford collections of straw work.

In 1992 the City of Hereford purchased at auction a large collection of papers and ephemera belonging to the renowned 18th century Shakespearean actor David Garrick, who was born in Hereford in 1717.

There have been significant developments with respect to the photographic collections since 2005. A number of boxes of photographs held in the old museum stores were discovered as part of the final move of objects to the MRLC in Friar Street. In 2011 the museum acquired 4,300 glass plate negatives taken by Mr. T.H.

Winterbourn, a commercial photographer based in Leominster from 1870 – 1922, and transferred the large collections of glass plates / lantern slides from Mr. A. Watkins, Mr F. C. Morgan, Miss M. Wright and Mr. Willson that were housed at the Library. A donation of a small collection of images taken by Mr. Tilley of Ledbury was acquired around the same time.

A deposition of material relating to Ross-on-Wye was transferred in 2014 as the Market House Heritage Centre was asset-transferred to another organisation.

2.2.2 History of the Archaeology Collections

Archaeological investigation and collecting in the county began before the museum was established. By the late 19th century and start of the 20th century archaeological activity became closely linked to the Woolhope Naturalist's Field Club and the early development of the museum. Collecting archaeological material from excavations and the acquisition of non-excavated finds has continued throughout the life of the museum. Some private collections have been deposited in the museum, such as the important collection of Mesolithic and Neolithic flint work collected by Gavin Robinson in the hills in the south-west of the county, and the field walking flint finds of A.E. Brown, surveyor to the Forestry Commission, in the 1960's

The City of Hereford Excavation Committee, a section of the Woolhope Naturalists Field Club, became the City of Hereford Archaeology Unit in 1974, one of the earliest independent rescue archaeology units in the country. The Unit excavated much of the archaeological material recovered from the City of Hereford up until its demise in 1996. Excavations in the wider county which had originally been carried out under the auspices of the Woolhope Naturalist's Field Club, was from 1974 undertaken by the Hereford and Worcester County Archaeology Unit. Since 1998 various commercial archaeological contractors have carried out archaeological work both in the City and the county.

Since the establishment of developer-led and contractor archaeology in the post PPG16 years (now PPS5), 1990 onwards, the nature of the archaeological archive from investigation and excavation has changed. The emphasis is on preservation in situ and minimal excavation such as watching briefs and trial trenches, and the resulting archive is increasingly paper and digital based with fewer artefacts recovered. As a consequence, the past large-scale excavations such as those at Croft Ambrey, Sutton Walls, Kenchester (Magnis) and Kenchester 1977 (Stretton Sugwas), were no longer practised, except through the research excavations undertaken by Herefordshire Archaeology, Herefordshire Council (set up 1998). From 1998 until its re-organisation in 2013, Herefordshire's Archaeology carried out non-developer-led archaeological investigations and surveys across the county, including at several notable locations such as Credenhill hillfort, Doward hillfort, Croft Castle, and the Olchon Valley.

Hereford City Council ran the museum between 1974-1998. During this time the museum only accepted excavated archives from Hereford City, although it continued to acquire individual finds from the wider county and retained a county perspective throughout. The material archives from county excavations went to the Hereford and Worcester County Museum at Hartlebury, Worcestershire. When Herefordshire gained unitary status on 1st April 1998, the archaeological material from Herefordshire County held at Hartlebury was transferred to the re-named Hereford Museum and Art Gallery.

Since before 1998 the museum has been the recognised repository for archaeological material recovered from excavation and investigation in the county of Herefordshire including the City. It was approved by the MLA/Museums and Galleries Commission/Resource and was recognised by English Heritage as suitable for the storage of English Heritage funded archaeological projects with its associated storage grant scheme. The new Museum Resource and Learning Centre in Hereford (2004-present) gained full Accreditation as a museum in 2006 under the MLA scheme and has retained this status through re-Accreditation in 2008 and in 2012 under Arts Council England (ACE).

The collections have been formed through donation, deposition or purchase from: archaeological investigative processes including excavation, sampling, coring, survey and field walking; chance finds; metal detected finds; private collections; purchased items; and items acquired through the Treasure Act 1996 (revised 2003). In the past 15 years, through the Treasure system, the museum has been able to add some very interesting and locally important items of Treasure into its collections. The discovery of an extremely significant ninth century Viking hoard of treasure, known as the Herefordshire Hoard (previously the Leominster Hoard), was made public in 2019 following a lengthy police investigation. The museum has

expressed its desire to acquire the hoard if able to raise the funds to purchase it. If successful this would be the most important acquisition the museum will ever have made.

2.2.3 History of the Numismatic, Arms and Armour and Ethnographic Collections

Archaeological numismatics have been acquired through excavation, field walking, donation and purchase of chance or metal detected finds. Development of the collections of Hereford Mint and other Medieval coins was through commercial purchase in the early to middle years of the life of the museum.

The gradual development of the collection was augmented by the acquisition of coin hoards and by the large archive of coins recovered from the Roman town of Magna through excavation and private collections in the early part of the 20th century. Coin hoards since 1996 are classed as Treasure as defined by the Treasure Act (1996). Most coin hoards in the earlier collections came from the later Roman period, such as the Llangarron and Bishopstone hoards, but since the Treasure Act 1996 coin hoards from other periods have been acquired. An early 15th century medieval coin hoard of 86 coins, probably associated with the incursions and upheavals associated with the Owain Glyn Dwr rebellion, was the first hoard to be acquired under the new act. More recently a number of Roman coin hoards incorporating early Roman and republican coins have been recovered from the north west of the county, and several small post-medieval hoards/purse losses have come through the Treasure system such as a Civil War four coin group from Putley south of Hereford.

The Social History numismatic collections have largely been acquired as single pieces. Medals and badges are often accompanied by associated documentation, costume and photographs. A number of more recent coins were donated via a local solicitor's office, and have helped to create a comprehensive modern coin collection. The Walter Pilley collection of seals was a major bequest in 1913

Arms and armour, acquired through gift, purchase, archaeological investigation, chance finds, metal detected finds, includes individual donations of items relating to service uniforms, medals, trophies and awards. More recently acquisitions were made from material acquired by amnesty from the West Mercia Police Authority.

The small but varied collection of ethnographic material was formed from three main donations of material; a bequest from Reverend P H S Strong in the 1896, Fitzchandler in the early 20th century, and Phylla Davis in the late 20th century. The museum once held other collections, but these were transferred to other museums by the 1970s.

2.2.4 History of the Fine & Decorative Art & Furniture Collections

The Fine & Decorative Art & Furniture collections have been acquired gradually since the establishment of the Museum in 1874, most as individual items or small groups; though there have been some larger depositions such as the gifts and bequest of work by the wartime artist Brian Hatton by his sister Marjorie, the bulk of which was accessioned in 1975. The Brumwell collection of oriental china and bronze, was bequeathed by Gwendolyn Kate Brumwell (d.1978) widow of Charles E. Brumwell (d.1951) who was a local bookshop owner and collector. Cecil L. Marriott, a local auctioneer, estate agent and valuer, donated a large collection of glass and china in 1965 and bequeathed other items on his death in 1969. Mrs. C.C. Garrard donated a large collection of miniature jugs in 1940. A deposition of wood engravings was made by Dr. Malcomson, a former chairman of the Friends of Hereford Museums and Arts in 1982. This contains a selection of work by members of the Society of Wood Engravers.

Acquisitions have been made through The Friends of Hereford Museum and Art Gallery which was set up in 1928 with a fund for the purchase of works of art for the permanent collection. The Librarian/Curator F C Morgan made judicious additions to the collection in the 1930's sometimes through the Friends. The Friends later became a countywide organisation 'The Friends of Herefordshire Museums and Arts' (established in 1977) and it has continued to support the acquisition of works of art to this day.

The Herefordshire College of Art and Design deposited the so-called 'Hereford Collection' at the Museum in 1996. It contains mostly prints from the 20th century which had been acquired by the college for teaching purposes but had fallen into disuse and was under threat.

The methods of collecting which have traditionally provided material for the collection are still current. Most works of art have been offered as gifts or bequests and many items have been purchased, often with a combination of funding sources. Key sources of funding are the Friends of Herefordshire Museums and Arts,

the MLA/V&A Purchase Grant Fund (formerly the MGC/V&A Purchase Grant Fund or the Resource/V&A Purchase Grant Fund), the National Art Collections Fund (now known as Art Fund), together with the small Herefordshire Heritage Services Purchase of Exhibits budget. The Museum has previously been a member of the Contemporary Art Society and received works from this source, but this membership is no longer maintained since it is not a specific aim of the collecting policy to collect contemporary works without a local significance. The acquisition of works through exhibitions in the Art Gallery 'in lieu of commission' has been a source of additions to the collection, providing criteria are met.

The furniture collection was augmented in 1929 by the purchase of a number of 16-17th century items for display in the Old House when it opened as a museum but otherwise has grown gradually.

2.2.5 History of the costume & textile collections

The costume & textile collection has mostly been locally donated, as individual or small related groups of items. There were significant donations made in the early to mid-20th century by The Friends of Hereford Museum and Art Gallery, and several items from C W Cunnington, colleague and friend of the curator FC Morgan, who extensively studied the collection for his publications on the history of costume.

2.2.6 History of the Natural History and Geology collections

The origins of the geological and botanical collections can be traced back to the Herefordshire Literary and Philosophical Society, founded in 1836 and the Woolhope Club founded in 1851, both several years before the opening of the Museum in 1874. Collections from both societies passed over to the museum once a building was available to house them and Woolhope Club members continued to add specimens up until the end of the nineteenth century. Historically the geological, entomological and botanical collections have been the most important holdings, although as the collections are sorted and re-curated, a number of other important collections have been re-discovered. The West stratigraphic collection, re-curated in 2004, represents a previously un-recognised but wide ranging representation of Herefordshire rock types.

The nationally renowned amateur entomologist, Dr T.A. Chapman donated a large collection in the late nineteenth century and urged other Woolhope Club Members to do the same. Dr. John Wood of Tarrington also bequeathed his important insect collection to the Museum, but these were passed to the British Museum (Natural History), London, in 1949. Wood was a pioneer worker on the Phoridae (Diptera or "scuttle flies") and the collection he built up is of international importance. That the Library and Museum Committee agreed to give this collection to the nation was far-sighted and correct.

The entomological collections were actively developed from 1979 to 2002 through the efforts of the Natural History Curator Jonathan Cooter. The Reynolds and Knight Lepidoptera collection were bequeathed to the museum in 1999 by a notable local entomologist.

3. An overview of current collections

The Museum holds around 150,000 objects which tell the history and stories of Herefordshire and its people.

These collections are owned predominately by Herefordshire Council with a small number of items on loan: about 0.1%.

The vast majority of the collections are of Herefordshire origin or linked to Herefordshire people and places, and comprise Archaeology, Social History, Costume and Textiles, Fine Art, Decorative Art, Furniture, Documents, Photographs, Numismatics, Arms and Armour, Ethnography, and Natural Sciences including Geology.

The Costume & Textile collection is of national significance with items from the 17th century to the present day. It includes some fine examples of 18th century women's and men's dress, a comprehensive range of men's, women's and children's costume from the 19th century, and a group of 19th-20th century agricultural smocks.

The Fine Art collection features a significant number of early English watercolours, mainly landscapes, dating from the late 18th to mid-19th centuries. It has a relatively rich selection of work from artists with local associations, particularly the work of early 20th century artist Brian Hatton, and includes some works from national and internationally famous artists such as JMW Turner. Prints from the 18th century, and wood engravings are also well represented. The Decorative Art collection features a range of English pottery and porcelain including some good quality studio ceramics, together with glass, pewter and silverware, mostly dating from the 17th century onwards. There are also small groups of Continental or Oriental items. The furniture collections include an important group of 17th and 18th century domestic oak furniture on display in the Old House and 19th century chairs by Phillip Clissett of Bosbury.

Amongst the Natural History collection the geology, herbarium and parts of the invertebrate collections are the most important. Some parts of these are of national significance. There are good local entomological specimens and a local collection of vertebrates including a fine sturgeon caught in the River Wye in the mid-19th century.

The Archaeological collections are primarily of Herefordshire origin and are particularly strong in the Iron Age and Roman periods. Material of Palaeolithic and Mesolithic date from King Arthur's Cave is of national significance, and there are some fine groups of Mesolithic and Neolithic lithics particularly from the western hills in the county. There are substantial collections of excavated Middle-Late Saxon, Medieval and post-medieval collections from the City of Hereford, Hereford Cathedral, villages, towns, moated sites and castles. There is an expanding archaeological documentary archive relating to archaeological works in the county.

The Social History collection is large and diverse, including local crafts, trades, agricultural implements, wheeled vehicles, numerous domestic artefacts and documentary archives. The collection is largely of 19th–20th century date, but there is some 17th and 18th century material including an important group of ironwork. A collection of photographic equipment and items belonging to Alfred Watkins, a Victorian antiquarian, inventor and author of the Ley Line theory, is of local and national relevance.

The most significant element of the documentary collection is the collection of documents, papers and ephemera which belonged to David Garrick the famous 18th century Shakespearean actor.

The collection of photographs is an important resource for local imagery and past trades, and dates from the mid-19th century to the present day. It currently includes several significant collections of the work of local photographic artists, Alfred Watkins, Thomas Henry Winterbourn, Mr. Tilley and the F. C. Morgan collections including work from several local photographers: Miss. M. Wight, Mr. Wilson as well as Alfred Watkins. The latter also includes a large number of images of the Museum collection in the early part of the last century. These are mainly either glass plate negatives or magic lantern slides. There is also a considerable collection of photographs of local scenes and people, not all of which have any reference to a named photographer.

The Ethnographic collection is relatively small and represent items gathered by individuals during the late 19th to 20th century and it includes some items of religious significance. A Jewish Torah Scroll in the collection was presented in 2012, on a long term renewable loan, to the local Jewish Community.

The collection of Numismatics is greatest in the area of Roman coinage, with two large hoards and individual coins recovered from the Roman town of Magna at Kenchester.

Arms and Armour includes some fine Medieval and Civil War pieces including the famous Roaring Meg Mortar and its associated shell from the siege of Goodrich Castle currently on loan to English Heritage and displayed at Goodrich Castle.

3.1 Social History Collections

The Social History collection may be characterised as 'Herefordshire-based' in that it reflects the rural crafts and trades which operated within the county at particular times - there have been deliberate attempts by some past curators to capture evidence of some of these activities before they disappeared. The collection contains small groups of material representing such activities: thatching tools, saddlery tools, or trapping devices, for example.

The majority of items date from the mid-19th century onwards to the present day. One significant group dates from the 17th and 18th century; these are mainly items of domestic ironwork.

The collection includes artefacts representing crafts, trades and industries, home life, social and civic institutions, science, transport, recreation, religion, and printed items, packaging, ephemera, a collection of cameras, photographic equipment, photographs and glass plate negatives. The David Garrick Collection of papers is a key part of the Documentary collections.

Larger items includes agricultural tools, implements and machinery, some industrial machinery (i.e. lathes), bicycles, domestic furniture and fittings, wheeled vehicles including agricultural vehicles, the Judge's coach, a French Victoria carriage, a traveller wagon/gypsy caravan, the Kington tramway cart and Hereford workhouse bier.

3.2 Archaeology collections

The Museum is the recognised repository for archaeological material recovered from the county of Herefordshire.

Current holdings

The archaeological collections are made up of finds and documentary archives. The finds (objects) comprise all materials types: ceramic (pottery and building material), fired clay, animal bird and fish bone, human bone, shell, leather, fibre, plant remains and other ecofacts, stone, flint and minerals. The documentary archive consists of paper records, books, cards, drawings on film and paper, photographs, negatives, transparencies, x-rays, digital images and digital information

The archaeological collections are mostly derived from the main collecting area of Herefordshire. A small part of the collections represent cultures and periods outside Herefordshire, from Britain and abroad, and include some fine comparative material.

Local collections

Herefordshire's human history is represented by all periods: Palaeolithic, Mesolithic, Neolithic, Bronze Age, Iron Age, Roman, Anglo-Saxon, Medieval, Post Medieval and Historic. In addition to material evidence the collections also comprise documentary archives resulting from the archaeological process, including paper, drawings, digital and photographic archives.

The prehistoric period is fairly well represented by groups and individual lithic finds, The late Mesolithic/Neolithic Gavin Robinson flint collection from the hills in west of the county are of particular importance, as are the A.E. Brown flint collections and field notebooks. The Palaeolithic and Mesolithic archive from investigations at King Arthur's Cave in the south of the county is of national significance, and is primarily faunal in character. Evidence for Late Neolithic and Bronze Age people has been increasing in the last ten years with cairn and cist burials discovered in the west of the county (Olchon), round house

buildings uncovered in the vicinity of Hereford City (Asda site, Rotherwas ring road), and 'ritual' sites found on the Rotherwas ring road and as metalwork hoards (Pencoyd). Some of the material from these discoveries has not yet been received by the museum.

The county collections are strongest in the Iron Age and Roman periods as large scale excavations have taken place on major sites for these periods, such as at Croft Ambrey and Sutton Walls hill forts, and more recent investigative work on other Iron Age hillforts such as Credenhill, The Doward and Eaton Camp. The Roman collections comprise large material archives from the Roman towns of Magna and Ariconium iron making town. Smaller Roman towns, such as Stretton Grandison, Blackwardine and Leintwardine and villa farmsteads, such as Huntsham and Kenchester/Stretton Sugwas, also produce a wealth of material evidence.

Hereford City excavations from the late 1960's onwards, provide a rich resource for the medieval and post-medieval period. The Anglo-Saxon settlement in Hereford is best represented in its later stages, with limited middle Anglo-Saxon material represented. Across the county evidence of Anglo-Saxon people is still largely absent from the archaeological record, despite the early establishment of many of the churches in the area. Discoveries in the last 5-10 years have helped redress this balance somewhat, with, for example, the discovery of early Anglo-Saxon burials around Merlin's Cave in the south and at Stretton Grandison, a Middle Saxon royal watermill at Marden and individual metal detected finds.

Medieval archaeology is well represented through the monastic and religious establishments (Craswall, Dore, Blackfriars), moated houses and castles (Wallingstones, Richards Castle), villages, and the towns of Leominster and Ledbury, Ross-on-Wye and Bromyard have smaller associated medieval collections.

Post-medieval and historical archaeology from the City of Hereford, has some good groups of 17th, 18th and 19th century assemblages. An under-representation of industrial archaeology is largely because Herefordshire's economy has been dominated by farming and rural industries. There is some material evidence for local pottery production (such as at Birkley/Lingen and Whitney), brick production, clay pipe manufacture (Pipe Aston area) and industrial activities from settlement sites. The 17th century glass working site at St. Weonards is of regional/national importance, linked to the Huguenot glass tradition established in the Weald of Kent.

In general the metal collections are not as well represented as the ceramic collections, and organics such as leather and textiles are very sparse. The survival rate of these materials is poor in agriculturally active land, and there has been little recovery of archaeological material from waterlogged deposits. A small quantity of human remains, less than 100 individuals represented, are largely of pre-Christian date (see Human Remains Policy and Inventory, revised 2016)

The independent museums at Kington and Leominster also hold small collections of local archaeological material.

Archaeological Documentary archive

The archaeological documentary archive comprises notebooks, recording sheets, reports, notes, plans, drawings on paper and film, photographs and transparencies, microfiche, x-ray, film, video and digital data (text and image). These relate to archaeological investigations carried out in the county of Herefordshire.

Material excavated since 1998 is only accepted into the museum if accompanied by its documentary archive. Not all the excavations carried out before those dates have associated documentary material: there is an ongoing process to locate and secure this information.

With the increase of short non-intrusive archaeological investigations carried out in advance of building development and groundworks, there is a resulting increase in the amount of documentary archive being created with few associated finds. This area of the archaeological collections is currently growing.

Non-local collections

A small, but significant, quantity of non-local archaeological artefacts has been acquired in past years. These include ceramics and metal objects from Greek, Etruscan, Italian Roman, Cypriot and Egyptian cultures, and lithic artefacts from across Britain, Ireland, France and Saharan Africa. They provide good comparanda and are useful for educational and world culture displays

3.3 Numismatic Collections

The numismatic collection includes monetary items, medals, badges and seals from archaeological and social historical periods. The medal and badge collection reflects the involvement that local people have had in serving in various campaigns, at home and abroad, and highlights the achievements of specific individuals within Herefordshire. It also aims to show the diverse range of societies that have existed in the county.

The numismatic collections comprise coins, bank notes, tokens, jettons, medalets, checks, coin weights, produce seals, quality seals, personal/institutional seals, seal casts, medals and badges.

The collections date from the Iron Age to modern periods. Only a few coins of Iron Age date currently exist in the collections although numerous others have been found by individuals across the county of which two have entered the collections through the Treasure process. There are two large Roman coin hoards, a number of smaller hoards and a large and comprehensive collection of Roman coins from the Roman town of Magna. The Saxon and Medieval coinage includes several from the Hereford Mint but is not fully representative. The Canon Pyon coin hoard of 86 silver hammered coins dating to the 14th century may be the only artefacts in the country that directly relate to the rebellious incursions of Owain Glyn Dwr in the early 15th century. Recent acquisitions of small Post medieval purse losses include a Civil War group from Putley.

Tokens and jettons of the Medieval period are poorly represented, except for a few 15th-17th century simple lead tokens. There is a good collection of 17th-18th century trade tokens including local Herefordshire trade tokens. A large number of 19th-20th century hop tokens reflect the importance of the hop industry in the area.

The museum has a sizeable collection of seal casts made in the 19th-20th centuries, taken from seals of medieval to 19th century date, largely provided by the Pilley Collection. A small number of seal matrices also exist, including a fine 15th century silver pedestal seal fob cut with a device of coat of arms with oak leaves and dragons flanking the shield which may be linked to the Baskerville family and acquired through the Treasure system in 2008. A Medieval small enamelled silver vervel (hawking pendant tag) possibly associated with the Duke of Norfolk was acquired through the Treasure system 2010, along with several other vervels of later date. Seals such as papal bullae and industrial/wool seals are under-represented. Several Roman seal rings are held in the Roman collections.

There are approximately 500 medals and badges in the collection including some in sets of varying number. These include awards by military and civic authorities, as well as a number of sporting medals and society badges. About one third of this collection is military in nature; the remainder are civilian and/or civic commemoratives and awards.

3.4 Arms and Armour

The Arms and Armour collection comprises archaeological and social history artefacts.

The people of Herefordshire have always had a major part to play in the defence of a 'border' area of the country: from the time of Iron Age hillforts, through Roman occupation on the 'edge' of the Roman Empire, the changing boundaries of the Anglo-Saxon kingdoms, the Norman and Medieval English-Welsh castles and Marcher Lords and into the Civil War. The county played a part in the wars of the 18th-19th centuries, two Great Wars of the early 20th century, and is currently associated with the SAS.

Herefordshire Museum Service holds a range of arms and armour from the Iron Age period to modern times, including mementoes and trophies collected abroad by Herefordians. The Iron Age, Roman, Medieval and Civil War pieces include several of interest: a Roman military pickaxe (dolabra), a 3rd century Roman spatha, two pattern-welded 10-11th century Late Saxon spearheads, a 15th century Medieval barbute helmet possibly associated with the Battle of Mortimer's Cross in 1461, Medieval arrowheads from Hereford Castle, and the Roaring Meg mortar and mortar shell used at the siege of Goodrich Castle (currently on loan to English Heritage and on display at Goodrich Castle).

The Social History collection is divided into firearms, edged weapons and armour. The Firearms collection ranges from military rifles and pistols to sporting weapons and humane killers, used for veterinary practice. The edged weapons collection ranges from swords and bayonets dating between the 17th and 20th

centuries, mostly military. There is also a collection of official staves most of which relate to the civic institutions of the county. Within the Arms and Armour collection there is also a collection of cannonballs from within the county, shot making and cartridge filling equipment as well as a good archery collection. Sections of the collection are extremely good, such as the type series of Lee-Metford and Lee-Enfield rifles.

3.5 Ethnographic Collections

The areas of origin of the Ethnographic collection include Africa, Asia, America, and the South Pacific. Apart from a small core of related ethnographic material, there are items of ethnography spread across others areas of the collections, including Chinese, Japanese, Indian and European in Costume & Textiles, Chinese and Japanese ceramics and decorative art in Applied Arts.

The collections mainly reflect the lives of local Herefordshire people living and working overseas over the years.

3.6 Photographic

The photographic collections comprises material evidence relating to the history of the county and the histories of people who have lived and worked here in the past and the present.

Current holdings include mid-19th century up to the present day: Mr. T.H. Winterbourn, a commercial photographer based in Leominster from 1870-1922, the large collections of glass plates / lantern slides from Mr. Alfred Watkins, Mr F. C. Morgan, Miss M. Wright and Mr. Willson that were housed at the Library, and a donation of a small collection of images taken by Mr. Tilley of Ledbury. Many prints are copies of the original photograph.

Subject areas represented include; local events, local industries, trades and crafts, leisure activities, living conditions, buildings and customs and beliefs.

3.7 Fine Art

The aim of the collection has changed over the years since the Museum was established. In the early years the collections included works without specific local connections. These have been added to over the years establishing a base of material representing some key areas of art history, notably English watercolours of the early 19th century. Other parts of the collection have focussed on works with some local connections.

European

The number of works in the collection representing non-British artists is small. Artists represented include for example George de Galard, Josef van Aken, and one picture by an artist of the School of Rubens.

British

The collection of British art forms the bulk of the collection. One of the strengths of the collection is the significant number of English watercolours dating from the late 18th to mid-19th century.

Many of these pictures in watercolour and oil represent local views by artists who visited the area such as J.M.W. Turner, Thomas Girtin, John and Cornelius Varley, Peter de Wint, William Callow, John Warwick Smith, Edward Dayes, Francis Grose and Thomas Hearne.

A number of artists represented are native to the county or lived in the area for a time. David Cox lived and taught painting in Hereford from 1814 to 1827. Joshua Cristall lived and worked at Goodrich, Herefordshire from 1822-1841. John Scarlett-Davis was a native of Leominster and Joseph Murray Ince lived and worked in Presteigne from around 1806 to 1826 and thereafter for other periods of his life. The collection holds significant numbers of work by each of these artists. There is a large collection of work by the First World War artist and native of Hereford, Brian Hatton who was tragically killed (aged 28) in 1916. Hatton's work as a boy and young man was extremely promising and he showed a prodigious talent. Until its closure in 2002 the Hatton Gallery at Churchill House displayed his work but since 2011 his work has been shown in an area of the Art Gallery dedicated to him. The Gill family of artists also have associations with Hereford

and are represented in the collection including Edmund Ward Gill, William Ward Gill, Edmund Mariner Gill and George Reynolds Gill. There is a significant collection of work by the artist John Ward (a native of Hereford) including a deposition of his sketches from World War II and a group of work from his student days.

Modern

Late 19th and 20th century artists represented in the collection include: John Piper, Dame Laura Knight, Joseph Southall, Gilbert Spencer, Bernard Ninnis, Ellis Silas, Philip Wilson Steer and G F Watts.

A small number of contemporary works in various media by less well known artists have been collected, as a result of exhibitions held in the Art Gallery, but in general the number of such works is very small.

Prints

The collection is rich in prints showing various techniques and subject matter from the late 18th century to the present day. There are some theatrical prints, topographical views and 20th century works including some abstract studies. The print collection includes a few Japanese prints. There is a small collection of prints, known as the Malcomson Collection, given to the Museum by Dr. Malcomson (former Chairman of the Friends of Herefordshire Museums and Arts) in 1982. This contains mainly wood engravings by members of the Society of Wood Engravers. This (then defunct) group was resurrected by Malcomson's peers after his death in 1984. The Society has exhibited in the Art Gallery occasionally.

The so-called 'Hereford Collection' formerly housed by the Herefordshire College of Art has been deposited with the Museum Service. It includes a number of works by 20th century artists, mostly represented in print. It also includes a small quantity of studio ceramics which is included as part of the Decorative Art Collection.

Topographical

Topographical views are mainly, though not exclusively, prints from the late 18th and 19th century. This is not an exhaustive collection; rather it has grown with sporadic acquisitions from various sources. These vary in quality and historic significance but are an invaluable record for local historians. It complements the small collections held in the Herefordshire Archives Service and the Herefordshire Libraries and Information Service (the latter mostly in bound volumes).

Sculpture

Very few three dimensional works have been collected over the years. Notable examples of sculpture are a wooden carving of a mongoose by Elizabeth Frink, driftwood sculpture of a grebe by Guy Taplin, a figure of an eagle by Walenty Pytel and a bronze figure of Marsayus Evolving by Timothy Easton. There is also a bust of Churchill by Sandy O'Connor.

3.8 Decorative Art

The Decorative Art collection includes large quantities of ceramics and smaller quantities of glass, silverware, pewter ware, clocks and watches. It also includes a number of small items such as trinket boxes and scent bottles which are sometimes considered costume accessories.

The ceramics collection represents several individual manufacturers such as Wedgwood, Spode, Derby and Worcester. There are relatively small quantities of material from each source; most date from the 18th and 19th centuries. There are also some examples of Herefordshire wares, such as 'Whitney ware' from the 17th and 18th centuries.

Most items are British in origin, although there is some foreign material including Chinese ceramics.

Modern ceramics are represented by a small group of pieces by studio potters, including some by local potters such as Michael and Sheila Casson and Peter Sparrey.

The Hereford Collection described in the Fine Art collection also includes a small but significant group of studio ceramics including work by Lucie Rie and David Leach.

The Decorative Art collection overlaps somewhat with the Social History collection in the areas representing domestic tableware of an 'everyday' quality. However the distinctions are clearer when

individual items are considered in terms of their quality and context of use. There is also an overlap with the Archaeological collections where pots such as 17th –19th century slip-ware may be considered as an item of archaeology if it happens to have been excavated but an item of Decorative Art when acquired from other sources.

The glass collection consists mainly of drinking vessels of 18th and 19th centuries and although small in size it contains some very fine pieces. There are a few examples of modern 'studio' glass.

The silver collection is also of small size but contains pieces of high quality. Most are domestic pieces, a few dating from the 17th century, though most are later. There are some silver plate items and some commemorative, trophy and ecclesiastical items.

There are a small number of pocket watches and clocks, including long case clocks. Those of local manufacture or retail are of particular relevance.

The existing collection is not comprehensive in any sense; there are numerous chronological and typological gaps. However, taken as a whole it represents a significant body of reference material, much of it is of high quality and aesthetically appealing with great display potential.

3.9 Furniture Collections

The collection considered in this section overlaps with items of furniture which are currently contained in the Social History collection. 'The Furniture Collection' includes items of both low and high status and quality.

The collection contains an important group of 17th and 18th century examples of traditional 'oak' domestic furniture including beds, chests, chairs and tables displayed in the Old House.

It contains a small group of chairs designed and made by Philip Clissett of Bosbury in the late 19th century representing the craft of the chair 'bodger' working in coppiced woodland; although Clissett made the whole chair and not just the turned elements. These are significant because Clissett taught Ernest Gimson (of the Arts and Crafts movement fame) about chair making in 1890.

There are a few other examples of fine furniture, from various periods, such as a large Dutch inlaid cabinet and a large 19th century hybrid-style cabinet with lavish oriental decoration (including Japanese lacquerware and inlay and Chinese style carved elements).

3.10 Costume & Textile Collections

The collections comprise an historical representation of the costumes and textiles relating to Herefordshire which reflect local differences as well as national trends.

The costume collection consists of women's, men's and children's costume and accessories, civil and military uniforms, textiles and a small amount of foreign costume.

Women's costume includes - a large collection of dresses dating from the first half of the 18th century to present day. The 18th and early 19th century is very well represented in terms of dresses and accessories. These include:-aprons, blouses, bodices, bonnets (soft) and hats (one rare fine split straw hat reputedly belonging to Queen Anne), boots and bottines, bustles, capes, cape shawls, shawl pelerines, cloaks and mantles, coats, collars and cuffs, corsetry, drawers, combinations, crinolines, dressing gowns and jackets, fichus, fronts and shirts, gloves, mittens and muffs, house caps, jackets and boleros, nightwear, patters, pellises, petticoats, riding habits, shawls, shoes, skirts, sleeves, slippers, stockings, underbodices and chemises, veils and hats. dress patterns, belts, bracelets, brooches, buckles, buttons, card cases, chatelaines, combs, dress holders, ear ornaments, fans, head ornaments, fobs, garters, handbags, handkerchiefs, hat-pins, links and studs, lockets and pendants, materials and trimmings, muffs, necklaces, parasols, pockets, purses, rings, scarves, scent bottles, seals, spectacles, sticks, umbrellas, wig curlers and wig stands, glove stretchers, hair curlers, snuff boxes and shawl fasteners.

Men's costume includes - civil uniform, coats, gloves, hats (including one reputedly belonging to Wellington), liveries, neckwear, nightwear, overcoats, shirts, shoes, boots, socks and stockings, suits, trousers, underwear. There is a large representative selection of waistcoats dating from early 18th century and a fine collection of Herefordshire smocks and smocks from other local regions.

The collection of children's costume contains bonnets, caps, capes, cloaks, dresses, gloves, pinafores, school uniforms, robes, gowns, shoes, boots, stockings, underwear and nightwear. There are dresses dating from the 18th century.

There is a large collection of military uniform, mainly from local regiments and dating from the late 18th century.

The textile collection includes lace, quilts dating from the 17th century to present day, bedcovers, household linens, dress lengths, a large collection of needlework samplers dating from the 17th century, beadwork, hangings, 17th century stumpwork, examples of crewelwork and needlework tools and pin-cushions. There is also a rare journeyman's book from the late 18th century.

There is a small category of foreign costume and textiles that includes Polish and Chinese costume, and Indian, African and Coptic textiles.

3.11 Natural History and Geology Collections

Vertebrates

The bulk of this collection consists of birds, many of local origin and many of the earlier specimens being shot specifically to be made into museum mounts. More recent acquisitions have been of specimens that have suffered accidental death. There are 250 birds, 100 mammals and sundry other vertebrates including a fine sturgeon caught in the River Wye.

A large proportion of the bird egg collection, mostly in individual clutches with accompanying field data, was divided between Slimbridge Wildfowl trust and Hereford Museum before being donated.

Several fish specimens appear missing from the collection. One large mounted pike specimen was retrieved in 2011 from a public house in Worcestershire.

Entomological collections

This is by far the largest section of the Natural History collection with approximately 10,000 specimens. Although it had been assumed that it was likely to increase when the collecting policy was first drawn up, through field collecting carried out in an effort to record this neglected aspect of the county's wildlife, in fact only occasional specimens have been added to the collection since 2002. The Reynolds and Knight Lepidoptera collection are mostly locally collected collections, the Chapman collection combines British Lepidoptera with overseas Coleoptera material.

Many small collections have been obtained since 1979 largely through the efforts of the former Natural History Curator. These have been curated to high standards, each with an inventory. They include small but important collections of Hymenoptera [bees and wasps], Trichoptera [caddis flies] and Arachnida [spiders] totalling about 1500 specimens. The Arachnida collection and several other more recently collected items are preserved in alcohol rather than pinned.

There is a small conchology collection, which is currently being sorted, cleaned and re-packed but needs a visit by a conchology expert to assess it.

There is a small collection of bee and wasp nests, items relating to bee-keeping and odd items representing other taxa and forms, including several fluid preserved mounts.

Geology collections

There are currently 4501 specimens (3416 fossils, 1121 minerals, petrological and soil sample specimens).

The majority of the palaeontological collections are Herefordshire specimens from the Silurian and Devonian periods of geological time, those eras with greatest geographical coverage in the county. Historic specimens from the founding collections remain within the collection, although in common with most other smaller regional museums, type material, such as the famous block of fossil fish from the Ledbury area is now at the Natural History Museum, represented instead by a good plaster cast. The collection strengths are the fish, Leintwardine canyon material (including several starfish and Eurypterids) and the trilobites. Material generally has good locality data and is well identified. The trilobites and fish have new catalogues.

The mineral collection is largely non-Hereford but it is a good representative collection of British minerals, with some high quality specimens and is useful for identification and teaching

The West petrological collection has recently been sorted and re-ordered according to the hand written catalogue, though the views expressed in the catalogue are eccentric, the collection represents a very thorough and well documented stratigraphic collection of all Herefordshire rock types and their local subdivisions. Its recent sorting according to the previously lost catalogue represents an important re-discovery of what had previously been regarded as an un-important collection.

Sub-fossil or Pleistocene palaeontological material from King Arthur's cave is currently classified as archaeological, with only a limited number of specimens within the geology collection, this is despite extensive gravel deposits of the correct age occurring in the county. The collection does include fine historic plaster models of Pleistocene fauna, which were the subject of a Graduate Research project at UCL in 2015.

Botany

The collection includes the herbarium of Dr. Bull, one of the founder members of the Woolhope Club, together with smaller collections, for example the Durham collection of perry pear and cider apple foliage and of fruit tree seeds and pips. The full herbarium collection was surveyed in 1992 by Dr. Gwynn Ellis, Department of Botany, National Museum of Wales.

3.12 Handling Collections

The handling collections are a collection of artefacts acquired specifically for educational and handling use and for the creation of interactive displays. They are not accessioned into the museum collections and are not governed by this Collections development policy, but by the Handling Collections Policy 2016-19. These collections have a specific use and their lifespan will be shortened due to direct handling.

4. Themes and priorities for future collecting

Herefordshire Museum Service collects objects, specimens, images, works of art, digital data and other items relating to Herefordshire's natural and human history, to reflect Herefordshire's people, landscape and its past.

A limited range of non-Herefordshire material may be acquired to complement and to help explain Herefordshire's heritage in a wider geographical and historical context.

Limitations on collecting

The Phase 3 extension at the Museum Resource and Learning Centre was completed in 2007 and all the collections were moved into their respective storage spaces by the end of 2009. Re-packaging and adjustments to storage location and layout continues to be refined.

In 2009 expansion space varied for each collection area: Archaeology had 35-40% space, Natural Sciences 10% space, wheeled vehicles had no expansion space, other collections had around 30% expansion space. Since 2009 expansion space has reduced by recent acquisitions, but there have been no major additions to the collections.

From 2012 onwards, reductions in museum staffing has curtailed collecting, and this continues at the present time.

Collecting priorities

The last 10 years has seen major progress in documenting and assessing the collections, and has provided an overview of the extent and range of what is held, their strengths and weaknesses. From this viewpoint the museum is in a position to review the collections with clear direction for areas of development both in terms of growth and disposal. Collections reviews may result in de-accessioning or disposal.

Items will be acquired under the criteria outlined in the following sections if:

- The object has been legally acquired by the donor or vendor and the donor or vendor has title to the object
- It fills a gap in the existing collection
- It represents a category of artefact where it is in the interests of knowledge to have all extant examples retained for posterity
- It is a complete, or more complete, example of an object already represented in the collection

All collecting areas involve passive collecting through objects offered by members of the public and institutions; and as a result of being the repository for archaeology in Herefordshire where the Archaeology Deposition Procedures defines parameters and requirements. Active collecting may continue to be undertaken particularly in response to specific requirements such as exhibitions.

Although both active and passive collecting is pursued, each collection area does have a particular emphasis on a method of collecting. Previously Fine Art collection has been largely developed through active acquisition and purchase of local art works; although bequests and donations also play a major role. However, at the present time passive collecting is more likely. The Social History, Photographic, and Costume and Textile collections are largely developed through donations and offers from members of the public. The Archaeology, Natural History and Geology collections are mostly developed through the museum acting as a repository for the archives resulting from the fieldwork and systematic collecting by outside bodies. Treasure items are added to the Archaeology collections through the Portable Antiquities Scheme. Decorative Art, and Arms and Armour are less frequently added to. The Ethnography collection is not envisaged as growing at the present time, so has become a closed collection.

Further details for future collecting in each collection area is outlined below.

All members of the Collections Team are consulted over potential acquisitions in all collecting areas and a decision reached through this process. The decisions are recorded in the minutes of the Collections team meetings.

4.1 Social History collections

The collection aims to represent the social and industrial history of Herefordshire and to reflect the changing make up of Herefordshire communities.

Items would be considered appropriate for acquisition if they filled identified gaps or augmented the strengths of the collection as it exists. In particular, those items which are significant to Herefordshire by local manufacture, use, or other circumstances of association will be favoured. Gaps within the collection have been recognised within Blacksmithing tools and Scientific Collections.

As well as suitable historical items, those from the more recent past, along with contemporary items that reflect the cultures and lives of Herefordshire today, will be considered. Growth of this collection might reflect the influx of Eastern and Central European communities in the county and the ongoing changing demographics of local communities.

We would no longer acquire specific groups of object such as sewing machines, general cameras or wheeled vehicles, unless we dispose of material within the existing collections.

4.2 Archaeology collections

The archaeology collections aim to represent the lives and environment of people living in Herefordshire from the Palaeolithic to the modern era, a period of up to 250,000 years.

Archaeological sites are continuously being destroyed, whether through controlled archaeological excavation, building or land development, farming, any other land interference, metal detecting or simple finds retrieval. The artefacts, and in the case of controlled investigation, the records (comprising the documentary archive), are the only thing that is left of a place, its history and its associated people. It is our purpose to look after this fragile past, to collect it and to provide a safe and accessible repository for it.

Herefordshire Museum Service will only collect legally acquired archaeological material from Herefordshire, documentary archives relating to the archaeology of Herefordshire, and legally acquired material from outside the county, if they complement the existing collections or have some relevance to the county.

As the main repository for archaeological archives derived from archaeological work undertaken in the county, the museum will collect these archives within the guidelines laid out in its policy document 'Archaeology Deposition Policy' (1999, revised 2005, 2010, 2012, 2014, 2016) and Human Remains Policy (2007, Revised 2012, 2014, 2016).

The archaeological collections aim to be fully representative of all periods and cultures found in Herefordshire. In addition to acquiring material from fieldwork, it will consider material offered from the public and may seek to acquire individual finds or groups of finds occasionally offered through open market sale. Individual chance finds and groups of finds are more likely to be offered to the museum through the Portable Antiquities recording scheme and the Treasure Act (1996). Any local item that has been declared Treasure by the Coroner, the Museum is given the opportunity to acquire, usually through purchase.

Areas of the collection that need particular development comprise the following:

- Palaeolithic lithics and other material evidence of early human existence,
- Neolithic pottery,
- Bronze Age and Iron Age metalwork,
- Anglo-Saxon artefacts of all types,
- Medieval and post-medieval metal artefacts particularly lead-tin alloys such as toys and badges,
- Medieval and early Post-Medieval arms and armour relating to the defensive nature of the Marches,
- Leather, wooden and textile artefacts,

- Evidence of industrial processes,
- Documentary records relating to archaeological investigation where the museum holds the material archive
- Publications and records relating to archaeological work in the county

Archaeological material that is not required:

- large quantities of finds of historic (18th – 21st century) pottery and glass from Hereford City sites, unless of particular note or relating to a site of particular importance
- unstratified historic (18th-21st century) material
- finds of iron slag from Iron Age and Roman ironworking at Ariconium, now Weston under Penyard and Bromsash area

4.3 Numismatics Collections

The collection aims to represent the history of trade and institutions through numismatica especially those from local businesses.

The museum will acquire numismatica appropriate to the county to fill gaps and complement the existing collection. Numismatica recovered from archaeological investigations will be acquired with the site archive. It would be desirable to build up a comprehensive collection of coins from the Anglo-Saxon and Medieval Hereford mint, as well as civil awards, badges and medals illustrating the military and social history of Herefordians, the Hereford Regiment and its subsequent evolution through Militia, Rifle Volunteers and the Territorial Army.

Development of the collections needs to concentrate on the following areas:

- Coins of the Iron Age
- Coins of the Anglo Saxon Period
- Coins from the Anglo-Saxon and Medieval Hereford mint
- Coins and coin hoards of local relevance or regional/national/international significance
- Jettons and tokens of the Medieval period.
- Medieval papal bullae, wool seals and other seals ,
- Personal and institutional seals
- Civil awards
- Badges of local groups and societies
- Medals illustrating the military and social history of Herefordians, the Hereford Regiment, Hereford Militia, Rifle Volunteers and Territorial Army.

Offers of modern coins and tokens will be considered on a case by case basis, with duplicates being considered for the handling collection.

4.4 Arms & Armour Collections

The Arms and Armour collections aim is to represent the history of conflict as it affects Hereford and Herefordians.

There are gaps in the chronological development of arms within the collection and a lack of items relating to the defensive nature of the Marches through the Medieval period. Future collecting would focus on Medieval arms and armour relating to the Marcher Lords and Castles, Civil War items, arms relating to the 20th century wars and the Hereford Regiment.

Armour is extremely under-represented in the collections, so opportunities to acquire relevant armour would be favoured. There is potential to fill gaps with material specific to the military and social history of Herefordshire and its borders, including 'spoils of war'.

Artefacts recovered archaeologically which include weaponry and pieces of armour would be acquired as part of the archaeological archive. Individual archaeological finds may also be found from time to time, as exemplified by the finding of a Roman spatha in 2003.

4.5 Ethnographic Collections

The present ethnographic collections illustrate the lives of the people who collected them. This is now a static collecting area as the museum is not actively collecting ethnographic artefacts.

The future priorities for cultural collections are to reflect the cultural diversity of the county.

4.5 Photographic Collections

The photographic collection documents aspect of the social and economic history of the county of Herefordshire through photographic images.

The post-war period is not very well represented in terms of photographic records, however the Herefordshire Archives Service has recently acquired a good collection of post-war photographs (Derek Evans collection). The focus for future collecting should be images of people in the personal or community sphere, places and buildings recording change in the city and county, and images relating to our other museum collections.

4.6 Fine Art Collections

The main current aim is to build on the collections with local significance, to provide a resource for the study and enjoyment of Herefordshire's artistic and creative heritage, history and landscape. A second aim is to build on the strengths of the non-local work, in order to provide a valuable resource for residents and visitors to the county who wish to understand the relevance of pieces in the collection to the history of art generally.

In general, the development of the collection will be limited by curatorial resources, fiscal resources and the storage space available.

'Local associations' will govern the acquisition of many works and may be defined as: work by an artist native to, or living in Herefordshire; work depicting local subject matter; works collected by a local resident; or works executed in the county. 'Complementary' works may be works by the same artist, or works by artists with art historical or other links to those already represented.

In general, it is more appropriate to augment the collection as it stands rather than attempt to fill chronological gaps or attempt to provide a representative survey of British art of any period. Contemporary works may be collected providing they fulfil the criteria of local association or complementary qualities. The degree of aesthetic, artistic or historic quality, albeit hard to define, will always be an overriding consideration.

Methods of collecting will be by gift, bequest and occasionally purchase. Where appropriate, grant-aid from external funding sources will be sought. Exhibitions in the Art Gallery may provide a source of work to purchase for the collection, especially where objects are accepted in lieu of commission from sales.

Due to the small number of works by European artists it would be impossible and inappropriate to aim to collect further examples, except in the case of artists or works which have some relevance to the county of Herefordshire or the immediate vicinity.

Within the collection of British watercolours, numerous gaps could be identified; such as additional local views, or notable watercolour artists which are not already represented. Those views or artists with Herefordshire relevance are appropriate, but it would be inappropriate to attempt a full historical survey in

this collection. Occasionally pictures with less strong local associations may be considered if they complement, or have a relevance to, works already in the collection.

The collections of work by British artists with strong local associations, such as John Ward and Brian Hatton and others not yet represented, should always be considered on their individual merits.

The 'modern' or contemporary collections are relatively small and insignificant in terms of any attempt to represent the history of British Art. However, modern pieces with local associations or relevance to the existing collection will be considered on their individual merits, especially since there is a desire for the collections in this area to remain vibrant and not to stagnate.

The collection of prints from all periods should be augmented with additions which demonstrate a local relevance or artistic significance to work already represented. This is especially the case with the wood engravings where an association with the county and the medium has built up over many years.

The topographical print collection should be added to as a resource for research and local history study, where possible with early and fine quality prints not represented elsewhere.

The scope for collecting sculpture from any period is small due to limitations of storage space but items with local relevance would be considered.

4.7 Decorative Art Collections

The Decorative Art collection provides a valuable resource for local residents and visitors to sample a range of materials, individual craftspeople, workshops, and manufacturers for study, recreation and artistic inspiration.

Without a large input of resources and display space Herefordshire Museum Services cannot envisage developing the collection to be fully representative in each area. However, it should accept items of local manufacture or association. Since there are small groups representing a range of materials, manufacturers and geographical sources, it would be appropriate to accept small groups of material, which are not represented already, or individual items which enhance existing groups when opportunities arise. Such additions must have recognisable association with Herefordshire, or significantly supplement some existing group already represented.

4.8 Furniture Collections

Future collecting for the furniture collections would prioritise items which are specific to Herefordshire through local manufacture, use or other close association,

The existing small group of Clissett chairs is very important and it would be desirable to add to this if the opportunity arises, and to complement it with work by other local makers or designers.

It will not be possible to expand the collection of non-local material due to restrictions of space in the current and future storage allocation.

Items may be collected generally by gift or bequest and occasionally by purchase in the case of important pieces with local associations

4.9 Costume and Textiles Collections

The collections are both an historical representation of the costumes and textiles used within and relating to Herefordshire, and a reflection of local and regional differences as well as national trends.

Future development of the collection will be to consolidate and expand where appropriate the material specific to Herefordshire. Also to represent local, regional and national costume and textiles with a significance to Herefordshire or to individuals who have an association with the county.

Donations will be the main source for the collections, purchase being rarely considered. Repatriation of objects from other collections may occasionally occur.

Areas where gaps need to be filled are as follows:

Women's costume:

Contemporary women's costume and accessories

Working class wear

Men's costume:

Contemporary men's costume and accessories – particularly footwear and headwear –

18th, 19th and 20th centuries;

Military breeches/trousers.

Working class wear

Children's costume:

Boys' costume

School uniforms

Working class items

Sportswear

4.10 Natural Science and Geology Collections

The aims of the collection are to provide a resource for the study of the Natural History of Herefordshire and to reflect this in a regional context. The museum will fulfil this aim by acting as the depository for voucher specimens of all taxa and geological material collected in the county.

With present day legislation and environmental concerns, collecting is likely to concentrate on invertebrate and botanical material together with vertebrates that are available from time to time as the result of 'road casualty' or other accidental death. The museum will also accept customs seizures which have links to the county.

The museum will comply with the relevant legislation in acquiring material including the 1981 Wildlife and Countryside Act.

The acquisition of vertebrate material will be limited to items offered that fill gaps, for example in the bird collection, particularly small garden birds, but acquisition of material that will make good and useful display specimens will continue. The bird egg collection will be added to from historic collections offered to the museum but only collections with full data (species, locality, date, size of clutch) will be accepted.

The return of historic specimens that were once part of the collection will be a priority area. We will also seek to acquire material collected by or associated with T.A. Chapman

It was anticipated that botanical material would be passed to the Museum once the biological records centre for the county became established, but this has not occurred due to changes in the status of the biological records centre. Future co-operative projects with the Nature Trust may see an expansion in Herefordshire Museum Service's Natural History collection,

Herefordshire Museum Service will be the depository of geological material collected within Herefordshire, especially from temporary exposures of fossiliferous rocks. Acquisition will continue though the influx of fresh material is not likely to be large. The Hereford & Worcester RIGS [Regionally Important Geology and Geomorphology Sites Group] will donate voucher specimens resulting from fieldwork in Herefordshire to Herefordshire Museum Service. Priority will be given to the quality and scarcity of the material, to material from transitory exposures or exposures which will be destroyed. Full stratigraphic and geographic data will be sought for each new acquisition at the time of donation or collection.

From time to time a limited number of specimens may be acquired from elsewhere if they complement and enhance the Herefordshire collection. Such specimens might include, for example, a dinosaur bone fragment or insects not native to the region, possession of which helps students to more easily appreciate taxonomic differences between related species (of prime importance when identifying voucher material for biological recording purposes or survey lists for publication). Acquisition of geological material from rocks not represented in Herefordshire which serve to illustrate the palaeogeography, palaeoenvironments and

the regional landscape of which Herefordshire is but a part; to show Herefordshire in its regional geological context will be appropriate.

If offered, the service will acquire collections of Herefordshire amateur experts, provided specimens are well curated and have full collection data. Where possible, the service will work with collectors to ensure that specimens are collected to these standards prior to donation.

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.**
- 5.3 The museum and governing body will follow the disposal guidance detailed in section 16 and within the Museums Association Disposal Toolkit (2014)
- 5.4 Collections work over the last fifteen years has involved moving collections, improving storage systems, inventory, assessment and preliminary evaluation of the full holdings. This has provided a basis for collections development with an overview of where disposal is considered useful.

Social History collections

Work started on a Collections Review of the Social History agricultural and wheeled vehicles collections using the Collections Review Toolkit developed by University College London (UCL) Museums & Collections.

This area of the museum collections was selected due to restrictions on storage space and the lack of any previous evaluation and detailed inventory of the objects. There was also a need to review these collections from a regional perspective with view to assessing the regional holdings and future development.

These reviews determined justification for disposing of several items within these areas of the collection.

Some work on completing an inventory of duplicates in the social history collections in store 1 has been begun, with the help of volunteers, but, again, capacity issues and other priorities have caused this process to stall.

Geology collections

Duplicated unprovenanced specimens were selected and boxed for disposal, but capacity issues have stalled this process from progressing.

Archaeology collections

Rationalisation and disposal of Archaeology material is usually undertaken before or at the point of entry into the museum collections. Unstratified historic material and material which has lost its provenance may be put with the handling collections and activity resources or discarded. Those that pose a health and safety issue, such as asbestos, and broken historic sharp glass etc. are recorded and discarded.

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.
- 6.2 The museum adheres to all the Legal and ethical requirements for the acquisition and disposal of collections outlined in Clauses 9 to 16 below.

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 museums & organisations:

<i>Waterworks Museum, Hereford</i>	<i>Accredited</i>
<i>Cider Museum, Hereford</i>	<i>Accredited</i>
<i>Leominster Museum</i>	<i>Accredited</i>
<i>Kington Museum & History Centre</i>	<i>Provisional Accreditation</i>
<i>Herefordshire Light Infantry Museum, Hereford</i>	<i>Accreditation</i>
<i>Butcher Row House Museum, Ledbury</i>	<i>Independent</i>
<i>Berrington Hall</i>	<i>National Trust</i>
<i>Brockhampton House Hall</i>	<i>National Trust</i>
<i>Croft Castle</i>	<i>National Trust</i>
<i>Goodrich Castle</i>	<i>English Heritage</i>
<i>Hereford Cathedral Chapter, Mappa Mundi & Chained Library</i>	<i>Independent</i>
<i>Weobley & District Museum</i>	<i>Independent</i>
<i>Coningsby Museum & St John Medieval Museum, Hereford</i>	<i>Independent</i>
<i>Judge's Lodgings, Presteigne</i>	<i>Provisional Accreditation</i>
<i>Bromyard Local History Centre</i>	<i>Independent</i>
<i>Violette Szabo GC Museum</i>	<i>Private</i>
<i>Herefordshire Archives and Records Centre</i>	<i>Herefordshire Council</i>
<i>Other museums</i>	<i>National, Accredited, independant</i>

8 Archival holdings

The Museum holds collections of photographs, both paper based and in digital format, and documentary collections. The rationale and approach to developing these two collection areas is outlined in sections 2, 3 and 4.

Archaeological documentary archives are held by the museum which largely relate to the collections of artefacts acquired through archaeological investigative works in the County. They form the record of collection and provide the written information about the discovery and work involved as well as the outcomes, reports and research. They comprise paper, card, drawing film, photographs, negatives and digital data. The rationale and approach to developing the archive is outlined in sections 2,3 and 4. The documentary archive should conform to standards outlined in Brown 2007; English Heritage 2006-8 (MoRPHE); English Heritage and MGC 1998; IFA 1999; IFA 2001/ 2008; MGC 1992; SMA 1993; SMA 1995; Walker 1990

The Museum also holds an archive of the museum service and documents relating to the collections.

The Museum consults the Herefordshire Archives Services for advice on archives, and follows the guidance drawn up in 'A Code of Practice on Archives for Museums and Galleries in the United Kingdom' Third Edition, 2002, and the Association for Independent Museums 2015 'Successfully Managing Archives in Museums'. Other sources of guidance include the Archive Service Accreditation scheme.

9 Acquisition

9.1 The policy for agreeing acquisitions is:

The Museum Service Collections team convene monthly to assess offers to the collections and other possible acquisitions. Items that fall outside this monthly cycle, where immediate action is required, will be addressed through individual consultation with the Collections officers. Decisions are recorded in minutes of meetings or through email decisions which are printed/filed for archiving. Where monetary matters are concerned, any item that falls below £500 would be carefully considered internally with approval of line management. Where a larger sum is required approval would need to be sought further up the management line, up to the level of Director for higher sums, with grant support possibly being required.

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

10.1 As the museum holds 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.

The Museum holds human remains within its Archaeology collections and abides by its own Human Remains Policy (Revised 2020) which was drawn up in accordance with the Guidance documents: Department of Culture Media and Sport (2005) 'Guidance for the Care of Human Remains in Museums', and Church of England and English Heritage (2005) 'Guidance for Best Practice for Treatment of Human Remains Excavated from Christian Burial Grounds in England'.

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).

12.3 Herefordshire Museum Service maintains a broad archaeology collection and is the repository for Archaeological Archives - both material and documentary -resulting from fieldwork and investigations within the county of Herefordshire.

12.4 The Museum follows and advocates its policy the 'Archaeology Deposition Policy 2016-19: Standards for the deposition of archaeological archives:

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

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 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** The nature of disposal by exchange means that the museum will not necessarily be in a position to exchange the material with another Accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- 16.13.1** In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 16.1-5 will apply.
- 16.13.2** 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.
- 16.13.3** If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, the museum will place a notice on the MA's Find an Object web listing service, or make an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.13.4** Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum'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 must consider the comments before a final decision on the exchange is made.

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.