

**COLLECTIONS MANAGEMENT POLICIES:  
POLICY ON ACQUISITION AND DISPOSAL**

<b>POLICY:</b>	<b>Policy On Acquisition and Disposal</b>		
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# **1 INTRODUCTION**

## **1.1 Introduction**

The objectives of the Royal Institution of Cornwall (RIC) are as follows:

‘To encourage and promote the study and knowledge of literature, natural science, archaeology, history, ethnology, geography and the fine and applied arts with special reference to Cornwall, and to advance education in those fields by the provision and maintenance, for the benefit of the public, of a museum, art gallery and library, the publication of a Journal and other such methods as may, from time to time, be thought necessary.’

In order to fulfil these objectives the RIC recognises that the key aims of the Royal Cornwall Museum (RCM) and the Courtney Library and Archive (Library) must be to collect, safeguard and make accessible objects of particular relevance to Cornwall, which they will hold in trust for society.

## **1.2 Scope, extent and significance of existing collections**

The RIC sees the collections as forming the critical base for the advancement of the education of the public, acting not only as a resource for primary and secondary schools and for further and higher education and study, but also to foster a culture of life-long learning among the public in general.

The scope, extent and significance of the existing collections, are listed in Appendix A.

## **1.3 Policy context**

This document is one of a family of Collections Management Policy documents produced by the Royal Institution of Cornwall (RIC) which govern the management of its collections. Other policies within this family include: Policy on Care and Conservation, Policy on Access, Policy on Documentation, Policy on Loans, Policy on Exhibitions and this Policy on Acquisition and Disposal. The policies together serve as a code of conduct for the Institution and its staff and help ensure that best practice is followed in all areas of the Institution’s activities.

The Acquisition and Disposal Policy is the agreed framework into which all acquisitions to or disposals from the RIC’s collections must fit. Acquisitions and disposals outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the Board of Trustees of the RIC (after reference to the Acquisitions and Disposals Committee), having due regard to the interests of other museums.

## **1.4 Policy review**

This policy will be reviewed every five years; however, the policy may be reviewed and revised at any time by the Acquisitions and Disposals Committee of the RIC, subject to the approval of the Board of Trustees of the RIC. The Regional MLA will be notified of any revisions to the Acquisition and

Disposal Policy, and the implications of any such changes for the future of existing collections. The next review is due in May 2010.

## **2 ACQUISITION POLICY**

### **2.1 Aims and objectives**

#### **2.1.1 General**

In pursuit of its stated aims, the RIC will generally seek to maintain and strengthen collection areas in which it has a current specialisation or recognised interest, especially when objects or collection areas are under threat. The RIC may also expand some collection areas which are currently under-represented, in order to better fulfil the objectives of the RIC.

#### **2.1.2 Subject specific**

The multi-disciplinary nature of the RIC's collections militates against establishing a single set of criteria applicable to all collections areas. Therefore acquisition statements relating to specific collection areas are contained in Appendix B.

However, as an overall principle, acquisitions will concentrate on objects that have a strong association with Cornwall, where 'association' may be defined as follows:

- strong association - Items produced in the area, depicting the area or field collected from the area.
- moderate association - Items produced, collected or used by a person or organisation based in the area for a considerable time or linked to a notable local event, individual or institution. This would include a person or organisation no longer in the area, but who shared a common cultural heritage with it.
- weak association - Items whose only association with a geographical area, is that they were used there for a short period of time.

### **2.2 Restrictions on acquisitions**

#### **2.2.1 Resources**

The acquisition of all objects and specimens will be constrained by the availability of resources. Acceptance of material will depend on the RIC's ability to ensure the provision of adequate curation, storage, conservation, professional expertise and other factors essential to good collection acquisition, care and management.

The RIC 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 Accreditation Standard.

In appreciation of the limits of its resources, the RIC recognises that all collecting must be selective. In relevant fields of collecting the RIC will aim to

employ appropriate sampling strategies. For material collected by others, such as archaeological excavation units, the collector will be required to adopt and document recognised sampling strategies (Royal Institution of Cornwall, July 2000). Criteria for selecting among related significant items will include the long-term value and relevance, quality and in some cases the completeness of the item.

The Museum will not usually attempt to collect exhaustive series, even of local material, especially if this would involve collecting very large numbers of items. In exceptional circumstances, the Museum may acquire a collection of items whose integrity is essential to its meaning.

### **2.2.2 Other institutions**

The RIC will take account of the collecting policies of other Museums and organisations collecting in the same or related subject fields. It will consult these organisations where conflicts of interest may arise or to help define areas of specialism, thus avoiding unnecessary duplication, competition or waste of resources.

Specific reference is made to the museums and organisations listed in Appendix C.

### **2.2.3 Ethical considerations**

The RIC will in all instances aim to abide by the Museums Association's Code of Ethics<sup>(1)</sup>.

The RIC will exercise due diligence and make every effort not to acquire whether by purchase, gift, bequest or exchange any object or specimen unless the RIC or responsible officer is satisfied that valid title to the object or specimen in question can be obtained.

Special consideration will be given to the issue of spoliation of works of art during the Nazi, Holocaust and World War II period. Where appropriate and as far as is reasonably possible, care will be taken to establish the provenance of works of art for the years 1933-1945. Acquisitions will not be made if there is demonstrable or probable evidence of wrongful taking.

The RIC will always aim to avoid any risk of conflicts of interest during an acquisition. No person or organisation with any possibility of financial or personal gain from the acquisition will be involved in making the decision to acquire an item.

The RIC will not acquire items it believes to have a considerable monetary value without advising prospective donors or vendors to seek independent advice on its value. In the case of purchases of considerable value, the RIC will seek advice itself in order to ensure that value for money is achieved.

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<sup>1</sup> Museums Association: Code of Ethics for Museums 2008  
Royal Institution of Cornwall  
Collections Management Policies: Policy on Acquisition and Disposal

When additional external sources of funding must be found in order to purchase an item, and particularly when grant-aid is sought, the vendor will be warned at the time of the RIC registering an interest in the item of the time that this is likely to take.

The RIC will not acquire an item that is deemed to have been disposed of unethically by another museum, unless this is seen as the only way to keep the item in the public domain.

When acquiring items (particularly items of contemporary art) the RIC will aim to acquire any associated copyright at the time of acquisition. Care will be taken to adhere to current copyright legislation with particular reference to obtaining copyright permissions.

#### **2.2.4 Legislation**

In particular the RIC 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.)

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 in 2005.

So far as biological and geological material is concerned, the RIC 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.

The RIC will not acquire archaeological antiquities (including excavated ceramics) in any case where the RIC or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures. In England, Northern Ireland and Wales, the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure as defined by the Treasure Act 1996.

Any exceptions to the above clauses will only be because the RIC 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 RIC will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority.

As the museum holds or intends to acquire human remains, it will follow the procedures in the “Guidance for the Care of Human Remains in Museums” issued by DCMS in 2005.

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

A listing of national and international laws, regulations and guidelines to which due reference is made by the RIC in implementing its Acquisition and Disposal Policy is contained in Appendix D.

### **2.2.5 Conditional acquisitions**

The RIC will not normally acquire objects or specimens where restrictions by the depositor or legal owner would prevent effective curation, documentation, research, normal exhibition use, loan or disposal in accordance with the policies outlined in this document. The RIC will not normally accept specimens on condition that they be placed on permanent or long-term exhibition, or that they form a collection. However, when receiving grant-aid for a purchase, such as the Victoria & Albert Purchase Grant Fund, the RIC is bound by restrictions such bodies impose.

The RIC will, however, always be sensitive to the feelings of donors, for example in the case of oral history recordings of a personal nature.

The RIC recognises that it may acquire items that are culturally sensitive and have restrictions on the way that they can be used and kept. Reasonable restrictions will not preclude acquisition and the RIC will try to identify such restrictions and their implications prior to acquisition.

The RIC is not required to acquire unsolicited gifts or bequests. Any items arriving in this way will be considered by the Curator and, if unsuitable for acquisition, disposed of (See Disposal Policy below).

### **3 DISPOSAL POLICY**

By definition museums, libraries and archives have a long term purpose and hold collections in trust for society in relation to their stated objectives. The RIC therefore accepts the principle that sound reasons for disposal must be established before consideration is given to the disposal of any items in the RIC's collection.

#### **3.1 Disposal justification**

##### **3.1.1 Curatorial reasons**

When disposal is motivated by curatorial reasons the procedures outlined in 3.2 will be followed and the method of disposal may be by gift, sale, exchange or discard.

##### **3.1.2 Financial reasons**

In exceptional cases, the disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures relating to sale outlined in 3.2.1 and 3.2.2 will be followed. In cases where disposal is motivated by financial reasons, the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:

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

##### **3.1.3 Loss / decay / destruction**

Loss of material is rare. However, objects may disintegrate as a result of inherent instability, biological decay or in response to adverse environmental conditions. All material that has disintegrated will be subject to a conservation report. Full records will be maintained, and attempts will be made to rescue material for scientific or educational use, if appropriate.

The destruction of items will be seen as a last option and will only be used in extreme circumstances. Destruction is acceptable if material has decayed or become infested, is beyond conservation and presents a threat to other objects. In some cases, where infestation may threaten the safety of other objects or specimens, the object will be placed in quarantine until formal approval for disposal is received from the Acquisition & Disposal Committee of the RIC.

##### **3.1.4 Spoliation**

If an accessioned object is found to have been wrongfully taken during the Nazi, Holocaust and World War II period then advice will be taken from the DCMS Spoliation Advisory Panel and the National Museum Directors'

Conference Advisory Committee etc. Measures will be taken to provide restitution to the legal owner or otherwise settle any claim, under appropriate legal advice.

The RIC 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.

While these principles apply most pertinently to Nazi loot, they would apply equally to works of art, archaeological material and natural history or geological specimens wrongfully taken by others and under different circumstances.

### **3.1.5 Restitution / repatriation of objects and human remains**

The RIC will treat with respect and sensitivity all requests for the return of objects of cultural patrimony. Decisions will be based on all available evidence, ethical considerations, best current professional practice, legislative constraints and consideration of opportunities and options. In general, ethical considerations are likely to arise where the material is very recent or where a clear link with actual or cultural descendants can be established.

The RIC will seek, wherever possible, to return human remains where ethical considerations are seen to be of over-riding importance. The RIC, acting on the advice of the museum's professional staff, if any, may take a decision to return human remains (unless covered by the "Guidance for the Care of Human Remains in Museums" issued by DCMS in 2005), objects or specimens to a country or people of origin. The RIC will take such decisions on a case by case basis, within its legal position and taking into account all ethical implications and available guidance. This will mean that the general procedures described in 3.2.1 will be followed, but those relating specifically to sale, exchange or discard are not appropriate.

The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the "Guidance for the care of human remains in museums" issued by DCMS in 2005.

## **3.2 Disposal procedures**

### **3.2.1 General**

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

Whether the disposal is motivated either by curatorial or financial reasons, the decision to dispose of material from the collections will be taken by the RIC only after full consideration of the reasons for disposal. Other factors including the public benefit and the implications for the museum's collections

and collections held by museums and other organisations collecting the same material or in related fields will be considered. External expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.

The Governing body will ensure that the disposal process is carried out openly and with transparency.

When disposal of an object is being considered, the RIC will confirm that it is legally free to dispose of the item and agreements on disposal made with donors will be taken into account. Any decision to dispose of material from the collection will be taken only after due consideration.

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

Education and handling collections can benefit from the inclusion of objects or specimens de-accessioned from collections. Consideration will be given to such use of de-accessioned items, but objects will not be de-accessioned in order to enable them to be transferred to an education or handling collection.

Trustees of the RIC, employees and members of their families or close associates, will not be permitted to acquire, by purchase or otherwise, objects that have been de-accessioned from the RIC's collections.

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 Procedures on de-accession and disposal.

### **3.2.2 Disposal by gift or sale**

Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed. It will therefore be offered in the first instance, by gift, exchange or sale, directly to other Accredited Museums likely to be interested in its acquisition, subject to the requirements of the Charity Commission.

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 in other specialist journals where appropriate.

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

Any monies received from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage, or deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from MLA.

The proceeds of a sale will be ring-fenced so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard.

### **3.2.3 Disposal by exchange**

The nature of disposal by exchange means that the museum will not necessarily be in a position to exchange material with another Accredited museum. The RIC will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.

In cases where the RIC wishes, for sound curatorial reasons, to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the general procedures under 3.2.1 will be followed.

If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.

If the exchange is proposed with a non-accredited museum, with another type of organisation or with an individual, the RIC will make an announcement in the Museums Journal, and in other specialist journals where appropriate.

Both the notification and the announcement must provide information on the number and nature of the specimens or objects involved, both in the museum's collection and those intended to be acquired in exchange. A period of at least 2 months must be allowed for comments to be received. At the end of this period, the RIC must consider the comments before a final decision on the exchange is made.

### **3.2.4 Disposal by discard**

When items are to be disposed of by discard, this will be undertaken with due reference to the RIC's duty of care under current waste management

legislation. Care will be taken to ensure that such discard is not traceable back to the RIC, in order to avoid damage to the reputation of the RIC.

#### **4 ACKNOWLEDGEMENT**

The acquisition and disposal policies of the museums / institutions listed in Appendix E were consulted and used during the formulation of this policy.

## **APPENDIX A: SCOPE, EXTENT & SIGNIFICANCE OF EXISTING COLLECTIONS**

The collections under the ownership of the RIC are held within the Courtney Library & Archive and The Royal Cornwall Museum.

### **5 LIBRARY**

The Courtney Library holds a wide range of materials in various media and is estimated to total 130,000 items (minimum).

#### **5.1 Printed Books and Periodicals**

The printed books and periodicals within the Library's collections comprise approx. 40,000 items.

About 25% of the collection consists of printed volumes relating to Cornwall. A small component relates to Devon and more generally to the South West of England.

The remaining 75% of the collection consists of non-local books and periodicals which are a reference source for the RIC's museum curators, researchers and for answering enquires from the general public.

#### **5.2 Ephemera**

The Library has long-standing collections of ephemera such as posters, hand-bills, programmes, orders of service, visiting cards, bus and train timetables, telephone directories, sheet music, postal history, prize schedules and other printed-paper materials. These 'non-book items' form an important component of the Library's holdings and number approx. 5,000 items in total. These items, mainly with a Cornish emphasis, have been acquired from very many sources. Sometimes just a single, but significant, item is added to the collection.

#### **5.3 Photographic / Image**

The photographic collection consisting over 50,000 images from 1845 to date, comprising glass plate negatives, prints, film negatives and a number of albums. It is an important visual and historical record used by researchers as well as preserving and illustrating the history of Cornwall. The collection contains a limited number of photographs of places outside Cornwall that have been received as part of donations of material relating to individuals or the work of a specific photographer.

Some of the collection is important to the history of photography including the Harding material. Others such as the Burrows underground photographs are significant in the development of the use of artificial light to take photographs as well as a historical record of the working conditions underground at the end of the Victorian era. The Major Gill material includes early cine film and colour transparencies.

## **6 ARCHIVE**

The Courtney Library holds a large number of archive collections as well as other documents which were mainly acquired prior to 1951 when the Cornwall Record Office was established. Prior to that date the RIC was approved by the Master of the Rolls as the official repository for documents in Cornwall.

The collections - which relate in the main to Cornwall - were acquired by both gift and purchase and consist of approximately 35,000 items in total. Approximately 85% of items are estate documents of which a significant proportion are medieval.

The collections of archives acquired by the historian Charles Henderson of Truro (1900-1933) and bequeathed to the RIC in 1933 form the major part of our holdings. Henderson was an academic whose particular passion from an early age was researching the history of Cornwall. Among the archives of Cornish families are documents of the Mohun family of Boconnoc and Luny in St Michael Carhayes. Most of the 660 documents which form this collection dating from 1288-1819\* are estate documents. These concern various parishes including Lanivet and documents of related families such as the Crossman family; also documents relating to electoral affairs including the borough of Tregony as well as mining papers of the stannaries of Tywarnhayle and Blackmore in mid-Cornwall.

## **7 MUSEUM**

### **7.1 Archaeology**

#### **7.1.1 Cornish**

The RCM is the main repository for archaeology in Cornwall and the distinctive collections contain material from prehistoric to post-medieval periods. The Bronze Age material is the highlight of the collection and consists of the William Borlase Collection, pottery and metalwork, including three exceptionally fine gold collars or lunulae. There are especially good concentrations of Neolithic flint and stone tools and Iron Age and Romano-British pottery. Certain periods are under-represented, such as the early medieval period, but overall the quality and range of the collections is high. The collections include both chance finds and excavated material from a variety of bodies. Among the many sites of special significance are Carn Brae (Neolithic), Trethellan (Middle Bronze Age), Harlyn Bay (Iron Age) and Nanstallon (Roman).

The RCM is currently the only Cornish approved repository for finds from English Heritage-sponsored excavations for which it obtains a one-off retrospective grant from English Heritage for each group of material accepted. Approval signals that the Museum curates the collection to nationally recognised standards for archaeological curation.

### **7.1.2 Non-Cornish**

The collections include mainly prehistoric artefacts from other parts of Britain and Europe. Some items are in store and others are on display. Notable are the Ropley gold armilla from Winchester and the Westminster bronze sword, both dating to the Late Bronze Age.

The Museum also possesses significant collections of Egyptian, Greek continental Roman and Byzantine artefacts. The collection houses the 25th Dynasty mummy, Ast Tayef Nakht, a Priest from the Temple of Al Karnack. Some highlights of the collection are red-figure ware from Apulia in Italy when it was a Greek colony, Roman glass vessels from Tiberias in Palestine and Coptic textiles. These collections fall conventionally within the archaeological category. Other artefacts from Asia and the Far East that date from early periods, such as the Neolithic stone tools from India, are for convenience included with later material with the World Cultures and Applied Art collections.

### **7.1.3 Numismatics**

The Museum possesses a reasonable collection of ancient coins. Several Roman coin hoards are represented. A 14th to 15th century of Spanish gold coins from Praa Sands is likely to have come from Le Kateryn Van Arnude, that sank in Mounts Bay in 1478. The collection is lacking in Civil War coins minted in Truro.

The collection has a good representative collection of Cornish tokens. However, there are rare types, mainly of 1660s period, which are not represented and the collection is poor in trade tokens of the late 19th or 20th centuries.

The RIC's holdings of British tokens derive from the Henderson collection, and are good but not comprehensive.

## **7.2 World Cultures**

The Museum's collections of World Culture material are very much the result of Cornishmen collecting while abroad and reflect their travels, interests and connoisseurship. The potential of the collection has been severely curtailed by the sale of the majority of the collection to the British Museum, London in 1986. Reconciliation of documentation between both Museums is required before the nature and importance of the remaining collection at the Royal Institution of Cornwall can be truly assessed. It is clear, however, that none of the current holdings are now sufficiently comprehensive to illustrate adequately the nature or history of the cultures represented. Yet many of the items are intrinsically interesting and/or are useful for comparative purposes in displays and publications.

The collection comprises some 1600 objects and consists of a wide variety of object types and materials from many cultures and countries. Weaponry represents a large proportion of the collection. There are also many everyday household objects and tools as well as sacred statuary and carvings. The

types of construction materials are also very varied from the more stable stone and ceramic to fragile and vulnerable organic materials.

The main continents represented are Africa, America, Asia, the Pacific and Melanesia and Polynesia. Some of the artefacts come under the heading of archaeology. Others, American ceramics, Oriental ceramics, Navaho silver and costume fall more in to the Applied Art category. The Maori hei-tiki and the taiaha (wooden staff) from New Zealand, the 12th century clay votive tablets and Buddhist figures from Burma are some of the objects of special note.

### **7.3 Social History**

This collection comprises a wide range of objects which goes some way to illustrating the Cornish way of life, from trade and industry to social and domestic. Highlights of the collection include transport items such as the Trewinnard coach and the Tangye Bicycle, the medical chest of the explorer Richard Lander, a sizeable Cornish bottle collection and a discreet but notable toy collection. Other sizable elements of the collection include a model collection (industrial and maritime), an assortment of photographic equipment and a small selection of scientific equipment used for teaching scientific principles collected from the period when the RIC held scientific lectures.

Audit, consolidation and reconciliation work (2005/6) will identify gaps in the existing social history collection, which can then be fed into a strategy for social history collecting.

### **7.4 Art**

#### **7.4.1 Fine Art**

The collection comprises over 2000 items, comprising paintings in oils and watercolours, drawings, prints and sculptures.

Highlights of the collection include work by Cornish artists and artists living in Cornwall, particularly the Newlyn and St Ives Schools. Important works in these areas are several works by Henry Scott Tuke and also by Harold Harvey; large works by Stanhope Forbes, Elizabeth Forbes, Julius Olsson, Norman Garstin, Annie Walke, Charles Napier Hemy and Sherwood Hunter; fair but by no means comprehensive representation of other artists in these schools. There is a lack of significant 20th century and contemporary artists and particularly those working in sculpture and relief. Earlier Cornish painting is represented by several works by John Opie.

Outside local works there are paintings by internationally significant artists such as William Hogarth, John Constable, Sir Peter Lely, Lord Leighton, Edward Burne-Jones, Sir Godfrey Kneller and Cranach. There is also a small but significant group of early Italian paintings.

Further highlights are contained within the Master drawings many of which were given by Alfred de Pass and include works by George Romney, John

Constable, William Hogarth, John Sell Cotman, Thomas Gainsborough, Samuel Prout, JMW Turner, Van Dyck, Sargent, Rossetti, Rubens, Correggio, Guardi, Tiepolo, Il Guercino, Rowlandson and Augustus John. There are many topographical drawings and watercolours of local interest and by local artists including Newlyn School artists.

There are several hundred prints in the collection covering a wide variety of subjects from local scenes to classical and genre subjects. There is a lack of more recent local work, short edition fine art prints, or works by Cornish artists dedicated to the various print media. There are also around 60 miniatures and silhouettes including work by Truro-born miniaturist Henry Bone and his son.

There are around 80 items on loan to the Fine Art collection (2005).

#### **7.4.2 Applied / Decorative Art**

The collection divides into Ceramics, Metalwork, Textiles, Glass, Furniture and Woodwork.

Highlights include a large and wide ranging collection of around 2500 ceramics from Britain and Europe which consists of examples from most of the principal factories in England; studio pottery from Bernard Leach and his followers and local domestic Lake's pottery. There is a lack of work from 20th century Cornish potteries and contemporary artists working in ceramics.

In other areas there is a nationally significant collection of decorative Shibayama work from Japan; some good examples of Newlyn copper; a good collection of English pewter and a few significant pieces of local silver. There is range of jewellery and bijouterie. There is a lack of pieces of local significance within the decorative art collection, in particular the Newlyn copper is still rather limited and there is only one piece of Newlyn enamel jewellery. There is a lack of work from 20th century and contemporary makers across the disciplines.

Textiles include an important archive collection of Crysede fabrics and ephemera and a range of clothing made or worn in Cornwall covering mainly the 18th to 20th centuries. There are a few early 16th century pieces. There is a lack of items by contemporary Cornish makers.

### **7.5 Geology**

The Geological Collection comprises mineralogical, palaeontological and petrological material totalling ~14,500 items. Of these the mineralogical collection is both the greatest in extent and significance.

#### **7.5.1 Mineralogy**

The mineralogy collection contains ~13,500 items. Considered in its entirety it is widely recognised as one of best collections of Cornish and SW England mineralogy in the UK and is internationally significant. No type material is contained within the collection; however about 100 specimens are figured or cited in key mineralogical publications (Rashleigh, P. 1797, 1802 Specimens

of British Minerals Selected from the cabinet of Philip Rashleigh; Sowerby, J. 1804 – 1817 British Mineralogy: or Coloured figures intended to elucidate the Mineralogy of Great Britain. 5 vols.; Embrey, P.J. & Symes, R. F. 1987 Mineral of Cornwall and Devon) and are of great historic value.

The key constituent collection is the Rashleigh Collection. This 18th century mineral collection is arguably the most important individual collection held by the RIC and is internationally significant. Ninety percent of the original collection is held by the RIC (the remainder resides at the NHM, London), and was acquired in 1903. It is supported by early manuscript catalogues and publications and a substantial quantity of historic documentation, held in the Courtney Library. It comprises ~3,000 specimens, a significant proportion of which are Cornish in origin. The collection formed by Mr James Wicket, acquired by the RIC in 1922 is another large collection (~2,500 items), substantially Cornish in origin and additionally rich in world cassiterite specimens. Material from the Williams of Scorrier and Caerhays Collection (acquired 1893), a collection of calcites from Wheal Wrey (acquired 1930) and donations from Richard Barstow (acquired over the period 1970 ~ 1982) are also valuable portions of the collection.

### **7.5.2 Petrology**

The Petrology Collection contains ~500 items. The majority of the specimens are Cornish and are of local or regional significance. Cornish building stones are well represented in the collection, along with a small number of comparative building stones from around the world. The remaining material represents incomplete coverage of lithologies and localities within Cornwall, and the UK.

### **7.5.3 Palaeontology**

The Palaeontology Collection contains ~2,000 items. It comprises vertebrate and invertebrate fossil material of varied stratigraphic age, geographical distribution and quality. Parts of the collection are of local and regional significance, illustrating the geology of Cornwall and the South West of England.

## **7.6 Biology**

### **7.6.1 Botany**

The Botanical Collection comprises a number of diverse herbaria totalling roughly 15,000 items representing both vascular and non-vascular plants. The collection also contains a small number of specimens of seeds, wood, and materials illustrating the production of rubber.

#### **Herbaria**

Herbaria formed by several well-known and nationally respected botanists reside in the collection of the RIC. One of the key constituent collections is that compiled by F Hamilton Davey. This 3,500 sheet herbarium supports *Davey, F. H. 1910 Flora of Cornwall* which was the first published flora of Cornwall (a copy of which resides in the Courtney Library). The Davey Herbarium is nationally significant. Additional herbaria including those compiled by R V Tellam (British flora), F Rilstone (Cornish lower plants

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(mosses; liverworts and fungi etc.)) and R W Smitham, (Cornish mosses) are regionally important and (along with the Davey Herbarium) are likely to contain voucher specimens for records held at the *Environmental Record Centre for Cornwall and the Isles of Scilly* (ERCCIS) and therefore represent a key reference and research resource. One large Herbarium roughly 28 volumes (roughly 1,500 sheets or 'items') comprises plant material from the Assam region of India collected in the 1830's.

### **7.6.2 Zoology**

The Zoological Collection comprises invertebrate and vertebrate material totalling roughly 40,000 items. The invertebrates are represented by entomological material and mollusca and the vertebrates by collections of taxidermy, study skins, skeletal material and birds' eggs.

#### **Invertebrate**

The entomological collection contains roughly 20,000 items which may be grouped according to order into: Lepidoptera (butterflies & moths); Coleoptera (beetles); Diptera (flies) and Hemiptera (true bugs). The key constituent collections are the Bannister Collection (coleoptera) and the Rollason Collection (lepidoptera). Both collections are largely Cornish in origin, extremely well documented and are regionally significant. These two collections are likely to contain voucher specimens for records held at ERCCIS and therefore represent a key reference and research resource.

The mollusca collection contains roughly 22,500 items. It comprises British and World marine, freshwater and terrestrial mollusc shells. A key component collection is the J H James Collection (acquired in 1909) which is supported by detailed, original catalogues. It comprises 3,500 species of British and World marine, freshwater and terrestrial mollusca. Abundant Cornish material is present within the collection, which is again likely to contain voucher specimens for species records within the county held at ERCCIS.

#### **Vertebrate**

The taxidermy collection contains ~550 items and is dominated by bird species that are common residents or migrants to Cornwall and the UK. No individual collections exist, although many of the older (early 20th century) specimens are the work of well respected taxidermists (e.g. Rowland Ward) and represent fine, historic examples of their kind. The collection forms a sound reference collection for the bird life of Cornwall and is well suited for display purposes. The remaining taxidermy specimens comprise small / medium sized British mammals and exotic bird species.

The collection of study skins and skeletal material amounts to ~300 items and have limited value and significance.

The collection of bird eggs comprises ~3,000 items which date mainly from the early 20th century. The majority are British in origin, although exotic bird species are represented. The collection may have reference and research value.

## 7.7 Education Handling Collection

The education service of the RCM seeks to make the collections more accessible to visitors. One of the ways it does this is through the handling of artefacts. The education handling collection has been created in collaboration with the curators. It may be divided into two components. The teaching collection is used in supervised handling sessions with schools both on site and as part of an outreach programme. The loans collection is available for teachers to use independently for handling in the classroom. On occasion the Outreach Officer may also use this collection for supervised handling sessions.

### 7.7.1 The Teaching Collection

This collection has been created specifically to support national curriculum linked workshops for primary schools visiting the RCM. The majority of the teaching collection currently derives from items from the RCM core collections. However, where there are gaps (e.g. WW2) some artefacts have been bought or borrowed specifically for this purpose. Significant lenders include Wheal Martyn China Clay Museum, Helston Folk Museum and local collector, David Griffiths. On occasion the curators lend accessioned material for special or one off workshops. Education staff are trained in correct handling procedures by curators and are committed to communicating this to students. The teaching collection also contains a small number of replica items.

The teaching collection covers the following areas:

#### **Archaeology**

- Egyptology (20 items)
- Ancient Greek pots (10 items)
- Bronze Age (10 items)
- Roman (40 items)
- Iron Age/Romano British (5 items)

#### **Social History**

- Tudor domestic (10 items)
- Toys (20 items)
- Victorian domestic (40 items)
- Victorian industrial (20 items)
- WW2 domestic (30 items)

#### **Decorative Art**

- Silver (3 items)
- Ceramics (14 items)
- The X Chair

#### **Textiles**

- Crysede (10 items)
- WW2 uniforms (5 items)

#### **Fine Art**

- Old Master Drawings (15 items)
- Tudor paintings (3 items)

#### **Geology**

- Palaeontology (fossils) (40 items)
- Petrology and Mineralogy (rocks & minerals) (80 items)

**Zoology**

- Entomology (butterflies, moths etc.) (100 items)
- Taxidermy: collection of confiscated items (10 items)

**7.7.2 The Loans Collection**

The RCM is committed to the creation of extended learning packages and regards the loans collection as a key component to this concept. The loans collection has been created to support the teaching collection. Teachers are encouraged to book a 'loan collection box' to follow up a workshop at the RCM. For those schools who are unable to visit the RCM for financial reasons the loans box can be used as a stand-alone resource. The loans collection is managed and used by the Outreach officer to deliver lessons off site. As with the teaching collection, the loans collection currently derives from the RCM's collections. Where gaps have existed artefacts have been purchased. All loan boxes are accompanied by "How to Handle" instructions and are packed to ensure maximum protection during transit and use.

The loans collection covers the following areas:

**Archaeology**

- Egyptology (10 items)
- Ancient Greece (10 items)
- Romans (10 items)
- Bronze Age/Iron Age (15 items)

**Social History**

- Victorian domestic (50 items)
- Toys (25 items)
- Tudor (10 items)
- WW2 (8 items)
- WW1 (80 items)

**World Cultures**

- Africa (10 items)

**7.7.3 'Lifelong Learning' Teaching Collections**

Currently no formal teaching / handling collections exist for use in non-schools based teaching activities.

## **APPENDIX B: SUBJECT SPECIFIC COLLECTIONS DEVELOPMENT**

### **8 LIBRARY**

#### **8.1 Books / periodicals / journals**

The Library will endeavour to continue to acquire selected items – including publications of high quality – that are considered to have both present and future value for a wide range of users bearing in mind the special nature of the aims of The Royal Institution of Cornwall. There will be no attempt to try and acquire every item that is published in or about the County.

#### **8.2 Ephemera**

The future development of the Ephemera Collection is currently the subject of a collections mapping and consultation project designed to help establish a wider ‘Cornish Collecting Strategy’ into which social history collecting by the RIC will fit. See section 3.3 Social History.

#### **8.3 Photographic / Image**

The RIC will acquire images of direct relevance to Cornwall and its People. This will include photographs associated with objects collected by the RIC.

The RIC will acquire images that serve as contemporary records of the Cornish landscape, its buildings, activities (including farming, fishing, industry, maritime and craft aspects), people, customs and lifestyles. Particular attention will be given to the theme of change and recording of places, items, events or practices to be destroyed or discontinued including the records of archaeological excavations in Cornwall.

The RIC will also acquire images in order to record the RIC and the RCM in all its functions, buildings, collections, activities, developments, staff, friends and visitors.

### **9 ARCHIVE**

Items will only be accepted if they (a) relate to Cornwall (b) are complementary to existing holdings (c) relate to items in the Museum, Art Gallery or Schools Education Service. Currently the Library does not actively pursue the acquisition of archives on a large scale.

## **10 MUSEUM**

### **10.1 Archaeology**

#### **10.1.1 Cornish**

The RIC will seek to acquire material of archaeological significance with a Cornish provenance and collecting will cover all periods of human activity. The RIC will aim, where possible, to have some material from every Parish for the benefit of local people.

Acquisition of all archaeological collections is governed by a comprehensive document, the Recommendations for the Transfer of Archaeological Archives to the Royal Cornwall Museum Royal Institution of Cornwall (July 2000), which is currently being revised.

The RIC collects complete archaeological archives (finds and records) from the approx. 17 Archaeological contractors who carry out archaeological work in Cornwall as listed by the Historic Environment Service.

Due to the acidic nature of the soil, which erodes organic materials and metals, special consideration will be given to this type of material. In particular, where the finds come from an area of non acidic soil and form the only representative sample of the material (e.g. animal bone) in Cornwall, they should, if appropriate, be collected and stored in entirety.

The RIC will actively collect by encouraging owners of chance finds and owners who make contact through the Portable Antiquities Scheme to donate them to the RIC, particularly where they fill gaps in the collection or enrich the strengths in the collection.

There will be a presumption against buying such items from a finder. Where an item is already on sale to the public, will be offered at auction or offered to the RIC directly as a result of a Coroner's judgement, purchase may be allowed.

#### **10.1.2 Non-Cornish**

Non-Cornish material will only be acquired when it is of direct comparative interest to the RIC's existing collections, or if its collection illustrates some aspect of Cornwall.

#### **10.1.3 Archaeology (Human Remains)**

The amount of human remains held is small due to lack of preservation in Cornwall. The RCM does not seek to acquire human remains except where they form an integral part of an excavation archive. Their acquisition and care will be governed by the legal requirements and Statute 6.7 in the International Council of Museums Code of Professional Ethics:

*Research on such objects and their housing and care will be accomplished in a manner acceptable not only to fellow professionals but to those of various*

*beliefs, including in particular members of the community, ethnic or religious groups concerned. Although it is occasionally necessary to use human remains and other sensitive material in interpretative exhibits, this will be done with tact and with respect for the feelings for human dignity held by all peoples.*

#### **10.1.4 Numismatics**

The RIC will seek to acquire coins of archaeological and historical significance with a Cornish provenance and, in particular, hoards. The collection is lacking in Civil War coins minted in Truro and these will be actively collected.

The RIC will seek to acquire tokens of archaeological and historical significance with a Cornish provenance.

The RIC will actively collect rare types of Cornish tokens that are not represented; trade tokens of the 17<sup>th</sup>, 19<sup>th</sup> or 20<sup>th</sup> centuries.

Non-Cornish material will only be acquired when it is of direct comparative interest to the RIC's existing collections, or if its collection illustrates some aspect of Cornwall.

### **10.2 World Cultures**

There will be a general presumption against adding to the World Cultures collections, unless the material is important in illustrating the activities of a Cornish donor or enhances nature and interpretation of the current collection.

### **10.3 Social History**

The future development of the Social History Collection is currently the subject of a collections mapping and consultation project designed to help establish a wider 'Cornish Collecting Strategy' into which social history collecting by the RIC will fit.

The RIC will seek to acquire Social History items, both historical and contemporary in nature, with particular historical significance and relevance to Cornwall. A programme of active collecting will be initiated only when a county-wide Collections Mapping and consultation exercise has been completed. An internal (RCM) social history collection audit is also underway. These initiatives will help establish a wider 'Cornish Collecting Strategy' into which the RIC's social history collecting policy can fit.

### **10.4 Art**

#### **10.4.1 Fine Art**

The RIC will seek to acquire fine art of artistic and historical significance particularly relevant to Cornwall.

The RIC will actively collect works by artists associated with the Newlyn School of painting and the St Ives School, particularly those not currently represented in the collections. Work by sculptors from the St Ives School is

not represented and will be a high priority. It is necessary to collect works by artists born or working in Cornwall, or of Cornish subject matter from all periods but with a focus on the 20th century up to present day which is under represented. Acquisition will continue of works by John Opie and Henry Bone, his son and grandson as important local 18th century artists.

In rare cases it may be appropriate to collect an item relating to one of the existing non-Cornish works, for example a sketch for a painting already in the collection.

The RIC will also collect work by artists who have exhibited at the Royal Cornwall Museum, as deemed appropriate by the Acquisition & Disposal Committee.

#### **10.4.2 Applied / Decorative Art**

The RIC will seek to acquire decorative and applied art of artistic and/or historical significance particularly relevant to Cornwall.

The RIC will actively collect, across the decorative arts, work produced in Cornwall or about Cornwall. Priority will be given to several areas: acquiring under represented work across the disciplines by Cornish makers especially glass, ceramics, textiles, jewellery and furniture and particularly focused on the 20th century up to the present day; acquiring decorative arts associated with the Newlyn School, especially further examples of Newlyn enamel jewellery and a wider range of shapes and makers from Newlyn and other local copper production.

The RIC will continue to acquire clothing made or worn in Cornwall from all periods up to the present day but will not collect items that are already well represented in the collection.

Due to the wide ranging nature of the collection of British ceramics it may be advisable to engage in limited collecting of these ceramics in order to fill small gaps in the collection. For the same reason it is important that we continue appropriate collecting in order to tell the story of ceramics in Cornwall and beyond, post-Bernard Leach.

The RIC will also collect work by artists/makers who have exhibited at the Royal Cornwall Museum, as deemed appropriate by the Curator.

### **10.5 Geology**

#### **10.5.1 Mineralogy**

The Mineralogical Collection ranks as one of the finest concentrations of Cornish and Devon mineral specimens in any museum in the world, largely (though not entirely) due to its historic component. It is however, not comprehensive in coverage and has suffered in recent years through a marked absence of appropriate acquisitions. It is vital that the collection remains abreast of new occurrences and other developments in SW mineralogy. Notable species absences include: Churchite, Fluellite,

Rabdophane (sole specimen held is of un-reliable provenance) and Russellite (from Castle an Dinas).

The RIC should seek to acquire high quality, well provenanced Cornish and South West mineral specimens to address shortfalls in the current coverage of the collection and maintain its relevance and standing. Occasionally, the acquisition of material originating outside Cornwall or the South West may be justifiable for comparative purposes.

### **10.5.2 Petrology and Palaeontology**

The RIC will seek to acquire well provenanced petrological and palaeontological material from Cornwall and the South – West region. This will facilitate the development of systematic, representative collections of Cornish petrology and palaeontology for use as regional reference collections and sources for display material. This requirement is underlined by the recent demise of the two geological museums within the county (the Cornwall Geological Museum and The Camborne School of Mines Geological Museum (de-registered in 2003 and 2004 respectively), which until recently addressed the geology of Cornwall in their collections and displays.

## **10.6 Biology**

### **10.6.1 Botany**

Herbaria

The RIC should aim to act as the regional repository for botanical voucher specimens of key species recorded in the county, and should raise its standards of collections care to facilitate this. Well provenanced and documented individual specimens or collections should be acquired in this context. This would enhance the use of the collection as a regional reference and research resource.

### **10.6.2 Zoology**

Invertebrate

The RIC should aim to act as the regional repository for invertebrate (particularly entomological and mollusca) voucher specimens of key species recorded in the county and should raise its standards of collections care to facilitate this. Well provenanced and documented individual specimens or collections should be acquired in this context. This would enhance the use of the collection as a regional reference and research resource.

The storage and health and safety requirements of fluid preserved zoological material, precludes the RIC from acquiring such material except in very exceptional circumstances.

Vertebrate

The RIC will acquire taxidermy specimens and skeletal material representing species recorded within the UK, and SW in particular, to complement or replace existing specimens. This will facilitate the continuing use of the collection as a display, educational and reference resource. “Exotic” species

(not considered to be occasional migrants) will not be collected except in exceptional circumstances.

The RIC will not seek to expand its holdings of study skins or birds eggs other than in exceptional circumstances.

## **10.7 Education / Handling Collection**

Work is ongoing to gradually repatriate accessioned objects currently used in the teaching and loans collections to their 'parent collections' within the Museum. The acquisition of appropriate 'replacement' items for the teaching and loans collections will pace this repatriation. Whilst great care is taken to safeguard objects in the education handling collections during use, there will be occasions when items may need to be repaired or replaced. The Education Service will seek the advice of curatorial staff in such instances, and acquire objects as replacements where necessary.

### **10.7.1 The Teaching Collection**

The Education Service does not seek to create handling collections that do not support the main RCM collections. The teaching collection is closely linked to the National Curriculum and the QCA schemes of work with an emphasis on local history where possible. Therefore, the Education Department will seek to acquire good quality artefacts that complement these teaching areas where there is a current shortfall in the collection. Examples of under resourced collection areas are WW1, WW2, Victorian domestic, and Tudor. New acquisitions will be assessed in accordance with health and safety guidelines and made safe if necessary. Our policy is not to acquire replica artefacts where possible.

### **10.7.2 The Loans Collection**

The acquisition, by purchase, of additional handling material for the loans collection will be ongoing as the RCM develops its extended learning packages in line with the SW Hub Education Provision Development Plan (2004-8).

### **10.7.3 'Lifelong Learning' Teaching Collections**

Teaching / handling collections need to be developed for use in non-schools based teaching activities. A plan outlining the development, management and use of these collections will be drawn up jointly by the curatorial and education staff.

## **APPENDIX C: REFERENCE MUSEUMS / INSTITUTIONS**

### **11 LIBRARY**

#### **11.1 Books / periodicals / journals**

The Cornish Studies Library  
The Cornwall Centre, Redruth  
The Morrab Library, Penzance

#### **11.2 Ephemera**

As social History

#### **11.3 Photographic / Image**

Cornish Studies Library  
The Cornwall Centre, Redruth  
The Cornwall Record Office, Truro  
Morrab Library, Penzance  
Penlee House Gallery and Museum, Penzance

### **12 ARCHIVE**

The Cornwall Record Office  
The St Ives Archive Centre

### **13 MUSEUM**

#### **13.1 Archaeology**

(Archaeology and Numismatics)  
British Museum  
Duchy of Cornwall  
English Heritage  
Isles of Scilly Museum  
National Trust  
Penlee House Gallery and Museum, Penzance  
Plymouth City Museum and Art Gallery

#### **13.2 World Cultures**

N/A

#### **13.3 Social History**

Antony House, Torpoint, Cornwall  
Barbara Hepworth Museum, St Ives, Cornwall  
Bodmin Town Museum, Bodmin, Cornwall  
Bude Stratton Museum Bude, Cornwall  
Callington Museum, Callington, Cornwall  
China Clay Museum, Wheal Martyn St Austell, Cornwall

National Maritime Museum, Falmouth, Cornwall  
Cotehele House, Saltash, Cornwall  
Cotehele Mill Saltash, Cornwall  
Duke of Cornwall's Light Infantry Regimental Museum, Bodmin, Cornwall  
Falmouth Art Gallery, Falmouth, Cornwall  
Geevor Tin Mine, Penzance, Cornwall  
Helston Folk Museum, Helston, Cornwall  
Lanhydrock House, Bodmin, Cornwall  
Lawrence House Museum, Launceston, Cornwall  
Liskeard and District Museum, Liskeard, Cornwall  
Lostwithiel Museum, Lostwithiel, Cornwall  
Mount Edgcumbe House & Country Park, Torpoint, Cornwall  
Museum of Submarine Telegraphy, Penzance, Cornwall  
National Lighthouse Centre, The, Penzance, Cornwall  
Old Guildhall Museum, The, East Looe, Cornwall  
Old Post Office, Tintagel, Tintagel, Cornwall  
Padstow Museum, Padstow, Cornwall  
Penlee House Art Gallery & Museum, Penzance, Cornwall  
Perranzabuloe Folk Museum, Perranporth, Cornwall  
Royal Cornwall Museum, Truro, Cornwall  
Saltash Heritage, Saltash, Cornwall  
St Agnes Museum, St Agnes, Cornwall  
St Michael's Mount, Penzance, Cornwall  
Tate St Ives, St Ives, Cornwall  
Trerice Manor, Newquay, Cornwall

## **13.4 Art**

### **13.4.1 Fine Art**

Penlee House Gallery & Museum, Penzance  
Falmouth Art Gallery  
National Trust in Cornwall  
Plymouth City Museum & Art Gallery  
Isles of Scilly Museum

### **13.4.2 Applied / Decorative Art**

Penlee House Gallery & Museum, Penzance  
Falmouth Art Gallery  
National Trust in Cornwall  
Plymouth City Museum & Art Gallery  
Isles of Scilly Museum  
Royal Albert Memorial Museum, Exeter

## **13.5 Geology**

### **13.5.1 Mineralogy**

Natural History Museum  
Plymouth City Museum and Art Gallery  
Oxford University Museum of Natural History

The Sedgwick Museum of Earth Sciences  
Royal Geological Society of Cornwall  
Camborne School of Mines  
Geevor Museum  
Helston Folk Museum

### **13.5.2 Palaeontology and Petrology**

Natural History Museum  
Plymouth City Museum and Art Gallery  
Royal Geological Society of Cornwall  
Camborne School of Mines

## **13.6 Biology**

### **13.6.1 Botany**

Environmental Records Centre for Cornwall and the Isles of Scilly (ERCCIS)  
Plymouth City Museum and Art Gallery

### **13.6.2 Zoology**

Environmental Records Centre for Cornwall and the Isles of Scilly (ERCCIS)  
Plymouth City Museum and Art Gallery

## **13.7 Education Handling Collection**

Cornwall County Council Education Library Loan Service  
Helston Folk Museum  
Plymouth City Museum, Museum in Transit  
SE Cornwall MDO loan boxes  
Steph Haxton, 'History Lady'  
Penlee House Gallery & Museum, Penzance  
St Agnes Museum

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## **APPENDIX D: LEGISLATION, CONVENTIONS AND NON-LEGISLATIVE GUIDELINES**

National and international laws, regulations and guidelines to which due reference is made by the RIC in implementing its stated Acquisition and Disposal Policy.

### **14 NATIONAL:**

Import, Export and Customs Powers (Defence) Act, 1939

Protection of Wrecks Act, 1973

Endangered Species (Import and Export) Act, 1976

Ancient Monuments and Archaeological Areas Act, 1979

National Heritage Act, 1980

Wildlife and Countryside Act, 1981: including recent schedules

Return of Cultural Objects Regulations, 1994

Merchant Shipping Act, 1995

Treasure Act, 1996 [England, Wales and Northern Ireland]

### **15 INTERNATIONAL:**

UNESCO Convention and Protocol for the Protection of Cultural Property in the Event of Armed Conflict (Hague Convention), 1954

UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, 1970

UNESCO Convention Concerning the Protection of the World Cultural and Natural Heritage, 1972

European Convention on the Protection of the Archaeological Heritage, 1973

UNESCO Convention on the International Trade in Endangered Species of Wild Flora and Fauna (CITES), 1975

World Archaeological Congress: The Vermilion Accord on Human Remains, 1989

Native American Grave Protection and Repatriation Act, United States 1990

EC Council Directive No. 93/7/EEC on the return of cultural objects unlawfully removed from the territory of a member state

United Nations Convention on Biological Diversity, 1992

United Nations Declaration on the Rights of Indigenous Peoples (Maatatua Declaration), 1993

UNIDROIT Convention on the Return of Stolen or Illegally Exported Cultural Objects, 1995

UNESCO Human Rights Commission Principles and Guidelines for the Protection of the Heritage of Indigenous Peoples, 1997

UNESCO Hague Convention (1954) Second Protocol, 1999

UNESCO Dealing in Cultural Objects (Offences) Act 2003

## **16 NON-LEGISLATIVE GUIDELINES AND STANDARDS:**

Department for Culture, Media and Sport: The Treasure Act 1996 - a Guide for Museum Curators and Local Government Archaeologists, 1997

Department of National Heritage: The Treasure Act 1996 Code of Practice (England and Wales), 1997

ICOM Code of Professional Ethics, 1986 (published with ICOM Statutes, 1990)

Museum Ethnographers' Group Guidelines on Management of Human Remains, 1991 (revised 1994)

Museums & Galleries Commission series of Standards, 1992-1998

Museums Libraries & Archives Accreditation Standard: The Accreditation Scheme for Museums in the United Kingdom, 2004

Museum Documentation Association's SPECTRUM: The Museum Documentation Standard, 1997

Museums Association Code of Practice for Governing Bodies, 1994

Museums Association Code of Conduct for People who Work in Museums, 1996

Museums Association Ethical Guidelines: 1. Acquisition 1996

Museums Association Ethical Guidelines: 2. Disposal 1996

Museums Association Disposal Toolkit, 2008

Museums Association Codes of Ethics for Museums, 2008

DCMS Guidance for the Care of Human Remains in Museums, 2005

National Museum Directors Conference: Spoliation of Works of Art during the Holocaust and World War II Period - Statement of Principles and Proposed Actions, 1998

National Museum Directors Conference: Spoliation of Works of Art during the Holocaust and World War II Period - Interim Report on Provenance Research and Information for Enquirers, 2000

Report of the Committee of Enquiry into the Sale of Works of Art by Public Bodies, 1964

Society of Antiquaries Statement of Principles on Portable Antiquities, 1993

Society of Museum Archaeologists Policy on Portable Antiquities, 1999

DCMS Guidance on the Responsible Acquisition of cultural Property issued by DCMS in 2005.

Museums and Galleries Commission: Spoliation of Works of Art during the Nazi, Holocaust and World War II period, 1999

Standing Conference on Archives and Museums: Code of Practice on Archives for Museums and Galleries in the United Kingdom, 2002 (Published at: <http://www.archivesandmuseums.org.uk/scam/code.pdf>)

DCMS: Government Indemnity Scheme: National Heritage Act 1980 Indemnity Arrangements for Local Museums, Galleries and Other Non-Governmental Bodies, 2002

National Archives: National Archives Standard for Records Repositories, 2004

Owen, J., Society of Museum Archaeologists (SMA): Towards an Accessible Archaeological Archive. The Transfer of Archaeological Archives to Museums: Guidelines for use in England, Northern Ireland, Scotland and Wales, 1995

Resource: Benchmarks in Collection Care for Museums, Archives and Libraries: A Self-assessment Checklist, 2002

Royal Commission on Historical Manuscripts: Standards for Record Repositories, 1990

Society of Archivists: Best Practice guidelines: Preservation and Conservation Vol. 4 BS5454:2000 "Storage and exhibition of archival documents", 1997

Society of Museum Archaeologists (SMA): Selection, Retention and Dispersal of Archaeological collections – Guidelines for use in England, Wales and Northern England, 1993

Wienand, P., Department of Museum Studies, University of Leicester: 'Transferring Intellectual Property Rights in the Archaeological Archive' Archaeology, Museums and the Law, 1996

## **APPENDIX E: POLICY DOCUMENTS USED DURING THE FORMULATION OF THIS POLICY DOCUMENT**

Mansfield District Council: Museum Policy (1995)  
National Museums & Galleries of Wales: Policy on the Acquisition and Disposal of the Collections (2000)  
North West Museums Service: Collection Management Plan Guidelines (1993)  
Reading Borough Council: Reading Museum Service Acquisition Policy 2002-2007  
Somerset County Council: County Museums Collections Management Policy (1995)  
South Eastern Museums Service: Collection Management Plan Guidelines (1995)  
Tyne and Wear Museums: Acquisition and Disposal Policy (November 2003 & November 2004)  
Wolverhampton Arts and Museums Service: Acquisitions and Disposal Policy (2002 – 2007)