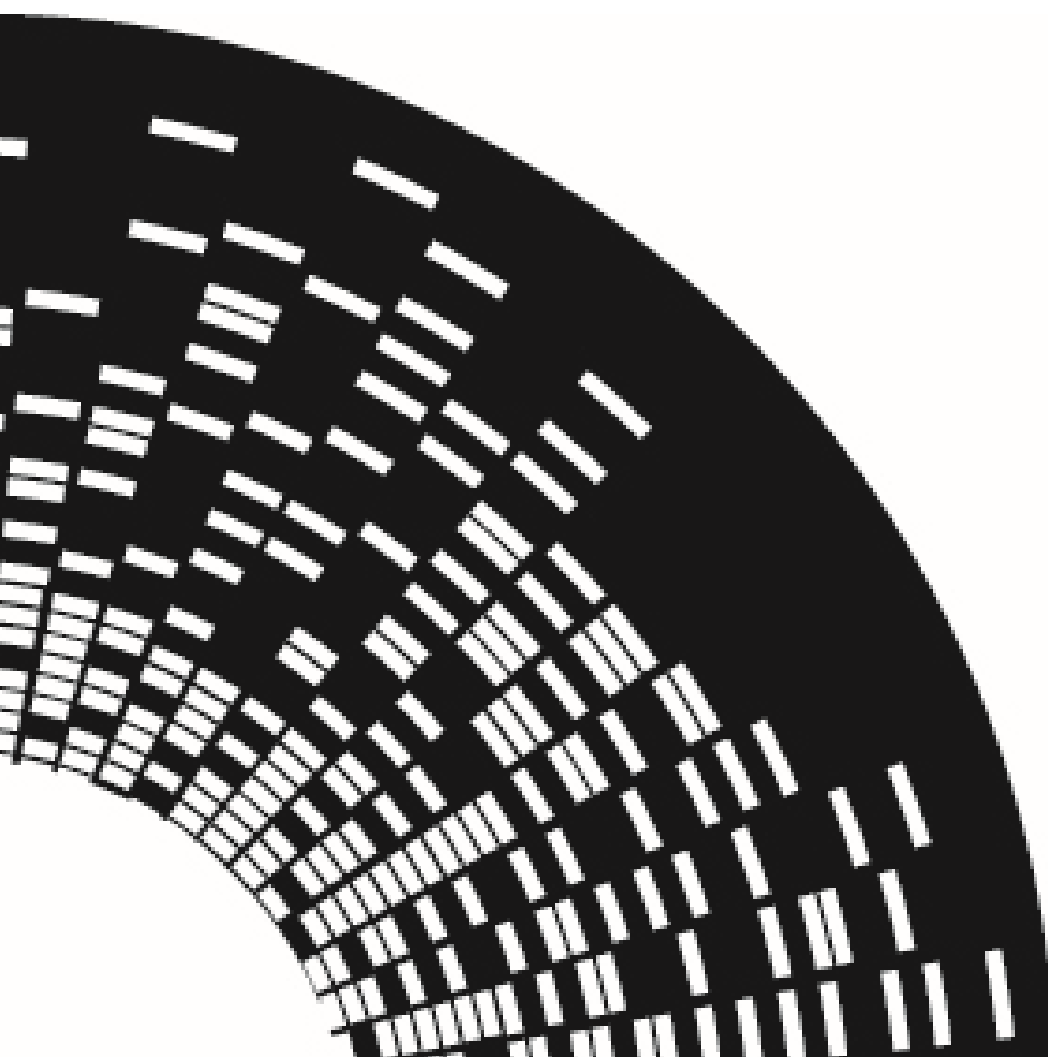




Accreditation

Collections development policy
Enfield Museum



2014

Name of museum: *Enfield Museum*

Name of governing body: *London Borough of Enfield*

Date on which this policy was approved by governing body: *October/November 2016 tbc*

Policy review procedure: *Reviewed by Museum Officer in conjunction with Head of Service and re-approved by Governing body.*

The collections development policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: *October/November 2019*

Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

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

1.1. The museum's statement of purpose is:

Enfield Museum Service will bring together and celebrate the history and diversity of Enfield; its people and places. By collecting, caring for and interpreting objects, we will create opportunities for everyone to experience, learn from and enjoy the past and present.

We will make this material available in a variety of formats and in an educational, entertaining and inclusive manner.

1.2. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.

1.3. By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.

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

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

1.6. The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.

1.7. The museum will not undertake disposal motivated principally by financial reasons

2. History of the collections

Like many Local Museums the collections of Enfield Museum have built up in a relatively ad hoc way. Originally the Borough had 2 museums – Broomfield House in Palmers Green, which housed the local and social history collections, including natural history artefacts and Forty Hall, where the decorative and fine art collections were stored and displayed.

Broomfield House, a Grade II house with a Tudor core, developed as a Museum almost by accident. It had been purchased by the then Southgate Urban District Council in 1903 along with the park, but with no real idea of what it would be used for. Museum collections had been building up since the discovery of mammoth bones and teeth in the Palmers Green areas a few years previously. These had been lodged at Southgate Town hall with a view to displaying them at some point in the future. The publicity surrounding them seemed to encourage residents to donate other local history related artefacts and eventually it was decided that some of the downstairs room in Broomfield House would be turned into a Museum and the House was opened to the public in 1925.*

The permanent displays of local and natural history and a full programme of temporary exhibitions were a very popular with visitors to the House, which also included a café and baby clinic. It was well loved and thought of by locals and is still remembered very fondly by older residents. It lasted until 1984 when the house suffered the first of several catastrophic fires. The collections were then put into storage in Forty Hall and eventually amalgamated with the rest of the, by then, LBE's collections.

Forty Hall, a small Grade I listed Jacobean mansion was bought by Enfield Borough Council in 1951 from its last private owners, with the express intention of turning it into a Local Museum for Enfield. It was refurbished and opened in 1955. For quite a while, particularly in the 1960s and 70s, it could not really have been described as a local museum as it was largely a display of historic room settings augmented by displays of decorative and fine art objects from the collection. The then curator appears to have had a good budget for purchasing items and chose to buy good examples of both fine and decorative art, although not many of them had any particular relevance to Enfield.

From the mid-1980s Museum provision in the borough was centred on Forty Hall and many well-received exhibitions on local themes were held there. Despite threats to its very existence, this continued on and off until 2010 when the Hall was closed for refurbishment and the Museum was moved into the Dugdale Centre, a far more accessible building in Enfield Town Centre. Here a permanent Local History gallery and small art gallery are augmented by a temporary exhibition area, once again displaying local material in exhibitions on local themes.

The current Museum Officer joined in 2002 and one of the first jobs was a complete examination of the collections to enable a plan for conservation to be drawn up and decisions to be made on where the gaps were and what type of material would continue to be collected.

3. An overview of current collections

The collection currently numbers around 17,000 artefacts, which illustrate the local, social and political history of the people of the London Borough of Enfield (the geographical area as defined by the Local Government Act of 1963).

The collections date from the earliest periods to the present day and include:

3.1 Social History

Includes items relating to community, domestic, family, personal and working life. The majority of the items date from the late Victorian period to the present day. The collection includes a quantity of costume consisting of male, female and children's dress together with accessories; uniforms and civic regalia. The costume mainly dates from the 20th century but there are some notable items of women's dress from the 19th century and an 18th century silk brocade gown. There is also a good range of artefacts and material from the Second World War, acquired during and subsequent to the major Enfield at War exhibition held in 2005, and mostly relating to the Home Front. In the past few years, social history items have been acquired in a similar way by being connected to a specific temporary exhibition – this has included First World War, Wedding and Sporting material. We are currently putting out a plea for material relating to locally made toys and games prior to an exhibition to be held in 2017.

The museum is actively collecting material relating to the new communities that have settled in the borough.

3.2 Industrial History

These items are included in the social history collection and mainly consist of locally produced goods and items of social significance relating to the local industries in the borough. These include the type collection of valves from the Ediswan Factory, based in Ponders End and a large collection of packaging items with a particular emphasis on items manufactured by the international 'Metal Box Company'. There is also a small range of objects representative of the other world renowned factories and industries, such as Belling and Matchbox, which were located in the London Borough of Enfield. The museum is actively collecting in this area to fill in the gaps in the borough's illustrious but largely unrepresented industrial past.

3.3 Sound Archive

*Since 1999 the Enfield Museum Service has developed a unique and important archive of sound recordings, many of which were used in the touring exhibition, *Enfield Revealed : An Oral History*. This collection currently comprises over 100 interviews representing the reminiscences and experiences of local people over the past 100 years. This archive has recently been handed over to the safe keeping of the Local history unit, who have taken responsibility for oral history recordings and their storage.*

3.4 Fine & Applied Art

The Fine Art collection consists of pictures in all media and has three main components: pictures featuring local landscapes or people; pictures by artists with strong local links to the London Borough of Enfield and a third, general category.

The Applied Art collection consists mostly of ceramics, glass and furniture, with a few items in other plastic materials. There are significant holdings in 20th century ceramics.

3.5 Natural Sciences

The Enfield Museum Service holds geological and natural history specimens including rocks and minerals, fossils and mounted animals, insects, and birds' eggs collected during the Victorian period. Due to the unstable nature of most of this type of material and the difficulty in storing and conserving it, it has been decided not to add any more of this type of material to the collection.

3.6 Archaeology

The majority of the material comes from excavations within the LBE by the Enfield Archaeological Society. Items of particular note include a rare lead coffin and a glass flagon both from Roman excavations in the Borough and fragments of Elsyng Palace, a Royal residence dating from the 15th Century in the north of the Borough.

3.7 Education handling collection

This consist of approximately 2000 items of mainly unprovenanced material or objects, which have been offered to the museum and are duplicates of existing items in the main collection.

4. Themes and priorities for future collecting

Enfield Museum Service will collect objects and ephemera and, in liaison with the local history archive, pictures and photographs, which illustrate the local, social and political history of the people of the London Borough of Enfield (the geographical area as defined by the Local Government Act of 1963). It will normally only acquire provenanced material made, used or associated with the London Borough of Enfield and its inhabitants

The museum will continue to collect items in all the areas, apart from natural history, detailed in section 2 above, from the earliest periods up to the present day, but specifically concentrating on active collection in the areas of new communities to the borough, gaps in the borough's transport and industrial history and items relating to the local area that link with specific, planned temporary exhibitions

5. Themes and priorities for rationalisation and disposal

5.1 The museum does not intend to dispose of collections during the period covered by this policy.

Enfield Museum service recognises that in certain circumstances, disposal of artefacts from the collection is necessary. However, disposal will only take place after reference has been made to this document and in accordance with the guiding principles set out in the MA Code of Ethics. Additionally, the MA disposal toolkit will be used to identify the procedure for any disposal that might become necessary. Disposal is not a priority for this policy period and will only be undertaken for legal, safety or care and conservation reasons (for example, spoliation, radiation, infestation, repatriation).

The Museum takes a robust approach to unsolicited donations and always applies our collecting policy to the decision making process when offers of additional material are made. Consequently, previous, recent disposals have largely been items that were damaged or deteriorated beyond our ability to repair them. As mentioned above in section 4, active collecting is currently limited to a few, narrow areas of local interest so that the collections are not added to unnecessarily or contain unwanted items that then need to be put through the disposal process.

The planned move from our previous stores in Palmers Green Library to our current stores in the Enfield Business Centre in 2013 was viewed as an opportunity to identify any artefacts that we felt should be disposed of. The act of packing and moving allows a closer look at a large range of items and we kept an eye out for those that were no longer fit for purpose. However, as expected there were very few items that fell into this category as the stores had been moved to Palmers Green Library from Forty hall only just over 2 years previously (2010), when a similar rationalisation process was undertaken.

6 Legal and ethical framework for acquisition and disposal of items

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

7 Collecting policies of other museums

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

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

*Bruce Castle Museum, L.B. of Haringey
Vestry House Museum, L.B. of Waltham Forest,
Epping Forest District Museum, Epping Forest District Council,
Lowewood Museum, Broxbourne District Council,
Mill Green Museum, Welwyn Hatfield District Council.
Local Studies Collection and Archive, London Borough of Enfield*

The Museum of London collecting area also includes the London Borough of Enfield.

8 Acquisition

8.1 The policy for agreeing acquisitions is:

Decisions on what is acquired and how are made in the normal course of events by the Museum Officer. Permission or advice is sought from the departmental Head of Service if necessary. Items are almost always acquired by donation and only purchased in

extremely rare circumstances. LBE rules governing expenditure prevent the Museum Officer from spending large sums as levels of spend are set depending on the grade of the Officer.

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

9 Human remains

- 9.1 The museum does not hold or intend to acquire any human remains.**

10 Biological and geological material

- 10.1 The museum will not acquire any biological or geological material.**

11 Archaeological material

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

12 Exceptions

- 12.1 Any exceptions to the above clauses will only be because the museum is:**
- o acting as an externally approved repository of last resort for material of local (UK) origin**

- **acting with the permission of authorities with the requisite jurisdiction in the country of origin**

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

13 Spoliation

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

14 The Repatriation and Restitution of objects

14.1 The museum’s governing body, acting on the advice of the museum’s professional staff, if any, may take a decision to return objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.

15 Disposal procedures

15.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.

15.2 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.

15.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

15.4 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.

15.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum’s collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.

- 15.6** A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 15.7** 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.
- 15.8** 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.
- 15.9** The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 15.10** Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.
- 15.11** 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.
- 15.12** 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

- 15.13.1** The nature of disposal by exchange means that the museum 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.
- 15.13.2** 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.
- 15.13.3** 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.
- 15.13.4** 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.
- 15.13.5** Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's 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 museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.