

Hampshire County Council  
Arts and Museums Service

Collections Development Policy  
2013-2018

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## Foreword

The Hampshire County Council museum collections are testament to the people and natural events that shaped our history. They provide a unique insight into the fascinating stories of both ordinary and extraordinary people and how they played their part in local, national and world events. They are at the heart of the exhibitions, learning and outreach activities that promote Hampshire's heritage to a wide audience. They are fundamental to our understanding of the past and an irreplaceable resource for future generations.

The strength of this remarkable asset of over 1.5 million items lies in the diversity of artefacts involved, from the everyday Scalextric toy made in Havant to a national treasure like the Alton Anglo-Saxon buckle; from a British First World War warship, M33, and large working Tasker steam engines to tiny *Scymaenid* beetles just 7mm long or beautiful dresses like the Pelisse Dress Coat said to have been worn by Jane Austen.

These collections are cared for and brought alive by the staff and volunteers of the Hampshire County Council Arts and Museums Service, supported by district and borough council partners and the generous support of a range of funders and benefactors. With over 70 special exhibitions a year in nineteen museums and heritage sites, from Milestones our major flagship museum in Basingstoke, community museums in many of the market towns of Hampshire to Rockbourne Roman Villa in the New Forest, our collections are enjoyed by over half a million people every year with many more exploring them online.

As this policy is guided by our statement of purpose, it will ensure that our collections will continue to reinforce the strong sense of place the people of Hampshire have for their county and to inspire people of all ages to keep learning and developing new skills, whilst supporting the economic vitality of the area.

Janet Owen  
Head of Arts and Museums  
Hampshire County Council

## Introduction

This Policy sets out the principles that will ensure Hampshire County Council Arts and Museums Service continues to develop the collections in a responsible and ethical manner. It provides clear procedures and decision-making processes common to all Accredited museums. It is one of a suite of collections management policies, which includes policies for Access, Documentation and Collections Care and Conservation, and was formerly known as the Acquisition and Disposal Policy.

By implementing this Policy we will continue to demonstrate the public benefit in our approach to collections development. It provides a basis for open and transparent decision-making and an informed dialogue between Hampshire County Council Arts and Museums Service, our district and borough partners, other funding bodies and stakeholders.

This Policy applies to material which Hampshire County Council, as the governing body, owns and has accessioned into the collections or intends to own and accession into the collection. Acquisition is defined as the process of obtaining legal title and ownership to an object with the intention of using it for museum purposes. Hampshire County Council Arts and Museums Service also cares for some collections that are owned by other bodies, including the pre-1991 Gosport Borough Council Collections and those owned by a number of trusts. The owners of these collections will be consulted before any significant changes, including rationalisation of material, are considered, and these changes will not proceed without their agreement.

### 1 Hampshire County Council Arts and Museums Service statement of purpose

#### 1.1 Our **mission** is:

To deliver a nationally excellent and innovative cultural offer that engages and inspires people living, working and spending time in Hampshire.

#### 1.2 Our **objectives** are to:

- Create Destination Hampshire – a place where people want to visit, live and invest
- Engage young people in the education process and support skills development for employment
- Improve the health and wellbeing of older residents by enabling opportunities for social and intellectual participation
- Support the Hampshire creative economy and nurture home-grown talent
- Develop a resilient and cost-effective sector capable of delivering quality outcomes with measurable social and economic benefit

All of which underpin Hampshire County Council's current priorities as outlined in the *Open for Business* Strategic Plan.

1.3 We particularly **value**:

**Participation** – inspiring all Hampshire residents to get involved

**Excellence** – providing all Hampshire residents and visitors with access to work of national quality

**Expertise** – nurturing a diverse professional workforce that underpins ambitions for excellence and plays a sector-wide leadership role

**Resilience** – driving down costs, attracting external investment and ensuring good value for money

**Partnerships** – collaborating across cultural forums and organisations to deliver the greatest public benefit

- 1.4 This Collections Development Policy has been developed within the strategic framework provided by the Hampshire County Council Arts and Museums Strategic Plan 2012-15, *Connecting Communities to Excellence*. Further information regarding the strategic context is provided within that overarching document.
- 1.5 Of particular relevance is the stated priority in the plan to work in strategic collaboration with wider arts and museum partners in the Hampshire-Solent area to champion significance and long-term resilience. It is therefore important to regard this Policy as an evolving document that will be reviewed on a regular basis during the next five year period in collaboration with key partners.
- 1.6 In May 2011, the Hampshire-Solent Alliance of museums was established to deliver a range of projects that explore the intellectual and practical benefits of understanding our collections as an inter-connected resource, telling a nationally and internationally significant story of shared identity. The Alliance members (Hampshire County Council, Isle of Wight Council, Mary Rose Trust, National Motor Museum Trust Beaulieu, Portsmouth City Council, Southampton City Council and Winchester City Council) commissioned joint collections narratives in the areas of archaeology, maritime history and transport & technology. A joint collections storage options appraisal was prepared by Drivers Jonas Deloitte with particular reference to the requirements of Hampshire, Portsmouth, Southampton and Winchester. Digital preservation needs of the Alliance partners were reviewed by external specialists and recommendations prepared for action.
- 1.7 This vital preparatory work will inform the development of a proposed joint collections centre initiative currently entitled *The Engine Room Project*. The aim of this project is to bring together the collections and associated expertise to make a myriad of connections and transform our ability to generate stories for customers to enjoy in the physical and digital environment. An activity plan for this project is in development working with a range of current and potential customers to explore how such a project can bring collections and their stories alive for them in the twenty-first century.
- 1.8 At the time of writing this Policy, Hampshire County Council is also working in partnership with Southampton City Council and Winchester City Council to investigate the potential of establishing a Hampshire Solent Cultural Trust to help support delivery of arts, museums and heritage services.

- 1.9 Everything we do engages a rich mix of people and organisations in quality cultural experiences, focusing on both those who know us well and encouraging new audiences and relationships. In 2011/12 nearly 600,000 people used Hampshire County Council arts and museums services, 31,000 children visited our museums with their school and 450 community organisations engaged with our museums. The number of people giving their time to the service as volunteers is growing rapidly.
- 1.10 Most of these audiences engage with our collections through our exhibitions, research and our range of learning and community engagement activities. Increasingly this connection is made, or enhanced, through our digital presence. Recent public consultation has reinforced this growth in demand for online activity, which we are actively planning to meet through our partnership projects.

## 2 An overview of current collections

- 2.1 The collections relate to the historic county of Hampshire as it was before the 1974 local government reorganisation when adjustments were made to the county boundary. In addition some material has been acquired from further afield to facilitate greater public understanding of the Hampshire items by placing them in a broader context. This is particularly the case for the decorative arts, biology, geology and the social and industrial history collections.
- 2.2 The strengths of the current collections can be traced back to those of the three founding museums: Curtis Museum, Alton (founded in the 1850s); Red House Museum, Christchurch (1951) and the Willis Museum, Basingstoke (1931), which had all become the responsibility of Hampshire County Council by 1971.
- 2.3 At any one time, an estimated 11% of our collections is on display in the museums, ranging from a very high proportion of the social and industrial history collection of 60% mainly at Milestones through to 4% of the archaeological material at sites such as the Museum of the Iron Age and Rockbourne Roman Villa. Most of the material in store is at the Chilcomb collections centre in Winchester, with smaller collections stored in Gosport and Aldershot. A number of the community museums currently store a limited quantity of local material, some of which is used for handling.
- 2.4 Currently, the collections are grouped into four disciplines each managed by a specialist keeper supported by a dedicated collections team:

### Arts

This collection represents the cultural life of Hampshire and its people from the medieval period to the present day. It embraces fine and decorative art, historic dress and textiles, horology and firearms. In addition, it includes maps, photographs and the museum local history library collection, with some archive material relating to specific museums or collections.

## Archaeology

This collection is formed of the material evidence of human existence and industry in Hampshire from 500,000 years ago to the Second World War derived from major research excavations, rescue archaeology, field walking and stray finds. The service is designated through the planning process as the appropriate recipient body for archives from developer-led archaeological investigations in Hampshire.

## Natural science

The biology and geology collections represent Hampshire's natural environment, past and present. They include specimens of preserved plants and animals mainly collected over last 150 years and mineral, rock and fossil specimens from Hampshire and the Isle of Wight. They act as the repository for supporting evidence for Hampshire Biodiversity Information Centre records.

## Social and industrial history

This collection consists of objects and information that tell the story of everyday life and work in Hampshire, mainly from the 19<sup>th</sup> century to modern times tracing the changing patterns as Hampshire moved from a rural to an urban economy.

***Please see Appendix A for more detailed descriptions of the collections.***

- 2.5 Our collections are accessible to the public through flagship venues offering high profile services that actively support the county-wide visitor economy and contribute to the cultural experience available for Hampshire residents. They include Milestones, Basing House and our touring exhibition galleries at Winchester and Gosport Discovery Centres and the Sainsbury Gallery at the Willis Museum.
- 2.6 Arts and museums services are also delivered through community venues situated across Hampshire, including museums and arts centres, with support from a large team of volunteers. Both flagships and community venues are supported by our specialist services for exhibitions and events, collections stewardship, strategic learning and business development expertise to ensure the service continues to deliver quality programming at a national standard.
- 2.7 The collections at the Chilcomb collections centre in Winchester are also available by prior appointment, to researchers and through specialist workshops and tours.

## 3 Themes and priorities for future collecting

- 3.1 We will continue to collect items and associated information relating to the four disciplines (Arts, Archaeology, Natural Science and Social and Industrial History) that have a strong connection with the historic county of Hampshire, and with existing collections, according to the following principles and the procedures in Section 9:

- 3.2 We will work to ensure that the collections are representative of all Hampshire's communities past and present, in consultation with under-represented groups.
- 3.3 Decisions relating to future acquisitions and disposals will be approved by a Collections Development Panel based on specialist advice provided either by a responsible officer or an external advisor. The panel will be made up of representatives from the visitor services teams as well as the curatorial teams.
- 3.4 Advice will be sought from qualified people outside Hampshire County Council Arts and Museums Service where detailed specialist advice is required.
- 3.5 The following overarching criteria will be considered before deciding whether to add material to the collections:
- Collecting policies of other museums and related organisations operating in the same geographic or subject area e.g. archaeology in the Winchester area
  - Relevance, importance and long-term value of the item in the context of existing collections
  - Potential use for all levels of museum activities
  - Condition and completeness
  - Cost of acquisition, including purchase price, transport and packing, storage provision, conservation, documentation and research
  - Ability to provide long-term care and access
  - Options for preservation *in situ*.
  - Quality of supporting documentation, particularly contextual information and provenance
  - Confirmation of legal title of the present holder and the right of the holder to transfer title to Hampshire County Council
- 3.6 Objects may be acquired as gifts or bequests, purchased or collected through fieldwork. There should be no conflict of interest during the acquisition process. No person or organisation with any possibility of financial or personal gain should be involved in the decision-making process. Where a conflict of interest might arise, public interest should always prevail and a written declaration be made and kept on record by Hampshire County Council Arts and Museums Service.
- 3.7 Whenever possible legal copyright and other rights to the item are to be transferred to Hampshire County Council at the time of acquisition. This is particularly important in the context of photographs and works of art.
- 3.8 There will be a presumption against collecting duplicates of items already in the collection unless an exceptional case can be made, for example, as material for handling, group value for display purposes, concurrent temporary exhibitions or they relate to a specific location elsewhere in the county.
- 3.9 The acquisition of material for handling will conform to the same standards as material in the permanent collections. Emphasis will be placed on making use of material in this category which maximises public use and benefit both within and outside the museum environment. In particular material will be made available for community use through displays, handling sessions and demonstrations. Where possible, potential donors of such material will always be advised of this policy and their agreements obtained at the time of acquisition.

- 3.10 Material currently retained specifically for handling includes objects in the long-term accessioned collection and some which are not. These differences in management will be clarified and made explicit during the life of this policy.
- 3.11 Items that are in better condition or have better provenance may be collected to replace items already in the collections; the items replaced will be disposed of in accordance with the Disposal Procedures in Section 13 of this policy.
- 3.12 The Arts and Museums Service will not acquire original manuscript archival material (with the exception of some archaeological archives) or original film and sound archives. To ensure that the public interest is best served, in terms of proper access and care, such material will be directed to Hampshire Archives and Local Studies and the Wessex Film and Sound Archive.
- 3.13 The Arts and Museums Service will only acquire photographic collections that fall outside the collecting policy of Hampshire Archives and Local Studies and are of direct relevance to the core functions of the service. These acquisitions will be done in close consultation with Hampshire Archives and Local Studies and will only include photographs that are needed for reference, for example when reconstructing historic vehicles or conserving an item of clothing, or for the interpretation of the Home and Studio Photography Collection and other collections relating to Hampshire's social and industrial history. Photographic images may also be considered as works of art.
- 3.14 Loans will only be accepted in exceptional circumstances as a research or special exhibition loan and will be for a specified period of time.

***Please see Appendix A for collection-specific information relating to future acquisitions and any collections that will not be subject to further acquisition.***

***Please see Appendix B for a map of Hampshire indicating the geographical collecting area and key themes for each museum.***

- 4 Themes and priorities for rationalisation and disposal
  - 4.1 Responsible, curatorially-motivated disposal will take place during the life of this Collections Development Policy, in order to increase public benefit derived from museum collections<sup>1</sup> and to prepare the collections for a move to new storage at some stage in the foreseeable future.
  - 4.2 All rationalisation and disposal of items from Hampshire County Council Arts and Museums Service's collections will be undertaken in strict accordance with the Disposal Procedures in Section 13 of this policy.
  - 4.3 Each collection will continue to be audited to identify priority areas for rationalisation and disposal. Particular attention will be given to the following areas:

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<sup>1</sup> See Museums Association 'Disposals Toolkit' pg 5.

## Arts

- Duplicate children's wear, including Victorian white wear
- A proportion of the output of each local photographer where large amounts of similar material have been accessioned
- Any photographic negatives that are found to be deteriorating and that pose a threat to other material
- Out-of-date, non-accessioned books relating to museum practice

## Archaeology

- Excavated kiln waste, unpublished field-walking finds and other similar material
- Books and journals
- We will also continue to be closely engaged in developments relating to the 'Archaeological Archives Review' produced on behalf of English Heritage by the Society of Museum Archaeologists and the Forum of Archaeological Managers and Employers (2013).

## Natural science

- Geological samples taken from the same locality, especially fossils from Twyford Down, Bracklesham Bay, Barton on Sea and Lee-on-Solent
- Insect collections without data and display specimens in poor condition through pest damage and the impact of other environmental factors
- Poor quality geological specimens without data or that have deteriorated through pyrite decay
- Books and journals

## Social and industrial history

Duplicate objects, those in poor condition, those with weak provenance and limited potential for future use (particularly larger objects and groups of objects) relating to:

- home entertainment
- personal communications
- home photography
- other everyday life items
- rural industries and pastimes
- military uniforms
- work technology collections
- jigsaw puzzles
- transport

## 5 Limitations on collecting

- 5.1 Hampshire County Council Arts and Museums Service recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard. It will take into account limitations on collecting imposed by such factors as staffing, expertise, storage, care of collection arrangements and potential for use.

## 6 Collecting policies of other museums

- 6.1 Hampshire County Council Arts and Museums Service 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.
- 6.2 Specific reference will be made to the following museums:

### All collections

Dorset Museums Association  
Isle of Wight Heritage Service  
Petersfield Museum  
Portsmouth City Museums and Records Service  
St Barbe Museum, Lymington  
Southampton City Council Arts and Heritage  
Winchester Museums Service  
Volunteer run community museums across Hampshire when working with material relating to a specific community

### Arts

Hampshire Archives and Local Studies, Winchester  
Jane Austen's House, Chawton  
Royal Armouries Fort Nelson, Fareham  
Royal Green Jackets Museum, Winchester  
Royal Hampshire Regiment Museum, Winchester  
Russell Coates Museum, Bournemouth

### Natural science

Dinosaur Isle, Sandown  
Gilbert White's House and Oates Collection, Selborne

### Social and industrial history

FAST – Farnborough Air Sciences Museum  
Hampshire Archives and Local Studies, Winchester  
Museum of English Rural Life, Reading  
National Motor Museums Trust,, Beaulieu  
National Museum of the Royal Navy, Portsmouth  
Solent Sky, Southampton  
Tank Museum, Bovington

## 7 Policy review procedure

- 7.1 The Collections Development Policy will be published and reviewed on a regular basis over the next five years in collaboration with key partners. The date when the policy is next due for formal review by the Hampshire County Council Executive Member for Culture and Recreation is 31 March 2018.

7.2 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 existing collections.

## 8 Acquisitions not covered by the policy

8.1 Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by Hampshire County Council (as 'the governing body') or responsible officer, having regard to the interests of other museums.

## 9 Acquisition procedures

9.1 Hampshire County Council Arts and Museums Service will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless Hampshire County Council (as 'the governing body') or responsible officer is satisfied that Hampshire County Council can acquire a valid title to the item in question.

9.2 In particular, Hampshire County Council Arts and Museums Service 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).

9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from 1 November 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the Hampshire County Council Arts and Museums Service will reject any items that have been illicitly traded and Hampshire County Council (as '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.

9.4 So far as biological and geological material is concerned, Hampshire County Council Arts and Museums Service 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.

9.5 Hampshire County Council Arts and Museums Service will not acquire archaeological antiquities (including excavated ceramics) in any case where Hampshire County Council (as 'the governing body') or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

- 9.6 In England, Wales and Northern Ireland 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.
- 9.7 Any exceptions to the above clauses 9.1, 9.2, 9.3, or 9.5 will only be because the Hampshire County Council Arts and Museums Service is:
- acting as an externally approved repository of last resort for material of local (UK) origin
  - acquiring an item of minor importance that lacks secure ownership history but in the best judgement of experts in the field concerned has not been illicitly traded
  - acting with the permission of authorities with the requisite jurisdiction in the country of origin
  - in possession of reliable documentary evidence that the item was exported from its country of origin before 1970
- 9.8 In these cases Hampshire County Council Arts and Museums Service will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority.
- 9.9 As Hampshire County Council Arts and Museums Service 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.

## 10 Spoliation

- 10.1 Hampshire County Council Arts and Museums Service 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.

## 11 The Repatriation and Restitution of objects and human remains

- 11.1 Hampshire County Council (as 'the governing body'), acting on the advice of the Arts and Museums Service's professional staff 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. Hampshire County Council Arts and Museums Service will take such decisions on a case by case basis; within their legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 13a-13d, 13g and 13o/s below will be followed but the remaining procedures are not appropriate.

- 11.2 The disposal of human remains by Hampshire County Council Arts and Museums Service will follow the procedures in the 'Guidance for the care of human remains in museums'.

## 12 Management of archives

- 12.1 As the Arts and Museums Service holds archives, including photographs and printed ephemera, Hampshire County Council (as 'the governing body') will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

## 13 Disposal procedures

### ***Disposal preliminaries***

- a. Hampshire County Council (as 'the governing body') will ensure that the disposal process is carried out openly and with transparency.
- b. By definition, Hampshire County Council Arts and Museums Service ('the museum') has a long-term purpose and holds collections in trust for society in relation to its stated objectives. Hampshire County Council therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the collection.
- c. Hampshire County Council Arts and Museums Service will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.
- d. When disposal of a museum object is being considered, Hampshire County Council Arts and Museums Service will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

### ***Motivation for disposal and method of disposal***

- e. When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 13g-13s will be followed and the method of disposal may be by gift, sale or exchange.
- f. In exceptional cases, the disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below in paragraphs 13g-13m and 13o/s will be followed. In cases where disposal is motivated by financial reasons, Hampshire County Council

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

### ***The disposal decision-making process***

- g. 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 Hampshire County Council only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for the Hampshire County Council Arts and Museums Service 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 Hampshire County Council Arts and Museums Service will also be sought.

### ***Responsibility for disposal decision-making***

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

### ***Use of proceeds of sale***

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

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

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

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

### ***Disposal by exchange***

- n. The nature of disposal by exchange means that Hampshire County Council Arts and Museums Service will not necessarily be in a position to exchange the material with another Accredited museum. Hampshire County Council will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- o. In cases where Hampshire County Council wishes for sound curatorial reasons to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the procedures in paragraphs 13a-13d and 13g-13h will be followed as will the procedures in paragraphs 13p-13s.
- p. 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.
- q. If the exchange is proposed with a non-accredited museum, with another type of organisation or with an individual, Hampshire County Council Arts and

Museums Service will make an announcement in the Museums Journal and in other specialist journals where appropriate.

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

### ***Documenting disposal***

- s. Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

## APPENDIX A – Individual discipline collecting policies

### A1 Arts

#### A1.1 An overview of current collections

1.1.1 The art collections represent the cultural life of Hampshire and its people from the medieval period to the present day. Association with the county of Hampshire is the overriding consideration for new acquisitions. However the presence of the ports of Portsmouth and Southampton has meant that a wider range of objects has been acquired by virtue of importation through the county than might otherwise have been the case. In addition a small amount of material has been acquired from further afield to facilitate greater public understanding of the Hampshire items by placing them in a broader context.

1.1.2 The strengths of the art collections can be traced back to those of the three founding museums: Curtis Museum, Alton (historic dress and textiles, decorative arts, firearms) Red House Museum, Christchurch (historic dress and textiles, decorative art) and the Willis Museum, Basingstoke (horology, historic dress and textiles), which had all become the responsibility of Hampshire County Council by 1971.

1.1.3 The arts collections are regarded as of regional importance and each contains individual objects or elements that extends to the national or international spheres. Examples include the only surviving garment with a good provenance to Jane Austen; a rare 1679 full height tin-glazed earthenware figure of Ignis, or the Vokes collection of historic sporting firearms.

1.1.4 Significant elements are:

Historic dress and textiles including:

- Workwear (particularly agricultural smocks collected in the Alton area)
- Historic clothing (including Ravis Collection, 18<sup>th</sup> – 20<sup>th</sup> century dresses)
- Embroidery (from 17<sup>th</sup> century, including samplers and caskets)
- Accessories (shoes, hats, bags, fans, parasols)
- Household textiles

Decorative arts including:

- Ceramics (British and European tin-glazed earthenware, porcelain)
- Glass, including architectural glass
- Sculpture in bronze, marble and other material including Dolores by Jacob Epstein
- Decorative metalwork including commemorative ware and the 16<sup>th</sup> century Tichborne spoons

Horology including:

- Hampshire-made long case clocks
- Domestic and work related time pieces
- Clock and watch making tools

Firearms including:

- Sporting firearms (Vokes Collection)
- Military firearms (to represent the history of the army in Hampshire)

Fine art

- Printed maps of Hampshire 1575 – present
- Historic photographs c1850 – present
- Topographical prints, drawings and watercolours.

Museum local history library collection

- Local history
- Material relating to specific museums or collections

- 1.1.5 Objects from the Arts collections are to be found as part of the displays in all of the flagship and community museums. They also feature on a regular basis in the touring exhibitions to both community and flagship museums, either as a purely arts-based exhibition or as a component of a multidisciplinary event. Loans are made to other museums and historic sites, including the recent loan of a tie produced to commemorate Queen Victoria's Jubilee to Kensington Palace.
- 1.1.6 In addition, online access is encouraged with a number of themed searchable databases available for individuals, students and specialist groups.
- 1.1.7 Specialist workshops are also offered and mediated access provided to objects on a case by case basis. Security procedures are in place for people requesting access to the firearms collections.
- 1.1.8 The collections are regularly used by television and film production companies for historic reference to inform drama productions and documentaries.

## A1.2 Themes and priorities for future collecting

- 1.2.1 We will continue to collect objects and associated material that represent the cultural life of Hampshire and its people from the medieval period to the present day through the arts collections. Association with the county of Hampshire will continue to be the overriding consideration for new acquisitions whilst continuing to take into account the collecting policies of other museums in the County.
- 1.2.2 Objects relevant to local trades and crafts, such as the Izod corset manufacturer; the Branksome Pottery, or to local people, such as Florence Nightingale or Mrs Gaskell, will be acquired as part of the Hampshire story. However, there will be little active collecting during the lifetime of this policy as the focus will be on consolidating and managing the existing collections.
- 1.2.3 Active contemporary collecting will take place as resources allow with the priority being given to the recording of special events, such as significant events in the life of the county or of current fashion trends that mark a point in time.
- 1.2.4 Other objects may be acquired in consultation with colleagues if necessary for the achievement of approved priorities, including exhibitions or community engagement and learning programmes.

## A2 Archaeology

### A2.1 An overview of current collections

2.1.1 Hampshire County Council Arts and Museums Service collects archaeological material from the county of Hampshire. As the boundaries have been adjusted over the years so the Service has taken account of them, but frequently 'historical' or 'old' collections have remained where they are. This is notably so in the case of the Red House Museum, Christchurch, now in Dorset, but still managed by the Arts and Museums Service.

2.1.2 Hampshire County Council Arts and Museums Service has working agreements with Winchester City Council Museums, Southampton City Council Arts and Heritage and Portsmouth City Council Museums and Records Service regarding 'collecting areas'. The cities now mainly restrict their activities to their political boundaries (although the Winchester District is a sizeable area) but there are anomalies. All of the M3 Archive, for example, a substantial slice of archaeology recovered in advance of motorway construction, is held by the Hampshire County Council Arts and Museums Service in order to keep it together as a discrete archive.

2.1.3 The collections reflect the existence and industry of human beings in the area of Hampshire from 500,000 years ago to the Second World War. They have been gathered in a variety of ways from stray finds to the archives resulting from excavations. The latter range from small-scale salvage works to large-scale research or rescue projects, which in some cases stretch over many years and are of substantial size. The excavations may have been undertaken by the Service, by or under the aegis of trusts, committees, commercial units, universities, local societies, or other relevant organisations. In all instances every effort has been made to maintain the integrity of the full archive, and to obtain transfer of title. The Arts and Museums Service issues a guidance document *Depositing Archaeological Archives* which seeks to inform this process and is planning to produce standardised guidelines with Portsmouth, Southampton and Winchester museums.

2.1.4 Significant elements are:

The *Old Collections* including:

- Andover Borough Collection
- Basing House Collection
- Curtis Museum Collection (Alton)
- Red House Museum Collection (Christchurch)
- Rockbourne Roman Villa Collection (Morley Hewitt Museum)
- Willis Museum Collection (Basingstoke)

Research projects including:

- Danebury, and the Danebury Environs Project
- Owslebury
- Roman kiln sites (New Forest, Woolmer Forest)

- Selborne Priory (ex Wakes Museum)
- Silchester (post-1974)
- Basing House (post 1978)
- Odiham Castle

Rescue projects including:

- Brighton Hill South (Basingstoke)
- M3 - Hook to Twyford Down
- Neatham (Holybourne)
- Oakridge (Basingstoke)
- Portway (Andover)
- Romsey Abbey and town
- Winklebury (Basingstoke)

- 2.1.5 Four percent of the collections are on display. Major presentations are located at Basing House, Rockbourne Roman Villa, Andover Museum and the Museum of the Iron Age, Willis Museum (Basingstoke) and Red House Museum (Christchurch). Archaeological material is widely used in temporary exhibitions in museums and elsewhere, and for schools' and family learning sessions at SEARCH.
- 2.1.6 The remaining 96 per cent of material is stored at the Chilcomb collections centre. It is formed of over 450 significant collections in 18,000 'units' of archaeological storage.
- 2.1.7 The archaeological collections are well used by researchers, with an average of 70 student visits per annum. In addition a team of volunteers (average 10) meets weekly to work on the material.
- 2.1.8 There are 60,000 MODES records relating to archaeology and 20,000 for numismatics. A programme of enhancement is planned, with digital imaging and internet access as key priorities.

## A2.2 Themes and priorities for future collecting

- 2.2.1 Hampshire County Council Arts and Museums Service will continue to be a 'designated collector' of archaeological archives and take in material excavated or discovered in the county of Hampshire. It has agreements with neighbouring and integral authorities on 'collecting areas'.
- 2.2.2 An analysis of the past 50 years shows that the physical quantity of material is diminishing, even if the number of archaeological projects is at its highest level. In some areas this has precipitated a 'storage crisis' and although Hampshire County Council Arts and Museums Service is buffered against this at present, it is working hard to help define the way ahead. Plans for a sub-regional approach to archaeological storage have much to recommend them and are being considered as part of *The Engine Room Project*.

## A3 Natural science

### A3.1 An overview of current collections

3.1.1 The Hampshire County Council Arts and Museums Service natural science collection combines the disciplines of biology and geology. It embraces biological and geological specimens and associated information in order to interpret, evaluate and provide documentary evidence of Hampshire's wildlife past and present, its physical structure and ancient biology.

3.1.2 Field work undertaken by or on behalf of Hampshire County Council Arts and Museums Service, such as commissioned contract work by the Hampshire Biodiversity Information Centre covers the Watsonian Vice Counties of VC 11 and VC 12. Geological fieldwork also uses these boundaries, but incorporates the underlying stratigraphy.

3.1.3 Certain biological and geological material which falls outside these specific parameters is acquired occasionally for educational use (particularly at SEARCH) and for permanent and temporary displays.

3.1.4 Biology - approximately 135,000 specimens of preserved plants and animals, mainly collected from the British Isles. Most of the oldest specimens, with the earliest dated 1737, were collected by the Curtis Museum but many different collectors have contributed to the collection over the years. All insect groups, birds, mammals and flowering plants, as well as lichens, mosses, fungi and spiders, are particularly well presented. The oldest skeletal remains come from two extinct birds, the Dodo (from Mauritius) and the Moa (from New Zealand). Both of these have local links with William Curtis.

3.1.5 Geology - includes comprehensive collections of minerals, rocks and particularly fossil specimens from the Quaternary, Paleocene and Cretaceous periods of Hampshire and Isle of Wight. There are over 28,000 records on the geology database. The geological collection also includes specimens from other UK geological periods collected at the end of the 19<sup>th</sup> century and beginning of the 20<sup>th</sup> century. Collections transferred to the Arts and Museums Service in recent years include University of Southampton and Winchester City Council Museums.

3.1.6 Significant elements are:

Biology including:

- Mounted specimens (140 mammals and 1,070 birds)
- Study skins (40 mammals and 160 birds)
- Fluid preserved (70 vertebrates)
- Birds eggs (2,470 clutches representing 266 species)
- Reptiles, amphibians and fish
- Skulls and skeletons (150 mammals and 250 birds)
- Insects (120,000 specimens – important regional resource)
- Shells (6,800 representing 1,500 species, mainly overseas)
- Spiders (1,150 fluid preserved British spiders with data)

- Vascular plants (23,000 ferns, pines and flowering plants, with 12,000 collected in Hampshire and the Isle of Wight)
- Lower plants (lichens, mosses, liverworts, marine algae and fungi, approximately 8,000 specimens, majority collected in Hampshire)
- Marine algae (small collection)
- Fungi (2130 freeze dried specimens, the majority collected in Hampshire).

Geology including:

- Fossils (invertebrates and vertebrates found in Hampshire and Isle of Wight geological deposits)
- Hand specimens (fossils or rocks and minerals)
- Hampshire rocks and minerals (representing Hampshire and Isle of Wight geological deposits)
- Non-Hampshire fossils, rocks and minerals (part of historic collections put together by Hampshire geologists)

3.1.7 Natural science specimens in the collections have three main uses: for reference, as voucher specimens, and for display and learning activities.

3.1.8 Access to the collections for specialist groups, students and individual research is encouraged through dedicated web pages, store tours and specialist workshops, with weekday and occasional weekend opening available by appointment. The collections are available for sampling, if part of a scientific study.

3.1.9 Voucher and reference specimens, archives and reference works cared for by Hampshire County Council Arts and Museums Service are fundamental to the aims and objectives of the Hampshire Biodiversity Information Centre, the Hampshire Geodiversity Community Network and support other environmental research, both locally and nationally.

3.1.10 Natural Science material is used extensively for permanent and temporary displays, events and educational provision (especially at SEARCH) to interpret biological and geological processes and illustrate the biodiversity and geodiversity of Hampshire.

## A3.2 Themes and priorities for future collecting

3.2.1 Hampshire County Council Arts and Museums Service will continue to obtain biological and geological specimens and associated information in order to interpret, evaluate and provide documentary evidence of Hampshire's wildlife past and present, its physical structure and ancient biology.

3.2.2 Invertebrates will continue to be the largest area of collection growth in the biology collections. Substantial pinned and fluid preserved material is anticipated from staff fieldwork and research, private donation, acquisition and transfer from other institutions. Hampshire County Council Arts and Museums Service will continue to be the official depository for local voucher specimens obtained during surveys funded by the Hampshire Biodiversity Information Centre (HBIC) partnership. It is also registered with Natural England (formerly English Nature)

to receive voucher material resulting from marine surveys undertaken in local waters.

- 3.2.3 The herbarium will be added to by Vice County recorders (11 & 12) and other collectors will add to the Rosaceae (bramble) and fungi collections. There may be the need to accept other botanical material from individuals or transferred from other institutions as resources allow.
- 3.2.4 Growth in the geology collection through the transfer of material from individuals and institutions is anticipated as a result of the rationalisation of collections and collecting policies, with paleontological material potentially continuing to be the largest area of growth. Material is anticipated from rescue fieldwork, research, private donation, acquisition and transfer from other institutions. Hampshire County Council Arts and Museums Service will take into account limitations on collecting imposed by such factors as staffing, expertise, storage and care of collection arrangements before accepting further material.
- 3.2.5 Certain biological and geological material which falls outside these specific parameters will continue to be acquired by Hampshire County Council Arts and Museums Service for educational use (particularly at SEARCH), events and for both permanent and temporary displays.

## A4 Social and industrial history

### A4.1 An overview of current collections

- 4.1.1 The social and industrial history collections seek to tell the story of everyday life and work in Hampshire, mainly from the 19<sup>th</sup> century to modern times, tracing the changing patterns as Hampshire has moved from a rural to an urban economy. The collections cover all major aspects of life and work in Hampshire.
- 4.1.2 There are three fundamental elements: technology relating to invention, design and material; social history of the object with associated stories and memories of usage in Hampshire; and local impacts in our communities of any given technology, such as parchment making or Scalextric in Havant, the strawberry industry in Fareham and Tasker ironworks in Andover.
- 4.1.3 The current social and industrial history collections have their origins in the nineteenth century when William Curtis of Alton began to collect 'domestic and rural bygones' from the Hampshire area. Over the last thirty-five years, the collections have been developed to reflect all aspects of everyday life. The objects in these collections, where appropriate and available, are supported by photographs and relevant archive material.
- 4.1.4 Significant elements are:
- Domestic technology (1890-1990, includes the Trainor Collection)
  - Home entertainments (1890-2000, mainly on display at Milestones)
  - Personal communications (includes telephones and home computers)
  - Home photography (1890-2000, mainly on display in Milestones)
  - Everyday life (includes health, sport, law, education and shopping)
  - Childhood (includes toys, dolls, games, books, childcare, school)
  - Agriculture (includes Hampshire-made carts and wagons, agricultural machinery and implements made by Tasker, Hetherington, Wallis and Haslam/Steevens)
  - Military (includes tanks, medals, and uniforms at Aldershot Military Museum and at Chilcomb); and Home Front (in community museums)
  - Work technology (tools and equipment associated with Hampshire trades, displayed in community museums where possible)
  - Transport (includes 1875-1926 Tasker steam engines, 1920-1950s Wallis and Steevens steam and motor road rollers, 1896-1960s Thornycroft cars and commercial vehicles, most of which are on display in Milestones. Also Lansing Bagnall forklift trucks, Osborn Engineering Company motorcycles, Gordon Keeble cars, bicycles, local public service vehicles and Monitor M33 ship built in 1915)
- 4.1.5 A period of very active collecting of social and industrial history material in the run up to the opening of Milestones, where objects were acquired to fill gaps in the collection, means many of the elements listed above are now considered to be complete and will be closed during the life of this policy. This is particularly the case for technology relating to invention, design and material and for traditional Hampshire trades and industries where new material is now quite rare.

- 4.1.6 Where possible, the material with the strongest local connections is displayed in the relevant community museum. Objects that tend to be more generic, that were collected to show the technological development of objects used or potentially used in Hampshire, are mostly displayed in Milestones; Aldershot for tanks and military objects; or used in special exhibitions. The remaining material, estimated to be 40% of the total, is stored at the Chilcomb collections centre and available to specialists by appointment.
- 4.1.7 A selection of objects, mainly in Transport and Home Entertainments, have been identified for restoration to working order, or to be maintained in this condition, to provide opportunities for live demonstrations, at shows and events in the case of the vehicles and machinery, and in the gramophone shop in Milestones in the case of the home entertainment material.
- 4.1.8 The social and industrial history collections are heavily used in special exhibitions and for activities, particularly at SEARCH and Milestones. There are significant online articles available, including ones on Thornycroft, Taskers and Wallis and Steevens; aspects of the Childhood Collections; Strawberry Growing in Fareham; Hop Growing in Alton; Parchment Making in Havant and Home Entertainment.

#### A4.2 Themes and priorities for future collecting

- 4.2.1 Hampshire County Council Arts and Museums Service will continue to acquire social and industrial history objects and supporting material that can be used to tell the story of everyday life and work in Hampshire from 19<sup>th</sup> century to modern times, whilst continuing to take into account the collecting policies of other museums in the County. However, there will be little active collecting during the lifetime of this plan as the focus will be on reviewing and improving access to the existing collections.
- 4.2.2 Objects and/or related information that are relevant to strong local stories and where there are still gaps in the collections, such as for Tasker of Andover, Wallis and Haslam of Basingstoke, home front in Hampshire during the first and second world wars, Osborn Engineering Company, Gordon Keeble and Hampshire toy makers, will continue to be considered in the context of our resources as opportunities arise.
- 4.2.3 A contemporary collecting policy will be developed for the social and industrial history collections during the lifetime of this policy to reflect the changes that have occurred over the last 20 years and will relate to future exhibition themes.
- 4.2.4 The nature of the displays at Milestones with shops and shop fronts, room sets, and other open displays requires a supply of objects to replace those which are more subject to wear and tear than if they were in storage or closed display. These objects will mainly be acquired through passive collecting, unless a specific need is identified, and will be documented accordingly.
- 4.2.5 Other objects will continue to be acquired for learning and community engagement activities and exhibitions. They will be accessioned accordingly.

## Appendix B - Local collecting areas and key themes

### B1 Local collecting areas

1.1 The museums receiving services provided by Hampshire County Council Arts and Museums Service are particularly interested in collecting material and information from the local catchment areas shown on this map and on the key collecting themes listed on the next page:



## B2 Key local collecting themes

### B2.1 Aldershot Military Museum

Impact of major defence and military establishments on the area from the middle of the nineteenth century to the present day  
Civilian development of the town, including local companies such as Gale and Polden (Printers) George Potter & Co. (musical instrument makers)

### B2.2 Allen Gallery and Curtis Museum, Alton

Local artist William Herbert Allen of Farnham  
Hop growing and brewing  
Prominent local families including the Curtis family and the Crowleys

### B2.3 Andover Museum

Post-1945 development of the Andover area  
Changes to the rural economy and village life  
Weyhill Fair  
Tasker Waterloo ironworks  
*[Please note that many of the objects relating to Tasker, are exhibited at Milestones together with material from other parts of Hampshire]*

### B2.4 Eastleigh Museum and Bursledon Windmill

Railways, particularly in relation to engine building  
Local manufacturers, including Pirelli (cables), Gordon Keeble (cars), Supermarine (Spitfire), Folland (aircraft) and Fairey Marine  
Air Transport Auxiliary, female pilots who flew bombers and fighters during WW2  
Refugee camp for Basque children escaping the Spanish Civil War  
Prominent local people, including Benny Hill (as milkman in Eastleigh) and Ursula Moray Williams (children's writer and illustrator)  
Phoebe Langtry, owner and builder of Bursledon Windmill

### B2.5 Gosport - Gosport Discovery Centre

Local artist Martin Snape and family, particularly local topographical scenes  
Lawrence Photographic Studio  
Local geology  
Camper & Nicholson (yacht builders)  
Prominent local people, including Nat Gonella (jazz trumpeter), John Deane (diver), James Lind (naval surgeon), Vic Hutfield, (aeroplane, car and motorbike builder) and Major Robert Smith-Barry (pilot trainer)

### B2.6 Red House Museum, Christchurch

Christchurch's workhouses in Quay Road (now the Red House Museum) and Fairmile Road  
Local history and topographical material  
Phillip Segal Toys

B2.7 Spring Arts and Heritage Centre, Havant

Parchment making

Local artist William Grant

B2.8 Westbury Manor Museum, Fareham

Strawberry growing

Fareham red bricks and chimney pots

Cart and wagon building, including Hayters of Portchester

Ironworking at Funtley and Henry Cort

Romans and French prisoners of war at Portchester Castle

Boat building, including Vosper Thornycroft/VT, Wicor Marine, Hampers, Jack Chippendale and Percy M. See

Prominent local people, including Lord Arthur Lee of Fareham (MP and First Sea Lord), William Makepeace Thackeray (regular visitor to Fareham), Peter Twiss (record breaking pilot) and the Honourable Mrs Victor Bruce (boat racer)

People linked to Fareham including John Cobb, Sir Malcolm Campbell, Donald Campbell, Chay Blyth, Henry Wriothesly (3rd Earl of Southampton)

B2.9 Willis Museum, Basingstoke

Post-1945 development of the Basingstoke area

Major local light engineering companies

Changes to the rural economy and village life

Burberry

Memorabilia relating to the museum's founder George Willis

*[Please note that many of the objects relating to Basingstoke vehicle manufactures, including Thornycroft and Wallis and Steevens, are exhibited at Milestones together with material from other parts of Hampshire]*

## APPENDIX C - Collections Digital Preservation Policy 2012-2014

### 1 Introduction

- 1.1 The Arts and Museums Service receives some gifts of photographs in digital format, normally on CD-R, DVD or USB stick. In-house digital copies of hard copy originals are being created for preservation or access reasons. Traditional record photography of the objects in our care has also been replaced by a program of digitisation, either by scanning or digital photography.
- 1.2 This digital heritage is at risk of being lost. Contributing factors include the rapid obsolescence of hardware, software and storage media, uncertainties about resources, responsibility and methods for maintenance and preservation, and the lack of supportive legislation.
- 1.3 Digital preservation is a continuous process that exists within a long-term strategic framework. There is no one-off action but rather a series of smaller actions that repeat over time and as new digital content is added or created.
- 1.4 This policy's mandate for digital preservation includes collections stewardship and digital collections. This policy will be reviewed every two years.

#### **Authorities governing digital preservation**

- HSA Digital Preservation Strategy 2012
- Public Records Act 1958
- Public Libraries & Museums Act 1964
- Local Government Act 1972
- Museums and Galleries Act 1992
- The Freedom of Information Act 2000
- Data Protection Act 1998

### 2 Aim

- 2.1 Hampshire County Council Arts and Museums Service has built upon its existing digital preservation policy based on the recommendations from the KDCS Digital Consultancy survey for the Hampshire-Solent Alliance undertaken in 2012. This policy outlines the Museum Service's approach to digital preservation, whilst the aim of the strategy is to describe this approach in more detail, including technical specifications where appropriate.
- 2.2 This will ensure preservation of digital material held at Hampshire County Council Arts and Museums Service, whether donated by individuals or created as digital surrogates in-house, and to ensure that these can be made available both internally and externally, now and in the future.

### 3 Roles and responsibilities

- 3.1 Management of Digital Preservation - The digital preservation strategy for collections and collections management is the responsibility of the Museum Registrar.
- 3.2 IT Staff - Hampshire County Council IT Services will be responsible for providing and maintaining the technical delivery of a reliable and efficient preservation and backup process.
- 3.3 All Staff - All staff who are content creators and disseminators are to actively contribute to digital preservation priorities as necessary to ensure the maintenance of professional data that is necessary for their work long-term. This includes identifying content that might require further preservation action.

All staff are responsible for ensuring the day to day backup of personal work data and for following IT guidelines on data backup and recovery processes.

### 4 Content Coverage

The actions and priorities in this Policy relate to Museum collections data which requires a long term digital preservation strategy.

### 5 Sources and examples of digitised material

- 5.1. Internal databases, CAD (computer-aided design) files, the outputs from our records management system, Modes Complete.
- 5.2. Created in-house as accessible surrogates for use in and beyond Hampshire County Council Arts and Museums Service, for example for Discovery Centres, websites, exhibitions and specific digitisation projects.

### 6 Storage

- 6.1 Long-term storage of electronic records covers a variety of methods and media, including online, near line and offline for both magnetic and optical media. The ideal digital preservation programme should ensure that three copies of a born-digital item, and two copies of a digital surrogate are made available on different storage media in different locations.
- 6.2 The original born-digital item should be stored on DVD.
- 6.3 Second copies of born-digital items and digital surrogates should be stored on DVD or CD-R and onto an external hard drive.

Access copies of born-digital and digital surrogates are available on CD-R/DVD, the external hard drive and on the dedicated server for Modes Complete.

- 6.4 The original born-digital CD-Rs/DVDs should be stored in archival Secol pockets and archival Secol boxes in a secure location. These will be catalogued and cross-referenced to the collections management system.

## 7 Preservation and Migration

- 7.1 CD-R and DVD-R/DVD+R have life expectancies of 5 to 10 years. They will need checking regularly for outward signs of deterioration, and data will also need checking regularly to detect signs of corruption and deterioration. This will also cover security, to ensure, and demonstrate, that data has not been tampered with.
- 7.2 Born-digital and digital surrogates will need to be migrated to new storage media and accessible versions of software, typically at five year intervals.
- 7.3 The costs of migration can be minimized by adhering to standards that promote open systems and interoperability of data, as well as careful selection of the most useful records to preserve, but especially by being involved as early as possible in advising projects which will result in output in electronic format.
- 7.4 The migration process is straightforward, and could be automated in the near future. However, at present, it should be done manually, as Hampshire County Council Arts and Museums Service does not have the technology necessary to automate the procedure.

## 8 Access and Use

- 8.1 For images, Hampshire County Council Arts and Museums Service present strategy recommends TIFFs (original version for master copy, second copy for high quality reproduction) and JPEGs (for access copies).
- 8.2 For other documents, Microsoft formats are recommended at present, as this is Hampshire County Council's preferred supplier, and therefore any upgrade or change could be managed as part of work on other County Council files.
- 8.3 At present, it is possible to provide internal access via Modes Complete for images of objects and photographs where a catalogue record exists on Modes Complete.

## 9 Emergency plan

- 9.1 We will maintain an emergency plan which will be regularly updated. All appropriate staff will be trained in the appropriate actions to be taken in the event of a major disaster. We will take all reasonable measures to ensure that no such disaster occurs.
- 9.2 Backups will be needed for digitised data. Additional security is provided by having more than one copy in more than one format, therefore if higher level back-ups fail or become corrupted, we can fall back on other copies. These will also, in turn, need to be checked, maintained and migrated as appropriate.