

Name of organisation: Alexandra Park and Palace Charitable Trust (APPCT)

Name of governing body: Alexandra Palace and Park Board

Date on which this policy was approved by governing body: *Insert date*

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: 01/02/2019

London Borough of Haringey will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

Relationship to other relevant policies/plans of the organisation:

- 1.1. Alexandra Park and Palace's statement of purpose is:**
"To uphold, maintain and repair the Palace and to maintain the Park and Palace as a place of public resort and recreation and for other public purposes."
Alexandra Park and Palace Act 1985
- 1.2. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.**
- 1.3. By definition, the organisation 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 Alexandra Park and Palace's collection.**
- 1.4. Acquisitions outside the current stated policy will only be made in exceptional circumstances.**
- 1.5. The organisation recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the expectations of the cultural heritage community. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.**
- 1.6. Alexandra Park and Palace will undertake due diligence and will not acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the organisation can acquire a valid title to the item in question.**

History of the collections

The Alexandra Park and Palace collections relate to the first Palace of 1873, which burned down 16 days after opening, and to the current second Palace of 1875.

The historic collection includes administrative records, photographs, posters, ephemera relating to events in the Park and Palace. The materials were compiled by Alexandra Palace until 1980 when ownership of the Park and Palace was transferred from the Greater London Council to Haringey Council. Following the transfer of ownership the records were moved by the Greater London Record Office to the local authority archive at Bruce Castle Museum. Shortly thereafter a second fire destroyed much of the Palace fabric. The historic records at Bruce Castle have been catalogued in two distinct groups; the Alexandra Park and Palace Collection which focuses primarily on ephemera and the Trustees of the Alexandra Park and Palace Collection which contains the administrative and financial records.

After the fire of 1980, administrative records and photographs associated with the rebuilding, and ephemera of the period remained in storage at Alexandra Palace. In recent years a small, but significant collection of historic materials related to Alexandra Park and Palace have been acquired by the APPCT Learning & Community department.

In 1935 the south-east wing of the Palace was leased to the BBC for the first high-definition television service. Broadcasts began in 1936 until WWII ceased transmissions in 1939. The service resumed in 1946 and ran until 1969. The Studios were then used exclusively by the newly established Open University who broadcast from Alexandra Palace until 1980. The administrative records of the BBC are retained by the corporation at the BBC Written Archive in Caversham. The Open University records are held by their Library Services in Milton Keynes. Almost all equipment and artefacts were removed from the Studios by the BBC. The BBC's collection of historic equipment was passed to the National Media Museum in 2012. A small quantity of historic equipment and some fixtures and fittings are the only remaining materials at Alexandra Palace.

Two independent collections have been formed under the name of Alexandra Palace. The Alexandra Palace Television Society (APTS) holds the records and collections of former BBC staff members who worked at the Alexandra Palace studios. The materials are unique from those held by the BBC's Written Archives as they contain personal inscriptions from staff. The compiled collection is held by the Society archivist Simon Vaughan in Derby.

The Alexandra Palace Television Group (APTG) are a collective of enthusiasts who have compiled a collection of television and radio equipment for the purpose of supporting a visitor attraction at Alexandra Palace. In 2001 the collection was installed in Studio A and has been used during heritage tours of the Palace and as part of the 75th anniversary celebrations in 2011. The collection is maintained by the Group's Chairman John Thompson. Some rationalisation of the collection has been undertaken in recent years. Some of the collection is now in storage at Alexandra Palace.

3. An overview of current collections

The collections currently owned by APPCT are the historical materials remaining onsite and materials recently acquired by the Learning & Community department, in addition to the heritage features of the building fabric.

The Alexandra Palace building is Grade II listed. Much of the western side of the structure was damaged or destroyed by the fire in 1980. The BBC Studios and the Victorian Theatre in the eastern side survived, though the backstage areas of the Theatre were lost. Significant heritage features remain in the Studios and Theatre. The Victorian Theatre retains plaster work and decoration from a 1920's renovation. The stage itself is a rare survivor of its type, built at the height of Victorian stage craft. Much of the stage machinery remains in situ and intact, including star traps, coffin trap and an elaborate weights and pulley system for quick changes of scenery. The stage machinery is considered to be part of the building fabric and is therefore the responsibility of the Alexandra Palace building management team. The existing lists of heritage assets have been consolidated into a complete record of heritage assets as part of the restoration project. This list will be checked after building works are completed and on a regular basis following opening to the public.

The BBC Studios' mechanical installations evolved over the period during which the service was in operation; the majority were removed following the 1980 fire. On-air lamps, brass port hole door windows, and the Studio A gallery, window and ladder remained in-situ. The significant heritage features have been listed ahead of restoration building works to be reincorporated into the studio spaces. Other objects and building elements are in storage within the Palace.

There is a bowling green behind the BBC Studios. Some fixtures remain in situ and some have been removed and stored prior to restoration works beginning. In the basement are objects associated with the internees during the world wars. These will be listed as part of ongoing cataloguing of all collections of historic importance at Alexandra Palace.

In partnership with Bruce Castle Museum, London Borough of Haringey, APPCT will arrange for the digitisation of selections of the Alexandra Park and Palace Collection, APTS collections, APPCT collections and some of the private collections. These digital surrogates of materials held by APPCT and elsewhere will be used for research and interpretation both onsite and online to provide the widest possible access to the material heritage of Alexandra Park and Palace. The digital surrogates are subject to licensing arrangements with the objects' original owners and will constitute an independent resource separate from the formal accessioned collections of APPCT. The files will be held in a dedicated collections management system and will retain the respective owners' identification reference codes.

4. Acquisitions policy

1. **The Victorian Theatre** is a key component of the regeneration for which there is little surviving first hand material. Bruce Castle and the V&A each hold only a small number of programmes. APPCT already holds the important 1920s lease to Archie Pitt and designs drawn up by the BBC to adapt the Theatre into a third television studio. A significant privately held collection will be digitised to incorporate into the digital database. Programmes, posters, tickets, librettos and photographic records will be actively collected. These materials will enhance the interpretation and help to improve understanding of the space and its performance history.
2. **Oral histories** will capture first-hand accounts of individuals who have an historic association with the Park and Palace. Interviews focussing on the BBC television service will complement and expand the collections of the BBC, Royal Television Society and the Broadcasting Entertainment Cinematograph and Theatre Union (BECTU) oral histories collections.

3. **First and Second World Wars** - APPCT will actively collect materials related to WWI internees at Alexandra Palace. Current collections include contemporary photographs, objects and paintings created by internees. Items remaining on site will be identified and secured as part of the formal responsibility of the APPCT collection.
4. **Entertainment and Leisure** - Performances and events staged in the Park and Palace throughout its history are integral to understanding the development of popular entertainment more broadly as well as reflecting the founders vision to 'entertain, inform and educate'. Priority will be given to materials that are not currently held by external organisations, however some duplication of Bruce Castle collections is intended to facilitate use of archival assets. Photographs, postcards, prints, posters, flyers, programmes and materials originating from the Park and Palace will be prioritised over contemporary reviews and accounts in printed media. Late-nineteenth and early-twentieth century materials will be prioritised including ephemera relating to entertainments in the park - the racecourse, ski slope and swimming pools.

Popular music will be a key theme to explore and APPCT will actively collect around the 1967 music 'happenings', the '14 Hour Technicolor Dream' and 'Love In'. Collecting will also look at the MTV and Brit award ceremonies held at the Palace and major musical performances; including Led Zeppelin, Morrissey, the Stone Roses, Jay-Z and Björk. This aspect is under-represented in external archives and informs the recent history of the Park and Palace.

5. **Television** - APPCT will collect materials associated with television production from Alexandra Palace but will not duplicate the collections of the BBC or Open University. APPCT will collaborate on appropriate acquisitions with the Alexandra Palace Television Society (see 7.3). Collecting will prioritise materials related to individuals, BBC staff and performers. Provenance must be clearly related to Alexandra Palace and the nature of the material unique from that held by the BBC or Open University. Materials may include production papers, scripts, running orders, floor plans, internal communications, photographs and ephemera. Contemporary contextual materials will be acquired such as promotional booklets and trade show programmes that have a clear link to television from Alexandra Palace.
6. **Park and Palace Site** - Both the Alexandra Park and two Alexandra Palace buildings have changed dramatically over the period of their existence. APPCT will collect maps, plans, photographs, prints, paintings, documents and objects that record the history of the site and structures. Archaeological discoveries onsite that relate to the history of the site will be retained in accordance with clauses 9, 10 and 11.
7. **Contemporary** - Contemporary collecting will take a representative selection of programmes, flyers, posters and ephemera for events across the Park and Palace. Collecting will look at musical acts, as outlined above; sporting events, exhibitions, and events such as the annual Fireworks display. Examples of generic APPCT branding and advertising will be retained, however it is not intended that the collection maintain the administrative records for APPCT.

Collecting will prioritise printed and two-dimensional materials to take into account demands on storage. Memorabilia and commemorative objects will be acquired with consideration to space and material care. APPCT does not have climate controlled stores and therefore chemically stable items will be prioritised over those made from volatile or delicate

materials. Items of historic value remaining on-site that do not constitute elements of the building fabric will be incorporated into the APPCT collection.

8. Television technology objects

Objects associated with television will be acquired to support the permanent display within the BBC Studios and for temporary display. The display will investigate the development of television in the context of entertainment during the lifespan of Alexandra Palace; starting with Victorian optical toys from circa-1873, cinema equipment from 1908-1914 during which the Theatre was used for film screenings, inventions that lead to television including radio and the gramophone, early television experiments and the BBC's 30 line service. Objects associated with the Alexandra Palace television service including cameras, receivers, technical equipment and installations, production materials and merchandising will be prioritised.

The display will be facilitated with loans from APTG, the National Media Museum and private owners. In order to complete a comprehensive display, APPCT will acquire selected objects by donation or purchase only when a suitable loan cannot be arranged or if acquisition proves more economically viable. APPCT will actively seek objects used for the Alexandra Palace service, however those that are not selected for display may be passed to APTS or transferred to the National Media Museum where they can be more adequately cared for. Any accessioned objects removed from display permanently will remain in secure storage at Alexandra Palace pending deaccession and disposal as outlined in clauses 5, 14 and 15.

9. Digital database

The material heritage of Alexandra Park and Palace is well represented in the collections outlined in clauses 3 and 6. In order to develop a sustainable collection APPCT will digitise its own, and external collections to create a unified internal resource to support interpretation onsite and through web based platforms. The scope of the digitised resources will follow that outlined above to incorporate collections from Bruce Castle Museum, the Alexandra Palace Television Society and private collections. This will increase the range of Alexandra Park and Palace heritage available to the public and internally to APPCT, without unnecessarily duplicating efforts of the partnering organisations.

Ownership of the contents of the digital database will remain with the respective owners and will be licensed to APPCT ahead of digitisation. The digital records will not be accessioned into the APPCT collection and will retain the original numbering of each organisation. Materials entered into the digital database, though not formal accessions, will follow the same considerations as outlined in this document.

5. Disposal policy

- 1. The organisation will dispose of collection materials for the following reasons:**
 - **The material does not sit within the collections policy**
 - **There is no appropriate storage for the material**
 - **The material is beyond conservation**
- 2. Disposal will be arranged:**
 - **By offer to a partner organisation or recognised national collection**

- **By offer to another local organisation - Bruce Castle Museum having first refusal unless there is a more appropriate collections facility**
- **By offer to the wider museums sector**
- **If the value of the material is significant and no local museum expresses interest, sale by auction or other public process will be considered**
- **If the material is hazardous or damaged beyond value to external parties, disposal by destruction will be considered as a last resort**

Priorities for disposal will be second generation materials that are currently kept with original historical materials. In particular surrogates of items held elsewhere for which APPCT have no claim on copyright. Duplicate materials will be disposed of. Where multiple near identical items are present, such as reference photographs, a representative sampling only will be retained.

3. **The organisation 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.**

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. Collecting policies of other organisations

1. **The organisation will take account of the collecting policies of 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.**
2. **Specific reference is made to the following organisations:**

Bruce Castle Museum

Bruce Castle Museum (BCM) holds the historical collections of Alexandra Park and Palace. APPCT will not seek to duplicate or recreate the administrative and financial records held in the Trustees of the Alexandra Park and Palace collection. Where appropriate material relating to this collection may be offered for donation to BCM, solely at the discretion of APPCT.

There is substantial overlap with the APPCT Collection Development Policy and material contained in the Alexandra Park and Palace Collection held by BCM. To respect the finite collection acquired by BCM in 1980, APPCT will actively collect within these areas to enrich the accumulated material history of Alexandra Park and Palace, independent of BCM. The organisation will prioritise acquisition of materials that are not held by BCM and in particular focus on contemporary collecting.

As the Local Authority Archive for London Borough of Haringey BCM holds the historic records of the area. APPCT will acquire materials only where they relate explicitly to Alexandra Park and Palace and will not acquire contextual records from the wider area.

V&A Theatre and Performance Collections / University of Bristol Theatre Collection

Both the V&A and University of Bristol have extensive collections on the history of the British stage and theatrical performance. Both organisations have holdings related to Alexandra Palace though neither target acquisitions on the Palace. APPCT will not seek to acquire any material related to the wider subject of theatre and the performing arts when it does not relate explicitly to Alexandra Palace. The V&A maintains a comprehensive collection of programmes of theatrical performance in London and, in line with other similar theatrical venues, APPCT will offer for donation examples of all relevant performances to the V&A following reopening in 2018.

Imperial War Museum

The Imperial War Museum holds collections related to the internees at Alexandra Palace during both World Wars. APPCT will focus collecting on the experiences of internees and not seek to collect within the wider context of the First or Second World War. APPCT will consider collecting material related to Luftwaffe bombings and the Blitz only when it is directly related to the beam bending operations implemented from the Alexandra Palace transmitter mast.

National Media Museum, Science Museum Group

The National Media Museum holds the National Television Collection, which contains a number of historic artefacts from the Alexandra Palace television installation, including the Intermediate Film Technique (IFT) camera, Emitron cameras, stands and dolly, and Marconi-EMI vision transmitter. It also contains John Logie Baird's early experimental apparatus and other iconic artefacts related to the development of television. APPCT will not acquire television objects except for permanent or temporary public display. There will be a necessary duplication of materials to facilitate a comprehensive display. Any materials offered to APPCT that cannot be displayed will be forwarded to the National Media Museum.

BBC / BFI / Kaleidoscope / London's Screen Archives

APPCT will not collect moving image materials. If approached with moving image materials all BBC content will be directed first to the BBC. Following this, and for other broadcasters' content, materials will be directed to the BFI who hold the national collection of television footage. If neither are accepted donors will be directed to heritage television organisation Kaleidoscope. All other Alexandra Palace related moving image materials will be handled by London's Screen Archives, under Film London; if the footage can be considered of national or international importance it will first be offered to the BFI.

3. The organisation will form collaborative acquisition with the following organisation:

Alexandra Palace Television Society

APPCT has a mutually beneficial arrangement with APTS whereby collections items will be loaned to APPCT on a long term basis. The collection will be digitised and no charge

will be made between organisations for the use of the digital or physical materials. In respect of this arrangement materials that complement the collecting policy of APTS may be placed under their ownership. Such items will either be passed to the Society archivist, or kept on loan at Alexandra Palace dependent on storage and public access considerations, agreed by both parties. These items are the records of former BBC staff members working at the Alexandra Palace television studios.

7. Archival holdings

The collection will not be responsible for archiving the financial and administrative records of APPCT or Alexandra Palace Trading Limited. APPCT will collect records, photographs and paper documents in line with the collection policy outlined above.

APPCT will hold a compiled 'digital database' containing select digital surrogates of the APPCT owned collections, BCM Alexandra Park and Palace Collection, APTS and privately owned materials. These surrogates will respect the original ownership and are subject to agreed usage arrangements. Digital surrogates and the 'digital database' will be held in a dedicated collections management system but will not be accessioned or considered part of the formal APPCT collection.

8. Acquisition

1. The policy for agreeing acquisitions is:

All materials offered to APPCT by either donation or sale will first be considered in respect to their appropriate significance to the collecting policy outlined above. No materials will be accepted blindly. Materials must remain with the donor until the appropriate internal procedures have been completed. Potential acquisitions will be forwarded to the Curator/Regeneration Manager/Learning Officer for consideration, an acquisitions form must be completed which details the relevance of the item to the collecting policy and outlines sustainable long term storage.

Where materials are offered for donation and meet all criteria these will be accepted by the Curator/Regeneration Manager/Learning Officer and an acquisition receipt signed by the donor and relevant APPCT staff member. Donations of materials that are large in volume, contain hazardous materials, or will put potential pressure on APPCT resources must be referred to the Alexandra Palace and Park Board along with the completed acquisition form and an outline from an APPCT staff member as to why the material should be accepted. Final decision will rest with the Board, after which completion of acquisition or refusal will revert to the Curator/Regeneration Manager/Learning Officer.

Materials offered for sale will follow the initial procedure above. Items of low value, under-£50, will be authorised by the Curator/Regeneration Manager/Learning Officer. Items above £50 must be referred to the Chief Executive/Director of Regeneration with a completed acquisitions form and outline of relevance. Items of value greater than £500 must be authorised by the board as outlined above.

2. The organisation 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).

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 organisation 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.

9. Human remains

The organisation does not hold or intend to acquire any human remains.

10. Biological and geological material

The organisation will not acquire any biological or geological material.

11. Archaeological material

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

12. Exceptions

1. Any exceptions to the above clauses will only be because the organisation is:

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

In these cases the organisation 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 organisation will document when these exceptions occur.

13. Spoliation

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

14. Disposal Procedures

- 1. All disposals will be undertaken with reference to Museums Association guidance.**
- 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.**
- 3. When disposal of an item is being considered, APPCT 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.**
- 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.**
- 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 organisation'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 organisation will also be sought.**
- 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 organisation acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.**
- 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 partner organisations or Accredited Museums likely to be interested in its acquisition.**
- 8. If the material is not acquired by any partner or 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 by notice in specialist publications and websites (as appropriate).**
- 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 collection. Preference will be given to expressions of interest from Accredited Museums.**

If no expressions of interest have been received, the organisation may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

10. Any monies received by the organisation 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 industry standard 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.
11. 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.

Disposal by destruction

12. If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
 13. 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.
 14. Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
 15. Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
15. **Disaster Planning**
1. In the event of destruction of collections storage in full or part, where security and adequate conditions are compromised, the collection will be temporarily rehoused at Bruce Castle Museum or an archival standard storage facility. During this evacuation the collections will remain under ownership and management of APPCT.
 2. Should APPCT cease to exist as an operating entity the collections will come under direct management of the APPCT parent organisation London Borough of Haringey, whose archive services are delivered by Bruce Castle Museum.
 3. Following transfer of surviving collections to Bruce Castle Museum, deaccession and disposal will be administered to the parameters outlined in this document.