

**COLLECTIONS DEVELOPMENT POLICY
2015-2020**

**MUSEUM OF FARNHAM
FARNHAM MALTINGS ASSOCIATION LTD**

Date Created – 2015

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NAME OF ORGANISATION: Museum of Farnham
GOVERNING BODY: Farnham Maltings Association Ltd
OWNER OF COLLECTION: Waverley Borough Council

DATE APPROVED BY GOVERNING BODY: 2015

The collections development policy will be published and reviewed from time to time, at least once every five years.

DATE AT WHICH POLICY DUE FOR REVIEW: 2020

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.

1.1 RELATIONSHIP TO OTHER RELEVANT POLICIES/PLANS OF THE ORGANISATION:

1.2 *Museum Of Farnham Statement Of Purpose*

'We aim to tell the story of Farnham and its history to as wide an audience as possible by presenting and caring for the museum collection in imaginative and accessible ways.'

1.3 *Previous Policy Documents*

An Acquisition and Disposals Policy for the Museum of Farnham was approved by Waverley Borough Council Leisure Committee on 17 May 2005. This policy builds upon and expands on the previous policy, specifically providing more detail for acquisitions criteria for significance, and disposal procedures.

1.4 *Related Policy Documents*

This document forms part of the Museum's Collections Management Policy and Procedures Manual that includes statements of policy on related subjects such as Object Entry and Loan.

1.5 *Future Revisions*

This Policy will be reviewed in 2020 and at least once every five years thereafter.

1.6 *Dissemination And Consultation*

This policy will be deposited with the Museum Accreditation Scheme and will be available on the museum website (www.farnhammaltings.com/museum).

2.0 HISTORY OF THE COLLECTIONS

In 1961 the local town council was given the opportunity to purchase Willmer House for the purpose of founding a Museum. The early Museum displays had an eclectic mix of Folk Life, Local Geology and Prehistory, Fine Art and Period room displays.

The Museum's first Curator, Ashton Booth, and the Assistant Curator, Sidney Reeves, were instrumental in forming the Museum's core collections until their retirement in 1980. The early Museum records do not indicate that they followed any form of defined collecting remit, with artefacts acquired through donation and purchase and based principally on the artistic and historical interests of the curators. Nonetheless the collections gradually developed in the areas of Social History, Fine Art, Textiles, Archives and Archaeology.

It is likely that some of the earliest items in the collection came from local archaeological enthusiasts. From the late 19th century archaeologists recognised the importance of the area for its rich Palaeolithic remains. Early attempts at forming a town museum no doubt displayed many of these finds, and in 1941 the Surrey Archaeological Journal refers to 'The Farnham Prehistoric Museum'. What became of this museum is unknown but its existence demonstrates the high level of interest in collecting archaeological material in Farnham.

Two collectors of particular importance have impacted on the Museum's archaeology collections, W. F. Rankine and Major A. G. Wade. Rankine was a local archaeologist and teacher who discovered evidence of a Mesolithic habitation site near Farnham, and the only Neolithic Long Barrow in Surrey at Badshot Lea. His collection of flints makes up a significant proportion of the Museum's archaeology collections today. Major Wade carried out excavations in the 1930s and 40s in Alice Holt Forest and other sites in and around Farnham. Finds from his excavations also form significant parts of the archaeology collection today. In more recent years the archaeology collection has been added to primarily through the work of local archaeologist David Graham and members of the Surrey Archaeological Society.

For the first 15 years of the Museum the only method of recording deposits, whether acquisitions or loans, was to enter them in a large register. In about 1975 entries became sporadic and by 1979 a significant backlog of unaccessioned objects had accumulated. In 1979, a Job Creation Scheme was established to clear the large backlog of accessioning that had accumulated in all three museums in Waverley

Borough. At this point a form of rationalisation was conducted and some items in the collection considered not relevant were disposed of.

In 1992 the Museum underwent one final change in relation to its collections. The museum was rebranded as The Museum of Farnham and its collecting remit was narrowed specifically to material from or relating to the history of Farnham and its surrounding environs. This is now reflected in the criteria for significance in 4.4.

3.0 OVERVIEW OF CURRENT COLLECTIONS

The Museum holds roughly 20,000 individual objects in its collections. The basis of the Museum collection is social history material found in, produced in, or closely associated with, Farnham and its surrounding villages. These collections are divided broadly into the areas of Archaeology, Archives, Fine Art, Textiles and Social History.

Significant collections include the William Cobbett and John Henry Knight Archives including artefacts and papers relating to their life and works. William Cobbett, born in Farnham in 1763, was an important member of the reform movement in the early 19th century and instrumental in the early political changes brought about by the Great Reform Act of 1832. John Henry Knight was an inventor and photographer, and a pioneer behind one of the earliest petrol driven cars. In addition to papers detailing his inventions the Museum collection contains several of John Henry Knight's original glass negatives.

The Farnham Greenware collection, produced at Wrecclesham Pottery at the height of its popularity in the first quarter of the 20th century, is of wider than local significance in relation to the history of the national Arts and Crafts Movement.

Collections of regional significance include aspects of the Fine Art collection representing the work of artists associated with the town, and with Farnham School of Art (now the University of Creative Arts) since its foundation at the end of the 19th century. This collection also includes works of historic and topographical interest to the locality.

Collections of local significance include objects connected with Farnham industries, local archaeological material, works by Farnham artists and archive material relating to Farnham societies, clubs and businesses. The Museum's extensive collection of Roman pottery from Alice Holt documents the development of a large pottery industry, which in the 2nd and 3rd centuries AD had a customer base across the South East of England and London.

The architectural heritage of the town and its environs is represented by a substantial collection of drawings by the late 19th /early 20th century architect Harold Falkner, by an archive of photographs accumulated by architectural historian, Nigel Temple,

and by plans for new buildings and building alterations carried out on prominent Farnham properties at the turn of the 20th century.

The Museum also holds a good collection of costume and textiles including some notable examples of quilts and shawls, and female dress from the late 18th century to the present.

Collections are at the core of the Museum's programme of activities, exhibitions, school sessions within and outside the museum building and the school loan service. The Museum uses its collections to provide opportunities for life-long learning for Farnham people, visitors, researchers and enquirers from all over the world.

4.0 THEMES AND PRIORITIES FOR FUTURE COLLECTING

The Museum of Farnham's purpose is to tell the story of Farnham and its history to as wide an audience as possible. For this reason the Museum intends to continue to collect social history, fine art that has a strong local association with Farnham or its immediate vicinity. Special attention will be given to the display potential of artefacts, to their condition and to their size, in particular, as it impacts on display and storage space.

The Museum will also continue to collect archaeological evidence of human habitation from the locality. Local material excavated or collected by fieldwork or chance finds, subject to lawful ownership being established, will be considered for acquisition. Whenever possible full excavation archives will accompany the material and the Museum will work closely with the Surrey County Council Archaeology Unit, the Archaeology Curators Group and the Farnham and District Museum Society.

The Museum currently has limited storage capacity for future collections. Moratoriums on collecting in the archive and textile collections except in exceptional circumstances are listed in the acquisitions and disposals policy and these restrictions are still in place. Where items are being considered as exceptions to this policy the criteria in 4.4 will be applied. It is acknowledged that the Surrey Records Centre at Woking is the pre-eminent local repository for archives and the Museum of Farnham will only continue to collect archives of exceptional local interest in consultation with the Surrey Records Centre.

The Museum of Farnham no longer collects evidence of local geology but does maintain the existing collection as a teaching and study resource. Similarly, in recognition of Haslemere Museum's pre-eminent position as the natural history centre for the Borough, the Museum of Farnham will continue to hold a small collection of local fauna and flora but will not add to this material.

4.1 Criteria of the Significance of the Object

Within the collecting priorities of the Museum of Farnham, the Museum will apply the following selecting criteria:

The Museum will acquire objects that are significant:

1. To document Farnham and its surroundings and environment
2. To celebrate and respond to local people
3. To provide inspiration for learning and creativity

An object can only be acquired if it meets at least one of these criteria, and the majority must fulfil the first criterion.

4.2 Strategic / Wider Policy Context

This policy conforms to the requirements of the Museum Accreditation Scheme and the Museum Association Code of Ethics for Museums (2008), and Ethical Guidelines on Acquisition (2004) and Disposal Toolkit (2008).

4.3 Partnership Working

The Museum is open to exploring long-term partnerships with affiliated organisations having shared aims and interests, who may acquire works on the Museum's behalf and be able to exploit opportunities not traditionally open to a museum body. Such partnerships require written formal long-term agreements. The only example of this to date is the Museum's partnership with the Friends of Farnham Museum, now part of the Farnham and District Museum Society. The Friends of Farnham Museum were formed specifically to fundraise for the Museum of Farnham and has previously used these funds to purchase material which was then donated to the Museum collection.

4.4 Criteria for the Significance of the Object:

Four criteria will be used to judge significance of an object:

- Geographic Significance
- Cultural & Contemporary Significance
- Significance for Learning & Creativity
- Condition and aesthetic importance

The first of these is the main priority for the majority of acquisitions, but the Museum recognises the requirement to collect some items that are not directly related to the region in response to clearly identified needs and aspirations of local people.

4.4.1 Geographic Significance

The Museum's collection has an important role in providing a sense of place for people from Farnham and the surrounding area by acquiring objects that document the region's history and environment.

The Museum of Farnham is pre-eminently concerned with the human history of the locality and collecting relates to the period from prehistory to the present. The geographical area of collecting is defined by the Hampshire border and the Surrey villages immediately adjacent to the town.

Acquisition will concentrate on items that have strong associations with Farnham and its surrounding villages, forming Farnham and District. Non-Farnham items will only be collected if they are highly significant under the Learning, Environmental or Contemporary & Cultural criteria.

Association will be defined as follows:

Strong Association: items PRODUCED in the area, DEPICTING the area or FIELD COLLECTED from the area.

This comprises:

- Artefacts made in the locality
- Works of art that depict the locality, but not necessarily made there
- Items of archaeology or natural history discovered in the locality

Medium Association: items not produced, depicting or field collected in the area, but produced, collected or used by a person or organisation that was BASED in the area for a considerable time or that are linked to a notable LOCAL EVENT.

This includes:

- Artefacts produced outside the locality by a craftsman, artist or company that had been based in the locality for many years
- Items field collected outside the locality by a person or organisation based in the locality
- An item, not mass-produced, that was used or owned by a person or organisation from the locality for a considerable period in that locality
- An item used in a notable or famous event or incident in the locality.

Weak Association: items whose only association with a geographical area is that they were used there for a short period. The association is particularly weak if in addition the majority of their use has been with an outside locality, or they are a mass-produced item and therefore likely to have equal associations with many other localities.

4.4.2 Cultural & Contemporary Significance

The Museum has adopted a people-centred approach to all its services including collecting to reflect its aspirations as a community focused museum.

It will actively collect objects with clear relevance to and association with Farnham people. It will encourage people-based collecting, particularly working with existing, self-defining groups within Farnham, rather than individuals. The link with the selectors and their reasons for collecting will be recorded at the time of acquisition.

Selective collecting of material related to Andernach, which is twinned with Farnham, will be allowed, because of the influence that this town has on Farnham life.

High priority will be given to objects that reflect contemporary life in Farnham. For acquisition purposes 'Contemporary' is defined as the last thirty years.

The Museum recognises that acquiring contemporary material is problematic, particularly as few contemporary items are offered as gifts to the Museum and because the range of items that could be acquired is extensive. Therefore it will focus its efforts to acquire contemporary through specific projects such as Farnham Lives and the Young Curators Collective.

In this context it may be necessary, at times, to acquire representative mass-produced items made outside the local region. However, whenever possible, such items should have some form of documented local association.

4.4.3 Significance for Learning & Creativity

Priority will be given to acquiring objects that have broad research, educational or display uses for the foreseeable future. Developments in documentation, particularly access to collections via the Internet, are making isolated collections of outstanding material more readily accessible to researchers and the general public.

Priority will be given to objects with immediate use within the Museum's public programme or which meet a particular user need e.g. The National Curriculum for schools or reminiscence boxes. Objects already in the collections can meet most current needs for handling and educational activities, but these will occasionally need to be supplemented by collecting where a clear demand can be demonstrated. All acquisitions for handling should have good contextual and provenance information.

The Museum will not acquire items purely for temporary display purposes.

5.0 LEGAL AND ETHICAL FRAMEWORK FOR ACQUISITION AND DISPOSAL OF ITEMS

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

6.0 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 and organisations:

Surrey History Centre
Aldershot Military Museum
Rural Life Centre, Tilford
Godalming Museum
Haslemere Educational Museum
Guildford Museum Service
Curtis Museum & the Allen Gallery, Alton

7.0 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).

8.0 ACQUISITION

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

8.1 The policy for agreeing acquisitions is:

The decision to accept a particular item into the collection will not be made by a single member of the Museum staff. Whenever possible, offers to the Museum will be judged by both the Curator and Assistant Curator, or a member of the Curatorial team and another member of staff with appropriate experience in relation to the particular object. The criteria set out in 4.4 will be applied.

For purchases or whenever large resources need to be made available in order to acquire an item or care for it long-term, the full Museum team and/ or direct supervisory employee of the governing body must ratify the acceptance.

8.2 Legal Title

a. 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.

b. 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 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.

8.3 Limitations on collecting

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.

8.4 Acquisitions Not Covered By the Policy

All acquisitions by the Museum must follow the stated policy. Acquisitions outside the current stated policy will only be made in very exceptional circumstances.

8.5 Current and Future Resource Implications

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 the requirements of the 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 levels, storage requirements, care of collection arrangements, documentation standards and intellectual rights.

The Museum will not acquire items for which it does not have the resources or facilities to provide proper care, unless, under exceptional circumstances, they are being acquired for short-term handling to destruction only. In this case this will be clearly documented at the time of acquisition. Particular caution will be applied to acquiring items in very poor condition, or especially large artefacts requiring extensive and expensive storage facilities.

In general, the costs of collecting (including staff time) and the future care of an object will always be balanced against considerations of its significance and potential uses.

8.6 Human Remains

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.

8.7 Biological and geological material

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

8.8 Archaeological material

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.

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).

8.9 Exceptions

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

- o acting as an externally approved repository of last resort for material of local (UK) origin
- o 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.

8.10 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.

9.0 THEMES AND PRIORITIES FOR RATIONALISATION AND DISPOSAL

The museum does not intend to dispose of collections during the period covered by this policy except in exceptional circumstances.

There is a strong presumption against disposal, but in all cases of disposal the first preferences will be to transfer the object to another accredited museum.

The Museum has begun to undertake a collections audit to identify collection strengths and weaknesses, conservation and storage needs and to improve documentation. This process must be completed before any active rationalisation of the collections can be considered. As a result disposal is not considered to be a priority for the period covered by this policy.

Disposals may however be undertaken for legal, safety or care and conservation reasons - see Reasons for Disposal 10.3.

10.0 DISPOSAL PROCEDURES

10.1 Presumption In Favour Of Retention of Objects

By definition, the Museum has a long-term purpose and holds collections in trust for society in relation to its stated objectives.

The governing body accepts the principle that there is a strong presumption in favour of the retention of items within the public domain and that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the Museum's collection.

The governing body will ensure that the disposal process is carried out openly and with transparency.

10.2 Definition and Scope

Disposal is the permanent removal of an object from the Museum's permanent collection.

Research investigations that result in the complete destruction, partial destruction or transfer of the whole or part of an object to another organisation constitute a disposal.

10.3 Reasons for Disposal

Disposal will be carried out in accordance with the current Collection Management Plan, taking into account the long-term purpose of the Museum.

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

Reasonable steps should be taken by specialist staff concerned to research the facts pertinent to the reason for disposal and to present them to the Curatorial team for consideration. Final approval for disposal should be by the Board of Trustees.

The Museum will only dispose of an object from the collection for the following reasons:

10.3.3 To Provide Better Care or Access

An object may be disposed of when it is clear that another institution will provide better care or access to users.

This may apply to types of objects that the Museum acquired in the past in great abundance prior to the introduction of an Acquisition Policy, which could now better be shared with other organisations or which may be more relevant to a geographical region outside Farnham and District, although the historical connections made with Farnham during the time the object was held by the Museum will usually be given

precedence. This may also apply to objects of a very specialist nature or requiring very specialist care that might better be held by a specialist museum, library or archive.

10.3.5 Repatriation and Restitution

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 13.1-5 will be followed but the remaining procedures are not appropriate.

10.3.6 Other reasons for disposal

Objects may be disposed of for other reasons, which can be found under section 10.5.15

10.4 Objects Covered By This Policy

10.4.1 The Museum's Permanent Collection

The disposal procedure must be followed when disposing of an accessioned object from the Museum's permanent collection.

In the past, accessioning and object marking procedures were not universally carried out on objects in the Museum's permanent collection.

Objects in the Museum's permanent collection that are not clearly accessioned, or are not clearly marked with an accession number should, for the purpose of disposal, be considered to have the same status as accessioned objects.

10.4.2 Left Items

The Museum will not normally allow objects to be left.

If the owner fails to collect a left item the Museum will take reasonable steps to contact the owner, advise them that the object is unwanted and ask them to collect the object.

The Museum will use its best endeavours to trace the owner proportionate to the estimated value of the object.

Where the owner is traced the Museum will send the owner two written reminders and a final notice of intention before discarding the object.

Where left objects are to be discarded the Curatorial team will be notified and the decision will be documented.

For very valuable objects the Museum will take legal advice.

10.5 Disposal Procedures

- 10.5.1** All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- 10.5.2** 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.
- 10.5.3** 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.
- 10.5.4** When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, or as a last resort - destruction.
- 10.5.5** 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.
- 10.5.6** A decision to dispose of a specimen or object, whether by gift, , sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the

museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.

- 10.5.7** 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.
- 10.5.8** 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).
- 10.5.9** 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.
- 10.5.10** 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.
- 10.5.11** 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.

Disposal by exchange

- 10.5.12** The museum will not dispose of items by exchange.

Disposal by destruction

- 10.5.13** If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 10.5.14** 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.
- 10.5.15** 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.
- 10.5.16** 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.
- 10.5.17** The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.