

**GLASGOW MUSEUMS
ACQUISITION AND DISPOSAL POLICY**

AGREED BETWEEN

GLASGOW CITY COUNCIL (“THE COUNCIL”)

AND

CULTURE AND SPORT GLASGOW (“CSG”)

Formerly Approved by GCC's Executive Committee on 22nd Feb 2008 and by CSG's Board of Directors on 13th March 2008.
Final amendments as required by MGS agreed on 19 November 2008.

MUSEUMS ACQUISITION AND DISPOSAL POLICY AGREED BETWEEN GLASGOW CITY COUNCIL ("THE COUNCIL") AND CULTURE AND SPORT GLASGOW ("CSG") AT A MEETING OF THE COUNCIL'S EXECUTIVE COMMITTEE ON 22 FEBRUARY 2008 AND AT A MEETING OF CSG'S BOARD OF DIRECTORS ON 13 MARCH 2008

This Policy relates to Museums and the Collection owned by the Council and managed on its behalf by CSG ("Glasgow Museums")

This Policy will be reviewed in February 2013 (5 yearly review)

ACQUISITION POLICY

1 INTRODUCTION

1.1 Background

The Council has established a charitable company named Culture and Sport Glasgow ("CSG") and a trading subsidiary named Culture and Sport Glasgow (Trading) CIC ("CSGTC")

The Council has entered into a Service Level Agreement with CSG to provide services on its behalf. These services relate to services previously provided by the Council's Culture and Leisure Services Dept and the Outdoor Recreation Section of Land Services. These services include the running of Museums within the City of Glasgow which are owned by the Council and which are now leased to and operated by CSG under the terms of the said Agreement.

The Collection which is held in the Museums ("the Collection") remains in the ownership of the Council and contractual arrangements are in place between the Council, CSG and CSGTC whereby CSG and CSGTC are granted certain rights and undertake certain obligations in relation to the Collection. These rights and obligations include the management, display, preservation and maintenance of the Collection and are specified under the terms of the Collections Agreement between the Council, CSG and CSGTC dated 30 March 2007.

1.2 Purpose of the policy

This section sets out the acquisition and disposal policies which the Arts and Museums section of CSG will follow in managing and developing the Collection in its care. Due to this arrangement this policy will be approved and reviewed regularly by both the Council and the Board of Directors of CSG. The adoption and implementation of this policy by the Council and the Board of Directors of CSG is a requirement of the Museums, Libraries and Archives Council's Accreditation scheme. The rights and obligations of CSG in relation to the Collection including acquisition and disposal are specified under the terms of the Collections Agreement and must also conform to the standards of the Accreditation Scheme.

1.3 Execution of policy

The Head of Arts and Museums, CSG is the senior museum professional responsible to the Board of Directors of CSG for the operation of Glasgow Museums according to proper professional standards and the implementation of the terms of the Collections Agreement. The

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Collection Services Manager, CSG is the officer responsible to the Head of Arts and Museums for the physical and intellectual integrity of the Collection. The Collection Services Manager will prepare a bi-monthly report for the Head of Arts and Museums to present to the Board of Directors of CSG. The report will cover the following headings:

- Inward loans (other than those connected with exhibitions)
- Outward loans
- Acquisitions
- Disputes/returns
- De-accessions and disposals
- Destructive analysis
- Conservation
- Stores
- Inventory
- Security incident report forms
- Exhibitions and redisplay
- Internal audit report (twice-yearly)
- CSG's performance in respect of carrying out the CSG obligations under the terms of the Collections Agreement
- Any failure in performance or observation of the obligations of the respective Parties under the terms of the Collections Agreement
- [Libraries]
- [Archives]

The Collection Services Manager and other CSG staff will also meet six-weekly with representatives of the Council Insurance Section and with a Council legal representative to report under these headings.

The Collection Services Manager will prepare an annual report for the Head of Arts and Museums to present to the Board of Directors of CSG summarising performance under the Collections Agreement, which once agreed by the Board will be submitted to the Council.

The procedures governing acquisitions and disposals are cited in full in this policy including the two appendices.

1.4 Policy Review Procedure

This policy represents the aims and plans of the Council agreed at a meeting of the Executive Committee on 22 February 2008 and the Board of Directors of CSG at a Board Meeting on 13 March 2008. This Acquisition and Disposal Policy will be published and reviewed from time to time, at least once every five years. It is intended that this policy should be reconsidered in February 2013 and a revised statement brought forward to the Board and recommended to the Council for agreement. The Scottish Museums Council will be notified of any changes to the Acquisition and Disposal Policy, and the implications of any such changes for the future of the existing Collection.

This policy supersedes all previous and existing practices and policies, formal or informal, relating to the acquisition of objects for the Collection of the Council managed by CSG.

1.5 Existing Collection, including the subjects or themes for collecting

A separate document is attached which describes existing collecting areas (see Appendix 2, *Existing Collection and criteria for future collecting and disposal*)

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1.6 Criteria governing future collecting and disposal policy, including the subject themes for collecting

See Appendix 2

2 RULES AND REGULATIONS GOVERNING THE COLLECTION OF OBJECTS

The Board of Directors, the Chief Executive and the Head of Arts and Museums of CSG agree to uphold the following rules and regulations:

2.1 General Principles

The Arts and Museums section of CSG cares for the Collection owned by or on loan to the Council. The Board of Directors of CSG accepts the general principle that it is their responsibility to ensure to the best of their ability that all of the Collection in the care of CSG is adequately housed, conserved and documented, and to prepare an annual report to the Council on the Collection as specified in the Collection Agreement.

It is the intention of CSG to continue to develop the Collection by adding new acquisitions on behalf of the Council. CSG recognises its responsibility, in acquiring additions to the Collection, to ensure that care of collection, documentation arrangements and use of the Collection will meet the requirements of the Accreditation Standard and the terms of the Collections Agreement.

CSG has delegated authority from the Council and responsibility for the acceptance or rejection of potential bequests, donations and gifts to the Council subject to the terms and conditions specified in this policy. CSG has delegated this responsibility to the Head of Arts and Museums as CSG's senior museum professional under CSG's Scheme of Delegations.

2.2 Legal Title and Illegal Import

CSG will exercise due diligence and make every effort not to acquire on behalf of the Council whether by purchase, gift, bequest or exchange, any object or specimen unless the Head of Arts & Museums is satisfied that a valid title can be acquired to the object in question.

In particular, CSG will not acquire any object or specimen on behalf of the Council 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).

2.3 Biological and geological material

So far as biological and geological material is concerned, CSG will not acquire on behalf of the Council 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.

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2.4 Archaeological Material

Under the legal principles of Treasure Trove and *bona vacantia*, the discovery of antiquities in Scotland is a matter for report to the Crown. Scottish archaeological material will therefore not be acquired by any means other than allocation to the Council by the Crown, normally on the advice of the Scottish Archaeological Finds Allocation Panel (SAFAP), unless the Head of Arts & Museums, acting on the Council's behalf, is satisfied that valid title to the object in question can be acquired, such as by certificate of 'No Claim' from the Scottish Archaeological Finds Allocation Panel Secretariat.

2.5 Cultural Property

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 1 November 2002, CSG will, on behalf of the Council, reject any objects that have been illicitly traded. The Head of Arts and Museums, CSG will be guided by the national guidance on the responsible acquisition of cultural property issued by DCMS in 2005.

2.6 Exceptions

Any exceptions in respect of clauses 2.1, 2.2, 2.4 and 2.5 will only be because CSG is either: acting on behalf of the Council as an externally approved repository of last resort for material of local (UK) origin, for example on the specific request of the museum that would normally be the repository for an archaeological archive; or acquiring an object 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 object was exported from its country of origin before 1970.

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

2.7 Management of archives

As CSG holds and intends to acquire on behalf of the Council archival material, including photographs and printed ephemera, the Head of Arts and Museums, CSG will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd ed., 2002).

2.8 Spoliation

CSG 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.

2.9 Anonymous Bequests and Donations

Anonymous donations will be actively discouraged. Where there is no opportunity to engage with the Donor nor to work through a third party such as the Donor's legal representative, failure by CSG to secure the Donor's name and address will not prevent CSG from legally acquiring the object on behalf of the Council, if appropriate, where it can be shown that every possible attempt has been made by CSG to locate, contact and secure agreement from the Donor.

Nor will this prevent CSG from exercising the disposal of the object under the terms of the Disposal Policy should that be deemed appropriate.

Should there be any concern about the origin of the material i.e. theft or contravention of other legal statutes, the appropriate authority will be immediately notified.

As with all acquisitions, the means by which the object is acquired or disposed of will be fully documented and be completely transparent.

3 COLLECTING AREAS

3.1 Criteria

This policy describes the criteria that will be applied to future acquisitions and disposals, acknowledging that indefinite growth is not sustainable.

3.2 Acquisitions not covered by Acquisitions policy

Acquisitions outside the stated policy will be made in very exceptional circumstances and then only after proper consideration by CSG and with consideration of the interests of other museums.

3.3 Collecting Policies of other museums

CSG recognises the need for the co-operation and consultation between national and local museums and art galleries with similar or overlapping interests and collecting policies. 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. See Appendix 3 for a list of bodies which will be consulted. This list is not exhaustive.

The relevant officers will also consult with appropriate institutions on specific acquisitions where conflict of collecting objectives is thought possible and, more generally, on defining areas of specialisation where the collection of objects from a place within the geographical sphere of influence of another museum is involved. The principle of open actions and good communication will apply.

3.4 Emergency Rescue

In an emergency, and to ensure the preservation locally (and in public ownership) of important material, the Head of Arts and Museums, CSG is exceptionally authorised to collect material on behalf of the Council from outside CSG Museum's stated collecting area. Such material will be retained and recorded as a '*holding*' on the understanding that it be transferred to the party deemed most appropriate at a future time.

4. LOANS TO THE COLLECTION

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4.1 Loan Period

The acceptance of objects on loan, normally for a finite period for display or scientific study, may be authorised by the Head of Arts and Museums, CSG on behalf of the Council. In exceptional cases, a privately owned object of major importance that falls outwith the scope of the Policy may be accepted on a finite Long-term Inward Loan basis (each agreement to be renewed every three years, or earlier depending on the duration of the loan) whether or not it is required for immediate display or study.

No object will be received on “permanent loan”. It is noted that this term has no legal status. The period of all loans will be agreed in writing between the Head of Arts and Museums, CSG on behalf of the Council and the owner of the object before the time of deposit. Where the term of the loan has expired, it may be renewed or extended for further finite periods, at both the discretion of the owner and the Head of Arts and Museums, CSG.

Where loan objects are transferred to the permanent Collection on the request of the lender all conditions relating to acquisition and disposal will apply in the normal way.

4.2 Licence agreements

Licence agreements will be made between CSG on behalf of the Council and the artist/maker covering the performance or display of conceptual art or other theme/subject areas using film, video, audio or other equipment. These may also include service warranties for maintenance of equipment.

5. ASSUMPTION AGAINST ALIENATION AND DISPOSAL OF COLLECTION

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By definition, CSG has a long-term purpose and should possess (or intend to acquire) a permanent Collection on behalf of the Council in relation to its stated objectives. The Board of Directors of CSG accepts the principle that there is a strong presumption against the disposal of objects from the Collection except for sound curatorial reasons. Principal examples of curatorial reasons include, but are not limited to, those cited below in Section 7. However, it also acknowledges that the indefinite expansion of the Collection is not a realistic option and that a strategic approach to disposal is necessary for the long-term sustainability of the Collection and the service.

6 GENERAL PRINCIPLE

The Board of Directors of CSG and the Council hereby confirm their acceptance of the principle that the Collection is held in trust for enjoyment, learning and research by future generations.

7 REASONS FOR DISPOSAL

7.1 Intellectual justification

It may be necessary to remove from the Collection any object that demonstrably has no or a low potential for enjoyment, learning or research, measured against the criteria of CSG’s Survey of Significance.

7.2 Damage and Deterioration

It may be necessary to remove from the Collection any object which is too badly damaged or has deteriorated too far to be of any further use for the service.

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7.3 Hazard

It may be necessary to remove from the Collection any object which as a result of its material substance poses a severe threat of contamination or risk to the Collection or serious health hazard to staff and public, beyond that protection afforded by reasonable Health and Safety measures.

7.4 Improved Access

It may be necessary to transfer to the ownership of another Accredited museum any accessioned object which, by reasons of changes in public demand, social or educational need, administrative responsibility, development priorities, or the establishment of a new Accredited Museum, the Head of Arts and Museums, CSG advises the Council's Executive Committee that it would be more appropriately placed elsewhere.

7.5 Improvement of Care

It may be necessary to rationalise Collection areas that are demonstrably of lesser significance in terms of this policy and the Survey of Significance in order to achieve the most cost-effective allocation of resources for the long-term care of the Collection.

7.6 Due Consideration

CSG will establish that it is legally free to dispose of an object on behalf of the Council. Any decision to dispose of material from the Collection will be taken only after approval has been obtained from the Council's Executive Committee.

Decisions to dispose of objects will not be made with the principal aim of generating funds.

8 AUTHORITY TO DISPOSE OF COLLECTION

8.1 Written Authority

A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an object too badly damaged or deteriorated to be of any use for the purposes of the Collection), will be the responsibility of the Council's Executive Committee acting on the advice of the Head of Arts and Museums and not of the Head of Arts and Museums acting alone.

9 DISPOSALS OF PURCHASES, DONATIONS AND BEQUESTS

9.1 Grant Aided Purchase

When disposal of an object from the Collection is being considered, CSG 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.

9.2 Permissions from Donors/Benefactors

Objects given or bequeathed will not normally be disposed of without consultation with the original donors or their heirs within the first generation, and wherever possible their approval

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should be obtained to the course of action proposed. This is, however, a matter of courtesy, not a legal requirement. The Head of Arts and Museums, CSG will be able to waive this requirement where all reasonable efforts to trace a Donor have failed, and where it can be firmly established that no details of the Donor exist. In all cases a written report detailing the efforts to locate the Donor must be appended to the ***Disposal Report***.

9.3 Return to Donor or Benefactor

The Donor or their successors or the Benefactors may be asked to accept the return of the object when all attempts to dispose of an object to an Accredited museum have failed.

9.4 Museum's Rights

No Donor will be entitled both to veto all practicable transfer options and to refuse to accept the return of the accessioned object. If the Donor refuses to accept the return of the accessioned object then it may be disposed of without the consent of the Donor in accordance with the terms of this Policy.

10 CULTURAL RESTITUTION, SPOILIATION, HUMAN REMAINS AND RELATED ISSUES

10.1 Council Decision to Consider Restitution or Repatriation

In April 1998 the Council's Arts and Culture Committee agreed to consider each request for repatriation on its own merits. Recommendations to the Council's Executive Committee will be made by CSG who will be represented by the Head of Arts and Museums, CSG or a CSG delegated officer.

The Council's Executive Committee, taking account of the recommendation of CSG, may take the decision to return human remains, objects or specimens to a country or people of origin. The Council's Executive Committee will make such decision on a case by case basis and the decision shall take into account the ethical implications and the legal position.

In addition, issues, claims or investigations arising from spoliation of works of art or other material will be fully investigated by CSG, consistent with the recommendations of the National Museums Directors' Conference – Spoliation: Statement of Principles (25/10/2000) and the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

11 DISPOSAL PROCEDURE

11.1 Offers to Other Museums

Where an accessioned object is no longer required for the Collection and approval has been given by the Council's Executive Committee for its disposal 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, gift or sale directly to other Accredited Museums likely to be interested in its acquisition.

11.2 Offers to the Museums Community through the Museums Association Journal and Other Professional Journals

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If the object 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.

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, CSG may consider disposing of the material to other interested individuals and organisation subject to the terms of the Disposal Policy.

11.3 Competing Parties' Interests

If as a result of such an announcement, more than one museum responds, care must be taken to avoid a situation where museums are competing with each other in ignorance. In such cases, and particularly if the transfer is to be by sale, it will usually be appropriate for the parties concerned to be informed of each other's interest, and time allowed for open discussion before transfer is finalised.

11.4 By Gift: Failure to Secure Interest from Accredited Museum

Following an announcement in the Museums Association's Museums Journal, where an accessioned museum object is to be disposed of by gift, and after six months no Accredited Museum can be found which is willing to accept responsibility for the object, CSG, on behalf of the Council may give the object to any appropriate organisation or individual willing to receive it. First priority must be given to organisations which are public bodies.

11.5 By Sale: Failure to Secure Interest from an Accredited Museum

Following an announcement in the Museums Association's Museums Journal, if, after six months, no Accredited Museum has declared an interest in acquiring the accessioned object on the basis offered by the Head of Arts and Museums, CSG, it may then be offered for sale by CSG on behalf of the Council to other interested organisations, private individuals, or by auction. This may also be done if an Accredited Museum that has previously expressed an intention to purchase is unable to complete such a purchase within a reasonable period, normally six months.

11.6 Rules Governing Financial Transactions.

Where it is intended that an object should be sold, an independent valuation should be sought: the Scottish Museums Council will normally advise on obtaining this but cannot give valuations. The Head of Arts and Museums, CSG acting on behalf of the Council will accept this as the maximum price for the sale of a museum object to an Accredited Museum, for a period of 6 months.

It will, however, be open to the Head of Arts and Museums, CSG to authorise a sale on behalf of the Council to an Accredited Museum at a reduced or nominal price in order to keep an object in public ownership. If the sale to an individual, or an organisation other than a museum, does become necessary, the object would then normally be offered at a price no less than valuation

11.7 Use of Monies Accrued by Sale

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Any monies received by the Council from the disposal of the objects must be applied for the benefit of the Collection. This normally means the purchase of further acquisitions but in exceptional cases improvements relating to the care of the Collection may be justifiable. Advice on these cases will be sought by CSG from MLA

11.8 Failure to Dispose of the Objects by all Other Means

If an accessioned object is damaged or hazardous, or in cases where disposal by all other means has proved to be impossible, the Council's Executive Committee may be asked to authorise its destruction.

12 DISPOSAL BY DESTRUCTION

12.1 Permission of the Council

When the Council's Executive Committee has approved the disposal of an object on the grounds of damage, deterioration or contamination, the object will be disposed of by CSG promptly and in the safest and most environmentally responsible manner possible. This must be carried out in a discreet, confidential and permanent fashion. Any remains should be deposited at a recognised waste disposal facility, or otherwise as required by the appropriate legal authority.

13 PROCEDURE FOLLOWING DISPOSAL

13.1 Transfer of Records

Full records will be kept of all decisions on disposals and the objects involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the objects concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on de-accession and disposal.

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DEFINITIONS

- i. **"Glasgow Museums"** are defined as those Museum premises, owned by the Council and managed on its behalf by CSG and all Collection of original material which may from time to time be under the control of or managed by CSG and held within these Museum premises. At the time of adoption of this policy, these comprise Kelvingrove Art Gallery and Museum, Museum of Transport, People's Palace, Provands Lordship, St. Mungo Museum, the Gallery of Modern Art, the Collection in Pollok House, the Burrell Collection, Scotland Street School, Martyrs School, Maryhill Collection store, and Glasgow Museums Resource Centre. The Open Museum service also has continuous temporary displays at the following sites: Cranhill Beacon, Springburn Leisure Centre, the Central Mosque and the 'Pollok Kist' at the Pollok Leisure Centre
- ii. **The "Collection"** is defined as any object which is : a) entered in the Accession Registers of Glasgow Museums whether by way of a gift, bequest, purchase; b) a loan; or, (c) an object not entered in the Accession Registers but in the possession of Glasgow Museums that has been donated or purchased with the intention that it should become an accessioned part of the Collection.
- iii. **"Museums, Libraries and Archives Council"** ("MLA") is the UK strategic body responsible for the museums, libraries and archives sector. It sets museum standards and grants awards under the Museum Accreditation Scheme formerly known as Museum Registration.
- iv. **"Scottish Museums Council"** ("SMC") is the area Museum Council which manages the Accreditation Standard in Scotland on behalf of the MLA.
- v. **"Accessioned object"** is defined as any individual object that has been registered as accessioned into the Collection.
- vi. **"Head of Arts and Museums"** is defined as being the CSG officer responsible to the Board of Directors of CSG for the operation of Glasgow Museums according to proper professional standards.
- vii. **"Collection Services Manager"** is defined as the CSG officer responsible to the Head of Arts and Museums for the physical and intellectual integrity of the Collection.
- viii. **"The Council's Executive Committee"** is a Committee of the Council with decision making powers vested in appointed Elected Members.

Appendix 1

Internal CSG Procedures governing acquisitions and disposals

1 COLLECTING PROCEDURES

1.1 Approval process for acquisition

The Council shall notify CSG's Head of Arts and Museums in writing within 10 working days of receiving notice of any bequest, donation or gift including details of any condition attached to such gift (copy to the Collection Services Manager). If the decision is taken to acquire, CSG will make the necessary arrangements for delivery to CSG.

The Head of Arts and Museums, CSG will also have the authority to solicit gifts of material for the Collection within the terms of this policy, the CSG Scheme of Delegations, and with reference to Appendix 2, and for making any recommendations, or for taking action on the purchase of material on behalf of the Council in accordance with this policy.

1.2 Implications for Glasgow Museums

The Collection Meeting chaired by the Collection Services Manager, CSG meets monthly to formally scrutinise and document all proposals relating to loans, donations, bequests, purchases, disposals, destructive testing, and return/repatriation on behalf of the Head of Arts and Museums, CSG. The Collection Services Manager submits the recommendations of the Meeting to the Head of Arts and Museums for decision. The following checks are carried out on proposed acquisitions and documented on a *pro forma*:

- 1 Budget**
 - Price (if any)
 - Source(s) of funding: Purchase Fund, Acquisitions Fund, HLF, NFA, NACF, other grant-giving bodies
 - Cost to acquire (e.g. transport, documentation)
- 2 Curatorial**
 - Relevance to this acquisitions policy, with paragraph reference
 - Consideration of whether CSG acting on behalf of the Council, is most appropriate institution to collect
 - Assessment of available resources to accession
- 3 Research**
 - Assessment of research potential
 - Assessment of significance
- 4 E&A**
 - Potential for education and access
- 5 Legal and professional issues**
 - Entitlement of the individual, group or agency to transfer ownership to the Council

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Provenance, Customs notices (for imports), documentation for objects received in lieu of tax, firearms licence, explosives licence, birds' egg licence, Convention on International Trade in Endangered Species (CITES), Wildlife and Countryside Act, Treasure Trove, guidelines on human remains, repatriation, restitution, spoliation of works of art, Code of Practice on Archives for Museums and Galleries, 3rd edition 2002
Copyright ownership and transfer arrangements

6 Conservation

Checking stability and condition *before* decision to acquire, infestations
Packaging for transport and storage
Environmental recommendations

7 Collection Management

Documentation check for duplicates etc, inventory, data entry, object marking, contractors required?
Loans, transport

8 Logistics

Storage implications: space, storage furniture, staff resources
Internal movement and transport

9 H&S issues

Toxins, radioactivity, special lifting and handling

10 Communications

Marketing, press coverage, display requirements, notification to Museums Journal
Photography on acquisition

1.3 Reasons and Terms for Acquiring an Object

The reasons and purpose for acquiring or accepting an object will be clearly established prior to its transfer to CSG acting on behalf of the Council. This will be made clear to the person/s or organisations from which the object is procured. The terms governing the procurement of an object - its status, the Council and CSG's rights, the donor's or seller's rights, the issue of disposal and any other conditions must be made clear to all parties, in writing, at the time of procurement (See section 1.6.3 of this Appendix 1 -Transfer Of Ownership)

1.4 Concept or Intellectual Artwork and Interactive Exhibits

In the case of artworks where the physical materials are not the essence of the artwork, CSG undertakes to preserve or maintain those aspects of the artwork necessary for its continued existence or display. CSG retains the right to replace or restore, rather than conserve, the original piece in the event of the deterioration of the artwork, or redundancy of its technological components. This will be agreed in writing with the artist or owner at the time of procurement.

1.5 Oral History

The purpose for the Collection of any oral history material will be made clear in writing to all individuals whose recollection form an oral history record. A written agreement between CSG as agent of the Council and the individual will be entered into prior to any oral history being recorded.

1.6 Methods of Acquisition

1.6.1 Purchase

• Museum Purchase and Acquisitions Funds

Museum Purchase Fund

All proposals to acquire under the Museum Purchase Fund shall be submitted to the Arts and Museums Collection Meeting chaired by the Collection Services Manager, CSG for documentation and checking as per para 1.2 of this Appendix 1.

Acquisition through the Museum Purchase Fund (maximum sum available £5000 per annum) may be approved by the Head of Arts and Museums following recommendations from the Collection Meeting.

Acquisitions Fund

For purchases up to the value of £200,000 using funds from the Acquisitions Budget, a maximum sum available per annum is £100,000 with the remainder of any money being obtained from external funding. At least 50% of such purchases must be raised by grant funding. The Head of Arts and Museums will seek permission from the Chief Executive of CSG, giving details of the object, justification for acquisition in terms of this Policy, cost and potential sources of funding. All documentation, correspondence and records concerning purchases and grant applications will be copied to the Collection Services Manager for archiving in the object files.

If additional grant funding referred to in the above paragraph is sought from the Council, then this additional funding is subject to relevant approvals being obtained under the Council's Scheme of Delegated functions.

For purchases of over £200,000 using funds from the Acquisitions Budget the Head of Arts and Museums will seek permission with details as above from the Chief Executive of CSG. If the Chief Executive agrees to the purchase s/he will seek permission from the Board of Directors of CSG. If an object is being sold at auction or there is otherwise relatively short notice regarding a potential acquisition, the Chief Executive will seek approval from the Chair of the Directors within a 24-hour period and any approval shall be notified to the next meeting of the Board of Directors of CSG.

For exceptionally expensive or high profile acquisitions the Chief Executive and Board of Directors of CSG will seek approval from the Chief Executive and the Council's Member for Culture and Sport.

On receipt of the appropriate approval the Head of Arts and Museums, CSG will inform the Council, who will arrange for payment of invoices. If the invoice cannot be issued in the name of the Council CSG will pay the invoice as agent of the Council and the Council shall credit funds to CSG on sight of copy invoices.

In all instances procedures for accessioning and Council purchasing policy will be strictly adhered to.

- **Contemporary Art Acquisitions**

All proposals to acquire will be processed by the Collection Meeting and recommendations forwarded to CSG's, Museum Management Team. Delegation levels and approval procedures are the same as specified at para 1.6.1 of this Appendix 1.

In all instances procedures for accessioning and Council purchasing policy will be strictly adhered to.

- **Commissions**

All proposed commissions will be subject to a contractual agreement between CSG on behalf of the Council and the person/s producing the commission, and must make full reference to the relevant Acquisition and Disposal Policy conditions contained herein. Delegation levels and approval procedures are the same as specified at para 1.6.1 of this Appendix 1.

In all instances procedures for accessioning and Council purchasing policy will be strictly adhered to.

1.6.2 Bequests and Donations

Acquisitions by Bequest and Donation will be referred to the Collection Meeting and recommendations submitted to the Head of Arts and Museums, CSG. In all instances procedures for accessioning and Council purchasing policy will be strictly adhered to.

1.6.3 Transfer of Ownership

CSG will ensure that the person or organisation from which CSG is procuring the object on behalf of the Council has the legal authority to transfer ownership to the Council. CSG will also undertake to explain to the person or organisation from which the object is procured the full meaning of transfer of ownership. The following circumstances will be agreed:

- i. the Council becomes the legal owner of the object and the donor/seller, their families or representatives will have no further rights of claim upon the object
- ii. Whilst the Council is the legal owner of the object, it will be managed on the Council's behalf by CSG
- iii. the object may be stored for long periods, and if not on display will be accessible by appointment
- iv. the object is procured for the Collection to benefit the museum service as a whole and objects may be stored or displayed in any venue
- v. the object may be used for many purposes, including display, research, education, handling, and outreach.
- vi. CSG has the right to dispose of the object on behalf of the Council following the guidelines specified in the Disposal Policy.
- vii. Individuals or parties, having had the above explained to them, should seek independent legal advice before transferring the object to the Collection.
- viii. Where CSG is unable to ensure that the object becomes the property of the Council, and the only alternative would be not to acquire the object, CSG will take ownership of the object and transfer all rights of ownership in any such object on expiry or termination of the Collection Agreement.

1.7 Copyright

The ownership of the copyright of an object, where applicable, will be established in advance of, and formally agreed at, the time of procurement. Any assignation of copyright shall be in the name of the Council.

1.8 Securing Proof of Transfer of Ownership (Bequests and Donations)

Where possible, CSG on behalf of the Council will issue every Donor with an Ownership Transfer Agreement and a Donation Certificate.

CSG will issue the Donor, or the Donor's legal representative, with the ***Ownership Transfer Agreement***. This agreement will be signed by both parties and on receipt of the agreement by CSG, CSG will issue the Donor with a ***Donation Certificate*** signed by the Chief Executive of CSG on behalf of the Council. The Ownership Transfer Agreement should be signed in advance of receipt of the object by CSG where possible. Copies of this documentation and of documentation relating to the transaction will be held in an appropriate secure object file.

Failure by CSG to secure the Donor's signature, either as a result of an anonymous donation (see para 2.10 of the main policy) or failure of the Donor to respond to the posted documentation within a fixed time period, will not prevent CSG from legally acquiring the object on behalf of the Council where it can be shown that every possible attempt has been made by CSG to locate, contact and secure agreement from the Donor.

1.9 Purchase Records

CSG will retain copies of all financial and contractual transactions relevant to the purchase of the object and archive this information in the relevant object file as part of the object documentation.

1.10 Restrictive Covenants or Special Conditions

Objects offered to CSG on behalf of the Council as donations or bequests will not normally be accepted if they are subject to any restrictive covenant or special conditions.

However, in exceptional circumstances, if the Head of Arts and Museums can demonstrate that the object/s in question are of over-riding importance, the Chief Executive, CSG may be asked to approve the acquisition of a specific object to which conditions are attached.

1.11 Accessioning

Each object acquired will be fully accessioned in the Accession Register and given and labelled with a unique identifiable Registration Number. The object's legal status will be verified and its provenance and any other social and historical contextual information recorded. Each object will be photographed for record purposes. A separate accession register will be kept of material bequeathed or donated to the Council.

1.12 Electronic and digital information

Information that is collected or accepted in a digital format for accessioning into the Collection will be registered and given a unique number. Edited or compiled versions of the original data may be separately accessioned as deemed appropriate. In the case of new audio and video footage accepted into the Collection, the consent of all parties represented or featured will be sought. All copyright, legal, and other contextual information will be also be recorded.

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The accessioned object will be considered to be the digital information and the way it is presented, in audio and/or video form. The medium on which the information is recorded is not considered to be the accessioned object and can be changed as required for the safe preservation or interpretation of the information. CSG will make use of secure storage on magnetic, optical or other mass storage media suitable for archive storage and retrieval of digital information. Back-up copies, periodic checking, bulk copying and the use of new storage media will be used to manage the long-term access to and preservation of the digital information.

2 DISPOSALS

2.1 Investigative report prior to disposal

Any disposals of objects from the Collection will be made in accordance with the policy set out in this document. The Disposals Panel, CSG, chaired by the Conservation Manager, CSG will consider recommendations for disposal in the first instance. Where a Collection survey or other report suggests that there is a case for disposal of an object or objects, the panel will instigate preliminary investigations leading to a ***Disposal Report***. In addition to a formal assessment against the criteria indicated above, this may require seeking valuations, the views of Donors, and identifying contacts with other Accredited Museums which may be interested in accepting transfers. Full records will be kept of all such investigations. The Disposal Report will be considered by the Collection Meeting, CSG, which will forward recommendations to the Head of Arts and Museums, CSG for submission to the Council's Executive Committee. Within the terms of this policy, it is understood that Disposals Panel and the investigating officer have the authority to act in this way, without prejudice to the eventual decision of the Council.

Appendix 2

MUSEUMS COLLECTING POLICY

Existing Collections and Future Collecting Criteria (Collecting Policy)

Renewal

The renewal of Appendix 2 will be based upon the improved knowledge and understanding of the collection as a result of collections inventory and research. This Appendix will require updating to meet the changing requirements of the service.

How will CSG Develop the COUNCIL Collection?

What will CSG collect on behalf of the Council?

CSG will acquire objects that help to achieve the aim of increasing people's understanding of the world and themselves.

Collecting Perspectives: Art, History and Science

The Collection is a vast resource, and many of the objects can be viewed from aesthetic, historical and scientific perspectives. In order to promote public understanding, CSG will adopt a multi-disciplinary approach to presenting the existing Collection and to making new acquisitions on behalf of the Council.

General Priorities

The priority of Glasgow Museums is to make better use of the existing Collection rather than to make extensive acquisitions. This recognises the richness of the existing holdings and the limitations of time, staff, storage space and finance. It also implies that in the objects which are collected, priority is given to:

- . the acquisition of objects which help increase understanding of the existing Collection.
- . proposed acquisitions being accompanied by as much documentation as possible, to maximise their use in terms of increased understanding.

New areas of collecting will be few, but will be selected to reflect changes in society and the environment which can be effectively displayed in a museum using real objects.

1. COLLECTING POLICY - ART

General Principles

CSG aims to collect fine and decorative art objects on behalf of the Council which primarily reflect the development of these arts in Scotland, particularly the west of Scotland, and with lesser emphasis on British and world contexts. There is particular stress on the works of living Scottish artists in all media.

PAINTINGS

What is currently held: The paintings Collection has a fine Old Master section that is particularly strong in pictures by 17th century Dutch artists. It also has a strong representation of 19th century French painting. British painting is represented but the major holding is in Scottish painting from the 18th century onwards. The 20th century is dominated by British figurative painting but also has a small, significant representation of international artists.

The Collection is weak in abstract painting from 1930 to the present day, has little conceptual art and few of the current, younger generation of Scottish artists are represented.

Proposed additions: To strengthen holdings of Scottish and 20th century paintings, with particular emphasis on the works of living Scottish artists.

PRINTS, DRAWINGS AND WATERCOLOURS

What is currently held: The main strengths of the prints, drawings and watercolours collection are work by British artists from the 18th century to the present day. Scottish etching is a key feature with good representations of Bone, Strang, Cameron and McBey. There is also a small collection of Old Master prints and drawings although the major holding is at the Hunterian Art Gallery, Glasgow University.

Proposed Additions: The main emphasis of collecting on behalf of the Council will be the acquisition of contemporary prints, drawings and watercolours, both Scottish and international. CSG will also consider the acquisition of other works on behalf of the Council on paper from all periods and schools that complement or extend the existing holdings.

PHOTOGRAPHY

What is currently held: A small collection of contemporary art photography, both Scottish and international.

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Proposed Additions

Contemporary photography with equal stress on Scots and international photographers.

SCULPTURE

What is currently held: The sculpture collection covers the period from the late 18th century to the present day and is predominantly British, although there are some fine 19th and 20th century French pieces and a small but select representation of contemporary international sculpture.

Proposed Additions: CSG will develop the Collection on behalf of the Council with particular emphasis on contemporary Scottish and international sculpture.

EUROPEAN CERAMICS

What is currently held: The European ceramics Collection has two main strengths - Italian Renaissance maiolica and Scottish Pottery. There is also a small but significant holding of Art and Studio Pottery. The Collection is weak in international ceramics from the 19th and early 20th centuries.

Proposed Additions: To continue to acquire on behalf of the Council objects of significance in all areas of the ceramics collection but a special emphasis will be given to contemporary ceramics and to international ceramics of the period stated above. This is required to complement the strong holding of material by Charles Rennie Mackintosh and his followers.

EUROPEAN GLASS

What is currently held: The European glass collection has four key areas of note - 16th century Venetian glass, Spanish glass from the 16th to 19th centuries, 18th century British glass and 20th century Scottish glass. The main weakness of the Collection is in international glass from the late 19th and early 20th centuries.

Proposed Additions More Scottish and international glass from the late 19th and early 20th centuries is required to complement the Charles Rennie Mackintosh and 'Glasgow Style' holdings. Additional examples of Scottish and international contemporary glass should be acquired for the Gallery of Modern Art.

STAINED GLASS

What is currently held: Sir William Burrell bequeathed 700 panels ranging in scale from complete windows to tiny fragments dating from the 12th to 19th Centuries. This is the second largest collection of its type in Europe. It is complemented by an important separate collection of 19th century Glasgow and West of Scotland stained glass and associated material.

Proposed Additions To continue to develop this Collection by acquiring on behalf of the Council objects of quality or significance that complement or extend the existing holding. This will be

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done with the caveat that CSG will encourage owners to retain the glass in buildings in use. CSG would also propose to acquire exceptional examples of contemporary stained glass on behalf of the Council.

Furniture, Woodwork and Interiors

What is currently held: The work of Charles Rennie Mackintosh and his contemporaries, who created the 'Glasgow Style' at the turn of the century, is the main feature of this collection. There are also examples of Scottish furniture from the 18th century to the early 19th century and a small collection of 1960s plastic furniture.

The Collection is weak in contextual furniture and material for our 'Glasgow Style' holdings.

Proposed Additions To address this imbalance by acquiring late 19th century and early 20th century furniture on an international basis. To add to the existing holding of 'Glasgow Style' material only objects of exceptional quality or significance. Again CSG will encourage owners to retain original furniture and fittings in-situ where ever possible. CSG will develop the collection of earlier Scottish furniture and give a special emphasis to contemporary furniture and woodwork, both nationally and internationally.

EUROPEAN METALWORK

What is currently held: The Collection is strong in Glaswegian and Scottish precious metalwork from the late 17th century to the mid 19th century and there is a significant representation of 'Glasgow Style' material.

European jewellery from the early 18th century to the early 20th century is another key strength. There is little contemporary silver.

Proposed Additions: To continue to develop the 20th century holdings of metalwork by acquiring significant 'Glasgow Style' pieces and British or international objects that provide a context for this material.

CSG will also develop contemporary metalwork, both locally and internationally. Glasgow has been a very strong centre in the development of craft metalworking in the last few years and the collection needs to reflect this trend.

COSTUME AND TEXTILES

What is currently held: The costume and textiles collections are representative of the developments in Britain from c1760 to the present day. Areas in which the Collection is strongest includes women's dress 1800-1830, Utility clothing, and garments from local designers and shops, sportswear and 'designer' fashion. There is also a fine collection of Glasgow printed and woven textiles, Ayrshire work and tambouring and embroideries from students and graduates of Glasgow School of Art.

Proposed Additions It is proposed to develop the strong areas of the Collection by acquiring objects on behalf of the Council of significance from any period, which have a recorded provenance and associated documentation. CSG will continue to collect contemporary clothing

on behalf of the Council with an emphasis on work with links to Glasgow and the west of Scotland.

THE BURRELL COLLECTION

With the gift in 1944 of the Burrell Collection the City of Glasgow gained a truly world class collection of 8,000 objects encompassing many areas of fine and decorative art and antiquities. It ranges from reconstructions of rooms from Hutton Castle to Ancient civilisations, Oriental art, medieval European material of all kinds, decorative arts including arms and armour, prints and drawings and European paintings featuring a major collection of Impressionists.

The Burrell Trustees acquire objects which it then donates to the Council to form part of the Burrell Collection.

The Burrell Collection is not a closed collection and the intention of the Trustees will be to develop the holdings by acquisition of major objects of outstanding aesthetic quality that are in keeping with the rest of the collection.

Sir William and Lady Burrell's Deed of Gift expresses a preference for medieval objects. Other areas of particular emphasis will be the extension of existing strengths such as French 19th century works on paper, Oriental ceramics and art and European Decorative Arts.

2. COLLECTING POLICY – HISTORY

General Principles

The History collections aim to reflect the history of Glasgow and the west of Scotland from the earliest times to the present. It should also reflect Scotland's place in the world and address the impact Scotland has had throughout the world.

The collection has a separate role of representing other cultures and their ways of life. Emphasis must be placed on collecting material evidence from places and times which have influenced the modern ethnic and cultural composition of society in Glasgow and the west of Scotland.

Archaeology

What is currently held: The archaeological collections are strong in objects from Pre-History, especially Bronze Age materials and in objects from the Post-Roman period with a significant holding of Crannog material.

Proposed: Through the auspices of Treasure Trove and the Scottish Executive (through Historic Scotland's Finds Disposal Panel), CSG will continue to collect on behalf of the Council objects from the Bronze Age and Neolithic periods particularly if they are of significance or rare provenance. CSG will also strengthen the Post-Roman collection up to and including excavation material from St. Kilda.

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The main weakness of the archaeological collections is material from the Roman period. However, objects in this area will rarely be acquired as the Hunterian Museum at Glasgow University has substantial holdings.

CSG will continue to develop their Collection on behalf of the Council in relation to other museums and work with them to provide an overall picture of Scottish archaeology.

ANCIENT MEDITERRANEAN CIVILISATIONS

What is currently held: The Ancient Civilisations collection has three main strengths - Egyptology from all periods, Ancient Cypriote material and pottery and terracottas from Lipari. The last two areas, mainly composed of collections from two private donors, are fairly well defined and will only be added to if significant, provenanced material becomes available.

Proposed Additions: An emphasis will be placed on developing Egyptology, as there are identifiable weaknesses in some aspects of this collection such as objects from the Amarna period, large Egyptian 3-dimensional sculptures or reliefs from any period and funerary *stelae* with typical hieroglyphic inscriptions.

Any private collections of antiquities relating to Ancient Civilisations from collectors in the Glasgow or West of Scotland area will be considered for acquisition as this continues an established tradition of benefactors to the collection.

Objects relating to the archaeology of Israel, Palestine, Jordan and Egypt will also be considered for acquisition where they illustrate the cultural context of the Bible.

NON-EUROPEAN CULTURES

What is currently held: The non-European cultural collection is strong in material from other parts of the world: Asia being best represented, then Africa, then Oceania or the Pacific, and then the Americas.

The African collection is particularly wide-ranging and includes implements and ornaments of everyday life and also ritual objects and ceremonial carvings. The most important figure carving is the ancestral screen from the Kalabari people of the Niger River delta in Nigeria, which is at least late 19th century in date, and is the largest of only 11 surviving in the world. The Massie-Taylor collection of Mende material from Sierra Leone, collected in the 1950s includes many fine Sowie masks and Minsereh figures. Other areas of West Africa are also well represented as are the sculptures, woodcarving and fabrics of the kingdoms of Zaire, and relics from the Omdurman campaigns against the Mahdi in Sudan in the 1890s. Some important bronzes from the Nigerian kingdom of Benin may be subject to a cultural repatriation claim.

The Oceanic collection has a remarkable and outstanding representation of material from the Torres Straits Islands (mainly donated by a Glaswegian ship's engineer, Robert Bruce who was working out there in the 1880s). The Maori people of New Zealand are well represented by model canoes amongst other objects, and a rare fine freestanding figure with human hair.

North America is another strong collection area, particularly the Inuit and Aleut peoples of the Arctic, the Iroquois of the Eastern Woodlands, and the Lakota of the Plains. A particularly

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important group of Lakota objects, is a group from a 'Sioux interpreter' George Crager, who came to Glasgow with Buffalo Bill's Wild West show in 1891-2, and donated and sold material, some of which was taken from the massacre site of Wounded Knee. An object with known Wounded Knee provenance was returned in 1998 to the Wounded Knee Survivors Association. There is a recent full-size totem pole from Vancouver Island, British Columbia, brought over for a major exhibition, '*Home of the Brave*', in 1992.

Japanese material is particularly strong in the Asian collections. They not only contain arms and armour, but also have a significant holding domestic objects, ceramics, textiles and paper, given by the Japanese Government in a special exchange in 1878, in return for some paintings from the museum's art collection and industrial products gathered together by Glasgow Chamber of Commerce. South Asia (India, Pakistan, Bangladesh and Sri Lanka) is also well represented, especially by objects surviving from the Indian courts at the Glasgow International exhibition of 1888. The 1888 textiles, jewellery and enamelled wares are particularly fine. More recently contemporary Hindu stone sculptures, paintings and dance costumes were purchased for an exhibition at St. Mungo's in 1995. Other Asian countries with notable holdings are Tibet, Burma, and the Maldives. Near Eastern ceramics and other domestic wares overlap with material in the Burrell Collection, and in recent years a specialist Islamic arts curator has re-evaluated and augmented the textile and costume collections in particular.

Proposed Additions: To continue to develop the Non-European cultural collections by acquiring objects of significance or importance that complement or extend the existing strengths. In view of the special interests and potential for continued co-operation with the range of current communities of other world cultures in Glasgow (for example the Chinese community, the Islamic South Asian community; the Hindu community; and Ghanaians from West Africa) CSG is particularly keen to further develop holdings of contemporary material related to these groups on behalf of the Council. Over the last fifteen years fairly representative collections have been built up with the help of members of these communities, mainly in the areas of costume, popular culture and religious images or artefacts. These contemporary collections also appeal to the wider Glasgow public as a way of learning more about other cultures and the history of Glasgow's own development into the 21st century.

EUROPEAN ARMS AND ARMOUR

What is currently held: The European arms and armour collection is of international standing and is mainly composed of five private collections that complement each other. The first of these was Charles C.S. Parsons' collection of European swords and other offensive weapons, purchased in 1911. The second, and by far the largest was the Robert Lyons Scott bequest in 1939 of European arms and armour and related books and manuscripts.

The Charles E. Whitelaw Collection bequeathed in 1940, contained arms and armour from Scotland. The Alexander Martin Collection of 19th century firearms with unusual actions was donated in 1950. And the final substantial grouping was the acquisition in 1975 of Captain Philippe Durand's collection of military uniforms and equipment including important objects relating to local volunteer units.

Proposed Additions: To continue to develop this important collection by the acquisition of significant objects that complement and extend the existing strengths of the collection. CSG will bring the collection up-to-date by acquiring key objects on behalf of the Council that illustrate

modern warfare. With regard to military history, emphasis will continue to be placed on local volunteer regiments.

SCOTTISH CULTURE

What is currently held: The Scottish culture collection encompasses a wide range of objects but its most important areas are material related to St. Kilda, pewter, musical instruments of local manufacture, clocks, objects relating to smoking and snuff, Scottish agricultural implements, domestic utensils and folk life material.

Proposed Additions: To continue to develop the existing strengths of the Scottish culture collection and bring it up-to-date by emphasising the acquisition of contemporary material which illustrates changes in farming, fishery, forestry and tourism in Glasgow and the west of Scotland.

LOCAL HISTORY

What is currently held The local history collection reflects the changing lives of the people of Glasgow from the earliest times to the present day. Every aspect of their lives is represented whether at home, at work or at leisure.

Material related to the social, economic, political and religious life of the city is included and particular strengths are Trade Union banners, locally made products, topographical views of the city and portraits of prominent individuals, domestic objects and religious artefacts. A further strength is material illustrating the wider themes of labour history, women's history, the Peace Movement, the Temperance Movement and popular culture.

Proposed Additions To continue to build upon the existing strengths of the collection by acquiring those objects that have a strong provenance or are particularly rare or significant. In the area of religious artefacts CSG will concentrate on collecting personal expressions of religion on behalf of the Council. New areas of collecting will be identified so that the local history collection will continue to reflect the rich diversity of the people of Glasgow, their culture and their identity.

NUMISMATICS

What is currently held: The numismatic collection ranges from Greek coins to trade tokens but in general is believed to be of poor quality, the only part of note being communion tokens. A joint study is presently being undertaken with the Hunterian Museum to assess the significance of the collection.

Proposed Additions: The proposal is to close this collection until the Hunterian Museum completes its assessment.

3. COLLECTING POLICY - SCIENCE

GENERAL PRINCIPLES

The Science collections fall in two distinct parts.

Natural History aims to provide material evidence of the natural environment in Glasgow and the west of Scotland. Interpretation of this material is supported by comparison and contrasts with other specimens from the rest of Britain, Europe and the world.

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Technology aims to represent the design, manufacture and use of technology in Glasgow and the west of Scotland since the Industrial Revolution.

NATURAL HISTORY

What is currently held The natural history collection includes botanical, geological and zoological material and contains over 500,000 specimens. There are around 1,500 type specimens. As a whole the natural history collection is of national importance but within it there are individual collections of international standing. It also contains material of historical significance.

The botany collection comprises a comprehensive coverage of British flowering plants, with most lower plant groups covered on a Scottish basis. There are important collections of algae, lichens and mosses. The exotic plant collections broaden the coverage of the major plant groups and several have connections to early historical explorations.

The geology collection contains fossils, minerals and rocks. There are large and important collections of Scottish fossils. Carboniferous invertebrates are particularly important and well represented but there are also significant collections of lower Palaeozoic graptolites, Silurian arthropods, Devonian fish, Quaternary invertebrates and fossil plants. The minerals are worldwide in scope with some historical material.

In zoology, the vertebrate collections are strong in Scottish marine (deep-water) fish, foreign amphibians and reptiles, birds and their eggs (world-wide but with emphasis on Palaearctic) and world-wide mammals, including rare and endangered species. The major strengths of the invertebrate collections are the molluscs (especially the T. Gray and R.P. Scase collections) and the insects (especially W.B. Manley collection of European moths and butterflies). There are several other significant invertebrate groups.

Proposed Additions: To develop the botany, geology and zoology collections by acquiring objects of significance or importance that complement and extend the existing strengths of the current holdings. CSG will continue to illustrate the natural history of Scotland with particular emphasis on the west of Scotland and the Glasgow area. The aim is to maintain and update the systematic collections relating to all areas of Scotland's natural history for the purposes of display, reference, education, handling and loans. CSG will also collect non-Scottish natural history material on behalf of the Council but only if required for specific display, education or comparative purposes. An emphasis will be given to collecting material which illustrates the principles of natural history or which highlights current environmental changes or issues such as local or global biodiversity. The collections of fossil vertebrates and fossil plants will be developed. No specimens will be collected in contravention of the Wildlife and Countryside Act 1981 and amendments, C.I.T.E.S or any other current legislation.

TECHNOLOGY

What is currently held: The main strength of the technology collection lies in material illustrating the development of both public and private methods of transport. The collection is particularly strong in Scottish cars, ship models, bicycles and Glasgow trams. Office machinery, (mainly

typewriters and stenographs) and domestic technology (mainly TVs, audio equipment, washing machines and vacuum cleaners) are also well represented.

Proposed Additions: The collection is weak in material related to the manufacturing processes as well as the products of certain industries that were of vital importance to the history of Glasgow such as ship-building, locomotive construction, chemicals, textiles and printing. Constraints in space and resources have militated against collecting in these areas and will continue to do so. However, other museums in the west of Scotland actively collect in these fields such as the Scottish Maritime Museum, Summerlee Heritage Trust, Clydebank Museum and the Scottish Railway Preservation Society.

CSG will continue to develop the existing strengths by acquiring objects on behalf of the Council with a strong provenance or objects of a particularly rare or significant nature. Emphasis will be placed on the acquisition of material that helps illustrate the impact of technology on people's lives.

4. COLLECTING POLICY - CONTEMPORARY COLLECTING

CSG recognise that to address the interests and needs of Glasgow Museums visitors, it must ensure that the Collection reflects the contemporary issues and concerns of the people of Glasgow. To do this CSG will identify new subject areas in which to develop and broaden the collection.

Some new areas have already been identified, mainly informed by the need to produce an exhibition or display on a particular topic. To date these are popular youth culture, drug culture, mental health, contemporary design, car crime, transport safety technology and the Holocaust. Works of art involving new media e.g. video, CD-ROM and interactive art will become a new collection area. CSG will prioritise areas where a multi-disciplinary approach by the various curatorial sections can be achieved such as industrial and product design, Glasgow's new industries such as computer technology and tourism, the environment and the practice of science. New collecting areas will be agreed by internal and external consultation with relevant museum professionals and other local agencies to avoid duplication and potential clashes of interest.

5. THE OPEN MUSEUM

General Principles

The CSG Open Museum is a section of Glasgow Museums which provides an Outreach Services and works with two classes of objects. Some are drawn from the Art, History and Science collections. These are handled within the normal guidelines for Museum objects. Other objects are obtained specifically for the use of the CSG Open Museum without any intention of them passing into the permanent Collection. This practice is employed for objects intended to be used as handling objects where use may lead to deterioration or destruction of the object.

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Since 1990 the CSG Open Museum has worked on a wide range of projects to take objects out of Glasgow Museums stores and into the community. The Council, and now CSG have produced compact tabletop exhibitions, reminiscence kits filled with objects to handle and partnership exhibitions in conjunction with various community groups.

The CSG Open Museum will continue to provide this service to libraries, day centres, schools, community centres and hospitals in Glasgow. In order to provide fresh material for displays, CSG we will continue to develop a handling collection of objects specifically for CSG Open Museum use.

Forthcoming projects include reminiscence handling kits for members of ethnic minority communities in which CSG will develop the handling collection of vernacular or familiar objects, and a design exhibition in which a collection of objects noted for their design qualities can be handled.

In general, the type of object CSG will acquire for the CSG Open Museum handling collection will be able to enhance the learning opportunities offered by the CSG Open Museum kits through increasing interaction, and providing greater sensory interaction in particular.

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Appendix 3

Institutions to be consulted in relation to Acquisitions and Disposals

Art

National Galleries of Scotland
National Museums Scotland
Hunterian Art Gallery
Edinburgh University, Collection of Historic Musical Instruments
Edinburgh's Local Authority Museums

Natural History

National Museums Scotland
Natural History Museum
Hunterian Museum
Manchester Museum
Paisley Museum and Art Galleries

Human History

National Museums Scotland
Museums in the West of Scotland Museums and Heritage Partnership
Marischal Museum, Aberdeen
Heatherbank Museum of Social Work
Hunterian Museum
Edinburgh Museums
Royal College of Physicians and Surgeons of Glasgow
Royal Highland Fusiliers Regimental Museum

Transport and Technology

National Museums Scotland
Scottish Maritime Museum
Museums in STICK – Scottish Technology and Industry Collections
Scottish Railway Preservation Society
Scottish Mining Museum
Falkirk Museums
Grampian Transport Museum
Museum of Communication
Museum of Fire
Scottish Mining Museum
Scottish Fisheries Museum
The Tall Ship

This list is not exhaustive. Other institutions to be contacted as required

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