



Littlehampton Museum – Collections Development Policy

Date	September 2019
Policy Maker	Charlotte Burford, Museum Project Manager and Curator
Governing Body	Littlehampton Town Council
Responsibility	Community Resources Committee
Resolution Number	22.4.2
Review Cycle	To be reviewed every 5 years.

Date on which this policy was approved by governing body:

5 September 2019

Date at which this policy is due for review:

1 January 2021 – Following the completion of our Collections Documentation Project

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:

Littlehampton Museum is a cultural service provided by Littlehampton Town council to promote the history and culture of Littlehampton.

The Museum will collect, conserve and interpret its collections, providing appropriate access and care according to professional museum standards. The Museum will seek to engage a wide audience through a varied programme of events, exhibitions, outreach and online engagement.

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 The Museum will not undertake disposal motivated principally by financial reasons.

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History of the collections

The Museum's collection was started prior to its founding in 1928 with items collected by members of the Littlehampton Natural Science and Archaeological Society. This included elements of social history, geology, natural sciences and local archaeology. A large number of private loans were also accepted.

Once the Museum was founded, the society sponsored a dig at the site of the nearby Angmering Roman Villa, which lasted from 1936 to 1939, stopping for the outbreak of the Second World War. The finds and archive were deposited at the Museum. Meanwhile, once the war had started, many of the loan items were returned.

The Collections continued to grow, until the Museum had outgrown its site at the Library by the 1960s. This led to the then curator choosing to dispose of several items within the collection without due care and diligence, via auction, including several items which the Museum did not formally own.

After this, the Museum moved to new premises at 12a River Road and continued to collect relevant local items across a broad spectrum of areas. This included a collection of letters and notes which were bequeathed from Jack Thompson, a local historian in the late 1980s.

In 1991, the Museum moved to its present location at the Manor House, enabling it to continue to expand its collections. This includes a number of significant donations from members of the local community, including an Anglo-Saxon Hanging Bowl Mount from a local metal detectorist.

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An overview of current collections

The Littlehampton Museum Collection is made up of approximately 30,000 – 35,000 accessioned items. (N.B. Previous versions of this policy have included a breakdown of individual items by collection area. As a result of the Collections Documentation Project, many of these numbers have been found to be woefully incorrect, so this update has removed them.)

The Museum has historically collected from a wide geographical area close to Littlehampton.

The collecting district has been refined in recent years to account for local museums in Rustington and Arundel. As of August 2019, the collecting area includes:

- Littlehampton
- Angmering
- Barnham
- Climping
- Eastergate.
- Felpham
- Ford
- Lyminster
- Middleton-on-Sea
- Poling
- Walberton
- Yapton

The Littlehampton Museum collections consist of the following materials:

- 3.1 Archaeology
- 3.2 Fine Art
- 3.3 Ephemera (paper-based documents)
- 3.4 Social History
- 3.5 Photographic
- 3.6 Numismatics (coins)
- 3.7 Geology
- 3.8 Entomology and Natural History
- 3.9 Costume
- 3.10 The Williams camera collection (long term loan)
- 3.11 Educational/Handling Materials
- 3.12 Reference Library Books

3.1 Archaeology

3.1.1 The archaeological collections are a mixture of Bronze Age, Iron Age, Romano-British, Medieval and post-Medieval archaeology. They are largely ceramic and other associated finds.

3.1.2 Important collections include the Clymping Hoard (88 silver denarii), as well as two gold Clymping type staters and an Anglo-Saxon Bowl Mount.

3.1.3 Larger collections include finds from digs at Angmering Roman Villa, Littlehampton and Rustington by passes and several houses in the town.

3.1.4 The archaeology collection is displayed as part of the permanent

display in several cases, with smaller groups of items featuring as part of the regular temporary exhibitions programme.

3.1.5 Littlehampton has an Archaeological Deposition Policy, approved in 2018, which outlines the Museum's guidelines for new archaeological acquisitions.

3.2 Fine Art

3.2.1 The collection consists of drawings, watercolours and oil paintings, framed and unframed. The vast majority are works from the 19th and 20th Century, which feature views of Littlehampton and the surrounding area.

3.2.2 The collection forms an important part of the museum's temporary exhibition programme, with a large number of previous exhibitions focusing upon different artists and periods.

3.2.3 There are several highlights within the Fine Art collection, which include a recently rediscovered George Smart piece. This was restored and reframed in 2017.

3.3 Ephemera

3.3.1. This collection is the largest within the museum, and contains a wide variety of letters, catalogues, newspapers, manuscripts, and other paper-based materials.

3.3.2 The vast majority of the collection has some connection to Littlehampton, including a collection of correspondence from George Butt, a local businessman dating from the early 20th Century. There are also numerous auction catalogues which provide a history of the housing within the town, and a collection of hand drawn posters for local events including amateur dramatic plays.

3.3.3 The newspaper collection includes a largely complete collection of the Littlehampton Gazette, which was acquired from the West Sussex Record Office in 2014. It also includes newspaper cuttings donated from the Evening Argus, which all have links to Littlehampton.

3.3.4 There is a small of collection of maps of Littlehampton and the surrounding area.

3.3.5 The Ephemera collection is widely used in many museum activities from exhibitions to public enquiries, largely due to the vast amounts of information held within.

3.4 Social History

3.4.1 The Social History collections are composed of a variety of items which link to the history and community life of Littlehampton, from trophies celebrating local societies to items relating to the history of Littlehampton as a seaside and maritime town.

3.4.2 The Social History collection also functions as a catchall for a number of other smaller collections, such as the Fletcher Collection of small model boats, some of which have little or no connection to Littlehampton.

3.4.3 Many of the permanent displays include Social History items, which are also regularly used in temporary displays across the museum.

3.5 Photographic

3.5.1 The Photographic collection consists of photographic prints with some of their negatives and photographic slides relating to the town and surrounding area.

3.5.2 Many of these photographs feature scenes from Littlehampton on them and as a result, are popular both with public enquiries and with the Museum's online engagement.

3.6 Numismatics

3.6.1 The numismatics collection is made up of a number of coins ranging from the Iron Age to present day. Much of this collection consists of 19th/20th Century coins.

3.6.2 The collection also holds a variety of medals, both military and civilian related to Littlehampton families.

3.6.3 A small number of the medals are on permanent display, but there is little engagement with the coin collection presently.

3.7 Geology

3.7.1 The Geology collections consist of minerals, rocks and fossils. It is divided into a number of smaller collections which focus upon their original collector.

3.7.2 The largest individual collection is the Page Collection, which consists of a wide variety of specimens

3.7.3 The section of the geology collection which is not part of the Page Collection was classified by Simon Timberlake, a travelling Geology Curator in

1991/1992.

3.7.4 The geology and fossils have two permanent display cabinets in the galleries. They have also featured as part of a recent exhibition with the West Sussex Geological Society in 2017.

3.8 Entomology and Natural History

3.8.1 The Museum has a small collection of both Entomology and Natural History specimens.

3.8.2 The entomology collection largely consists of butterflies and moths, which are stored in two display cabinets in storage. A recent “Places of Science” Grant from the Royal Society has been acquired to help both ensure that they are correctly documented and develop the use of these collections within the museum’s engagement programmes.

3.8.3 The Natural History collections consist of both taxidermy and seashell collections, alongside a small number of other items such as leaves and dried nuts.

3.8.4 Both collections are used in temporary displays, with the Natural History collection forming an important part of the “Cabinet of Curiosities” in the museum.

3.9 Costume

3.9.1 The collection consists of a variety of uniforms relating to Littlehampton from local businesses, military uniforms and local schools. The collection also contains a selection of Victorian and Edwardian domestic clothing.

3.9.2 The Costume collection is used in both the permanent and temporary displays.

3.10 The Williams Collection (Historical Loan)

3.10.1 The Williams collection refers to a historic loan of cameras made to the Museum. The return or disposal of this loan is being worked on as part of the wider Collections Documentation Project.

3.10.2 The loan was previously displayed in a gallery before being placed into storage as part of a gallery redisplay.

3.11 Education/Handling Materials

3.11.1 The Museum holds a collection of accessioned items with little or no Littlehampton associations which are used as an educational and handling collection

3.11.2 The collection forms part of the Museum's collection of loan boxes which are used by local schoolchildren as part of their studies.

3.12 Reference Library Books

3.12.1 The Museum holds a number of books and publications which relate to Littlehampton's Local History, areas covered by the collection (such as archaeology) and general British social history.

3.12.2 The local history publications are used as part of the exhibition design phase and as part of answering public enquiries. The other books are seldom used.

4

Themes and priorities for future collecting

The Museum will continue to collect in a number of areas over the time period covered by this policy.

- 4.1 Archaeology
- 4.2 Fine Art
- 4.3 Ephemera (Documents)
- 4.4 Social History
- 4.5 Photographic
- 4.6 Numismatics (coins)
- 4.7 Geology
- 4.8 Entomology and Natural History
- 4.9 Costume
- 4.10 Educational/Handling Materials
- 4.11 Reference Library Books

4.1 Archaeology

4.1.1 The Museum uses an Archaeological Deposition Policy when contacted by Archaeological Units. This helps explain the sites where the museum will accept collections from.

4.1.2 By and large, the Deposition Policy follows the Museum's current collecting area, except for sites where the museum currently already has finds from, and where acquiring items will maintain the completeness of the site.

4.1.3 The Museum will continue to consider one off items which may have been declared as treasure from the Portable Antiquities Scheme. If approximate, external grant funding will be sought.

4.1.4 The Museum will not generally accept one off finds from members of the

public. In cases where this happens, the finder will be referred to the Finds Liaison Officer as part of the Portable Antiquities Scheme. The Museum will then consider whether to acquire them following this process.

4.2 Fine Art

4.2.1 The Museum will continue to collect relevant pieces to the collection, providing that they are in keeping with the collecting area, and that it is felt that suitable care and conservation standards can be maintained, particularly with framed items.

4.3 Ephemera

4.3.1 The Museum will continue to collect ephemera items which relate to the history of Littlehampton and the surrounding area, particularly with focus towards aspects which are less represented within these collections.

4.3.2 With regards to large scale donations of Ephemera collections, the Museum will consider whether it is the best repository when deciding whether to acquire them. To this end, it will consider the collecting policies of the West Sussex Record Office to see if would be better suited as a repository.

4.4 Social History

4.4.1 The Museum will continue to collect social history items which relate to the history of Littlehampton and the surrounding area. These will include items associated with local businesses, domestic life and all other aspects of local history.

4.4.2 Due to limited storage space, the Museum will pay particular attention to the acquisition of large items. Where possible, a suitable purpose will be identified for them during the acquisition stage (i.e. display, research) and this will be used to inform any decision making.

4.4.3 In some circumstances, the Museum will collect items with limited connections to Littlehampton if they will help enhance information or explain the use of items already within the collections.

4.5 Photographic Collections

4.5.1 The Museum will continue to collect photographs and other visual media which relate to the history of Littlehampton and the surrounding area. It will ensure that it retains the capacity to fully utilise this collection by maintaining any associated equipment (projectors etc) as required.

4.5.2 The Museum will acquire digital born media as part of its collections. It will ensure suitable backup precautions are taken to ensure the longevity of all digital media.

4.6 Numismatics

4.6.1 The Museum will collect finds of historic coins found in the Littlehampton area which, where relevant, have been obtained through responsible archaeological deposition procedures.

4.6.2 The Museum will collect medals relating to both the military and social history of the Littlehampton area. Due to the sensitive nature of these items, the Museum will make sure that consideration is taken to ensure that donor is legally able to transfer the item's title to the organisation.

4.7 Geology

4.7.1 Except in exceptional circumstances, the Museum will not collect any geological specimens.

4.7.2 Exceptional circumstances include:

- The item having a strong Littlehampton connection
- The item would enhance information held about existing sections of the collection
- The item is part of a collection already held at the Museum

4.8 Entomology and Natural History

4.8.1 Except in exceptional circumstances, the Museum will not collect any Entomological or Natural History specimens.

4.8.2 Exceptional circumstances include:

- The item having a strong Littlehampton connection
- The item would enhance information held about existing sections of the collection
- The item is part of a collection already held at the Museum

4.9 Costume

4.9.1 The Museum will collect costume items which relate to the history of Littlehampton, with focus on underrepresented areas of the collection

4.9.2 Due to the space requirements for storing these collections, attention will be paid to ensure that suitable care and conservation standards can be maintained.

4.10 Educational/Handling Material

4.10.1 The Museum will continue to collect suitable materials for its Education and Handling Collections, focusing upon enhancing existing loan boxes (or in

exceptional circumstances, if a new loan box is created)

4.11 Reference Library Books

4.11.1 Except in exceptional circumstances, or if it relates to Littlehampton's history, the Museum will not collect any Reference Library books.

4.11.2 Exceptional circumstances include:

- The item having a strong Littlehampton connection
- The item would enhance information held about existing sections of the collection
- The item is part of a collection already held at the Museum

Themes and priorities for rationalisation and disposal

- 5.1** The Museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.
- 5.2** The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.
- 5.3** Objects from the collections will be considered for disposal on a case by case basis and whether the item comes under the following criteria:
- Poor condition
 - Duplicates exist
 - Falls outside the collecting district
 - Falls outside the Collections Development Policy
 - Public benefit better served by transfer to another organisation
- 5.4** For the period covered by this policy, the main areas of focus for collections rationalisation are the Reference Library Collection, and sections of the Archaeological Collections.
- 5.5** The Reference Library collection largely consists of items which fall outside of this Collections Development Policy and provide limited benefit to the public due to technological advances in the consumption of information.
- 5.6** The Archaeological Collections contain several items which would provide better public benefit if held by other local museums. For example, they include finds from sites outside of the collecting area.
- 5.7** The Museum will also undertake disposal outside of

these collection areas for legal, safety or care and conservation reasons, such as spoliation, radiation, infestation or repatriation.

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 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 museums:

- The Novium Museum (Chichester)
- Worthing Museum and Art Gallery
- Arundel Museum
- Rustington Museum
- Bognor Museum
- Horsham Museum
- West Sussex Record Office

8

Archival holdings

8.1 The Museum intends to continue to expand its archival holdings (referenced earlier as Ephemera and Photographic collections), ensuring that they reflect the history of the local area.

8.2 Therefore, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

Acquisition

9.1 The policy for agreeing acquisitions is:

As a result of the recent Museum Working Group (2018), it was agreed that the Community Resources Committee, which acts as the Museum's Governing Body would take a direct role in agreeing to acquire new collection items.

When potential donors enquire at the Museum, they are invited to complete a "Potential Acquisitions Form" which enables the Museum to collect the relevant information concerning the potential acquisition without entering into any legal agreement, such as a transfer of title. Where possible, donors are encouraged to retain their items until the committee have made their decision.

The information provided is used by the Curator, along with the relevant parts of the Collections Development Policy, as part of the reporting cycle for the Community Resources Committee. At each meeting, the Committee make decisions based on the Curator's report whether to formally acquire items.

Once a decision is made, the Curator or a nominated member of staff will ensure that the donor is notified and the transfer of title form is completed to formally complete the acquisition process.

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 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 or intends to acquire human remains under 100 years old, it will obtain the necessary licence under the Human Tissue Act 2004 and any subordinate legislation from time to time in force.
- 10.2** As the Museum holds or intends 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.

11

Biological and geological material

- 11.1** 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.

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

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.

14

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.

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.
- 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'.

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 other museums and 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 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 (if appropriate).
- 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

