

# **PENLEE HOUSE ART GALLERY AND MUSEUM**

## **COLLECTION MANAGEMENT POLICY**

1 Penlee House Art Gallery and Museum hereby publishes its Collection Management Policy which will be reviewed at least every five years from the date of its adoption. SWMLAC will be notified of any changes to the Acquisition and Disposal Policy and the implications of any such changes for the future of existing collections. The next review will be no later than December 2010. This document was adopted by Penzance Town Council on 14<sup>th</sup> November 2005, Minute 17(c) and by Penwith District Council on 7<sup>th</sup> December 2005, Minute 5.82.

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## 2. ADMINISTRATION

- 2.1 Penlee House Gallery and Museum, subsequently referred hereto as 'Penlee House', is situated within the grounds of Penlee Memorial Park, in the building known as Penlee House, which is the freehold property of Penzance Town Council.
- 2.2 Penlee House is governed by the Penlee House and Park Committee of the Penzance Town Council, subsequently referred hereto as 'the Governing Body'.
- 2.3 For the professional management of Penlee House, Penzance Town Council has appointed a Director who is responsible to the Governing Body through liaison with the Town Clerk as Chief Officer and in particular the Mayor, the Chairman and the Vice Chairman of the Penlee House and Park Committee.
- 2.4 The Director must attend meetings of Penlee House's Governing Body. His or her presence at such meetings when exempt information is likely to be disclosed will be at the discretion of the meeting.
- 2.5 The Director will present to Penlee House's Governing Body at its first meeting in each year, a formal written report on Penlee House and its Collections. The Director will also present such formal written reports at any subsequent meeting of the Governing Body if required.
- 2.6 The Director and all museum staff will be governed by the Museums Association's Code of Conduct for People who Work in Museums (2002), and will have due regard to the best interest of Penlee House at all times.
- 2.7 Penzance Town Council and Penwith District Council will be governed in all their decisions relating to Penlee House by the Museums Association's Code of Practice for Museum Governing Bodies (1994).

### **3. FINANCIAL MANAGEMENT**

- 3.1 Penlee House is funded jointly by Penzance Town Council and Penwith District Council. There is in existence an Agreement whereby the Penwith District Council pays to Penzance Town Council an Agency Fee for operating Penlee House Museum, but not Penlee House Art Gallery. The fee is increased by the Retail Price Index each year. The Agreement can be terminated by either party giving five years notice, in writing, and to expire on the 31st March in any year. The resulting deficit between the running costs and the Agency Fee is met by the Penzance Town Council.
- 3.2 Proceeds from donations, sales in Penlee House's shop, hire charges in respect of any exhibition or other earned income will be directed solely for the benefit of Penlee House and its Collections. Proceeds from the disposal of Museum Objects or any insurance settlement resulting from the theft or destruction of Museum artefacts will be directed solely for the benefit of Penlee House Collections.
- 3.3 The normal financial accounts maintained by the Penzance Town Council will include those relating to Penlee House. Services provided by a department of Penzance Town Council, which are used by Penlee House, will be charged to Penlee House.
- 3.4 In accordance with Local Government practice Penzance Town Council prepares its annual budget for income and expenditure. This budget includes specific headings for Penlee House. In addition to salaries and running costs, budgets are allocated for the purchase of paintings and museum objects and the maintenance of same; the purchase and maintenance of museum fixtures and fittings; exhibitions; publicity, and for educational activities and materials.
- 3.5 In addition separate funds have been established for Acquisitions and Conservation and accrue each year.

## **4. STATUS OF THE COLLECTIONS**

4.1 Penlee House's Collections as of the date of the adoption of this Policy Document are as follows:-

4.2 The combined Archaeological, Natural History and Social History Collections, the bulk of which was owned by the former Penzance Natural History and Antiquarian Society, which was founded in 1839. This collection became the property of Penzance Borough Council in 1939 and, subsequently, as a result of Local Government reorganisation in 1974, the property of Penwith District Council. This comprises 80% of the present collection and it is supplemented by items which are the property of the Penzance Town Council (15%) and items in private ownership which are held on loan (5%).

4.3 The Art Collection, including that which had been formerly owned by Penzance Borough Council and which has been subsequently transferred to the ownership of Penzance Town Council. This comprises 99.5% of Penlee House's total art collection and the remaining 0.5% consists of works which are the property of the Penwith District Council. The Governing Body regularly solicits and accepts works of art on loan for temporary exhibition. In addition approximately 8% of the fine art collection is on long term loan.

4.4 In 1997 a memorandum of amendment to the Agency Agreement dated 1st November 1983 between Penwith District Council and Penzance Town Council clarified the status of the collections thus:-

"With regard to Clause 10 of the said Agreement, the exhibits are those as shown in the attached inventory, namely as at 1st November 1983 together with any exhibits purchased or otherwise acquired by the District Council since 1st November 1983 also shown separately in the attached inventory; any exhibits purchased or otherwise acquired by the Town Council remain in the ownership of the Town Council".

## **5. DOCUMENTATION**

- 5.1 The Governing body will ensure that the collections are documented to the standard required by MLA, The Museums, Libraries and Archives Council Accreditation scheme and to that end will ensure that each item is given a unique accession number and that the following records are maintained :-

Entry Records

Transfer of Title

Exit Records

Accession Register Catalogue in Accession order

Location Index

Donor Index

Subject Index

Object Movement Records

- 5.2 A duplicate of Penlee House's catalogue will be kept in the Town Clerk's Office, which is not within the confines of Penlee House. Both a computer copy and a hard copy will be kept in that location and updated on a regular basis.
- 5.3 The Governing Body, in consultation with the Director and Officer in charge, will regularly review the I.T. provision in order to keep abreast of technological advances for the benefit of the public.

## 6. CARE OF COLLECTIONS

- 6.1 The Governing Body recognises the existence of MLA, The Museums, Libraries and Archives Council's Standards in the Care of Museum Collections, specifically in regard to Archaeology, Biology, Larger and Working Objects, Musical Instruments, Photography, Textiles, and Touring Exhibitions. The Governing Body accepts that these documents represent best practise in these fields which the Museum and Art Gallery will work towards as soon as practically possible within the life of this policy document.
- 6.2 The Governing Body recognises the existence of the document Code of Practice on Archives for Museums in the United Kingdom, 3<sup>rd</sup> Edition, 2002, and hereby formally adopts the said Code of Practice.
- 6.3 The Governing Body will ensure that the Collections Care Policy is adhered to.
- 6.4 The Governing Body will ensure that a planned programme of conservation is maintained and regularly reviewed.
- 6.5 The Governing Body will only use Conservators who have been professionally trained and are suitably qualified and will consult the South West Museums, Libraries and Archives Council (SWMLAC) and/or the United Kingdom Institute for Conservation (UKIC) concerning such use.
- 6.6 The Governing Body will ensure that display and storage areas are maintained within recognised limits for relative humidity, temperature, light and ultra-violet light.
- 6.7 The Governing Body will ensure that display and storage materials suitable for the long-term maintenance of the collections are provided and replaced as necessary.
- 6.8 The Governing Body will provide a budget for the copying and archiving of photographs and images.
- 6.9 The Governing Body will ensure that records of conservation treatment are maintained and regularly updated.
- 6.10 The Governing Body will ensure that Penlee House building is maintained in good condition in order to ensure the safety of the collections.
- 6.11 The Governing Body will take all steps necessary to protect Penlee House's collections from the threat of fire, water, theft and vandalism by installing and maintaining security measures and emergency procedures as recommended by MLA, The Museums, Libraries and Archives Council Security Advisers and by maintaining adequate insurance cover.

## **7. COLLECTING POLICY OBJECTIVES**

The Governing Body has the following objectives as far as Penlee House is concerned:-

- 7.1 To preserve those collections of its founding organisation, the Penzance Natural History and Antiquarian Society and to interpret the environment and the flora and fauna of the far West of Cornwall.
- 7.2 To collect, preserve, display and interpret a representative collection of objects, photographs and works of art to illustrate the way of life of the inhabitants of the far West of Cornwall.
- 7.3 Qualification: The phrase 'the far West of Cornwall' used throughout this document can be defined as the area presently administered by Penwith District Council.
- 7.4 Within limits imposed by resources, the Governing Body will, on behalf of Penlee House collect in the following fields:-

ARCHAEOLOGY

FINE AND DECORATIVE ART

NATURAL SCIENCES

SOCIAL, ECONOMIC AND LOCAL HISTORY

PHOTOGRAPHY

## **8. ARCHAEOLOGY**

8.1 The Governing Body will collect, preserve, display and interpret a representative sample of archaeological artefacts from the far West of Cornwall. It will, where possible, support any archaeological excavation within the area defined as the far West of Cornwall and act as a depository for any finds.

### 8.2 Description of Collection:

The present collection covers all periods from the Palaeolithic to the Mediaeval, thereby encompassing the Mesolithic, Neolithic, Bronze Age, Iron Age, Romano British and Mediaeval periods. The collection includes flint, stone and pottery, plus a selection of replica gold Torcs and Bracelets. Much of the material was field collected 1875 -1930. The collection at present numbers about 5,000 items.

### 8.3 Development of the collection:

The Governing Body will seek to add to the collections when appropriate finds are offered.

## 9. FINE AND DECORATIVE ART

9.1.1 The Governing Body will collect, preserve, display and interpret works of art depicting the far West of Cornwall and works of art associated with that area. It especially recognises the importance of the Newlyn School of artists, the Lamorna group and the artists associated with Newlyn and St. Ives in the late 19<sup>th</sup> and the 20th Century.

Work may be in any medium, in two or three dimensions, including photography, film, video and digital media, but priority will be given to the collecting of paintings, drawings, original prints and decorative art.

9.1.2 It will collect, preserve, display and interpret a representative selection of metalwork, pottery, glass, textiles and other items falling under the general heading of Decorative Arts, these all having a connection with the far West of Cornwall.

[Statement adopted by Penzance Town Council on 22 January 1990 Minute No4 (b)iii and by Penwith District Council 7th February 1990 (minute T.85)].

9.1.3 The Governing Body will seek to build upon its present collection of works of art so that it is representative of the arts scene of the area. This will include the collecting of both contemporary and historic works which complement the themes of the existing collections, but will focus on developing the current areas of strength which is in the period 1880-1940.

### 9.2 Description of the collection:

9.2.1 Fine art: The collection currently consists of approximately 170 oil paintings, 90 watercolours, 50 drawings and 150 prints. These range in date from the late 18th Century to the present day, the majority being the work of artists associated with the Newlyn school c.1880-1940.

Significant artists currently represented include Samuel John ‘Lamorna’ Birch, Percy Craft, Fred Macnamara Evans, Stanhope Forbes, Elizabeth Forbes, Norman Garstin, Fred Hall, Edwin Harris, Harold Knight, Laura Knight, Walter Langley, J. Henry Martin, John Miller, Ernest Procter, Charles Simpson and Ralph Todd.

9.2.2 The most significant items are a small group of well-known paintings including ‘*The Rain it Raineth Everyday*’ by Norman Garstin and ‘*School is Out*’ by Elizabeth Forbes (née Armstrong).

9.2.3 There are, in addition, 33 Newlyn School works on long-term loan from Newlyn Art Gallery and a further 35 on long-term loan from other institutions or private individuals.

9.2.4 The print collection is mainly topographical but also includes prints by fine artists such as Elizabeth Forbes, Laura Knight and Edward Bouverie Hoyton.

9.2.5 Sculpture: There are currently only three examples, one bronze by Barbara

Tribe and two stone relief carvings by Rosamund Fletcher (daughter of Blandford Fletcher), all dating from the 1930s.

- 9.2.6 Decorative Art: the collection is currently small, consisting mainly of decorative metalwork, ceramics and printed textiles.
- 9.2.7 Decorative Metalwork: consists of c.30 examples of Newlyn copper and three of Newlyn enamel. There are also a small number of items of Hayle copperware, three examples of work by Francis Cargeeg and one necklace by Ella Naper.
- 9.2.8 Ceramics: the collection is currently small, consisting of c.35 items of 20th Century studio pottery, including examples by Bernard Leach and the Leach Pottery; Seth Cardew; the Celtic Pottery, Newlyn; Troika Pottery, St. Ives and Arch Pottery, St. Ives.
- 9.2.9 Textiles: Penlee House has a special interest in the activities of the Cryséde factory (Newlyn 1920-25, St. Ives 1925-40) and that of its founder, the designer and artist Alec Walker and holds approximately 70 examples of garments, pieces and lengths. Other textiles include an example of Newlyn Embroidery and examples of local hand-block printing from Mill House Textiles, Penzance (1950s).
- 9.3 Development of the collections.  
The Governing Body recognises that the collection needs to be actively developed in the following specific ways.
- 9.3.1 By endeavouring to fill gaps in the existing collection of fine art, by acquiring examples of work produced in the area by significant artists who are currently not represented in the collections.
- 9.3.2 By acquiring further works by artists already represented where these will provide a more in-depth coverage of their work, and in particular to acquire major works by key figures.
- 9.3.3 By seeking to acquire works of intrinsic artistic value which also represent the social history of West Cornwall, including depictions of the area's fishing, agriculture, mining and tourism industries; images of both town and rural landscape, and portraits of significant individuals.
- 9.3.4 By seeking to develop more representative holdings of fine art works by each of the leading artistic groups in West Cornwall from the period 1880-1940, to include significant works by artists from the Newlyn School, Lamorna Group and St. Ives colony of this period.
- 9.3.4 By seeking out additions to the Cryséde collection, including textile pieces, garments, designs and relevant supporting documents, including photographs.
- 9.3.5 By seeking to acquire well-documented and inscribed pieces of Newlyn and Hayle copper, further examples of Newlyn enamels and other material related

to this local craft industry including tools, patterns, documents and photographs.

9.3.6 By seeking to acquire examples of studio pottery by significant potters associated with West Cornwall, particularly the work of Bernard Leach and his followers.

9.3.7 By implementing its policy in regard to the collection of contemporary works of fine and decorative art by gift, purchase or commission.

## 10 NATURAL SCIENCE

- 10.1 The Governing Body will collect, display, preserve and interpret a representative selection of natural science specimens to foster an understanding of the natural environment of the far west of Cornwall.
- 10.2 Penlee House will take into account, at all times, relevant international and national laws relating to the conservation of the flora and fauna.
- 10.3 The Governing Body will seek professional advice from the relevant specialists in relation to this collection when necessary.
- 10.4 Description of the Collection:  
The present collection comprises:-  
A case of butterflies and bees (the bees being the type species as used and referred by Mr. Marquand).  
117 items of Taxidermy including mammals and birds.  
A large collection of Birds Eggs comprising 304 accessioned items containing approximately 700 eggs in clutches, nests and loose eggs.  
All items are primarily of local significance.
- 10.5 Development of the collection:  
Whilst recognising the importance of this subject as one of the main concerns of the founding body, Penlee House realises that at present it does not have the specialist knowledge or staff to fulfil all of 10.1 above and is not actively collecting in this field at present.
- 10.6 Until 2005, the existence of the Museum of the Royal Geological Society of Cornwall nearby meant that Penlee House did not actively collect geological specimens and houses no such collection. In the light of the closure of this Museum, Penlee House will advocate for geological collections to continue to be housed in west Cornwall, but it is not anticipated that the Governing Body will seek to collect in this subject area.

## 11. SOCIAL, ECONOMIC AND LOCAL HISTORY

11.1 The Governing Body will collect interpret, preserve and display a representative selection of items in the following fields provided such items have a direct connection with the far West of Cornwall: Commerce, Domestic (home, personal and family life), Education, Entertainment, Farming, Fishing, Horticulture Local Government, Military, Mining, Quarrying, Religion Tourism, Transport, War.

### 11.2 Description of the Collection:

11.2.1 The present collection comprises artefacts that have been acquired by Penlee House since its inception in 1839.

The collection covers all the headings listed in the statement on acquisition above and totals approximately 3,000 items.

11.2.2 The collections range from c.1800 to the present day with the bulk of items dating from 1850-1910.

11.2.3 In general, the collection has been developed by passive, rather than planned collecting. The exceptions to this are Tourism and Transport, where efforts have been made to cover the subject areas in more depth.

11.2.4 The collections are primarily owned by Penwith District Council and Penzance Town Council. A very small percentage (less than 1%) is items on loan.

### 11.3 Development of the Collection:

11.3.1 The collections are generally lacking in material relating to the 20th Century. The collecting policy will be extended to add 20<sup>th</sup> Century items relevant to all subject areas of the collection, taking into consideration at all times Penlee House's limitations in relation to display and storage.

11.3.2 Farming, Horticulture, Mining and Quarrying (including China Clay extraction) are extremely poorly represented and an effort will be made to improve the holdings in these specific areas. At all times the importance of the Geevor Mining Museum, Wheal Martyn Museum, Helston Folk Museum and the Royal Cornwall Museum will be taken into account.

11.3.3 Fishing: this industry is scarcely covered in the collections and therefore it is proposed to actively collect fishing material in order to demonstrate the historical importance of the industry to this area. The term Fishing covers all fishing activities including that of inshore, deep-sea and shellfish. With the closure of The Pilchard Works in 2005, the requirement for Penlee House to represent this subject area has gained additional importance. At all times, the importance of the National Maritime Museum at Falmouth will be taken into account.

- 11.3.4 Textiles and costume: this collection currently numbers approximately 200 items and consists mainly of women's clothing dating from c. 1870 - 1930 and civic and mayoral robes. Penlee House will seek actively to develop this collection, concentrating on clothing made and/or worn in the far west of Cornwall, in particular working clothes, children's clothes and men's clothing and beach wear. Whenever possible the associated history of garments will be recorded and contemporary photographs showing them in use will be obtained. The collection will also encompass appropriate underwear and accessories.
- 11.3.5 Religious Life: Penlee House will seek to build upon its holding of artefacts and documents relating to faiths practised in the area.
- 11.3.6 The Tourist Industry: the collection of railway advertising posters, other advertising material, guidebooks, promotional material and souvenirs will continue to be actively developed particularly in relation to late 20th Century phenomena such as surfing culture.
- 11.3.7 Domestic Life: at present this collection is not comprehensive or representative of life in the area. Holdings range from c.1800 - late 20th Century and include a number of electrical appliances. The collection will continue to be developed as opportunities arise.
- 11.3.8 Items relating to the history of Penlee House and its inhabitants, the Branwell Family and items relating to the present War Memorial function of the House and Park will be actively sought.
- 11.3.9 Penlee House will work in partnership with other organisations to encourage or pursue the collection of oral history in all fields and to use existing and future oral history archives in its interpretative materials.

## 12. PHOTOGRAPHIC & IMAGE COLLECTION

12.1 The Governing body will collect, interpret, preserve and display a representative collection of photographs and other forms of images of the far West of Cornwall in so far as it already has a substantial collection of such material. The material can be historic or contemporary.

### 12.2 Description of Collection:

12.2.1 The present collection comprises photographs (both photographic prints, negatives and digitised images), postcards and other printed images. Included are Cartes de Viste, Cabinet cards, albums and large mounted images.

12.2.2 The collection numbers in excess of 10,000 items ranging in date from 1850 to the present day and is the largest single collection housed in Penlee House. Photographers such as Preston, Gibson, Richards, Penhaul, Frith and Valentine are represented. Processes represented in the collection include Ambrotype, Daguerreotype, Ferrottype, Collodion, and Albumen prints. As resources allow, a policy of copying images onto archival negatives and fibre-based paper will be instigated to safeguard the collection.

12.2.3 Penlee House has an image database which gives access to the collection without causing damage to the original delicate material. A scanner and photographic-quality printer are used to produce copies of images in the collection for exhibition, research and private study. Penlee House will update and renew such equipment to continue this practice to ensure that all items in the photographic collections are scanned and stored as digital images.

### 12.3 Development of the collection:

The Governing Body recognises the particular significance of this collection and will actively seek to develop it in the following areas:

12.3.1 Mining, Quarrying, Clay works, Factories, Foundries, Farming, Horticulture, Retail, Tourism and the Fishing industry (this to encompass a survey of methods, boats and settlements, both historical and contemporary).

12.3.2 The settlements of the Penwith area specifically, Pendeen, Trewellard, Carnyorth, St. Buryan, St. Levan, Sennen, St. Just, Sancreed, Newbridge, Paul, Gulval, Marazion, St. Erth, Hayle, Lelant, Carbis Bay, St. Ives and Ludgvan, and their surrounding environs.

12.3.3 The collections are specifically lacking in images covering the latter half of the twentieth century, and in consideration of this, collections from this period will be sought for acquisition or copying in all subject areas.

12.3.4 Penlee House will seek to commission contemporary photographers to produce archival records of the Penwith area by commissioning a number of photographers to cover all aspects of life in the District as resources allow.

Where possible, copyright in commissioned images will be vested with Penlee House.

- 12.3.5 Penlee House is keen to acquire or to secure for public access all known Gibson photographs of the Cornish mainland, with due regard to the existence of the family-owned Gibson archive on the Isles of Scilly.
- 12.3.6 Penlee House recognises the importance of snapshots and will actively seek out collections of family photographs especially relating to tourism from 1880s to the present day.
- 12.3.7 Penlee House also wishes to acquire examples of Stereoscope Cards and Magic Lantern slides depicting the area.
- 12.3.8 Although the collection of archive film is seen as being of importance, Penlee House is currently unable to provide suitable storage conditions or viewing equipment for film archives, and does not therefore currently collect in this area. Until such storage and display facilities are available, any original films collected will be passed to the TSW film archive, with copies being held at Penlee House.
- 12.3.9 Penlee House seeks to acquire a small number of exhibits to illustrate the development of photography from the plate camera to the modern compact camera where such material has a relevance to local photographers such as Gibsons, Richards or Penhaul.

### **13. GENERAL STATEMENT ON ACQUISITION**

- 13.1 Penzance Town Council and Penwith District Council adopts as an integral part of this policy paragraphs **8 a – f** and **9** of MLA, The Museums, Libraries and Archives Council's Model Acquisition and Disposal Policy for Accreditation:-
- 13.2 a) The museum will exercise 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.
- 13.3 b) In particular, 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).
- 13.4 c) 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 1 November 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 DCMS in 2005.
- 13.5 d) 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.
- 13.6 e) The museum will not acquire archaeological antiquities (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, such as reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure as defined by the Treasure Act 1996 (in England, Northern Ireland and Wales) or reporting finds through the Treasure Trove procedure (in Scotland).
- 13.7 f) Any exceptions to the above clauses 8a, 8b, 8c, or 8e will only be because the museum is either:
- acting as an externally approved repository of last resort for material of local (UK) origin; or
  - acquiring an item of minor importance that lacks secure ownership history but in the best judgement of experts in the field concerned has not been illicitly traded; or
  - acting with the permission of authorities with the requisite jurisdiction in the country of origin; or

in possession of reliable documentary evidence that the item was exported from its country of origin before 1970.

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.

13.8 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.

13.9 Penzance Town Council and Penwith District Council also adopt the following policy guidelines:-

13.10 The governing Body will not normally acquire exhibits where their condition requires major conservation work or where such work cannot be professionally carried out in house unless the item is deemed to be significantly important.

13.11 Where exhibits require specialist conservation work, the Director will consult with the relevant staff at SWMLAC and with accredited conservators to ascertain the implications of acquiring such an item or items.

13.12 Penlee House recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard. It will take into account limitations on collecting imposed by such factors as inadequate staffing, storage and care of collection arrangements.

13.13 Before acquiring an item for the collections, the Governing Body will seek, through its Director, expert advice where necessary on any subject where it feels that its staff cannot provide adequate information.

13.14 The Governing Body will generally not acquire documents for Penlee House other than those directly related to items in the collection, but will work with and deposit documents at the Cornwall County Record Office, Truro. The Governing Body recognises the 'West Cornwall Arts Archive' and, providing that this is able to house the items in accordance with nationally agreed standards will consider the transfer of its art archive material on loan to that institution.

13.15 The Director and Museum Officer may accept, on behalf of the Governing Body, items donated or loaned to Penlee House. The Director will, as soon as practicable, report to the Governing Body the receipt of such items.

13.16 The Governing Body will take into consideration at all times the interests of other Accredited Museums within its locality and elsewhere 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 specialisms, in order to avoid unnecessary duplication and waste of resources. Specific reference is made to the following museums:

Barbara Hepworth Museum  
Falmouth Art Gallery  
Geavor Mining Museum  
Hayle Foundry  
Helston Folk Museum  
The Isles of Scilly Museum  
Marazion Museum  
National Maritime Museum, Falmouth  
Newlyn Art Gallery  
Porthcurno Telegraph Museum  
Royal Cornwall Museum, Truro (Royal Institution of Cornwall)  
St Ives Museum  
Tate Gallery St. Ives  
The Museum of the Royal Geological Society of Cornwall  
Zennor Folk Museum

- 13.17 Whilst recognising the above museums, Penlee House Art Gallery & Museum reserves the right to collect material from the whole of the far West of Cornwall. Should any conflict of interest arise, Penlee House will enter into discussions with the relevant institution and providing the object can be properly cared for, the Director will consider the case that an object may be better placed elsewhere. In all cases the museum in question should be fully Accredited under the Museums Accreditation Scheme. In all cases the long-term care of the object will be considered paramount. Commercial museums and unregistered museums will not be considered as suitable recipients in such cases.
- 13.18 Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the governing body of the museum itself, having regard to the interests of other museums.

## **14. GENERAL STATEMENT ON DISPOSAL**

- 14.1 Penzance Town Council and Penwith District Council hereby adopt as an integral part of this policy paragraphs **12 a – j** of MLA, The Museums, Libraries and Archives Council's Model Acquisition and Disposal Policy for Accreditation:-
- 14.2 a) By definition, the museum has a long-term purpose and should possess (or intend to acquire) permanent collections in relation to its stated objectives. The governing body accepts the principle that, except for sound curatorial reasons, there is a strong presumption against the disposal of any items in the museum's collection.
- 14.3 b) The museum will establish that it is legally free to dispose of an item. Any decision to dispose of material from the collections will be taken only after due consideration.
- 14.4 c) 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.
- 14.5 d) Decisions to dispose of items will not be made with the principal aim of generating funds.
- 14.6 e) Any monies received by the museum governing body from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions but in exceptional cases improvements relating to the care of collections may be justifiable. Advice on these cases will be sought from MLA.
- 14.7 f) 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), 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 of the collection acting alone.
- 14.8 g) Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed. It will therefore be offered in the first instance, by gift, exchange or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 14.9 h) If the material is not acquired by any Accredited Museums to which it was offered directly, then the museum community at large will be advised of the intention to dispose of the material, normally through an announcement in the Museums Association's Museums Journal, and in other professional journals where appropriate.
- 14.10 i) The announcement 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.

- 14.11 j) 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 de-accession and disposal.