



## PORTFOLIO AREA: Community Engagement

---

Date of Meeting: 19 January 2011

Meeting:

---

Public/Private: Public

\*

---

Key Decision: Yes/No

Recorded in Forward  
Plan:

Yes

---

### Inside/Outside Policy Framework

---

Title: Acquisition and Disposal Policy  
Report of: Assistant Director (Community Engagement )  
Report reference: **CD/27/10**

**Summary:** This report informs Members of the contents and purpose of the Acquisition and Disposal Policy for Carlisle's Museums and Art Gallery Service. This policy document is required by Museums Libraries and Archives in order that Carlisle's Museums and Arts Service meet the standards of the national Accreditation scheme. This policy document is particularly relevant as it will be referred to in the legal contracts for change of governance.

### Recommendations:

That the Executive:

1. approve the Acquisitions and Disposal Policy for Carlisle's Museums and Art Gallery Service and agree that it is submitted to the Museums Libraries and Archives to meet the standards for the national Accreditation Scheme; and

**Note:** in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

2. that the approved acquisitions and disposal policy be incorporated in the Collection Loan Agreement (one of the suite of legal agreements underpinning the transfer of the Tullie House Museum and Art Gallery to a Trust) and that procedures be developed for administering acquisitions and disposals to ensure that the Council's policy is adhered to.

**Contact Officer:** Hilary Wade

**Ext:** 618741

## **1. BACKGROUND INFORMATION**

1.1 The Acquisition and Disposal Policy forms part of Museums Libraries and Archives' (MLA) Accreditation Scheme which sets nationally agreed standards for museums in the UK. The Standard supports museums in identifying opportunities for further improvement and development. There are currently over 1,800 museums across the UK participating in the Scheme, demonstrating their commitment to managing collections effectively for the enjoyment of our communities.

All museums are required to review their Acquisition and Disposal Policies at least every five years to ensure that they are up to date and reflect changes in current thinking. It is important that the Council recognises its responsibilities in acquiring additions to its collections, to ensure the care of the collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard.

In addition to the attached Acquisition and Disposal Policy , the following documents need to be submitted to Museums Libraries and Archives (MLA) , constitutional information, details of the ownership of the collections, information on the arrangements for security , financial information, forward plan, emergency planning, details of staff expertise and experience, staff employment and management procedures, professional input to policy development and decision making and compliance with relevant legal , safety and planning regulations.

### **1.3 The Accreditation Scheme**

The Museum Registration Scheme was established in 1988. In 2004, the Scheme was renamed Accreditation to better reflect its purpose and the achievements of those museums which meet the standards it sets out. The Scheme is regarded as one of the most innovative and effective developments in the museum sector. It has led the way in raising museum standards in the UK, and has been used as a model and source of inspiration for museums overseas. The Scheme is administered by MLA Council..

### **1.4 Encouraging Innovation and Improvement**

People expect more of museums today. Accreditation has been developed by MLA and the museum community to keep pace with these expectations. It now gives greater emphasis to the needs and interests of those who use museums – or who might be encouraged to do so in the future.

Accredited museums must adhere to published standards in how they care for and document their collections, how they are governed and managed, and on the information and services they offer to their users. The Scheme encourages innovation and improvement through the use of other materials and resources produced by MLA and its partners relating to the care of collections, access, learning, inclusion and diversity. These materials provide support and guidance in meeting and exceeding the current standards.

## 1.5 Preserving the past

Accreditation recognises the importance of collections and effective collections management as the foundation for everything that museums do. Without adequate collections care and documentation, the potential of museums to extend access to new audiences, encourage learning and inspire people's creativity would, eventually, be lost.

Accreditation also addresses the needs of museum visitors. It requires that all museums provide:

- opportunities to use, enjoy and learn from collections
- an assurance that collections, including donated items, are held in trust for society
- information about the museum, its collections and its services
- a commitment to consultation with users, to ensure that future developments and changes take account of their needs and interests
- appropriate visitor facilities or details about facilities nearby.

Accreditation helps museums to meet the needs of today's visitors, while at the same time safeguarding their collections for future generations.

## 2. CONSULTATION

2.1 Tullie House Museum and Art Gallery has taken into account the collecting policies of other museums and other organisations collecting in Cumbria and in the same subject fields. This has been undertaken to ensure there is no conflict of interest and to avoid unnecessary duplication and waste of resources.

2.2 Museums Libraries and Archives will be notified of any changes to the Acquisition and Disposal Policy and the implications of any changes for the future of existing collections.

## 3. RECOMMENDATIONS

That the Executive:

1. approve the Acquisitions and Disposal Policy for Carlisle's Museums and Art Gallery Service and agree that it is submitted to the Museums Libraries and Archives to meet the standards for the national Accreditation Scheme; and

2. that the approved acquisitions and disposal policy be incorporated in the Collection Loan Agreement (one of the suite of legal agreements underpinning the transfer of the Tullie House Museum and Art Gallery to a Trust) and that procedures be developed for administering acquisitions and disposals to ensure that the Council's policy is adhered to.

#### **4. REASONS FOR RECOMMENDATIONS**

The Museums Service will submit the Acquisition and Disposal Policy as part of the national Museums Libraries and Archives Accreditation Scheme. For Tullie House it is particularly relevant as Accreditation and the Acquisition and Disposal Policy will be referred to within the legal contracts that are being prepared in readiness for change of governance. Accreditation enables museums and governing bodies to assess their current performance, and it supports them in planning and developing their services.

The Scheme:

- encourages museums to reach national standards in museum management, user services, visitor facilities and collections care;
- offers a shared ethical basis for all bodies that meet the definition of a museum;
- fosters public confidence in museums as institutions which hold collections in trust for society and which manage public resources responsibly, for both present and future generations;
- provides a benchmark for grant-making bodies, sponsors and donors wishing to support museums;
- makes available a framework to develop core policy and planning documents that can be re-used and adapted for grant applications;
- provides a sense of achievement for the organisation at meeting the national standard and can increase staff morale on completion of the process;
- provides confidence to potential lenders of the ability of your museum to care for the items loaned;
- gives increased credibility and profile to the governing body.

## 5. IMPLICATIONS

- Staffing/Resources – None
- Financial – None
- Legal – The Policy appended to this Report will form part of the suite of legal agreements underpinning the transfer of Tullie House Museum and Art gallery to a Trust. The approved acquisitions and disposal policy will be incorporated in the Collection Loan Agreement and procedures will be developed for administering acquisitions and disposals to ensure that the Council's policy is adhered to.
- Corporate – None
- Risk Management – None
- Equality and Disability – None
- Environmental – None
- Crime and Disorder – None
- Impact on Customers – Commits Tullie House to improving access to collections

## Impact assessments

Does the change have an impact on the following?

Equality Impact Screening	Impact Yes/No?	Is the impact positive or negative?
Does the policy/service impact on the following?		
Age	Yes	Positive
Disability	Yes	Positive
Race	Yes	Positive
Gender/ Transgender	Yes	Positive
Sexual Orientation	Yes	Positive
Religion or belief	Yes	Positive
Human Rights	Yes	Positive
Health inequalities	Yes	Positive
Rurality	Yes	Positive

**If you consider there is either no impact or no negative impact, please give reasons:**

The attached draft strategy is focussed on obtaining greater access to supplies, works and services and compliments the council's existing corporate and strategic policies.

**If an equality Impact is necessary, please contact the P&P team.**

Contact Officer: Hilary Wade

Ext: 618741

**End.**

17 Dec 2010

**TULLIE  
HOUSE**

**MUSEUM AND  
ART GALLERY  
CARLISLE**

**Acquisition and Disposal Policy  
210 – 2015**





## ACQUISITION & DISPOSAL POLICY 2010 - 2015

This policy falls due for review in February 2015

### Contents

Introduction

1. Statement of Purpose
2. Existing collections
3. Criteria governing future collecting policy
4. Limitations on collecting
5. Collecting Policies of other museums
6. Policy review procedure
7. Acquisitions not covered by this policy
8. Acquisition procedures: ethical and legal constraints
9. Service-specific guidelines
10. Spoliation
11. Repatriation and Restitution
12. Management of Archives
13. Disposal Procedures
14. Subject/discipline statements

## **Introduction**

This document sets out a policy for the development of the collections of Tullie House Museum and Art Gallery for the period 2010-2015. It is for public information and for the guidance of members of Carlisle City Council and its museum officers and replaces all previous policies. Tullie House is presently moving towards trust status and this document will be of guidance to any future Board of Trustees of the Museum.

Tullie House museum and Art Gallery is owned and managed by Carlisle City Council, but is planning to become a charitable trust in 2011. At present, it reports to the portfolio-holder for performance and development who is an Executive Committee member in a cabinet style Local Authority District Council.

The Service's collections have developed continuously since the first public museum opened in Carlisle in 1877. They are now of a significant resource of cultural material, variously of regional, national or international significance. The collections were first Registered (No. 160) under the former Museums Registration scheme in 1989. The museum service includes the Guildhall Museum, Carlisle, as a branch of Tullie House. The Guildhall was numbered 161 under the Registration scheme, but has no separate collections and draws objects for display from the core collection held at Tullie House. Full Accreditation of the Museum was achieved in 2006.

A Collections Development Strategy has been produced for Tullie House (Smith, 2008), providing a comprehensive and forward-looking strategic plan for future development of the collections, set in the context of the Museum Association's 'Collections for the Future' report (2005). The Collections Development strategy has informed this current policy document.

### **1. Museum's statement of purpose**

Objectives of the service:

- To Care for and develop the City's museum collections for benefit of present and future generations
- To inspire learning and enjoyment
- To develop sustainable service through business activity and effective partnerships
- To contribute to Carlisle's regional and national status as a centre of cultural significance

### **2. Existing Collections**

The collections fall into four main areas: Archaeology, Social History, Natural Sciences and Fine and Decorative Arts. Human history collections are centred on the **Social History** of Carlisle District, and the **Archaeology** of North Cumbria; **Natural Sciences** encompasses the flora, fauna and geology of Cumbria; and **Fine and Decorative Arts** includes British fine and decorative art, with particular reference to North Cumbria. More detailed summaries of the scope and contents of the collections can be found in section **14** of this document.

### **3. Criteria governing future acquisition policy including the subjects or themes for collecting**

#### **The following may effect future collecting:**

- *The wider policy objectives of Carlisle City Council:* Tullie House is a major part of the Council's direct service provision, directly affected by policy decisions.
- *Storage issues:* unless some means of expanding storage capacity is found, or a collections review (with a view to rationalisation) is undertaken, self-imposed limitations on collecting will become inevitable within the period of the policy.
- *Staffing:* the present staff complement places practical limitations on effective acquisition or care in some areas the collections, through lack of time and/or relevant expertise.
- *Trust status for Tullie House:* Tullie House is currently in the process of transferring to trust status. A decision in principle was made by Carlisle City Council on 14<sup>th</sup> December 2010. A shadow board is in place and the museum is preparing for a transition to trust status in April 2011. Title to the current collection and future acquisitions will vest in Carlisle City Council irrespective of the transition to a Trust.

### **4. Limitations on collecting**

#### **4.1 The museum 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 capacity and collections care facilities**

**4.2** Subject to the above, future collecting will continue in all of the principal subject areas. Replica or duplicate objects may be acquired for use in handling collections. In general there will be a presumption against acquiring items in very poor condition, requiring high expenditure on conservation in the short term or on an ongoing basis. The only exceptions will be items that are very clearly of major

importance to the scope of the collections and/or the documentation of local natural and cultural history.

## **5. Collecting policies of other museums**

**The museum will take account of the collecting policies of other museums and organisations operating 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 specialist knowledge, in order to avoid unnecessary duplication and waste of resources.**

In particular, the service will have special regard to the interests of any museum participating in the Accreditation scheme within the county of Cumbria and adjacent Local Authority Districts, wherever there are overlaps of interest. A full list of Accredited museums can be found on the The Museums, Libraries and Archives Council website ([www.mla.gov.uk/what/raising\\_standards/accreditation](http://www.mla.gov.uk/what/raising_standards/accreditation)). Locations of those Cumbrian museums with a recognised overlapping collecting interest are shown in Fig. 1.

## **6. This Acquisition and Disposal Policy will be published and reviewed periodically, at least once every five years. The date when the policy is next due for review is as noted on page 1 of this document.**

The Regional Agency MLA North West or its successor body will be notified of any changes to the Acquisition and Disposal Policy, and the implications of any such changes for the future of existing collections.

## **7. Acquisitions not covered by the policy**

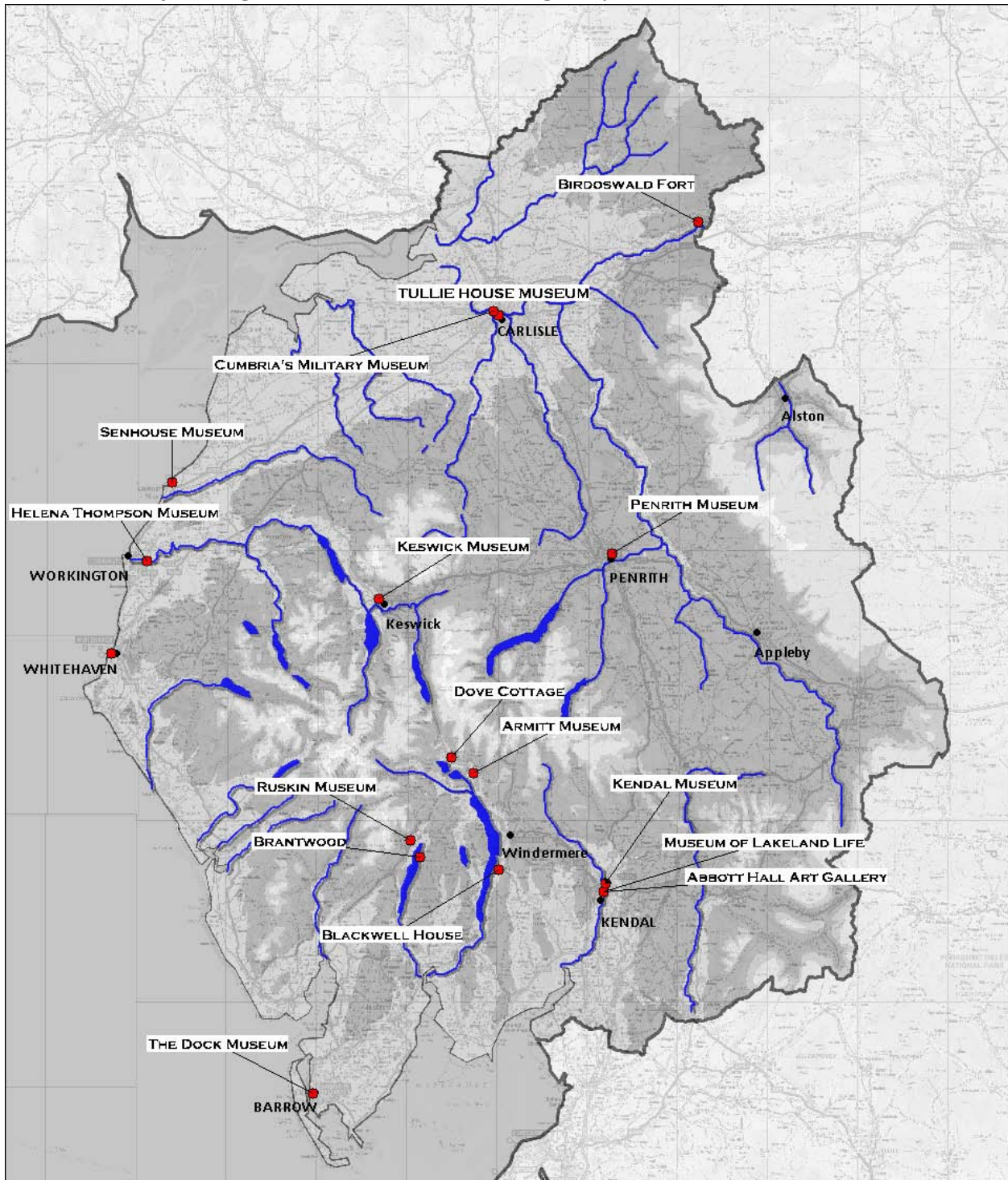
Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the governing body of the museum itself, having regard to the interests of other museums. Post Trust, any such acquisition would be in accordance with the legal agreements governing the relationship between the Council and the Trust.

## **8. Acquisition procedures: legal and ethical issues**

**8.1** 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 (on behalf of the Council) can acquire a valid title to the item in question.

**8.2** 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).



**Figure 1. Museums in Cumbria with overlapping or related collecting interests.**

- 8.3** In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by DCMS in 2005.
- 8.4** 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.
- 8.5** The museum will not acquire archaeological antiquities in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures, such as reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure as defined by the Treasure Act 1996 (in England, Northern Ireland and Wales) or reporting finds through the Treasure Trove procedure (in Scotland).
- 8.6** Any exceptions to the clauses 8.1, 8.2, 8.3, 8.4 or 8.5 will only be because the museum is either: a) acting as an externally approved repository of last resort for material of local (UK) origin; or b) 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; or c) acting with the permission of authorities with the requisite jurisdiction in the country of origin; or d) in possession of reliable documentary evidence that the item was exported from its country of origin before 1970.

*In all these cases the museum will be open and transparent in the way it takes decisions and will act only with the express consent of an appropriate outside authority.*

## **9. Service Specific Guidelines**

- 9.1 Collecting methods:** collection will be through gifts, bequests, field collecting, purchases and commissions; Archaeological material will not be acquired through excavation or field collecting directly by the service (unless in exceptional

circumstances). Joint- acquisition projects with major regional or National museums will be considered.

- 9.2 Acquisitions by purchase:** the financial implications of individual acquisition proposals will be weighed against available purchase funds and the needs of the collections as a whole. Decisions to proceed on individual items will be at the discretion of the Senior Curator acting in accordance with agreed policies and legal agreements. Major purchases will be considered by the Tullie House management team and in consultation with the service's Portfolio-holder in the first instance. Grants will be sought in conjunction with all appropriate purchases.
- 9.3 Education Handling Collection:** acquisition of historic artefacts for the purposes of use by the Tullie House Learning and Access section is governed by an in-house code of practice. This is to ensure that all offered donations will be centrally processed via the MDA Spectrum standard, with the main collections having priority of opportunity to acquire items on offer. A Schools Loans Service was initiated in 1992. Artefacts permanently acquired for this purpose are listed separately from the main accession records by the Learning & Access section. In addition, selected artefacts from the main Tullie House collections are placed on loan to the Loans Service and regularly audited.
- 9.4 Loans-In:** The service will normally acquire items on loan from third parties only for the purposes of temporary exhibitions (including locally important material held by National or major regional museums). Loans-in will otherwise be exceptional and may relate to items clearly destined to become acquisitions, items for enquiry or short-term research and objects of local importance whose immediate future is in some way seriously threatened. All items received as loans will be clearly documented as such and a finite loan period will form a condition of all such receipts. Duration of loans will be audited every two years. Such loans will be subject to the lender's legal title to the objects. Exceptions are made with fine art, whereby loans may be accepted when material would otherwise not be available for acquisition. This is usually when the loan would add significantly to the breadth of the collection.

## **10. Spoliation**

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

## **11. Repatriation and Restitution**



The museum's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return human remains (unless covered by the "Guidance for the care of human remains in museums" issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in **13.1-13.4, 13.7** and **13.18** below will be followed but the remaining procedures are not appropriate.

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

## **12. Management of Archives**

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

## **13. Disposal Procedures**

**13.1** The governing body (irrespective of whether pre or post Trust this means "Carlisle City Council") will ensure that the disposal process is carried out openly and with transparency.

**13.2** By definition, the museum 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.

**13.3** The museum will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.

**13.4** When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

**13.5** When disposal is motivated by curatorial reasons the procedures outlined in paragraphs **13.6 to 13.17** will be followed and the method of disposal may be by gift, sale or exchange.

**13.6** In exceptional cases, the disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below in paragraphs **13.6-13.11** and **13.18** will be followed. In cases where disposal is motivated by financial reasons, the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:

- the disposal will significantly improve the long-term public benefit derived from the remaining collection
- the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit)
- the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored.

**13.7** 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.

**13.8** A decision to dispose of a specimen or object, whether by gift, exchange, 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.

**13.9** Any monies received by the museum governing body 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 MLA.

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.

**13.10** 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 or other

material considerations apply. 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.

- 13.11** 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.
- 13.12** 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.
- 13.13** The nature of disposal by exchange means that the museum will not necessarily be in a position to exchange the material with another Accredited Museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- 13.14** 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 **13.1-13.4** and **13.7-13.8** will be followed as will the procedures in paragraphs **13.15-13.18**.
- 13.15** 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.
- 13.16** 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.
- 13.17** 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.
- 13.18** 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 the SPECTRUM procedure on de-accession and disposal.

#### **14. Subject Discipline Statements**

The collections are subdivided into academic disciplines on the basis of the Museum's collections and this is reflected in the curatorial staff structure. They are Human History (comprising Archaeology and Social History), Fine and Decorative Art, and Natural Sciences. Statements for collections relating to these disciplines follow below.

## 14.1 Fine and Decorative Art

### a) Scope of the Collections

Wide ranging fine art collection consisting of 4,800 paintings, watercolours, drawings, prints, photographs, sketch books and sculpture by mainly British artists dating from about 1650 to the present day. This collection is mostly of regional significance but also includes works of national importance. Notable elements include:

#### **Purchase Scheme 1933-75** (200 works)

Collection of 20<sup>th</sup> century British art including works of national importance. Key artists represented include: Stanley Spencer, William Rothenstein, Wyndham Lewis, Esmond Lowinsky, Vanessa Bell, Lucien Pissarro, Charles Ginner, L S Lowry, John Nash, Eric Ravilious, Carel Weight, Peter Blake and Roger de Grey.

#### **Emily and Gordon Bottomley Bequest 1949** (600 works)

Collection of 19<sup>th</sup> and 20<sup>th</sup> century British art including works of national importance. Key artists represented include Pre-Raphaelites: Dante Gabriel Rossetti, Elizabeth Siddal, William Morris, Edward Burne-Jones, Ford Madox Brown and Arthur Hughes. Other key artists represented include Samuel Palmer, Charles Ricketts and Paul Nash.

#### **Carel Weight Bequest 1999** (91 works)

Important collection of late 19<sup>th</sup> and 20<sup>th</sup> century mainly British art. Key artists represented include Lucien Pissarro, Stanley Spencer, L S Lowry, Thomas Barclay Hennell and Carel Weight.

#### **Pre-Raphaelite Collection** (48 works)

Nationally important collection of works by the Pre-Raphaelites acquired from the Howard family, William Rothenstein, the Purchase Scheme and Gordon Bottomley. Key artists listed above.

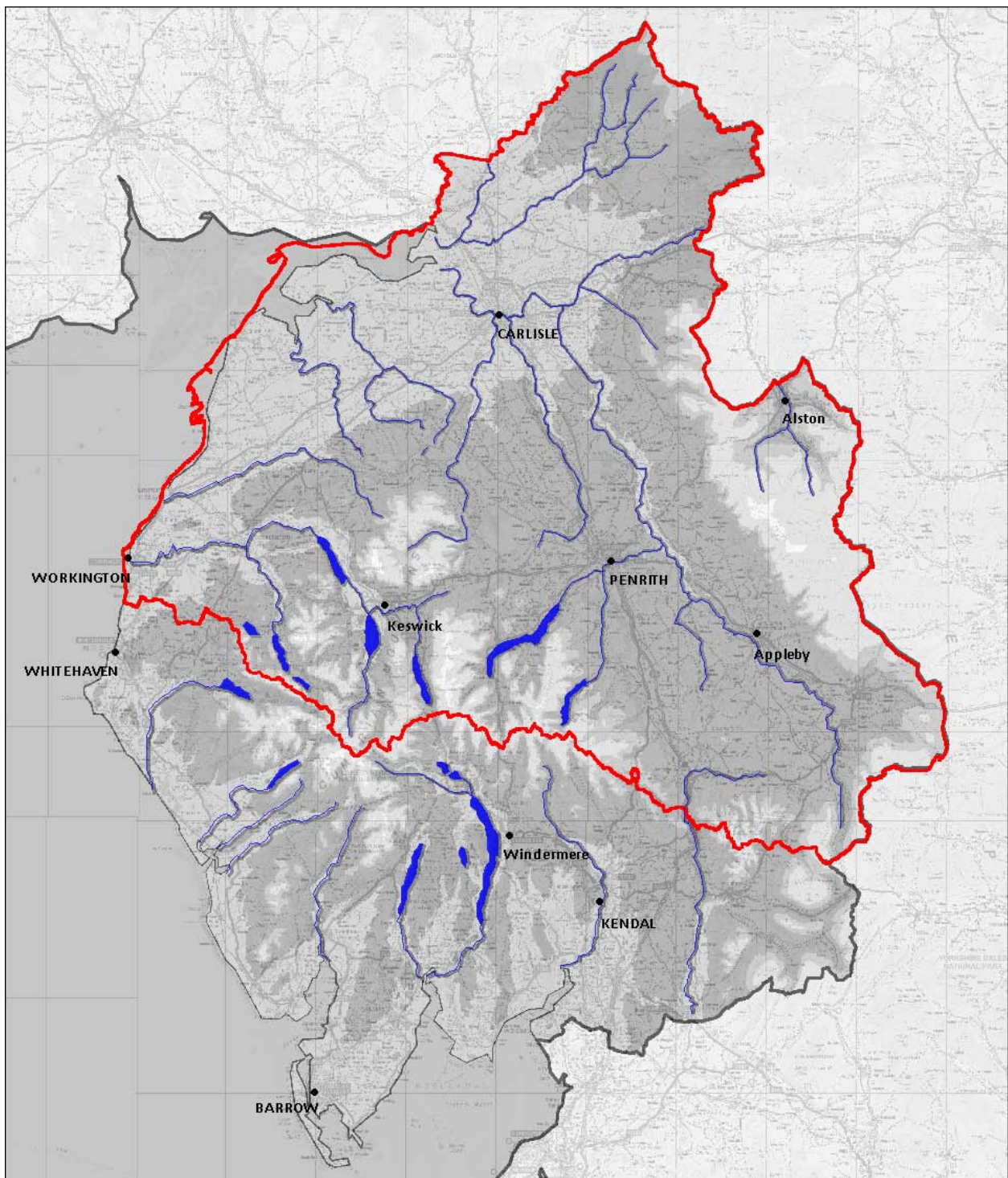
#### **Local Art and Artists Collection** (1,000 works)

Important collection of works by local and visiting artists many of which relate to northern Cumbria. Key artists represented include Sam Bough, William James Blacklock, Winifred Nicholson, Sheila Fell, Julian Cooper, Donald Wilkinson, Jem Southam and Keith Tyson.

#### **Decorative Art** (1,500 items)

Wide ranging collection mostly consisting of ceramics including the Williamson Bequest (1940) of 800 pieces of 18<sup>th</sup> and 19<sup>th</sup> century English porcelain, all major factories represented. The bequest also includes a 17<sup>th</sup> century table clock by Joseph Knibb of London. Textiles include a good collection of quilts (40). Items associated with the Arts and Crafts Movement include costume, textiles, furniture, ceramics and

metalwork. A small collection of musical instruments includes strings by the Forster family and a decorated violin by Andrea Amati (1564).



**Figure 2. Area of primary interest for collecting Fine and Decorative Arts**

*Acquisitions will include items made in, used in, or closely associated with, Carlisle and northern Cumbria (Carlisle, Allerdale and Eden Districts).*

## **b) Collecting Objectives and Areas**

### **Objectives**

To acquire and develop collections which enable greater understanding and appreciation of the arts in northern Cumbria.

To acquire and develop collections which enable greater understanding and appreciation of the existing non Cumbrian fine and decorative art collections.

To acquire and develop collections which specifically relate to or enhance important aspects of the existing collections.

### **Areas**

Acquisitions will include items made in, used in or closely associated with Carlisle and northern Cumbria (Carlisle, Allerdale and Eden Districts). Items will also be acquired from Cumbria and beyond to comply with the other collecting objectives. This will be in consultation with museums in the adjacent areas (See fig. 1).

## **c) Acquisition Criteria and Advice**

- Works will be selected on the basis of artistic merit and historic importance. The advice of national museums will be sought where appropriate.
- The advice of the Tullie House Visual Arts Officer and national museums will be sought on proposed acquisitions of contemporary works.
- Unless in exceptional circumstances, large works of art or objects will not be acquired owing to limited display and storage space.

## **d) Acquisition Priorities**

- Artists and makers either born or practising in northern Cumbria working in a variety of media from 1650 onwards with special emphasis on the 20<sup>th</sup> and 21<sup>st</sup> centuries. Priorities include Ben Nicholson, textiles designed by the Nicholson family and Percy Kelly.
- Works in a variety of media by significant British artists and makers dating from the 18<sup>th</sup> century to the present day whose subject matter relates to the geographical collecting area.
- Works in a variety of media by significant British artists and makers from the 18<sup>th</sup> century to the present day whose work relates specifically to or complements important aspects of the museum's collections.

- Contemporary artists and makers either born or practising in northern Cumbria. Priorities include Andrew Ratcliffe, Martin Greenland, Peter Lloyd and Richard Slee.
- Artists and makers whose work relates to the existing non Cumbrian art collections.
- To develop a focused thematic contemporary art collection that has strong resonance with the main thrust of the museum's collecting activity in other disciplines. Underlying 'themes' driving contemporary art acquisitions will thus be landscape, the natural world and human interaction with the land and nature.
- Work by artists associated with the School of Art and commercial art departments in Carlisle.
- Printed textiles, quilts, rag rugs and needlecrafts that relate to Carlisle district or northern Cumbria.
- Ceramics dating from the 20<sup>th</sup> and 21<sup>st</sup> centuries that relate to Carlisle district or northern Cumbria.
- A clock (or clock mechanism) by George Graham FRS (1673-1751) of Kirkcubright and London would be desirable to represent this nationally important figure.
- Pre-Raphaelite and Arts and Crafts Movement items that either relate to the collecting area or existing collections. Priorities include: Morris and Company Sussex chair, Pilkington's Lancastrian lustre vase, and Pre-Raphaelite books.



## 14.2 Natural Sciences

### a) Scope of the collections

Regionally significant collections of zoological, botanical and geological material, totalling some quarter of a million specimens. These collections are particularly strong in material of Cumbrian provenance and provide a unique resource relating to the landscape and biodiversity of the region.

#### **Zoology** (c. 210,000 items)

Significant collection of British birds and mammals (mounts and skins) and birds' eggs; some vertebrate skeletal material; extensive and significant collections of British insects; British and foreign Mollusca.

#### **Botany** (c. 26,000 items)

Lakeland and British herbaria, including mosses and lichens.

#### **Fungi** (c. 1,500 items)

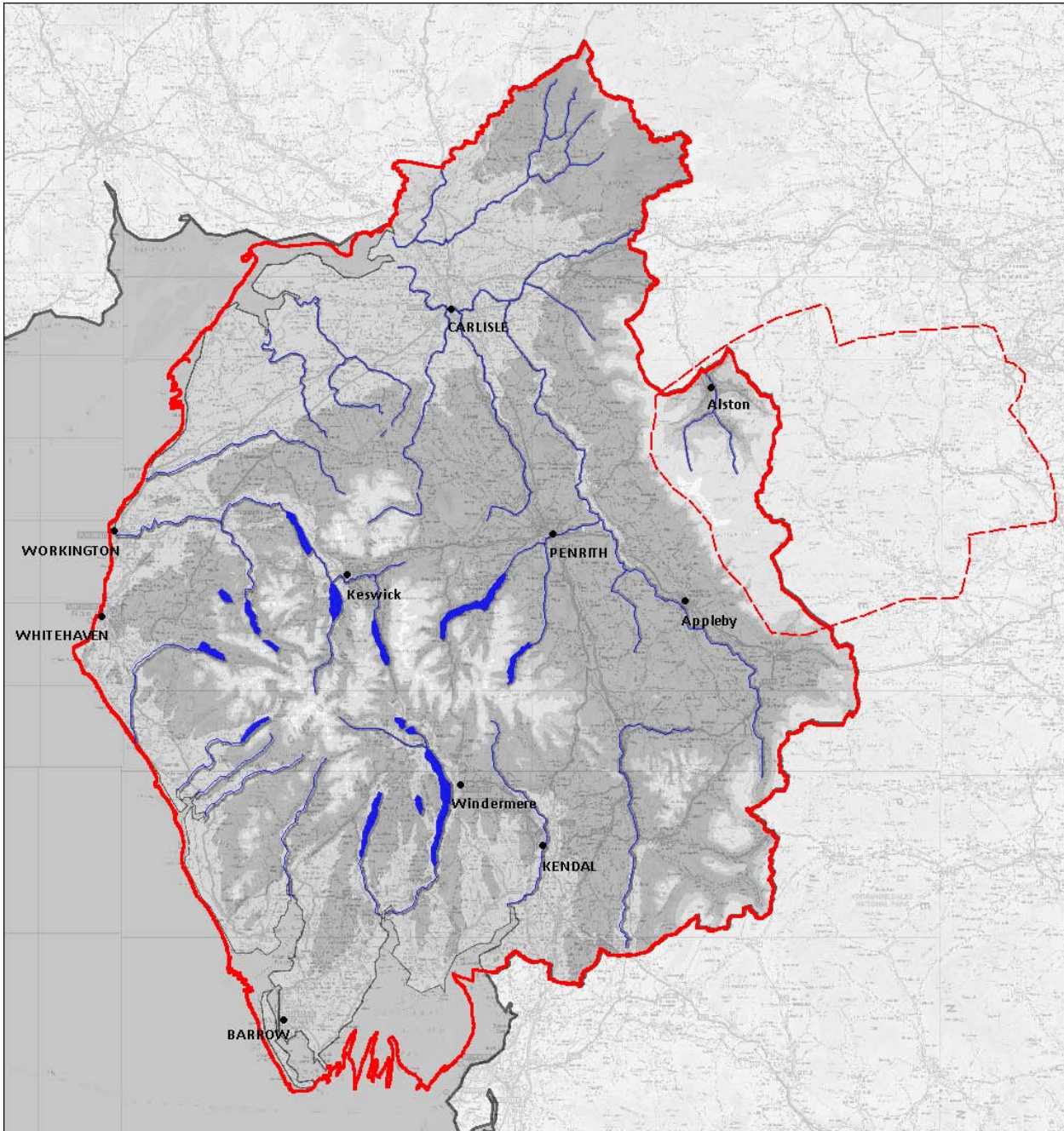
Developing collection of Cumbrian fungi with special focus on montane and grassland species.

#### **Geology** (c.9,000 items)

Substantial holdings of fossil, rock and mineral material. Includes a major Cumbrian mineral collection and an important 19th century fossil collection (R Harkness).

#### **Cumbria Biodiversity Data Centre** (570,000 records)

Tullie House operates the local biodiversity data centre for Cumbria, in partnership with a number of funding organisations. The computer database presently includes some 50,000 records deriving from specimens in the collections.



**Figure 3. Area of primary interest for collecting in the Natural Sciences**

*The area from which collected material will derive will normally be the county of Cumbria and its inshore waters. An exception to the above will be the minerals collection, for which the area will be extended to include the whole of the North Pennine Ore-field, indicated by the broken line on the map.*

## **b) Collecting Objectives and Areas**

### **Objectives**

To provide, through material collections and associated data, a long-term resource for the study and interpretation of the Natural Sciences in Cumbria.

To promote the appreciation and enjoyment of the local landscape and its wildlife, and an understanding of human interactions with the natural world.

In pursuit of the above objectives, the Service will acquire, develop and maintain collections and biodiversity data in the fields of Zoology, Botany, Mycology and Geology, representing both historical and present day perspectives. Individual collections representing particular species groups and/or time periods or sites will be of importance.

### **Areas**

The area from which collected material will derive will normally be the county of Cumbria and its inshore waters.

Exceptions to the above will be:

- i) The Minerals collection, for which the area will be extended to include that part of the North Pennine ore-field which lies within the counties of Durham and Northumberland,
- ii) The entomological collections, which may acquire representative material of British species, to further enhance these significant collections.

With the exception of the previous paragraph, acquisition of non-regional British material, or foreign specimens will be limited and mainly for comparative and educational purposes.

## **c) Acquisition Priorities**

### **Vertebrate Zoology**

- Display material of British birds, mammals and selected marine fish not presently represented by high quality display material (e.g. Red Deer, Dormouse, Harvest Mouse, casts and skeletons of cetacean species are of particular interest. Also display material (models or specimens) of locally extinct species such as Irish Elk, Lynx, Mammoth etc.
- Examples of the work of well-known local taxidermists - both historical and contemporary (e.g. Blacket Greenwell of Alston and Linnaeus Eden Hope) and/or photographic records of such items.

- Study skins of contemporary bird and mammal casualties are required to provide temporal continuity to the collection resource. In addition, preserved skins of bats, and of species new to the area (such as Grey Squirrel, Ferret/Polecat, Mink) and of species now declining (such as Red Squirrel, Water Vole) are a recognised priority. All such material must be well documented and of local origin.
- Skeletal material representing the local mammal fauna (such material must be well documented and of local origin).
- Any item or collection of major scientific or historic importance which is relevant to this Policy.
- Photographs of local Vertebrates, particularly when taken locally. Images of the common and typical species are required as well as rare occurrences.

### **Invertebrate Zoology**

- Invertebrate specimens with good provenance data collected in Cumbria
- Specimens of British insect species new to the collections.
- Voucher material for data held on the Biological Records Database.
- Any item or collection of major scientific or historic importance which is relevant to this Policy.
- Habitat photographs of important Invertebrate sites - for monitoring purposes; representative images of the local Invertebrate fauna, preferably taken locally.

### **Botany**

- Cumbrian specimens of higher plant species new to the collections.
- Cumbrian material of mosses and liverworts.
- Photographs of important plant habitats and also of local species.
- Any item or collection of major scientific or historic importance which is relevant to this Policy.

### **Fungi & lichens**

- Collections of Cumbrian fungi and lichens with good provenance data. Active collecting will focus on the mycota of montane heath and unimproved grasslands in Cumbria.
- Cumbrian material providing voucher specimens for biodiversity data for the county.
- Well-provenanced photographs of Cumbrian fungi species and important sites and habitats within the county.
- Any item or collection of major scientific or historic importance which is relevant to this Policy.

### **Geology**

- Local specimens of rocks, fossils and minerals which are under-represented or new to the collections.
- Material from sites that are endangered (for example mines and quarries which are about to be closed).

- Local specimens with detailed stratigraphic and locality information which compliment existing material in the collections.
- Specimens relating to recognised geological sites (i.e. SSSI or RIGGS designated) in Cumbria.
- Large specimens of a selection of local rock, mineral or fossil types for display purposes.
- Any item or collection of major scientific or historic importance which is relevant to this Policy.

### **Biological Records Database**

All records of Cumbrian Wildlife meeting the NBN Data Standard. Priorities will be determined through discussion within the Advisory Group of the Cumbria Biodiversity Data Centre and the wider naturalists' community in the county. In 2010 The Museum is developing the Cumbria Biodiversity Data Centre with external funding.

## 14.3 Social History

### a) Scope of Collections (c.22,000 items)

A wide-ranging collection of objects, ephemera and photographs (plus a limited range of oral history recordings and audio visual footage) relating to personal, community and working life in Carlisle district from the 1644-5 Civil War onwards. This includes a large collection of men's, ladies', children's and infants' costume and accessories dating from 1700 to the present.

The collections include a good general representation of working, domestic and recreational activities. Material includes items from the 1745 Jacobite Rising, 17th/18th century silver of the city and its trade guilds, coins and medallions from 16<sup>th</sup> to 20<sup>th</sup> centuries, Carlisle made watches, long case clocks and firearms, State Management branded pub material, traditional Cumbrian sports trophies and accessories, ephemera relating to 20<sup>th</sup> Carlisle Pageants and fairs, tools, equipment and products of local industry and agriculture, the Blue Streak Rocket Project Archive, costumes of notable individuals including Margery Jackson and Pilot Tadeusz Felc.

### b) Collecting objectives and areas

#### Objectives

To acquire and develop collections which will enable greater understanding of the development of the Carlisle District and its communities. Collecting will target the following themes.

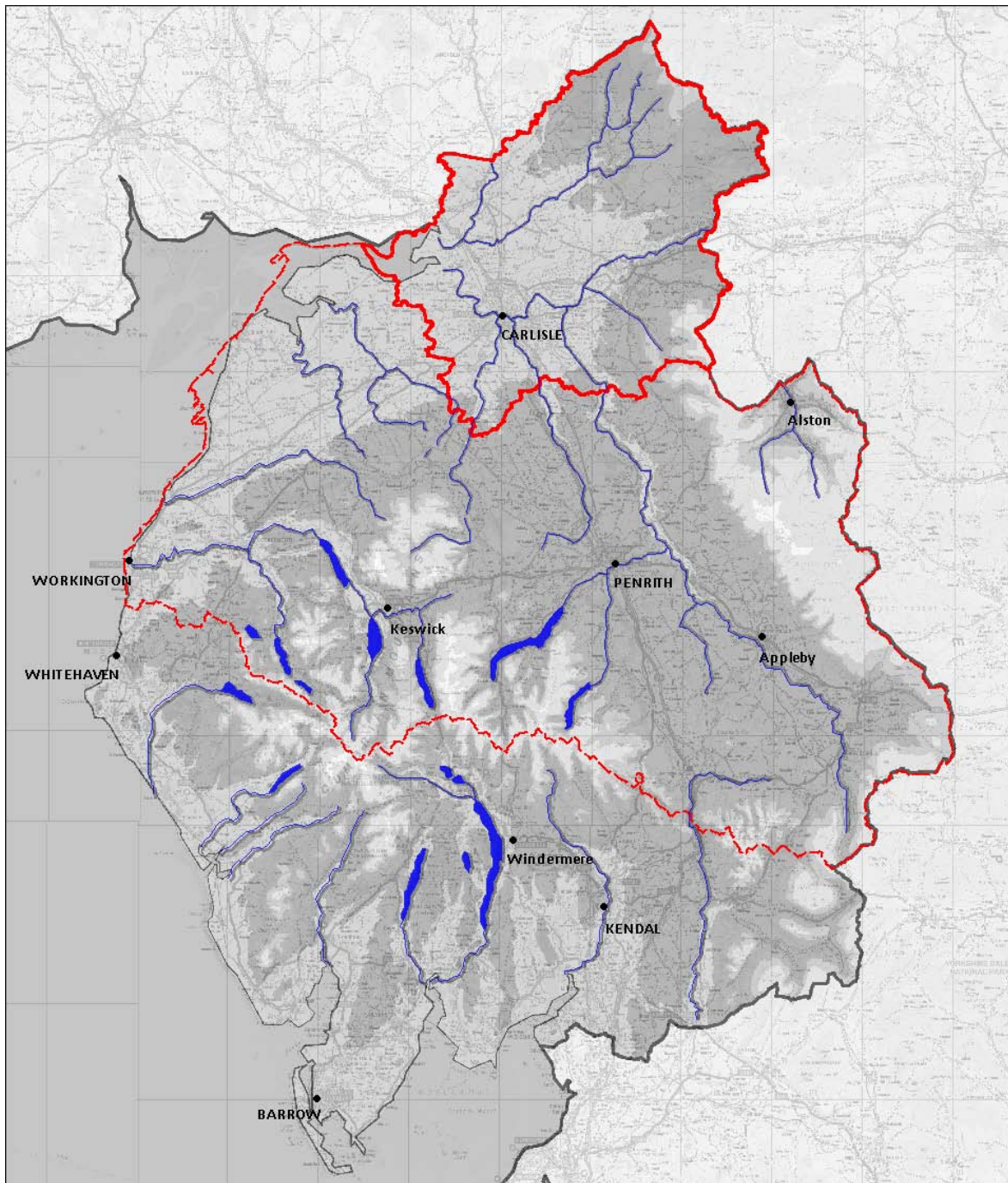
- Carlisle's role during 300 years of Anglo-Scottish warfare and Border Reiving.
- The Parliamentarian and Jacobite sieges of 1644 and 1745.
- The emergence of the modern city during the Georgian period.
- Carlisle's industrial revolution, manufacturing era, housing and railway boom.
- 20<sup>th</sup> century Carlisle and Carlisle's diversity today.

#### Areas

In pursuit of the above objectives, the museum will continue to develop the collections of artefacts and associated evidence in Social History which, where appropriate, will include related forms of material evidence, such as photographic and audio visual archives.

Acquisitions will normally be restricted to historic and contemporary items made in, used in or closely associated with Carlisle District (see map). Material from sites

beyond Carlisle District but associated with Carlisle will be acquired only in consultation with the museums of the adjacent Cumbria Districts.



**Figure 4. Area of primary interest for collecting in Social History**

*Acquisitions will normally be restricted to items made in, used in or closely associated with Carlisle District. Material from north Cumbria (indicated by the broken line) but associated with Carlisle will be acquired only in consultation with the museums of the adjacent Cumbria Districts.*

In addition, social history collecting will be made with reference to the policies of other collecting institutions based within Carlisle. In particular, business and legal records (for example, indentures) will not normally be acquired, but redirected to the County Record Office as the primary repository for such archive material. Individual newspapers (both local and national) may be collected as examples of type or to record particular events, but sequences of local papers will normally be redirected to the Carlisle Library Local Studies collection (Cumbria County Council). There will be some overlaps of interest with the latter, which also actively collects printed ephemera and photographs as well as publications.

### **c) Special Circumstances**

Exceptionally the Service may acquire Social History artefacts that fall outside of the above statements and relate primarily to other Districts within Cumbria, subject to all three criteria below being satisfied:

- That the artefact(s) in question are judged to be of high importance to the local heritage.
- That failure to act would result in the item(s) not remaining in or returning to the Cumbria area, and/or being placed at risk of loss or destruction.
- That the provisions of Section 5 above are enacted, and that the other relevant interested parties confirm that they not willing or able to proceed with the acquisition.

Artefacts acquired by the Service under the above circumstances would normally be considered strong candidates for loans out to Accredited museums of the areas most concerned.

### **d) Acquisition Priorities**

- Victorian and 20<sup>th</sup> century railway material relating to the Citadel Station and steam age.
- Costume relating to civil positions including Carlisle City Police, Carlisle Volunteer Fire Brigade, Nursing Uniforms from the Cumberland Infirmary, railway uniforms.
- 1928 and 1951 Carlisle Pageant costumes.
- Georgian and Victorian men's day and evening wear.
- Material relating to the 1824 Carlisle Canal.
- Objects relating to the history of the Old Lanes.
- 18<sup>th</sup> Century furniture including tripod tables and India backed chairs.
- 18<sup>th</sup> and 19<sup>th</sup> century toys and games.
- Arms and armour relating to the Border Reivers.



- Civil War and Jacobite material.
- Photographs of Carlisle terraces and differing architectural styles.
- Objects relating to Carlisle firms including Buck's, Ferguson's, Morton Sundour, Dixon's, Stead McAlpine and Laing's.
- Local sporting material representing Carlisle Utd, horse racing, athletics clubs, rugby union, rugby league and cricket.
- Material relating to heavy industry including Cowans Sheldon and Blaylock and Pratchitt firms.
- Material reflecting Carlisle's hidden diversity and post 1945 population.
- Photographic archive material, especially where this documents non-represented subjects/areas, and/or has special relevance to themes of planned gallery presentations
- Material relating to popular culture in Carlisle.

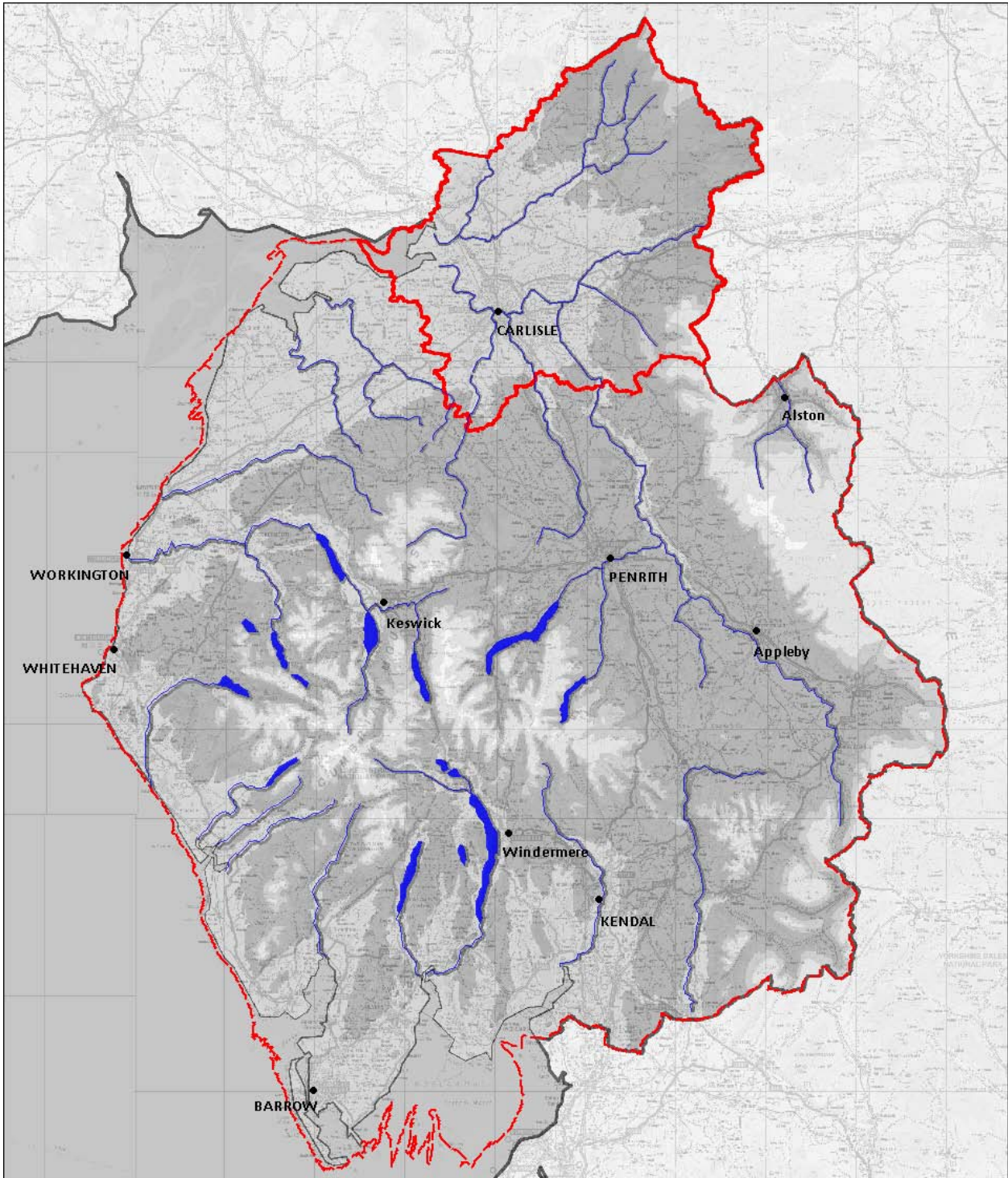
Large artefacts (such as machinery and vehicles) will in general not be acquired on the grounds of insufficient storage or display space. Possible exceptions will be furniture, fittings and other domestic artefacts that could be used immediately to enhance interpretation of historic periods or the service's buildings. These could include items of 17<sup>th</sup> or 18<sup>th</sup> century date relevant to the interpretation of the Jacobean house and /or the period of the Jacobite Risings.

## 14.4 Archaeology

### a) Scope of Collections (c.20,000 items)

The collections cover the period from the arrival of humans into Cumbria up to the 1644-5 Civil War. It consists of artefacts and their associated documentation covering the whole period. This documentation includes original paper documents, photographs, digital records, publication offprints and other secondary sources. In addition, the museum is a repository for excavation archives undertaken by various bodies in the area, including English Heritage, Oxford Archaeology North, and North Pennines Archaeological Trust.

There are important items within the collections from the whole period. These include: rough-out material from the Langdale stone axes factories, pottery from Ehenside Tarn and Old Walls, a stone spear-mould from Croglin, a gold neck-ring from Greysouthern, and cemetery material from Garlands and Aglionby, which date to the prehistoric period. The material relating to the Roman occupation includes an internationally important collection of inscribed and sculptured stones from Carlisle and Hadrian's Wall as well as domestic and military material. The post-Roman and Early Medieval period includes objects from Viking burials at Ormside, Hesket and Cumwhitton and a Saxon sword from the River Thames. The medieval life of the city is represented by coins struck at the Carlisle Mint, ceramics from Carlisle and further away, city bell, muniment chest and stocks. The Elizabethan period is covered by weights and measures and racing bells. In addition, there is a fine collection of British coinage of all periods. A notable point about the collection is that the waterlogged conditions that can be found in the archaeological layers of Carlisle allow the preservation of wood and leather artefacts that do not survive in other places.



**Figure 5. Area of primary interest for collecting in Archaeology**

*Historically, the Service has been a repository for archaeological finds from sites throughout the present county of Cumbria. Future acquisitions in Archaeology will normally derive from or relate to Carlisle District, although with regular exceptions from the wider county (see text for details).*

## **b) Collecting Areas and Objectives**

### **Objectives**

The main objective for archaeological material is to acquire and develop collections which will enable greater understanding of the development of Carlisle district and its communities. Key elements will be: the area before the coming of the Romans, the development of Carlisle as a Roman military installation and town, and its subsequent development as an important medieval Border City and stronghold.

### **Areas**

Historically, the Service has been a repository for archaeological finds from sites throughout the present county of Cumbria. Future acquisitions in Archaeology will normally derive from or relate to Carlisle District, with the following regular exceptions:

- Where the Service already possesses excavated material and documentation from an archaeological site and that site is re-excavated, the finds and documentation will be accepted. This follows current HBMC guidelines that the excavation archive from one site should remain intact.
- Where finds and documentation originate from excavations carried out anywhere in the county under the auspices of the Cumberland & Westmorland Antiquarian and Archaeological Society (CWAAS). This is in recognition of Tullie House's long-standing association with the CWAAS.

## **c) Special circumstances**

Exceptionally the Service may acquire Archaeological artefacts that fall outside the above statements and relate primarily to other Districts within Cumbria, subject to all three criteria below being satisfied:

- That the artefact(s) in question are judged to be of high importance to the local heritage.
- That failure to act would result in the item(s) not remaining in or returning to the Cumbria area, and/or being placed at risk of loss or destruction.
- That the provisions of Section 5 above are enacted, and that the other relevant interested parties confirm that they not willing or able to proceed with the acquisition.

Artefacts acquired by the Museum under the above circumstances would normally be considered strong candidates for loans out to Accredited Museums of the areas most concerned.

#### **d) Acquisition Priorities**

- Finds and documentation or archival material relating to the existing collections (line with HBMC Guidelines to excavators and other researchers).
- Finds and documentation or archival material relating to sites in the collecting area for which there is no current representation in the collections. This will include the formal transfer of material from excavations by past and current archaeological contractors.
- *Prehistoric period*: all material from within the collecting area, particularly the pre-Roman Iron Age (c. 700 BC – 43 AD).
- *Roman period*: archive and material relating to Carlisle and the western end of Hadrian's Wall, A World Heritage Site.
- *Sub-Roman and Anglian/Viking material (6th-11th centuries AD)*: artefacts are scarce and almost all material from within the area is of high interest.
- *Medieval period (11th-17th centuries AD)*: Material relating to life in Carlisle District
- Individually very significant items found, made or used locally, of any date up to c. 1700 AD.