



Accreditation

Bruce Castle Museum
Haringey Council

Collections development policy 2019-2024

Version	Version 1.0
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Name of museum: *Bruce Castle Museum*

Name of governing body: *Haringey Council*

Date on which this policy was approved by governing body: *23 August 2019*

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: *2024*

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:

Bruce Castle Museum will work with local people and other partners to collect, record and care for Haringey's unique cultural heritage and to promote the understanding and enjoyment of that heritage through access and education for all.

Key aims will be:

1. To acquire cultural material of relevance to Haringey's past, present and future.
2. To manage the collections and the museum to relevant local, regional and national standards.
3. To make accessible the building, collections and associated information by means of exhibitions, publications, events, education and outreach work.
4. To be relevant, responsive and accessible to all members of the community.
5. To care for Bruce Castle Museum and to develop it further as a valued community resource.
6. To contribute to the quality of life of Haringey's residents including a contribution to the regeneration of the Tottenham area.

1.2. Bruce Castle Museum and the governing body Haringey Council will ensure that both acquisition and disposal are carried out openly and with transparency.

1.3. By definition, Bruce Castle Museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. Haringey Council (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. Bruce Castle 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. Bruce Castle 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 Haringey Council or responsible officer is satisfied that the Bruce Castle Museum can acquire a valid title to the item in question.

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

2. History of the collections

2.1 Bruce Castle was purchased by Tottenham Urban District Council in 1892. It opened as a museum in 1906, following the borough's acquisition of the Roberts Collection – a natural history collection of 4,500 items. Local donors added curiosities and archaeological finds to the museum collection.

2.2 The museum closed in 1916, due to war-time economies, and the museum's collections were shown for a period in the local libraries. In 1927 Bruce Castle re-opened to the public. The original exhibits had been augmented by material from the 1926 'British Empire' exhibition at Wembley. The new displays included natural history, geology, archaeology, ethnography and local history. The overall theme at this time was 'World history for everyone'. There was an extensive education loan service, and some objects were collected specifically for this purpose.

2.3 In 1927 the museum accepted a major loan collection. The Union of Postal Workers (now the Communication Workers Union) placed its Morten Collection of postal history material on loan at Bruce Castle. The museum began to collect postal history material itself from that time.

2.4 From 1938-1945 the building was turned over to wartime use and Ministry of Information exhibitions; the collections were put in store. Re-opening after the war, during the 1950s a decision was taken to rationalise the museum's collections, restricting the area covered to local Tottenham history and postal history. Much of the original collection was disposed of, by sale, gift or transfer to the library loan service. Records of these disposals are incomplete.

2.5 In 1965 the London borough of Haringey was created with the merger of Hornsey, Wood Green and Tottenham, following local government reorganisation. The new borough's archives and local history service was centralised at the former Tottenham Museum at Bruce Castle. The focus of the collections from that time became the history of Haringey and postal history. In 1984 the Curator became the officer in charge of a combined Museum and Archive Service.

2.6 Another museum - that of the Middlesex Regiment Association - was housed at Bruce Castle Museum from 1969. This collection was transferred in 1992 by the Association to the National Army Museum.

2.7 Significant acquisitions in the fine art collections include the Beatrice Offor Collection (35 oil paintings and a sculpture) in 1926; two 17th century oil paintings, one of Bruce Castle

(rediscovered in 1992 and conserved in 2001), the other showing the young sons of 2nd Lord Coleraine of Bruce Castle and their black servant c.1675 (acquired in 2002); three Victorian oil paintings of the Hill family of Bruce Castle by Pre-Raphaelite artist Arthur Hughes and three by his nephew Edward Robert Hughes (various dates acquired from 1949 and 1950s); the George Kenner Watercolour Collection of First World War German civilian internee portraits (acquired 2006); the John Bonny Collection of topographical oil paintings (acquired over a period of time 1950s-1960s); and the series of portraits of Holocaust survivors living in Haringey by Silvia Gayler (acquired 2010) and part of the series 'Portraits for Posterity' project - Holocaust survivors of Haringey photographs by Matthew Writtle (acquired 2017).

3. An overview of current collections

3.1 Today, Bruce Castle Museum's collections cover most aspects of local history and community history for the area comprising the London borough of Haringey, and date from prehistory to the present day. The scope of the collections covers social and working histories, fine and decorative arts, archaeology, photographic and film collections and oral history.

3.2 Our special collections include the following subjects which are of regional and/ or national significance:

- Bruce Castle history
- Sir Rowland Hill and the Hill family
- Alexandra Palace
- The Prince of Wales Hospital
- Early photography of George Shadbolt
- Beatrice Offor Paintings
- Edward Robert Hughes and Arthur Hughes paintings
- William Heath Robinson Drawings
- George Kenner First World War Paintings
- Postal History
- Collections relating to Holocaust Survivors in Haringey
- LGBTQ+ Haringey collections
- Haringey Anti-apartheid Movement
- Trade Union banners
- JAP motors collections
- Gestetner factory collections
- Harris Lebus furniture factory collections
- Priscilla Wakefield, 18th century Quaker and feminist

3.3 The museum's collection strengths are as follows:

3.3.1 Costume and textiles – a medium sized textile collection, including a good Victorian women's costume collection.

3.3.2 Fine art – about 1,600 items, including local topographical prints, drawings, watercolours, and portraits.

3.3.3 Social history – a medium sized collection including both items related to the Haringey area and unprovenanced items.

- 3.3.4 Local photographs – a fine and extensive photographic collection, covering many aspects of local history from 1860 to the 2000s, including the rare and early prints of Shadbolt, and a collection of photographs by significant African Caribbean photographers from the 1980s.
- 3.3.5 Lantern slide collection – a large collection of lantern slides, including local topographical views, magic lantern slide shows and optical toys, and the collection of the North Middlesex Photographic Society
- 3.3.6 Film collection – a small and growing film collection in 16mm and VHS formats, mostly digitised as part of the London Screen Archives programme
- 3.3.7 Oral history – a small and growing collection in audio, digital and film formats (with transcriptions)
- 3.3.8 Postal history – the museum’s own collection of postal history includes 20,000 items, and is of national importance. The original Morten loan collection (deposited in 1927) is 8,000 items strong.
- 3.3.9 There are small geology, archaeology and applied art collections.

4. Themes and priorities for future collecting

- 4.1 Bruce Castle Museum’s future collecting policy will reflect and be responsive to the priority areas of the Council’s Corporate Priorities for the London borough of Haringey. Our collecting activities will identify perceived gaps and strengths in the existing collections and address community-defined priorities and assessed by the Review Significance Grid. To give direction to collecting and to ensure the use of newly acquired material, the collecting policy will draw on Bruce Castle Museum’s mission statement and aims. We will work strategically to collect with community involvement
- 4.2 It is anticipated that the following collecting themes will be prioritised:
 - Oral history testimony, photographs and film (videos and DVDs) relating to Haringey in the latter part of the 20th century onwards.
 - Artefacts, archives, oral history testimony, photographs and film (videos and DVDs) representing the experiences of our diverse communities in Haringey, especially black and ethnic minority populations, past and present.
- 4.2 Due to lack of specialist staff, acquisition funds, limited storage space and the duplication of collections at Bruce Castle Museum and other London museums, the following collections will not be added to, except where the material makes a dramatic difference to the coherence of the existing collection:
 - geological and biological material (see also for reference paragraph 11);
 - postal history material (with the exception of material of strong local significance);
 - archaeological material (see also for reference paragraph 12), with the exception of casual or chance finds in the Haringey area; Archaeological archives from development controlled excavations will be stored at the London Archaeological Archive Research Centre [LAARC] at the Museum of London. Arrangements are in place for Bruce Castle

Museum to borrow any archaeological material connected with Haringey, to ensure our local communities can benefit and have access to relevant finds;

- general social history material, fine and applied art and costume without a very strong association with Haringey and unless it meets the criteria outlined in 4.1 above.
- domestic or industrial objects that duplicate items in this or other collections; we will only collect 20th century domestic or industrial items if they are reflective of the local area (having been made/ produced in Haringey), if they are under-represented in London museum collections, if they have a strong personal association, or relate to an under-represented community.

5. Themes and priorities for rationalisation and disposal

5.1 Bruce Castle 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.

6 Legal and ethical framework for acquisition and disposal of items

6.1 Bruce Castle 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 Bruce Castle 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):

- For possible subject overlap – The British Postal Museum & Archive (for postal history material); Museum of London (for archaeological and social history material); National Army Museum (for Middlesex Regiment collections); the Tottenham Experience (the new Tottenham Hotspur Football Museum – relating to football collections and possible duplication with THFC collections); Alexandra Palace (for material specifically relating to the Palace and their collecting priorities); Markfield Beam Engine and Museum, Tottenham.
- For possible subject or geographic overlap with neighbouring boroughs – Enfield Museum Service; Hackney Museum; Vestry House Museum, Waltham Forest; Islington Museum.

8 Archival holdings

- 8.1 As Bruce Castle Museum holds archives, including photographs and printed ephemera, Haringey Council (as its governing body) will be guided by the *Code of Practice on Archives for Museums and Galleries in the United Kingdom* (3rd ed., 2002). It is recognised that Haringey Archives Service is the appropriate recipient of written records for the borough.

9 Acquisition

- 9.1 The policy for agreeing acquisitions is:
- 9.2 Bruce Castle Museum will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless Haringey Council (the governing body) or a responsible officer is satisfied that Bruce Castle Museum can acquire a valid title to the item in question.
- 9.3 Bruce Castle 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).
- 9.4 Bequests and gifts shall only be accepted on the basis that any conditions are approved by Haringey Council, and in all cases reference will be made to the limitations on collecting as specified in the policy. Haringey Council as the governing body shall reserve the right to refuse any offer of material.
- 9.5 Haringey Council will not normally accept material on loan unless for the purposes of temporary exhibition or copying, or where the item is of exceptional interest to the museum. Any loan will be agreed in writing by the lender and the museum, including allocation of responsibilities for insurance and transport arrangements and shall be for a specified fixed-term only, renewable in writing. The use of term 'permanent loan' shall be avoided and items will not be accepted on this basis.
- 9.6 Due to the nature of the museum's activities, the museum may occasionally acquire certain items that are not intended to be retained for the permanent collections. These items may be used as educational or school handling collections.
- 9.7 In regards to clause 9.6 in the case of such material, documentation will clearly show the intended use of the object and donors will be made aware of this possibility at the time of entry and informed as soon as a decision has been made regarding the material. These objects will be recorded separately outside the main accession record and shall not be treated as part of the permanent collection since their intended use implies that preservation cannot be guaranteed.
- 9.8 Acquisitions outside the current stated policy will only be made in exceptional circumstances, and then only after proper consideration by Haringey Council itself, having regard to the interests of other museums.
- 9.9 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, Bruce Castle Museum will reject any items that have been illicitly traded. Haringey Council 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 As Bruce Castle Museum holds, but does not intend to acquire, human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

11 Biological and geological material

11.1 So far as biological and geological material is concerned, Bruce Castle 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 Bruce Castle Museum will not acquire archaeological material (including excavated ceramics) in any case where Haringey Council (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 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 Bruce Castle Museum is:

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

In these cases Bruce Castle 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. Bruce Castle Museum will document when these exceptions occur.

14 Spoliation

14.1 Bruce Castle 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 Bruce Castle Museum's governing body Haringey Council, acting on the advice of the museum's professional staff, 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. Bruce Castle 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 Haringey Council (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, Bruce Castle 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, 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 Haringey Council 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 Bruce Castle Museum will also be sought.
- 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 Haringey Council, the governing body of Bruce Castle 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, Bruce Castle 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 Haringey Council 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.
- 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

- 16.13 Bruce Castle Museum will not dispose of items by exchange.

Disposal by destruction

- 16.14 If it is not possible to dispose of an object through transfer or sale, Haringey Council (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 Bruce Castle Museum's 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.

Bruce Castle Museum's Collection Development Policy 2019 - 2024 replaces previous versions of the Acquisition and Disposal Policy: 2015-2020; 2006-2011 (reviewed in 2012); 2001; 1998; 1994; 1992