



Hampshire County Council

Collections Development Policy 2025 – 2030

Approved by the Board of Trustees	
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Names of Museums

This policy directs collections development of the Hampshire County Museum collections. It guides and realises the charitable purpose and strategic ambitions of the following Accredited Museums:

- Chilcomb House, Winchester
- Andover Museum
- Museum of the Iron Age, Andover
- Aldershot Military Museum
- Curtis Museum, Alton
- Allen Gallery, Alton
- Milestones, Basingstoke
- Willis Museum, Basingstoke
- Basing House, Basingstoke
- Red House Museum, Christchurch
- Gosport Museum and Art Gallery
- Rockbourne Roman Villa near Fordingbridge

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 and plans of the organisation

1.1 The organisation's statement of purpose is:

Our mission is to deliver and support excellent and sustainable creative programming, arts, heritage and museum experiences that inspire everyone and celebrate the unique places where they live and visit

1.2 The governing body will ensure that both acquisition and disposal are carried out openly and with transparency. The Board of Trustees is responsible for governance of collections development and management, ensuring that Hampshire Cultural Trust acts as the responsible custodian of the collections in its care, in line with Museum Accreditation standards, the Museum Association's Code of Ethics and the collections loan agreements with Hampshire County Council. The Board is advised by the Collections Management and Research Committee - a dedicated sub-group of Trustees and senior management staff who review policies and their implementation and make recommendations for improvement.

1.3 The organisation 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 collections.

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

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

1.6 The organisation 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 organisation can acquire a valid title to the item in question on behalf of the owners.

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 organisation's established core collection

2. History of the Collections

2.1 The collection relates to the historic county of Hampshire and its people as it was before the 1974 local government reorganisation when adjustments were made to the county boundary.

2.2 The nature and quality of the current collections can be traced back to those of the three founding museums: Curtis Museum, Alton (founded in the 1850s); Red House Museum, Christchurch (1951) and the Willis Museum, Basingstoke (1931), which had all become the responsibility of Hampshire County Council by 1971.

2.3 The Curtis Museum was founded in the 1850s, when rural and domestic 'bygones' relating to the Alton area were acquired, including a small collection of natural history curiosities collected by William Curtis in the 1840s which dates to the middle of the eighteenth century.

- 2.4 Local societies and individuals began to build up similar collections in Basingstoke and Christchurch from the 1920s onwards, prior to the establishment of the fledgling county-wide service in 1962.
- 2.5 The appointment of professional curators from the 1950s onwards led to the development of systematic collecting policies for key disciplines. Under their leadership, the collections developed national significance within the following areas:
- Ceramics of the 17th to early 20th century with an emphasis on English delftwares
 - Costume and textiles of the 18th and 19th century, especially women's dresses
 - Industrial transport collection building on the legacy of Thornycroft, Taskers and Wallis & Steevens
 - Works by, or connected with, the artist W H Allen (1863-1943)
- 2.6 In addition, a key strength of the Hampshire County Council collection today is its archaeology. The county's rich history, high profile excavations and ongoing development have created archaeological archives of national significance, both as resources for research and for public access.
- 2.7 In November 2014, Hampshire Cultural Trust (HCT) was founded and signed agreements with both Hampshire County Council and Winchester City Council to manage the museum collections on their behalf. Ownership of the collections was retained by each council respectively.
- 2.8 HCT is an independent charity that provides the professional expertise and experience to develop the collections on behalf of the councils. Both councils are represented at Board level and have approved a scheme of delegation with regards to the development of their collections that is reflected in this policy.

3. An overview of current collections

- 3.1 Hampshire Cultural Trust manages the Hampshire County Council Museum collections and the Winchester City Council Museum collections jointly. Both collections remain independent and distinguishable within the documentation, and with unique sets of accession numbers to identify them.
- 3.2 For public benefit, there are opportunities for the two collections to complement each other in displays or events. Where this is the case, location and movement controls ensure that provenance remains clear.
- 3.3 The collections are used in two principal ways: for display and for research. The local / social history and art collections, of which an estimated 40% are on display contribute most of our museum displays.
- 3.4 Archaeology, Natural Sciences and Photography also feature in our displays across the historic county, but the bulk of these collections are centrally stored and valued as research and reference resources. Only an estimated 10% of these are on permanent display.
- 3.5 Objects that are not on display are kept in storage where they are cared for and managed so that they can continue to provide public benefit either for future displays or research.
- 3.6 **Hampshire Archaeology:** This collection is formed of the material evidence of human existence and industry in Hampshire from 500,000 years ago to the Second World War derived from major research excavations, rescue archaeology, field walking and stray finds. The National Planning Policy Framework states that local planning authorities should require developers to record heritage assets, and this evidence should be deposited with the relevant historic environment record, and any archives with a local museum or other public depository. The Trust receives archives from developer-led archaeological investigations in Hampshire.
- 3.7 This collection includes a significant number of numismatic items and a small amount of material from historic collections of Ancient Egypt.

Significant archaeological sites and archives include:

- Danebury, and the Danebury Environs Project – nationally significant research excavations of now iconic Iron Age hillfort
- Owslebury Iron Age and Roman rural settlement
- Silchester (post-1974) – one of the best-preserved Roman towns in Britain
- Roman kiln sites of the New Forest and Woolmer Forest
- Basing House (post 1978), Tudor home and site of Civil War battle
- Odiham Castle, former home of King John and possibly the place from which he rode to Runnymede to sign the Magna Carta
- Small finds acquired from metal detecting, which is very prolific in the county, and has unearthed some exceptional finds such as Iron Age chariot fittings from St Mary Bourne or the Oakley tankard

3.8 **Hampshire Art:** This collection represents the cultural life of Hampshire and its people from the medieval period to the present day. It embraces fine art, sculpture, ceramics, glass, metalwork, historic dress and textiles, horology, and firearms. Historically, the strengths of the art collections arises from the three founding collections and their subsequent development: Curtis Museum, Alton (historic dress and textiles, decorative arts, firearms) Red House Museum, Christchurch (historic dress and textiles, decorative art) and the Willis Museum, Basingstoke (horology, historic dress and textiles). This includes a ceramics collection of national significance. Today, relevance and association with the county of Hampshire is the overriding consideration for new acquisitions.

Significant elements within this collection include:

- Outstanding ceramic collections including country pottery, delftware, art pottery, studio pottery and ceramic tiles, including a rare 1679 full height tin-glazed earthenware figurine of Ignis
- Extensive historic textile and dress collections including an outstanding collection of agricultural smocks, Ravis collection of 18th - 20th century ladies' dresses and the only surviving garment with a good provenance to Jane Austen

- The Vokes collection of historic sporting firearms including one sporting gun attributed to young Lord Byron
- Paintings and drawings of local artists including a significant collection of works by William H Allen (1863 – 1943) and Martin Snape (1852-1930)

3.9 **Hampshire Natural Sciences:** The biology and geology collections represent Hampshire's natural environment, past and present. The biology collections include specimens of preserved plants and animals collected over the last 150 years. Although modern collecting focusses on Hampshire, there are some specimens from abroad, including a well-preserved set of Dodo bones. The entomology collections are primarily a British collection, but with a strong Hampshire bias. They act as the repository for supporting evidence for Hampshire Biodiversity Information Centre records. The geology collections contain fossils specimens from the Cretaceous, Paleogene and Quaternary rocks from Hampshire and the Isle of Wight. There are also fossil specimens along with rocks and minerals from classic Victorian British and International sites.

Voucher and reference specimens, archives and reference works within this collection support the work of the Hampshire Biodiversity Information Centre, the Hampshire Geodiversity Community Network and other environmental research, both locally and nationally.

Significant elements within this collection include:

- Biological reference collection of approximately 135,000 specimens of preserved plants and animals, mainly collected from the British Isles with an emphasis on Hampshire. The earliest dated to 1737.
- The oldest skeletal remains come from two extinct birds, the Dodo (from Mauritius) and the Moa (from New Zealand). Both of these have local links with William Curtis.
- A comprehensive geology collection of minerals, rocks and particularly fossil specimens from the Quaternary, Paleocene and Cretaceous periods of Hampshire and Isle of Wight.

3.10 **Hampshire Photographs:** The collection contains a large number of portraits and topographical views of the historic county of Hampshire and its people dating from the 1850s to the present day. Photographs are acquired primarily for their topographical or collections-related content rather than for any artistic merit although the two sometimes occur in the same image. The collection consists of photographic prints, negatives, glass plate negatives, lanternslides and transparencies.

Significant elements within this collection include:

- Photographs chronicling the Tichborne Trials, the extended 19th century legal battle that led to national legal reform
- Comprehensive archive of images and postcards of Hampshire's towns and villages

3.11 **Hampshire Local / Social History:** This collection consists of objects and information that tell the story of everyday life and work in Hampshire, mainly from the 19th century to modern times tracing the changing patterns as Hampshire moved from a rural to an urban economy. It includes maps, childhood collections and objects relating to local industries and transport heritage. A significant collecting area has been the impact of manufacturing within Hampshire with a particular focus on transport material relating to Taskers, Thornycroft, Wallis and Steevens, Lansing Bagnall and Gordon Keeble.

Significant elements within this collection include:

- Transport collections including 1875-1926 Tasker steam engines, 1920-1950s Wallis and Steevens steam and motor road rollers, 1896-1960s Thornycroft cars and commercial vehicles
- Domestic technology from 1890s to 1990s including the Trainor collection of popular household design items from the 1950s and 1960s
- Extensive childhood collection of toys of the 19th and 20th century including an outstanding variety of teddy-bears and dolls

4. Themes and priorities for future collecting

- 4.1 Subject to the provisions set out in this Section, the aim is to enhance the quality of the collections overall, making them more relevant for the people of Hampshire and Christchurch. Decisions will be guided by a commitment to respect the legacy of the past, meet the needs of the present day, and passes on the inheritance to the next generation in good order.
- 4.2 Items and their associated information will be collected under the basic disciplines described above: Archaeology, Art, Natural Sciences, Social History and Photographs. Priority will be given to objects that have a strong connection to the historic county of Hampshire.
- 4.3 When considering whether to accession an object, including objects gifted or bequeathed, the collections development panel will make a recommendation based on whether they consider the object can make a positive contribution to the collections based on three principles:
- **Relevance**
A direct connection with the historic county of Hampshire and/or one of its historic residents;
 - **Public Benefit**
Potential to reveal new insights, challenge misconceptions, grow local pride, spark a 'wow' moment, and/or serve as inspiration for creativity or research
 - **Strategic Fit**
Further enhances nationally significant collections; is an immediate priority for programming; facilitates community co-curation; or addresses underrepresentation of communities within the collections
- 4.4 Objects that meet all three criteria will be recommended for accessioning into the collection. By exception, objects that fall short of this test may still be considered for accessioning where they can replace an accessioned items as the better example of its kind.

- 4.5 Alongside an assessment of quality, the collections development panel will review the risk factors associated with accessioning the object before making their recommendation. This includes a review of:
- Physical condition and cost to consolidate, store and preserve in perpetuity, both financial and in terms of energy cost
 - Provenance, evidence of authenticity and reputational impact
 - Legal implications and ownership including any conditions associated with accessioning
 - Presence of hazardous material that may affect access
- 4.6 Objects may be acquired as gifts or bequests, purchased or collected through fieldwork. There should be no conflict of interest during the acquisition process. No person or organisation with any possibility of financial or personal gain should be involved in the decision-making process. Where a conflict of interest might arise, public interest should always prevail and a written declaration be made and kept on record by Hampshire Cultural Trust on behalf of Hampshire County Council.
- 4.7 This policy refers solely to the development of the accessioned museum collections. Other types of objects such as handling and learning resources are managed to maximise public benefit. Upon accepting an offer of a historic object, we will always ensure that we make clear into which collection the object is being transferred.
- 4.8 There is a presumption against acquiring original manuscript archival material (with the exception of some archaeological archives or those documents that are pertinent to the collections we hold) on behalf of Hampshire County Council, unless it is a condition of a gift or purchase that a collection including original manuscript archival material should not be separated. In the best interest of the public, original manuscript archival material will be directed to Hampshire Archives and Local Studies, if the material is thought to fall within their collecting policies.
- 4.9 Original film and sound archives will not be acquired for the museum collections but is directed to the Wessex Film and Sound Archive.

- 4.10 When acquiring significant collections of photographs on behalf of Hampshire County Council, Hampshire Cultural Trust will do so in consultation with Hampshire Archives and Local Studies.
- 4.11 Loans will only be accepted in exceptional circumstances as research or special exhibition loans and will be for a specified period. Permanent loans will not be accepted.
- 4.12 Hampshire Cultural Trust will only accept bequests on behalf of Hampshire County Council that meet the criteria of the collecting policy. Bequests may be partly or wholly declined, and any unwanted items will be declined in writing to avoid Hampshire Cultural Trust or Hampshire County Council becoming the legal owners by default.

5. Themes and priorities for rationalisation and disposal

- 5.1 Hampshire Cultural Trust and Hampshire County Council recognise 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 Curatorially-led collections review will recommend objects for disposal that:
- Meet the criteria set out by the Museums Association for dynamic disposal due to the risk factors involved; and/or
 - Do not meet the test for being both relevant and of public benefit as outlined above
- 5.4 For the duration of the policy, the priorities for review and rationalisation are:
- Bulk archaeology
 - Social history

6. Legal and ethical framework for acquisition and disposal

- 6.1 Hampshire Cultural Trust and Hampshire County Council recognise their 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 Hampshire Cultural Trust and County Council will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. They 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 museums:

- Bursledon Brickworks
- Chawton House
- Diving Museum in Gosport
- Dorset County Museum (in relation to Christchurch)
- Dorset History Centre (in relation to Christchurch)
- Emsworth Museum
- FAST – Farnborough Air Sciences Museum
- Fordingbridge Museum
- Gilbert White House and Selborne Collection
- Jane Austen House Museum
- Museum of English Rural Life, Reading

- National Motor Museums Trust, Beaulieu
- National Museum of the Royal Navy, Portsmouth
- Petersfield Museum
- Portsmouth Museums
- St Barbe Museum, Lymington
- Solent Sky, Southampton
- Southampton City Council Arts and Heritage
- Twyford Waterworks Trust
- Watercress Line Railway Museum
- Whitchurch Silk Mill and Museum
- English Heritage (Porchester Castle)
- Reading Museum (in relation to Silchester Roman Town)
- Hampshire Archives and Local Studies, Winchester (maps)
- Royal Armouries Fort Nelson, Fareham
- Russell-Cotes Art Gallery and Museum, Bournemouth
- V&A (in relation to the ceramics collections)
- The Ashmolean Museum (in relation to the ceramic collections)
- Isle of Wight Museum Service

8. Archival holdings

- 8.1 As Hampshire Cultural Trust holds archives, including photographs and printed ephemera on behalf of Hampshire County Council, it will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

9. Acquisition

- 9.1 Any decision to accession an item into the Hampshire County Council Museum collections must be based on the criteria set out in the policy above. Any changes to the collections development policy must be approved by the membership of Hampshire Cultural Trust.
- 9.2 Ownership of an accessioned object will transfer to Hampshire County Council, and its management will become the responsibility of Hampshire Cultural Trust. All acquisitions are governed by the loan agreement with Hampshire County Council.
- 9.3 An Acquisitions Report will be presented to the Board of Trustees, or a delegated sub-committee, of Hampshire Cultural Trust at least once a year.
- 9.4 Accessioning will operate as follows:
- When an object is considered for acquisition, an initial assessment is made by the Collections Development Manager as to whether the object meets the three criteria for acquisition. They will also conduct a risk assessment. Where appropriate, the Collections Development Manager will seek external expertise and stakeholder consultation to inform their assessment.
 - If the initial assessment shows there is sufficient ground to consider acquisition, the Collections Development Manager convenes a collections development panel and shares the available information with its members. The panel will consist of no less than three and no more than five members of experienced staff or relevant stakeholders. Each will independently vote on whether to recommend the object for acquisition. All members must have read this policy and any associated supporting strategy before casting their vote.
 - Based on a simple majority, the collections development panel will present its decision to recommend objects for acquisition to the appropriate authority for decision.

- 9.5 Hampshire Cultural Trust will present the recommendation of the collection development panel to a member of staff acting on behalf of Hampshire County Council in writing. Hampshire County Council's decision whether to accept the recommendation will be confirmed in writing in a timely manner.
- 9.6 Hampshire Cultural Trust will exercise due diligence and make every effort not to recommend for acquisition, whether by purchase, gift, bequest or exchange, any object or specimen unless the council or the responsible officer is satisfied that it can acquire a valid title to the item in question.
- 9.7 Hampshire Cultural Trust 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).
- 9.8 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 1 November 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the organisation 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 Hampshire Cultural Trust 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, Hampshire Cultural Trust 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 Hampshire Cultural Trust 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 Hampshire Cultural Trust, on behalf of Hampshire County Council 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, Hampshire Cultural Trust will be open and transparent when making the recommendation for accessioning to Hampshire County Council and will act only with the express consent of an appropriate outside authority. The organisation will document when these exceptions occur.

14. Spoliation

- 14.1 The organisation 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 governing body, acting on the advice of the organisation's professional staff may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The organisation 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 collections 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.
- 16.2 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. Ownership of accessioned object rests with Hampshire County Council. All disposals are governed by the loan agreements with the council.

- 16.3 When disposal of a museum object is being considered, HCT 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 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 organisation 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 organisation acting on the advice of professional curatorial staff 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 organisation 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 governing body from the disposal of items will be applied solely and directly for the benefit of the collections. Accreditation standards provide that 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 nature of disposal by exchange means that Hampshire Cultural Trust will not necessarily be in a position to exchange the material with another Accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 16.1-5 will apply.

- 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.
- If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, the museum will place a notice on the MA's Find an Object web listing service, or make an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum collection 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, the governing body must consider the comments before a final decision on the exchange is made.

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 organisation's workforce. In circumstances where this is not possible, e.g. the destruction of

controlled substances, a police certificate should be obtained and kept in the relevant object history file.