



# **Collections Development Policy**

**D.H. Lawrence  
Birthplace Museum  
2017 - 2022**



Name of museum: ***D.H. Lawrence Birthplace Museum***

Name of governing body: ***Broxtowe Borough Council***

Name of the operator: ***Liberty Leisure Ltd***

<b>Statement on Collection Ownership and Museum Management</b>
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The 2016 Service Level Agreement between Broxtowe Borough Council [The Council] and Liberty Leisure Ltd [The Operator] confirms that:

*“The ownership of the artefacts within the D.H. Lawrence Museum collection will continue to be the responsibility of the Council. However, the Operator will ensure that the acquisition, disposal and accession of artefacts are undertaken following the UK Museum Collections Management Standard [Accreditation].”*

Therefore, Liberty Leisure Ltd is responsible for the *management and operation* of the Council owned D.H. Lawrence Birthplace Museum collections, while the Council retains *ownership* of the collections. Consequently, a policy about the development of collections, including acquisition and disposal of museum objects, must be a Council policy. Acquisitions and disposals will only be made by the Council on the advice of the D.H. Lawrence Birthplace Museum’s professional museum staff and in accordance with this policy.

**Date on which this policy was approved by governing body: 27 September 2017**

**Policy review procedure:**

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

**Date at which this policy is due for review: September 2022**

**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:

*The D.H. Lawrence Birthplace Museum exists to protect, promote and share the heritage and legacy of D.H. Lawrence*

### 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 [UK collections management standard] 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 [*The Council*] or responsible officer [*Museum and Collections Officer, Liberty Leisure - the operator*] 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

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

### **Historical Overview**

Since the D.H. Lawrence Birthplace Museum opened to visitors in 1976, and throughout the following forty one years of development, it has operated on a dual level and therefore has two different core collections. The two levels are:

- As the birthplace of D.H. Lawrence and therefore a gateway for visitors to the life and works of D.H. Lawrence.
- As a representation of a 'typical' mining family home of the Eastwood area during the late 19th and early 20th century and therefore a gateway into social history.

The existing collection as it stands today, is essentially a late Victorian and Edwardian social history collection, representative of the years that D.H. Lawrence and the Lawrence family would have lived in Eastwood. The furniture, domestic items, textiles, decorative arts, pictures, etc. are typical the type of house that D.H. Lawrence would have lived in during his early life in Eastwood and include some Lawrence family items.

In addition to this there are several specific D.H. Lawrence items as part of the collection, which are mainly displayed in the adjoining building to the Museum in a dedicated exhibition room, and, not having to fit in with a domestic Victorian interpretation, span a wider part of Lawrence's life.

### **History of the Building and Collections, Key Staff and Acquisitions**

8a Victoria Street, the birthplace of author D.H. Lawrence was acquired by the local authority (Broxtowe Borough Council) in 1976, to turn into a museum. The museum's first curator was Enid Goodband, also a founder member of the D.H. Lawrence Society. Later, in the 1990s, the Council also acquired the adjoining building at 36 Scargill Walk. This building now houses the reception/shop area, exhibition space and offices.

At the time it was acquired in 1976, 8a Victoria Street lacked many of its original fixtures and fittings, so a request was made to the local area for donations of late Victorian/Edwardian domestic items and fixtures, as well as items relating to Lawrence. Many domestic items in the collection were acquired in this way including larger items including the range in the kitchen and the copper in the wash house, which came from nearby properties.

Initial donations/ loans to the Museum after it opened, from May 1976 to 1991 were handwritten in a regular hard backed A4 notebook, with donor information with just a word or few words describing most objects. It can safely be assumed that the objects were not numbered at this time or any further documentation done. From

1991, the then curatorial advisor, Maggie Heath, carried out some further documentation of the collection and an Accessions Book was created (with hindsight) starting to number the objects in the museum's collection. The majority of these objects in the Accessions book are missing basic information such as whether they were a gift/loan or purchase & whom they are from.

In 1998, Broxtowe Borough Council acquired the old coal mining offices of the Barber Walker Company on Mansfield Road, Eastwood. Initially named Durban House, later the D.H. Lawrence Heritage Centre, it was used as an exhibition, education and event space and worked as a sister site to the smaller museum, though very few accessioned items were on display here. The Heritage Centre closed in April 2016.

In June 2003 a new member of staff, Emma Herrity, Museum & Collections Officer, came on board and started to accession objects (many in retrospect), starting with a new standard museum numbering system. The first number in this new sequence was NOTLB 2005.1.1 and this remains the system today. More detail on the documentation system and its history can be found in the Documentation Procedural Manual.

In January 2008 Emma Herrity was joined by Elizabeth Moran on a job share basis. Emma and Elizabeth remain the curators today. The majority of the museum's collection is now on the MODES cataloguing system following an extensive project of inventory, photography and matching up catalogue cards and information where possible. Any new acquisition into the collection should be catalogued on MODES.

**Key acquisitions include:**

- Several of Lawrence's original watercolour paintings (NOTLB : 2005.1 to 2005.8 and NOTLB : 2006.3.2)
- Lawrence's Headstone, donated by Eastwood Library (NOTLB : 2008.1)
- A Chiffonier (NOTLB : 0005) and bedside table (NOTLB : 1005) belonging to Lawrence's family
- A pen stand carved from coal by Lawrence (NOTLB : 0018)
- A travelling trunk belonging to Lawrence: (NOTLB : 2005.3)
- Collection of early editions of Lawrence's work and a drawing of Lawrence by Frederick Carter (NOTLB : 2013.9)
- Original photograph of young Lawrence (NOTLB : 2006.3)

The museum also currently holds a small number of significant items on loan from other institutions, including Lawrence's desk, 2 family pocket watches and a watercolour painting by Lawrence.

## **History of Rationalisation and Disposal**

Following the closure of the D.H. Lawrence Heritage Centre, in 2016, the Museum and Collections Officers, Emma Herrity and Elizabeth Moran, began a process of rationalisation and disposal, initially focussing on the collections held at the Heritage Centre, to improve public benefit by refining collections in line with the museum's statement of purpose. The process is on-going at the time of writing this policy (2017).

Any disposal is strictly conducted under the guidelines set out in the D.H. Lawrence Birthplace Museum's Rationalisation and Disposal Plan, June 2016, produced in line with the Museums Association's *Code of Ethics & Disposals Toolkit*, SPECTRUM standards, the ACE Accreditation Standard and this Museum's Collections Development Policy.

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

#### **Definition of Collections**

***Permanent Collection:*** – these are items that are accessioned into the permanent collection and are the most important in terms of care and interpretation. These items are intended to always be part of the collection and are treated as such. Items will only be disposed of in line with our de-accessioning policy.

***Support Collections:*** - all collections within this category may be handled and also displayed in unprotected environments and therefore may subject to wear and tear, loss, and possible future destruction.

- a) ***Reference*** – this collection primarily consists of books for in-house research into the life and works of D.H. Lawrence
- b) ***Handling/Educational*** – these items are not accessioned into the permanent collection, but accepted for use in outreach and educational projects.
- c) ***Set Dressing*** – general social history items that are used in the museum to provide a 'typical' layout of the Lawrence family home.

#### **PERMANENT COLLECTION**

- a) **The Building**

8a Victoria Street, the birthplace of D.H. Lawrence and the first of the Lawrence's family homes in Eastwood. This is a Grade II listed building.

b) **D.H. Lawrence Collection** (approximately 100 accessioned items)

Art works created by D.H. Lawrence; photographs of D.H. Lawrence and/or of associated people and places; photographs associated with the life and influences of D.H. Lawrence; objects belonging to or used by D.H. Lawrence or associated friends/family; editions of D.H. Lawrence's works and other relevant editions; Lawrence family furniture or domestic items from c. 1875 – 1912; books belonging to or having a direct association with D.H. Lawrence and/or related people and places; letters from D.H. Lawrence.

c) **Social History Collection** (approximately 1000 accessioned items and 1000 temporary items)

Material evidence of the typical domestic life of an Eastwood mining family, particularly c.1875-1912, such as furniture, pictures, household items, textiles, ceramics, mining memorabilia, ephemeral documents etc. (NB the majority of these items are un-provenanced, generic social history items and, as the museum has developed, their importance is as 'Set Dressing' for the historic rooms in Lawrence's birthplace. (See Section 5 Themes and Priorities for Rationalisation and Disposal for plans for this element of the collection))

## SUPPORT COLLECTION

a) **Reference Collection** (approximately 200 books)

Books about the life and works of D.H. Lawrence, primarily intended for in-house reference.

Copies of photographs or archival material associated with D.H. Lawrence, held at other institutions

b) **Handling/Educational Collection** (approximately 100 items)

Victorian domestic items, toys, school related items. This is treated as a separate collection, with the understanding that this will not be perpetual but will be handled, disposed of and changed as appropriate.

## 4. Themes and priorities for future collecting

*Acquisitions will only be made by the Council on the advice of the D.H. Lawrence Birthplace Museum's professional museum staff and in accordance with this policy.*

The Museum seeks to care for and maintain its present collections but also recognises the importance of building the collection when appropriate, whether by purchase, gift, loan or bequest, in the following areas:

## PERMANENT COLLECTION

### a) **The Building**

Material relating to 8a Victoria Street, the birthplace of D.H. Lawrence and the first of the Lawrence family homes in Eastwood when it has relevance to the narrative and interpretation of the heritage of D.H. Lawrence.

### b) **D.H. Lawrence Collection**

- a. Art works/drawings/photographs/objects etc. created by D.H. Lawrence *e.g. early watercolours*
- b. Art works/drawings/photographs of D.H. Lawrence and/or of associated people and places
- c. Photographs associated with the life and influences of D.H. Lawrence.
- d. Objects belonging to or used by D.H. Lawrence or associated friends/family where relevant, *e.g. travelling trunk, coal inkwell*
- e. First editions, early copies and other relevant editions of D.H. Lawrence's works, particularly concentrating on those that are connected to Eastwood or the Midlands, in terms of characters, landscape or inspiration, or those that highlight other key moments in the Lawrence narrative.
- f. D.H. Lawrence and Lawrence family furniture or domestic items with particular focus on the period c. 1875 – 1912 *e.g. Chiffonier*
- g. Books belonging to or having a direct association with D.H. Lawrence and/or related people and places, *e.g. School Algebra Book* owned by Lawrence
- h. Lawrence family letters & letters from other friends/acquaintances particularly re. the early life of D.H. Lawrence and the Lawrence family.
- i. Letters to and from D.H. Lawrence particularly where related to Eastwood and/or Lawrence's early life.
- j. Photographs, letters, books, documents, personal items, ephemera and published material related to people known to Lawrence and the Lawrence family, where these have a direct relevance to Lawrence or which assist in the understanding and interpretation of Lawrence and/or other items in the collection.



- k. Material evidence of the life and works of D.H. Lawrence, the Lawrence family and associated people and places.

**c) Social History Collection:**

- a. Material evidence of the typical domestic life of an Eastwood mining family c.1875-1912
- b. Material evidence and associated information of the social, cultural, industrial and agricultural history of Eastwood c.1875-1912

*Acquisition of items in these two areas will only be considered where there is a particular Lawrence, or strong Lawrence related connection, and when the items would enhance the Museum's interpretation of the heritage and legacy of D.H. Lawrence. The museum will not consider general social history objects of the period into its primary collection.*

*Examples: mining memorabilia, ephemeral religious documents, photographs, social and cultural life artefacts*

<b>SUPPORT COLLECTIONS</b>
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*All to be treated separately from the permanent collection, with the understanding that these will not be perpetual but will be handled, disposed of and changed as appropriate*

**a) Reference Collection**

- 1. Books/pamphlets etc. about D.H. Lawrence, his work and life, where this fills a gap in the collection, or is considered useful to acquire and does not replicate existing holdings.

*This is not attempt to replace or emulate collections within Libraries in the area, such as Eastwood Library, or the University of Nottingham, Manuscripts and Special Collections and is primarily for in-house reference only. Items in this collection may also be displayed.*

- 2. Copies of photographs or archival material held at other institutions directly associated with D.H. Lawrence e.g. photographs of Lawrence

**b) Handling/Educational Collection**

The handling collection is currently under review and items entering this support collection might range from Victorian domestic items, toys, school related items or any other relevant subject, for school and community visits, both within the museum setting and in the community.

The themes of collecting are more flexible than the permanent collection and might vary depending on interest, staff knowledge, demand or the current school curriculum. A social history item not considered suitable for the permanent collection might be acceptable for this support collection.

c) **Set Dressing Collection**

Material evidence of the typical domestic life of an Eastwood mining family c.1875-1912, will be considered only if they enrich the historic room layout of the museum or are a better example of existing items.

Particular items of a type known to have been owned by/displayed by/read by Lawrence or his family would be actively sought for this collection. This might include household items, or books known to have been owned/read by Lawrence and/or his family e.g. *The Lamplighter*, a version of which belonged to his sister Emily as they were growing up.

## 5. 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 [carried out by Museum and Collections Officer, Liberty Leisure – the operator] 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.**

The D.H. Lawrence Birthplace Museum has a long-term purpose and possesses a permanent collection in relation to its stated objectives. The governing body accepts the principle that, except for sound curatorial reasons, there is a strong presumption against the disposal of items in the Museum's permanent collection. Disposals would however be considered where the following criteria apply:

- Research reveals that items do not fall within the categories described in this policy
- Items are found to be, to all intents and purposes, duplicates
- Items have been damaged or have deteriorated beyond the museum's ability to repair them

- Items are discovered to pose a threat to health and safety
- Items have been identified as spoliated during the Nazi, Holocaust and World War II period
- Items have been subject to a request for repatriation or restitution

Disposals will only be made by the Council on the advice of the D.H. Lawrence Birthplace Museum's professional museum staff and in accordance with this policy and the Museum's up to date Rationalisation and Disposal Procedures.

Where disposal is being considered this will be carried out in accordance with the disposal procedures, outlined below in section 16. The Museum will also be guided by the Museums Associations 'Disposal Toolkit', 2008 and any subsequent updates.

### **Current Themes and Priorities for Review, Rationalisation and Disposal**

Following the closure of the D.H. Lawrence Heritage Centre in 2016, the museum began a process of collections review, rationalisation and disposal, initially focussing on the items held at the ex-Heritage Centre. The process is on-going at the time of writing this policy (2017) (*Ref: Rationalisation and Disposal Plan, June 2016*)

The Rationalisation and Disposal process has two phases. The first will focus on items from the closed Heritage Centre. The second phase (taking account of any lessons learnt added in to the procedure), will be as part of a proactive approach to collections development at the D.H. Lawrence Birthplace Museum.

The Museum originally acquired much unprovenanced, general social history material that would not now have a place in the Permanent Collection and may not be worthy of long term preservation. In order to ensure that collections care resources are properly focussed and to support our development of the interpretation of the museum, it is a priority that these items be reassessed and, where appropriate, deaccessioned. At this time we anticipate that this will be a mixture of allocation into one of the support collections and potentially some disposal.

### **Heritage Centre Outcomes**

- To enable staff to correctly and successfully undertake the arrangements regarding the future of items in the Heritage Centre due to the closure of the site in April 2016.
- Improve public benefit by refining collections in line with the museum's statement of purpose

### **Museum Outcomes**

To provide the museum with information on objects within its care. This will allow the museum to support its *Statement of Purpose* in the following ways:

- Rationalise the collection, including potential disposal
- Achieve successful interpretation and conservation of objects
- Increase collections knowledge and awareness of gaps in the collection
- Identify themes for future collecting
- Identify priorities for conservation
- Improve collections management systems
- Identify potential for collections use - from loans, to education, to display, to research
- Improve public benefit by refining collections in line with the museum's statement of purpose

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

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

## **7 Collecting policies of other museums**

- 7.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.**

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

Specific reference is made to the following organisations, due to interest areas or geographic location:

- ❑ Manuscripts and Special Collections, University of Nottingham
- ❑ University of Bristol Information Services – Special Collections (*collection re. Lady Chatterley Lover trial and Penguin*)
- ❑ Nottinghamshire Archives
- ❑ Eastwood Library
- ❑ Erewash Museum, Ilkeston
- ❑ Local Studies Library, Angel Row

Non-collecting but related bodies:

- ❑ Eastwood Historical Society
- ❑ D.H. Lawrence Society
- ❑ Hags Farm Preservation Society

- D.H. Lawrence Research Centre, University of Nottingham

## 8 Archival holdings

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 (third edition, 2002).

## 9 Acquisition

### 9.1 The policy for agreeing acquisitions is:

The decision to acquire material into the collection for and on behalf of Broxtowe Borough Council is made by the Museum's professional curatorial staff – the Museum and Collections Officers, employed by the operating body Liberty Leisure - in accordance with this Broxtowe Borough Council *Collections Development Policy*, and the UK Accreditation Standard.

Acquisitions are made into the Council's D.H. Lawrence Birthplace Museum Collection by the Operator (Liberty Leisure) under the delegated powers set out in the 2016 Service Level Agreement between Broxtowe Borough Council and Liberty Leisure Ltd, which confirms that:

*“The ownership of the artefacts within the D.H. Lawrence Museum collection will continue to be the responsibility of the Council. However, the Operator will ensure that the acquisition, disposal and accession of artefacts are undertaken following the UK Museum Collections Management Standard [Accreditation].”*

The governing body (The Council) will act as final decision maker in case of dispute.

**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 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 Disposal procedures**

**15.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.**

- 15.2 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.**
- 15.3 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.**
- 15.4 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.**
- 15.5 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.**
- 15.6 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.**
- 15.7 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.**
- 15.8 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).**
- 15.9 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.

- 15.10 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
- 15.11 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.
- 15.12 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*

- 15.13 The museum will not dispose of items by exchange.

#### *Disposal by destruction*

- 15.14 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.



- 15.15 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.**
- 15.16 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.**
- 15.17 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.**
- 15.18 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.**