Collection Development Policy

1 Scope and Responsibilities

1.1 This policy sets out the guiding principles, and strategic objectives that the Long Shop Museum will apply and enact in all tactical procedures and decisions regarding the management and care of the museum's Collections. The mandate for this policy is derived from the museum's Mission Statement:

1.2 The Long Shop Museum seeks to preserve, restore, and maintain the heritage buildings of the former Richard Garrett Town Works that are of architectural and historical interest, and preserve and develop the Collections held therein as living links to the agricultural and industrial heritage of Leiston and Suffolk, and to its cultural and social history. The museum endeavours to provide an accessible heritage experience that entertains, educates, and inspires all of its audiences.

This Mission is augmented by the Museum's five Key Aims:

- To create an inspiring and accessible visitor experience.
- To manage the Museum resiliently and sustainably.
- To maximise the Museum's social impact.
- To encourage and support more active and diverse involvement with the museum.
- To preserve the museum's built heritage and Collections; to explain their history and to reveal their stories.

1.3 The museum has a long-term purpose and holds Collections in trust for the benefit of the public in keeping with the museum's Mission. The governing body therefore accepts the principle that sound curatorial reasons will be established before an object is acquired for the collections, and before the disposal of any items from the collections. Acquisitions outside the current stated policy will only be made in exceptional circumstances, and the museum will not undertake disposals motivated principally by reasons of financial gain.

1.4 The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using Spectrum 5.1 primary procedures for collections management. It will consider limitations on collecting imposed by such factors as staffing, storage, access and care of collection arrangements.

1.5 The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.

2 Overview of the Collections

The Museum Collections consist of approximately 7200 objects, the great majority of which are owned by the Museum and relate closely to the Garrett Works and its links with the town and area. There is an important collection of photographs and documents, and some smaller objects. The majority of items in the collections date from the mid-late nineteenth century to the mid twentieth century. There are a few earlier items, particularly in the archive, and later twentieth century life is more strongly represented in the photographic and document collections.
A few items and collections are on loan, such as the Buick Sedan that is undergoing restoration.

The collection can be summarised into the following categories:

Garrett Products from two early sickles, through man and horse-powered machines (for instance seed drills, plough, winnowing machine) to steam-powered machines (saw benches, threshing machine), steam engines and steam tractors, to the diverse later products of the firm (industrial washing machines and dry-cleaners, mechanical toys, PYE electrical goods and 'Alba' and 'Invicta' machine tools). Much of Garretts production involved large engineering items – steam engines and agricultural machinery and implements, so these are a particular feature of the Collection.

Tools and Equipment used in Garrett production – from a large C. 19th Whitworth lathe to the tools of a variety of crafts and trades practised at the Works: the patternmaker, carpenter, wheelwright, moulder, boiler-maker, engine-fitter, blacksmith and tinsmith, and in the foundry. This collection represents engineering and craftsmanship of all periods of the Garrett Works.

Items connected with the Garrett Family including a small collection of 19th and early 20th Century family portraits, and a variety of other items, including a few personal items associated with Elizabeth Garrett Anderson.

Photographic and paper archive an extensive collection. Photographs include Works buildings and workers from the early 20th Century to the closure of the Works and beyond. A large collection of Works' printed matter from mid-19th Century onwards - brochures, parts lists, advertising posters etc. Some original manuscript items – cheques, bank books etc. are also held.

Framed prints and other items on paper a small collection of (mainly) framed 19th Century prints connected with Garretts and the Works, and of items such as Union and Indenture certificates.

Other Works and Local History items: various items associated with the company and the town of Leiston. These are mainly smaller items, with the notable exception of the Works Shunting Engine, Sirapite – which was used by the Works but not made here. Includes a significant collection of prize medals awarded to Garretts at a great variety of agricultural and trade shows around Britain and the World.

Books and Journals: Some of these relate to Garretts and others cover related engineering themes (e.g., bound copies of 'The Engineer' magazine).

Non- Garrett related items: and items of unknown provenance - a small part of the collection falls outside current/recent collecting policy, including some un-accessioned items (given temporary numbers) with little or no background information.

3 Status of Current Collection

The Collection is currently in the process of being electronically catalogued. All the analogue catalogue and inventory records have been digitized and transferred to an online database (eHive). The digital records are being systematically reviewed and updated. The archive is also being digitized and added to the eHive portal. As the digital records are reviewed, they are made available for public research/viewing via eHive. All new acquisitions are added directly to the eHive database.

4 Themes and Priorities for Acquisition

The museum prioritizes the acquisition of objects and documents that record and contextualize local agricultural, industrial, and social history. The museum focuses on the acquisition of objects, photographs and printed matter associated with:

- The activities of the firm of Richard Garrett and Sons, and its successor, Richard Garrett Engineering Ltd.
- The Garrett family, particularly, but not limited to, the Leiston Garretts and their descendants.
- The history and socio-economic impact of agriculture, industry, and technology in Suffolk.
- The town and people of Leiston and its environs, particularly when such material reflects the social and economic relationship between the town and the Works.
- Products of the Works from all periods of production, including (selectively) large engines or machines not already represented in the Museum collections, and which the Museum can accommodate/ care for.
- Tools and machinery used in the works at various periods, where these are not already represented in the collection.
- Photographs of the Works, workers, products, related activities, and organisations, and Leiston people, places, activities and organisations, from a range of periods, including the period after the closure of the works, particularly seeking to build up the Museum's collections of post-World War 2 material.

- Paintings, prints, and other artworks relating to the history of the Works, the Garrett family, and related subjects.
- Objects and printed ephemera relating to the Works, workers, products and related activities and organisations, the Garrett family, and, selectively, Leiston people, places, and activities.

5 Themes and Priorities for Rationalisation and Disposal

The Museum recognises that responsible disposal may be required as part of its long-term collections policy, in order to increase public benefit derived from museum collections. The museum will consider rationalising its collections by disposal when:

- Items are not relevant to the Museum's collecting policy, except where these items provide valuable contextual/ illustrative material for museum displays, are valuable (and can be regularly used) for teaching/ handling/ engineering practice/ demonstration etc.
- Items are duplicated, and where such duplication does not enhance the relevance/value of the individual objects.
- Certain parts of engines etc are replaced during restoration/maintenance, and where these are not of historical significance.
- Items which have deteriorated to such a poor condition that they no longer have historical/display value to the Museum, and are beyond practicable restoration.

6 Legal and Ethical Frameworks for Acquisition and Disposal of Items

The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.
The museum recognises the need, 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 consider limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

The Museum will not acquire items which it does not have facilities to properly house or care for. These may range from large items of Garrett machinery where storage/display space is a major consideration, to small items - such as original documents/images - which require tightly controlled environmental conditions and/or facilities for access for study beyond that which the Museum can provide.

7 Collecting Policies of Other Museums

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

7.2 Specific reference is made to the following museums/organisations, though this list is not proscriptive:

Woodbridge Museum
Saxmundham Museum
Aldeburgh Museum
The Food Museum
The Red House Museum
Suffolk Archives
Colchester & Ipswich Museums
The Science Museums

9 Acquisition

9.1 The policy for agreeing acquisitions is set out in the museum's *Object Acquisitions Policy*

9.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1st, 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10 Human Remains

The museum does not hold, nor does it intend to acquire, any human remains.

11 Biological and Geological Material

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

12 Archaeological Material

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

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

13 Exceptions

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

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

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

14 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.

15 Disposal Procedures

15.1 All disposals will be undertaken with reference to the Spectrum 5.1 primary procedures on disposal.

15.2 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.

15.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

15.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, or as a last resort – destruction.

15.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.

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

15.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.

15.8 If the material is not acquired by any Accredited Museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).

15.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums.

15.10 A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

15.11 Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the museum. This normally means the purchase of further acquisitions, or improvements relating to the care of Collections in order to meet or exceed Accreditation requirements relating to the risk of damage or deterioration. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way.

15.12 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the Collection.

15.13 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with Spectrum procedure on deaccession and disposal.

16 Disposal by exchange

The museum will not dispose of items by exchange, except in extraordinary circumstances and with due consideration by the Governing Body.

17 Disposal by destruction

17.1 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.

17.2 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.

17.3 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.

17.4 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.

17.5 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, e.g., the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

Document Control

The Collections Development Policy will be reviewed from time to time, at least once every twelve months.

Date on which this Policy was first approved by the Trustees: 10th November 2022

Document Review	
Date of Last Review	Date of Next Review
12/01/2026	11/01/2027