

Collection development policy

(Incorporating the Acquisitions and Disposals Policy)

This policy guides the future expansion and refinement of the collection owned by Historic Royal Palaces. It outlines how loans will be used to supplement the HRP collection and how this development will occur in line with the professional standards for collections management.

Industry standard terms have been used throughout and a glossary can be found at the end of this document

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This policy replaces and updates the Acquisitions and Disposals Policy, 2009



**Historic
Royal Palaces**

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1 Historic Royal Palaces' Statement of Purpose

Historic Royal Palaces (HRP) is an independent charity that looks after the Tower of London, Hampton Court Palace, Banqueting House, Kensington Palace, Kew Palace and Hillsborough Castle. Each is symbolic of the United Kingdom, and all have world significance. Once they were only for the privileged: now everyone can visit. They're not just places but palaces: buildings where monarchs and their courts lived, and where history was made. These palaces witnessed many of the defining moments of our nation, and collectively they explain much of the nation's story.

We give these palaces continuing life. We welcome people, we stage events and we entertain.

1.1 Our Cause

To help everyone explore the story of how monarchs and people have shaped society, in some of the greatest palaces ever built.

1.2 Principles

Our work is guided by four principles:

Guardianship

We exist for tomorrow, not just for yesterday. Our job is to give these palaces a future as valuable as their past. We know how precious they and their contents are, and we aim to conserve them to the standard they deserve: the best.

Discovery

We explain the bigger picture, and then encourage people to make their own discoveries, in particular, to find links with their own lives and with the world today.

Showmanship

We do everything with panache. Palaces have always been places of spectacle, beauty, majesty and pageantry, and we are proud to continue that tradition.

Independence

We have a unique task, and our own point of view. We challenge ourselves to find new ways to do our work. We are an independent charity, not funded by the Government or the Crown, and we are keen to welcome everyone who can support our Cause.

Through these principles, we will keep these palaces alive, so that more and more people can explore their story, and find anchors that make the world a less uncertain place.

1.3 Strategic Aims

We have five major strategic aims with which to face the challenges of the future:

- Give the palaces the care they deserve
- Transform the way visitors explore their story
- Have wider impact in the world
- Build one organisation united behind our Cause
- Generate the money to make it all possible

2 Scope of policy

This Policy is part of Historic Royal Palaces (HRP) Collections Management Policy Framework, which consists of:

- Collection Development Policy, 2014
- Collection Information Policy, 2014
- Collection Access Policy, 2014
- Collection Care and Conservation Policy, 2014
- Human Remains Policy, 2014

The purpose of the Collection Development Policy is to ensure we fulfil our responsibilities in relation to collections development in line with our Strategic Plan and in proportion to resources available. This policy is intended to state the parameters for acquisitions and disposals that we apply to the collection owned by HRP as well as our key current terms of reference for best practice in relation to collection development including the use of loans.

Historic Royal Palaces comprises five Accredited Museums. The Accreditation Scheme is administered by Arts Council England (ACE) which sets nationally agreed standards for UK Museums.

3 Policy Implementation

Our policies and procedures are informed by relevant legal and ethical frameworks, alongside appropriate national and international standards, as set out in Appendix 2.

Managers should ensure that the Collections Management Policy Framework and supporting procedures/plans, as detailed below, are followed in the areas for which they are responsible.

- Collection Care and Conservation Plan, 2014
- Collections Management Procedures Manual
- Exhibition Conservation Specification
- Collection Object Security Procedures
- Learning and Engagement Strategy, 2013
- Digital Strategy, 2013
- Domestic Audiences Strategy, 2013
- Documentation Plan, 2014
- Security Instructions
- Major Incident Plan, 2013
- HRP Health Safety & Environmental Management System

4 Policy review procedure

The Collection Development Policy will be reviewed and published from time to time, at least once every five years. The date when the policy is next due for review is noted on the first page of this document.

Arts Council England (ACE) will be notified of any changes to the Collection Development Policy, and the implications of any such changes for the future of the existing HRP collection.

5 Statement of Authority and Responsibilities

5.1 Statement of Authority

HRP's Royal charter 1998 established a Board of Trustees of Historic Royal Palaces. Under the Charter the 'objects of Historic Royal Palaces shall be, for the benefit of the nation:

to manage, conserve, renovate, repair, maintain and improve the palaces to a high standard consistent with their status as buildings of royal, historic and architectural importance; and

to help everyone to learn about the palaces, the skills required for their conservation and the wider story of how monarchs and people together have shaped society by providing public access, by exhibition, by events and education programmes, by the preparation of records, by research and by publication and by such other means as are appropriate.'

5.2 Responsibilities for the HRP collection

The Board of Trustees has ultimate responsibility for ensuring that the HRP collection at the palaces are maintained and used in accordance with the ordinances of HRP's Royal Charter.

The Chief Executive and Executive Board are responsible for implementing the Collections Management Policy Framework across the departments of HRP and for reviewing the policies.

HRP's Trustees and Chief Executive are responsible for the approval of major acquisitions as defined in this policy

and the Board of Trustees are responsible for adherence to the Arts Council England (ACE) guidelines on disposal of collections as defined in Section 15 and for conforming to the Government Accounting guidelines for the Disposal of Assets.

The Director of the Conservation & Learning Department will ensure that the Collections Management Policy Framework is followed effectively by providing support and appropriate and adequate number of staff and financial resources to carry out the Collections Management Strategy each year. The Director of the Conservation & Learning Department will also advise and guide directors of other HRP departments in any areas where the policies affect their work.

The Collections Management Strategy Board (CMSB) consists of staff who have responsibility for the management of the HRP collection. Together they are responsible for advising, producing and implementing the policies and strategy, and ensuring support for and delivery of the objectives and actions for collections management included in HRP's operational plans.

Collections Management staff, Curators, Conservators and security staff at HRP are responsible for carrying out the objectives given in the Collections Management Strategy, to the standards and procedures set out in the Collections Management Policy Framework and its supporting procedures.

All staff at HRP must be aware of the collection care responsibilities outlined in the Collections Management Policy Framework. They must make sure that they carry out their own work without detriment to any objects in our care and without compromise to this policy framework.

All staff at HRP who work with the HRP collection will be given regular training on HRP's Collections Management approach and procedures to ensure that the highest standards are maintained and that all staff understand their responsibilities towards the HRP collection.

6 An overview of the current HRP collection

HRP owns a relatively small but highly significant collection of more than 30,000 objects. These have been acquired either by transfer from the former Department of the Environment (the palaces' previous administrators on behalf of HM The Queen) or, since HRP's establishment, acquired for display within the palaces as part of a presentation or constituting a research resource.

HRP's collection is divided into several areas: the 'permanent' collection, consisting of material acquired in line with this collecting policy and formally accessioned. In addition to HRP's permanent collection, our collections staff also manage and care for related material for display which is not accessioned, such as authentic replicas, reproduction textiles and upholstery (known as the support collection), and some objects used by Learning & Engagement which are part of the Handling collection.

The vast majority of objects in HRP's permanent collection are directly related to the palaces. The national and international significance of the palaces themselves defines the collection as important, as it is made up of the most authoritative collection of material related to these palaces and their history.

The permanent collection includes archaeological material which has been discovered at the palaces or the estate, along with architectural fixtures and fittings. Much of the art and textiles in the collection relates to palace history and inhabitants, and includes the Royal Ceremonial Dress Collection, a designated collection of royal and ceremonial dress from the 18th century to the present day. Other categories of objects such as decorative arts, social history and furniture include many objects which were bought or made for the palaces, or are associated with them. This is an important cultural and research resource for these internationally important royal palaces.

6.1 The permanent collection

The permanent collection is comprised of objects that are formally accessioned and is managed in several discrete parts.

These include:

Archaeology

The archaeology collection contains the object finds (along with their associated data) from excavations at all palaces and their estates. This includes excavations undertaken by HRP and also by its predecessor organisations. The value of an archaeology collection is in the completeness of its objects and data, as they can be used together to research and explain our buildings and their occupants to our audiences.

The archaeology collection also provides important insights into the uses of these areas before the palaces were built, such as Anglo-Saxon Whitehall, the Roman City of London, and prehistoric Surrey. As such, the collection has important local significance, as well as some objects or excavations which are of national and international importance.

New objects are added to this collection frequently, as archaeological investigations and exploratory work are carried out to inform our work to conserve, repair or develop the historic buildings and estate

Architectural fixtures and fittings

The architectural fixtures and fittings are of great site-specific significance as a unique record of and research resource for the palaces' construction and development. The collection is an integral part of the physical history of the buildings and grounds, even when they have become detached from the building and been disassociated from their immediate context. The palace context gives value to the objects in the collection and also to the parts of the palaces still extant.

Many objects in this collection were the product of renowned architects or craftsmen, and even fixtures and fittings that are less decorative are important evidence of the construction, life and use of the palaces.

Some architectural elements can be studied in combination with the archaeology collection and archive to understand parts of the palaces which are no longer extant. The collection also forms an important research resource for the history of the palaces to the present day.

New objects are added to the collection frequently as buildings and rooms are changed or remodelled. There is also scope within these building projects to re-use or reinstate architectural elements within the palace.

Books and archival material

HRP possesses a library which includes many rare books and manuscripts. The majority of these have been acquired for display to furnish bookcases within historic room presentations; few have any specific research value for HRP. There is a smaller collection of important books and historic documents which have been acquired for their direct relevance to palace history and for specific display purposes. These are all treated and accessioned as permanent collection items, rather than included in our several research libraries.

Furniture

There are some pieces of furniture, inherited by HRP, which date back to the 18th century and which were either made for, or have been used in the palaces in their historical context. These items of furniture are of site-specific importance because of their provenance and some objects are nationally or internationally significant. Other items of furniture have been bought in because they are known to have been displayed in one of the palaces in a historic context, or owned by a person associated with one of the palaces.

However, the majority of the furniture consists of Victorian antique items which were bought or otherwise acquired as 'set dressing' for contextual displays at Kensington, Kew and Hampton Court in the 1980s and 1990s to recreate a historical

setting. One or two of these are important pieces in their own right and are of national significance. Most of these pieces are in storage and their future usefulness to HRP will be assessed as part of the Collection Review (2013-14).

Social History and Decorative Arts

The diverse nature of the objects in this category reflects the fact that the six palaces under our care have been lived in or used constantly for more than a thousand years.

Some of these objects have been acquired to furnish rooms in order to improve visitors' understanding of life in the palaces. Objects have also been acquired because of their relevant provenance, in order to tell the stories of the people who lived in the palaces. In some cases, the objects in this category have been left behind by former residents and users of the palace.

Royal Ceremonial Dress Collection

This is an important Arts Council England-Designated collection of largely British royal, court and ceremonial dress, established at Kensington Palace in 1984. The collection comprises around 10,000 objects, of which approximately 14% are long-term loans. The Royal Collection and individual members of the Royal Family are significant lenders, whose collections care and storage is delegated to HRP as 'in situ' loans. The collection also includes an important long-term loan from the AFH Bowden Settlement of military and ceremonial dress and regalia, and other long-term lenders. The Royal Ceremonial Dress Collection at HRP comprises a collection of the following categories of objects from the 18th to the 21st centuries.

- Royal dress and accessories, i.e. dress worn by members of the Royal Family
- Ceremonial dress, uniforms, and accessories
- Court dress and accessories
- Orders and insignia
- Related archives, including photographs, engravings, watercolours, fashion illustrations,

trade archives, trade literature, printed ephemera, letters and journals, publications

- Items used in the production and retail of court dress
- Items used in the care of royal, ceremonial or court dress
- Items used for dressing for royal occasions

The collection has a designated curator who manages the collection day to day and facilitates access to the collection by appointment. The stored collection is currently kept at Hampton Court Palace.

Textiles

The textile collection does not include the Royal Ceremonial Dress Collection which is a distinct area of the collection in its own right.

The textile category falls into six groups:

1. Highly significant 17th century Mortlake tapestries.
2. Nineteenth and 20th century soft furnishings found in disused residential apartments, largely Grace and Favour.
3. High-quality replica furnishings made for dismantled rooms displays, particularly from Hampton Court, Kensington and Kew.
4. Asian carpets, mostly 19th and 20th century, which are sometimes worn from display use.
5. Important antique carpets.
6. Fragments of relevant and significant textiles either found in situ or bought for the collection.

Works of Art

Works of art are here defined as works on paper, paintings, sculpture, fine art or historic photographs and occasionally contemporary works in various media. There are two principal subject categories: topographical works (landscape views of our palaces and gardens and historic scenes set within palace interiors) and portraiture (royalty and individuals associated with our palaces). They have been

collected for both display and their research value. This is an evolving asset for HRP and about a quarter of two-dimensional art is already prepared for display.

HRP commissions contemporary works of art and design from time to time, as part of new displays or presentations. These are made to complement and work with the historic collections and interiors and usually created to support the stories and other interpretation presented to visitors.

6.2 The support collection

HRP has a group of materials that have been acquired in line with the collecting policy detailed below but are not accessioned into the permanent collection. This material comprises mainly specially commissioned replica material but also contains antique furniture acquired to supplement displays.

Decisions are taken as to the status of the material under consideration for acquisition, and its consequent care, at the point of acquisition and are recorded accordingly on the Collections Management System.

Replica items

HRP commissions high quality replica items for display alongside original material where originals are unavailable or unsuitable for display. (Replica items are also specially made for regular use by live interpretation teams or for learning and engagement and are subject to a separate development policy and procedures.)

Replicas are normally only commissioned as part of a fully-researched re-presentation project, where there is no possibility of returning original items for display. The design and manufacture of such replicas is normally of equivalent quality and materials to the item that is copied.

Replica material may occasionally be accessioned into the permanent collection at the discretion of the Collections Management Strategy Board where a high degree of care for long-term retention is identified.

6.3 Other collections at the Palaces - The Royal Collection and Royal Armouries

The majority of the important works of art displayed at the palaces form part of the Royal Collection. They belong to HM The Queen, and are administered by the Royal Collection Trust, a separate charitable trust from HRP. Ownership of the respective collection data is distinct and recorded separately, although there is some sharing of respective collections data. In addition, HRP also displays, interprets, maintains and sometimes conserves items from of the Royal Collection by formal agreement and under the terms of our Memorandum of Understanding.

The displays of arms, armour and related material in the White Tower at the Tower of London belong to the Royal Armouries, a national museum with some of its own staff based at the Tower. The Royal Armouries displays also include important loans from the Royal Collection. HRP sometimes borrows long-term loans from the Royal Armouries for display outside the White Tower and at other palaces.

Whenever HRP considers acquiring items for the HRP collection that are of possible interest to either of these partner organisations, we will consult with them and reach agreement as to who is the most appropriate organisation to pursue the acquisition (see also Section 10).

7 Themes and priorities for future collecting

7.1 Additions to the HRP collection

Acquisitions will normally only be considered if they support HRP's Cause and if HRP procedures for Acquisitions have been followed. Specifically, collecting will take place according to the following criteria, which are given in priority order:

a) Original contents or material deriving from the existing buildings of the six palaces.

b) Original contents or material deriving from parts of the palaces that are no longer extant. These items should be of significant historic or cultural value and suitable either for public display or of unique research value to the work of HRP.

c) Original objects with a direct connection to members of the Royal Family or significant historic figures directly associated with the palaces. These items should be illustrative of the activities that associate the figure with an individual palace.

d) Works of art, objects and documents that directly inform the re-presentation and interpretation of the palaces for visitors. These may include specially commissioned art, when rights of ownership are transferred to HRP.

e) Works of art and historic objects of equivalent historic significance and appearance that can be displayed in lieu of missing or destroyed originals as part of the historic re-presentation of the palaces.

f) Replicas of missing, unavailable or destroyed original contents of the palaces where the original's replacement is considered essential for the effective interpretation and re-presentation of a specific palace area.

Acquisitions made under criteria f) will only be added to the support collection and not accessioned unless special dispensation is granted by the Chief Curator.

Acquisitions to the HRP collection will be additionally considered against specific priority guidelines which are specified in HRP's Collections Management Procedural Manual

7.2 Loans to the HRP collection

HRP has a well-established history of long-term loans supporting the HRP collection. These are in addition to those objects from the Royal Collection which are displayed in HRP-managed palaces in the original contexts for which they were made (known as 'in-situ'). All loans are covered by a fixed-term loan agreement (contract) and have to meet the terms and conditions of individual lenders. Whenever possible, long-term loans will be negotiated with the intention to future acquisition through gift, bequest or sale.

HRP will only borrow items that meet the acquisitions criteria detailed above, or where they are particularly required for a planned temporary exhibition. In all instances the loan will be reviewed and considered with the same rigour that is applied to acquisitions, with a view to the long-term resourcing and implications for HRP.

8 Themes and priorities for rationalisation and disposal of collections

By definition HRP has a long-term purpose and holds the HRP collection in trust for everyone in relation to its Charter and Cause. The Board of Trustees accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the HRP collection and will ensure that the disposal process is carried out openly and with transparency in order to increase public benefit derived from the HRP collection.

We operate a due diligent and transparent approach to de-accessioning and disposals which adhere to legislation, codes of ethics and museum industry standards. HRP will carry out disposals for curatorial or conservation reasons only.

Objects will be identified and considered by curators and conservators as candidates for de-accessioning and disposal for one, or more of the following reasons only:

- Irreparable condition and of no research value
- Duplicate object – where not part of a set or associated group of objects
- Object hazardous to health/or other collection objects and where safe storage cannot be arranged
- Does not fall within any of HRP's collecting criteria and policy
- Objects without provenance AND having no useful purpose identified by HRP

9 Limitations on collecting

HRP recognises its responsibility, in acquiring additions to the HRP collection, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Arts Council England Museums Accreditation Standard. We will take into account limitations on collecting imposed by such factors as staffing, display, public access, security, storage and care and conservation of collections.

10 Collecting policies of other museums

HRP will take account of the collecting policies of other national and local museums and galleries collecting in the same or related areas or subject fields. We 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.

Specific reference is made to the following organisations and museums:

The Royal Collection, The Royal Armouries, Victoria and Albert Museum, Museum of London, The Fashion Museum Bath, National Museums of Scotland, London Archaeological Archive and Research Centre.

11 Acquisitions not covered by the policy

Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by HRP's Trustees, having regard to the interests of other museums and heritage organisations.

12 Acquisition and Due Diligence Policy

All acquisitions will follow the procedures as laid down in the HRP Collections Management Procedures Manual, which is regularly reviewed and updated in line with current good practice.

HRP will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless our Trustees or collections staff responsible are satisfied that HRP can acquire a valid title to the item in question.

In particular, HRP will not acquire any object or specimen unless we are 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).

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, HRP will reject any items that have been illicitly traded. HRP's Trustees 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.

So far as biological and geological material is concerned, HRP 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.

HRP will not acquire archaeological antiquities (including excavated ceramics) in any case where HRP's Trustees or the responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

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 as defined by the Treasure Act 1996.

Any exceptions to the above paragraphs will only be because HRP is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- 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
- acting with the permission of authorities with the requisite jurisdiction in the country of origin
- in possession of reliable documentary evidence that the item was exported from its country of origin before 1970

In these cases HRP will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority.

As HRP holds and continues 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 and HRP's Human Remains Policy, 2014

12.1 Spoliation

HRP 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 The repatriation and restitution of objects and human remains

HRP's Trustees, acting on the advice of our 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. HRP will take such decisions on a case by case basis; within our legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 15.1, 15.3 and 15.8 below will be followed but the remaining clauses are not appropriate.

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' and HRP's Human Remains Policy, 2014.

14 Management of historic archives

As HRP holds and intends to acquire historic archives, including photographs and printed ephemera, our Trustees will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

15 Disposal Policy

15.1 Principles

HRP's Trustees will ensure that the disposal process is carried out openly and with transparency in accordance with the De-accession and Disposal procedure as laid down in the HRP Collections Management Procedures Manual.

By definition, HRP has a long-term purpose and holds collections in trust for society in relation to its stated objectives. HRP's Trustees therefore accept the principle that

sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the HRP collection.

HRP will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.

When disposal of an object is being considered, HRP 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.

15.2 Motivation for disposal and method of disposal

When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 15.3-15.8 and the De-accession and Disposal procedure as laid down in the HRP Collections Management Procedures Manual will be followed and the method of disposal may be by gift, sale or exchange.

HRP will not undertake disposal motivated principally or solely by financial reasons.

15.3 The disposal decision-making process

Whether the disposal is motivated either by curatorial or financial reasons, the decision to dispose of material from the HRP collections will be taken by the Trustees only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for the HRP collection and collections held by museums and other organisations collecting the same material or in related fields will be considered. External expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by HRP will also be sought.

All disposals will follow the procedure as laid down in the HRP Collections Management Procedural Manual.

15.4 Responsibility for disposal decision-making

A final decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction will be the responsibility of HRP's Trustees acting on the advice of professional curatorial staff and not by any HRP individual acting alone. Where appropriate this final decision will be delegated to the Collections Management Strategy Board and the Director of the Conservation & Learning Department.

15.5 Use of proceeds of sale

Any monies received by HRP's Trustees from the disposal of items will be applied for the benefit of the HRP collection. This normally means the purchase of further acquisitions. In exceptional cases, improvements to the care of collections in order to meet or exceed Accreditation requirements may be justifiable if it reduces the risk of damage to and deterioration of the HRP collection. 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.

The proceeds of a sale will be ring-fenced so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard

15.6 Disposal by gift or sale

Once a decision to dispose of material in the HRP 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 or sale, directly to other Accredited Museums likely to be interested in its acquisition.

If the material is not acquired by any Accredited Museums to which it was offered directly 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 an announcement in the Museums Association's Museums Journal, and in other specialist journals where appropriate.

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, HRP may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

15.7 Disposal by exchange or transfer

The nature of disposal by exchange means that HRP will not necessarily be in a position to exchange the material with another Accredited museum. HRP's Trustees will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.

In cases where HRP's Trustees wish for sound curatorial reasons to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the procedures in paragraphs 15.1 and 15.4-15.5 will be followed as will the procedures in paragraphs 15.7-15.8.

If an exchange is proposed with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.

If an exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, HRP will make an announcement in the Museums Journal and in other specialist journals where appropriate.

Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the HRP collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, HRP's Trustees must consider the comments before a final decision on the exchange is made.

15.8 Documenting disposal

Full records will be kept of all decisions on disposals and the objects 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 HRP's procedure on De-accession and Disposal.



Appendix 1:

HRP Levels of approval for acquisitions

Levels of approval for acquisitions agreed at Board of Trustees meeting 23 July 2014.

[These levels may be revised periodically in line with inflation]

Gift, Bequest, Transfer or Expenditure up to £5,000	Chief Curator
Gift, Bequest, Transfer or Expenditure from the Designated Acquisitions Fund or specifically allocated project budget, of up to £20,000	CEO or C&L Director reported to Trustees in the next CEO's monthly report
Gift, Bequest, Transfer or Expenditure from the Designated Acquisitions Fund or specifically allocated project budget, in excess of £20,000	Board of Trustees on recommendation of the CEO or C&L Director

The valuation should include any attendant costs such as conservation or transport to determine approval level.

In exceptional cases where a rapid decision is required between meetings of the Trustees to secure a high-priority acquisition costing in excess of £20,000 the Chairman of the Board of Trustees and Chief Executive can be called on to act on behalf of the Board of Trustees

Appendix 2:

Legal, Ethical and Standards Framework

HRP's Collections Management Policy Framework is informed by legislation, ethical codes and appropriate sectoral standards.

A. Legislation applying to all Collections Management Polices

HRP's Royal Charter, 1998, as amended 2006

The Public Records Acts, 1958, as amended 1967

The Data Protection Act, 1998

The Freedom of Information Act, 2000

Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, UNESCO, 1970

The Requirements of HM Customs & Revenue

Copyright Act, 1911 and 1956

Copyright and Related Rights Regulations, 2003

Copyright, Designs and Patents Act, 1988

Dealing in Cultural Objects (Offences) Act, 2003

Disability Discrimination Act, 1995 (as amended)

Equality Act, 2006

Human Rights Act, 1998

Race Relations Act, 1976

Racial and Religious Hatred Act, 2006

Sex Discrimination Act, 1975

Health and Safety at Work Act, 1974

Management of Health and Safety at Work Regulations, 1999

The Environmental Information Regulations, 2004

COSHH: Control of Substances Hazardous to Health Regulations, 2002

The Treasure Act, 1996

B. Ethical codes applying to all Collections Management Policies

Code of Ethics for Museums, ICOM, 2006 (including the ICOM 'Red List')

Code of Ethics for Museums, Museums Association, 2008

Combating Illicit Trade: Due Diligence Guidelines for Museums, Libraries and Archives on collecting and borrowing Cultural Material, DCMS, 2005

DCMS Code of Practice Guidance for the Care of Human Remains in Museums, October 2005

UK Export Licensing for Cultural Goods - Procedures and guidance for exporters of works of art and other culture goods, DCMS, 1997

Statement of Principles issued by the National Museum Directors Conference on spoliation of works of art during the Holocaust and World War II period, 1998

C. Sectoral standards applying to all Collections Management Policies

Spectrum: UK Museum Collections Management Standard

PAS197:2009: Code of practice for cultural collections management, BSi and Collections Trust

Accreditation Standard, Arts Council England, 2011

D. Memoranda of Understanding applying to all Collections Management Policies

MoU with The Royal Household, 2010

MoU with the Royal Armouries, 2010

MoU with the Royal Fusiliers Museum, 2010

MoU with the Chapel Royal HCP, 2011

MoU with the Royal Mint Museum, 2011

E. Collections Information Policy

Spectrum: UK Museum Collections Management Standard v0.4

ISAD(g): General International Standard Archival Description, International Council on Archives, 2007

Anglo-American Cataloguing Rules ('AACR', Joint Steering Committee, 2nd ed., 2002 revision): international library documentation standard. In process of supersession by Resource Description and Access ('RDA', 2010, revisions through 2013)

MARC ('machine-readable cataloguing') data standards (Library of Congress, 1999, revisions through 2013)

Art and Architecture Thesaurus, The J.Paul Getty Trust

F. Collection Access Policy

Loans between National and Non-national Museums – New standard and practical guidelines, National Museum Directors' Conference, 2003

Display Case supplement, UK Registrars' Group

Standard Facilities Report, UK Registrars' Group

Standard Facilities Report Security Supplement, UK Registrars' Group

Government Indemnity Scheme Guidelines for Transport, July 2012.

G. Collection Care and Conservation Policy

PAS 198:2012 Specification for managing environmental conditions for cultural collections

Benchmarks in Collections Care for Museums, Archives and Libraries, 2007

Statement of Principles issued by the National Museum Directors Conference on environmental conditions for lending, 2010

'Bizot' Group Agreement: Achieving sustainability for galleries and museums, 2013

PD 5454:2012 Guide for the storage and exhibition of archival materials.

Codes of Ethics: ICOM-CC /ICON

Institute of Conservation's (ICON) Conservation Register 2013



Glossary

Accessioning: The process of formally recording the admission of a new object or group of objects into the collection.

Accession Register: A bound paper record of all objects which are, or have been, part of the organisation's permanent Collection.

Accreditation: The scheme administered by Arts Council England (ACE) which assigns accredited status to museums and organisations with collections management that meets the standards set out in ACE's publication: The Accreditation Standard.

Acquisition: The legal process of transferring ownership of an object from one person or organisation to another.

Agents of Decay: The ten ways in which a collection can be damaged include; thieves, vandals, displacers, fire, water, pests, contaminants, radiation (light), incorrect temperature or humidity and disassociation. The Framework for the Preservation of Museum Collections, published by the Canadian Conservation Institute, lists mitigating actions based on building features, portable fittings and procedures which can protect an object or collection.

Agents of Decay Strategy Board:

An HRP Board which meets biannually to steer collection risk management. It aims to reduce the probability and impact of physical and environmental risk to the collection, whilst balancing conservation and commercial use. Led by conservators, the Board is made up of senior staff from the curatorial team, surveyors, maintenance, visitor services and operations.

Archaeological archive: The objects, information, images, records and plans created through an archaeological excavation.

Cataloguing: The process of documenting an object on the Collections Management System.

CCC: Conservation and Collection Care, HRP's conservation team.

CM Team: Collections Management Team responsible to ensure we have governance policies and procedures in place for the management of the collection.

CMS: Collections Management System. HRP's collection database jointly managed with the Royal Collection Trust.

Collection access: Means of making use of, engaging with, communicating with or lending objects or information.

Collection development: Adding to, researching, reviewing and removing items from HRP's collections in accordance with our policies.

Collection information: Information and knowledge collected, created, held and maintained about an object, group of objects, events or activities associated with objects in the collection.

Collections management: The strategies, policies, processes and procedures related to collections development, information, access and care.

Collection risk management: The process of identifying and quantifying conservation-related risks to the collections; and planning and implementing mitigation measures to reduce those risks.

Conservation records: Reports and photographs recording the condition and treatments carried out on all objects, including testing of materials to be used in the treatment or display and any investigations relevant. Working notes, time and cost estimates and material lists are also part of these records.

Conservation science: The interdisciplinary research field encompassing all technological and scientific work that can benefit conservation.

De-accessioning: the process of formally removing an object from the collection.

Designated collection: A group of objects identified as a pre-eminent collection of national and international importance held in England's non-national museums, libraries and archives. The Designation Scheme is administered by Arts Council England (ACE).

Disposal: The legal process of removing an object from the collection – by destruction, transfer or sale.

Documentation: The information, images and records held about objects. It also refers to the process of creating the records.

Government Indemnity Scheme: A scheme under which the government is responsible for the payment of compensation, in the event of loss or damage to items which are on loan to a collections-holding organisation in the UK. Borrowing organisations do not have to pay any premiums under the scheme, but they are required to accept a minimum liability.

HRP: Historic Royal Palaces.

HRP collection: those items owned by Historic Royal Palaces and containing the permanent and support collections.

Handling collection: Objects intended for demonstration or handling which have not been accessioned and are not part of the permanent collection. Managed by the Learning & Engagement Team.

'In-situ': Objects managed by the Royal Collection Trust and displayed at an HRP-managed property in their original locations. Collection Care is managed according to a Memorandum of Understanding reviewed and renewed at regular intervals.

KPI: Key Performance Indicator – CCC has defined four KPIs for environmental risk management – relative humidity, visible light, ultraviolet light and dust.

Loan: An object (or a group of objects) belonging to another organisation or individual given to HRP for a fixed term subject to a separate contract, usually for display or exhibition purposes.

Loan Agreement: A contract between HRP and the owner detailing the terms and conditions of the loan which includes the fixed term period.

Object: An item which forms part of HRP's collection: permanent (recorded in the accession register); support; temporary (e.g. a loan); or those used for educational handling.

Object files: Paper filing system containing original documents related to permanent collection objects which complements and backs up the online database.

Permanent collection: Formally accessioned objects acquired by HRP in accordance with a written acquisition policy.

Preventive conservation: The mitigation of environmental, physical, chemical and biological risks to the collections and decorative interiors within HRP's care, informed by the Agents of Decay framework.

RCDC: Royal Ceremonial Dress Collection. A Designated collection formed of HRP owned and loan items managed by HRP.

Safeguarding: The process of planning and supervising an activity taking place in proximity to historic collections and/or interiors in order to prevent or reduce the risk of damage occurring as a result.

SOIE: State of the Interior Estate: an Excel-based survey tool that quantifies and prioritises conservation treatments for the entire collection in HRP's care, established in 2004.

Source: The owner or creator of an object prior to its addition to the collection.

Support collection: Objects which have not been accessioned and are not part of the permanent collection. Support collections may include replica or reproduction items, or objects acquired to supplement an exhibition.

The collection: Those items owned by HRP (permanent or support collections), under the care of the Royal Collection Trust and in situ at the HRP-managed palaces or on loan from the Royal Armouries, and many other lenders.

Top Ten conservation campaigns: A list of the top ten most vulnerable objects, exterior or interior decorative features in the collection, drawn up in 2006, and reported on annually to enable Trustees to monitor progress made in conserving the collection against the investment of staff and financial resource (£1.7m over ten years, excluding salary).

Transfer of Title: A legal term to describe the formal process of a change of ownership of an object from one person or organisation to another.

Treatment conservation: Treatments carried out on HRP and RC objects in the care of HRP. Textiles are conserved by in-house textile conservators while all other conservation treatments are commissioned externally.