



Working in Partnership
with Dundee City Council

Leisure & Culture Dundee Collections Development Policy 2024-29

Approved by the Board of Leisure & Culture Dundee on 27 March 2024

Name of museum:

All museums managed by Leisure & Culture Dundee, including The McManus: Dundee's Art Gallery and Museum, The McManus Collections Unit and Faraday Street store, Broughty Castle Museum and Mills Observatory.

Name of governing body:

Leisure & Culture Dundee

Date on which this policy was approved by governing body:

The policy was put forward for approval by the LACD Board on 27 March 2024.

Policy review procedure:

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

Date at which this policy is due for review:

March 2029

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

Introduction

1.1. Leisure & Culture Dundee's Purpose Statement:

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

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

1.3. For the purpose of this document LACD will be known as the governing body. LACD has delegated responsibility for the collection, but shall obtain permission from DCC where appropriate and when required.

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

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

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

1.7. The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the UK Museum Accreditation Standard. This includes using Spectrum primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

1.8. The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.

1.9. The museum will not undertake disposal motivated principally by financial reasons.

2. History of the collections

The City of Dundee's collections number some 150,000 objects and span fine and decorative art, archaeology, world cultures, history and natural history. These objects reflect the story of Dundee and its hinterland, and the City's role in the rich history of Scottish art.

In 1824, Dundee's Watt Institute, a museum and library, was formed. Original inventories of the collections do not survive, but we do know that it contained Arctic fauna and ethnographical objects. The Watt Institute collections of history, natural history and world cultures were acquired by the City in 1869 and moved into the newly established Albert Institute. The building was first extended in 1873 and by this date a small fine art collection had been established.

Between 1877 and 1891 The Albert Institute became the venue for Dundee's hugely successful Fine Art Exhibitions, in their day described as second only to those held in Paris. Purchases from these selling exhibitions enabled the fine art collection to grow. Such was the success of these exhibitions that a third museum extension was required. Completed in 1889, this created the suite of four ground floor museum rooms and four first floor art galleries that still form the core of The McManus displays today.

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

The addition of the Victoria Galleries to the Albert Institute in 1888 allowed the museum exhibits to expand and in 1890 the South Room was redesigned as an Art Museum to show casts of Classical and Renaissance sculpture, which later expanded to Scottish work such as Pictish crosses. A grant from the Science & Art Department at South Kensington, now the V&A, London, covered half the cost. In 1911 the opening of the Central Reading Rooms on Barrack Street, now The Collections Unit, gave room for the collection to expand to over 100 pieces.

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

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

Throughout the 20th century the collection grew, through gifts, bequests and acquisitions secured by a growing specialist curatorial team. Barrack Street Museum focussed on the display of the natural history collections augmented by a series of popular touring and themed exhibitions in the Art and Nature gallery. The Barrack Street Museum closed in 1994, and reopened in 2005 as The Collections Unit, the main store for the City's collections.

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

In 1978, the Library was moved to new premises in the nearby Wellgate, and the museum interiors were modernized. In 1984, the Albert Institute with its dynamic early history displays was renamed The McManus Galleries, in honour of Lord Provost Maurice McManus. In 1989, to celebrate the transfer of the entire Orchar Collection to Dundee City Council, the busy hang of a red-walled Victorian gallery was recreated instantly becoming one of the most admired galleries in the building. Despite the building showing its age, a dynamic programme of exhibitions and displays contributed to the McManus Galleries being voted Dundee's best loved building in 2000.

During this period, art acquisitions began to be made in partnership with external agencies including the Scottish Arts Council and the Lottery funded National Collecting Scheme for Scotland. In 2008, as part of its major redevelopment (2005-10), the building was renamed The McManus: Dundee's Art Gallery and Museum.

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

Leisure & Culture Dundee, on behalf of Dundee City Council, manages Mills Observatory, The Old Steeple, The McManus: Dundee's Art Gallery & Museum and runs Broughty Castle Museum (in a partnership with Historic Environment Scotland who own the building and are responsible for the site).

3. Overview of current collections

The Whaling and Fine and Decorative Arts Collections are Recognised as being of national significance by Museums Galleries Scotland on behalf of the Scottish Government. Within the wider collections there are individual objects of local, national and international significance.

The museum collections sit within the broader context of collections owned by Dundee City Council, including Local History collections managed by Leisure & Culture Dundee Library Services, Archives managed by Dundee City Council and artwork and civic regalia in active use that does not form part of the accessioned museum collections and is administered by City Chambers.

3.1. ARCHAEOLOGY

The Archaeology Collection numbers over 8,200 objects relating to Regional and Foreign Archaeology.

3.1.1. Regional Archaeology

There are 6,360 objects in the Regional Archaeology Collection which includes objects and archives discovered by controlled archaeological excavation or chance finds. Up until the redrawing of regional boundaries in 1996, finds were collected from not only within Dundee but its surrounding area, including Tayside (which included Dundee City, Perth & Kinross and Angus) and Fife. Since 1996 the collecting area is restricted by the boundaries of Dundee City and finds are allocated via the Treasure Trove system. The museum is registered as a *museum of last resort* and can make a case to acquire unallocated finds from elsewhere.

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

Formerly the museum had its own Archaeology Field Unit which conducted its own excavations as well as aiding excavations in Dundee, Tayside and Fife. Currently Dundee City only has archaeological input in reference to planning applications.

The collections are organised under the following categories:

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

- Medieval
- Post Medieval

The collection contains material that is important locally and nationally.

The museum is the chief depository for the archaeological finds from Morton and the accompanying excavation reports.

The Roman material from Severn fortress of Carpow is the most extensive outside the National Museum of Scotland and is of great interest to scholars of the Romans in Scotland. Included in this assemblage is a piece of scale armour, *lorica squamata*.

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

3.1.2. Foreign Archaeology

The Foreign Archaeology Collection is defined as objects discovered in an archaeological context outwith Great Britain. It contains more than 1,900 objects, with examples from Ancient Egypt, Europe and the Americas.

The Egyptology Collection largely stems from the museum's early involvement with the Egypt Exploration Fund (now Society). It contains examples from important sites such as El Amarna, Abydos and Deir el-Bahri and ranging in time from Predynastic to Roman Egypt. The most notable is a portrait of Princess Neferurē (from Deir el-Bahri, Egypt). Also included is Egyptian material donated by Sir James Caird. Acquired through subscribing to the Egypt Exploration Fund is a stone sarcophagus for the priest Hor-em-heb, son of the priest Pa-Hor. The Egyptology Collection has been subject to a collections review by National Museums Scotland which is published on their website.

The collection also includes 10 Greek Vases of exceptional quality.

3.2. WORLD CULTURES

The World Cultures Collection consists of 5,000 items from Africa, Asia, the Americas, Europe and Oceania. The greater part is African, predominantly from Nigeria, Zaire, Uganda and South Africa. The Americas Collection is predominantly Inuit with links to the Recognised Whaling Collection. The collection includes material collected by Dr Thomas Alexander Wise which was originally donated to the University of Dundee and transferred to Dundee City Council in 1993. Dr Wise was the first collector to bring Tibetan material to Scotland.

3.3. NUMISMATICS

The Numismatics Collection consists of circa 13,000 objects relating to Dundee, Scotland, Britain and Europe, the Classical World, and other countries around the world. Examples include coins, banknotes, trade tokens, communion tokens and medals. The 'Paton Gloag Collection' is of particular note and is believed to be of national importance. Also of significance are the coins of Robert II minted in Dundee, and Scottish and English gold coins.

Also included is the A Cairncross bequest, a collection of more than 700 mostly Chinese coins that date from the Qin Dynasty (201-206BC) to the Qing Dynasty (1644-1912).

Recently an updated version of Scottish Banknotes was published which included a number of our Dundee banknotes. Of interest within the collection of banknotes is a large number of German Notgeld.

3.4. HISTORY

This encompasses a huge area of the collection and one that is continually added to, historically categorised as community life, costume, domestic life, military, personal life, photography, transport and working life, the collection currently consists of over 52,000 objects. It is curated in the following broad categories and will be re-categorised to fit these themes:

3.4.1. **Community Life**

The collections currently consist of over 4,000 objects relating to the communities of Dundee and its surrounding areas. The collection is defined as objects representing groups of people or shared between a group. Examples include sport, leisure, education, law and order, local governance, music and religion. Also included are specific groups, such as women's groups, fraternal and friendly societies and anything related to the LGBTQ+ community. There are natural crossovers with Working Life themes, including politics, shopping, business and retail.

Of particular note is the diversity in the Sport collections. Recent, large donations have seen a growth in collections representing curling, boxing, bowling and golf.

3.4.2. **Costume**

This is a collection of over 5,000 items covering mainly female clothing, with men's and children's also represented. Highlights include Dundee-made Victorian dresses, an ever-growing collection relating to one of Dundee's popular department stores Draffens, as well as a number of William Chalmers & Son shoes.

3.4.3. **Domestic Life**

This area currently holds about 1,000 objects relating to or used in the home or household, which includes soft furnishings, furniture (including musical instruments and clocks), tableware retailed by Dundee businesses, and toys and games. There is a natural crossover here with Working Life and Dundee-made furniture.

Of particular note is the Southwell Piano, thought to be unique in its design, a handmade ironing board from 1941 and a handmade quilt made by a named Dundee jute worker in the 1930s/40s.

3.4.4. **Personal life**

This is a collection of over 2,000 objects specifically relating to one person as opposed to a group of people and kept for private use rather than being used in a domestic setting. Examples include accessories, jewellery and personal care items. Also included are textile samples and swatches. Some archival material would also fall under this category in the form of personal cards and letters.

Also included anything linked to well-known Dundee individuals such as Mary Slessor, Robert Annan, Admiral Duncan, the Dundee Worthies, Mary Brooksbank, etc. Visits to Dundee from known figures would also fall into this category such as Buffalo Bill or Paul Robeson's visit, or a band on a tour.

3.4.5. **Military**

Included in this collection area are over 2,000 items covering all military conflict as well as objects representing the Home Front. Collections relating to the Jacobites also fall under this heading, as well as collections relating to Broughty Castle and its military occupation. There is a crossover here with Working Life and Dundee made pistols.

Objects of note include the Jacobite banner, the scrap of tartan from Bonnie Prince Charlie's kilt, the World War I chocolate nurse, Winkie and her Dickin medal, and the Carr

Archive – an autograph book, photographs and postcards belonging to the Dundee Conscientious Objector Ewan Geddes Carr during World War I.

3.4.6. Working Life

The collections currently consist of over 9,000 objects that relate to the working life of Dundee and activities which are undertaken for commercial purposes. Examples include the Nine Trades, Trade Unions, textile industries, whaling, publishing and printing, food manufacture and transport.

The Whaling Collection is Recognised as being of national significance by Museums Galleries Scotland on behalf of the Scottish Government

The material relating to Dundee's whaling past and general polar exploration overlaps with the Inuit ethnographic material. In view of the small amount of material surviving, this collection constitutes a major British collection of international importance. A number of Natural History specimens were collected by the Dundee Whalers and are also considered part of the Recognised collection.

The shipping collection is a significant collection representing the City's close connection to the sea. It is of great importance locally, regionally and in some areas nationally. Substantial research has been carried out into this collection.

Historically, industry was central to the life of Dundee. A working-class City, Dundee's industries have shaped the development of the City and its people. The industry collection reflects the changing industrial landscape of the City, the development of new industries and their connection with the past, for instance big companies that came to Dundee attracted by the skills of the available workforce.

The Timex Collection is significant both locally and nationally, placing Dundee's industrial heritage in a wider context. It reflects the productivity and success of the company in the City, as well as the strikes and final closure. Work will continue to improve documentation and knowledge of this collection working with former Timex employees. LACD is the main collection holder for Timex material in the City.

LACD is aware of other organisations within the City whose collections sit alongside and overlap with the themes above, especially the collections held by Dundee Heritage Trust – the jute collection at Scotland's Jute Museum at Verdant Works and those of polar exploration held at Discovery Point.

3.4.7. Transport

The collections currently consist of over 2,000 objects relating to how people in Dundee travelled both locally and further afield, including the development of travel for ordinary people as it became quicker and easier.

Material relating to the transportation of goods to and from Dundee and the development of trading links using sea, rail, air and road. Significantly Dundee had some of Scotland's first railways transporting goods and people, for example The Newtyle Railway opened in 1831. There is an overlap here with other History collection areas, including Working Life, Photography and Personal Life.

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

LACD is aware of other organisations within the City whose collections sit alongside and overlap with the themes above, especially the collections held by Dundee Museum of Transport.

3.4.8. Photography

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

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

There is a natural crossover here with collections held at Dundee City Archives and the Local History Centre (Dundee Central Library), all part of Dundee City Council collections but not museum collection.

3.4.9. Oral History

Until 2004, the Oral History Collection consisted of a collection of cassette recordings. In 2004 oral history began to be pursued in a more strategic way, partly to include oral history in the McManus Galleries *Who We Are* redevelopment project, specifically *The Making of Modern Dundee* gallery.

We have a significant collection of Timex oral history recordings, recorded at the time of the strikes, which are currently inaccessible. These unique recordings on reel-to-reel tapes and compact cassettes need to be digitised and transcribed. The material has not been touched since originally recorded and used for the 1996 play *On The Line* at Dundee Rep. In addition, the permissions alongside this material need to be reviewed and brought in line with current documentation standards.

The Oral History Collection sits within a broader context of sound heritage cared for across collections in the City.

3.5. NATURAL SCIENCES (NATURAL HISTORY) COLLECTION

The collection consists of at least 46,000 specimens in four major categories; geology, invertebrates, plants and vertebrates. This is the percentage of each major part of the Natural Sciences Collection: Botany 23%, Invertebrates 38%, Vertebrates 24%, Geology 15%.

3.5.1. Vertebrates

Reptiles and Amphibians

This is a small collection of mounted specimens (mostly crocodilians, turtles, lizards, snakes, frogs and toads), display casts, skeletal remains and spirit preserved specimens. There are currently less than 200 reptiles and amphibians in the collection.

Fish

This collection, which is of regional significance, contains over 500 wet preserved specimens and display mounts of historical interest. Noteworthy specimens include a large Atlantic Sailfish cast, the last and largest Atlantic Sturgeon caught in the River Tay (1888) and a collection of 14 Sawfish snouts. There is a small but regionally important collection collected from the Carolina Port Power station in the 1970s.

Birds

The collection consists of mounted specimens (a few in original display cases), study skins, various body parts (i.e. wings, legs), osteology (skulls, skeletons and bones) and

eggs. There are 6,795 bird specimens within the collection, this number will increase as individual bones will eventually get an individual accession number rather than the whole skeleton being accessioned under one number. There are no plans for active collecting of (pre-protection) nests and eggs.

Mounts – This collection contains over 930 specimens. Most are of British origin, although there are a small number of foreign specimens from localities such as Australasia and Antarctica (including some important non-native historical material collected by Sir Ernest Shackleton. About two thirds are recent, the remaining third being 19th-century specimens. Over 90 specimens are from the Dundee Naturalists' Society. Important non-native specimens were highlighted in Dr Sue Beardmore's report on *Priorities for Future Support and Development of Natural Science Collections in Scottish Museums*, NMS Ellerman foundation.

Study Skins – This collection which is of regional significance contains over 2,200 specimens. It includes historical material from JFT, Nisbet and JT Boase. Most of the specimens are of Scottish origin and have full data. The small foreign component includes specimens from North and South America, Africa and Australasia.

Nests – This small collection is comprised mainly from donations made in the 19th century. Most of the common British species are represented. There are 143 bird nests listed on EMu. Further documentation is needed for this part of the collection.

Eggs – This is a large collection of circa 7,000 eggs, and many have inadequate data. Although the vast majority are probably of British origin there is also a significant amount of European and American material. Further documentation is needed for this part of the collection. Numerous important specimens were highlighted in Dr Sue Beardmore's report on *Priorities for Future Support and Development of Natural Science Collections in Scottish Museums*, NMS Ellerman foundation.

Osteology – Mostly skulls, sacra and sterna of British birds with a handful of exotic bird skulls. The collection is complemented by a few complete skeletons. There are currently over 950 bird bones and skulls on EMu and this figure will increase when individual bones from whole skeletons get full records. Highlights include an impressive Eurasian Black Vulture skull from the Dundee Naturalists' Society. Noted collections and specimens were highlighted in Dr Sue Beardmore's report on *Priorities for Future Support and Development of Natural Science Collections in Scottish Museums*, NMS Ellerman foundation.

Mammals

Mounts – This collection contains over 260 listed specimens on EMu. Most are recent and are of Scottish origin, although a few foreign localities ranging from the Arctic to Australasia are also represented. The majority of the non-native specimens are from the historic collection before WW2 and include specimens of a lion (shot by Sir Thomas Dewar), Australian marsupials, various trophy heads i.e. leopard, kudu and moose. A polar bear from the Dundee Whalers is currently on loan and is displayed in the Hull Maritime Museum.

Study Skins – This collection which is of regional significance contains over 370 specimens. Although a few older foreign specimens are present, the vast majority is of recent Scottish material.

Osteology – This collection contains about 890 specimens listed on EMu, with just over half of this list being skulls, however, the number of bones (besides skulls) is set to greatly increase as individual bones from skeletons get individual EMu records. The number of documented osteology specimens has tripled since the previous policy 5 years ago thanks to retrospective documentation and is set to greatly increase further. It does however

include the largest and most spectacular Natural History specimen - the Tay Whale skeleton (a sub-adult male Humpback Whale). Other large specimens include the skulls of an Asian Elephant, a hippopotamus, big cats, several walruses and dolphins. Numerous important specimens were highlighted in Dr Sue Beardmore's report on *Priorities for Future Support and Development of Natural Science Collections in Scottish Museums*, NMS Ellerman foundation.

Microscopic slides – About 450 mammalian specimens on microscopic slides including many human pathology samples. Most have little data and some are from commercial sources.

The short and long-term priorities are the continued documentation and storage improvements of the Natural Sciences Collection. New acquisitions will be made as appropriate.

3.5.2. **Invertebrates**

Insects

This collection includes approximately 35,000 pinned specimens and is of regional importance. More than two thirds are well-documented, 20th century specimens of Scottish origin. The strongest groups are Lepidoptera (butterflies and moths), Coleoptera (beetles) and Diptera (flies). There are also a number of fluid-preserved specimens of aquatic species such as mayflies, stoneflies and caddis flies.

However, most of the entomology collections require cataloguing to individual specimen level and rehousing. The collections are documented and stored using widely accepted taxonomic classifications.

Molluscs

This collection contains about 5,000 specimens of shells and includes a substantial proportion of foreign material, mostly tropical seashells with little accompanying data. Among the British material, parts of southern England are currently better represented than Scotland.

The Derek Robertson Mollusc Collection of 622 specimens has scientific data and was collected around the British Isles.

There are 267 specimens collected by museum staff with scientific data, mostly from the Tay and 363 specimens donated by the Dundee Naturalists Society.

Other Invertebrates

This collection contains about 1,000 mainly fluid-preserved specimens covering Scottish marine, freshwater and terrestrial groups.

There are circa 2,000 Arachnids, mostly collected by museum staff during surveys in the 20th century.

Microscopic slides

This is a small collection of roughly 300 microscope slides of invertebrates, including 170 Lepidoptera.

The short and long-term priorities are the continued documentation and storage improvements of the Natural Sciences Collection. New acquisitions will be made as appropriate.

3.5.3. Botany

Algae

This collection contains fewer than 1,000 specimens from the 19th-century which need further documentation, mainly from southern England but including some Scottish material. The foreign material includes some 200 specimens from the Southern Hemisphere apparently collected in the 1860s.

Bryophytes

This collection contains about 3,500 specimens, mainly of British origin. It includes the 19th-century Scottish collection of G Forbes (800 specimens) and a small proportion of 19th-century foreign material of worldwide origin. The only modern specimens are contained in 250 packets collected from Angus and Perthshire.

Lichens

This collection contains about 3,000 herbarium packets. Most are well documented, modern Scottish specimens and comprise one of the most important 20th-century lichen collections in Scotland.

Although not part of the City's collection, the Collections Unit hosts the collection of the British Lichen Society (BLS) which has an estimated collection of 8,000 specimens. This collection includes several thousand lichen specimens and is a lending collection administered by a BLS honorary curator. This collection is not covered by the Collections Development Policy and few new specimens are added to the BLS collection each year.

Vascular Plants

Herbarium - This collection contains about 9,500 pressed herbarium sheets. Included is the UK Duncan collection with some 2,200 voucher specimens for the "Flora of Angus" and 563 for the "Flora of East Ross-shire"; both of regional importance. Approximately 1,500 pressed herbarium sheets were donated from the Dundee Naturalists' Society. The number of herbarium sheets listed on EMu has been steadily increasing thanks to an ongoing documentation audit of the herbarium.

Microscope slides – About 250 botanical slides of specimens donated and some from commercial sources, mostly of British origin.

Other botanical specimens include a small collection of economic botany (timber), seeds, cones and exotic ferns from New Zealand.

This collection is predominantly used for research, rather than display. The short and long-term priority is to continue to document the pressed herbarium sheets and to rehouse them in new purpose-made herbarium boxes.

Fungi

There is a small mycology collection of just under 100 specimens which consists mostly of dried fungi. More documentation is needed on this part of the collection.

3.5.4. Geology

Rocks

This collection contains 1,000 specimens, mainly of Scottish origin. Local rock types are reasonably represented but the collection lacks adequate non-local material for comparative purposes.

Minerals

This collection of approximately 1,700 specimens contains a significant amount of foreign material.

There is an important collection of agates, a semiprecious stone associated with volcanic rocks. They feature in the Landscapes and Lives gallery and the collection contains many fine examples of agates found locally and across Scotland. They account for 57% of the mineral collection.

Fossils

This collection contains 2,500 specimens, many of historical and scientific importance including material of national significance. Although local fossils are reasonably well represented, the number of specimens from other parts of Britain is inadequate for comparative purposes.

There is a small collection of graptolites, mostly from the Moffat shale group from the important site at Dob's Linn, Dumfries and Galloway.

Also included are important Devonian period fossils collected locally (mainly from quarries), with examples from Balruddery Den, Dura Den, and the Turin Hill and Carmyllie area quarries. There is scope for collaborating with other organisations with similar regional material i.e. National Museums Scotland, Montrose, and Perth Museum.

There are complementary Devonian specimens from other important Scottish localities, many of them now legally protected, such as Achanarras, Caithness, Tynet Burn, Orkney.

Numerous important specimens were highlighted in Dr Sue Beardmore's report on *Priorities for Future Support and Development of Natural Science Collections in Scottish Museums*, NMS Ellerman foundation.

The Kinnaird Collection of almost 1,000 specimens from Lord Kinnaird of Rossie Priory is a collection highlight and contains notable fossil fish and eurypterid specimens from Balruddery Den. The collection was originally arranged by geologist Sir Charles Lyell of Kinnordy.

3.6. FINE ART

Established in 1874, the City's permanent Fine Art Collection comprises 8,000 items and spans four centuries of production by artists working in Britain and Europe. At its core is a fine collection of nineteenth and twentieth century Scottish painting which has formed the basis of our active collecting over the last forty years. The Fine Art Collection is Recognised as being of national significance by Museums Galleries Scotland on behalf of the Scottish Government.

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

Over the last decade, key works have been acquired which provide contemporary context for the wider collection and history of Dundee. The Antarctic Suite is a good example of this, augmenting the fine art collection but also amplifying themes contained in the history and natural history collections based on Dundee long history of Antarctic exploration.

Similarly, the Outset Scotland gift of work by Corin Sworn provides context for the world cultures collections and has been shown as an intervention within our permanent gallery displays. Viewing the permanent collections through a different lens has enhanced visitor experience and we will continue to develop this approach through active acquisition.

Active collecting, through purchase and where possible carefully selected gifts, is the only method by which the collection can be seriously developed. With no annual acquisition funds, the ability to secure grant aid from government, charitable and private sources is a key determinant in pursuing and securing major acquisitions.

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

A small collection, including work by Italian and Dutch 'Old Masters', mostly from 19th-century donors and one 20th-century collector, William Shiell.

Key artists include:

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

3.6.2. **English Oils, Watercolours and Drawings up to 1950**

The English Collection is a fine and valuable one with works regularly selected for loan. As the collection was being established, the Fine Art Committee focussed acquiring work by artists associated with the Royal Academy. Therefore, many Royal Academicians are represented often by works featured in the annual RA Summer exhibitions.

Key artists include:

- Frank Brangwyn (a collection of some 250 works including 16 oil paintings)
- Edward Burra
- David Cox (60 pencil drawings)
- Laura Knight
- Edwin Landseer
- Alfred Munnings
- John Nash
- Dante Gabriel Rossetti, represented by *Dante's Dream*, believed to be the finest Pre-Raphaelite work in a Scottish public collection
- Walter Sickert
- Stanley Spencer, including a piece from his important Resurrection series
- JMW Turner

3.6.3. **English Oils, Watercolours and Drawings from 1950 to Present Day**

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

- Edward Bawden
- David Bomberg
- Edward Burra
- Mark Gertler

- Alan Ronald
- Graham Sutherland

3.6.4. **Scottish Oils, Watercolours and Drawings from circa 1650 to 1950**

Dundee City has one of the best collections of Scottish paintings in the country. This includes outstanding single works; the Orchar Collection – the only nineteenth-century Dundee private art collections to survive in its entirety; and the best collection of work by artists of the Scott Lauder Group. The 20th-century collection has been confirmed as a nationally significant Scottish collection by the National Galleries of Scotland. Artists with a strong local connection feature prominently.

The Scottish collection is complemented by a significant group of local interest paintings including portraits of local worthies, Provostal portraits by nationally significant artists, topography and a large collection of maritime paintings. Much of this was collected by AC Lamb, whose wider collection forms the backbone of Dundee's Local History Centre collection.

Key artists include:

- Alexander Carse, represented by *The Village Ba' Game*, known to be one of the earliest representations of a football match in the world
- Stanley Cursiter, represented by a rare early work inspired by Italian Futurism
- John Duncan
- George Dutch Davidson
- Willian McCance
- William McTaggart
- John Maclauchlan Milne
- James McIntosh Patrick
- Sir Henry Raeburn, including a portrait of George Paterson, an important local sitter
- Allan Ramsay
- Katherine Read, represented by her finest work in a public collection
- Robert Scott Lauder & his pupils
- Glasgow Boys
- Scottish Colourists

3.6.5. **Scottish Oils, Watercolours and Drawings from 1950 to Present Day**

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

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

Key artists include:

- Elizabeth Blackadder
- John Bellany
- Steven Campbell
- Graham Fagen
- Callum Innes
- Eduardo Paolozzi
- David McClure

- Will McLean
- Alberto Morrocco
- Graeme Todd
- Robert Orchardson

3.6.6. **Artist's Prints**

The collection of some 900 prints, particularly strong in early 20th-century British, ranges from Daniell aquatints to prints by French post-impressionists Degas, Vuillard and Chagall. There is an important collection of etchings and drypoints by JM Whistler that are part of the Orchar Collection.

Dundee is fortunate to have long had a dedicated print studio. The collection reflects this history, based first at Forebank, subsequently at Dundee Printmakers Workshop on the Seagate and now at DCA. Dundee City's important collection is complemented by a major collection of 20th-century Scottish prints and a significant collection of Artist Books held by the University of Dundee.

3.6.7. **Fine Art Photography**

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

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

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

3.6.8. **Sculpture**

The collections consist of about sixty pieces of sculpture, ranging from 19th-century marble portrait busts to contemporary bronzes. David Batchelor's site-specific piece *Waldella, Dundee* is now synonymous with The McManus, and has become a key place-marker used to promote contemporary Dundee.

Key sculptors are:

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

3.6.9. **New Media**

The Fine Art Collection has been built up over 150 years through acquisitions of work in the traditional fine art media of paintings, drawings, prints and sculpture. The contemporary art world no longer recognises these distinctions and increasingly

boundaries are becoming blurred as the hierarchy associated with traditional media has been abandoned. Many artists work in a variety of media, rather than being associated with one. Artists also have a host of new technologies available to them.

Through externally funded acquisition projects, we have reflected this by building a small but important collection of works in new media.

This includes video artworks by:

- Roddy Buchanan
- Duncan Marquiss
- Andy Wake
- Pernille Spence
- Matt Stokes

3.6.10. **Contemporary International Collecting**

The organisation was fortunate to benefit from membership of the National Collecting Scheme for Scotland (NCSS), which ran from 2003-2013. The Scheme made funds available for research and international travel and encouraged more ambitious thinking about the collection. Through the Scheme work has been purchased which reflects contemporary developments in visual art, provides an international context for the permanent art collection and reflects the international outlook of the programmes at Dundee Contemporary Arts and Generator Projects. It is intended that the body of work collected under the theme 'On Reflection' is expanded to ensure that the City's collection reflects the wider international context in which Scottish artists work.

3.7. **DECORATIVE ART**

The City's permanent Decorative Art Collection is diverse collection of circa 2,000 items, with much of it having been collected passively from bequests. The most significant items are in areas which have been actively collected, and in the main purchased, by focused curatorial initiatives.

The Decorative Art Collection is Recognised as being of national significance by Museums Galleries Scotland on behalf of the Scottish Government.

At its core is a fine collection of historic Scottish silver, mainly made in Dundee but with excellent examples of Edinburgh and other Scottish provincial silver. A good collection of historic Scottish pottery was actively collected for display in the 1980s. Scottish studio ceramics have been purchased between 1970-2010. In the 1970s good quality display collections of Georgian glass and 18th-century porcelain were purchased from Bond Street dealers to show the variety and development of the media in this period. Contemporary Scottish glass was actively collected between 1980 and 2010.

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

3.7.1. **Historic Silver**

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

Dundee makers. There are also several impressive pieces of Edinburgh and Glasgow silver.

3.7.2. **Historic Ceramics**

The Historic Ceramics Collection contains over 800 miscellaneous items. Much of it is standard household ware from the late 19th century, presented through bequest. There are several discrete important collections:

- Satsuma ware
- Assorted Oriental porcelain
- Chelsea and Bow figures
- Scottish pottery
- Modern Royal Doulton figures, donated by the factory
- 19th-century Staffordshire ceramics including transfer-printed ware

3.7.3. **Glass**

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

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

This is a miscellaneous collection, numbering some 100 items. The key area is a small but attractive group of Oriental objects - ivories, lacquer and bronzes.

3.7.5. **Contemporary Craft**

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

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

The Contemporary Crafts Collection benefited enormously from the research, travel and funding for acquisitions available through the National Collecting Scheme for Scotland 2003 - 2013. Through the Scheme the collections of Scottish studio ceramics and glass have been built up. The collection has been developed more ambitiously with a purchase of works by major English and European makers. These include glass by Colin Reid and Bruno Romanelli and ceramics by Danish makers Bodil Manz, Gitte Jungersen, Michael Geertsen, and Per Ahlmann.

4. **Themes and Priorities for Future Collecting**

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

The main reasons for collecting are:

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

The collections area does not strictly cover the geographical or local government administrative area of Dundee City. This is dependent on the requirements of different collection areas and is detailed below:

Archaeology	<p>Collecting area for Regional Archaeology is generally restricted to Dundee or its surrounding area, including Tayside and Fife, however the organisation is a <i>museum of last resort</i> for Treasure Trove.</p> <p>The Foreign Archaeology collection is considered an inactive collection; however, objects which will enhance or complement the collection will be considered, if they have known provenance and fulfil the standards of ethical collecting.</p>
World Cultures	<p>Considered an inactive collection; however, objects which will enhance or complement the collection will be considered, if they have known provenance and fulfil the standards of ethical collecting.</p>
Numismatics	<p>Collecting area is restricted to Dundee.</p>
History	<p>Collecting area is restricted to Dundee with the exception of the whaling collection which overlaps with The Americas collection and additions of relevant historic material will be considered.</p>
Natural Sciences	<p>Collecting area is generally restricted to Tayside (including Dundee City, Perth & Kinross and Angus) and Northeast Scotland.</p> <p>Consideration to neighbouring authorities will be taken into account when acquisitions are made. Non-native specimens that were legally collected may be acquired to fill gaps within the collection.</p>
Fine Art	<p>The Fine and Decorative Art Collections are not bound by the Dundee City local government administrative area. Acquisitions complement and enhance the existing collections and can be local, national or international in origin.</p> <p>Consideration will be given to avoid duplication across the devolved national collections, particularly when applying for funding through the National Fund for Acquisitions and The Art Fund.</p>
Decorative Art	

4.1. ARCHAEOLOGY

4.1.1. Regional Archaeology

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

- Mesolithic
- Neolithic (gaps in collection)
- Bronze Age
- Iron Age (gaps in collection)
- Roman
- Pictish
- Scottish (gaps in collection)
- Medieval
- Post medieval

- Books, manuscripts, maps, photographs and equipment which relate specifically to archaeological digs and study within the region.

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

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

4.1.2. **Foreign Archaeology**

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

- Americas
- Classical World
- Egypt

4.2. **WORLD CULTURES**

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

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

4.3. **NUMISMATICS**

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

- Banknotes
 - Examples of Dundee banknotes not currently represented will be collected
 - In 2016 a Dundee schoolgirl designed a £5 note for the Bank of Scotland featuring Pudsey for Children in Need. 50 were produced – if the opportunity ever arises every effort should be made to collect one.
- Tokens
- Seals
- Medals
- Medallions

4.4. HISTORY

The History Collection receives a significant number of offers. Encyclopaedic collecting is not sustainable and it is not possible to represent every Dundee business, organisation, group or person. Care will also be taken to avoid duplicating material already held within the collection. The role that National Collections play in terms of broader collecting will also be considered when assessing objects offered to the collection.

The following materials and items will only be considered in exceptional circumstances due to their conservation needs or because they are better placed in other collections: plastic bags, books, gas masks and mass-produced items.

Offers of any kind of moving image and sound will only be accepted in exceptional circumstances due to the resources required to preserve and digitise this material.

Donation offers will only be accepted if there is strong provenance and contextual information. Priorities for collecting are highlighted for each area below.

4.4.1. **Community Life**

All items accepted into this area of the collection must have a strong Dundee link, or linked to a Dundee person and complement, enhance or fill gaps in the existing collection.

Collecting will be undertaken in the following categories: sport in Dundee, particularly focusing on underrepresented sports and sportspeople; Dundee suffragettes, of particular interest would be suffragette postcards produced by Valentines of Dundee; items from or representing minority communities and under-represented groups, as well as LGBTQ+ communities and disability groups; objects associated with Dundee's music heritage. Objects associated with contemporary issues, including political events, Aids/HIV crisis, Women's Rights, LGBTQ+ Rights, Covid, drug use...etc. will be collected but must have a particular Dundee link or influence.

Of particular interest would be to collect objects related to Dundee firsts. Examples include the first formal blessing of a same-sex marriage in Scotland that took place at St Paul's Cathedral, Dundee in 2015 and first civil partnership to be converted to a marriage in Dundee 16th Dec 2014. Other examples include Police Scotland carrying Naloxone from 2021 with Dundee being one of the pilot areas.

Careful consideration will be given to musical instruments. In the past the museum transferred a large collection of musical instruments to other institutions but the collection today includes Mary Brooksbanks' violin and Blind Mattie's melodeon. Offers of objects related to Dundee musicians will be considered.

The collection is offered a large number of trophies. These will be assessed on a case-by-case basis, with the aim of collecting a more diverse range of objects to represent a specific group or individual.

Offers of large collections following the closure and merging of Churches or the folding of groups and societies will not be accepted wholesale. Instead, a representative selection of objects will be considered against the broader policy. Consideration will also be given to whether archive and ephemera of these groups would sit better with Dundee City Archives and the Local History Centre.

The following items will not be collected, unless under exceptional circumstances: stamps (unless these are a commemorative issue associated with Dundee and not a duplicate); civic gifts; shop and food packaging (unless from a Dundee manufacturer); police batons; archival material (this must be offered to Dundee City Archives or the Local History Centre); CDs/records/tapes of Dundee bands or musicians.

4.4.2. **Costume**

Priorities of collecting for this area include costume from underrepresented groups and people, and contemporary clothing made by Dundee makers or brands. Items of clothing with a Dundee label will be acquired providing the object is in good condition, has strong contextual information and provenance, and would not duplicate existing collection.

The following items will not be collected, unless under exceptional circumstances: christening gowns or other whiteware, wedding dresses or outfits unless worn by a significant person or by a person from an underrepresented group; a similar piece of clothing from a Dundee store already in the collection, for example furs with Dundee shop labels; and contemporary or mass-produced fashion. Offers from charity shops will not normally be accepted as the context of the item is lost.

4.4.3. **Domestic and Family Life**

All items accepted into this area of the collection must have a strong Dundee link, or linked to a Dundee person and complement, and enhance or fill gaps in the existing collection. Items without strong provenance will not be considered.

Objects collected include Dundee-made items, or handmade by a Dundee person. Dundee furniture that is not represented in the collection already and domestic items from underrepresented groups and people.

The following items will not be collected, unless under exceptional circumstances: domestic appliances; food or product packaging unless from a Dundee manufacturer not already represented; wallpaper samples; dolls and doll houses/doll furniture; toys and games; cutlery sets and domestic ware retailed by Dundee manufacturers.

4.4.4. **Personal life**

All items accepted into this area of the collection must have a strong Dundee link, or linked to a Dundee person and complement, and enhance or fill gaps in the existing collection. Objects without provenance or contextual information will not be accepted.

Priority for collecting includes personal items associated with people whose experiences are under-represented in the collections, including ethnic minorities, members of the LGBTQ+ community and those with disabilities. Historic jewellery made by a Dundee jeweller is also of interest.

The following items will not be collected, unless under exceptional circumstances: items associated with historical figures that are already well represented in the collection, handmade lace, and personal archival material – this should be offered to Dundee City Archives or the Local History Centre.

4.4.5. **Military**

This collection has suffered from a lack of expertise in the last number of decades and more documentation and research is required to identify gaps in the collection. Collections relating to Broughty Castle and its military significance are not fully understood, nor Dundee's role as a submarine base in both World Wars. Offers relating to the Royal Navy and the Women's Royal Naval Service contact will be made with The Unicorn Preservation Society.

Priority for collecting includes items associated with Dundee's Conscientious Objectors to compliment the current collection and military items associated with battles not currently represented in the collection.

The following items will not be collected, unless under exceptional circumstances: large war memorials; items made from hazardous materials; National Registration Identity

Cards; World War II medals without irrefutable Dundee provenance and duplicate military uniforms.

4.4.6. **Working Life**

The collection reflects Dundee's industrial landscape past and present. Collecting will focus on industries which have and are shaping the city. The development and use of the port, the change from traditional manufacture to new technologies including gaming.

All items accepted into this area of the collection must have a strong link to a Dundee industry, enhance or fill gaps in the existing collection and have good provenance.

Active and passive collecting will be undertaken for the following categories, with further priorities outlined below:

- Agriculture, forestry and fishing (including Whaling)
- Energy and water supply
- Minerals and chemicals
- Metals and metal goods, engineering etc.
- Manufacturing industries not elsewhere specified
- Construction
- Communications
- Distribution, hotels and catering, repairs

Whaling

The Whaling Collection is Recognised as being of national significance by Museums Galleries Scotland on behalf of the Scottish Government and will remain active although donations relating to historic whaling may be unlikely. If offered, they will be accepted if they have relevant provenance and will enhance or fill gaps in the collection.

To further develop the whaling collection, collecting will broaden to include contemporary material which relates to the trade and its impact locally, nationally and internationally. An aspiration is to make connections with Inuit communities whose heritage is reflected in the historic whaling collection. We recognise the time and care required to build these connections.

Items which have been inspired by the whaling collection as well as contemporary objects related to the discovery of the wreckage sites of Dundee whaling vessels will also be considered on a case-by-case basis.

Energy and water supply

Active collecting will be undertaken to reflect the City's use and development of sustainable technology. Particular attention will be paid to the work being carried out at:

- The Michelin Scotland Innovation Parc (MSIP), on the former Michelin site in Dundee. A joint venture between Michelin, Dundee City Council, and Scottish Enterprise.
- Forth Ports, Dundee Docks, one of Scotland's top locations for renewable energy projects.

Due to the relatively newness of these industries we recognise that it will take time to make contacts and build relationships to undertake contemporary collecting in this area. Material offered will need to be carefully considered, especially if large-scale, against resources and capacity. Any collecting, especially of larger objects will be done with reference to National Collections that hold a broader collection reflecting the use of renewable energy across Scotland.

Manufacturing industries not elsewhere specified

Material has been taken in rectify the lack of representation of D C Thomson and Co Limited. Objects will be considered on a case-by-case basis, but all archives are to be offered to the D C Thomson Group archive.

Valentines of Dundee is already well-represented in the collection and objects will only be accepted if unique, not already represented and would enhance the existing collection. Priorities of collecting for the Valentine's collections include Valentine's related objects, later Valentine's greetings cards and subject specialist postcards, including Suffragette Valentine postcards which also links to the Community Life Collection.

Active collecting into Dundee's post war industries will focus on Levi, Timex and NCR. These industries had significant impact on the working life of the City and the industries which followed them. It is important not to duplicate objects, Timex apprentice tools will only be taken in if unique and enhance the current collection. Work wear is to be actively collected, especially Timex uniforms not currently represented.

Another area of active collecting is Michelin, a large employer in the City that is currently poorly represented in the collection. Focus will be on both the production years of the firm, its subsequent closure and the development of the site into Michelin Scotland Innovation Parc.

Smaller business within the City and those not represented will be given priority and care will be given to reflect these within the collection. It is to be understood, however, that not all industries can be represented in the collection although care and consideration will be given to showcase a diverse range.

New and emerging industries in Dundee

The collection cannot reflect every new industry, but collecting will be undertaken to represent the changing industrial landscape of the City.

A key area of interest is the gaming industry with its strong connection to Abertay University. Currently gaming has a poor representation within the collection, this will be addressed within our capacity. A priority for this collection is to improve our documentation and knowledge of what we currently have, and this will guide further collecting. Collecting within this area will focus on the 'physical' rather than the 'digital' as the preservation of games is being done elsewhere both locally and nationally. Therefore, we will collect with a focus on gaming ephemera and industry-related objects.

Significant and dominate industries which have been University driven, such as biotechnology and medical innovation, will not be collected unless under exceptional circumstances.

4.4.7. Transport

- Active and passive collecting will be undertaken for the following categories:
- Rail travel, including material around the Tay Bridge disaster
- Shipping, including ship models
- Material related to Dundee Docks

Shipping

All items accepted into this area of the collection must have a strong link to a Dundee industry, enhance or fill gaps in the existing collection and have good provenance.

A key area of the collection is shipbuilding. Collecting will focus on the work of the earlier yards such as Alexander Stephen & Son, smaller boating building yards including Livie and the development of Caledon in the City both its rise and decline. We will collect to reflect the huge impact shipbuilding had on the City as a trade, its workforce and in

stimulating auxiliary industries. It will also reflect the subsequent changes after its loss and the subsequent development of the Dock.

We will not collect ship plans unless there are exceptional circumstances. All plans should be referred to Dundee City Archives who hold a large and comprehensive collection of plans for Dundee built ships.

Collecting under this area will also include items relating to Sea Trade and passenger links by sea with particular focus on the Tay ferries and private companies such as DP&L.

Ship models

Ship models already represented in the collection will not be accepted, unless under exceptional circumstances. The model should be of high standard and represent a ship that has strong connections to Dundee, whether built in Dundee, used by a Dundee trade/company, used in the City such as a Tay Ferry or had a Dundee owner. Models by a Dundee maker will be considered on a case-by-case basis and whether the model would enhance or complement the existing collection. Storage and conservation needs will also affect the decision.

Priority for collecting are models of Dundee built ships both by the larger yards such as Alexander Stephen & Son, Caledon and smaller yards such as Livie. A particular weakness of the collection is the lack of representation of Tay Ferries. Builders' models or high standard amateur models in this area will be considered.

Dundee Docks

The collection will reflect the development of the port and the key role it has played in the industrial and economic life of the City. Active collecting will take place on the development of the port as an important hub of oil rig decommissioning, refits and repairs. Objects reflecting its past use will also be considered.

4.4.8. Photography

All offers of photographs will be considered within the context of the Fine Art Photography Collection and discussed with colleagues at Dundee City Archives and at the Local History Centre, Central Library, to ascertain where the collection best sits. Each of the collecting institution has strengths in different areas and the intention is to keep similarly themed collections together.

Large donations of photographs, slides or negatives will not be accepted due to the resources required, unless under exceptional circumstances.

More research is required into the existing collection to identify gaps in the collections before more targeted collecting can take place.

4.4.9. Oral History

Leisure & Culture Dundee will not actively acquire or record new oral history for the collection. As other cultural organisations within the City are successfully collecting oral histories, rather than doubling efforts, priority will be given to the preservation and digitisation of what has previously been recorded.

Recordings which complement the Timex collection taken by the Douglas Library Timex Local History group will be considered for the collection.

4.5. NATURAL SCIENCES (NATURAL HISTORY) COLLECTION

The collecting of Natural Sciences material will complement and enhance the existing collections. The aim is to obtain botanical, geological, mycological and zoological specimens and associated information to interpret, evaluate and provide physical and

documentary evidence of Tayside and Northeast Scotland's wildlife past and present. This includes the collecting of scientific & recording equipment and objects relating to the history of local natural history societies.

Any suitable specimens or new material from the geographical collecting area that will enhance the collection will be considered. Material will be collected for display, for identification and reference purposes; (including scientific research and art projects) and as voucher material (evidence that corroborates a field observation record). It is relatively unusual for a particular specimen to fulfil all three functions. Historic specimens that put existing objects into context will also be considered, if they have accompanying collection information or are in good display condition.

We will not collect undocumented (without collecting information) objects from the public. We will generally not collect foreign specimens. However, passive collecting can be considered in rare circumstances where appropriate for display or research purposes, or where specified objects would enhance the interpretation or display possibilities of the existing collection or fill gaps in the collection. We will not actively collect large specimens that we do not have the capacity to preserve or store.

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

Display

Specimens will be collected for the purpose of exhibiting in museum displays. e.g. specially prepared fossils, minerals or mounted taxidermy and skeletal preparations. Specimens collected for display may be accepted without full collecting information.

Reference

Reference specimens are correctly identified and have full collecting data, i.e. date, location (including grid references), and collector. Reference specimens can be directly compared with unknown material and they can support the use of identification keys and guidebooks. This is especially important for many invertebrates and lower plants. Material collected for this purpose includes:

- Specimens that are figured, cited or otherwise mentioned in publications.
- Material to support surveys, the training of local naturalists, and community groups or Citizen Science projects.

Vouchers

Vouchers are correctly identified specimens with full data that support field observations survey work or published records. They allow for identifications to be confirmed or reassessed. Specimens are the products of their environment at a particular point in time, they may provide important data for long-term analysis. This includes the study of climate change. Specimens accepted as voucher material will fall within the geographical collecting area and will have full collecting information.

Recently there has been a move towards an alternative to specimens – photographic vouchers. These are images rather than physical specimens to document the presence and identity of a species in a given locality. However, there are limitations to photo vouchers. Many species such as small insects require examination of microscopic features for proper identification. Physical specimens are also required for DNA barcoding and many other analytic techniques, such as zoometrics. It has been suggested that actual specimens and photo vouchers should complement each other. Offers of photo vouchers to the collections will be considered on a case-by-case basis.

The following groups of Natural Sciences material will be collected:

4.5.1. **Botany**

- Fungi
- Algae
- Lower plants
- Higher plants

4.5.2. **Geology**

- Rocks
- Minerals
- Fossils

4.5.3. **Invertebrate Zoology**

- Marine
- Terrestrial
- Freshwater

4.5.4. **Vertebrate Zoology**

- Birds
- Mammals
- Reptiles, fish and amphibians

4.5.5. **Specific to Egg collections**

Legislation now prohibits the collecting of eggs of British birds, as a result collecting will be restricted to:

- Eggs of Scottish species where there is accompanying data that proves that the specimens have been collected before the enactment of the relevant legislation
- When the specimens have been offered by the police following investigation of illegal egg collecting
- Where a specific licence has been granted for research purposes
- We will not accept undocumented (without collecting information) egg collections from the public

4.5.6. **Identification and documentation**

- Identification and reference books and articles are required for the determination and interpretation of European wildlife. In order to keep up-to-date with new knowledge, the Natural History library should be updated with new books and resources when necessary.
- Information will also be maintained on the status of individual species and species groups in order to support the use of the collection, by individuals and organisations.
- Books, manuscripts, maps, photographs and equipment which relate specifically to biological study within the region will be collected.

4.5.7. **Methods of acquisition**

- field collecting by staff
- purchase where required
- donations by local naturalists and the public
- involvement in biological and geological survey and monitoring work, including Community Citizen Science projects.

- donation of captive bred animals, i.e. former zoo animals
- specimens that has been seized by police or customs as evidence of wildlife crime will be collected, as long as they enhance the existing collections

4.6. FINE ART

The collection will be developed through active and passive collecting of objects that enhance or complement existing collections. New acquisitions can be local, national or international in origin. We will continue to consider the acquisition of artworks that resonate strongly with the history of Dundee and the wider multi-disciplinary collections.

Acquisitions will ensure a greater representation of work by women and artists from under-represented communities, seeking to fill gaps in the historic collection (such as the acquisition of work by Katherine Read) and considering equity within the contemporary collection.

We will also consider specific collecting initiative to address gaps in the collection.

4.6.1. **European Oils, Watercolours and Drawings up to the 20th Century**

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

4.6.2. **English Oils, Watercolours and Drawings up to 1950**

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

4.6.3. **English Oils, Watercolours and Drawings from 1950 until Present Day**

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

4.6.4. **Scottish Oils, Watercolours and Drawings from circa 1650 to 1950**

The main priority in this area will be to collect historic works with a strong Dundee connection when they come on the market. Further to this, we are very keen to acquire artworks by or representing individuals that are not currently well represented in the Fine Art Collection. We will actively support a growing collection of works by women artists. We will also consider artworks that reflect Dundee's historic trading links with the wider world. In line with our contemporary collecting, we will consider acquiring work that explores themes pertinent to Dundee's history and our existing museum collections. This includes polar exploration and more broadly the idea of discovery.

4.6.5. **Scottish Oils, Watercolours and Drawings from 1950 until Present Day**

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

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

In recent years, works have been presented that are suspected to present long-term conservation problems. Where this is believed to be the case, an agreement will be drawn up with the artist prior to accepting the work for a fixed time period. Once that fixed time period has come to an end the work will be discussed with conservation staff and the artist prior to making a decision on its long-term future within the collection.

Dundee has a significant collection of historic Provostal portraits in a variety of media. The majority were formally commissioned as presentation portraits with museum input into the commissioning process, then formally accessioned into the museum collection. Going forward, each Provostal portrait will be considered on a case-by-case basis before a decision is made on formal acquisition.

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

4.6.6. Artist's Prints

It is intended to acquire historic prints that are of local importance and interest, when they become available. We will continue to acquire contemporary prints by Scottish makers, ensure that the collection represents Dundee-based printmakers and, where appropriate, notable co-editions created at Dundee Contemporary Arts.

4.6.7. Fine Art Photography

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

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

4.6.8. Sculpture

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

4.6.9. New Media

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

4.6.10. Contemporary International Collecting

Where funds allow, purchases of new work that is international in scope and complements the existing Fine Art Collection will continue. In the last few years, we have sought to

acquire work that complements the NCSS purchases, which explore themes pertinent to our wider museum collections and Dundee's history. This includes polar exploration and more broadly the idea of discovery.

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

4.7. DECORATIVE ART

4.7.1. Historic Silver

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

4.7.2. Historic Ceramics

The intention is to acquire outstanding pieces of strong local interest and importance when they become available. Decisions will be based on the suitability of work for the collection, display potential, storage and conservation requirements.

4.7.3. Glass

The intention is to acquire outstanding pieces of strong local interest and importance when they become available. Decisions will be based on the suitability of work for the collection, display potential, storage and conservation requirements.

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

Since the display and storage constraints on furniture are a serious limiting factor, this is not an active area for collecting. Potential acquisition of outstanding pieces, important historically and with strong links to collecting in Dundee will be considered. Decisions will be based on the suitability of work for the collection, display potential, storage and conservation requirements.

4.7.5. Contemporary Crafts

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

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

5. Themes and Priorities for Rationalisation and Disposal

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

Leisure & Culture Dundee, on behalf of Dundee City Council, is currently undertaking a major reconciliation and digitisation project as part of its documentation plan. During this

process and towards completion, when it has a better understanding of the full collection, it plans to review the collections and produce a long-term plan to rationalise collections.

6. Legal and ethical framework for acquisition and disposal of items

Leisure & Culture Dundee recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7. Collecting Policies of Other Museums

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

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

- Angus Alive
- Atholl Country Life Museum
- Black Watch Castle and Museum
- Culture Perth and Kinross
- Dundee Heritage Trust
- Dundee Museum of Transport
- Dunkeld Cathedral Chapter House Museum & Community Archive
- Glenesk Folk Museum and Retreat
- HMS Unicorn
- Hospitalfield Arts
- Innerpefferay Library
- Leisure & Culture Dundee Libraries
- Montrose Air Station Heritage Centre
- Museum of Abernethy
- Scottish Crannog Centre
- University of Dundee Museum Services
- Abertay University

7.3. Leisure & Culture Dundee recognises the potential of joint acquisitions, and these will be considered with decisions made on a case-by-case basis.

8. Archival holdings

Leisure & Culture Dundee has a range of archival material in its care, including accession registers, archive and ephemera related to institutional history, curatorial reference libraries and exhibition, loan and object history files. Areas of special interest by collection area are highlighted below.

This material is managed in accordance with the Documentation Policy but further consideration will be given to the management of this material in this policy period. We will work to identify material within our object history files that require higher levels of management and care. We will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

8.1. Archaeology

Material related to the Regional Archaeology Collection contains excavation reports, handwritten notebooks, personal correspondence, original drawings, photographs and slides of excavations.

Material related to the Foreign Archaeology Collection contains archives mainly related to Egyptology. These consist of publications of Egypt Excavation Fund excavations from which objects originated.

There are also drawings and translations of hieroglyphs on objects by the Egyptologist Rev Colin Campbell. Also included are inventories of purchases and subscription lists and photographs.

8.2. History

Material related to the Whaling Collection includes several copies of whaling logs some of which include transcriptions, covering a selection of whaling voyages from Dundee to the Davis Straits between 1835 and 1911. As these are not originals, they are not candidates for accessioning but some of these copies are believed to be the only known copies of the logs and are of a great use to researchers locally, nationally and internationally. There are also rare subject specialist books associated with the collection.

Material related to the Shipping Collection contains a unique archive of material relating to the Caledon Shipyard which was donated to the museum by a former employee and is linked to accessioned material.

8.3. Fine and Decorative Art

Material related to the Fine and Decorative Art Collections contains preparatory sketches, notebooks, letters or other material created by a named artist and relating to a body of work. Decisions on acquiring associated archival material relating to existing collections or new acquisitions will be made on a case-by-case basis.

8.4. Natural Sciences

8.4.1. Material related to the Natural Sciences collections contain subject specialist publications. These include identification guides and keys and historic books documenting the development of Natural Sciences and aids the interpretation of specimens.

8.4.2. Biological and Geological Records

Leisure & Culture Dundee is a major holder of regional biological records including those from the historical Tayside region (1973-2000). This is an unaccessioned holding of significant scientific data in both digital and paper archive form.

Records were managed by NatureBase which was the biological records centre administered by the museum service until 1996. Records are stored using Recorder Biological Records software.

Many of the records were the result of survey work conducted or initiated by the museum staff and are associated with specimens in the collection. Other surveys were conducted by local volunteers. The priority is to transfer this data from Recorder to legacy storage to ensure its safeguarding.

These records often refer to voucher material in our collections (specimens collected to verify and complement field records).

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

The museum has been working as part of the Scottish Biological Information Forum towards the establishment of a Scotland wide provision of biological and environmental data service.

9. Acquisition

9.1. The policy for agreeing acquisitions is:

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

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

Acquisitions over £1,000 would require additional funding to be sought.

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

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

9.3. In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1, 2002, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10. Human remains

As Leisure & Culture Dundee holds and intends to acquire archaeological human remains, it will follow the guidelines in the 'Guidance for the Care of Human Remains in Scottish Museums' issued by Museums Galleries Scotland in 2011.

11. Biological and geological material

11.1. So far as biological and geological material is concerned, Leisure & Culture Dundee 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.

11.2. Key legislation in this context include Wildlife and Countryside Act 1981, Wildlife and Natural Environment (Scotland) Act 2011 and CITES (Appendices I, II and III).

11.3. Permissions and appropriate licences and documents will be obtained in order to collect certain endangered or at-risk specimens. We will liaise with appropriate

organisations, including NatureScot (formally Scottish Natural Heritage), Animal & Plant Health Agency (UK), CITES, Defra and Police Scotland. Customs and border control requirements will be followed when collecting specimens that involve crossing international boundaries.

12. Archaeological material

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

12.2. In Scotland, under the laws of *bona vacantia* including Treasure Trove, the Crown has title to all ownerless objects including antiquities, although such material as human remains and environmental samples are not covered by the law of *bona vacantia*. Scottish material of chance finds and excavation assemblages are offered to museums through the Treasure Trove process and cannot therefore be legally acquired by means other than by allocation to Leisure & Culture Dundee by the Crown. However, where the Crown has chosen to forego its title to a portable antiquity or excavation assemblage, a Curator or other responsible person acting on behalf of Leisure & Culture Dundee, can establish that valid title to the item in question has been acquired by ensuring that a certificate of 'No Claim' has been issued on behalf of the Crown.

13. Exceptions

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

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

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

14. 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.

15. The Repatriation and Restitution of objects and human remains

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

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

16. Disposal procedures

- 16.1. All disposals will be undertaken with reference to the Spectrum Primary Procedures on disposal and in compliance with Museum Association's *Off the Shelf: a toolkit for ethical transfer, reuse and disposal*.
- 16.2. The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3. When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 16.4. When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale or as a last resort - destruction.
- 16.5. The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- 16.6. A decision to dispose of a specimen or object, whether by gift, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 16.7. Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 16.8. If the material is not acquired by any Accredited Museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.9. The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 16.10. Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means

the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from Museums Galleries Scotland.

- 16.11. The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation Standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12. Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with Spectrum Procedure on deaccession and disposal.
- 16.13. The museum will not dispose of items by exchange.
- 16.14. If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15. It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.16. Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.17. Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.18. The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.