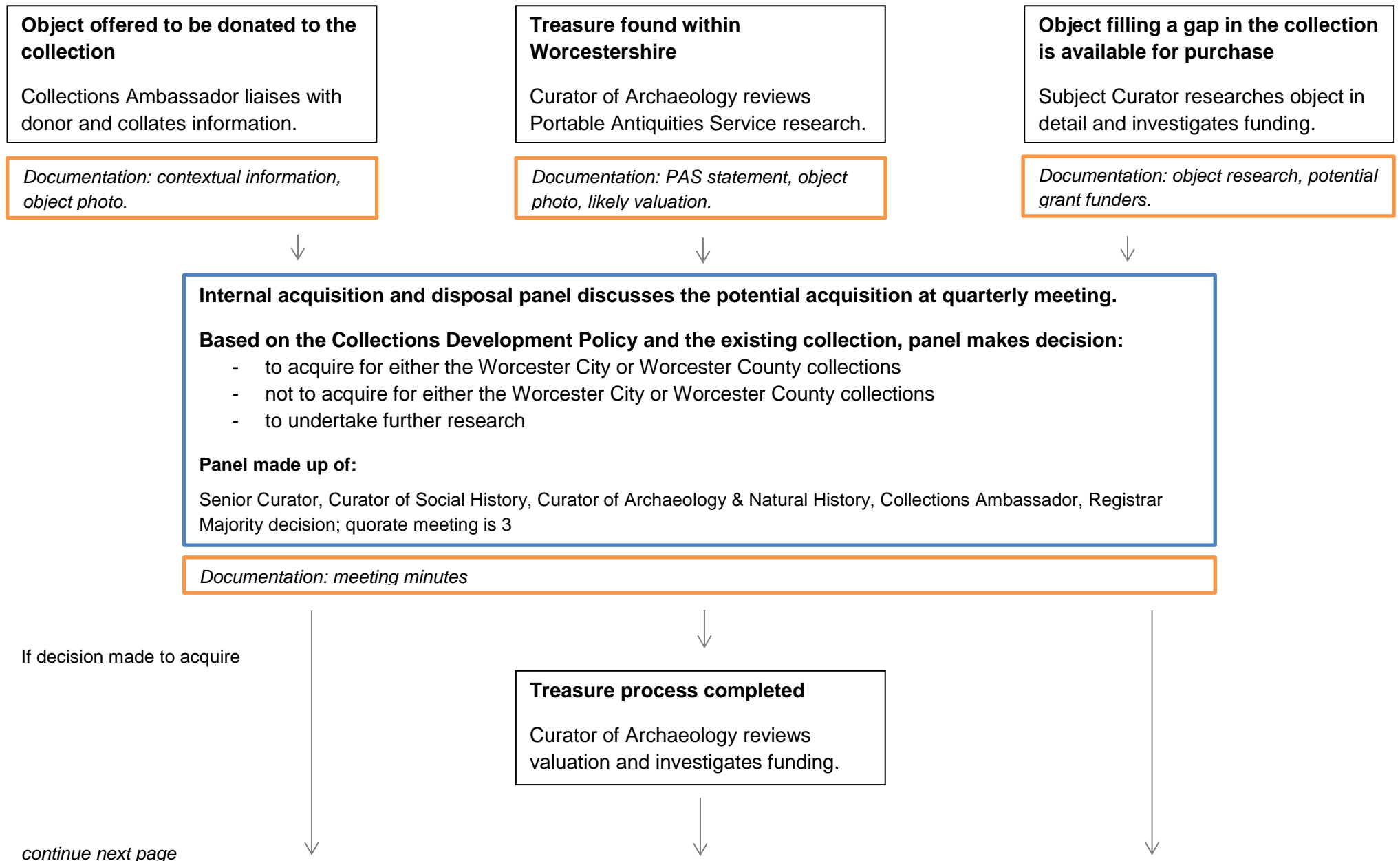


Museums Worcestershire

Acquisition and Disposal Procedures

For the Worcester City and Worcestershire County Museum Collections

Collections Acquisition Procedure



Does the acquisition require funding?

yes

Subject Curator creates case for support and makes external funding requests

If funding cannot be raised, object not acquired

funding
achieved

no

Object acquired

Registrar initiates the object entry process and oversees the safe handover and documentation.

*Documentation: entry form, accession register, object file, object marked, inventory.
Appropriate insurance officer informed if value is over £5,000*

Acquisition Communications Strategy

Acquisition and Disposal policy available on museums website, with links to decision-making committees.

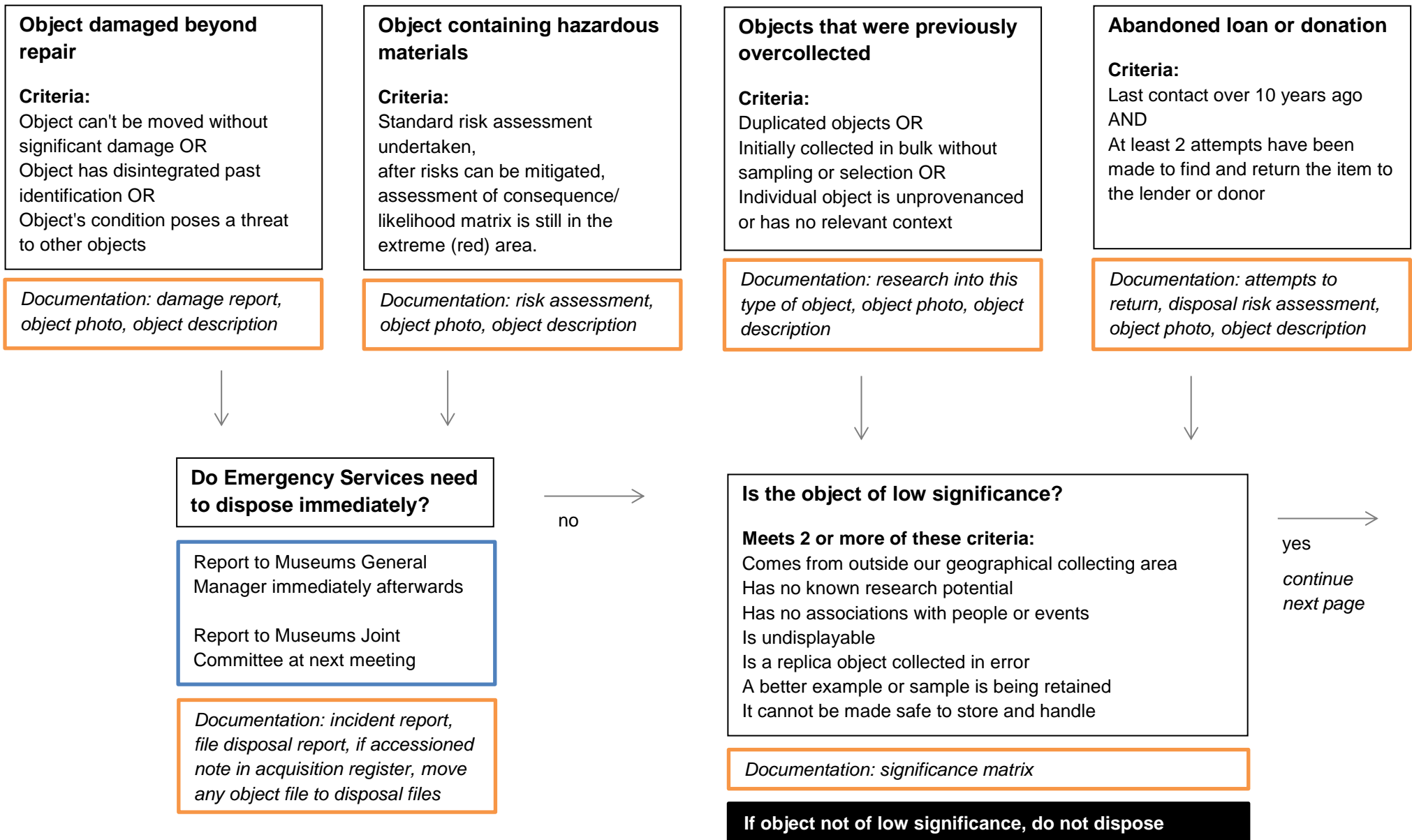
New acquisitions highlighted on collections research website and, where appropriate, in wider press.

Acquisitions included in annual report.

All museum staff briefed.

Museums General Manager reports new acquisitions annually to Client Officers, Museums Joint Committee and Council Cabinets through Annual Report process.

Collections Disposal Procedure



Does a decision need to be made immediately for health & safety reasons?

Discuss with another member of curatorial team, consider if any other options are available

Dispose via professional waste disposal

Report to Museums General Manager immediately afterwards

Report to Museums Joint Committee at next meeting

Documentation: incident report, file disposal report, if accessioned note in acquisition register, move any object file to disposal files

Disposal Communications Strategy

Acquisition and Disposal policy available on museums website, with links to decision-making committees.

Series of collections care articles about rationalisation included on collections research website.

Disposals included in annual report.

All museum staff briefed about issues and specifics.

no

Documentation: check any legal restrictions for this type of and specific object and whether object is accessioned

Curator makes recommendation to internal acquisition and disposal panel.

Panel makes decision to endorse recommendation or not based on museum professional standards and ethics

Panel made up of:

Senior Curator, Curator of Social History, Curator of Archaeology & Natural History, Collections Ambassador, Registrar

Majority decision; quorate meeting is 3

If panel do not agree with recommendation, do not dispose

Documentation: meeting minutes

Panel make recommendation for best outcome for disposed object

Offer to another museum

Offer to education staff for handling

Offer to another educational, charitable or community organisation

Return to donor

Donate to St Richard's Hospice charity shop

Special hazardous material disposal

Other professional waste disposal

Burial

Use house clearance service to mitigate costs of disposal

Recommend 3 priorities, following Museums Association disposal guidelines

Allocate resources required

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Is the object accessioned?

no

Museums General Manager takes disposal recommendation to Local Authority museum client officer

If client officer does not agree with recommendation take back to internal panel to review outcomes

if client officer approval given

Dispose via recommended outcome

*Documentation: file disposal report, move any object file to disposal files
Disposal files in year order*

yes

Museums General Manager takes disposal recommendation to Museums Joint Committee

Committee approves, or not, disposal from the collection

Panel made up of:

Two councillors from Worcester City Council and two from Worcestershire County Council

Majority decision, chair has the deciding vote

If committee do not agree with recommendation, do not dispose

Documentation: meeting minutes (public domain)

if Museums Joint Committee approval given

Joint committee recommend disposal to Worcester City Council or Worcestershire County Council cabinet.

Decision made by member delegated decision or at cabinet meeting.

If cabinet do not agree with recommendation, do not dispose

Documentation: meeting minutes or record of member delegated decision (public domain)

if Cabinet approval given

Dispose via recommended outcome

Museums Association guidelines:

Priority 1, another accredited museum; Priority 2, remain in public domain

Documentation: file disposal report, note in acquisition register, move any object file to disposal files. Disposal files in year order