

DUNDEE CITY COUNCIL

REPORT TO: Leisure and Arts Services Committee - 15 January 2007

REPORT ON: Museum Collecting and Disposal Policy 2007-2012

REPORT BY: Director of Leisure and Communities

REPORT NO: 31-2007

1.0 PURPOSE OF REPORT

1.1 To seek Committee approval for the adoption of the document entitled "Museum Collecting and Disposal Policy 2007-2012".

2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee approves the contents of the Museums Collecting and Disposal Policy 2007-2012 to operate within the Leisure and Communities Department. (See Appendix 1)

3.0 FINANCIAL IMPLICATIONS

3.1 There are no financial implications resulting from this report.

4.0 SUSTAINABILITY POLICY IMPLICATIONS

4.1 Sustainability

None.

4.2 Strategic Environment Assessment

None.

4.3 Anti Poverty

Opportunities for culture, leisure and recreation are freely available to all.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 Museums and their collections are equally accessible for all sections of the community including visitors with disabilities, older people and those with young children.

6.0 MAIN TEXT

6.1 This policy is a key document required for an application being prepared for submission to the Museums, Libraries and Archives Councils Museums Accreditation Scheme. The Council's Museums currently hold registered status under a former scheme which was in existence from 1988 until recently.

6.2 The Museum Accreditation Scheme has three aims:

- To encourage all museums and galleries to achieve agreed minimum standards in museum management, user services, visitor facilities and collection management.
- To foster confidence in museums as bodies which hold collections in trust for society and manage public resources appropriately.
- To reinforce a shared ethical basis for all bodies which meet the definition of a "museum".

6.3 Participation in the scheme is often a condition placed by bodies such as the National Heritage Memorial Fund when applications for grant aid and awards are being considered.

7.0 CONSULTATIONS

The Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance) and Assistant Chief Executive (Community Planning) have been consulted on this report and are in agreement with its contents.

8.0 BACKGROUND PAPERS

None.

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DIRECTOR OF LEISURE AND COMMUNITIES
14 DECEMBER 2006**

DUNDEE CITY COUNCIL

**LEISURE AND COMMUNITIES
DEPARTMENT**

ARTS AND HERITAGE SECTION

**Museum Collecting and
Disposal Policy 2007-2012**

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1 INTRODUCTION

- 1.1 This is a Policy Statement regulating the acquisition of items for Dundee City Council's Arts and Heritage Collections. The adoption and implementation of this policy by Dundee City Council is a requirement of the Museums Libraries and Archives Accreditation Scheme for Museums in the UK.
- 1.2 This represents the aims and objectives of Dundee City Council at the time of its adoption in 2007, and will be subject to revision. This policy will be examined at least once every five years. Any revisions to the policy will be submitted to Committee for approval. The Scottish Museums Council will be notified of any changes to the Collecting and Disposal Policy and any implications which may arise for the future of the existing collections.
- 1.3 This Policy Statement supersedes all previous and existing practices and policies, formal or informal, relating to the acquisition of items for the museum collections.

2 GENERAL RULES FOR COLLECTING

- 2.1 The museum recognises its responsibility in making new acquisitions to ensure that care, documentation and use of the collections will meet the Accreditation Standard. Accordingly, it will consider limitations on collecting imposed by factors, such as adequate staffing, storage and care of collections arrangements. Where the acquisition of any item would result in significant financial implications, the matter will be referred to Committee for approval.
- 2.2 The Leisure and Communities Department will exercise due diligence and will make every effort not to acquire, whether by purchase, gift, bequest or exchange, any item, unless the nominated Officer acting on Dundee City Council's behalf is satisfied that valid title to the item in question can be acquired. In particular, no item will be collected which has been acquired in, or exported from, its country of origin including the United Kingdom, or any intermediate country in which it may have been legally owned, in violation of that country's laws.
- 2.3 Where an item is offered as a gift in good faith and the prospective donor is uncertain of the identity of the legal owner/s and the Department is unable to find this out as a result of its own reasonable efforts, the nominated Officer shall be permitted to accept the item, provided a permanent and detailed note of the circumstances and known facts is made at the time of acceptance.
- 2.4 The museum will not acquire any items which have been traded illicitly. This is 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 of Cultural Objects (Offences) Act 2003. The Governing body will follow UK national guidance in the responsible acquisition of cultural property issued by DCMS in 2005.
- 2.5 As far as biological and geological material is concerned, the Department 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 (e.g. a British court in the case of a specimen seized from a third party under the Protection of Birds Act).
- 2.6 Under the legal principles of Treasure Trove and bona vacantia, the discovery of antiquities in Scotland is a matter for report to the Crown. Scottish archaeological material will therefore not be acquired by any means other than allocation to Department by the Crown, normally on the advice of the Treasure Trove Advisory Panel or the Historic Scotland Finds Disposal Panel, unless the nominated Officer with the Director of Leisure and Communities, acting on Dundee City Council's behalf, is satisfied that valid title to the item in question can be acquired, such as by certificate of 'No Claim' from the Treasure Trove Advisory Panel Secretariat.

- 2.7 No excavated or archaeological material will be acquired unless the nominated Officer acting on Dundee City Council's behalf can be reasonably certain that the circumstances of excavation or recovery did not involve recent unauthorised destruction of, or damage to, ancient monuments, known archaeological sites or places of special scientific or historic interest, or failure to disclose finds to the owner or occupier of the land where found, or to any proper authority.
- 2.8 The only exceptions to the above General Rules – 2.2, 2.3, 2.4, 2.6 - will be in specific circumstances where the museum is either: acting as an externally approved repository of last resort for material from the UK; or acquiring an item of minor importance that lacks secure ownership history but in the best judgment of experts in the field concerned has not been illicitly traded; or acting with the permission of authorities with the requisite jurisdiction in the country of origin; or in possession of reliable documentary evidence that the item was exported from its country of origin before 1970. In these cases the museum will be open and transparent in the way it makes decisions and will act only with the permission of an appropriate outside authority.
- 2.9 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.
- 2.10 Objects will be accepted into the collection if they add intrinsic value to the research collections held at the museum, can be used for display purposes, or can be used for any other relevant activity carried out by the Department, if they help to tell the story of the people and the city of Dundee and they do not duplicate the same or similar types of objects within the collection.
- 2.11 An action plan will be written to instigate the active collecting stated in the Collecting and Disposal Policy which will be reviewed and progressed every five years along with the policy itself.
- 2.12 Display/handling material will be isolated in a separate collection with the sole use for display and handling purposes. It is accepted that the handling material is maintained for current educational use. It is not to contain accessioned material and does not impose on the Department a responsibility for long term preservation. Although reasonable care will be taken to extend the useful life of such material, it is accepted that its usefulness is finite and that disposal and replacement will be at the discretion of the appropriate officers. The same legal and moral criteria that apply to acquisitions apply to the handling collection. Replica as well as real artefacts will be added to the handling collection. Material will only be added to the display/handling material after consultation between the educational staff and relevant Curatorial staff. There is a presumption that items collected will tie in with Scottish National Curriculum guidelines.

3 COLLECTING PROCEDURES

- 3.1 The nominated Officer, who will be a senior museum professional, will normally have delegated authority and responsibility for the acceptance or rejection of potential gifts or bequests to the Department, 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 and within Dundee City Council's normal standing orders.
- 3.2 Items offered to the Museum as gifts or bequests will not normally be accepted if they are subject to any restrictive covenant or special conditions, such as that they be displayed in a particular way. In exceptional circumstances, if the nominated Officer feels that the item(s) in question are of over-riding importance Dundee City Council may be asked to approve the acquisition of a specific item to which conditions are attached. A general exception to this rule will be deemed to exist in respect of restrictive covenants or conditions intended only to assure the permanent protection of the item concerned in the Department's collections, such as restrictions placed upon any legal powers of disposal that the Museum may have. Under such circumstances, the nominated Officer may reasonably recommend that Dundee City Council accept the gift or bequest in question.

- 3.3 The acceptance of items, on loan, normally for a finite period for display or specific study, may be authorised by the nominated Officer acting on Dundee City Council's behalf. In exceptional cases, a privately owned item of major importance that falls within the scope of this Policy may be accepted on a finite long loan, whether or not it is required for immediate display or study. No item will be received on "permanent loan". This is a term which has no legal status. The period of all loans will normally be agreed in writing between the nominated Officer and the owner of the item at the time of deposit. Where the term of a loan has expired, it may be renewed or extended for further finite periods, at the discretion of both the owner and the nominated Officer with Director of Leisure and Communities.
- 3.4 Where certain areas of the collection have been identified through the Collecting Policy as requiring contemporary or active collection, a programme enabling curators to research and carry out contemporary collecting will be followed.

4 COLLECTING AREA

- 4.1 The Collecting Area for the Department will depend on the collections being developed as detailed in section 5, and will vary from subject area of the collection to subject area.
- 4.2 The period of time which relates to individual collections will vary from subject area to subject area.
- 4.3 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 specialisms, in order to avoid unnecessary duplication and waste of resources.
- 4.4 Items appropriate to the Department's Collecting Area may be acquired, regardless of their location at the time of acquisition. Where this involves the collection of items from a place within the geographical sphere of influence of another museum, a principle of open actions and good communications will apply. Reference would most commonly be made to the following institutions: Angus Council; Perth and Kinross Council; Dundee Heritage Trust, University of Dundee; and the Black Watch Museum.
- 4.5 In an emergency, and to ensure the preservation locally [and in public ownership] of important material, the nominated Officer is exceptionally authorised to collect material from outside the museum's stated collecting area, relating to those parts of (the general area) not yet covered by any museum service. Such material is acquired on the understanding that it may be transferred to other museums at a future time.

5 COLLECTIONS DESCRIPTIONS AND FUTURE COLLECTING

5.1 ARCHAEOLOGY

The Archaeology Collection consists of approximately 3200 objects, relating to Regional Archaeology and Foreign Archaeology.

5.1.1 Regional Archaeology

Objects in the Regional Archaeology collection include any object discovered in an archaeological context within Dundee or its surrounding area, including Tayside and Fife, or that relate to the time period of approximately 10,000 B.C. to approximately 1600 A.D. Examples range from tools, midden material, and pottery, to carved stone work.

The collection contains material that is important locally and of significance on a national basis.

Future collecting:

Active and passive collection, including through Treasure Trove, will be undertaken for the following categories:

- Mesolithic
- Neolithic (gaps in collection to be filled if possible)
- Bronze Age
- Iron Age (gaps in collection to be filled if possible)
- Roman
- Pictish
- Scottish (gaps in collection to be filled if possible)
- Medieval
- Post medieval
- Books, manuscripts, maps, photographs and equipment which relate specifically to archaeological digs and study within the region

5.1.2 Foreign Archaeology

Objects in the Foreign Archaeology collection include any object discovered in an archaeological context out with Great Britain. Examples include objects from Ancient Egypt, and Classical Greek and Rome.

Future Collecting:

The collection is a historic one and is considered closed. However, passive or active collecting can be considered in rare circumstances where appropriate for display or research purposes, where specified objects would enhance the interpretation or display possibilities of the existing collection, or fill gaps in the collection. These options would only be explored if it was not possible to source the relevant material as loans from other British museum collections. The General Rules and Procedures for collecting as stated in sections 2, 3 ,and 4 will also be applied stringently. Categories currently in the collection, and which any new objects will relate to, are:

- Americas
- Classical World
- Egypt
- Oriental

5.2 ETHNOLOGY

The Ethnology collection consists of about 3000 items from Africa, Asia, North American and Oceania. The greater part is African, predominantly from Nigeria, Zaire, Uganda and South Africa. The North American collection is predominantly Inuit.

Future Collecting:

The collection is an historic one and is considered closed. However, passive or active collecting can be considered in rare circumstances where appropriate for display or research purposes, where specified objects would enhance the interpretation or display possibilities of the existing collection, or fill gaps in the collection. These options would only be explored if it was not possible to source the relevant material as loans from other British museum collections. The General Rules and Procedures for collecting as stated in sections 2, 3 ,and 4 will also be applied stringently. Categories currently in the collection, and which any new objects will relate to, are:

- Ethnography without provenance
- Ethnography Africas
- Ethnography Americas
- Ethnography Asia
- Ethnography Europe

- Ethnography Oceania

5.3 NUMISMATICS

The Numismatics collection consists of some 6,000 objects relating to Dundee, Scotland, Britain and Europe, the Classical World, and other countries around the world. Examples include coins, trade tokens, communion tokens, and military medals. The classical collection, the "Paton Gloag collection" is of particular note and is believed to be of national importance.

Future Collecting:

Active collecting will take place to add numismatic objects to the collection that provide context for the human history of Dundee, especially in a local context, but also in a national and international context where deemed appropriate. Active and passive collecting will be undertaken for the following categories:

- coins
 - Priority will be given to any Scottish mints currently not in the collection that would fill a gap in the collection.
 - Examples of new coinage will be actively collected.
- banknotes
 - Examples of new banknotes will be actively collected.
- tokens
- seals
- medals
- medallions

5.4 HUMAN HISTORY

The Human History collection is classified using the Social History and Industrial Classification (SHIC). The collection consists of approximately 26,000 objects.

5.4.1 Community Life

Objects relating to the community of Dundee and its surrounding areas. Examples include collections of objects relating to Friendly Societies, religion, politics, and warfare.

Future Collecting:

Active and passive collecting will be undertaken for the following categories:

- Cultural tradition
- Organisations
- Regulation and control
- Welfare and wellbeing
- Education
- Amenities, entertainment and sport
- Communications and currency:
 - Numismatics is considered separately in a category above.
- Warfare and defence
- Community life not elsewhere specified

5.4.2 Domestic and Family Life

Objects relating to domestic and family life including the house and household, and activities that take place within it, or related to family life. Examples include household furniture and furnishings, lighting, sanitation, food preparation, and sports and pastimes.

Future Collecting:

The current collection holds too many objects with no provenance or stories related to the people who would have owned or used them. This collection requires a better representation of objects that relate specifically to areas of Dundee (i.e. Douglas or Lochee), Dundee homes and Dundee people.

Active and passive collecting will therefore be undertaken for the following categories:

- Domestic and family administration and records
 - Any significant or large collection of archival material will be considered for deposit with Dundee City Archives, rather than with the museum.
- House structure and infrastructure
- Heating, lighting, water and sanitation
- Furnishings and fittings
 - (see also under the heading "Working Life" - 5.44) There is natural crossover here with furniture currently in the Fine and Decorative Art collection. Joint working between the History Team and the Fine and Decorative Art Team is suggested before collecting an object relating to furniture. Reference will also be made to the Strategic Change Fund report on the Furniture Collection by David Jones on 26th July 2005.
 - There is natural crossover here with ornaments and curios currently in the Fine and Decorative Art collection. Joint working between the History Team and the Fine and Decorative Art Team is suggested before collecting an object relating to ornaments and curios.
- Household management
- Food, drink and tobacco
- Family wellbeing
- Hobbies, crafts and pastimes
- Domestic life not specified elsewhere

5.4.3 Personal life

Objects that are used by or related to only one person, as opposed to a group of people, and kept for private use rather than being used in a domestic setting. Examples include a large collection of costume, and objects related to personal care.

Future Collecting:

The current collection holds too many objects with no provenance or stories related to the people who would have owned or used them. Objects especially relating to Personal Life from the 1980s onwards must be actively collected.

Active and passive collecting will therefore be undertaken for the following categories, as well as being considered in relation to the General Rules and Procedures for collecting as stated in sections 2, 3, and 4:

- Personal administration and records
 - Any significant or large collection of archival material will be considered for deposit with Dundee City Archives, rather than with the museum.
- Relics, mementoes and memorials
- Costume
 - The costume collection is a large collection, with a broad and impressive representation of mainly women's garments from 1750 until the 1970s, with 1850-1950 predominant.
 - The costume collection is considered closed up to the 1980s. However, if an opportunity arises to collect items from the following areas, stringent consideration will be given, keeping in mind the already large nature of the collection overall, and with a view to the General Rules and Procedures for collecting as stated in sections 2, 3 ,and 4:
 - costume from 1980s onwards will be selectively collected.
 - working clothing which is not duplicated in the existing collection
 - men's clothing which is not duplicated in the existing collection
 - children's clothing that is not duplicated in the existing collection
 - items of exceptional significance or quality which were made and used prior to the 1980s, and which are not duplicated in the existing costume collection
- Accessories not elsewhere specified
- Toilet
- Food, drink and tobacco
- Personal wellbeing
- Personal life not specified elsewhere

5.4.4 Working Life

Objects that relate to the working life of Dundee, and activities akin to this which are undertaken for commercial purposes. Examples include the Nine Trades, Trade Unions, textile industries, whaling, publishing and printing, food manufacture, and transport.

The material relating to Dundee's whaling past and general polar exploration which overlaps with the Eskimo ethnographic material. In view of the small amount of material surviving, this collection constitutes a major British collection of international importance. The shipping collection is of great importance at both a local, regional and in some areas national level. It is popular with the public and in use by researchers on a fairly regular basis.

This is a rich part of the History collection. Historically, industry was central to the life of Dundee. Some key points must be made here. Firstly, careful consideration must be given to the "Collecting Area" when considering collecting an object in some of the categories below. Unless there is an outstanding or significant reason, collecting must not overlap with that of Dundee Industrial Heritage.

Future Collecting:

Active and passive collecting will therefore be undertaken for the following categories:

- Agriculture, forestry and fishing

- Coming into this category is the Whaling collection which is a very significant collection. It is unlikely that many donations will be made to enhance it. Therefore passive and, where possible, active collecting will be applied where an object in question will enhance the collection.
- Energy and water supply
- Minerals and chemicals
- Metals and metal goods, engineering etc.
- There is natural crossover here with some objects currently in the Fine and Decorative Art collection, especially silver. Joint working between the History Team and the Fine and Decorative Art Team will take place before collecting an object relating to Dundee silver.
- Manufacturing industries not elsewhere specified
- An important company in Dundee's history is D.C. Thomson. The representation of this company in the collection is very poor. Active collecting will take place in order to address this imbalance.
- Another large employer in Dundee is Michelin. The representation of this company in the collection is very poor. Active collecting will take place in order to address this imbalance.
- (see also Domestic and Family Life above) There is natural crossover here with furniture currently in the Fine and Decorative Art collection. Joint working between the History Team and the Fine and Decorative Art Team will take place before collecting an object relating to furniture. Reference will also be made to the Strategic Change Fund report on the Furniture Collection by David Jones on 26th July 2005.
- Construction
- Transport and communications
- Distribution, hotels and catering, repairs
- Other working life
- New and emerging industries in Dundee, including biotechnology and the gaming industries, have very poor representation in the collection. Active collecting will take place in order to address this imbalance.

5.4.5 Oral History

The Oral History collection until 2004 consisted of a collection of cassette recordings. In 2004 oral history began to be pursued in a more strategic way, partly in order to have oral history available for the McManus Galleries and Museum "Who We Are" redevelopment project, and "The Making of Modern Dundee" gallery within that project. It is the intention to continue to collect Oral History as a record of Dundee life after the gallery is open, as set out below.

Future Collecting:

Oral history will be actively collected. Any oral history collected must be deemed to improve the context into which the museum's objects can be set, or add unique and accessible information about areas of Dundee's history that the object collections can or cannot illustrate.

Oral History interviews complement collecting objects, oral history interview can often follow the donation of an object, or vice versa. It can help gather supplementary information in order to have the fullest possible history of the object.

5.5 NATURAL SCIENCES COLLECTIONS

5.5.1 Vertebrates

- Reptiles and Amphibians - This is a very small collection of display casts and spirit preserved specimens.
- Fish - This collection which is of regional significance contains over 500 preserved specimens of historical interest and display mounts which could be used for display.
- Birds - The collection consists of glazed and unglazed mounted specimens, study skins, osteology (skulls skeletons and bones) and eggs.

- Mounts

This collection contains about 900 specimens. Most are of British origin, although there are a small number of foreign specimens from localities such as Australasia and Antarctica (including some important historical material). About two thirds are recent the remaining third being 19th century specimens.

- Skins

This collection which is of regional significance contains about 2,000 specimens. It includes historical material from JFT Nisbet and JT Boase. Most of the specimens are of Scottish Origin and have full data. The small foreign component includes specimens from North and South America, Africa and Australasia.

- Nests

This small collection was comprised mainly from donations made in the 19th century. Most of the common British species are represented.

- Eggs

This is a large collection. Many of the 7,000 eggs have inadequate data. Although the vast majority are probably of British origin there is also a significant amount of European and American material.

Future Collecting, specific to Egg collections:

Legislation now prohibits the collecting of eggs of British birds. so collecting will be restricted to:

- Eggs of Scottish species only where there is accompanying data and the specimens can be proved to have been collected before the enactment of the relevant legislation.

or

- When the specimens have been offered by the police following investigation of illegal egg collecting.

- Mammals

- Mounts

This collection contains about 200 specimens. Most are recent and are of Scottish origin, although a few foreign localities ranging from the Arctic to Australasia are also represented.

- Skins

This collection which is of regional significance contains about 300 specimens. Although a few older foreign specimens are present, the vast majority of the collection is of recent Scottish material.

- Osteology

This collection contains about 300 specimens, mainly bird and mammal skulls. It does however include the largest and most spectacular Natural History specimen - the Tay Whale skeleton.

5.5.2 Invertebrates

- Insects

These total approximately 35,000 pinned specimens and are of regional importance. More than two thirds are well documented, being recent specimens of Scottish origin. The strongest groups are Lepidoptera (butterflies), coleoptera (beetles) and diptera (flies). There are also a number of fluid preserved specimens.

- Molluscs

This collection contains about 6,000 specimens of shells and includes a substantial proportion of foreign material, much of it tropical seashells with little accompanying data. Among the British material, parts of southern England are currently better represented than Scotland.

- Other Invertebrates

This collection contains about 1,000 mainly fluid preserved specimens covering Scottish marine, freshwater and terrestrial forms, i.e. crustaceans, arachnids

5.5.3 Botany

- Algae

This collection contains less than 1,000 poorly documented 19C specimens, mainly from southern England, but including some Scottish material. The foreign material includes some 200 specimens from the Southern Hemisphere apparently collected in the 1860s.

- Bryophytes

This collection contains about 3,500 specimens, mainly of British origin. It includes the 19C. Scottish collection of G Forbes (800 specimens) and a small proportion of 19C. foreign material of worldwide origin. The only modern specimens are contained in 250 packets from Angus and Perthshire.

- Lichens

This collection contains about 3,000 herbarium packets. Most are well documented, modern, Scottish specimens and comprise one of the most important 20th century lichen collections in Scotland.

- Vascular Plants

This collection contains about 9,500 herbarium sheets. Included is the UK Duncan collection with some 2,200 voucher specimens for the "Flora of Angus" and 563 for the "Flora of East Ross-shire"; both of regional importance.

5.5.4 Geology

- Rocks

This collection contains 1,000 specimens, mainly of Scottish origin. Local rock types are reasonably represented but the collection lacks adequate non-local material for comparative purposes.

- Minerals

This collection of approximately 1,700 specimens contains a significant amount of foreign material.

- Fossils

This collection contains 2,500 specimens, many of historical and scientific importance including material of national significance. Although local fossils are reasonably well represented, the number of specimens from other parts of Britain is inadequate for comparative purposes.

Future collecting for all Natural Science collections:

The collecting of Natural sciences material will complement and enhance the existing collections. The aim of the collecting policy is to obtain botanical, geological and zoological specimens and associated information in order to interpret, evaluate and provide documentary evidence of Tayside wildlife past and present.

Suitable specimens which will fill any gaps in the collection will be actively pursued.

Museums collect natural sciences material as a resource to fulfil three quite separate functions:

- for display
- for reference purposes
- as voucher material.

It is relatively unusual for a particular specimen to fulfil all three functions.

Unlike most other museum disciplines, biological material requires some form of preservation prior to incorporation into the collection. The preparation technique chosen should usually be dictated by the intended function.

Display

Display conditions often expose specimens to the main agents of decay, namely light, ultra-violet light, insect pests, fluctuating temperature and humidity. It must be accepted that most biological display material will eventually require replacing. It follows that the long-term display of scientifically important 'type' specimens and voucher material will be avoided.

There is an important philosophical distinction here between biology and most other museum disciplines.

Reference

Biological collections are an extremely important reference resource. Dundee will be considered as part of the wider western Palaearctic, bio-geographical region.

There are many excellent identification guides and keys to the more popular groups of wildlife e.g. birds, mammals, butterflies, dragonflies and flowering plants. However for the many less well-known groups the only practical means of identification is by comparison to accurately identified specimens. This is especially the case for many invertebrates and lower plants. It is appropriate that suitable comparative material be collected for this purpose.

Vouchers

Biological specimens provide actual physical evidence to support literature or other records and observations (e.g. site surveys, impact assessments, ecological studies). They allow for identifications to be checked or reassessed.

As such specimens are the products of their environment at a particular point in time they may provide important data for long-term analysis.

Natural Sciences material will be collected in the following categories:

- Botany
- Geology
- Invertebrate zoology
- Vertebrate zoology

Collecting will be from all the major habitats within the collecting area:

- Figured, cited or otherwise published specimens
- Well documented specimens and collections to provide documentary evidence of Tayside wildlife
- Voucher material generated during habitat, ecological and other surveys within the county, in particular those surveys commissioned under the auspices of the Tayside biodiversity partnership
- Material in order to provide a quality reference collection to support the museum objectives and biodiversity partnership objectives in site evaluation and the training of local naturalists
- Historic mounted specimens which have accompanying information or are in good condition
- High quality specimens for display and to support the delivery of education and outreach by the service
- Identification and reference books and articles required for the determination and interpretation of European wildlife
- Information on the status of individual species and species groups in order to support the biodiversity partnership and the use of the museum collection
- Books, manuscripts, maps, photographs and equipment which relate specifically to biological study within the region

Acquisition of specimens will be

- by field collecting by museum staff
- purchase where required
- by the encouragement of local naturalists and the public to donate private collections and specimens
- by involvement in biological and geological survey and monitoring work

5.5.5 Biological and geological Records

The Department is the major holder of biological records for Tayside.

These often have voucher material associated with them which needs proper storage. The taxonomic expertise to check the validity of records is largely available only in a museum.

The current archive is mainly paper based, much of it the result of survey work conducted by or initiated by the museum. Much data has been entered into the Recorder computer program so that it is more readily available and can be searched in a variety of ways.

Future Collecting:

The Department will continue to collect relevant biological data, working where possible with other groups to maximise the data collected whilst minimising the costs.

In the longer term, the museum service will work with other interested parties, towards the improvement and maintenance of a Tayside Biological Records Centre.

5.6 Fine Art

Established in 1874, the City's permanent fine art collection comprises 5,500 items and spans four centuries of production by artists working in Britain and Europe. At its core is a fine collection of nineteenth and twentieth century Scottish painting which has formed the basis of our active collecting over the last forty years.

In recent years, there have been major changes in Dundee. The emergence of the internationally known visual arts organisations - "Dundee Contemporary Arts" and "Generator" - have changed the cultural landscape of the city, and their work will be reflected in our acquisitions. Whilst we still concentrate on collecting the best of Scottish art, we are endeavouring - with funds from the National Collecting Scheme for Scotland - to acquire new works that put it in its international context.

From its inception until the 1960s, the art collection was built primarily through donations and bequests. During the 1960s a small acquisitions fund was established and curators were able to actively collect by purchasing work for the first time. With three major exceptions: the transfer of the entire Orchar Collection in 1987, the successful bid for some 70 works from the Scottish Arts Council bequest in 1997 and the gift of the photographic series 'Hawkhill: Death of a Living Community' in 2002, passive collecting by donations or bequests has virtually ceased.

Active collecting by means of purchase is the only method by which the fine art collection can be seriously developed. The ability to secure grant-aid from government, charitable and private sources will be a key determinant in pursuing and securing major acquisitions.

Where the Museum seeks to collect the work of "local" artists, or to acquire "local" views, the area formerly known as Tayside will normally be used as the basis for decisions.

5.6.1 European Oils, Watercolours and Drawings up to the 20th Century

A small collection including work by Italian and Dutch 'Old Masters', mostly donated during the 19th century and also by one 20th century collector, William Shiell.

Key artists include:

- Abraham van Beyeren
- Pompeo Batoni
- Louis de Boullogne
- Eugene-Louis Boudin
- Giovanni Battista Caracciolo
- Emilian School
- Jacob Maris.

Future Collecting:

It is not intended to actively collect in this area. Passive acquisitions will be considered on a case by case basis. Decisions will be based on the suitability of work for the collection; display potential; storage and conservation requirements.

5.6.2 English Oils, Watercolours and Drawings up to 1950

The English collection is a fine and valuable one.

Key artists include:

- Frank Brangwyn (a collection of some 250 works including 16 oil paintings)
- Edward Burra
- David Cox (60 pencil drawings)
- Laura Knight
- Edwin Landseer
- Alfred Munnings
- John Nash
- Dante Gabriel Rossetti
- Walter Sickert
- Stanley Spencer

Future Collecting:

It is not intended to actively collect in this area. Passive acquisitions will be considered on a case by case basis. Decisions will be based on the suitability of work for the collection; display potential; storage and conservation requirements.

5.6.3 English Oils, etc from 1950 until Present Day

This is a small group deriving in part from donations by the Contemporary Art Society and the War Artists Advisory Committee. It includes work by:

- Edward Bawden
- David Bomberg
- Edward Burra
- Mark Gertler
- Alan Ronald
- Graham Sutherland.

Future collecting:

It is not intended to actively collect in this area. Passive acquisitions will be considered on a case by case basis. Decisions will be based on the suitability of work for the collection; display potential; storage and conservation requirements.

5.6.4 Scottish Oils, Watercolours and Drawings from Circa 1650 to 1950

Dundee City Council has one of the best collections of Scottish painting in the country. This includes: a number of outstanding single works; the only nineteenth century collection to survive in its entirety (the Orchar Collection); and the best collection of work by artists of the Scott Lauder Group anywhere. As one would expect, artists with a strong local connection feature prominently.

The twentieth century collection has been assessed by the National Galleries of Scotland and confirmed as a significant Scottish Collection. It is now the subject of an exhibition and catalogue "Consider the Lilies: Scottish Painting 1910-1980 from the Collection of the City of Dundee".

The Scottish collection is complemented by a significant group of local interest paintings including portraits of local worthies, topography and a large collection of maritime paintings. Much of this was collected by AC Lamb.

Key artists:

- David Allan
- Alexander Carse
- Tom Faed

- John Phillip
- Henry Raeburn
- Allan Ramsay
- Robert Scott Lauder.

Important groupings include: 'the Scott Lauder Group'; the 'Glasgow Boys' and the 'Scottish Colourists'.

Future collecting:

The main priority in this area will be to collect historic works with a strong Dundee connection when they come on the market. The ability to secure pieces will depend on successfully securing external grant aid.

5.6.5 Contemporary Scottish Oils, Watercolours and Drawings 1950 until today

From the outset, the art collection has been a contemporary one, built through presentations and bequests of work by living artists from Dundee's prosperous nineteenth century business community and an active collecting policy focused on contemporary Scottish work from the 1960s onwards.

This collection focuses primarily on acquiring work by artists who live and /or work in Scotland. Work by artists who have a particular connection with Dundee has always been purchased. Recent additions from the Scottish Arts Council bequest have significantly improved this collection.

Key artists include:

- Delia Bailie
- Elizabeth Blackadder
- John Bellany
- Steven Campbell
- Graham Fagen
- Callum Innes
- James McIntosh Patrick
- Eduardo Paolozzi
- David McClure
- Will McLean
- Alberto Morrocco
- Graeme Todd
- Robert Orchardson

Future Collecting:

Contemporary Scottish Art is the priority area for active collecting through commission and purchase. The Department will continue to acquire contemporary work by major Scottish artists, and artists who are important locally. The museum is keen to reflect the local art scene and will consider acquiring work by younger emergent artists who have created a significant body of work since graduation.

The Dundee Contemporary Arts commissioning programme presents the Council with valuable opportunities to purchase work originated in Dundee by a range of international artists.

In recent years, works have been presented that are believed to present long-term conservation problems. Where this is believed to be the case, an agreement will be drawn up with the artist prior to accepting the work for a fixed time period. Once that fixed time period has come to an end the work will be discussed with conservation staff and the artist prior to making a decision on its long-term future within the collection.

5.6.6 Prints

The collection of some 900 prints, particularly strong in Early 20th Century British, ranges from Daniell aquatints to prints by French post-impressionists Degas, Vuillard and Chagall. There is also an important collection of etchings and drypoints by JM Whistler. Dundee City Council's important collection is complemented by a major collection of twentieth century Scottish prints held by the University of Dundee.

Future collecting:

It is intended to acquire historic prints that are of local importance and interest, when they become available, to continue to acquire contemporary prints by Scottish makers and focus on prints created at Dundee Contemporary Arts.

5.6.7 Fine Art Photography

Dundee was the first local authority to collect fine art photography purchasing two photographs by Thomas Joshua Cooper in 1985. This brave championing of artist photography at an early stage in its development has resulted in a fine collection representing many of the key Scottish-based photographers of the late twentieth century. The range and quality of the collection was significantly improved with the acquisition of work through the Scottish Arts Council bequest.

The collection includes the largest body of work by Joseph McKenzie in a public collection. 'Dundee: City in Transition, 1964-66' was acquired in 1990 and 'Hawkhill: Death of a Living Community, 1965-86' acquired in 2002.

Since the fine art photography collection was established, photography has become mainstream and is now viewed as a legitimate medium in its own right. This has resulted in a shift in focus from the collection of work by fine art photographers to the acquisition of work by artists who work with photography.

Future Collecting:

The photography collection will continue to be built through commission and purchase. Contemporary Scottish photography is the core of the collection and the Department will continue to acquire work in this area and also buy photographs by non-Scottish photographers to provide context for the Scottish collection. Work by artists who work with photography will also be acquired.

5.6.8 Sculpture

The collections consist of about sixty pieces of sculpture, ranging from 19th Century marble portrait busts to contemporary bronzes.

Key modern sculptors are:

- Benno Schotz
- William Turnbull
- E Paolozzi
- Gavin Scobie
- Gareth Fisher.

Future collecting:

Work by contemporary Scottish sculptors will be considered for acquisition after assessing storage requirements and potential handling difficulties.

5.6.9 New Media

The Fine Art Collection has been built up over 150 years through acquisitions of work in the traditional fine art media of paintings, drawings, prints and sculpture. The contemporary art world no longer recognises these distinctions and increasingly boundaries are becoming blurred as the hierarchy associated with traditional media has been abandoned. Many artists are no

longer associated with one medium and prefer to work in a variety of media. Artists also have a host of new technologies available to them. We wish to reflect this in our collecting policy and have begun to build a small but important collection of works in new media which includes video / DVD artworks by Roddy Buchanan, Duncan Marquiss & Andy Wake, Pernille Spence and Mat Stokes.

Future Collecting:

The aim is to continue to build a quality collection of work that reflects the many ways in which artists create work. Accepting that the acquisition of work in this area presents many challenges, each potential acquisition will be assessed on the basis of the suitability for the collection, the ability to present the work without significant additional expense and the ability to preserve the work long-term. For this reason, where specialist equipment is required to present work, it will be purchased as part of the acquisition.

5.6.10 Contemporary International Collecting

The Department was fortunate to benefit from membership of the National Collecting Scheme for Scotland (NCSS), the first phase of which ran from 2003-2006. The Scheme made funds available for research and international travel and encouraged more ambitious thinking about the collection. Through the scheme work has been purchased which reflects contemporary developments in visual art, provides an international context for the permanent art collection and reflects the international outlook of the programmes at Dundee Contemporary Arts and Generator projects.

Future Collecting:

The ability to continue to collect in this area is dependent to some extent on the continuation of the National Collecting Scheme for Scotland. The museum's partners are working to secure a long-term future for the Scheme. Where funds allow, purchases of new work will continue for the collection that is international in scope and complements the existing fine art collection.

This represents a new area for collecting and recognises the opportunities afforded through exhibition and events programmes at McManus Galleries and Museum and Dundee Contemporary Arts. Much of the new media presents new challenges for collecting as it can comprise of direct wall drawing, performance, time based work or video. This type of work will be supported through the department's exhibitions policy and collected through recording material (documentation, photography, and video).

5.7 **Decorative Art**

The City's permanent decorative art and craft collection is diverse and varied in quality, with much of it having been collected passively from bequests. The most significant items are in areas which have been actively collected, and in the main purchased, by curatorial initiatives.

At its core is a fine collection of historic Scottish silver, mainly made in Dundee but with excellent examples of Edinburgh and other Scottish Provincial silver. Historic Scottish Pottery was actively collected for a period and is a good collection. Scottish studio ceramics have been purchased over the last 40 years while Contemporary Scottish glass has been collected since the 1980s. In the 1970s good quality display collections of Georgian glass and 18th century porcelain were purchased from Bond Street dealers to show the variety and development of the media in this period.

Active collecting by means of purchase is the only method by which the fine art collection can be seriously developed. The ability to secure grant-aid from government, charitable and private sources will be a key determinant in pursuing and securing major acquisitions.

5.7.1 Historic Silver

The collection comprises around 350 items, spanning the period from the 17th century to the present day. It consists mainly of tableware with some church silver, trophies and presentation

pieces. The bulk of the collection is Scottish, with two outstanding non-Scottish pieces: the Armitstead Salver, 1683 and the Doncaster Cup, 1816. The Scottish provincial silver collection is a good one with an outstanding collection of items by Dundee makers. There are also several impressive pieces of Edinburgh and Glasgow silver.

The only pieces entering the collection in the last 30 years have been commissions for civic silver: Octocentenary Salver 1991; and candlesticks and a rose bowl commissioned in the 1970s.

Future Collecting:

The main priority will be to collect pieces of historic Dundee silver of unusual type or maker when they become available. Where appropriate the museum will continue to be involved in commissions for civic silver.

5.7.2 Historic Ceramics

The historic ceramics collection contains over 800 miscellaneous items. Much of it is standard household ware from the late 19th Century, of questionable museum quality for its aesthetic or social history value. There are a number of important small collections within this which are:

- Good Satsuma pottery
- assorted Oriental porcelain
- Chelsea and Bow figures
- a good collection of Scottish pottery
- modern Royal Doulton figures, donated by the factory
- 19th Century Staffordshire including transfer-printed ware
- a large collection of Goss crested china.

Future Collecting:

The intention is to purchase outstanding pieces of strong local interest and importance when they become available. Passive collecting of attractive display pieces will be assessed on a case by case basis. Decisions will be based on the suitability of work for the collection; display potential; storage and conservation requirements.

5.7.4 Glass

The collection consists of approximately 170 items, of very mixed quality. The best of it was purchased in 1976, comprising 30 pieces of British and Irish Georgian glass 1720-1820. Most of the donations are of rather inferior quality, though some of it is of a domestic interest.

Future Collecting:

The intention is to purchase outstanding pieces of strong local interest and importance when they become available. Passive collecting of attractive display pieces will be assessed on a case by case basis. Decisions will be based on the suitability of work for the collection, display potential, storage and conservation requirements.

5.7.5 Objects d'Art and other assorted Pieces of Decorative Art/Furniture

This is a miscellaneous collection, numbering some 100 items.

The key area is a small but very pretty group of Oriental objects - ivories, lacquer, bronzes, and material related to some of the Far Eastern daggers.

A few impressive looking pieces of furniture are displayable but are of domestic scale and are not appropriate in large galleries.

Future Collecting:

Since the display and storage constraints on furniture are a serious limiting factor, this is not an active area for collecting unless the material has a strong local importance and significance.

Passive collecting of miscellaneous objects d'art will be very selective, assessed on a case by case basis. Decisions will be based on the suitability of work for the collection; display potential; storage and conservation requirements.

5.7.6 Contemporary Crafts

The contemporary craft collection is a good one and includes fine examples of studio glass and ceramics.

Like the fine art collection, increasingly the boundaries between fine art and craft are becoming blurred. Many craft practitioners are no longer producing work that is primarily functional. Increasingly craft practitioners are exploring conceptual work and are experimenting with media much in the way that a fine artist would do.

The contemporary crafts collection has benefited enormously from the research, travel and funding for acquisitions available through the National Collecting Scheme for Scotland. Through the Scheme the collections of Scottish studio ceramics and glass have been built up. The collection has been developed more ambitiously with a purchase of a number of key items by major English and European makers. These include glass by Colin Reid and Bruno Romanelli and ceramics by Danish makers Bodil Manz, Gitte Jungersen, Michael Geertsen, and Per Ahlmann.

Future Collecting:

The intention is to actively develop the contemporary Scottish crafts collection through purchases and commissions.

The ability to continue to collect international material is dependent to some extent on the continuation of the National Collecting Scheme for Scotland. The museum together with its partners will continue work to secure a long-term future for the Scheme. Where funds allow, the museum will continue to purchase new work for the collection which is international in scope and complements the existing contemporary craft collection.

6 DISPOSAL

- 6.1 One of the basic functions of museums is preservation. Items acquired by a museum are generally considered to be inalienable once they have been incorporated into the collections. There is a strong presumption against the subsequent disposal of items from museum collections, other than in very specific circumstances. This Policy Statement covers the circumstances in which disposals may take place, and the procedures to be followed.
- 6.2 Dundee City Council hereby confirms its acceptance of the principle that its collections are held in trust for future generations. Only under exceptional circumstances will the disposal of any specimen from the Collections be permissible. This policy statement covers the circumstances in which disposals may take place, and the procedures to be followed.

7 REASONS FOR DISPOSAL

- 7.1 To remove from the collections any item which is too badly damaged or deteriorated to be of any further use for the purposes of the museum.
- 7.2 To improve the curatorial care of the collections by the disposal of duplicate or unprovenanced material of low intrinsic relevance to the collecting policy.
- 7.3 To transfer to the ownership of another registered museum any item which, by reasons of changes in public, social or educational need, administrative responsibility, development priorities, or the establishment of a new registered museum, the nominated Officer advises Dundee City Council would be more appropriately placed elsewhere.
- 7.4 In those cases where the museum is legally free to dispose of an item (if this is in doubt, advice will be sought) it is agreed that any decision to sell or otherwise dispose of material from the collections will be taken only after due consideration.
- 7.5 Decisions to dispose of items will not be made with the principal aim of generating funds.

8 AUTHORITY FOR DISPOSAL

- 8.1 No museum item may be disposed of without the specific authority of Dundee City Council through the acceptance of a minute of the Leisure and Communities Committee. Such a decision may be the responsibility of the Councillors, acting on the advice of the nominated Officer and not of any person acting alone.
- 8.2 If the disposal of a quantity of similar material is proposed, Dundee City Council may, however, give the nominated Officer delegated authority to act in the specific, once a general principle has been approved.
- 8.3 Where recommendations concerning the disposal of museum items are to be made, it is understood that there will need to be certain preliminary investigations before a report can usefully be brought before Dundee City Council. This may include such matters as obtaining valuations, seeking the views of donors, and contacts with other registered museums, which may be interested in accepting transfers. Within the terms of this policy, it is understood that the nominated Officer has authority to act in this way, without prejudice to Dundee City Council's eventual decision.

9 DISPOSAL OF PURCHASES, GIFTS & BEQUESTS

- 9.1 Where it is the intention to dispose of an item which was acquired by purchase, the nominated Officer will take all reasonable steps to discover whether the original purchase was assisted by a grant from the National Heritage Memorial Fund, the National Acquisitions Fund, the Local Museums Purchase fund, the National Art Collections Fund or other identifiable funding source. Where it is known or discovered that such a grant was made, the body concerned or its successors will be notified of the Department's intentions so that any relevant conditions

attached to the original grant may be fulfilled, such as that the value of the grant or a proportion of any money raised by sale, will be surrendered.

- 9.2 Items given or bequeathed will not normally be disposed of without prior consultation with the original donors or their families within the first generation, and wherever possible their approval will be obtained to the course of action proposed. This is, however, a matter of courtesy rather than a legal requirement. The nominated Officer shall be entitled to waive this requirement where all reasonable efforts to trace a donor have failed, and additionally where no details of the donor exist.
- 9.3 In appropriate circumstances, having taken account of the procedure set out in paragraphs 7.1 - 7.3 and 9.1 -9.8 of this Policy, the nominated Officer may recommend the return of an item to its original donor.

10 DISPOSAL PROCEDURE

- 10.1 Where a museum item is no longer required by the Department, and approval has been given by the Dundee City Council to its disposal, it shall be offered first to other registered museums, wherever possible as a gift, but otherwise by loan, exchange or sale.
- 10.2 Where it is intended that an item will be sold, an independent valuation will be sought. The Scottish Museums Council will normally advise on obtaining this but cannot give valuations Dundee City Council will accept this as the maximum price for the sale of a museum item to a registered museum, for a period of six months. It will, however, be open to Dundee City Council to authorise a sale to a registered museum at a reduced or nominal price in order to keep an item in public ownership. If sale to an individual, or an organisation other than a museum, does become necessary, the item would then normally be offered at a price no less than valuation.
- 10.3 In the first instance, the nominated Officer shall seek to identify a specific registered museum with whom an arrangement acceptable to both parties can be made. If this proves impossible, the intended disposal shall be made known to the museum community at large. This will be by means of an announcement sent to the offices of the SMC and existing Single Regional Agencies in the UK and placed in the monthly publication of the Museums' Association and other professional journals if appropriate.
- 10.4 The announcement must indicate the nature and number of the museum items involved, and the basis on which a transfer would be made. Preference must be given to expressions of interest from other accredited museums. A period of at least two months must be allowed between the appearance of the announcement and the implementation of any decision.
- 10.5 If, as a result of such an announcement, more than one museum responds, care must be taken to avoid a situation where museums are competing with each other in ignorance. In such cases, and particularly if the transfer is to be by sale, it will usually be appropriate for the parties concerned to be informed of each other's interest, and time allowed for open discussion before a transfer is finalised.
- 10.6 If, after two months, no registered museum has declared an interest in acquiring the museum item on the basis offered by Dundee City Council, it may then be offered for sale to other interested organisations, to private individuals, or by auction. This may also be done if a registered museum, which has previously expressed an intention to purchase, is unable to complete such a purchase within a reasonable period, normally six months.
- 10.7 Where a museum item is to be disposed of by gift, if after six months no registered museum can be found which is willing to accept responsibility for the item, it may be given to any appropriate organisation or individual willing to receive it. First priority will be given to organisations in the public domain.
- 10.8 If the disposal of a museum item by all other means has proved to be impossible and disposal is regarded as absolutely essential, in exceptional cases Dundee City Council may be asked to authorise its destruction.

11 DISPOSAL BY DESTRUCTION

- 11.1 The destruction of a museum item will only be acceptable if its retention in the Collections would not be appropriate and no alternative public or private home can be found for it. Museum items which have become in some way seriously damaged, or have deteriorated beyond the point of further usefulness for the Collections, may also from time to time need to be formally de-accessioned. In such circumstances, Dundee City Council, acting on the advice of the nominated Officer, may authorise the destruction of an item. This must be carried out in a discreet, confidential and permanent fashion

12 PROCEDURE FOLLOWING DISPOSAL

- 12.1 Full records and photographs will be kept of all disposals from the Department. Where items have been disposed of, this shall be recorded in the appropriate register.
- 12.2 Where a museum item is transferred to another registered museum, all the associated documentation must accompany the item or follow within a period of one month. Where appropriate, this will include any photographic records. The Department will retain on file copies of key sections of the documentation, for future reference in accordance with the SPECTRUM Procedure on de-accession and disposal.
- 12.3 Any money received by Dundee City Council as the result of the sale of a museum item must be used for the benefit of the collection. Normally this will mean it is placed in the Purchase Fund and used for the acquisition of further items but in exceptional cases improvements relating to the care of collections may be justifiable. The prior approval of the Scottish Museums Council will be sought on any occasion when an alternative use, such as improvements to the care of collections, is proposed.

13 REPATRIATION AND RESTITUTION

- 13.1 A museum's governing body, acting on the advice of the museum's professional staff, may take a decision to return human remains, objects or specimens to a country or people of origin. This is entirely a matter for individual museums to consider, taking into account the ethical implications and within their legal position. Under such circumstances it is recognised and accepted that it would be inappropriate to apply the procedure outlined in paragraphs 7.4 and 10.6.

14 MANAGEMENT OF ARCHIVES

- 14.1 Where a museum holds or intends to acquire archives, including photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums in the United Kingdom (3rd ed., 2002).

Definitions

- 1 The Leisure and Communities Department operates museums which are defined as those premises, staff and collections of original material. At the time of adoption of this policy, this principally encompasses the McManus Galleries and Museum, the Mills Observatory, and Broughty Castle Museum although industrial collections normally held in the industrial outstore are recognised as being the responsibility of the museums. The term "Museum" is used in a functional sense, and may at all times be taken to subsume the terms "Gallery", "Art Gallery", "Heritage Centre" or otherwise as appropriate.
- 2 "Collections" are defined as:

"any item entered in the Accession Registers of the Department, whether as gift, or purchase, together with any item not entered in the Accession Registers, but in the possession of the Department, which was donated or purchased with the intention that it will become part of the Collections."

"Valid title" is defined as valid legal ownership.
- 3 The "nominated Officer" is defined as being the professional officer responsible to the Leisure and Communities Committee through the Director of Leisure and Communities for the operation of the Museums according to proper professional standards. The nominated Officer should have the Diploma of the Museums Association, or such other equivalent qualifications and/or substantial relevant experience as may be determined to be acceptable by the Museums & Galleries Commission.