

DUNDEE CITY COUNCIL

REPORT TO: POLICY AND RESOURCES COMMITTEE– 22 APRIL 2019
REPORT ON: ACCREDITED MUSEUMS COLLECTIONS DEVELOPMENT POLICY
REPORT BY: DIRECTOR, LEISURE AND CULTURE
REPORT NO: 105-2019

1.0 PURPOSE OF REPORT

1.1 To seek approval for the Collections Development Policy 2019 – 2024 for Dundee City's collections which are managed, maintained and developed by the Cultural Services Section of Leisure & Culture Dundee.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee approve this Policy

3.0 FINANCIAL IMPLICATIONS

3.1 There are no direct financial implications for Leisure & Culture Dundee or Dundee City Council Revenue Budgets arising from this report.

4.0 BACKGROUND

4.1 Agreement of this Policy will allow Leisure & Culture Dundee to strengthen the permanent collection and fulfil the terms of the Accreditation Scheme for Museums in the UK for 2019 to 2024.

4.2 This Policy was agreed by the Leisure & Culture Dundee Board on 5 December 2018.

5.0 POLICY IMPLICATIONS

5.1 This report has been subject to an assessment of any impacts on Equality and Diversity, Fairness and Poverty, Environment and Corporate Risk. There are no major issues.

6.0 CONSULTATION

6.1 The Senior Management Team and Board of Leisure & Culture Dundee, Museums Galleries Scotland, and the Dundee City Council Management Team have been consulted in the preparation of this report and are in agreement with its contents.

7.0 BACKGROUND PAPERS

7.1 None.

Stewart Murdoch
Director, Leisure and Culture
March 2019

LEISURE & CULTURE DUNDEE – COLLECTIONS DEVELOPMENT POLICY 2019 – 2024

Name of museum:

All museums managed by Leisure & Culture Dundee and not limited to The McManus, Mills Observatory and Broughty Castle Museums. This will also include the museum out stores and collections unit.

Name of governing body:

Leisure & Culture Dundee

Date on which this policy was approved by governing body:

Leisure & Culture Dundee Board – 5 December 2018

Policy review procedure:

The collections development policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review:

December 2024

Date on which this policy was approved by the collections owner, Dundee City Council:

DCC Policy and Resource Committee – 22 April 2019 (tbc)

Museums Galleries Scotland will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

1 RELATIONSHIP TO OTHER RELEVANT POLICIES/PLANS OF THE ORGANISATION

1.1 The museum's statement of purpose is:

Leisure & Culture's Statement of Purpose.

To deliver, for the citizens of Dundee, and those who visit the City, high quality Leisure, Sport, Cultural and Learning Experiences which improve their quality of life.

On 1 July 2011 Dundee City Council (thereafter referred to as DCC in this document) transferred the museum service to Leisure & Culture Dundee (thereafter referred to as L&CD in this document). A formal agreement between both parties known as the Collections Agreement was adopted to allow L&CD to manage the collections on behalf of DCC, who formally own the City's collections which are held in Trust for the people of Dundee.

For the purpose of this document L&CD will be known as the governing body. L&CD shall obtain permission from DCC where appropriate and when required.

1.2 The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.

1.3 By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.

1.4 Acquisitions outside the current stated policy will only be made in exceptional circumstances.

- 1.5 The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.
- 1.6 The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- 1.7 The museum will not undertake disposal motivated principally by financial reasons.

2 HISTORY OF THE COLLECTIONS

THE COLLECTIONS

The City of Dundee's collection boasts an incredible 150,000 objects – in common with all museums only a fraction can be on display at any time. The McManus is proud to have more than 6% of the total collection on show – a higher percentage than many national museums.

In 1824, Dundee's Watt Institute, a museum and library, was formed. Original inventories of the collections do not survive, but we do know that it contained Arctic fauna and ethnographical objects. The Watt Institute collections of history, natural history of world cultures were acquired by the City in 1869 and moved into the newly established Albert Institute. It was first extended in 1873 and by this date a small fine art collection had been established. Between 1877 and 1891, The Albert Institute became the venue for Dundee's hugely successful Fine Art Exhibitions. Purchases from these selling exhibitions, in their day described as second only to those held in Paris, enabled the fine art collection to grow. Such was the success of these exhibitions that a third extension was required. Completed in 1889, this created the suite of four ground floor museum rooms and four first floor art galleries that still form the core of The McManus displays today.

Some of the earliest recorded donations, were given by Henry S. Cox, of Cox Bros (Calcutta), one of the largest jute firms in Dundee. Material by Dr Peter Rattray, who followed in the footsteps of Mary Slessor, represents the single biggest donation of African material to Dundee. T.W. Miln and George Duncan MP were the first of a series of enthusiastic local art collectors to bequeath artworks.

By 1895, the collections had grown so extensive that the Albert Institute and Victoria Galleries were over-crowded. The former Dudhope Barracks opened as a new Technical Museum on 23 July 1900. With model machinery, ship models, natural history and ethnography, its central feature was the Boulton-Watt engine, built in 1785. Despite its popularity, at the outbreak of WW1 the Barracks reverted to military ownership. Dudhope Museum closed in 1949 and the collections returned to Albert Square.

By the early years of the 20th century, The Albert Institute was home to Egyptian and Assyrian displays presented by Sir James Caird. Natural history exhibits included sponges and corals, fish, reptiles and birds. Large African big game, fossils and minerals, were contrasted with the skeleton of the Tay Whale, Arctic and Antarctic specimens captured by Sir Ernest Shackleton during his Antarctic Expedition of 1914.

Throughout the 20th century the collection grew, through gifts, bequests and acquisitions secured by a growing specialist curatorial team. Barrack Street Museum focussed on the display of the natural history collections augmented by a series of popular touring and themed exhibitions in the Art and Nature gallery. Barrack Street Museum closed to become The Collections Unit, the main city collection store. By the 1990s, Dundee Industrial Heritage had developed Discovery Point, focussed on the RRS Discovery, later opening the jute factory Verdant Works. The City's collections were incorporated as a key part of these displays. At Discovery Point contributed material relates to the ship, Antarctic exploration and other important polar expeditions.

Verdant Works reflects Dundee's textile industries – primarily jute but also polypropylene, flax and linen. The collection includes jute machinery and tools, technical drawings, textile products as well as objects, photographs and archives relating to Dundee or Indian mills and their workers.

Broughty Castle Museum opened in 1969 with displays focussed on the whaling and military collections. Today displays explore the history of Broughty Ferry, Natural Science, Military and a dedicated gallery to The Orchar Art Collection.

In 1984, the Albert Institute with its dynamic early history displays was renamed The McManus Galleries, in honour of Lord Provost Maurice McManus.

In 1989, to celebrate the transfer of the entire Orchar Art Collection to Dundee City Council, the busy hang of a red-walled Victorian gallery was recreated instantly becoming one of the most admired galleries in the building. Despite showing its age, a dynamic programme of exhibitions and displays contributed to the McManus Galleries being voted Dundee's best loved building in 2000. During this period, art acquisitions began to be made in partnership with external agencies including the Scottish Arts Council and Lottery funded National Collecting Scheme for Scotland. In 2008, as part of its major redevelopment, it was renamed The McManus: Dundee's Art Gallery and Museum. During this redevelopment, the entire museum collections were audited, a basic computer database created and the entire collections packed and relocated.

Today, three of Dundee's collections are Recognised as being of national significance by Museums Galleries Scotland on behalf of the Scottish Government; the entire Fine Art Collection, the Applied Art Collection and the Whaling Collection.

Leisure & Culture Dundee, on behalf of Dundee City Council, manages Broughty Castle Museum (in a partnership with owner Historic Environment Scotland), The Mills Observatory and The McManus: Dundee's Art Gallery and Museum.

3 AN OVERVIEW OF CURRENT COLLECTIONS

The Whaling, Fine and Applied Arts have been Recognised by the Scottish Government managed by Museums Galleries Scotland as being nationally significant.

The national audit was the first ever national survey of Scotland's rich cultural heritage held in museums and galleries. The following objects were identified as star objects in the report of 2001. All are on permanent display at The McManus, with the exception of the McKenzie photographs (which are too numerous) and the Boulton-Watt beam engine, The Boulton-Watt beam engine is on permanent display at Verdant Works, a partnership between L&CD and DIH. Individual McKenzie images are used within permanent and temporary displays.

- Portuguese mariners Astrolabe, 1555
- Boulton-Watt beam engine, late 18th century
- Pewter, Pirley pig, 1602
- Stuffed pigeon Winkie and Dickin medal, 1945
- Jacobite flag, Lord Ogilvie's regiment of foot, 1745
- Ten stained-glass windows by William Burne Jones
- King Crispin mural by Henry Harwood, 1822
- The dugout canoe, Errol, AD 500
- Fragment of Roman armour from Carpow Fort, Perthshire AD 200
- Benvie Pictish stone AD 800
- The Tay Whale
- Fossil Fish Collections from Dura Den
- Dante's Dream by Dante Gabrielle Rossetti
- Tay Bridge from My Studio Window by James McIntosh Patrick
- Joseph McKenzie archive of c.1,000 vintage fine art photographs

These ten items were selected from the many dozens of significant objects within the City's collections that comprise material that is of local, national and international importance. There is significant crossover between collections and improvements in computer documentation means that they are increasingly catalogued under different categories, ensuring that information is disseminated widely to staff and researchers. For example, there are links between the Joseph McKenzie Fine Art photographs and the jute industry, transport and wider history collections.

3.1 Archaeology

The Archaeology Collection consists of over 7,000 objects relating to Regional and Foreign Archaeology.

3.1.1 Regional Archaeology

Objects in the Regional Archaeology Collection include objects and archives discovered by controlled archaeological excavation or chance finds.

Up until the redrawing of regional boundaries in 1996 finds were collected from not only within Dundee but its surrounding area, including Tayside and Fife. Since 1996 the collecting area is restricted by the boundaries of Dundee City and finds are allocated via the Treasure Trove system. The museum is registered as a "Museum of Last Resort" and can make a case to acquire unallocated finds from elsewhere.

The collections reflect the pre-history and history of Tayside with finds assemblages from important archaeological investigations such as the Mesolithic site at Morton, the Pictish Lundin Links long cist cemetery, both in Fife, alongside medieval urban sites in Dundee and the remains of industries that thrived in living memory. The archaeology of Dundee is evidence that the city's position on the Tay Estuary has proved attractive for millennia and that the exchange of goods and ideas has always been important to the areas' inhabitants.

Formerly the Museum had its own Archaeology Field Unit which conducted its own excavations as well as providing assistance to excavations in Dundee, Tayside and Fife.

The collections are organised under the following categories:

- Mesolithic
- Neolithic
- Bronze Age
- Iron Age
- Roman
- Pictish
- Medieval
- Post Medieval

The collection contains material that is important locally and nationally.

Work continues to fully document the collection, key elements are on permanent display within The McManus and Broughty Castle.

We are the chief depository for the archaeological finds from Morton and the accompanying excavation reports. The material is heavily used to support the study of early man's presence in Scotland and Europe and has been frequently cited in publications.

The collection of material from the Bronze Age has attracted the attention of Alison Sheridan from the National Museums of Scotland as well as scholars from further afield. Alison has borrowed a faience bead from the Southfield urn cemetery in Fife for further study, and in the past has studied and written about jet material as well as pottery and human remains.

The collection of metalwork from Pyotdykes in Angus has attracted particular interest, especially with the discovery of a similar hoard in Carnoustie in 2016. The cloth plug inside one the spearheads is one of only two surviving fragments of pre-Roman textiles in Scotland. The basal-looped spear head is one of only three from Scotland, with a second also in our collection.

The Roman material we hold from Severn fortress of Carpow is the most extensive outside the National Museum, Scotland and is of great interest to scholars of the Romans in Scotland. Included in this assemblage is a piece of scale armour, *lorica squamata*, the survival of which was declared by J.P. Wild of the University of Manchester, Archaeology Department to be "unique in the Roman Empire – though there is plenty of evidence that such body armour existed in the classical world. The nearest parallel is an armoured horse cloth from Dura-Europos on the Euphrates; but the Carpow construction technique is much better!" He also wrote in 1986 when conservation of the piece was being discussed "the group of material is a unique find and should receive international attention". J. J. Robertson a scholar of the Roman period believed the collection "...underlines the significance of the Roman presence in Tayside in the 1st and 2nd centuries"

The Regional archaeological collection also contains one of only two log boats to have survived excavation from the Tay. It dates from 485AD and has been identified as being dug out from a single log oak. The human remains from Lundin Links are a rare surviving example of people from the Pictish era.

Their excellent preservation makes them attractive to researchers and they have been the subject of several PhDs and studies, including analysis of Pictish diet and mobility and a review of interpersonal violence in early medieval Scotland.

3.1.2 Foreign Archaeology

Objects in the Foreign Archaeology Collection include any object discovered in an archaeological context outwith Great Britain. Examples include objects from Ancient Egypt, Classical Greece and Rome and the Americas.

The Egyptology Collection largely stems from the Institution's early involvement with the Egypt Exploration Fund (now Society). It contains examples from important sites such as El Amarna, Abydos and Deir el Bahri and ranging in time from Predynastic to Roman Egypt.

Key objects from the latter collection are on permanent display within the Dundee and the World gallery.

Alongside our regional archaeology collection our foreign archaeology collection small but even within the 1150 objects in the collection it hold items of great significance. The most notable is a portrait of Princess Neferurē (from Deir el-Bahri, Egypt, was declared as "the only known surviving 'portrait' in low relief of the famous but curiously ephemeral daughter of the redoubtable Queen Hatshepsut" by K.A. Kitchen in 1963. Also among our Egyptian material donated by Sir James Caird and from subscribing to the Egypt Exploration Fund is our stone sarcophagus for the priest Hor-em-heb, son of the priest Pa-Hor. This has been cited in at least 3 learned journals. The material from the Egyptian City of Naukratis was the subject of study by the British Museum's 'Naukratis: The Greeks in Egypt' project and appear in the catalogue on the project's website. Textiles from the 1913-14 Egypt Exploration Fund season were studied by Dr Frances Pritchard of the Whitworth Institute and were published in the Belgian publication *Drawing the Threads Together*.

We also have a few notable Greek Vases a total of 10, but they are of exceptional quality. In 1965 Brain Shefton of Newcastle University wrote in reference to 1916-299-1 and 1916-299-2, "Both vases are outstanding in your museum. They are amongst the better Greek vases in the country and I must congratulate you on your, even to the experts, completely unknown possessions. Both are worthy of publication in a learned journal when the occasion presents itself".

3.2 **WORLD CULTURES**

The World Cultures collection consists of about 5,000 items from Africa, Asia, the Americas and Oceania.

The greater part is African, predominantly from Nigeria, Zaire, Uganda and South Africa. The Americas collection is predominantly Inuit. The collection includes material collected by Dr Thomas Alexander Wise which was originally donated to the University of Dundee and transferred to Dundee City Council in 1993. Dr Wise was the first collector to bring Tibetan material to Scottish shores.

- World Cultures : Africa
- World Cultures: Americas
- World Cultures : Asia
- World Cultures: Europe
- World Cultures: Oceania

Material from this collection makes up the key displays in the Dundee and the World gallery.

Cataloguing project was carried out in 1994 which resulted in a publication *Cultures of The World* by Andrew Proctor. Additional work required to fully document. The Himalayan material was part of the National Museums Scotland Tibet project and formed part of a .PhD thesis on Tibetan material in Scottish museums.

3.3 **NUMISMATICS**

The Numismatics Collection consists of some 13,000 objects relating to Dundee, Scotland, Britain and Europe, the Classical World and other countries around the world. Examples include coins, **banknotes**, trade tokens, communion tokens and medals.

The 'Paton Gloag Collection' is of particular note and is believed to be of national importance. Also of significance are the Scottish and English gold coins in the collection.

Overview of coin collection undertaken by Prof Ian Carradice in 2005. Museums Galleries Scotland funded an intern project focussed on the numismatics in 2011. More work is required to identify the full significance of the collection.

Recently an updated version of Scottish Banknotes was published which included a number of our Dundee banknotes.

An early Dundee banknote is included in the What is a Museum display focussed on Dundee's contribution to design.

3.4 **Human History**

This encompasses a huge area of the collection and one that is continually added to, historically categorised as community life, costume, domestic life, military, numismatics, personal life, photography, social, transport and working life, the collection currently consist of 46,000 objects. It is curated in the following broad categories and will be re-categorised to fit these themes:

3.4.1 Community Life

The collections currently consist of 2500 objects relating to the community of Dundee and its surrounding areas. Examples include collections of objects relating to groups and societies, religion, politics, women's history, sport and recreation, law and order, education and local government.

Key items are on permanent display in the Making of Modern Dundee Gallery. A full audit of collection began 2018.

3.4.2 Domestic and Family Life

The collections currently consist of over 600 objects relating to domestic and family life including the house and household and activities that take place within it, or are related to family life. Examples include household furniture and furnishings, lighting, sanitation, food preparation, toys and games and pastimes. Also included would be domestic musical instruments.

Key items are on permanent display in the Making of Modern Dundee Gallery. A full audit of collection began 2018.

3.4.3 Personal life

The collections currently consist of over 1600 objects that are used by or related to only one person, as opposed to a group of people, and kept for private use rather than being used in a domestic setting. Examples include a large collection of costume, accessories and objects related to personal care. Of particular note are dresses made by Dundee dressmakers such as Maison Souter, Miss Bruce and Maison Nouvelle. There is a link here also to the Photography collection. Also included here would be collections related to known individuals such as Mary Slessor, Dundee Worthies, etc.

A significant ongoing storage project is focussed on the costume and shoe collections. Significant time is required to audit and research collections to fully understand significance and gaps in the collection.

Audit of collection began 2018.

In 2015 an audit of the hanging costume was started and is ongoing. The aim of this audit is to document, photograph and create bespoke storage bags for each garment. A volunteer project on rehousing the shoe collection began in 2011 and has only just been completed – each shoe or pair of shoes was photographed, condition checked and repacked. Significant documentation of these items is now required.

3.4.4 Military

The collections currently consist of over 2000 objects relating to Dundee's contribution in military affairs, the impact on the City as well as the military careers of people from Dundee.

This includes medals, uniform, firearms and archival material relating to the Boer Wars, First and Second World Wars, as well as occupation of Broughty Castle by the military. There is an overlap here with medals under the numismatic collections, Photography as well as military uniform under Personal Life. Of significance is the Carr Archive including an autograph book, postcards and photographs all relating to a Dundee Conscientious Objector. Items relating to the Jacobites also fall under Military – of major significance is the Jacobite Banner.

Key areas included as part of Dundee 1914-18 HLF Great War Dundee project, although significant work required to identify, research and document collection is required.

Since 2017 staff have been involved with the Worker's Education Association (WEA) participating in their course 'Bringing to Life the Meaning of Conscientious Objection across Scotland' – this has provided an opportunity for further research to be carried out into the conscientious objector autograph book held in the collection.

3.4.5 Working Life including maritime

The collections currently consist of just under 7000 objects that relate to the working life of Dundee and activities akin to this which are undertaken for commercial purposes. Examples include the Nine Trades, Trade Unions, textile industries, whaling, publishing and printing, food manufacture and transport.

The Whaling Collection is a recognised collection of National Significance by the Recognition Scheme run by the Scottish Government.

The material relating to Dundee's whaling past and general polar exploration overlaps with the Inuit ethnographic material. In view of the small amount of material surviving, this collection constitutes a major British collection of international importance.

The Shipping Collection is of great importance at both a local, regional, and in some areas, national level. It is popular with the public and in use by researchers on a fairly regular basis. A large number of the ship models have recently been installed on permanent display as part of the maritime quarter in Dundee and the World.

This is a rich part of the History Collection. Historically, industry was central to the life of Dundee. Some key points must be made here. Firstly, careful consideration must be given to the "Collecting Area" when considering collecting an object in some of the categories below. Unless there is an outstanding or significant reason, collecting must not overlap with that of Dundee Industrial Heritage.

Large ship model display installed in Dundee and the World 2017, work required to document and research remaining maritime collections.

The Timex collection has been developed, the curator has been working with the Timex local history group expanding knowledge on the collection. Significant new additions have been added to the collection with good supporting information placing the objects in context, continual work is required to document all recent donations. During work on the backlog Timex donations have been reclaimed continual work is required to document fully.

3.4.6 Transport

The collections currently consist of 2000 objects relating to how people in Dundee travelled both locally and further afield, recording changes in method. The development of travel for ordinary people as it became quicker and easier by train instead of horse, plane instead of boat, and by car, bus and bicycle as well as by foot.

Material relating to the transportation of goods to and from Dundee and the development of trading links using sea, rail, air and road. Significantly, Dundee had some of Scotland's first railways transporting goods and people, for example The Newtyle Railway opened in 1831. There is an overlap here with working life, photography as well as personal life.

Of significance is the 1879 Tay Bridge Disaster collection including souvenir memorabilia, photographs, wreckage from the bridge (girders) and train (doors from the carriages) plus commemorative material.

Careful consideration will be given when considering collecting for any of the above categories and reference will be made to Dundee Museum of Transport.

3.4.7 Photography

This collection encompasses a range of media numbering about 20,000 items including lantern slides, glass negatives, albums, plastic negatives, 35 mm film (black & white and colour), photographic prints (from 19th century to present day, black & white and colour) and postcards.

The collection includes images of whaling and polar exploration, studio photographs, material relating to local industries and businesses, and images of notable Dundee sitters. Items of note include images of Dundee's Whaling industry, images of Buffalo Bill's visit to Dundee, 1904 and recently the purchase of a set of previously unpublished negatives from The Beatles 1964 concert at Dundee's Caird Hall.

A location audit of the photographic history collections was undertaken in 2018. Work is now underway to fully document and describe the collections identifying strengths and weaknesses in the collection.

Small groups of photographs from this large collection have been displayed in A Silvered Light.

3.4.8 Oral History

The Oral History Collection until 2004 consisted of a collection of cassette recordings.

In 2004 oral history began to be pursued in a more strategic way, partly in order to have oral history available for the McManus Galleries "Who We Are" redevelopment project and "The Making of Modern Dundee" gallery within that project. It is the intention to continue to collect Oral History as a record of Dundee.

3.5 **Natural Sciences Collection**

The Natural Sciences collection is classified using widely-accepted taxonomic classification. The collection consists of approximately 42,000 objects, however the entomology collections require breakdown in numbers in excess of 30,000 and the current temporary numbering system for the Herbaria is estimated to be over 15,000 sheets additional to the 42,000 currently documented.

3.5.1 Vertebrates

- Reptiles and Amphibians – This is a very small collection of mounted specimens (mostly crocodilians and toads), display casts and spirit preserved specimens.
- Fish – This collection, which is of regional significance, contains over 500 preserved specimens and display mounts of historical interest. (There is a small but regionally important collection collected from the Carolina Port Power station in the 1970s)
- Birds – The collection consists of glazed and unglazed mounted specimens, study skins, osteology (skulls, skeletons and bones) and eggs.
 - Mounts – This collection contains about 900 specimens. Most are of British origin, although there are a small number of foreign specimens from localities such as Australasia and Antarctica (including some important historical material collected by Sir Ernest Shackleton). About two thirds are recent, the remaining third being 19th-century specimens.
 - Study Skins – This collection which is of regional significance contains about 2,000 specimens. It includes historical material from J.F.T. Nisbet and J.T. Boase. Most of the specimens are of Scottish origin and have full data. The small foreign component includes specimens from North and South America, Africa and Australasia.
 - Nests – This small collection is comprised mainly from donations made in the 19th century. Most of the common British species are represented.

- Eggs – This is a large collection. Many of the 7,000 eggs have inadequate data. Although the vast majority are probably of British origin there is also a significant amount of European and American material.
- Osteology – Mostly skulls, sacra (sacrum) and sterna (sternum) of British birds with a handful of exotic bird skulls. The collection is complemented by a few complete skeletons. Specimens will number several hundred.
- Mammals
 - Mounts – This collection contains about 200 specimens. Most are recent and are of Scottish origin, although a few foreign localities ranging from the Arctic to Australasia are also represented.
 - Study Skins – This collection which is of regional significance contains about 300 specimens. Although a few older foreign specimens are present, the vast majority of the collection is of recent Scottish material.
 - Osteology – This collection contains about 300 specimens, mainly skulls. It does however include the largest and most spectacular Natural History specimen - the Tay Whale skeleton.
 - Microscopic slides – About 450 mammalian specimens on microscopic slides including many human pathology samples. Most have little data and some are from commercial sources.

Vertebrate specimens feature prominently within the Landscapes & Lives 1 gallery, The Making of Modern Dundee gallery and at the Broughty Castle Natural History Gallery. An audit of the vertebrate specimens within the Collections Unit since 2015 is ongoing and further documentation is needed for many objects in storage.

3.5.2 Invertebrates

- Insects – These total approximately 35,000 pinned specimens and are of regional importance. More than two thirds are well documented, being recent specimens of Scottish origin. The strongest groups are Lepidoptera (butterflies), Coleoptera (beetles) and Diptera (flies). There are also a number of fluid-preserved specimens.
- Molluscs – This collection contains about 6,000 specimens of shells and includes a substantial proportion of foreign material, much of it tropical seashells with little accompanying data. Among the British material, parts of southern England are currently better represented than Scotland.
- Other Invertebrates – This collection contains about 1,000 mainly fluid-preserved specimens covering Scottish marine, freshwater and terrestrial forms, i.e. crustaceans, arachnids.
- Microscopic slides – Roughly 300 microscope slides of invertebrates, including 170 Lepidoptera.

Invertebrate specimens feature within the Landscapes & Lives gallery, The Making of Modern Dundee gallery and at the Broughty Castle Natural History Gallery.

A documentation project in 2016 documented the Robertson Moth collection which increased numbers of the collection by 3931. This has highlighted the significance of the entomology collection which required additional curatorial research and documentation.

The major projects within the invertebrate collections is the complete cataloguing of the insect collections and transfer of these collections to new purpose built storage.

3.5.3 Botany

- Algae – This collection contains less than 1,000 poorly-documented 19th-century specimens, mainly from southern England, but including some Scottish material. The foreign material includes some 200 specimens from the Southern Hemisphere apparently collected in the 1860s.

- Bryophytes – This collection contains about 3,500 specimens, mainly of British origin. It includes the 19th-century Scottish collection of G. Forbes (800 specimens) and a small proportion of 19th century foreign material of worldwide origin. The only modern specimens are contained in 250 packets collected from Angus and Perthshire.
- Lichens – This collection contains about 3,000 herbarium packets. Most are well documented, modern, Scottish specimens and comprise one of the most important 20th century lichen collections in Scotland.
- Vascular Plants – This collection contains about 9,500 herbarium sheets. Included is the UK Duncan collection with some 2,200 voucher specimens for the "Flora of Angus" and 563 for the "Flora of East Ross-shire"; both of regional importance.
- Microscope slides – About 250 botanical slides of specimens donated and some from commercial sources, mostly of British origin.
- Other botanical specimens include a small collection of economic botany (timber), seeds and cones, exotic ferns and dried fungi.

A documentation audit of the herbarium began in 2015 and has increased the documentation of the collection by over 2100 objects. A volunteer project on the Lichen collection by a specialist has ensured that this part of the Herbarium is adequately identified and stored. Although plant specimens in the museum galleries are rare, the Herbarium at the Collections Unit is often used by researchers.

3.5.4 Geology

- Rocks – This collection contains 1,000 specimens, mainly of Scottish origin. Local rock types are reasonably represented but the collection lacks adequate non-local material for comparative purposes.
- Minerals – This collection of approximately 1,700 specimens contains a significant amount of foreign material. Agate, a semiprecious stone associated with volcanic rocks features in the Landscapes and Lives gallery and the collection contains many fine examples of agates found locally and across Scotland.
- Fossils – This collection contains 2,500 specimens, many of historical and scientific importance including material of national significance. Although local fossils are reasonably well represented, the number of specimens from other parts of Britain is inadequate for comparative purposes.

Important fossils collected locally from Devonian period rocks feature in the Landscapes and Lives gallery. The Devonian period is known as the "Age of Fishes" because of the wide variety of the fish and other aquatic animals present. However many of them became extinct by the end of the Devonian. Specimens of the acanthodians (spiny sharks) are currently being studied by a Ph.D. student who is reclassifying the group.

3.5.5 Biological and Geological Records

The Organisation is the major holder of biological records from the historical Tayside region (1973-1996).

The current archive is mainly paper based, much of it the result of survey work conducted or initiated by the Organisation. Much data has been entered into the Recorder computer program so that it is more readily available and can be searched in a variety of ways.

These often have voucher material (specimens collected to verify and complement field records) associated with them which is in need of proper storage. The taxonomic expertise to check the validity of records is largely available only in a museum.

3.6 **Fine Art**

Established in 1874, the City's permanent Fine Art Collection comprises 5,500 items and spans four centuries of production by artists working in Britain and Europe.

At its core is a fine collection of nineteenth and twentieth century Scottish painting which has formed the basis of our active collecting over the last forty years. The Fine Art Collection is a recognised collection of National Significance by the Recognition Scheme run by the Scottish Government.

Since reopening in 2010, we have staged an annual display drawn from the City's fine art collection in the Twentieth Century gallery. Key themes have included landscape painting, portraiture and the enduring influence of classicism. In addition to the works on permanent display, between April 2010 and April 2018 we have shown 930 artworks from the fine art collection in these themed displays.

The Collection is well represented on external websites – including all of the oil paintings featured on Art UK's national database – <https://artuk.org/>. The entire Orchar collection is featured on the Scottish Cultural Resources Access Network (SCRAN) website, <https://www.scran.ac.uk>. Orchar page, https://www.scran.ac.uk/database/results.php?QUICKSEARCH=1&search_term=Orchar+collection

From its inception until the 1960s, the art collection was built primarily through donations and bequests. During the 1960s a small acquisitions fund was established and Curators were able to actively collect by purchasing work for the first time. It was believed that with the exception of three major gifts, the transfer of the entire Orchar Collection in 1987, the successful bid for some 70 works from the Scottish Arts Council bequest in 1997 and the gift of the photographic series 'Hawkhill: Death of a Living Community' in 2002, the ability to build the collection through donations or bequests had ceased. In the last few years, this has reversed with a number of artists considering their longer-term legacy and seeking to place key works in the collection – notable here is the work of the Neil Dallas Brown and William Littlejohn estates to distribute material held in the artists' studio more widely amongst permanent collections across Scotland. Also worthy of mention is the significant gift of The Antarctic Suite of paintings by Frances Walker, which she considers the finest work of her career.

Active collecting, through purchase and where possible carefully-selected gift, is the only method by which the Fine Art Collection can be seriously developed. The ability to secure grant aid from government, charitable and private sources is a key determinant in pursuing and securing major acquisitions.

3.6.1 European Oils, Watercolours and Drawings up to the 20th Century

A small collection, including work by Italian and Dutch 'Old Masters', mostly donated during the 19th century and also by one twentieth-century collector, William Shiell. A number of these works are on permanent display with the Dundee and the World gallery – receiving praise from the former director of the Louvre Lens. Recent research has been undertaken on the Giovanni Battista Caracciolo by the University of Aberdeen. Work by Boudin and Fantin-Latour have been lent to prestigious European exhibitions in recent years.

Key artists include:

- Abraham van Beyeren
- Pompeo Batoni
- Louis de Boullogne
- Eugene-Louis Boudin
- Giovanni Battista Caracciolo
- Emilian School
- Jacob Maris

3.6.2 English Oils, Watercolours and Drawings up to 1950

The English Collection is a fine and valuable one and the subject of numerous loan requests. In recent years we have lent works by Burra, Knight and Spencer. The little known small watercolour by JMW Turner has recently been shown in exhibitions in France and a major series of 5 exhibitions in Japan.

Key artists include:

- Frank Brangwyn (a collection of some 250 works including 16 oil paintings)
- Edward Burra

- David Cox (60 pencil drawings)
- Dame Laura Knight
- Edwin Landseer
- Alfred Munnings
- John Nash
- Dante Gabriel Rossetti: Dante's Dream, believed to be the finest Pre-Raphaelite work in a Scottish public collection
- Walter Sickert
- Stanley Spencer – including a piece from his important Resurrection series
- JMW Turner: Le Havre

3.6.3 English Oils, etc. from 1950 until Present Day

This is a small group deriving in part from historic donations by, and our ongoing partnership with, the Contemporary Art Society and the War Artists Advisory Committee. It includes work by:

- Edward Bawden
- David Bomberg
- Edward Burra
- Mark Gertler
- Alan Ronald
- Graham Sutherland.

All works donated or acquired through our membership of the Contemporary Art Society are catalogued on the CAS website: <http://www.contemporaryartsociety.org/donated-works/museum/the-mcmanus-dundees-art-gallery-museum/>. We also contributed to the Black Artists and Modernism project and associated website, <http://www.blackartistsmodernism.co.uk/> seeking to identify works in public collections by a number of seminal black British artists. Web address

3.6.4 Scottish Oils, Watercolours and Drawings from Circa 1650 to 1950

Dundee City has one of the best collections of Scottish paintings in the country. This includes: a number of outstanding single works; the only one of Dundee's numerous nineteenth-century art collections to survive in its entirety (the Orchar Collection); and the best collection of work by artists of the Scott Lauder Group anywhere. As one would expect, artists with a strong local connection feature prominently. Much of the best work from the Scottish eighteenth and nineteenth century is on permanent display in the Victoria gallery. Many of the Provostal portraits are displayed within Dundee City Chambers. The portrait collection featured in the complementary shows *Revealing Characters* and *Face to Face*. This area of the collection is regularly the subject of loan requests, most recently *The Village Ba' Game* by Alexander Carse was loaned to the Sport themed displays of the redeveloped Scottish National Portrait Gallery. Duncan's *Rider of the Sidhe* to multiple venues in Spain. We have loaned to each of the SNGMA Scottish Colourist exhibitions.

The 20th century collection has been assessed by the National Galleries of Scotland and confirmed as a nationally significant Scottish Collection. SNGMA curated the exhibition *Consider the Lilies*, drawn from this collection.

A full colour catalogue was published and the exhibition shown at the Dean Gallery, (now Modern Two), Edinburgh, the Fleming Collection, London and featured as one of the series of popular Kirkcudbright summer shows.

The Scottish collection is complemented by a significant group of local interest paintings including portraits of local worthies, topography and a large collection of maritime paintings. Much of this was collected by AC Lamb. In 2018, as a result of a resurgence in public interest in the Royal Arch, a significant number of paintings featuring the structure were placed on permanent display in the Landscapes and Lives 2 gallery.

Key artists:

- David Allan
- Alexander Carse: *The Village Ba' Game*, known to be one of the earliest representations of a football match in the world
- Tom Faed

- John Phillip
- Sir Henry Raeburn: George Paterson an important local sitter by perhaps the finest portrait painter of his generation
- Allan Ramsay
- Robert Scott Lauder

Important groupings include: 'the Scott Lauder Group', the 'Glasgow Boys' and the 'Scottish Colourists'.

3.6.4 In addition to the oil paintings being featured on the Art UK website, The Orchar collection is featured on the SCRAN website. Increasingly we are being contacted by organisations who are creating websites dedicated to the wider promotion of individual artists – including the de Laszlo foundation <http://www.delaszlocatalogueraisonne.com/>

3.6.5 Contemporary Scottish Oils, Watercolours and Drawings 1950 until Today

From the outset, the art collection has been a contemporary one built through presentations and bequests of work by living artists from Dundee's prosperous 19th century business community and an active collecting policy focused on contemporary Scottish work from the 1960s onwards.

This collection focusses primarily on acquiring work by artists who live and/or work in Scotland. Work by artists who have a particular connection with Dundee has always been purchased. Additions from the Scottish Arts Council bequest significantly improved this collection.

Key artists include:

- Delia Bailie
- Elizabeth Blackadder
- John Bellany
- Steven Campbell
- Graham Fagen
- Callum Innes
- James McIntosh Patrick
- Eduardo Paolozzi
- David McClure
- Will McLean
- Alberto Morrocco
- Graeme Todd
- Robert Orchardson

The contemporary Scottish collection is the major focus of our annual 20th century gallery displays. Several iterations of *Consider the Lilies* have been staged in the gallery since 2010, we have also focussed on the work of the Tayport Artists Circle.

In the Here and Now gallery, we have staged shorter, often more experimental, displays of the collection, these include *Jeepers Creepers* exhibiting all of the work by Eduardo Paolozzi from Dundee collections.

The centrepiece of this exhibition – the large-scale sculpture *Jeepers Creepers* – also featured in the major Paolozzi retrospective at the Whitechapel Gallery, London. Corin Sworn's *The Foxes* was installed as a temporary intervention into the Dundee and the World gallery.

3.6.6 Artist's Prints

The collection of some 900 prints, particularly strong in early 20th-century British, ranges from Daniell aquatints to prints by French post-impressionists Degas, Vuillard and Chagall. There is also an important collection of etchings and drypoints by JM Whistler. Dundee is fortunate to have a dedicated print studio. The collection reflects this history, based first at Forebank, subsequently at DPW at the Seagate and now at DCA. Dundee City's important collection is complemented by a major collection of 20th-century Scottish prints and a significant collection of Artist Books held by the University of Dundee.

The important collection of Whistler prints from the Orchar collection were the subject of a partnership project with Dr W Rough of the University of St Andrews, and features on standalone websites – <https://www.st-andrews.ac.uk/orchar/> and <http://etchings.arts.gla.ac.uk/>

3.6.7 Fine Art Photography

Dundee was the first City to collect fine art photography purchasing two photographs by Thomas Joshua Cooper in 1985. This brave championing of artist photography at an early stage in its development has resulted in a fine collection representing many of the key Scottish-based photographers of the late 20th-century. The range and quality of the collection was significantly improved with the acquisition of work through the Scottish Arts Council bequest.

The collection includes the largest body of work by Joseph McKenzie in a public collection. All vintage prints, made by the photographer himself, 'Dundee: City in Transition, 1964-66' was acquired in 1990 and 'Hawkhill: Death of a Living Community, 1965-86' acquired in 2002.

Since the fine art photography collection was established, photography has become mainstream and is now viewed as a legitimate medium in its own right. This has resulted in a subtle shift in focus from the collection of work by fine art photographers to include the acquisition of work by artists who work with photography.

A Silvered Light, a major display of this area of the collection, was held in the 20th century gallery in 2014. A series of works by Calum Colvin were acquired after his *Museography* presentation, a series of interventions into the permanent galleries.

3.6.8 Sculpture

The collections consist of about sixty pieces of sculpture, ranging from 19th-century marble portrait busts to contemporary bronzes. David Batchelor's site-specific piece *Waldella, Dundee* is now synonymous with The McManus, featuring prominently on the marketing for the redeveloped McManus including hoardings outside the railways station, The McManus 150th anniversary bus and even being featured in a Beano cartoon.

Key modern sculptors are:

- Benno Schotz
- William Turnbull
- Eduardo Paolozzi
- Gavin Scobie
- Gareth Fisher
- David Batchelor

3.6.9 New Media

The Fine Art Collection has been built up over 150 years through acquisitions of work in the traditional fine art media of paintings, drawings, prints and sculpture. The contemporary art world no longer recognises these distinctions and increasingly boundaries are becoming blurred as the hierarchy associated with traditional media has been abandoned. Many artists work in a variety of media, rather than being associated with one. Artists also have a host of new technologies available to them. Through externally-funded acquisition projects, we have reflected this building a small but important collection of works in new media which includes video/DVD artworks by Roddy Buchanan, Duncan Marquiss & Andy Wake, Pernille Spence and Matt Stokes. Each has been displayed in specific short-term exhibitions since 2010.

3.6.10 Contemporary International Collecting

The Organisation was fortunate to benefit from membership of the National Collecting Scheme for Scotland (NCSS), which ran from 2003-2013. The Scheme made funds available for research and international travel and encouraged more ambitious thinking about the collection. Through the Scheme work has been purchased which reflects contemporary developments in visual art, provides an international context for the permanent art collection and reflects the international outlook of the programmes at Dundee Contemporary Arts and Generator Projects.

It is intended that the body of work collected under the theme 'On Reflection' is expanded to ensure that the City's collection reflects the wider international context in which Scottish artists work. All acquisitions are available to view through the website <https://ncss.gla.ac.uk/>
<https://ncss.gla.ac.uk/browse-acquisitions/?id=1&cid=1&search=y>

3.7 Applied Art

The City's permanent Applied Art and Craft Collection is diverse and varied in quality, with much of it having been collected passively from bequests. The most significant items are in areas which have been actively collected, and in the main purchased, by focussed curatorial initiatives. It amounts in total to some 1,400 objects.

The Applied Art Collection is a recognised collection of National Significance by the Recognition Scheme run by the Scottish Government. At its core is a fine collection of historic Scottish silver, mainly made in Dundee but with excellent examples of Edinburgh and other Scottish provincial silver. A good collection of Historic Scottish Pottery was actively collected for display in the 1980s. Scottish studio ceramics have been purchased between 1970-2010, while contemporary Scottish glass was actively collected between 1980 and 2010. In the 1970s good quality display collections of Georgian glass and 18th century porcelain were purchased from Bond Street dealers to show the variety and development of the media in this period.

Active collecting by means of purchase is the only method by which this collection can be seriously developed. The ability to secure grant aid from government, charitable and private sources will be a key determinant in pursuing and securing major acquisitions, alongside the ability to place items on display.

3.7.1 Historic Silver

The collection comprises around 350 items, material evidence of significant economic activity in the City from the 17th century to the present day. It consists mainly of tableware with some church silver, trophies and presentation pieces. The bulk of the collection is Scottish, with the most important early piece being the Fithie Salver and perhaps the most significant with two outstanding non-Scottish pieces being the Armitstead Salver, 1683 and the Doncaster Cup, 1816. The Scottish provincial silver collection is a good one with an outstanding collection of items by Dundee makers. There are also several impressive pieces of Edinburgh and Glasgow silver.

Regarded as an important display and research collection we have actively acquired work by key historic makers in recent years. The collection is represented on the Incorporation of Goldsmiths website <http://incorporationofgoldsmiths.org/evoke/user/welcome>

3.7.2 Historic Ceramics

The Historic Ceramics Collection contains over 800 miscellaneous items. Much of it is standard household ware from the late 19th century, presented through bequest.

There are a number of important small collections within this which are:

- Good Satsuma pottery
- Assorted Oriental porcelain
- Chelsea and Bow figures
- A good collection of Scottish pottery
- Modern Royal Doulton figures, donated by the factory
- 19th-century Staffordshire including transfer-printed ware
- A large collection of Goss crested china

3.7.3 Glass

The collection consists of approximately 170 items of very mixed quality. The best of it was purchased in 1976, comprising 30 pieces of British and Irish Georgian glass 1720-1820.

3.7.4 Objets d'Art and Other Assorted Pieces of Decorative Art

This is a miscellaneous collection, numbering some 100 items.

The key area is a small but very pretty group of Oriental objects - ivories, lacquer, bronzes, and material related to some of the Far Eastern daggers.

3.7.5 Contemporary Crafts

The Contemporary Craft collection is small but includes fine examples of Scottish studio glass, including a large installation of engraved glass by Alison Kinnaird, and English and Scottish studio ceramics. Both collections were built through an active purchase programme throughout the 1980s and 1990s.

Like the Fine Art Collection, increasingly the boundaries between fine art and craft are becoming blurred. Many craft practitioners are no longer producing work that is primarily functional. Increasingly craft practitioners are exploring conceptual work and are experimenting with media much in the way that a fine artist would do.

The Contemporary Crafts Collection benefited enormously from the research, travel and funding for acquisitions available through the National Collecting Scheme for Scotland 2003-2013. Through the Scheme the collections of Scottish studio ceramics and glass have been built up. The collection has been developed more ambitiously with a purchase of a number of key items by major English and European makers. These include glass by Colin Reid and Bruno Romanelli and ceramics by Danish makers Bodil Manz, Gitte Jungersen, Michael Geertsen, and Per Ahlmann. These acquisitions are available to view at the NCSS website <https://ncss.gla.ac.uk/> <https://ncss.gla.ac.uk/browse-acquisitions/?id=1&cid=1&search=y>

4 THEMES AND PRIORITIES FOR FUTURE COLLECTING

The period of time that the entire collection relates to is prehistory to the present day. Leisure & Culture Dundee continues to actively collect in the areas defined below on behalf of Dundee City Council who hold the permanent collections in trust for the people of Dundee.

The main reasons for collecting are:

- To acquire objects which have a particular significance to the Dundee area
- To acquire items which enhance and complement the existing collections
- Specific curatorial collecting initiatives to address gaps in key areas of the collection or to enhance the representation of specialist groups/ thematic areas
- Items which have potential for display, education use or as part of specific research projects

The collections area does not strictly cover the geographical/Local Government administrative area of Dundee City. This is dependent on the requirements of different collections and is detailed below.

Regional Archaeology	Dundee or its surrounding area, including Tayside and Fife, or that relates to the time period of approximately 10,000 B.C. to approximately 1600 A.D
Foreign Archaeology	Closed collection; however objects which will enhance or complement the collection will be considered.
World Cultures	Closed collection; however objects which will enhance or complement the collection will be considered.
Numismatics	Numismatics relating to Dundee, Scotland, Britain and Europe, the Classical World and other countries around the world
Community Life	Dundee and surrounding area (Dundee Local Government administrative area).
Domestic and Family Life	
Personal life	
Military	
Working Life	
Transport	
Photography	
Oral History	
Vertebrates	In general Tayside and North East Scotland. Consideration to neighbouring authorities will be taken into account when acquisitions are made.
Invertebrates	
Botany	
Geology	
European Oils, Watercolours and Drawings up to the 20th Century	The fine and decorative art collections are not bound by the Dundee City Local Government administrative area. Acquisitions complement and enhance the existing collections and can be local, national or international in origin.

English Oils, Watercolours and Drawings up to 1950	<p>Consideration of the collections of neighbouring authorities and institutions will be taken into account when acquisitions are made.</p> <p>Consideration will be given to avoid duplication in the “devolved national collections” particularly when applying for funding through the National Fund for Acquisitions and The Art Fund.</p>
English Oils, etc. from 1950 until Present Day	
Scottish Oils. Watercolours and Drawings from Circa 1650 to 1950	
Contemporary Scottish Oils, Watercolours and Drawings 1950 until Present Day.	
Artist's Prints	
Fine Art Photography	
Sculpture	
New Media	
Contemporary International Collecting	
Historic Silver	
Historic Ceramics	
Glass	
Objets d'Art and other assorted Pieces of Decorative Art/Furniture	
Contemporary Crafts	

4.1 Regional Archaeology

Active and passive collection, including through Treasure Trove, will be undertaken for the following categories:

- Mesolithic
- Neolithic (gaps in collection)
- Bronze Age
- Iron Age (gaps in collection)
- Roman
- Pictish
- Scottish (gaps in collection)
- Medieval
- Post medieval
- Books, manuscripts, maps, photographs and equipment which relate specifically to archaeological digs and study within the region.

We have requested to become a Museum of last resort for Treasure Trove. This means if a museum in Angus, Perth and Kinross and Fife does not bid for objects that come via the Treasure Trove system, Leisure & Culture Dundee, on behalf of Dundee City Council, will have the option before it goes to the National Museum by default.

We will also actively obtain full accompanying archives with all archaeological finds.

4.1.2 Foreign Archaeology

The collection is historic and is considered closed. However, passive or active collecting can be considered in rare circumstances where appropriate for display or research purposes, where specified objects would enhance the interpretation or display possibilities of the existing collection, or fill gaps in the collection. These options would only be explored if it was not possible to source the relevant material as loans from other museum collections. Categories currently in the collection and to which any new objects will relate are:

- Americas
- Classical World
- Egypt
- Oriental

4.1.3 World Cultures

The collection is historic and is considered closed. However, passive or active collecting can be considered in rare circumstances where appropriate for display or research purposes, where specified objects would enhance the interpretation or display possibilities of the existing collection, or fill gaps in the collection. These options would only be explored if it was not possible to source the relevant material as loans from other museum collections. Categories currently in the collection and which any new objects will relate to are:

- World Cultures without provenance
- World Cultures Africa
- World Cultures Americas
- World Cultures Asia
- World Cultures Europe
- World Cultures Oceania

4.1.4 Numismatics

Active collecting will take place to add numismatic objects to the collection that provide context for the human history of Dundee, especially in a local context. Active and passive collecting will be undertaken for the following categories:

- Banknotes
 - Examples of Dundee banknotes will be actively collected
 - In 2016 a Dundee schoolgirl designed a £5 note for the Bank of Scotland featuring Pudsey for Children in Need. 50 were produced – if the opportunity ever arises every effort should be made to collect this.
- Tokens
- Seals
- Medals (accompanied with documentation and personal stories to further contextualise the collections)
- Medallions

4.2 **Human History**

4.2.1 Community Life

Active and passive collecting will be undertaken for the following categories:

- Cultural tradition
- Groups and Societies
- Regulation and control
- Welfare and wellbeing
- Education
- Amenities and entertainment
- Sport and recreation
- Politics and local governance
- Communications and currency
 - Numismatics is considered separately in a category above.
- Community life not elsewhere specified

There are key groups and societies that are under-represented in the collections such as Women's groups and LGBTQ communities. Sport comprises quite a small collection so attention should be paid to collecting items relating to Dundee sports men and women. The collection relating to politics is also relatively small but attention should be focused on Dundee's reaction to political affairs.

4.2.2 Domestic and Family Life

The current collection holds too many objects with no provenance or stories related to the people who would have owned or used them. This collection requires a better representation of objects that relate specifically to areas of Dundee (i.e. Douglas or Lochee), Dundee homes and Dundee people.

Active and passive collecting will therefore be undertaken for the following categories:

- Domestic and family administration and records
 - Any significant or large collection of archival material will be considered for deposit with Dundee City Archives, rather than with the museum
- House structure and infrastructure
- Heating, lighting, water and sanitation
- Furnishings and fittings
 - (see also "Working Life" - 5.4.4) There is a natural crossover here with furniture currently in the Fine and Decorative Art collection. Joint working between the History Team and the Fine and Decorative Art Team is suggested before collecting an object relating to furniture. Reference will also be made to the Strategic Change Fund report on the Furniture Collection by David Jones on 26 July 2005.
 - There is natural crossover here with ornaments and curios currently in the Fine and Decorative Art collection. Joint working between the History Team and the Fine and Decorative Art Team is suggested before collecting an object relating to ornaments and curios.
- Household management
- Food, drink and tobacco
- Family wellbeing
- Hobbies, crafts and pastimes
- Domestic life not specified elsewhere

4.2.3 Personal life

The current collection holds too many objects with no provenance or stories related to the people who would have owned or used them. Objects especially relating to Personal Life from the 1980s onwards must be actively collected.

Active and passive collecting will therefore be undertaken for the following categories.

- Personal administration and records
 - Any significant or large collection of archival material will be considered for deposit with Dundee City Archives, rather than with the museum.
- Relics, mementoes and memorials
- Costume
 - The costume collection is extensive, with a broad and impressive representation of mainly women's garments from 1750 until the 1970s, with 1850-1950 predominant.
 - However, if an opportunity arises to collect items from the following areas, stringent consideration will be given, keeping in mind the already large nature of the collection overall.
- costume from 1980s onwards will be selectively collected with an emphasis on items made in Dundee, purchased in Dundee or influenced by Dundee. Where opportunity arises to collect from graduates of Duncan of Jordanstone this should be taken where appropriate.
- working clothing which is not duplicated in the existing collection
- men's clothing which is not duplicated in the existing collection
- children's clothing that is not duplicated in the existing collection
- items of exceptional significance or quality which were made and used prior to the 1980s, and which are not duplicated in the existing costume collection
- Clothing made by Dundee manufacturers should be actively collected
- Accessories not elsewhere specified
- Toilet
- Food, drink and tobacco
- Personal wellbeing
- Personal life not specified elsewhere

4.2.4 Military

For all donations to the military collection all effort must be made to establish if the person was from Dundee. World War Two medals or those without inscriptions should not be collected unless there is contextual information with them.

- There are a number of National Registration Identity Cards in the collection – further duplication of these should be avoided unless under exceptional circumstances.
- Objects relating to Dundee's Conscientious Objectors should be actively collected.

4.2.5 Working Life including Maritime

Active and passive collecting will be undertaken for the following categories:

- Agriculture, forestry and fishing
 - Falling into this category is the whaling collection which is a nationally significant collection, designated by Museums Galleries Scotland on behalf of the Scottish Government. It is unlikely that many donations will be made to enhance it. Therefore passive and, where possible, active collecting will be applied where an object in question will enhance the collection.
- Energy and water supply
- Minerals and chemicals
- Metals and metal goods, engineering etc.
 - There is natural crossover here with some objects currently in the Fine and Decorative Art collection, especially silver. Joint working between the History Team and the Fine and Decorative Art Team will take place before collecting an object relating to Dundee silver.
- Manufacturing industries not elsewhere specified
 - An important company in Dundee's history is D.C. Thomson and Co. limited. The representation of this company in the collection is very poor. Active collecting will take place in order to address this imbalance.
 - Valentines of Dundee – photographers (portrait and topographical) and pioneers of the picture postcard. A significant employer in the city from 1860s till 1994. Representation to be strengthened through active collecting.
 - Shipbuilding industry in Dundee with particular focus on the work of Caledon as well as other smaller yards in Dundee. Focus to capture its rise and fall within the city. This will overlap with transport material
 - Dundee's post war industries who brought large scale factory employment to the city. Active collecting will take place with focus on Levi, Timex and NCR.
 - Another large employer in Dundee is Michelin Tyre Company. The representation of this company in the collection is also very poor. Active collecting will take place in order to address this imbalance.
 - (see also Domestic and Family Life 5.4.2) There is natural crossover here with furniture currently in the Fine and Decorative Art collection. Joint working between the History Team and the Fine and Decorative Art Team will take place before collecting an object relating to furniture. Reference will also be made to the Strategic Change Fund report on the Furniture Collection by David Jones on 26 July 2005.
- Construction
- Communications
- Distribution, hotels and catering, repairs
- Other working life

New and emerging industries in Dundee, including biotechnology and the gaming industries, have very poor representation in the collection. Discussion over the best method of collecting gaming technology is required with industry experts in conjunction with University's. Consideration has also got to be given to the long term preservation of digital technologies.

4.2.6 Transport

Active and passive collecting will be undertaken for the following categories:

Rail with particular focus on material around the Tay Bridge disaster.

Sea Trade and passenger links by sea with particular focus on the Tay ferries and private companies such as DP&L. Active collecting will occur within these areas.

4.2.7 Photography

The photographic collection is quite considerable, a lot of which is without any contextual information. All new offers for this collection must have a Dundee link.

- Active collecting of the Dundee studios should be pursued.
- Active collection of equipment associated with Dundee studios will also be considered?
- For any considerable offers of documentary photographs staff should liaise with the Local History Centre (Dundee Central Library) as well as Dundee City Archives.

4.2.8 Oral History

Any oral history collected must be deemed to improve the context into which the museum's objects can be set, or add unique and accessible information about areas of Dundee's history that the object collections can or cannot illustrate.

Oral History interviews complement collecting objects, oral history interview can often follow the donation of an object, or vice versa. It can help gather supplementary information in order to have the fullest possible history of the object.

Consent will be obtained before acquisition.

Consideration and an action plan is required to investigate contemporary collecting for social history, this needs a focus and is unable to be encyclopaedic for example mobile phones development but should represent modern day life in Dundee.

4.3 **Natural Sciences Collection**

4.3.1 General Policy

The collecting of Natural Sciences material will complement and enhance the existing collections. The aim of the Collecting Policy is to obtain botanical, geological and zoological specimens and associated information in order to interpret, evaluate and provide documentary evidence of north east Scotland's wildlife past and present.

Suitable specimens which will fill any gaps in the collection will be actively pursued.

Museums collect Natural Sciences material as a resource to fulfil three quite separate functions:

- for display
- for identification reference purposes
- as voucher material (Evidence that corroborates a field observation record).

Display

Specimens collected for the purpose of exhibiting in museum displays. E.g. particularly well prepared fossils and minerals or mounted taxidermy.

Reference

Biological collections are an extremely important reference resource. Dundee will be considered as part of the wider western Palaearctic, bio-geographical region.

There are many excellent identification guides and keys to the more popular groups of wildlife e.g. birds, mammals, butterflies, dragonflies and flowering plants.

However, for the better use of these guides and for the identification of the many less well-known groups, the only practical means of identification is by comparison to accurately identified specimens. This is especially the case for many invertebrates and lower plants. It is appropriate that suitable comparative material be collected for this purpose.

- Figured, cited or otherwise published specimens.
- Well documented specimens and collections to provide documentary evidence of regional wildlife.
- Material that will provide a quality reference collection to support the Organisation's objectives in site evaluation and the training of local naturalists and support for community groups and Citizen Science projects.
- Historic mounted specimens which have accompanying information or are in good condition.
- Specimens that help put existing objects in context.

Vouchers

Biological specimens provide actual physical evidence to support literature or other records and observations (e.g. site surveys, impact assessments, ecological studies). They allow for identifications to be checked or reassessed.

As such specimens are the products of their environment at a particular point in time they may provide important data for long-term analysis.

Voucher material is generated during habitat, ecological and other surveys within the Collecting Areas, in particular those surveys historically commissioned under the auspices of the Tayside Biodiversity Partnership. Currently generated by local community groups and organisations e.g. Dundee Naturalists' Society and the Scottish Wildlife Trust and groups and individuals engaged in Citizen Science surveys.

It is relatively unusual for a particular specimen to fulfil all three functions.

Unlike most other museum disciplines, biological material requires some form of preservation prior to incorporation into the collection. The preparation technique chosen should usually be dictated by the intended function.

The following groups of Natural Sciences material will be collected.

4.3.2 Botany

- Fungi
- Algae
- Lower plants
- Higher plants

4.3.3 Geology

- Rocks
- Minerals
- Fossils

4.3.4 Invertebrate Zoology

- Marine
- Terrestrial
- Freshwater

4.3.5 Vertebrate Zoology

- Marine
- Terrestrial
- Freshwater

Specific to Egg collections

Legislation now prohibits the collecting of eggs of British birds, so collecting will be restricted to:

- Eggs of Scottish species only where there is accompanying data and the specimens can be proved to have been collected before the enactment of the relevant legislation.
- When the specimens have been offered by the police following investigation of illegal egg collecting.
- Where a specific licence has been granted for research purposes.

4.3.6 Identification and documentation

- Identification and reference books and articles required for the determination and interpretation of European wildlife.
- Information on the status of individual species and species groups in order to support the use of the collection, by individuals and organisations.
- Books, manuscripts, maps, photographs and equipment which relate specifically to biological study within the region.

Acquisition of specimens will be:

- through field collecting by staff

- purchase where required
- by the encouragement of local naturalists and the public to donate private collections and specimens
- by involvement in biological and geological survey and monitoring work, such as Community Citizen Science projects

4.3.7 Biological and Geological Records

Occasional future additions to the dataset will be made where the data available reflects or complements the Natural Sciences Collections.

In the longer term, the Organisation will work with other interested parties towards the establishment improvement and maintenance of a regional Biological Records Centre.

4.4 **Fine Art**

4.4.1 European Oils, Watercolours and Drawings up to the 20th Century

It is not intended to actively collect in this area. Purchases of outstanding pieces, important historically and with strong links to collecting in Dundee will be considered. Passive acquisitions will be considered on a case by case basis. Decisions will be based on the suitability of work for the collection, display potential, storage and conservation requirements.

4.4.2 English Oils, Watercolours and Drawings etc. from 1950 until Present Day

It is not intended to actively collect in this area. Purchases of outstanding pieces, important historically and with strong links to collecting in Dundee will be considered. Passive acquisitions will be considered on a case by case basis. Decisions will be based on the suitability of work for the collection, display potential, storage and conservation requirements.

4.4.3 Scottish Oils, Watercolours and Drawings From Circa 1650 to 1950

The main priority in this area will be to collect historic works with a strong Dundee connection when they come on the market. Further to this, we are very keen to acquire artworks by or representing individuals that are not currently well represented in the fine art collection. We will actively support a growing collection of works by women artists. We will also consider artworks that reflect Dundee's historic trading links with the wider world.

4.4.4 Contemporary Scottish Oils, Watercolours and Drawings 1950 until Present Day

Contemporary Scottish Art remains the priority area for active collecting through commission and purchase. We will continue to acquire contemporary work by major Scottish artists, including those who are particularly significant to Dundee. We are keen to reflect the dynamism of the local art scene and will consider acquiring work by younger emergent artists, however as work is acquired for the University collection from Degree shows, we will only consider those who have created a significant body of work since graduation.

The Dundee Contemporary Arts commissioning programme presents the City with valuable opportunities to purchase work originated in Dundee by a range of international artists.

In recent years, works have been presented that are suspected to present long-term conservation problems. Where this is believed to be the case, an agreement will be drawn up with the artist prior to accepting the work for a fixed time period.

Once that fixed time period has come to an end the work will be discussed with conservation staff and the artist prior to making a decision on its long-term future within the collection.

We are increasingly using commissions with contemporary artists as interventions within our permanent displays. We will consider these commissions as possible acquisitions for the permanent collection based on their suitability of work for the collection, display potential, technical, storage and conservation requirements. We are keen to use commissions to seek to address gaps in the collection – whether of an artist, a particular practice or a specific community.

4.4.5 Artist's Prints

It is intended to acquire historic prints that are of local importance and interest, when they become available, we will continue to acquire contemporary prints by Scottish makers and notable co-editions created at Dundee Contemporary Arts.

4.4.6 Fine Art Photography

The fine art photography collection will continue to be built through commission and purchase. Contemporary Scottish photography is a core collection and we will continue to acquire work in this area and also buy photographs by non-Scottish photographers to provide context for the Scottish collection. Work by artists who work with photography will also be acquired.

Increasingly, we are considering the strength of the vintage collection we have which largely comprises of prints created by the photographer within the darkroom. We are considering how this contrasts with the digital formats that the majority of photographers work with today.

4.4.7 Sculpture

Work by contemporary Scottish sculptors will be considered for acquisition after assessing storage requirements, potential handling difficulties and suitability for display.

4.5.8 New Media

The aim is to continue to build a quality collection of work that reflects the many ways in which artists create work. The acquisition of work in this area presents many challenges; each potential acquisition will be assessed on the basis of the suitability for the collection, the ability to present the work without significant additional expense and the ability to preserve the work long-term. For this reason, where specialist equipment is required to present work, it will be purchased as part of the acquisition.

4.5.9 Contemporary International Collecting

Where funds allow, purchases of new work that is international in scope and complements the existing Fine Art collection will continue. In the last few years, we have sought to acquire work that complements the NCSS purchases, which explore themes pertinent to Dundee's history. This includes polar exploration and more broadly the idea of discovery.

Whilst the City's fine art collections were established through gifts of paintings by international artists, this represents a fairly new area for collecting. It recognises the recent changes within the City and the opportunities afforded through exhibition and events programmes at The McManus: Dundee's Art Gallery and Museum and Dundee Contemporary Arts. Much of the new media presents new challenges for collecting as it can comprise direct wall drawing, performance, time-based work or video. This type of work will be supported through the Organisation's Exhibitions Policy and consideration will be given to collecting through recording material (documentation, photography, and video).

4.6 **Decorative Art**

4.6.1 Historic Silver

The priority will be to collect pieces of historic Dundee silver of unusual type or maker when they become available. Where appropriate the Organisation will continue to be involved in commissions for civic silver. Passive collecting of historic silver will be assessed on a case by case basis with decisions being based on the suitability of work for the existing display and research collection, storage and conservation requirements.

4.6.2 Historic Ceramics

The intention is to purchase outstanding pieces of strong local interest and importance when they become available. Passive collecting of attractive display pieces will be assessed on a case by case basis. Decisions will be based on the suitability of work for the collection, display potential, storage and conservation requirements.

4.6.3 Glass

The intention is to purchase outstanding pieces of strong local interest and importance when they become available. Passive collecting of attractive display pieces will be assessed on a case by case basis. Decisions will be based on the suitability of work for the collection, display potential, storage and conservation requirements.

4.6.4 Objets d'Art and other assorted Pieces of Decorative Art/Furniture

Since the display and storage constraints on furniture are a serious limiting factor, this is not an active area for collecting unless the material has strong local importance and significance.

Passive collecting of miscellaneous objets d'art will be very selective and assessed on a case by case basis. Decisions will be based on the suitability of work for the collection, display potential, storage and conservation requirements.

4.6.5 Contemporary Crafts

The intention is to actively develop the contemporary Scottish crafts collection through purchases and commissions.

Where funds allow, the Organisation will continue to purchase new work for the collection which is international in scope and complements the existing contemporary craft collection.

5 THEMES AND PRIORITIES FOR RATIONALISATION AND DISPOSAL

5.1 The museum does not intend to dispose of collections during the period covered by this policy.

Leisure & Culture Dundee's Cultural Services, on behalf of Dundee City Council, is currently undertaking a major reconciliation and digitisation project as part of its documentation plan. During this process and towards completion, when it has a better understanding of the full collection, it plans to review the collections and produce a long-term rationalisation plan to rationalise collections which are too badly damaged or deteriorated to be of any further purpose to the museum and its users.

In this policy period Leisure and Culture Dundee does not intend to rationalise or dispose of any material unless it is undertaken for *legal, safety or care and conservation reasons (for example, spoliation, radiation, infestation, repatriation)*.

6 LEGAL AND ETHICAL FRAMEWORK FOR ACQUISITION AND DISPOSAL OF ITEMS

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

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

Angus Alive
Atholl Country Life Museum
Black Watch Castle and Museum
Culture Perth and Kinross
Dundee Heritage Trust
Dundee Museum of Transport
Dunkeld Cathedral Chapter House Museum & Community Archive
Glenesk Folk Museum and Retreat
HMS Unicorn
Hospitalfield Arts
Innerpeffray Library

Tayside Museums Forum Collections Matrix (as at October 2018)

ORGANISATION (in alphabetical order)	Art & Design	Natural Sciences	Archaeology	Industrial History	Maritime History	Transport History	Social History	Science & Technology	World Cultures	Archives	Books	Photographs	Prints & drawings	Objects	LOCAL collections	NATIONAL collections	INTERNATIONAL collections
AA																	
ACLM																	
BW																	
L&CD																	
CPK																	
DHT																	
DMofT																	
DCCH																	
HFU**																	
GFMR																	
HA																	
IL																	
MAS																	
MA																	
SCC																	
U of D																	

***Note:** Not currently publicly accessible.

****Note:** Not actively collecting.

7.3 Additional policies regarding potential joint acquisition agreements.

Joint acquisitions will be considered with decisions made on a case by case basis.

8 ARCHIVAL HOLDINGS

The museum holds a small selection of material which is deemed as archival, in most cases we refer donors to the City Archives or Local History section of the library service.

In a fine art sense archive could be deemed as a collection of preparatory sketches, notebooks or other material relating to the formation of a body of work. This would be collected on a case by case basis. The fine art section have a significant collection of fine art photographs.

Museum Service Section have a selection of “archives” spread across its collections, Archaeology have site drawings along with excavation reports and photographs of sites and of historical reference.

Social history has historical photographs of the local topography, people etc., printed material which relates to the history of Dundee.

We will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

Material which is collected would not duplicate what is already in the city archive but would be

seen to enhance the museum collections. In some cases the city archive would not collect some archive material which the museum would see relevant, this would be collected via mutual agreement.

9 ACQUISITION

9.1 The policy for agreeing acquisitions is:

It is the responsibility of the curator to seek acquisitions either by active or passive collecting which fit with the collections development policy.

Section Leaders and the Head of Cultural Service have final decision on any acquisition.

Acquisitions over £500 would require additional funding to be sought.

Acquisitions would have a discussion over conservation requirements, storage, education and display and long term use. This along with its historical elements would determine if an object or artworks would be permanently accessioned into the collection.

9.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

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, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10 HUMAN REMAINS

10.1 As the museum holds or intends to acquire human remains from any period, it will follow the guidelines in the 'Guidance for the Care of Human Remains in Scottish Museums' issued by Museums Galleries Scotland in 2011.

11 BIOLOGICAL AND GEOLOGICAL MATERIAL

11.1 So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

12 ARCHAEOLOGICAL MATERIAL

12.1 The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

12.2 In Scotland, under the laws of bona vacantia including Treasure Trove, the Crown has title to all ownerless objects including antiquities, although such material as human remains and environmental samples are not covered by the law of bona vacantia. Scottish material of chance finds and excavation assemblages are offered to museums through the Treasure Trove process and cannot therefore be legally acquired by means other than by allocation to *Dundee City Council* by the Crown.

However, where the Crown has chosen to forego its title to a portable antiquity or excavation assemblage, a Curator or other responsible person acting on behalf of the *[name of governing body]*, can establish that valid title to the item in question has been acquired by ensuring that a certificate of 'No Claim' has been issued on behalf of the Crown.

13 EXCEPTIONS

13.1 Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.¹⁴

14 SPOILATION

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

15 THE REPATRIATION AND RESTITUTION OF OBJECTS AND HUMAN REMAINS

15.1 The museum's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return human remains (unless covered by the ("*Guidance for the Care of Human Remains in Scottish Museums*" issued by MGS in 2011), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.

15.2 The disposal of human remains from museums in Scotland will follow the guidelines in the 'Guidance for the Care of Human Remains in Scottish Museums' issued by Museums Galleries Scotland in 2011.

16 DISPOSAL PROCEDURES

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

16.2 The governing body will confirm that it is 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, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

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 or as a last resort - destruction.

16.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including 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, 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 body 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.

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 body 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 Museums Galleries Scotland.
- 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.
- 16.13 The museum will not dispose of items by exchange.
- Disposal by destruction:*
- 16.14 If it is not possible to dispose of an object through transfer or sale, the governing body 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 museum 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.

