

Accreditation

Collections development policy Egypt Centre 2015-2020

Approved on 01.02.16 by Sybil Crouch, Head of Cultural Services,
Taliesin Arts Centre, Swansea University.

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Document history and review

Name of museum: *Egypt Centre, Swansea University*

Name of governing body: *Swansea University*

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

Policy review procedure: *The collections development policy will be published and reviewed from time to time, at least once every five years. It will be published on the Museum website.*

Date at which this policy is due for review: *August 2020*

MALD: Museums Archives and Libraries Division will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

Introduction

The collections in the care of Swansea University's Egypt Centre are largely on long-term loan. They mainly contain Egyptological material, though there are some classical items. The Museum in its present form was established in September 1998.

The Collections Development Policy as set out in the document is intended to serve as a guide to the governing body, the museum staff, potential donors and other stakeholders. It is a requirement of Museum Accreditation.

This policy follows the Arts Council template July 2014, provided for Accreditation. It describes the Egypt Centre situation in October 2015.

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

1.1

The museum's statement of purpose is¹:

The Egypt Centre aims to collect, interpret and care for Egyptian archaeological material and related documentation in order to enhance the education and cultural life of Wales and beyond, now and in the future.

'Related documentation' includes items relating to the history of the perception of ancient Egypt.

To this end the Museum has three core activities: education, widening participation, and preservation of the collection.

1.2

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

1.3

By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.

1.4

Acquisitions outside the current stated policy will only be made in exceptional circumstances.

1.5

The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

1.6

The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.

1.7

The Museum will not undertake disposal motivated principally by financial reasons.

2. History of the collections

The earliest collection of ancient artefacts in Swansea University date to the 1960s. The outline for how this took place can be read in an article written by Gwyn Griffiths called 'Museum Efforts Before Wellcome' which appeared in *Inscriptions*, December 2000. It is available online here: <http://www.egypt.swan.ac.uk/images/stories/Friends/inscriptions5.pdf> Among these objects was a bust of Nefertiti, a copy of the famous original in Berlin. This item had been purchased by Prof.

¹ As outlined in its Forward Plan 2013–2017 agreed by Senate April 2013.

Kerferd from the Berlin State Museums in the 1960s (it is now on display at the entrance of the Egypt Centre). Other items include 4 pieces of classical pottery².

Between the 1960s and 1997 other classical (i.e. non-Egyptological) items were collected by the Department of Classics and Ancient History. Due to the lack of a professional curator the status of some items, whether given as gifts or loans, is unclear. These were handed over to the care of the Egypt Centre early in 1998, as it was felt that such items would be better cared for under the remit of the Centre with a professional curator. These numbered around 69 items.

The present museum is largely based upon a selection of items brought together by the pharmacist Sir Henry Wellcome (James 1994; Turner 1980). When he died in 1936, his collection was cared for by trustees, who were eventually based in London. Much of the collection was dispersed to various museums in Britain, but by the early 1970s some of it remained in the basement of the Petrie Museum. Gwyn Griffiths, lecturer in the Classic Department of University College Swansea (now Swansea University), and David Dixon, lecturer in Egyptology at University College London, between them arranged for a selection of the artefacts to come to Swansea. In 1971, ninety-two crates of material arrived in South Wales. Most of the items were ancient Egyptian, though a small number were not. It was agreed that the University accept all the collection, or none. The collection were later supplemented by 48 ancient Egyptian pottery vases from the Wellcome collection and two plaster copies of ancient Egyptian reliefs.

Kate Bosse-Griffiths, wife of Gwyn Griffiths and an Egyptologist, carefully unpacked the items and rediscovered a wealth of objects, some of which were still wrapped in 1930s newspapers. Kate succeeded in setting up a small museum which resided in the Chemistry Department for two years. However, under the patronage of Professor Gould, a small room in the Classics Department soon housed the group. Roger Davies, the Arts Faculty photographer, and his wife assisted Kate in the setting up of the exhibition. In 1973, the Royal Scottish Museum, Edinburgh gave 15 small faience amulets.

The collection formally opened to the public in March 1976 for two afternoons in each week of term (Thursdays and Fridays 2.30–4.30). Some artefacts were also displayed at the Royal Institution (now Swansea Museum). The Wellcome collection at Swansea University, as it was known, largely consisted of Egyptological material, however, it also included a small group of items from other countries.

Within the University, while some cases were available, many artefacts were displayed unprotected and so in 1978-1979 additional display cases were purchased with the University reserve fund. In 1978 the collection was added to by items from the British Museum. Approximately 134 have now been identified. In 1981 came the gift of a 21st Dynasty coffin from Exeter Royal Albert Memorial Museum (W1912). In 1983 the National Museum of Wales Cardiff gave 109 artefacts. Further items (c. 40) were given by individuals. Unfortunately, the status of some of these items, whether donations, or loans is unclear (see 2.1).

In 1993 the title 'Honorary Curator' was passed to David Gill, lecturer in the Department of Classics and Ancient History, Swansea. David Gill had formerly been a research assistant in Greek and Roman antiquities at the Fitzwilliam Museum, Cambridge (1988-1992). Kate continued as Honorary Adviser. In order to ensure professional museological advice, Rosalyn Gee was appointed as professional curatorial advisor.

² It is possible that other items were also collected by Prof. Kerferd but which have been incorrectly attributed to the Wellcome Collection.

The collection was however under-used, possibly because of resource limitations in terms of staff, money and space but also perhaps because of the then unfashionable nature of object-centred learning in universities. In January 1995 Sybil Crouch, manager of the Taliesin Arts Centre, produced a report to the University Image and Marketing Sub Committee suggesting the setting up of a new museum for the Egyptology exhibition. After the suggestion to improve access to the collection, Heritage Lottery Funding and European Regional Development Funding was sought. This, together with a sum from the University, allowed the building of a purpose built museum as a wing of the Taliesin Arts Centre. A working party, chaired by Professor Alan Lloyd, Head of the Department of Classics and Ancient History and an Egyptologist, worked on ideas for display. During this time members of the group had included: Anthony Donohue, an Egyptologist who had studied the collection over a number of years, Gerald Gabb from Swansea Museum Service, David Gill, Fiona Dixon, a Swansea University architect, the designer and Sybil Crouch.

Kate Bosse-Griffiths had been honorary curator of both the Swansea Museum and the Wellcome collection in Swansea and some items belonging to Swansea Museum were held at the Egypt Centre, and items belonging to the Egypt Centre were held at Swansea. Because of the confusion, Swansea Museum incorporated a replica plaster cast belonging to the Centre into its permanent display. The Centre now has a loan agreement with Swansea Museum for this item. All the items which could be identified as coming from Swansea Museum were returned to that institution with the exception of AX121.8 (a pottery vessel) a fragment of blue glass with the name of Amenhotep II (SM 1959.3.2). These have been given on loan to the Egypt Centre and are on display.

In April 1997, 133 Egyptian items were donated by Aberystwyth University. These include coffin fragments and a 26th Dynasty Coffin presently (2015) being conserved at Cardiff University; several amulets and other small amulets excavated from Abydos.

In August 1997 the first professional curator was employed, and in September 1998 the Museum was officially opened. As stated above, as well as the Egyptian items, there are also a few Classical artefacts. Until April 1998, these remained under the care of David Gill. After this date they were transferred to the care of the curator of the Egypt Centre. Most items were donated, but a group of 13 coins was loaned. They were accessioned, added to the publically available database and cared for, but not displayed, nor actively used.

The bulk of the collection, that which is part of the Wellcome Institute, is loaned under a formal agreement of 15th February 1971 stating that all items will remain under the control of the Wellcome Trustees, that no items will be disposed of by any means (including loan) and that Swansea University be permitted to exchange Wellcome items with the Museum of Liverpool (formerly Liverpool City Museum) Wellcome collection, though permission must be sought from the Wellcome Trustees. A copy of the full agreement is available on request from the Egypt Centre.

In 2008 the Museum Accreditation committee stated that as a requirement of accreditation, the Centre must get written approval from the Wellcome Trust once every five years. This was last done in 2013.

In 2005 the British Museum loaned 42 items to the Centre. These are on long-term loan, renewed every 5 years. The Egypt Centre chose these small items to enhance its existing education display.

In 2007, 279 photographs (lantern slides, negatives and prints, taken by L. Sgt. Johnston of Carmarthen when he was stationed in Egypt and Palestine in 1917, were passed on to us as a donation by Carmarthenshire museum service, as Carmarthenshire felt that they better suited our

collection. These had originally been taken and used by Sgt. Johnston as a basis for a lecture. We were also given his lecture notes. The photographs and Sgt. Johnston's lecture notes were used to produce a temporary exhibition at the Egypt Centre in 2010. The exhibition was made possible through a grant from CyMAL (the section of the Welsh Assembly dealing with libraries, museums and archives). The aim of the exhibition was to inspire an interest in Egyptology (we hoped that many visiting would have initially have been interested because of the local connection) and to provide a debate on colonialism. A selection of the items and notes are available on our web page, and the whole group is included in our online searchable database. The photographs have been digitised.

In 2012, 58 items were given on loan from Woking College, mainly shabtis, amulets and other small items. These seem to have been collected by Alfred Mond in the 1900s–1950s (research on their original provenance is ongoing). The artefacts were donated to Woking College in the 1970s and were re-discovered by Martin Ingram, Principal of Woking College who sought the advice of the British Museum to ensure that the valuable collection would be put to best use to encourage current students to pursue their studies in Ancient History. The British Museum suggested that the Egypt Centre, because of its innovative educational work, might be a good place to donate the artefacts. The Egypt Centre is very grateful that British Museum staff suggested the Centre. The Centre has agreed to provide an annual lecture to Woking College students in return for the loan.

In 2014, the Centre was given around 100 photographs by a private donor. These show Egypt in 1914–1917. They are being catalogued, digitised and researched.

In 2013 the Centre received around 15 small artefacts of low value (they are not Egyptologically unusual) which had originally belonged to the Rev. Foulkes Jones. These had been offered to the British Museum but were passed on to us. While the items are insignificant Egyptologically, they are important as far as Welsh collecting is concerned. The Rev. Foulkes Jones was a Welsh Calvinistic Minister who travelled in Egypt and Palestine. In 1860 he published *Egypt in its Biblical Relations and Moral Aspects*. The artefacts he collected were influenced by his ideas on Egypt in the Bible.

In 2015 the Centre was given 23 coins on long-term loan (10 years) from the Department of History and Classics. These are mainly Classical items.

In 2015, four ring bezels from Amarna, previously on loan from a private donor and on display in the Egypt Centre were offered for sale. They are an integral part of the display. The Friends of the Egypt Centre purchased these for the Centre.

Throughout the period discussed above there have been occasional donations to the Wellcome Museum in Swansea, and post 1997 to the Egypt Centre of small groups of material.

2.1 Legacy items of uncertain status

As noted above, the status of a few items remains unknown. In 1998, where donors were alive and addresses known, they were contacted and an attempt was made to establish whether items were given on loan or as gifts. However, in some instances this was not always possible. Additionally, it is possible that a few (no more than 10 items) have been attributed to the wrong donor.

As the bulk of the collection is on loan, all items are accessioned by the Centre. The likely donor and status is recorded and the reasoning behind such a conclusion noted. If it should transpire that a few items considered gifts by the Centre are actually loans, or if the incorrect donor has

been recorded, the Centre will amend its records. Amended records are printed out and kept in the object files as stated in our Documentation Manual, available on request.

In the case of donors asking for return of items which are of uncertain status, the Centre will consider evidence. If it is clear that items are loans (for example if the donor produces a letter from Kate Bosse-Griffiths or David Gill acknowledging the loan) the Centre will return items. A full record will be kept in accordance with the Museums association Code of Ethics. If there is doubt, the Centre will seek the advice of the University legal team. Again, any decision will be recorded.

3 An overview of current collections

There are c. 5515 objects in the collection³. All are now accessioned and available online on our searchable database at: <http://www.egyptcentre.org.uk/> There is no separate handling collection of ancient artefacts which is in addition to this group. Of the 5515 artefacts, c. 4758 are on loan to us, c. 4586 from the Wellcome Trustees, though of those, it is possible that the Armant group, which we had thought came via Wellcome, did in fact come from the Petrie Museum⁴. Very few items are unused. A high percentage (1630 items), are on display, others are used for handling sessions are consulted by researchers.

The collection is the largest collection of Egyptological items in Wales, probably amongst the sixth largest in the UK. Partly because of the restricted nature of Egyptological collecting, some of these items would be considered of international importance. These include items from known excavations (see geographical coverage) as well as some unusual items such as a reserve head.

3.1 Timespan

In time span, the Egyptian material largely covers the period c.100,000 B.C.– A.D. 500. The earliest objects are difficult to date, being unstratified hand-axes and other flint tools. There are some 363 Predynastic items, mainly from Armant. The largest group (estimated 700 objects) date to the period c. 700 BC – AD 100. There is a small group of c. 100 items which date to the Christian and Islamic Periods.

3.2 Geographical Coverage

Most of the objects are from Egypt though there are a few classical and European items. Although Wellcome collected through purchases on the London market and elsewhere, some objects in Swansea derive from the Egyptian Exploration Fund excavations at Amarna (c. 250 items), Armant, Tell el-Fara, etc. The collection of items from Armant cemeteries 1600, 1700 and 1800 is particularly important in comprising some 750 unpublished items. This excavation group is largely complete, though some items remain in the Petrie Museum and the excavation archive is in the Egypt Exploration Society headquarters in London.

Excepting the Armant, Tell el Fara and Amarna artefacts, most items are largely unprovenanced, in that their findspots are not clear. Sir Henry Wellcome tended to buy artefacts at auctions or through his agents, and establishing findspots was not a priority. The situation was exacerbated prior to 1997 when the museum did not have a professional curator. Some artefacts which originally had identifying labels were stripped of their labels, additionally, cataloguing was incomplete, artefacts were washed or conserved by amateurs, leading to further loss of information. Since 1997 continued attempts have been made to rediscover findspots through

³ There are 5515 in the catalogue but an estimated 1% of these may include items for which we have a pre-1997 catalogue card and accession number but we are unsure which object it matches, or where items have been given double numbers. Such entries are retained on our catalogue system in case we are able to correctly match numbers with objects at a later date.

⁴ Research on the Armant collection is ongoing. It is described in more detail under 3.2.

matching them up with archive material, published material and through stylistic analysis. This is an ongoing process.

The Egyptian items clearly confirm to our mission statement as they are used extensively by students and researchers and are viewed by members of the public. 1630 artefacts are on display (out of a total of 5515).

There are c.115 non-Egyptian Classical items, of which 45 are part of the Wellcome collection. However, it should be noted that Egypt was part of the Classical world, and if one includes the Egyptian Graeco-Roman items as 'classical' this would increase the total to over 350 items. Most of the non-Egyptian Classical items are not on display, there is simply no room for them and the Centre is advertised as 'The Egypt Centre'. However, they are retained for teaching purposes and because they are part of the larger used group. There has recently been particular interest from some members of the Classics teaching staff in using the collection for students. It would be desirable to have an area in which the purely classical items could be safely displayed.

3.3 Item Categories

The Centre has a large collection of pottery vessels, around 628, of which c. 232 items date to the Predynastic Period; some 250 may be classified as amulets; 143 stone vessels; 654 items which may be classified as jewellery⁵.

Included in the collection is an archive of some 235 photographic slides, prints and negatives. Most of these have been copied digitally. These largely comprise images of Egypt during or prior to the 1940s. There are also some items depicting Palestine which came as part of the collection of L. Sgt. Johnston of Carmarthen. Most were collected by Welsh people. They are useful as a way to encourage those who might not be interested in things purely Egyptian. So for example, they have been used to help commemorate the end of World War I. These items do not take up a great deal of space and are the only significant area in which the collection has expanded since 1997.

Several of the items are Victorian fakes or copies (67). Copies could be classed as 'documentation relating to archaeological material'. They are important in providing information on Victorian ideas of Egypt and collectors and collecting. Copies which are faithful reproductions of 'masterpieces' in other museums, can also be useful for traditional teaching. Because we consider our fakes and copies to be important, a case in the upstairs gallery has been given over to the collection, and a 'fakes' trail produced for visitors to enjoy.

Some of the items in the collection are unusual; the reserve head (of which only c. 35 are known internationally); the *akh ikr n re* stela (of which around 50 are known though ours is unusual in coming from a place other than Deir el-Medina); the bed legs showing Taweret and Bes in painted form (we know of no parallels); the ring bezel with lute player (around 6 others are known internationally), etc.

4. Themes and priorities for future collecting

The Centre does not have the space or funding for significant collecting, and struggles as its stores are inadequate for its existing collection (Forward Plan 2013, page 16). At the same time, items, once offered in donation are unlikely to be offered at a later date. The availability of ancient Egyptian artefacts is increasingly and rapidly diminishing. Thus, by way of compromise any items

⁵ Due to the multivocal nature of objects some items may be in more than one category. Additionally, categorisation of objects can be debateable. For these two reasons number as estimates.

offered in donation (we cannot afford to purchase) must be small in size, related to our aims and objectives and be few in number. This has been the case with the Woking loan, British Museum loan, Rev Foulkes Jones gift and gifts of photographic material. Excepting the photographic material, most of the items accepted since 1998 have been but on display where the air condition and security is suitable⁶. As stated in the Centre's Documentation Manual, the photographic material has been digitally copied and is backed up on the University computer storage system (in a separate building).

If the Museum were offered any significant collection of substantial size which would enhance its role it would be necessary to first find additional storage and display areas.

In the long-term it might be desirable to expand the collection in order to:

- fill gaps in parts of the collections for which the museum is already well known, for example pre-dynastic pottery.
- acquire items which will significantly improve the Museum's educational role.

The Centre may in the future acquire items relating to the study of ancient Egypt including artefacts from the pre-modern era but also items relating to Egyptology such as photographs of sites, tourist souvenirs, etc.

While, as stated above, the Centre does have a collection of non-Egyptian items, this is a small group and any expansion to the collection, under the constraints of this document, would be in the area of Egyptology. However, for the following reasons, now is perhaps time to open a debate as to whether or not the Centre should also include collecting and interpretation of non-Egyptian items in its remit: a) the Centre does hold classical items; b) recently items have been placed on the Egypt Centre blog; c) University teaching staff have become more interested in the Classical items and are keen to see them used for both impact and University teaching so that discussions between the Centre and lecturers in Classics and Ancient History concerning use of these artefacts are underway; d) the Centre has agreed to teach an MA course for Classics students which involves research of the Classical items in the collection.

5. Themes and priorities for rationalisation and disposal

The Museum accepts the principle that there is a strong presumption against the disposal of any items in the Museum's collections.

Moreover, since very few items actually belong to the University, but rather most are on loan, few items could be legally disposed of. The Wellcome collection, i.e. the major part of the collection, was accepted on the condition that the Museum shall not be permitted to dispose of any items whatever, whether for gain or otherwise, by any means (sale, gift, temporary or permanent loan, or destruction). However, it also made provision for the possibility of exchange of Wellcome items with Liverpool Museum if both parties see fit.

5.1 The museum does not intend to dispose of collections during the period covered by this policy.

Any disposals of items which are owned by the Museum, will only be undertaken for legal, safety or care and conservation reasons (for example, spoliation, radiation, infestation, repatriation). Due to the lack of documentation regarding acquisitions prior to 1997, it is possible that the Museum

⁶ The Centre's storage is inadequate, thus the Centre strives to put as many items as possible on display.

has items which it believes are gifted, but are on loan. If this is the case, where ownership can be established, it is possible that the Centre may have to return those items loaned to it.

See point 16 for disposal procedures.

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 and the ICOM Code of Ethics when considering acquisition and disposal.

7 Collecting policies of other museums

7.1

Although the Egypt Centre is the largest, and one of the few Egyptian collections in Wales, the curator will be expected to consult with museum colleagues responsible for other Egyptian collections in the UK before making any acquisitions where a conflict of interest arise or define areas of specialisms, in order to avoid unnecessary duplication and waste of resources. In exceptional circumstances it may be necessary to consult with museums outside the UK. The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas of subject fields.

There may not simply be conflict because of the Egyptological nature of artefacts. It is possible that Egyptian artefacts once owned by prominent local persons may occasionally be offered to museums or be put up for sale. In such cases the Egypt Centre would consult with other museums to ascertain their interest and whether or not items would significantly add to their collection.

The Centre is a core member of ACCES, the subject specialist network for curators of archaeological material from Egypt and the Sudan⁷, thus is well placed to consult on possible conflicts. ACCES has a full list of all other museums with any ancient Egyptian artefacts. Additional, ancient Egyptian material of significance is rarely available for collecting and thus curators of such material would be well aware of any significant collecting. Most of these are listed in 7.2.

7.2 Specific reference is made to the following museums/organisations:

Aberdeen Museum
Arbeia Roman Fort And Museum, Tyne And Wear Museums
Arbroath Museum
Arbuthnot Museum
Art Gallery & Museum, Kelvingrove
Atkinson Art Gallery
Bagshaw Museum
Banbury Museum
Bankfield Museum
Bath Royal Literary And Scientific Institution
Bedford Museum

⁷ The curator is a founding and core member who represents Wales and the South West, thus would be expected to know if accessions would conflict with others.

Bexhill Museum
Bexley Museum
Birmingham Museum
Blackburn Museum and Art Gallery
Bolton Museum
Botanic Gardens Museum
Bournemouth Natural Science Society
Brewhouse Yard, Nottm
Brighton & Hove City Libraries, Hove Library
Brighton Museum
British Museum
Bromley Museum
Buckinghamshire County Museum
Carmarthenshire County Museum
Cheltenham Museum and Art Gallery
Clifton Park Museum
Colchester Castle Museum
Croydon Natural History And Scientific Society Museum
Cuming Museum
Cyfarthfa Castle Museum And Art Gallery
Derby Museum and Art Gallery
Doncaster Museum And Art Gallery
Doreman Memorial Museum
Dudley Museum And Art Gallery
Durham Oriental Museum
Egyptian Collection, Girton College
Eton College
Freud Museum
Glasgow Museum
Griffith Institute
Guildhall Museum
Gunnersbury Park Museum
Hancock Museum
Hartlepool Arts and Museums Service
Haslemere Educational Museum
Hastings Museum And Art Gallery
Hawick Museum & The Scott Art Gallery
Hereford Museum And Art Gallery
Hertford Museum
Highclere Castle
History Shop
Horniman Museum
Hull & East Riding Museum
Hungarian
Ipswich
Jewry Wall Museum Of Archaeology
Kendal Museum
Lady Lever Art Gallery
Laing Art Gallery, Tyne And Wear Museums Service
Leamington Art Gallery And Museum
Leeds Museum Discovery Centre
Liverpool World Museum

Lynn Museum
Maidstone Museum and Bentliff Art Gallery
Manchester Museum
Manor House Art Gallery and Museum
McLean Museum and Art Gallery
Merchant Taylors School
Museum Of Archaeology, God's House Tower
Museum Of Leathercraft
National Museums and Galleries, Scotland
National Trust, Kingston Lacy
New Walk, Leicester
Nmsi, The Science Museum
North Lanarkshire Council Museums and Heritage Service
Northampton Museum and Art Gallery
Norwich Castle Museum And Art Gallery
Old Speech Room, Harrow School
Oldham Art Gallery And Museum
Paisley Museum and Art Gallery
Perth Museum & Art Gallery
Petrie Museum
Plymouth City Museum And Art Gallery
Potteries Museum & Art Gallery
Powysland Museum
Reading
Royal Albert Memorial
Royal Botanic Gardens, Kew
Royal Cornwall Museum
Royal Engineers Museum
Royal Museum And Art Gallery
Saffron Walden Museum
Sainsbury Centre For Visual Arts
Salford Museum And Art Gallery
Salisbury And South Wiltshire Museum
Sir John Soane's Museum
Society Of Antiquaries of London
Southend Central Museum
Sunderland Museum and Winter Gardens
Swansea Museum
The Burrell Collection
The Collection: Art and Archaeology in Lincolnshire
Torquay Museum
Touchstone, Rochdale
Towneley Hall Art Gallery And Museum
Tullie House Museum And Art Gallery
Tunbridge Wells Museum And Art Gallery
Ulster Museum
University College, Cork
University Of Birmingham Collections
University of Wales Aberystwyth, School of Art Gallery and Museum
Ure Museum, University of Reading
Fitzwilliam Museum
Verulamium Museum

Warrington Museum And Art Gallery
Weston Park Museum
Weston Park Museum and Art Gallery
Winchester College
Winchester Museums Service/Historic Resources Centre
Wisbech & Fenland Museum
Worcester City Museum And Art Gallery
World of Glass

8. Archival holdings

As the museum holds and may acquire further archives, mainly photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd ed., 2002).

9. Acquisition

9.1 The Policy for agreeing acquisitions is:

9.1.1

Offers of gifts to the Museum may be accepted by the Curator or Assistant Curator, so long as these clearly fall within the collecting policy of the Museum.

9.1.2

Any item that is being considered for purchase will initially be discussed with the Curator. The Curator may approve any purchase where the cost is below the allotted delegation level of the Curator for purchase of items for the collection (£2,500), subject to available funds. All purchases above this level will be agreed by the Director of ISS, Swansea University, or the Curator's line manager, in the Director's absence.

9.1.3

Any item that is being offered for loan for will initially be discussed with the Curator.

9.1.4

Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the governing body of the museum itself, having regard to the interests of other museums.

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 Department for Culture, Media and Sport in 2005.

10. Human remains

10.1

As the museum holds one item of human remains possibly under 100 years old⁸, it is listed on the database of the College of Medicine, Swansea University who has obtained the necessary licence under the Human Tissue Act 2004 and any subordinate legislation from time to time in force.

10.2

As the museum also holds human remains from any period, it follows the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005. Moreover the museum does not display any unwrapped human remains.

11 Biological and geological material

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.

For all archaeological material found in England, Wales and Northern Ireland:

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).

For all archaeological material found in Scotland:

12.3

In Scotland, under the laws of bona vacantia including Treasure Trove, the Crown has title to all ownerless objects including antiquities, although such material as human remains and environmental samples are not covered by the law of bona vacantia. Scottish material of chance finds and excavation assemblages are offered to museums through the treasure trove process and cannot therefore be legally acquired by means other than by allocation to The Egypt Centre by the Crown. However where the Crown has chosen to forego its title to a portable antiquity or excavation assemblage, a Curator or other responsible person acting on behalf of Swansea University, can establish that valid title to the item in question has been acquired by ensuring that a certificate of 'No Claim' has been issued on behalf of the Crown.

13 Exceptions

⁸ EC3445 is a medical teaching skeleton of unknown date and origin, which came to the Centre as part of the Wellcome Collection. It is not displayed or used by students, but kept in store.

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

It should be noted that the Museum holds very few artefacts which it would be legally entitled to dispose of as most objects are on loan. The Wellcome material has been accepted on the condition that the Museum shall not be permitted to dispose of any items whatever, whether for gain or otherwise, by any means (sale, gift, temporary or permanent loan, or destruction), except by exchange with Wellcome material in the care of Liverpool Museum (see 16.13–16.17).

By definition, the museum has a long-term purpose and should possess (or intend to acquire) permanent collections in relation to its stated objectives. The governing body accepts the principle that, except for sound curatorial reasons, there is a strong presumption against the disposal of any items in the museum's collection.

However, see 5.1, in exceptional circumstances, for legal or safety requirements, for example, the Museum may need to dispose of items to which it holds legal title. In such cases:

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/MALD.

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 Museum of Liverpool is accredited at present but we cannot know its future status). 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, 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, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.