



Museums & Heritage Service Collections Development Policy

2016 – 2021



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1. Document History & Review

Name of Museum:

North Lanarkshire Museums and Heritage Service which comprises of:

Summerlee Museum of Scottish Industrial Life

North Lanarkshire Heritage Centre

Cumbernauld Museum

Colzium Museum

Kilsyth Heritage Centre

Shotts Heritage Centre

Airdrie Collection

North Lanarkshire Archives

Name of Governing Body: CultureNL

Date on which this policy was approved by governing body: 25th July 2016

Policy review procedure: The 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: 25 July 2021

This policy is subject to review and renewal 5 years after receiving formal approval. Any changes will be subject to the approval of the CultureNL Board and North Lanarkshire Council. Arts Council England and Museums Galleries Scotland will be informed of any changes and the implications of any such changes. This policy follows the template developed by Arts Council England, issued in July 2014.

2. Introduction

A formally approved Collections Development Policy is a requirement of the Accreditation Scheme for Museums and Galleries in the United Kingdom. The policy helps to shape the museums and heritage collections by guiding acquisition and disposal. It is led by the purpose of the service and provides the basis for the development of the collections.

This policy regulates the acquisition and disposal of items by North Lanarkshire Museums & Heritage Service in respect of those collections CultureNL manages on behalf of North Lanarkshire Council. It supersedes North Lanarkshire Council Museums Acquisition and Disposal Policy 2010-2015.

CultureNL was established on 1st April 2013 and a Collections Agreement defining the ownership and management of the Council's collections was reached as part of the Transfer Agreement. Under this Agreement, CultureNL seeks approval for collections development policies from North Lanarkshire Council, the owner of the collections covered by the present policy.

3. Relationship to the Other Relevant Policies/Plans of the Organisation

3.1 Statement of purpose: 'The Museums and Heritage Service exists to preserve and interpret the social and industrial history of North Lanarkshire. Through displaying collections of local and national importance it is hoped to add to the enjoyment, knowledge and understanding of present and future generations.'

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

3.3 By definition, the museums and heritage service 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 museums' collections.

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

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

3.6 The museums and heritage service 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.

3.7 The museums and heritage service will not undertake disposal motivated by financial reasons.

3.8 The North Lanarkshire Archives Collection Policy forms an integral part of North Lanarkshire Council's Museums and Heritage Service's Collections Development Policy and should be read in conjunction with that policy.

4. History of the Collections

4.1 The collections, owned by North Lanarkshire Council were, prior to local government reorganisation in 1996, held by four separate museum bodies. Monklands District Council (originally Airdrie Museum which opened in 1896), Cumbernauld & Kilsyth District's collection which begun in 1975, while Motherwell District and Summerlee Heritage Trust were both established in 1986-87. Material culture was collected to reflect the social and industrial history of the area. In the case of Summerlee Museum it focussed on heavy industry and collected throughout West Central Scotland. Professor John Hume was a major influence on the formation of the collection. He was responsible for advising on major acquisitions such as the Gibb and Hogg locomotive and the machine tool collection. The archives collections were initially brought together from collections existing in various District Councils and the Cumbernauld Development Corporation as well as from transfers from the former regional archives (Strathclyde (now Glasgow City) and Central (now Stirling). The archive collections have been added to from within North Lanarkshire Council as well as from private donors.

4.2 Recent key acquisitions include ephemera relating to World War One, a set of Royal Navy uniforms worn in recent campaigns in Iraq and Afghanistan, an original ledger from the Summerlee Iron Works, artefacts from Bedlay Colliery, archives and artefacts from local Soroptimist International branches. Rationalisation has also been an important part of developing the collection in the past few years. Key disposals include the transfer of a Bentley motor car to the Myreton Motor Museum, a Glasgow High Court witness box to Glasgow Museums, a range of domestic items

the Milford House Collection in County Armagh, a Leamington and Warwick horse tram to Beamish Museum and a Jake Harvey sculpture to Scottish Borders Council.

5. An Overview of Current Collections

5.1 There are over 80,000 items in the collection, with over 10,000 relating to industrial history, 20,000 covering social history, 5,000 relating to ethnography, art, natural history, geology and archaeology and 46,000 archive files and items. The Museums & Heritage Service also has a handling collection for use by the Learning and Access team for workshops, reminiscence sessions etc. and a set dressing collection of domestic objects used in open displays, for example the Summerlee miners' cottages. These collections are not accessioned as they are duplicative, in poor condition and/or have no object history. Since their condition will also deteriorate over time due to handling and use it is not appropriate to accession them into the permanent collections.

5.2 Areas of strength in the collection include the industrial history material relating to the coal, iron, steel and engineering industries, along with their associated social history and archival collections, all of which was awarded Recognition status in 2009. The cinematography collection is another area of strength. It is Scotland's foremost cinema collection, comprising over 1,500 objects ranging from industrial cameras and projectors to a cinema organ, furnishings, uniforms, ephemera and home cine equipment. The banner collection is also of significance, with rare and important examples from the 19th Reform movement, friendly societies and trade unions.

5.3 The collections meet the statement of purpose and key aims of the service. Together they reflect the industrial history of the area and the social life of those communities. The Museums and Heritage Service ensures the full ranges of its collections are on display to allow the public to learn about the collection and the history of the area. A programme of temporary exhibitions, changing permanent exhibits, learning programmes, special events and special projects all provide visitors with opportunities to engage with the collections. The archives collections are made available to the public in our public search room and there is public access to the museum collections in store by appointment.

5.4 The collections owned by North Lanarkshire Council can be divided by both subject area and individual museum. Every effort will be made to ensure that collections remain within the

geographical area to which they relate, however their location within the museum stores and displays will be governed by their conservation needs.

5.4.1 North Lanarkshire Heritage Centre, Motherwell

The collections can be subdivided as follows:

Archaeology

There is very little archaeological material in the collection, items relate to Roman archaeology and some medieval finds.

Applied Art

The collection includes civic material, a small amount of Cleland Pottery, glass and silverware relating to local groups and societies.

Fine art

This small collection comprises of 19th century to late twentieth century small-scale prints and paintings by modern and contemporary Scottish artists such as Bet Low, Jim Pattison and George Wylie. The collection also includes work by local artists Roy and Dan Ferguson. There is also a small collection of civic painting featuring former Provosts and other dignitaries.

Numismatics

The collection comprises a small collection of miscellaneous coins from the Victorian and Edwardian periods.

Ethnography

There is currently no ethnographic material in the collection.

Natural History and Geology

There are no collections in this category.

Social History

The social history collections relate to the communities involved with iron and steel, coal and mineral extraction, engineering and associated industries, principally covering late 19th century to mid 20th century, and relate to the following main areas:

1. Domestic life-housing, furnishings, cleaning, cooking, wellbeing, and hobbies and pastimes.
2. Community life-local and cultural traditions, organisations, law and order, education, entertainment and sport and the two World Wars.
3. Personal life-certificates, documents souvenirs and memorials, male and female costume, and personal artefacts.
4. Working life-manufacturing transport and distribution.

5.4.2 The Airdrie Collection

The collections relating to the town and area of Airdrie can be subdivided as follows:

Archaeology

This collection includes local prehistoric material, Roman pottery and artefacts. And miscellaneous medieval /Middle Eastern material.

Applied Art

There is a small amount of pewter material, glass and ceramics relating to local churches.

Fine Art

The collection includes a large number of civic dignitaries, prominent local figures and landscapes.

Numismatics

A small number of Roman coins, and tokens from churches and local works.

Ethnography

A large collection of African, Polynesian and East Asian material from the Victorian period.

Natural History and Geology

A small natural history collection exists and a substantial geology collection of fossils and gemstones as well as other material.

Social History

The social history collections relate to the community's involvement with the weaving and coal industries and cover the following main areas:

1. Domestic life-food and household items.
2. Community life- local groups and societies, law and order and burgh material. There are also some early firearms and edged weapons.
3. Personal life- certificates, documents and a costume collection, which includes friendly society, military and civilian clothing.
4. Working life-costume, artefacts and ephemera relating to the weaving industry, including handlooms, together with a full range of appropriate tools, and a mid-C19th steam engine.

5.4.3 Summerlee Museum of Scottish Industrial Life, Coatbridge

Archaeology

The bulk of the museum archaeological collection originates from the site of the former Summerlee Iron Works on which the museum is situated. Most items are industrial and arise from the early 19th century to mid 20th century.

Applied Art

The collection of applied art is small and includes pottery, glass, silverware, horology.

Fine Art

This section of the collection is very small and contains paintings, drawings and prints. Almost all the works have strong associations with the Monklands District, being historical views, portraits of local people or works illustrating aspects of daily life. The exceptions are three works by Ken Currie, which depict industrial workers.

Numismatics

The collection includes a small number of Medals, Scottish Trade Tokens, Miners Tallies and coins of the realm.

Ethnography

There is very little ethnographical material in the collection.

Natural History/Geology

The collection includes examples of coal and other materials. There are no mounted or preserved specimens.

Social History

The social history collection relates mainly to the communities involved with iron and steel, coal and mineral extraction and engineering and associated industries and covers the following main areas:

1. Domestic Life - household items (including furniture), items associated with food, drink, and tobacco. Leisure time items (hobbies, sports etc).
2. Community Life - local and cultural traditions (including religious beliefs), guilds, trade unions, friendly societies, political groups, the Co-operative movement, law enforcement, health, welfare, education, housing, sanitation, and wartime life.
3. Personnel Items - including items of costume (mainly female and child) textiles.
4. Working Life - industrial costume, hand tools, service industry items, retail trade, domestic, catering, communications.

Buildings

As resources have allowed the museum has acquired buildings and architectural fragments significant to the industrial history of North Lanarkshire.

Large Industrial Collections

The museum has a large collection of industrial material ranging from large individual plant to small hand tools. The collection covers the main industries of Scotland with an emphasis on iron, steel, coal and engineering. Highlights of the collection include the Cardowan Winding Engine, Spade Forge and Gibb & Hogg Locomotive.

Transport

Throughout Summerlee's 27 acre site a road, rail tram network has been developed. Summerlee has a tramway system with a 1908 Lanarkshire double decker tram and no.1017, a 1904 single decker tram in operation.

5.4.4 Cumbernauld Museum

Fine Art

The collections consist of mainly minor Scottish artists, a sizeable collection by the local artist, Alex Gibson, and an increasing amount of contemporary local work.

Applied Art

The collection is relatively small, restricted to civic material, a small amount of silverware relating to local groups and societies.

Archaeology

The collections consist of medieval material from departmental excavations, with much smaller quantities of roman and pre-historic material.

Social History

These collections cover the bulk of the collection and are wide ranging in most aspects of social history.

1. Domestic life- housing, food implements.
2. Community life-local and cultural traditions, law and order and Burgh material.
3. Personal life-costume, souvenirs and memorials.
4. Working life-small agricultural collection and a few mining objects.

Numismatics

Very small collection covering Roman, medieval and contemporary coinage, plus trade tokens etc.

Natural History/Geology

Collections consist mainly of groups of material collected by rock and fossil collectors, plus a few local specimens.

Ethnography

Very small collection of objects, mainly from Africa, but with no particular theme.

6. Themes and Priorities for Future Collecting

6.1 Industrial History

Collecting will be restricted to material with a strong local provenance however collecting will cover the West of Scotland for the iron, steel and engineering industries in order to reflect the strengths of the existing collection. Acquisitions will focus in the areas of working costume, heavy industry, trade union material and collections which represent the changing economic base of the area from the 1970s onwards for example, priority will be made to the distribution industry, vocational training and re-training.

6.2 Fine Art

Fine art will continue to be collected where it:

- Provides a visual documentation of the area.
- Are works by artists having an association with North Lanarkshire
- Illustrates the traditional and contemporary industries and social life of the area.
- Illustrates the development and decline of the characteristic industries of the West of Scotland.

6.3 Applied Art

Future collecting will be restricted to material with a strong local provenance or commissioned pieces

6.4 Numismatics

Future collecting will be restricted to material with a strong local provenance.

6.5 Ethnographical

Material will be acquired where it relates to the local area, local ethnic groups or to settlement overseas by people of local origin. A priority will be made to reflect ethnic groups who have settled in North Lanarkshire from the 1970s onwards.

6.6 Natural History and Geology

The development of the geological and natural history collection will be restricted to local material and to those specimens, which contribute to the interpretation of the history of coal and mineral extraction, and to the manufacture of iron and steel in the area.

6.7 Social History

A policy of active collecting will be adopted in order to fill existing gaps in the collection and to develop a collection that will reflect the domestic, cultural and social lives of the people in the area, particularly from the 1960s onwards. This will include attempting to represent a broader cross-section of the diverse communities living in North Lanarkshire, e.g. new wave immigrants, refugees and LGBTQI communities.

6.8 Transport

The museum service will continue to collect and restore to working condition important transport items.

6.9 Archaeology

Collecting will be restricted to local finds, particularly relating to the Roman presence in the area and the area's medieval history. Future industrial archaeological acquisitions will include finds from properly conducted archaeological excavations of Summerlee Ironworks and the acquisition of other local industrial items for comparative study.

7. Themes and Priorities for Rationalisation and Disposal

7.1 The museums service recognises that the principle 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 usable, well managed collection.

7.2 The procedures will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and process.

7.3 The service's approach to rationalisation is guided by the principle that collections must be well managed and sustainable. There is a strong presumption in favour of retention of items within the public domain. Sometimes disposal can improve access to, or the use, care or context of items or collections. Responsible, curatorially-motivated disposal takes place as part of the long-term collections policy, in order to increase public benefit derived from the collection.

7.4 Priorities for rationalisation and disposal will focus on:

7.4.1 Removal from the collections of any item which is too badly damaged or deteriorated to be of any further use for the purposes of the service.

7.4.2 Removal of duplicate or unprovenanced material of low intrinsic relevance to the Collections Development Policy.

7.4.3 Transferral to a body better able to provide access to, use, enjoyment and care of an item.

7.4.4 Removal of any item which, on the basis of professional advice, is an immediate and substantial health and safety risk to staff and/or public.

7.4.5 Removal of an item that falls outside the service's collecting policy.

7.5 Areas of the collection which are being considered for rationalisation are domestic objects and costumes within the social history collections, as these are heavily duplicated in many cases and a number of items fall outwith the scope of our current collecting policy. The cinematography collection also requires rationalisation.

8. Legal and Ethical Framework for Acquisition and Disposal of Items

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

9. Collecting Policies of Other Museums

9.1 The museums service 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.

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

Museums within South Lanarkshire Leisure & Culture Museums Service, Glasgow Museums/Culture & Sport Glasgow, East Dunbartonshire Museums Service and Falkirk Community Trust Museums & Archives and in the case of industrial material, all other appropriate industry based museums and archives (National Mining Museum, Scottish Maritime Museum, Glasgow University Archives).

10. Archival Holdings

Archive collections comprise over 250 collections of historical records of North Lanarkshire Council and its predecessors as well as private records of historical or research interest and photographs relating to North Lanarkshire. A few highlights include:

The Papers of the Carrick-Buchanan family, Drumpellier (GB 1778/U1)

These papers, spanning the period from 1560 to 1961, are a fascinating mixture of correspondence, title deeds, personal papers of the Carrick Buchanan family, old maps, photographs, and legal papers.

The estate covered most of what is now the western half of Coatbridge, large tracts of Shotts Parish, most of northern New Monkland Parish, as well as vast acreage's further afield.

The Archives of the Etna Iron and Steel Co (GB 1778/U U4)

A significant Motherwell Engineering Firm, whose records run from 1894 to 1974.

The Cumbernauld Estate Papers (GB 1778/U7)

A smaller Estate collection, these papers were deposited by the Burns Family with the CDC in 1977. The most important part of this archive, are the maps and plans, which include the oldest known drawings of much of what is now Cumbernauld.

Wishaw Co-operative Society (GB 1778/U15)

A fascinating collection of papers, including printed books and the records of the society from 1889 to 1973.

Airdrie Weavers' Society (GB 1778/U19)

One of the collections most frequently referred to by historical researchers and family historians. Restored archives dating back to 1759.

The Hamilton of Dalziel Muniments (GB 1778/U21)

This archive is of genuine national importance, tracing the growth of a family intimately involved in affairs of state from the sixteenth to the present century. The Scottish Record Office originally listed it some years ago.

Records of the Cumbernauld Development Corporation (GB 1778/UT)

This vast collection charts the development of Cumbernauld New Town from its acquisition to its windup. It includes title deed dating back to the 16th century as well as records documenting the planning, building, settling and marketing of the New Town.

Archives are subject to additional collecting guidelines (see Appendix One).

11. Acquisition**11.1** The policy for agreeing acquisition is:

Under the Collections Agreement CultureNL has delegated authority to acquire items for the collections of North Lanarkshire Council. The Chief Executive as the senior manager, will normally have delegated authority and responsibility for the acceptance or rejection of potential gifts or bequests to the service, for soliciting gifts of material for the collections within the terms of this policy, and for making recommendations and taking action on the purchase of material in accordance with this Policy. Actual collecting activity will be undertaken by curatorial and archival staff.

11.2 The museums service 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).

11.3 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, the museum service 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.

12. Human Remains

12.1 As the museum service holds or intends to acquire human remains from any period, it will follow the guidelines in the 'Guidance for the Care of Human Remains in Scottish Museums' issued by Museums Galleries Scotland in 2011.

13. Biological and Geological Material

13.1 So far as biological and geological material is concerned, the museums service 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.

14. Archaeological Material

14.1 The museums service 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.

14.2 In Scotland, under the laws of bona vacantia including Treasure Trove, the Crown has the title to all ownerless objects including antiquities, although such material as human remains and environmental samples are not covered by the law on bona vacantia. Scottish material of chance

finds and excavation assemblages are offered to museums through the treasure trove process and cannot therefore be legally acquired by means other than by allocation to the museum by the Crown. However where the Crown has chosen to forego its title to a portable antiquity or excavation assemblage, a Curator or other responsible person acting on behalf of the (name of the governing body), can establish that valid title to the item in question has been acquired by ensuring that a certificate of 'No Claim' has been issued on behalf of the Crown.

15. Exceptions

15.1 Any exceptions to the above clauses will only be because the museum service 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 service 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 service will document when these exceptions occur.

16. Spoilation

The museum will use the statement of principles 'Spoilation 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.

17. The Repatriation and Restitution of Objects and Human Remains

17.1 The museum service'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 Scottish Museums" issued by Museums Galleries Scotland in 2011) , 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.

17.2 The disposal of human remains from museums in Scotland will follow the guidelines in the 'Guidance for the Care of Human Remains in Scottish Museum' issued by Museums Galleries Scotland in 2011.

18. Disposal Procedures

18.1 All disposals will be taken in reference to SPECTRUM Primary Procedures on disposal and the MA Disposal Toolkit.

18.2 The governing body will confirm that it is legally free to dispose of an item and Agreements on disposal made with donors will also be taken into account.

18.3 When disposal of a museum object is being considered, the museums 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.

18.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale or exchange or as a last resort – destruction.

18.5 The decision to dispose of material from the collections will be taken by the North Lanarkshire Council only after full consideration of the reasons for disposal. The Trust will not dispose of any items without prior written consent of the Authority. 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. 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. The Trust has the authority under the Collections Agreement to dispose of an item without recourse to the above process if, on the basis of professional advice, the item is an immediate and substantial health and safety risk to staff and/or public when the Trust shall notify the Authority of the circumstances as promptly as possible. Items

subject to a Charge & Superintendence Agreement or Deposit Agreement, where the Authority is not entitled to withhold consent, shall nevertheless be notified to the Authority prior to any disposal under these agreements.

18.6 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.

18.7 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.

18.8 If the material is not acquired by any Accredited Museums 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, announcement in the Museums Association's Museums Journal, and in other specialist journals (if appropriate).

18.9 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 service may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

18.10 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 Arts Council England/Cymal: Museums Galleries Scotland.

18.11 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.

18.12 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.

18.13 The nature of disposal by exchange means that the museum service 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.

18.13.1 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.

18.13.2 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.

18.13.3 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).

18.13.4 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

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

18.15 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.

18.16 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.

18.17 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.

18.18 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.

18.19 For archives collections please also read North Lanarkshire Archive's Appraisal Policy Statement & Procedure (see Appendix Two)

Appendix One: North Lanarkshire Archives Collection Policy

Introduction

This policy forms an integral part of North Lanarkshire Council's Museums and Heritage Service's Collecting Policy and should be read in conjunction with that policy.

Identity

North Lanarkshire Archives (the Archive), North Lanarkshire Heritage Centre, High Road, Motherwell, ML1 3HU, North Lanarkshire, Scotland, U.K.

The Archive is administered by CultureNL Ltd, the cultural trust of North Lanarkshire Council. Any donations will become the property of North Lanarkshire Council.

Authority to Collect

Following local government reorganisation North Lanarkshire Archives was set up in 1996 to fulfil the Council's obligations in terms of care of records under sections 53 and 54 of the *Local Government etc. (Scotland) Act 1994*.

Following the implementation of the *Public Records (Scotland) Act 2011* (PR(S)A) the Archive fulfils the Council's obligation in terms of archive provision under section 1 2(b) (iii) of the PR(S)A and as outlined in Element 7 of the Model Records Management Plan.

Scope of Policy

Overall policy

North Lanarkshire Archives exists to collect, preserve and make available to the public the historical records of North Lanarkshire Council and its predecessors as well as private records of historical or research interest relating to North Lanarkshire.

Records Collected

The Archive will acquire official and private records from within, or relating to, the area of North Lanarkshire Council.

The official records of North Lanarkshire Council and its predecessors in the present area include the records of the former District Councils, Burghs, Regional Councils, Parochial Boards, Parish Councils, School Boards, County Councils and Development Corporations.

Private records, which relate to all aspects of North Lanarkshire's past and present, include the records of individuals, families, estates, businesses, organisations, institutions, clubs and societies within the district.

Records Not Collected

North Lanarkshire Archives would not normally accept the following types of records:

- Records primarily relating to or arising in areas outside the current boundaries, unless there were exceptional circumstances and the agreement of any other interested archive authority had been sought.
- Some local records if they are deemed to be more appropriately held at another repository.
- Records of Church of Scotland and Roman Catholic churches in North Lanarkshire. These records are held by the National Records of Scotland and the Scottish Catholic Archives respectively.
- Cine film. These will normally be referred to the Scottish Screen Archive because they require equipment beyond North Lanarkshire Archives' resources to make them accessible.
- Artefacts unless they have a special relationship with the associated archive collection held. Artefacts will normally be directed to the appropriate museum on the advice of the Museums Collections Manager.

Collection Process

Methods of acquisition

Records are acquired by the Archive in the following ways:

- 1) Transfer – Internal transfer from a Council department, or from another local authority.
- 2) Gift, bequest or purchase – The records passes outright into the ownership of the Archives.

- 3) Deposit – The records remain in the ownership of an external individual or organisation while being in the custody of the repository (long-term loan).

Selection and De-accessioning

Material that clearly falls outside the conditions of this Collecting Policy may be de-accessioned. This would normally mean that the material in question would be transferred to a more suitable repository, thus ensuring that records are held only in the most suitable repository.

The Archive shall, after consulting the donor or depositor, evaluate and select for destruction or return those documents deemed not to be worthy of permanent preservation, and the intention shall be made clear at the time of transfer.

Access

Collections will normally be available for public access without restrictions unless an owner or depositor wishes to impose – reasonable – restrictions on access. Records may be accepted subject to those conditions. Access restrictions may also apply because of Data Protection legislation.

The collections held by North Lanarkshire Archives are made accessible through a public access catalogue. Notice of every new accession and of any restrictions on its access or use will be made public at the earliest opportunity. Finding aids will be compiled within a reasonable period of time and copies will be supplied to the owners or depositors and to the National Register of Archives (Scotland).

The Archive provides a public search room for the consultation of documents which is open to researchers five days a week. It can be used by anyone who would like to find out more about the history of North Lanarkshire, whether for leisure, study or work.

Dating & Review

Version	Date	Author/Reviewer
Version 1.0	24 December 2004	Wiebke Redlich
Version 1.1	31 August 2012, Version 1.1	Wiebke McGhee
Version 2 (CultureNL Ltd)	27 January 2014	Wiebke McGhee
Version 2.1	10 May 2016	Wiebke McGhee

Appendix Two: North Lanarkshire Archives Appraisal Policy Statement & Procedure

Policy Statement

Background

North Lanarkshire Archives (the Archive) exists to collect, preserve and make available to the public the historical records of North Lanarkshire Council and its predecessors as well as private records of historical or research interest relating to North Lanarkshire.

The Archive preserves records permanently and has to consider the storage space available. Therefore the Archive must limit its holdings to records of the highest archival value. The appraisal process as described below informs this selection process.

This document should be read in conjunction with the Archives Collection Policy and North Lanarkshire Council's Retention Schedule.

Scope

This document will apply to all records collected by North Lanarkshire Archives whether public, i.e. the records of North Lanarkshire Council and its predecessor administrations, or private collections and will cover appraisal at the time of acquisition as well as re-appraisal.

Definition

Appraisal is the process of distinguishing records of continuing value from those of no further value so that the latter may be disposed of. It is a quality control mechanism and is as such a positive and essential archival activity.

Appraisal can be carried out at the following stages:

- Pre-acquisition, while still current within the creating department.
- Post-acquisition, after the records have been transferred and before they are catalogued.
- At a much later stage if the records were not fully appraised at 1) or 2) (re-appraisal).

Aims

This policy and procedure seeks

- To ensure the selection of records of the highest archival value, avoiding duplication;
- To inform objective and consistent appraisal decisions, valid over time, for all records of potential archival value produced by the organisations and individuals whose collections are held at North Lanarkshire Archives and to document those decisions;
- To provide a framework for the confidential destruction or disposition of duplicate material and ephemera;
- To develop consistent appraisal methodologies for records common to certain types of organisations.

Procedure

Sphere of activity

Appraisal will be carried out by qualified archival professionals, or by para-professionals under the supervision of a qualified archivist following the internal appraisal procedures.

Appraisal of new deposits and gifts will in most cases be carried out in two stages, before receipt into the archives and after receipt during the cataloguing process.

Appraisal Stages

1) Pre-acquisition appraisal

Where possible, collection will be appraised on-site before deposit/gift takes place. This will generally be undertaken at a 'series' level and will enable staff to identify series or types of records not worthy of long-term preservation. This pre-acquisition appraisal helps avoid the unnecessary expense of taking this material into the archives and removing it at a later stage.

Pre-acquisition appraisal will also provide an opportunity to identify and reject collections, or parts of collections, whose informational value duplicates others already held at the archives or which contravene the Collection Policy. It is possible that a collection will be rejected in its entirety at this stage.

In the case of public records deposited the retention schedule will be used to identify any series or items not considered worthy of long-term preservation.

2) Post-acquisition appraisal

For newly-deposited/given collections, appraisal will generally be carried out during the cataloguing process on a file by file basis.

The right to appraisal is embedded in our deposit agreement. After appraisal, owners of collections will be offered a choice between taking back appraised items, or allowing the items to be sent for confidential destruction. We will not dispose of any records in our ownership by sale.

3) Re-appraisal

Re-appraisal will often be necessary for larger collections if no or little appraisal was carried out at the time of acquisition.

Two methods of appraisal will be used for existing collections, depending on their size and complexity. Smaller collections may be appraised on a file by file basis. Appraisal on a larger scale will also utilise the file by file method and in some cases this will be supplemented by macro-appraisal, i.e. where the value of the records can be assessed at departmental or unit level rather than at an individual file level.

Appraisal criteria and historical value

Appraisal for archival purposes concentrates largely on the historical value of a record, any value for current business purposes having been superseded when the collection was deposited in the archive. Historical value can be broken down into two areas: 'evidential value', the way the record documents the history, structure and functions of an organisation; and 'informational value', or value in providing research material on persons, places and subjects.

Records selected for permanent preservation at archives should be those which show the significance of the functions and activities of organisations. Items of the highest archival value are those which are most capable of documenting change, continuity and development over time, and of assisting historical interpretation of such changes.

Appraisers should use the following criteria when appraising collections, selecting items which give significant information regarding:

- The history of the organisation or individual, including for institutions their organisation and procedures
- The formulation of any policies or legislation and, more selectively, its implementation and interpretation
- Notable events or persons, but only when the records add significantly to what is already known
- Major events, developments or trends in political, social, legal or economic history, especially those relevant to North Lanarkshire's migration, urban development (Cumbernauld), industrial revolution
- Scientific, technological or medical research and development
- Demographic, medical, social, cultural and economic history and historical events
- Geography, including by means of statistical and quantitative research
- Internal or external guidelines which give criteria for specific classes of records

The appraiser may also consider the following:

- Local interest

Appraisers should additionally be aware of potential levels of interest from our main user-groups, and where possible retain material which will add significantly to main topics of research, such as genealogy and local history.

- Presentation

Appraisers should consider keeping material which may not exactly conform to any established criteria, but which does have information which is of interest, or which may be presented in a lively and engaging way.

- Audience development

In some circumstances material may be suitable for long-term preservation by virtue of its suitability for audience development and appraisers should also bear this in mind when appraising ephemeral material.

For the appraisal of homogenous categories of records, such as those produced by similar types of department or organisation, e.g. schools, or by similar types of activities/functions it is recommended that generic appraisal guidance will be developed.

Duplicates

All routine, ephemeral, or duplicated material should be systematically removed from the collection. Where possible and practical, all types of records produced by an organisation should be surveyed during appraisal, in order to track or identify sources of information. This will enable items which duplicate information to be selected for disposal.

Sampling

Random or other sampling methods should be used pragmatically, with appropriate methodologies implemented which are applicable to the collection under review.

Where the Retention Schedule states that records should be passed to the Archivist for sampling a variety of methods may be applied in this process.

Sampling can be carried out in particular when there is a series of uniform or homogeneous records which cannot be retained in the original or in microform copy.

The following sampling methods, which have to be documented at the time of cataloguing, may be employed depending on the type of record in question:

- 1) Keeping typical examples
- 2) Purpositive sampling; keep items related to selected subjects
- 3) Systematic sampling
- 4) Random sampling
- 5) Mixed systems

Disposal

All disposal decisions made after deposit/gift of a collection should be recorded in the catalogue at the appropriate level for the material destroyed, including reasons for disposal, e.g. direct duplicate, duplicate information held elsewhere, not considered worthy of permanent preservation.

De-selected deposited material will be offered back to the depositor unless the depositor cannot be traced (using the last available contact details the depositor has supplied). On occasion and if owned by the archives it may be offered to other archive services.

All material for disposal by destruction will be dealt with confidentially.

Dating & Review

Version	Date	Author/Reviewer
Version 0.1	13 January 2016	Wiebke McGhee
Version 0.2	11 May 2016	Wiebke McGhee