



## **Collections Development Policy 2017 – 2022**

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**Name of museum:** The Dundee Museum of Transport

**Name of governing body:** The Dundee Museum of Transport.  
A Scottish Charitable Incorporated Organisation, established December 2015. The Museum is located at Unit 10, Market Mews, Market Street, Dundee, DD1 3LA. The Museum is preparing to develop Maryfield Tram Depot, Forfar Road, Dundee with the intention of making this site its permanent home for display and storage of its collections.

**Date on which this policy was approved by governing body:** 15.02.2017

**Date at which this policy is due for review:** 15.02.2022

**Policy review procedure:**

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

**Museums Galleries Scotland will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.**

**Update:** Section 1 Page 3. Clause 16.10. Approved 28<sup>th</sup> March 2018.

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

- 1.1. The museum's statement of purpose is:  
*The Dundee Museum of Transport will preserve the transport heritage of Dundee and the surrounding area. We aim to enable our visitors to gain enjoyment, learning and inspiration from our collections, buildings and activities”.*
- 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
- 1.8. In 2015 a Collections Policy, Donations Policy and Accessions Policy was developed and approved by the Dundee Museum of Transport Board. These policy documents have been reviewed and incorporated into this Policy Statement for the purposes of Accreditation.
- 1.9. This Policy Statement supersedes all previous and existing practices and policies, formal or informal, relating to the acquisition and rationalisation of items for the collections.

## 2. History of the collections

The collections date back to 2010 when the committee overseeing the establishing of a museum started to collect and preserve objects and archive material that related to the transport history of the local area. The majority of the collections have been gifted to the museum however the museum has also taken a pro-active approach in purchasing objects, where funding permits, that enhance the existing collections and/or have a significant provenance to Dundee.

## 3. An overview of current collections

3.1 The Museum collects vehicles, models, art, social history artefacts, costume, documents, prints and photographs which relate to the transport history of Dundee and surrounding areas. These collections date from circa 1800 to the present day.

The collections mainly relate to industries and businesses that are no longer in operation and document a time in Dundee's history that was critical to both its growth and decline, not least when maritime transport relating to the River Tay was central to the life of the city and its people.

Currently, the collections include:

- objects that illustrate the history of all forms of transport.
- objects that increase appreciation and understanding of the importance of transport in its various forms to the lives of the people of Dundee and the wider area of Scotland.
- objects that enable the Museum to tell the story of the historical progress of different transport technologies.

The collections contain upwards of 2,000 objects and documents that have been categorized into the following themes: Air, Nautical, Rail, Road Transport and Trams.

Examples from the collections are detailed in appendix 1 of this policy.

## 4. Themes and Priorities for Future Collecting

4.1 The Dundee Museum of Transport will actively collect objects to build a significant collection that represents the transport heritage of Dundee and the surroundings areas of Angus, Fife and Perthshire from circa 1800 to the present day. Themes to follow are: Air, Nautical, Rail, Road Transport and Trams.

Future collecting will follow the priorities below in that objects should be:

- significant to the Museum's theme of transport in and around Dundee from circa 1800 to the present day.
- in some sense unique, and that long term preservation will be of benefit to the Museum and to the wider public.

Specifically, the museum will not collect objects that:

- duplicate material already in the collection.
- belong in the collection of another suitable institution such as another museum, library or archive. (See section 9 "Collecting Policies of Other Museums").

Objects that fall outside the Collections Policy above, but that the Board feel will significantly enhance the visitor experience provided by the Museum may be considered for entry into the collections. The entry of said object(s) will be subject to the approval of the Board and can only be accepted into the collections upon the production of a signed minute of the Board's approval.

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

As of January 2017 there were no accessioned objects in the museum collection. A programme of accessioning is being undertaken during this policy period and during this process the entire collection, currently documented to entry level, will be rationalised. Reference should be made to the Documentation Procedural Manual and Documentation Plan for guidance.

## **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**

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.

Specific reference is made to the following museum(s):

Leisure and Culture Dundee

Dundee Heritage Trust

HMS Frigate Unicorn

Montrose Air Station Heritage Centre

Grampian Transport Museum

Dundee City Council Archives

University of Dundee Archives Services

## **8. Archival holdings**

Archive material will be accepted into the collections where it enhances the existing collections and meets the criteria of section 4 “Themes and Priorities for Future Collecting” of this policy.

Significant or large collections of archival material will be considered for deposit with Dundee City Council Archives or the University of Dundee Archives Services rather than with the museum if it is felt that the museum could not properly care for this material due to storage and/or environmental issues. Any consideration to pass on archival material to another archive will require approval from the museum committee.

## **9. Acquisition**

- 9.1 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 or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- 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, 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 The museum does not hold or intend to acquire any human remains.

## **11. Biological and geological material**

11.1 The museum will not acquire any biological or geological material.

## **12. Archaeological material**

12.1 The museum will not acquire any archaeological material.

## **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.

## **15. The Repatriation and Restitution of Objects and Human Remains**

Not applicable.

## **16. 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 Museums Galleries Scotland.
- 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 museum will not dispose of items by exchange.

*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.

**Appendix 1. Examples from the collection**

2016-018 Full scale replica of Preston Watson aeroplane number One. Preston Watson was an aviation pioneer, born in Dundee in 1880, and thought by some to have achieved powered flight in 1903 before the Wright Brothers.



2010-14 Ashford litter wooden hand pushed ambulance trolley, Dundee provenance, 1920-1929



2011-002 Rowing boat, Dundee Boat Club



2016-014 Railway brake van lamp



2016-015 Railway luggage barrow



2013-003 Red Austin J40 Pedal Car



2015-082 Historic Car Manuals.



2010-002 Newspaper articles and photographs relating to  
To Werbell Cars. Werbell Cars were made in Dundee,  
2010-007 and were amongst the first cars manufactured in  
Scotland.



2013-004 Technical drawings, Dundee Corporation Trams  
c 1930s.

