Museums Worcestershire

Acquisition and Disposal Procedures

For the Worcester City and Worcestershire County Museum Collections



Collections Acquisition Procedure

Object offered to be donated to the collection

Collections Ambassador liaises with donor and collates information.

Documentation: contextual information, object photo.

Treasure found within Worcestershire

Curator of Archaeology reviews
Portable Antiquities Service research.

Documentation: PAS statement, object photo, likely valuation.

Object filling a gap in the collection is available for purchase

Subject Curator researches object in detail and investigates funding.

Documentation: object research, potential grant funders.



Internal acquisition and disposal panel discusses the potential acquisition at quarterly meeting.

Based on the Collections Development Policy and the existing collection, panel makes decision:

- to acquire for either the Worcester City or Worcester County collections
- not to acquire for either the Worcester City or Worcester County collections
- to undertake further research

Panel made up of:

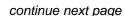
Senior Curator, Curator of Social History, Curator of Archaeology & Natural History, Collections Ambassador, Registrar Majority decision; quorate meeting is 3

Documentation: meeting minutes

If decision made to acquire

Treasure process completed

Curator of Archaeology reviews valuation and investigates funding.



Does the acquisition require funding?

no

yes

Subject Curator creates case for support and makes external funding requests

If funding cannot be raised, object not acquired

funding achieved

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

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

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.

Collections Disposal Procedure

Object damaged beyond repair

Criteria:

Object can't be moved without significant damage OR
Object has disintegrated past identification OR
Object's condition poses a threat to other objects

Documentation: damage report, object photo, object description

Object containing hazardous materials

Criteria:

Standard risk assessment undertaken, after risks can be mitigated, assessment of consequence/likelihood matrix is still in the extreme (red) area.

Documentation: risk assessment, object photo, object description

no

Objects that were previously overcollected

Criteria:

Duplicated objects OR
Initially collected in bulk without
sampling or selection OR
Individual object is unprovenanced
or has no relevant context

Documentation: research into this type of object, object photo, object description

Abandoned loan or donation

Criteria:

Last contact over 10 years ago AND

At least 2 attempts have been made to find and return the item to the lender or donor

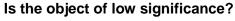
Documentation: attempts to return, disposal risk assessment, object photo, object description

Do Emergency Services need to dispose immediately?

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



Meets 2 or more of these criteria:

Comes from outside our geographical collecting area Has no known research potential Has no associations with people or events Is undisplayable

Is a replica object collected in error

A better example or sample is being retained
It cannot be made safe to store and handle

Documentation: significance matrix

If object not of low significance, do not dispose

yes

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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.

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:

no

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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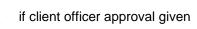
Is the object accessioned?

yes

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



Dispose via recommended outcome

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

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