

DUNDEE CITY COUNCIL

REPORT TO: POLICY & RESOURCES COMMITTEE – 11 NOVEMBER 2013

REPORT ON: COLLECTIONS DEVELOPMENT POLICY

REPORT BY: DIRECTOR, LEISURE AND COMMUNITIES

REPORT NO: 462-2013

1.0 PURPOSE OF REPORT

1.1 To seek approval for the Collections Development Policy 2013 - 2018 for Dundee City's collections which are managed, maintained and developed by the Cultural Services Section of Leisure & Culture Dundee.

2.0 RECOMMENDATIONS

2.1 It is recommended that the City Council approve this Policy

3.0 FINANCIAL IMPLICATIONS

3.1 There are no direct financial implications for Leisure & Culture Dundee or Dundee City Council Revenue Budgets arising from this report.

4.0 BACKGROUND

4.1 Agreement of this Policy will allow Leisure & Culture Dundee to strengthen the permanent collection and fulfil the terms of the Accreditation Scheme for Museums in the UK for 2013 to 2018.

4.2 This Policy was agreed by the Leisure & Culture Dundee Finance Committee on 23 October 2013.

5.0 POLICY IMPLICATIONS

5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. No major issues have been identified.

6.0 CONSULTATION

6.1 The Chief Executive, Director of Corporate Services and Head of Democratic and Legal Services have been consulted on this report.

7.0 BACKGROUND PAPERS

7.1 None.

**STEWART MURDOCH
DIRECTOR, LEISURE AND COMMUNITIES
30 OCTOBER 2013**

**Leisure & Culture Dundee
Collections Development Policy 2013 - 2018**

Name of museum: All museums managed by Leisure & Culture Dundee and not limited to The McManus, Mills Observatory and Broughty Castle Museums. This will also include the museum out stores and collections unit.

Name of governing body: Leisure & Culture Dundee

Date on which this policy was approved by governing body:

Date on which this policy was approved by the collections owner, Dundee City Council:

Date at which this policy is due for review:

1. Definitions

- 1.1 **"The Organisation"** Leisure & Culture Dundee is a Scottish Charitable Incorporated Organisation established on 1 July 2011. The Organisation operates, manages and develops galleries, museums, arts and cultural activities and events, libraries, indoor and outdoor sports facilities. Included in the Organisation's responsibilities is the maintenance, display and strengthening of the permanent collections on behalf of Dundee City Council who act as the keeper of the City of Dundee's collections.
- 1.2 Leisure & Culture Dundee, Cultural Services 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: Dundee's Art Gallery and Museum, the Mills Observatory, Broughty Castle Museum and The Collections Unit. Collections objects normally held in the industrial out stores 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.
- 1.3 **"Collections"** are defined as "any item entered in the Accession Registers of the Organisation, whether as gift, or purchase, together with any item not entered in the Accession Registers, but in the possession of the Organisation, which was donated or purchased with the intention that it will become part of the Collections."
- 1.4 **"Valid title"** is defined as valid legal ownership.
- 1.5 The **"relevant nominated Officer"** is defined as being the professional officer responsible to the Leisure & Culture Dundee Board of Trustees through the Managing Director of Leisure & Culture Dundee for the operation of the Museums according to proper professional standards. The nominated Officer should have a relevant post-graduate degree, or such other equivalent qualifications and/or substantial relevant experience as may be determined to be acceptable by Museums Galleries Scotland, for the purpose of the Accreditation Scheme.

2. Introduction

- 2.1 This is a Policy Statement regulating the acquisition and rationalisation of items for Dundee City's Arts and Heritage Collections. The adoption and implementation of this policy by Leisure & Culture Dundee Board and Dundee City Council is a requirement of the Accreditation Scheme for Museums in the UK, currently administered by Museums Galleries Scotland.
- 2.2 It represents the aims and objectives of Leisure & Culture Dundee (the Organisation) at the time of its adoption in 2013, 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 the Board and Dundee City Council for approval. Museums Galleries Scotland will be notified of any changes to the Collections Development Policy and any implications which may arise for the future of the existing collections.
- 2.3 This Policy Statement supersedes all previous and existing practices and policies, formal or informal, relating to the acquisition and rationalisation of items for the collections.

3. Statement of purpose

Leisure & Culture's Statement of Purpose.

To deliver, for the citizens of Dundee, and those who visit the City, high quality Leisure, Sport, Cultural and Learning Experiences which improve their quality of life.

On 1st July 2011 Dundee City Council (thereafter referred to as DCC in this document) transferred the museum service to Leisure & Culture Dundee. A formal agreement between both parties known as the Collections Agreement was adopted to allow Leisure & Culture Dundee (thereafter referred to as LCD in this document) to manage the collections on behalf of DCC.

4. An Overview of Current Collections

Leisure & Culture Dundee's Cultural Services Museums currently have a Museums Services Section which cares for Archaeology Regional and Foreign (this covers Mesolithic, Neolithic, Bronze Age, Iron Age, Roman, Pictish, Medieval, Post Medieval and examples of the Foreign Archeology include Ancient Egypt, Classical Greece and Rome and the Americas) , World Cultures (covering Africa, The Americas, Asia, Europe and Oceania), Numismatics and Human History (which is broken down into Community Life, Domestic and Family Life, Personal Life, Working Life and Oral Histories) and The Natural Sciences Collections (Vertebrates, Invertebrates, Botany and Geology).

The Fine and Applied Art Section is made up of Fine Art (European Oils, Watercolours and Drawings up to the 20th Century, English Oils, Watercolours and Drawings up to 1950, English Oils, etc from 1950 until Present Day, Scottish Oils, Watercolours and Drawings Circa 1650 to 1950, Contemporary Scottish Oils, Watercolours and Drawings 1950 until present day, Artists Prints, Fine Art Photography, Sculpture, New Media and Contemporary International Collecting) and the Applied Art Collection (Historic Silver, Historic Ceramics, Glass, Objects d'Art and other assorted pieces of Decorative Art and Contemporary Crafts).

The collections can be dated back to the inception of the Watt Institute which was founded in Dundee, 1824. The first meeting was held in 1825 at the meeting house, later known as the Willison Church in Barrack Street. Membership grew rapidly and from an early stage a library and museum was formed.

By 1866 serious thought had been given to the establishment of a free library in Dundee. In 1869 when the Watt Institute was wound up the town bought the library and received the collections as a gift.

The library was on the ground floor of the new Albert Institute which had been built in the previous year as a memorial to Prince Albert. The money for the Institute, designed by George Gilbert Scott, was raised by a group of local businessmen who formed a limited liability company known as "The Albert Institute Limited".

An extension to the building was completed in 1873 which housed the museum collections from the Watt Institute.

The Albert Institute had several successful annual Fine Art Exhibitions (1877 – 1891). The exhibitions were of a large scale and it was from these exhibitions that the fine art collection began.

A third extension to the building was completed in 1889, with the opening of the grand Victoria Gallery.

Original inventories of the Watt Institute collections do not survive, however we do know that this collection contained Arctic fauna and ethnographical objects.

The expansion of the galleries provided more space for the growing collections. A large sculpture gallery housed plaster casts of famous Greek and Roman sculpture and a reproduction of the Parthenon Frieze.

A re-display of the galleries in 1911 saw a room dedicated to Egyptian and Assyrian Antiquities, as many bequests had been received from Sir James Caird, Rev. Colin Campbell and the Egyptian Exploration Fund. New cases were provided to house native weapons and textiles.

Three galleries were dedicated to the natural sciences and included a display in progressive order from sponges to corals, fish and reptiles to birds. A room focused on examples of large African big game, fossils and minerals, while the final room contained specimens from the Arctic and the Antarctic including the skeleton of the Tay Whale, Walruses, birds and birds captured by Sir Ernest Shackleton in his Antarctic Expedition of 1914.

Notable donations, and one of the earliest recorded, were given by Henry S. Cox, of Cox Bros (Calcutta), one of the largest jute firms in Dundee. A collection was donated by Dr Peter Rattray, who followed in the footsteps of Mary Slessor and his donation represents the single biggest donation of African material to Dundee.

As the first Jubilee of Queen Victoria (1887) drew near, various plans were suggested including the acquisition of Dudhope Park. The Park was purchased by the Town Council on the 28th September 1895 and the park contained a number of buildings which had previously been used as Regimental Barracks.

The museum in Albert Square was now over-crowded and the idea of opening a new museum in the recently acquired Dudhope Park was given serious consideration. The new Technical Museum was opened on the 23rd July 1900 and had examples of model machinery, ship models, natural history and ethnography with the central feature of the Boulton-Watt engine, built in 1785 by Boulton and Watt.

The new museum became a very popular venue, however the First World War broke out and Barracks were once again taken over by the military. Dudhope Park Museum finally closed in 1949.

The Albert Institute was renamed The McManus Galleries in 1984 and in 2008 was renamed The McManus: Dundee's Art Gallery and Museum.

Leisure & Culture Dundee, on behalf of Dundee City Council, manages Broughty Castle Museum (owned by Historic Scotland), The Mills Observatory and The McManus: Dundee's Art Gallery and Museum.

The collections are believed to contain upwards of 150,000 objects.

4.1 ARCHAEOLOGY

The Archaeology Collection consists of over 5,000 objects relating to Regional Archaeology and Foreign Archaeology.

4.1.1 Regional Archaeology

Objects in the Regional Archaeology Collection include any object and its accompanying archive discovered in an archaeological context within Dundee or its surrounding area, including Tayside and Fife, or that relates to the time period of approximately 10,000 B.C. to approximately 1600 A.D.

The collections reflect the pre-history of the Tayside area with finds assemblages from important archaeological investigations such as the Mesolithic site at Morton, the Pictish Lundin Links long cist cemetery in Fife alongside medieval urban sites in Dundee.

Formerly the Museum had its own Archaeology Field Unit which conducted its own excavations as well as providing assistance to excavations in Dundee, Tayside and Fife.

The collections are organised under the following categories:

- Mesolithic
- Neolithic
- Bronze Age
- Iron Age
- Roman
- Pictish
- Medieval
- Post Medieval

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

4.1.2 Foreign Archaeology

Objects in the Foreign Archaeology Collection include any object discovered in an archaeological context outwith Great Britain. Examples include objects from Ancient Egypt, Classical Greece and Rome and the Americas.

The Egyptology Collection largely stems from the Institution's early involvement with the Egypt Exploration Fund (now Society). It contains examples from important sites such as El Amarna, Abydos and Deir el Bahri and ranging in time from Predynastic to Roman Egypt.

4.2 WORLD CULTURES

The World Cultures collection consists of about 3,000 items from Africa, Asia, the Americas and Oceania. The greater part is African, predominantly from Nigeria, Zaire, Uganda and South Africa. The Americas collection is predominantly Inuit.

- World Cultures : Africa
- World Cultures: Americas
- World Cultures : Asia
- World Cultures: Europe
- World Cultures: Oceania

4.3 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.

4.4 HUMAN HISTORY

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

4.4.1 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.

4.4.2 Domestic and Family Life

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

4.4.3 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.

4.4.4 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 Whaling Collection is a recognised collection of National Significance by the Recognition Scheme run by the Scottish Government.

The material relating to Dundee's whaling past and general polar exploration overlaps with the Inuit 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.

4.4.5 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 "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.

4.5 NATURAL SCIENCES COLLECTION

The Natural Sciences collection is classified using widely-accepted taxonomic classification. The collection consists of approximately 75,000 objects.

4.5.1 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 and display mounts of historical interest.
- 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 is 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.
- 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.

4.5.2 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.

4.5.3 Botany

- Algae - This collection contains less than 1,000 poorly documented 19th century 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 19th century Scottish collection of G Forbes (800 specimens) and a small proportion of 19th century 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.

4.5.4 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.

4.5.5 Biological and Geological Records

The Organisation is historically the major holder of biological records for Tayside.

These often have voucher material associated with them which is in need of 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 or initiated by the Organisation. 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.

4.6 **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. The Fine Art Collection is a recognised collection of National Significance by the Recognition Scheme run by the Scottish Government.

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.

4.6.1 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 twentieth-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.

4.6.2 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)
- Dame Laura Knight
- Edwin Landseer
- Alfred Munnings
- John Nash
- Dante Gabriel Rossetti
- Walter Sickert
- Stanley Spencer.

4.6.3 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.

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

Dundee City has one of the best collections of Scottish paintings 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 20th century collection has been assessed by the National Galleries of Scotland and confirmed as a significant Scottish Collection.

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'.

4.6.5 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 19th 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.

4.6.6 Artist's 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's important collection is complemented by a major collection of 20th century Scottish prints held by the University of Dundee.

4.6.7 Fine Art Photography

Dundee was the first City 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 20th-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.

4.6.8 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.

4.6.9 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 Matt Stokes.

4.6.10 Contemporary International Collecting

The Organisation was fortunate to benefit from membership of the National Collecting Scheme for Scotland (NCSS), of which ran from 2003-2013. The Scheme made funds available for research and international travel and encouraged more ambitious thinking about the collection. Through the Scheme work is 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.

4.7 APPLIED ART

The City's permanent Applied 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. It amounts in total to some 1,400 objects.

The Applied Art Collection is a recognised collection of National Significance by the Recognition Scheme run by the Scottish Government.

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.

4.7.1 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.

Regarded as an important display and research collection we have actively acquired work by key historic makers in recent years.

4.7.2 Historic Ceramics

The Historic Ceramics Collection contains over 800 miscellaneous items. Much of it is standard household ware from the late 19th century, presented through bequest. 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.

4.7.3 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

4.7.4 Objects d'Art and Other Assorted Pieces of Decorative Art

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.

4.7.5 Contemporary Crafts

The Contemporary Craft which 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 2003 - 2013. 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.

5. Themes and Priorities for Future Collecting

The period of time that the entire collection relates to is prehistory to the present day. Leisure & Culture Dundee continues to actively collect in certain areas on behalf of Dundee City Council.

The main reasons for collecting are:

- Objects have particular significance to the Dundee area
- Objects enhance and complement the existing collections
- Fill gaps in the collecting area
- They have potential for display or education/ research

The collections area does not strictly cover the geographical/Local Government administrative area of Dundee City. This is dependant on the collections and is detailed below.

Regional Archaeology	Dundee or its surrounding area, including Tayside and Fife, or that relates to the time period of approximately 10,000 B.C. to approximately 1600 A.D
Foreign Archaeology	Closed collection; however objects which will enhance or complement the collection will be considered.
World Cultures	Closed collection; however objects which will enhance or complement the collection will be considered.
Numismatics	Numismatics relating to Dundee, Scotland, Britain and Europe, the Classical World and other countries around the world
Community Life	Dundee and surrounding area (Dundee Local Government administrative area).
Domestic and Family Life	
Personal life	
Working Life	
Oral History	
Vertebrates	In general Tayside and North East Scotland. Consideration to neighbouring authorities will be taken into account when acquisitions are made.
Invertebrates	
Botany	
Geology	
European Oils, Watercolours and Drawings up to the 20th Century	The fine and decorative art collections are not bound by the Dundee City Local Government administrative area. Acquisitions are purchased or donated to complement and enhance the existing collections. Consideration to neighbouring authorities will be taken into account when acquisitions are made. Consideration will be given to avoid duplication in the “devolved national collections” particularly when applying for funding through the National Fund for Acquisitions and The Art Fund.
English Oils, Watercolours and Drawings up to 1950	
English Oils, etc from 1950 until Present Day	
Scottish Oils. Watercolours and Drawings from Circa 1650 to 1950	
Contemporary Scottish Oils, Watercolours and Drawings 1950 until Present Day.	
Artist's Prints	
Fine Art Photography	
Sculpture	
New Media	
Contemporary International Collecting	

Historic Silver	
Historic Ceramics	
Glass	
Objects d'Art and other assorted Pieces of Decorative Art/Furniture	
Contemporary Crafts	

5.1 FUTURE COLLECTING

5.1.1 Regional Archaeology

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

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

We have requested to become a Museum of last resort for Treasure Trove. This means if a museum in Angus, Perth and Kinross and Fife does not bid for objects that come via the Treasure Trove system, Leisure & Culture Dundee, on behalf of Dundee City Council, will have the option before it goes to the National Museum by default.

We will also actively obtain full accompanying archives will all archaeological finds.

5.1.2 Foreign Archaeology

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 Section 11 a-k will also be applied stringently. Categories currently in the collection and to which any new objects will relate are:

- Americas
- Classical World
- Egypt
- Oriental

5.2 WORLD CULTURES

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 Section 11 a-k will also be applied stringently. Categories currently in the collection and which any new objects will relate to are:

- World Cultures without provenance
- World Cultures Africa
- World Cultures Americas
- World Cultures Asia
- World Cultures Europe
- World Cultures Oceania

5.3 NUMISMATICS

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
 - (accompanied with documentation and personal stories to further contextualise the collections)
- Medallions

5.4 HUMAN HISTORY

5.4.1 Community Life

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

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 "Working Life" - 5.4.4) 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 26 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

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 11 a-k:

- 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 extensive, 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 Section 11 a-k:
 - 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

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

- Agriculture, forestry and fishing
 - Falling into this category is the whaling collection which is a nationally significant collection, designated by Museums Galleries Scotland on behalf of the Scottish Government. 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 and Co. limited. 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 Tyre Company. The representation of this company in the collection is also very poor. Active collecting will take place in order to address this imbalance.
 - (see also Domestic and Family Life 5.4.2) 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 26 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

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.

Consent will be obtained before acquisition.

5.5 **NATURAL SCIENCES COLLECTION**

5.5.1 General Policy

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.

Display

Specimens collected for the purpose of exhibiting in museum displays. E.g. particularly well prepared fossils and minerals or mounted taxidermy.

Reference

Biological collections are an extremely important reference resource. Dundee will be considered as part of the wider western Palaeartic, 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 better use of these guides and for the identification of 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.

- Figured, cited or otherwise published specimens.
- Well documented specimens and collections to provide documentary evidence of Tayside wildlife.
- Material in order to provide a quality reference collection to support the Organisation's 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.

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.

Voucher material is generated during habitat, ecological and other surveys within the Collecting Areas, in particular those surveys commissioned under the auspices of the Tayside Biodiversity Partnership.

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.

The following groups of Natural Sciences material will be collected.

5.5.2 Botany

- Fungi
- Algae
- Lower plants

- Higher plants

5.3.3 Geology

- Rocks
- Minerals
- Fossils

5.5.4 Invertebrate Zoology

- Marine
- Terrestrial
- Freshwater

5.5.5 Vertebrate Zoology

- Marine
- Terrestrial
- Freshwater

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
- When the specimens have been offered by the police following investigation of illegal egg collecting
- Where a specific licence has been granted for research purposes

5.5.6 Identification and documentation

- 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 collection
- Books, manuscripts, maps, photographs and equipment which relate specifically to biological study within the region

Acquisition of specimens will be:

- through field collecting by 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

5.5.7 Biological and Geological Records

Occasional future additions to the dataset will be made where the data available reflects or complements the Natural Sciences Collections.

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

5.6 FINE ART

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

It is not intended to actively collect in this area. Purchases of outstanding pieces, important historically and with strong links to collecting in Dundee will be considered. 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 etc from 1950 Until Present Day

It is not intended to actively collect in this area. Purchases of outstanding pieces, important historically and with strong links to collecting in Dundee will be considered. 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 Scottish Oils, Watercolours and Drawings From Circa 1650 to 1950

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.

5.6.4 Contemporary Scottish Oils, Watercolours and Drawings 1950 Until Present Day

Contemporary Scottish Art is the priority area for active collecting through commission and purchase. The Organisation will continue to acquire contemporary work by major Scottish artists, and artists who are important locally. The Organisation 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 City 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. The ability to secure pieces will depend on successfully securing external grant aid.

5.6.5 Artist's Prints

It is intended to acquire historic prints that are of local importance and interest, when they become available, we will continue to acquire contemporary prints by Scottish makers and print/editions created at Dundee Contemporary Arts. The ability to secure pieces will depend on successfully securing external grant aid.

5.6.6 Fine Art Photography

The photography collection will continue to be built through commission and purchase. Contemporary Scottish photography is the core of the collection and the Organisation 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.

5.6.7 Sculpture

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

5.6.8 New Media

The aim is to continue to build a quality collection of work that reflects the many ways in which artists create work. 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.

5.6.9 Contemporary International Collecting

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 The McManus: Dundee's Art Gallery 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 Organisation's Exhibitions Policy and collected through recording material (documentation, photography, and video).

5.7 DECORATIVE ART

5.7.1 Historic Silver

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

5.7.2 Historic Ceramics

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.

5.7.3 Glass

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

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 strong local importance and significance.

Passive collecting of miscellaneous objects d'art will be very selective and 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 Contemporary Crafts

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

Where funds allow, the Organisation will continue to purchase new work for the collection which is international in scope and complements the existing contemporary craft collection. The ability to secure pieces will depend on successfully securing external grant aid.

6. Themes and Priorities for Rationalisation and Disposal

One of the basic functions of a museum is long term preservation with education and research. Objects acquired by a museum are generally considered to be “a permanent” addition in the collection and there is a strong presumption against financially motivated rationalisation of the collection.

Leisure & Culture Dundee’s Cultural Services, on behalf of Dundee City Council, is currently undertaking a major reconciliation and digitisation project as part of its documentation plan. During this process and towards completion, when it has a better understanding of the full collection, it plans to review the collections and produce a long-term rationalisation plan to rationalise collections which are too badly damaged or deteriorated to be of any further purpose to the museum and its users.

Leisure & Culture Dundee will improve the care of the collections by rationalising duplicate or unprovenanced material with low intrinsic relevance to the collections policy. It will consider transfer of ownership to another Accredited Museum of any item which, by reason of change in public, social or educational need, administrative responsibility, development priorities, or the establishment of a new Accredited Museum. The relevant nominated officer advises Dundee City Council that object may be more appropriately placed elsewhere. This is in accordance with 2.9 of The Collections Agreement between Dundee City Council and Leisure & Culture Dundee.

Dundee City Council will not undertake disposals motivated principally by financial reasons. Where income is generated by rationalisation, proceeds will be restricted and used either to make new acquisitions that meet the priorities set out in this policy, or to directly benefit the care of the permanent collection. Reference will be made to the Museums Association ‘Disposals Toolkit’.

7. Limitations on Collecting

Leisure & Culture Dundee’s Cultural Services, on behalf of Dundee City Council, recognises its responsibility in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

8. Collecting Policies of Other Museums

There are no formal agreements with neighbouring museums services, however some collecting areas overlap with neighbouring local government boundaries and consideration will be made when new acquisitions are considered.

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

- Dundee Heritage Trust
- Montrose Air Station Heritage Centre
- University of Dundee Museum Services
- Angus Council Museums Service.
- Fife Museums
- Perth and Kinross Museums and Art Galleries
- Museum of Abernethy
- The Black Watch Castle & Museum

Consideration will be given to avoid duplication in the “Devolved National Collections” particularly when applying for funding through the National Fund for Acquisitions and The Art Fund.

9. Policy Review Procedure

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

Museums Galleries Scotland be notified of any changes to the Collections Development Policy and the implications of any such changes for the future of existing collections.

10. Acquisitions Not Covered by the Policy

Acquisitions outside the current stated policy will only be made in very exceptional circumstances and then only after proper consideration by Leisure & Culture Dundee’s Cultural Services on behalf of Dundee City Council, having regard to the interests of other museums.

11. Acquisition Procedures

- a. The museum will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- b. In particular, the museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country’s laws. (For the purposes of this paragraph ‘country of origin’ includes the United Kingdom).
- c. In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.
- d. So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.
- e. In Scotland, under the laws of bona vacantia including Treasure Trove, the Crown has title to all ownerless objects including antiquities. Scottish archaeological material cannot therefore be legally acquired by means other than by allocation to Dundee City Council by the Crown. Where the Crown chooses to forego its title to a portable antiquity, a Curator or other responsible person acting on behalf of the Dundee City Council, 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.
- f. Any exceptions to the above clauses 11a, 11b, 11c, or 11e will only be because Leisure & Culture Dundee’s Cultural Services, on behalf of Dundee City Council, is:

- acting as an externally-approved repository of last resort for material of local (UK) origin
- acquiring an item of minor importance that lacks secure ownership history but in the best judgement of experts in the field concerned has not been illicitly traded
- acting with the permission of authorities with the requisite jurisdiction in the country of origin
- in possession of reliable documentary evidence that the item was exported from its country of origin before 1970

In these cases Leisure & Culture Dundee's Cultural Services, on behalf of Dundee City Council, will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority.

- g. As Leisure & Culture Dundee's Cultural Services, on behalf of Dundee City Council, holds 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.
- h. The relevant nominated Officer will normally have delegated authority and responsibility for the acceptance or rejection of potential gifts or bequests to the Organisation, for soliciting gifts of material for the collections within the terms of this Policy, for making recommendations and taking action on the purchase of material in accordance with this Policy and within Leisure & Culture Dundee's Financial Regulations.
- i. Items offered to the Organisation 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 relevant nominated Officer feels that the item(s) in question are of over-riding importance, the Leisure & Culture Dundee Board and 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 collections, such as restrictions placed upon any legal powers of disposal that the Organisation might have. Under such circumstances, the relevant nominated Officer might reasonably recommend that the gift or bequest in question is accepted.
- j. The acceptance of items, on loan, normally for a finite period for display or specific study, might be authorised by the relevant nominated Officer. In exceptional cases, a privately owned item of major importance that falls within the scope of this Policy might 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 relevant nominated Officer and the owner of the item at the time of deposit. Where the term of a loan has expired, it might be renewed or extended for further finite periods, at the discretion of both the owner and the relevant nominated Officer with the Managing Director of Leisure & Culture Dundee.
- k. Where certain areas of the collection have been identified through the Collections Development Policy as requiring contemporary or active collection, a programme enabling curators to research and carry out contemporary collecting will be followed.

12. Spoliation

The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

13. The Repatriation and Restitution of Objects and Human Remains

Leisure & Culture Dundee's Cultural Services, on behalf of Dundee City Council, acting on the advice of the museum's professional staff, if any, might take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005) , objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 15a-15d, 15h-15j and 15w below will be followed but the remaining procedures are not appropriate.

14. Management of archives

As the museum holds archives, including photographs and printed ephemera, Leisure & Culture Dundee's Cultural Services, on behalf of Dundee City Council, will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

15. Disposal procedures

Disposal Preliminaries

- a. Leisure & Culture Dundee's Cultural Services, on behalf of Dundee City Council, will ensure that the disposal process is carried out openly and with transparency, and in accordance with 2.9 of The Collections Agreement between Dundee City Council and Leisure & Culture Dundee.
- b. By definition, Leisure & Culture Dundee's Cultural Services has a long-term purpose and holds collections in trust for society in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the museum's collection.
- c. Leisure & Culture Dundee's Cultural Services, on behalf of Dundee City Council, will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.
- d. When disposal of a museum object is being considered, Leisure & Culture Dundee's Cultural Services, on behalf of Dundee City Council, 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.
- e. The Museums Association Disposal Toolkit will be used at every stage of the decision making process.

Motivation for Disposal and Method of Disposal

- f. When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 15h-15w will be followed and the method of disposal may be by gift, sale or exchange.

- g. The museum will not undertake disposal motivated principally by financial reasons.

The Disposal Decision-Making Process

- h. Whether the disposal is motivated either by curatorial or financial reasons, the decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. External expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- i. Rationalisation of the collections will follow the Museums Associations Disposal Toolkit Guidelines. A long term collections plan will be drawn up to guide Leisure & Culture Dundee's Cultural Services, on behalf of Dundee City Council, in their decision making. Rationalisation will only be considered if objects are too badly damaged or deteriorated to be any further purpose to the museum and its users. It will improve the care of the collections by the rationalisation of duplicate or unprovenanced material of low intrinsic relevance to our Collections Development Policy.
- j. We will consider transfer of ownership to another Accredited Museum of any object which, by reason of change in public, social or educational need, administrative responsibility, development priorities, or the establishment of a new Accredited museum, management advises Leisure & Culture Dundee's Cultural Services, on behalf of Dundee City Council, that object may be more appropriately placed elsewhere.

An object which falls into these categories will be fully researched and documented and a full report will be submitted to senior management.

Responsibility for Disposal Decision-Making

- k. A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator of the collection acting alone.

Use of Proceeds of Sale

- l. Any monies received by the Leisure & Culture Dundee's Cultural Services, on behalf of Dundee City Council, from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from Museums Galleries Scotland
- m. The proceeds of a sale will be ring-fenced so it can be demonstrated that they are spent in a manner compatible with the requirements of the accreditation standard.

Disposal By Gift or Sale

- n. Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- o. If the material is not acquired by any Accredited Museums to which it was offered directly as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material, normally through an announcement in the Museums Association's Museums' Journal and in other specialist journals where appropriate.
- p. If the material is not acquired by any Accredited Museum to which it was offered directly as a gift or sale, then the museum community at large will be advised of the intention to dispose of the material, normally through an announcement in the Museums Association's Museums' Journal or web site, and in other specialist media where appropriate. '
- q. The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

Disposal By Exchange

- r. The nature of disposal by exchange means that the museum will not necessarily be in a position to exchange the material with another Accredited Museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- s. In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the procedures in paragraphs 15a-15d and 15h-15k will be followed as will the procedures in paragraphs 15t-15w.
- t. 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.
- u. If the exchange is proposed with a non-accredited museum, with another type of organisation or with an individual, the museum will make an announcement in the Museums' Journal and in other specialist journals where appropriate.
- v. 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.

Documenting Disposal

- w. 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.