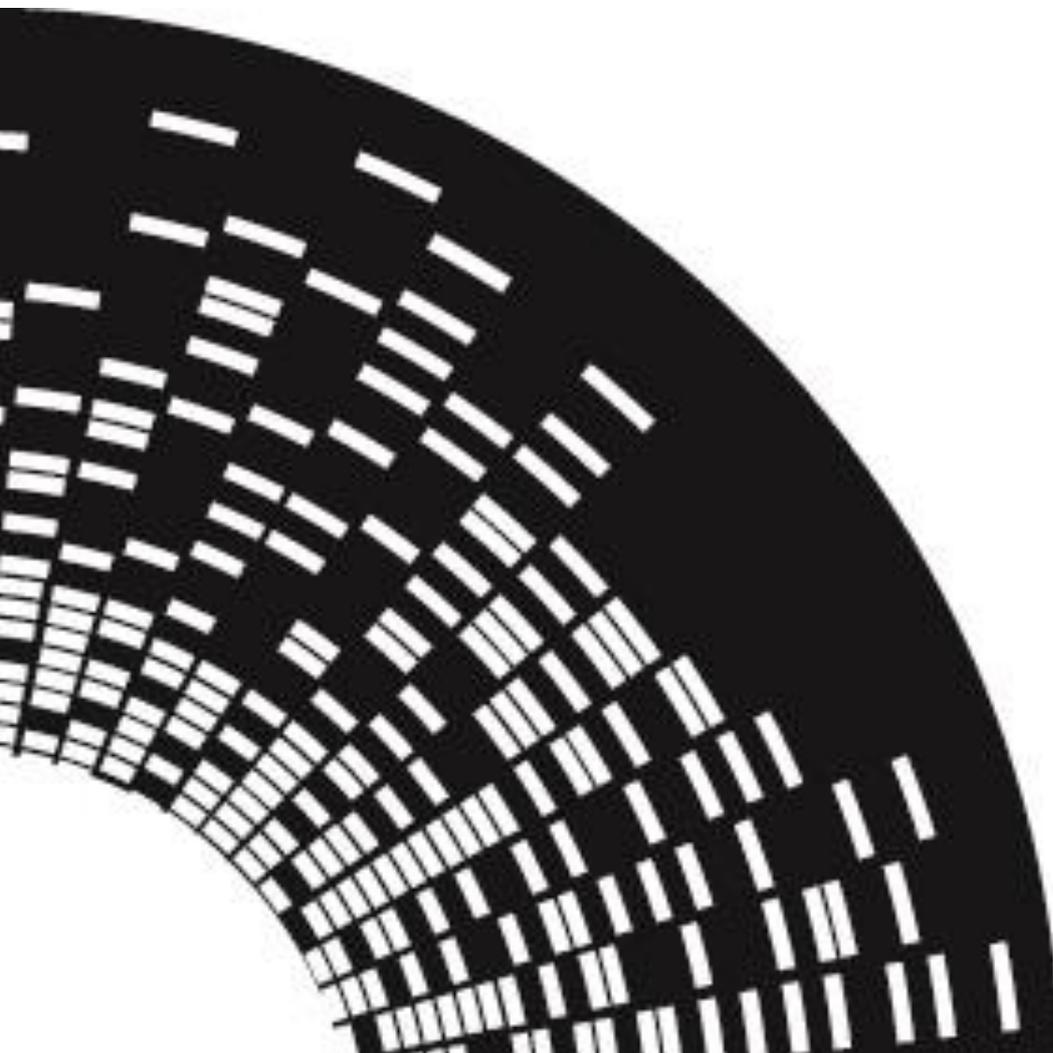




Accreditation

Collections development policy



2018

Name of museum: *Heritage Doncaster*

Name of governing body: *Doncaster Council*

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

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: *January 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.

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

1.1. The museum's statement of purpose is:

Our mission is to use heritage to improve the lives of the people of Doncaster by helping to increase their skills and aspirations, their sense of belonging, their enjoyment of life and the overall prosperity of the borough.

- 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 (the Collections Management Standard issued by the Collections Trust) 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 In exceptional cases, disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below will be followed. In cases where disposal is motivated by financial reasons, the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:

- the disposal will significantly improve the long-term public benefit derived from the remaining collection
- the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit)
- the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored
- extensive prior consultation with sector bodies has been undertaken
- the item under consideration lies outside the museum's established core collection

2. History of the collections

2.1 Founding collections

Doncaster Museum opened in March 1910. The museum started with 1006 objects, which were owned by the Doncaster Microscopic and General Scientific Society. These collections included archaeology, natural history, geology, ethnography, arms, ceramics, prints, medals, “bygones” and coins.

Cusworth became the main repository for Social History when it opened in 1967. The first curator there, John Goodchild had a free rein to collect objects for the new museum, and collected archives and industrial history objects. Later curators focussed more on collecting country house and social history objects. Bernard Cuttriss had his own separate museum within Cusworth in the 1960s, mainly of Victorian social history and militaria and some of this material was amalgamated into the main collections.

2.2 Significant Curators and donors

EF Gilmour, director from 1952 to 1967 was a natural history specialist, with a particular interest in long horned beetles (Cerambycidae). Gilmour acquired a large number of Cerambycids for the collection, some of which are type specimens, and some of which have an uncertain provenance.

In 1964, Doncaster Museum moved into its present building on Chequer Road. As the museum was larger than the previous building, and Gilmour had plans to expand the collections to give them more of a “World View”, he acquired a large amount of natural sciences material from other museums which was at the time surplus to their requirements. These included Carlisle, Kilmarnock, Chelmsford and Scarborough Museums. Gilmour also acquired some material from the Imperial Institute, where he had worked in the 1940s. This material forms part of the World Cultures and Natural Sciences collections

In the 1950s and early 1960s, Doncaster Museum had a zoo containing up to 400 animals. Many of the animals found their way into the museum’s collections after they had died.

In the 1980s, Anne Hull Grundy donated around 600 pieces of jewellery, decorative art and art medals to Doncaster Museum.

Frank Brangwyn was a major donor to the art gallery, donating 66 pieces of his work in 1944. The Contemporary Art Society has gifted 72 works to the art gallery since 1952.

Don Bramley, a volunteer, collected around 300 geological specimens for the museum.

In 1974, the museum was given the E M Morehouse collection of Mollusca which consisted of around 5500 lots of shells.

The first archaeological objects were given to the museum by ex-Mayor, William Cotterill Clarke. His collection includes some of Doncaster’s earliest and most important prehistoric artefacts. The archaeological/Antiquities collection was further augmented by the museum’s first curator Henry Corbett who appears to have collected together archaeological artefacts from collectors/donors around and adjoining the borough.

2.3 Other key acquisitions

After the First World War, the museum acquired a large number of “souvenirs” from the war, including helmets, swords and shells. A tank was given to the town after the war and stood outside the Beechfield Museum until 1938.

In the 1930s Professor C.E. Whiting of Durham University undertook excavations at Sutton Common Prehistoric Marsh Fort, Hampole Medieval Priory, Barnburgh Medieval Chapel and Stancil Roman Villa. Finds from these sites found their way into the collections at the museum.

In the 1950s-70s the archaeology collections were increased and excavations in Doncaster town centre produced large archives, relating to the Roman Fort and Vicus (Civil Settlement) and the Norman to pre Tudor Town. With the introduction of PPG16 (The Planning Policy Guidance for Development and Archaeology) in 1996 the museum saw an increase in professional archaeological archives, covering the whole borough.

The first work of art to enter the collection was Miss E.M Wilde’s painting, *Low Tide*, which the corporation purchased from the ‘Summer Exhibition of Modern Art’ held at Beechfield in 1912. From that time the collection has gradually grown through a mixture of purchases, gifts and bequests.

Many objects in our collection have been bought with grant aid, including a number of racing cups from Doncaster Racecourse, 3 paintings by Joseph Wright, *Giants Refreshed* by Terence Cuneo and a large number of decorative art pieces.

2.4 Key disposals

In 1933, a large amount of natural history material was destroyed due to infestation.

Since 2003, the collection has undergone several rationalisation projects. This was due to the fact that past collecting, particularly in the 1970s and 1980s was very prolific, leaving a collection with many duplicate objects, objects which were not relevant to the Doncaster Borough and objects in poor condition. Staff restructures during this period left fewer specialist and curatorial staff to look after the collection adequately. Objects were disposed via donation to other museums and education services and community projects, destruction where material was in poor condition, and sale as a last resort.

In 2004, following the refurbishment of Cusworth Hall and move of the collection to an off-site store, around 1300 pieces of social history were disposed.

In 2008, around 2000 pieces of costume were disposed.

In 2012-14, Around 4000 objects were disposed as part of the Taking Stock Project.

In 2013 7000 palaeontological specimens were allocated for disposal to other museums as part of the CIRCA project.

3. An overview of current collections

At present (2018) the following collections have a member of staff with expertise in that particular field

Social and Local History
Archaeology (Including Antiquities)
World Cultures
Fine and Decorative Arts

Other collections are not supported by in-house expertise. For these we would actively look to recruit volunteers or honorary curators with knowledge relevant to these collections. We would also look to apply for grants to take on a temporary staff member to facilitate the curation of these collections. We would also look at accessing external expertise and working in partnership with other organisations and individuals.

3.1 Social History

3.1.1 The Social History collections comprise around 35,000 items illustrating the themes of working, domestic, personal and community life from around 1700 to the present day, with particular reference to the geographical area now covered by the Doncaster Borough (hereafter referred to as the Doncaster area). They include printed ephemera, and objects such as domestic equipment, working tools (both agricultural and industrial), costume and textiles, photographic collections, and scientific instruments.

3.1.2 Military items are placed with the Military History collection. Artefacts retrieved due to excavation, metal detecting or fieldwork are placed in the Archaeology collection. Historic taxidermy specimens are placed with the Natural Sciences collection. Pieces from the Yorkshire potteries and other decorative art and jewellery are placed in the Decorative Art collection. Horseracing material is placed with the Horseracing collection. Objects relating more specifically to local history are placed within the Local History collection.

3.1.3 In terms of paper collections, paper ephemera such as greetings cards, displayable posters and newspapers, and photographs which are objects in themselves (eg framed) are part of the social or local history collection. Written primary source material will be collected by Doncaster Archives. The Local Studies library will collect photographs of Doncaster, oral history recordings and published material relating to Doncaster, e.g. maps, books etc.

3.1.4 Particular strengths of the collection are:

- Toys and games
- Domestic life from around 1880-1960
- Tools used by blacksmiths/wheelwrights/coopers and farmers.
- Women's clothing from 1800-1950

Some of the more important objects include:

- Long case clock by Benjamin Huntsman

3.2 Local History

3.2.1 The Local History collections comprise around 20,000 items illustrating the themes of working, domestic, personal and community life in Doncaster from around 1700 to the present day. They include printed ephemera, and objects such as domestic equipment, working tools (both agricultural and industrial), shop material, cultural items, banners, furniture and photographs. This collection also includes objects relating to Doncaster's civic history.

3.2.3 Particular strengths of the collection are:

- The lives of coalminers and their families
- Railway work and history
- Objects relating to Doncaster Council

Some of the more important objects include:

- Estate cabinet and other furniture belonging to the Battie-Wrightson family of Cusworth Hall
- Embroidery depicting the Cadeby colliery disaster of 1912
- Italian sugar bag sent to Doncaster in 1985 by a mining family during the miner's strike.
- Luke Bagshaw collection of studio photographs.

3.3 Military History

3.3.1 Heritage Doncaster's own Military History collection has 1300 items with the majority coming from regiments raised in Yorkshire. These include West Riding Yeomanry Cavalry Corps (including Yorkshire Hussars, 1st West Yorkshire Yeomanry, Yorkshire Dragoons and Yorkshire Yeomanry) and elements of the Royal Engineers and Royal Artillery stationed in Doncaster. The collection is distinct from the King's Own Yorkshire Light Infantry regimental collection.

3.3.2 Strengths of the collection are:

- Uniforms
- Uniform accessories, including belts, buckles and buttons
- Medals

Some of the more important objects include:

- A muster roll from the 1790s
- Arctic discoveries medal, 1850s
- Sword belonging to William Wrightson of Cusworth Hall

3.3.3 Overlaps with other museum collections:

We have objects in this collection relating to regiments which have a relevant regimental museum and equivalent objects in that museum.

3.4 Coins, Banknotes and Trade Tokens

3.4.1 The Coin collection contains around 4,000 coins, of which a percentage are foreign. The collection covers coins and banknotes from the Iron Age to the modern day. The collection of tokens of around 800 is national in scope, with examples from most counties. There are around 70 Trade tokens from the Doncaster area, particularly from the 1660s.

3.4.2 Strengths of the collection are:
Roman coinage of the Western Empire.
Trade tokens

The Museum holds a number of important Roman and Medieval coin hoards and some important small groups of coins, not necessarily classed as hoards. These include:

Some of the more important objects include

- An Iron Age Coreltauvian Stater,
- Harald Hadrada Penny
- Denarius of Elagabalus

3.4.3. Overlaps with other museum collections:
Nationally used coins from Roman to modern day.
Trade tokens relating to counties other than Yorkshire.

3.5 Archaeology

3.5.1 Heritage Doncaster has an extensive Archaeology collection consisting of around 15,000 individual items and approximately 5 tonnes of material quantified in bulk (ceramic and building materials, bones etc). Much of the bulk archaeology was generated by excavation in Doncaster town centre during the 1960s and 1970s. The collections consist almost entirely of material from Doncaster and South Yorkshire, with some holdings from other British sites.

3.5.2 Strengths of the collection are:

The core strengths of the collection lie in the Roman and Medieval (c1100- 1500) periods, with a relatively strong early Prehistoric collection ranging from the early Mesolithic until the early Bronze Age.

Key major site archives include:

- Doncaster (Town Centre) Roman Fort and Vicus
- Doncaster (Town Centre) Medieval town including Hallgate Potteries and Medieval Quayside developments
- Roman Potteries:- Rossington Bridge, Cantley and Besacarr, Blaxton and Branton
- Conisbrough and Tickhill Castle excavation archives
- Sutton Common
- Bawtry Church Street
- Hickleton Church
- The Humberhead Levels Archaeological Survey

Some of the more important objects include:

- Viking female grave goods
- Early Bronze Age burial group from Dockinhill
- Sutton Common ladder
- Rossington dagger

3.6 Antiquities

3.6.1 The Antiquities collection consists of around 400 pieces of foreign material, particularly from the Classical World of ancient Greece, Rome and Egypt.

3.6.2 Particular strengths of the collection are:

- Material from Ancient Egypt
- Cypriot glass objects

3.6.3 Some of the more important objects include:

- Egyptian makeup pallet
- Egyptian canopic jar
- Peruvian pot from the Moche civilisation

3.7 World Cultures (Ethnography)

3.7.1 Heritage Doncaster holds around 3,000 World Cultures objects. There are four main elements to the collection:

- A discreet collection of World Cultures material dating from 1911 – roughly 1980. This comprises of items gifted to the museum in an ad-hoc manner over a period of time.
- A collection gifted to Doncaster Borough Corporation by the Church Missionary Society (CMS) in return for the Corporation's generous support of the Society. This material is of particular interest as it comprises domestic and everyday artefacts.
- A small collection of items from the Imperial Institute.
- Items from the Peake collection (formerly of Bawtry Hall), principally of weapons

Additionally there is material from 'CEZMS' = Church of England Zenana Missionary Society (active in India, Sri Lanka and China) and from the collections of Wakefield Museums (identified by the recorded donor – Richard Van Riel).

3.7.2 Strengths of the collection are:

- West African material
- South (and West) African Beadwork
- Jewellery – African and Asian
- Costume/fabrics – particularly Asian (China, India, SE Asia) and African (Particularly West and South Africa)
- Brasswork – both African and Indian
- Weaponry – particularly Oceania and Africa

Some of the more important objects include

- Yoruba puppets
- Nigerian saddle
- Somalian beadwork platters

3.7.3 Overlaps with other museum collections:

Recent research has shown that the collections of the Church Missionary Society were shared among many museums. Leeds Museum and Art Gallery and the British Museum both have collections which have overlaps and related artefacts. The archive relating to the collections and to the CMS in general are housed at Birmingham University.

The major collections of the Commonwealth Institute are now housed with Bristol Museums.

3.8 Decorative Art

3.8.1 The Decorative Art collection contains around 5,000 items, the main categories of which are estimated as follows:-

Ceramics (about 40% from the Yorkshire potteries)	3,000
Jewellery (mostly Hull-Grundy collection)	460
Treen	370
Textiles (samplers, needlework, lace)	300
Glassware	270
Metalwork (mostly silver)	170
Art medals and medallions	140
Other (clocks, watches, enamels, lacquerwork etc)	200

3.8.2 The ceramic and glass collections include examples of English pottery and glassware from around 1600 to the present, and examples of porcelain from all the major English factories. Other highlights include the small representative collection of Doncaster Gold Cups (horseracing) and the Gerald Shaw collection of treen.

3.8.3 Strengths of the collections:

Of greatest significance is Heritage Doncaster's collection of pieces from the Yorkshire potteries, of which the Heather Lawrence collection forms the centrepiece. Don, Rockingham and other South Yorkshire factories are particularly well represented.

Some of the more important objects include:

- Elkington table centrepieces, owned by the Jackson family who owned Radiance Toffee
- Cooke tankard
- Lalique glass dish

3.8.4 Overlaps with other museum collections:

Many of the objects in the Decorative Art collection are from elsewhere in Yorkshire or the UK.

3.9 Fine Art

3.9.1 The Fine Art collection consists of paintings (oil and watercolour), prints, drawings, sculptures, bronzes and art photographs. There are around 1750 items in the collection in these general categories:-

Oil paintings	300
Watercolours	350
Prints	770
Drawings	230
Sculpture/bronzes	40
Art photographs	40

3.9.2 Significant elements within this collection are watercolours by late 19th to early 20th century artists, a collection of etchings and drawings by Frank Brangwyn and prints from 1800-1850. (There are also works of local historical, topographical and biographical interest).

Some of the more important pieces include

- paintings of Alderman William Brooke and his daughter and son-in-law by Joseph Wright of Derby
- Giants Refreshed by Terence Cuneo

3.10 Horseracing

3.10.1 The horseracing collections is composed of Fine Art, Decorative Art, Social History material and printed ephemera. These comprise:

- Racing trophies – particularly from the Doncaster Gold Cup with trophies ranging in date from 1779-1984.
- Paintings, drawings and engravings of racing at Doncaster and also of individual horses connected with either the Doncaster Gold Cup or the St Leger. Particularly noteworthy is the collection of racing paintings by J.F. Herring senior.
- Racing and betting equipment and ephemera such as race cards, silks, tickets and broadsheets.

3.11 Natural Sciences

3.11.1 There are around 400,000 specimens in the Natural Sciences collection.

Categories can be broken down approximately as:-

Mammals (mounted, skins, spirit-preserved, skeletal)	1620
Birds (mounted, skins, skeletal, eggs)	10,000
Herptiles (mounted and spirit preserved)	400
Fish (mounted and spirit-preserved)	200
Mollusca (shells only)	200,000
Entomology (diptera, coleoptera, hymenoptera, lepidoptera)	160,000
Palaeoentomological collections	
Spirit preserved athropods and other invertebrates	800 tubes
Botanical specimens, including algae, fungi and seed plants	6,000

The collection includes specimens from the Doncaster Zoo.

3.11.2 British Mammals – a good representative collection of British species, including an extensive series of skins and associated skulls of some rodents (e.g. mice from Yorkshire coalmines). There is a modest collection of world species, including game heads. Of particular note is a hybrid Quagga foal, a unique mount dating from 1830 by Doncaster taxidermist Hugh Reid.

3.11.3 Birds and birds' eggs– a fairly representative world collection, but especially British specimens. Sources from which these have been acquired include local country houses, named skin collectors and modern casualties. The birds' egg collection is largely from local collectors.

3.11.4 Herptiles

There is a modest collection of world species, including specimens from the old Doncaster Zoo.

3.11.5 Fish – There is a modest collection of fish, which is of wide geographical provenance, although mostly British. The historic taxidermy includes include two Yorkshire Sturgeons and a non-local Tench by J. Cooper & Sons of Hounslow.

3.11.6 Mollusca

There are two main collections of molluscs, the collection of J.A. Hargreaves (British species, at least half from Yorkshire) and the collection of E.M. Morehouse (world species). The strength of the mollusc collection lies in freshwater and land specimens.

3.11.7 Entomology

The Lepidoptera collections are mainly of British species. There are also some foreign specimens. Most families are represented in the world Coleoptera collection, which contains the Cerambycidae collection of E.F. Gilmour, including type and figured specimens. The Diptera collection is particularly strong in material from Yorkshire, North Wales and the Scottish Highlands. There are also some exotic Diptera. There is a regionally important collection of British Hymenoptera species, also some foreign specimens. Heritage Doncaster has an important collection of Palaeoentomological specimens, particularly from the Humberhead Levels.

3.11.8 Spirit-preserved anthropods

Heritage Doncaster has spirit-preserved British species of insects in their immature stages, ectoparasites (external parasites), Arachnida (spiders etc), Malacostraca (e.g. woodlice), Diplopoda (millipedes), Chilopoda (centipedes) etc.

3.11.9 Botany

The Botany collection comprises a small collection of 19th century, unlocalised seaweeds and a collection of lichens of national scope, Bryophytes, Peridophytes and seed plants. The collection includes a large British collection comprising the H. & J.H. Payne herbarium which is of British scope with a Yorkshire emphasis, the H.H. Corbett herbarium of mainly Doncaster material and also recently-collected material, especially from staff collecting for the Doncaster Plant Recording Project – now the Doncaster Botanical Atlas Project.

3.11.10 Environmental Records

Heritage Doncaster has maintained species-based card indexes of all recorded groups of flora and fauna (except birds) since 1963. However these are regarded as a research resource rather than as an accessioned part of the museum collections.

The collections therefore consist of:-

- The original notebooks and papers of local and regional naturalists, including staff notebooks and natural history societies
- Annotated floras
- Local estates and hunting archives relating to property in the Doncaster area

3.11.11 Strengths

- British birds and eggs
- Local taxidermy
- Mounted specimens
- Cerambycidae collection
- Diptera collection
- Hyde Collection

3.12 Geology and Palaeontology

3.12.1 Current collections

The geology collections are made up of three parts: palaeontology; mineralogy; petrology.

Palaeontology – The palaeontology collection currently consists of an estimated 3,000+ individual items, mainly from the UK but includes some foreign specimens. The strengths of the collection are based around Carboniferous plant remains, primarily deriving from local deposits across the Doncaster area. The Jurassic Period is well illustrated with many specimens deriving from the Yorkshire coast and beyond.

Mineralogy – The mineralogy collections are currently made up of two distinctly stored collections: the comprehensive, chemically arranged mineralogy collection; the more recent precious and semi-precious gems.

Petrology – The petrology (rock) collections are in three parts: igneous, sedimentary and metamorphic petrology. The igneous and metamorphic are discrete collections.

3.12.2 Strengths of collection

Perceived strengths of the collection are largely around regional Carboniferous and Jurassic Coast material. However locally within the borough the Carboniferous collections are not as comprehensive as would be expected.

Some of the more important specimens include:

- A near complete ichthyosaur from Dorset,
- A collection of 23 eurypterids from Scotland
- A dinosaur egg from France.
- Bisat and Culpin collections
- Shark egg case

3.12.3 Overlaps

Overlaps are largely with collections relating to the Carboniferous coal measures and the Jurassic Coast. These include collections at York, Rotherham and Wakefield.

3.13 Digital collections

Heritage Doncaster does not have a digital collection at present, but we are looking to develop this.

4. Themes and priorities for future collecting

4.0 In summer 2018 we underwent a public consultation to explore what the public wanted Heritage Doncaster to collect. We asked people to fill in a survey, online and had paper copies available at the museum, and asked people to vote for the objects they thought we should collect, in the museum and at Cusworth. We had about 250 responses to our survey and over 1000 votes. The results showed overwhelmingly that people wanted to see objects which related to Doncaster borough. Other popular objects included archaeological artefacts from abroad, sculpture, Roman coins, photographs and works of art by foreign artists. These results, and the gaps in our collection, reflect our priorities for collecting.

We hope to collect objects which reflect the protected characteristics outlined in the Equality Act 2010, which are currently under-represented in our collections.

We currently (2018) have no budget to purchase objects for our collection. We will collect objects as they are offered to us. We hope to become more pro-active in collecting objects through increased community engagement. If an important object came up for sale we would apply for a grant to purchase it. We have also been fortunate enough to purchase objects through anonymous donations of money in the past.

We will avoid collecting duplicates of objects where appropriate/unless in exceptional circumstances (e.g. it may be appropriate to collect duplicates of Natural Sciences specimens for comparison).

4.1 Social History.

4.1.1 Priorities for collecting will be:

- Sport and recreation
- Contemporary collecting – particularly that relating to life from 1970 onwards and that relating to the multi-cultural communities within the Doncaster area.
- Costume from 1750-1850.
- Working costume i.e. work wear
- Men's costume
- Late 20th century costume – including shoes and accessories

4.1.2 Collecting Policy

Objects will be collected for the Social History collections from 1700 onwards. We will be guided by the databases of objects in the Social History collection to avoid duplication, and also by considerations of collections care in store (including lack of storage space).

4.1.3 Strategies

We have no purchase budget so we will collect objects as they are offered to us. **Contemporary objects collected by staff will be held for 10 years before being accessioned into the collection, so as to ensure the objects represent long term trends rather than objects only used for a short time.**

4.2 Local History

4.2.1 Priorities for collecting will be:

- Working life in the Yorkshire potteries.

- Sport and recreation
- Religious life of all faiths represented within the Doncaster area
- Local politics, including local Members of Parliament, Trade Unions and other organisations
- Objects from 1700-1850 relating to domestic and community life – especially life within a country house.
- Cusworth Hall & Park and estate, Cusworth village and its inhabitants and other country houses and their estates within the Doncaster area.
- Objects relating to Doncaster Plant
- Objects relating to BME communities in Doncaster.
- Objects relating to towns and villages outside the centre of Doncaster, eg Thorne, Mexborough, Bawtry.
- Objects relating to gypsy and traveller communities in Doncaster.

4.2.2 Collecting Policy

Heritage Doncaster will collect ephemera and objects that have been made, used, or are associated with, people, places or activities in the Doncaster area. Objects dating from 1700 onwards will be collected. We will be guided by the databases of objects in the Social History collection, and also by considerations of collections care in store (including lack of storage space). Objects relating to Doncaster Council will be collected in liaison with the wider council.

4.2.3 Strategies

We have no purchase budget so we will collect objects as they are offered to us.

4.3 Military History

4.3.1 Heritage Doncaster would like to broaden its collecting to reflect all aspects of the life of soldiers, officers and their families, and to include civilian and other units (e.g. Home Guard) raised locally. Heritage Doncaster also desires the collection to reflect life and work at the former RAF bases in the Doncaster area and the Royal Flying Corps at Bancroft.

4.3.2 Heritage Doncaster will collect items relating to regiments, battalions or other units raised or stationed in the Doncaster area. Also items from associated bases or stations e.g. the RAF Finningley decoy station at Owston Ferry will be collected after liaison with the relevant Accredited museum.

4.3.3 Strategies

We have no purchase budget so we will collect objects as they are offered to us. Objects relating to aviation in Doncaster will first be offered to the South Yorkshire Aircraft Museum. Objects relating to Yorkshire regiments will first be offered to the regiment's relevant museum.

4.4 Coins, banknotes and trade tokens

4.4.1 There are no particular themes for future collecting. Heritage Doncaster will collect well-provenanced coins and trade tokens found legally through archaeological means (excavation, metal detecting, fieldwork) within the Doncaster area.

4.4.2 Heritage Doncaster will also collect trade tokens found in the Doncaster area and trade tokens issued in the Doncaster area and not already represented in the collections.

4.4.3 Heritage Doncaster will also collect national coins of the type generally in circulation within the Doncaster area, particularly modern coins of which we have no examples and commemorative coins. Collecting will cover all periods of time in which coins, banknotes and trade tokens were used in this country. We would not look to have a comprehensive collection of coins, for example a Penny from each year of Queen Victoria's reign, but just collect examples of different coins and tokens.

4.4.4 Heritage Doncaster will collect banknotes issued in the Doncaster area.

4.4.5 Strategies

We have no purchase budget so we will collect objects as they are offered to us.

4.5 Archaeology

4.5.1 Priorities for acquisition are:

- Prehistoric (Palaeolithic to Iron Age) material, particularly Palaeolithic and pre Roman Iron Age
- Early medieval material (450-1200 AD), particularly Anglo-Saxon and Viking.
- Post-medieval material (1500-1700 AD)

4.5.2 Collecting Policy

Acquisition by archaeological excavation or planned fieldwork will be subject to Heritage Doncaster's 'Guidelines for Archaeological Deposition'. Heritage Doncaster will continue to seek to acquire finds of significance to the Doncaster area. Archaeological collecting will include fragments of buildings (e.g architectural pieces from churches) and occasionally may include pieces from other sources where the object relates more closely to the archaeological collections than to the social history collections. Objects such as coins and post-1750 ceramics found by archaeological means will go into the more relevant collection (e.g. Coin collection, Decorative Art collection). Heritage Doncaster will not collect objects with little or no information value, poor quality or unnecessary duplications.

4.5.3 Strategies

Acquisition will be mainly through either archaeological excavation, metal detecting or fieldwork, or through chance finds by members of the public. The artefacts collected should have a strong provenance/context with detailed related information. Bulk archaeology and unstratified objects will be limited in the number collected as these are costly to curate.

We have no purchase budget so we will collect objects as they are offered to us. We would apply for a grant to purchase any treasure objects that came up for sale. We may also, if appropriate, apply for grant aid to allow for the collection of important archaeological material or archives generated outside of the development and planning process.

4.6 Antiquities

4.6.1 Priorities for acquisition are:

- Objects which can be used for education purposes
- Objects collected by Doncaster residents
- Objects chosen for their display qualities

4.6.2 Collecting Policy

We will collect objects which relate to ancient civilisations, including from Greece, Italy, Egypt, the Levant, the Americas, and Asia.

4.6.3 Strategies

We have no purchase budget so we will collect objects as they are offered to us. We would apply for a grant to purchase any significant objects that came up for sale.

4.7 World Cultures

4.7.1 Priorities for collecting are:

Well provenanced objects with a strong connection to Doncaster and Doncaster people which have an associated story/history.

Objects which complement the strengths within the existing collection or fill logical gaps.

4.7.2 Collecting Policy

Heritage Doncaster will collect World Cultures objects with connections to Doncaster, e.g. objects collected by local people (with a provenance and story), particularly those related to migration to Doncaster.

4.7.4 Strategies

We have no purchase budget so we will collect objects as they are offered to us. We would apply for a grant to purchase any significant objects that came up for sale.

4.8 Decorative arts

4.8.1 Priorities for acquisition will be:-

- Decorative Art illustrating the main English design trends from 1850 to the present day.
- Doncaster race trophies and other associated decorative art objects relating to horseracing of a type or date not already represented in the collection.
- Objects with strong provenance or an interesting story.
- Decorative Art objects made in the Doncaster area.

4.8.2 Collecting Policy

Objects dating from 1600 onwards will be acquired for the Decorative Art collection. The geographical collecting area will usually be the Doncaster area. However if Heritage Doncaster is seeking to acquire products of the Yorkshire potteries outside the Doncaster area Heritage Doncaster will liaise with other appropriate Registered/Accredited museums and galleries to avoid a conflict of interest (e.g. Rockingham and Don Potteries – Rotherham Museums Service; Leeds Potteries – Leeds Museums & Art Galleries).

4.8.4 Strategies

We have no purchase budget so we will collect objects as they are offered to us. We would also look to apply for money from bodies such as the V&A purchase grant fund or the Art Fund if a rare or important work came up for sale.

4.9 Fine art

4.9.1 Priorities for acquisition will be:-

- Representative examples of work by artists associated with the Doncaster area.
- Works illustrating the history of horseracing in Doncaster, with priority given to subjects and artists not already represented in the collections of Heritage Doncaster.
- Examples of schools of artistic development not already represented in the collection.
- Sculpture and bronzes, and other media that are currently underrepresented in the collection.

4.9.2 Collecting Policy

Heritage Doncaster will collect works by British artists, or artists working in Britain after 1600. A major restraint upon the development of the collection is the current limited amount of storage space, and this will be taken into account when considering acquisitions to the collection.

4.9.3 Collecting Strategies

We have no purchase budget so we will collect objects as they are offered to us. We would also look to apply for money from bodies such as the V&A purchase grant fund or the Art Fund if a rare or important work came up for sale. We would accept objects offered to us through our membership of the Contemporary Art Society.

4.10 Horseracing

4.10.1 Priorities for acquisition will be :

- Gold Cups representative of periods of design (especially Art Nouveau and Art Deco) which are not already represented in the collection.
- On-course betting equipment and ephemera.
- Horse and jockey related equipment and ephemera.
- Material relating to steeplechasing at Doncaster racecourse.

4.10.2 Collecting Policy

Collecting will relate to racing at Doncaster, in particular the St Leger and the Doncaster Gold Cup. The acquisition of some items may require consultation with relevant Accredited Museum Services.

4.10.3 Strategies

We have no purchase budget so we will collect objects as they are offered to us. We would also look to apply for money from bodies such as the V&A purchase grant fund or the Art Fund if a Doncaster race cup came up for sale.

4.11 Natural Sciences

4.11.1 All acquisition will be within the framework of the Wildlife and Countryside Act 1981, subsequent amendments and other wildlife protection instruments, such as EU Directives, DoE guidelines etc.

4.11.2 Priorities for acquisition will be:

The absence of a curator for this area of the collection effectively renders it a closed collection. Acquisition will therefore only be in exceptional circumstances.

4.11.3 The following will not be considered for acquisition:-

- Live specimens
- Specimens acquired or killed illegally, unless sanctioned by, or at the instigation of, an appropriate authority e.g. a court of law.
- Specimens which present a health & safety threat to other collections or staff and cannot be made safe or stored appropriately.
- Specimens lacking data (unless part of an historic collection, or intended as display material).
- Foreign specimens (except those connected with the Doncaster area e.g. the work of a Doncaster associated taxidermist, or the Yorkshire Wildlife Park).

4.11.4 Collecting Policy

Specimens will be collected from within the Doncaster area, or which were collected by Doncaster residents. Objects may also be collected for their display qualities.

4.11.5 Collecting Strategies

We have no purchase fund so would only take specimens we were offered.

4.12 Geology and Palaeontology

4.12.1 Priorities for acquisition will be:

The absence of a curator for this area of the collection effectively renders it a closed collection. Acquisition will therefore only be in exceptional circumstances.

4.12.2 Collecting Policy

Specimens will be collected from within the Doncaster area, or which were collected by Doncaster residents. Objects may also be collected for their display qualities. Of particular interest is material relating to the Doncaster Coal Measure, Permian or Pleistocene eras.

4.12.3 Collecting Strategies

We have no purchase fund so would only take specimens we were offered.

4.13 Digital collections

4.13.1 Priorities for acquisition will be:

Video and audio recordings and photographs which relate to Doncaster, its history and its residents.

4.13.2 Collecting Policy

Digital material will be collected from within the Doncaster area.

4.13.3

We have no purchase fund so would only take material which we were offered. Recordings made in-house, for example as part of an oral history project, will be added to the collection.

5. Themes and priorities for rationalisation and disposal

- 5.1 The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.
- 5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

5.3.0 Collections-wide

Any disposal will be in accordance with the Museums Association code of ethics, with particular reference to the MA Disposal Toolkit. Disposal is recognised by the MA as a principle of good collections management and development.

We will consider disposal of any objects with health and safety issues, for example those containing asbestos, broken glass objects, or dangerous chemicals. We would also consider disposal of any objects we feel we cannot care for adequately.

5.3.1 Social history

Disposal will be considered for objects which fit into the following categories:

- The object is in poor condition.
- If we have more than 1 example of an object of the same type and chronological context, e.g. a Victorian joinery plane, 1920s Singer sewing machine or inter-war dolly tub.

Priorities for disposal would be unaccessioned objects with little or no information relating to them.

5.3.2 Local history

Disposal will be considered for objects which fit into the following categories:

- If the object has little or no value in telling the story of the Doncaster MBC area or its history
- If we have more than one example of an object of the same type and chronological context

Priorities for disposal would be unaccessioned objects with little or no information relating to them.

5.3.3 Military

Disposal will be considered for objects which fit into the following categories:

- Objects where the related regiment is not known, or the object has no connection to a local regiment.
- The object is in poor condition
- If we have several examples of an object, e.g. belt, badge etc. This will not apply to medals or memorial plaques or other personal objects relating to service.

Priorities for disposal would be unaccessioned objects with little or no information relating to them.

5.3.4 Coins

Disposal will be considered for objects which fit into the following categories:

- The coin is in poor condition
- If we have several examples of a particular coin or token, for example a penny of Queen Victoria. This will not apply to medals or memorial plaques or coins within a hoard.
- In the case of trade tokens we will dispose of tokens that are from towns outside a 40 mile radius of Doncaster, and therefore are unlikely to have been used in Doncaster. This will not apply to trade tokens used nationally.
- In the case of foreign coins, we would look to dispose of many of these, except for the ones which can be added to the World Cultures collection to complement what is in that collection.

Priorities for disposal would be unaccessioned coins with little or no information relating to them.

5.3.5 Archaeology

Disposal will be considered for objects which fit into the following categories:

- If the object has no connection to Doncaster
- The object is in such poor condition that it has no research or display potential and cannot be cared for with our resources
- If an object has no data or information value.
- If we have more than 1 example of an object of the same type and chronological context, for example bulk archaeology and ceramic building material.
- If an object is applied for under the repatriation and restitution of objects and human remains.

Priorities for disposal would be unaccessioned objects with little or no information relating to them.

5.3.6 Antiquities

Disposal will be considered for objects which fit into the following categories:

- The object is in such poor condition that it has no research or display potential and cannot be cared for with our resources
- If an object has no data or information value
- If an object is applied for under the repatriation and restitution of objects and human remains.

5.3.7 World Cultures

Disposal will be considered for objects which fit into the following categories:

- If the object has no connection to a Doncaster collector
- The object is in poor condition
- If we have more than 1 example of an object of the same type and chronological context, e.g. bead necklace, straw pot etc.
- If the object has no information, research or display value
- If an object is applied for under the repatriation and restitution of objects.

Priorities for disposal would be unaccessioned objects with little or no information relating to them

5.3.8 Decorative art

Disposal will be considered for objects which fit into the following categories:

- If the object has no local relevance
- The object is in poor condition
- If we have more than 1 example of an object
- If the object is of low artistic merit (in which case it could be added to the Social history collection)
- If the object has no information, research or display value

Priorities for disposal would be unaccessioned objects with little or no information relating to them.

5.3.9 Fine Art

Disposal will be considered for objects which fit into the following categories:

- The work is in poor condition
- If the work is of low artistic merit. If the work is of local relevance it may be added to the Social History collection
- If the work is a poor quality print/ duplicate of a print we already have

Priorities for disposal would be unaccessioned objects with little or no information relating to them

5.3.10 Horseracing

Disposal will be considered for objects which fit into the following categories:

- We have several examples of an object
- An object is in poor condition
- An object relates to a racecourse other than Doncaster

5.3.11 Natural Sciences

Disposal will be considered for objects which fit into the following categories:

- If the specimen has no data
- The specimen is in poor condition
- The specimen has little or no local provenance
- The specimen has little or no display potential

5.3.13 Geology

Disposal will be considered for objects which fit into the following categories:

- If the specimen has no data
- The specimen is in poor condition
- The specimen has little or no local provenance
- The specimen has little or no display potential

6 Legal and ethical framework for acquisition and disposal of items

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

7 Collecting policies of other museums

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

- 7.2 Specific reference is made to the following museum(s)/organisation(s):

Barnsley Museums
Bassetlaw Museum Service
Derby Museums Trust
East Riding Museums Service
Hull Museums Service
KOYLI Museum
Leeds Museums Service
National Coal Mining Museum for England
National Horseracing Museum
National Railway Museum
North Lincolnshire Museums Service
Nottingham Museums Service
Rotherham Museums Service
Scarborough Museums Trust
Sheffield Industrial Museums Trust
Sheffield Museums & Galleries Trust
South Yorkshire Aircraft Museum
Wakefield Museums Service
York Museums Trust

8 Archival holdings

Archive material at Heritage Doncaster is held at Doncaster archives, which is covered by a separate Collections Development Policy.

9 Acquisition

- 9.1 The policy for agreeing acquisitions is:

Objects which we are considering acquiring are taken to a monthly acquisition and disposal panel meeting, attended by the curators, registrar, conservator and museum manager. The panel discusses each object and makes a decision as to whether to accept it into the museum's collection. Objects which are unsuitable for the collection but may be suitable for reference or handling are also brought to the panel (please see separate handling collection policy). Objects which are offered to us but which do not fit our criteria for collecting are often rejected before they are taken to the panel meeting.

- 9.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).
- 9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10 Human remains

- 10.1 As the museum holds 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.

11 Biological and geological material

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

12 Archaeological material

- 12.1 The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.
- 12.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

13 Exceptions

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

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

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

14 Spoliation

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

15 The Repatriation and Restitution of objects and human remains

- 15.1 The museum’s governing body, acting on the advice of the museum’s professional staff, if any, may take a decision to return human remains (unless covered by the ‘Guidance for the care of human remains in museums’ issued by DCMS in 2005) , objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.
- 15.2 The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the ‘Guidance for the care of human remains in museums’.

16 Disposal procedures

- 16.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal. The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.2 For objects for disposal which are worth less than £25,000, a file note needs to be kept by the Director to record the decision. If an object is worth between £25,000 and £100,000, it will require a form ODR2 to be completed and anything disposed which is worth over £100,000 will require an ODR 1 form to be completed.

- 16.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort - destruction.
- 16.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- 16.6 A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 16.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 16.8 If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 16.10 Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be

applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England

- 16.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

Disposal by exchange

- 16.13 The museum will not dispose of items by exchange.

Disposal by destruction

- 16.14 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.16 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.17 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.18 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.