

# **Collections Development Policy**



**Name of museum: *Glenside Hospital Museum***

**Name of governing body: *Friends of Glenside Hospital Museum***

**Date on which this policy was approved by governing body: 10/03/2016**

**Policy review procedure: The collections development policy will be published and reviewed at least once every five years.**

**Date at which this policy is due for review: 10/03/2021**

***Arts Council England* will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.**

**1. Relationship to other relevant policies/plans of the organisation:**

**1.1. The museum's statement of purpose is:**

We aim to inform, educate and de-stigmatise mental illness and learning difficulties by using our collections from the Bristol Lunatic Asylum (1861-1994) and the Stoke Park Colony of Hospitals for people with learning disabilities (1909 to 2000). The museum's collection is conserved and developed to provide a stimulating educational environment and an insight into the help and care for people experiencing mental health problems.

Learning is the core purpose of our organisation, which is an educational community resource. We are determined to change negative attitudes and prejudice about mental illness and to speak out, as silence is the cause of stigma. The museum supports people's understanding of mental illness and incapacity through the history of mental health care.

**1.2. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.**

**1.3. By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.**

**1.4. Acquisitions outside the current stated policy will only be made in exceptional circumstances.**

**1.5. 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 primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.**

- 1.6. 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.**
- 1.7 In exceptional cases, disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below will be followed. In cases where disposal is motivated by financial reasons, the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:**
- **The disposal will significantly improve the long-term public benefit derived from the remaining collection**
  - **The disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit)**
  - **The disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored**
  - **Extensive prior consultation with sector bodies has been undertaken**
  - **The item under consideration lies outside the museum's established core collection.**

## **2. History of the collections**

The collection was founded by Dr Early, Dennis Griffiths and Gwyn Birt in 1984 and housed on the balcony in the dining room of Glenside Psychiatric Hospital. In 1992 the collection moved to the church on the grounds of the hospital. The collection was extended by Peter Carpenter and John Pimm to include medical and other artefacts from the Stoke Park Colony which broadened the focus to incorporate the learning difficulties hospitals.

## **3. An overview of current collections**

Currently the artefacts are being accessioned by the Cataloguing Team. Some 1000 objects have been identified, photographed and put on the database. It is estimated that another 1000 artefacts are to be accessioned. Currently the archive collection is being put on a database starting with the First World War Collection funded by the Esmee Fairbairn Collections Fund, also being placed on the database is the collection of medical books.

Our collection is important as 1 in 4 people are affected by mental health issues at some point in their life; the history of the care of mental health is important. The collection is also unique, not only in terms of its condition, but also its age (some parts of the collection span back 150 years). As well as the history of mental health the museum also displays unique insights into the care of mental health patients. Drawings done by Denis Reed give a unique and important insight into what the wards were like. GHM has a collection of 80 Denis Reed Drawings which illustrate life in a late 1950s – 1960s mental health hospital. This important record depicts scenes which could never be photographed.

As well as the physical history of mental health, the museum is also actively seeking to collate the experiences of those who have a story to tell. GHM has collected 50 oral histories from staff and ex patients of Glenside Hospital. These insights describe what they experienced.

GHM's collection contains:

- World War 1 collection of post cards and artefacts.
- A large ECT collection (with some of the collection coming from the Burden Neurological Institute)
- A range of artefacts and papers from the late 1800s when county asylums and houses for the care of people with learning difficulties were first formed, to the late 1990s when they were closed down
- The collection includes Victorian and a 1950s strait jacket
- Nurses' uniforms
- Mannequins
- Artefacts from the non-medical working life of the museum, which gives an insight into the working of a mental health hospital, including a fuel pump, laundry items and a clocking in and out machine
- An extensive photograph collection of black and white photographs of the hospital at various stages of its history
- Blue prints of the hospital buildings
- Dioramas which set an atmosphere for discussion for the visitors to the museum.

The museum is in the process of building a handling collection out of artefacts and papers that are either all or some of the following:

- Robust
- More than one of item or duplicate
- Symbolic of the story e.g. keys and coins.

#### **4. Themes and priorities for future collecting**

Currently preserving, maintaining and developing the visitor experience has priority when allocating resources. The collection is developed through accepting donations that will add and enhance our current statement of purpose and or are a response to a specific project and/or theme such as Beaufort War Hospital where members of the public donated items they had relating to the hospital during the First World War (one autograph book, one bible, one postcard) and entertainment programme.

Donations are accepted on the basis of an 'unconditional gift' to the museum which is an independent unincorporated charity. We do accept items on loan for specific purposes, we rarely purchase items. Items are not insured but every effort is made to conserve and protect the collection in the long term.

A proposed theme to develop our collection in the future will be the Stoke Park project where we would call for oral histories, artefacts and documents to develop the story of hospitals caring for learning difficulties.

Denis Reed exhibition call for more material to add to our collection and document his work.

## **5. Themes and priorities for rationalisation and disposal**

**5.1 The museum does not intend to dispose of collections during the period covered by this policy.**

## **6. Legal and ethical framework for acquisition and disposal of items**

**6.1 The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.**

## **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, in order to avoid unnecessary duplication and waste of resources.**

**7.2 Specific reference is made to the following museum(s)/organisation(s):**

Wakefield Mental Health Museum, Bethlam Museum of the Mind, the Science Museum and the Wellcome Trust.

## **8 Archival holdings**

Our museum serves several communities:

- Geographical i.e. local Bristol story of mental health treatment illustrating national and international developments,
- Education of mental health and other practitioners, researchers and historians
- Supporting people mental illness health or learning difficulties with historical information

Different elements of our community attract different priorities, types and levels of service.

Our archives contain papers which are collected and preserved because of their contribution to the story of mental health and learning difficulties care.

Our collection is for the most part un-archived and we seek funding to support the sorting, cataloguing and digitisation of our papers. Size: circa 5000

The material which has been archived and digitised is accessible by appointment to researchers and the general public. We have 20 – 25 researchers a year who are supported by volunteers to access the material they seek from our archives.

Digital records are being developed as a part of our Digital Engagement Plan on specific parts of our collection. Currently Beaufort War Hospital.

Currently we are seeking funding to support volunteers to dedicate a fixed period of time to sort, compile database records, scan, put into accessible, secure safe storage until the task is completed.

## 9 Acquisition

### **Acquisition Policy:**

Storage facilities are limited but donations of items relating to the history of mental health or learning difficulties are welcome particularly if they are part of the Bristol story. Or are significant to the story of Glenside Hospital and Stoke Park Colony buildings. Providing they are in reasonable condition and not already in the museum's collection.

Glenside Hospital Museum collects:

- Artefacts and images relating to mental health training and treatment
- Memories either oral or written on the social history of Glenside Hospital and Stoke Park Colony
- Papers relating to mental health developments and records
- Any artefact, image or paper digital or actual relating to Beaufort War Hospital
- Research papers that support the understanding of the museums purpose

Donations are accepted on the basis of an 'unconditional gift' to the museum which is an independent charity and Company Limited by Guarantee. We do accept items on loan for specific purposes, we rarely purchase items. Items are not insured but every effort is made to conserve and protect the collection in the long term.

**9.1 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).**

**9.2 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 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

**10.1 As the museum holds remains from over 100 years ago it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.**

## **10 Biological and geological material**

**10.1 The museum will not acquire any biological or geological material.**

## **11 Archaeological material**

**11.1 The museum will not acquire any archaeological material.**

## **12 Exceptions**

**13.1 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.**

## **13 Spoliation**

**14.1 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.**

## **14 The Repatriation and Restitution of objects and human remains**

**15.1 The museum’s governing body, acting on the advice of the museum’s professional staff, if any, 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. The museum 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 16.1-5 will be followed but the remaining procedures are not appropriate.**

*(Museums in Scotland should replace the wording (“Guidance for the care of human remains in museums” issued by DCMS in 2005) with (“Guidance for the Care of Human Remains in Scottish Museums” issued by MGS in 2011)*

*For all human remains in England, Wales and Northern Ireland:*

- 15.2 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'.**
- 15.2 The exception to this is that as, in accordance with the procedures of the Anatomy Act (1984) as amended by the Human Tissue (Scotland) Act (2006), the proper disposal of human remains in the Anatomy collection donated under the Anatomy Act is the legal duty of the Licensed Teacher of Anatomy. In exceptional circumstances the Licensed Teacher may be required to dispose of human remains and to have sole responsibility for the decision. The governing body will be informed of the decision and a clearly documented audit trail will be maintained.**

## **15 Disposal procedures**

- 16.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.**
- 16.2 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.**
- 16.3 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.**
- 16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort - destruction.**
- 16.5 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.**
- 16.6 A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.**



- 16.7** 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.
- 16.8** 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).
- 16.9** 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. 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.
- 16.10** Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed 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. 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.
- 16.11** 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.
- 16.12** 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.

### *Disposal by exchange*

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

- 16.13.1** In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 16.1-5 will apply.
- 16.13.2** If the exchange is proposed to be made 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.
- 16.13.3** If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, the museum will place a notice on the MA's Find an Object web listing service, or make an announcement in the Museums Association's Museums Journal or in other specialist publications and websites.
- 16.13.4** Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's 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, the governing body must consider the comments before a final decision on the exchange is made.

***Disposal by destruction***

- 16.14** If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15** 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.
- 16.16** 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.
- 16.17** 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.
- 16.18** The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.