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# Accreditation Scheme for Museums and Galleries in the United Kingdom:

Collections development policy

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# **Collections development policy**

**Name of museum:** Doncaster Museum Service

**Name of governing body:** Doncaster Metropolitan Borough Council

**Date on which this policy was approved by governing body:** January 24<sup>th</sup> 2013

**Date at which this policy is due for review:** January 2018

## **1. Museum's statement of purpose**

The Museum Service primarily serves those living in the Doncaster Metropolitan Borough area and those connected to the King's Own Yorkshire Light Infantry\* and believes that its purpose can be summed up in four words :

***Engage, Preserve, Inspire, Communicate***

\* The King's Own Yorkshire Light Infantry Museum has its own Collections Development Policy, but is included in the 2013-16 Forward Plan and therefore the Museum Service's statement of purpose.

## **2. An overview of current collections. Existing collections, including the subjects or themes and the periods of time and /or geographic areas to which the collections relate**

### **2.0**

At present (2012) the following collections have a member of staff with expertise in that particular field.

Social History (including costume and photographs)

Archaeology (Including Antiquities)

World Cultures

Fine and Decorative Arts

Other collections are not supported by in-house expertise. For these we would actively look to recruit volunteers or honorary curators with knowledge relevant to these collections. We would also look to apply for grants to take on a temporary staff member to facilitate the curation of these collections. We would also look at accessing external expertise and working in partnership with other organisations and individuals.

## 2.1 Social, Local and Industrial History

2.1.1 The Social, Local and Industrial History collections comprise around 20,000 items illustrating the themes of working, domestic, personal and community life from around 1700 to the present day, with particular reference to the geographical area now covered by the Doncaster Metropolitan Borough (hereafter referred to as the Doncaster area). They include printed ephemera, and objects such as domestic equipment, working tools (both agricultural and industrial), shop material, cultural items, banners, furniture and pictures. This collection also includes objects relating to Doncaster's civic history, royal memorabilia and the Museum Service's collection of scientific instruments.

In the early days of Doncaster Museum only a few of the objects collected represented the ordinary lives of local people. But from the mid 20<sup>th</sup> century interest grew in the working, home and social life of Doncaster people, including the mining and railway communities. The Social History collection is now one of the largest single collections held by Doncaster Museum Service. It has been built up over the last 50 years through the generous gifts of local people.

2.1.2 Military items are placed with the Military History collection. Artefacts retrieved due to excavation, metal detecting or fieldwork are placed in the Archaeology collection. Historic taxidermy specimens are placed with the Natural Sciences collection. Pieces from the Yorkshire potteries and other decorative art are placed in the Decorative Art collection. Horseracing material is placed with the Horseracing collection.

2.1.3 Particular strengths of the collection are:

- Toys and games
- Domestic life from around 1880-1960
- The lives of coalminers and their families
- Agricultural work and domestic life
- Tools from blacksmiths/wheelwrights/coopers/joiners
- Railway work and history
- Office work
- Domestic audio-visual from around 1920-1970

Some of the more important objects include:

- Long case clock by Benjamin Huntsman
- Estate cabinet and other furniture belonging to the Battie-Wrightson family of Cusworth Hall
- Embroidery depicting the Cadeby colliery disaster of 1912
- Italian sugar bag sent to Doncaster in 1985 by a mining family during the miner's strike.

2.1.4 Sister collections

- Rotherham Museums and Art Gallery
- North Lincolnshire Museums Service
- York Museums Trust
- Barnsley Museum Service
- Nottingham Museums Service
- Sheffield Industrial Museums Trust
- Sheffield Museums & Galleries Trust
- Hull Museums Service
- Wakefield Museums Service
- National Coal Mining Museum for England
- South Yorkshire Aircraft Museum
- Leeds Museums Service
- Bassetlaw Museum Service

- East Riding Museums Service
- National Railway Museum
- South Yorkshire Transport Museum

## **2.2 Costume & Textile**

2.2.1 Doncaster Museum Service has a Costume collection of around 6,700 items, which have been collected by Cusworth Hall since 1967 and also by Doncaster Museum & Art Gallery from 1909-1991. The range of material is from around 1800-1970. The costume collection is made up of clothes, shoes, hats and other personal items of adornment. The costume collection also contains around 100 fans and other personal accessories. The textile collection consists of soft furnishings (including quilts), samplers and embroideries.

2.2.2 Particular strengths of the collection are:

- Women's clothing from 1880-1950
- Wedding dresses
- Women's underwear
- Babywear

Some of the more important objects include a dress worn by Lady Isabella Battie-Wrightson of Cusworth Hall.

2.2.3 The jewellery is placed in the Decorative Art collection.

2.2.4 Sister collections:

- Rotherham Museums and Art Gallery
- North Lincolnshire Museums Service
- York Museums Trust
- Barnsley Museum Service
- Nottingham Museums Service
- Sheffield Museums & Galleries Trust
- Hull Museums Service
- Wakefield Museums Service
- Leeds Museums Service
- Bassetlaw Museum Service
- East Riding Museums Service

## **2.3 Photographs and Film**

2.3.1 The Photographs and Film collection comprises around 34,000 printed photographs and glass plate negatives, and around 50 films. Also several hundred transparencies and film strips from the Doncaster Evening Post collection from the 1960s to the 1980s.

2.3.2 Strengths of the collection lie in photographs of the Doncaster area, the Bagshaw photographic collection of Doncaster people and the local area, photographs and film of archaeological digs and some specialist Natural Sciences material, particularly by G.E. Hyde and W.W. Nicholas.

### 2.3.3 Sister collections:

- Rotherham Museum and Art Gallery
- North Lincolnshire Museums Service
- York Museums Trust
- Barnsley Museum Service
- Nottingham Museums Service
- Sheffield Museums & Galleries Trust
- Hull Museums Service
- Wakefield Museums Service
- Leeds Museums Service
- Bassetlaw Museum Service
- East Riding Museums Service
- Doncaster Archives and Local Studies Library
- Sheffield Industrial Museums Trust
- South Yorkshire Transport Museum
- National Coal Mining Museum for England
- Yorkshire Film Archive

## 2.4 Military History

2.4.1 The Museum Service's own Military History collection has 1300 items with the majority coming from regiments raised in Yorkshire. These include West Riding Yeomanry Cavalry Corps (including Yorkshire Hussars, 1<sup>st</sup> West Yorkshire Yeomanry, Yorkshire Dragoons and Yorkshire Yeomanry) and elements of the Royal Engineers and Royal Artillery stationed in Doncaster. The collection is distinct from the King's Own Yorkshire Light Infantry regimental collection.

When the museum opened, the first military history objects that were collected were mainly 17<sup>th</sup> and 18<sup>th</sup> century officers' swords, and muskets from the Civil War. After the First World War, the museum acquired a large number of "souvenirs" from the war, including helmets, swords and shells. A tank was given to the town after the war and stood outside the Beechfield Museum until 1938. Today the museum still collects military history objects. However most of the donations are of medals and uniforms rather than weapons.

2.4.2 Strengths of the collection are:

- Uniforms
- Uniform accessories, including belts, buckles and buttons
- Medals

Some of the more important objects include:

- A muster roll from the 1790s
- Arctic discoveries medal, 1850s
- Sword belonging to William Wrightson of Cusworth Hall

2.4.3 Overlaps with other museum collections:

We have objects in this collection relating to regiments which have a relevant Regimental Museum and equivalent objects in that Museum.

2.4.4 Sister collections:

- King's Own Yorkshire Light Infantry Museum
- Queen's Own Yorkshire Yeomanry Museum
- Kohima Museum
- Prince of Wales own Regiment of Yorkshire Museum
- Royal Dragoon Guards Museum
- Duke of Wellington's Regiment (West Riding) Museum
- 13th/18th Royal Hussars (QMO) and The Light Dragoons Museum
- 4<sup>th</sup> Battalion East Yorkshire Regiment Collection
- Green Howards Museum
- York and Lancaster Regimental Museum
- National Army Museum
- Imperial War Museum
- Firepower! Royal Artillery museum
- Royal Engineers Museum

## 2.5 Coins, Banknotes and Trade Tokens

2.5.1 The Coin collection contains around 4,000 coins, of which a percentage are foreign. The collection covers coins and banknotes from the Iron Age to the modern day. The collection of tokens of around 800 is national in scope, with examples from most counties. There are around 70 Trade tokens from the Doncaster area, particularly from the 1660s.

2.5.2 Strengths of the collection are:  
Roman coinage of the Western Empire.  
Trade tokens

The Museum holds a number of important Roman and Medieval coin hoards:

Smeaton  
Skellow  
Cadeby Pot Ridings Wood  
Edlington Wood  
Tickhill Folds Farm  
Tetney (part of)  
Warmsworth

Additionally the museum also holds some important small groups of coins, not necessarily classed as hoards. These include:

Hickleton Church parish chest coins  
Sprotbrough Church parish chest coins

There are also 2 Anglo-Saxon groups (possible purse contents) from Cadeby, Pot Ridings Wood and Tickhill.

Some of the more important objects include

- An Iron Age Coreiltauviian Stater,
- Harald Hadrada Penny
- Denarius of Elagabalus

2.5.3. Overlaps with other museum collections:  
Nationally used coins from Roman to modern day.  
Trade tokens relating to counties other than Yorkshire.

2.5.4 Sister collections:

- Rotherham Museum and Art Gallery
- North Lincolnshire Museums Service
- York Museums Trust
- Barnsley Museum Service
- Nottingham Museums Service
- Sheffield Museums & Galleries Trust
- Hull Museums Service
- Wakefield Museums Service
- Leeds Museums Service
- Bassetlaw Museum Service
- East Riding Museums Service
- British Museum

## 2.6 Archaeology

2.6.1 The Museum Service has an extensive Archaeology collection consisting of around 15,000 individual items and approximately 5 tonnes of material quantified in bulk (ceramic and building materials, bones etc). Much of the bulk archaeology was generated by excavation in Doncaster town centre during the 1960s and 1970s. Historically the collection has been known as 'antiquities' and therefore includes architectural and ecclesiastical fragments and objects from churches within the Doncaster Deanery. The collections consist almost entirely of material from Doncaster and South Yorkshire, with some holdings from other British sites and around 400 pieces of foreign material, particularly from the Classical World of ancient Greece, Rome and Egypt.

The first archaeological objects were given to the museum by ex-Mayor, William Cotterill Clarke. His collection includes some of Doncaster's earliest and most important prehistoric artefacts. The archaeological/Antiquities collection was further augmented by the museum's first curator Henry Corbett who appears to have collected together archaeological artefacts from collectors/donors around and adjoining the borough.

From the 1930s up until the outbreak of World War II, Professor C.E. Whiting of Durham University undertook several excavations in the area. These were at important sites such as Sutton Common Prehistoric Marsh Fort, Hampole Medieval Priory, Barnburgh Medieval Chapel and Stancil Roman Villa.

The 1950s, 60s and 70s were a time of huge redevelopment in the town and wider borough. Developments around Cantley and Bessacarr heralded rescue excavations on several important Roman Potteries, most notably at Rossington Bridge, Cantley Housing Estate and in Bessacarr. Excavations in Doncaster town centre produced large archives, relating to the Roman Fort and Vicus (Civil Settlement) and the Norman to pre Tudor Town. Amongst the latter the excavation of the Medieval Potteries at Market Place and two locations on Hallgate are of note.

With the Introduction of PPG16 (The Planning Policy Guidance for Development and Archaeology) in 1996 the museum saw an increase in professional archaeological archives, covering the whole borough.

2.6.2 Strengths of the collection are:

The core strengths of the collection lie in the Roman and Medieval (c1100- 1500) periods, with a relatively strong early Prehistoric collection ranging from the early Mesolithic until the early Bronze Age.

Key major site archives include:

- Doncaster (Town Centre) Roman Fort and Vicus
- Doncaster (Town Centre) Medieval town including Hallgate Potteries and Medieval Quayside developments
- Roman Potteries:- Rossington Bridge, Cantley and Besacarr, Blaxton and Branton
- Conisbrough and Tickhill Castle excavation archives
- Sutton Common
- Bawtry Church Street
- Hickleton Church
- The Humberhead Levels Archaeological Survey

Some of the more important objects include:

- Viking female grave goods
- Early Bronze Age burial group from Dockinhill
- Sutton Common ladder
- Rossington dagger

#### 2.6.3 Sister collections:

- Rotherham Museum and Art Gallery
- North Lincolnshire Museums Service
- York Museums Trust
- Barnsley Museum Service
- Nottingham Museums Service
- Sheffield Museums & Galleries Trust
- Hull Museums Service
- Wakefield Museums Service
- Leeds Museums Service
- Bassetlaw Museum Service
- East Riding Museums Service
- English Heritage (Northern Region)
- The British Museum
- The Natural History Museum (Early Hominid collections)

## 2.7 World Cultures (Ethnography)

2.7.1 Doncaster Museum Service holds a small, but important World Cultures collection of around 3,000 items.

2.7.2 There are four main elements to the collection:

- A discrete collection of World Cultures material dating from 1911 – roughly 1980. This comprises of items gifted to the museum in an ad-hoc manner over a period of time, with a concentration of material coming from the foundation of the service and the first few years preceding it.
- A collection gifted to Doncaster Borough Corporation by the Church Missionary Society (CMS) in return for the Corporation's generous support of the Society. This material is of particular interest as it comprises domestic and everyday artefacts (in contrast to the ritual material from the CMS collection which was acquired by the British Museum).
- A small collection of items from the Commonwealth Institute (collected by E.F Gilmour, former employee of the Commonwealth Museum and Curator of Doncaster Museum & Art Gallery).
- Items from the Peake collection (formerly of Bawtry Hall), principally of weapons

Additionally there is material from 'CEZMS' = Church of England Zenana Missionary Society (active in India, Sri Lanka and China) and from the collections of Wakefield Museums (identified by the recorded donor – Richard Van Riel) and Carlisle Museum, notable amongst others.

As with the archaeological/Antiquities collection there is also material from Cotterill Clark as part of the founding donations.

2.7.3 Strengths of the collection are:

- West African material
- South (and West) African Beadwork
- Jewellery – African and Asian
- Costume/fabrics – particularly Asian (China, India, SE Asia) and African (Particularly West and South Africa)
- Brasswork – both African and Indian
- Weaponry – particularly Oceania and Africa

Some of the more important objects include

- Yoruba puppets
- Nigerian saddle
- Somalian beadwork platters

2.7.4 Overlaps with other museum collections:

Recent research has shown that the collections of the Church Missionary Society were shared among many museums. Leeds Museum and Art Gallery and the British Museum both have collections which have overlaps and related artefacts. The archive relating to the collections and to the CMS in general are housed at Birmingham University.

2.7.5 Sister collections:

- Rotherham Museum and Art Gallery
- North Lincolnshire Museums Service
- York Museums Trust
- Barnsley Museum Service
- Nottingham Museums Service
- Sheffield Museums & Galleries Trust

- Hull Museums Service
- Wakefield Museums Service
- Leeds Museums Service
- Bassetlaw Museum Service
- East Riding Museums Service
- Pitt-Rivers Museum
- Horniman Museum
- The British Museum
- Bradford Museums
- Kirklees Museums and Galleries

## 2.8 Decorative Art

2.8.1 The Decorative Art collection contains around 5,000 items, the main categories of which are estimated as follows:-

Ceramics (about 40% from the Yorkshire potteries)	3,000
Jewellery (mostly Hull-Grundy collection)	460
Treen	370
Textiles (samplers, needlework, lace)	300
Glassware	270
Metalwork (mostly silver)	170
Art medals and medallions	140
Other (clocks, watches, enamels, lacquerwork etc)	200

2.8.2 The ceramic and glass collections include examples of English pottery and glassware from around 1600 to the present, and examples of porcelain from all the major English factories. Other highlights include the small representative collection of Doncaster Gold Cups (horseracing) and the Gerald Shaw collection of treen.

2.8.3 Strengths of the collections:

Of greatest significance is the Museum Service's collection of pieces from the Yorkshire potteries, of which the Heather Lawrence collection forms the centrepiece. Don, Rockingham and other South Yorkshire factories are particularly well represented.

Some of the more important objects include:

Elkington table centrepieces, owned by the Jackson family who owned Radiance Toffee

Cooke tankard

Lalique glass dish

2.8.4 Sister collections:

- Rotherham Museum and Art Gallery
- North Lincolnshire Museums Service
- York Museums Trust
- Barnsley Museum Service
- Nottingham Museums Service
- Sheffield Museums & Galleries Trust
- Hull Museums Service
- Wakefield Museums Service
- Leeds Museums Service
- Bassetlaw Museum Service
- East Riding Museums Service
- Victoria and Albert Museum

## 2.9 Fine Art

2.9.1 The Fine Art collection consists of paintings (oil and watercolour), prints, drawings, sculptures, bronzes and art photographs. There are around 1750 items in the collection in these general categories:-

Oil paintings	300
Watercolours	350
Prints	770
Drawings	230
Sculpture/bronzes	40
Art photographs	40

The first work to enter the collection was Miss E.M Wilde's painting, *Low Tide*, which the corporation purchased from the 'Summer Exhibition of Modern Art' held at Beechfield in 1912. From that time the collection has gradually grown through a mixture of purchases, gifts and bequests.

2.9.2 Significant elements within this collection are watercolours by late 19<sup>th</sup> to early 20<sup>th</sup> century artists, a collection of etchings and drawings by Frank Brangwyn, horseracing paintings and prints from 1800-1850 (especially those of J.F. Herring Snr). There are also works of local historical, topographical and biographical interest.

Some of the more important pieces include

- paintings of Alderman William Brooke and his daughter and son-in-law by Joseph Wright of Derby
- *Giants Refreshed* by Terence Cuneo

2.9.3 Sister collections:

- Ferens Art Gallery, Hull
- Graves Art Gallery, Sheffield
- Hepworth Gallery, Wakefield
- York City Art Gallery
- Leeds Art Gallery
- Cartwright Hall Art Gallery, Bradford
- Scarborough Art Gallery
- Huddersfield Art Gallery
- Batley Art Gallery
- Rotherham Museum and Art Gallery
- Usher Gallery, Lincoln
- Kirklees Museums and Galleries

## **2.10 Horseracing**

2.10.1 The horseracing collections is composed of Fine Art, Decorative Art, Social History material and printed ephemera. These comprise:

- Racing trophies – particularly from the Doncaster Gold Cup with trophies ranging in date from 1779-1984.
- Paintings, drawings and engravings of racing at Doncaster and also of individual horses connected with either the Doncaster Gold Cup or the St Leger. Particularly noteworthy is the collection of racing paintings by J.F. Herring senior.
- Racing and betting equipment and ephemera such as race cards, silks, tickets and broadsheets.

2.10.2 Sister collections:

- National Horseracing Museum

## 2.11 Natural Sciences : Vertebrates

2.11.1 There are around 12,500 specimens in the Vertebrate section of the Natural Sciences collection.

Categories can be broken down approximately as:-

Mammals (mounted, skins, spirit-preserved, skeletal)	1620
Birds (mounted, skins, skeletal)	3650
Bird eggs	6500
Herptiles (mounted and spirit preserved)	400
Fish (mounted and spirit-preserved)	200

2.11.2 British Mammals – a good representative collection of British species, including an extensive series of skins and associated skulls of some rodents (e.g. mice from Yorkshire coalmines). There is a modest collection of world species, including game heads. Of particular note is a hybrid Quagga foal, a unique mount dating from 1830 by Doncaster taxidermist Hugh Reid. Other notable local taxidermists represented in the collection are J.T. Storrs and Graham Teasdale. The collection also includes specimens from the old Doncaster Zoo in the grounds of Beechfield Art Gallery & Museum.

2.11.3 Birds – a fairly representative world collection, but especially British specimens. Sources from which these have been acquired include local country houses (e.g. Wheatley Hall – Cooke family collection), named skin collectors (e.g. E.R. Paton, E.B. Dunlop, W.L. Thorpe and Rev. H. Wilson) and modern casualties. The mounted birds include several extinct and near-extinct species (e.g. Passenger Pigeon and Eskimo Curlew). There are examples of work by taxidermists dating back to the 1760s, William Beilby, Hugh Reid, J.T. Storrs and Graham Teasdale. There are specimens from the old Doncaster Zoo.

2.11.4 Birds' Eggs – The birds' eggs collection is world-wide (especially Western Palaearctic) with a British emphasis. The collection includes eggs from the Dick Institute (Kilmarnock) and Worksop Museum. It especially contains the specimens from these four collectors associated with the Doncaster area : J.H. Verhees, G.E. Hyde, W.W. Nicholas and J.W. Tinkler.

### 2.11.5 Herptiles

There is a modest collection of world species, including specimens from the old Doncaster Zoo.

2.11.6 Fish – There is a modest collection of fish, which is of wide geographical provenance, although mostly British. The historic taxidermy includes include two Yorkshire Sturgeons and a non-local Tench by J. Cooper & Sons of Hounslow.

### 2.11.7 Strengths

- British birds and eggs
- Local taxidermy
- Mounted specimens

### 2.11.8 Sister collections

- Leeds City Museum
- Yorkshire Museum, York
- Wollaton Hall Natural History Museum, Nottingham
- Rotherham Museum and Art Gallery
- Bagshaw Museum
- Wakefield Museum
- Hull Museums Service

- Sheffield Galleries and Museums Trust
- Kirklees Museums and Galleries

## 2.12 Natural Science : Invertebrates

2.12.1 There are around 360,800 specimens in the invertebrate section of the Natural Sciences collection.

Categories can be broken down approximately as:-

Mollusca (shells only)	200,000
Lepidoptera (butterflies and moths)	55,000
Coleoptera (beetles)	75,000
Diptera (two-winged flies)	17,000
Hymenoptera (bees, wasps, ants)	6,000
Other entomological orders	7,000
Palaeoentomological collections	
Spirit preserved arthropods and other invertebrates	800 tubes

### 2.12.2 Mollusca

There are two main collections of molluscs, the collection of J.A. Hargreaves (British species, at least half from Yorkshire) and the collection of E.M. Morehouse (world species). The strength of the mollusc collection lies in freshwater and land specimens.

### 2.12.3 Lepidoptera

These collections are mainly of British species, especially associated with G.E. Hyde, L.G.F. Waddington, S.M. Jackson, E.W. Smith and L.S. Brady. There are also foreign specimens.

### 2.12.4 Coleoptera

The highlight of the Coleoptera collection is the world Cerambycidae collection of E.F. Gilmour consisting of around 50,000 long-horn beetles, including type and figured specimens and described as one of the finest collections in existence.

Most families are represented in the world Coleoptera (other species) collection of around 5,000 specimens. The principal source for these is the W.D. Hinks-J.R. Dibb collection. The British Coleoptera number around 20,000 specimens originate from several collections and from staff fieldwork and are particularly strong in material from Yorkshire, North Wales and the Scottish Highlands.

### 2.12.5 Diptera

A large and important British collection, which is particularly strong in material from Yorkshire, North Wales and the Scottish Highlands. It is largely the result of staff fieldwork by Dr Peter Skidmore, with the addition of some early material from the Jermyn collection. There are also some exotic Diptera.

### 2.12.6 Hymenoptera

A regionally important collection of British species, also some foreign specimens.

### 2.12.7 Other entomological orders

Includes Hemiptera from the H.D. Swain collection, Orthoptera and Orthopteroid orders from staff fieldwork.

### 2.12.8 Palaeoentomological collections

Doncaster Museum Service has an important collection of Palaeoentomological specimens, particularly from the Humberhead Levels.

### 2.12.9 Spirit-preserved arthropods

The Museum Service has spirit-preserved British species of insects in their immature stages, ectoparasites (external parasites), Arachnida (spiders etc), Malacostraca (e.g. woodlice), Diplopoda (millipedes), Chilopoda (centipedes) etc.

#### 2.12.10 Unaccessioned material

The museum service also holds some unaccessioned material of spirit-preserved invertebrates from the Doncaster peatlands that are used for research purposes. Also around 20,000 mounted non-determined entomological material. Some of this material may be accessioned into the collection following further research.

#### 2.12.11 Strengths

- Cerambycidae collection
- Diptera collection
- Hyde Collection

#### 2.12.12 Sister collections:

Natural History Museum

National Museums Wales

National Museums Scotland

Leeds City Museum

Hull Museums Service

Rotherham Museum and Art Gallery

Kirklees Museums and Galleries

## **2.13 Natural Sciences : Geology and Palaeontology**

### **2.13.1 Current collections**

The geology collections are made up of three parts: palaeontology; mineralogy; petrology. Work is currently ongoing with these collections as part of the CIRCA Project (focused on the palaeontology collections, but will also hopefully have capacity to give guidance on mineralogy and petrology), so it is possible, even likely, that they will change in nature and location over the next 18 months (between May 2012-October 2013). What is presented here is a description of these collections as they currently are.

Palaeontology – The palaeontology collection currently consists of an estimated 10,000+ individual items. The collection covers quite a broad range with a key focus on UK-based material, though a small portion of the collection consists of international specimens. The strengths of the collection are based around Carboniferous plant remains, primarily deriving from local deposits across the Doncaster area, but other examples coming from further a field. Aside from the strong Carboniferous focus of the collection, the Jurassic Period is well illustrated with many specimens deriving from the Yorkshire coast and beyond.

Mineralogy – The mineralogy collections are currently made up of two distinctly stored collections: the comprehensive, chemically arranged mineralogy collection; the more recent precious and semi-precious gems.

Petrology – The petrology (rock) collections are in three parts: igneous, sedimentary and metamorphic petrology. The igneous and metamorphic are discrete collections.

**Note:** The collection of 10,000+ specimens will become more like 3,000 at the end of the CIRCA project, but this does not change the information above.

### **2.13.2 Strengths of collection**

Perceived strengths of the collection are largely around regional Carboniferous and Jurassic Coast material. However locally within the borough the Carboniferous collections are not as comprehensive as would be expected.

Some of the more important specimens include:

- A near complete ichthyosaur from Dorset,
- A collection of 23 eurypterids from Scotland
- A dinosaur egg from France.
- Bisat and Culpin collections

### **2.13.3 Overlaps**

Overlaps are largely with collections relating to the Carboniferous coal measures and the Jurassic Coast.

### **2.13.4 Sister collections**

Sheffield Galleries and Museums Trust

Leeds Museum Service

York Museums Trust

Hull Museums Service

North Lincolnshire Museums Service

Lincoln Museums Service

Nottingham Museums Service

British Geological Survey

Natural History Museum

National Museums Wales  
National Museums Scotland  
Sunderland Museum  
Rotherham Museum and Art Gallery

## 2.14 Natural Sciences : Botany

2.14.1 There are around 6,000 botanical specimens.

They consist of the following :

- Algae
- Fungi
- Bryophytes
- Pteridophytes
- Seed Plants

### 2.14.2 Algae

There is a small collection of 19<sup>th</sup> century, unlocalised seaweeds.

### 2.14.3 Fungi

A collection of lichens of national scope, mostly the result of fieldwork by Derek Barber (contract work) and Museum Service staff.

### 2.14.4 Bryophytes (mosses and liverworts)

Part of the collection is a component of the H. & J.H. Payne herbarium (Yorkshire material) with further specimens from J.F.Verhees (Thorne Moors)

### 2.14.5 Pteridophytes (ferns and fern-allies)

Specimens from H. & J.H. Payne and H.H.Corbett herbaria. Also a mid-19<sup>th</sup> century collection of exotic ferns, possibly formed by O.A. Moore. Also specimens from staff collecting for the Doncaster Plant Recording Project – now the Doncaster Botanical Atlas Project.

### 2.14.6 Seed Plants (plants with conducting tissue – commonly known as plants or trees)

There is a large British collection comprising the H. & J.H. Payne herbarium which is of British scope with a Yorkshire emphasis, the H.H. Corbett herbarium of mainly Doncaster material and also recently-collected material, especially from staff collecting for the Doncaster Plant Recording Project – now the Doncaster Botanical Atlas Project.

### 2.14.7 Sister collections:

Leeds City Museum

Wakefield Museum

Sheffield Galleries and Museums Trust

Rotherham Museum and Art Gallery

## **2.15.0 Natural Sciences : Environmental Records Centre**

2.15.1 Doncaster Museum Service has maintained species-based card indexes of all recorded groups of flora and fauna (except birds) since 1963. However these are regarded as a research resource rather than as an accessioned part of the museum collections.

The Museum Service collections therefore consist of:-

- The original notebooks and papers of local and regional naturalists, including staff notebooks and natural history societies
- Annotated floras
- Local estates and hunting archives relating to property in the Doncaster area

## **2.16 History of Museums and Galleries in Doncaster**

2.16.1 The collection relating to the history of museums and galleries in the Doncaster area comprises a wide range of items in the following categories:

- Doncaster Museum & Art Gallery (Guildhall, Beechfield House, Chequer Road – including KOYLI)
- Cusworth Hall and Park
- Doncaster Zoo
- Other local authority sites
- Private museums and galleries

2.16.2 The main components of the collection are:

- Maps and plans
- Manuscripts and typescripts – including Committee Minutes and Visitors Books
- Correspondence
- Newspaper cuttings
- Published byelaws, catalogues and guides
- Museum publications
- Other published work
- Printed museum-related ephemera
- Photographs/negatives/videos
- Official plaques, pictures etc
- Official gifts

### **3. Themes and priorities for future collecting**

**3.0** We currently (2012) have no budget to purchase objects for our collection. We will collect objects as they are offered to us. If an important object came up for sale we would apply for a grant to purchase it. We have also been fortunate enough to purchase objects through anonymous donations of money in the past.

#### **3.1 Social, Local and Industrial History.**

3.1.1 Guided by the database of items in the Social, Local and Industrial History collection, and also by considerations of collections care in store (including lack of storage space), collecting will be targeted at these areas of weakness in the collection.

- Working life in the Yorkshire potteries.
- Sport and recreation
- Religious life of all faiths represented within the Doncaster area
- Local politics, including local Members of Parliament, Trade Unions and other organisations
- Objects from 1700-1850 relating to domestic and community life – especially life within a country house.
- Contemporary collecting – particularly that relating to life from 1970 onwards and that relating to the multi-cultural communities within the Doncaster area.
- Cusworth Hall & Park and estate, Cusworth village and its inhabitants and other country houses and their estates within the Doncaster area.
- Objects relating to Doncaster Plant

#### 3.1.2 Collecting Policy

The Museum Service will collect ephemera and objects that have been made, used, or are associated with, people, places or activities in the Doncaster area. Non-local mass-produced items, which could have been used in the Doncaster area, may be acquired to fill gaps in the collections in liaison with other Registered/Accredited museums. It is expected that the Museum Service will also acquire local history items of interest, and also items of particular value to the collections. Objects will be collected for the Social, Local and Industrial History collections from 1700 onwards.

#### 3.1.3 Strategies

We have no purchase budget so we will collect objects as they are offered to us. Grant aid may become available as part of the Collecting Cultures project in 2014, for us to acquire objects relating to 21<sup>st</sup> century Doncaster; particularly tied to reflecting Doncaster's cultural makeup.

## **3.2 Costume and textiles**

### 3.2.1 Priorities for acquisition are :

- Costume from 1750-1850.
- Working costume i.e. work wear
- Men's costume
- Late 20<sup>th</sup> century costume – including shoes and accessories
- Sports and leisure wear
- Children's everyday wear
- Items of clothing belonging to members of the Battie-Wrightson family of Cusworth Hall

### 3.2.2 Costume dating from 1750 onwards will be collected.

### 3.2.3 Strategies

We have no purchase budget so we will collect objects as they are offered to us.

### 3.3 Photographs and film

3.3.1 Doncaster Museum Service will continue to collect photographs illustrating the Doncaster area. Priorities will be:

- 1945 onwards.
- Sport and recreation within the Doncaster area (including horseracing after 1945).
- Unrepresented topographical views within the Doncaster area
- Domestic life
- Events
- Unrepresented Industries within the Doncaster area
- 

3.3.2 Future collecting will be in liaison with the Doncaster MBC Local Studies Library in particular, which holds a wide collection of photographs from the Doncaster area.

3.3.3 The Museum Service does not intend to collect film, digital material or videos as it has no suitable storage facilities.

3.3.4 Collecting will relate to people who were born in, resident in, or otherwise associated with, the Doncaster area; organisations based outside the area but having associations with it; and organisations based in the Doncaster area but depicted elsewhere. The acquisition of some items may require consultation with other relevant Registered/Accredited Museum Services.

#### 3.3.5 Strategies

We have no purchase budget so we will collect objects as they are offered to us.

### **3.4 Military History**

3.4.1 The Museum Service would like to broaden its collecting to reflect all aspects of the life of soldiers, officers and their families, and to include civilian and other units (e.g. Home Guard) raised locally. The Museum Service also desires the collection to reflect life and work at the former RAF bases in the Doncaster area and the Royal Flying Corps at Bancroft.

3.4.2 The Museum Service will collect items relating to regiments, battalions or other units raised or stationed in the Doncaster area. Also items from associated bases or stations e.g. the RAF Finningley decoy station at Owston Ferry will be collected after liaison with the relevant Registered/Accredited museum. Objects relating to Aviation in Doncaster will first be offered to the South Yorkshire Aircraft Museum. Objects relating to Yorkshire regiments will be collected in liaison with the regiment's relevant museum.

#### **3.4.3 Strategies**

We have no purchase budget so we will collect objects as they are offered to us.

The absence of a curator for this area of the collection effectively renders it a closed collection.

Acquisition will therefore be in exceptional circumstances and advice will be sought on the objects' importance. The exception will be areas such as the Home Guard, Womens' Land Army, ATS etc where collecting will be undertaken by the Social History curator.

### **3.5 Coins, banknotes and trade tokens**

3.5.1 There are no particular themes for future collecting. The Museum Service will collect well-provenanced coins and trade tokens found legally through archaeological means (excavation, metal detecting, fieldwork) within the Doncaster area.

3.5.2 The Museum Service will also collect trade tokens found in the Doncaster area and trade tokens issued in the Doncaster area and not already represented in the collections.

3.5.3 The Museum Service will also collect national coins of the type generally in circulation within the Doncaster area, particularly modern coins of which we have no examples and commemorative coins.

3.5.4 The Museum Service will collect banknotes issued in the Doncaster area.

3.5.5 The Museum Service will collect from the Doncaster area and the Isle of Axholme. Collections will also be considered when made by people who were born in, resident in, or otherwise associated with the Doncaster area. National mass-produced pieces, of the type used in the area, may be acquired to fill gaps in the collections.

3.5.6 Collecting will cover all periods of time in which coins, banknotes and trade tokens were used in this country. We would not look to have a comprehensive collection of coins, for example a Penny from each year of Queen Victoria's reign, but just collect examples of different coins and tokens.

#### **3.5.7 Strategies**

We have no purchase budget so we will collect objects as they are offered to us.

### 3.6 Archaeology

3.6.1 Priorities for acquisition are:

- Prehistoric (Palaeolithic to Iron Age) material, particularly Palaeolithic and pre Roman Iron Age
- Early medieval material (450-1200 AD)
- Post-medieval material (1500-1700 AD)

3.6.2 Acquisition by archaeological excavation or planned fieldwork will be subject to the Museum Service's 'Guidelines for Archaeological Deposition' (Appendix 4).

3.6.3 The Museum Service will continue to seek to acquire finds of significance to the Doncaster area.

3.6.4 Archaeological collecting will include fragments of buildings (e.g architectural pieces from churches) and occasionally may include pieces from other sources where the object relates more closely to the archaeological collections than to the social history collections.

[Please see map of the archaeological collecting area (Appendix 1)]

3.6.5 By extension, items such as coins and post-1750 ceramics found by archaeological means will go into the more relevant collection (e.g. Coin collection, Decorative Art collection).

3.6.6 Chronologically, the collections span all periods from the Palaeolithic to around 1700.

3.6.7 The collecting area for archaeology will be that which is defined by the current DMBC boundary.

[Please see map of the archaeological collecting area (Appendix 1)]

3.6.8 The Museum will not collect objects with little or no information value, poor quality or unnecessary duplications.

#### 3.6.9 Strategies

Acquisition will be mainly through either archaeological excavation, metal detecting or fieldwork, or through chance finds by members of the public. The artefacts collected should have a strong provenance/context with detailed related information. Bulk archaeology and unstratified objects will be limited in the number collected as these are costly to curate.

Need to insert something about collecting from amateur projects – only through discussion and agreement prior to any fieldwork being undertaken or archive generated.

We have no purchase budget so we will collect objects as they are offered to us. We would apply for a grant to purchase any treasure objects that came up for sale. We may also, if appropriate, apply for grant aid to allow for the collection of important archaeological material or archives generated outside of the development and planning process. Grant aid may become available as part of the Collecting Cultures project in 2014, for us to acquire objects to augment the Antiquities collection.

For the acquisition of human remains, please refer to section 9h of this policy and the Museum of London's Policy for the Care of Human Remains.

## **3.7 World Cultures**

### **3.7.1 Priorities for collecting are:**

We would specifically look to

A Collect well provenanced objects with a strong connection to Doncaster and Doncaster people which have an associated story/history.

B Selective acquisition of objects which complement the strengths within the existing collection or fill logical gaps.

3.7.2 The Museum Service will collect World Cultures objects with connections to Doncaster, e.g. objects collected by local people (with a provenance and story) and objects that reflect the diverse cultures of 21<sup>st</sup> century Doncaster.

3.7.3 See sections 8b and 8c for procedures governing the acquisition of foreign objects.

### **3.7.4 Strategies**

We have no purchase budget so we will collect objects as they are offered to us. We would apply for a grant to purchase any significant objects that came up for sale. Grant aid may become available as part of the Collecting Cultures project in 2014, for us to acquire objects relating to 21<sup>st</sup> century Doncaster; particularly tied to reflecting Doncaster's cultural makeup.

### **3.8 Decorative arts**

3.8.1 Priorities for acquisition will be:-

- Representative pieces from the Yorkshire potteries (historic pre-1974 county boundary) from 1860 onwards, including the products of country potteries.
- Material from South Yorkshire pottery manufacturing sites to help elucidate the technological and social-historical aspects of the South Yorkshire pottery industry. To be coordinated with the Archaeological and Social History collections.
- Decorative Art illustrating the main English design trends from 1850 to the present day.
- Doncaster race trophies and other associated decorative art objects relating to horseracing of a type or date not already represented in the collection.

3.8.2 Objects dating from 1600 onwards will be acquired for the Decorative Art collection.

3.8.3 The geographical collecting area will usually be the Doncaster area. However if the Museum Service is seeking to acquire products of the Yorkshire potteries outside the Doncaster area the Museum Service will liaise with other appropriate Registered/Accredited museums and galleries to avoid a conflict of interest (e.g Rockingham and Don Potteries – Rotherham Museums Service; Leeds Potteries – Leeds Museums & Art Galleries).

#### **3.8.4 Strategies**

We have no purchase budget so we will collect objects as they are offered to us. We would also look to apply for money from bodies such as the V and A purchase grant fund or the Art Fund if a rare or important work came up for sale.

### **3.9 Fine art**

3.9.1 Areas of particular interest for acquisition will be:-

- Representative examples of work by artists associated with the Doncaster area.
- Works illustrating the history and topography of the Doncaster area, or people and events of relevance to the Doncaster area. Priority will be given to views and subjects not already represented within the collection.
- Works illustrating the history of horseracing in Doncaster, with priority given to subjects and artists not already represented in the collections of the Museum Service.
- Examples of schools of artistic development not already represented in the collection.
- Sculpture and bronzes, and other media that are currently underrepresented in the collection.

3.9.2 A major restraint upon the development of the collection is the current limited amount of storage space, and this will be taken into account when considering acquisitions to the collection.

3.9.3 The Museum Service will collect works by British artists, or artists working in Britain after 1600.

3.9.4 We have no purchase budget so we will collect objects as they are offered to us. We would also look to apply for money from bodies such as the V and A purchase grant fund or the Art Fund if a rare or important work came up for sale.

### **3.10 Horseracing**

3.10.1 Priorities for acquisition will be :

- Gold Cups representative of periods of design (especially Art Nouveau and Art Deco) which are not already represented in the collection.
- On-course betting equipment and ephemera.
- Horse and jockey related equipment and ephemera.
- Material relating to steeplechasing at Doncaster racecourse.

3.10.2 Collecting will relate to racing at Doncaster, in particular the St Leger and the Doncaster Gold Cup. The acquisition of some items may require consultation with relevant Registered/Accredited Museum Services.

3.10.3 Strategies

We have no purchase budget so we will collect objects as they are offered to us. We would also look to apply for money from bodies such as the V and A purchase grant fund or the Art Fund if a Doncaster race cup came up for sale.

### **3.11 Natural Sciences - Vertebrates**

3.11.1 All acquisition will be within the framework of the Wildlife and Countryside Act 1981, subsequent amendments and other wildlife protection instruments, such as EU Directives, DoE guidelines etc.

3.11.2 The following will not be considered for acquisition:-

- Live specimens
- Specimens acquired or killed illegally, unless the collection of such is sanctioned by, or at the instigation of, an appropriate authority e.g. a court of law.
- Specimens which present a health & safety threat to other collections or staff and cannot be made safe or stored appropriately.
- Specimens lacking data (unless part of an historic collection, or intended as display material).
- Foreign specimens (except those connected with the Doncaster area e.g. the work of a Doncaster associated taxidermist).

3.11.3 The collecting area will be the Doncaster area, extending eastwards and north-eastwards to incorporate the whole of Thorne Moors and the Isle of Axholme. In addition, collections created by people who were born in, resident in, or otherwise associated with, the Doncaster area may be accepted. The foregoing shall not preclude:

- The acquisition of documented British specimens for comparative purposes, following consultation, as appropriate, with relevant Registered/Accredited Museums.
- The acquisition of documented specimens and collections which have relevance to adjacent districts not covered by Registered/Accredited Museums with suitable specialisms. In this circumstance, appropriate consultation with these Museums will be undertaken.

3.11.4 Please see map of Natural Sciences collecting area at Appendix 6

3.11.5 The absence of a curator for this area of the collection effectively renders it a closed collection. Acquisition will therefore only be in exceptional circumstances. We have no purchase fund so would only take specimens we were offered.

### **3.12 Natural Sciences - Invertebrates**

3.12.1 All acquisition will be within the framework of the Wildlife and Countryside Act 1981, subsequent amendments and other wildlife protection instruments, such as EU Directives, DoE guidelines etc.

3.12.2 The following will not be considered for acquisition:

- Live specimens
- Specimens acquired or killed illegally, unless the collection of such is sanctioned by, or at the instigation of, an appropriate authority e.g. a court of law.
- Specimens which present a health & safety threat to other collections or staff and cannot be made safe or stored appropriately.
- Specimens lacking data (unless part of an historic collection, or intended as educational/display material).
- Foreign specimens (except those connected with the Doncaster area e.g. through a Doncaster associated collector).

3.12.3 The collecting area will be the Doncaster area, extending eastwards and north-eastwards to incorporate the whole of Thorne Moors and the Isle of Axholme. In addition, collections created by people who were born in, resident in, or otherwise associated with, the Doncaster area may be accepted. The foregoing shall not preclude:

- The acquisition of documented British specimens for comparative purposes, following consultation, as appropriate, with relevant Registered/Accredited Museum Services.
- The acquisition of documented specimens and collections that have relevance to adjacent districts not covered by Registered/Accredited Museum Services with suitable specialisms. In this circumstance, appropriate consultation with these Services will be undertaken.

3.12.4 Please see map of Natural Sciences collecting area at Appendix 6

3.12.5 The absence of a curator for this area of the collection effectively renders it a closed collection. Acquisition will therefore only be in exceptional circumstances. We have no purchase fund so would only take specimens we were offered.

### **3.13 Geology and Palaeontology**

3.13.1 There are three collecting priorities. First, the most strategic priority are those gaps defined in the previous description of the geology collections, where neither DONMG nor any neighbour, regional nor national museum has a collection. Second, the second strategic focus are parts of collections which may exist in neighbour, regional or national museums, but where the DONMG collections are deficient/weak, either in terms of richness, diversity of specimens or where the provenance of specimens is poor and could be improved by the addition of well provenance material (note: if the latter occurs, consideration should be given to de-accessioning and disposing of the old, poorly provenance material which now becomes a duplicate). Third, the final priority is collecting from active quarries to create small, high quality, representative collections for posterity, from these sites which are unlikely to be accessible to future generations.

3.13.2 This collection does not have a permanent curator, so collecting will be defined by the criteria outlined as part of the CIRCA project, 2012-3.

3.13.3 Taking into account the lack of specialist expertise, deliberate strategies are required to responsibly manage new collecting. The responsible default position should probably be not to accept new material, however a number of strategies are proposed here to facilitate responsible collecting to enable the geology collections to evolve, improve and remain relevant to the ongoing story of Doncaster.

Before the end of the CIRCA Project, consideration could be given to submitting a funding bid to provide the resources for a field geologist to proactively collect small, high quality, representative collections from the active quarries and any natural outcrops which are not already represented in the current collections.

Negotiations could take place with mineral planners to ensure that in future, any permissions granted for quarry extensions contain a requirement for quarry operators to bring in a contract geologist with awareness of museum requirements, to collect and carefully record any new types of fossils, minerals and or rocks that have been exposed.

### **3.14 Botany**

3.14.1 All acquisition will be within the framework of the Wildlife and Countryside Act 1981, subsequent amendments and other wildlife protection instruments, such as EU Directives, DoE guidelines etc

3.14.2 The collecting area will be the Doncaster area, extending eastwards and north-eastwards to incorporate the whole of Thorne Moors and the Isle of Axholme. In addition, collections created by people who were born in, resident in, or otherwise associated with, the Doncaster area may be accepted. The foregoing shall not preclude:

- The acquisition of documented British specimens for comparative purposes, following consultation, as appropriate, with relevant Registered/Accredited Museum Services.
- The acquisition of documented specimens and collections which have relevance to adjacent districts not covered by Registered/Accredited Museum Services with suitable specialisms. In this circumstance, appropriate consultation with these Services will be undertaken.

3.14.3 Please see map of Natural Sciences collecting area at Appendix 6

3.14.4 The absence of a curator for this area of the collection effectively renders it a closed collection. Acquisition will therefore be in exceptional circumstances

### **3.15 Environmental Records**

3.15.1 Collecting of original material will largely be of valuable original written material relating to the Doncaster area and the Isle of Axholme.

Acquisition of records that stretch over several different geographical areas will only occur when the majority of the records are from the Doncaster, Thorne Moors or Isle of Axholme area or they are unwanted by the most relevant museum/record centre.

3.15.2 Collecting will relate to the Doncaster area, the remaining part of Thorne Moors and the Isle of Axholme.

### **3.16 History of Museums and Galleries in Doncaster**

3.16.1 Themes for future collecting will continue to embrace material relating to the history of museum and gallery provision within the Doncaster area.

3.16.2 Collecting will be in liaison with Doncaster Archives and Doncaster Local Studies Library and other Registered/Accredited museum and gallery providers within the Doncaster area.

3.16.3 Collecting will be from within the Doncaster area.

## **4. Themes and priorities for rationalisation and disposal**

### **4.0 Collections-wide**

Any disposal will be in accordance with the Museums Association code of ethics, with particular reference to the MA Disposal Toolkit. Disposal is recognised by the MA as a principle of good collections management and development.

We will consider disposal of any objects with health and safety issues, for example those containing asbestos, broken glass objects, or dangerous chemicals. We would also consider disposal of any objects we feel we cannot care for adequately.

### **4.1 Social history**

Disposal will be considered for objects which fit into the following categories:

- If the object has little or no value in telling the story of the Doncaster MBC area or its history, unless it relates to national events such as a Royal Family event, peace celebrations or the Olympics.
- The object is in poor condition.
- If we have more than 1 example of an object of the same type and chronological context, e.g. a Victorian joinery plane, 1920s Singer sewing machine or inter-war dolly tub.

Priorities for disposal would be unaccessioned objects with little or no information relating to them.

### **4.2 Costume**

Disposal will be considered for objects which fit into the following categories:

- If the object has little or no value in telling the story of the Doncaster MBC area or its history  
The object is in poor condition
- If we have more than 1 example of an object of the same type and chronological context, e.g. Victorian christening gowns, handkerchiefs or pillowcases.

Priorities for disposal would be unaccessioned objects with little or no information relating to them.

### **4.3 Photographs and film**

Disposal will be considered for photographs which fit into the following categories:

- If the subject matter has little or no value in telling the story of the Doncaster MBC area or its history
- The object is in poor condition
- Nitrate film, which can spontaneously combust as it ages (copies of the photographs will be made prior to any disposal)
- If the subject matter is one of which we have exact copies.

Priorities for disposal would be unaccessioned objects with little or no information relating to them.

### **4.4 Military**

Disposal will be considered for objects which fit into the following categories:

- Objects where the related regiment is not known, or the object has a connection to a Yorkshire Regiment other than those mentioned in 2.4.1.
- The object is in poor condition

- If we have several examples of an object, e.g. belt, badge etc. This will not apply to medals or memorial plaques or other personal objects relating to service.

Priorities for disposal would be unaccessioned objects with little or no information relating to them.

#### **4.5 Coins**

Disposal will be considered for objects which fit into the following categories:

- The coin is in poor condition
- If we have several examples of a particular coin or token, for example a penny of Queen Victoria. This will not apply to medals or memorial plaques or coins within a hoard.
- In the case of trade tokens we will dispose of tokens that are from towns outside a 40 mile radius of Doncaster, and therefore are unlikely to have been used in Doncaster. This will not apply to trade tokens used nationally.
- In the case of foreign coins, we would look to dispose of many of these, except for the ones which can be added to the World Cultures collection to complement what is in that collection.

Priorities for disposal would be unaccessioned coins with little or no information relating to them.

#### **4.6 Archaeology**

Disposal will be considered for objects which fit into the following categories:

- If the object has no connection to Doncaster
- The object is in such poor condition that it has no research or display potential and cannot be cared for with our resources
- If an object has no data or information value.
- If we have more than 1 example of an object of the same type and chronological context, for example bulk archaeology and ceramic building material.
- If an object is applied for under the repatriation and restitution of objects and human remains.

Priorities for disposal would be unaccessioned objects with little or no information relating to them.

#### **4.7 World Cultures**

Disposal will be considered for objects which fit into the following categories:

- If the object has no connection to a Doncaster collector
- The object is in poor condition
- If we have more than 1 example of an object of the same type and chronological context, e.g. bead necklace, straw pot etc.
- If the object has no information, research or display value
- If an object is applied for under the repatriation and restitution of objects.

Priorities for disposal would be unaccessioned objects with little or no information relating to them

#### **4.8 Decorative art**

Disposal will be considered for objects which fit into the following categories:

- If the object has no local relevance
- The object is in poor condition
- If we have more than 1 example of an object
- If the object is of low artistic merit (in which case it could be added to the Soc hist collection)

- If the object has no information, research or display value

Priorities for disposal would be unaccessioned objects with little or no information relating to them.

#### **4.9 Fine Art**

Disposal will be considered for objects which fit into the following categories:

- The work is in poor condition
- If the work is of low artistic merit. If the work is of local relevance it may be added to the Social History collection
- If the work is a poor quality print/ duplicate of a print we already have

Priorities for disposal would be unaccessioned objects with little or no information relating to them

#### **4.10 Horseracing**

Disposal will be considered for objects which fit into the following categories:

- We have several examples of an object
- An object is in poor condition
- An object relates to a racecourse other than Doncaster

#### **4.11 Vertebrates**

Disposal will be considered for objects which fit into the following categories:

- If the specimen has no data
- The specimen is in poor condition
- The specimen has little or no local provenance
- The specimen has little or no display potential

#### **4.12 Invertebrates**

Disposal will be considered for objects which fit into the following categories:

- If the specimen has no data
- The specimen is in poor condition
- The specimen has little or no local provenance
- The specimen has little or no display potential

#### **4.13 Geology**

Disposal will be considered for objects which fit into the following categories:

- If the specimen has no data
- The specimen is in poor condition
- The specimen has little or no local provenance
- The specimen has little or no display potential

#### **4.14 Botany**

Disposal will be considered for objects which fit into the following categories:

- If the specimen has no data
- The specimen is in poor condition
- The specimen has little or no local provenance
- The specimen has little or no display potential

#### **4.15 Environmental Records**

Transfer of environmental records would be considered if the specimens to which the records relate were transferred elsewhere.

#### **4.16 History of Doncaster Museum**

Objects relating to the history of Doncaster Museum will not be considered for disposal.

## **5. Limitations on collecting**

**The museum recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.**

## **6. Collecting policies of other museums**

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

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

Rotherham Museums Service  
North Lincolnshire Museums Service  
York Museums Trust  
Barnsley Museum Service  
Nottingham Museums Service  
Sheffield Industrial Museums Trust  
Sheffield Museums & Galleries Trust  
Hull Museums Service  
Wakefield Museums Service  
National Coal Mining Museum for England  
South Yorkshire Aircraft Museum  
KOYLI Museum  
Leeds Museums Service  
Bassetlaw Museum Service  
East Riding Museums Service  
National Horseracing Museum  
National Railway Museum

## **7. Policy review procedure**

**The collections development policy will be published and reviewed from time to time, at least once every five years. The date when the policy is next due for review is noted above.**

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

## **8. Acquisitions not covered by the policy**

**Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the governing body of the museum itself, having regard to the interests of other museums.**

## **9. Acquisition procedures**

- a. **The museum will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.**
- b. **In particular, the museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).**
- c. **In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.**
- d. **So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.**
- e. **The museum will not acquire archaeological antiquities (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.**
- f. **In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure as defined by the Treasure Act 1996.**
- g. **Any exceptions to the above clauses 9a,9b, 9c, or 9e will only be because the museum is:**
  - **acting as an externally approved repository of last resort for material of local (UK) origin**
  - **acquiring an item of minor importance that lacks secure ownership history but in the best judgement of experts in the field concerned has not been illicitly traded**
  - **acting with the permission of authorities with the requisite jurisdiction in the country of origin**
  - **in possession of reliable documentary evidence that the item was exported from its country of origin before 1970**

**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.**

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

## **10. Spoliation**

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

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

**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 museums' issued by DCMS in 2005) , 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 13a-13d, 13g and 13o/s below will be followed but the remaining procedures are not appropriate.**

**The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums'.**

## **12. Management of archives**

**As the museum holds / intends to acquire archives, including photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).**

## **13. Disposal procedures**

### ***Disposal preliminaries***

- a. The governing body will ensure that the disposal process is carried out openly and with transparency.**
- b. By definition, the museum has a long-term purpose and holds collections in trust for society in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the museum's collection.**
- c. The museum will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.**
- d. When disposal of a museum object is being considered, 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.

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

- e. When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 13g-13s will be followed and the method of disposal may be by gift, sale or exchange.
- f. In exceptional cases, the disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below in paragraphs 13g-13m and 13o/s will be followed. In cases where disposal is motivated by financial reasons, the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:
  - the disposal will significantly improve the long-term public benefit derived from the remaining collection
  - the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit)
  - the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored

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

- g. Whether the disposal is motivated either by curatorial or financial reasons, the decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including the 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. External expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.

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

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

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

- i. Any monies received by the museum governing body from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements

relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.

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

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

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

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

- n. The museum will not dispose of items by exchange.

#### ***Documenting disposal***

- o 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.