

Leicestershire County Council Communities and Well Being

MUSEUMS COLLECTIONS MANAGEMENT FRAMEWORK 2015-2019

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MUSEUMS COLLECTIONS MANAGEMENT FRAMEWORK 2015-19

EXECUTIVE SUMMARY

The purpose of Leicestershire Museums is to safeguard the future of the rich and irreplaceable natural and human heritage of Leicestershire and to provide an accessible, engaging, innovative, sustainable and responsive service of the highest quality.

The County Council Museum Service is responsible for the care and stewardship of around 1 million objects which are held in trust for the people of Leicestershire. These have been collected since 1849 and are cared for by skilled curatorial, conservation, collections' care and access staff. They are wide ranging and substantial collections of museum objects, works of art, archives, ephemera and related information.

The Service continues to acquire and review its collections in line with the Acquisitions & Disposals Policy which forms part of the Collections Development Policy (Appendix 1).

- Our collections help us to discover the past, make sense of our present lives and inspire the future. The amazing range of objects in our collections lets us explore the changing natural history of Leicestershire and the lives and interests of the people who have made the County their home. The collections reflect a vibrant and changing Leicestershire.
- These collections, which the County Council owns or has custodial responsibility for, are the basis of our museum displays, travelling exhibitions, events programme, community projects, academic research and targeted community use. (Museums Access Policy Appendix 10)
- As well as making the collections available for appropriate use, the Service is responsible for maintaining them in good order for use by future generations of people from Leicestershire and beyond. (Collections Care and Conservation Appendix 3 & Appendix 5)
- This Collections Management Framework sets out how that can be achieved through the diligent application of procedures designed to meet national standards for collections care and management.
- The County Council's commitments are clearly stated, as are the policies and the legal and ethical frameworks within which the Collections Management Procedures can be carried out (Appendix 6)

A delicate balance must be struck between access and use of collections and their long term stability; this framework demonstrates how that can best be achieved.

The Policy is set out in accordance with the ACE Accreditation standard (2011) and covers the acquisition, rationalisation and disposal of museum collections and associated archive and information, their loan, documentation, conservation and display, exhibition and other means of public access.

OUR VISION

We see a Leicestershire with a rich history that values its heritage, engages its communities, welcomes those who visit the county, and works together to ensure a future for the past.

Our vision is outward facing and recognises that we work within a network of other local authority and independent museums and heritage groups and organisations across Leicestershire. We believe that, alongside the preservation of our rich heritage, access for everyone is the most important thing that we can work to achieve.

Everyone's heritage, their environment and culture are important and the role of Museums is to encourage people to explore and enjoy them.

In carrying out this role, we make use of an important and special resource: the collection of museum objects, archives, artworks and information which has been accumulated over the past 150 years and which continues to grow. We value and care for this collection because it is unique; it reflects the past, informs the present, and it will inspire future generations.

It is our responsibility to maintain the collections to national standards in line with the commitments in this policy, and to make this resource as widely accessible as possible.

OUR COMMITMENT:

The County Council will ensure that collections of information, archives and objects relating to Leicestershire's natural and human history will be maintained in good order and made available for use.

Policy Points:

- *The County Council will acquire, manage and make available, collections of material and information as defined in the Collections Development Policy (Appendix 1)*
- *Nationally agreed standards will inform the various processes necessary for the proper care of the collections and access to them (Appendix 2&3)*
- *Access will be on the broadest possible front, embodying the principles of equality of opportunity for all members of society (Appendix 4)*

- *Care of the collections will be such that deterioration in storage or use will be minimised, thereby ensuring that the resource is maintained in good order for future generations.*
- *Material and information will only be collected if it has been obtained legally and with due process, and it conforms with current ethical and legislative requirements; legal title will always be established.*

Informed by our Forward Plan (2015-19) the following sets out the priorities for our work over the next five years:

We are committed to understanding our audiences and ensuring everyone in Leicestershire has equal access to our comprehensive range of high quality services, activities and opportunities.

Our services will offer value for money, support local needs and priorities and where it is relevant, address areas of regional or national priorities in respect of culture, heritage and learning as well as other broader social, economic and environmental agendas.

We will continually reflect on our practice to understand and develop our own learning and support other individuals and organisations to do the same.

We aim to deliver a high quality, responsive and accessible museum service.

We will invest in our leaders, staff and volunteers and to ensure that they have the skills and knowledge to do their jobs.

We will deliver high standards of collections care and management whilst being aware of our impact on the environment and measure how we are working to minimise that impact.

COLLECTIONS AND RESOURCES

The purpose of Leicestershire Museums is to safeguard the future of the rich and irreplaceable natural and human heritage of Leicestershire and to provide an accessible, engaging, innovative, sustainable and responsive service of the highest quality.

The key purpose of the Service is to safeguard and make accessible and meaningful the museum collections that are held in trust by Leicestershire County Council.

The Service has a well-developed educational role and public access to its resources, particularly the collections, is achieved through its network of museums and resources centres, as well as the activities of staff in addressing local and targeted needs through outreach and other programmes.

Our aim is to make the collections fully representative of the diversity of the people of the county and of all sectors of Leicestershire society.

It follows that the management of the collections to appropriate standards is a crucial function if service provision is to be maintained, and this is a major responsibility of our staff. It is also a vital function for the people of Leicestershire on whose behalf the collections are held and whose descendants will benefit from their integrity.

OUR COMMITMENT:

The collections will represent all sectors of Leicestershire society and the full diversity of Leicestershire communities; they will be accessible to everyone.

Policy Points:

- *The County Council will continue its commitment to providing a service that is responsive to the needs of all the people in Leicestershire.*
- *Services will be accessible to everyone and will have relevance to people from all sectors of society.*
- *The collections will be developed to reflect the diversity of county communities and the make-up of those communities.*
- *Access to collections and information will be increasingly available as digital resources can be shared on appropriate platforms.*
- *The collections are accessible through our museums, the Collections Resource Centre, and other non-county council museums and other appropriate publically accessible spaces and places.*

The collections are broad based and include a variety of themes; together they provide a comprehensive account of Leicestershire. They are part of a much wider resource; a dispersed national collection housed in a network of local, regional and national museums which recognise each other's strengths and weaknesses. This underlines the importance and value of the Leicestershire collections to a national context.

OUR COMMITMENT:

The collections are valued locally, regionally and, in some areas, nationally; they will be kept focussed through the strict adherence to policy guidelines for acquisition, disposal and rationalisation.

Policy Points:

- *The Service's approach to collecting is embodied in the document: *Collecting the Life of the County: Museum Collections Development Policy (Appendix 1).**
- *Collecting activity is primarily concerned with the life (in all its forms) of Leicestershire. This is the main focus of collecting, and most collected material is from, or relates to, the county and its communities.*

- *A wider context is needed in order to understand and interpret some local material. In these circumstances, the range of collecting can, within strict limits and with prior approval, extend to include a national or international provenance.*
- *The Service supports the principle of rationalising collecting on a regional basis amongst Accredited Museums in line with the standards for Acquisition and disposal set out in (Appendix 1: Collecting the Life of the County: Museum Collections Development Policy)*

ACCESS

The collections are rich in both objects and information. When an item is acquired, a standard set of data about it is recorded, and this forms its catalogue entry on the accessioning system; contextual information may also be kept as a history file.

Using this documentation system is the key to accessing collection information and exploiting the collections resource to its full potential. We will explore how we can make meaningful and engaging information about our collections available through digital publication on a variety of platforms.

- The quality and completeness of the documentation is vitally important if access is to be achieved effectively, and audits are carried out to assess the documentary information, check it back to objects in the collection, and tackle any identified backlogs within agreed timescales. This improves access to the collections for staff volunteers, individual researchers – users who learn for themselves when given the appropriate tools and other user groups and specialist subject networks.

The interpretation programme develops themes for display in the public galleries, using objects and information from the collection, but also using the knowledge and expertise of Service staff, volunteers and consultant experts in making the experience of visiting an exhibition both stimulating and informative.

- Only a relatively small proportion of the collections are on display in museums at any given time. The bulk of the museum collections are housed at the Collections Resources Centre in Barrow.

It is our responsibility and duty to make the collections available to everyone who wishes to use them, bearing in mind the requirements of the objects themselves.

OUR COMMITMENT:

The collections will be documented to the nationally approved SPECTRUM standards. Collections will be made available for use in learning and interpretation programmes across the Service; collection information will be prepared for website development and user access.

Policy Points:

- *Making best use of the collections and the information they contain is vital if the Service is to achieve its aims. To this end, the Service will maintain and further develop computer-based catalogue and retrieval systems.*
- *Digitisation programmes are currently in place to make best use of the Internet in opening up access to collections. The Service will evaluate the success of the Click, Connect, Curate, Create project (CCCC) pilot schemes and extend them to all areas of the collections as resources become available.*
- *The Service will continue to use its collections in its interpretation programme in all of its museums, thereby increasing public access to the collections and using the collections to develop locally relevant themes.*
- *Certain museum collections are designated for handling and support hands-on learning services; this concept will be audited and reviewed.*
- *The value of the collections catalogues depends on their completeness. Audits will be carried out to check that the collections are catalogued to approved standards (Appendix 2&5) and existing documentation plans monitored, measured and reviewed.*
- *The Service will comply with the requirements of the ACE Museum Accreditation Standard.*

CARING FOR THE COLLECTIONS

- When the Service accepts items for the collections, their condition varies, and frequently they require some form of conservation treatment in order to stabilise them in their current state and minimise the risk of deterioration. Restoring an object will return it to a former condition to show what it was like at a particular time; some objects in the collections are treated this way to help visitors understand how they were made or used.

The condition of an object may mean that it can only be used for certain purposes, and so its pattern of usage is restricted. A balance must be struck between use and long term stability, particularly for unique items. Special collections have been identified for handling; these contain replaceable objects because they will deteriorate over time.

Special collections have been assembled for loan to community groups and for use in schools, although potentially any museum object can be loaned out to appropriate institutions. The kind of use, and the risks involved, must be matched against the nature and status of the object(s) in question.

- When an acquired object has been through the documentation and conservation procedures it will take its place in the collections and will

be used in a variety of ways. Every object in the collections should be determined to have a 'home location' the place (either on long term display or in the collections resources centre or other collections facilities) where it is likely to spend most of its 'life' in the museum service. These places should be such that the condition of the object will suffer minimal deterioration and accessible to staff and volunteers and (whilst they should be secure to a standard that will satisfy the national security advisor and our insurers) they should be safe and accessible spaces suitable for staff, visitors and researchers.

- This means the object(s) should be appropriately packaged, framed, protected, or cased or covered (to prevent physical damage), marked and labelled (with its accession number and any interpretative information), and kept in an appropriate environmentally stable (controlled if necessary) atmosphere suitable to its material, type and size.

OUR COMMITMENT:

Objects and related information will be held in the collections in such a way that their condition is stabilised and they suffer minimum deterioration over time; Collections spaces including displays, work spaces, and 'stores' will be secure at all times and all contents insured.

Policy Points:

- *The Service undertakes to look after the objects in its care. When items are acquired for the collections their condition is checked and any necessary conservation work is carried out as part of the Service's programmes.*
- *Where objects require restoration, the benefits of this work will be weighed against the costs before a decision to progress is made. The Service will support restoration projects where an interpretative benefit can be demonstrated.*
- *The Service will not collect objects that it cannot reasonably preserve and maintain in appropriate environments.*
- *Conservation and restoration work will be carried out by approved methods and by approved conservation staff; documentary records will be maintained to full professional standards (ref. Appendix 3).*
- *The evaluation of loan requests (inward and outward) will take into account the physical condition of an object, and the ability of a borrowing institution to look after it properly, before agreement is reached.*
- *Special collections for handling and community loans will be reviewed.*
- *The Service undertakes to provide appropriate secure spaces for the objects in its care, reducing the risk of physical deterioration while still allowing access (ref. Appendix 3).*
- *All objects will be appropriately insured and protected by approved security arrangements at all times.*

- *Emergency Plans for all sites where objects housed will be in place and operational at all times.*

ACCOUNTING FOR THE COLLECTIONS

- The County Council's museum collections are large and varied in content. Those not currently on display, in touring exhibitions, on loan to other museums and organisations or in use with community and other programmes are housed and used at the Collection Resources Centre, the collections facilities on the Snibston site, the Sherrier Centre and Unit 1, Coalville (temporary store for the Harborough Museum Collection).
- Regular collections audits and reviews are carried out to ensure that all the documentary procedures for museum acquisitions have been completed properly, that records on the movement of objects have been updated, and that in general terms the collections can be accounted for.

The County Council is committed to wider, more open access to the collections, and this can only happen if the catalogue of collections is as up to date and as accurate as possible.

Some areas of inadequate documentation have been identified and these will be addressed through the Documentation Plan (Appendix 5).

Similarly ongoing collection reviews identified a number of objects which require conservation. An annually reviewed conservation priority list ensures conservation work is properly targeted.

OUR COMMITMENT:

**Collections will be audited regularly and documentation checked for completeness and accuracy.
Targeted collections audits and reviews will be carried out to inform documentation and conservation priorities.**

Policy Points:

- *All objects in the collections will be documented according to their type and status.*
- *Audit checks will be made on the museum's collections and on their documentation, to ensure all items are documented to inventory level (as a minimum) and location data is accurate.*
- *Valuations by professional experts will be sought to ensure insurance cover is set at an appropriate level.*
- *Backlog documentation plans will be put in place to achieve targeted benefits for collections management and public access.*
- *SPECTRUM standard procedures (Appendix 2 & 7) will be used for all items*

REVIEW AND RATIONALISATION

- It is important that we only accept and retain objects that we believe to be significant in respect of our operational remit, and that we make best use of what we have.
- We maintain an overview of collecting activity to the museum collections in general through regular meeting of the Curatorial and Collections Care and Management teams. In exceptional circumstances the Head of Service and Lead Member are asked to approve the acceptance of new additions.
- All recommendations for disposal have to be presented to Lead Member.
- There must be a sound reason why an object is acquired for the collections; there must be an equally sound reason why an object, or group of objects, is retained.

A programme of collections review and rationalisation ensures that our collections are accessible, well looked after, and fit for use. Where gaps in the collections (usually in terms of representation of our communities) are identified, targeted collecting will be planned to fill them. This review and rationalisation also informs our recommendations to dispose of material no-longer relevant to our collections or Service offer.

This disposal of objects from the museum collections is done in accordance with the Accreditation Standard for Museums, taking into account the Museum Association's (MA) Code of Ethics (2014) and SPECTRUM Primary Procedures on Disposal

OUR COMMITMENT:

Collections will be reviewed periodically, and rationalised where necessary, to ensure they remain relevant to the services offered and fit the cultures and aspirations of the communities they represent.

Policy Points

- *The Service undertakes to review its collections in the light of the requirements of its communities, partner and supporting organisations, local and regional heritage networks and the objectives of the county council.*
- *Collection rationalisation, as well as targeted collecting, will be undertaken to ensure the collections are fit for use.*
- *The approved procedures for disposal of objects, or groups of objects from the museum and related collections MUST be adhered to in all circumstances.*
- *Significant acquisitions and all disposals will be considered by the Lead Member who meets regularly with the professional Head of Service to*

maintain an overview of museum collecting activity and to instigate disposal procedures where necessary.

ETHICAL & LEGAL CONSIDERATIONS

- The County collections are large and they contain many items that are valued for their social and cultural importance rather than their monetary or market value.
- Over 95% of the collections have been received as offers of gift from local people, communities, groups, companies and organisations. These gifts are considered as transfer of title from the owner to the County Council. In exchange the owner considers the County council to hold the collections in trust for the people of Leicestershire now, and for future generations.
- It is therefore of the utmost importance that our staff, contractors and volunteers behave in an ethical manner when dealing with gift or loan requests and in following the various procedures put in place for the management of the collections.
- Our staff must have knowledge of the law in certain key areas (e.g. import and export regulations, Portable Antiquities, CITES and Wildlife and Countryside Acts, Human Rights, data protection and Freedom of Information legislation and legislation and guidelines relating to Human Remains and Rights and Intellectual Property including Copyright) and must ensure that their activities comply with current legislation.
- Ethical and legal awareness is particularly important where issues of ownership and the offer of material on loan are concerned.

OUR COMMITMENT:

- Staff will conduct themselves in an ethical manner at all times, conforming with relevant legislative and allied requirements, the County Council's Code of Conduct (2015), the Museums Association Code of Ethics and the Society of Archivists' code of conduct; items will not be added to the collections if legal title cannot be ascertained beyond reasonable doubt.

Policy Points:

- The Service will operate within the legal framework established by current legislation and authorisations in respect of the acquisition of materials for the collections and disposal of materials from the collections (Appendix 1).
- The County Council (as the governing authority) and Service staff will comply with the Museums Association code of
- All procedures for the acquisition, disposal, borrowing and loan of artefacts of all kinds will be followed on all occasions. Where possible, and in the case of all current collecting activity, every object held by the Service will have an audit trail leading to information on its origin, status and use.

- The relevant authorities will be informed if members of staff have reason to believe that items offered to the Service have been acquired illegally.
- Requests for the return of cultural property and the handling of human remains will be treated on their individual merits and in accordance with current legislation.

DOCUMENTATION

Principle

- Every object or archive held, for whatever reason, by Heritage Services will be identifiable through a unique number which has been applied or attached to it. This will lead to accession and catalogue records which will confirm the origin, ownership and status of the object.

Status of Collections

- Items in the main collections should all be accessioned and be identified through a unique accession number.
- Items collected for handling purposes should be held on their entry number and listed locally.
- Items borrowed from other individuals or institutions should be held on an inward loan or entry form number, annually reviewed.
- Items in the Reserve Collection are currently under review, this activity will determine their future status in the collections
- Items received but not yet accessioned should be held on their entry form number as a temporary measure only.
- Archaeological Archives – accession numbers will be issued to archaeological contractors (acting as part of the planning/development process) in advance of assessment/excavation/investigation. Final and formal accessioning will take place when the complete archive is deposited with the Service.

Background

- Documentation is the process of gathering, recording and giving access to information about objects, their histories (including their ownership and legal status) and associations, and the processes they undergo. It is an essential means of providing customers with access to objects held by the Service and managing those objects effectively.
- Paper documentation includes entry forms, Daybooks, history files and existing (historic) documentation including card indices etc.
- Electronic documentation records relating to museum objects are maintained on the collections management computer system, MIMSY.XG This system supports the recording of inventory level information about objects, as well as the potential of more detailed historical or scientific information, authority data (e.g. makers, publications etc.), and activities (e.g. loans, exhibitions etc.)
- The procedural guidance set out in the Collections Management Procedures (Appendix 7) demonstrates the standards by which the Service maintains its object documentation.

- The procedure applies to all documentation, whether manual files, forms, or Mimsy XG. The current standards apply to all objects entering the Service after 1st January 2003, but do not necessarily apply retrospectively owing to the varied quality of historic records.
- The Museum Service has produced a Collections Documentation Backlog Plan to bring these records up to the current Accreditation standard.

4. Procedural guidance

- **Standards.** The County Council complies with the documentation requirements of the ACE Accreditation Standard, and with SPECTRUM 4.0
- **Entry documentation.** An entry form is completed for every object that is brought into the Service; the nature of the deposit is clearly indicated on the form. Any local documentary requirements (e.g. daybook entries) are completed at this time, and the object enters the system.
- **Receipts.** Everyone leaving an object, at whatever branch or service point, must receive a receipt through the entry form documentation.
- **Despatch.** The return of identifications, loans, offers of sale and gift is recorded on the form. Lenders, enquirers and prospective donors must provide the receipt for the return of their objects. These serve the same purpose as the mda's exit record.
- **Movement of objects.** Objects being moved around the Service should always be accompanied by the appropriate documentation: by loan forms when going on loan; by entry forms and movement sheets when going for identification or assessment. The location information held on Mimsy XG must always be updated when accession items are moved.
- **Transfer of title.** The object entry forms require depositors to sign that they wish to give their object to the Service. If the donation is accepted, the object entry form is filed as proof of transfer of title. For purchases, payment is made normally through the invoice payment system; copies of receipts and invoices, which allow the object to be identified, should be filed as proof of payment and ownership.
- **Accession record.** Once an object has been accepted for the collections it must be allocated an accession number and entered onto the Mimsy XG computer catalogue. At best this should be done immediately; at worst not later than one month after acceptance. The number must then be applied to the object.
- **Security of records.** The Mimsy XG database is held on a central computer the appropriate back-up arrangements and security measures. Paper documentation is maintained in fireproof cabinets and safes. Access to the computer database is strictly controlled, and public access projects rely on the creation of data subsets which are remote from the main catalogue. Donor names and addresses are subject to the provision of the Data Protection Act; the Service is registered to divulge this information to third parties. Service staff have read access to all information on the database, but write access is restricted to staff responsible for a particular area or activity. The administrators of the system have full access and editorial control.

- **Loan records.** Records of incoming and outgoing loans are overseen by the Collections & Conservation Manager and are maintained on Mimsy XG. Original loan documentation is retained by the Resources & Collections Team including relevant signed receipts, conditions, and insurance assessments.
- **Insurance.** Cover for all items held by the Service, providing appropriate documentation has been completed, is maintained by the contracted commercial insurers. High value items are separately listed and valuations updated periodically. Insurance in transit is available but some restrictions apply. Government indemnity will be secured for those display areas which qualify. The community loan collections are subject to separate arrangements. It is essential that movement/location records are kept up to date in order to comply with insurance conditions.
- **Handling collections.** The Service maintains a number of discrete handling collections which, by the nature of their use, are expendable. Objects accepted for handling purposes should be marked with the entry form number and listed locally, so that an inventory is maintained. Health and Safety issues must be addressed before items are included in handling collections, and appropriate risk assessment documentation maintained.
- **Training.** Training programmes tailored to individual needs are available for all the documentary systems for appropriate staff.

5. Achieving the standard

- A collections backlog documentation plan forms part of the Documentation Plan
- Regular collections Audits and Reviews may identify objects or groups of objects which require further work in terms of assessing their documented status including
 - Accession records, where there is a historic backlog which needs to be addressed on a systematic basis.
 - Marking and labelling, which is being tackled as material is identified as part of the audit and review programme.
 - Location and movement recording

CONSERVATION AND STORAGE

Principle

- The County Council recognises its responsibility to care for the collections in its control and the Care and Conservation Policy reflects this. It will not collect material evidence that it cannot reasonably preserve and maintain in appropriate environments. The implications of the long-term conservation and storage of museum objects and archives will be a material consideration to the acquisition decision and, where appropriate, to the evaluation process leading to disposal. Condition assessments will be carried out regularly on museum collections and these will be used to inform and prioritise their conservation needs.
- Conservation and storage to high standards is necessary to maintain the collections resource on which Service provision is based. Therefore conservation and effective storage are the responsibilities, to a greater or lesser extent, of everyone working for the Service.
- Not all of the material evidence collected by the Service can be displayed at any one time, and a proportion of it, because of its nature, is not displayable at all. However, this does not diminish its value for research, scholarship and public use on a controlled access basis at the Collection Resources Centre.

Conservation

- To CONSERVE an object is to stabilise it in its present state and minimise risks of deterioration.
- Remedial conservation requires essential work to be carried out on an item to halt the process of decay and stabilise it for future use.
- Preventative conservation seeks to maintain an item in optimal condition, often following remedial procedures, so that it may be stored at reduced risk.
- CONSERVING an item will
 - Minimise further damage from the processes of decay.
 - Stabilise its condition at an agreed level.
 - Set environmental conditions for storage and display which will minimise further deterioration.
 - Set conditions for access and loan which will reduce risk of further deterioration.
 - Establish a documentary record of its condition and the remedial work that has taken place on it.
 - Enhance its value to the community.
 - Preserve it for use by future generations.

Restoration

- To RESTORE an object is to return it to a former condition representing a pre-determined time in its life and using, as nearly as possible, the materials and techniques available at that time. Restoration of part of an object may be necessary in order to preserve the whole object from further damage or decay. Restoration of archival documents (as opposed to conservation) is not normally undertaken.

RESTORING an object will:

- Show what it was like when it was made or used.
 - Show how it was used and what it was like in use.
 - Enhance the interpretative possibilities of an object.
 - Extend the working life of an object.
 - Demand further activity to maintain it in its restored state.
 - Establish a documentary record of its treatment through time and define which elements of the object are original and which replacements are used as part of the restoration process.
 - Establish procedures for the future use of the object in accordance with departmental priorities and regulations.
 - Ensure it can be displayed or used within present day legislative restrictions and requirements.
- OPERATING or using a restored object will require special skills and strict procedures in order to ensure that it is operated within safe limits. The training requirements for operators must be clearly stated and managed appropriately. Procedural documentation must be in place for training and reference purposes to ensure the protection of the public, the operators, and the restored object itself.

Preparation

- To PREPARE an object is to carry out approved procedures on it, adhering to conservation principles, in order to standardise it in a form suitable for agreed uses. This may involve radical changes which alter the state of the object, but which conform with accepted methodologies. Preparation refers principally to Natural History Collections
 - PREPARING an object will:
 - Change or reveal its original form to an acceptable standard suitable for a range of museum uses.
 - Produce an item that can be maintained for future use.
 - Bring it to a state whereby further work can be carried out on it should the need arise.
 - Clarify its nature so that it can be fully appreciated and understood.
 - Stabilise it for further examination and investigation.
 - Expose its original form for further research.
 - Establish a documentary record of the processes involved in its preparation.

Documentation

- It is a requirement that all work carried out on an item, and all conditions laid down for the long-term conservation or restoration, be recorded in a retrievable form.
- For museum objects SPECTRUM minimum standards will be met:
- Records of condition, process, treatment, materials used and outcome will be kept for all objects undergoing conservation.
- Requests and authorisations for conservation work will be recorded where appropriate.
- Technical examinations of an object will be recorded.
- Preventative conservation measures recommended and adopted will be recorded.
- Actual environmental monitoring information will be linked to the documentary record for an object where this is feasible.
- Remedial treatment will be recorded.

Collections not on display; packing and handling

- An object may spend much of its time not on display storage. It is therefore critical that collections facilities are maintained to a high standard and that storage conditions are the best that can be achieved. Appropriate handling methods will be used for all classes of objects to prevent accidental damage.

Collections facilities will be:

- Set in appropriate places to account for the needs of security, access, and the requirements of the objects they contain.
- Ordered so that like is kept with like to optimise space allocation, furniture needs and environmental requirements.
- Managed so that objects can be found and returned after use quickly and efficiently, using computerised inventory systems as appropriate.
- Kept clean and checked periodically for evidence of decay or infestation, the results being recorded for any remedial actions that may be necessary.
- Appropriate to the conservation requirements of the objects, using the correct furniture packing materials and equipment.
- Monitored for temperature, humidity and other relevant environmental variables and controlled where this is possible.
- Supplied with appropriate equipment for the safe handling of objects with access restricted to users with necessary handling skills. Both staff and visitors must be able to work on stored items with no risk to their health and safety.

Regular audits of collections facilities storage conditions will be undertaken using the self assessment checklist: Benchmarks in Collections Care for Museums, Archives and Libraries (ref. Appendix 6).

Environmental conditions

- The stability of the environmental conditions in which an object is kept is crucial to its long-term survival. Fluctuations in temperature and humidity, exposure to visible and invisible radiation, pests, chemical pollutants and abrasive dust build-up will have serious damaging effects on objects in store, in transit or on display. Preventative conservation measures will be taken to minimise the effects of damaging environmental factors.
- Where practicable and feasible, and in accordance with the requirements of particular categories of object:
- Environmental variables will be monitored and recorded for objects in store, in transit and on display.
- Deleterious environmental influences will be controlled to agreed standards for the objects within the area of control.
- Monitoring of collections facilities and display spaces will be long term with records made available to lending institutions and insurers where appropriate.
- The effectiveness of control measures will be evaluated periodically.
- Environmental limits will be set for particular objects and these noted on the documentary record.
- Conditions will be set for the movement, display and loan of objects from the collections which reflect preventative requirements.

Display and loan conditions for objects

- When objects are to be loaned from the Service or put on display within the Service, consideration will be given to the following points:
- Environmental conditions in display areas or loan venues will be as set by curators and conservators as suitable for the specific objects concerned. This will generally mean achieving a consistent temperature of 18-22°C for most museum objects. The humidity requirements for objects vary depending on the materials of which an item is made, but for example a piece of costume would need a relative humidity of 50% with a variation of no more than 5%. If these conditions cannot be achieved throughout the display or loan area, then controlled display cases should be used.
- Climate control systems should be fitted with particulate filters to keep dust to a minimum.
- Pest monitoring and control programmes should be in place to eliminate the risk to objects from moths, carpet beetles and other pests.
- Light levels should be controlled appropriately for the objects. For example works of art on paper should be displayed at less than 50 lux, costume at less than 100 lux and oil paintings at less than 200 lux.
- Materials used in the construction of exhibitions and display cases should be carefully chosen because some woods, adhesives and surface finishes can emit gases harmful to many museum objects. As a general rule, metal surfaces should be powder coated and acidic woods never used. MDF should be zero formaldehyde rated. Woods or textiles which have been treated with fire retardant must never come in contact with museum objects. Paints and other surface finishes should always be water-based.

- Objects on display should be mounted and secured in such a way as to eliminate any risk either to the object or to members of staff or the public.
- All objects on display or in store should be protected by appropriate security systems and/or invigilation to prevent vandalism and damage to items on open display.

Conservation treatment

- Treatments will normally be assessed by specialist Service conservation staff or others approved for such work. Where conservation work is commissioned from an outside source, that person or organisation will be vetted by Service staff and will be expected to conform to the requirements of this policy.

Risk Management

- An Emergency Plan will be put in place for dealing with potentially harmful situations effectively while allowing minimal risk to objects in the care of the Service:
- The Emergency Plan will be updated regularly and will be available to all staff in appropriate locations.
- The Service will support and facilitate regional rescue organisations, such as the Regional Emergency Disaster Squad (REDS).
- Guidelines on care and protection of collections will be made available to organisers of events which may put objects at risk, such as functions in galleries.
- The special needs of certain categories of object will be made available to rescue staff and organisations so that harmful actions can be avoided.
- Appropriate training will be given to staff who may be involved in rescue operations
- Good housekeeping practices will be maintained in museums and collections facilities to reduce the likelihood of accidental damage to both objects, visitors and staff.
- Safe ways of working will be determined and established through the techniques of risk assessment, with appropriate documentation completed by Service staff and contractors alike.
- Health and Safety legislation will be complied with at all times, with appropriate systems in place at all sites. Minuted Health and Safety meetings will be held regularly at all sites.

Loans

- Requests for inward and outward loans will be decided by the appropriate curator in consultation with the Senior Curator and the Collections & Conservation Manager, subject to final approval where appropriate by the Head of Service. Loan documentation will be completed by the relevant staff member as set out in the Collections Management Procedures Manual.

- The Service is responsible for the physical integrity of any borrowed object. To this end for Inward Loans the Collections & Conservation Manager where appropriate will:
 - Comment on the conservation implications of the loan request.
 - Carry out pre-loan condition checks according to the SPECTRUM minimum standards.
 - Approve packing and transport arrangements.
 - Complete relevant documentation.
 - Monitor items on loan and the conditions under which they are held.
 - Ensure return arrangements and checks are complied with.

For outward loans the Collections & Conservation Manager where appropriate will:

- Comment on the implications of the loan request in respect of the physical integrity of the object and the conditions under which it must be kept by the borrower.
 - Obtain a facilities report from the borrowing institution.
 - Prepare a condition check and report according to SPECTRUM minimum standards.
 - Prepare the object for loan, completing appropriate documentation.
 - Establish costs if appropriate.
 - Specify and monitor packing and transport arrangements.
 - Carry out condition checks at the venue or receive a condition report from an acceptable source.
 - Ensure return arrangements are agreed and check they are complied with.
- Insurance values and conditions will be set by the Curatorial and Collections & Conservation teams according to information provided on facilities reports from a borrowing institution or facilities requirements set by a lending institution.

Training

- In order to maintain safe working practices at all times and to minimise risk to museum objects and archives:
- All Service staff concerned with moving or transporting objects will receive appropriate training in handling techniques and the conservation requirements of different categories of object.
- Conservation staff will receive training in appropriate areas to keep up to date with new techniques, processes, material etc. as resources become available.
- All staff will be fully trained on the Health and Safety implications of their work areas and the materials and processes they use to ensure that Health and Safety at Work, COSHH (Control of Substances Hazardous to Health) and other specified regulations are fully complied with.

- All staff new to the Service will receive basic Health and Safety training as part of their induction programme.
- The service will support corporate memberships of a range of conservation organisations and professional bodies to ensure current literature is available within the Service.
- Training opportunities will be made available to staff throughout the Service to develop an understanding of the basic requirements of collection management.

ETHICS, STANDARDS AND LEGISLATION

- Sources of reference for further information.

1. ETHICS

- **Code of Ethics for Museums.** The Museum Association (2008)
- **Guidance for the care of human remains in museums,** DCMS in 2005.
- **Guidelines on Restitution and Repatriation.** mla: Council for Museums, Archives and Libraries.

2. STANDARDS

- **Standards in Museums Care Series.** Museums and Galleries Commission (MGC) (1992-1998)
Standards in the museum care of:
 - Archaeological Collections (1992)
 - Biological Collections (1992)
 - Larger and Working Objects (1994)
 - Musical Instruments (1995)
 - Touring Exhibitions (1995)
 - Photographic Collections (1996)
 - Costume and Textile Collections (1998)
 - The UK Museum Documentation Standard: SPECTRUM
 - Benchmarks in Collection Care for Museums, Archives and Libraries. MLA (2011)

3. LEGISLATION; GOVERNMENT AND REGIONAL GUIDANCE

- Wildlife and Countryside Act (1981) with subsequent amendments.
- Legislation on protected species and the legal aspects of retaining natural history collections; habitat and landscape protection.
- Disability Discrimination Act (1995)
- Treasure Act (1996) and subsequent amendments. Includes Code of Practice on Portable Antiquities.
- Public Libraries and Museums Act (1964)
- Data Protection Act (1998)
- Freedom of Information Act (2000)



Leicestershire County Council Communities and Well Being

MUSEUMS COLLECTIONS DEVELOPMENT POLICY 2015-2019

COLLECTING THE LIFE OF THE COUNTY

Collections Development Policy

2015-2019

Museum: Leicestershire County Council Museum Services (LCCMS)

Governing Body: Leicestershire County Council

Date approved by governing body: 2015

Date at which policy due for review: 2019

This policy sits with the Collections Management Framework and should be read in conjunction with the Documentation Policy, Care and Conservation Policy, Museum Access Policy, Documentation Plan (including Backlog), Care and Conservation Plan, Working Objects Policy, Collections Management Procedures (including Documentation Procedures), Loans Policy and Guidelines for the Transfer of Archaeological Archives (2014)

Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

Introduction

Our Vision

We see a Leicestershire with a rich history that values its heritage, engages its communities, welcomes those who visit the county, and works together to ensure a future for the past.

Our Purpose

In line with our vision the purpose of Leicestershire Museums is to safeguard the future of the rich and irreplaceable natural and human heritage of Leicestershire and to provide an accessible, engaging, innovative, sustainable and responsive service of the highest quality.

Leicestershire Museums ('the Museum') form part of the Communities & Wellbeing Service alongside Libraries, Archives, Adult Learning and Creative Leicestershire Services and is part of the Adults and Communities Directorate in Leicestershire County Council. The service is solely responsible for Snibston Discovery Museum, Bosworth Battlefield, The Collections Resources Centre, Melton Carnegie Museum and Donington le Manor House. Charnwood Museum and Harborough Museum are delivered in partnerships with the relevant borough and district Councils and other organisations.

The Museum's acquisition policy is

To collect and record the natural life of the County of Leicestershire and to reflect the histories, interests and aspirations of the people who have made it their home.

We do this in association with the Museum services of Leicester City, Rutland County and the many independent museums across Leicestershire.*

Most of the material in the Council's collections has been given to the Service by local people, institutions, businesses and organisations or deposited through the planning process. A restricted number of objects are on loan to the Service and a small amount of material has been purchased for the collections, often supported by grants or contributions from other bodies. The service also accepts material by agreed bequest and transfer from other accredited museum's collections.

We rely on local people's support to develop our collections, and local people are the major users of these collections, so it is vital that a sense of community ownership is established through a system for managing the collections that everyone can relate to.

In order for collection users, and for potential donors and depositors, to have a better understanding of the collections, we have grouped the variety of natural and human activities into themes, and these form the basis of our collecting and interpretation programmes. The collections are stored, cared for, managed and retrieved by type under the following thematic approaches to the life of the county. Each collecting theme has knowledge leads, or specific knowledge (particularly in the natural sciences) is bought in as required.

- Natural Life
- Home and Family Life
- Working Life
- Cultural Life
- The Archaeological Collections reflect the process of archaeological survey and underpin the above themes often with the earliest evidence of activity in Leicestershire
- The Market Harborough Collection (due to the partnership arrangements for the provision of Harborough Museum)

Each museum site has its own focus of collecting relating to its immediate communities, geography and areas of interest. The collection of material relating to fox hunting is formed (in part) in partnership with the Museum of Hunting Trust through Melton Carnegie Museum. The Collection of the Market Harborough Historical society is cared for in partnership by the Service through the arrangements for Harborough Museum.

In addition to these there are discrete collections at Bosworth Battlefield, curated by the Archaeology Officer, and The Century Theatre (the largest single accessioned object in the collection) and its associated collection at Snibston.

Although the collections are predominantly of Leicestershire origin, in some areas they have significance beyond the local context. These can be summarised as:-

- Celebrating Leicestershire's identity, and significant within the county and therefore of **local** importance.

- Important because of their **regional** nature and because the service is one of the few to be currently engaged in active curatorship of such material
- Known **nationally** because of their exceptional quality and importance
- Renowned **internationally** because of their unique holdings

Most collections comprise objects and specimens and their associated records and information and some (Natural Life and Archaeology) are associated with a wealth of current and historic environmental information, managed elsewhere within the Authority.

All the themes are supported through the collection of the widest possible range of material including artefacts and artworks; scientific specimens; archives and records; photographs, moving images; sound recording, digital media and printed material and specialist libraries.

*(The agreement reached with Leicester City Museum Service (LCMS) in 1999 on the sharing of museum collections, following local government re-organisation, specified certain areas of specialism for the LCMS, and LCCMS respectively. This means the County Service does not acquire material in those areas being developed by LCMS, and vice versa. In effect, this limits collecting by mutual agreement and is supported by robust access arrangements for the joint use of certain collections. Following a significant restructuring and review of the Service in 2008 and a subsequent strategic review of collections the 1999 agreement was revised following consultation with user groups and other interested partners. The revision agreed to house the County Geology Collection with LCMS and the Higher Plant Botany with the County Service.)

SECTION 1

Collections

History of the Development of the Collections

The Leicestershire County Council Museum collections were formed from the core collections of the Leicester Town (and later City) Museum and the Melton Mowbray Museum.

Leicester Museum developed from the middle of the C19th with the support of the Town and later (from 1922) City council and the Leicester Literary and Philosophical Society. In the 1930s a Schools Loans collection was created as a significant part of Service delivery. In the 1940s some rationalisation of collections transferred material from the main collections to School loans and also out of the Service to other UK museums which had sustained loss due to war time bombing.

In 1974 the re-organisation of local government in Leicestershire created the Leicestershire County Council Museums, Arts & Records Service (LMARS) with responsibility for museums in Leicester, Leicestershire and the historic county of Rutland.

Between 1974 and 1997 LMARS developed collections based on curatorial specialisms of Fine Art, Archaeology, Social History, Biology, Geology, Science & Technology and Decorative Arts (including Costume, Ethnography and historic buildings and interiors) Museums reflecting these collections were developed in Leicester and local community museums were developed in Melton Mowbray, Market Harborough, Oakham, Donington-le-Heath Manor House. The County Record Office was responsible for archive collections.

Active collecting continued throughout this period and the collections grew in size and the curatorial departments increased in numbers of staff and focus of specialisation. From 1983 a separate collection group was formed to reflect the new partnership arrangements that created the new Harborough Museum in Market Harborough. (The new museum collection was formed around the founding collection of the Market Harborough Historical Society ownership of which is retained by the Society)

In 1992 LMARS opened Snibston to showcase its coal mining and other Science and Technology collections.

In 1997 subsequent reform of local government in Leicestershire gave unitary status to Leicester City and to Rutland and effectively formed three museum services, one for each authority area.

In 1998 Charnwood Borough Council commissioned LMARS to co-create the Charnwood Museum in Loughborough using existing collections and curatorial knowledge. In 2007 the new Bosworth Battlefield Heritage centre was awarded Accredited Museum status with an associated collection objects discovered

through the process of landscape investigation to determine the actual site of the battle.

From 1999 the collections sharing agreement between Leicester city, Rutland and Leicestershire County Councils and the subsequent Acquisition and Disposal Policies of the three authorities have defined the collecting priorities and lead areas for the services.

In 1999 LMARS re-named its collecting areas on a thematic basis, re-forming the previous curatorial specialisms into commonly understood concepts of Natural Life, Home and Family Life, Working Life, Cultural Life and Sporting Life with Archaeology as a process driven collection that underpins all of the other themes. The Harborough Museum Collection continues to be developed under its own collections title.

Collecting Themes

1. Natural Life

- Collections primarily of specimens and information which reflect the landscape, flora and fauna of the county. They demonstrate the changing natural environment of Leicestershire and its place in the rest of the world over time, comprising two main groups of botany and zoology. They include supporting archives about individual collectors, groups, societies and institutions that help tell the history and development of the study of natural science. These collections are linked to environmental information, species and site records (much in digital formats). They include type and voucher specimens, microscopy, a comprehensive historic and contemporary book collection, some comparative specimens for reference, educational and display purposes and a handling collection for use by communities.

Botany Areas of Excellence

- British non-flowering plants (lichens)
- British non-flowering plants (bryophytes)
- Records and personalia of important historical Leicestershire naturalists and collectors (Pulteney, Bloxham, Berkeley)
- Leicestershire flowering plants, ferns, slime moulds and algae.
- Collections of local natural history societies
- Records and personalia of local naturalists and collectors (Sowter, Ballard, Fletcher)
- Botanical microscope slide collection

Zoology Areas of excellence

- Important reference collections of Leicestershire (Leicester and Rutland) insects, from the 1800s to the present day and supporting reference collection of insects taken in the UK (England, Scotland, Ireland and Wales).
- Reference collection of moth genitalia stored in gelatine capsules or mounted on to microscope slides.
- A comprehensive reference collection of un-mounted bird and mammal skins and zoology skeletons.

- Spirit Collection

The focus of collecting over the next 5 years will be:

- to demonstrate the impact of habitat and climate change on the local natural environment
- new species recorded in the county
- reflect the continuing activities of local societies, institutions and individuals
- develop better handling and teaching resources for study by non-specialists as an introduction to science
- continue to add relevant publications to the book collection
- create a small collection of historic objects including taxidermy, jewellery, decorative arts etc to illustrate the use of natural life in man-made objects
- The Collection will not accept any further spirit collections or specimens, large taxidermy, specimens requiring taxidermy or unprepared archives and collections of material which are unrelated to Leicestershire.

2. **Archaeology**

The archaeology collections provide evidence of human activity in what is now Leicestershire. They cover all periods of time from the prehistoric to the modern: some half a million years.

The collections include both 'finds' and 'records'.

- The finds comprise artefacts and objects which have been produced or affected by humans, together with associated samples of various kinds, human and animal remains, and biological specimens: this material is collectively referred to as the Finds Archive.
- The records comprise information relating to the discovery, recovery and conservation of, and research into, the finds, together with archaeological fieldwork archives and published reports. This material is referred to as the Documentary Archive.
- A sub group of the Archaeology Collections is The Bosworth Collection. This collection contains material traditionally associated with the Battle of Bosworth 1485 as well as artefacts of all periods collected during the Bosworth Battlefield Survey. [See separate entry for Bosworth under discrete Collections]
- The collections are supported by a library of selective reference works, and a handling collection.

Areas of excellence:

- Lower Palaeolithic stone tools;
- collections from Leicestershire's scheduled monuments;

- The Hallaton Treasure
- exploitation and bridging of the River Trent in the medieval period;
- coal mining before the Industrial Revolution;
- structural and functional analyses of Leicestershire buildings: standing, ruinous and buried;
- the rural economy from earliest times to the 18th century;
- Medieval and early post-medieval urban life;
- rituals of life and death from the Neolithic to the Medieval period;
- The Bosworth Collection.

Focus for Collecting for the next five years:

- Archives from professional and amateur fieldwork in Leicestershire that meet the standards laid down in '*The Transfer of Archaeological Archives to Leicestershire Museums*';
- Objects from Leicestershire that enhance the Service's visitor offer;
- Objects from Leicestershire of regional or wider significance that become available for acquisition through the procedures laid down in the Treasure Act 1996.

The collections will not accept:

- archives and collections from living creators, extant bodies and trading businesses that do not meet the minimum standards laid down in '*The Transfer of Archaeological Archives to Leicestershire Museums*';
- archives and collections no part of which derives from Leicestershire;
- objects that lack a provenance, or were found outside Leicestershire, except as reference material;
- Human remains for which explicit scientific justification for their retention in an archaeological archive is lacking.

3. Home and Family Life

The Home and Family Life collections reflect the way the Leicestershire people build, decorate and manage their homes now and in the past. They show changes in domestic technology, hygiene and outside influences on the home.

The collections also record important aspects of family life including rites of passage, family structures and entertainment. Objects including Christmas cards, games, toys, sporting equipment and the ephemera and objects related to things like shopping and holidays all fall within the collecting sphere of Home and Family Life.

The home is also an outlet for creative expression and objects associated with interior decoration, furnishings and home crafts are an important aspect of the collections.

A pro-active collections policy ensures that as many different experiences of home and family life are explored as possible and also that the collection reflects the latest as well as the historical trends in this collecting field.

Areas of excellence

- The collection associated with the Palitoy toy company. We now hold the largest public collection of Palitoy toys outside of London.
- The Ladybird book collection
- The board and card game collection
- The home craft collection of objects exploring female creativity in the home

Focus for collecting for the next five years

- Continuing to add to the Palitoy collection with particular reference to older and archive material.
- Developing the home craft collection as a reflection of creative expression
- New domestic and personal technologies
- Collecting the memories of Leicestershire people with particular reference to the material culture of domestic life
- Material for the re-interpretation of Donington le Heath Manor House

The collections will not accept furniture, large domestic appliances, sewing machines or duplicate Ladybird books.

4. Working Life

This collection reflects local trades and industries, partly through collections of tools and equipment, and increasingly through the acquisition of finished products and ephemera, pictures and recordings.

The collection has focussed on the work of traditional craftsmen such as the blacksmith, wheelwright, farmer and baker and secondly on the commercial life of the County's market towns in the 19th and 20th centuries, the latter mainly with collections from long-established shops.

The collections of the larger manufacturing industries of the C19th and C20th reflect the growth and decline of the industrial era and now focus on Engineering, Transport, Mining and other Extractive Industries.

The Working Life collection today preserves and displays material evidence of specifically local Leicestershire trades and industries. The core of the collection is a representative selection of hand tools and products from the area's traditional crafts, mainly dating from the 19th and early 20th centuries. More recent collecting has concentrated on local businesses, mainly small and innovative concerns producing a unique local product. We are also continuing to collect items illustrating modern agriculture and changes to the countryside.

Working Life, Areas of Excellence:

- The Deacon Family clock making workshop from Barton in the Beans, with many original 18th century tools and benches.
- The Leicestershire Clock Collection made by local craftsmen in the period 1720 - 1820
- Historic Farm Wagons and Carts – regionally important collection including a mid-19th century wagon and the mid 18th century Beaumanor Coach

The Focus of Collecting over the next five years will be:

- Leicestershire Agriculture in an era of change
- Leicestershire inventions and innovations
- Disappearing trades and industries
- Working life at the beginning of the 21st century, particularly creative industries, e and digital technology.

4.1 Mining and Transport

Mining and transport have played an important part in Leicestershire's development for hundreds of years.

The Museum collections represent the history of extractive industries, coal mining and the local mining communities. They range from large underground coal cutters to small personal items and equipment and objects and ephemera of the Miners' Strike. The story also draws on the Archaeology collections to tell the earliest story of coal mining with the nationally-important collection of Tudor and later artefacts from the Lounge Opencast Site.

The focus of the coal mining collections is a comprehensive set of artefacts used by Leicestershire miners in the 20th century, many of which are directly associated with Snibston Colliery. It should be noted that the mine buildings at Snibston are Ancient Scheduled Monuments and intrinsic to the context of the mining collections.

Several Leicestershire-based businesses played an important role in transport technology; for example Brush Electrical Engineering built steam and Diesel locomotives, tramcars, and bus bodies. Our collections include the only standard-gauge Brush steam locomotive in existence, and five small locomotives used by local mines, quarries and power stations.

Our collections reflect Leicestershire's contribution to aircraft design and production. They include five Auster aircraft and the unique "Desford" training aeroplane. Sir Frank Whittle's team, Power Jets Ltd, perfected Britain's first jet engine at Lutterworth and the World's first jet engine factory was opened at Whetstone in 1943.

Mining and Transport, Areas of Excellence:

- N.C.B. Era coal mining artefacts (and Snibston buildings, oral history, and documentary evidence in Record office)
- Auster aircraft (plus Auster archive in Record Office)
- Leicestershire Industrial locomotives
- Power Jets engines, components and models

The Focus of Collecting over the next five years will be:

- Snibston Colliery, its owners (including George and Robert Stephenson) and workforce relevant to the proposed coal mining heritage offer at Snibston

5. Cultural Life

- The cultural life collections reflect the artistic and cultural interests and aspirations of the people and institutions of the County in terms of Visual Art, Fashion and design-led products. The collections are currently formed in two main parts the Visual Arts Collection and the Fashion Collection
- The Visual Arts collection consists of works on paper and easel paintings which reflect the artist's record of the changing landscape and built environment of the county, portraits of local people, their working and social lives and the traditional pursuits of local people particularly in the field of country sports. There is a small collection of works by Leicestershire artists whose subjects are not the life of the county.
- The Fashion collections reflect fashionable and occupational dress of adult men and women from the middle of the eighteenth century to the present day and are considered to be one of the pre-eminent collections in the Midlands.
- The Service has no historic collection of decorative art objects; these will only be acquired where they contribute to one or more of the other themes of the life of the County. However, fine examples of contemporary craftworks by local crafts people, or makers with local connections, will be collected, as appropriate.

Areas of excellence:

- Symington collection of corsetry, foundation-wear and swimwear
- NEXT archive and collection (which has been developed in partnership with NEXT plc and is now nationally important, demonstrating one successful retailer's approach to high street fashion and the retail business. Curatorial staff select one male and female outfit every season, which is then donated to the Service by the company. This is the only relationship of its kind in the UK between a retailer and public museum.)
- International Fashion Design
- Sportswear collection
- The work of John Ferneley and the Sporting art collection

Focus for Collecting for the next five years

- International fashion design including the work of emerging designers
- Establish new archives and collections representing pre-eminent fashion retailers from the area
- Menswear
- Sportswear
- Commission local artists to produce works that record the local landscape and built environment
- Relevant works that reflect the country sports of Leicestershire, record local individuals or are by local artists of significance
- Dress associated with Civil Partnership ceremonies of local people
- The Collections will not accept children's clothing or wedding dresses that are not connected with a ceremony conducted in Leicestershire

6. Reflecting Leicestershire Life at Harborough Museum, Melton Carnegie Museum, Charnwood Museum, Snibston and Donington

Leicestershire is a predominantly rural county with specialist centres of industry, learning, innovation and cultural and sporting activity. The overarching Leicestershire Life themes reflect the particular qualities of the story of Leicestershire including working on the land and earning a living from it as well as the villages, towns and industries that sprang from these activities.

Each Museum site reflects the particular nature of the areas and communities which they serve and these are in turn reflected in the focus of collecting through these sites.

6.1 Harborough Museum is a formal partnership with the Harborough District Council and the Market Harborough Historical Society, whose collection of local history items and antiquities is the foundation of the museum. The Museum is supported by The Market Harborough and The Bowdens Charity.

The Harborough Museum collects material relating to the landscape and communities of Market Harborough and its surrounding area as defined by the 18th and 19th century carrier routes. It includes areas of Leicestershire and Northamptonshire from Billesdon in the north, Lamport in the south, Husbands Bosworth in the west and Caldecot in the east.

The collecting area includes the parishes of Arthingworth, Ashley, Billesdon, Blaston, Brampton Ash, Braybrooke, Bringhurst, Caldecot, Church Langton, Clipston, Cottingham, Cranoe, Desborough, Dingley, Drayton, East Carlton, East Farndon, East Langton, Fleckney, Foxton, Glooston, Goadby, Great Bowden, Great Easton, Great Oxendon, Gumley, Hallaton, Harrington, Haselbech, Horninghold, Husbands Bosworth, Illston, Kelmarsh, Kibworth Harcourt, Kibworth Beauchamp, Lamport, Laughton, Little Bowden, Lubenham, Lutterworth, Maidwell, Marston, Trussell, Medbourne, Middleton, Mowsley, Naseby, Nevill Holt,

North Kilworth, Noseley, Rockingham, Rolleston, Rothwell, Rushton, St Mary in Arden, Saddington, Shangton, Sibbertoft, Slawston, Smeeton, Westerby, South Kilworth, Stoke Albany, Stonton Wyville, Sulby, Sutton Bassett, Swinford, Theddingworth, Thorpe Langton, Tur Langton, Walcote, Walton & Kimcote, Welford, Welham, West Langton, Weston by Welland, Wilbarston and Wis

Consideration is given to the collecting policies of other museums in this area including Lutterworth, Fleckney, Foxton, Hallaton, Desborough and Rothwell. Consideration is also given to the collecting policies of the Accredited museums in Northamptonshire.

The Harborough Collections reflect the history and development of the area and include manufacturing including R & W H Symington & Co Ltd, W Symington (Foods) The Harborough Rubber Company, local retailers, agriculture and food production and the complete contents of the Falkner shoe workshop.

The collections also reflect local domestic and social life and record the contribution of local individuals. The museum has an extensive collection of local photographs including the work of pioneer photographer the Rev. Law and the commercial photographer Gulliver Speight.

6.2 Melton Carnegie Museum exhibits the changing nature of rural Leicestershire and the relationship of the countryside with the market town. It reflects recent and current agriculture, local food production (particularly Stilton cheese making and Pork Pie production) animal husbandry and countryside management generally.

The changing lives of the area's geographic and cultural communities from the earliest times to the present are also told within the galleries and enhanced through specific collecting and recording projects. Contemporary Collecting and recording are a particular focus. The Museum leads on the collecting and recording of material associated with fox hunting and its related trades, crafts, and roles and its social and cultural life in partnership with the Museum of Hunting Trust.

6.3 Charnwood Museum is a partnership with Charnwood Borough Council and reflects the communities, working life and natural life of the area. The objects relating to the area are drawn out of the established collecting themes but have particular strengths in Working Life, Home and Family Life and Natural Life.

The Collections also reflect life in the town of Loughborough including its changing communities and their faiths, the principal industries and the University. The history of the Herrick family and the Beaumanor estate also form part of the collections. The Charnwood area has traditionally been home to a number of leading naturalists and environmental groups and societies and has been a creative focus for artists.

6.4 Snibston

The Snibston site is the former Snibston colliery with many of the original mine buildings and infrastructure remaining on the surface.

Many of these structures are scheduled as Ancient Monuments by English Heritage and are considered to be part of the collections in terms of their interpretation.

As part of the Working Life Collections the Service holds an important collection of Mining artefacts charting the development of Coal mining from the Tudor period through to the present day (see 4.1). These collections include material relating to the communities that formed the Leicestershire (and related South Derbyshire) Coalfield. The collections include an important library of books and archives related to coal mining, training, surveying and engineering.

Snibston is also home to the Century Theatre (see 7. Discrete Collections) and the Sheepy Magna wheelwright's workshop; a building of which the earliest part dates from 1742 and is a unique survival of a late C19th and C20th wheelwright and coffin maker's workshop. The buildings and their contents were taken down and re-assembled on the Snibston site in 1992. The contents are part of the Working Life Collections.

The Colliery railway was completed by the Stephensons in 1836 and is one of the earliest surviving mineral railways in the UK. There is an associated collection of locomotives which are interpreted as moving vehicles on the line. (see 4.1)

6.5 Donington le Heath Manor House is a late Medieval manor with Tudor and early Stuart additions. The contents of the building are a mixture of accessioned, un-accessioned historic and replica objects which tell the story of the lifestyle of the people who lived there in the past.

7. Discrete collections

7.1 Bosworth Battlefield

A sub group of the Archaeology Collection is The Bosworth Collection. This is stored and exhibited at Bosworth Battlefield Heritage Centre. The collection contains material traditionally associated with the battle as well as over 5000 artefacts collected during the Bosworth Battlefield Survey.

This material includes an internationally important collection of 15th century round shot (some of which is on loan from the landowner) and nationally important objects associated with the newly rediscovered battle site (including the Boar Badge of King Richard III). The rest of the material, including objects from a regionally important Roman temple site, as well as objects from all periods, acts as an important research collection.

7.2 The Century Theatre

The Century Theatre was built in Burbage, Hinckley in 1950 and is the Service's largest single accessioned object. It is housed at Snibston and still functions as a working performance venue. The theatre and a small number of objects and images related to its inception, development and history are supported by an archive housed at the Record Office for Leicestershire, Leicester and Rutland

7.3 Donington le Heath Manor House is a late medieval manor house with a re-created historic garden. Material beyond the scope of the main Museum Collecting themes may occasionally be collected for display within the house.

8. Partnership Collections

8.1 The Hunting Collection

Because of Melton's unique position both as a centre for fox-hunting and as a pivotal location in the evolution of fox-hunting as an organised sport, special consideration needs to be afforded to the scope and content of the hunting collections which are developed in partnership with the Museum of Hunting Trust.

The hunting collections reflect the aspirations of the Museum of Hunting Trust by covering, at a representative level only, the broad scope of hunting and its opposition in the UK. This provides a national context against which the more detailed local collections can be set.

These are specific to the 'Leicestershire' hunts (which straddle the county boundary) and represent all facets of the sport, its social milieu and its impact on the landscape of Leicestershire and its neighbouring counties.

The objectives of the hunting collection are to gather a body of material evidence which demonstrates:

- The role hunting has played in Leicestershire society and economic history, particularly in the Melton area; the families that spent the season there and the celebrities they entertained.
- How the hunt is organised, the hunt year and its established pattern of activities; the Leicestershire hunts, their territories, traditions and trophies.
- The hunting landscape, shaped to support fox populations and the chase, with traditional patterns of hedges, ditches and coverts; hunting lodges, country houses and estates.
- The rural crafts and trades which are closely associated with hunting and equestrianism generally: for example saddlers, boot makers, farriers, grooms, victuallers, inn keepers, tailors, photographers and equestrian artists.
- Hunting people themselves and how fox-hunting impacted on their lives; hunting family histories; the hunt employees and hunt followers.

- Anti-hunting groups and the people who support them; their beliefs and commitments, and the information they produce.
- Hunting dress, from field clothes and liveries to hunt balls and hunt followers.

It is important for this collection to be set in a wider, national context. To this end, collecting objects and information relating to different forms of hunting practised elsewhere in the UK is included in the remit. This is for illustrative purposes only – to provide a synoptic view of hunting nationally, not to acquire in great detail further study collections from beyond the ‘county’ hunt boundaries.

The Museum of Hunting Trust will support collecting in these areas and will facilitate the acquisition of key items which will develop the national identity of the collections. These acquisitions will become part of the main collections and will be accessioned and used in the usual way.

8.2 The Harborough Collections

Life in and around Market Harborough are reflected in three ways: through the collection of the Market Harborough Historical Society, the LCC Harborough Collection (denoted by the L (pre 1997) or X.MH accession prefix) and objects from the area that are accessioned by curatorial theme within the LCC collection (e.g. the Symington Collection and the Hallaton Treasure).

The Market Harborough Historical Society has ownership of its own collection and appoints an Honorary Curator (traditionally an LCC museum professional) to liaise with other LCC colleagues teams to ensure the collection’s management, care and display.

9. Special Considerations:

The Reserve Collection

The Reserve collection is a collection of original historic objects, which are available for loan by community groups and (primarily) schools in their own venues.

Collection management principles are the same as those outlined in the policy document, with the added requirement for inspection, conservation, repair and cleaning between loan periods.

The collection is currently undergoing assessment and review to determine its significance and future purpose.

SECTION 2

2. Criteria governing future collecting policy, including the subjects or themes for collecting

This procedure supports the Collections Management Framework by establishing parameters for the acquisition of objects and their status once

acquired. It also conforms to the requirements of the Accreditation Standard in respect of new acquisitions, and will be reviewed no later than 2019.

The rationale for the collections is contained within the 'Collecting the Life of the County' thematic approach to collecting, and this provides a framework by which collecting effort can be prioritised and structured.

1. **General Restrictions**

- The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.
- By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.
- The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.
- The Service recognises its responsibility, in acquiring additions to its collections, to ensure adequate care of collections, documentation arrangements and proper use of such collections.
- It will take into account limitations on collecting imposed by such factors as inadequate staffing, storage and care of collection arrangements.

All items being considered for addition to the collections should conform to the following criteria:-

- There should be a clear reason why the Service needs the item.
- The Service has the knowledge, professional care and management skills, space and financial resources to ensure the object's future.
- The ownership of the item should be clearly established.
- The position regarding copyright should be clarified, the preferred option being a transfer of copyright to the Service.
- If the item is offered for sale on the open market, the funding to support its purchase must be in place, including grant monies and any contribution from the Service's purchase fund, and approval by an appropriate authority (normally the Assistant Director of the Service department) obtained before the purchase is finalised; a purchase order should be issued and payment is normally made on receipt of an invoice.
- The item should fall within the 'Collecting the Life of the County' rationale.
- The item is best acquired by this Service rather than another. In deciding this, the Service will take account of the collecting policies of other national and in particular local and East Midlands museums collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to

define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

- The Service can house the item and store it to an appropriate standard.
- Given the objects condition the Service can conserve or restore the item within an acceptable timescale, and allow access to it to an appropriate professional standard.
- Acquisition does not contravene any legal, ethical or local laws or regulations.
- Acquisition falls within the scheme of delegation to the Head of Service – otherwise Lead Member or Cabinet approval is required (e.g. high value or sensitive items).

2. **Acquisition**

Acquisition is the permanent addition of an item or collection into the Museum collections through the transfer of legal title by gift or sale, or in the case of archives as deposits on indefinite loan. Items may be acquired through:

- Agreed gifts (donation) and bequests (usually via an executor).
- Purchase from reputable dealers and auctioneers, organisations or individuals who either have legal title, or are acting on behalf of parties that have legal title.
- Collecting by staff, contractors or associates to support research, excavation, interpretation or similar activities.
- Transfer from like institutions.
- The disaggregation of collections resulting from local government re-organisation in 1997, and in accordance with the legal agreement between the County and City Councils.
- Deposits of archives on indefinite loan by the owners or their legitimate agents.
- Many of these processes may involve intermediaries who can be neutral or can act either for the owner or for the Service. The position of intermediaries should be established and recorded as part of the acquisition procedure.
- Transfer of title and copyright, or deposit on indefinite loan can only be done by the legal owner or by a legally appointed intermediary (e.g. executor or legal representative).

Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the Senior Management Team following a strong recommendation from the curatorial team and having regard to the interests of other museums.

3. Curatorial Selection

Curatorial staff consider acquisitions to, and disposals from, the main collections. This group may co-opt others outside the organisation to give expert opinion as required.

The remit of the curators is to:

- Provide an overview of acquisitions across the Service so everyone has a picture of what is coming into the Service and why.
- Develop and review a Collections Development Strategy to support the Acquisitions and Disposals Policy, which is part of the Collections Development Policy.
- Manage a range of issues relating to collections and their management (e.g. standards for storage and conservation) as necessary.
- Support documentation procedures and develop strategies for tackling any backlog.
- Ensure the profile of collections, their requirements and management is maintained in the Service and outside.
- Initiate and carry out fundraising initiatives for the acquisition of key objects.
- The Senior Curator and Resources and Collections Manager support curatorial decisions on the routine acceptance of objects for the collections and decide on acceptance or rejection of less clear-cut offers of gift.
- The Senior Curator and Resources and Collections Manager consider recommendations for disposal to ensure objects are surplus to requirements across the whole Service, and present these recommendations to SMT and ultimately the responsible Lead Member.

3. Period of time and/or geographical area to which collecting relates

Although the collections are predominantly of Leicestershire origin, in some areas we collect material which is from outside Leicestershire. These can be summarised as:

- Important **regionally** and not well represented elsewhere in the East Midlands (e.g. the River Trent collection).
- Known **nationally** because of their exceptional quality (e.g. the fox-hunting collection).
- Renowned **internationally** because of their unique holdings (e.g. the Symington foundation wear collection, the Hallaton Treasure).
- Archive collections including material relating to areas elsewhere in the UK or abroad, but retained as a unit because of the primary principle of not splitting archive groups.
- The collection covers the human experience from the pre-historic Palaeolithic period (around 400,000 years ago) to the present day.

4. Limitations on collecting

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

5. Collecting policies of other museums

The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

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

We maintain regular contact with Derby Museums and Art Gallery, Nottingham City Museums Service, Rutland County Museum, Northampton Museum and Art Gallery, Lincolnshire County Council Museums and with independent museums in the Leicestershire via the Leicestershire and Rutland Heritage Forum.

We continue to participate in the specialist networks for curators fostered by the Renaissance East Midlands and now Arts Council's programme of Museum Development (East Midlands).

6. Policy review procedure

The Collections Development Policy will be published and reviewed, at least once every five years and more frequently if substantial change in either policy or delivery is required (e.g. significant re-structuring of the Service) The date when the policy is next due for review is noted above (page 1).

Arts Council England 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.

8. 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, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded.

The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport (DCMS) 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. The museum will not acquire archaeological antiquities (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures, such as reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009) (in England, Northern Ireland and Wales) or reporting finds through the Treasure Trove procedure (in Scotland).

f. As the museum holds or intends to acquire human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

g. Any exceptions to the above clauses 8a, 8b, 8c, or 8e will only be because the museum is either:

- acting as an externally approved repository of last resort for material of local (UK) origin; or
- 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
- acting with the permission of authorities with the requisite jurisdiction in the country of origin; or
- in possession of reliable documentary evidence that the item was exported from its country of origin before 1970.

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

9. 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.

10. 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, 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.

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'.

11. Management of archives

As the museum holds 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 (2002).

11. Disposal procedures

Themes and priorities for rationalisation and disposal

The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.

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

In the area of disposal The Museums Association Code of Ethics www.museumsassociation.org/ethics states:

Collections are a tangible link between the past, present and future. Museums balance the interests of different generations by safeguarding collections, which may include buildings and sites.

Museums meet their responsibility to future generations by ensuring that collections are well managed and sustainable. There is a strong presumption in favour of the retention of items within the public domain.

Sometimes transfer within the public domain, or another

form of disposal, can improve access to, or the use, care or context of, items or collections. Responsible, curatorially motivated disposal takes place as part of a museum's long-term collections policy, in order to increase public benefit derived from museum collections.

All those who work for or govern museums should ensure that they:

12.1 Act as guardians of the long-term public interest in the collections.

12.2 Make provision for safeguarding collections whenever buildings housing them are closed or isolated, whether this is planned or unexpected.

12.3 Recognise that formal title to and guardianship of the collections is vested in the governing body, which must satisfy itself that decisions to dispose are informed by the highest standards of expertise and take into account all legal and other attendant circumstances.

12.4 Demonstrate clearly how the long-term local and general public interest is served in circumstances in which disposal may be appropriate and ensure that public trust in museums is upheld.

12.5 Give priority to transferring items, preferably by gift to Registered or Accredited museums. Consider donating items to other public institutions if it is not possible for another museum to accept them. To maintain public confidence in museums wherever possible do not transfer items out of the public domain.

(This paragraph excludes material that is being disposed of because it is damaged beyond use, or dangerous, or is being returned to its place of origin or rightful owner.)

12.6 Base decisions to dispose on clear, published criteria as part of the institution's long-term collections policy, approved by the governing body. Ensure transparency and carry out any disposal openly, according to unambiguous, generally accepted procedures. Manage the process with care and sensitivity to public perceptions.

12.7 Seek the views of stakeholders (such as donors, researchers, local and source communities and others served by the museum) who have a vested interest in a proposed disposal. In some cases consent from the donor may be a legal requirement. Where appropriate seek the views of colleagues and sector bodies.

12.8 Refuse to undertake disposal principally for financial

reasons (except in exceptional circumstances as defined in 12.9) Financially motivated disposal risks damaging public confidence in museums and the principle that collections should not normally be regarded as financially negotiable assets.

12.9 Consider financially motivated disposal only in exceptional circumstances and when it can be demonstrated that:

- It will significantly improve the long-term public benefit derived from the remaining collection
- It is not to generate short-term revenue (for example to meet a budget deficit)
- It is as a last resort after other sources of funding have been thoroughly explored
- Extensive prior consultation with sector bodies has been undertaken
- The item under consideration lies outside the museum's established core collection as defined in the collections policy.

12.10 Ring-fence any money raised as a result of disposal through sale, if this exceptional circumstance arises, solely and directly for the benefit of the museum's collection. Money raised must be restricted to the long-term sustainability, use and development of the collection. If in doubt about the proposed use of such restricted funds consult sector bodies.

12.11 Openly communicate and document all disposals and the basis on which decisions to dispose were made.

12.12 Apply any money received in compensation for the loss, damage or destruction of objects in the collection solely and directly for the benefit of the museum's collection.

12.13 Respond to requests for return of human remains, and other culturally sensitive material with understanding and respect for communities of origin.

By definition, the museum has a long-term purpose and should possess (or intend to acquire) permanent collections in relation to its stated objectives. The governing body accepts the principle that, except for sound curatorial reasons, there is a strong presumption against the disposal of any items in the museum's collection.

a. All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.

- b. The museum will establish that it is legally free to dispose of an item. Any decision to dispose of material from the collections will be taken only after due consideration and in line with the Museums Association Code of Ethics (above).
- c. 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.
- d. The museum will not undertake disposal motivated principally by financial reasons.
- e. 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 but in exceptional cases improvements relating to the care of collections may be justifiable. Advice on these cases will be sought from Arts Council England and the Museums Association.
- f. A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections), will be the responsibility of the governing body of the museum (in this case The Leicestershire County Council is the governing body) acting on the advice of professional curatorial staff, if any, and not of the curator of the collection acting alone.
- g. Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed (due to poor condition). It will therefore be offered in the first instance, by gift, exchange or sale, directly and publicly to other Accredited Museums likely to be interested in its acquisition.
- h. If the material is not acquired by any Accredited Museums to which it was offered directly, 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 website and in other professional journals where appropriate.
- i. The announcement 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.
- j. 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 de-accession and disposal.

Appendix 2



Leicestershire County Council Communities and Well Being

MUSEUM DOCUMENTATION POLICY 2015-2019

LEICESTERSHIRE COUNTY COUNCIL MUSEUM DOCUMENTATION POLICY

February 2015

This policy sits with the Collections Management Framework and should be read in conjunction with the Collections Development Policy, Care and Conservation Policy, Museum Access Policy, Documentation Plan (including Backlog), Care and Conservation Plan, Working Objects Policy, Collections Management Procedures (including Documentation Procedures), Loans Policy and Guidelines for the Transfer of Archaeological Archives (2014)

CONTEXT

Vision

We see a Leicestershire with a rich history that values its heritage, engages its communities, welcomes those who visit the county, and works together to ensure a future for the past.

Purpose

In line with our vision the purpose of Leicestershire Museums is to safeguard the future of the rich and irreplaceable natural and human heritage of Leicestershire and to provide an accessible, engaging, innovative, sustainable and responsive service of the highest quality.

AIM OF THE DOCUMENTATION POLICY

The aims of The Museum Documentation Policy are that for each object in its collection:

- the Museum has documentary proof of legal title that also meets ethical standards;
- there is an accurate record in the appropriate Accessions Register;
- there is an accession number which uniquely identifies the object with that register entry
- that number is labelled or otherwise marked on the object;
- there is a robust link with all associated documentation;
- the Museum has an accurate and up-to-date record of location;
- all documentation procedures meet SPECTRUM standards

This policy is to be read in association with LCC's Collections Development Policy, Care and Conservation Policy, Access Policy, Loans Policy and together they form the Collections Management Framework, part of the Museum's Strategic Plan.

1.1 Documentation is a core activity of the Museum Service.

1.2 The role of documentation in the Museum is to ensure efficient recording of, and access to collections information, meeting national standards of good collections stewardship, security, accountability, study, research, use and access.

1.3 Documentation is the responsibility of the Collections & Conservation and Curatorial teams, with documentation activities, including the development and supervision of procedural, data and terminology standards being co-ordinated, and loans in and out being administered by the Collections and Conservation team.

1.4 Documentation records are held in a number of formats, both paper and digital. The majority of paper records are held within the Curatorial and Collections & Conservation teams. Some pre 1997 paper records are shared with the Leicester City Museums Service and housed at the Record Office for Leicestershire, Leicester and Rutland (ROLLR)

1.5 The central computerised collections database (Mimsy XG), related electronic processing and network infrastructure are developed and maintained by the Modernising Services Team and LCC ICT Services.

1.6 The Documentation Policy supports the Museum's vision and purpose and its strategic priorities.

1.7 The purpose of the Documentation Policy is to provide the framework within which the Museum formulates and implements a Documentation Plan, guiding the Museum in how it documents its collections.

1.8 It is recognised that priority should be given to the appropriate and effective allocation of resources for documentation within curatorial, collections and conservation and other teams to enable the delivery of the Documentation Plan.

2. KEY PRINCIPLES

2.1. Effective collections management. The Museum will record information and create access to that information to support efficient management of the Museum's collections as part of the Collections Management Framework.

2.2. Accountability. The Museum will record sufficient information about the items in its care to establish the identity, location and legal ownership of the items.

2.3. Adherence to standards and guidelines. The Museum places a high level of importance on procedural standards and documentation objectives necessary to meet the Accreditation Standard for museums. The Museum applies SPECTRUM, the UK Museum Documentation Standard, to all areas of documentation. As a baseline, the Museum will meet, but aim to exceed, the minimum standards for the SPECTRUM primary procedures. Internal standards and procedures are detailed in the Museum's Collections Management Procedures manual.

2.4. Adherence to Legislation and Ethical Codes. The Museum's documentation activities will take account of current legislation, including all applicable legislation relating to copyright and IPR, data protection and freedom of information. All documentation will be carried out in accordance with the Museum Association Code of Ethics.

2.5. Security of information. All paper-based and digital records created by the Museum will be processed and stored in such a way that they are protected from security risks. Any personal information will be stored in accordance with the Data Protection Act (1998). Backups will be made of digital records on an ongoing basis and regular copies made of accession registers.

2.6. Preservation. Both paper and digital records will be stored in such a way as to avoid loss and ensure long-term preservation.

2.7. Systems sustainability. Digital systems to support documentation will be developed in such a way as to promote sustainability and ensure that they can be maintained into the future. We will adhere to the contractual obligations with Axiell (our database supplier)

2.8. Keeping records up to date. The Museum will keep collections information up to date, implementing a long term policy and plan to eliminate any retrospective accessioning backlog and accessioning new acquisitions as soon as possible. The Museum will aim to create a basic inventory record (with sufficient location information for object retrieval) for all objects and catalogue records (with more detailed information) when appropriate and possible.

2.9. Access to information. Within a framework of standards and best practice guidelines, particularly requirements to protect sensitive personal and financial information, the Museum's documentation systems will be developed to maintain and extend access to collections information. This will involve access to information for both internal and external users, particularly the visiting and service-using public and registered volunteers.

2.10. User focus. Collections documentation will be responsive to the information needs of users. Whilst adhering to agreed standards, some aspects of information recording and procedure may evolve in response to changing user requirements.

2.11. Integration and standardisation within the service. Documentation systems and procedures within the Museum will be brought together, as far as practical, to rationalise the management of collections information and maximise the benefits of closer systems integration.

2.12. Open Data. The Museum encourages wide access to and use of collections data produced by the service in the form of digital engagement with collections.

3. IMPLEMENTATION

3.1. The Documentation Policy has been submitted to the Lead Member for approval.

3.2. The Documentation Policy has been used to guide a Documentation Plan, prepared by the Collections and Conservation team section in consultation with all areas of the museum involved in collections documentation.

3.3. The Documentation Policy, Plan and any related documents will be posted online for internal access by all staff. The policy document will be posted also on the Museum's website for public access.

3.4. Regular audits of documentation information and procedures will be carried out.

3.5. The Policy will be reviewed every five years.

Date of Lead Member approval February 2015

Date of Review February 2019

Appendix 3



Leicestershire County Council Communities and Well Being

CARE & CONSERVATION POLICY

2015-2019

Leicestershire County Council Museums Care and Conservation Policy

This policy will be reviewed by 2016
Review and renewal by 2018

This policy sits with the Collections Management Framework and should be read in conjunction with the Collections Development Policy, Documentation Policy, Museum Access Policy, Documentation Plan (including Backlog), Care and Conservation Plan, Working Objects Policy, Collections Management Procedures (including Documentation Procedures), Loans Policy and Guidelines for the Transfer of Archaeological Archives (2014)

Statement of purpose

The purpose of Leicestershire Museums is to safeguard the future of the rich and irreplaceable natural and human heritage of Leicestershire and to provide an accessible, engaging, innovative, sustainable and responsive service of the highest quality.

This policy has been written in accordance with the above Statement of Purpose and the Collections Development Policy. All staff (paid and volunteer) have read and agreed to abide by the policy. The Care and Conservation Plan sets out the way the policy will be put into action and should be read in conjunction with the Forward Plan, Documentation Plan, Emergency Plan and any other plans affecting the collection and the museum buildings.

The purpose of the Care and Conservation Policy is to set a framework for:

- The preservation of the collections and buildings in the care of the museum service
- Preventative and remedial conservation of the collections
- The safe use of and access to collections, within the limits of the museum's resources

Context

Leicestershire County Council is an Accredited museum service and cares for its collections according to the standards required by the Accreditation process. It aims to improve the care and condition of all its collections in accordance with Benchmarks in Collections Care, Signposts or other approved standards within the limits of its resources.

The safety and preservation of the collections will be considered from the outset of any plans to alter the displays or collections facilities or to modify the buildings.

Personnel

The Head of Service Development is the lead museum professional within the organisation supported by a number of other qualified museum professionals including the Collections and Conservation Manager who advises and leads on all matters relating to care and conservation of the collections. The Resources and Collections Team has overall responsibility for the day-to-day care of the collections. However this care responsibility is devolved to everyone who works in the museum service or visits it to use the collections.

Any concerns regarding the collections should be reported in writing to the Head of Service Development.

Any problems or concerns relating to the care of the collections are referred by staff members to the Collections and Conservation Manager.

The museum trains all staff and volunteers who handle the collections in the course of their work. No untrained personnel are allowed to handle items from the collection.

Researchers or other visitors working with the collections will be briefed on how to handle the items they are working on and will be supervised at all times.

The museum service will check the suitability of conservators chosen to work or advise on the collections. A professionally accredited conservator or a conservator listed on the Conservation Register will normally be chosen.

No item in the collections will be modified or altered until advice has been obtained from a suitably qualified conservator.

Only suitably trained and qualified conservators will carry out interventive treatment on objects.

The museum service will keep detailed records of all treatments carried out on objects, including the name and contact details of the person or company.

The Buildings

The museum service recognises that the maintenance of its buildings is fundamental to the preservation of both the buildings and collections and endeavours to keep the buildings in a suitable condition. The museum's collection is stored and displayed in the following buildings. The body responsible for the upkeep of the buildings is listed.

Building	Used for	Owner	Upkeep carried out by
Bosworth Battlefield Visitor Centre	Public exhibition space with artefacts in cases. A small secure collections store. Temporary exhibition space	Sutton Cheney Farms Partnership c/o King West, 10 Church Square, Market Harborough, Leicestershire LE16 7NB	Leicestershire County Council
Charnwood Museum	Public exhibition space with artefacts in cases and on open display. Education & Community space. Small collections store. Temporary exhibition space	Charnwood Borough Council	Charnwood Borough Council
Donington Le Heath Manor House	Displayed as Historic House and used for education sessions	Leicestershire County Council	Leicestershire County Council
Harborough Museum	Public exhibition space with artefacts in cases and on open display. Temporary	Harborough District Council	Harborough District Council

	exhibition space		
Melton Carnegie Museum	Public exhibition space with artefacts in cases and on open display. Education & Community space. Temporary exhibition space	Leicestershire County Council	Leicestershire County Council
Snibston	Exhibitions (public)/other (education and events space) /collections stores/offices/other (interactive exhibit development and maintenance workshops)	Leicestershire County Council	Leicestershire County Council
Collections Resources Centre, Barrow Upon Soar	Service wide Collections centre publicly accessible by appointment	Jelson Ltd	Landlord and Leicestershire County Council
Unit 1, Stephenson's Court, Coalville	Collections storage facility for Harborough Collections	Leicestershire County Council	Leicestershire County Council
The Sherrier Centre, Lutterworth	Collections Facility for Reserve Collections and Conservation Studio	Leicestershire County Council	Leicestershire County Council

Leicestershire County Council maintains a buildings register and has Buildings Plans for the upkeep of all buildings which are its responsibility.

The museum carries out an annual inspection of all buildings which are not its responsibility and notifies the body responsible about any remedial or maintenance work required.

The Collections

Leicestershire County Council is aware of the risks to the collections from environmental factors, poor handling, packaging and display materials and methods, and of the need to record the condition of the collection. The museum service cares for the collections in store, on display and, by setting suitable requirements, on loan.

The details are listed in the Conservation and Collection Care Plan and include:

- monitoring and improving environmental conditions including temperature, relative humidity, light and dust
- managing the threat from pests
- housekeeping
- conservation cleaning of objects on open display

- documentation of the condition of the collection and of any treatments carried out on objects
- storage materials and methods
- display materials and methods
- transport methods

The museum service has a separate policy for the care of historic working items (e.g. machinery, clocks, mechanical toys, instruments).

Appendix 4



Leicestershire County Council Communities and Well Being

MUSEUMS ACCESS POLICY

2015-2019

**LEICESTERSHIRE COUNTY COUNCIL
COMMUNITIES & WELLBEING SERVICE
MUSEUMS ACCESS POLICY
2015-2019**

This policy sits with the Collections Management Framework and should be read in conjunction with the Collections Development Policy, Documentation Policy, Care and Conservation Policy, Documentation Plan (including Backlog), Care and Conservation Plan, Working Objects Policy, Collections Management Procedures (including Documentation Procedures), Loans Policy and Guidelines for the Transfer of Archaeological Archives (2014)

Our Vision

We see a Leicestershire with a rich history that values its heritage, engages its communities, welcomes those who visit the county, and works together to ensure a future for the past.

Our Purpose

The purpose of Leicestershire Museums is to safeguard the future of the rich and irreplaceable natural and human heritage of Leicestershire and to provide an accessible, engaging, innovative, sustainable and responsive service of the highest quality.

Our definition of access

LCCMS recognises there are many barriers to access at all levels of the museum service. However we believe that all people have a fundamental right to engage with, use and enjoy the service.

We define access as something that is made possible when physical, cultural, social, financial, intellectual, psychological and emotional barriers are removed or reduced.

Our commitment to accessibility

LCCMS aims to provide the widest possible access to its museums, collections and services to enable audiences from all sections of the community to enjoy use of the museums. We will provide access to services in the wider community and within museums, and aim to provide independent use wherever possible.

Our policy has been written in line with Leicestershire County Council's Equality, Diversity and Human Rights Strategy (2013-16), in which the Equality of Opportunity Statement says: "The County Council wants to create a culture where people of all backgrounds and experience feel appreciated and valued. It is committed to achieving equality of opportunity in service delivery and employment. All people who access services... will be treated fairly and without discrimination. Discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, maternity and pregnancy, race, religion or belief, sex and sexual orientation (or any other unjustifiable criterion) will not be tolerated."

Our policy is to build accessibility into everything we do to develop and improve the service. Our commitment is long term and our policy is to make continuous improvements as our resources permit.

Our commitment to accessibility extends to our staff, volunteers and work placements as well as visitors and service users including those who access our resources through digital or virtual means.

We are committed to ongoing training in access issues for staff and volunteers.

To eliminate barriers and ensure equality of access we will consider the following forms of accessibility:

- Physical – to enable people with physical disabilities to reach and appreciate every part of the museum service and take into account the needs of the elderly and of people caring for young people.
- Sensory – to enable visitors with impaired vision or hearing to enjoy the museum’s buildings and collections
- Intellectual – We recognise that people have different learning styles and we will provide interpretation in a range of learning styles. We also aim to ensure people with learning difficulties can engage with and enjoy the museums and the collections.
- Cultural – to consider the needs of people for whom English is not a first language, or whose knowledge of English and Leicestershire history and culture may be limited.
- Attitudinal / Emotional – to ensure the museum environment and museum staff are welcoming to visitors from all sections of the community. We will also aim to ensure people of Leicestershire feel the museums are of significance to them.
- Financial – when reviewing our admission charges we will take into account that ability to pay can be a barrier to access.

Buildings

We aim to provide equal access to our buildings and facilities for all visitors. It must be appreciated that as some are listed or scheduled buildings some physical adaptations are impossible to undertake. Nevertheless we are constantly working towards improving the facilities available to visitors with disabilities and will actively try to make our collections accessible even when our buildings are not.

Access to Collections

Our staff and volunteers are committed to increasing public access to the collections and information and to increasing knowledge and understanding of Leicestershire’s cultural heritage.

We will provide varied means of access to the collections, including but not exclusively displays and exhibitions, tailor-made research and other visits to the collections, pop-up loans, handling sessions, publications, engagement sessions, digital publishing on a wide variety of platforms and other events.

To increase access to the collections not on display we offer Collections Resources Centres, web-based resources and access to staff knowledge and skills.

We will provide levels of information and interpretation to suit a range of audiences and abilities. We will ensure that the content, presentation and labelling of displays respects a diversity of background.

We will review and develop our handling collections and loans to meet the demands of new users including vulnerable adults, people with additional or specific needs and people affected by dementia either as sufferers or carers.

Access to Learning

LCCMS will provide learning opportunities for different audiences and levels of ability and tailor our programme to the needs of specific groups.

We will provide education programmes for all our museum buildings to interpret the collections for people from a range of backgrounds and abilities. We will reach out to learners (young and old) in their schools and communities and provide sessions that meet their needs and the needs of the national curriculum.

We will identify and develop partnerships with a range of educational and community organisations to ensure that our activities continue to cater for the widest possible audiences.

Access to visitor services

Our front of house staff will assist and welcome all visitors. They will be available in the museums and across the sites to help you to understand and enjoy the collections.

We will consider the comfort of our visitors by providing, where possible, accessible toilets, baby changing facilities, access for pushchairs, seating in galleries and on-site wheelchairs.

We aim to provide appropriate signage and navigatory tools to suit a range of audiences, including a range of sensory formats and languages.

We will respond to specific additional requests for additional help and support when these are made in advance of a visit, and will tailor make sessions for groups of people with specific or additional needs.

Access to communication

We will promote the museums' activities and events using accessible means of communication.

We will provide publicity material on request in alternative formats for a range of needs and languages.

We provide a range of ways that people can communicate with us.

We will evaluate all our services and projects to ensure they meet the provision of this policy and we will consult users and non-users on all new developments.

Reviewing the policy

Information on access will be available in a range of formats including our website and customer service centres.

We will review the access policy regularly to ensure it is in line with national guidelines and standards. The absolute date of review of this policy is 2019

Each museum within LCCMS will develop its own site specific access action plan in line with this policy.

This policy will give rise to a Three Year Access Action Plan for LCCMS that will outline specific needs and projects, as resources allow.

Appendix 5

Leicestershire County Council

Museum Documentation Plan 2015-2019

Action	Timescale	By whom	Resources
Daily activities			
Object entry (see CM procedural manual section 2)	Ongoing	Collections & Conservation Team Curatorial Team Site Museum Staff	Entry forms printed to recognised standard via Central Print Services.
Accessioning (see CM procedural manual section 4&6)	Ongoing	Collections & Conservation Team Curatorial Team Site Museum Staff	Archival daybooks and pens Labelling materials
Data entry on Collections Management System, Mimsy XG (see CM procedural manual section 7)	Ongoing	Collections & Conservation Team Curatorial Team Site Museum Staff	ICT support Licensing fees
Archaeological Archive Depositions	Quarterly	Archaeology Officer Collections & Conservation Team Curatorial Team	Allocated storage space Archival materials Fireproof safe capacity
Short Term Goals			
Targeted Collections Assessments to identify any areas needing retrospective accessioning and agreed location method (see CM procedural manual section 18)	06-12 months	Collections & Conservation Team Curatorial Team	Volunteer support for staff
Assessment of Reserve Collection (Sherrier Centre)	06-12 months	Collections & Conservation Team Volunteer support	Continuing volunteer support Archival materials
Loans management	06-12 months	Collections & Conservation Team	Training roll-out of new procedures

Action	Timescale	By whom	Resources
review and implementation of new procedures (see CM procedural manual section 11&12)		Curatorial Team Site Museum Staff	
Medium Term Goals			
Digitisation of current and past daybooks	12 months	Collections & Conservation Team Curatorial Team	Scanning fees ICT support?
Plan and implement required upgrade of Mimsy XG	12-18 months	Collections & Conservation Team Curatorial Team Site Museum Staff	ICT support
Long Term Goals			
Investigate and where possible implement the attachment of digital images to Mimsy XG records.	18-36 months	Collections & Conservation Team	ICT support

Appendix 6



**Leicestershire County
Council
Communities and Well
Being**

**MUSEUMS CARE &
CONSERVATION PLAN**

2015-2019

Care and Conservation Plan

This plan sits with the Collections Management Framework and should be read in conjunction with the Collections Development Policy, Documentation Policy, Care and Conservation Policy, Documentation Plan (including Backlog), Museum Access Policy, Working Objects Policy, Collections Management Procedures (including Documentation Procedures), Loans Policy and Guidelines for the Transfer of Archaeological Archives (2014)

Introduction

The purpose of Leicestershire Museums is to safeguard the future of the rich and irreplaceable natural and human heritage of Leicestershire and to provide an accessible, engaging, innovative, sustainable and responsive service of the highest quality.

The County Council Museum Service is responsible for the care and stewardship of over 1 million objects which are held in trust for the people of Leicestershire. These have been collected since 1849 and are cared for by skilled curatorial, conservation, collections' care and access staff.

These collections, which the County Council owns or has custodial responsibility for, are the basis of our museum displays, travelling exhibitions, events programme, community projects and academic research. They are wide ranging and substantial collections of museum objects, works of art, archives and information.

As well as making the collections available for appropriate use, the Service is responsible for maintaining them in good order for use by future generations of people from Leicestershire and beyond.

The museum service refers all concerns and decisions about the care and conservation of collections to Leicestershire County Council's Collections & Conservation Manager and members of the Resources & Collections Team

This plan sets out the actions required to implement the Care and Conservation Policy. It should be read in conjunction with the Forward Plan, Collections Management Policy, Building Plan and Emergency Plan and any other plans affecting the collection and the museum buildings.

Scope

This plan applies to all Leicestershire County Council buildings, collections and objects in LCC care including objects held in the permanent collections, handling collections and loans in from other organisations or individuals. It also includes objects displayed and stored in buildings which are not owned by LCC. It will support the delivery of the Care and Conservation Policy and prioritise work to achieve the aims of the Communities & Wellbeing (Museums) Forward Plan in proportion to the resources available to C & W Museums and LCC

The plan will

- Maintain and support physical access to and safe use of the collections whilst ensuring the preservation of the collections for the future

- Prioritise the core ongoing work to care for and conserve the collections
- Continue to improve collections care in line with current best practice standards
- Use resources in a cost effective and sustainable way and prioritise conservation requirements within available resources
- Maintain standards of practice in the care and conservation procedures in line with the LCC collections care and conservation policy and the following standards
 - Benchmarks in Collections Care for Museums Archives and Libraries
 - PD5454:2012 Guide for the storage and exhibition of archival materials
 - PAS 197:2009 code of practice for cultural collections management
 - SPECTRUM 4.0 the UK Museums Collections Management Standard
 - ICON Professional Guidelines and Code of Ethics
 - Code of Ethics and Rules of Practice of the United Kingdom Institute of Conservation of Historic and Artistic Works (UKIC)
 - Health & Safety at Work etc. Act 1974
 - Museums Association code of Ethics
 - DCMSMS Guidance for the Care of Human Remains in Museums, 2005

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1. Monitoring And Improving Environmental Conditions Including Temperature, Relative Humidity (RH), Light And Dust
2. Managing The Threat From Pests
3. Housekeeping
4. Conservation Cleaning Of Objects On Open Display
5. Documentation Of The Condition Of The Collection And Of Any Treatments Carried Out On Objects
6. Storage Materials And Methods
7. Display Materials And Methods
8. Handling Materials and Methods
9. Transport Methods
10. Loans In
11. Loans Out
12. Workforce Training
13. Plans for Improvement

1. Monitoring And Improving Environmental Conditions Including Temperature, Relative Humidity (RH), Light and Dust

TEMPERATURE AND RELATIVE HUMIDITY

The museum monitors and records the temperature and relative humidity (RH) in the storage and display areas.

The museum aims to maintain conditions which are as stable as possible, within the range 12 - 24°C and 45 – 60% RH.

Special conditions are required for the following parts of the collection [Fine Art Collections, Longcase Clock Collections, Archaeological collections made of metal, Wooden Archaeological objects, Harborough Toys, Church Roof Bosses, Archaeological Leather and basketry objects, Fashion Collections]

If the results fall outside the desired range, the cause is investigated and action taken to improve conditions.

The current system is a networked Hanwell Environmental System which collects data on battery operated sensors and transmits the data to a datalogger connected to the computer network. The sensors are located in display cases and galleries and storage areas in all the museums sites and buildings. The programme can be viewed by the Collections & Conservation Manager and other staff members.

Readings are recorded within the programme and stored on a secure, backed up server managed and supported by LCC's ICT department. The system records 24/7 at hourly intervals. Data can be viewed in graph or table form.

The readings are examined by the Collections & Conservation Manager and reported to Resources & Collections Manager.

All readings are filed within the programme and kept indefinitely.

The devices are calibrated by the Hanwell Company (IMC Group) on a 3 yearly rolling programme

The museum uses the following to control the environment:

The main service's collections facilities at the Collections Resources Centre (CRC) uses a system of Conservation Heating to maintain the environmental conditions. A humidistat determines when the humidity rises above 55% and turns on the heaters which lowers the humidity. Some areas within the CRC have specifically controlled environments.

These are

- the Art Store (controlled by a dehumidifier to maintain a stable 50% environment)
- the Sensitive Store (controlled by a humidifier/dehumidifier also to 50%)
- the Dry Store (controlled by a dehumidifier and an air conditioning unit to 10%)
- The store at Charnwood Museum is fitted with a humidifier/dehumidifier unit

We control our range of built in and free standing display cases on all our sites using silica gel or fitted humidifier/dehumidifier units.

The temporary Exhibition galleries at Melton Carnegie Museum and Bosworth Battlefield are built to Government Indemnity standards.

Melton is fitted with an air conditioning unit which controls the environment with the gallery. Bosworth has a built in display case which can be controlled either by using a humidifier/ dehumidifier unit or by the use of silica gel. Small Items which require extremely dry environments are kept in polythene boxes with a sufficient quantity of silica

gel. The silica gel is checked by the relevant curator every 3 months and replaced with dried silica gel when necessary.

LIGHT

No objects are exposed to direct sunlight.

Items are protected from unnecessary exposure to light. Display and other areas are kept dark when not in use.

Ultra violet light is excluded as much as possible. Lights are replaced with UV free alternatives wherever possible. Lights are tested for UV emission either using Hanwell lux and UV transmitters connected to the main Environmental Monitoring system, stand alone Hanwell Lux/UV bugs, or a hand held monitor which is used for taking one off measurements.

These are monitored and actioned by the Collections & Conservation Manager. The results are recorded electronically within the Hanwell programmes.

Visible light levels are checked using either a Hanwell Lux bug or the museum service's hand held light meter whenever the lighting is changed (lights are moved or new bulbs fitted). This is the responsibility of the Collections & Conservation Manager or a designated member of the Resources & Collections Team. The results are recorded electronically within the relevant Hanwell programmes.

Light sensitive material is not left on long term display.

DUST

Items are not left exposed to dust if possible. They are protected by being kept in boxes or display cases or covered with Tyvek sheets or acid-free tissue paper. If items need to be protected with polythene sheet or bubblewrap they are first covered with acid-free tissue paper. Covered objects and items in boxes are clearly marked to identify the object inside.

Dust levels on the museum sites are controlled by

- Good housekeeping
- Keeping external doors and windows closed whenever possible.
- Using mats to trap dust from shoes at entrances
- Keeping the approach to the museum clean
- Sealing off areas where building work is taking place

It is the Collections & Conservation Manager's responsibility to ensure the measures relating to monitoring and improving the environment are in place, communicated and acted upon.

2. Managing The Threat From Pests

Quarantine

Any item coming into the museum (including returning items which have been on loan or even in different Service buildings) will be kept separate from the collection until it has been fully examined by a member of staff.

Items which have to be stored in the museum awaiting examination will be kept away from the collections or isolated by placing them in a polythene box or wrapping them in polythene sheet. They will be examined as quickly as possible, especially as there is a risk of mould if they are damp. If appropriate, objects which have been out of their home location will be frozen on return to eliminate the risk of pests to the rest of the collections. A programme of health checking for particularly vulnerable collections such as Natural Life collections will continue on a monthly basis and results recorded electronically.

Monitoring

An Integrated Pest Monitoring programmes is used, developed and maintained by Collections Access Officers. Sticky traps are placed in the storage and display areas,

along the floors, near doorways and windows, on window sills and occasionally on shelves, to monitor insect activity especially in dark, quiet areas. Hanging sticky traps are used if any moths are seen.

The traps are checked 6 weekly between February – June and then every four months for the rest of the year.

A sketch plan is made of each room, showing the location of the traps. The traps are numbered. Each trap is examined by the relevant staff member using a microscope or magnifying lens and the results recorded on the appropriate spreadsheet

If pests are found which are potentially harmful to the collections or buildings, Collections and Conservation team members are asked for advice which is then acted upon.

Specialist contractors continue to maintain a programme of rodent prevention across all the Museum sites

Detailed procedures are to be found in the Collections Management Procedural Manual

Prevention

No food or drink is kept in any area where the collections is housed or displayed.

Good housekeeping keeps the museum clean, reducing the risk of infestation by pests.

Windows and doors are kept shut whenever possible. All vents in the walls are protected with mesh screens.

Areas which are full of boxes and objects are deep cleaned every 6 months. All boxes and items are removed from shelving, the shelving vacuumed and then the items are replaced. Good ventilation is important for preventing mould and pest infestation.

Enclosed areas are opened up regularly and fans used to encourage air flow when necessary.

Items are housed in a way to allow air movement around them. Boxes are kept at least 75mm (3 inches) away from walls. Items are not stacked against external walls.

Regular housekeeping will identify any mouldy or pest infested packing material which must be thrown out promptly. (Having previously recorded any information on the packaging or box first).

It is the Collections & Conservation Manager's responsibility to ensure the measures relating to pests are in place, communicated and acted upon.

3. Housekeeping

Housekeeping activity is carried out to reduce the likelihood of pest infestation and damage to objects from mould or from abrasive or acidic particles. No polishes, cleaning agents or sprays are used in the museum without the advice of a conservator.

Synthetic (not feather) dusters are used on walls, lights and ceilings (not objects).

Microfibre cloths (dry or dampened with clean water), brushes and vacuum cleaners are used for cleaning the building.

Housekeeping does not include cleaning objects on open display.

Collections Facilities areas:

- Floors are cleaned by members of the Resources & Collections Team and trained Volunteers every 6 months
- Rubbish bins are emptied daily by anyone using the store.

- The areas are deep-cleaned by Site staff and members of the Resources & Collections Team a minimum of twice yearly

Display areas:

- Floors are cleaned by Contract Cleaning Staff or Site staff as specified within local arrangements at each site
- Cases are wiped with microfibre cloths by relevant staff weekly
- Rubbish bins are emptied daily by Cleaners or site staff
- The areas are deep-cleaned by Site staff with support from the Resources and Collections team annually during shut down periods

Other areas:

- Floors are cleaned by Contract Cleaners as specified within local arrangements at each site
- Rubbish bins are emptied daily by site staff or cleaners
- The areas are deep-cleaned by Contract Cleaners as required

It is the member of staff responsible for the site who ensures the measures relating to housekeeping are in place, communicated and acted upon.

4. Conservation Cleaning Of Objects.

Wherever possible, items are displayed in secure, suitable cases or housed in appropriate boxes. Where this is not possible, items on open display or on open shelves or pallets are carefully monitored for dust, dirt and surface damage and appropriate action taken.

Accessioned objects should only be cleaned by an appropriate conservator, trained member of the Resources & Collections Team or trained and supervised volunteers.

Robust surfaces may be cleaned using the brush vacuum method:

Examine the object carefully and make sure that it is safe to clean

Choose a suitable soft brush and make sure the metal ferrule is protected with masking tape.

Cover the crevice nozzle of a vacuum cleaner with a piece of soft net or tights, held in place with a rubber band.

Taking care not to touch the object with the vacuum cleaner hose or other apparatus, gently brush the loose dust off the object into the nozzle of the vacuum.

Do not touch the object with the nozzle.

Examine the object again record your treatment of it and any observations.

Closed periods at sites continue to allow targeted and deep cleaning to take place.

It is the Collections & Conservation Manager's responsibility to ensure the measures relating to conservation cleaning of objects on open display are in place, communicated and acted upon.

5. Documentation of the condition of the collection and of any treatments carried out on objects

The museum retains records of every treatment carried out on objects, by in-house staff or external conservators. Records are added to an item's catalogue entry according to the procedures set out in the museum's Collections Management Procedures Manual.

Every object loaned from the collection has its condition checked and recorded when it leaves and returns to the museum.

Periodic reviews of the collections are held to evaluate the condition of the collections. This is normally carried out during other collections activities.

- A comprehensive audit funded by the County Council is planned for 2015/6 around the collections currently located at Snibston.
- The recent redevelopment of Harborough Museum prompted an audit of the collections associated with the area.
- An audit of a loan collection in 2012/3 prior to its transfer to another part of the department led to the development of an audit methodology which is being rolled out to other areas of the collections
- Audits of the Natural Life and Home and Family life collections are ongoing.

Audits are carried out by members of the Resources and Collections team often assisted by volunteers and the results recorded electronically. Changes in the condition of any object are notified to Collections & Conservation Manager for action.

It is the Collections & Conservation Manager's responsibility to ensure the measures relating to documentation of the condition of collections and any treatment carried out are in place, communicated and acted upon.

6. Object protection Materials And Methods

The museum is aware that all items should be protected in inert packaging materials in a way which protects the item from chemical or physical damage.

The museum replaces any inappropriate boxes and packing materials with acid-free card and tissue paper, polythene, inert styrene or polypropylene boxes and polythene foam as detailed in *Signposts Factsheet No 2 Materials for Storage and Display*.

Items which are too large to be boxed are covered with acid-free tissue or Tyvek fabric. Where practicable no object's home location should be on the floor especially at ground level on the floor. Very large items are stored on padded chocks or a pallet. Smaller items are stored boxed on shelves which are lined with plastazote foam or acid-free tissue.

It is the Collections & Conservation Manager's responsibility to ensure the measures relating to storage materials and methods are in place, communicated and acted upon.

7. Display Materials And Methods

The museum uses secure display cases and where necessary utilises high security cases.

New cases are chosen in accordance with the *Signposts Factsheet No 2 Materials for Storage and Display* and the *Guidance Note Choosing New Display Cases*.

Cases are lined with acid-free board, washed unbleached calico or scoured polyester cotton cloth.

Mounts are made with materials as listed in *Signpost Factsheet No 2*. Mounts are constructed to provide support for the object and protect it from physical damage during display and handling.

No object is permanently changed by its attachment to a mount.

Items on open display are checked by site staff on a daily basis and any change in their condition noted and reported to the Collections & Conservation Manager by email or telephone.

Items on open display are secured using the least damaging method possible.

It is the Collections & Conservation Manager's responsibility to ensure the measures relating to display materials and methods are in place, communicated and acted upon.

8. Transport Methods

Items are carried between rooms and buildings in suitable containers

Museum objects are transported either by the specialist transport manager, museum staff members or specialist museum/fine art removal companies.

Items always travel with appropriate documentation and insurance. Items are never left unattended in vehicles.

Changes of location longer than part of a day are recorded in writing at the end of each working day, according to the procedures set out in the Museum's Collections Management Procedures Manual.

It is the Collections & Conservation Manager's responsibility to ensure the measures relating to transport methods are in place, communicated and acted upon.

9. Loans out

All requests for loans from the collection will be assessed individually before a decision is reached.

The condition of the items, the location, environment and security of the venue, transport and personnel involved will all be reviewed.

Every borrower will be asked to fill out a Facilities Report using the template available from the *UK Registrars Group* or the museum's equivalent.

For particularly valuable or fragile items, additional information regarding display cases and security may be requested using the supplementary templates available from the *UK Registrars Group* or the museum's own equivalent.

Security, environmental, handling and conservation conditions are stipulated by the museum and outlined in the Loans policy and agreed with the borrower as part of the loan agreement.

If agreed, the condition of the item to be loaned will be recorded using the Condition Check form and with photographs showing every angle and with existing damage clearly marked. This form is part of the loan agreement and a copy will accompany the object when it leaves the building.

Every item is checked against the original condition report when it is returned to the museum. The loan and the outcome of the check are recorded on the item's catalogue entry according to the museum's Collections Management Procedures Manual.

It is the Collections & Conservation Manager's responsibility to ensure the measures relating to loans out are in place, communicated and acted upon.

10. Loans in

The museum treats all incoming loans according to the requirements set out in the loan agreement between it and the lending individual, organisation or authority.

The museum will notify the lender if there is any change in its circumstances which mean that it can no longer meet the requirements set out in this agreement.

If the lending body does not supply a Condition Check Form for each object, the museum will use its own Condition Check Forms.

It is the Collections & Conservation Manager's responsibility to ensure the measures relating to loans in are in place, communicated and acted upon.

11. Workforce Training

All staff and volunteers are trained in appropriate areas of Health and Safety, collections care and management, risk assessment, manual handling and emergency preparedness.

- It is the museum's policy that only people who have received appropriate training should handle items from the collections.
- Training in handling and packing collections is given by the Collections & Conservation Manager as part of induction and all members of the Resources & Collections Team have been trained to handle and pack collections.
- Front of House staff have been trained in handling collections by the Collections & Conservation Manager and other members of the Resources and Collections team.
- Training is given to all volunteers by their volunteer manager as part of their induction before they are allowed to handle collections. Visitors and researchers are briefed on handling collections and are supervised at all time by a member of the Resources & Collections Team.

12. Plans for Improvement

Key Objective	Task	Notes/requirements/risks	Lead Officer	Location	Timescale
Provision of Suitable Buildings	Buildings will be regularly inspected for damage and deterioration which could lead to water ingress	Visual daily inspections carried out by site staff	LHO or Site Manager	All Sites	Ongoing
Provision of Suitable Buildings	LCC property Storage review	Working with the Property department of LCC to ensure that the findings of the Storage Review lead to improved storage facilities for collections	Resources & Collections Manager working with Property Dept		2014-16
Collections Condition	Collections Audit	These will include detailed recommendations for	Senior Curator,	Collections Storage	Snibston 2015-6

Key Objective	Task	Notes/requirements/risks	Lead Officer	Location	Timescale
Overview	programme of collections reviews	improving care for specific collections	Collections & Conservation Manager & Collections Access Officers	Facilities	Home & Family Life 2015-6 Natural Life 2014-ongoing
Collections Condition Overview	Spot checks on storage areas following inclement weather		Site manager and carried out by Relevant site staff	All sites	Ongoing as required
Collections Condition Overview	Visual condition checking of objects on display	Part of daily routine; detailed checking to be done during annual close down period	Site manager or LHO with support from Resources & collections Team	All sites	Ongoing and annually
Collections Condition Overview	Visual condition checking of objects in store	As part of audits of particular areas of collections			Snibston based collections; 2015-6 Home & Family Life collections 2015-6 Natural Life Collections 2014-ongoing
Collections Condition Overview	Improve storage of objects by programme of re packing and re-boxing of parts of collections as required.	Most collections are stored in good quality acid free archival boxes with acid free tissue. Re-boxing programmes follow audits such as that of Home & Family Life Audit to ensure boxes are not overcrowded	Collections & Conservation Manager & Senior Curator with support from Collections access officers and volunteers		Home & Family Life 2015-6
Collections Condition Overview	Continue training of volunteers in packing of collections	Part of induction of new volunteers, carried out by the relevant volunteer manager	Collections & Conservation manager	Collections Facilities	ongoing
Collections Condition Overview	Continue programme of freezing textiles which have been off site	To prevent risk of pest infestation	Collections & Conservation manager; Collections Access Officer, Inspiring collections	CRC Barrow	ongoing

Key Objective	Task	Notes/requirements/risks	Lead Officer	Location	Timescale
Collections Condition Overview	Continue programme of freezing textiles newly donated textiles	To prevent risk of pest infestation	Collections & Conservation manager; Collections Access Officer, Inspiring collections	CRC Barrow	ongoing
Environmental Monitoring	Maintain environmental monitoring programme using Hanwell Radiolog system	3 sites calibrated each year on a 3 year rolling programme. Carried out by IMC group (Hanwell)	Collections & conservation manager	All sites	Annually
Environmental Monitoring	Continue training all Resources & Collections team staff to use the Hanwell system		Collections & conservation manager		2015
Environmental Monitoring	Continue Integrated Pest Management programme by monitoring pests	All data entered on centrally held spreadsheet on staff shared computer network drive	Collections & conservation manager; Collections Access Officer, Engaging Collections	All sites	Ongoing
Environmental Control	Continue maintenance programmes of Air conditioners, dehumidifiers, and heating systems		Collections & conservation manager and site managers		Annually
House-keeping	Continue regular programme of intensive cleaning of storage areas		Collections & conservation manager, supported by Resources and Collections Team members	Snibston; Collections Resources Centre Barrow, Unit 1, Sherrier Centre	
House-keeping	Continue programme of deep cleaning of objects on open display during shut		Collections & conservation manager, supported by Resources and	Snibston, Donington, Melton, Harborough, Charnwoo	Annually

Key Objective	Task	Notes/requirements/risks	Lead Officer	Location	Timescale
	down periods		Collections Team members; Site staff	d, Bosworth Battlefield,	

Appendix 7



Leicestershire County Council Communities and Well Being

WORKING OBJECTS POLICY

2015-2019

This policy sits with the Collections Management Framework and should be read in conjunction with the Collections Development Policy, Documentation Policy, Care and Conservation Policy, Documentation Plan (including Backlog), Museum Access Policy, Care and Conservation Plan, Collections Management Procedures (including Documentation Procedures), Loans Policy and Guidelines for the Transfer of Archaeological Archives (2014)

Working Museum Objects Policy

The Museum Service owns many significant objects which are either in working order or capable of being brought into that state. These objects include locomotives and railway wagons and carriages, other vehicles, stationary steam engines and clocks. These objects are operated on several of our museum sites and can be lent to suitable organisations to be displayed in working order, provided the terms of this policy are met.

The decision to operate an object is dependent on various factors listed below and will be taken by senior Resources & Collections Team managers. This policy should be read in conjunction with the operating instructions for individual objects. Objects will only be operated in a manner which does not compromise Accreditation Standards.

- The significance or uniqueness of an object must be considered as a material factor in any decision to return it to working order
- Advice from specialist conservators/curators will be taken to indicate that such operation poses no threat to the basic fabric of the object
- The object is housed/used in a suitable environment
- The location of the object on the site must ensure secure storage whilst not in operation and supervision when working
- Each working object will have a set of written procedures informing the operation of the object
- The staff on site (including where an object has been lent to another organisation) are trained to follow the written procedures
- Any issues or problems must be reported to the Resources & Collections Team
- Any conservation or maintenance work will only be carried out by a specialist conservator or staff member with the prior agreement of Leicestershire County Council

Appendix 8

COLLECTIONS MANAGEMENT
PROCEDURAL MANUAL

Leicestershire County Council
Museum Service

2015

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1. Introduction

This manual is intended to assist all museum staff and where applicable volunteers with the procedures involved in all aspects of Collections Management.

The manual will provide new staff with an induction tool and be used as a reference guide for existing staff.

In order to keep the manual concise and user friendly it has been designed to include many points of reference signposting users to the appropriate resource.

The manual allows us to function in an efficient manner whilst adhering to professional standards. It should however, be an evolving tool that is regularly reviewed ensuring that it is up to date, relevant and appropriate for current use.

This version was compiled in 2015 and will be informally reviewed at an appropriate Museum Team Meetings. Any amendments or additions made at this stage will need to be altered within individual versions. A formal review will take place annually.

This manual sits with the Collections Management Framework and should be read in conjunction with the Collections Development Policy, Documentation Policy, Care and Conservation Policy, Documentation Plan (including Backlog), Museum Access Policy, Care and Conservation Plan, Working Objects Policy, Loans Policy and Guidelines for the Transfer of Archaeological Archives (2014)

Grace Deeks
Collections and Conservation Manager
February 2015

2. Object entry

- Objects are entered into the museum service using **Entry (EN) forms**.
These are available on all sites and are administered by the Resources & Collections Team.
- All staff are responsible for using EN forms when accepting an object(s) from a member of the public for donation, identification (for archaeology only), loan or potential purchase.
- All staff should be aware of the Collections Development Policy (specifically the Acquisitions and Disposals element) governing what we do and do not accept into the permanent collection. If you are unsure as to the suitability of a donation please refer it to the Senior Curator. You must consider the **condition** of the object when a donation is offered. If the object is desired but the condition is either poor or unstable you must refer this to the Collections & Conservation Manager for approval.
- The EN forms are pre-assigned with an entry number and all forms are therefore accountable. If a form is completed in error do **not** destroy it but return it to a member of the Resources & Collections Team.
- When completing an EN form it is essential that all information and required signatures are obtained, please see the example copy in section 23
- Remember to inform the depositor of the Terms & Conditions printed on the reverse of the form.
- When an EN form has been completed separate the three copies as follows -
 - Pink copy** to the owner / depositor
 - White copy** to the Collections Access Assistant (Documentation)
 - Blue copy** is secured to the object. Place the object and form in a sealable bag or use an archival quality tie on label detailing the EN number of the form. It is essential that all objects can be connected to the EN form.
- If you are accepting an object away from the museum or relevant member of the Resources & Collections Team please inform the relevant staff member and ensure that the object and form are kept in a secure place until transportation has been arranged. If you are unsure as to where to store the object please ask the site Local Heritage Officer for advice.
- An option to enter a purchased object (from a retailer) has been added to the most recently produced EN forms. Please enter the details of the

retailer in the 'received from' section. If using an older EN form please annotate the form accordingly.

- The 'sale' option is to be used when an object is offered to the service from an individual.
- If an object is anonymously left at a museum site please inform the Local Heritage Officer or a member of the Resources & Collections Team.
- When an accepted donation has been accessioned into the permanent collection the accession number should be noted on the blue copy of the EN form and a photocopy sent to the Collections Access Assistant (Documentation) so that the white copy can be updated. It is recommended that blue copies from donations/identifications are kept securely in a file held by each site/collection.
- When entering the object onto Mimsy XG **you must add the EN number into the ID number flexi field** as this provides traceability. Please contact the Collections Access Officer (Effective Collections) if you are unsure how to do this.

■ **Returning objects**

When returning an object (identification, loan or un-required donation) please ensure that the owner signs, at the bottom of the form, the blue copy and their pink copy (if available). We must retain a copy showing this signature. Send all finalised copies to the Collections Access Assistant (Documentation)

- If an owner of an identification does not collect their object within 3 months of being contacted we can proceed with disposal, please see section 3 of this manual.

3. Identifications (only offered for Archaeological finds including metal detected finds)

- All Identifications are to be deposited using an **EN form**.
- If object could be Treasure, please get the depositor to sign a Treasure Form. Please contact the Finds Liaison Officer if you are unsure. Please see attached guidelines.
- This procedure can be completed by all staff members.
- The blue copy of the EN form must stay with the object(s) at all times.
- IDs must be kept in a **secure** place at all times.
- If you are not the appropriate person to complete the ID you must forward the object to the Archaeology Officer or the Finds Liaison Officer.
- When **transporting IDs** appropriate packing must be performed and **Object Movement Sheet (top copy and extensions)** must be used. Please keep a copy at the site either electronically or on file. Send a copy to the recipient, either by email. A copy should always be with the object.

The internal mail must not be used for transportation of IDs. Please ask the Specialist Transport Officer for assistance. An example of an Object Movement Sheet is in section 23

- IDs are not covered by our Insurance. Please make depositors aware of this by referring to the Terms & Conditions on the reverse of the EN form *
- If you **receive an ID to complete from a colleague** you should acknowledge its arrival by emailing a confirmation. Then complete the ID report and return it to the site where the object(s) was deposited, again using an Object Movement Sheet.
- Identifications should be completed in 28 calendar days and made ready for collection by the depositor. If this timescale is not achievable you must inform the depositor.
- **Identification reports** should not be handwritten. The ID template (Collections Management Procedures Manual folder) format should be adapted and used accordingly.
- When an ID is completed or has returned from a colleague off site, the owner should then be informed by the originating site that it is ready for collection.
- When the owner collects the object(s) you must ask them to **sign the blue copy** of the EN form. This must then be sent to the Collections Access Assistant (Documentation).
- If the object is not collected within 3 months we have the right to dispose of it, after notifying the owner, you must retain evidence of your efforts to contact them A phone call and/or email followed by a formal letter if there is no reply to the former.

4. Acquisition

- As a service we operate what are referred to as '**daybooks**', these are used to record all objects that permanently enter the Collection. They are extremely important as they collectively form our Accessions Register which we have to maintain as professional standard (primary Spectrum).
- All daybooks need to be stored in a **fire proof safe** when not in use.
- In previous years they have been simple journals completed in a variety of inks. They must always be bound journals (no loose leafs or spiral binding) and completed using **archival quality** pens. Please make every effort to keep handwriting legible for ease of future reference.
- There are core units of information required when day booking, these are

EN Number

Date Acquired

Acquisition Method, e.g. donation, sale or purchase

Donor Details, Name & Address

Description

Accession Number

Notes – useful column for noting information such as condition.

- At the end of each year we are obliged to make a **security copy** of each daybook. This will be coordinated by the Collections Access Officer (Effective Collections) and will be a digitised copy.
- **Members of the Museums Team are responsible for entering objects into the Daybook. This should be done as soon as possible after accepting an object from a donor.**
- Ensure that we have **legal ownership** of the object (EN form correctly completed – must be signed to ensure transfer of title). For specimens collected in the field, staff should check that Leicestershire County Council has written authority to collect objects from the particular site.
- Please be courteous by thanking a donor in person or by letter if deemed appropriate. See letter template in CIS/CMPM folder.
- Any **associated receipts** etc. should be stapled to the top copy of the entry form.
- Any **IDs or loans that are later offered as donations** should be entered on a new EN form. The original EN number should be noted on the new form in order to provide traceability.
- When **assigning accession numbers** to objects each 'subject' has either their own prefix or access to a shared prefix (these are currently allocated by the Collections Access Officer (Effective Collections))
- When accessioning multiple objects from an individual donor these can be given the same root number, a **collection record** created and the individual objects given sequential extension numbers. This method is only applicable if the objects relate to one another in a meaningful way, e.g. a personal collection.

For

X.W12.2011.0.0
X.W12.2011.1.0
X.W12.2011.2.0
X.W12.2011.3.0

example-

Please be aware of the 'Item Count' field on Mimsy XG when entering collection records. For example if a collection has ten individual objects within it and you are going to create an object record and ten individual records, the object record should have an 'Item Count' of 0 not 10 and the individual records should each have an item count of 1. For assistance with this please refer to the Collections Access Officer (Effective

Collections) or the Collections Documentation Assistant

- When accessioning an object with multiple parts please make use of the part numbers.

For example a woman's suit comprising of a jacket and skirt (with belt)

X.C38.2011.0.0	Whole suit
X.C38.2011.1.0	Jacket
X.C38.2011.2.1	Skirt
X.C38.2011.2.2	Belt from skirt

- Be aware that the prefix for the Home & Family Life collections is X.O (letter) and not X.0 (zero), this was allocated in 1997 and was an unfortunate choice. X.O has also been used for objects entered into the Sporting Life collection.
- **It has been decided that X.O will no longer be used and that a new prefix of X.H will be used for the Home & Family Life collection with effect from 1 January 2015.**
- Objects entered into the collection due to their sporting / hunting association will be accessioned into the collection that they closest fit e.g. a hunting garment will be passed to the Costume collection and a hunt saddle will be passed to the Working Life collection.
- Archaeology Collections acquisition sometimes differs to other collections in that numbers are allocated to developers in advance. Guidelines for this process can be found in The Transfer of Archaeological Archives to Leicestershire County Council Museum Collections. See relevant archive deposition documents

T:\ARCHAEOLOGY\ARCHIVES\PROCEDURES

5. History Files

- History Files contain **related information** to an object such as correspondence, notes, press cuttings, catalogues, articles and reports.
- All staff responsible for collections should keep History Files in **suitable storage** materials and ideally within a fire proof safe.
- There is no need to set up a history file for each individual object if there are no associated documents.
- History files should not contain objects that themselves have **significant historical value**. These should be accessioned and stored appropriately.
- **Receipts** for purchased acquisitions should be kept with the EN form and not within the History File. This does not have to be addressed

retrospectively.

- History Files should be stored in accession number order.

6. Labelling and Marking

Labelling and marking objects must be carried out with care and always use of appropriate materials.

In order to successfully mark an object the following must be considered-

- Which method of marking is **best suited** to the object? The preference is for secure labels, tied on or sewn in rather than directly marking onto an object. Have I got the **appropriate materials** to do the job?
- Are there any **health & safety** issues to address?
- Where is the **best position** to place the mark on the object?
- For guidance on Labelling & Marking please contact the Museums Team.

7. Cataloguing on Mimsy XG

- Cataloguing on Mimsy XG enables us to record **primary information** about an object and gives us a system for managing our collections.
- All newly accessioned objects must be recorded on Mimsy XG.

All staff and volunteers intending to use Mimsy XG must be **trained** and given logon details from the Collections Access Officer (Effective Collections)

Access rights for staff and volunteers should be reviewed regularly in order to ensure they remain appropriate to the staff members/ volunteers role.

When creating an object record there are six **Mandatory fields** that must be completed, these are marked with a star to the left hand side of the field.

- The level of data entered will depend on the time available but records must be meaningful and the objects must be given **full location details**. **This could be simplified by entering Home Location, Area / Row and a Box Name or Box Number. This allows a box to be reallocated within the general area without having to update the Mimsy records and be more visible for ease of retrieval.**

It is important that newly created object records can be traced back to the EN form number. This can be done by creating an '**Acquisition**' record or if you don't do this, **you must** enter the **EN number** in the flexi field of

ID number within the object record. For further information on this please contact the Collections Access Officer (Effective Collections).

If a record is created in error and needs to be deleted please inform the Collections Access Officer (Effective Collections)

Please be aware of Leicestershire County Council's Information Security and Data Protection Policies when accessing Mimsy XG and the information it contains.

8. Conservation & Collections Care

- It is vital that the condition of an object is considered **prior to accepting a donation** but it must also be monitored and recorded in conjunction with usage such as outward loans, exhibition etc. Please see section 24 for condition report templates.
- If accidental damage occurs to an object the Collections & Conservation Manager must be informed.
- If signs of deterioration are discovered then this again must be taken to the Collections & Conservation Manager for advice. This information should also be noted in the **Condition Activity** of Mimsy XG.
- If an object receives conservation work either internally or from a freelance professional this should be recorded in the **Conservation activity** of Mimsy XG.
- In order to safeguard our collections we must always use appropriate materials and methods for storage and display. If you have any concerns about this please refer to the Collections & Conservation Manager
- If you intend to store or display objects that contain liquids e.g. food or pharmaceutical products please contact the Collections & Conservation Manager for guidance
- Pest checking will take place on all sites as part of the Integrated Pest Management Programme. Numbered sticky traps will be laid in appropriate locations and recorded on a sketch map of the site/room. Data from the traps will be entered on a spreadsheet held centrally by the Museums Team. Traps will be examined by site staff at 6 week intervals between February 7 June (when most insects are hatching) and at 4 monthly intervals subsequently. The information should be entered on the electronic forms provided (see section 24) and emailed to the Collections & Conservation Manager for entry on to the spreadsheet. Nil returns are also required. If the pest cannot be identified on site, the traps can be sent to the Collections & Conservation Manager for identification using the pest trap boxes and labels supplied to each site. If a pest problem is detected through this monitoring programme, a decision on suitable measures to solve it will be taken by the Collections & Conservation

manager and the Site manager

- Housekeeping takes place in Collections Facilities to minimise the threat to collections from the build up of dust and dirt. Deep cleaning takes place a minimum of twice yearly and involves a top-down clean from light fittings, to shelving units and floors. Synthetic microfibre dusters and cloths are used along with vacuum cleaners to minimise raising dust. Particular attention is paid to 'dead' areas such as behind and under cabinets and racks.

9. Emergency Planning

Emergency Plans exist for all our sites. They consist of a business continuity plan and an emergency guidance manual –

In order to be prepared for incidents that could cause damage to our collections all staff must be aware of and familiarise themselves with the relevant site manuals and the **Business Continuity Plans**

- All new staff should be briefed on this within their induction period.
- Site managers must liaise with the Collections & Conservation Manager to keep plans / contact details and supplies of materials maintained.
- Please refer to the Emergency Manual for related documents.

10. Hazardous Materials

- We do have objects within the permanent collections that contain hazardous materials. These have been assessed and stored accordingly.
- It is not always easy to identify hazardous materials such as asbestos so a **Hazardous Materials Policy** is available to assist with this. Please ask the Collections & Conservation Manager for advice
- If an object is deemed to contain a hazardous material you must **report it** to the Collections & Conservation Manager.

If the object is to be retained then the hazard will need to be removed, or if this is not possible, recorded. You are advised to create a **Hazards record** for the object within Mimsy XG. For guidance on this procedure please refer to the Collections Access Officer (Effective Collections)

11. Loans in

- All loans are now managed through the Outlook email and calendar

associated with loans@leics.gov.uk

- All correspondence between yourself and the lender should be via the Loans email inbox in addition to your personal email address. To do this, please courtesy copy all emails to loans@leics.gov.uk so all members of the team can access the correspondence. Please make the lender aware that they should reply to all to ensure replies go to the loans inbox, or forward if necessary.
- All dates agreed should be entered into the Loans Outlook Calendar. Please include the EN/EX reference number and any contact details associated with the loan.
- Inward loans should only be considered for display purposes. We cannot accept objects on 'permanent loan' an end date must be agreed with the lender, but should not exceed three years with a scheduled condition assessment after 12 months.
- If the lender does not provide their own **Condition Report** to support the loan you must complete one yourself (CMPM folder) and ask the lender to sign it.

You may be asked to complete a **Facilities report** for the venue/display cases/security (CMPM folder). These should be completed in consultation with the Collections & Conservation Manager, Local heritage Officer or Collections Access Officer (Effective Collections)

- Inward loan objects must be regularly condition checked as they are our responsibility whilst in our care.
- You must ask the lender to provide a justifiable valuation for the object(s) and if this value exceeds £10,000 then the LCC Insurance Manager must be informed as this could require changes in the services Insurance status.
- Please note that when hiring in exhibitions, if there is a high associated insurance cover you will need to budget for this and provide details and a cost code to the Insurance Manager in advance of receiving the loan.
- Inward loans have to be recorded using an **Entry form & Inward Loan form**. If necessary, please contact the Collections Access Officer (Effective Collections).
- The white copy of the EN form should be sent to the Collections Documentation Assistant and the loan added to the **Loans Outlook calendar (please see above)**.
- The organiser of the loan must make arrangements with the lender with regards to **transportation** of the object(s) and be aware of the Insurance limitations associated with using personal vehicles or the Specialist Transportation Officer's van (see section 15 Insurance).
- The organiser of the loan must also note the expiry date of the loan and enter it into the Loans Outlook Calendar. They should also correspond

with the Lender regarding the **return or renewal** of the object(s).

- When returning an Inward loan the organiser must ensure that the 'Return of Objects to Owner' section at the bottom of the **EN form is signed by the Lender**. This can be either the blue copy (held by organiser) or the white if obtained from the Collections Documentation Assistant.
- When a loan is returned / renewed the organiser of the loan must update **Loans Outlook Calendar** and arrange any necessary amendments to the Insurance status.
- When loans are closed send the relevant EN copies, signed by the lender, to the Collections Documentation Assistant so that they can be filed accordingly

12. Loans out

All loans out should follow the Loans policy (Appendix 9 in the Collections Management Framework) and it is your responsibility to make the borrower aware of terms, conditions and applicable charges relating to the loan.

- It is essential that the careful consideration is given prior to agreeing to an outward loan.
- As a service we will consider loans to **non-museum venues** and for the purposes of research. Each request will be considered on its individual suitability and merit.
- If a loan is requested from an accredited museum and the duration will exceed 3 months then a **site facilities report** should be requested from the borrower
- In addition to this it is advisable to request a **Facilities Report: Display Case Supplement**.
- For objects of high value there is also a **Facilities Report: Security Supplement** available.
- You are strongly advised to carry out a **site visit** to assess the suitability of the venue. Please ask for assistance from the Collections & Conservation Manager when gathering information and deciding whether or not to proceed with the loan.
- If a loan is agreed in principle, you will need to complete the **Outward Loan agreement** form (CMPM folder) and the borrower must agree to the terms & conditions in advance of receiving the objects.
- In addition to the Outward Loan agreement an **Exit form** must be completed in order to assign the loan with a traceable number. Exit

numbers are held on the T-drive which can be accessed by all staff based at the Collections Resources Centre. (For guidance on completing an Exit Form see section 14 of this manual)

- The **EX number** must be referenced on the Outward Loan agreement.
- All loans are now managed through the Outlook email and calendar associated with loans@leics.gov.uk
- All correspondence between yourself and the lender should be via the Loans email inbox in addition to your personal email address. To do this, please courtesy copy all emails to loans@leics.gov.uk so all members of the team can access the correspondence. Please make the lender aware that they should reply to all to ensure replies go to the loans inbox, or forward if necessary.
- All dates agreed should be entered into the Loans Outlook Calendar. Please include the EN/EX reference number and any contact details associated with the loan.
- When the form has been signed by the recipient, give them the yellow copy retain the blue and send the white to the Collections Access Assistant. Documentation. The loan organiser is responsible for logging the loan on the Loans Outlook calendar. It is also your responsibility as the organiser to **monitor the loan**.
- You must update the location element of associated **Mimsy XG** records for all objects that have been included in an outward loan. You may also decide to create a loan record within Mimsy XG.
- The **duration of Outward Loans** should be based upon the stability of the object and should not exceed three years. As set out in the Collections Management Framework (Loans Policy) to agree to a one year loan initially and consider a further extension upon a satisfactory condition check of the objects. Cost of visit to be covered by the borrower.
- A full **condition report** (CMPM folder) of all objects to be included in a loan must be carried out. Any noted areas of damage or detriment must be photographed to accompany the report. This condition report must be signed by the borrower and a copy held with the Outward Loan documentation.
- When facilitating a loan to a venue it is important to ascertain how the objects are to be displayed and agree the processes. Ideally a member of Leicestershire County Council's Museum Service would carry out the **installation of the objects**. A charge may be appropriate for this service
- As part of the Outward Loan agreement the borrower must agree to **insure** the objects whilst on loan and in transit when not carried by LCC staff. Evidence of this cover must be provided and held with the loan documentation.
- Suitable **transportation** of the objects will need to be arranged.

- You as the organiser must liaise with the borrower prior to the expiry of the loan.
- If the borrower requests to **renew** the loan you must carry out a condition check of the object(s), update the Outlook Loans Calendar and the white copy of the Exit forms..
- When the loan is returned you must close the Loan on the Outlook Loans Calendar. Please refer to the Guidelines (Link here) and the signed white copy of the Exit form. Please also send any closed Outward Loan agreements to the Collections Documentation Assistant who will file them accordingly.

When arranging for an **object(s) to be returned** / collected, ask that the borrower has their copy of the EX form available. This will need to be signed by you and given back to them as a form of receipt. Please also sign our copy (white) in order to close the loan.

13. Location and Movement Control

- It is important that we record all movement of **objects and history files** in order to safeguard them and monitor their usage. Object moves should only be arranged by staff members and it is the responsibility of that staff member to record the object movement.
- When an object is **leaving a museum service site** it must be recorded on an Exit form. See section 14
- When objects are **moving within a site**, for example when viewed by a student in a meeting / research room you should list all objects.
- If objects move **from one site to another** an Object Movement Sheet must be completed (top sheet and extension sheets). Time **must** be allocated for this procedure to take place. One copy of the Object Movement Sheet should be held on the site in an agreed location. One copy to go with the object and one copy to be emailed to the recipient if possible.
- The recipient should use the Object Movement Sheet to check that all the objects have arrived.
- It is not necessary to complete Object Movement Sheets (OMS) when moving display equipment such as cases.
- If the object is to stay at its new destination **permanently** then its Mimsy XG record will need to be updated accordingly.
- If the object **move is temporary** then it is advisable to update Mimsy records for any move that exceeds **6** months. For object moves that are for less than 6 months, we will maintain a file of Object Movement Sheets.
- If you are removing an object from a storage box you must use an **Object**

Removal Slip. (CMPM folder)

- If you are removing an object from display you must use an **Object Removal Notice.** (CMPM folder)
- Each site / collection must maintain an **Object Movement File** in which the Object Movement forms are kept. These forms must be kept safe but should only be kept for 12 months after their completion.
- When arranging object movement you must be aware of the insurance limitations associated with using your own personal vehicles and the Specialist Transport Officer's van. (See Section 15) If an object was purchased with grant aid (e.g. the V&A Purchase Grant Fund, Heritage Lottery Funding...) the grant-giving body should be notified of the object is moved permanently to another building and follow any other conditions attached to the purchase support of the object.

14. Object Exit

- Object exit is when an object(s) leave the service and is no longer accompanied by a member of staff.
- Object exit forms must be given a unique exit (EX) number. The EX numbers are **allocated from a yearly log** that is accessible on the T-drive at the Collections Resources Centre. Staff not based at the CRC will need to contact a member of the Resources and Collections Team based at the Collections Resources Centre.
- White copies of the exit forms should be sent to the Collections Documentation Assistant unless the **exit is temporary (less than 6 weeks)** and these may then be held by the organising staff member but must be kept in a fireproof safe.
- When the object(s) return the white/blue copies must be **signed by the organising staff member** and returned to Collections Documentation Assistant who will file them accordingly and close the exit centrally.
- Any associated documentation such as Inward Loan documentation from the borrower must also be sent to Collections Documentation Assistant
- Exit forms are available on all sites but the central stock is despatched by the Resources and Collections Team.
- EX forms are currently obtained from the Collections Trust. Their format is a little confusing as the top section requests 'remover' & 'recipient' details alone, whilst the bottom section includes 'museum' 'remover' & 'recipient'.

'Remover' (top of form)	Details of the staff member who organised the exit.
--------------------------------	---

'Recipient' (top of form)	Borrower's details.
'Museum' (bottom of form)	Signature of the organiser.
'Remover' (bottom of form)	Signature of the physical remover e.g. Specialist Transport Officer
'Recipient' (bottom of form)	Signature of the borrower.

15. Insurance / Valuations

- **The Collections and Conservation Manager** liaises with the Insurance Manager in order to keep our insurance cover up to date.
- We are covered under the Council's policy for all objects within the collection and those that are on **loan to us**.
- **Each site has its own level of cover**; therefore **The Collections and Conservation Manager** must be notified when an object / group of objects in excess of £10,000 are acquired either on a permanent basis or as an inward loan.
- You may be asked to provide **evidence of our cover** when requesting to borrow an object(s) on inward loan. Please request this from the Museums Team.
- Please be aware of the cover limits whilst transporting objects. **Personal vehicles** (with business insurance and where the driver claims mileage from the authority) are covered for up to £25,000 and the **Specialist Transport Officer's van** is covered for up to £150,000 for a single journey. In the past we have been able to increase the limit on the van by taking the request to LCC Insurance Manager. If you require the limit to be increased please send details to **The Collections and Conservation Manager** at least 2 weeks prior to the planned move. This may incur an additional premium.
- If you do have current valuations for objects these should be recorded in the Valuations Activity in Mimsy XG. **The venue is** responsible for paying the additional premium for the insurance of exhibitions they may hire in or produce themselves if this in total takes us over our Temporary Exhibition cover which is currently £150,000 across all sites. Insurance values for exhibitions will be co-ordinated by the Exhibitions Officer, or by the Site manager arranging for the hire of the exhibition.
- To ensure the security of objects on display, we should security screws, ensure that fittings are flush to the wall and for small / portable pieces of art, use 4 mirror plates each, as per advice from the Arts Council Accreditation Security Adviser.
- If an object(s) is damaged accidentally you must inform the Collections & Conservation Manager who will report it to the Insurance Manager

- For loss of object(s) see section 21.

16. Rights Management

We need to be aware of the intellectual property (copyright) rights associated with our objects in order to:

- Supply images on request to third parties
- Use them within an exhibition or as part of interpretation and advertising material
- Publicise them or publish details online or in printed format

The intellectual property rights are different to ownership rights and the legal owner of the item might not be the owner of these rights. For example, a photograph could be given to the service but the actual copyright in the work could be owned by the photographer. In such a case it is important to find out as much as possible about the owner of intellectual property rights to enable us to make the correct decisions on use. **You must keep records of attempts made to determine copyright status / request for permissions etc.**

- In cases where we have no information on the rights holder we will simply have to make a judgement on whether it is advisable to use the item or image.
- If you do supply images on request you must ask the recipient to complete and sign a copyright form.
- Images must be credited to Leicestershire County Council Museums Service.
- If we hold the copyright for the image and it is to be included in a profit making publication you may need to seek advice from the Senior Curator on appropriate charges.
- In some cases it may be appropriate to accept a small number of copies of the completed work in lieu of a cash payment, for example, where the publication is small and is expected to have limited commercial success. However, advice on reproduction fees should always be sought.

17. Reserve and Handling Collections

- The Reserve Collection is currently being audited and reviewed.
- As a result of this process, all objects within this collection are being allocated a unique number.

- Objects from this collection can be borrowed by community groups, outreach workers etc. There is a charge for this service.
- Please contact the Care and Conservation Manager if we have enquiries about borrowing objects from this collection.

18. Collections Assessments and Audits

- Leicestershire County Council Audit considers the Museum Service to be a low risk service and having been satisfied that our systems are robust, no longer carry out annual collections audits.
- We now carry out professional, targeted collections audits and reviews which use the methodology devised during the audit and review of the Reserve Collection. The Effective Collections Officer leads on these reviews.
- Collections assessment method: Each box of objects is listed, packing improved where possible and the box is assigned a box number. This box number is then updated on the Mimsy XG location records (this allows freedom to move a box within a discreet area without the need to update the location records each time). Any condition concerns are also addressed during this assessment (and could be noted on Mimsy XG). Individual objects will be listed and improvements made to packing and given full location details in Mimsy XG. We will also aim to attach images of the tyvek covered objects to enable retrieval and leave adequate space when an object is off site.

19. Disposals

- Disposing of an object is a procedure that needs thorough consideration, justification, approval and must be fully documented.
- Please refer to the Collections Development Policy for advice on Disposal.

20. Loss

- The Site Manager or Local heritage Officer should report all losses/suspected thefts immediately to the Head of Service Development and the Resources & Collections Team Manager who will inform the Police. Please tell the Collections & Conservation Manager who will liaise with the insurance section, with regard to possible claims. The insurers will advise the Collections & Conservation Manager on whether to refer the loss to the Art Loss Register.
- If the object is formally 'lost' rather than mislaid, the object will be de-accessioned following the Service's de-accession policy and its status updated on Mimsy XG and the ledger if the object was entered into the ledgers used in the service in the past.

21. Collections Sharing Policy

- Leicestershire County Council's Museum Service was a joint service with Leicester City up until 1997 when the two, due to the reorganisation of the Local Government Authority, separated. A Collections Sharing Policy was compiled in order to divide the collections between the two services. This

is often referred to as disaggregation.

- Objects were transferred, including any associated documentation, using Exit Forms supplied by the originating Service. Please note that the City Service uses the prefix 'X' on their exit forms as opposed to our 'EX' prefix.
- This process took place over many years. There may be some individual transfers remaining.
- Disaggregation has in the past been done solely on an Exit form. If you receive an object on permanent transfer from the City Service you should record it on an **EN form** and stating the **relating 'X'** number and that it is part of the Collections Sharing Policy. The copy of the 'X' form that you receive from the City Service should be sent to Collections Documentation Assistant
- Mimsy XG records for objects that have been either received from or transferred to the City Service should be annotated to include the 'X' or 'EX' numbers. Please add a collections sharing statement on to Mimsy XG.

22. Retrospective Documentation

- When working through an inventory process objects may be found that have been disassociated with their acquisition / accession information.
- You will need to refer to a range of documentation sources including card indexes, daybooks, digitised ledgers and consult with relevant colleagues in connection with loan records.
- If this cross referencing cannot be undertaken at this point a temporary number will need to be assigned to the object. Each site / collection has an assigned prefix beginning with the letter U and a number e.g. U1, U2, U3

These prefixes can then be allocated to individual objects in a sequential manner e.g. U1.1, U1.2, U1.3 and so on.

Objects can be recorded on Mimsy using this temporary number.

- If after thorough investigation, the object is found to have no traceable documentation it may then be accessioned with the acquisition method 'Found in Store' and given an accession number from the current year. For further guidance on retrospective documentation please refer to the Documentation Plan.

23. Historic Documentation Systems

It is extremely beneficial whilst working with the museum collection to understand the ways in which it has been documented throughout its history. Methods for documentation have evolved over the years and an understanding of this is essential to the success of any documentation / inventory project that is to be pursued in the future.

- Please refer to the document 'Historic Accession Numbering Systems' within the (CMPM folder).

24. Forms and Templates

Older EN forms may not show this address. Apply an address sticker if so.

Leicestershire County Council Heritage & Arts Services
 Communities & Well Being Service, part of Adults & Communities
 Leicestershire County Council, County Hall, Glenfield, Leicestershire LE3 8TD
 Telephone: 0116 232 3232 Email: museums@leics.gov.uk
 www.leics.gov.uk/museums



This EN number is unique to this form.

Form No: **EN 11441**

Museum Object Entry Form

Name of staff completing the form

Completed when accessioned

Museum Name:	Tel:	Ac No:
Received from: Address:	Owner (if different): Address:	
Postcode: Tel:	Postcode: Tel:	Email: Email:
DESCRIPTION OF OBJECT(S): (Special memories; when, Where or how it was found or used; names, dates, details of the people who made or previously owned it; note any damage. Use continuation sheet if necessary)		
Object Name and Description		Your Valuation (loans only)
		Total No. of items: _____
REASON FOR ENTRY (tick as applicable)		
<input type="checkbox"/> Donation: I wish to give the object(s) listed above without condition for the use of the museum's governing body. If we cannot accept your gift, please let us know how we should deal with it by ticking one box below. <input type="checkbox"/> Dispose of at the curator's discretion <input type="checkbox"/> Return the items to you* <input type="checkbox"/> Use in another way <i>(*if you indicate that you want the items back, but do not reply to our letter explaining where to collect them from within 3 months, we reserve the right to dispose of them)</i>		
<input type="checkbox"/> Sale: I offer to sell the object(s) listed above to the museum's governing body. Price sought; £ _____		
<input type="checkbox"/> Identification: I leave the object(s) listed above for identification and undertake to collect them no later than 3 months from today.		
<input type="checkbox"/> Purchase: Price paid; £ _____		
<input type="checkbox"/> Loan: I offer to loan the object(s) listed above for the use of the museum's governing body for a period from: _____ to: _____ (dd-mm-yy)		
COPYRIGHT AGREEMENT - DONATIONS/SALES ONLY (tick as applicable)		
I transfer all rights of copyright held by the owner in respect of the items described on this form to the museum without condition. <input type="checkbox"/> OR		
I grant copyright and reproduction licence to the museum (terms and conditions to be agreed and recorded on a separate form). <input type="checkbox"/> OR		
<input type="checkbox"/> Copyright unknown <input type="checkbox"/> Copyright not held by donor		
I confirm that the information given on this form is correct to the best of my knowledge and belief, and that I accept the terms and conditions described overleaf. We encourage you to read the back of this form.		
Signed:	Museum Signature:	Date:
Initial Object Location:		Date:
Passed to:		Date:
To be collected from:		Date:
RETURN OF OBJECT(S) TO OWNER (tick as applicable and sign)		
I, the depositor/owner, acknowledge the return of the object(s) described above in a satisfactory condition following:		
<input type="checkbox"/> identification <input type="checkbox"/> the end of the period of loan <input type="checkbox"/> the museum declining to accept donation or purchase of the object(s)		
Signed:	Museum Signature:	Date:
White - Museum (Registrar) Blue - Museum (To Accompany Objects) Pink - Depositor/Owner Receipt		

You must tick the appropriate box

New option not on older forms

Loans must have both dates agreed

LEICESTERSHIRE COMMUNITIES & WELLBEING SERVICES
MUSEUM OBJECT CONDITION REPORT

ACCN/ENTRY NO _____ DATE _____

STORE/LOCATION _____

CONDITION REPORT REQUESTED BY _____

REASON _____

OBJECT _____

COMPLETE _____

OWNER _____

MAKER _____

DATE MADE _____

MATERIALS _____

DESCRIPTION _____

DIMENSIONS _____

PACKAGING _____

<u>CONDITION</u>	<u>GOOD</u>	<u>FAIR</u>	<u>POOR</u>	<u>UNACCEPTABLE</u>
------------------	-------------	-------------	-------------	---------------------

DAMAGE
Structural

Surface

Disfigurement

Chemical

Biological

Accretions

Other

PREVIOUS CONSERVATION WORK

ENVIRONMENTAL MONITORING

NOTES

RECOMMENDATIONS

CHECKED

DATE

REVIEW DATE

Leicestershire County Council Communities and Well Being

MUSEUM HAZARDOUS OBJECTS POLICY

2015-2019

This policy sits with the Collections Management Framework and should be read in conjunction with the Collections Development Policy, Documentation Policy, Care and Conservation Policy, Documentation Plan (including Backlog), Museum Access Policy, Collections Management Procedural Manual, Care and Conservation Plan, Working Objects Policy, Loans Policy and Guidelines for the Transfer of Archaeological Archives (2014)

'Hazards' in the context of museum collections refers to materials occurring in collections which may pose a risk to the health of those working in the museum, or to visitors, or to the collections themselves.

Hazards in collections usually result from three main sources:

- The nature of the material, for instance, naturally radioactive minerals in geology collections, residual diseases in human and animal remains, poisons applied to arrows for hunting.
- The way materials deteriorate over time, such as nitrate film used into the 1950s which becomes extremely flammable or worn asbestos in domestic items.
- Procedures carried out on objects in the past, for example many natural history and ethnographic collections were heavily treated with pesticides.

The range of materials and scale of collections can make it difficult to identify and understand the hidden risks they pose. So, it is useful to group the most commonly occurring hazards and identify the types of collections where they may be found. See below for a list of the more usual hazards.

- Hazardous Materials in the collections will be identified, segregated and appropriate risk signage displayed.
- Specific risk assessments will be carried out before any work on collections containing hazardous materials takes place
- Objects known to contain hazardous materials will not be acquired by the Museum Service
- No potentially hazardous objects will be accessible to the public in open displays, handling collections or loans.
- Regulations will be checked and specialist advice sought before disposing of hazardous materials or contaminated packing.
- Handling of hazardous materials will be reduced to a minimum and good hygiene practises will be followed. These are
 - Never eat or drink in a collection area
 - Always wash hands after handling any objects
 - Wear nitrile gloves to handle any objects where there may be a risk
- Health & Safety Executive Guidance will be followed at all times.
- Appropriate safe facilities will be provided for hazardous material work.
- Mimsy XG should be updated in the Hazard authority for the object

Common Hazards in Collections

Pesticides

Collections were treated (generally undocumented) with pesticides including DDT, arsenic and mercury based compounds to help prevent insect damage. Chemical residues can remain on objects, so it is safer to assume that well preserved fur, feathers, textiles or ethnography have been treated with some form of pesticide.

Chemicals and toxic elements

Objects can incorporate a range of chemicals and toxic elements such as mercury and lead. Taxidermy specimens were frequently prepared using arsenic and mercury based compounds, to preserve the skins. Fluid preserved collections, such as 'wet' biological specimens in glass jars, also may involve a toxic or flammable liquid.

Historic pharmacy collections are another source of a wide range of potentially harmful chemicals, drugs and other preparations.

Mould

Mould spores can cause problems if inhaled.

Asbestos

Many domestic and working life objects with engines, an electric power source or heating element such as vehicles, machinery cookers, heaters, irons, and hairdryers could contain asbestos.

Toxic Oils

Working life vehicles and machinery with engines could contain toxic oils used as lubricants.

Radioactive materials

Man-made objects can contain radioactive minerals, for instance early luminous dials on watches and mechanical equipment. Some natural geological material is radioactive.

Biological hazards

Dormant diseases such as smallpox and anthrax can be found within collections e.g. in human and animal remains, blood and manure deposits, wattle and daub, and animal skins which have not been fully processed into leather, as in many ethnographic collections.

Firearms and explosives

Firearms in Leicestershire County Council collections are disabled, but there may be residual gunpowder.

Plastics, including nitrate film

Early cinema film, for example pre 1950s nitrate film reels are extremely flammable and, when contained within metal reel cans, risks building up dangerous levels of explosive gases. As some types of plastics age they release chemicals called plasticisers as sticky deposits on the surface of the object. Some are toxic, others give off acidic gases which can accumulate in closed boxes.

Risks

Inhalation

Surface deposits of toxic chemicals and hazardous dusts or mould can be breathed in, especially when objects are being handled or cleaned. Damaged, aged and crumbly materials, such as old asbestos, can be very problematic. Some

materials give off gases as they age which can also be inhaled. It is also possible to inhale radioactive dust and to swallow contaminated food or water.

Absorption through the skin

Some materials will pass through the skin when objects are touched and enter the blood stream. The sticky residues from degrading plastics and leaking fluid from preserved collections are examples. Chemical residues such as naphthalene in moth balls can enter the body in the same way. Radioactive sources, such as naturally occurring mineral specimens, emit radiation which is able to pass through the skin. Storage materials, such as tissue paper and boxes, can absorb radiation, acidic vapours and pesticide residues, adding to the hazard.

Ingestion

Handling objects and then handling food or touching your face/mouth with unwashed hands can lead to potentially dangerous materials being swallowed. Dormant diseases which can be present within human and animal remains can be reactivated if dust or other debris is breathed in or swallowed.

Risks to the collections

Hazards in museum objects can also pose a risk to the collections themselves. The main concerns are:

Mould growing on objects which could be breathed in during cleaning.

Increased risk of fire

Fluid preserved collections may contain flammable liquids. (Nitrate film is extremely flammable and once ignited cannot be extinguished. Firearms and explosives may contain explosive or flammable residues or be accidentally fired)

Contamination

As some materials deteriorate, particularly plastics, they can accelerate the decay of other artifacts, for instance other plastics may become opaque, crazed or sticky and metals may start to corrode. Objects may also become contaminated by dust, fragments and gases, spreading the risks to other objects and ultimately to people.

INWARD LOAN AGREEMENT

Loan reference number:		Number of pages (including this):	
Loan start date:		Loan end date:	
This loan may be renewed subject to satisfactory review prior to the loan end date. Leicestershire County Council (The Borrower) will contact The Lender three months prior to the end date to arrange a review, or to arrange return of the object(s).			
Reason for loan: Exhibition:			
Schedule of loan objects			
<u>No of items</u>	<u>Description</u>	<u>Valuation at start date</u>	
Conditions of loan for the object(s) detailed above are enclosed overleaf. The authorised signatories below undertake to ensure that staff and agents contracted by their institutions understand and adhere to these conditions.			
Borrower: Address: Contact name: Tel: E-mail:		Lender: Address: Contact name: Tel: E-mail:	
Address for collection:		Address for return:	
Contact for copyright or other intellectual property right/reproduction queries: E-mail: Tel:		Credit line to accompany any display/reproduction of the object(s):	
Signed on behalf of the Borrower Signature: Name: Position: Date:		Signed on behalf of the Lender Signature: Name: Position: Date:	

Terms and Conditions

1. The Lender will inform the Borrower of a change of details, including but not limited to change of name or address.
2. The Borrower will inform the Lender of a change of details, including but not limited to change of name or address.
3. The Borrower will inform the Lender of the loss of the object(s) or of any damage of whatever nature including any discovered on first receipt/delivery.
4. The Borrower agrees to inform the Lender of any change to the agreed environmental and display conditions that may materially affect the objects so that the Lender may agree changes or recall the loan.
5. All reasonable out-of-pocket costs associated with the loan will be met by the Borrower. However, both Lender and Borrower commit to using the most cost-effective options that meet the conditions of loan.
6. The Borrower will provide reasonable access to loan objects to staff or agents of the Lender, for example for inspection or conservation. Visits will be arranged in advance with consideration of the convenience of all parties.
7. Condition reports for the objects on loan will be completed before and after transport to and from the loan venue, and for all other moves or at least annually. Condition inspections may be undertaken by experienced staff or agents of the Lender or Borrower. Copies will be provided for the Lender and Borrower.
8. The valuation of the loan object(s) can be reviewed annually from the loan start date and any change to the valuation overleaf will be agreed by the Lender and Borrower in writing.
9. The Borrower undertakes to cover all loss or damage to the loan object(s) through an insurance policy to the value stated in this agreement, or as updated and agreed in writing between the Lender and Borrower. Copies of the insurance policy will be supplied to the Lender. **OR** The Borrower will provide an approved indemnity for the loan object(s) to the value stated in this agreement, or as updated and agreed in writing between the Lender and Borrower. Copies of the indemnity certificate will be supplied to the Lender.
10. The Borrower will ensure that the object(s) are maintained in a suitable condition for display. Unless otherwise specified, this will be at a temperature in the range of 18-25°C and relative humidity in the range of 40-65% with fluctuations of no more than 5% within an hour. The object(s) will not in any way be treated, cleaned, repaired or submitted to any scientific examination without the prior written permission of the Lender.

11. The object(s) will not be used, operated, worn or entered into without the prior written permission of the Lender. The object(s) may otherwise be handled, moved and cared for by staff or agents of the Borrower in accordance with best practice for their permanent collection.
12. All third-party requests relating to the loan object(s) will be referred to the Lender unless specific license is given to the Borrower, including but not limited to copyright. The Borrower will not lend the object(s) to any third party, or otherwise remove them from the specified loan venue except in an emergency.
13. The Lender will prepare the object(s) by packing them using materials considered to be safe and adequate for the purpose of transport and handling. Unpacking and installation will be undertaken by experienced staff or agents of the Lender or Borrower. On return, the object(s) must be packed by the Borrower in exactly the same way as received.
14. The Lender will provide transport. The vehicles and other equipment for handling will be suitable for the specialist work involved, and where necessary they will be fitted with approved security devices. All staff dealing with the handling and transport of objects should be suitably trained in this area.
15. Photographs or other reproductions of the object(s) must not be made for commercial purposes by the Borrower or other parties without the prior permission of the Lender. Photographs may be taken by the Borrower for record purposes and by visitors for private study.
16. The Borrower will keep the Lender's details in accordance with the Data Protection Act 1998. The Lender consents to the processing of their personal details by the Borrower for the sole purpose of managing the loan object(s).
17. The Borrower and Lender confirms that no objects in their exhibitions or displays are known or suspected to have been stolen, illegally imported or exported, or illegally excavated as defined in the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer or Ownership of Cultural Property.

ENTRY/EXIT * OBJECT CONDITION REPORT

Loan/entry no/exit no

Object:

Accession no:

Description:

OBJECT CONDITION

Is the object complete?	Yes	no
Is there anything broken off?	Yes	no
Is a part missing?	Yes	No
Is anything loose?	Yes	No
Is it scratched or damaged on the surface?	Yes	No
Is there any sign of pests? (active or old) e.g. woodworm or moth holes	Yes	No
Is there any rust or other chemical damage?	Yes	No
Is it discoloured or faded?	Yes	No
Is it cracked or chipped?	Yes	No
Are textiles torn or frayed?	Yes	No
Is it dirty or dusty?	Yes	No
Has there been previous conservation or repair?	Yes	No
If yes please note the type and location of work.		
Is this object suitable for outward loan?	Yes	No
Does this object need special handling or packing?	Yes	No

DOES THIS OBJECT NEED ASSESSMENT BY A CONSERVATOR?

Yes no

Checked by:-

Date:-

Please fix sketch or photograph to back of form

* delete as applicable

OUTWARD LOAN AGREEMENT

Loan reference number:	Number of pages (including this):	
Loan start date:	Loan end date:	
This loan may be renewed subject to satisfactory review prior to the loan end date. The Lender will contact the Borrower three months prior to the end date to arrange a review, or to arrange return of the object(s).		
Reason for loan: Exhibition:		
Schedule of loan objects		
<u>Accession Number</u>	<u>Description</u>	<u>Valuation at start date</u>
Conditions of loan for the object(s) detailed above are enclosed overleaf. The authorised signatories below undertake to ensure that staff and agents contracted by their institutions understand and adhere to these conditions.		
Lender: Leicestershire County Council, Communities and Wellbeing. Contact name: Tel: E-mail:	Borrower: Address: Contact name: Tel: E-mail:	
Address for collection:	Address for return:	
Contact for copyright or other intellectual property right/reproduction queries: E-mail: Tel:	Credit line to accompany any display/reproduction of the object(s): Leicestershire County Council Museum Service	
Signed on behalf of the Lender Signature: Name: Position: Date:	Signed on behalf of the Borrower Signature: Name: Position: Date:	

Terms and Conditions

1. The Lender will inform the Borrower of a change of details, including but not limited to change of name or address.
2. The Borrower will inform the Lender of a change of details, including but not limited to change of name or address.
3. The Borrower will inform the Lender of the loss of the object(s) or of any damage of whatever nature including any discovered on first receipt/delivery.
4. The Lender reserves the right to recall the object(s) from loan, particularly if the conditions of loan are not being met. In this unlikely event, three months written notice will be given unless the Lender considers this would place a loan object at an unacceptable risk.
5. All reasonable out-of-pocket costs associated with the loan will be met by the Borrower. However, both Lender and Borrower commit to using the most cost-effective options that meet the conditions of loan.
6. The Borrower will provide reasonable access to loan objects to staff or agents of the Lender, for example for inspection or conservation. Visits will be arranged in advance with consideration of the convenience of all parties.
7. Condition reports for the objects on loan will be completed before and after transport to and from the loan venue, and for all other moves or at least annually. Condition inspections may be undertaken by experienced staff or agents of the Lender or Borrower. Copies will be provided for the Lender and Borrower.
8. The valuation of the loan object(s) can be reviewed annually from the loan start date and any change to the valuation overleaf will be agreed by the Lender and Borrower in writing.
9. The Borrower undertakes to cover all loss or damage to the loan object(s) through an insurance policy to the value stated in this agreement, or as updated and agreed in writing between the Lender and Borrower. Copies of the insurance policy will be supplied to the Lender. **OR** The Borrower will provide an approved indemnity for the loan object(s) to the value stated in this agreement, or as updated and agreed in writing between the Lender and Borrower. Copies of the indemnity certificate will be supplied to the Lender.
10. The Borrower will ensure that the object(s) are maintained in a suitable condition for display. Unless otherwise specified, this will be at a temperature in the range of 18-25°C and relative humidity in the range of 40-65% with fluctuations of no more than 5% within an hour. The object(s) will not in any way be treated, cleaned, repaired or submitted to any scientific examination without the prior written permission of the Lender.

11. The object(s) will not be used, operated, worn or entered into without the prior written permission of the Lender. The object(s) may otherwise be handled, moved and cared for by staff or agents of the Borrower in accordance with best practice for their permanent collection.
12. All third-party requests relating to the loan object(s) will be referred to the Lender unless specific license is given to the Borrower, including but not limited to copyright. The Borrower will not lend the object(s) to any third party, or otherwise remove them from the specified loan venue except in an emergency.
13. The Lender will prepare the object(s) by packing them using materials considered to be safe and adequate for the purpose of transport and handling. Unpacking and installation will be undertaken by experienced staff or agents of the Lender or Borrower. On return, the object(s) must be packed by the Borrower in exactly the same way as received.
14. The Borrower will provide transport. The vehicles and other equipment for handling will be suitable for the specialist work involved, and where necessary they will be fitted with approved security devices. All staff dealing with the handling and transport of objects should be suitably trained in this area. The Lender reserves the right to insist upon or offer the services of its own specialist transport manager and vehicle.
15. Photographs or other reproductions of the object(s) must not be made for commercial purposes by the Borrower or other parties without the prior permission of the Lender. Photographs may be taken by the Borrower for record purposes and by visitors for private study.
16. The Lender will keep the Borrower's details in accordance with the Data Protection Act 1998. The Borrower consents to the processing of their personal details by the Lender for the sole purpose of managing the loan object(s).
17. The Borrower confirms that no objects in their exhibitions or displays are known or suspected to have been stolen, illegally imported or exported, or illegally excavated as defined in the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer or Ownership of Cultural Property.



Specimen No: _____
Name: _____
Removed By: _____
Reason: _____

Date: _____
Location: _____



Specimen No: _____
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Removed By: _____
Reason: _____

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Location: _____



Specimen No: _____
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Removed By: _____
Reason: _____

Date: _____
Location: _____

UK Registrars Group
Standard Facilities Report



Confidential

This Facilities Report was devised by the United Kingdom Registrars' Group (UKRG) in consultation with the Museums, Libraries and Archives Council.

The form will enable lenders to assess the practicalities involved in making loans. It is intended to help both borrowers and lenders identify potential problems and reach agreement on how these can be resolved.

It should therefore be completed and returned as quickly as possible.

The form is intended for use in all kinds of museums and galleries, irrespective of type of collection or size. For this reason not all questions will be relevant to every borrower. However as a standard form it can be filled in once and updated for use with any future loan requests. Please complete the form therefore as fully and accurately as possible, adding any other information which you feel may be relevant. You should retain a copy for future use.

Lending Institution Address	
Contact Position Telephone Fax Email Lending Institution's Reference Code	
Loan Venue Address	
Contact Position Telephone Fax Email Purpose of Loan/Title of Exhibition Dates at this Venue Date Form Completed	

[A] Building

This section aims to create a picture of the type of building in which loans would be housed, as well as covering potential dangers such as building work and infestation by pests. It would be helpful if a photograph or postcard could be included.

Please note parts of this section are replicated in the UKGR Standard Facilities Report Security Supplement.

<p>1.1 Are your premises purpose-built galleries / museums / other?</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>								
<p>1.2 If "OTHER" please supply details</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>								
<p>2. When were your premises completed?</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>								
<p>3.1 What type of building materials are used in the construction of the building?</p>		Brick	Concrete	Glass	Safety Glass	Steel	Stone	Wood	Other*
	Exterior Walls								
	Interior Walls								
	Ceilings								
	Structural Supports								
	<p>*If other please provide details</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>								
<p>4.1 Do you have any construction or refurbishment work in progress or planned within the next 3 years?</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>								

<p>4.2 If YES, please supply details (nature of work, dates)</p>	<hr/> <hr/> <hr/> <hr/>
<p>5.1 Have your premises ever been assessed by the UK Museums Security Adviser based at MLA?</p>	
<p>5.2 If YES, please supply details</p>	<hr/> <hr/> <hr/> <hr/>
<p>6. Does your institution have a procedure in place to deal with emergencies? (e.g. a disaster plan)</p> <p>If YES please supply a copy</p>	
<p>7. In the event of an emergency who would be authorised to remove items from danger?</p>	<hr/> <hr/> <hr/> <hr/>
<p>8.1 Is smoking permitted anywhere in the building?</p>	
<p>8.2 If YES, please state where and how this is controlled</p>	<hr/> <hr/> <hr/> <hr/>
<p>9.1 Do you make routine inspections for rodent, insect and micro-organism problems?</p>	
<p>9.2 If YES, please supply details</p>	<hr/> <hr/> <hr/> <hr/>

[B] Exhibition area

The information requested in this section will help lenders and borrowers decide which is the safest way of displaying a loan, as well as consider the practicalities of lending/borrowing physically problematic objects.

Please attach floor plans of the exhibition areas to be used, clearly indicating each

<ul style="list-style-type: none"> • checking of equipment 	
---	--

[C] Access

The information requested in this section allows borrowers and lenders to think in terms of the problems that may be encountered (stairs, awkward corners etc.) when moving large or heavy objects and plan necessary precautions.

<p>1.1 Are there any restrictions to vehicle access to your premises (low archways, tight corners, size/weight restrictions etc.)?</p>	
<p>1.2 If YES, please supply details</p>	
<p>2.1 Do you have a covered loading bay?</p>	
<p>2.2 If NO, where do you take a delivery of loans?</p>	
<p>3.1 Do you have a goods lift?</p>	
<p>3.2 If YES, what are its interior dimensions/load capacity?</p>	
<p>3.3 If NO, how do you move loans between differing floor levels?</p>	
<p>4. What is the maximum size of object/packing case that can be brought into the exhibition space by the normal route?</p>	

[D] Handling

The information requested here allows borrowers and lenders to agree on the most appropriate handling method/procedures for particular loans.

1.1 Who carries out the packing/handling of loans?	
1.2. What training etc. have they received?	
2. Where do you unpack/repack loans prior to and after display?	
3. Where are cases, packing materials etc. stored?	
4. Who is responsible for completing incoming /outgoing condition reports?	
5.1 Are regular checks made for dust and damage?	
5.2 If YES , by whom and how often?	
6. Who dusts etc. loans on open display?	

[E] Environmental conditions

This section is intended to assess the prevailing environmental conditions at a loan venue and identify any potential problems so that workable solutions can be agreed.

Please note that this section covers both the exhibition area as a whole and the possible use of display cases.

Please attach copies of readings for temperature and relative humidity for the areas in which you propose to display loans. The readings should be continuous and cover the period of the previous year equivalent to that of the loan period. They should clearly show the rate of change on the most regular basis available.

If these are not available please provide as much information as you are able.

(a) Temperature and Humidity

<p>1. Do you monitor temperature and relative humidity on a regular basis:</p> <p>1.1. In the exhibition area?</p> <p>1.2. In display cases?</p>	
<p>1.3 If YES, please supply details (method or equipment used, frequency of calibration or service)</p>	
<p>2. What ranges of temperature and relative humidity are maintained over the year?</p>	
<p>3. How is temperature and relative humidity controlled:</p> <p>3.1 In the exhibition area?</p> <p>3.2 In display cases?</p>	

<p>4. Are these control methods in operation 24 hours per day:</p> <p>4.1 In the exhibition area?</p> <p>4.2 In display cases?</p>	
<p>5.1 Do you maintain the same environmental conditions in your storage, unpacking or packing areas as are maintained in exhibition areas?</p>	
<p>5.2 If NO, please supply details of conditions and controls</p>	
<p>6.1 Do you have the means of controlling atmospheric pollutants (e.g. dust filters)?</p> <p>6.2 If YES, please supply details of method used</p>	

(b) Lighting

<p>1. How are exhibition areas lit overall?</p>	
<p>2. What type of light is used to illuminate individual loans:</p> <p>2.1 in exhibition areas?</p>	

2.2. inside display cases?	
3. Do you monitor light on a regular basis throughout exhibition periods?	
4. Do you monitor light on a regular basis when installing and dismantling exhibitions?	
5. What range of visible and UV light can be maintained in exhibition areas?	
6. Are you able to limit the levels of visible and UV light falling on sensitive objects?	
7. How many hours per week will the items be exposed to light? (include hours when closed to the public)	
8. How do you control daylight?	
9. Please supply construction details of display cases to be used (construction materials, display materials, types of seal etc.) <i>Please note. You may be asked to supply more detail of the display cases you propose to use by completing a UKRG Standard Facilities Report Display Case supplement.</i>	

Signed: _____ **Name:**

Position: _____ **Date:**

When returning this facilities form please include:-

(Tick as appropriate)

- | | |
|---|--|
| <input type="checkbox"/> Floor plans of each of the exhibition spaces to be used clearly indicating the position of the relevant display case(s). | <input type="checkbox"/> Lock manufacturer's information or specification |
| <input type="checkbox"/> Case manufacturer's information or specifications | <input type="checkbox"/> Any other information which you feel might be helpful |

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Appendix 9



Leicestershire County Council Communities and Well Being

Museum Loans Policy

2015-2019

Museums and Collections Loans Policy

This policy sits with the Collections Management Framework and should be read in conjunction with the Collections Development Policy, Documentation Policy, Care and Conservation Policy, Documentation Plan (including Backlog), Museum Access Policy, Care and Conservation Plan, Working Objects Policy, Collections Management Procedural Manual and Guidelines for the Transfer of Archaeological Archives (2014)

The Collections: Leicestershire County Council Museum Service is responsible for the care and stewardship of over 1 million objects which are held in trust for the people of Leicestershire. These have been collected since 1849 and are cared for by skilled curatorial, conservation, collections' care and access staff.

These collections, which the County Council owns, are the basis of our museum displays, traveling exhibitions, events programme, community projects and academic research. They are wide ranging and substantial collections of museum objects, works of art, archives and information.

Date approved by Lead Member :

Date for review: 2019

1. Scope and purpose of the policy

This policy covers loans of museum objects to and from Leicestershire County Council for any duration. LCC meets loan requests wherever possible within the scope of this policy. Loans are made for the following purposes

- To widen access to the collections and facilitate outreach
- To contribute to the wider understanding and enjoyment of Art, History, Science & Technology
- To attract new audiences and offer learning opportunities
- To support our internal exhibitions programme
- To facilitate research

Loans offer the opportunity of extending access to items which would otherwise remain in collections facilities and enables research which could not otherwise be carried out.

The Museum Service is keen to enhance access to its collections by lending accessioned items to other museums, educational or research institutions, within available resources and subject to loan conditions.

We will consider requests for loans from all parts of the collections. Agreements will take into account the environmental and security conditions at the loan venue, the condition of the objects requested, and any related ethical issues.

All loans will be agreed for a specified period, with a maximum of five years in exceptional circumstances. No inward or outward loan will be made for an indefinite period or as a 'permanent loan'. It is the recipient's responsibility to return the item(s) by the agreed return date. The borrower should contact us one month before the expiry date is reached. Loans may be renewed at the agreement of both parties.

Borrowers

We expect our borrowers to be:

- Museums & Galleries
- Educational institutions
- Public and charitable bodies including community organisations
- Bona fide individuals for the purposed of research and study
- Commercial organisation for appropriate purposes

Borrowers must demonstrate that they can provide the required facilities (as set out in the Terms & Conditions of Loan) to maintain the loaned items in appropriate conditions.

Loans are not made to private individuals except as detailed above. Objects to be loaned will be condition checked before and after the loan periods. If a loan is for an extended period, LCC staff will visit the loan venue at an agreed time to review the loan.

Lenders

We expect to borrow objects from

- Museums & Galleries
- Private Individuals
- Public and charitable bodies including community organisations
- Educational institutions

When borrowing objects, we will provide facilities reports as requested by the lenders, maintain the objects in appropriate conditions to ensure their security and stability and adhere to all terms & conditions which the lender imposes. Objects will be condition checked at the start and end of the loan period. Any changes in condition will be notified to the lender

Loans for exhibition

Loan requests should include information about the subject of the exhibition, other objects being displayed, and how the item fits into the exhibition theme.

It should be stated whether or not there will be an admission charge to the exhibition

A UKRG standard facilities report will be required and if the exhibition is touring, all venues and dates must be listed along with the name of the organisation with overall responsibility for the loan.

Borrowers should provide as much information as possible when making a formal loan request. Preliminary discussions are welcome before a formal request is made.

Objects will be condition checked before and after.

LCC will not lend to any exhibition which includes objects that are known or suspected to have been stolen, illegally excavated or illegally exported or imported as defined in the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property.

Touring Exhibitions

As part of the Leicestershire Touring Exhibitions offer, pre selected groups of objects are loaned to museums and heritage venues for approximately eight to ten weeks. These objects are subject to the same environmental and security requirements of individual bespoke loans and are condition checked before and after each loan.

Research Loans

We encourage research into our collections and are happy to consider requests for the loan of items. Loans may be for scientific and technical examination, chemical analysis or comparative work.

Researchers should give a detailed description of their project/area of interest and how a study of our objects will contribute to their research. References will be required for individuals not known to LCC

Working Object Loans

Occasionally, we will lend objects in working condition such as clocks, machinery or vehicles. These will be subject to individual terms and condition in addition to the normal stipulations of our loans.

Refusal

Occasionally, we may have to refuse a loan for one or more of the following reasons

- If LCC does not have the resources or time to prepare the object(s) for loan
- If suitable environmental or security condition cannot be provided
- If the requested object is fragile, in a poor or unstable condition, or at risk of damage from handling or during transit
- If the object is required for or on display in one of our museums
- If the object is required for learning or other activities during the loan period
- If the request is for use as props in theatre, film or TV productions

We will provide a full explanation of any refusal and will work with potential borrowers to overcome environmental or display issues at their venues where this is the reason for refusal

Recall of Loans

We reserve the right to recall an object from loan at any time, but will not normally do so unless in an emergency or where the borrower fails to comply with our Terms & Conditions

Costs

Loans to UK exhibitions and venues without an admission charge will not normally be charged for staff time except for courier time but will be expected to meet all other associated costs in relation to the loan (for example packaging/crates, transport etc.) If an object needs conservation and is requested for loan before the conservation process has taken place, the borrower may be required to meet a proportion of the conservation costs.

If an otherwise stable object requires 'cosmetic' conservation before it can be borrowed for exhibition purposes, the full cost of conservation will be met by the borrower.

All costs will be identified at the time of agreeing the loan or as soon as they become available.

We charge for Leicestershire Touring Exhibitions. A deposit is required to reserve a Touring Exhibition.

Couriers

There are circumstances when a courier will be required, for example,

- If the object is fragile and /or requires special handling or installation
- If the object is of extreme rarity or of high value

The courier is our official representative and has the authority to withdraw the loan if in their opinion the handling and installation arrangements or environmental and security condition do not meet those specified in the loan agreement or UKRG Facilities Report It is the responsibility of the borrower to pay all cost associated with the courier including staff time.

Notice

We expect a minimum of 6 months notice for loan requests for exhibition purposes, except for Leicestershire Touring Exhibitions which may be available at shorter notice.

Loans for research purposes can often be arranged more quickly, ideally within 2 months. We acknowledge requests for loans within 3 weeks of receiving the formal request and make a decision within 6 weeks of receiving a satisfactory UKRG Facilities report, environmental charts and any other requested documentation.

Processing the Loan

Initial enquiries should be directed to the relevant member of the Resources & Collections Team. They will redirect formal requests as appropriate.

Appendix 1 – Outward Loan Agreement**Appendix 2 – Inward Loan Agreement**

These terms and Conditions and loan agreements can be varied depending on the specific requirements of individual loans.

OUTWARD LOAN AGREEMENT

Loan reference number:		Number of pages (including this):	
Loan start date:		Loan end date:	
This loan may be renewed subject to satisfactory review prior to the loan end date. The Lender will contact the Borrower three months prior to the end date to arrange a review, or to arrange return of the object(s).			
Reason for loan: Exhibition:			
Schedule of loan objects			
<u>Accession Number</u>	<u>Description</u>	<u>Valuation at start date</u>	
Conditions of loan for the object(s) detailed above are enclosed overleaf. The authorised signatories below undertake to ensure that staff and agents contracted by their institutions understand and adhere to these conditions.			
Lender: Leicestershire County Council, Communities and Wellbeing. Contact name: Tel: E-mail:		Borrower: Address: Contact name: Tel: E-mail:	
Address for collection:		Address for return:	
Contact for copyright or other intellectual property right/reproduction queries: E-mail: Tel:		Credit line to accompany any display/reproduction of the object(s): Leicestershire County Council Museum Service	
Signed on behalf of the Lender Signature: Name: Position: Date:		Signed on behalf of the Borrower Signature: Name: Position: Date:	

Terms and Conditions

1. The Lender will inform the Borrower of a change of details, including but not limited to change of name or address.

2. The Borrower will inform the Lender of a change of details, including but not limited to change of name or address.
3. The Borrower will inform the Lender of the loss of the object(s) or of any damage of whatever nature including any discovered on first receipt/delivery.
4. The Lender reserves the right to recall the object(s) from loan, particularly if the conditions of loan are not being met. In this unlikely event, three months written notice will be given unless the Lender considers this would place a loan object at an unacceptable risk.
5. All reasonable out-of-pocket costs associated with the loan will be met by the Borrower. However, both Lender and Borrower commit to using the most cost-effective options that meet the conditions of loan.
6. The Borrower will provide reasonable access to loan objects to staff or agents of the Lender, for example for inspection or conservation. Visits will be arranged in advance with consideration of the convenience of all parties.
7. Condition reports for the objects on loan will be completed before and after transport to and from the loan venue, and for all other moves or at least annually. Condition inspections may be undertaken by experienced staff or agents of the Lender or Borrower. Copies will be provided for the Lender and Borrower.
8. The valuation of the loan object(s) can be reviewed annually from the loan start date and any change to the valuation overleaf will be agreed by the Lender and Borrower in writing.
9. The Borrower undertakes to cover all loss or damage to the loan object(s) through an insurance policy to the value stated in this agreement, or as updated and agreed in writing between the Lender and Borrower. Copies of the insurance policy will be supplied to the Lender. **OR** The Borrower will provide an approved indemnity for the loan object(s) to the value stated in this agreement, or as updated and agreed in writing between the Lender and Borrower. Copies of the indemnity certificate will be supplied to the Lender.
10. The Borrower will ensure that the object(s) are maintained in a suitable condition for display. Unless otherwise specified, this will be at a temperature in the range of 18-25°C and relative humidity in the range of 40-65% with fluctuations of no more than 5% within an hour. The object(s) will not in any way be treated, cleaned, repaired or submitted to any scientific examination without the prior written permission of the Lender.
11. The object(s) will not be used, operated, worn or entered into without the prior written permission of the Lender. The object(s) may otherwise be handled, moved and cared for by staff or agents of the Borrower in accordance with best practice for their permanent collection.
12. All third-party requests relating to the loan object(s) will be referred to the Lender unless specific license is given to the Borrower, including but not limited to copyright. The Borrower will not lend the object(s) to any third party, or otherwise remove them from the specified loan venue except in an emergency.
13. The Lender will prepare the object(s) by packing them using materials considered to be safe and adequate for the purpose of transport and handling. Unpacking and installation will be undertaken by experienced staff or agents of the Lender or

Borrower. On return, the object(s) must be packed by the Borrower in exactly the same way as received.

14. The Borrower will provide transport. The vehicles and other equipment for handling will be suitable for the specialist work involved, and where necessary they will be fitted with approved security devices. All staff dealing with the handling and transport of objects should be suitably trained in this area. The Lender reserves the right to insist upon or offer the services of its own specialist transport manager and vehicle.
15. Photographs or other reproductions of the object(s) must not be made for commercial purposes by the Borrower or other parties without the prior permission of the Lender. Photographs may be taken by the Borrower for record purposes and by visitors for private study.
16. The Lender will keep the Borrower's details in accordance with the Data Protection Act 1998. The Borrower consents to the processing of their personal details by the Lender for the sole purpose of managing the loan object(s).
17. The Borrower confirms that no objects in their exhibitions or displays are known or suspected to have been stolen, illegally imported or exported, or illegally excavated as defined in the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer or Ownership of Cultural Property.

INWARD LOAN AGREEMENT

Loan reference number:		Number of pages (including this):	
Loan start date:		Loan end date:	
This loan may be renewed subject to satisfactory review prior to the loan end date. Leicestershire County Council (The Borrower) will contact The Lender three months prior to the end date to arrange a review, or to arrange return of the object(s).			
Reason for loan: Exhibition:			
Schedule of loan objects			
<u>No of items</u>	<u>Description</u>	<u>Valuation at start date</u>	
Conditions of loan for the object(s) detailed above are enclosed overleaf. The authorised signatories below undertake to ensure that staff and agents contracted by their institutions understand and adhere to these conditions.			
Borrower: Address: Contact name: Tel: E-mail:		Lender: Address: Contact name: Tel: E-mail:	
Address for collection:		Address for return:	
Contact for copyright or other intellectual property right/reproduction queries: E-mail: Tel:		Credit line to accompany any display/reproduction of the object(s):	
Signed on behalf of the Borrower Signature: Name: Position: Date:		Signed on behalf of the Lender Signature: Name: Position: Date:	

Terms and Conditions

1. The Lender will inform the Borrower of a change of details, including but not limited to change of name or address.

2. The Borrower will inform the Lender of a change of details, including but not limited to change of name or address.
3. The Borrower will inform the Lender of the loss of the object(s) or of any damage of whatever nature including any discovered on first receipt/delivery.
4. The Borrower agrees to inform the Lender of any change to the agreed environmental and display conditions that may materially affect the objects so that the Lender may agree changes or recall the loan.
5. All reasonable out-of-pocket costs associated with the loan will be met by the Borrower. However, both Lender and Borrower commit to using the most cost-effective options that meet the conditions of loan.
6. The Borrower will provide reasonable access to loan objects to staff or agents of the Lender, for example for inspection or conservation. Visits will be arranged in advance with consideration of the convenience of all parties.
7. Condition reports for the objects on loan will be completed before and after transport to and from the loan venue, and for all other moves or at least annually. Condition inspections may be undertaken by experienced staff or agents of the Lender or Borrower. Copies will be provided for the Lender and Borrower.
8. The valuation of the loan object(s) can be reviewed annually from the loan start date and any change to the valuation overleaf will be agreed by the Lender and Borrower in writing.
9. The Borrower undertakes to cover all loss or damage to the loan object(s) through an insurance policy to the value stated in this agreement, or as updated and agreed in writing between the Lender and Borrower. Copies of the insurance policy will be supplied to the Lender. **OR** The Borrower will provide an approved indemnity for the loan object(s) to the value stated in this agreement, or as updated and agreed in writing between the Lender and Borrower. Copies of the indemnity certificate will be supplied to the Lender.
10. The Borrower will ensure that the object(s) are maintained in a suitable condition for display. Unless otherwise specified, this will be at a temperature in the range of 18-25°C and relative humidity in the range of 40-65% with fluctuations of no more than 5% within an hour. The object(s) will not in any way be treated, cleaned, repaired or submitted to any scientific examination without the prior written permission of the Lender.
11. The object(s) will not be used, operated, worn or entered into without the prior written permission of the Lender. The object(s) may otherwise be handled, moved and cared for by staff or agents of the Borrower in accordance with best practice for their permanent collection.
12. All third-party requests relating to the loan object(s) will be referred to the Lender unless specific license is given to the Borrower, including but not limited to copyright. The Borrower will not lend the object(s) to any third party, or otherwise remove them from the specified loan venue except in an emergency.
13. The Lender will prepare the object(s) by packing them using materials considered to be safe and adequate for the purpose of transport and handling. Unpacking and installation will be undertaken by experienced staff or agents of the Lender or

Borrower. On return, the object(s) must be packed by the Borrower in exactly the same way as received.

14. The Lender will provide transport. The vehicles and other equipment for handling will be suitable for the specialist work involved, and where necessary they will be fitted with approved security devices. All staff dealing with the handling and transport of objects should be suitably trained in this area.
15. Photographs or other reproductions of the object(s) must not be made for commercial purposes by the Borrower or other parties without the prior permission of the Lender. Photographs may be taken by the Borrower for record purposes and by visitors for private study.
16. The Borrower will keep the Lender's details in accordance with the Data Protection Act 1998. The Lender consents to the processing of their personal details by the Borrower for the sole purpose of managing the loan object(s).
17. The Borrower and Lender confirms that no objects in their exhibitions or displays are known or suspected to have been stolen, illegally imported or exported, or illegally excavated as defined in the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer or Ownership of Cultural Property.

Appendix 11

Rights and Charges – see section 16 of the Collections Management Procedural Manual



The Transfer of Archaeological Archives to Leicestershire County Council Museum Collections

June 2014

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Introduction

Leicestershire County Council Museums, a division of the Community and Wellbeing Service (part of the Adults and Communities Department), will consider for acceptance the total archive from any systematic archaeological fieldwork project, including fieldwalking, watching briefs, evaluations, excavations, geophysical, contour and photographic earthworks surveys, and building recording and investigation, within the county of Leicestershire as defined by local government re-organisation in 1997 (that is, excluding the City of Leicester and Rutland). Partial archives, and archives arising from unsystematic fieldwork including casual finds, will be considered on their merits.

Acceptance is conditional on the archive falling within the parameters of Leicestershire Museums' *Acquisitions Policy*.

This document offers guidance to prospective depositors as to the conditions that should be met for such archives to be acceptable. Leicestershire County Council Museums reserves the right to decline to accept archives that do not conform to these conditions.

These conditions are based on national standards established by various museum/ Archaeology bodies in the United Kingdom. A list of useful resources is included in Appendix 7.

Leicestershire County Council Museums will be actively involved in the creation of the archive from the beginning of a project through to its completion. This applies both to developer-funded archives - broadly, those arising from the planning process - and to other archives.

Further information about archaeological archiving with Leicestershire County Council Museum collections can be sought from email archaeology@leics.gov.uk; Internet: www.leics.gov.uk/archaeology

Leicestershire County Council Museums' Involvement in the Preparation of Archaeological Project Archives

Leicestershire County Council Museums' *Guidelines and Procedures for Archaeological Work in Leicestershire and Rutland* will be consulted by all individuals and organisations proposing to undertake fieldwork in Leicestershire. This covers, amongst other areas,

Briefs and Specifications, Fieldwork Methods, Publication and Dissemination of the results. The Project archaeologist will contact the Planning Archaeologist, Leicestershire County Council Historic and Natural Environment Team (HNET, in the Chief Executive's Department), to secure a copy of the most recent edition of these guidelines.

The Planning Archaeologist will be actively involved in all developer-funded Archaeological projects, from pre-fieldwork planning through to completion of the project. They will liaise with the Leicestershire County Council Museums designated officer in matters of archive preparation and deposition, and with the Leicestershire and Rutland Historic Environment Record (HER).

The Leicestershire County Council Museums designated officer will be consulted directly by those Involved with non-developer-funded archives; for example higher education institutions, volunteer/amateur groups, and other museums.

Consultation

Leicestershire County Council Museums expects to be consulted in any major issues relating to the project, including but not exclusively:

- Abnormally large finds assemblages
- Significant finds assemblages or assemblages which will require increased levels of curation or conservation
- Decisions relating to levels of conservation treatment
- Decisions relating to selection, retention and dispersal at the start of the post-excavation assessment stage
- A quantification of the number of boxes and other storage units to be deposited with Leicestershire County Council Museums, including both the Finds Archive and Documentary Archive, for the purpose of calculating the archive curation charge, where applicable.
- Significant changes to the proposed deposition date
- Transfer of the project to another contractor
- Cancellation of the project

A final check: immediately prior to deposition of the archive with Leicestershire County Council Museums, to assess both the Finds and Documentary Archive to ensure that both have been prepared to agreed content and standards. Leicestershire County Council Museums may refuse to accept a substandard archive: in such cases the costs of

returning and re- delivery will be borne by the project archaeologist, not Leicestershire County Council Museums. It may be necessary for the project archaeologist to meet with Leicestershire County Council Museums' designated officer to conduct this review.

Leicestershire County Council Museums expects to be consulted on such issues at the earliest opportunity so that integrated solutions may be sought.

Transfer of ownership of the Archive to Leicestershire County Council Museums

Leicestershire County Council Museums will only accept an archive if the ownership of the archive has formally been transferred in writing to Leicestershire County Council Museums by the owner.

Leicestershire County Council Museums requires the right to research, study, display, publish and provide access to all information contained in the archive. Leicestershire County Council Museums also requires the right to dispose of material following the Society of Museum Archaeologists *Guidelines for Selection, Retention and Dispersal* (SMA 1993) and the Leicestershire County Council Museums *Collections Management Policy*.

The Finds Archive

A Transfer of Title Form (see Appendix 1) awarding ownership of the finds to Leicestershire County Council Museums must be completed by the landowner prior to deposition with The Museum collections. It is the responsibility of the archaeological contractor to ensure this is completed by the person with legal authority to do so. The owner will normally be the landowner, unless relevant legislation dictates otherwise. The Transfer of Title form must be submitted as part of the documentary archive.

Any transfer of title agreement will award ownership of an archive to Leicestershire County Council Museums from the day of deposition at Leicestershire County Council Museums, and not before.

The archaeological contractor may wish to obtain ownership of the Finds Archive itself; this is acceptable as long as it agrees in writing that it intends to transfer ownership of this archive in its entirety to Leicestershire County Council Museums upon completion of the project.

If ownership has been transferred to the contractor prior to deposition with

Leicestershire County Council Museums, the documentary archive must include a copy of this agreement signed by both parties (owner and archaeological contractor).

The contractor should attempt to obtain transfer of title before the project begins, though it is accepted that this is not always possible. The importance of retaining the integrity of the archive must be stressed to the owner, as must the fact that the archive is passing into public ownership, not remaining in private hands.

The contractor must be able to demonstrate that efforts have been made to obtain the full archive. The contractor must contact the designated officer as soon as a problem of transfer of title arises and no promises should be made to the landowner on Leicestershire County Council Museums' behalf.

In situations where the landowner does not wish to hand over any or part of the archive to Leicestershire County Council Museums, Leicestershire County Council's Planning Archaeologist, in the case of developer-funded projects, or Leicestershire County Council Museums' designated officer, in other cases, must advise on an acceptable alternative course of action. Any items retained by the landowner should be fully documented and conserved to the highest possible standards, and the body undertaking the project should advise the owners on correct storage of materials and make arrangements for future access. The developer/project funder should bear the expense of documentation and conservation, and the owner should bear the expense of storage; the developer/project funder and owner will in many cases be one and the same. Leicestershire County Council Museums requires assurances that this advice has been given, and also that the body in question has determined whether owners would allow bona fide researchers access to the material on request. It is also desirable that the owners specify where they intend to keep the material.

If significant objects or significant quantities of objects are retained by the landowner, Leicestershire County Council Museums reserves the right to accept only the Documentary Archive or refuse to accept the archive altogether.

The Documentary Archive

Leicestershire County Council Museums and the project archaeologist will establish the identity of the legal owner of the Documentary Archive. For most developer-funded projects, the project archaeologist is the owner of the Documentary Archive, unless

otherwise stated in the contract between the project funder and the project archaeologist. Ownership of the Documentary Archive as a physical entity will be transferred in writing to Leicestershire County Council Museums prior to its deposition with Leicestershire County Council Museums.

Copyright of the Documentary Archive will remain with the excavator and the authors of specialist reports. Leicestershire County Council Museums must be granted full licence to research, study, display, publish and provide public access to all the information and finds contained within the archive. It is the responsibility of the contractor to obtain such permission from sub-contracted specialists, and this should be written into briefs when employing sub-contractors. All licences must be stated in writing in the Documentary Archive in the form of a Copyright Licence Agreement (see Appendix 2). Leicestershire County Council Museums will not pay for the granting of any licence.

Leicestershire County Council Museums will acknowledge the originators of the archive in any utilisation of the material and will pass on to the originators any requests for publication of parts of the archive.

Leicestershire County Council Museums acknowledges that elements of the archive, such as Ordnance Survey maps and original illustrations, may remain the copyright of third parties.

Confidentiality

Leicestershire County Council Museums will honour any reasonable confidentiality clauses placed on material within an archive, for example a 6 month non-publication clause.

It is assumed by Leicestershire County Council Museums that if a document such as a report is submitted by the project archaeologist for inclusion in the Historic Environment Record, then the contents of that document are available for dissemination to the general public even if the project is still in the fieldwork stage, as the HER is in the public domain. The Planning Archaeologist, as manager of the HER, should be advised upon submission if the document contains information that needs to remain confidential, and agree upon the period.

Selection, Retention and Dispersal

The process of selection, retention and dispersal of elements of the Finds and

Documentary Archives will be carried out according to the SMA guidelines. A copy of the contractor's full, quantified finds inventory will be submitted to the designated officer at least one month before deposition of the project archive, to enable the designated officer to determine whether any parts of the archive are not required for deposition by Leicestershire County Council Museums. These will then be removed from the archive by the project archaeologist before deposition of the archive.

Leicestershire County Council Museums expects sampling of bulk material to have taken place, with a representative sample of diagnostic forms and types or unusual examples being retained in the archive.

Allocation of Leicestershire County Council Museums accession numbers and archaeological site codes

Accession numbers will be obtained from the designated officer at the commencement of the first phase of fieldwork, be the work invasive or non-invasive (i.e. destructive or non destructive). These accession numbers should be used in all site recording.

Accession number requests should be emailed to archaeology@leics.gov.uk using our standard Accession Number Request form (see Appendix 4).

Any site codes used by project archaeologists as part of their project identification system This is to avoid duplication, most obviously by different organisations.

Failure to secure an accession number may lead to Leicestershire County Council Museums refusing to accept an archive upon delivery, since it is a principal of transfer that the accession number be marked on elements of the archive (see below). In such cases, the costs of returning and re-delivery will be borne by the project archaeologist, not Leicestershire Museums.

Projects which do not require a unique accession number

Desk based assessment (DBA) which does not result directly in the creation of primary records, such as images, or collection of objects or other items (such as environmental or borehole samples) that would form part of a Documentary or Finds Archive. Copies of the DBA Report must be submitted to the Leicestershire and Rutland HER, maintained by HNET, within six months of the completion of the report subject to any contractual

requirements on confidentiality.

Accession Numbers for Multi-stage or Multifaceted Projects

Projects that use a single site numbering system throughout successive or simultaneous stages or elements may use a single accession number. This might include an excavation taking place over more than one season, or an evaluation which is expanded to become a full excavation or an evaluation which is succeeded by a watching brief.

A new accession number should be drawn for a new stage of a Project:

- where the Site Archive comprising one or both of the Finds and Documentary Archives is handed over to the Museum after the previous stage;
- where different agencies are involved - an accession number should only be used by a single agency;
- or where different site numbering systems are used for different stages ("starting at context 1 again"). Separate accession numbers should be drawn for successive or simultaneous elements of the same stage where different site numbering systems are used for each element (each trench starts at context 1).

Linear projects may be given a single accession number as long as a single site numbering system is used throughout, or a separate site code is used and marked on all records and finds for each site. The archives for the whole Project should be organised such that the archives for each site can be easily separated out.

Fieldwalking Projects should be treated in the same way as Linear Projects. Each walk in each field should have its own accession number where different collection unit numbering systems are used for each element (each field starts at traverse/stint 1A). Where unique location references or finds numbers are applied to each collection unit or object, a single accession number can be used for the whole Project.

To recap, a single, overall Project accession number should only be used when a single agency is involved, and when the site archive is retained by the agency throughout all stages. The objective here is to avoid the receiving museum having to reopen archives to add new documents or objects. Handing over the archive signifies completion of the Project. A further objective of allocating accession numbers is to avoid duplication and potential confusion. A sherd of pottery, or a context sheet, marked with, say "33" and the accession number should only possibly come from a single, and therefore unique, context

within the Project. Use of Site Codes in marking and labelling enables a single accession number to be used for the Project, whilst facilitating grouping of archival material by site.

Conservation Requirements of the Archive

The following will be undertaken prior to the transfer of the archive to Leicestershire Museums:

- The conservation of the Documentary Archive during its creation; the appropriate marking, labelling, packaging and storage of the Documentary Archive
- The primary conservation of the Finds Archive in the field e.g. following guidance contained within First Aid for Finds
- The appropriate marking, labelling, packaging and storage of the Finds Archive
- All necessary remedial conservation
- The production of an x-radiographic archive of the Finds Archive
- Any investigative conservation work required to enable finds research publication objectives to be met
- Costs for the above conservation work will be incorporated into the overall project budget.
- Nature and content of the Documentary Archive
Details of Leicestershire County Council Museums' standards for the classification, content and storage of the Documentary Archive are set out from page 15 below.
- Nature and Content of the Finds Archive
Details of Leicestershire County Council Museums' standards are set out from page 20 below.

Charging Policy

Leicestershire County Council Museums has a policy of charging project funders for the deposition of archaeological Finds Archives. We do not charge for the curation of Documentary Archives relating to Finds Archives or as standalone archives. This charge covers only a small percentage of the overall archive curation cost, the remainder being

met by Leicestershire County Council Museums. The charge assists the financing of the maintenance and development of storage facilities, and of additional entry costs incurred by accepting the deposition.

This charge takes the form of a one-off payment to Leicestershire County Council Museums. It is based upon a set charge for each standard storage box deposited.

The project archaeologist should ensure that the project funder is aware that the curation charge is an expense to be borne by the project funder, and as such it should be included in the overall project budget. Should the original owner of the Finds Archive decide to retain all or part of that archive, additional costs of documentation and conservation may be incurred by the project funder, and the owner will bear the expense of storage.

The archive curation charge will not be levied on boxes, for the deposition of which an English Heritage Storage Grant (see Appendix 7) has been received by Leicestershire Museums. Such grants are available for the archives of those projects funded by English Heritage at the fieldwork stage.

The archive curation charge will not be apply to archives which have already been donated to and deposited with Leicestershire County Council Museums.

Leicestershire County Council Museums will reserve the right to waive any curation charges for amateur and research excavations at its own discretion.

In cases where a curation charge is to be levied the project archaeologist should provide Leicestershire County Council Museums with the following details at least one month prior to the deposition of the archive:

- a list of archives for which deposition is proposed
- a summary of the number, dimensions and nature of storage units (e.g. boxes of finds, boxes of documents, folders of drawings, files of photographs) to enable appropriate storage locations to be arranged on listed on Leicestershire County Council Museums' standard Transfer Summary Sheet (see Appendix 3)
- a full, quantified inventory of both the Documentary and Finds Archives

Leicestershire County Council Museums will then advise the project archaeologist of any elements of the archives that it does not want, and these will be removed from the archive by the project archaeologist before deposition.

The details of the person or body to whom the curation charge invoice should be sent should also be provided.

Deposition of the archive will take place in advance of payment. Deposition will occur during four deposition windows throughout the year (see below). Archives are deposited on agreed date, excluding those elements that Leicestershire County Council Museums has indicated that it does not want. The amount of the curation charge is agreed, and an invoice raised, to be paid within 28 days statutory terms.

At the end of the procedure, acceptable archives should have been deposited invoices paid, and Leicestershire County Council's Planning Archaeologist informed of the deposition with a view to recommending discharge of any Planning Conditions relating to deposition of Project Archives.

Charges

The curation charges are £36.25 plus VAT for a 'half size' box and £72.50 plus VAT for a 'full size' box. Any archive with finds will be charged a minimum of £36.25 plus VAT. Loose items, such as architectural fragments, will be worked out to the equivalent volume of a larger box and charged accordingly. Stewart boxes will be charged as a 'half size' box.

Charges will only be made for finds boxes, not documentary archives.

The charging levels will be reviewed on an annual basis and archaeological contractors will be sent revised charges along with any changes to Leicestershire County Council Museums archiving guidelines each January. The charging level will be based on the costs incurred by the museum to manage and curate archives in the long term, and **it is the responsibility of the contractors to ensure that they are using the latest charges when costing projects.**

The depositor will provide the boxes (see below and Appendix 6 for sizes and suppliers) and other storage materials. Further details can be sought from Leicestershire County Council Museums.

Logistics of Transfer of the Archive

Transport costs and relevant insurance costs (if the project archaeologist wishes to insure the archive) involved in the transfer of the archive to the archive repository will be covered by the project archaeologist and written into the original Project Design. Archives should

not be sent to Leicestershire County Council Museums by any post or parcel delivery service without the explicit written, prior agreement of the designated officer, and in any case must be accompanied by completed paperwork including "Entry" form (see p14), transfer of title documentation (see Appendix 1), a completed Copyright Licence Agreement (see Appendix 2) and a Transfer Summary Sheet (see Appendix 3).

If couriers are used, it is the responsibility of the contractor to ensure that the archives are properly insured and that the courier is made aware of the nature of the material being transported. Any damage found to have occurred to an archive upon deposition even if it has occurred during transit will need to be resolved by the contractor.

The maximum number of finds boxes to be deposited in a single archive deposition should not exceed 20 per contractor.

Leicestershire County Council Museums expects both Finds and Documentary Archive elements of an archive to be deposited at the same time.

Deposition Dates

Leicestershire County Council Museums will accept archive deposition in four blocks during the year. These blocks are:

The first full week of February

The first full week of August

The first full week of May

The first full week of November

Depositions in these blocks must be booked no later than one month in advance.

The designated officer will liaise with the contractor to arrange a specific date and time for receiving the archive. Should these offered dates and times be unsuitable, contractors must wait until the next deposition block to submit the archive. Please note that should our deposition blocks be fully booked, contractors will be given priority to book the next available deposition block.

Archives of exceedingly large size or unusual composition may be accepted outside of these blocks in exceptional circumstances, at the discretion of the designated officer.

A summary of the number, dimensions and nature of storage units (e.g. boxes of finds, boxes of documents, folders of drawings, files of photographs) will be provided to

Leicestershire County Council Museums to enable appropriate storage locations to be arranged not less than one month prior to the deposition of the archive.

A standard receipt will be issued by Leicestershire County Council Museums to the project archaeologist when the archive is transferred. This will take the form of a copy of an “Entry” triplicate form, signed by both parties. A Copyright Licence Agreement will also be signed by both parties.

The Documentary Archive

Introduction

The Documentary Archive consists of all material associated with the project but not the artefacts themselves. The documentary archive will adhere to the standards outlined in the following sections.

Classification of the Documentary Archive

Contents of and specifications for the Project, Site and Research archives should adhere to the format presented by English Heritage.

For Leicestershire County Council Museums purposes, each class has been numbered, the numbers to be recorded on storage boxes as described above. The classification system is reproduced below as Table 1, with Leicestershire County Council Museums class numbers added.

The Documentary Archive must include a copy of this table (known as the Documentary Archive Checklist) recording which classes are present and act checklist when checking the completeness of the archive.

Quantification of the Documentary Archive

A Documentary Archive Checklist should be submitted with the Documentary Archive, quantifying each type of document present. This should indicate how many individual records are included *and* how many sheets or pages to facilitate checking. In the case of photographs, the number of individual negatives, contact sheets, prints, and slides as well

as how many sleeves and wallets they are stored in should be indicated. The Documentary Archive Checklist should use the same headings as shown in Table 1.

A copy of the Finds Checklist should also be included in the Documentary Archive.

**Table 1 Documentary Archive Checklist used by
Leicestershire County Council Museums**

Site name including parish/ accession no./Code:				
Organisation/group/individual responsible for creating Documentary Archive:				
Class number	Class title	No. of records	No. of pages/sheets	Tick if present (Museum use only)
1	Index to Archive			
2	Introduction			
A.1	Final Report – loose paper copy			
A.1	Final Report - Digital			
A.2	Publication Report			
B.1	Site Data - Text: Diary/Daybook/Field notes			
B.2	Site Data - Text: General Summaries			
B.3	Site Data - Text: Primary Context Records			
B.4	Site Data - Text: Synthesised Context Records			
B.5	Site Data - Text: Survey Reports			
B.6	Site Data - Text: Indices/Catalogues of Records and Drawings			
B.7	Site Data - Primary Drawings			
B.8	Site Data - Synthesised Drawings			
C.1	Finds Data - Text: Primary Finds Records			
C.2	Finds Data - Text: Synthesised Finds Records			
C.3	Finds Data - Text: Specialist Reports			
C.4	Finds Data - Text: Box/Bag List			
C.5	Finds Data - Text: Catalogue of Drawings			
C.6	Finds Data - Drawings			
D.1	Catalogue of Photographs/Slides/Videos/X-Rays/CD Roms/etc			
D.2	Photographs/Slides/Videos/X-Rays/CD Roms/etc (types to be specified in Documentary Archive Summary List)			
E.1	Environmental/ Ecofact Data: Primary Records			

E.2	Environmental/ Ecofact Data: Synthesised Records			
E.3	Environmental/ Ecofact Data: Specialist Records			
F.1	Documentary			
F.2	Press and Publicity			
G.1	Correspondence			
H.1	Miscellaneous			

Documentary Archive Materials and Labelling

Each individual item, with the exception of photographic negatives, should be directly marked with the accession number. Adhesive labels should not be used as an alternative. Appropriate packaging and marking materials should be used for long-term preservation.

Folders, Envelopes and Boxes

Documentary Archives do not need to be submitted in boxes (unless this is for ease of transportation) but must be submitted in acid-free, archival quality folders or envelopes (non-gummed) measuring a maximum of 380 x 252 mm (15 x 10 inches). However, if the Documentary Archive is substantial and would half fill a box measuring 435 x 260 x 100 mm (17 x 10¼ x 4 inches) it must be submitted in a box for which a curation charge will not be levied.

Storage boxes should be marked clearly on one end using appropriate lightfast, permanent materials. Each box should carry the accession number, site name and box number if applicable. Where Project Archives are small, it is permissible to place more than one in a box, so long as they are separated, and each is listed on the outside.

See Appendix 6 for details of suppliers.

General Archival Materials

- All materials should be presented in archival quality packaging.
- Ring binders - except where specified below - should be discarded, and categories of document grouped in archival quality folders. Brass paper clips or treasury tags with brass ends may be used as substitutes for non-archival envelopes, card folders, ring binders, and polythene bags. All staples should be removed - ideally, staples should not be used in the first place.
- Elastic bands must not be used, use unbleached cotton tape instead.
- Papers must be stored within acid-free folders or envelopes.

Drawings

- These should be stored and delivered flat: "plastic" artwork sleeves should not be used.
- Archival tissue paper should be used as interleaving between each sheet of pencil drawings on film, to avoid abrasion of the pencil marks.

- Standard A4/A3/A2 sheets of polyester based film are preferred for drawings and plans, up to 410 x 590 mm. A1 size sheets (590 x 840 mm) should be used only in exceptional circumstances. Plans etc. larger than A1 will be stored in rolls, wrapped in archival paper tied with cotton tape.
- Where several drawings appear on one sheet, each drawing should have its unique index number, cross referenced with the Sheet number, e.g. Plan Sheet 1: 1, 2, 3 etc. Use of Sheet numbers is preferred for the drawn record, as it facilitates ordering of the archive.

Digital Photographs

There are various issues with using digital photography for recording archaeological sites such as reduced image quality, image compression and unknowns about the survival of the images in the long term. However, as film is no longer available we have to ensure that digital images are deposited in a high quality format and wherever possible a copy is retained with the contractor and/or deposited with the ADS.

Leicestershire County Council Museums is prepared, however, to accept digital images, as long as the following guidance is adhered to:

- Images are to be supplied on a high quality CD or DVD.
- Images are to be in TIFF format.
- A hard copy of the digital images should also be provided in the form of a colour contact sheet on archival quality paper and a written index to images contained on the CD/DVD.
- CDs/DVDs should be stored in individual, stiff jewel cases.
- It is important that writing on the CD/DVD be avoided as much as possible, as the recording layer is just below the surface. A non-acidic, specialised marker pen should be used.

X-radiographs

- These should be stored in sleeves of the same specification as for negatives, with sleeve divisions as appropriate, permitting prints to be viewed without handling. Box files should be used as described for negatives.
- X-rays should be marked (normally using white ink) with site details, film number, accession numbers, indication of orientation of artefacts and any other relevant information.

Microfilm

A microfilm copy of the Documentary Archive will be made by the project archaeologist and submitted by the latter to the English Heritage National Monuments Record. The project archaeologist should consult directly with the NMR to ensure that the latter's requirements are met. The Head of Collections of the NMR should be consulted on policy for archaeological archives.

Leicestershire County Council Museums **do not** require microfilm as part of the Documentary Archive.

ADS/OASIS

Arrangements will be made by the archaeological contractor for deposition of digital copies of the archive with the Archaeological Data Service (ADS) (<http://ads.ahds.ac.uk/>), and for the deposition of digital copies of grey literature reports with OASIS (the Online AccesS to the Index of archaeological investigationS) (<http://ads.ahds.ac.uk/project/oasis/>).

The Finds Archive

Introduction

The project archaeologist should be familiar with, and implement, best practice on the conservation, marking, classification and storage of finds, which include environmental and human remains. See Appendix 7 for useful resources and publications.

The following sections do not address in detail the cleaning, marking and conservation requirements of particular categories of finds: the United Kingdom's Institute of Conservation (ICON, formerly United Kingdom Institute for Conservation, or UKIC) guidelines should be followed.

The Leicestershire County Council Museums designated officer should, however, be consulted, particularly about items that may set particular challenges in long term conservation and storage.

Classification of the Finds Archive

General

Leicestershire County Council Museums has devised a materials/archaeological period classification system, used on all records, which provides an index to the collections. It is essential that project archives adhere to this, or at least cross-reference the project team's preferred terms with this system, in order that the collection can be documented by Leicestershire County Council Museums. The Leicestershire County Council Museums classification terms must be used when labelling storage units.

Material Groups: Types

Bone:	Bone worked, Bone unworked
Ceramic:	Baked clay, Fired clay, Pipe clay, Pottery, Unclassified
Fibres	
Glass:	Vessel, Window, Other, Unclassified
Leather	
Metal:	Copper and Alloys, Gold and Alloys, Iron and Alloys, Lead, Pewter, Silver and Alloys, Slate (specify other identified metals), Tin, Unclassified
Mortar:	Concrete, Mortar, Opus signinum, Unclassified
Plaster	
Shell	
Slag	
Stone:	Amber, Flint, Jet, Shale, Slate (specify other identified stones), Unclassified
Wood	

The Material Group term can be used on its own, or in combination with a Type, or Type can be used on its own. Coins should be identified by their metal type as well as issue.

Definitions of Material Categories

Bone:	includes antler, ivory (teeth)
Baked Clay:	i.e. sun dried, not fired, e.g. cob and daub
Fired Clay:	e.g. tile, including chimney pots and louvres; water pipes; kiln furniture (excepting saggars then used as pots, and parting sherds); terracotta

Pipe Clay:	clay tobacco pipes, figurines
Pottery:	includes kiln wasters and seconds, parting sherds, and pots initially used only as saggars; moulds used in the manufacture of pottery; pottery figurines, lamps and crucibles
Copper and Alloys:	includes brass, bronze, latten
Slag:	includes clinker, hammer scale and other waste products from metal working.

Archaeological periods and date ranges (Leicestershire & Rutland HER):

Archaeological periods:	Date range	Subdivisions	
Palaeolithic	Earlier than 500,000 - 10001BC	Lower	pre-500,000 - 150001
		Middle	150000 - 40001
		Upper	40000 - 10001
Mesolithic	10000 - 4001BC	Early	10000 - 7001
		Late	7000 - 4001
Neolithic	4000 - 2501BC	Early	4000 - 3001
		Late	3000 - 2501
Bronze Age	2500 - 801BC	Early	2500 - 1501
		Middle	1500 - 1001
		Late	1000 - 801
Iron Age	800BC - 42AD	Early	800 - 401
		Middle	400 - 101
		Late	100 - 42
Roman	43AD - 409AD	Early	43 - 249
		Late	250 - 409
Anglo-Saxon	410AD - 1066AD	Early	410 - 649
		Middle	650 - 849
		Late	850 - 1066
Medieval	1067AD - 1539AD	Early	1067 - 1349
		Late	1350 - 1539
Post Medieval	1540 AD - 1899AD	Early	1540 - 1699
		Late	1700 - 1899
Modern	1900AD - 2050AD		
Unknown Period			

The classification system devised in 1981 excluded human and animal remains other than bone and shell, and plant materials other than fibres and wood. These organic materials should be classified by the terms in common use - specialist advice should be sought if necessary.

The assignment of date ranges to the traditional period/cultural divisions of the "English sequence" is subject to debate and revision. The HER, a computerised database, has set ranges, associated with periods (see table above). Other ranges and period subdivisions are favoured elsewhere, e.g. in Hunter & Ralston (eds.) 1999, and the East Midlands Archaeological Resource Assessment and Research Agenda (Cooper (ed.) 2006). Developer funded Project reports should include definitions of periods for the benefit of the client and planning officer; it is preferred that *all* reports list the date ranges used for periods, and cite the publication whose sequence is adhered to.

Material from cultures not represented in the HER period list may be referred to by their common name, e.g. Anglo-Scandinavian, Egyptian, Etruscan, Greek, Viking. This would be used e.g. for a Greek coin which might be a modern import.

Detailed Classification

The Museum Documentation Association has compiled an Archaeological Thesaurus, which should be used as a word list for identifying objects. All finds should be studied with reference to the most recent published guidelines.

Leicestershire County Council Museums has developed fabric type series for pottery of all periods, and Roman tile, in conjunction with University of Leicester Archaeological Services (ULAS). The fabric type series for Roman, Anglo-Saxon, medieval and post medieval pottery, and Roman tile may be consulted at the Jewry Wall, Museum, Leicester by appointment (telephone 0116 225 2455, www.leicester.gov.uk/museums); it is advisable to approach ULAS at the same time, to ascertain whether it holds updated versions. Copies of the written archive reports are also held by Leicestershire County Council Museums. A fabric type series for prehistoric pottery has been developed by ULAS (telephone 0116 252 2848, www.le.ac.uk/ulas/), based upon Knight's guidelines (Knight 1998). Leicestershire County Council Museums also holds copies of the medieval and post medieval pottery fabric type series. These are the primary fabric series for Leicestershire, Leicester and Rutland, and should be used in all analyses of ceramics either, preferably, as the principal means of classifying fabrics or by detailed cross

referencing with the preferred fabric series (MPRG 2001). Full publication of these fabric series has yet to be achieved. The most comprehensive reports to date include those in Clay and Pollard 1994 (Roman), Connor and Buckley 1999 (Roman, late Anglo-Saxon, medieval and post medieval), Finn 2004 (Roman and all later periods), Lucas et al 1989 (late Anglo-Saxon, medieval and post medieval) and Marsden 1998 and 2000 (prehistoric, particularly Iron Age).

It should be noted that the fabric type series published in Clay and Mellor (1985) and Mellor and Pearce (1981) are obsolete.

Analysis of Roman pottery should also use the terminology of the National Roman Fabric Reference Collection (Tomber and Dore 1998). Where detailed analysis of Roman pottery is not undertaken, the latter will be acceptable as an alternative to using the Leicestershire County Council Museums fabric type series, but the specialist should always be consulted, as should Leicestershire County Council's Planning Archaeologist (for developer founded projects) and designated officer (for other projects) before undertaking classification.

A form type series for Iron Age Scored Ware and associated pottery has been developed by Marsden (1998, 2000; see also Elsdon 1992).

A type series has been developed by Leicestershire County Council Museums for Roman pottery forms, which should be used in detailed analysis. Reference to this series is made by Clark (1999) and Marsden (2004), and copies of the written records of the series are held by Leicester City Museums Service at the Jewry Wall Museum and by Leicestershire County Council Museums.

The Prehistoric Ceramics Research Group (1992), the Study Group for Roman Pottery (1994) and the Medieval Pottery Research Group (1998, 2001) have all published guidelines for the recording of pottery of their respective periods of study. Guidelines for the analysis of other types finds may also be available; information may be sought from the IfA Finds Group.

Quantification of the Finds Archive

Finds should be quantified according to current guidelines for each finds type on Leicestershire County Council Museums' standard Finds Checklist form (see below and Appendix 5). The Documentary and Finds Archives should include a summary of the

Finds Archive Materials and Labelling

Material comprising the Finds Archive will be boxed differently depending on its material and condition. Specific packaging suggestions are provided below but some general packaging material guidelines apply to all elements of the Finds Archive:

- Never pad out half full boxes with packaging chips or bubble wrap
- Always use conservation grade materials such as plastazote

All marking of finds should conform to UKIC guidelines, or to any that supersede them.

Boxes

Acid Free Cardboard Boxes Finds which do not require micro climate control should be stored in acid free cardboard boxes. Leicestershire County Council Museums specification for 'half size' and 'full size' boxes is found in Appendix 6:

Larger boxes may be needed for certain finds, such as long bones. Details of these can be found in Appendix 6.

Acid free boxes should be marked on two sides, one short side and one long side, with the following information:

- Leicestershire County Council Museums accession number;
- Itemised find/find catalogue numbers or range if applicable;
- Material Group(s) and Type(s), including period(s);
- range of context numbers for each material type;
- Box number if applicable

Example box:



Finds Checklists placed inside boxes are not an acceptable substitute for marking the box exterior.

Boxes should be numbered sequentially across both polythene and acid free cardboard boxes. Number the boxes so that those containing the same material class, then type, then group, appear in sequence; e.g. Boxes 1-5, Grey ware; Boxes 6-10, Samian; Boxes 11-12, tile.

The information written on the box should also appear on a Tyvek label, to be placed in the box after packing.

Finds from larger sites should be boxed by material type. For smaller sites e.g. watching briefs, different materials may be boxed together, provided that more delicate material is provided with adequate protection and boxes are not overfilled.

Illustrated finds should be boxed separately from others, unless this would leave a lot of empty space.

For Finds Archives with limited material that will not fill a 'half size' box, please discuss Leicestershire County Council Museums' requirements with our designated officer. Leicestershire County Council Museums reserves the right to return any archive which it deems not to be packaged appropriately without prior discussion.

Boxes should not be overfilled and should not weigh more than 5kg, regardless of the size of the box. Half-filled boxes should be cushioned with acid free tissue for transportation.

Clear polystyrene ('Crystal') boxes should be used for the individual packaging of small, delicate finds. The finds should be cushioned with polyethylene foam (Plastazote), cut to fit, or crumpled acid free tissue. Do not fold acid free tissue into a flat sheet, as this does not provide cushioning.

Crystal boxes should be marked in fine permanent marker with details as for acid free boxes listed above.

Finds which require micro climate control should be packed in a polythene box ('Stewart'), with its micro climate controlled to suit the materials it contains. It is important that finds

with different requirements should not be packed together. The 'seal fresh' range of polythene boxes manufactured by Stewart Plastics are recommended (see Appendix 6). Boxes should be checked regularly to ensure micro climate control is still effective.

Moisture-absorbent material (e.g. silica gel) and humidity indicator cards can be used to control and monitor relative humidity inside well sealed enclosed spaces, such as Stewart Plastics polythene boxes.

Under no circumstances should blue silica gel be used: the archive depositor will be required to collect immediately and appropriately dispose of any such material left with Leicestershire County Council Museums.

Stewart boxes should be marked in fine permanent marker with details as for acid free boxes listed above.

Bags

Re-sealable (minigrip) polythene bags with write-on strips are the preferred type for small to medium finds. Heavy gauge polythene bags can be used for large finds, the opening should be folded over and stapled using brass staples. Polythene bags may need to have holes punched before use to avoid any build up of condensation inside them.

Example bag:



Finds of a physically delicate nature should be provided with adequate physical protection, for example cushioned with acid free tissue.

Under no circumstances should different materials be bagged together, even when from the same context.

A polythene bag should only contain a single material type from a single context. Pottery should be sorted and bagged by period and fabric. It is also useful to subdivide by form, where analysis is taken to this level, or to separate rims, decorated bodysherds, bases and plain bodysherds into four distinct bags for each context, particularly where large groups of key stratigraphic or ceramic significance are concerned.

Labels

Spun bonded polyethylene (trade name Tyvek ®) alone should be used for labels, which should be inserted in all bags whether containing marked and/or unmarked objects, and in polythene boxes. Such labels should be tied to large stone objects etc using non-bleached cotton tape. The table below summarises what should be marked or labelled.

All labelling should include:

(i) the accession number, (ii) context or other collection unit or itemised find number - or both if size of object permits.

Labels should always include both (i) and (ii). Additional information that aids identifying findspots, such as grid co-ordinate, trench area, and feature numbers should also be written on labels, packaging and storage units, as should material type.

Conventions: context number in a circle;

“small” find number in a triangle;

environmental samples in a rectangle;

traverse and stint fieldwalk collection units 3A;

grid collection units A3;

feature numbers Fe3 or, if accompanied by context number, F3;

trench or area numbers Tr3, Ar3;

Unstratified, incorporating refined location if possible US Tr3, US 3-, US -3, US (1-10).

Polythene bags should carry the above information on their write-on strips, repeated on one Tyvek label placed inside the bag or two if there are no write-on strips. Polythene

boxes should contain two Tyvek labels within them; the label(s) should be placed so as to be legible without opening the bag, or under the lid of the box, after packing.

This information should also be written on one side of a polythene box, and one end of an acid free cardboard box, being used to hold a single object or material type/context group, accompanied by two Tyvek labels within the box.

Marking

Marking of bags and boxes should be in lightfast permanent black. Tyvek labels should be marked with an archival quality, permanent black ink.

Leicestershire County Council Museums expects that specific object types within the archive should be marked by the following means. The table below, should be read in conjunction with the marking guidelines laid out in this document. Please note, decisions regarding marking should be made with regard to the condition of the individual object.

Material	Marking technique
Animal bone	Mark with ink
CBM	Mark with ink
Ceramics	Mark with ink
Clay pipe	Mark with paraloid and ink
Coins and tokens	Do not mark
Copper alloy (except for coins and tokens)	Mark with paraloid and ink if suitable
Flint	Mark with ink
Glass (vessel and window)	Do not mark
Human bone	Do not mark
Iron	Mark with paraloid and ink if suitable
Jet/shale	Mark with paraloid and ink
Lead	Mark with paraloid and ink if suitable
Leather	Do not mark
Slag	Do not mark
Stone architectural	Mark with ink or paint
Wood	Do not mark

Suitable markers include Indian Ink (for objects) – see Appendix 6 for further details. On very porous or friable ceramic or stone surfaces, some flint - and mortar/plaster if marked - a brush stroke of a 10% polyvinyl acetate resin solution in acetone or Paraloid-B72 solution in acetone should be applied before marking. A protective layer of one of these solutions, or of the water-based emulsion Primal, may also be applied over the marking once the ink is completely dry. Primal should only be applied before marking on smooth, non-porous surfaces. Observe COSHH regulations when using these solutions.

Principles of Object Marking

Any mark made on an object must be:

- **Secure.** The chances of accidental removal of the mark must be remote
- **Reversible.** It should be possible to intentionally remove the a mark from an object with little or no trace of the mark remaining
- **Safe for the object.** Neither the materials nor the technique used to apply the mark should put the object at risk.
- **Discreet but visible.** The position of the mark must not obscure detail on the object or spoil its appearance. It must, however, be able to be seen without undue handling of the object.
- **Safe for staff.** The materials used to apply the mark should be safe for the person applying it and subsequent users, if relevant health and safety guidelines are followed.

Some materials should never be used to mark museum objects. These specifically include correction fluid (e.g. Tippex), nail varnish and nail varnish remover. These should never be used as alternatives to conservation grade materials.

Locating the Mark

The following considerations should be borne in mind when locating a mark on an object:

- Avoid physically unstable surfaces or marking across an existing break or crack
- Avoid decorated, painted, pigmented, vanished or waxed areas
- Choose a position that is not likely to be visible if the object is placed on display, for example away from areas of detail or decoration
- Avoid areas where the mark is at risk from abrasion from packaging or handling
- Mark all detachable parts of an object
- As far as possible, standardise the positioning of marks on similar objects

Packaging and Storage Standards

The requirements set out below constitute the minimum acceptable standards for the packaging and boxing of material that is to be permanently stored by Leicestershire County Council Museums. Objects deposited for long term storage should not be wet. All should be dried using appropriate conservation methods prior to deposition with Leicestershire County Council Museums, the costs to be met by the project funder. Where Project Archives are small, it is permissible to place material from more than one project in a box, so long as they are separated, and each is listed on the outside.

Material comprising the Finds Archive will be boxed differently depending on its material and condition. Specific packaging suggestions are outlined below (see Appendix 6 for full details of specifications and suppliers).

Bulk finds – non-sensitive e.g. pottery, building material, animal bone.

This material should be washed and stored in re-sealable pierced polythene bags within acid free cardboard boxes. Both the bags and boxes should be marked with lightfast and waterproof permanent black marker pen (see section on Marking above).

The species of bulk animal bone should be marked on the bag when feasible and on the outer cardboard box where space permits.

All bulk ceramics should be bagged according to their ware type, using the established codes used in Leicestershire as outlined in the Classification of the Finds Archive section above (p23).

Leicestershire County Council Museums reserves the right to refuse deposition of archives which do not conform to the standards laid down in this document.

Bulk finds – sensitive

Distinction needs to be made between sensitive bulk material and registered small finds. The term sensitive bulk finds is used to refer to bulk material of a more diagnostic or physically delicate nature that requires a greater degree of protection. Sensitive bulk finds should be stored in acid free or polythene boxes as detailed below.

Human skeletal material This should be bagged by skeletal area. Upper and lower limb bones separately on each side, axial skeleton, hands and feet individually and the skull carefully supported and placed in a skull box. Care must be taken to protect more fragile

bones from damage, through the positioning of bones in the box and the insertion of protective inert foam where necessary. **No more than one individual should ever be placed in a single box.** Human remains should **not be marked** but labelled securely with cotton tape and Tyvek labels when large enough or in polythene bags marked on the outside and with a Tyvek label within where the bones are too small for a label to be attached.

Leather objects should be packaged sympathetically to their condition. Stored in bags within sealed polythene boxes. All leather must be treated before deposition and waterlogged leather will not be accepted.

Slag should be stored in pierced polythene bags by context within polythene boxes or acid free cardboard boxes. A small representative sample is acceptable. Please discuss large assemblages with Leicestershire County Council Museums' designated officer.

Small mammalian, avian or piscine bones should be packed in small polythene boxes by species, labelled, and may be placed in the box with the rest of the non-sensitive bulk bone from the context.

Friable pottery, sherds of tin-glazed wares and porcelain need special attention. They should be provided with adequate physical protection and may be stored in the non-sensitive bulk finds box relevant to context and ware type.

Complete or near complete ceramics, including those found to be so after reconstruction, should be separately packaged according to their need, using acid free cardboard boxes or custom packaging where necessary.

Shell or charcoal samples should be provided with adequate physical protection for example, placed in polythene boxes, and stored together in polythene boxes or acid free cardboard boxes.

Wood is unlikely to survive in such quantity that it will be treated as bulk material, but if this is the case, it must be packaged with consideration for its condition. This will include smaller pieces being placed in polythene bags and then inside polythene boxes. Larger or unusually shaped pieces will require bespoke packaging. Advice should be sought from an accredited archaeological conservator if there is any doubt over suitability of packaging. **Wood will not be accepted if it is still in a waterlogged condition.**

Small finds

These finds may be both physically sensitive and non-sensitive but for the purposes of packaging and marking should be treated as sensitive.

Different material types should not be stored in the same box except in the case of composite items e.g. an iron knife with bone handle.

Appendix 1: Transfer of Title Form



Transfer of Title Form

To Leicestershire County Council Museums
County Hall
Glenfield
Leicester
LE3 8RL

Site Name:.....

Museum Accession Number:.....

I am the legal owner of the finds from the above named archaeological site. I hereby agree to donate the artefacts from the site to Leicestershire County Council Museums. This donation is an absolute gift to the Museum Service without condition. I relinquish all legal claims for the ownership of the artefacts in favour of Leicestershire County Council.

Signed.....

Print.....

Position.....

Organisation.....

Date.....

Please send one copy to Leicestershire County Council Museums and retain the second copy for your own records.

Copyright Licence Agreement (continued)

Name and address of copyright holder:

Tel:

Email:

How would you like the work credited?

I grant Leicestershire County Council to full licence to research, study, display, publish and provide public access to all the information and finds contained within the archive free of charge.

SIGNED..... DATED.....

Name of signatory and position held:

.....

Please post or hand the completed form to:

Archaeology Archives Section
Leicestershire County Council, Adults and Communities Dept
Communities and Wellbeing Service
Collections and Resources Centre
Units 31 & 33
Hayhill Industrial Estate
Sileby Road
Barrow-upon-Soar
Leicestershire
LE12 8LD

The personal data on this form will be used by Leicestershire County Council for the sole purpose of managing copyright. It will not be passed to a third party without your permission. All data will be held in strict compliance with the Data Protection Act 1998.

Appendix 3: Transfer Summary Sheet

TRANSFER SUMMARY SHEET

ACCESSION NUMBER
SITE NAME
SITE CODE

Containers	Number
Documentary Archives by type:	
Box	
Folder	
Envelope	
Finds Boxes by Type:	
Full size	
Half size	
Stewart	
Crystal	
Cranial	
Skeleton	
Drawings:	
Rolls	
Sheets	
Other transfer containers:	
CDs/DVDs	
Other	

Notes:

Appendix 4: Accession Number Request Form



LEICESTERSHIRE COUNTY COUNCIL MUSEUMS ARCHAEOLOGY COLLECTIONS

Information required by Museums when accession numbers are requested.

A hypothetical example has been filled in (italics).

Accession number (to be filled in by Museums)	Civil Parish	Site address / name used by requester	National Grid Reference	Nature of work	Names of organisation and of person applying for number	Site Code	Planning Application number
	<i>Clawson, Hose and Harby</i>	<i>Long Clawson: 31 East End</i>	<i>SK 721 053</i>	<i>Geophysical survey; evaluation (trial trenching)</i>	<i>Jo Bloggs Archaeology; Robin Smith</i>	<i>LCEE 09</i>	<i>09/00012/6</i>

Appendix 6: Materials Specification and List of Suppliers

Unbleached cotton tape

Suppliers (see General Suppliers below):

Preservation Equipment Ltd

Conservation Resources UK Ltd

Finds boxes – 2 sizes

These should be wire stitched, double kraft lined container board (pH 6.5-8) with lift off lid and two punched holes at each end of the box; stitching should be with pure brass wire.

'Half-size' – internal dimensions of 340 x 260 x 100 mm (13.5 x 10.25 x 4 inches).

'Full size' – internal dimensions of 340 x 260 x 195 mm (13.5 x 10.25 x 7.75 inches).

Lids for Finds boxes: a lid 90 mm (3.5 inches) deep is preferred, but full depth lids are acceptable.

Larger boxes may be needed for long bones. These should meet the above materials standard and be of no greater height than 195mm. Ideally they should have internal dimensions of 220-340 x 195 x 540 mm (8¾-13½ x 7¾ x 21¼ inches), to facilitate storage.

Supplier:

G. Ryder & Co. Ltd., Denbigh Road, Bletchley, Milton Keynes MK1 1DG.

Tel 01908 375524

Fax 01908 373658

sales@ryderbox.co.uk

www.ryderbox.co.uk

Documentary archive boxes, folders and envelopes

Documentary archives should only be submitted in boxes if the Documentary Archive fills have a box of the following size: internal dimensions of 435 x 260 x 100 mm (17 x 10¼ x 4 inches). Full depth lids are required.

G. Ryder & Co. Ltd., Denbigh Road, Bletchley, Milton Keynes MK1 1DG.

Tel 01908 375524

Fax 01908 373658

sales@ryderbox.co.uk

www.ryderbox.co.uk

If the Documentary Archive is small, it must be submitted in archival quality folders or envelopes (non-gummed) measuring a maximum of 380 x 252 mm (15 x 10 inches).

Suppliers (see General Suppliers below):

Conservation Resources UK Ltd

Bags*Suppliers:*

Polybags Ltd, Lyon Way, Greenford, Middlesex, UB6 0AQ

Tel 0845 200 2828

Fax 020 8578 2247

sales@polybags.co.uk

www.polybags.co.uk

Labels 'Tyvek'®*Suppliers (see General Suppliers below):*

Preservation Equipment Ltd

Conservation Resources UK Ltd

Marking Equipment*Suppliers (see General Suppliers below):*

Preservation Equipment Ltd

Conservation Resources UK Ltd

Pens

From most large office suppliers and some conservation suppliers

For marking drafting film, negative and slide holders:

- Staedtler Pancolor 303
- Staedtler Lumocolour 313 black

For Tyvek labels

- Berol Autoseal Permanent Marker, fine tipped. 1.2mm, black

For objects and X-ray plates

- Rotring ink, black and white
- Windsor & Newton, black and white

For paperwork

- Sakura Pigma Micron 03 #1 Archival Ink

For cardboard boxes

- Berol 'Tough Point' black

- Shachihata Artline 70

For Stewart/Crystal Boxes and Bags

- Edding 400 fine tip black

Polyethylene Foam 'Plastazote'

Suppliers (see General Suppliers below):

Preservation Equipment Ltd

Conservation Resources UK Ltd

Negative, Print and X-Ray holders

Archival quality polypropylene sleeves with strip divisions, three ring holes, centres 107 mm apart, and overall dimensions no greater than 255 mm (from punched side to opposite edge) by 300 mm. The sleeve should have a white writing strip. The PrintFile range is recommended.

Suppliers:

Suppliers (see General Suppliers below):

Preservation Equipment Ltd

Slide wallets and hanging bars

Slides should be stored in archival quality polypropylene wallets taking 24 mounted 35 mm slides measuring 247 x 350mm, such that the opening in each slide pocket is at the top when the wallet is hung. The Secol range is recommended. **The exact number of hanging bars must also be provided (measuring 406mm).**

Suppliers:

Secol Ltd.

Howlett Way, Thetford, Norfolk, IP24 1HZ

Tel. 01842 752 341

Fax 01842 762 159

sales@secol.co.uk

www.secol.co.uk

Silica Gel

Suppliers (see General Suppliers below):

Preservation Equipment Ltd

Humidity Indicator Cards*Suppliers (see General Suppliers below):*

Preservation Equipment Ltd

Conservation Resources UK Ltd

Clear polythene 'Stewart' Boxes and Clear Polystyrene 'Crystal' Boxes*Supplier:*Stewart Plastics Ltd, Stewart House, Waddon Marsh Way, Purley Way, Croydon
Surrey, CR9 4HS

Tel 0208 603 5700

info@stewartcompany.co.ukwww.stewart-solutions.co.ukAcid free tissue*Suppliers (see General Suppliers below):*

Preservation Equipment Ltd

Conservation Resources UK Ltd

General Suppliers

Preservation Equipment Ltd, Vincennes Road, Diss, Norfolk, IP22 4HQ

Tel 01379 647400

Fax 01379 650582

info@preservationequipment.comwww.preservationequipment.com

Conservation Resources UK Ltd, 15 Blacklands Way, Abingdon, Oxfordshire, OX14 1DY

Tel 01235 553166

Fax 01235 534865

sales@conservation-resources.co.ukwww.conservation-resources.co.uk

Appendix 7: Useful Publications and Resources

- Updates and additions to the Standards and Guidance produced by the Institute for Archaeologists (www.archaeologists.net)
- Archaeological Archives Forum www.archaeologyuk.org/archives/
- Society for Museum Archaeologists www.socmusarch.org.uk
- Collections Link www.collectionslink.org.uk/subjects/archaeology
- Labelling and Marking Guidelines www.collectionslink.org.uk/discover/site-information/926-labelling-and-marking-museum-objects
- English Heritage Storage Grants www.english-heritage.org.uk/content/imported-docs/k-o/NHPCP-Guidance-For-Applicants.pdf

Association of County Archaeological Officers (CAAO)	1993	<i>Model Briefs and Specifications for Archaeological Assessments and Field Evaluations</i> (Bedford: CAAO)
Brown, DH	2007	<i>Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation</i> (Reading: Institute of Field Archaeologists on behalf of Archaeological Archives Forum)
Clark, R	1999	"The Roman Pottery" in Connor, A, and Buckley, RJ, 1999, 95-164
Clay, PN and Mellor, JE	1985	<i>Excavations in Bath Lane, Leicester</i> (Leicester: Leicestershire County Council Museums)
Clay, PN and Pollard, RJ	1994	<i>Iron Age and Roman Occupation in the West Bridge Area, Leicester. Excavations 1962-1971</i> (Leicester: Leicestershire County Council Museums)
Connor, A, and Buckley, RJ	1999	<i>Roman and Medieval Occupation in Causeway Lane, Leicester</i> (Leicester: Leicester University Monograph 5)
Cooper, NJ (ed)	2006	<i>The Archaeology of the East Midlands</i> (Leicester: Leicester University Monograph 13)
Elsdon, S M	1992	"The Iron Age Pottery", in Clay, P, 1992, "An Iron Age Farmstead at Grove Farm, Enderby, Leicestershire", <i>Trans Leics Archaeol Hist Soc</i> 66, 1-82 (38-52)
English Heritage (EH)	1991	<i>Management of Archaeological Projects</i> (London: English Heritage) [Note - this paper is often referred to as MAP2]
Fell, V, Mould, Q and White, R	2006	<i>Guidelines on the X-radiography of Archaeological Metalwork</i> (Swindon: English Heritage)
Ferguson, L M and	1997	<i>Archaeological documentary archives</i> (IFA Paper No 1;

- Murray, D M Reading: Institute of Field Archaeologists)
- Finn, N 2004 *The Origins of a Leicester Suburb* (Oxford: Hadrian Books, Brit Archaeol Rep Brit Ser 372)
- Handley, M 1999 *Microfilming archaeological archives* (IFA Paper No 2; Reading: Institute of Field Archaeologists)
- Hillelson, D 2000 "The Ownership of Archaeological Archives", *Museum Archaeologists News* 31, 8-9
- Hunter, J and Ralston, I (eds) 1999 *The Archaeology of Britain* (London: Routledge)
- Institute of Field Archaeologists (IFA) 1994a *Standard and Guidance for Archaeological Field Evaluations* (IFA)
- Institute of Field Archaeologists (IFA) 1994b *Standard and Guidance for Archaeological Watching Briefs* (IFA)
- Institute of Field Archaeologists (IFA) 1994c *Standard and Guidance for Archaeological Excavations* (IFA)
- Institute of Field Archaeologists (IFA) 1994d *Standard and Guidance for Archaeological Desk-based Assessments* (IFA)
- Institute of Field Archaeologists (IFA) 1996 *Standard and Guidance for Archaeological Investigation and Recording of Standing Buildings and Structures* (IFA)
- Institute of Field Archaeologists (IFA) 1997a *By-laws of the Institute of Field Archaeologists: Code of Conduct* (IFA)
- Institute of Field Archaeologists (IFA) 1997b *By-laws of the Institute of Field Archaeologists: Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* (IFA)
- Institute of Field Archaeologists (IFA) 1999 *By-laws, Standards and Policy Statements of the Institute of Field Archaeologists* (Reading: IFA)
- Knight, D 1998 *Guidelines for the Recording of Later Prehistoric Pottery from the East Midlands* (revised 1998; Nottingham: Trent and Peak Archaeological Trust)
- Leicestershire County Council Museums, Arts and Records Service (Leicestershire County Council Museums) 2000 *Guidelines and Procedures for Archaeological Work in Leicestershire and Rutland* (Glenfield: Leicestershire County Council Museums)
- Longworth, C, and Wood, B (eds) 2000 *Standards in Action. Working with Archaeology* (Cambridge: mda)
- Lucas, JN et al 1989 "An Excavation in the North-East Quarter of Leicester: Elbow Lane, 1977", *Trans Leics Archaeol Hist Soc* 63, 18-47
- Marsden, P 1998 "The Prehistoric Pottery," in Beamish, M, 1998, "A Middle

- Iron Age Site at Wanlip, Leicestershire”, *Trans Leics Archaeol Hist Soc* 72, 1-91 (44-62)
- Marsden, P 2000 "The prehistoric pottery", in Charles, BM, Parkinson, A, and Foreman, S, 2000, "A Bronze Age Ditch and Iron Age Settlement at Elms Farm, Humberstone, Leicester", *Trans Leics Archaeol Hist Soc* 74, 113-220 (170-186)
- Marsden, P 2004 "Roman Pottery", in Finn, N, 2004, 67-83
- Mays, S (compiled) 2005 *Guidance for the best practice for treatment of human remains excavated from Christian burial grounds in England* (London: English Heritage and The Church of England)
- Medieval Pottery Research Group (MPRG) 1998 *A Guide to the Classification of Medieval Ceramic Forms* (MPRG Occasional Paper 1; London: MPRG)
- Medieval Pottery Research Group (MPRG) 2001 *Minimum Standards for the Processing, Recording, Analysis and Publication of Post-Roman Ceramics* (MPRG Occasional Paper 2; London: MPRG)
- Mellor, JE and Pearce, T 1981 *The Austin Friars, Leicester* (London: Counc Brit Archaeol Res Rep 35)
- Museums Documentation Association (MDA) 1997 *MDA Archaeological Objects Thesaurus* (Cambridge: MDA)
- Museums and Galleries Commission (MGC) 1992 *Standards in the Museum Care of Archaeological Collections* (London: MGC)
- Prehistoric Ceramics Research Group 1992 *The Study of Later Prehistoric Pottery: Guidelines for Analysis and Publication.* (PCRG Occasional Paper 2)
- Royal Commission on the Historical Monuments of England (RCHME) 1998 *MIDAS - A Manual and Data Standard for Monument Inventories* (Swindon: RCHME)
- Society of Museum Archaeologists (SMA) 1993 *Selection, Retention and Dispersal of Archaeological Collections* (First edition; SMA, revised 1997)
- Society of Museum Archaeologists (SMA) 1995 *Towards an Accessible Archaeological Archive* (First edition; SMA)
- Study Group for Roman Pottery 1994 *Guidelines for the Archiving of Roman Pottery* (SGRP Guidelines Advisory Document 1, ed. M Darling)
- Tomber, R, and Dore, J 1998 *The National Roman Fabric Reference Collection* (MOLAS Monograph 2; London: Museum of London Archaeological Service)
- Walker, K 1990 *Guidelines for the preparation of excavation archives for long-term storage* (London: UKIC Archaeology Section)

- Watkinson, D 1987 First Aid For Finds (Second edition; London: Rescue/UKIC Archaeology Section)
- Watkinson, D,
and Neal, V 1998 First Aid For Finds (Third edition; London: Rescue/UKIC Archaeology Section, revised 2001)
- White, R 2003 "Conservation of Excavated Finds", in Catney, S, and Start, D (eds.) *Time and Tide. The Archaeology of the Witham Valley* (Heckington, Lincs: Witham Valley Archaeol Res Comm)

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