

Acquisition & Disposal Policy Papplewick Pumping Station

The Papplewick Pumping Station Trust
Charity No. 1097618



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Policy approved: April 12th 2013

Date for policy review: April 1st 2016

Definition of terms:

- “The Museum” is Papplewick Pumping Station.
- “The Trust” is the Papplewick Pumping Station Trust.
- “The Association” is the Papplewick Association (volunteers).
- “The Staff” is the Papplewick Pumping Station employees.
- “The Collection” is the items acquired by purchase, donation or deposit which are held in perpetuity or those items held pending formal adoption and documentation, subject always to the terms of this Acquisition and Disposal Policy.
- “Museum object” is any individual item from The Collection. An item subsumes museum objects and associated documentation. The Director is currently the person appointed by the Trust as Curator and will advise it on the operation and development of the Station in accordance with recognised professional standards. This person will hold relevant qualifications and/or substantial relevant experience as may be determined to be acceptable by the Trust and ACE.

1. Existing collections, including subjects and themes for collecting:

The core collection is fundamentally the Pumping Station itself, built between 1882-1885 by Marriott Ogle Tarbotton of the Nottingham Corporation Water Works (NCWW), and associated buildings and steam plant. The site is regarded as one of the finest surviving and operational Victorian waterworks in the country, if not the World. In total the site comprises the Engine House, containing two 1884 James Watt & Co Beam Engines with Patent Parallel Motion linkage, the Boiler House with six Lancashire boilers, the main chimney, the Stables, the Cooling pond, and the 1879 underground Reservoir. The museum’s accessioned collection comprises some 600 objects. As well as the Beam Engines and Boilers, they include furniture, fittings, documents, engineering tools and equipment dating from the establishment of the Station

to the end of its operational life in steam. A second group of objects, including other steam engines, explores wider themes that relate to the demonstration of the operation of power plant, steam operated water pumping stations and the necessity of fresh water in general.

2. Criteria governing future collecting policy, including the subjects or themes for collecting:

Steam power (specific to water pumping),
Water Pumping Stations,
Nottingham Corporation Waterworks, archive & ephemera,
Social & human aspects of the water pumping station

The museum may acquire artefacts appertaining to a steam driven water pumping station and water supply in general in order to demonstrate the architectural, technical, economic and social context of Papplewick Pumping Station.

The museum, after due consideration by the Trustees and curatorial staff, will cease to acquire further examples of miscellaneous power plant from Nottingham and area unless there is an overwhelming justification for its acquisition and has relevance to the further interpretation of the Pumping Station within the period of time the collection relates [*see section 7 for further clarification*].

3. Period of time and/or geographical area to which collecting relates:

1881 – 1969*, Nottingham, Nottinghamshire.

* The collecting period will extend up to 1971 in certain circumstances in view of the pumping station's retention as a standby facility whilst teething problem were solved with the electric submersible pumps which superseded the original steam plant.

4. Limitations on collecting:

The museum recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet with the requirements of the Accreditation Standard.

Objects and power plant, steam driven or otherwise, that are inappropriate, irrelevant or incompatible with the historical context, nature and site of the Pumping Station will not be acquired into the collection. This extends to large objects that may have relevance to the pumping station and its historical context but have no realistic prospect of being restored for exhibition or demonstration purposes.

The museum will also take into account limitations on collecting imposed by such factors as inadequate or inappropriately qualified staffing, storage and care of collection arrangements.

5. Collecting policies of other Museums:

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

Specific reference is made to the following museums:

- The Claymills Pumping Engine Trust, Staffs
- Mill Meece Pumping Station, Staffs
- Abbey Pumping Station, Leicester

6. Policy review procedure:

This Acquisition and Disposal Policy will be reviewed at least once every five years. The date when the policy is scheduled for its next review is April 1st 2015.

The East Midlands Museum Service (EMMS) and Arts Council England (ACE) will be notified of any changes to this Acquisition and Disposal Policy and the implications of any such changes for the future of existing collections.

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 museum 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 and responsible officer is satisfied that the museum can acquire a valid title to the item in question. Individuals acting alone cannot acquire and/or accession items into the collection. All potential collection items must have approval from the governing body first.

b) In particular, 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).

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 1st 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by DCMS in 2005.

d) The museum will not normally acquire any biological or geological material except insofar as they may illustrate the process of water gathering and water bearing strata. Notwithstanding this very limited aspect of collection policy it is confirmed that: 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.

e) The museum will not acquire any archaeological material.

f) Any exceptions to the above clauses 8a, 8b, 8c, or 8e will only be because the museum 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 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.

g) The museum does not hold or intend to acquire human remains.

9. Spoliation:

The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

10. Repatriation & Restitution:

Not applicable.

11. Management of archives:

As the museum holds archives, including photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd ed., 2002). The majority of the paper archive is currently stored at the University of Nottingham Manuscripts & Special Collections library and any future archive items currently still stored at the museum will, with the governing body's approval, be deposited here too.

12. Disposal procedures:

Preliminaries

- a)** The Trust will ensure that the disposal process is carried out openly and with transparency.
- b)** By definition, the museum has a long-term purpose and holds collections in trust for society in relation to its stated objectives. The Trust 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 museum will establish that it is legally free to dispose of an item. Any decision to dispose of material from the collections will be taken only after due consideration.
- d)** 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.

Motivation for disposal and method of disposal

- e)** When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 13g – 13s will be followed and the method of disposal may be by gift, sale or exchange.
- f)** The museum will not undertake disposal motivated principally by financial reasons.

The disposal decision-making process

- g)** Any monies received by the museum governing body from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions but in exceptional cases improvements relating to the care of collections may be justifiable. Advice on these cases will be sought from ACE.

Responsibility for disposal decision-making

h) 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 & safety), will be the responsibility of the Trustees of the museum acting on the advice of professional curatorial staff, if any, and not of the curator of the collection or an individual trustee acting alone.

Use of proceeds of sale

i) Any monies received by the museum governing body from the disposal of items will be applied 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 ACE.

j) 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

k) 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.

l) If the material is not acquired by any Accredited Museums to which it was offered as a gift or 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 professional journals where appropriate.

m) The announcement relating to the gift or sale will indicate the number and nature of 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.

Disposal by exchange

n) The museum will not dispose of items by exchange.

Documenting disposal

o) 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.

Signed:



Geoffrey C Bond OBE DL, Chairman

Date: 12 – 04 – 2013