

South Ayrshire Council  
Economy, Neighbourhood & Environment  
Community, Enterprise & Development  
Museums & Galleries Service

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## Collections development policy

**Name of museums: Rozelle House Galleries and the McKechnie Institute**

**Name of governing body: South Ayrshire Council**

**Date on which this policy was approved by governing body: 29<sup>th</sup> April 2013**

**Date at which this policy is due for review: 28<sup>th</sup> April 2018**

### **Background to this policy**

This policy provides the governing body and the workforce of South Ayrshire Museums and Galleries Service with a framework for responsible and ethical acquisition and disposal of collections. It provides clear procedures and decision-making processes common to Accredited museums.

This policy demonstrates the public benefit in South Ayrshire Museums and Galleries Service approach to collections development. It provides a basis for open and transparent decision-making and an informed dialogue between governing bodies, donors, funding bodies and other stakeholders.

This policy applies to material which the museum owns and has accessioned into the collection or intends to own and accession into the collection.

The acquisition, management and disposal of collections will be guided by:

- the museum's constitution and statement of purpose
- the legal basis on which the collections are held
- the public benefit derived from the effective use and management of the collections
- an assessment of the needs of the museum's collections
- the collections held by other museums and organisations collecting in the same or related geographic areas or subject fields

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

South Ayrshire Council Museums and Galleries Service is the custodian of the Council's museum and art collections and has a role in developing cultural activities for the community of South Ayrshire and its visitors. The role of the Museums and Galleries Service is to enhance the quality of life in the community by promoting understanding and appreciation of the cultural heritage of the locality, and the wider cultural heritage.

### **The Museums and Galleries Service AIMS to:**

- ◆ Promote, preserve, protect and develop the rich cultural heritage of South Ayrshire
- ◆ To make a visit a welcoming and fulfilling experience for the public
- ◆ Provide stimulating museums and galleries activities for the community and its visitors
- ◆ Support local art and craft workers
- ◆ Encourage the development of tourism to South Ayrshire

### **This will be achieved by:**

- ◆ Collecting, recording, conserving and curating evidence of past human activity and promoting interest in, and understanding of, the heritage by making collections and associated information available and accessible to the public.
- ◆ Developing a varied programme of exhibitions and activities reflecting Museum and Gallery collections.
- ◆ Developing a varied programme of exhibitions and activities that support locally based art/craft workers as well as introducing nationally and internationally recognised art and museum exhibitions.
- ◆ Supporting and encouraging local art and craft workers by providing advice and space for the exhibition, promotion and sale of art/craft work.
- ◆ Continuing the promotion of South Ayrshire's rich cultural heritage and activities, as well as continually seeking to improve services and develop community partnerships

## **2. An overview of current collections**

These collections include fine art, natural history, geology, textiles & costume, archaeology and social history, connected to the geographical area of South Ayrshire, historical collectors within the area and past gifts to previous local authorities. The latter includes material from the former burghs of Ayr, Maybole, Troon, Girvan and Prestwick. There are also collections previously housed at the Mechanics Institute, the Carnegie Library, Belleisle House and the Tam o'Shanter Museum in Ayr.

### **Archaeology**

This is a fairly small collection, which is mainly made up of excavation material including sweepings, potsherds and flint work. There are 3 fine Bronze Age burial urns from Girvan and small collections of Roman and medieval material. The collection is mainly made up of more recent Treasure Trove allocations of 'local' excavation assemblages. There are a few other pieces of local significance, which are stand-alone objects. There is no typological focus to this collection.

## **Social History**

### **Coins, Medals and Tokens**

Coins - This collection is very general, containing mainly examples of British coinage along with a few foreign pieces. The most significant part of the coin collection is a group of pieces excavated from St. John's Tower in Ayr. Most importantly, this includes Scottish coinage from the 17th Century.

Medals - Medals are mainly presentations for involvement in war or class medals from local schools. There are also a series of medallions cast by Robert Bryden (a local artist). This collection has a local significance. These connect with further works in the collections by Bryden: oil paintings, prints and stone and wood carving.

Tokens - A collection of Communion tokens includes pieces from churches throughout Scotland, but particularly Ayrshire. Badges and other material are odd individual items, which relate to local events, local people or Royal celebrations.

### **Costume & Textiles**

This collection is mainly made up of Ayrshire embroidery (white work, lace or copies of this style) and examples of Edwardian and Victorian formal dress. There is also a small collection of clothing from the 1950s, which has local significance. Otherwise the collection contains a few examples of formal wear, military costume and work wear from the early 20<sup>th</sup> Century, which is associated with local people, trades or activities. There are also around 8 large banners and flags (which relate to protest marches, Orange Lodge organisations and the celebration of Robert Burns) and a large Covenanting flag. Finally, there are a few fine examples of tapestry and embroidery, including a modern woollen tapestry by Emma Jo Webster and a wall-hanging commemorating the 800<sup>th</sup> anniversary of the granting of the Royal Charter to Ayr, and some fine embroidered tablecloths and framed pieces by local people.

### **Culture**

Robert Burns - South Ayrshire Council has a small collection of Burns related literature, including a bound copy of 'Poems Chiefly in the Scottish Dialect' by Robert Burns, 1786 (known as 'The Kilmarnock Edition'). This collection was formed mostly from the collection transferred from the Tam o'Shanter museum in Ayr (closed down in the early 1980s). See also Domestic Life, Decorative & Applied Art and Fine Art.

### **Local Government**

There is a significant collection of formal/civic regalia from the old burghs of Troon, Prestwick, Maybole, Girvan and the Royal Burgh of Ayr. This includes ceremonial keys, freedom caskets, Town Drums and uniform.

### **Domestic & Everyday Life**

Domestic Material - A significant portion of this collection is Robert Burns related material transferred from the Tam o'Shanter Museum in Ayr. The artefacts are mainly material which have been associated with Robert Burns or his followers. This collection also includes fixture and fittings from the Tam o'Shanter Museum.

In addition to this, there are some fine examples of domestic material associated with local people. For example, sewing machines, cleaning equipment, cigar and tobacco containers, general containers and household equipment.

Crime, Law and Punishment - There is a small collection of items associated with the old Ayr Jail and the work of the police force in Ayrshire

Education - This collection includes various objects, which would provide a 'background' to Victorian schooling. This collection has no particular collecting area, apart from the social and education potential of illustrating school life. Some items are from local schools or local people. With more research this collection may form a handling collection focus in the future.

Religion and Beliefs - There are a few family bibles and a number of items of communion plate relating to Christianity and some small sculptures relating to Buddhism and Hinduism within this collection. Within the archaeology collection, significant religious pieces are the 14th/15th C. silver

cross from Crossraguel Abbey, the Virgin Mary devotional badge from Barassie and the 8th/12th C. Cambusdoon Cross.

Sport and Leisure - This collection includes a number of children's toys and games, in particular a number of doll models. These include a large collection of woollen dolls representing characters from Beatrix Potter. There are also a number of sporting trophies and sporting equipment, including curling stones and golf items.

**Paper collections** (posters, letters, maps, certificates, records, newspapers etc)

There are around 200 other pieces of paper based material, which relate to the local area. This collection is mainly made up of locally sold postcards, railway posters, vinyl record sleeves or newspapers, and material kept to commemorate local events, for example invitations to Royal and Political celebrations for example.

### **History of Science**

This collection is mainly pieces of electrical equipment, which do not seem to have been acquired with any particular collecting focus. There are instruments for radio transmission, television sets, household appliances and some scientific experimental equipment.

There is also a range of medical equipment. This consists of three collections. The first is a small collection of surgical and medical equipment, particularly equipment associated with childbirth, donated by a local doctor. This small collection is of local significance and needs more research. In 2005 a collection of a range of medical instruments, equipment and uniform was acquired through Ayr Hospital, including the collection of Dr John B. Simpson. There is also a collection of medical material from the former Dailly Historical Society collection, including a range of historical medicine bottles.

### **Industry and Commerce**

Agriculture - There are a small number of industrial objects relating to farming including a plough, scythe etc., most of which are from the former Tam o'Shanter museum. There are also farming items in the former Dailly Historical Society collection.

Communications - There are a few radio systems, including a Morse code communication device. This is a basic collection which forms no real collecting focus and requires further research.

Construction - There are timbers, plaster casts and building equipment used in the construction of local buildings. There are two sets of mounted Roman nails, found in Perthshire. Research is needed regarding any local connection to the collector.

Manufacturing, Trades and Crafts - There are items relating to the production of goods in local factories and in the home. This includes collections relating to the Maybole Boot and Shoe factories and some local breweries.

Of particular significance within this collection are around 30 steel bench planes made by Stewart Spiers. This collection also includes a series of 'mini' bench planes. This collection illustrates some significant developments in local trades and crafts.

There is also a collection from the 'Neptune Works' run by Scottish Stampings in Newton-on-Ayr, which was closed and demolished in 2010, after more than 100 years of history.

Mining and mineral - There are a small number of items relating to the mining industry of Ayrshire. This includes mining related items from the former Dailly Historical Society collection.

Shops and Businesses - There are some examples of shop signs, posters and advertising wares. This collection also includes branded shop products and fixtures and fittings from former local businesses. This collection contains some extremely interesting material about local businesses, which no longer exist. The focus of this collection is mainly on the town of Ayr, the historic County town.

Textiles - There are a number of artefacts relating to the manufacture of local textiles, including samplers, patterns and sewing kits/machines.

Tourism - There are a number of advertising posters and postcards relating to 'the seaside' in Ayr or to visiting Burns country.

Maritime & boatbuilding - This is mainly a collection of some fine boat models, which relate to the ship building industry in Troon. These items are mainly in display cases, although there are a few

smaller uncased examples. There are a number of maps and charts about the area and about the Ailsa Troon Shipyard. Any new paper-based material is now normally passed to Ayrshire Archives.

Transport - There are a few large pieces of railway construction materials and a number of plans and records relating to the West Coast Railway Line and the Duke of Portland. This collection includes the large silver model of 'the Duke' train made to commemorate the Kilmarnock-Troon railway line.

Warfare and Defence - (collections other than weapons and accessories) - The Ayrshire Yeomanry collection, which has historically been displayed at Rozelle House is the property and stewardship responsibility of the Ayrshire Yeomanry and their Honorary Curator, therefore there is no collection in this area held by South Ayrshire.

Items within South Ayrshire Council's collection are mainly occasional items which relate to local people including medals and some costume.

Weapons and Accessories - This collection mainly consists of some 50 edged weapons and clubs or spears, which were part of the collection of the Royal Burgh of Ayr. The pieces are mainly wood and steel. There are 4 uniforms dating from the end of the 19th Century. There are 5 military flags from the beginning of the 19th Century. The rest of the collection is of individual items relating to local people or the life of local troops in battle.

## **Decorative and Applied Art**

This collection contains some contemporary ceramics, but is mainly made up of 19<sup>th</sup> and 20<sup>th</sup> century candelabra, household ceramics, trophies and tableware.

Once again, this collection contains a large percentage of material relating to the Tam o'Shanter Museum, formerly on Ayr High Street. A considerable amount of the ceramic ware has images of local scenes or Burns themes. There is also a small collection of Mauchline Box ware which again shows mainly Burns related images or scenes of local importance.

## **Fine Art**

This is one of the largest collections held by the Museums and Galleries service. It is largely made up of the collections of the former Burghs of Prestwick, Maybole, Girvan, Troon and the Royal Burgh of Ayr. These collections are made up from individual purchases and gifts or bequests from local people. These major bequests include work bequeathed by Allan Forest Stark, Dr McGregor, G.B. Dunlop, R.C. Roy, Richard Edmiston Senior and Junior, Thomas Davidson, William McDowall and W.B. Scott Valentine.

There is a considerable proportion of the collection which is made up of local scenes or work by local artists. There is a particularly strong group of works by Robert Bryden, William Bell Scott Valentine and original artists of the Ayr Sketch Club. Most of this 'local' work is on paper and is unframed. There are also a considerable number of pieces relating to Robert Burns, including some 200 un-researched pieces, which formed part of the Tam o'Shanter Museum collection and 54 works of 'Tam o'Shanter' by the artist Alexander Goudie. Work is present in all mediums, with some significant works on paper by Robert Colquhoun, the Rev John Thomson of Duddingston, D. O. Hill, James Faed, Sir D.Y. Cameron, G. Leslie Hunter and P. Wyndham Lewis. In addition to this there are significant works in oil by Thomas Faed, Sir Joseph Noel Paton, G. Leslie Hunter, William Muir, John Faed, David Gow, Sir Daniel MacNee, James of Skirling Howe, Eyre Crowe, Alexander Nasmyth, S.J. Peploe, Lucien Pissarro, E.A. Hornel and George Henry. There are also self-portraits by John Thomson of Duddingston and Alexander Goudie.

Of further note is the large oil painting entitled 'Judas' by Peter Howson.

Sculpture is notably represented by Henry Moore's 'Reclining Figure'. There is also a small number of commemorative busts in marble and alabaster and a series of figures in wood of Ayrshire notables and figurative pieces by Robert Bryden.

There is an early wooden sculpture 'Condor' by Ronald Rae. Associated with the collections is also a series of works in granite by Ronald Rae called 'Christus Immolatus Tragice – The Tragic Sacrifice of Christ', sited in Rozelle Park.

A few of the pieces are of international or UK significance, and have in the main become part of South Ayrshire Council's collection through bequests to the former Burghs at the start of the 20<sup>th</sup> C. Most of the collection has a Scottish element, representing the work of Scottish artists or

Scottish scenes/life. Work acquired since then has been mainly of local scenes, items with a Burns theme or work from local artists.

## **Geology**

Fossils, Rocks, Gems and Minerals - Around 4,000 specimens mainly of the Alexander collection previously held at Belleisle House in Ayr, plus other smaller collections. This collection is listed in parts and has a strong local element. Most specimens have been acquired from local donors. This collection requires considerable research to establish collecting areas which could be focussed on in the future.

## **Natural History**

### **Taxidermy**

Some of the taxidermy specimens are of significance due to the original taxidermist. Further research is required to confirm individual importance.

Mammals - A weasel and a fox

Birds - 74 birds, mainly locally recognised species. These include a Golden Eagle, Kingfisher, Parrots, Kiwi, Humming Birds and Cockatoos.

Reptiles and Amphibians - Tropical American Lizard, Crocodile and a Gecko

Fish - Porcupine Fish

### **Birds Eggs**

Around 600 Bird Eggs – mainly part of the historic Alexander collection formerly kept at Belleisle House, plus other smaller historic collections.

### **Invertebrates**

A collection of around 200-300 seashells mainly from the local area and formed by local collectors.

### **Other Natural Sciences**

There are around 50 further specimens including horns, antlers, bones, tusks, skins, shells, feathers and beaks.

## **Botany including herbarium**

There are around 2,000 Herbarium specimens. These are largely part of the Braidwood collection (a 19<sup>th</sup> century collection from Lanarkshire). There are also other herbarium specimens, which may be part of the Alexander Collection, formerly held at Belleisle House. Further research is required to confirm the provenance of these pieces.

## **Photography**

This collection is mainly artistic photography, historic studio portrait photography or images of historic events. Throughout South Ayrshire the Carnegie Library, the Museums and Galleries Service and Ayrshire Archives are acquiring photographic collections. At the moment the Museums and Galleries service acquire material associated with the present museum collection or work with particular artistic merit. It has already been recognised by the Museums and Galleries Service and the Archives Centre that a collecting policy in this area should be drawn up by arrangement between these 3 bodies.

This collection also includes some photographic equipment, which include various cameras, enlargers and film recorders. Part of this collection is made up of a number of pieces donated by Maybole Historical Society.

## **Ethnography (World Culture)**

This collection includes a diverse range of items, mainly Oceanic weapons, with a few pieces from Asia and New Zealand.

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

#### **South Ayrshire Council Collecting Areas**

The Collecting Area for the Museum will be the 'local' area, defined by the political boundaries of South Ayrshire Council. In the case of a regimental or company collection, or a collection based around the life of a person, the concept of a Collecting Area does not apply and, in this respect, collecting will be governed by association to the geographical area or bodies or individuals relating to it, rather than by direct geographical area.

The Museums & Galleries Service acknowledges that other museums in the area have traditionally collected within certain parts of the area now claimed and which are specified. The Museum will work with these specified places to ensure that material is preserved in the place most appropriate, given the nature of the items and their provenance. The specified places are Robert Burns Birthplace Museum and others members of the Burns Scotland group, East Ayrshire Museums Service, North Ayrshire Museums Service, The Museum of Ayrshire Country Life and Costume, Dumfries & Galloway Museums Service, Glasgow Museums and the Hunterian Museum.

Items made in, at some point used within, or otherwise provenanced to the Museum's Collecting Area, may be acquired, regardless of their location at the time of acquisition. Where this involves the collection of items from a place within the geographical sphere of influence of another museum, a principle of open actions and good communications will apply.

In an emergency, and to ensure the preservation locally [and in public ownership] of important material, the Museums & Galleries Service is exceptionally authorised to collect material from outside the museum's stated collecting area, relating to those parts of Ayrshire not yet covered by any museum service. Such material is acquired on the understanding that it may be transferred to other museums at a future time.

Where the Museum seeks to collect the work of 'local' artists, or to acquire 'local' views, the area defined above will normally be used as the basis for decisions.

Similar collections to that of South Ayrshire Council are collected by other Ayrshire venues. With this in mind, all acquisitions to 'local' collections will take into account the collecting areas of the museums named above.

South Ayrshire Council will retain copies of the Collecting Policies of North Ayrshire, East Ayrshire and Robert Burns Birthplace Museum to ensure fair collecting as described above.

#### **Archaeology**

The Museums & Galleries Service will continue to collect items offered for acquisition by Treasure Trove and the Finds Disposal panel in order to maintain South Ayrshire as the repository for local archaeological finds, subject to storage capacity.

Other items will be collected if they are deemed to have 'local' significance. If such 'local' collections exist within the collections of other museums, transfer may be explored particularly if the item(s) are deemed to offer important display or local learning potential or are closely connected to items already within South Ayrshire collections.

There will be no attempt to build up a comprehensive collection in terms of a period or type. All acquisitions to this collection will be acquired according to the specific clauses regarding collection of archaeological objects in this policy.

## **Social History**

### **Coins, Medals and Tokens**

The Museums and Galleries Service will continue to collect Communion tokens of local significance, which enhance this small local collection.

Medals will be collected if they bear a strong relationship to local people or events.

There will be no acquisition of coinage unless pieces will enhance the interpretation of items already held, or represent other collections from local sites. In general, specimens will only be collected if they are of local significance or enhance the interpretation of the collection as it stands. There is no intention to build up a comprehensive collection of coinage.

### **Costume & Textiles**

It will be useful in the future to compare the content of the Ayrshire embroidery/ lace/ white work collections of South, East and North Ayrshire. All three authorities (plus the National Museums and The Museum of Ayrshire Country Life & Costume) collect this type of material, usually at the moment because of its particular 'local' significance to each area. South Ayrshire Council will continue to collect this type of work, after reference to the Collecting Policies of the other authorities. In general, work of this type will be collected if it forms a particular relationship to a local person or was locally manufactured.

Further Edwardian and Victorian costume will be collected, again, if it has a local significance and storage space permits. Although, with further research into this collection it may become obvious which specific types of costume or accessories would enhance the collection as it is. The Collecting Policy should be amended at this point.

Other material will be considered if it represents a local industry, event or person of local significance.

### **Culture**

Robert Burns - This is an area that is collected by, in particular, the Robert Burns Birthplace Museum. Any items which become available will be discussed with the Robert Burns Birthplace Museum and other Accredited Museums within the Burns Scotland Partnership.

### **Local Government**

There is no intention to actively collect in this area, unless justified as the clauses of this policy state. Further material will only be acquired if it has particular local significance or enhances the existing collection.

### **Domestic & Everyday Life**

Domestic Material - Most of the work in this collection relates to Robert Burns and the former Tam o'Shanter Museum, Ayr. If items relating to this organisation become available they will be considered for the collection. They would, however, be discussed with the Robert Burns Birthplace Museum and other Accredited Museums within the Burns Scotland Partnership.

Regarding domestic material not relating to Robert Burns, this collection requires considerable work to formulate any distinct collecting area. At the moment the collection is extremely varied and does not form a distinct collecting area. Items will be collected if they have a strong 'local' significance to a local person, business or event.

Crime, Law and Punishment - As and when items associated with the local areas and local practices or events become available, they will be considered for the collection.

Education - The expansion of this collection should only be considered if the display potential for such a resource can be realised. Nonetheless, if items do become available which are of particular local significance they should be included in the collection. This collection may be added to with a handling focus in mind.

Religion and Beliefs - Items should only be considered for this collection if they have particular local significance and relate to local people, events, customs and practices. It is intended to collect a more diverse range of material to represent all religious and belief practices in the local area.

Sport and Leisure - There is no intention to collect other children's toys and games, unless they have a strong local significance. However, the Museums and Galleries service will actively pursue items, which relate to local sporting interests and practices to enhance this collection further.

### **Paper collections**

There is no intention to build up a comprehensive collection within this area. As material becomes available which relates to local events, people or businesses it may be collected. All collecting within this area will normally be discussed with Ayrshire Archives, with any documents generally being offered to them, unless particularly connected to existing or incoming collections.

### **History of Science**

This small collection is of local significance. There is no intention to build up a comprehensive collection of electrical appliances, experimental materials or surgical equipment. Further material will only be acquired if it has particular local significance or enhances the collection already acquired.

### **Industry and Commerce**

Agriculture - There is no intention to actively collect in this area, unless justified as the clauses of this policy state. Further material will only be acquired if it has particular local significance or enhances the existing collection.

Communications - There is no intention to actively collect in this area, unless justified as the clauses of this policy state. Further material will only be acquired if it has particular local significance or enhances the existing collection.

Construction - There is no intention to actively collect in this area, unless justified as the clauses of this policy state. Further material will only be acquired if it has particular local significance or enhances the existing collection.

Manufacturing, Trades and Crafts - This collection does illustrate some significant developments in local trades and crafts. It would certainly be hoped that this collection could be added to should appropriate material become available. There is only a small amount of material relating to local industries. Subject to future storage limitations this collection should be actively added to in order to represent the trade and craft of all areas within the South Ayrshire Council area.

Mining and minerals - This is not a large collection and the Museums and Galleries service will not collect such material unless it has particular local significance.

Shops and Businesses - The Museums and Galleries service would seek to add to this area as the opportunity arose and to focus this collecting on local businesses and shops. There are a fair amount of objects relating to Ayr but little for the other Burghs and villages. This collection should be added to as items with minimal storage needs become available and should attempt to build up objects relating to all areas of South Ayrshire.

Textiles - This is a collecting area which is strongly focussed on by East Ayrshire Council. It would not be the intention of the Museums and Galleries Service to add specifically to this collection, only as items of 'local' significance become available.

Tourism - This is an area of local tourism, which South Ayrshire should continue to focus on. Items relating to the tourism industry in South Ayrshire will be actively collected. Items relating to a Burns theme will be discussed with Robert Burns Birthplace Museum and other Accredited Museums within the Burns Scotland Partnership.

Maritime & boatbuilding - The Museums and Galleries Service will continue to collect items relating to the ship building industry, especially at Troon, and ship models which have a local connection. The Museums and Galleries Service will also collect items relating to any local maritime industry that become available, subject to storage capacity.

Transport - It is the intention of the Museums & Galleries Service to continue collecting items relating to the local area should potential acquisitions arise. Any items which become available will be discussed with any museums with a relevant collecting policy.

Warfare and Defence (collections other than weapons and accessories) - Items offered for acquisition will be considered if they are of local significance and/or represent the combat life of a

local person. There is no intention to create a comprehensive collection of this type, although acquisition of items for handling kits relating to the 2<sup>nd</sup> World War may be considered. Any items relating to the Ayrshire Yeomanry that become available will be directed to the Honorary Curator of the Ayrshire Yeomanry Museum.

Weapons and Accessories - There is no intention to acquire further items like these unless they are of particular local significance.

## **Decorative and Applied Art**

Contemporary craft work may be acquired as part of the Fine Art collection, should it relate to makers of local significance, otherwise there is no intention to build up a collection of contemporary craftwork.

All historic decorative and applied art will be considered for collecting should it have a local significance.

All items relating to Robert Burns will first be discussed with the Robert Burns Birthplace Museum and other Accredited Museums within the Burns Scotland Partnership.

It is the Museums and Galleries service's intention to actively pursue the acquisition of items of regalia relating to the old Burghs of Troon, Prestwick, Maybole, Girvan and the Royal Burgh of Ayr.

In the case of the small collection of Mauchline box ware it would only be the intention of the Museums and Galleries service to acquire such material if it had particular local significance.

## **Fine Art**

The Museum and Galleries service intends to continue to acquire work by local artists, work of local significance or depicting local scenes or events.

Work by other 'masters' outside this collecting area will only be considered if it relates to the body of other work already part of the collection or relates to South Ayrshire, either in connection to the artist or subject matter. In this situation the Museums and Galleries service will consult with other collectors in Scottish Museums. It may be necessary to set up a group to consider the future collecting areas for this collection, as it is made up of such a considerable body of work.

## **Geology**

Fossils, Rocks, Gems and Minerals - A preliminary survey of the current collection was undertaken by a professional in 2004. This report makes recommendations for future action, including further more specialised professional input, to establish the significance and potential of this collection. No active collecting of individual specimens should be considered without this input. Full collections from local donors or full collections of local significance may be considered outside this.

## **Natural History**

### **Taxidermy**

There will be no need to build up a comprehensive collection of taxidermy, however, further specimens of common local species may be accepted if they become available.

Examples of local birds or animals will be collected only in particular circumstances. There will be a strong presumption against duplication of specimens of local significance, which already form part of the collection. However, as specimens which are duplicates become available, they will be considered in comparison to the specimens already part of the collection. Specimens may replace others where they are in better condition and do not eliminate specimens of historical significance to the collection.

Condition of specimens before entry will be of paramount importance to potential acquisition. Specimens which have been deliberately killed, mounted or not, will not be accepted.

### **Invertebrates**

This collection needs further work to determine any particular collecting focus or potential collecting needs. Seashells will not be actively collected until existing collections are researched

and their interest and value established. This collection will not be added to by individual specimens until this has been completed. If a local collection or collection with local connections becomes available that is well documented and identified, this may be considered for acquisition.

### **Bird Eggs**

Bird eggs will not be collected, unless a historical collection with local significance becomes available. Any collecting will be undertaken with due attention to the law on bird egg collecting and ownership.

### **Reptiles and Amphibians**

There is no intention to acquire further items unless items become available with a particular local connection.

### **Fish**

There is no intention to acquire further items like these unless items become available with a particular local connection.

### **Botany including Herbarium**

This collection does require further research to ascertain any future collecting needs. The collection in itself is basically complete, further specimens should only be added if they have strong local significance or represent a local collector or collecting area.

### **Other Natural Sciences**

There is no intention to continue collecting this type of material. Materials such as this should only be collected if it has a very strong local significance or enhance the exhibition potential of other items within the collection.

### **Photography**

The Museums and Galleries Service and Ayrshire Archives have already agreed to liaise on potential acquisitions and would hope in the future to bring the collecting policies of all three areas (to include South Ayrshire Libraries) together as one. At the moment the Museums and Galleries service acquire material associated with the collection or collecting area as work of artistic merit or if part of a larger collection.

If machinery associated with film or photography does become available, and has a local significance, it will be considered for collection only if there is a strong link to the collection already held.

### **Ethnography (World Culture)**

There is no intention to collect further in this area, unless a collection with a strong local connection, for example relating to local collectors, becomes available.

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

Responsible, curatorially-motivated disposal takes place as part of a museum's long-term collections policy, in order to increase public benefit derived from museum collections<sup>1</sup>.

At present, there is no plan to investigate possible rationalisation of or disposal from the collections, until further investigation, research and documentation is done on the existing collections, to ensure that the cultural or scientific value and relevance of collection items are fully understood. Following this assessment of the collections, any requirements for rationalisation will be looked at in a planned way, taking this policy into account. Should disposal be considered in

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

the future, any actions will be taken in line with clause 13 below, with particular reference to 13e and 13f.

## **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):

Robert Burns Birthplace Museum  
Burns Scotland (National Burns Collections Partnership)  
East Ayrshire Museums Service  
North Ayrshire Museums Service  
The Museum of Ayrshire Country Life and Costume  
Dumfries & Galloway Museums Service  
Glasgow Museums  
The Hunterian Museum

## **7. Policy review procedure**

The acquisition and disposal 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.

Museums Galleries Scotland will be notified of any changes to the acquisition and disposal 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, 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. In Scotland, under the laws of bona vacantia including Treasure Trove, the Crown has title to all ownerless objects including antiquities. Scottish archaeological material cannot therefore be legally acquired by means other than by allocation to Rozelle House, the McKechnie Institute or South Ayrshire Council by the Crown. Where the Crown chooses to forego its title to a portable antiquity, a Curator or other responsible person acting on behalf of South Ayrshire Council, 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.

f. 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.

g. 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 2008.

## **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 13s below will be followed but the remaining procedures are not appropriate.

## **12. Management of archives**

As the museum holds and 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 13s 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 Museums Galleries Scotland.

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 nature of disposal by exchange means that the museum will not necessarily be in a position to exchange the material with another Accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- o. In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the procedures in paragraphs 13a-13d and 13g-13h will be followed as will the procedures in paragraphs 13p-13s.
- p. If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.
- q. If the exchange is proposed with a non-accredited museum, with another type of organisation or with an individual, the museum will make an announcement in the Museums Journal and in other specialist journals where appropriate.
- r. Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

## **Documenting disposal**

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