



## **Collections Development Policy 2012-2018**

**Name of museum:** Green Howards Museum

**Name of governing body:** Green Howards Museum Trust

**Date on which this policy was approved by governing body:** 11<sup>th</sup> July 2013

**Date at which this policy is due for review:** July 2018

### **1. Museum's statement of purpose**

The purpose of the Green Howards museum is:

- To promote an understanding of the role played by the Green Howards and the Yorkshire Regiment in world events and the personal experiences of members of both Regiments in times of conflict and peace.
- To collect, document, preserve and exhibit material relevant to the Green Howards for the benefit of the general public.
- To work collaboratively with the York Army Museum and the Duke of Wellington's Regimental Museum to collect, document, preserve and exhibit material relevant to the Yorkshire Regiment for the benefit of the general public.
- To be the spiritual home of the Green Howards for ex Green Howards and their families.

### **2. An overview of current collections**

The Museum Collection consists of material relating to the Green Howards also known as the 19<sup>th</sup> Regiment of Foot, The Alexandra Princess of Wales's Own Yorkshire during the period 1688 to 2006.

When the Regiment was amalgamated to form the Yorkshire Regiment in 2006 it was agreed that each of the three antecedent Regimental museums (the York Army Museum, Green Howards Museum and the Halifax museum) would take responsibility for collecting material from the battalion that had an historic link with a particular museum. In the case of the Green Howards this was the 2nd Battalion, Yorkshire Regiment (Green Howards).

The current collection comprises:

**Uniforms** – a collection of over 200 uniforms of regular, militia, volunteer and territorial battalions including head dress and personal equipment from 1798 to the present day.

**Medals** – over 3,800 medals, including the fifteen Victoria Crosses and three George Crosses awarded to members of the Regiment.

**Badges, Gorgets & Belt Buckles** – a collection of regular, militia and volunteer badges and buckles dating from 1750 to 2006.

**Photographs** - separate and in albums, which are used, primarily, to support research into the history of the Regiment. Many photographs are held in the archives although historical selections are displayed.

**Documents** – historical and personal documents on display or stored in the archives to support research into individuals and historical periods of the Regiment.

**Firearms and Edged Weapons** – a collection of revolvers, rifles, machine guns, swords, daggers bayonets and pikes either on display or secured in the Museum Object Store.

**Miscellaneous Items** – a large collection of military memorabilia and personal equipment either on display or archived in the Museum Object Store.

**Paintings** – a collection of displayed and stored oil paintings, watercolours and prints depicting the Regiment's history and personalities.

**Silver & Furniture** – a collection of Regimental silver and items of furniture of significance to the Regiment.

### **3. Themes and priorities for future collecting**

We have identified that there are gaps in our Collection. In the next five years we will have prioritised collecting material relating to National Service, BOAR, Northern Ireland and the Balkans conflict. There is also a need to record personal testimony and our first priority will be to conduct interviews with men who served during the World War II and the Malaya campaign.

As a result of the 2012 Defence Review the Yorkshire Regiment was reduced from three to two regular battalions and one territorial battalion. Following this decision the Yorkshire Regiment merged the three existing regular Battalions into two regular battalions and at the same time removed antecedent titles. As the new battalions had no direct connection to a particular museum it was agreed that from August 2013 the Yorkshire Regiment Trust would own all objects collected in relation to the Yorkshire Regiment. The three antecedent Regimental museums would work with the Yorkshire Regiment to manage the collection, documentation, preservation and exhibiting of material.

### **4. Themes and priorities for rationalisation and disposal**

Trustees will ensure that the disposal process is carried out openly and transparently.

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

Objects from the collections will be considered for disposal on a case by case basis under the following criteria:

- Poor condition
- Duplicates exist
- Falls outside the Collections Development Policy
- Public benefit better served by transfer to another organisation

Disposal will be informed by the Curator in conjunction with subject specialists with the primary intention of improving access and care, or on health and safety grounds.

All disposals will be made on behalf of and in the best interests of the public, the Green Howard Museum Collection as a whole, and the object itself.

Potential disposals will be fully researched in the museum's archive to ensure that the museum has the legal right to dispose, taking into account original terms of acquisition and applicable law.

## **5. Limitations on collecting**

The museum recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

## **6. Collecting policies of other museums**

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.

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

The Imperial War Museum  
The National Army Museum  
All British Army Regimental Museums  
Richmondshire Museum  
Royal Armouries, Leeds  
York Museums Trust

## **7. Policy review procedure**

The collections development policy will be published and reviewed from time to time, at least once every five years. The date when the policy is next due for review is noted above.

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 existing collections.

## **8. Acquisitions not covered by the policy**

Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the governing body of the museum itself, having

regard to the interests of other museums.

## 9. Acquisition procedures

- a. The museum will exercise 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.
- b. In particular, 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).
- c. 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.
- d. The museum will not acquire any biological or geological material.
- e. The museum will not acquire archaeological antiquities (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.

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 as defined by the Treasure Act 1996.

- f. Any exceptions to the above clauses 9a, 9b, 9c, or 9e will only be because the museum is:
  - acting as an externally approved repository of last resort for material of local (UK) origin
  - acquiring an item of minor importance that lacks secure ownership history but in the best judgement of experts in the field concerned has not been illicitly traded
  - acting with the permission of authorities with the requisite jurisdiction in the country of origin
  - in possession of reliable documentary evidence that the item was exported from its country of origin before 1970

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.

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

## **10. Spoliation**

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.

## **11. Management of archives**

As the museum holds / intends to acquire archives, including photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

## **12. Disposal procedures**

### ***Disposal preliminaries***

- a. The governing body will ensure that the disposal process is carried out openly and with transparency.
- b. By definition, the museum has a long-term purpose and holds collections in trust for society in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the museum's collection.
- c. The museum will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.
- d. 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.

### ***Motivation for disposal and method of disposal***

- e. When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 13g-13s will be followed and the method of disposal may be by gift or sale.
- f. The museum will not undertake disposal motivated principally by financial reasons

### ***The disposal decision-making process***

- f. Whether the disposal is motivated either by curatorial or financial reasons, 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 the 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. External 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.

### ***Responsibility for disposal decision-making***

- g. 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 of the collection acting alone.

### ***Use of proceeds of sale***

- h. Any monies received by the museum governing body from the disposal of items will be applied 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.
- i. The proceeds of a sale will be ring-fenced so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard.

### ***Disposal by gift or sale***

- j. Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed. 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.
- k. If the material is not acquired by any Accredited Museums to which it was offered directly 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 an announcement in the Museums Association's Museums Journal, and in other specialist journals where appropriate.

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.

### ***Disposal by exchange***

- l. The museum will not dispose of items by exchange.

### ***Documenting disposal***

- m. 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.