

**MUSEUM**  
ACCREDITATION

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Accreditation Scheme for Museums  
and Galleries in the United Kingdom

# **Collections development policy template**

2014

Reprinted November 2018

**Name of museum:**

Worsbrough Mill Museum

**Name of governing body:**

Barnsley Metropolitan Borough Council

**Date on which this policy was approved by governing body:**

December 2018

**Policy review procedure:**

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:**

31 March 2023

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:

Barnsley Museums' mission is to inspire people to engage with museums, heritage, archives and the arts. We believe the museum service:

- Makes a positive difference to people's lives;
- Inspires and challenges people to explore their world and look at things differently;
- Raises aspirations and helps build strong and cohesive communities;
- Is a powerful learning resource for people of all ages, needs and backgrounds;
- Is a compelling tool for regeneration contributing millions of pounds each year to the local economy. Insert museum's statement of purpose / mission statement.

We aim to achieve this by:

- Providing exciting and inclusive activities, programmes and exhibitions;
- Sharing, interpreting and conserving its unique collections;
- Facilitating free access to stunning heritage buildings, landscapes and spaces that tell the stories of Barnsley and the UK's history;
- Protecting the borough's heritage assets for future generations;
- Reaching out to its communities across the Borough to create a sense of ownership, belonging and pride;
- Creating inspirational learning opportunities for everyone;
- Developing partnerships that support its local arts, heritage, archives and museums sectors to raise the profile of the borough and build capacity in the sector;
- Supporting its workforce to develop their skills to deliver a first-class customer service in challenging times.

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

Worsbrough Mill Museum is a working mill operated as an industrial museum. It is known there has been a mill at Worsbrough since the Domesday survey of 1086, but the earliest of the present buildings dates from 1625 and houses a water powered mill. In the 19<sup>th</sup> century a steam powered mill was added to the earlier mill to cater for increased demand. Commercial production ceased in the mid 1960s and the mill reopened as an industrial museum in 1976. Today Worsbrough Mill white and wholemeal flours are once again traditionally stoneground and sold.

Whilst there was no established collection policy, the aim of the restoration was to refurbish the listed buildings of the mill complex and restore to working order the remaining abandoned machinery within the mill. During the second quarter of the 20<sup>th</sup> century the mill was reduced to a basic feed-grinding mill as roller milling became the main method of flour production. At some point between this period and the refurbishment, the steam engine was removed (probably for scrap) and a rare Hornsby Hot Bulb Oil engine was installed.

Various items of old farm machinery have also been collected on an ad hoc basis and unaccessioned items have been transferred to the adjacent Wigfield Farm study centre. It is not intended to collect any more agricultural implements.

### 3

## An overview of current collections

### Milling Machinery

The machinery includes the water mill and oil engine and these are in working order. An aspirated separator, not traditional, was replaced in the early 1990s by a reproduction flour working dresser, or bolting machine, built especially for the mill and based on original plans dated 1783 from the company who invented Blackmor's.

### Small Items of Milling Equipment

The collection consists of 128 items such as flour bags, tools and quern stones and local items related to milling.

### Reference Collection

A reference collection of bound journals containing mostly technical information on flour production and machinery.

### 4

## Themes and priorities for future collecting

### Milling Machinery

The collection of milling machinery is complete although parts may be added in future to replace worn equipment. Other machinery will not be actively sought though donations will be considered where relevant. The priority will be for Yorkshire material but, due to the limitations of space and the safety implications of too many pieces of operating machinery, it is unlikely that further machinery would be acquired.

### Small Items of Milling Equipment

It is unlikely that any significant collections of local items will be collected as this is now the responsibility of Experience Barnsley Museum and Discovery Centre.

Furniture will be acquired which shows the development of English furniture from the 17<sup>th</sup> century to the early 20<sup>th</sup> century, in particular from key makers

## Reference Collection

It is not envisaged that this collection will be actively expanded. However if source material of a similar nature, in good condition and preferably bound, was offered it may be considered provided that space allowed and it did not duplicate materials already in the collection.

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

**5.1** The museum recognises 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.

A modest rationalisation programme began in 2012 relating to the small items of equipment, mostly agricultural tools. No further programme of rationalisation is planned but it is possible that a small number of remaining tools or machinery parts may be disposed of as the final part of this earlier programme.

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## **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.

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## 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):

Sheffield Industrial Museums (Kelham Island Museum, Abbeydale Industrial Hamlet, Shepherd Wheel)

The Hawley Collection Trust, Kelham Island, Sheffield

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## Archival holdings

Barnsley Archives and Local Studies Library

## Acquisition

**9.1** The policy for agreeing acquisitions is:

Information on potential acquisitions is researched and prepared by the museum's professional staff for presentation at the monthly Acquisitions Panel. The Panel makes the decision to accept or reject the material presented based on the information prepared and the Collections Development Policy.

**9.2** 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).

**9.3** 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.

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## Human remains

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

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## Biological and geological material

11.1 The museum will not acquire any biological or geological material.

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## Archaeological material

12.1 The museum will not acquire any archaeological material.

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## Exceptions

13.1 Any exceptions to the above clauses will only be because the museum 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 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.

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## Spoliation

14.1 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.

## The Repatriation and Restitution of objects

- 15.1** The museum's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return objects 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.

## 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.
- 16.3** 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.
- 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 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.
- 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 museum acting on the advice of professional curatorial staff, if any, 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 museum 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 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.
- 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 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.

**16.13.1** 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.

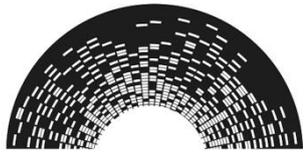
**16.13.2** If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.

**16.13.3** 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).

**16.13.4** 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.



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