

Foxton Canal Museum



DOCUMENTATION PROCEDURAL MANUAL

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1 Why do we need a procedural manual?

Documentation is the means by which we keep track of museum objects, who owns the object (normally the Museum) where it should be, provide an index and record what happens to objects, documents photographs etc.

In the past this may have been referred to as a paper trail, much of the information may now be stored electronically, but if you think of the necessary information in terms of a paper trail that you can always follow back to the first time the object entered the museum, you will get the idea.

You can use the paper trail to link several objects together building a history of the item, e.g. we have a water can belonging to boatman Chas or Charlie Woodhouse, add to this the living relatives address, photographs of Chas with his coal delivery cart and horse, photograph of his boat loading the scrap metal from the lift, and the paper story of how the lift was scrapped. The water can now takes on a much more important position in our collection, and if the relatives ask to see the can you can show them the associated material. This all helps to keep history alive.

A Documentation Procedural Manual is an evolving series of instructions to standardise the recording of information about the collection in our museum. The aim of this manual is to ensure all members of staff are able to carry out documentation procedures to a set of established standards.

Get it right and your successors and colleagues will praise you for ever more – get it wrong and your omissions will certainly be found out!

This manual is based upon a template provided by the museum service which referenced a wide range of documentation standards, particularly SPECTRUM: the UK Documentation Standard, mda, 2nd edition, 1998. (We have both electronic and paper versions which are worth consulting.)

Our version of this document has been made as simple as possible bearing in mind the size of the Museum and that the work will often be carried out by volunteers who will work spasmodically and need to pick up the basics as quickly as possible.

In this document the word Object refers to everything in the collection, whether it be three dimensional, a photograph, book, video etc.

Please look at our 'Spectrum' manual either on the computer or the paper version. This is in the white cupboard on the mezzanine, where you will also find a simple guide to documentation.

2 Entry

2.1 See also www.mda.org.uk/entry.htm

Look in the file to see examples of completed ENTRY forms.

The number of the entry for remains with the object for ever, it may be allocated an accession number but the Entry number will stay on file.

If the Keeper / curator is on duty and is expecting the object, the entry form can be skipped and an ACQUISITION form filed in instead.

An Acquisition form can be used in place of an entry form, if the keeper is present, and the object is definitely to become part of the main collection.

Use the Entry form rules to fill in the form

2.2 When to Use an Entry Form

A form must be filled in whenever a new object comes in to the Museum; it must be filled in for any object, which enters for whatever reason. Please do not accept an object without filling in a form; it is legal proof of the intention of the person bringing the object into the museum. E.g. gift, loan, or identification. (NB: It may be possible to bypass this entry process and complete the acquisition process if the curator or archivist is on duty).

Groups of objects brought by a single depositor/lender can all be listed on one form. A separate form is needed for each depositor/lender.

For Objects arriving in the post an Entry Form or Change of Title Form (see Accession procedure) must be completed and sent within 5 working days. Follow the instructions on the form.

Please be very clear about the reason for the object entering the museum.

2.3 Rules on accepting objects

Be familiar with the Museum's Acquisition and Disposal Policy (see Appendix A). Just because it is old, doesn't necessarily mean that we want it in the collection, we are short of space and must stick to the Acquisition and Disposal policy.

Items likely to be hazardous (from Asbestos or Chemicals or other Health and Safety aspects) are NOT to be accepted or be left for identification. If in doubt the Curator MUST be consulted in person.

Objects that relate to other waterways can be accepted but the owner should be informed that these may be passed on to the relevant waterway museum.

Some items may be accepted on the understanding that they will not be part of the collection, but may be used for 'window dressing', the School loans or handling collection, passed on to another museum or sold to boost Foxton Inclined Plane Trust funds. The donor must be aware of this and give consent on the entry form.

If the depositor only wishes to loan the object to the museum, they must be discouraged. We prefer objects to be donated. However if the owner insists on a loan, then note the

conditions, approximate value (for insurance purposes) and date of return (must be within 3 years – a ‘permanent’ loan is NOT an option). (We will only normally accept loans where the display of the object fits in with our collections policy and the temporary display is planned.

2.4 FORM COMPLETION

Always use biro

2.5 DEPOSITOR’S NAME & ADDRESS

Mandatory – ensure you get a post code and telephone number. The latter could be useful if we have a query or wish further background information.

2.6 OWNER’S NAME & ADDRESS

Complete only if different from depositor. Ascertain whether the owner is capable of signing the Transfer of Title form or whether the depositor will be acting for the owner.

2.7 SUMMARY DESCRIPTION

Enter a brief description of the object(s) -try and use Simple Name terms, include completeness and condition. e.g. Small crack on base', 'Stain on back'. You should be able to use this description to identify the object between 2 similar items, and it is important if the depositor collects the item at a later date you can prove that it has not sustained any damage whilst in our care.

Number of objects deposited (where possible), e.g. ‘6 spanners belonging to’ or ‘12 b/w photographs’.

Or if this is not practical, ‘2 large boxes contents not ascertained’.

Find out as much as you can about the object and family relationships, e.g. ‘tea pot belonged to the lock keeper in 1905’

2.8 REASON FOR ENTRY

Gift, loan or identification. If loan, note insurance value and agreed date of return (initial loan term max 3 years). Be clear about the reason for entry, it is important that the owners intentions are properly recorded. (e.g. descendants may want to claim it back)

2.9 SIGNATURES

Obtain signature of depositor, and sign and date the Entry Form yourself as recipient for the museum. Ensure the depositor agrees with what is written on the form.

2.10 POINTS TO TELL DEPOSITORS

We will contact them within 1 to 2 months and in the case of gifts send them an official acquisition form to sign acknowledging the legal change of ownership if the object is accepted into the collection.

In the case of a gift of a written work or image the Transfer of Title will include rights of copyright and reproduction held by the owner unless the owner wishes otherwise.

We cannot guarantee that the item will be put on display. From time to time we do review our displays and then try and put new items on display.

If original photographs are being donated, but you feel the family are still very attached to the photographs, we would welcome the opportunity to copy (scan) them for the archives and return the originals to the owner – there would be no charge. Or we could provide new cleaned up copies either printed or on disk.

2.11 WHAT TO DO AFTER COMPLETING THE FORM?

Completed Entry Forms:

- a) WHITE copy - remains in museum Entry file folder
- b) YELLOW copy - given to the depositor
- c) BLUE copy - remains with objects for acquisition

2.12 DEPOSITED OBJECTS:

All incoming objects should be secured, ideally in a mini-grip re-sealable plastic bag, with the WHITE copy of the Entry Form attached or in a suitable box. Every effort should be made to ensure items do not get detached from the paperwork. If there is doubt then items should be marked with entry number. (See marking objects)

Objects and paperwork are to be placed for the archivist's attention.

3. Acquisition procedure

Only the Museum Keeper / Curator can authorise the acquisition of an object, but if there is doubt he will consult the Foxton Inclined Plane Trust Council.

An Acquisition form can be used in place of an entry form, if the Curator is on duty, and agrees that the item should be included in the main collection. Use the Entry form rules to fill in the form

3.1 PREPARATION

The complete acquisition process involves the following steps:

- a) Ensuring that the Entry (Object) documentation is correct and matches the object.
- b) Identifying and listing (if necessary) the objects in a logical sequence and/or groups.
- c) It will be necessary to document (on the Entry Form) any item not being received into the collection – i.e. for educational purposes.
- d) Preparation of an Acknowledgement letter to Owner.
- e) Storage or filing of objects.
- f) Setting up of a MODES record – see Cataloguing Procedure.

3.2 ALLOCATION OF ACCESSION NUMBERS

The accession number is the unique identifying number for all objects in the permanent collection. e.g.

- foxcm.-2007-1,
- foxcm -2007-2,
- and subsequent years
- foxcm-2008-1 etc.

The OUCS Archive is prefixed with 'oucs' ie

- oucs-2007-1

Part numbers are used– where an object (or group) has more than one component should be expressed as follows:

- fipt-2007-23-1
- fipt-2004-23-2
- fipt-2004-23-3

Documents and photographs, i.e. Photographs will have a P in front of the year, and documents or books will have an A.

- fipt-P2004-47.2

- fipt-A2004-47-2 etc.
-

Prefix - The FOXCM prefix is our international museum identifier, so if one of our objects were to turn up in another museum, we would be identified as the owners. OUCS is an internal prefix to identify items belonging to the Old Union Canals Society whose archives are lodged with us.

It is important that the numbers are expressed in the same format every time because when using modes to index the collection, it will not put items in the correct sequence if you use different separators or put the year first. The fipt prefix is not entered into the computer to save time, please assume it is there, and it is not on all objects, the OUCS archive is in the early stages of documentation, but OUCS must be entered into the computer as this separates it from our main collection.

Archives and objects are put into the same folder in the computer, this means that if you enter a search for 'water can' all objects, photographs and documents which contain this in the name will be found, or if you search for the name 'Woodhouse' it will find every photograph, object or document relating to him.

3.3 MARKING AND LABELLING

Each object must be marked and/or labelled with its accession number. This is a link between the object and the information about it. [It is not a security mark in case the object is stolen]. For marking and labelling procedures follow the mda fact sheet, <http://www.mda.org.uk/labels.htm>

The mark should be durable; safe (i.e. will not cause the object damage) and ultimately reversible. The mark should be in a place where it is easy to find but does not intrude on the aesthetics of the object. The numbers should be marked as clearly as possible and be in proportion to the size of the object. The preference should normally be to physically mark objects, however in some cases this may not be possible, in ways which are:

- Secure - The chances of accidental removal of the label or mark from the object must be extremely low;
- Reversible - It should be possible for a label or mark to be removed intentionally from an object, even after 50-100 years with as little trace as possible;
- Safe for the object - Neither the materials applied to the object nor the method by which they are applied should risk significant damage to the object;
- Discreet but visible - The recommended methods should not spoil the appearance of the object, nor obscure important detail. However, the number should be visible enough to reduce the need to handle the object unnecessarily.
- Convenient and safe for staff and volunteers - Materials should be easily available in small quantities at a reasonable price, and should not pose significant risks to health if used in accordance with the guidelines recommended by a local CoSHH risk assessment.

4. Register Completion

Always use permanent ink

The FIPT has a properly bound archival register; regrettably it is not up to date instead we use the modes catalogue as our register, backing it up regularly and printing it out on a regular basis. This is not ideal. The old register system has many important advantages, such as durability and the fact that it cannot be altered without the changes being visible (which would be important if we had the kind of collection where theft by the staff might take place).

When an appropriate person is available it is the intention to bring the book up to date, however it is considered more important to complete the cataloguing of the collection which is comparatively small in number compared to a county museum.

5. Change Of Title Form

5.1 WHEN TO USE

The purpose of this form is to acknowledge the Transfer of Title (and where appropriate Copyright and Reproduction rights). It gives the former owner details of the object(s) taken into the museum collection with their allocated accession numbers. It provides a permanent record of the objects accepted by the museum. In some cases, Entry (Object) Form process can be bypassed and the Transfer of Title Form can be completed, if the curator or archivist is on duty. Care must be taken to ensure that items conform to Museum's current Collection Policy.

A Transfer of Title form is not required, when objects have been 'purchased' or generated internally from research.

5.2 FORM COMPLETION

Always use biro

5.3 ACQUISITION DATE

Date of completion of form.

5.4 ENTRY FORM NUMBER

Reference to the Entry (Object) Form No. (BLUE copy of Entry (Object) Form is to be attached to BLUE copy of this form).

5.5 ACCESSION NUMBER

Mandatory. Use the next number in sequence as allocated from the Modes catalogue

Indicate what is to happen to the object after the production of this record. In future, details about any significant events affecting the group or an individual object, such as a loss or disposal.

5.6 BRIEF DESCRIPTION

Include a very brief note of any significant information about the description or identification of the group, and any important details about the history of the group. Do not include more than one or two phrases - try and use Simple Name terms. More extensive details should be noted on the MODES record about each item within the group or within the relevant supplementary file.

5.7 MUSEUM OFFICER

The Curator or Archivist signs and dates the Transfer of Title Form as a receipt for the museum.

5.8 DEPOSITOR

White and Yellow copies sent to depositor for signature

5.9 WHAT TO DO AFTER COMPLETING THE FORM

1. Completed Transfer of Title Forms: WHITE copy - to depositor for signature
2. YELLOW copy -to depositor for signature; to be retained by depositor
3. BLUE copy - remains in Archivist's file folder with BLUE copy of Entry (Object) Form attached
4. Prepare the Acknowledgement letter to be sent with WHITE and YELLOW forms.

6. Cataloguing Introduction

- The Museum uses MODES for Windows software to create the museum's collection database - catalogue, which is accessible to all members of staff.
- There are a number of MODES fact sheets and the Reference Manual for MODES for Windows 1.9 published by the MOD Users Association in the MODES file

6.1 WHEN TO USE

Every two or three weeks - if and when a number of entries are outstanding.

6.2 WHAT TO DO AFTER COMPLETING THE NEW ENTRY

A CD backup of the MODES databases is to be taken after the completion of each major file maintenance session.

MODES File reference: e:\MFW\FOXTON.MDF

This is the MODES record structure to be used FOR ALL RECORDS

The template for new entries is: mgbfoxcm

Record Number	This is set in the 'New' entry panel.	Use accession number without the fipt prefix. You can't have duplicates.
Number of items	Mandatory	
Entry Number	subfield 1	Use the number from the entry form if a form exists.
Previous number	Free text field	Put any previous numbers in this field
Identification	leave empty	
Simple Name	Mandatory lower case	The simplest name for the object, i.e. book
Other Name	Lower case, common names	i.e. manual or instruction book
Classified Name		Usually left blank
Title	Free text	Title of book i.e. the history of the canals
Brief description	Mandatory , free text.	Enter a brief description of the contents of the object. Include any damage or assessment of condition. Remember abbreviations may not be familiar to public. Limitations on access. Comments on display.
Production	Empty	This section often not used
Method	Lower case	How it was made, if known i.e. 'hand forged', or 'painted in watercolour.' Use this space to comment on

		copies of original documents or photographs Leave blank if no comment.
Person	2 subfields; subfield 2 person	Makers name(s) Surname, initials, title, decorations, associated with the document or object.
Date	Date	When made
Place	Town and county	Where made
Field Collection	empty	For items found 'on site'
Method	Lower case	Archaeological excavation, field walk etc.
Person	2 subfields: subfield 2 person	Name of finder, person in charge
Date	Date	Date found
Place	Town, county	Where found
Association	empty	People, places associated with the object
Nature	lower case	What is the association? i.e. used at Foxton locks
Person	2 subfields: subfield 2 person	Person who used the item or similar relationship.
Date	date	When used at this place
Place		
Acquisition	empty	How it arrived in the collection.
Method	Mandatory , lower case	Gift, purchase, loan,
Person	2 subfields: subfield 2 person	Who it came from
Date	date	
Permanent Location	Mandatory , 2 subfields; subfield 2 date	Where it is stored or displayed, the initials of the person who put it there and the date that it was last seen there
Description	empty	
Material		What its made of,
Completeness		i.e. lid missing,
Height		Total height, in inches
Width		Total width,
Condition check		
Condition term		i.e. Lid chipped, or scratch on front
Recorder	Mandatory , 2 subfields; subfield 2 date	Who compiled the record, or last altered the record.
Notes	Free text	

7. Exit Procedure

(Including loans out)

7.1 WHEN TO USE

An Exit Form must be filled in for all objects that leave the museum including loans.

7.2 RULES ON DISPOSALS AND LOANS OUT

Follow those set out in the Museum's Acquisition and Disposal Policy (see Appendix A.)

For loans a formal agreement should be in place. Accession Numbers and descriptions should be recorded to ensure all parties are clear as to which objects are being loaned. The agreement should also cover specialist packaging, transportation and insurance during transit. It is extremely important that conditions are noted in the advert that any dispute arises when the object is returned. Please also note the reason for exit, insurance value and whether the object is to be returned.

7.3 FORM COMPLETION

Always use biro

7.4 NAME & ADDRESS OF MUSEUM

Insert the museum address

7.5 NUMBER

As form

7.8 REMOVER'S NAME & ADDRESS

Mandatory – details of the person who is removing the object and the person who is receiving the object. Addresses will usually be business rather than home. Often the remover and recipient will be the same person. Ensure you get a post code and telephone number. The latter could be useful if we have a query.

7.9 RECIPIENT'S NAME & ADDRESS

Complete only if different from remover.

7.10 IDENTITY NUMBER

Insert Museum Accession Number

7.11 SUMMARY DESCRIPTION

Enter a brief description of the object(s), including completeness and condition. E.g. Small crack on base', 'Stain on back'

7.12 METHOD OR REASON FOR EXIT

Loan or Disposal or End of Loan (in the case of a loan in). If loan out, note insurance value and agreed date of return (initial loan term max 3 years).

7.13 NOTE

Correspondence file reference of Loan Agreement.

7.14 SIGNATURES

Museum: Curator to sign and date.

7.15 REMOVER

Remover to sign and date.

7.16 RECIPIENT

Recipient (if different from remover) to sign and date.

7.17 WHAT TO DO AFTER COMPLETING THE FORM?

Completed Entry Forms:

- WHITE copy (remains in museum file folder)
- YELLOW copy (given to the borrower)
- BLUE copy (remains with object until returned signed by the recipient, when it is filed with the top WHITE copy) For Archivist or Curator:
- Update the MODES database record.

8 Image Capture

Copying photographs or documents, original photographs will not be displayed, loaned or in any other way leave the building.

Recording objects for the database, follow the same procedures, but use the digital camera.

8.1 WHEN TO USE

As and when time permits and there are a number of photographs to scan. From time to time, the museum will be offered images to copy – but the owner wishes to retain the source photographs. These will be scanned and the work sheet completed. The owner's (as donor) name and other details are to be recorded. An image is also desirable in the Modes catalogue.

8.1 SEQUENCE OF OPERATION

1. Scan image to collection folder. (If this is a large batch which needs to be kept as a separate group, make a sub folder).
2. Label original image (other than digital image from a camera).
3. When 30-40 images recorded, write Master images to CD (2 copies).
4. Convert master images to delivery images using Adobe Photoshop or similar program and file them under E: catalog\cat photo, using the ACCESSION number as the photo reference. (Modes cannot accept long descriptions as references names.)
5. Set up MODES Image Record

8.2 SCANNING RULES

- a) Master images (TIFF format):
Photograph size - scanning resolution no greater than A4 300 dpi -A4 to A5 400 dpi - less than A5 600 dpi
- b) Do not include photograph mount in scan. Sepia to be treated as colour. Images to be rotated as appropriate. The maximum scanning size is A4, for photographs that are larger a centrally positioned A4 sized scan will be taken and catalogue note recorded that a larger master will be required.
- c) Images stored on CD can be JPEG format. Images in regular use on the computer should be in TIFF. (JPEG image quality deteriorates every time it is opened and saved due to its compression software. TIFF doesn't degrade in this way.) JPEG format is necessary for modes.

- d) An adhesive label (Dymo label) will be attached to the reverse of the original (or source) photograph - recording: master image serial number, museum accession number (if any), and date. Use scanned and current location of photograph (i.e. box 79a) (IN PENCIL). DO NOT MARK THE SURFACE OF THE PHOTOGRAPH.
- e) A catalogue work sheet is to be completed from each photograph. These will be then used to create the catalogue on MODES, but reference back to original photograph may be necessary in order to record all data. For named groups, a photocopy of the mount attached to the work sheet would help the catalogue process. Make a note of any damage to the source photograph for follow-up action (repair to the source may be necessary; the image can also be repaired). Processing of the working sheets is to be done as a separate.
- f) Images will be written to CD when 700 Mb data has been recorded (about 30-40 images). Two CDs are to be created (working and off site archive). Each to be checked for readability before images are deleted from hard drive.

Foxton Canal Museum



ACQUISITION AND DISPOSAL POLICY

Governing Body:	Foxton Inclined Plane Trust
Date approved by governing body:	?????
Minute Reference of Committee meeting	?
Date at which policy due for review:	December 2010

1. Existing collections

Including the subjects or themes for collecting

The object collection tells the story of the Foxton Inclined Plane Boat Lift, Foxton Locks and the canals closely associated with it. Approximately 500 objects are currently in the collection.

Objects include remnants of the Boat lift, and locks, parts of boats, 1 x 70ft work boat and 2 x ice breakers (boats). The rarest items are: the lift remains (including metal fragments and one large pulley wheel), legging boards used to take boats through the local tunnels, a Tunnel Brush and a Tunnel Lamp.

The Archive collection consists of documents and copies of documents relating to the Lift, locks and local canals but includes items from canal history in general; however these are often common or copied items to provide background information rather than originals. There are approximately 4,000 items in the archive, including the archive of the Old Union Canals Society.

The collection is driven by the FIPT's commitment to education in relation to the Inclined Plane, Foxton locks, the inland waterways and the need to keep the displays relevant to schools and other visitors.

2. Criteria

Governing future collecting policy, including the subjects or themes for collecting

a) New objects will only be of the boat lift and collected if

- The object improves the quality of the collection.
- The object is important to the history

b) Archive material will be collected if:

- The item relates directly to the Inclined Plane Boat Lift or Foxton Locks.
- The item relates to other boat lifts or inland waterways, if it is a common item, is a copy, and adds important information to the collection.

3. PERIOD OF TIME and/or geographical area to which collecting relates

The primary collection:

- Relates to the period from 1800 to the present day
- Is closely related to Foxton Locks and the South Leicestershire / North Northamptonshire waterways.
- Archive material from any inland waterway provided that it doesn't conflict with the statements above.

4. Limitations on collecting

The museum recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard.

It will take into account - limitations on collecting (imposed by such factors as inadequate staffing, storage and care of collection arrangements), the ability to display the object (and provide a suitable environment for the objects long term preservation).

5. Collecting policies of other museums

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 specialisms, in order to avoid unnecessary duplication and waste of resources. Specific reference is made to the following museum(s):

- Harborough Museum
- Leicestershire County Museums
- Northamptonshire County Museums
- Stoke Bruerne Waterways Museum (part of NWM)
- The National Waterways Museum, (The Waterways Trust)

6. Policy review procedure

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

The Regional Agency / Museum Council / CyMAL will be notified of any changes to the Acquisition and Disposal Policy, and the implications of any such changes for the future of existing collections.

7. Acquisitions not covered by the policy

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

8. Acquisition procedures

- a. The museum will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- b. In particular, 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).
- c. In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, 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 DCMS in 2005.
- d. The museum will not acquire any biological or geological material.
- e. The museum will not acquire archaeological antiquities (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, such as reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure as defined by the Treasure Act 1996 (in England, Northern Ireland and Wales) or reporting finds through the Treasure Trove procedure (in Scotland).
- f. Any exceptions to the above clauses 8a, 8b, 8c, or 8e will only be because the museum is either: acting as an externally approved repository of last resort for material of local (UK) origin; or acquiring an item of minor importance that lacks secure ownership history but in the best judgement of experts in the field concerned has not been illicitly traded; or acting with the permission of authorities with the requisite jurisdiction in the country of origin; or in possession of reliable documentary evidence that the item was exported from its country of origin before 1970.

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

9. Spoliation

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.

10. Management of archives

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

11. Disposal procedures

- a) 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.
- b) The museum will establish that it is legally free to dispose of an item. Any decision to dispose of material from the collections will be taken only after due consideration by its governing body (Trust Council)
- c) 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.
- d) Decisions to dispose of items will not be made with the principal aim of generating funds.
- e) Any monies received by the museum governing body from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions but in exceptional cases improvements relating to the care of collections may be justifiable. Advice on these cases will be sought from MLA.
- f) 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), 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 of the collection acting alone.
- g) Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed. It will therefore be offered in the first instance, by gift, exchange or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- h) If the material is not acquired by any Accredited Museums to which it was offered directly, then the museum community at large will be advised of the intention to dispose of the material, normally through an announcement in the Museums Association's Museums Journal, and in other professional journals where appropriate.
- i) The announcement 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.

- j) 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.

Approved by the Foxton Inclined Plane Trust on Date Minute
number

Chairman, David Stevenson

Company Secretary, Michael G Beech