

# **Carmarthenshire Museums Collections Development Policy (2017-2022)**

Governing Body:  
Carmarthenshire County Council

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## **1. STATEMENT OF PURPOSE**

This policy supports the Museum Service Strategic Plan (2017-2022), which focuses on innovative use of collections and associated improvements to preservation of collections and buildings in the care of Carmarthenshire Museums. Our approach is informed by the Well-being of Future Generations (Wales) Act 2015 and Carmarthenshire County Council Corporate Strategy (2015-2020). This policy, in conjunction with the Collections Care and Conservation Policy, guides the way we will develop, make use of and increase access to collections, through a considered approach to collecting and rationalisation.

## **2. PRINCIPLES OF COLLECTIONS DEVELOPMENT**

Carmarthenshire County Council will ensure that both acquisition and disposal are carried out openly and with transparency.

By definition, Carmarthenshire Museums has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. Carmarthenshire County Council 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 museums' collections.

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

Carmarthenshire Museums 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.

We 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.

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/s under consideration lie/s outside the museum's established core collection.

### **3. HISTORY OF THE COLLECTIONS**

Carmarthenshire's Museums Service originated more than 100 years ago. Through the foresight and generosity of public-spirited individuals and organisations and the work of later custodians, substantial, wide-ranging and extremely important collections of regional and national significance have been built up from across the whole county.

From its early origins and collecting since, Carmarthenshire Museums has acquired a collection comprising over 40,000 accessions representing some 70,000 items. These are mainly stored or displayed at Carmarthenshire County Museum, Parc Howard Museum, the Museum of Speed, the large-items bulk store at Kidwelly Industrial Museum, and books at Llandovery Library. Other collections are on display at a number of other County Council public buildings.

#### **3.1. Carmarthenshire County Museum**

In 1908 the Carmarthenshire Antiquarian Society established a county museum in Carmarthen which eventually found a home in Quay Street. The collection was drawn from the earlier collection of the Carmarthen Literary and Scientific Institution (established in 1840) and the gifts of members and the general public. The Society's mission was to gather material relating to the county, but it did accept foreign antiquities and ethnographic items from members and others. In 1923 the Society affiliated to the National Museum of Wales. Its director, Sir Cyril Fox, reported that the 'remarkable collection, second only to the National Museum, 'deserved a better home'.

The Society sold the museum and its contents to Carmarthenshire County Council in 1939. By the 1960s the building was in poor condition so, in 1974, the Council purchased the former palace of the Bishop of St. Davids at Abergwili to be the museum's new home. Now managed by the newly-created Dyfed County Council, the museum opened to the public in 1978 and became part of a larger regional museums service with Scolton Manor, the Haverfordwest Town Museum and Penrhos Cottage.

In 1996 Dyfed Museums Service was disaggregated in another round of local government reorganisation.

### 3.2. Parc Howard Museum and Art Gallery

In 1912, Lord and Lady Stepney leased Parc Howard Mansion to Llanelli Borough Council. Part of the early collections date from this time with Lady Stepney generously donating Llanelly Pottery and works of fine art for public enjoyment. Llanelli Borough Council ran the museum until local government reorganisation in 1996.

### 3.3. Carmarthenshire County Hall

During 1953-5, Iorweth Howells, Director of Education for Carmarthenshire, proposed to the County's Education Committee that "*they might consider encouraging Art in the County by establishing a collection of paintings*". His suggestion was implemented and by 1967 there were 80 works representing 47 artists in the collection, displayed throughout the county offices.

Following local government reorganisation in 1972, Carmarthenshire Museum Service assumed responsibility for the County Hall Collection. It remains a separate entity and continued to develop with the financial backing of the Cultural Services Committee during the 1970s, 80s and 90s. The collection now numbers around 200 works and the displays in County Hall are enhanced with historic maps and other items of interest from the County Museum Collection.

### 3.4. Carmarthenshire Museums Since 1996

Under a resurrected Carmarthenshire County Council, the new museum service was comprised of the County Museum, Parc Howard and the newly-built Carmarthen Heritage Centre (opened 1996) and the **Museum of Speed** (opened 1997), both projects initiated by the former Carmarthen District Council.

The service also inherited a relationship with a trust established to manage **Kidwelly Industrial Museum**, which had been enabled by Llanelli Borough Council. As well as preserving a tinplate works and telling the story of this once great industry, it was planned that Kidwelly would also interpret the story of working life in the county using larger objects held by both organisations. Kidwelly also became the location of the County store for large and bulk objects.

Carmarthen Heritage Centre closed in 2005 and the displays relocated to Carmarthen Library became the Carmarthen Town Museum. Inter-service collaboration also established heritage rooms at both Ammanford (Bro Aman / James Griffiths Room) and Newcastle Emlyn libraries. Newcastle Emlyn was short-lived and the decision was taken in 2017 to discontinue both the Bro Aman and the Carmarthen Town Museum.

### 3.5. Carmarthen Guildhall

The Guildhall contains a group of large 19<sup>th</sup> and 20<sup>th</sup> century oil paintings and 19<sup>th</sup> century furniture commissioned for the building from David Morley of Carmarthen.

The building was inherited by Carmarthenshire County Council. In 2005 the service took over administration of the collections, and accessioned the items, before the

building was transferred to the ownership of the Crown Court. The council purchased the building from the Ministry of Justice in 2016.

#### **4. COLLECTIONS OF NOTE AND SIGNIFICANT DONORS**

- George Eyre Evans was one of the driving forces of the Carmarthenshire Antiquarian Society's museum. Through his efforts a wide range of objects was acquired.
- Daniel Evans, born in Nantgaredig, became an important Sheffield businessman. He gifted many books.
- The artist Ernest Harold Jones worked on excavations in the Valley of the Kings and through his connections the museum received a gift of ancient Egyptian antiquities from Liverpool University in 1911.
- In 1912 Lord Howard and Lady Stepney leased Parc Howard to be used as a museum or other public benefit, together with the museum's founding collection.
- 1914 Herbert Eccles excavations in Coygan Cave produced the Neanderthal tools now in the collection. At 50,000 years old, these are the oldest human artefacts in the collection.
- In 1919, Lady Hill-Johnes gifted the large Dolaucothi collection. Local antiquities included a Romano-British gold pendant and chain and the Paulinus and Severinus early mediaeval inscribed stones.
- The group of early medieval inscribed stones are significant as a whole. They were collected over a number of years by the Society, the last one being in 1939. There has been one addition since then.
- In 1978 the museum received a Portland stone frieze made for John Nash's original Picton Monument, thanks to the rescue efforts of the Carmarthenshire Antiquarian Society.
- The 17<sup>th</sup>/18<sup>th</sup> century portraits of the Vaughan family of Golden Grove were purchased in 1979. Two were examined in 2017 with the conclusion that one is the work of the artist Peter Lely and the most important 17<sup>th</sup> century portrait in Wales and the other is by Mary Beale, another significant artist of the period.
- In 1987, Miss Elsa Evans gave nearly all of the contents of her home, Penrhiwbeili Farmhouse, near Talog. The collection spans the 18<sup>th</sup> to 20<sup>th</sup> centuries.
- In 1989 the glass plate negatives of amateur photographer J.F. Lloyd were discovered in the attic of his former home. They provide a fascinating picture of Carmarthen around 1890-1910.
- In 1998 a group of three portraits were purchased in the Derwydd House sale. The most prominent subject is Madam Bevan, the 18<sup>th</sup> century philanthropist and patron of Griffith Jones of Llanddowror, founder of the circulating schools.

- Significant excavation archives have been deposited at the County Museum since the 1980s and it has become a recognised repository for such acquisitions. Archives include a number of sites in Roman Carmarthen, one of only two tribal capitals in Wales, the medieval Carmarthen Greyfriars and the two castles of Dryslwyn and Laugharne.
- In 2014 the Laugharne coin hoard was formally acquired.

## 5. AN OVERVIEW OF CURRENT COLLECTIONS

### 5.1. Carmarthenshire County Museum

Carmarthenshire Museums' collections reflect the natural and human history of the whole county. The County Museum collection is broad and wide-ranging.

- **Geology** - The geological specimens include minerals and fossils from Carmarthenshire, the UK and abroad. In 2005, the collection was assessed by the National Museum of Wales under a Sharing the Treasures project. The book collection and works on paper includes relevant items.
- **Natural History** - Most of the natural history is formed from early individual collections of flora and fauna. The book collection also includes works relevant for the development of natural history studies as a subject and of local interest. In 2016, the collection was assessed as part of the all-Wales Linking Collections project funded by the Esmée Fairbairn Collections Fund.
- **Archaeology** - The archaeological collections span 50,000 years of human activity in the county and are largely a typical mix of ceramics, stone tools, metalwork and glass. Some periods are better represented than others. Since the 1970s, the collection has been enlarged by the deposition of archaeological excavation archives, including Roman Carmarthen, Carmarthen Greyfriars and the castles at Dryslwyn and Laugharne. In some cases, these include both the artefactual and the documentary archive.

Highlights of the collections include Neanderthal tools, bronze age finds, Romano-British jewellery, Roman coin hoards, and a significant collection of early medieval inscribed stones.

Other parts of Wales, the rest of the British Isles, Europe, Ancient Egypt, Mesoamerica and the classical world are also represented in small quantities.

- **Costume and Textiles** - The county museum has a large costume collection, with strengths in female costume from 1800 to 1980 (including "Welsh costume" 1860 - 1920) and military and civil uniforms.

The quilt collection is small but of national significance and the sampler collection (1776 - 2000) is of particular note. The collection also includes carpets, household linen and blankets.

- **Ethnography** - The small collection consists of material from Africa, Asia, the Americas and Oceania. In 2014, it was audited in an all-Wales project supported by the Federation of Museums & Galleries in Wales and the Museum Ethnographers Group.
- **Fine Art and Decorative Art** - These significant and large collections include oil paintings, drawings, watercolours, prints, sculpture, maps, glass, ceramics, furniture, jewellery and other personal ornaments. The fine and decorative arts collections represent Wales in general and Carmarthenshire in particular.

The fine art collection spans almost four centuries and includes a number of significant groups and works of early Welsh portraiture, which are the focus of growing interest.

The collection of Carmarthenshire furniture is fairly significant, with examples spanning almost four centuries.

The ceramics collection includes material from important Welsh potteries (Swansea, Llanelly, Ewenny and Buckley). Ceramics from the rest of the British Isles are represented, with some European material. There is a small collection of locally-produced studio pottery. Also significant is the King-Morgan collection of apothecary jars.

The decorative glass collection is small.

- **Books** - The museum holds most of the library which was acquired by the Carmarthenshire Antiquarian Society through gift and purchase. Many of the volumes are of local interest covering human history and natural history, but the collection contains significant volumes of 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> works relating to Wales and the world. Many books came from the personal libraries of members and many have bookplates of their former owners.
- **Material Culture** - The bulk of the collection falls into this category and includes social, political, educational, domestic, administrative, commercial, medical, architectural, craft, agricultural, industrial, maritime and technical history material.

Items of significance are: the contents of Carmarthenshire homes and business premises, such as Penrhiwbeili Farm and an Ammanford tailor's shop; agricultural tools and associated rural crafts; domestic household items from the 16<sup>th</sup>-20<sup>th</sup> centuries; statutory weights and measures from Carmarthenshire; 18<sup>th</sup> to 20<sup>th</sup> century shop signs; the tinsplate mills and contents at Kidwelly; material related to the coal industry; a fine collection of WW1 posters and Carmarthenshire love-spoons.



- **Numismatics** - The collection of coins, medals, medallions, tokens and notes is broad based and includes a large number of foreign coins. Local tokens and banknotes are well represented. Also included is General Picton's Waterloo medal.
- **Photographs** - The photographic collection mainly represents Carmarthen and its immediate area. It includes the J.F. Lloyd collection from 1890 - 1910.
- **Weapons** - A mixed collection, mainly composed of 19<sup>th</sup> and 20<sup>th</sup> century firearms and edged weapons.

## 5.2. Parc Howard Museum

The Parc Howard collection focuses on decorative and fine arts and the social history of Llanelli as it grew to become Carmarthenshire's largest town during the industrial revolution.

- **Material Culture** - The bulk of the collection falls into this category and relates to Llanelli's commercial, industrial, maritime, political and social history. A notable object is a Stepney spare wheel.
- **Fine Art** - A small yet significant collection of works of art by Llanelli artists, artists with a connection to the area or Wales in general, or subjects associated with Llanelli. It includes works by J. D. Innes, Charles William Mansel Lewis, Hubert von Herkomer, Christopher Williams, John Bowen and Tony Evans.
- **Decorative Art** - Reputed to be the largest and most representative collection of Llanelli pottery in public ownership and as such is of local and national importance. Also a large collection of glass and earthenware bottles.
- **Costume and Textiles** - a small collection of mainly 20<sup>th</sup> century costume.
- **Photographs** - a small photographic collection of local interest.
- **Ethnography** - a very small ethnological collection.
- **Geology** - a very small geological collection.

## 5.3. Museum Of Speed

Opened to the public in 1997, this seasonal museum does not have a dedicated collection. Babs, the 1920's land speed car, is a summer loan and the majority of the other items are on loan too. A small number of items are drawn from the County collection, including a motorbike.

## **6. THEMES AND PRIORITIES FOR FUTURE COLLECTING**

Carmarthenshire Museums recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation and use of collections will meet the requirements of the Accreditation Standard.

We will establish a Collections Development Panel<sup>1</sup> to provide a robust framework for considering new acquisitions in terms of significance, value, risk, and areas of strength and weakness in existing collections.

We will continue to collect both historic and contemporary material to record the diversity of Carmarthenshire's heritage. The decision process will be informed, transparent and documented through the Collections Development Panel.

Future collecting will be accountable and rigorous and will be shaped by community engagement, expert opinion and the outcomes of the current collections rationalisation review.

Items considered for acquisition will be assessed to identify cost implications of conservation and long term care<sup>2</sup>.

This Policy recognises that some communities and histories are underrepresented and will adopt a widely consultative approach to identifying areas for development. For example, the proposed redevelopment of the Museum of Speed presents an opportunity to actively develop a new approach to collecting narratives around the theme of land speed attempts and racing at Pendine Sands.

The service will continue to collect items of Treasure in accordance with the Treasure Act and it will seek to acquire portable antiquities discovered in Carmarthenshire when key items are identified, such as through the Saving Treasures, Telling Stories project and the Portable Antiquities Scheme (Cymru). The service will not accept excavation archives which are non-artefactual.

## **7. THEMES AND PRIORITIES FOR RATIONALISATION AND DISPOSAL**

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 the 2017 review and recent surveys of the geology, natural history and weapons collections and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well-managed collection.

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<sup>1</sup> With representatives of Carmarthenshire County Council Cultural Services and external specialists and advisors as applicable.

<sup>2</sup> Collections Care and Conservation Policy 2017-2022

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.

Areas of the collection that may be considered for rationalisation include archaeology, books, fine art, geology, material culture, natural history and weapons. An important consideration is a lack of information about provenance and relevance to the story of Carmarthenshire.

### **7.1. Legal and ethical framework for acquisition and disposal of items**

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

## **8. 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 museums and other organisations:

Brecknock Museum

Ceredigion Museum

Glynn Vivian Museum & Gallery

Amgueddfa Cymru-National Museum Wales

National Library of Wales

Swansea Museum

Kidwelly Industrial Museum (Trust)

Pembrokeshire Museums Service

National Monuments Record (RCAHMW)

In addition, the interests of the Welsh regimental museums and specialist museums associated with land speed record attempts and transport will be considered.

## **9. ARCHIVAL HOLDINGS**

The service holds some archival material in the form of documents, photographs, printed ephemera, the documentary component of excavation archives, film and sound recordings in both physical and digital formats. The service will liaise with the Carmarthenshire Archives Service and follow codes of practice to ensure that standards of preservation are maintained.

For archaeological excavation archives which contain archival materials, the service will promote the standards and best practice guidance established by the National Panel for Archaeological Archives in Wales to organisations seeking to deposit such material.

## **10. ACQUISITION**

- a. The policy for agreeing acquisitions is that proposals for acquisition are assessed by a Collections Development Panel, which will meet every two months or be consulted by e-mail where quick decisions may be needed with regard to auction sales. Decisions will be taken with reference to paragraphs b–d below and to the overall Collections Development Policy, to existing collections, a conservation assessment and an analysis of relevant costs, from purchase through to storage and display. Where necessary, specialist advice will be sought. This process of acquisition will be documented.
- b. 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. Occasionally, the service may acquire items that will be used as part of an educational or handling collection, but will not be formally accessioned in to the collection, since their intended use implies that preservation cannot be guaranteed. This must be agreed in writing with the donor. Such acquisitions will be recorded separately.

### **10.1. Human Remains**

As the museum 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.

### **10.2. Biological and Geological Material**

So far as biological and geological material is concerned, the museum 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.

### **10.3. Archaeological Material**

The museum will not acquire archaeological material 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 (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

For archaeological excavation archives, the service will promote the standards and best practice guidance established by the National Panel for Archaeological Archives in Wales to organisations seeking to deposit such material.

### **10.4. Exceptions**

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.

### **10.5. 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. REPATRIATION AND RESTITUTION OF OBJECTS AND HUMAN REMAINS**

The museum’s governing body, acting on the advice of the museum’s professional staff, if any, 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 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 first five procedures described in ‘Disposal Procedures’ below will be followed but the remaining procedures are not appropriate.

The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums'.

## **12. DISPOSAL PROCEDURES**

- a. All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- b. 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.
- c. When disposal of a museum object is being considered, the service 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.
- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. 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).

- i. 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.
- j. 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. The preference is the purchase of further acquisitions but 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 considered. 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 MALD.
- k. 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.

### **12.1. Disposal by exchange**

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.

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'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.

## **12.2. Disposal by destruction**

If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.

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.

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.

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.

The destruction of objects should be witnessed by an appropriate member of the museum 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.

## **13. REVIEW**

This policy replaces the previous Collections Development Policy 2013-2018. The period of Carmarthenshire Museums Strategic Plan 2017-2022 represents a period of service change and development, particularly with regard to collections development. For this reason, this policy will be reviewed initially after 12 months following formal approval and thereafter every 24 months.

MALD (Museums, Archives and Libraries Division, Welsh Government) will be notified of any changes to the Collections Development Policy, and the implications of any such changes for the future of collections.