

**SUBJECT: Tourism, Leisure, Culture and Youth – Museum Service Collections Rationalisation**

**MEETING: Individual Cabinet Member Decision – Cllr Paul Jordan**

**DATE: 10<sup>th</sup> July 2019**

**DIVISION/WARDS AFFECTED: Not Applicable**

**1. PURPOSE:**

To approve the deaccessing and disposal of selected items from the collections of Monmouthshire Museums to ensure:

- Everything we have in the collections relates to our Collections Development Policy.
- We know the broad themes of our collections
- We are more informed of our future storage needs
- We know where artefacts that need accessioning are and the size of the task

**2. RECOMMENDATIONS:**

1. To agree the deaccessioning of and disposal actions for the proposed items in line with Section 4 of the Museums Association Disposal Toolkit. (List can be seen in Appendix 2).
2. To note this forms the first of a series. Further lists for items will be identified for disposal as we are able to make recommendations.

**3. KEY ISSUES:**

- 3.1 Accredited museums act within an agreed legal and ethical framework and have approved policies for developing their collections. This ensures that the public continue to have access to public collections – and that they continue to trust museums as responsible long-term guardians. Collections review, rationalisation and disposal are part of responsible collections management.
- 3.2 Accessioning is the process of formally recording that the governing body has taken legal ownership of objects and has committed to care for them over the long term. Deaccessioning is the formal decision by a governing body to take objects out of its accessioned collection and managing the disposal of those objects through an agreed method.
- 3.3 Collections rationalisation is a procedure whereby a museum improves its understanding of a collection so that the collection can be used more effectively for the benefit of its users. The need to rationalise a collection is driven by many different factors, and may include

uncontrolled collecting in the past, increasing pressures on storage space or the need to meet organisational priorities.

- 3.4 Controlled rationalisation enables museums to develop a systematic and strategic approach to effective management and increased use of their collections, allowing them to maximise resources, refocus collecting activity and increase public access. Although one clear outcome of a programme of rationalisation can lead to deaccessioning and the disposal of objects, rationalisation can also provide ways of considering new and different uses for collections.
- 3.5 The Accreditation Scheme for museums and galleries in the UK encourages museums to consider rationalisation as a way to address collections management issues facing museums and make collections accessible to visitors and users. A museum's approach to rationalisation will be articulated in its Collections Development Policy which will include detail on the museum's themes and priorities for collections.
- 3.6 There are many benefits to collections rationalisation:
- Ensuring that collections are relevant to the museum's vision and strategic objectives which may have evolved over time with historic collections now not fit for the current purpose of the museum
  - Developing a clearer understanding of the collections the museum holds
  - Determining the significance of objects in a collection
  - Enabling effective collections development, including contemporary collecting
  - Maximising resources – storage space, staffing and running costs, to care effectively for collections
  - Developing priorities for collections care
  - Improving storage and management of reserve collections
  - Focusing collections, so that they are of high quality and relevant to users and stakeholders
  - Providing increased access to collections
  - Using collections within the museum and with partners in different ways
  - Enhancing knowledge and information about collections and improving documentation

Please note these principals are taken from guidance documents published by Collections Trust (the UK body for museum documentation standards) and Arts Council England (the body that oversees Accreditation - the Museum Standard across the UK)

- 3.7 Managing the disposal of objects needs to be done both ethically and in response to organisational strategy. Rationalising a collection is a lengthy process; items need to be assessed, and if they are no longer relevant to the museum, where they go next needs to be assessed.

Section 4 of the Museums Association Disposal Toolkit provides full detail of acceptable methods of disposal. In brief these are:

- Transfer to an Accredited Museum
- Exchange of items between museums
- Transfer to another institution/organisation within the public domain
- Return to donor
- Sale to an accredited museum

- Transfer outside the public domain
- Sale outside the public domain
- Recycling of an item
- Destruction of an item

The following should be of key consideration when selecting a method of disposal:

- there is a strong presumption for keeping items within the public domain
- there is a strong preference for free gift or transfer to other accredited museums and items should be offered to them in the first instance
- action should be taken that ensure continued public trust in museums.

3.8 There may be a negative impact of antipathy and distrust of the service by people who thought items would be looked after in perpetuity. We will carry out the following procedures to mitigate this risk:

- Follow Museum Ethical Guidelines at all times.
- We will provide updates on the process to ensure that members of the public are aware of what we are doing at all times.
- We will keep relevant organisations up to date including MALD the body responsible for museums in Wales.
- We will keep any bodies that have provided funding towards the purchase or conservation of objects updated and consult with them at relevant stages.

#### **4. EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):**

4.1 The work of the Museum Service holds the wellbeing of our Future Generations at its very heart. It is well documented that participation in cultural life improves people's wellbeing and this is something considered throughout the service's work. Collections rationalisation ensures that resources are being targeted appropriately, we are caring for our collections appropriately and the artefacts we care for are telling the stories of our communities. If the method of disposal chosen is to transfer an item to another community then those communities also benefit by being able to tell their stories better.

#### **5. OPTIONS APPRAISAL**

5.1 Carrying out collections rationalisation will enable us to manage our collections better to the benefit of our communities.

5.2 Working through our collections in a systematic way will enable this work to be carried out in a timely manner. The list associated with this report contains all the large and unboxed objects from our offsite store which we are recommending for deaccession and disposal. There are 139 objects.

5.3. Of the large and unboxed objects remaining there are a further 38 objects that we have scored for deaccessioning and disposal but we need to do some further research work

before we can fully recommend they are disposed of. There are also a further 150 objects in the large and unboxed category which are still waiting a decision, for which we have recognised that we require more expert advice. This is currently in progress. Finally there are the boxed items from the off site store. Further lists will be brought for decision when these processes have been carried out.

- 5.4 Items not from our off site store will form part of the bid submitted to the National Lottery Heritage Fund and will be dealt with under this process but within a longer timescale.

## **6.2 EVALUATION CRITERIA**

We have referred to industry standards and best practice throughout and have consulted the following documents to help inform the review:

- Spectrum 5.0 (The UK Museums' Collection Management Standard) 'Collections Review' and 'Deaccessioning and disposal' chapters
- Museums Association Disposal Toolkit
- University College London Collections Review Toolkit ([https://www.ucl.ac.uk/culture/sites/culture/files/cr\\_toolkit\\_final.pdf](https://www.ucl.ac.uk/culture/sites/culture/files/cr_toolkit_final.pdf))
- Collections Trust : A guide to selecting a review methodology for collections rationalisation
- CyMal (2013) why do we have it- A significance process and template (CyMAL is the predecessor to MALD: Museums Archives and Libraries Wales – Welsh Government)
- South East Museum Development Programme: A guide to Collections Review and Rationalisation.
- SHARE Museums East: Collections Rationalisation: Planning for action

## **7. REASONS:**

Like many museums across the UK, the stores housing Monmouthshire Museum Collections are reaching full capacity. In 2017 we carried out a study during which the percentage fullness of each item of shelving/cupboard was visually estimated. The mean fullness of shelving/cupboard housing the collections is 86% demonstrating that the space available for future collecting is very limited and there is little space for the collections to grow and remain relevant. There is also the issue of overcrowding with many of the collections stored on the floor. In addition the volume of Non Accessioned objects across the whole of the Museums Service collections is 23%. This means 23% of collections are not catalogued or recorded making it difficult for the service to use the collections to tell their stories to members of our communities.

## **8. RESOURCE IMPLICATIONS:**

This work can be considered in two parts:

- £4200 additional funding was allocated from our fundraising budget to carry out the initial piece of work looking at items in our off site store. This coincided with a store move, and enabled us to carry out an initial review of all items. The additional budget covered specialist help to move the collections, staff time was covered as part of normal working hours. This work has been followed up with extensive desk based research. The objects on this list represent where this task has been completed. Further lists will be submitted as the full

range of items is considered. Staff time to continue this work has been allocated within existing staff roles. Some items require specialist advice before a decision is made. £2500 has been allocated from our fundraising budget to appoint experts where appropriate.

- There is a second stage of work which is much larger than this initial piece of work to look at all the items within the Museum Collections across all three sites. The resources for this have been included in the National Lottery Heritage Fund application which has just been submitted for consideration. We are proposing the appointment of two project assistants to carry out the work full time for an 18 month period. They will be supervised by our Objects Conservator who is an existing member of staff, her hours will be increased to full time to enable her to carry out this work. These increased hours will be paid for out of the bid. If this bid is not successful we will need to consider the resource implications again.
- Please note the items we are requesting a decision for via this ICMD relate to the first part of the project and therefore resources have already been allocated.

**9. CONSULTEES:**

Enterprise DMT  
Cabinet member for TLCY  
Head of TLCY  
TLCY Management Team  
Museum Staff

**10. BACKGROUND PAPERS:**

Appendix 1: Equality and Future Generations Evaluation

Appendix 2: Recommendation for Disposal

Appendix 3: Monmouthshire Museums Collections' review process: April 2019

Appendix 4: Collection's Review Scoring grid

<https://www.museumsassociation.org/collections/disposal-toolkit>

<https://326gtd123dbk1xdkdm489u1q-wpengine.netdna-ssl.com/wp-content/uploads/2017/11/Deaccessioning-and-disposal.pdf>

**11. AUTHOR: Rachael Rogers, Museums Manager**

**12. CONTACT DETAILS: Tel: 01873 854282**

**E-mail: rachaelrogers@monmouthshire.gov.uk**