

**Guildford Borough Council
Heritage Services
Collections Development Policy**

Approved by Guildford Borough Council:
Due for review:

5 December 2013
2018

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This policy has been updated in accordance with the requirements of Arts Council England's Accreditation Standard (2011).

At time of writing, a collecting freeze was in place (as of May 2012) due to severely limited storage space for new objects. Exceptional items may occasionally still be accepted during this freeze.

1. Introduction

- 1.1 The acquisition of objects and related material to the collection is a vital function of a museum in building and developing its assets for present and future generations. However, it is recognised that the long-term care and use of collections comes with significant resource implications. A collections development policy is important in providing guidelines to regulate and direct future collecting thus ensuring proper and efficient management of collections, and targeted development.
- 1.2 As a key function of a museum is to preserve a collection in perpetuity, there is a strong presumption against the disposal of items from a museum's permanent collections. However, there are circumstances in which disposal may be appropriate. Sections 4 and 13 outline legal and ethical requirements, as well as a framework to regulate and safeguard the considered and planned disposal of collection items.
- 1.3 A collections development policy, ratified by its governing body, is a requirement of Accreditation, the national standards scheme for museums managed by Arts Council England. A copy of the heritage service's collections development policy is published and reviewed at least every five years. A copy is lodged with other appropriate museums and regional organisations in Surrey and the South East. It is also made available on Guildford Borough Council's website.
- 1.4 The Heritage Service is part of the Economic Development Service Unit of Guildford Borough Council.
- 1.5 The service cares for historic collections including art, archaeology, local history and needlework, and manages several sites: Guildford House Gallery, Guildford Museum, Guildford Castle, 39 ½ Castle Street (a reconstructed Victorian schoolroom), off-site collections store, Wanborough Barns, the Guildhall, and the Medieval Undercroft.
- 1.6 Mission statements

Guildford Heritage

Guildford Heritage Service cares for Guildford Borough Council's heritage and cultural assets, using them to enable residents and visitors to value, find connection with and be inspired by the past, and ensure they are available for the public to enjoy now and into the future.

Guildford Museum

Guildford Museum works with local people and other partners to collect, record and care for borough's heritage and to promote understanding, enjoyment and engagement with that heritage through access and learning for all.

Guildford House

Guildford House provides a lively cultural focus for residents and visitors to the town, presenting varied programmes of visual art and craft within a historic house and acting as a central point of information for exploration of the borough and county.

- 1.7 'The borough collections' refers to all collections managed by Guildford Heritage Services across all of its various sites. Historically, the art collection has been known as the borough collection. In this document, 'the borough art collection' refers to art formerly in the permanent collections of Guildford House Gallery, but since the amalgamation of Guildford House with the wider Heritage Service, managed and displayed across multiple venues. 'the borough heritage collections' refers to all other collections i.e. archaeology, local history and needlework.

2. An overview of current collections

- 2.1 The permanent collections held by Guildford Borough Council Heritage Service include art, archaeology, needlework and local history. The Service also holds educational handling material, principally the Victorian Schoolroom assemblage, which is not accessioned as part of the permanent collections (see 3.13 below).
- 2.2 The Heritage Service also interprets and cares for collections on long-term loan from the Surrey Archaeological Society, whose headquarters are housed in the museum buildings. These collections include significant material of value for research and interpretation. This loan is regulated by a formal agreement.
- 2.3 The borough art collection
- 2.3.1 Often referred to as 'the borough collection', the art collection has for many years been associated with Guildford House Gallery, a grade I listed building built in 1660 for John Childe, who served repeatedly as Mayor of Guildford. In 1959 a lending library of replica well-known artworks was established at the Gallery, and in 1985 a number of original works of art were transferred from the museum collection. These were mostly of local scenes and by local artists, and the strength of the collection is in its ability to represent life in the borough of Guildford. Only a handful of the early lending copies remain in the collection as most had been deaccessioned by the 1990s.
- 2.3.2 The borough art collection has built up through gift, bequest and purchase, and many of the most significant works were acquired with assistance from national and local grant aid. Most of the art collection is not on continuous display; instead the works are carefully integrated into the varied exhibition programme across the Heritage Service, with works displayed at Guildford house, the Brew House, Guildhall and Guildford Museum, often included to enhance touring exhibitions with Guildford collections. In addition, works may be shown in the council offices at Millmead by prior agreement with the Collections Officer, and regular loans take place with other, accredited, museums and galleries.
- 2.3.3 The borough art collection comprises more than 550 pieces, spanning more than 250 years and including a plethora of media – oil paintings, watercolours, pastels, etchings, engravings, prints, textiles, ceramics, sculpture and glass. Previous acquisition criteria were broad and this has led to the collection of a variety of art works, often with no clear unifying theme.
- 2.3.4 Guildford Borough Council Heritage Services holds a representative and nationally unique collection of work by John Russell R.A. (1745-1806), who was a pastel painter to King George III and his son, the Prince of Wales (later George IV), including pastel portraits, oils, watercolours and prints. At the time of writing, the gallery owns the largest collection of pastel portraits by John Russell R.A. in the country.

- 2.3.5 The borough art collection also comprises 18th century engravings and views of Guildford and environs, including 19th Century oil paintings by the local artist and art dealer, Henry Prosser (1816-1888). There is also a large collection of watercolours by well-known Surrey artist Henry James Sage (1868-1953). Sage's depictions of charming country lanes and cottages, and his meticulous recording of Guildford and Surrey beauty spots, has made him popular with visitors and local residents. Graeme Highest (1905-1966), Edward Weston (1910-1983) and Ronald Smoothery (1914-1996) are among the many 20th Century and more contemporary artists represented in the collection.
- 2.3.6 In more recent years, the gallery began to collect three-dimensional art and ceramic and glass pieces now form a considerable proportion of the collection, for instance by contemporary artists including Siddy Langley, Peter Layton and Linda Brewis. There is also textile work by Rosemary Levy, the Wey Valley's Embroiderers' Guild and Ann Keble, among others.
- 2.4 The borough heritage collections
- 2.4.1 The Surrey Archaeological Society (SAS) started what is now the Museum collection on their foundation in 1854, collecting through excavation and purchase, and taking over the collections of the defunct Chertsey Literary and Scientific Society.
- 2.4.2 The early collections included natural history and antiquities, a few foreign items, and several objects that would now be considered 'curiosities'. These latter items were largely removed from the collections in the early 20th century, including several Maori artefacts, and General Gordon's scale model of the site of the Garden of Eden, which he believed was in Mauritius. The current collection still includes a few items from London and Southwark, largely due to the extent of the historic boundary of Surrey, but also because the Society was based in London in the late 19th century.
- 2.4.3 In 1898, the SAS made its headquarters in Guildford in a building rented from the Guildford Corporation and opened a museum. There was some thought about starting a separate borough museum and the corporation itself began active collecting in 1905. In the event, the corporation joined with the society to run the museum, providing a purpose-built gallery in 1911, and in 1933 took over the running of the museum completely.
- 2.4.4 The SAS continued to collect, as did the corporation, but the collections were dealt with as one, as is the case today. Clearly defined ownership was recorded in registers and through the adoption from the 1940s of a prefix letter: G for Guildford Borough Corporation (now Council) and S for the SAS. With a few exceptions, SAS-owned objects are automatically loaned to the museum where they are cared for with the borough's own collection.
- 2.5 Archaeology
- 2.5.1 This collection consists largely of finds from excavations within Surrey. With the combined collections of the SAS, this collection has always been the largest archaeological collection in the county. The archaeology collection was started by the Surrey Archaeological Society when it was formed in 1854. It included archaeological material from all over Surrey as well as some local history material, and the earliest collections were mostly antiquarian in nature. The collection grew during the 20th century through SAS excavations as well the work of the Guildford Museum Excavation Unit and, in latter decades of the century, developer-led archaeology. Until changes in national developer planning guidance in the later 20th Century, the archaeology collections largely followed prevalent archaeological fashions, with post-Medieval and industrial archaeology being under-represented until more recent decades.

- 2.5.2 Each archaeological site in the collection comprises an archive made up of paperwork, photographs and plans, as well as the finds themselves. Finds can include large quantities of bulk archaeology such as ceramic building material, or soil samples. The collection also holds human remains representing a MNI of around 85.
- 2.5.3 The collection includes stray finds as well as occasional Portable Antiquities Scheme Treasure items where funding allowed for their purchase.
- 2.5.4 The SAS have carried out some important excavations on sites such as Chertsey Abbey, Waverley Abbey, Guildown pagan Saxon cemetery, and Rapsley Roman Villa. Today their collections include material from the Badshot Lea Neolithic long barrow, Hawks Hill Iron Age site, Ashtead and Chiddingfold Roman Villas, Flexford Roman site, and the Roman Temple at Wanborough.
- 2.5.5 The borough's own archaeological collections contain some important groups of excavated material including items from the Ashtead Saxon cemetery; Newark Priory; Limpsfield medieval pottery kilns, Little Pickle early Tudor manor house, Farley Heath, Guildford Castle, Guildford Friary, and 17th century glass and pottery from 16, Tunsgate, Guildford.
- 2.5.6 Particular highlights of the collection include:
- Farnham Palaeolithic material
 - Iron Age finds from hillforts and the Brooklands settlement
 - Roman material from temples, villas and settlements
 - Pagan Saxon finds, notably from Guildown.
 - Finds from Abinger motte, a site of national importance
 - The Wisley 12th Century log boat
 - Finds from medieval religious houses
 - Medieval floor tiles
 - Wealden glass
 - 17th century pottery and glass from 16, Tunsgate, Guildford
 - 17th & 18th century tin-glazed tiles
 - Clay pipes from Guildford kilns

2.6 Local history

- 2.6.1 Local history material consists largely of objects associated with home, work and daily life in the past.
- 2.6.2 The previous acquisition and disposal policy defined local history as: 'that which provides historical evidence of life in the past.' To this end, the local history collections do have a tendency to overlap with archaeology but are predominantly post-AD1500 in date, and (usually) were not excavated, i.e. did not come out of the ground. However, in cases where later material has been acquired by archaeological methods, i.e. by excavation, field walking or metal detecting, it will usually still become part of the archaeology collection.
- 2.6.3 Highlights of the local history collections include:
- Victorian childhood: toys, working model carousel
 - 18th-19th Century Rural life
 - Craft tools
 - Trades
 - Lighting, laundering, ironing, cooking, the fireside
 - Agriculture

- Smoking
- World War II
- Products of local industries: Friary Meux, Dennis Brothers, Drummond Brothers, the Guildford Foundry

2.6.4 With the exception of World War II, the 20th century is poorly represented in the collections, despite a few significant items. Drummonds, Dennis Brothers and the Guildford Foundry produced large, heavy items of which the Museum has only a few examples, albeit good ones. For example, Dennis Brothers, more famous for their lorries, buses and fire engines, are currently only represented by a bicycle and a lawn mower. Storage restrictions have generally prevented the acquisition of more typical products for these industries, although those items we have are significant in their own right.

2.6.5 Of international importance is the cottage life collection made by Gertrude Jekyll, which forms part of the Surrey Archaeological Society's holdings. Jekyll developed a great love of the Surrey countryside, and of the cottagers who lived in it. After some time away from Surrey, Jekyll returned in 1876 to find that the old way of life was fast disappearing. For the next twenty years Jekyll toured the area, photographing scenes of country life and collecting objects relating to cottage life. In this, she was a pioneer of social history collecting. Fading eyesight led Jekyll to turn to garden design and she formed a famous partnership with Edwin Lutyens. In 1911, Jekyll presented her collection of 'bygones' to the Surrey Archaeological Society, which prompted a Guildford councillor to pay for a new museum gallery to display it. The collection concentrates on items relating to the large, open 'down hearths' of Surrey cottages, and to lighting—especially by home-made rushlights. With this collection and other local history materials, rural life is extremely well represented, reflecting the fact that Surrey was an overwhelmingly rural county until the 20th century.

2.7 Needlework

2.7.1 The textiles or needlework collection was started by Miss Joan Drew in 1928. Drew was an embroiderer from a family of artistic women in Albury and persuaded Guildford Borough to start a collection of representative types of needlework from this country and abroad. Due to the aims of Joan Drew, and unlike the other museum collections, local (or even UK) provenance was not previously an acquisition requirement for the needlework collection. However, the foreign section is very small.

2.7.2 As a result of this collecting policy, the collection is largely representative of all types of needlework: embroidery, plain sewing and crafts such as lace, crochet, tatting and knitting, with a good selection of needlework tools.

2.7.3 Some of the best pieces were given by Joan Drew and her collector friends, such as her own embroideries and that of women taught by her in a style known as 'WI Work'. Thus, despite the broad collecting policy, the needlework collection is of local significance given that Drew was from a local family, and that the majority of the collection is in fact of local origin.

2.7.4 There is a large collection of samplers from the 17th to the 20th centuries, a collection of patchwork which includes most historic patterns of patchwork though there is little quilting, a small collection of lace with a few 17th century pieces including Venetian and Milanese, and a small table cloth of about 1600 decorated with needlelace.

2.7.5 Although clothing is not collected for its own sake, the collection naturally includes embroidered accessories such as fichus and aprons, and garments such as smocks or waistcoats. A particular strength is the number of Surrey smocks, which have a distinctive

local style with very little smocking or embroidery. There are, of course, many baby clothes, which include techniques such as hollie point lace and Ayrshire work, with a layette worn by a baby born in 1707, in late 17th century style. Some of these items overlap with the local history collection, though stored together.

2.7.6 There are three mid 17th century embroidered boxes, each of a different type, as well as later needlework boxes and pocket containers for sewing equipment. The collection also includes bags and purses, including one made from an 18th century embroidered waistcoat.

2.7.7 The needlework collection also overlaps with art as much of the needlework is home-produced, low status, and based around craft revivals, forming a folk art collection.

2.8 Topography

2.8.1 Historically, the museum held a topography collection, principally comprising photographs, prints, maps and other works on paper. Many of these works, particularly topographical prints, were transferred to Guildford House Gallery prior to the introduction of the gallery to the Heritage Service but are now part of the joint Heritage Service collection. Some of these prints may therefore be considered part of the borough art collections as described above.

2.8.2 The distinction between this collection and local history was effectively ended in the 1980s and no further objects have been added since aside from one item in 2005. It is dealt with here as a distinct collection in its own right but will not be subject to further acquisition as any items of this type will be considered as art or local history (see below).

2.8.3 An extensive, but by no means complete, series of Ordnance Survey maps is held. Particularly valuable is the 1:500 survey of 1868-71, which provides a detailed record of mid-Victorian Guildford.

2.8.4 Especially important are the series of pencil sketches by Alexander Monro of Guildford in the 1830s, the Stevens collection of local prints and ephemera, and a scrapbook containing sketches by the Guildford artist John Russell RA.

2.8.5 Photographs constitute the major part of the holdings, with the series by the Guildford photographer Chaplin in the 1860s and 1870s, and the Wilkie collection of black and white photographs of the 1960s and 1970s, being worthy of note. There is also a collection of postcards, both of Guildford and the rest of the county, dating mainly from the late 1890s to the 1920s.

2.8.6 Shop surveys conducted in previous years by museum staff provide a valuable record of the changeable nature of the high street in the later 20th and early 21st centuries.

2.9 Digital collections

2.9.1 The Heritage Service does not currently hold large volumes of digital collections (as opposed to digital resources such as collections images or digital copies of photographs), with the exception of three small collections of recorded oral histories grouped under the banner of Living Memory: 1946-1961, 1962-1973 and World War Two evacuees. The periods were defined based on milestones in the borough's history. Additionally, we hold a video interview with Austin Playfoot who carried the Olympic torch through the town in 1948 and was later invited to carry the torch again for the London 2012 Olympic and Paralympic Games torch relay. The interview relates to his first torch relay in 1948 (see below, 3.12.2).

2.9.2 Acquisition and disposal of digital collections are considered separately within the acquisition criteria of each of the collections, i.e. local history, art and archaeology, and have not previously been managed as a distinct collection.

2.9.3 The management of digital collections is dealt with in the Heritage Service's 2013 documentation policy.

3. Themes and priorities for future collecting

3.1 Set out below are the criteria governing future acquisition policy including the subjects or themes, periods of time and or geographic areas, and any collections that will not be subject to further acquisition.

3.2 It is important to note that these are *priorities* and as such, acquisition outside these criteria may take place, particularly with the development of contemporary collecting projects, or where significant objects are offered unexpectedly. However, this should only be after careful consideration of the ethical, legal and financial implications. See sections 5 and 8, below.

3.3 The collecting area for Guildford Borough Council's Heritage Service will, in the most part, be the area defined by the boundaries of the Local Government District, Borough of Guildford, as defined by the 1974 Local Government Act. Specific collection areas may require variations of this, as discussed below.

3.4 The period of time to which the collection relates is from the Palaeolithic (from 500,000BC) to the present day.

3.5 When a new acquisition is proposed, a decision will be made by the Collections Panel. The Collections Panel will include as a minimum the Collections Officer, Curatorial Assistant, and at least one member of the exhibitions and audience development team i.e. Exhibitions and Audience Development Officer, Education Officer, or Access Officer. Procedures for acquisition are outlined in the Heritage Service documentation procedural manual.

3.6 New acquisitions to the permanent collections should:

- Take into account the appropriate limitations on collecting outlined in section 5
- Meet the collecting criteria for each collection outlined in this section
- Be suitable for display, research or learning purposes either immediately or in the future

3.7 The borough art collection

3.7.1 We will collect representative as well as outstanding artwork in all media from artists living or dead who have, or have had, a connection with the Borough of Guildford. Although the art collection has previously been separate to the other three collections, with redevelopment of the museum planned and a joined-up heritage service, it is planned that the art collections will more and more intermingle with other collections types in order to interpret key exhibition themes. Acquisition to the art collection will support the exposition of life in the Borough of Guildford, to include cultural life, in order to make visual and material connections across all collection areas.

3.7.2 It has been the case previously that the Gallery sought out successful local artists through exhibition in the borough or elsewhere, to purchase works of art for the collection. With a

limited acquisition budget, this activity will largely be limited to passive opportunities in the future.

- 3.7.3 Occasionally, associated artefacts which illustrate or otherwise support works of art or artists represented in the collection will be collected, as was the case for example with Russell's pastels, or sketchbooks belonging to Guildford Cathedral's architect. These may be considered on the basis of the local history collecting priorities outlined below.
- 3.7.4 Guildford Borough Council Heritage Service holds the largest UK collection of pastel portraits by John Russell R.A. John Russell was a prolific artist, travelling the length and breadth of the country painting portraits of numerous private individuals and family groups, and as such his works regularly appear for sale. Acquisition of Russell paintings should focus on improving the current collection, particularly with group portraits in pastel (as pastel portraits of individuals are well-represented), without duplication of type or content. Ideally, sitters should be of local interest or origin.
- 3.7.5 Prints and other copies of works of art already in the collection will no longer be collected unless they add significant information not present in the original. In particular, prints of Russell paintings (whether the original is in the collection or not) will not be subject to further acquisition. Some topographic prints may be collected where they are not already represented in the collections but for the most part prints of views of the Borough of Guildford should not be collected very often as these are likely to be more appropriately housed within the Surrey History Centre.
- 3.7.6 Guildford Borough Council Heritage Service does not have responsibility for the selection, commissioning or care of Guildford's public art.
- 3.8 The borough heritage collections: archaeology
 - 3.8.1 The borough's archaeological collections will increase as excavations are carried out through development and by research groups, predominantly the Surrey Archaeological Society. Additional acquisition opportunities may arise as stray finds are made, particularly of metal objects reported through the Treasure Act and the Portable Antiquities Scheme.
 - 3.8.2 It is difficult to predict or prioritise archaeological acquisitions, both in quantity and in period, particularly with development archaeology. A series of large redevelopments is planned for the centre of Guildford in the next 5-10 years, which is likely to yield a significant volume of archaeology. Some sites may be wet, yielding organic and waterlogged materials, as redevelopment may take place near to the river. This is bound to have a significant impact on resources.
 - 3.8.3 The Surrey Archaeological Society's research framework (in redevelopment at time of writing) firmly indicates gaps in understanding that are priorities to be filled through excavation and study of older archives. This document should be consulted when considering the significance of archaeological archives offered for acquisition and particularly during collections reviews.
 - 3.8.4 Unprovenanced and unstratified material from large excavations will continue to be the subject of consideration with appropriate expert advice for disposal. It is important that current and future excavations are fully researched so that in future appropriate discard of material is done before acquisition. Improved procedures will be subject of discussion by the Surrey Archaeology Curators Group. Studies by Duncan Brown of English Heritage of the past 50 years have shown that although the number of archaeological projects is at a high level (largely due to development archaeology), the physical quantity of material is

diminishing. This is partly as a result of streamlined collecting policies on archaeological sites.

- 3.8.5 Where possible, collections staff will liaise with external archaeology interest groups and advisors including the Surrey Archaeology Curators Group, Surrey Historic Environment Working Group, Finds Liaison Officer, and Museum Development Officers to seek advice regarding deposition of archaeological archives or stray finds.
- 3.8.6 Guildford Museum will only accept objects from archaeological fieldwork if they are deposited according to suitable guidelines such as those of the Institute of Field Archaeologists' Archaeological Archives Forum Standards (2007) http://www.archaeologyuk.org/archives/Archives_Best_Practice.pdf and IfA Standards and Guidance for the creation, compilation, transfer and deposition of archaeological archives (2009)
- 3.8.7 Material will not be accepted from an archaeological excavation unless written evidence is produced saying that the owner consents to the finds being deposited in the museum.
- 3.8.8 Guildford Heritage Service is aware that there is a lack of appropriate repositories to accept archaeological archives across the whole of Surrey. Those Surrey museums that do collect archaeology share similar problems of limited storage, and there are large areas of the county unrepresented by museums able to collect archaeology. This has been a concern for several decades at least, as illustrated by Hedley Swain in his report, Archaeology in Surrey museums (1995: 17-18, 22), and is an issue reflected across the UK.
- 3.8.9 The SAS excavation and collecting remit naturally includes the whole of Surrey. The agreement between the museum and the SAS states that the museum will store and care for all material collected (through excavation or otherwise) by the society as an automatic loan, irrespective of collecting areas set by the Heritage Service.
- 3.8.10 In practice, this has not been possible for some time, as the volume of archaeological archive collected (overall, i.e. including non-SAS sites) has exceeded the available Heritage Service storage space, alongside a collecting freeze. In recent years, the SAS have opted to send some material to other museums (usually due to a relationship with landowners, as with the case of Ewell material sent to Bourne Hall), some to the Surrey History Centre, and the remainder stored in an SAS-owned external store (which is predominantly for their library reserve collections).
- 3.8.11 It is hoped that groups such as the Surrey Archaeology Curators Group will be able to advise on selection and retention policies for archaeological archives during excavation to ease the situation. This process may also help in the consolidation of archives from sites excavated over multiple phases.
- 3.8.12 Although Guildford Museum has previously been the 'museum of last resort' for archaeological archives, with ever-increasing costs of storage and caring for collections, and a responsibility to provide value for money for borough taxpayers, it is no longer supportable for future archaeology acquisitions to continue to be county-wide.
- 3.8.13 The Heritage Service will continue to be a designated collector of archaeological archives excavated or discovered in the Borough of Guildford, to include SAS archaeological archives from within the borough.
- 3.8.14 On occasion, exceptional archaeological finds will arise, of critical significance to the development of Guildford as county town of Surrey, but from outside the borough. These finds will be subject to particular scrutiny by Guildford Heritage Service in collaboration and

with support of regional groups and specialists, and Guildford may be the most appropriate repository.

3.8.15 Guildford Heritage Service will seek to work alongside regional advisors and interest groups, as well as national specialists, to resolve the long term future of all other archaeological archives and finds originating in Surrey (whether by development archaeology, SAS or other research, or stray finds) without a suitable collecting museum.

3.9 The borough heritage collections: local history

3.9.1 Guildford Borough Council Heritage Service will continue to collect a representative range of items relating to the local history of the people of the Borough of Guildford from around AD1500 to the present day (see above).

3.9.2 As stated above, the local history collections are predominantly post-AD1500 in date, and (usually) were not excavated, i.e. did not come out of the ground. However, in cases where later material has been acquired by archaeological methods, i.e. by excavation, field walking or metal detecting, it will usually still become part of the archaeology collection. Likewise, some material that is earlier in date than AD1500, but was not acquired by archaeological methods, may still be considered to be local history.

3.9.3 The local history collection is currently strong in pre-20th century material, particularly from the Victorian period, and less strong in material dating to after World War Two. As a priority, the service will seek to add to its collection of mid-20th century material up to the present day. The service may still acquire material from other periods, primarily where this material helps to fill a specific gap or is considered to be of high local significance and importance.

3.9.4 Due to the nature of production from the mid-20th century onwards, it will not be possible to always insist that items collected from these decades are made in the borough. As a result, careful consideration will be made as to whether we collect items that might not relate to Guildford but which still help us to tell a story of Guildford (for example, technologies such as mobile phones or televisions).

3.9.5 In order to develop a representative collection relating to the local history priorities listed below, passive collecting alone will not suffice. In some instances, passive donations are very unlikely, for instance with regards Surrey University's role in the development of satellite technology. The Heritage Service does not have a large acquisition budget so other forms of active collecting will need to be developed. This could include developing links with local institutions, such as the university, to acquire representative material. Outreach projects that have a collecting element as part of their objective could also be considered, such as projects involving local community groups or the student population. Taking photographic evidence and conducting oral history interviews provide alternative means for charting local developments and change.

3.9.6 Guildford Heritage Service will collect local history items falling into four broad subject areas as defined by the Social History and Industrial Classification (SHIC) published by the Museums Documentation Association, namely.:

Community life; Domestic and family life; Personal life; Working life

3.9.7 Community life priorities

The Heritage Service will continue to collect items relating to all aspects of the community life of the Guildford Borough. Collecting priorities will focus on the following:

Local entertainment:

Entertainment plays an important part in all people's lives but the museum currently only holds a small quantity of mostly 2D material relating to local entertainment. The service aims to expand these holdings, especially in relation to local bands and items relating to post-war local events and festivals.

The museum already holds many items relating to Guildford's celebrations of events in the life of Queen Victoria and 20th century monarchs so will not seek to add to these, unless they fill a specific gap.

Guildford Cathedral

The cathedral has played an important role in the history of 20th century Guildford and the Heritage Service aims to collect a small, representative collection of items relating to this. This shall include items relating to the cathedral building, services and worship, the cathedral's role within the community and its administrative functions.

The University of Surrey

The university has also played a major role in shaping modern Guildford especially in terms of Guildford developing as a student town. The Heritage Service will seek items representing all aspects of local university life including items that tell the story of student life, items relating to teaching and the interaction between students and local people.

The service will particularly seek items relating to the University of Surrey's important role in the development of satellite technology.

Local sport

Sport plays an important role in many people's lives but is an area under-represented in the museum collection. Items will be collected covering a range of local sporting societies and amateur clubs. Items may also be collected under the working life section to represent local professional sports teams and company sports clubs.

The Guildford pub bombings, October 1974

This event is of both local and national significance and it is important that the Heritage Service acquire items representing it. This may include conducting oral histories. This remains an active crime and collection will only be possible once the case is closed, and this may not occur for many years.

Social diversity and migration

Guildford has a diverse social makeup and a history of migration both to and from it. Items will be collected to represent this diversity from throughout Guildford's history especially items relating to Italian POWs who stayed in Guildford after World War Two.

Guildford and military life

Guildford has been known as an army town with a strong connection to the military with barracks at Pirbright and Deepcut. As there are many regimental and military collections in the area as well as nationally, we will only collect in this area in collaboration with these museums. However, we will seek to collect materials that explore the relationship between the people of Guildford and local regiments.

3.9.8 Domestic life priorities

The Heritage Service will continue to collect items relating to all aspects of the domestic lives of the people of Guildford Borough. Collecting priorities will focus on the following:

Domestic activities: cleaning and cooking

The museum already has a good representative collection of Victorian items relating to domestic cleaning and cooking and heating and lighting. No more items from this period will be collected, unless they fill a specific gap in the collection. In particular, no more harvest barrels, costrels or rush lights will be accepted.

A representative collection of items relating to 20th century domestic activities, especially cleaning and cooking, shall be sought, to bring this collection up to date. In some instances, items not of local origin may be acquired, which can help with the interpretation of a local story.

Domestic entertainment: radio, television, popular music

The museum currently has few items relating to domestic entertainment from any periods. A small representative collection of material shall be sought especially of items relating to radio, television and popular music.

20th/21st century toys

The museum holds a good collection of Victorian toys and games, which has been added to with some 20th century toys, especially items of local significance. This collection shall be expanded to include a wider range of post-World War Two toys, in particular toys and games of an electronic nature.

Electronic forms of communication

In the latter half of the 20th century and onwards communication technology has rapidly advanced and plays an important role in people's daily lives. At present, the museum holds almost no electronic communication devices apart from one mobile phone. The museum seeks to acquire a small selection of communication devices from throughout the 20th century to represent this important aspect of local people's daily lives.

3.9.9 Personal life

The Heritage Service will continue to collect items relating to all aspects of the personal lives of the people of the borough. Collecting priorities will focus on the following:

Celebrities or VIPs with Guildford links

Items will be acquired relating to important people who have a strong link with Guildford. In particular, the Heritage Service shall continue to acquire material relating to Charles Lutwidge Dodgson (Lewis Carroll) and Gertrude Jekyll. Items will also be acquired relating to people who may only be of local importance.

When seeking material relating to celebrities, the Heritage Service will take into consideration other museums, archives and institutions that also collect material relating to these people.

3.9.10 Working Life

The Heritage Service will continue to collect items relating to all aspects of the working life of the people of the borough. Collecting priorities will focus on the following:

Engineering

A number of important engineering firms have been based in Guildford in the 20th century but are poorly represented in the collection. The service aims to rectify this by acquiring a small sample of material relating to the most significant firms, in particular Dennis Brothers, Drummonds and the Guildford Foundry. Due to the nature and size of much of the material these companies produced the Heritage Service shall be very selective in what it acquires,

always ensuring that it has the means and space to store and care for these items to accreditation standards.

Smaller items, parts of products and 2-D material could be acquired instead of whole, large items. However, if suitable storage arrangements can be made, examples of Dennis vehicles should be acquired.

Transport and Commuting

Guildford has a long history as an important transport link and commuter town. Items shall be acquired that help tell this story from the Tudor period to the present day. In particular items shall be sought relating to the importance of the coaching inns, the impact of the railway and Guildford as a commuter town for people working in London.

Brewing

The museum has a small collection of mostly 2-D material relating to the history of the local brewery 'Friary Meux'. Where possible the Heritage Service will seek to expand its holdings relating to what was a locally important 20th century company.

Shops & Shopping

The theme of local shops and shopping is one of the few areas fairly well represented with 20th century material in the collection, especially the period c. post-World War Two to the 1970s. This largely consists of 2-D material such as paper and plastic bags. The service aims to expand this collection, bringing it up to date with examples of material from the 1980s onwards. We might also consider some targeted collecting from selected shops with a significant connection to Guildford, for example Heals, which has been in Guildford for several decades and is one of the few branches outside of London. The long-established relationship between shops and Guildford is significant to the tourism economy (Guildford was named 'luxury shopping capital of the UK' – outside central London – by a survey carried out by Experian in 2013) and warrants further exploration from a collecting perspective.

Entertainment Industry

The Heritage Service aims to expand its collection of items relating to local entertainment particularly with items from post-World War Two, especially regarding local pubs, nightclubs, cinemas and theatres.

Sport

The museum currently has few items relating to local professional sports teams so items will be sought to fill this gap, for instance relating to Guildford City Football Club, or the Guildford Flames (ice hockey).

3.9.11 Other

The changing role of women

The lives of local women have changed greatly throughout the 20th century. When acquiring items for any part of the local history collection priority will be given to material that helps demonstrate these changes such as material relating to changes in women's work opportunities, domestic technological advancements and changing leisure pursuits.

3.9.12 A significant proportion of local history objects are SAS-owned. Although the constitution of the SAS allows for collection in future (i.e. outside of archaeological excavation or research), this is unlikely.

3.10 Needlework

- 3.10.1 Joan Drew intended to establish a representative collection of needlework and associated crafts from every period up to the present day (including implements connected with these skills), and including foreign techniques. This aim has been reasonably well achieved and as a result it is not anticipated that significant numbers of items will be added to this collection in the future.
- 3.10.2 Items have previously been collected from the entire British Isles and a foreign section (albeit very small) was included from the beginning in 1928. Given this representative nature of the collection as it stands, and limited storage space, we will no longer acquire needlework items of a non-local provenance unless in exceptional circumstances.
- 3.10.3 One obvious gap however is of Medieval and 16th century needlework items. These are unlikely to be sourced except through donation (which is similarly unlikely) as needlework materials of this date are usually very expensive today.
- 3.10.4 As with previous collecting policies, it is not intended to collect costume as such, but instead garments which demonstrate a particular technique of needlework. Exceptions will also be made for garments of local historical relevance, which would be considered to be local history and assessed under the conditions above.
- 3.10.5 Items representative of modern trends in needlework may be acquired (e.g. from exhibitions), but may be more applicable to the borough art collection and could be assessed as such.
- 3.10.6 It is also worth pursuing the folk art aspect to the needlework collection following recent revivals of arts and crafts movements. This resurgence of popular interest has seen proliferation of 'stitch and bitch' groups, knitting on the tube, craft fairs, a hand-made movement stemming from popular television programmes, and new styles of design for needlework (for example, Banksy cross stitch kits). This would further develop our arts and crafts theme as well as supporting the interpretation of collectors such as Gertrude Jekyll and Joan Drew. It also extends and relates to the principle of collecting local history items that may not have been specific to the area but which represent life here (see 3.9.4 above). Preference for this area of collecting ought to be given to local material preferably made by individuals who have, or have had, a connection with the Borough of Guildford, as with the borough art collection.

3.11 Topography

- 3.11.1 This collection is considered to be closed and no further items will be added to it. Material previously considered to be topographical will be added to the art or local history collections as appropriate.
- 3.11.2 It is likely that the majority of material previously falling under this category is likely to be of relevance to the Surrey History Centre, in particular maps or photographs. This material should only be collected after careful consideration of the most suitable repository.
- 3.11.3 Printed books will normally be added to the Museum's reference library rather than the collections unless they qualify as personalia (e.g. signed by a local author or with an inscription linked to Guildford).
- 3.11.4 Given the importance of retailing to the town, a survey of shops in Guildford should continue when possible, with volunteers recruited for this purpose.

3.12 Digital collections

- 3.12.1 As technology develops, it is anticipated that increasing volumes of 'born digital' (i.e. material that originates in digital form, as opposed to analog material reformatted in digital media such as copies of printed photographs) material will be offered to the museum, for instance digital photographs, digital art installations, or digital records associated with archaeological archives. Digital technologies may be donated in association with born-digital files, for example USB sticks or CDs.
- 3.12.2 Previous curators had intended to extend the oral history collection from 1974 onwards to include the Guildford pub bombings, as well as to carry out a follow-up interview with Austin Playfoot who was invited to carry the torch again for the London 2012 Olympic and Paralympic Games torch relay. Both of these intentions ought to be pursued.
- 3.12.3 Although digital files require very little storage space and can seem to be a cost-effective method of acquiring images or sound (for example), long-term storage of electronic records covers a variety of methods and media, and requires careful planning to ensure longevity of the materials. This includes planned migration into new media and into new file types as software develops and hardware becomes obsolete, as well as a structured programme of file naming to ensure relevant metadata is retained with the correct files. Because of this, digital collections can be just as costly to care for as 3-D objects.
- 3.12.4 The management of digital records is dealt with in the Heritage Service documentation policy.
- 3.12.5 The acquisition of digital media will be considered against the collecting criteria for the relevant collecting area (for example, local history), and with the same limitations on collecting listed below in section 5.

3.13 Other collections

- 3.13.1 Guildford Borough Council Heritage Service may from time to time acquire objects or replicas for specific purposes outside of the acquisition criteria above. These items will not be accessioned into the permanent collections, but managed separately as assets and disposed of if/when no longer required.
- 3.13.2 In the case of donations, it will be made clear to the donor that the service does not intend to retain the item in perpetuity.
- 3.13.3 Without exception, these objects will only be collected in accordance with sections 6 – 13 of this policy, meeting all legal and ethical requirements.
- 3.13.4 Items may be acquired on this basis for the following uses:
- i. Exhibition or display dressing

Objects may be acquired on a temporary basis for the purpose of dressing permanent displays, temporary exhibitions or historic room settings. They will be acquired on the understanding that they are expendable and for a specific purpose.
 - ii. Working exhibits

Objects may be acquired for use as working exhibits or as consumable parts for such exhibits (for example, longcase clocks). They will be acquired on the understanding that they are expendable.

iii. Handling collection

Handling items enable visitors, particularly in formal learning groups, to interact directly with objects by touching, feeling and wearing. These items might be original historic items or replicas. Although treated with care, it is assumed that some will be damaged or destroyed with use and that eventual disposal may be necessary.

Heritage Service learning and access staff maintain a collection of objects and replicas for use in museum-based learning sessions. The largest of these is the Victorian Schoolroom. In addition, the Heritage Service has a well-established loans box scheme and as such maintains a collection of objects and replicas in themed boxes for loan to schools and access groups.

Priorities for this collection will be determined by external, changeable factors such as the National Curriculum.

4. Themes and priorities for rationalisation and disposal

- 4.1 This section sets out Guildford Borough Council Heritage Service's approach to rationalisation and disposal, with reference to section 13 of this policy.
- 4.2 The Heritage Service cares for the collections of the Surrey Archaeological Society and may suggest disposal to the society where appropriate, following the same procedures as those outlined for the borough collections (where recommendations are made to Guildford Borough Council). No item belonging to the Surrey Archaeological Society can be removed from the permanent collections without their consent.
- 4.3 Responsible, curatorially-motivated disposal takes place as part of a museum's long-term collections policy, in order to increase public benefit derived from museum collections. Ideally, adequate care should be available for all the existing collections. It is important to note that disposal in this context means more specifically the removal of an item or items from the Heritage Service's permanent collection.
- 4.4 By definition, the museum has a long-term purpose and should possess or aim to acquire permanent collections in relation to its stated objectives. As stated below in section 13, Guildford Borough Council therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items.
- 4.5 As a publically-funded service, it is essential to build public awareness, support and understanding of curatorial decisions to dispose of any items from the collections.
- 4.6 Guildford Heritage Service's key guiding principles for disposal are to ensure that:
- the selection process is seen as objective and transparent
 - all legal responsibilities are fulfilled
 - the sensibilities of donors are respected
 - the views of stakeholders are taken into account
 - the public retain confidence in Guildford Borough Council as trustees of Guildford's heritage
- 4.7 Disposal could be considered for material that:

- has deteriorated beyond any useful purpose, where conservation is likely to be ineffective
- In the case of excavated material, forms part of a high volume of similar or unstratified material (for example ceramic pot sherds from one site excavated over several years, or ceramic building material without context) where sampling and recording would still allow the museum to represent the site without diminishing its interest or research value
- does not fall within the current collecting themes or geographical area (to be employed with caution)
- does not provide significant information about the Borough of Guildford and its history and is irrelevant to the collection, or has no reasonable expectation of being useful for display or research
- has poor or absent provenance
- is unethically acquired
- is an expired loan, which the original lender does not wish to have returned (except for material from the Surrey Archaeological Society collection; see above)
- is unaccessioned i.e. has not been properly recorded) or is unprovenanced (has no background information to provide a context)
- poses a threat to other objects or people
- It is an unnecessary duplicate or is of poor quality compared with other examples in the collection
- Where there is no reasonable expectation that the Museum will be able to provide suitable levels of curation or collections care
- It would fit better into another museum's collection, particularly that of the Surrey History Centre (see section 6)
- Would have a better standard of care, be more publically accessible or be more effectively used elsewhere

4.8 Meeting one or several of the above criteria will not automatically mean that a decision will be taken to dispose of an object. There may well be good reasons why objects that fall into one or more of the above categories should be kept, and any recommendation to dispose will be critically examined and justified.

4.9 Although future geographical collecting areas are, for the most part, to be restricted to the Borough of Guildford, it will be important to ensure that the collections continue to reflect Guildford's historic and current position as the county town.

4.10 Like any museum with a lengthy history, previous over-zealous and unrestricted collecting against a backdrop of limited storage space and staff resources, suggests that some rationalisation of the collections would be beneficial.

4.11 In line with best practice, the Heritage Service will periodically conduct collections reviews to learn more about its collections and ascertain how they can be better cared for, used more effectively and be more publically accessible in order to achieve the Heritage Service mission statements and the ambitions detailed in the forward plan.

4.12 A collections review is planned to take place from 2014 and more specific themes and priorities for disposal will stem from the results this review. This in turn will have been guided by the work to carry out retrospective documentation as outlined in the Heritage Service documentation plan.

4.13 Destructive testing

4.13.1 Occasionally, archaeological archives are requested for destructive testing. Historically, this has not been considered as a full disposal but assessed by collections staff on the basis of

the research proposal and nature of the testing, as well as the impact on display potential or future research. Recently, destructive testing was approved for a small collection of fishbones from Little Pickle Tudor farmstead on the basis that the volume of fishbones to be destroyed was small and had minimal impact on the archive as a whole.

5. Limitations on collecting

- 5.1 Guildford Heritage Service recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the 2011 Accreditation Standard. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.
- 5.2 When a new acquisition is considered by the Collections Panel, the following factors will be taken into account:
- 5.3 Use of the objects
- Priority will be given to objects that can be made accessible to the public through exhibition, learning, handling and research.
- 5.4 Cost of acquisition
- Guildford Borough Council Heritage Service has a very small acquisition budget so will normally only consider objects via donation or where fundraising to purchase an object is a possibility
- 5.5 Condition of object(s) and conservation requirements
- The conservation budget is limited. Items will only be accepted that are in good condition or where funding for conservation is assured at time of acquisition.
 - The budget for packing materials and equipment is also limited.
- 5.6 Storage and display space
- Storage and display space is limited so the size and number of objects will be considered. No objects will be accepted that cannot be stored within current storage facilities or heritage buildings without an alternative solution in place at the time of acquisition.
- 5.7 Staffing
- Guildford Borough Council Heritage Service has two full time collections staff who work across all collections and all borough heritage buildings. Consideration will be given to the time required to research and document potential acquisitions.
- 5.8 Documentation – consideration will be given to:
- Copyright
 - Intellectual property rights
 - Proof of provenance
 - Transfer of title

5.9 Duplicates

- Guildford Borough Council Heritage Service will not accept items that already exist in the collections unless: there is clear use for the object; the item is of significantly better condition than current items; the item has intrinsic and unique historical interest different to items already in the collection; or current items cannot be made publicly accessible, for whatever reason (e.g. condition).

5.10 Archaeological deposits

- Due to limitations in storage space, Guildford Borough Council Heritage Service will make every effort to ascertain the size and number of objects in archives resulting from excavations within the borough from archaeological contractors well in advance of deposition.

5.11 Conditional acquisitions and bequests

- We will not normally acquire objects or specimens where restrictions by the depositor or legal owner would prevent effective curation, documentation, research, normal exhibition use, loan or disposal in accordance with the policies outlined in this document. We will not normally accept objects that come with impractical, or unethical, conditions attached, for example a condition that they be placed on permanent or long-term exhibition, or that they form a discrete collection. In these cases, a cost analysis of such conditions may be carried out, including consideration of the long-term implications for staff and storage. Acceptance of such gifts, either permanently or loaned for a negotiated period of time will not take precedence over other collections-related priorities in the event of resource limitations.
- Bequests can be left to Guildford Borough Council Heritage Service as of a codicil to the last will and testament, suggesting Guildford as one potential repository to approach after the death of the named benefactor. It is not possible to accept items in advance through bequests and any decision will be made according to collecting priorities relevant at time of death, not beforehand.

6. Collecting policies of other museums

6.1 Guildford Heritage Service 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.

6.2 Specific reference is made to the following collections:

Surrey History Centre	Archival material and ephemera, photographs, printed books and documents, sound archives, maps and plans, prints of local area for County of Surrey; also Lewis Carroll collections
V&A Birmingham Museums Trust National Portrait Gallery	Artwork by John Russell R.A. (Birmingham particularly collects scientific paintings, e.g. lunar cycle)
Haslemere Museum	Textiles, particularly multi-cultural
Watts Gallery	Compton pottery and other local art
Surrey Infantry Museum at Clandon House Deepcut Royal Logistics Museum	Army and military collections, including medical

Pirbright RAMC museum Royal Army Medical Museum <i>Women's Royal Army Corps and Red Cross museums (were collecting locally but both transferred to the National Army Museum)</i>	
Christchurch College, Oxford Museum of Oxford	Lewis Carroll; Guildford Museum will not seek to acquire Carroll material unless it has a direct association with Guildford
Godalming Museum	Gertrude Jekyll, particularly her artwork and gardening

7. Policy review procedure

- 7.1 This collections development policy will be published and reviewed from time to time, at least once every five years. The date when the policy is next due for review is noted above.
- 7.2 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 existing collections.

8. Acquisitions not covered by the policy

- 8.1 Acquisitions outside the current stated policy will only be made in exceptional circumstances, and then only after proper consideration by Guildford Borough Council and the Heritage Service, having regard to the interests of other museums.

9. Acquisition procedures

- a. Guildford Heritage Service will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that Guildford Heritage Service can acquire a valid title to the item in question.
- b. In particular, Guildford Heritage Service will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).
- c. In accordance with the provisions of the UNESCO 1970 Convention on the means of prohibiting and preventing the illicit import, export and transfer of ownership of cultural property, which the UK ratified with effect from November 1 2002, and the Dealing in cultural objects (Offences) Act 2003, Guildford Heritage Service 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.
- d. Guildford Heritage Service will not acquire any biological or geological material, or other natural history collections.
- e. Guildford Heritage Service will not acquire archaeological antiquities (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the

appropriate legal procedures. 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 as defined by the Treasure Act 1996.

- f. Any exceptions to the above clauses 9a, 9b, 9c, or 9e will only be because Guildford Heritage Service is:
- acting as an externally approved repository of last resort for material of local (UK) origin
 - acquiring an item of minor importance that lacks secure ownership history but in the best judgement of experts in the field concerned has not been illicitly traded
 - acting with the permission of authorities with the requisite jurisdiction in the country of origin
 - in possession of reliable documentary evidence that the item was exported from its country of origin before 1970

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

- g. As Guildford Museum holds or intends to acquire human remains from any period, it will follow the procedures in Guidance for the care of human remains in museums issued by DCMS in 2005.

Guildford House Gallery does not hold or intend to acquire any human remains.

10. Spoliation

- 10.1 Guildford Heritage Service will use the statement of principles Spoliation of works of art during the Nazi, Holocaust and World War Two period, issued for non-national museums in 1999 by the Museums and Galleries Commission.

11. The Repatriation and Restitution of objects and human remains

- 11.1 Guildford Borough Council, acting on the advice of Guildford 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. Guildford 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 13a-13d, 13g and 13s below will be followed, but the remaining procedures are not appropriate.
- 11.2 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'.

12. Management of archives

- 12.1 As Guildford Heritage Service holds archives, including photographs and printed ephemera, Guildford Borough Council will be guided by the Code of practice on archives for museums and galleries in the United Kingdom (third edition, 2002).

13. Disposal procedures

13.1 Disposal preliminaries

- a. Guildford Borough Council will ensure that the disposal process is carried out openly and with transparency.
- b. By definition, Guildford Heritage Service has a long-term purpose and holds collections in trust for society in relation to its stated objectives. Guildford Borough Council therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the Borough collections.
- c. Guildford Heritage Service will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.
- d. When disposal of a museum object is being considered, Guildford Heritage Service 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.

13.2 Motivation for disposal and method of disposal

- e. When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 13g-13s will be followed and the method of disposal may be by gift, sale or exchange.
- f. In exceptional cases, the disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below in paragraphs 13g-13m and 13s will be followed. In cases where disposal is motivated by financial reasons, Guildford Borough Council 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

13.3 The disposal decision-making process

- g. Whether the disposal is motivated either by curatorial or financial reasons, the decision to dispose of material from the collections will be taken by Guildford Borough Council only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for the borough 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 Guildford Heritage Service will also be sought.

13.4 Responsibility for disposal decision-making

- h. 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 Guildford Borough Council acting on the advice of professional curatorial staff, if any, and not of the curator of the collection acting alone.

13.5 Use of proceeds of sale

- i. Any monies received by the Guildford Borough Council from the disposal of items will be applied 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 and the Museums Association's ethical disposals committee.
- j. The proceeds of a sale will be ring-fenced so it can be demonstrated that they are spent in a manner compatible with the requirements of the accreditation standard.

13.6 Disposal by gift or sale

- k. Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- l. If the material is not acquired by any accredited museums to which it was offered directly 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 an announcement in the Museums Association's Museums Journal, and in other specialist journals where appropriate.
- m. 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.

13.7 Disposal by exchange

- n. The nature of disposal by exchange means that Guildford Heritage Service will not necessarily be in a position to exchange the material with another accredited museum. Guildford Borough Council will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.

- o. In cases where Guildford Borough Council wishes for sound curatorial reasons to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the procedures in paragraphs 13a-13d and 13g-13h will be followed as will the procedures in paragraphs 13p-13s.
- p. If the exchange is proposed to be made with a specific accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.
- q. If the exchange is proposed with a non-accredited museum, with another type of organisation or with an individual, the museum will make an announcement in the Museums Journal and in other specialist journals where appropriate.
- r. Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in The borough collections and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, Guildford Borough Council must consider the comments before a final decision on the exchange is made.

13.8 Documenting disposal

- s. 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 the SPECTRUM procedure on deaccession and disposal.