

**Great North Museum (GNM)
Acquisition and Disposal Policy**

encompassing :

**Great North Museum: Hancock
Hatton Gallery**

Date approved by Great North Museum Board: 15 September 2016

Date for review: 15 September 2021

Table of Contents

1. Great North Museum’s statement of purpose	3
2. Existing collections, including the subjects or themes and the periods of time and /or geographic areas to which the collections relate	3
3. Criteria governing future acquisition policy including the subjects or themes, periods of time and/or geographic areas and any collections which will not be subject to further acquisition.	3
4. Limitations on collecting	4
5. Collecting policies of other museums	4
6. Policy review procedure	4
7. Acquisitions not covered by the policy	4
8. Acquisition procedures	4
9. Spoliation	6
10. The Repatriation and Restitution of objects and human remains	6
11. Management of archives	6
12. Disposal procedures	6
Disposal preliminaries	6
Motivation for disposal and method of disposal	6
The disposal decision-making process	7
Responsibility for disposal decision-making	7
Use of proceeds of sale	7
Disposal by gift or sale	7
Disposal by exchange	8
Documenting disposal	8
Appendix A: GNM Collection Information	9
Appendix B: Supporting Documents	17

1. Great North Museum's statement of purpose

As part of Tyne & Wear Archives & Museums (TWAM), the Great North Museum's (GNM) mission is to help people determine their place in the world and define their identities, so enhancing their self-respect and their respect for others.

Our vision for the future is for everyone to have access to museum and archive provision in Tyne and Wear, to use this access and to value it for the significant and positive impact that it makes upon their lives. We will provide real or virtual, worldwide access to our museums and archives and their collections.

Our commitment is to a world-class service that is innovative, imaginative, creative, totally inclusive, secure and sustainable.

2. Existing collections, including the subjects or themes and the periods of time and /or geographic areas to which the collections relate

The Great North Museum consists of three sites. The Great North Museum: Hancock, the Hatton Gallery, and the Great North Museum Resource Centre (based at Discovery Museum). The collections are primarily in the ownership of three organisations. The Natural History Society of Northumbria own the Hancock building and the Natural Science, Egyptology and World Cultures collections (with some minor archaeology collections), the Society of Antiquaries of Newcastle upon Tyne own the majority of the archaeology collections, and Newcastle University who own the Art collections and the Greek and Etruscan collections. Great North Museum is managed by Tyne & Wear Archives & Museums on behalf of Newcastle University, in partnership with the above two Societies and Newcastle City Council.

For the purposes of Accreditation, this policy is for the Great North Museum: Hancock and Hatton Gallery sites, under the overall banner of the Great North Museum.

Please see Appendix A for more detailed descriptions of the existing collections.

3. Criteria governing future acquisition policy including the subjects or themes, periods of time and/or geographic areas and any collections which will not be subject to further acquisition.

All collecting activity must take account of the following principles:

- 3.1 Items collected should normally have a strong connection with North East England or with existing collections.
- 3.2 Where appropriate, items collected should be in good condition and require minimal conservation treatment (with the exception of archaeological items).
- 3.3 Items collected should not contain materials that pose a risk to health or safety and should take account of current legislation, for example, Ionising Radiation Regulations 1999 (IRR99) and the associated approved code of practice (IRR99 ACoP).
- 3.4 Items that are in better condition or have better provenance may be collected to replace items already in the collections; the items replaced will be disposed of in accordance with the Disposal section of this Policy (see 12 below).

- 3.5 Where appropriate, transfer to the GNM (and by extension the Societies and University where applicable) of copyright/and or reproduction rights will be sought at the time of acquisition. If this is not possible, then permission to make and use reproductions will be requested.
- 3.6 Maximum use will be made of all available sources of funding for purchases.
- 3.7 Loans will be accepted where these would enhance displays. Five years is the maximum period before review with the lender.
- 3.8 Advice will be sought from qualified persons outside the GNM where existing curatorial advice in the particular field is limited.
- 3.9 In all decisions regarding the acquisition of relevant collections, consultation will be undertaken with the Natural History Society of Northumbria, the Society of Antiquaries of Newcastle upon Tyne and the University of Newcastle. In the case of collection disposal, the express permission of the above bodies will be sought, dependent on which collections are to be disposed of. Disposal must also take into account agreements with the Charity Commission in the case of collections owned by the Societies.
- 3.10 Future acquisitions will reflect the diversity of people and places in the North East. New and existing collections will be used in a broad range of public programmes that highlight, share and promote diversity in all its forms.

Please see Appendix A for more detailed information relating to future acquisitions by collection.

4. Limitations on collecting

The GNM 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 staffing, storage and care of collection arrangements.

5. Collecting policies of other museums

The GNM 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 specialisms, in order to avoid unnecessary duplication and waste of resources.

6. Policy review procedure

The Acquisition and Disposal Policy will be published and reviewed from time to time, at least once every five years. The date when the policy is next due for review is 24/09/2021

7. 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 the governing body of the museum itself, having regard to the interests of other museums.

8. Acquisition procedures

- a. The GNM (with TWAM's support) 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.

- b. In particular, the GNM (and TWAM) 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).
- 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 November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the GNM (and TWAM) 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.
- d. So far as biological and geological material is concerned, the GNM (and TWAM) 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.
- e. GNM (and TWAM) 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.

In England, Northern Ireland and Wales 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.

- f. Any exceptions to the above clauses 8a, 8b, 8c, or 8e will only be because the GNM (and TWAM) 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 GNM (and TWAM) will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority.

- g. As the GNM (and TWAM) holds or intends to acquire human remains from any period, it will do so in reference to the GNM Human Remains Policy of 2016 and follow the

procedures in the “Guidance for the care of human remains in museums” issued by DCMS in 2005.

- h. GNM (and TWAM) will not acquire any material without reference to the TWAM Collections Care and Conservation Plan or without prior liaison with the TWAM conservation officers to ensure that specific and potential health and safety hazards are considered as well as potential costs to the service to dispose of hazardous items in future.

9. Spoliation

The GNM (and TWAM) 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.

10. The Repatriation and Restitution of objects and human remains

The GNM’s governing body, acting on the advice of GNM’s and TWAM’s professional staff, may take a decision to return human remains (unless covered by the GNM Human Remains Policy 2016 and 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. The GNM (and TWAM) will take such decisions on a case-by-case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 12a-12d, 12g and 12o below will be followed but the remaining procedures are not appropriate.

11. Management of archives

As the museum holds archives, including photographs, printed ephemera, manuscripts and original correspondence, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd ed., 2002).

12. Disposal procedures

Disposal preliminaries

- a. GNM’s (and TWAM) governing body will ensure that the disposal process is carried out openly and with transparency, and subject to clause 3.9 above.
- b. By definition, the GNM has a long-term purpose and holds collections in trust for society in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the museum’s collection.
- c. The GNM (and TWAM) will confirm that it is legally free to dispose of an item (subject to clause 3.9 above) and agreements on disposal made with donors will be taken into account.
- d. When disposal of a museum object is being considered, the GNM (and TWAM) 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.
- e. The disposal of human remains will follow the guidance of the GNM Human Remains Policy 2016 and the “Guidance for the care of human remains in museums” issued by the DCMS in 2005.

Motivation for disposal and method of disposal

- f. When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 12g-12o will be followed and the method of disposal may be by gift, sale or exchange.
- g. GNM (and TWAM) will not undertake disposal motivated principally by financial reasons.

The disposal decision-making process

- h. Whether the disposal is motivated either by curatorial or financial reasons, 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 and after seeking the permission of the NHSN or SANT (where relevant). Other factors including the public benefit, the implications for GNM's collections 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 GNM will also be sought.

Responsibility for disposal decision-making

- i. A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of GNM's governing body acting on the advice of professional curatorial staff (both GNM & TWAM) and not of the curator of the collection acting alone (and subject to clause 3.10 above).

Use of proceeds of sale

- j. Any monies received by GNM's governing body from the disposal of items will be applied for the benefit of the collections (and subject to clause 3.9 above). This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way.
- k. 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.

Disposal by gift or sale

- l. 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 or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- m. 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.

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

Disposal by exchange

- o. The GNM will not dispose of items by exchange.

Documenting disposal

- p. 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. In accordance with TWAMs Documentation Policy 2016, item 4.7, disposals will be documented on Ke Emu as part of the object exit procedure.

Themes and priorities for rationalisation and disposal

- q. No part of the Great North Museum: Hancock or Great North Museum: Discovery Centre will be considered during the period for disposal or rationalisation. The documentation backlog remains the priority in order to support any future rationalisation projects. Disposal from the collection will only be undertaken for legal, safety, or care and conservation reasons.
- r. No part of the Hatton Gallery's fine art collection will be considered during the period for disposal or rationalisation, as this does not form a priority for these collections. Disposal from the collection will only be undertaken for legal, safety, or care and conservation reasons.
- s. No part of the Hatton Gallery's World Cultures collection will be considered during the period for disposal or rationalisation as this does not form a priority of these collections. Disposal from the collection will only be undertaken for legal, safety, or care and conservation reasons.

Appendix A: GNM Collection Information

13.1 Collecting Area and Chronological Scope

13.1.1 Natural Sciences

The collections are of international importance. Many of these are of historic origin and reflect the origins in the Literary and Philosophical Society of Newcastle upon Tyne, the Natural History Society of Northumbria and to Newcastle's position as a major port. Current terrestrial collecting activities reflect the regional role of the GNM and concentrate on the historic counties of Northumberland and Durham, primarily vice-counties 66, 67 and 68 (Vice-counties are recording units designated by the botanist Hewitt Cottrell Watson in his publication *Topographical Botany* [1873-4]). The Museum also collects from the marine environment of the North Sea.

13.1.2 Archaeology

The acquisitions policy for the British Antiquities collection is based on Statute 2 of the Society of Antiquaries of Newcastle upon Tyne, which states that the object of the Society is 'the study, investigation, description and presentation of antiquities and historical records in general and of those of the historical counties of Northumberland and Durham and the City and County of Newcastle upon Tyne' (1813).

The present collecting area for British antiquities includes the County of Northumberland and the City of Newcastle upon Tyne, and the Roman frontier zone westward from the mouth of the River Tyne to the River Irthing with the exception of sites provided with site museums. All periods up to c. AD 1600 (or later in the case of multi-period sites where the whole assemblage must be preserved in situ) are included.

With regard to the Shefton Collection, material from the Greek world from the Geometric to the Hellenistic period and material from the Mediterranean areas of the Roman Empire will be accepted but not actively sought.

With regard to the Egyptology collections, there will be no further collecting. The only possible exception will be where items may be acquired for display purposes, to support the Museum's exhibitions and permanent displays.

13.1.3 Art

The art collections range from the fourteenth century to the present day and include paintings, drawings, prints, sculpture and textiles. Collecting is limited due to financial constraints, but would concentrate on strengthening existing specialist areas and work that has particular relevance to the University, region or existing collections.

13.1.4 World Cultures

The GNM's collections of World Culture artefacts are significant. Most of these were acquired during the 19th century, and there are some extremely important early collections, including several items that can be traced back to Cook's voyages. They also include the Ethnography collections of the ex-Darlington Museum and the donation, in 1984, of the Fred and Diana Uhlman collection of

African Art. Collecting will be limited primarily to material for display or educational use.

14.1 Collecting Policies of other Museums

The GNM will take account of the collecting policies of other museums 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 museum(s):

- Tyne & Wear Archives & Museums (other venues)
- Sunderland Museums
- Hartlepool Museums
- Middlesbrough Museums
- Beamish Museum
- The Oriental Museum, the University of Durham
- Berwick-upon-Tweed Museum
- Carlisle Museums
- National Museums of Scotland
- English Heritage
- University Academic Departments

In the past, the GNM has also acquired material from academic departments in the University of Newcastle upon Tyne, for example, collections that have been made as part of research projects. Such collections will only be acquired if they satisfy the other criteria laid down elsewhere in this document.

14.2 Exceptions

Acquisition from outside the geographical or chronological parameters set out above may occur in exceptional circumstances to fill gaps, or to augment existing collections or for the purposes of exhibition or University teaching. If objects from outside the collecting area are sought, the Governing Body of the GNM must give these proper consideration having due regard of the interests of other museums and similar institutions.

15. Description of the existing Collections

15.1 Natural Sciences

The Natural Science collections are Designated by Arts Council England as being of outstanding national significance. The collections cover most groups of animals, plants, rocks, fossils and minerals, most especially from the British Isles but also, in many instances, from localities world-wide. Much of the collection is of considerable scientific or historical interest and includes many assemblages and items that are unique and irreplaceable. The origin of the collections can be traced to 1793, when the Literary and Philosophical Society of Newcastle upon Tyne was founded. The Lit. & Phil.'s collection expanded greatly in 1822, when it acquired the museum of George Allan (1736 - 1800). Allan's museum had been assembled in the late 18th Century by purchase of specimens from several collectors, including Marmaduke Tunstall (1743-1790) and Sir Ashton Lever. The Natural History Society of Northumberland, Durham and Newcastle upon Tyne was founded in 1829, and soon took responsibility for operating the Newcastle

Museum. By the 1870s the collection had outgrown its space and a new building, to be called The Hancock Museum, was purpose-built to house it. This was opened in 1884.

Several parts of the natural science collection are of major international importance. They include:

- Bird collections of John Hancock (from Britain) and Herbert Stevens (from India).
- George Brady's Ostracod crustacea (microscopic seashells), which include hundreds of type specimens (the original specimen used to name the species).
- Large collections of insects including James John Joicey's collection of Birdwing butterflies.
- An important collection of sea slugs.
- Mammals, including the first specimens of a wombat and platypus ever seen in Britain and the important African collections of Abel Chapman.
- Plant collections including the early 19th century botanical collection of Nathaniel John Winch.
- A specialist natural history library and archive, including an important collection relating to Thomas Bewick, the famous Newcastle engraver.
- An internationally important collection of fossils from the Carboniferous and Permian rocks of North East England including 100's of type and figured specimens.
- A large collection of minerals mainly from the Northern Pennines.

15.2 Archaeology

The Museum of Antiquities was opened in 1960 following an agreement with the Society of Antiquaries of Newcastle upon Tyne and the University of Newcastle which was first signed in 1956, renewed in 1973 and then again in 2001. Following its closure the collection transferred to the GNM: Hancock in 2009. The collections include a large body of material on loan from the City of Newcastle upon Tyne as well as individual donors and the archaeological collections of the Society of Antiquaries of Newcastle upon Tyne.

The Egyptian collections have their origins in the Literary and Philosophical Society of Newcastle, and were later transferred to the Natural History Society of Northumbria, which owns the Hancock building, although there is some material owned by SANT. The collections contain some interesting and valuable material including two Egyptian New Kingdom mummies, one of which can be traced to Dominique-Vivant Denon (1747-1825), acquired during the Napoleonic expeditions to Egypt. Much of the material was acquired through the British School of Archaeology.

The holdings of Palaeolithic, Mesolithic and Neolithic material are substantial and include a notable collection of 174 Neolithic stone axes. The Bronze Age is well represented with a fine assemblage of 100 vessels, many intact and 160 weapons and tools in bronze. The Ewart Park Sword, which gives its name to the type, and

a period of the Bronze Age, is an especially important object, and there is a very significant collection of prehistoric rock art, the largest in any museum in Britain. The Iron Age is not strongly represented, reflecting the level of material culture in the area in the period.

The Roman collection is of international significance. Its core is a group of inscriptions from Hadrian's Wall and neighbouring sites. These are critical for the history of Roman Britain and for Roman military studies in general. The inscriptions divide into 182 altars, 63 tombstones and 133 objects, which can be broadly classified as sculpture. Important items include the Aesica hoard of jewellery; the bear cameo from South Shields; the Mithraic sculpture from Housesteads, Carrawburgh and Rudchester; and the material from the Temple to Antenociticus at Benwell. The domestic artefacts, such as bronze vessels and iron tools, are also of importance.

There is a good collection of Anglo Saxon sculpture but few items of pottery or metal. The Capheaton Hanging Bowl, and the cross fragments from Rothbury and Nunnykirk are key pieces. The Museum has little Viking material. The Museum has only accepted Medieval material since 1978 and as such the collection tends to reflect recent excavations within the city of Newcastle upon Tyne. As Newcastle was an important port at this time the assemblages include an important type series of medieval pottery. This has proved to be a significant reference collection.

There are historic scale models of Benwell Fort, Stone Wall and Turf Wall milecastles, turrets, a bath-house and the Vallum. These were made by William Bulmer and are all on display as important educational aids. There are also life-sized models of Roman soldiers wearing armour made by H. Russell Robinson. The collection also includes models of Roman weapons.

There is a small quantity of foreign material which has been added to the collection since 1960 as a result of the activities of the staff of the School of Historical Studies (Newcastle University) and, as such, reflects the interests of individuals. The formal link between the former Museum of Antiquities and the National Museum of the Sudan in Khartoum has resulted in a type collection of medieval Nubian pottery.

The Shefton Collection was accumulated for teaching and research purposes by Emeritus Professor B. B. Shefton from the 1950s to the 1970s and is considered to be one of the most important collections of Greek Art and Archaeology in the UK. It has particular strengths in pottery covering all the major periods of Greek history from the Mycenaean to the Hellenistic. It also includes metal objects, mostly of bronze, but also a small selection of gold and silver jewellery, as well as a fine collection of Greek arms and armour. There are also a number terracotta figures and other sculptures.

The SANT coin collection consists of coins and numismata (medals, paper money, etc) that range from Ancient Greece, Republican and Imperial Rome through the medieval period and up to the present day, including many international currencies of the past 300 years. It is composed of two integrated collections practices: coins donated and acquired to add to each particular series in the collection; archaeologically discovered coins used in the North East and North of England throughout its history.

15.3 Art

The Hatton Gallery was so named in 1926 in honour of Professor Richard George Hatton, who was then Professor of the King Edward VII School of Art, Armstrong College, Durham University. Exhibitions had, however, taken place on the premises before this time. Following its formal constitution the Hatton continued to be operated by the School of Art (which became the Department of Fine Art, University of Newcastle in 1963) until 1998. In that year, a new management structure was introduced and the Gallery became independent of the Fine Art Department. In 2008, the management of the Hatton Gallery was transferred to Tyne and Wear Archives and Museums, under a Service Level agreement with Newcastle University.

The collection consists of over 3,000 objects including paintings, drawings and watercolours, prints, sculpture, textiles and illuminated manuscripts from the fourteenth century to the present day. The collection is particularly strong in works by twentieth century British artists, such as Francis Bacon, Walter Sickert, Patrick Heron and William Roberts. A particular highlight of the collection is Kurt Schwitters' unique Merz Barn Wall, the only surviving installation by this leading figure of twentieth century European modernism.

Works of art have also been acquired by gift and bequest. During the last twenty years a number of major bequests have been made including, in 2000, the Sir Steven Runciman's bequest of two oil paintings by John Martin. There have also been collection transfers such as the forty-two watercolours of mining scenes by Thomas Hair, transferred from the Department of Mining Engineering when it closed in 1991. Recent gifts from the Art Fund and the allocation of a Frank Auerbach painting in lieu of tax have strengthened the Collection's holdings in post-war British art.

16. Criteria governing future collecting policy including the subjects or themes for collecting.

16.1 Natural Sciences

Collecting in natural history has traditionally demanded obtaining duplicates in order to study variation in species and to have sufficient material to provide statistically valid evidence. The word duplicate also has different meanings across the realms of natural history – so in botany a duplicate is a specimen of the same species collected on the same occasion from the same location. While recognising the value of duplicating scientific material, it is only sensible if specimens are collected for specific scientific purposes, for educational needs or for exhibition, and if financial and technical resources are available for specimen preparation, documentation and storage. Unless these criteria are met, there will be a presumption against passive collecting of duplicate specimens.

16.1.1 Vascular Plants

The museum is in possession of a large collection of vascular plant material. Only material from Vice-Counties 66-68 that is well documented and of exceptional importance or quality will be considered for acquisition. Passive collecting will aim to fill any gaps in the current collections or duplicates if the criteria outlined above are met.

16.1.2 Bryophytes

Bryophyte material will be collected passively. Collecting will concentrate on material from Vice-Counties 66-68.

16.1.3 Algae

The Museum is in possession of a number of important herbaria of marine algae. Suitable material will be collected passively.

16.1.4 Lichens

Suitable lichen material from Vice-Counties 66-68 will be collected passively, to be complemented by the passive collecting of well-documented material from the rest of the British Isles.

16.1.5 Fungi

Suitable fungal material from Vice-Counties 66-68 will be collected passively.

16.1.6 Entomology

Well-documented insect collections of good quality specimens from Vice-Counties 66-68 will be collected passively. Passive collecting from the rest of the British Isles or foreign or tropical butterflies will only be considered where well-documented collections of exceptional significance are involved.

16.1.7 Malacology

Well documented shell collections of good quality specimens from Vice-Counties 66-68 will be collected passively. Passive collecting from the rest of the British Isles or tropical marine shells will only be considered where well-documented collections of exceptional significance are involved.

16.1.8 Other Invertebrates

Well-documented collections of good quality specimens from Vice-Counties 66-68 will be collected passively. Passive collecting from the rest of the British Isles or foreign or tropical specimens will only be considered where well-documented collections of exceptional significance are involved.

16.1.9 Fish

Well-documented collections of good quality specimens from Vice-Counties 66-68 and the North Sea will be collected passively. Passive collecting from the rest of the British Isles or foreign or tropical specimens will only be considered where well-documented collections of exceptional significance are involved.

16.1.10 Amphibia and Reptiles

Well-documented collections of good quality specimens from Vice-Counties 66-68 will be collected passively. Passive collecting from the rest of the British Isles or of foreign or tropical specimens will only be considered where well-documented collections of exceptional significance are involved.

16.1.11 Birds

Well-documented collections of good quality specimens from Vice-Counties 66-68 will be collected passively. Passive collecting from the rest of the British Isles or foreign or tropical specimens will only be considered where well-documented collections of exceptional significance are involved.

Because of legal constraints and conservation considerations, birds nests and eggs will not be acquired, unless as part of a scientifically important, well documented and legally assembled collection or where they have been confiscated by the authorities and a licence to acquire them has been granted through DEFRA.

16.1.12 Mammals

Well-documented collections of good quality specimens from Vice-Counties 66-68 and the North Sea will be collected passively. Passive collecting from the rest of the British Isles or foreign or tropical specimens will only be considered where well-documented collections of exceptional significance are involved.

16.1.13 Palaeontology

The Museum holds internationally important collections of fossils. These include a large number of type and figured specimens. Material from the collecting area covering all the represented stratigraphic systems will continue to be acquired through both active and passive collecting. Specimens representing Carboniferous and Permian palaeoflora and palaeofauna are of particular importance.

16.1.14 Petrology

There is a large, but unrepresentative collection of rocks, mainly from United Kingdom locations. Specimens representing the lithologies of the main collecting area will be actively collected with the aim of establishing a comprehensive stratigraphic and lithological record of this region's geology, including coals.

16.1.15 Mineralogy

Representative minerals from the main collecting area will be collected. Due regard will be taken of the collecting activities of other Museums who also collect throughout the North Pennine Orefield.

17. World Cultures

Active collecting will be restricted to acquiring objects for display, or to support exhibitions or learning and community programmes. In accordance with the criteria above, consideration will be given to material from all geographical areas. There will be a presumption against building the collection further, except where historic collections of value to local communities may be acquired as part of cultural diversity work.

The Gallery holds a distinct collection, and World Cultures more broadly, is considered a closed collection with no add further to the current holdings.

18. Social History

The GNM has a very small collection of social history. With the exception of items that are related to important naturalists, antiquaries, local artists and collectors, or similar, no further collecting of social history material will take place.

19. Art

The Gallery may respond to favourable opportunities to acquire exceptional works which would develop the modern and contemporary collection. These opportunities will take into account lack of available budget and the need for strategic partners support, for example from the Art Fund and Contemporary Art Society.

The display and use of new acquisitions will form part of the development process in acquiring new works for the collection. Priority areas are articulated below:

- Exceptional examples that have particular relevance to the University or existing collections
- Late 19th to 21st century contemporary printmaking
- The geographical collecting area is primarily Britain. In exceptional circumstances, international art, primarily either printmaking or work that relates to Kurt Schwitters, might also be considered

20. Archaeology

20.1 British Archaeology

The GNM will accept British Archaeological material from its geographical and chronological areas of interest as excavated or made available through chance finds or from established collections. Purchases will be confined to items of Treasure as defined by the Treasures Act, 1996.

20.2 Models

The GNM will add to its collection of archaeological models by purchase, donation or in-house construction models of sufficiently high quality to fill gaps in its display and to develop its range of educational aids.

20.3 Greek (Shefton) Collection

Material from the Greek and Roman world will only be collected by donation if the criteria laid down in section 8 can be met. There is no expectation that such material will be purchased.

20.4 Foreign material

The GNM will only acquire foreign (? Non-British) archaeological material by donation from countries and cultures that are already represented in the collections and if the criteria laid down in section 8 can be met. There is no expectation that such material will be purchased.

21. Archives

The Archives held by the GNM are extremely important and contain a large, and expanding, collection of original manuscript and pictorial material relating to collections, collectors and themes represented in the Museum, to the natural history and environment of the region, the archaeology of the region and elsewhere, and to the collecting areas from which, for instance, the World Cultures collections were acquired.

Where possible these collections will be expanded. When considering the acquisition of archives, consideration must be given to their relevance to the Museum, its mission and its collections. Due consideration should be given to the suitability and requirements of other local repositories e.g. Tyne & Wear Archives & Museums, County Durham Records Office, Northumberland Record Office.

Reference works relating to the collections will continue to be acquired and made available to both Museum staff and bone fide researchers. As the GNM holds and intends to acquire archives, including photographs and printed ephemera, its

governing body will be guided by The Code of Practice on Archives for Museums in the United Kingdom (2002).

Appendix B: Supporting Documents

Page	Document name	URL
3	Ionising Radiation Regulations 1999 (IRR99)	http://www.opsi.gov.uk/si/si1999/19993232.htm
5	Combating Illicit Trade	http://www.culture.gov.uk/images/publications/Combating_Illicit_Trade05.pdf
5	GNM Human Remains Policy 2016	G:\Corporate Policies\Acquisition and Disposal Policies\GNM Human remains policy FINAL.docx
5	Guidance for the Care of Human Remains in Museums	http://www.culture.gov.uk/images/publications/GuidanceHumanRemains11Oct.pdf
6	Spoilation of Works of Art during the Nazi, Holocaust and World War II period	http://www.museum-security.org/restitution.pdf
6	Code of Practice on Archives for Museums and Galleries in the United Kingdom	http://www.archivesandmuseums.org.uk/scam/code.pdf
8	TWAM Documentation Policy 2016	TO ADD
16	Treasure Act 1996	http://www.opsi.gov.uk/Acts/acts1996/ukpga_19960024_en_1