



WEST BERKSHIRE MUSEUM

Collections Development Policy

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Curator
11.3.2018**

Name of museum: *West Berkshire Museum*

Name of governing body: *West Berkshire Council*

Date on which this policy was approved by governing body: *9.7.2018*

Policy review procedure:

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

Date at which this policy is due for review: *2023*

***Arts Council England* will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.**

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

1.1 The museum's statement of purpose:

The Museum is part of the West Berkshire Council Culture Team which was established to facilitate greater access – physical, intellectual and experiential – to the District's rich cultural and natural heritage for residents and visitors alike, with the aim of promoting understanding and appreciation of this unique resource.

The Heritage & Tourism Service's mission statement is:

To work with the community in caring for and interpreting their cultural heritage for the benefit of present and future generations

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

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

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

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

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

1.7 The museum will not undertake disposal motivated principally by financial reasons.

2 History of the Collections

2.1 **The personal interests of the institutions and personalities that helped to form the museum's early collections are reflected in the type of collections in the museum today. From the Newbury Literary and Scientific Society and the Newbury and District Field Club, to the museum's first two Honorary curators, through to changes in Borough and Local Council boundaries—all have left their mark on the museum collection.**

This is explored more fully in Appendix 1.

3 An overview of current Collections

3.1 Significance of the collections

The majority of the collection is of local or regional significance but there are some items of national significance and international significance. Historically (between 1904 and 1974) the Museum concentrated on Newbury and its environs, as well as parishes that regarded Newbury as their main town. Accordingly, the existing collections do not include much material from parishes that looked to Reading as their main town.

3.1.1 National Significance

Mesolithic material in archaeology
Bronze Age material within archaeology;
Civil War material within archaeology;
Egyptology from the Earl of Carnarvon;
Some of the local history material, particularly the Kennet & Avon Canal material;
World Collections material assembled by Harold Peake, one of the Museum's first curators, who collected material to illustrate his theory of comparative archaeology.

3.1.2 International significance

Material relating to the Greenham Common peace camps.
Comprising ephemera, photographs and personal items belonging to protestors.

3.2 Natural History

Reflecting the interests of members of the Newbury and District Field Club (certainly in the first half of the 20th century) the Museum has a medium sized natural history collection, exemplified particularly by collections of butterflies, moths and beetles.

3.2.1 Mammals

The Museum has a small collection of some 30 mammals, most of which are mounted specimens collected locally.

3.2.2 Birds

The Museum has a small collection of birds, of which there are around 90 mounted specimens and over 60 skins. There are also collections of birds' eggs (mainly local but some from coastal species, collected 1897-1911) and nests. It includes rare but locally important species such as a Stone Curlew, a Golden Eagle found locally in the 19th century, and a Bittern.

3.2.3 Fish

The Museum has a very small collection of around 13 fish acquired between 1916 and 1953, many caught in the River Kennet.

3.2.4 Entomology

The Museum has had a comparatively large collection; approximately 18,000 specimens existed in this category but the collection has been severely affected by insect infestation and many specimens have been destroyed. There are also smaller collections of exotic entomology and some local non marine molluscs.

3.2.5 Geology

There is a general collection of geology arranged in three collections. Most of the collection is from the first two decades of the 20th century, many of the specimens probably bought from dealers or exchanged with other museums; much has no provenance but there is some useful locally provenanced material.

- Rocks – approximately 200 specimens
- Minerals – approximately 150 specimens
- Fossils – approximately 360 specimens

3.3 Archaeology

The Museum possesses a large collection (around 6,500 objects or groups) of archaeological material from all periods from the Palaeolithic to the Modern period, and is representative of the area. Local archaeology is important especially in the prehistoric period. The collection has grown significantly since 1990 owing to the introduction of archaeological planning policy guidance (PPG16, then PPS5 and currently the National Planning Policy Framework¹) and a resultant increase in developer-funded excavations, as well as some large scale research projects.

3.3.1 Local Archaeology

There is a large collection of archaeological objects from the Palaeolithic period to the Post Medieval period in West Berkshire, although a quantity comes from parishes abutting West Berkshire's boundaries (See Other British Archaeology). Since 1998 the Museum has been the approved repository for archaeological archives resulting from fieldwork carried out by commercial and local society investigations in West Berkshire. The archives all parts of the archaeological record, including the finds, samples, and digital records as well as the written, drawn, and photographic documentation. The collection includes human remains.

Material of importance includes:

- Mesolithic – material from Thatcham and the Kennet Valley is of national significance. Mesolithic sites in the area are some of the key sites which must be looked at in any research into the Mesolithic period. It is also amongst the earliest dated post glacial sites in Europe
- Bronze Age – material is of regional significance with elements of national significance, owing to the density of sites and material in the area. There is evidence from a site at Hartshill of some of the earliest known iron working in the country. Bronze Age material includes the Crow Down and Yattendon hoards.
- Anglo Saxon – finds from the early cemetery at East Shefford excavated by Peake in 1912, first discovered in 1890
- English Civil War – although the collection of material is not large it is of national significance
- Barnes collection – early systematic field walking in the late 19th century; some artefacts were found during the building of the Lambourn Valley Railway
- Newbury town centre – excavations in 1970s; mainly medieval
- Kennet Valley – 1970s to 1990s survey; all periods

¹ Archaeology and Planning guidance developed to advise local planning authorities in England and Wales on the treatment of archaeology within the planning process, (NPPF2012) <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

- Maddle Farm – 1980s survey; all periods, with a focus on a Roman Villa Estate.

3.3.2 Other British Archaeology

A small collection of objects, acquired primarily in the first half of the 20th century, includes items from parts of pre 1974 Berkshire which are now in South Oxfordshire, as well as from sites in east Wiltshire and north Hampshire. A number of items were acquired from other parts of the British Isles e.g. Neolithic pottery sherds, Bronze Age axes and Iron Age currency bars for comparative purposes.

3.3.3 World Archaeology and collections

The Museum has a large collection of what may be termed ‘world collections’. There are examples of archaeology (mainly pottery fragments) from the ancient world, Roman, Greek, Egyptian, Middle Eastern, Far Eastern together with more recent items from the Americas, Asia, and Africa. The world collection also includes some glass, bone artefacts, textiles and some contemporary comparative material from throughout the world.

3.3.3.1 Egyptology

There are a small number of items of Egyptology in the collection, mainly objects acquired in the early 20th century from the 5th Earl of Carnarvon and other eminent Egyptologists. The majority of these objects are of national significance as they are a forerunner to Carnarvon’s involvement with the tomb of Tutankhamen.

3.4 Coins

The Museum has a good collection of coins and medals including items from the Iron Age, Roman, Medieval, and Civil War periods as well as general collections. Material of importance includes:

- Aldworth Hoard – Roman, 1st and 2nd century AD (NEBYM:1985.47.1 & 1988.137)
- Compton Downs Hoard – Roman (NEBYM:1982.55 & 1985.71))
- Curridge Hoard – Roman (NEBYM:1990.40)
- Hamstead Marshall Hoard – Roman (NEBYM:1999.26)
- Streatley Hoard – 47 Medieval silver coins and fragments (NEBYM:1982.1)
- Lambourn Civil War (Woodlands St Mary) Hoard – 23 gold coins James I and Charles I (NEBYM:1950.3)

- Snelsmore Common Hoard – 17th/18th century (NEBYM:1985.49)

3.5 Social History

The Museum has good collections of civic, commercial and industrial material, especially for the Newbury area. Domestic, leisure and other non-work activities are not well represented. Material of importance includes:

- English Civil War period items
- Newbury Coat (1991 replica) and material associated with the original Newbury Coat (1811)
- Material connected with the Kennet Navigation and Kennet & Avon Canal, including some larger objects.
- Greenham Common Airbase
- Newbury Bypass
- Elliott's of Newbury – relating to the furniture and joinery firm established by Samuel Elliott in 1860 and which closed in the 1970s.
- Newbury Diesel Co
- Plentys Engineering Group

Subjects include:

- Community life: – schools and education, fire service, local authorities, police service, defence and military, health and hospitals, charities & civic organisations, mayoral organisation and community organisations, organised sport.
- Domestic and family life: families, home and domestic life including crafts & artistic activities, sport, leisure & pastimes
- Personal Life - sport, personal hygiene,, certificates, diaries, personal costume.
- Working life: industry, businesses & manufacturers– including manufacture, engineering and rural industries, the cloth trade, brewing & malting, brickmaking industries, horse racing industry, printing & publishing, agriculture & rural life, transport – by rail, air, cycle, car and canal, Shops and shopping, banking. and commerce, hotels restaurants and public houses, estates

3.5.1 Archive & Ephemera

The Museum holds approximately 2,000 items. Some archive material was deposited with the former Newbury Borough Archives at various times. In 1979/80 the Borough Archives were transferred on deposit to Berkshire Record Office (BRO). Other archives were deposited by the Museum directly with the BRO. A small quantity of

archive material remains with the Museum for display, exhibition, research, documentation and digitisation, as well as to maintain intact named collections which comprise more than one type of collection. Important material includes:

- Elliott's of Newbury – ledgers, catalogues, photographs etc.
- Newbury Diesel Co – Photographs, catalogues, etc. (NEBYM:1989.9-15)
- Toomer & Greet – Photographs, correspondence, cards, posters, journals etc relating to the Toomer and Greet families of Newbury. (NEBYM:2004.39)
- John Brown – legal papers, correspondence, deed boxes, etc relating to the family and firm of John Brown & Son of Thatcham. (NEBYM:2005.81)
- Greenham Common Airbase – relating to Greenham Common peace camps and the USAF base, reflecting multiple viewpoints; this has significance for national and international politics

3.5.2 Textiles

The Museum has a small collection of local samplers and lace as well as a few pieces of ecclesiastical textiles. There are banners from Women's Institute groups and other civil groups.

3.5.3 Clocks & Watches

The Museum has 31 clocks and watches. The collection comprises 23 pocket watches, two wall-mounted clocks and six longcase clocks, mostly with a local provenance. The collection includes:

- Hutton-Stott Collection (NEBYM:1971.24)
- Long case clock; by Bartholomew Flagett of Newbury, ca 1710. (NEBYM:1989.141)
- Oak longcase by Antony Lynch of Newbury ca 1760. (NEBYM:1990.28)
- Pair-cased watch, mid-18th century, inscribed "Jethro Tull, Newbury 312". (NEBYM:1994.48)
- Longcase clock signed Church Brown, Newtown. (NEBYM:2004.21)
- Longcase clock by Henry Walsh of Northbrook Street and Speenhamland. (NEBYM:2007.10)

3.5.4 Cameras

As a result of a temporary exhibition and a relationship with a collector the Museum has a large collection of cameras and associated photographic equipment dating from the late 19th century to the mid-20th century. Relatively few of the objects have a strong local connection. The collection includes a good range of 20th

century cameras representing the development of popular photography circa 1945-1965 including examples of:

- Roll-film folding cameras
- Non-reflex 35mm and other miniature cameras
- Single and twin reflex cameras

3.5.5 Costume

There is a large collection of costume (about 1,500 pieces), the majority 19th/early 20th century date and predominantly women's fashion with little male fashion or work wear. There are however some good early pieces, including:

- Pair of 18th century cream satin shoes with silk embroidery and paste buckles. (NEBYM:1952.11.1)
- 18th century sack dress comprising an embroidered and padded cream silk brocade overdress and underskirt. (NEBYM:1954.4.1)
- 17th century gentleman's undress cap of undyed linen embroidered with blackwork and gold thread. (NEBYM:1996.70.1)
- Two 18th century Hollie point bonnets.

The Museum also has a good selection of early and mid-20th century fashionable wear, including ready-to-wear, dress-maker made and homemade items.

The Museum has two significant, albeit small, collections:

- Craven Collection – fashion garments and accessories worn by Cornelia, Countess of Craven.
- Bucklebury Players Collection – 51 objects comprising accessories (footwear, gloves, handbags, headwear); part of the costume collection of the Bucklebury Players drama group which closed in the 1990s.

3.5.6 Photographs

There is a comprehensive and large collection of photographic images (approx. 12,500 images) of Newbury and West Berkshire in print, on slide, on glass plate or in albums, including:

- Paper prints (approx 7,500)
- 35mm slides (approx 3,000)
- Plastic negatives
- Glass plates
- Albums (52)
- Digital photographs

The photographs cover a wide range of subjects, including topography (landscape, townscape, etc, buildings, eg churches, inns, shops (including architectural detail), people (including group photographs), trade & industry, transport (including K&A Canal), sports, schools, military & other uniformed services, and aerial photographs ; views of Newbury are particularly well represented.

Material of importance includes:

- Borough Archives Collection – Approx 420 prints. (NEBYM:1979.72)
- Newbury Library Collection –Material donated by Newbury Library, Approx 350 prints. (NEBYM:2000.20)
- Glass Lantern Slide Collection – The majority of images depict local scenes dating from the 1870s. Approx 100 plates. (NEBYM:1996.111)
- Robert Brown Collection – Bequest from owner of John Brown & Sons, wood turners of Thatcham. Slides and photographs of business, home, town and family from 20th century. Approx 450 images. (NEBYM:2005.81)

3.5.7 Militaria

The museum has a small collection of Civil War items and 10 firearms.

3.5.8 Decorative Art

The collection of approximately 1,200 objects is grouped into the following collections:

- Ceramics
- Metalwork
- Woodwork & Furniture
- Jewellery
- Other (eg glass, ivory/bone)

3.5.8.1 Ceramics

There is a collection of about 200 ceramic items dating from the 17th century onwards. Items include good pieces of Chinese ceramics (some from the Isher collection), including Newbury Borough crested and others with local connections, church china, and commemoratives. Also pieces produced by the Aldermaston Pottery.

3.5.8.2 **Metalwork**

The Museum has approximately 500 objects. Many objects are pewter (approx. 200 pieces), although silver and brass is also represented. Important material includes:

- Southby Collection – approximately 90 objects, including mugs, plates and measures, collected by Miss Ellen Mabel Southby (1871-1965) in the Newbury area. (NEBYM:1964.25)
- Yattendon Jug – Arts and Crafts copper vase, or jug designed by Elizabeth Waterhouse (fl 1885-1918) of Yattendon Manor. (NEBYM:2000.31)
- Isher Collection – items from Miss Gladys Mabel Isher, including brass candlesticks and pewter items

3.5.8.3 **Wooden Items**

The Museum has approximately 20 objects of decorative woodwork and furniture, including a small collection of items made by wood turner George Lailey (1869-1958) of Bucklebury.

3.5.8.4 **Jewellery**

The Museum has approximately 200 pieces of jewellery of late 19th to mid 20th century, including 90 pieces donated by Anne Hull Grundy (d 1984).

3.6 Fine Art

The Museum has a collection of oils, watercolours and prints including a number of sketchbooks, mainly of local scenes or by local artists. There are a few works by artists who have more than a local reputation eg. Fred Hall, Christopher Hall, . The collection of approximately 750 items includes:

- oils (54)
- watercolours (163)
- drawings (53)
- prints (285)
- miniatures (4)
- silhouettes (2)
- sketchbooks (135)

3.6.1 Local artists

The Museum has several works (of local and non-local subject matter) by local artists of local, regional or national renown, including the following artists:

- Campbell-Cooper, A J (d ca 1968)
- Collison-Morley, Harold Duke (d 1915)
- Corden, Victor Milton (1860-1939)
- Everett, Frances (ca 1813-1870)
- Fredericks, Eric (fl 1960s)
- Gore, Henry William (1857-1942)
- Hall, Christopher (b. 1930)
- Hall, Fred (1860-1948)
- Heather, Marjorie Kate (1904-1989)
- Ormrod, Frank (1896-1988)
- Roberts, Kathleen (née Butler) (ca 1888 – ca 1975)
- Robinson, Helen (fl 1920-1970)
- Schlee, Nick (b.1931)
- Southby, Ellen Mabel (1871-1965)
- Toomer, Joseph (1760-1853)

3.6.2 Local Subjects

The majority of pictures in the Fine Art Collection are of local views, and several of the oils and watercolours are also by local artists. The Museum also has a large number of prints from 18th and 19th century publications, many of them depicting local country houses.

3.7 Maps

There are currently 178 accessioned maps in the collection which illustrate the development of West Berkshire.

3.8 Local Studies Resources

The Museum holds material both accessioned and non-accessioned that is used to support research and study by staff and users.

3.8.1 Books

There is a small library of reference books. In addition there are some older books, dating back to the 17th century, with local connections (especially Newbury) or subjects, as well as copies of Peake's written works.

There is a good range of reference works, trade and other directories, village information and journals of local societies, etc, including Newbury & District Field Club, Berkshire Archaeological

Society. The archaeology library was moved to the museum store in 2012 and will be amalgamated into the reference library.

3.8.2 Maps

The Museum has a large number of 20th century small scale OS maps. There are some earlier OS and other maps of local significance. Material of importance includes:

- Survey of Manor of Shaw and Speen by William Godson, 1729/1730
- Ten Miles around Newbury by Davis, 1839
- Ordnance Survey First Edition 6" maps; Berkshire sheets mounted together on linen, 1878 (NEBYM:1979.23)

3.8.3 Reference files

The museum has a collection of reference material that has been collected from newspaper cuttings, enquiries and other sources relating to local history, people and events.

3.9 Handling Material

The Museum has handling material for the purposes of enhancing the experience of users and giving them a sense of place. The handling material is used at events and exhibitions and on the activity trolleys at the Museum and at schools and other venues in the District and at other times will be available for use by groups visiting the Museum.

3.10 Interpretive Material

The Museum has a small collection of material that has been retained for display purposes only.

4 Themes and priorities for future collecting

4.1 Sense of Place

The Museum will continue to collect material that supports the Sense of Place theme for audience development, exhibitions, outreach, and collection development; enabling community engagement and dialogue, to reflect local communities in displays and explore individual and community identities. Acquisitions should help communities to understand what West Berkshire has been, is now and will be in the future.

4.2 Method of acquisition

The Museum seeks to acquire material offered as donations, but may purchase items of merit, subject to agreement by the Council's relevant portfolio holder where the value exceeds delegated officer authority.

4.3 Geographical consideration

Association with the district of West Berkshire is the overriding consideration for new acquisitions.

The following items will be considered to have a strong association:

- Items made in West Berkshire ,
- Items depicting, although not necessarily made in, West Berkshire
- items of archaeology discovered within the boundaries of West Berkshire.

Items considered to have a medium connection to West Berkshire will be:

- Items not produced, depicting or field collected in the area but produced collected or used by a person or organisation based in the locality for many years.
- An item, not mass produced, that was used or owned by a person or organisation based in the locality for a considerable period
- An item used in a notable or famous event or incident in the locality

A weak association would be:

- Items whose only association with the area is that they were used there for a short period. The association is particularly weak if in addition the majority of the period of their use has been in an outside locality or they are a mass produced item and therefore likely to have equal associations with many other localities. (eg a mass produced man's suit that was worn in Newbury in the 1990s would be considered to have a weak connection, however, a man's suit worn in the 1990s by an employee of Vodafone would be considered to have a stronger association as Vodafone could be considered to have had a major impact to Newbury.

Where items are commonly used throughout the UK, objects with a strong Berkshire character or a good connection to a Berkshire person will be considered.

4.4 Natural History

4.4.1 Mammals, Birds, Fish, Entomology

As the museum currently has no expertise in this area, the Museum will not collect Natural History except in exceptional

circumstances e.g. In relation to a prominent local character or local natural historian in order to reflect their work rather than collecting a typology or filling gaps in the collection.

4.4.2 Geology

The Museum will continue to collect rocks, minerals and fossils from the defined area that help to illustrate the cultural, economic, social or environmental development of West Berkshire. Local fossil specimens will be collected if they do not duplicate material already in the collection.

4.5 Archaeology

4.5.1 Local Archaeology

The Museum seeks to acquire archaeological material from all periods from the defined area that illustrates the cultural, economic, social or environmental development of West Berkshire.

The Museum will continue to be the appropriate place of deposit for archaeological archives derived from fieldwork undertaken by contracted units or archaeological bodies, including local societies and voluntary groups within West Berkshire. Acquisition will be in accordance with the Museum's current procedures for the transfer of archaeological archives. Collecting areas can be seen on the Archaeology Data Service map at the following link:
http://archaeologydataservice.ac.uk/archives/view/sma_map/index.cfm

4.5.2 Other British Archaeology

The Museum will not acquire material from outside West Berkshire. Exceptions to this would be a cross district archaeology project, e.g. a pipeline which covers more than one local government area., In these instances the museum would discuss with involved partners to determine collection of the archive.

4.5.3 World Archaeology and collections

The Museum will not acquire archaeological material that originates from overseas unless there is an opportunity to further reflect the activities of the Museum's first curator Harold Peake and his theory of comparative archaeology.

4.6 Coins

The Museum will acquire coins from all periods from the defined area that illustrate the cultural, economic, social or environmental development of West Berkshire.

4.7 Social History

4.7.1 Social History

The Museum will continue to collect material relating to the social, economic, cultural, domestic, community and recreational activities of the communities of West Berkshire. The ability to store and display items will be a main consideration in acquiring large items. The possibility for future display and the objects use for other forms of public engagement will be the main consideration for acceptance.

Areas for particular attention where gaps in the collection have been ascertained include:

Technology industries
Race horse industry

4.7.2 Archive & Ephemera

The Museum will not normally acquire archive material, unless this is part of a collection of other material and/or complements existing collections, subject to liaison with Berkshire Record Office. Maintaining the integrity of collections will be a significant factor in determining acquisition.

The Museum seeks to acquire ephemera, (eg posters, pamphlets, catalogues, cards), related to local individuals, organisations, places, events and activities and to objects in the collections, subject to liaison with Berkshire Record Office. Maintaining the integrity of collections will be a significant factor in determining acquisition.

The Museum will not collect newspapers

4.7.3 Textiles

The museum will continue to collect domestic textiles and civic textiles such as banners etc.

The Museum seeks to acquire kersies or other cloths manufactured in Newbury during the 16th and 17th centuries, as well as any materials, equipment and associated information with the Cloth Trade for which Newbury was renowned at that period.

Silk manufacture was a short-lived local industry in the 18th century; Opportunities to acquire well-provenanced items and information about this industry will be sought.

4.7.4 Clocks & Watches

The Museum will continue to acquire a representative collection of clocks and watches made within the defined area, as well as a representative collection of watch/clockmaker's tools.

4.7.5 Costume

The Museum will continue to acquire costume with strong local connections and/or that which fills significant gaps, e.g. uniform, work-wear, men's clothing.

4.7.6 Photographs

The Museum will continue to acquire photographic images both physical and digital of local views within the defined area, of local people and of activities closely connected with local events and activities. Acquisition will concentrate upon scenes not represented in the collection and particularly material that illustrates the cultural, economic, social or environmental development of West Berkshire, subject to liaison with Berkshire Record Office. Maintaining the integrity of collections will be a significant factor in determining acquisition.

Every effort will be made to acquire copyright and/or publication rights at the same time.

The Museum also seeks to acquire material associated with local photographers.

4.7.7 Decorative Art

The Museum will continue to acquire decorative art, including objects and information associated with local craftspeople, e.g. potters, clockmakers, jewellers, silversmiths. Emphasis will be on quality.

Ceramics – e.g. commemoratives, especially those relating to local events.

Metalwork – e.g. metalwork bearing the mark of local makers, or of local crests.

Woodwork & Furniture -, e.g. locally manufactured furniture.

Jewellery – e.g. pieces depicting local scenes (cameo, enamel tie-pin, etc), or the material has a very strong local connection.

Opportunities to acquire a piece of Elliotts Furniture will be sought.

4.7.8 Fine Art

The Museum will continue to collect paintings, prints and drawings – topographical, abstract and biographical. Alongside works of art, the Museum also collects objects and information associated with its ‘makers’, whether they be artists, engravers, printers, publishers, etc. Collecting will focus on high quality artistic work – with decisions on quality resting with the A&D panel?

The Museum will continue to acquire pictures of local views within the defined area, of local people and of activities closely connected with local events and activities. Acquisition will concentrate upon places and views not currently represented in the collection and particularly material that illustrates the cultural, economic, social or environmental development of West Berkshire.

The Museum will acquire material associated with local artists, especially sketchbooks, photographs, catalogues, cuttings, equipment (e.g. palette, brush, easel), publications, unpublished material and – where appropriate – costume, eg work-wear.

4.8 Maps

The Museum will continue to acquire maps that illustrate the cultural, economic, social or environmental development of West Berkshire, subject to liaison with Berkshire Record Office. Maintaining the integrity of collections will be a significant factor in determining acquisition.

4.9 Local Studies Resources

The museum seeks to acquire material, books, articles and documents and digital material that aid research and general knowledge about the area for the use of museum staff, researchers and the general public.

4.9.1 Books

The Museum seeks to acquire reference or locally important books that illustrate the cultural, economic, social or environmental development of West Berkshire, subject to liaison with Berkshire Record Office. Maintaining the integrity of collections will be a significant factor in determining acquisition.

4.10 Audio Visual Material

The Museum seeks to acquire audio visual material that illustrates the cultural, economic, social or environmental development of West Berkshire, including born-digital material, subject to liaison with Wessex

Film & Sound Archive. Maintaining the integrity of collections will be a significant factor in determining acquisition.

The Museum will acquire digital material in accordance with best practice for retention and updating of such material.

4.11 Handling Collection

The Museum has handling material for the purposes of enhancing the experience of users and giving them a sense of place. The handling material is used at events, in the story stores and on the activity trolleys at the Museum and at schools and other venues in the District. At other times, the handling collection will be available for use by groups visiting the museum and as outreach through a small selection of loan boxes which are administered by us/Reading Museum.

The Museum will acquire material that can support education, lifelong learning, outreach and other activities and events, subject to its robustness and relevance to West Berkshire and the Sense of Place theme. This may include items that are duplicates of those already held within the collections. Unique material with a West Berkshire Provenance will not usually be chosen for handling purposes.

5 Geographical Area to which Collecting Relates

The area in which the Museum collects items or information will be the area of West Berkshire Council, which covers the following 63 parishes:



Aldermaston	Cold Ash	Hungerford	Sulham
Aldworth	Combe	Inkpen	Sulhamstead
Ashampstead	Compton	Kintbury	Thatcham
Basildon	East Garston	Lambourn	Theale
Beech Hill	East Ilsley	Leckhampstead	Tidmarsh
Beedon	Enborne	Midgham	Tilehurst
Beenham	Englefield	Newbury	Ufton Nervet
Boxford	Farnborough	Padworth	Wasing
Bradfield	Fawley	Pangbourne	Welford
Brightwalton	Frilsham	Peasemore	West Ilsley
Brimpton	Great Shefford	Purley on Thames	West Woodhay
Bucklebury	Greenham	Shaw-cum-Donnington	Winterbourne
Burghfield	Hamstead Marshall	Speen	Wokefield
Catmore	Hampstead Norreys	Stanford Dingley	Woolhampton
Chaddleworth	Hermitage	Stratfield Mortimer	Yattendon
Chieveley	Holybrook	Streatley	

6 Themes and priorities for Rationalisation and disposal

6.1 The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.

6.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

6.3 Themes, priorities and criteria for rationalisation were agreed following the redevelopment of the museum in 2012-15. (See Appendix 2 and 3) All the collection would be subject to review. The proposed rationalisation of the collection and disposal of objects was based around disposing of those objects without a clear link to West Berkshire, which do not fit within the museum's current collecting policy and do not have a use in any of the museum's activities. The refocused collection will help the museum better convey a sense of place for West Berkshire. Items without a strong provenance of West Berkshire will be prioritised for disposal taking into account the reasons for acquisition and the early history of the museum.

6.4

Items acquired before the boundary change which now fall outside the collecting area will be considered for disposal to other museums, taking into account the early history of the museum and the original reasons for acquisition. Documents guiding the review and rationalisation process can be seen in the museum Collections Management plan.

6.5 Review process

The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent

rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection. Procedures for the review process can be seen in the museum's Collections Management plan. (Also see Appendix 3)

7 Legal and ethical framework for acquisition and disposal of items

The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

8 Collecting policies of other museums

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

8.2 Specific reference is made to the following museum/organisations:

The table has been organised as follows:

- a) those within West Berkshire but run by other organisations
- b) those within the five other unitary authorities which are part of the ceremonial county of Berkshire (Reading, Wokingham, Bracknell Forest, Windsor & Maidenhead and Slough)
- c) those in neighbouring areas which were historically part of Berkshire before 1974
- d) those in neighbouring areas which were not historically part of Berkshire
- e) other

<i>Organisation</i>	<i>Group</i>
Abingdon Museum	c
Berkshire Medical History Centre Museum, Reading	b
Berkshire Record Office, Reading	a and b
Didcot Railway Centre	c
Hampshire Cultural Trust	d
Kennet & Avon Canal Trust	e
Museum of Reading	b
National Trust, Basildon	a
Oxfordshire Museums Service	c and d
Royal Berkshire Yeomanry Cavalry Museum, Windsor	b
Swindon Museum & Art Gallery	d
Thames Valley Police Museum, Sulhamstead	a
The Rifles (Berkshire and Wiltshire) Museum, Salisbury	d
University of Reading, Museum of English Rural Life	b
Vale and Downland Museum, Wantage	c
Wallingford Museum	c
Wessex Film & Sound Archive, Winchester	e
Wiltshire Heritage Museum, Devizes	d

9 Policy guiding Archival holdings

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

10 Acquisition

10.1 The policy for agreeing acquisitions

It is the museum's policy to present donations and offers to a panel comprising staff and volunteers which meets regularly to:

- Determine which items offered to the Museum should be acquired and what their status should be, i.e. core collection, handling collection, local studies resources or interpretive material.
- Determine whether any items available for purchase should be considered for acquisition (and consider what sources of external funding might be available)
- Determine whether any items in the existing collections should be considered for disposal, including transfer to the handling collection or other museums
- Consider requests for long-term loans to other museums, etc (it is suggested that short-term loans for exhibitions, etc can continue to be determined by appropriate Museum staff member)
- Consider offers of items on long-term loan (it is suggested that short-term loans for exhibitions, etc can continue to be determined by appropriate Museum staff member)

The A&D Panel can comprise up to seven members including:

- Archaeology Officer (or Historic Environment Record Officer as substitute)
- Curator
- Learning and Participation Officer
- Museum Volunteers – up to two selected by museum staff

A quorum for the A&D Panel should be at least three staff members including either the Curator, Learning Participation Officer and the Archaeology Officer or the Assistant Archaeology Officer.

Any member of staff within the Museum or Heritage & Tourism teams can recommend an item or groups of items for acquisition or disposal. An Acquisition Impact Assessment (AIA) form (Appendix 4) is completed, making the case for acquisition and identifying pros and cons (eg. local relevance versus possible conservation or storage costs).

The Museum Manager has delegated purchasing powers up to £1000 for any individual object, anything above this figure is referred to the Culture Manager.

- 10.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).
- 10.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.
- 10.4 The museum will not accept material on loan except for time limited use in temporary exhibitions or permanent displays.
- 10.5 During the lifetime of this policy, collecting will be predominantly reactive rather than proactive as the museum continues to rationalise the collection, except where the museum is working on a specific exhibition or outreach project which presents opportunities to collect the contemporary life of West Berkshire. A specific plan will be drawn up for these collecting purposes.²
- 10.6 The museum will not acquire items for temporary display purposes.
- 10.7 The museum will not normally accept items to which any special conditions have been attached, except for those objects which are acquired with grant aid from bodies that apply special conditions.
- 10.8 The museum is not obliged to acquire unsolicited gifts or bequests. Any items arriving in this way will be subject to the

² (Reactive collecting refers to collecting initiated by other people and to which the museum responds rather than proactive collecting, which is planned, costed and initiated by the museum).

Acquisitions and Disposals panel and if considered unsuitable for acquisition will be returned to the executor.

11 Human remains

11.1 As the museum holds or intends to acquire human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005. See also West Berkshire Museum Human Remains Policy.

12 Biological and geological material

12.1 So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

13 Archaeological material

13.1 The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

13.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

14 Exceptions

14.1 Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

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

15 Spoliation

15.1 The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

16 The Repatriation and Restitution of objects and human remains

16.1 The museum's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return

human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005) , objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.

- 16.2 The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums'.

17 Disposal procedures

17.1 Presumption in favour of retention of objects

By definition, the Museum has a long-term purpose and holds collections in trust for society in relation to its stated objectives. The governing body accepts the principle that there is a strong presumption in favour of the retention of items within the public domain and that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the Museum's collection. The governing body will ensure that the disposal process is carried out openly and with transparency.

17.2 Definition and scope

Disposal is the permanent removal of an object from the Museum's permanent collection.

17.3 Objects covered by this policy

17.3.1 The Museum's permanent collection

17.3.2 Left items

According to local government legislation relating to unwanted material deposited on local authority premises, after three months left items become the property of that authority to use or discard as they so wish. Such non-accessioned objects are not part of the Museum's permanent collection and the Museum is empowered by its governing body to discard them without consultation on an object-by-object basis. This can include objects rejected as offers for donation to the Museum, but not collected by their owners within three months.

The Museum will not normally allow objects to be left.

If the owner fails to collect a left item the Museum will take reasonable steps to contact the owner, advise them that the object is unwanted and ask them to collect the object.

The Museum will use its best endeavours to trace the owner proportionate to the estimated value of the object.

Where the owner is traced the Museum will send the owner two written reminders and a final notice of intention before discarding the object.

If the object is not collected within three months the Museum may discard the object according to local government legislation.

Where left objects are to be discarded the Collections Panel will be notified and the decision will be documented in the minutes.

For very valuable objects the Museum will take legal advice.

17.4 **Ownership**

The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.

17.5 **Objects acquired with external funding**

When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

17.6 **Reasons for disposal**

Disposal will be carried out in accordance with the current collection management plan, taking into account the long-term purpose of the Museum.

The Museum will not undertake disposal motivated principally by financial reasons. Reasonable steps should be taken by specialist staff concerned to research the facts pertinent to the reason for disposal and to present them to the Acquisition Group for consideration.

The Museum will only dispose of an object from the collection for the following reasons:

17.6.1 *Repatriation and Restitution*

The Museum's governing body, acting on the advice of the Museum's professional staff, may take a decision to return human remains (unless covered by the "Guidance for the care of human remains in museums" issued by DCMS in 2005), objects or specimens to a country or people of origin. The Museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and

available guidance. This will mean that the following procedures described are not appropriate.

The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the "Guidance for the care of human remains in museums".

An object will be returned if it can be proved that it had been collected from that group or nation in an illegal or unethical manner.

17.6.2 Health and safety risk

An object may be disposed of when it poses an unavoidable health and safety risk to staff and users.

17.6.3 Extensive deterioration in condition

An object may be disposed of if it has so extensively deteriorated that it can no longer be used for display, research or education, in the opinion of museum staff with specialist knowledge of the object. The opinion of education staff should also be sought.

Where there is no subject specialist in the Museum able to give an opinion on the potential future use of the object, an opinion will be sought from a recognised external specialist.

17.6.4 Objects posing a conservation hazard to other parts of the collection

An object may be disposed of when it is an unavoidable conservation threat to other objects in the collection e.g. woodworm infested and cannot be effectively treated.

17.6.5 To provide better care or access

An object may be disposed of when it is clear that another institution will provide better care or access to users.

This may apply to types of objects that the Museum acquired in the past in great abundance prior to the introduction of an Acquisition Policy, which could now better be shared with other organisations or which may be more relevant to a geographical region outside Berkshire, although the historical connections made with West Berkshire during the time the object was held by the Museum will usually be given precedence.

This may also apply to objects of a very specialist nature or requiring very specialist care that might better be held by a specialist museum, library or archive.

11.4.6 Destructive and invasive sampling for the purposes of scientific research. An object or part of an object may be disposed of during research investigations that result in the complete destruction, partial destruction or transfer of the whole or part of an object to another organisation. This should be carried out in accordance both with the Disposal Policy and the Destructive and Invasive Sampling Policy.

17.7 Consultation with interested parties

The Museum will always investigate any conditions of acquisition of an object prior to its disposal of an object, and

wherever possible, will consult with representatives of all interested parties prior to disposal.

For an object acquired by donation or bequest, where the disposal method is by gift to another Accredited museum, the Museum will, whenever possible, notify the previous owner or their family prior to disposal.

For an object acquired by donation or bequest, where the disposal method is other than by gift to another Accredited museum, the Museum will make every possible effort to involve donors or their family in the decision to dispose.

17.8 **Obtaining permission from the governing body**

The decision to dispose of material from the collections whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety) will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for the Museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. External expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.

The initial decision to dispose of an object must be made at a meeting of at least three members of the Acquisition Group, including the Museum manager and the Collection Officer. Any decision to dispose of a very valuable, politically sensitive or otherwise important object must also be agreed by the Head of Service.

The initial decision by the Acquisition Group must then be recommended to the Museum's governing body for ratification.

The current procedure is notification to councillors.

Any decision to dispose of a very valuable, politically sensitive or otherwise important object must also be drawn to the attention of the Council Executive.

17.9 **Disposal method**

17.9.1 *When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale or as a last resort - destruction.*

All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.

17.9.2 Order of priority of disposal method

Of the methods deemed appropriate for a particular object, the given order of priority should be applied. Should a particular method of disposal prove unsuccessful, the next appropriate method in the list should be attempted.

1. repatriation and restitution of human remains or cultural property
2. disposal of human remains in general
3. disposal of objects where there is a health and safety risk
4. gift to other Accredited museum
5. gift or sale to other non-Accredited museum, educational or public body
6. gift to previous owner
7. waste disposal / destruction

17.9.3 Return of human remains or cultural property to cultural groups outside the UK

The return of human remains or cultural property to cultural groups requires particular sensitivity and each case should be considered individually. The return of human remains or cultural property to cultural groups outside the UK does not have to follow the normal route of being offered to Accredited museums etc. Disposals involving human remains should also follow the policy on disposal of human remains (11.7.2). Specialist guidance should be sought from the Human Remains Advisory Service (HRAS) whenever appropriate

17.9.4 Disposal of Human remains

There are special legal, ethical, cultural and procedural considerations that apply to the disposal of human remains. Advice will be sought from HRAS and the procedures and actions from the HRAS will be followed. (Appendix) .

17.9.5 Disposal through gift to another accredited museum

Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.

Objects will not be sold to other accredited museums.

17.9.6 Disposal through transfer to a non-Accredited museum or other body by gift or sale.

If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's *Museums Journal* or in other specialist publications and websites (eg *Berkshire Museums Network*).

The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain. priority will be given to those which maintain a permanent collection in public ownership and to those which demonstrate a significant educational role. The Museum will always be sensitive to the possibility of adverse publicity that disposal by sale might cause.

17.9.6.1 Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England

17.9.7 Disposal through return to donor

Objects may be returned to a donor as a gift, where an acceptable reason to dispose exists within the policy. A request for return from the donor or their heirs is not a sufficient reason for disposal.

17.9.8 Disposal by exchange

The museum will not dispose of items by exchange

17.9.9 Disposal by destruction

17.9.9.1 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.

17.9.9.2 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.

17.9.9.3 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy. Where an object is being disposed because it has a high health and safety risk, other routes should be considered where specialist museums have the expertise or resources to hold an object safely.

17.9.9.4 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.

17.9.9.5 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file. Where disposal through destruction or waste disposal is carried out, identifying marks and documentation should be obliterated or removed from the objects after they have been fully documented.

17.10 Documenting Disposals

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.

The Museum recognises the need to keep a copy of any documents relating to a disposed object so that future enquiries can be answered,

and in the case of an object transferred to another institution, so that enquirers may be referred to the relevant body.

A permanent record will be made of the decision to dispose of an object, including the reasons for the disposal. The decision to dispose and the reasons for it should be recorded in the minutes of the Acquisition Group.

Disposals will be documented as follows:

- Ensure object is accessioned and numbered.
- Photograph object.
- Assemble all relevant documentation and photographs and place in extension file.
- Complete database record ensuring that there is a full description and digital photographs of the object; there are disposal details including disposal reason, method, date, recipient organisation/person and authorisation (using the standard template ('constant') provided in the Museum's database) and the permanent location is recorded as 'disposed'.
- Complete an exit form, place a copy in the extension file and supply a copy to the receiving organisation or person
- Where the original documentation and photographs are to be transferred to another museum, a copy should be made and kept in the object's extension file.
- Where the object is transferred to another museum the original documentation and photographs in the extension file and a copy of the information in the object's database record should be transferred with it.

18 Bibliography & Supporting Documents

Department for Culture, Media & Sport (2005) Guidance for the Care of Human Remains in Museums DCMS
Halahan Associates (2009) West Berkshire Museum Conservation Management Plan; Museum Collections, West Berkshire Council
SPECTRUM: 4.0 (2011) The UK Museum Documentation Standard Collections Trust
Museums Association (2008) Disposal Toolkit: Guidelines for Museums MA Arts Council The Accreditation Standard 2011 for Museums in the United Kingdom:
Standing Conference on Archives & Museum (2002) Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd edition) SCAM
West Berkshire Museum (2009) Procedures for the Transfer of Archaeological Archives West Berkshire Council
West Berkshire Human Remains Policy

Appendix

- 1 *Development of the collections*
- 2 *Consultant Proposal post Collection Assessment - Rationalisation proposals from Collections Management Plan developed by Halahan Associates for 2012 HLF bid.*
- 3 *W Berks Museum Collection Review~Q&D*
- 4 Acquisition Impact Assessment template

Definitions

Core collection

Formally accessioned objects acquired by an organisation in accordance with a written acquisition policy and which **have been** acquired for the purposes of preservation, display and research. These collections are subject to rigorous procedures for acquisition, preservation, documentation, security and disposal.

Secondary Collections

The Museum's support or secondary collections include the Local History resources, the Handling collection and the Interpretive material. These secondary collections have not been accessioned and are not part of the permanent collections. Support collections may include photographs taken for record purposes, or objects acquired to supplement an exhibition or objects used for educational purposes. These collections are not subject to the same vigorous documentation, security or preservation standards as the core collection and may be used to destruction or disposed.

Ephemera

The class of published single-sheet or single page documents which are meant to be thrown away after one use eg, leaflets, tickets, posters, postcards, labels.

Archive

A record put together with a particular purpose in mind - primary source documents that have accumulated over the course of an individual or organization's lifetime, and are kept to show the function of that person or organization.

Significance

The historical, social, scientific and aesthetic values that an object or collection has for past, present and future generations.

Classifications

In writing this policy some terms that can be seen in other documents have been changed as follows:

Natural Science is now called Natural History

Coins are now a separate classification and not subsumed within Archaeology as many of the coins have been collected for numismatic reasons rather than their connection to West Berkshire.

Appendix 1.

DEVELOPMENT of the COLLECTIONS

Although the current Museum was opened in 1904, some of the collections are associated with the Newbury Literary and Scientific Institution founded in 1843. The Institution began a collection and later operated a small museum from the 1860s to the 1890s in a house in Bartholomew Street. Only a small number of items from this period can be positively identified in the current West Berkshire Museum. Some were sold at auction in 1898 with others being saved for a future Newbury Museum. Lack of surviving meaningful documentation limits knowledge of this early collection.

The demise of the Literary and Scientific Institution presented the Newbury Borough Council with a dilemma as it had been previously agreed that they would take the material if the Institution folded. Fortunately the restoration of the early 17th century Cloth Hall presented the opportunity to open a formal museum for Newbury³.

From 1904 until 1974 the Museum was run by Newbury Borough Council. In the early years of the Museum there was a high turnover of curators who often were ex-Mayors with Montagu Palmer in 1903, followed a year later by F. Comyns and then W.E. Lewendon in 1905. From 1909 – 1974 direction for the Museum was provided by two Honorary Curators: Harold J.E. Peake (1908-1946), and Harold H. Coghlan (1946-1974).⁴ They did much to develop the Museum and its collections.

The work of the Museum always had the very strong support of the Newbury and District Field Club. The Field Club was founded in 1870 and has had a major interest in the natural history, archaeology and local history of the 'Newbury' area although it had a fairly wide geographical remit. Its interests often paralleled those of the Museum. Peake resurrected the Field Club in the 1930s after a period of decline. He was President of the club from 1930 to 1946 and its guide and mentor for many years. Coghlan was also closely associated with the club as Vice President. The Field Club used the Museum as its base and many of its members contributed collections to the Museum. The Field Club also funded archaeological excavations in the locality. Some of the most important were the early work at Rams Hill⁵ in 1938/9 directed by Stuart

³ Further details of the early development in various volumes of the Transactions of the Newbury and District Field Club (TNDFC).q.v.

⁴ Coghlan remained as Curator Emeritus until the first professional curator was appointed in 1978.

⁵ Rams Hill is now in Oxfordshire. Material from Piggott's excavations is in the West Berkshire Museum collection but currently on loan to Reading Museum, joining material from more recent excavations funded by them. The Field Club also funded Wymer's excavations at Thatcham (Mesolithic), and the

Piggott, and Wymer's excavations at Thatcham . Another local member of the Field Club and contributor to the Museum was O.G.S. Crawford, who became the first Archaeological Officer at the Ordnance Survey. Crawford's early career was heavily influenced by Peake. Crawford donated a number of archaeological items to the Museum (including some he picked up in the trenches in France during World War One).

With local government reorganisation in 1974 responsibility for the Museum passed to the new Newbury District Council which covered a much wider area than the immediate Newbury borough (virtually the same area as that of West Berkshire District Council in 2015). The Museum was renamed Newbury District Museum. The Council decided that they would appoint a professional curator, and Tony Higgott was appointed in 1978. Since that date much effort was put into documentation, storage and redisplay.

Problems associated with running a museum in an historic building became more apparent over time. These problems were factors in restraining development and management of the Museum and its collection.

The 1974 local government reorganisation made major changes to administrative boundaries in the area. A substantial part of the old county of Berkshire (beyond the watershed of the Berkshire Downs) was transferred to Oxfordshire. Collections of archaeology and natural history in the Museum previously did cover a wider area, and material from some locations now falls outside the West Berkshire boundary. Other collections tended to be more focussed on Newbury. Since 1974 more effort has been made to extend collecting throughout the Council's administrative area. This policy accelerated with the change of status of the Council in 1998 when it became a unitary authority (with a change of name to West Berkshire Council). The Museum was once again renamed as the West Berkshire Museum to reflect the new status. It is the only general museum in the whole of the West Berkshire area.

2.1.1 Nineteenth century collections

An early catalogue of the collections of the Newbury Literary and Scientific Institution was described by Peake as a 'model of its kind'. Unfortunately this has now been lost. Very little of the collection which came into the Museum in 1904 can be identified as being from the earlier museum except for some archaeology and a collection of watercolours. Photographs of the old museum in the mid 19th century show mounted specimens of birds and animals but these cannot now be identified in the existing collections.

2.1.2 The Peake Era

The central role of Harold Peake in developing the collections should not

Ufton and Lambourn Downs Long Barrows in the 1950s and 1960s. Stuart Piggott was a member of the Field Club, one of the most eminent archaeologists of the 20th century and later Professor of Archaeology at Edinburgh and 1960s.

be underestimated. Harold Peake (1867-1946) lived most of his life in Boxford near Newbury. He was a well known, and very knowledgeable, archaeologist and social anthropologist. He is perhaps best remembered for a series of books, in collaboration with Professor H.J. Fleure, entitled *The Corridors of Time* (10 volumes published mainly between 1927 and 1936). This work attempted to link interpretation of archaeological data in terms of human evolution. Peake also wrote *The English Village* (1922), a study of social evolution, and the *Bronze Age and Celtic World* (Gregynog Lectures 1922). He served on the Royal Anthropological Institute (President 1926-8), the British Association and the Society of Antiquaries. One of his other most lasting contributions was *The Archaeology of Berkshire* (1931), a book still used today owing to its comprehensive gazetteer. He also compiled a vast inventory of British prehistoric bronze implements.

At Newbury Peake had the opportunity to reflect his philosophy and research ideas in the collections and displays. In 1914 he published, *A Brief Description of the History of Civilisations of the Old World from BC 2400 to the Present Day, prepared for the Borough of Newbury Museum*.⁶ This was a timeline based on ideas pioneered at the Haselmere Educational Museum. Peake then acquired, by purchase, donation, and exchange or field collection, material to illustrate the history of civilisation.⁶ The Museum thus became the home to a large collection of archaeology from around the world, and also a comparative historic world culture collection.

Peake's aim in developing these collections was strictly educational and the arrangement was intended to extend the usual knowledge of history backwards.⁷ Peake did not neglect local collecting; indeed it was his joint aim for the Museum.⁸ The new upper gallery in the 1934 extension was to hold examples 'of every fossil and living speciesin the Newbury district'. As noted previously the Field Club were active in archaeological research as well as in natural science fieldwork so these areas were well covered during this period.

The importance of the collections, particularly the world civilisation and culture collections acquired by Peake, should not be underestimated. They fell out of favour later but are still extremely significant. They do not fall within the current collecting area or collecting policy but they are of interest in their own right as collections and demonstrate the significance of collecting far beyond the regional context. The role of Peake in the development of the collection deserves a higher profile.

2.1.3. The Coghlan Period

Peake was followed by Harold Coghlan (1896-1981). He was trained as a

⁶ For example: OA7 – Pottery Oinochoe, purchased by Peake in Athens. OA174 – fragment of Coptic bowl, picked up by Peake in the Libyan Desert 1914.

⁷ TNDFC vol. 8.p.239-264 gives a full description of the galleries in the 1930s and 1940s.

⁸ However collecting was focused on archaeology NEED TO QUALIFY BY PERIOD – there were very few later items MEANING WHAT EXACTLY?. See TNDFC v.6 p.38-39

mechanical engineer and worked at the North British Locomotive works as well as on railways in Ireland and Burma. He lived next door to Harold Peake and from him developed an interest in archaeology and metallurgy. He became an expert, with an international reputation, on prehistoric metal analysis and wrote many articles and standard works on the subject. He used many pieces in the Museum collection for this intrusive research which, in some instances, involved removing sizeable samples from the artefacts from prominent locations. He exchanged pieces with other museums to further his research.

Coghlan reorganised the displays with the help of his wife and with minimal funding. Inevitably they were very academic. Of particular significance during this time is a report commissioned by Coghlan in 1951 from D. B. Harden, the Keeper of Antiquities at the Ashmolean Museum. This report recommended the removal of the 'typical collection' (i.e. the world collection timeline) to store, and that the Museum become orientated solely to local and district interests. It is unclear what general collecting took place at this time as documentation is limited but it is known that there was no further collecting of world collections. Collecting concentrated on local subjects: archaeology, natural science and local history but not on social history to any extent. During his period some collecting was restricted: for instance, he would only accept a portion of the finds from archaeological excavations.

There is also evidence of a reduction of the collections and it is said⁹ that Mr Coghlan wheel barrowed surplus collections from the Museum and dumped them in the canal. The archaeology/world collections may have been the most badly affected.

2.1.4 The Professional Era (1978 to date)

The first professional curator Tony Higgott soon identified the considerable gaps in the collections, particularly local and social history. There was therefore a strong focus on collecting. This was even more pressing as the Museum now had to formally serve the much wider area of the Newbury district. The task was not aided by the poor state of storage which included many collection items inaccessible in the attic, and documentation was poor or nonexistent. There was no certainty about what might already be in the collection. The main perceived gaps were in local and social history collections and considerable efforts were made over the following 30 years to collect as widely as possible in this area, in addition to those traditional areas such as archaeology. The 1980s and 1990s were times of rapid change generally and much was available for the collections but it may be said that there was no overall strategy in collecting.

Collecting was likely to have been a mixture of reactive and proactive acquisition, with a rather 'reverse scatter gun' approach, with little thought as to the consequences for display, storage and use of collections.

⁹ West Berkshire Museum Documentation Procedural Manual section 2.3

However, it must be stressed that the temporary exhibition programme was strongly influenced by material in the collections. At one time in excess of 500-600 items were being added each year to the collections, covering subjects such as trades and industries, clocks and watches, costume, paintings, photographs, etc. The rise of rescue archaeology since the 1970s and developer funded archaeology since the 1990s has also seen a big increase in the deposit of archaeological material and the need to store bulk collections. This has necessitated storage outside the main Museum premises.

There had been a historical problem of identity for the Museum. Since 1998 it has been known as the West Berkshire Museum but collections built up previously certainly in the local and social history category had a Newbury bias. Some effort has been made to collect from the wider area but there seems to have been no strategy as to how collections should develop to serve the current needs of the Council and its inhabitants.

In 2010 the museum made a successful bid to the Heritage Lottery Fund to redevelop. The decant of all collections to off-site stores has provided an opportunity to audit all material previously held at the Museum, this inventory was migrated to a specialist collections management system. As part of the HLF bid an assessment was made of the collections, and a plan for review of the collections was made, so that the museum better understood the significance and strengths and weaknesses of the collection.

An Acquisition & Disposal Panel was established in June 2009 to consider items offered for acquisition (and the potential impact of doing so) and opportunities for collection development and rationalisation, including disposal. The A&D Panel has included volunteer representatives from May 2011. Collecting has continued since closure to the public, but at a low level of acquisition. Decisions about potential acquisitions (including material deposited in the past but not yet accessioned) are now more robust following establishment of the A&D Panel and use of AIA forms.

Both these measures have impacted on collecting over the past few years, as the collections can now be easily searched and retrieved for exhibition or other purposes.

Appendix 2

West Berkshire Museum – Acquisition & Disposal Panel AIA - Acquisition Impact Assessment

PLEASE COMPLETE AS FULLY AS POSSIBLE – BUT DO NOT HESITATE TO SUBMIT TO THE A&D PANEL IF SOME INFORMATION IS NOT KNOWN AT THIS STAGE.

Brief description of item(s) proposed for acquisition, etc:

For items already received by the Museum, see also Object Entry D Form: D

Recommendation (delete as appropriate):

Acquisition – Core collection
Acquisition – Local Studies Resources
Acquisition – Handling Collection
Acquisition – Interpretive material
Rejection
Disposal

If recommendation is for acquisition – say briefly why, including any potential for contributing to Sense of Place theme, filling significant gaps in existing collections, or use in specific displays/exhibitions:

Can we establish provenance (ie past & recent history) **Yes /No**

Can we establish title (ie ownership) **Yes/No**

Is this a proposed (as appropriate):

Donation

Purchase,

Loan

If a donation – note any proposed special conditions requested by donor:

[Enter text]

If a loan-in – for what period? **?**

If purchase – what is anticipated cost? **??**

If recommendation is for Rejection/Disposal – say briefly why and indicate method of disposal if not being returned to donor:

For proposed acquisitions (and disposals where appropriate) – indicate below any anticipated resource implications – complete as much information as possible.

Resources Implications	Tick	Details	Costs
Conservation – cleaning			
Conservation - remedial (minor)			
Conservation – remedial (major)			
Curation – research, etc			
Display – mounting, etc			
Storage – special requirements, size, weight, etc			
Environmental requirements – humidity, etc			
Hazards – asbestos, chemicals, radioactive, etc			
Other			

Any other information:

[Enter text]

Form completed by:

Date submitted:

Date considered by A&D Panel

A&D Panel Decision (delete as appropriate):

Acquisition – Core Collection

Acquisition – Local Studies Resources

Acquisition – Handling Material

Acquisition – Interpretative Material

Rejection

Disposal

Reason:

[Enter text]

Signed:

for A&D Panel

Name:

Name

Donor notified:

Date by letter/email/email (Initials)

Administration

Update D form log

Update D form

Update AIA

AIA in history file

Appendix 3

Assessment of collections at West Berkshire Museum

COLLECTION	CASE FOR RETENTION	CASE FOR RATIONALISATION	RECOMMENDATION
Natural Science – Birds and Mammals; Insects, butterflies etc.	Mainly local collection with particular connection to Field Club. Some items on display.	No specialist staff. Collection degraded by transfer or poor collection management	Retain limited collections for display purposes. Dispose of majority of collections to other museum(s)/centres.
Geology	Local focus of part of collection. Has been worked on recently	No specialist staff. Storage a problem if no display opportunities	Stagnate - core local collections. Dispose of non local material.
Archaeology - local	Core, active collection	Storage issues especially with archive.	Growth area – opportunities for more public engagement, research and volunteer participation (see section 4.5.4)
Archaeology – non local	Collected by Hon. Curators as comparators (see also World Collections)	Ad hoc unrepresentative collection. Not a priority for future display?	Closed collection
Numismatics	Core local collection	Not well managed – needs expert advice and capacity	Growth (subject to access to expertise). Place in secure storage.
World Collections	Core history of development of the Museum (Peake). Makes wider collections significant. Wide range of use possibilities	Non local, not relevant today. No expertise in house. Too wide a range of material to a coherent whole.	Closed collection – keep as important in development of Museum as well as for cultural connections.
Egyptology	Very important collections (Caernarfon) with local connections	Kemp collection – no local connections.	Closed collection (loan elsewhere as appropriate). Kemp – return or transfer.
Social and Local History	Central to Museum's current aims. Wide range of relevant collections.	Not wholly representative. Inability to collect and/or display large items.	Growth (but larger items subject to future storage/resource requirements)

COLLECTION	CASE FOR RETENTION	CASE FOR RATIONALISATION	RECOMMENDATION
Fine Art	Local scenes and painters. Links to local history. No other public art collection in locality.	Variable quality. Issue of collecting 'contemporary works'. No space to show.	Growth but review – dispose of poor quality material.
Ceramics	Small collection – some on display/ comparators. Local history connections	Most important pieces on loan. Ad hoc collection.	Return loans. Closed collection.
Pewter	Surprisingly large collection some with local connections.	Non core collection – some on loan. Storage an issue.	Closed collection
Jewellery	Mainly Hull Grundy (good quality). Links to costume collection		Closed collection
Costume	Good early material but very mixed later collection	Limited display opportunities for later material. Unbalanced collections.	Closed collection (unless strong local connections or fills gaps)
Photographs	Very good collection – strong local history links		Growth
Cameras	Good range of material. Potential for growth	Ad hoc collection and not local.	Review status after expert assessment
Library	Good range of material. Public resource. Some historic material	Public resource already in Public Library.	Develop collection in conjunction with local studies resources in the Library.
Archives	Local material	Some material should be in Berkshire Record Office. Query retention of MSS material in bulk	Dispose to BRO relevant material (with proviso re future displays or on line access)
Maps	Local OS small scale maps – mostly recent	Duplicates and available elsewhere	Dispose of more recent material, unless of value as a publicly accessible resource

Note: All collections need to be assessed for relevance against the audience development themes of *Sense of Place* and *Living Here*.

Any items on loan should be returned or converted to donations.

Appendix 4
West Berkshire Museum - Collection Review - Initial Assessment Matrix

Ref	Collection¹⁰	Keep	Dispose	Review	Notes
0	All Collections	Material that has been assessed by the Acquisition & Disposal Panel using the AIA process, ie all items accessioned since July 2009 (ie NEBYM 2009.40; D3688 onwards). Items collected by the Newbury Literary & Scientific Institution.	Material that has no known provenance, either from documentation or from the object itself.	Duplicates & multiples of identical or similar items; items in a poor condition that requires conservation; substantial discrete collections with no local provenance that could be used for research, study or other learning activities.	See Appendix A for confirmation of local provenance. See Appendix B for disposal options.
1	Natural Sciences	Specimens of resident species (including recognised regular summer & winter visitors and migrants) collected within West Berkshire.	Specimens of non-resident species collected from outside West Berkshire.	Specimens of non-resident species collected locally. Specimens of resident species collected from outside West Berkshire.	Includes: Mammals; Birds; Fish; Insects (Butterflies, Moths & Beetles)

¹⁰ For further definition of collections refer to Acquisition & Disposal Policy or standard museum classification systems, eg SHIC.

Ref	Collection ¹⁰	Keep	Dispose	Review	Notes
2	Geology	Specimens collected within West Berkshire.	Specimens collected outside of West Berkshire, including overseas specimens that do not have any local association or connection (ie not acquired by local collector, not part of a discrete collection that includes local material).	Specimens collected outside of West Berkshire that have a strong local association (eg acquired by early curators Peake or Coghlan ¹¹) or have the potential to illustrate the local geology where no local specimen is held.	
3.1	Archaeology	Items with a clear local provenance, ie found within West Berkshire, including all Treasure items.	Items from outside West Berkshire that do not have any local association or connection (ie not acquired by local collector, not part of a discrete collection that includes local material).	Items from outside West Berkshire that have a strong local association or connection (eg acquired by early curators Peake or Coghlan) or are associated with a well known individual eg a prominent archaeologist.	
3.2	Archaeological Archives	Archaeological archives created within West Berkshire	Archaeological archives created outside West Berkshire (eg Hampshire, Oxfordshire, Reading).		Archaeological archives will be subject to a future review project to determine long-term retention of material.

¹¹ Items acquired by **Harold J E Peake** (especially) and **Harold Coghlan** may help to illustrate the history of the Museum itself (ie 'Our Story') as well as demonstrate curatorial approaches during the first half of the 20th century (eg Peake's use of the Haslemere Plan for museum display - ie Geology, Natural History & Human History - and Coghlan's metallurgical experimentation on Bronze Age implements) in contrast to the currently proposed curatorial and interpretative approaches.

Ref	Collection¹⁰	Keep	Dispose	Review	Notes
3.3	Coins	Items with a clear local provenance, ie found within West Berkshire, including all Treasure items.	Items from outside West Berkshire that do not have any local association or connection (ie not acquired by local collector, not part of a discrete collection that includes local material).	Items from outside West Berkshire that have a strong local association or connection (eg acquired by early curators Peake or Coghlan).	
3.4	World Archaeology	N/A	Items that do not have any local association or connection (ie not acquired by local collector, not part of a discrete collection that includes local material).	Items that have a strong local association or connection (eg acquired by early curators Peake or Coghlan, links to resident minority ethnic communities) or are associated with a well known individual eg a prominent archaeologist.	Includes Ethnography.
3.5	Egyptology	N/A	Items that do not have any local association or connection (ie not acquired by local collector, not part of a discrete collection that includes local material).	Items that have a strong local association or connection (eg acquired by early curators Peake or Coghlan) or are associated with a well known individual eg a prominent archaeologist.	

Ref	Collection¹⁰	Keep	Dispose	Review	Notes
4	Social & Local History	Items with a clear local provenance ie produced or manufactured within West Berkshire.	Items not produced, manufactured or used within West Berkshire.	Items used locally but not produced locally with the potential to illustrate social, economic, cultural, domestic, community and recreational activities of the communities of West Berkshire.	Includes: Agriculture & Rural Life; Banking & Commerce; Brewing & Malting; Brick, Tile & Terracotta Industries; Charities & Community Organisations; Civic Organisations (eg local authorities, police, health, courts); Cloth Trade; Crafts & Artistic Activities; Defence & Military; Home Life; Horse Racing; Local Businesses & Manufacturers; Local Estates & Families; Printing & Publishing; Sport, Leisure & Pastimes; Technology & Communications ; Transport.
4.1	Archive & Ephemera	Items with a clear local provenance, ie relating directly to activities within West Berkshire.	Items with no local provenance that do not relate to activities within West Berkshire.	Items with no local provenance but with the potential to illustrate the social, economic, cultural, domestic, community and recreational activities of the communities of West Berkshire.	Retention or disposal will be subject to liaison with Berkshire Record Office; maintaining the integrity of collections will be a significant factor.

Ref	Collection¹⁰	Keep	Dispose	Review	Notes
4.3	Clocks & Watches	Items with a clear local provenance ie produced or manufactured within West Berkshire.	Items not produced, manufactured or used within West Berkshire.	Items used locally although not produced locally, and with the potential to illustrate social, economic, cultural, domestic, community and recreational activities of the communities of West Berkshire.	
4.4	Cameras	Items with a clear local provenance ie produced or manufactured within West Berkshire.	Items not produced, manufactured or used within West Berkshire.	Items used locally although not produced locally, and with the potential to illustrate social, economic, cultural, domestic, community and recreational activities of the communities of West Berkshire.	
5	Fine Art	Pictures of local views, local people, and activities closely connected with local events and activities - whether by local artists or not.	Pictures that do not depict local views, local people or activities closely connected with local events and activities, and which have not been produced by local artists.	Material associated with local artists, eg sketchbooks, photographs, catalogues, cuttings, equipment, publications, unpublished material, work-wear.	

Ref	Collection¹⁰	Keep	Dispose	Review	Notes
6	Decorative Art	Items with clear local provenance, eg commemorative s relating to local events, items bearing the mark of local makers or of local crests, locally manufactured, pieces depicting local scenes.	Items that do not have any local association or connection (ie not acquired by local collector, not part of a discrete collection that includes local material).	Items from outside West Berkshire that have a strong local association or connection (eg acquired by early curators Peake or Coghlan).	Includes: Ceramics; Metalwork; Woodwork & Furniture; Jewellery.
6.1	Costume	Items with a clear local provenance ie produced or manufactured within West Berkshire, or produced specifically for local use (eg school uniform, company branded workwear).	Items not produced, manufactured or used within West Berkshire.	Items used locally although not produced locally (or for specifically for local use), but with the potential to illustrate social, economic, cultural, domestic, community and recreational activities of the communities of West Berkshire (eg closely connected with local events or activities).	

Ref	Collection¹⁰	Keep	Dispose	Review	Notes
6.2	Textiles	Items with clear local provenance ie produced or manufactured within West Berkshire, or produced specifically for local use, eg commemorative s relating to local events, items bearing the mark of local makers or of local crests, or pieces depicting local scenes.	Items not produced, manufactured or used within West Berkshire.	Items used locally although not produced locally, but with the potential to illustrate social, economic, cultural, domestic, community and recreational activities of the communities of West Berkshire (eg materials, associated with the cloth trade).	
7	Photographs	Images with clear local provenance, eg of local views, local people or local events and activities.	Images of views, people, activities, events, etc from other areas (ie not local) with no potential to illustrate the cultural, economic, social or environmental development of West Berkshire (eg a Scottish fishing port).	Images without local provenance but with the potential to illustrate the cultural, economic, social or environmental development of West Berkshire (eg depict a rural craft typical to West Berkshire).	Includes Postcards, etc.
8.1	Maps	Maps wholly or partly of West Berkshire.	Maps that do not include any parts of West Berkshire or neighbouring areas.	Maps predominantl y of neighbouring areas that may include parts of West Berkshire.	Retention or disposal will be subject to liaison with Berkshire Record Office; maintaining the integrity of collections will be a significant factor.

Ref	Collection¹⁰	Keep	Dispose	Review	Notes
8.2	Books	Books that illustrate the cultural, economic, social or environmental development of West Berkshire, either by content or local authorship.	Books that relate specifically to areas outside West Berkshire and that do not illustrate the cultural, economic, social or environmental development of West Berkshire.	Books without local provenance but with the potential to illustrate the cultural, economic, social or environmental development of West Berkshire (eg describe a rural craft typical to West Berkshire). Books by local authors that do not illustrate the cultural, economic, social or environmental development of West Berkshire.	Retention or disposal will be subject to liaison with Berkshire Record Office; maintaining the integrity of collections will be a significant factor.
8.3	Audio Visual Material	AV items that illustrate the cultural, economic, social or environmental development of West Berkshire.	AV items that relate specifically to areas outside West Berkshire and that do not illustrate the cultural, economic, social or environmental development of West Berkshire.	AV items without local provenance but have the potential to illustrate the cultural, economic, social or environmental development of West Berkshire (eg illustrate a rural craft typical to West Berkshire).	Retention or disposal will be subject to liaison with Wessex Film & Sound Archive; maintaining the integrity of collections will be a significant factor.

Appendix A - Local Provenance

For local provenance items must be from within the district of West Berkshire which covers the following 63 parishes:

Aldermaston
Aldworth
Ashampstead
Basildon
Beech Hill
Beedon
Beenham
Boxford
Bradfield
Brightwalton
Brimpton
Bucklebury
Burghfield
Catmore
Chaddleworth
Chieveley
Cold Ash
Combe
Compton
East Garston
East Ilsley
Enborne
Englefield
Farnborough
Fawley
Frlsham
Great Shefford
Greenham
Hampstead Norreys
Hamstead Marshall
Hermitage
Holybrook

Hungerford
Inkpen
Kintbury
Lambourn
Leckhampstead
Midgham
Newbury
Padworth
Pangbourne
Peasemore
Purley
Shaw-cum-Donnington
Speen
Stanford Dingley
Stratfield Mortimer
Streatley
Sulham
Sulhamstead
Thatcham
Theale
Tidmarsh
Tilehurst
Ufton Nervet
Wasing
Welford
West Ilsley
West Woodhay
Winterbourne
Wokefield
Woolhampton
Yattendon

Appendix B – Disposal Options

De-accession and disposal will be in accordance with the Museum's Acquisition & Disposal Policy and subject to due consideration by the A&D Panel. All disposals will be undertaken with regard to the guidelines of the Museum's Association.

Disposal implies de-accession of items from the core collection; items may however be retained for other uses as non-accessioned material. The following options are drawn from the NMAS (Norfolk Museums & Archaeology Service) strategy for rationalising collections (2002).¹²

- Study collections and long-term research material (which may include accessioned items)
- Transfer to a handling, schools loan, education, working, or demonstration collections
- Transfer to another accredited museum by gift or sale
- Transfer to another public institution by gift or sale
- Repatriation to country of origin
- Return to donor or lender
- Charitable donation
- Cannibalisation or set dressing
- Sale on the open market, or
- Destruction (as a last resort)

The following methods of disposal are drawn from the Museums Association's Disposal Toolkit: Guidelines for museums (2008).¹³

¹² For a copy of the NMAS Strategy go to:

http://www.museums.norfolk.gov.uk/About_Us/Policy_Documents/Rationalisation/index.htm

¹³ For a copy of the MA Guidelines go to: <http://www.museumsassociation.org/collections/disposal-toolkit-and-training>

Option	Comments
Free gift or transfer to another accredited museum	It is recommended that where possible preference be given to this method of disposal, as it is most likely to ensure that items remain cared for and accessible to the public. This approach has been central to the longstanding tradition of mutual cooperation between museums.
Exchange of items between museums	Museums may choose to exchange items between themselves. Exchanging items is common practice in the field of natural history.
Free gift or transfer to another institution/organisation within the public domain	It is recommended that this method of disposal is only undertaken once it has been established that no accredited museum is able to accept an item.
Return to donor	<p>Museums may consider returning items to donors, especially if it appears impossible to keep them in the public domain. Unless there are extenuating circumstances such as: conditions laid down on donation; an item having particular personal significance to the donor; or a strong likelihood that the item will be transferred out of the local area; it is recommended that return to a donor is only considered once the item has been offered to other museums.</p> <p>Return of items to the descendants of donors may prove problematic and should be given careful consideration.</p>
Sale of item to an accredited museum	<p>There is a strong preference and tradition of free gift or transfer between museums. It is recommended that offering items to other museums by sale is only considered in exceptional circumstances. Requesting payment for items from other publicly-funded museums may affect the ability of a new location being found, and makes it less likely that they will be retained within the public domain.</p> <p>Any money raised as a result of disposal through sale, if this exceptional circumstance arises, must be applied solely and directly for the benefit of the museum's collection. Money raised should be invested in the long-term sustainability, use and development of the collection.</p>
Transfer outside the public domain	<p>This course of action should normally only be undertaken after it has been established that no museum (or other organisation within the wider public domain) is able to take the item. It is not recommended as a first course of action.</p> <p>There may however be circumstances where it is appropriate and the desired outcomes can be met by transferring items to individuals or bodies outside of the public domain, such as enthusiast or specialist groups.</p>
Sale outside the public domain	<p>This course of action must only be undertaken after it has been established that no museum (or other organisation within the wider public domain) is able to take the item. It is not recommended as a first course of action.</p> <p>Apply any money raised as a result of disposal through sale, solely and directly for the benefit of the museum's collection. Money raised should be invested in the long-term sustainability, use and development of the collection.</p>
Recycling of item	If a new location can not be found and other methods are not appropriate, a museum may consider recycling an item through sale as scrap or as gift to a charity shop. [Or for creation of artwork - SG]
Destruction of item	The destruction of items should only take place if an item poses a risk to the health and safety of individuals or the collection. [Or item is beyond reasonable conservation or restoration – SG]

Ruth Howard
Curator
2018

