



**MUSEUM OF THE MERCIAN REGIMENT
(WORCESTERSHIRE AND SHERWOOD FORESTERS
COLLECTION)**

COLLECTION DEVELOPMENT POLICY

December 2019

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MUSEUM OF THE MERCIAN REGIMENT (WORCESTERSHIRE AND SHERWOOD FORESTERS COLLECTION) COLLECTION DEVELOPMENT POLICY

Name of governing body: Trustees of the Museum of the Mercian Regiment (WFR Collection)

Date on which this policy was approved by governing body: 19/11/2016

Policy review procedure:

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

Date at which this policy is due for review: October 2019

Introduction

This policy is based on the “Accreditation Scheme for Museums and Galleries in the United Kingdom: Template-collections development policy” published by Arts Council England 2014. As a result this policy supersedes all previous versions.

This policy was formally known as the Acquisitions and Disposal Policy, has been re-named Collection Development Policy in line with current museum practice. The aim of this policy is to guide staff, Trustees and volunteers in all matters pertaining to collection development including acquisitions and disposals within the museum and its collection. It has been approved by the Trustees and is to be reviewed every five years. This policy is linked with the current Forward Plan, dated October 2016.

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

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

1.1. The museum’s statement of purpose is:

“We aim to inform, educate and inspire the serving personnel and general public about the history of the Mercian Regiment and its local antecedent regiments. Those include the 45th & 95 Regiments of Foot, The Sherwood Foresters and The Worcestershire & Sherwood Foresters. The purpose of the Museum of the Mercian Regiment (Worcestershire and Sherwood Foresters Collection) is to collect and preserve material relating to these areas of the Regiment’s history.”

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

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

- 1.4. **Acquisitions outside the current stated policy will only be made in exceptional circumstances.**
- 1.5. **The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.**
- 1.6. **The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.**
- 1.7 **In exceptional cases, disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below will be followed. In cases where disposal is motivated by financial reasons, the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:**
 - **the disposal will significantly improve the long-term public benefit derived from the remaining collection**
 - **the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit)**
 - **the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored**
 - **extensive prior consultation with sector bodies has been undertaken**
 - **the item under consideration lies outside the museum's established core collection**

2. History of the collections

The collection of articles of regimental historical interest started at the Regimental Depot in Normanton Barracks, Derby with the aim of instructing recruits in regimental history. Certainly captured weapons were displayed shortly after the First World War. However, it was not until 8 June 1928 that a collecting policy was formally established with the formation of a Regimental Historical Fund and governing committee.

The Collection remained in the Depot until the barracks closed in 1963. Following a two year period in store, agreement was made with Nottingham City Council for its display in the Castle where it has remained ever since. After a series of five year lease agreements it was confirmed in writing in September 2011 with Nottingham City Council that the lease with the Museum was extended for a further 25 years.

In 1973, at the invitation of Derby City Council a joint exhibition was opened in Derby City Museum. Currently this is shared with the 9th/12th Royal Lancers and the Derbyshire Yeomanry. The Military Gallery at Derby Museum & Art Gallery was re-developed with assistance from the Heritage Lottery Fund and re-opened in 2008.

Today the Archives and Reserve Collection are held in Foresters House, Chilwell from where the Museum is managed and where all Archive Enquiries are answered.

In 2014 the Museum was awarded a Heritage Lottery Fund Grant to move the museum from the Ground Floor of Nottingham Castle to the upper ground floor of the Castle, in line with the Castle's own redevelopment plans. The new gallery was officially reopened in July 2016 and is manned by volunteers, otherwise known as Regimental Museum Ambassadors. The Ambassadors are there to meet and greet the public and help them if they have any questions, whilst also providing extra security to the collection. The Castle closed to the public on July 1st 2018 and the museum reinstated in the Castle in 2021.

3. An overview of current collections

The purpose of the Museum of the Mercian Regiment (Worcestershire and Sherwood Foresters Collection) is to collect and preserve material relating to the history of the Mercian Regiment, and its predecessors known as 45th and 95th Regiments of the Foot, The Sherwood Foresters and The Worcestershire and Sherwood Foresters. The Museum's existing collection comprises of uniforms, weapons and equipment, colours, photographs, prints, oil paintings, documents, books, silver, medals and personal relics and mementoes of officers and men who served with the regiment since formation in 1741.

The Museum's Collection currently consists of over 35,000 objects which span from 1780s right up until the 21st Century, as set out below. Following the table is detail on the biggest three departments of the collection.

Name of Object	Number of Database records
Ammunition	97
Badges	528
Books	1063
China	19
Computer Disks	72
Curio	680
Documents	13,018
Edged Weapons	176
Equipment	474
Firearms	70
Flag	97
Glass	14
Medals	3043
Musical Instrument	53
Photograph	14,908
Picture (Works of Art)	741
Memorial Plaques	7
Silver	165
Sporting Tin	13
Trophy	12
Uniform	991
Others	
Video Recording	28

Total	36,210
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Table 1. The Collection on 8.07.2019

Photographs

The biggest portion of our collection is our collection of photographs, as seen on the above table. This is in part due to the amount of Photo Albums that the museum holds and has been digitalised onto CDs, been labelled with the Accession Numbers and are kept in the Museum office. In addition within our Gallery is a touch screen system where members of the public can find out information about their relatives who served in the Regiment, this information is accompanied by a photograph of the relevant soldier. Photographs are acquired through family members if medals are donated or if the family get in touch with the museum and would like the picture of their relative on the touchscreen.

Documents

Documents form the second biggest department in our collection due to the high volume of historical enquires we receive from the public. Furthermore documents are normally donated when medals are taken into the collection and act as a point of reference for enquiries.

Medals

As shown in the table, on page 5, the Medals form the third biggest department of our collection. This is due to the amount of interest we get in our Gallery within Nottingham Castle, because we always have Medals on display and rotate them every six months so that new acquisitions are put on display. When medals are not on display in the castle they are organised into folders in Filling Cabinets at Foresters House, which can only be accessed with the Curators keys. Once the medals are donated we mount them, with the help of a volunteer, and include a section on the soldier's time in the regiment as well as a picture of the soldier. The medals range from past soldiers from the 1800s right up until the present day from Soldiers who have served in the Regiment.

Long Term Loans

Within the collection are a number of items which we have on Long Term Loan to us from Nottingham Museums Service and these items are all related to Captain Albert Ball VC, who served with the 7th Battalion (Robin Hood) The Sherwood Foresters during the First World War. Albert Ball transferred to the Royal Flying Corps and was awarded the Victoria Cross, after he was killed whilst flying on patrol in 1917. These items remain on loan to us, because of their importance to the Regiment and the city of Nottingham.

There are a number of items out of the Collection on Long Term Loan; Derby Museum holds objects on loan from us because of their importance to Derbyshire, since our Regiment was once called the Nottinghamshire and Derbyshire Regiment. There are twenty six items on Long Term Loan to Derby Museum and this includes medals, uniforms and items that relate to the history of the Regiment in Derbyshire.

Furthermore there are a number of objects out on Long Term Loan to The Mercian Regiment at RHQ Lichfield, RHQ 4 Mercian at Wolverhampton and to TA centres at Chesterfield and Newark. These objects consist of pieces of Art Work to weapons.

It must be noted that all of our loans, both inward and outward, are maintained on our loans register.

4. Themes and priorities for future collecting

Themes for future collecting 2019-2024:

- **Material relating to the campaigns of 45th (Nottinghamshire) and 95th (Derbyshire) Regiments if Foot.**
- **World War One items that are rare, such as Prisoner of War items**
- **WFR items from 1970-2007**
- **Items and documents' relating to The Mercian Regiment**

The following areas are in need of Developing:

- **The Mercian Regiment-This is so the Museum can continue to inform the public about the Regiment in years to come and remains relevant to the British Army today.**
- **Worcestershire & Sherwood Foresters (WFR) Regiment 1970-2007**
- **45th Regiment items-both 45th and 95th are low in terms of the number of items the museum currently holds on the subjects. Hence there could be a chance of developing these.**
- **95th Regiment items**
- **The Robin Hood Rifles**

The Museum's vision for its collection development is to expand on what it holds in relation to The WFR and The Mercian Regiment. Furthermore to carry on collecting, within reason, items that relate to The Sherwood Foresters.

5. Themes and priorities for rationalisation and disposal

- 5.1 The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.**
- 5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.**
- 5.3 After a previous rationalisation of the Museum's Uniforms in 2013, the next aspect of the collection to be reviewed for rationalisation will be the firearms; this has been started and will continue into the life of this Policy. The Firearms rationalisation has been halted due to a change in the law which the Trustees are examining before fully rationalising.**

- 5.4 The museum has been rationising it's book collection, it found that although w
rationzised our books in 2013, we still held duplicate copies of books. Hence
the Trustees felt that this section should undergo a second rationzation.**

**In addition the Trustees requested for the Objects to be examined, due to space
restrictions within the store. This work is currently ongoing and is expected to
be completed by the end of 2020.**

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

- 6.1 The museum recognises its responsibility to work within the parameters of the
Museum Association Code of Ethics when considering acquisition and
disposal.**

7. Collecting policies of other museums

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

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

- a. The Mercian Regiment Museum (Worcestershire) part of the Mercian Regiment
family.**
- b. Derby City Museum and Art Gallery**
- c. Nottingham City Museums and Galleries**
- d. The Staffordshire Regiment Museum (Mercian Regiment family)**
- e. The Cheshire Military Museum (Mercian Regiment family)**
- f. National Army Museum**
- g. Imperial War Museum**

8. Archival holdings

- 8.1 The Museum holds archives, including photographs and printed ephemera, the
Trustees will be guided by the Code of Practice on Archives for Museum and
Galleries in the United Kingdom (3rd Edition 2002). In developing this collection
the Museum aims to collect documents and photographs related to The
Mercian Regiment, as this section of the Archive is lacking in depth.**

9. Acquisition

- 9.1 The policy for agreeing acquisitions is:**

**The Regimental Museum Trust (through the Curator) may acquire by purchase,
bequest, and gift or loan any artefact (including books and documents) which:-**

- a. Is directly connected with the Regiment and its associated forces as defined at paragraph 4.
- b. Relates to allied or enemy forces and which is relevant to portraying the history of the Regiment or its traditions.
- c. is of a general nature and which, though not directly connected with the Regiment or its associated forces, was used or could have been used within or against the Regiment.

The Museum may acquire items on fixed-term loan from another museum, institution or similar organisation but will only consider accepting fixed-term loans from individuals in exceptional circumstances. Such loans are to have a fixed review period, five years maximum, which may be renewable. Substantial fixed-term loans are to be covered by a management agreement which sets out in detail the responsibilities of the Museum and the owners as well as specifying the period of the agreement.

- 9.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).
- 9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10. Human remains

- 10.1 The museum does not hold or intend to acquire any human remains.

11. Biological and geological material

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

12. Archaeological material

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

For all archaeological material found in England, Wales and Northern Ireland:

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

13. Exceptions

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

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

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

Consent of board for outside of policy

14. Spoliation

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

15. The Repatriation and Restitution of objects and human remains

- 15.1** As stated in point 10.1 above, the museum does not hold any human remains. Nevertheless in the unlikely event of any remains being discovered the museum’s governing body, acting on the advice of the museum’s professional

staff, if any, may take a decision to return human remains. Unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005, objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.

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

16. Disposal procedures

- 16.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- 16.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

The disposal decision-making process

- 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, and exchange 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.

Responsibility for disposal decision-making

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

Use of proceeds of sale

- 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 the Arts Council England.
- 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.

Documenting of Disposal

- 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.

Disposal by exchange

- 17.1** The nature of disposal by exchange means that the museum will not necessarily be in a position to exchange the material with another Accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- 17.2** In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 16.1-5 will apply
- 17.3** If the exchange is proposed to be made with a specific accredited museum, other accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.
- 17.4** If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, the museum will place a notice on the MA's Find an Object web listing service, or make an announcement in the Museums Association's Museums Journal or in other specialist publications and websites.
- 17.5** Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

Disposal by destruction

- 17.6** If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 17.7** 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.
- 17.8** 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.
- 17.9** 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.

The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the

destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

MUSEUM OF THE MERCIAN REGIMENT (WORCESTERSHIRE AND SHERWOOD FORESTERS COLLECTION)

AMENDMENT LIST

Any Amendments to this policy can only be completed by the Curator and are to be recorded listed below.

DATE	ACTION	INITIAL THAT ACTION COMPLETED IN THE SUPPLEMENTARY COPY	NAME
4.10.2017	Added purpose of the museum section in 1.1 and serving personnel bit also	JB	Jennifer Brookman, Curator.
26.9.2019	Additions under the themes sections and table updated	JBM	Jennifer Brookman-Moore , Curator.
4.12.2019	Additions to rationalisation	JBM	Jennifer Brookman-Moore , Curator.

