



**RIPON MUSEUM TRUST  
COLLECTIONS DEVELOPMENT POLICY  
2019 - 2022**

Name of Museum: Workhouse Museum, Prison & Police Museum, Courthouse Museum  
Governing Body: Ripon Museum Trust  
Date of Approval: 19 September 2019  
Date of Next Review: September 2022

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**Name of museum:** Courthouse Museum, Prison & Police Museum, Workhouse Museum

**Name of governing body:** Ripon Museum Trust

**Date on which this policy was approved by governing body:** 19 September 2019

**Policy review procedure:**

The collections development policy will be published and reviewed at least once every three years, by the Learning & Curation Committee, on behalf of the Board of Trustees of Ripon Museum Trust. The policy review process will be informed by current museum sector developments, publications and best practice, and carried out in a collaborative way with both internal and external stakeholders.

**Date at which this policy is due for review:** September 2022

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

## **1. Relationship to other relevant policies/plans of the organisation**

### **1.1. Ripon Museum Trust's statement of purpose is:**

*To enrich the lives of all who experience and are inspired by our historic law and order sites and collections so that they gain insights into, and are provoked into thinking about, how the treatment of offenders and the relief of the poor have developed over the last 200 years. We will be a model of the ways in which the past is used to create a deeper, more compassionate and more equitable society. We also want to enhance substantially Ripon's sense of place and to improve the well-being of our volunteers and our local community.*

### **1.2. Ripon Museum Trust (RMT) is responsible for three historic sites - Ripon Liberty Courthouse, Ripon Liberty Prison, and Ripon Union Workhouse – and an associated collection of objects, which includes both physical and digital objects.**

The collections tell an interwoven story of Law and Order, Crime and Punishment, and Social Welfare and are connected to the history of the maintenance of law and order and the administration of justice and local government, with a particular emphasis on Yorkshire examples.

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

### **1.4. RMT will ensure that both acquisition and disposal are carried out openly and with transparency.**

### **1.5. Acquisitions outside the current stated policy will only be made in exceptional circumstances.**

### **1.6. RMT will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object unless the Curator is satisfied that a valid title to the item in question can be acquired.**

### **1.7. RMT recognises its responsibility, when acquiring objects to its collections, to ensure that the care, documentation and use of collections will meet the requirements of the Accreditation Standard. This includes using SPECTRUM 5.0 primary procedures for collections management. It will take into account limitations on collecting imposed by factors such as staffing, storage and care of collection arrangements.**

### **1.8. RMT will not undertake disposal from its collections motivated by financial reasons.**

### **1.9. This policy should be read in conjunction with the Strategic Plan 2014-2020, Business Plan 2019-2020, Collections Care & Conservation Policy 2019-2022 and Documentation Policy 2019-2022.**

## **2. Overview and history of the collections**

### **2.1. Ripon Liberty Courthouse**

The Courthouse Museum is housed in part of the former Ripon Liberty Courthouse and this part of the building forms a key part of RMT's collections. The part utilised as the museum comprises:

- the Jury Room
- the Magistrate's Retiring Room
- the Courtroom

Ripon Liberty Courthouse was opened in 1830 and served as a Quarter Sessions Courthouse until 1953. After the Quarter Sessions ceased in 1953, the court continued as a Magistrate's Court until 1998, when the court was moved to Harrogate. The building was opened as a museum in 2000.

The site is owned by the Dean & Chapter of Ripon Cathedral and the part occupied by the museum is leased by RMT. The Dean & Chapter of Ripon Cathedral occupy the remainder of the building as office space.

### **2.2. Ripon Liberty Prison**

The Prison & Police Museum is housed in the former Ripon Liberty Prison and the building and yard form a key part of RMT's collections.

Ripon Liberty Prison was built in 1816. It is part of a complex of buildings in St Marygate, the origins of which go back to the late 1600s. The building served as Ripon Liberty Prison from 1816 until May 1878, when it was closed as part of government reforms of prisons. In 1887, when the Ripon City Police Force was amalgamated into the West Riding Constabulary, the building served as Ripon City Police Station from 1887 until 1956, when it passed into private hands. It opened in 1984 as the Prison & Police Museum, and was re-opened in 2004 following a complete refurbishment.

The site is owned by Harrogate Borough Council and leased by RMT.

### **2.3. Ripon Union Workhouse**

The Workhouse Museum and Gardens is housed in the former Ripon Union Workhouse and the buildings and site form a key part of RMT's collections. The site comprises:

- the Front Range building
- the Main Block building
- the Woodshed building
- the Front Garden, Master's Garden and Kitchen Garden
- surrounding spaces, such as walkways and small green spaces

There are two other buildings on the site that are not occupied by RMT. These are the former Isolation Hospital, which is owned and occupied by Ripon Community House Limited, and the former Laundry Block, which is owned by RMT but leased and occupied by GirlGuiding UK.

Ripon Union Workhouse was built in 1854, 20 years after the passing of the Poor Law Amendment Act of 1834. It provided accommodation for the most poor and destitute people in Ripon and the surrounding parishes. In 1874, a separate ward was built for vagrants, who were entitled to two night's accommodation in return for a work task. The workhouse was a self-sufficient organisation, with its own kitchen garden, laundry, woodshed, hospital and kitchens. The workhouse passed into the control of West Riding County Council in 1930 and continued to provide services for the elderly and more vulnerable members of society until 1974.

The buildings and site occupied by the museum are owned by RMT.

#### 2.4. Object collection

RMT is responsible for a collection of around 9000 objects. The collection is predominately focused on the prison and police services in Yorkshire and Humber, with around 98% of the collections relating to these themes. However, the Courthouse Museum and Workhouse Museum do have a small number of related objects. The object collection contains regionally significant collections of uniform, restraints, police medals and badges, and truncheons.

The object collection comprises both physical and digital objects. The physical objects include two-dimensional objects, such as documents, books and photographs, and three-dimensional objects. The digital objects include digital images and audio files such as oral histories. The object collection includes:

- furniture and fittings previously used in the historic buildings
- police restraints, such as handcuffs and manacles
- police transport, including cycles and a motorcycle
- police uniform and insignia
- weapons taken from criminals or used by police forces
- printed and manuscript material relating to law and order
- photographs relating to law and order
- oral histories recorded with people connected to RMT's buildings or themes

The collection began to be compiled in 1984. It has been added to over the past 35 years and RMT continues to receive numerous offers of donations, particularly from those who have previously served in the police force.

The object collection is owned by RMT. Approximately 7% of the object collection is on loan to RMT.

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

RMT will continue to collect objects that help us to tell stories connected to the maintenance of law and order, crime and punishment, and social welfare from 1800 until the present day.

We will take a more pro-active and strategic approach to collecting, identifying gaps in our collections and stories and seeking out objects to fill them. This includes a focus on contemporary collecting, in order to engage people with the continued relevance of our themes today, and this will be facilitated through collaborative work with community groups and audiences. Priority will be given to objects that have great potential for display or use by our audiences.

We will collect objects that are well-documented, have a compelling provenance or history, that are in good condition and that do not duplicate objects we already hold.

Limitations may be placed on our collecting by available storage space, display space and the historic nature of our buildings.

#### **3.1. The following gives a more detailed indication of priorities for future collecting. This list is not exhaustive.**

- Objects that illustrate the lived experience of our three historic sites. Objects that are not original to our sites will not usually be accessioned into the collection but may be kept and displayed as part of the set dressing collection, if they accurately represent the period of interpretation.
- Replica objects, such as furniture, if they accurately reflect objects that would have been in used in our historic sites.
- Objects that build on our current specialisms, including police uniform, restraints, police medals and badges, and truncheons.
- Objects relevant to the prison and police services operational in the old geographical area of Yorkshire, as covered by the East Riding, North Riding and West Riding administrative areas. Particular emphasis will be made on collecting objects relevant to the prison service, which is not currently well-represented in the collections, and objects that relate specifically to law and order, crime and punishment, and social justice in the local Ripon area.
- Documents, archives and photographs that are connected to law and order, crime and punishment, and social welfare, since 1800. These may be connected specifically to our sites or provide wider historical context. These may include born digital objects.
- Contemporary objects that are relevant to the themes explored in our museums. Themes could include, but are not restricted to, law, crime and punishment, policing, prisons, rehabilitation of prisoners, poverty,

homelessness, the welfare of children or the elderly, and mental health.

- Stories, in written or oral form, both historical and contemporary, of people connected to the historic sites or the themes explored in our museums. These may include born digital objects.
- Artworks commissioned or created in response to our historic sites, objects or stories.

### 3.2. RMT will not collect:

- Objects that do not have appropriate documentation or where we cannot be sure of the legal title.
- Objects that are not connected to our themes of law and order, crime and punishment, and social welfare, from 1800 to the present day.
- Objects that are connected to the local history of Ripon but that do not relate to our themes.
- Objects that are in poor condition or that would put our existing collections, buildings, workforce or visitors at risk.
- Objects that duplicate existing objects in the collection. We will collect a maximum of five identical examples of any object.
- Objects that date from before 1800, unless they provide an important historical context for our themes and stories.
- Objects that would be better utilised for the public benefit at another Accredited museum or heritage organisation (see section 7).
- Objects where restrictive conditions have been placed on the gift.
- Objects that cannot feasibly be displayed in the museums or made accessible to the public in some way.

### 3.3. Education & Handling Collection

It is the policy of RMT to regard all collections as being of educational value and to make all objects available for educational purposes in ways that are compatible with their nature and preservation.

Nevertheless, safeguards must be in place to prevent any objects from the main accessioned collection being exposed to excessive risk from repeated handling or use off RMT premises without RMT staff present. For this reason, the Learning & Outreach team maintains a separate and distinct Education & Handling Collection of objects and replicas specifically for frequent handling by educational groups and/or



for loan boxes to be used by teachers in the classroom.

Objects acquired for the Education & Handling Collection will usually be duplicates or otherwise unsuitable for the main accessioned collection, and be suitable for handling by all age groups or for use in school classrooms and other educational situations on a regular basis.

Donors offering items that are unsuitable for the main accessioned collection but accepted for the Education & Handling Collection will be informed of the difference in risk and status, and must consent to the object(s) being allocated for handling and schools loan use. This should be noted on the signed Entry Form.

#### 3.4. Set Dressing Collection

RMT has recently experimented with the creation of immersive dressed rooms, in which objects can be handled and used by visitors. For this purpose, RMT maintains a separate and distinct Set Dressing Collection of objects, specifically for frequent handling and use in these settings.

Objects accepted into the Set Dressing Collection will usually be items that are not linked specifically to our sites but which accurately represent the period of interpretation.

Donors offering items for the Set Dressing Collection will be informed of the difference in risk and status, and must consent to the object(s) being allocated for handling and set dressing use. This should be noted on the signed Entry Form.

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

- 4.1. RMT recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more dynamic, relevant, well-managed and sustainable collection.
- 4.2. The procedures used for rationalisation and disposal will meet professional standards, as outlined in SPECTRUM 5.0. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.
- 4.3. All disposals from the main accessioned collection must be approved by the Learning & Curation Committee, on behalf of the Board of Trustees of RMT.
- 4.4. In identifying objects for rationalisation and disposal, the collections will be assessed using a matrix to identify strengths and weaknesses in areas such as provenance, uniqueness, significance, relevance, potential for display or research, condition, and storage. Where objects are found to be especially weak in these

areas, they will be considered for rationalisation.

**Provenance:** objects that do not have a known provenance, or for which the context or historical background is not known, may be considered for rationalisation.

**Uniqueness:** this includes uniqueness in the wider sense and uniqueness within RMT's collections. Duplication is a particular issue in the collections and RMT will keep a maximum of five identical examples of an object; any further examples will be considered for rationalisation. However, care will be taken to keep groups of associated objects intact.

**Significance:** objects that do not significantly add to understanding or knowledge of our themes and stories, or which do not have a significant impact on the experience, enjoyment and learning of our audiences, may be considered for rationalisation

**Relevance:** objects that are not relevant to our themes of law and order, crime and punishment, and social justice, or relevant to our geographical area of Yorkshire and Humber, and which may be better utilised in another Accredited museum or heritage organisation, may be considered for rationalisation.

**Potential:** objects that have little or no potential to benefit the public through research or display, or that cannot be safely or appropriately displayed within the limitations of our historic sites, may be considered for rationalisation.

**Condition:** objects that require more conservation work than their significance merits may be considered for rationalisation. Objects that pose a risk through their condition to the collections, buildings, workforce or visitors may be disposed of.

**Storage:** objects that cannot be safely or appropriately stored within the limitations of our historic buildings may be considered for rationalisation.

4.5. Objects that may be more appropriately cared for, interpreted, used and accessed by the public in another Accredited (or equivalent) museum, gallery or heritage organisation may be considered for rationalisation. This may include historic manuscripts, such as deeds, wills or other documents with special archival needs, which may be referred to the North Yorkshire County Record Office or West Yorkshire Archive Service.

4.6. Objects from the main accessioned collection that are transferred to the Education & Handling Collection should be formally de-accessioned.

- 4.7. Objects already in the Education & Handling Collection and the Set Dressing Collection are not subject to the disposal policy in this document, unless they have previously been accessioned into the collection. Disposals from these collections should be recorded on the respective catalogue and Entry Form.

## 5. **Legal and ethical framework for acquisition and disposal of items**

RMT recognises its responsibility to work within the parameters of the Museum Association's *Code of Ethics* when considering acquisition and disposal and has formally adopted the *Code of Ethics* as it's framework for collections management.

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

- 6.1. RMT will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.
- 6.2. RMT will liaise regarding acquisitions of common interest with museums, galleries and heritage organisations with similar collecting priorities and themes. These museums, galleries and heritage organisations will be Accredited, actively seeking Accreditation, or adhere to similar standards. Examples include:

**Bradford Police Museum** – objects relating to Bradford City Police.

**Harrogate Museums Service** - objects relating to the local area, which do not specifically relate to our sites and themes.

**North Yorkshire County Record Office and West Yorkshire Archive Service** - archive material that could be more appropriately cared for, interpreted, used and accessed by these organisations.

**Gressenhall Farm & Workhouse, Norfolk, The Workhouse, Southwell** and other workhouse museums - objects relating to specific workhouse sites, and sharing of contextual information.

## 7. **Archival holdings**

- 7.1. RMT holds and, in certain circumstances, acquires certain types of archival material, such as photographs and printed ephemera that relate to its themes and/or historic sites.
- 7.2. Where it is felt that archival material could be more appropriately cared for, interpreted, used and accessed by another organisation, RMT will liaise with archives such as the North Yorkshire County Record Office and West Yorkshire

Archive Service regarding acquisitions.

- 7.3. RMT's governing body will be guided by SPECTRUM 5.0 in managing and documenting its archival material. External advice on managing archival material may be sought from the North Yorkshire County Record Office.

## **8. Acquisition**

- 8.1. The policy for agreeing acquisitions is:

### 8.1.1. Aim of Acquisition

To improve the scope, quality and relevance of RMT's collections, within sustainable limits, in order to fulfil our stated mission and aims.

### 8.1.2. Definition

To **accession** is to formally enter an object into the collections. A record of the object is made in RMT's Accession Register and a unique accession number is issued for the object.

### 8.1.3. Methods of Acquisition

The majority of objects will be acquired by gift (donation). In some circumstances, where funding allows, objects that will make a significant addition to the collections may be purchased. Grants may be sought to enable the purchase of significant objects.

Anyone intending to bequeath items to RMT will be encouraged to discuss and agree the bequest with the Curator of RMT, who will keep a record for future reference. Bequests or conditions made without RMT's prior knowledge and agreement cannot be regarded as binding on RMT.

### 8.1.4. Limitations on Collecting

RMT will take into account limitations on collecting imposed by such factors as resources (including staffing), storage or display potential, care of collection arrangements and any limitations imposed by the historic nature of our buildings. In cases where extensive conservation of an acquisition would be necessary, the cost and benefits will be weighed.

### 8.1.5. Shared Acquisitions

Occasionally it may be beneficial for RMT to seek joint acquisition of an exceptional object with one or more other museums/organisations. This may be considered where it is the best or only way of acquiring an important item for public collections, or where a strong interest is equally shared between museums/organisations and cannot be addressed by ordinary loan arrangements.

In such cases, the terms and responsibilities and administrative obligations of the joint acquisition must be agreed with participating museums/organisations before acquisition and recorded in full.

#### 8.1.6. Authority for Acquiring Items

Authority to determine acquisitions is delegated to the Curator of RMT, acting in consultation with other staff or volunteers, in accordance with this policy, and with external expert advice if necessary.

Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the Learning & Curation Committee, on behalf of the Board of Trustees of RMT.

- 8.2. RMT 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).
- 8.3. In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, RMT will reject any items that have been illicitly traded. RMT's governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

### 9. **Human remains**

RMT does not currently, nor does it have any intention to, collect human remains from any period.

### 10. **Biological and geological material**

RMT does not currently collect biological or geological material. Future developments to the outdoor space at our historic sites may result in the collection of biological material: for example material grown in the Workhouse gardens. This section of the policy will be rewritten, after seeking external expert advice, if this is to be pursued.

### 11. **Archaeological material**

- 11.1. RMT will not acquire archaeological material (including excavated ceramics) in any case where the Learning & Curation Committee or the Curator has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate

legal procedures.

- 11.2. In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

## **12. Exceptions**

Any exceptions to the above clauses will only be because RMT is acting as an externally approved repository of last resort for material of local (UK) origin, or because RMT is acting with the permission of authorities with the requisite jurisdiction in the country of origin.

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

## **13. Spoliation**

RMT 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.

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

The Board of Trustees of RMT, acting on the advice of professional staff, may take a decision to return objects to a country or people of origin. RMT will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance

## **15. Disposal procedures**

- 15.1. All disposals will be undertaken with reference to the SPECTRUM 5.0 Primary Procedures on deaccessioning and disposal.

- 15.2. Definition

**Deaccessioning** is defined as 'a museum process that objects or specimens undergo before being removed from the collection', and **disposal** is defined as, 'the act of removing material from the collection using various different methods'.

- 15.3. The Learning & Curation Committee, on behalf of the Board of Trustees of RMT, will confirm that it is legally free to dispose of an item. Agreements on disposal made

with donors will also be taken into account.

- 15.4. When disposal of an object is being considered, RMT 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.
- 15.5. When disposal is motivated by curatorial reasons, the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or, as a last resort, destruction. For curatorial reasons for disposal, see section 4.4.
- 15.6. The decision to dispose of material from the collections will be taken by the Learning & Curation Committee, on behalf of the Board of Trustees of RMT, only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the RMT's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by RMT will also be sought.
- 15.7. 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 Learning & Curation Committee, acting on behalf of the Board of Trustees of RMT, on the advice of professional curatorial staff, and not of the curator or director acting alone.

A report outlining the case for disposal will be submitted to the Learning & Curation Committee of RMT by the Curator. Any decision to dispose must be made by the Learning & Curation Committee, acting on behalf of the Board of Trustees of RMT. The Board of Trustees will be informed by the Chair of the Learning & Curation Committee at the next scheduled Board meeting.

- 15.8. Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited museums likely to be interested in its acquisition.
- 15.9. If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the Museum Association's *Find an Object* web listing service, an announcement in the Museums Association's *Museums Journal* or in other specialist publications and websites (if appropriate).
- 15.10. 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.

- 15.11. Any monies received by the Board of Trustees of RMT from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.
- 15.12. The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 15.13. RMT will keep full records 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 5.0 Procedure on deaccession and disposal.

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

- 15.14. The nature of disposal by exchange means that RMT will not necessarily be in a position to exchange the material with another Accredited museum. The Learning & Curation Committee, on behalf of the Board of Trustees of RMT, will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- 15.15. In cases where RMT wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 15.1-5 will apply.
- 15.16. 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.
- 15.17. If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, RMT will place a notice on the Museum Association's *Find an Object* web listing service, or make an announcement in the Museums Association's *Museums Journal* or in other specialist publications and websites (if appropriate).



15.18. Both the notification and announcement will provide information on the number and nature of the objects involved both in RMT's collection and those intended to be acquired in exchange. A period of at least two months will be allowed for comments to be received. At the end of this period, the Learning & Curation Committee will consider the comments before a final decision on the exchange is made.

### ***Disposal by destruction***

15.19. If it is not possible to dispose of an object through transfer or sale, RMT's governing body may decide to destroy it.

15.20. It is acceptable to destroy material of low intrinsic significance (duplicate, mass-produced articles or common specimens which lack significant provenance) where no alternative can be found.

15.21. Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.

15.22. Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.

15.23. The destruction of objects will be witnessed by an appropriate member of RMT's workforce. In circumstances where this is not possible, e.g. the destruction of controlled substances, a police certificate will be obtained and kept in the relevant object history file.