



Collections development policy

2015-2020

Approved by the Board of Trustees of the Hampshire Cultural Trust	
Director's signature:	
Name:	
Date:	
Date of next review:	31 March 2020

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Introduction

Hampshire Cultural Trust

Since November 2014 the Hampshire Cultural Trust has been operating and funding the museums formerly managed by Hampshire County Council Arts and Museums Service and Winchester City Museums. The Trust was formed in June 2014 and the management of both staff and venues was transferred on 1 November 2014.

The Trust champions world-class culture and exists to showcase, connect and empower Hampshire's creative economy. As an independent charity it works collaboratively to bring organisations, people and ideas together for greater impact. It brings together the management of over 2.5 million items collected by museums in Hampshire since the middle of the 19th century. It is these collections that underpin the work of the Trust and its commitment to having the 'World-class' status of culture in the County fully recognised.

These collections are cared for and brought to life by the staff and volunteers of the Trust, supported by Hampshire County Council, Winchester City Council, district and borough council partners and the generosity of a wide range of other funders and benefactors. With an ambitious programme of Big Theme exhibitions and events each year in most of our eighteen museums, galleries and heritage sites, from Milestones, the flagship museum in Basingstoke, the City Museum in Winchester and the community museums in many of the market towns of Hampshire to Rockbourne Roman Villa in the New Forest and the Westgate in Winchester, our collections are enjoyed by 700,000 people every year with many more exploring them online.

All the museums and heritage sites the Trust manages on behalf of Hampshire County Council and Winchester City Council had Accreditation status when the transfer took place and the Trust is committed to maintaining this standard.

Ownership of the collections remains with the respective local authority, either Hampshire County Council or Winchester City Council. Both authorities have agreed to loan their collections and those they hold in trust for others to the Hampshire Cultural Trust in accordance with formal Collections Loan Agreements. For the purposes of Accreditation, this arrangement means all three organisations will be considered to be governing bodies of the museums operated by Hampshire Cultural Trust.

The Trust will undertake the day-to-day management of the collections exercising a degree of skill and professional care that is to be expected from an experienced provider of collections management for collections of the size, scope and complexity of the Hampshire and Winchester collections. The Trust may accession new items into the collections on behalf of the local authorities but will not establish its own separate collection.

The Collections Development Policy

This Policy sets out the principles that will ensure the Hampshire Cultural Trust continues to develop the collections in its care in a responsible and ethical manner on behalf of Hampshire County Council and Winchester City Council. 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 the Hampshire Cultural Trust, Hampshire County Council, Winchester City Council, our district and borough partners, other funding bodies and stakeholders.

This Policy applies to material which Hampshire County Council and Winchester City Council own and have accessioned into the collections or intend to own and accession into the collection, which they have agreed to loan to the Hampshire Cultural Trust for 25 years from 1 November 2014.

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 and Winchester City Council also have some collections on loan to them that belong to other bodies, including the pre-1991 Gosport Borough Council Collections and those owned by a number of trusts. The owners of these collections have agreed that the two councils may loan them to the Hampshire Cultural Trust. These owners will be consulted before any significant changes are considered, including rationalisation of material, and these changes will not proceed without their agreement.

Names of museums managed by the Hampshire Cultural Trust:

Aldershot Military Museum

Allen Gallery, Alton

Andover Museum and Museum of the Iron Age

Basing House, Basingstoke

Bursledon Windmill

Chilcomb House, includes Winchester Discovery Centre galleries and F2 collections centre

Curtis Museum, Alton

Gosport Discovery Centre, includes SEARCH, Gosport Gallery and Museum on the Mezzanine

Milestones Living History Museum, Basingstoke

Red House Museum, Christchurch

Rockbourne Roman Villa

Westbury Manor Museum, Fareham

Westgate Museum, Winchester

Willis Museum and Sainsbury Gallery, Basingstoke

Winchester City Museum

Names of governing bodies:

Hampshire Cultural Trust, Hampshire County Council and Winchester City Council

Date on which this policy was approved by Hampshire Cultural Trust:

24 April 2015

Policy review procedure:

The collections development policy will be published and reviewed on a regular basis, at least once every five years

Date at which this policy is due for review:

31 March 2020

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

1. Hampshire Cultural Trust statement of purpose:

1.1. The Trust's vision, mission and core values:

Our vision - we will strive to be the champion of world-class culture in Hampshire

Our mission - we will showcase, connect and empower Hampshire's culture and its creative economy

Our core values - we are always...inspirational, fresh and exciting, customer focused, respectful but challenging, collaborative and proud

Our goals – we will change lives through culture by supporting economic prosperity and social wellbeing. We will champion world-class culture that:

- *is a national treasure in which local people are proud and visitors admire*
- *acts as economic catalyst supporting regeneration, and creating jobs*
- *cultivates skills, nurturing local talent and creativity*
- *inspires wellbeing, happiness and fulfilment*
- *makes money to save and grow arts and museums, whilst reducing pressure on the public purse*

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 2013/14 over 515,000 people used the museums and heritage sites now directly managed by the Trust. Nearly 35,000 children visited with their school and 430 people gave their time to Trust sites as volunteers contributing well in excess of 40,000 hours.

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.

- 1.2. The governing bodies will ensure that both acquisition and disposal are carried out openly and with transparency.
- 1.3. By definition, the museums operated by the Trust have a long-term purpose and hold collections in trust for the benefit of the public in relation to the Trust's stated objectives. The governing bodies therefore accept the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the collections.
- 1.4. Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- 1.5. The Trust recognises its responsibility, when acquiring additions to the Hampshire County Council and Winchester City Council collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections

management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

- 1.6. The Trust will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the Trust can acquire a valid title to the item in question.
- 1.7. In exceptional cases, disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below will be followed. In cases where disposal is motivated by financial reasons, the governing bodies 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
 - extensive prior consultation with sector bodies has been undertaken
 - the item under consideration lies outside the museum's established core collection

2. History of the collections

Hampshire County Council's collection

- 2.1 The collection relates 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 The Curtis Museum can trace its collecting activities back to the 1850s, when rural and domestic 'bygones' relating to the Alton area were acquired. A small collection of natural history curiosities collected by William Curtis in the 1840s dates back to the middle of the eighteenth century.
- 2.4 Local societies and individuals began to build up similar collections in Basingstoke and Christchurch from the 1920s onwards, prior to the establishment of the fledgling county-wide service in 1962. The appointment of professional curators from the 1950s led to the development of systematic collecting policies for all of the major disciplines, including Decorative Art, Local and Industrial History, Archaeology and Natural Science.

- 2.5 The acquisition of a wide range of general agricultural machinery and iron goods manufactured by Taskers at their Anna Valley works near Andover from 1968 onwards stimulated the development of a major transport and technology collection. The scale and significance of this collection ultimately led to the opening in Basingstoke of Milestones – Hampshire’s living history museum in 2000.
- 2.6 Following the formation of the County Museums Service in 1974 other district councils in Hampshire entered into partnership with the County Council to establish local museums and encourage collecting in their districts. The expansion of this network of community museums has enabled professional museum staff to develop county and regional collections which reflect fully the whole of Hampshire and its people.

Winchester City Council’s collection

- 2.7 Winchester City Museum is the oldest in Hampshire, founded privately in 1847 and transferred to the City Corporation in 1851 under the provisions of the newly established Museums Act. In accordance with the museum philosophy of the age, and their own taste and special interests, successive early curators acquired and disposed of material, moulding the content and extent of the collections in the 19th and early 20th centuries. Material from the whole of Hampshire, and indeed from further afield, was often collected, largely as a result of gifts from wealthy benefactors.
- 2.8 The appointment of a professional curator in 1947 led to the development of a more focused role as a repository for local history and archaeological material. This coincided with the start of systematic archaeological investigation both in the city and in the surrounding rural area. These two elements form the core of the collections today, the archaeological material being of national, and in some respects international, importance.
- 2.9 Following the establishment of the county-wide museums service in 1962, material from areas covered by the museums forming the Service has not been collected. Since local government re-organisation in 1974, collecting has largely been restricted to the area within the boundaries of Winchester District. Photographic archives formerly held by the City Library were transferred to the City Museum at that time.
- 2.10 Some of the early material collected by Winchester City Museum has been relocated by gift or exchange to more appropriate museums: for example, in 2008, the geology collection was passed to Hampshire County Council Museums Service. Some objects have been retained because their presence in Winchester is published or well documented and are therefore more accessible for use if retained rather than relocated elsewhere. Others are retained because they have been given to the city by local people and are part of Winchester's civic past.

3. An overview of current collections

Hampshire County Council’s collection

- 3.1 At any one time, an estimated 11% of the collection is on display in 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.

3.2 Currently, the collections are grouped into five disciplines each managed by a specialist curator supported by a team of conservators:

Arts

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

Hampshire 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. Hampshire County Council is designated through the planning process as the appropriate recipient body for archives from developer-led archaeological investigations in Hampshire. This collection includes a significant number of numismatic items and a small amount of material from ancient Egypt.

Natural sciences

The biology and geology collections represent Hampshire's natural environment, past and present. The biology collections include specimens of preserved plants and animals collected over the last 150 years. Although modern collecting focusses on Hampshire, there are some specimens from abroad, including a well preserved set of Dodo bones. The entomology collections are primarily a British collection, but with a strong Hampshire bias. The geology collections contain fossils specimens from the Cretaceous, Paleogene and Quaternary rocks from Hampshire and the Isle of Wight. There are also fossil specimens along with rocks and minerals from classic Victorian British and International sites. They act as the repository for supporting evidence for Hampshire Biodiversity Information Centre records.

Photographs

The collection contains a large number of portraits and topographical views of the historic county of Hampshire and its people dating from the 1850s to the present day. Photographs are acquired primarily for their topographical or collections-related content rather than for any artistic merit although the two sometimes occur in the same image. The collection currently consists of over 250,000 photographic prints, negatives, glass plate negatives, lantern slides and transparencies.

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 19th century to modern times tracing the changing patterns as Hampshire moved from a rural to an urban economy. It includes objects relating to local crafts and industries and examples of technological design and invention. A significant collecting area has been the impact of manufacturing within Hampshire with a particular focus on transport material relating to Taskers, Thornycrofts, Wallis and Steevens, Lansing Bagnall and Gordon Keeble.

Winchester City Council's collection

- 3.3 At any one time, an estimated 2% of the collection is on display in museums and public buildings ranging from a high proportion of the art and local history collections of 10% to 1% of the archaeological material. Most of the archaeological material, local history objects, painting and prints are in store at the F2 collections centre on the Bar End Industrial Estate in Winchester, with some of the bulk archaeological finds are at the Bar End Depot Store. The historic photograph collection is stored at the Bar End Industrial Estate and at the Chilcomb collections centre, Winchester where it is made available to the public.
- 3.4 The collection held can be grouped under the following five headings, which are listed in approximate order of importance:

Winchester archaeology

Winchester City Council is designated through the planning process as the appropriate recipient body for archaeological archives from developer-led archaeological investigations in Winchester District. Historically, the bulk of the collection comprises material and records recovered from the local area as a result of interventions in the past, sometimes by academics, sometimes as 'rescue archaeology' and, more lately, as part of the planning process. There are small collections from the whole district. From Winchester city comes the largest urban archaeological collection arising from systematic excavation outside London, providing the most comprehensive overview of the character and development of any European city. It includes small World Archaeology and World Cultures collections formed in the 19th and early 20th centuries.

Local history

This material has been acquired because of its direct relevance to the history of Winchester and its rural area, from the post-medieval period to the present day. Particular strengths of the existing collections are in material manufactured by local firms or craftsmen, objects relating to local retailers and industries, and material relating to civic and social history and institutions. This collection includes material given by civic groups such as visiting twin town representatives and the city's weights and measures collection.

Numismatics

The collection ranges from pre-Roman to post-medieval coins from the area, more than 200 medieval jettons and 17th to 19th century trade tokens mainly issued by the traders, merchants and corporations of Winchester and Hampshire. This collection has been carefully supplemented by purchase, following specialist advice. Winchester City Council holds the second largest collection of Winchester mint coins, the largest collection being held by the Hermitage Museum in St Petersburg, Russia.

Photographs

Winchester City Council has the largest collection of historical photographic material of Winchester and district held by any organisation in Hampshire. The collection consists mainly of photographs from 1870 to the present day, but also includes some cine film, and video and audio tape.

Topographical art and portraits

This collection forms a comprehensive selection of works that illustrate the character and development of the city and district between the 18th and 20th centuries and, to a lesser extent, the persons associated with that history. There are currently about 1,700 works in the collection.

Access to both collections

- 3.5 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, Winchester City Museum, Basing House and our touring exhibition galleries at Winchester and Gosport Discovery Centres and the Sainsbury Gallery at the Willis Museum.
- 3.6 Museums services are also delivered through community venues situated across Hampshire, with support from a large team of volunteers. Both flagships and community venues are supported by our specialist services for public programmes, collections management, venue management, learning and marketing to ensure the museums continue to deliver quality programming at a national standard.
- 3.7 The material stored at the Chilcomb and F2 collections centres in Winchester is available by prior appointment, to researchers and through specialist workshops and tours.

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

4. Themes and priorities for future collecting

- 4.1 We will collect items and associated information relating to the five disciplines - Arts, Archaeology, Natural Sciences, Photographs and Social and Industrial History - that have strong connections with the historic county of Hampshire and with existing collections according to the following **principles** and the **procedures** in Section 9 - Acquisition:
- 4.2 We will work to ensure that the collections are representative of all Hampshire's communities past and present, in consultation with under-represented groups.
- 4.3 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 Southampton and Portsmouth area and photographs in relation to Hampshire Archives and Local Studies collecting policy
 - 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 or Winchester City Council
- 4.4 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 the Hampshire Cultural Trust on behalf of Hampshire County Council and Winchester City Council.

- 4.5 Whenever possible legal copyright and other rights to the item are to be transferred to Hampshire County Council or Winchester City Council at the time of acquisition. This is particularly important in the context of photographs and works of art.
- 4.6 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.
- 4.7 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.
- 4.8 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.
- 4.9 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 16 of this policy.
- 4.10 There is a presumption against Hampshire Cultural Trust acquiring original manuscript archival material (with the exception of some archaeological archives) for its own use or on behalf of Hampshire County Council or Winchester City Council, unless it is a condition of a gift or purchase that a collection including original manuscript archival material should not be separated. To ensure that the public interest is best served, in terms of proper access and care, most original manuscript archival material will be directed to Hampshire Archives and Local Studies or Dorset History Centre, if the material is thought to fall within their collecting policies.
- 4.11 Hampshire Cultural Trust will not acquire original film and sound archives for its own use or on behalf of Hampshire County Council or Winchester City Council. To ensure that the public interest is best served, in terms of proper access and care, such material will be directed to the Wessex Film and Sound Archive.
- 4.12 When acquiring significant collections of photographs on behalf of Hampshire County Council or Winchester City Council, Hampshire Cultural Trust will do so in consultation with Hampshire Archives and Local Studies.
- 4.13 Loans will only be accepted in exceptional circumstances as research or special exhibition loans and will be for a specified period of time. Permanent loans will not be accepted.
- 4.14 Hampshire Cultural Trust will only accept bequests on behalf of Hampshire County Council or Winchester City Council that meet the criteria of the collecting policy. Bequests may be partly or

wholly declined and any unwanted items will be declined in writing to avoid Hampshire Cultural Trust, Hampshire County Council or Winchester City Council becoming the legal owners by default.

- 4.15 Hampshire Cultural Trust cannot guarantee that an object will be on permanent public display and will not acquire material subject to such a condition.

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.

5. Themes and priorities for rationalisation and disposal

- 5.1 Hampshire Cultural Trust, Hampshire County Council and Winchester City Council recognise that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.
- 5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.
- 5.3 Responsible, curatorially-motivated disposal will take place during the life of this Collections Development Policy, in order to increase public benefit derived from museum collections¹ and to prepare the collections for a move to new storage at some stage in the foreseeable future.
- 5.4 All rationalisation and disposal of items from the Hampshire County Council and Winchester City Council collections will be undertaken in strict accordance with the Disposal Procedures in Section 16 of this policy.
- 5.5 Each collection will continue to be audited to identify priority areas for rationalisation and disposal. Particular attention will be given to the following areas:

Arts

- Duplicate children's wear, including Victorian white wear
- Military uniforms
- Jigsaw puzzles
- Out-of-date, non-accessioned books relating to museum practice
- Hampshire topographical art and portraits that do not align with the collecting policy
- Winchester topographical art and portraits that do not align with the collecting policy

Archaeology

- Excavated kiln waste, unpublished field-walking finds and other similar material in Hampshire County Council collection

¹ See Museums Association 'Disposals Toolkit' p 5.

- 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)
- Winchester City Council has undertaken a substantial disposals exercise in the last few years involving recording and dispersal of fragmentary and/or featureless ceramic and stone building materials and processing of over 1,000 soil samples. Disposal of further environmental material, such as unsorted residues and oyster shells is now under active consideration. In the future, it may also be desirable to dispose of iron objects from recent contexts, and iron nails
- Will consider proposals for relocation of material in Winchester world archaeology and world cultures collections that do not align with the collecting policy

Natural sciences

- 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

Photographs

- 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

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
- work technology collections
- transport

6. Legal and ethical framework for acquisition and disposal

- 6.1 Hampshire Cultural Trust, Hampshire County Council and Winchester City Council recognise their responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7. Collecting policies of other museums

- 7.1 Hampshire Cultural Trust, Hampshire County Council and Winchester City Council will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. They 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.
- 7.2 Specific reference is made to the following museums:

All collections

Bishop's Waltham Museum
Dorset Museums Association
English Heritage, Bishop's Waltham and Wolvesey Palace, Winchester
Isle of Wight Heritage Service
Petersfield Museum
Portsmouth Museums and Visitor Services and Portsmouth Libraries and Archives Service
St Barbe Museum, Lymington
Southampton City Council Arts and Heritage
Volunteer run community museums in Hampshire when working with material relating to a specific community
Winchester Cathedral, Triforium Gallery

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-Cotes Art Gallery and Museum, Bournemouth

Natural sciences

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

Photographs

Hampshire Archives and Local Studies, Winchester

Social and industrial history

Bursledon Brickworks Industrial Museum
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
Twyford Waterworks Trust
Watercress Line Railway Museum

8. Archival holdings

As Hampshire Cultural Trust holds archives, including photographs and printed ephemera on behalf of Hampshire County Council and Winchester City Council, it will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

9. Acquisition

- 9.1.1 A Collections Development Panel will consider any proposed acquisitions that could lead to any increase in financial or business risk, including changes to insurance policies held by the governing bodies, storage or conservation requirements, or that have special conditions attached to them by the person or organisation offering the items.
- 9.1.2 The panel will make its recommendations based on specialist advice, provided either by a responsible officer or an external advisor, to the Leadership Team of the Hampshire Cultural Trust. The panel will be made up of representatives from the Hampshire Cultural Trust Venues and Learning Team, as well as the Collections and Programmes Team.
- 9.1.3 The Leadership Team of the Hampshire Cultural Trust will have delegated authority from the governing bodies to approve acquisitions, except where the acquisition may affect the insurance premiums paid by Hampshire County Council or Winchester City Council, require additional investment in storage facilities or is subject to a special condition attached by the person or organisation from whom the item is to be acquired. In these circumstances the acquisition will only be made once it has been agreed in writing by Hampshire County Council, Winchester City Council and the Board of Trustees of the Hampshire Cultural Trust.
- 9.1.4 An Acquisitions Report will be presented to the Board of Trustees of the Hampshire Cultural Trust at least once a year.
- 9.1.5 Hampshire Cultural Trust will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen on behalf of Hampshire County Council or Winchester City Council unless Hampshire County Council, Winchester City Council or the responsible officer is satisfied that it can acquire a valid title to the item in question.
- 9.2 Hampshire Cultural Trust will not acquire any object or specimen on behalf of Hampshire County Council or Winchester City Council 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 November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, Hampshire Cultural Trust will reject any items on behalf of Hampshire County Council or Winchester City Council that have been illicitly traded. The governing bodies 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.

10. Human remains

- 10.1 As Hampshire Cultural Trust holds human remains from any period on behalf of Hampshire County Council or Winchester City Council, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

11. Biological and geological material

- 11.1 So far as biological and geological material is concerned, Hampshire Cultural Trust will not acquire by any direct or indirect means any specimen on behalf of Hampshire County Council or Winchester City Council 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.

12. Archaeological material

- 12.1 Hampshire Cultural Trust will not acquire archaeological material (including excavated ceramics) on behalf of Hampshire County Council or Winchester City Council in any case where Hampshire County Council, Winchester City Council or the responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.
- 12.2 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 (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

13. Exceptions

- 13.1 Any exceptions to the above clauses will only be because Hampshire Cultural Trust is:
- acting as an externally approved repository of last resort for material of local (UK) origin on behalf of Hampshire County Council or Winchester City Council
 - acting with the permission of authorities with the requisite jurisdiction in the country of origin on behalf of Hampshire County Council or Winchester City Council

In these cases Hampshire Cultural Trust will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. Hampshire Cultural Trust will document when these exceptions occur.

14. Spoliation

- 14.1 Hampshire Cultural Trust 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.

15. The Repatriation and Restitution of objects and human remains

- 15.1 Hampshire County Council or Winchester City Council, acting on the advice of Hampshire Cultural Trust'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 or Winchester City Council will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.
- 15.2 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'.

16. Disposal procedures

- 16.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- 16.2 The governing bodies will confirm that they are legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3 When disposal of a museum object is being considered, Hampshire Cultural Trust 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.
- 16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort - destruction.
- 16.5 The decision to dispose of material from the collections will be taken by the governing bodies only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. 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.
- 16.6 A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing bodies of

the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone. Hampshire Cultural Trust will not be required to gain consent from Hampshire County Council and Winchester City Council for the disposal of items forming part of the County Council Collection or City Council Collection which are of low intrinsic significance in the reasonable opinion of the Trust and the disposal of the item is witnessed by an appropriate member of the Trust's museum workforce².

- 16.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. 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.
- 16.8 If the material is not acquired by any Accredited museum to which it was offered 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 a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 16.10 Any monies received by the museum governing bodies from the disposal of items will be applied solely and directly 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.
- 16.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12 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.

Disposal by exchange

- 16.13 The nature of disposal by exchange means that Hampshire Cultural Trust will not necessarily be in a position to exchange the material with another Accredited museum. The governing bodies will

² See 'Collection Loan Agreement relating to the loan of the collections of Hampshire County Council to the Hampshire Cultural Trust', 31 October 2014, paragraph 4.7 and 'Collection Loan Agreement relating to the loan of the collections of Winchester City Council to the Hampshire Cultural Trust', 31 October 2014, paragraph 4.7.

therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.

- 16.13.1 In cases where the governing bodies wish for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 16.1-5 will apply.
- 16.13.2 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.
- 16.13.3 If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, Hampshire Cultural Trust will place a notice on the MA's Find an Object web listing service, or make an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.13.4 Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing bodies must consider the comments before a final decision on the exchange is made.

Disposal by destruction

- 16.14 If it is not possible to dispose of an object through transfer or sale, the governing bodies may decide to destroy it.
- 16.15 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.16 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.17 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.18 The destruction of objects should be witnessed by an appropriate member of the Hampshire Cultural Trust workforce. In circumstances where this is not possible, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

APPENDIX A – Individual discipline collecting policies

A1 Arts

A1.1 An overview of current collections

Hampshire County Council's collection

- 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 extend 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, 18th – 20th century dresses)
- Embroidery (from 17th 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 16th 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
- 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.

Winchester City Council's collection

- 1.1.9 Winchester's collection of topographical art and portraits forms a comprehensive selection of works that illustrate the character and development of the city and district between the 18th and 20th centuries and, to a lesser extent, the persons associated with that history. Developed by gift and purchase, there are currently about 1,700 works in the collection. Some are on permanent display at the Guildhall and at Abbey House. A temporary exhibition of selected works is held at least once each year in City Space at the Winchester Discovery Centre.

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 We will continue to collect topographical art and portraits for the Winchester City Council collection that provide interesting or previously undocumented information; that the work is by an artist working in or associated with the Winchester area; or that the work shows a person or event associated with Winchester.
- 1.2.3 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.

- 1.2.4 Active contemporary collecting will take place as resources allow, with particular consideration to be given to contemporary studio ceramics.
- 1.2.5 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

Hampshire County Council's collection

- 2.1.1 We collect archaeological material from the county of Hampshire. We have adjusted to local government boundary changes over the years, 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 is managed by Hampshire Cultural Trust.
- 2.1.2 We have working agreements with Winchester archaeology colleagues, Southampton City Council Arts and Heritage, Portsmouth Museums and Visitor Services and Portsmouth Libraries and Archives 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 in the Hampshire County Council collection 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 Hampshire County Council, 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. Hampshire Cultural Trust issues a guidance document *Depositing Archaeological Archives* which seeks to inform this process and is planning to produce standardised guidelines with Portsmouth and Southampton 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.

Winchester City Council's collection

2.1.9 We collect archaeological material from Winchester and its administrative district, although, as with Hampshire, 'historic collections' might be from much further afield. About 1% is on permanent display in our venues at the City Museum and Westgate. There are also semi-permanent displays that include archaeology at other sites in the city, such as Abbey passage and St Lawrence's Covert. The remainder is in store at the F2 collections centre on Bar End Industrial Estate, and at Winchester City Council's Central Depot on Bar End Road and forms a resource for temporary exhibitions, particularly at City Space in the Winchester Discovery Centre.

2.1.10 It is probably the largest urban archaeological collection outside London arising from systematic excavation to modern standards that provides the most comprehensive overview of the character and development of any European city. Around 80% of the collection derives from excavations within the city and its immediate hinterland, with smaller amounts of material from rural sites and small towns in the district, and 800-odd items from the wider world.

2.1.11 There are just under 118,000 MODES records relating to archaeology and numismatics, and there is a backlog of records still to be made for the excavations conducted in the 1960s and 1970s. Much information about the backlog objects, however, is available in the site archives and in both popular and academic publications, but recording in MODES continues to be a priority. Like Hampshire, digital imaging and internet access have come to the fore at Winchester in recent years.

2.1.12 The significant elements within the collection are the:

- collections from antiquarian investigations in the late 19th and early 20th centuries, including material from all of Hampshire. A significant component is material derived from excavations carried out under the auspices of the Hampshire Field Club, and smaller amounts from the city collected and recorded by Sidney Ward-Evans in the 1930s. For some of this time, Winchester Museum was the only recognised county-wide repository for donations.
- collections dating from the late 1940s and 1950s formed by Frank Cottrill, the first professional curator at Winchester, and also the amongst the first that modern-day archaeologists would recognise as a 'rescue archaeologist'. Most of these collections come from the city.
- findings of the excavations led by Professor Martin Biddle in the 1960s and early 1970s. Most of this comes from the city and its immediate suburbs. Professor Biddle was a pioneer of archaeological method at the time, and this is reflected in the quality of the written, drawn and photographic archive.
- Winchester Archaeology Office collection dating from the early 1970s to around 2004, when the Winchester City Council Archaeology Unit was disbanded. This continued the work of Cottrill and Biddle, and adhered to Biddle's methodological standards. Most of the material comes from the city or the suburbs, but there were some significant interventions in Winchester district.
- commercial archaeology collection dating from about 2000 to the present day. Planning Policy Guideline 16 and Management of Archaeological Projects 2 were published requiring the developer to fund proper archaeological investigations. Now, archaeological units from outside Hampshire undertake projects in the area and donate the archive and material culture to the collection. In recent years, the largest and most significant projects have been carried out by Oxford Archaeology (South) and Wessex Archaeology.
- world cultures and world archaeology collections comprising some 800 items. Around 300 items are classified as world cultures because they were not necessarily derived from archaeological sites and include arms and armour, costume, jewellery, musical instruments and religious artefacts from all over the world. About half of the world archaeology items are from Ancient Egypt, the remainder being pieces from the Mediterranean, the Middle East and the Americas. The collections reflect the interests of local people whilst travelling abroad during the 19th and early 20th centuries. Such material is not now actively collected.
- numismatics collection comprising a range of prehistoric, Roman, Saxon, medieval and post-medieval coins from the area; more than 200 medieval jettons including French, Anglo-Gallic and German issues; and 17th, 18th and 19th century trade tokens mainly issued by the traders, merchants and corporations of Winchester and Hampshire. Items from archaeological investigation have given parts of this collection a secure context, which has been carefully supplemented by purchase, following specialist advice.

- chance find collection, including numismatics. This has also burgeoned in recent years due to the advent of the Treasure Act, and the Portable Antiquities Scheme in the late 1990s. A recent large acquisition was from a father and son's lifetime of metal-detecting in and around Cheriton.

2.1.13 Significant bodies of material include:

- Brook Street sites, Wolvesey Palace and the Cathedral excavated in the 1960s and early 1970s
- Winchester's northern, eastern and western Roman cemeteries – Human remains and grave goods from well over 2,000 graves. Most important site is Osborne School (formerly Lankhills) in Winchester's Roman northern cemetery
- Hyde Abbey, in Winchester's northern suburb, and St Mary's Abbey in Abbey View Gardens and city offices sites
- Anglo-Saxon cemeteries at Worthy Park, Winnall and Old Dairy Cottage site
- The Brooks from the late 1980s and early 1990s – included exceptionally good evidence for people's management of their environment and livestock
- Staple Gardens, Southgate Street and Jewry Street - Winchester's early development, including a late Saxon cemetery
- Bronze Age burials and urns from Oliver's Battery
- Many Winchester rural parishes - including iron smelting in the Forest of Bere.
- Three 'top' archaeological objects, on display at the City Museum are the Winchester Moot Horn, the Winchester Reliquary and an ivory plaque, probably also derived from a reliquary, decorated with angels in the Winchester Art style of the 10th century.

A2.2 Themes and priorities for future collecting

- 2.2.1 To build on the strength of the archaeological collections, Hampshire Cultural Trust will continue to act on behalf of Hampshire County Council and Winchester City Council as a repository for archaeological material of all periods and types excavated from the two historic Hampshire and Winchester collecting areas in order to provide as complete a research resource as possible for the study of the area.
- 2.2.2 Winchester will remain a crucial reference point for many aspects of urban and cultural studies and so its archaeological archive will have a continuing importance in the future, even after the primary analysis and publication of excavations is complete.
- 2.2.3 Material from archaeological excavations will normally only be accepted where the total excavation archive, including documentation, is available and where title can be obtained. Hampshire Cultural Trust reserves the right, on behalf of Hampshire County Council and Winchester City Council to require a one-off storage payment in respect of the receipt of such material and reserves the right to refuse acceptance of an archive. Standards and guidelines for the ordering of the archive and the material are currently under review, so that Hampshire County Council and Winchester City Council procedures and charges can be dovetailed as far as possible under the Hampshire Cultural Trust.
- 2.2.4 The Winchester City Council numismatic collection will be developed as resources and opportunities permit. Coins from all periods will continue to be collected as archaeological finds, while additional material will be obtained by gift, purchase or loan where it helps to complete the collection, or has particular archaeological significance. Chance finds will still be accepted from the Portable Antiquities Scheme and where they supplement the Winchester Mint collection.

Hampshire Cultural Trust will also seek to collect on behalf of Hampshire County Council and Winchester City Council other chance finds from the Portable Antiquities Scheme, in a similar way, and for similar reasons.

- 2.2.5 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 the Hampshire Cultural Trust 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 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 Cultural Trust, 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 19th century and beginning of the 20th century. Collections transferred to Hampshire County Council in recent years include University of Southampton and Winchester 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 the Trust 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 We 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. We 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. We 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 for educational use (particularly at SEARCH), events and for both permanent and temporary displays.

A4 **Photographs**

A4.1 **An overview of current collections**

Hampshire County Council's collections

A4.1.1 The collection contains a large number of topographical views of the historic county of Hampshire dating from the 1850s to the present day. Photographs are acquired primarily for their topographical or collections-related content rather than for any artistic merit although the two sometimes occur in the same work. The collection currently consist of 250,000 plus photographic prints, negatives, glass plate negatives and slides. Categories covered within the collection include the following:

- Hampshire towns and villages by civil parish
- Hampshire churches and buildings
- Topographical postcards by parish
- Hampshire trades and occupations
- Hampshire industry
- Schools and Education
- Local government
- Emergency services - Fire, Police, other
- Transport and communications
- People and personalities
- Holidays and special occasions
- Health and welfare

- Sport and recreation
- Tichborne trials of the 1870s.

A4.1.2 Material is available for public consultation at Chilcomb collections centre and a number of local museum resource rooms throughout the county. The collection is currently being scanned onto computer for improved public access and transferred onto the collections website. Selected material relating to Gosport has been scanned and is now available at Gosport Discovery Centre Local Studies section.

Winchester City Council's collection

A4.1.3 Winchester City Council has the largest collection of historical photographic material of Winchester and district held by any organisation in Hampshire. The collection consists mainly of photographs from 1870 to the present day, but also includes cine film, and video and audio tape. The collection also includes some photographs of objects from the collections and archaeological excavations.

A4.1.4 A major impetus to the development of this collection was the transfer, in 1974, of the photographs held by Winchester Library to Winchester Museums. Subsequently, acquisition has mainly been achieved through donation, with similar objectives to those set out below for topographical art - to illustrate change and development, as well as people and events associated with the area. Part of the collection - a remarkably complete set of Mayoral portraits from 1848 to the present day – is on permanent display in the Guildhall.

A4.1.5 The photographic collection includes photographs by particular local photographers which provide snapshots of Winchester at particular stages in its modern developments. These include:

- William Savage (late 19th century)
- W.T. Green (Edwardian period)
- Heathcote Wride 1930s-1950s
- Bob Sollars together with the Hampshire Chronicle glass plate negative collection representing the 1950s to 1970s
- Winchester City Council planning department have also deposited a large number of photographs of historic buildings in the district.

A4.1.6 Where donation of important original photographic material cannot be secured, Winchester Museums have encouraged the deposition of digital images, copy negatives or prints for public reference.

A4.2 Themes and priorities for future collecting

A4.2.1 For the Hampshire County Council collection 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 and of Hampshire Archives and Local Studies.

A4.2.2 While Winchester City Council's collection will not change its collecting policy, pressure on space dictates that they should be more rigorously applied in the future. When opportunities for acquisition arise, the object's rarity, quality and the contribution it would make to the collection will be taken into account. Specifically, large deposits will only be accepted in their entirety in exceptional circumstances. Ideally these potential donations will be assessed and items of particular importance may be extracted and accessioned if this is appropriate.

A5 Social and industrial history

A5.1 An overview of current collections

Hampshire County Council's collection

- 5.1.1 The social and industrial history collections seek to tell the story of everyday life and work in Hampshire, mainly from the 19th 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.
- 5.1.2 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.
- 5.1.3 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.
- 5.1.4 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)
- 5.1.5 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.
- 5.1.6 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.

- 5.1.7 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.
- 5.1.8 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.

Winchester City Council's collection

- 5.1.9 Local history material has been acquired because of its direct relevance to the history of Winchester and its rural area, from the post-medieval period to the present day. Particular strengths of the existing collections are in material manufactured by local firms or craftsmen, material relating to local retailers and industries, and material relating to civic and social history and institutions.
- 5.1.10 Some material is acquired because it helps to interpret or amplify an area of strength within the collections, for example advertising ephemera used in local shops. Documents related to local history material are collected but, if they are extensive or pose particular problems, discussion with Hampshire Archives and Local Studies will be undertaken to determine the best storage arrangements.
- 5.1.11 Because of Hampshire County Council's well-established interest in the County's agricultural history, Winchester Museums have concentrated on city and village life, to the exclusion of large-scale agricultural equipment and machinery, industrial archaeological material, and that relating to urban transport.
- 5.1.12 Of particular interest are the reconstructions of three shops from Winchester in the City Museum, complete with original fixtures, fittings and stock.

A5.2 Themes and priorities for future collecting

- 5.2.1 We 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 19th 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.
- 5.2.2 Winchester local history material will continue to be acquired because of its direct relevance to the history of Winchester and its rural area, from the post-medieval period to the present day. The Winchester City Council collection will continue to concentrate on city and village life, rather than agricultural history.

- 5.2.3 Hampshire Cultural Trust will have a responsibility to curate existing collections relating to Winchester's civic life and accession new material occasionally given by civic dignitaries, official visitors to the city, or private individuals on behalf of Winchester City Council. Criteria for collection of new material, whether by gift or purchase, are similar to those for local history.
- 5.2.4 Objects and/or related information that are relevant to strong Hampshire 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.
- 5.2.5 In the Winchester District active contemporary collecting will continue to be pursued where particular big events which affect the whole of the local community need to be represented. These are events such as the recent 2012 Olympics, the Queen's Jubilee and the annual Hat Fair.
- 5.2.6 A contemporary collecting policy will be developed for the Hampshire County Council 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.
- 5.2.7 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.
- 5.2.8 Other objects will continue to be acquired for learning and community engagement activities and exhibitions. They will be accessioned accordingly.

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 (jaz 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 Westgate Museum, Winchester

The Westgate Museum does not have its own collections but is used to exhibit items from Winchester Museums' store that represent the history of the Westgate together with the Tudor and Stuart period of history

B2.10 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]

B2.11 Winchester City Museum

Winchester City Museum does not have its own collections but is used to exhibit items from Winchester Museums' stores that represent the Roman, Saxon, later medieval and 18th to 19th century period of history.

APPENDIX C - Collections Digital Preservation Policy

1 Introduction

- 1.1 Hampshire Cultural Trust 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 Cultural Trust 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 Hampshire Cultural Trust'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 by Hampshire Cultural Trust, 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 Cultural Trust, 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 Cultural Trust does not have the technology necessary to automate the procedure.

8 Access and Use

- 8.1 For images, Hampshire Cultural Trust's 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.