



ARCHIVES AND MUSEUM SERVICE
Collections Management Policy

February 2013

1. Introduction

The Archives and Museum service at Bethlem Royal Hospital is governed by the Bethlem Art and History Collections Trust, whose Mission Statement is as follows:

- to collect, preserve and interpret for the benefit of the public, archives, pictures, artefacts and manuscripts relating to mental health.
- to promote wider knowledge of the history of mental health care and treatment.
- to contribute generally to the public understanding and de-stigmatisation of mental illness.

This Collections Management Policy is intended to document the basic policies that guide the development and care of the museum's collection consistent with the mission of the museum and with professional museum standards. Through this Collections Management Policy, the museum ensures that its collections are:

- accessible
- developed responsibly
- accounted for and documented
- secure, cared for, and preserved

The Collections Management Policy contains the following policies and procedures:

- Documentation Policy
- Documentation Procedural Manual
- Collections Care and Conservation Policy
- Acquisition and Disposal Policy
- Loans Policy

This policy was approved by the trustees of the Bethlem Art and History Collections Trust on 27 February 2013.

2. Documentation Policy

Introduction

Documentation underpins every aspect of museum activity. Recording collection information is central to being accountable for the collections, their accessibility, management, research, study and use.

Aims and objectives

The aim of this policy is to ensure that the Archives and Museum fulfils its guardianship, stewardship and access responsibilities. Through implementation of this policy our objective is to:

- improve accountability for the collections;
- maintain at least minimum professional standards in documentation procedures and collection information and attain the very highest standards wherever possible;
- extend access to collection information;
- strengthen the security of the collections.

Definitions

The Archives and Museum will document its collections (including loans) to either inventory or catalogue level. Inventory level includes key information that allows any object(s) in our care to be individually identified and verified. All accessioned items, loans in coming and outgoing, and any other unaccessioned objects as appropriate are documented at this level. Catalogue level involves the addition of further, more detailed documentation, which raises the standard of information. This documentation will include the known history of a specimen, and references to any relevant publication or exhibition etc.

Accountability

The Archives and Museum will be accountable for its collections in line with the Museum and Galleries Commission definition of accountability:

To enable museums to fulfil their fundamental responsibilities for collections and the information associated with them. The principles are that a museum should know at any time exactly for what it is legally responsible (this includes loans as well as permanent collections), and where each item is located. (MGC 1993)

Information security

All requests for information will be considered in terms of compliance with the Freedom of Information Act (2000) and Data Protection Act (1998) and the Environmental Information Regulation (2004). The Archives and Museum will review requests for confidential data such as donor information, environmental information, valuations or site details on a case by case basis, and in accordance with the applicable legislation and any legal agreements or conditions of gift.

The Archives and Museum has measures in place to ensure the physical security and long term preservation of all documentation records, whether paper or electronic. All manual and computerised records are updated as appropriate and back up copies are stored securely off site where appropriate.

3. Documentation Procedural Manual

Introduction

A documentation procedural manual is a point of reference for all documentation processes that have been adopted by an institution.

This manual aims to regulate the documentation procedures in use for the museum collections held by the Archives and Museum to ensure that documentation is standardised. This manual will also provide all staff with a point of reference with regards to documentation, so that they may work independently and with confidence. This manual is based upon the Museum Documentation Association's SPECTRUM minimum standards for museum documentation.

Historic documentation systems and information can be found in the files in the Head of Archives and Museum's office.

Object Entry

Responsible persons:

The Head of Archives and Museums, Documentation Officer, Registrar and Conservator are responsible for aspects of Object Entry.

Entry Forms location:

Triplicate Object Entry forms can be found in the MDA file in the Head of Archive's office.

Object entry procedure:

An Object Entry form is to be completed when an object enters the museum collection for loan, acquisition or identification. The Object Entry form will be completed by the member of staff that decides to accept in an object for loan, acquisition or identification.

Objects for loan or acquisition should only be accepted into the museum if this has been previously agreed by members of staff and the museum's Trustees. Object Entry forms must be completed by a museum employee and the person depositing the object, who must be the object's owner or a representative of the owner.

Once complete, the museum will retain the white and blue copies, and the depositor will retain the pink copy for their records. The white copy will be filed in the MDA file, and the blue copy will stay with the object until it has been formally accessioned (entered for acquisition), put on display (entered for loan) or collected (entered for identification).

Storing the object after Entry:

If the object is a loan or acquisition, it must be moved to the secure store room or offsite store; it is imperative to liaise with the conservator with regards to storage.

If items are posted or left at the museum without prior agreement of museum staff and Trustees, the museum reserves the right to return the object to the sender or dispose of the object, if no owner can be established, within two weeks.

If an item is collected away from the museum, it should be brought directly to the museum and stored safely in the secure store room or offsite store.

When items are returned to the depositor/owner:

The Head of Archives and Museums, Documentation Officer and Registrar are responsible for the return of objects to depositors.

The staff member delegated to contact the depositor can contact them using a suitable mode of communication, as indicated by the depositor on the Object Entry form. This may be email, telephone or letter. The depositor should be reminded to bring along their pink copy of the Entry Form.

How to complete Entry Forms upon collection of an object:

The depositor will bring along their pink copy of the Object Entry form, and the museum should have their white copy to hand. The depositor and museum staff member should complete the section at the bottom of the Entry Form regarding object return, and retain their respective copies for their records. The white entry form belonging to the museum should then be filed in the MDA file.

What to do if a depositor does not collect an object:

If a depositor does not collect an object despite at least 3 attempts from the museum to make contact, the museum will retain the object for up to six months after the agreed return date or date of contact, before either disposing of the object or accessioning the object into its collection.

Acquisition

Responsible persons:

The Head of Archives and Museum will decide, with the input of the Trustees of the Bethlem Art and History Collections Trust, whether an object is to be accessioned into the museum's collection in accordance with the museum's Acquisition and Disposals Policy. The museum's Conservator and Documentation Officer are responsible for undertaking the documentation associated with accessioning.

How to accession an object into the collection:

After an object has been entered into the collection for the purpose of acquisition, it needs to be formally accessioned. A maximum of two months will be allowed to complete all relevant documentation relating to formal accessioning. Information about objects to be accessioned into the collection is input into Modes, the museum's collections management system. Art work and artefacts are documented in two separate lists within Modes. Each piece of art work is also assigned a blue hard copy catalogue card, which are kept collectively in a box in the museum's secure store.

How to give an object number:

Each artefact is given a successive number based on the last artefact to have been accessioned. Each piece of art work is given a successive number with the prefix LDBTH, based on the last art work to have been accessioned.

How to complete the accession register:

Modes catalogue entries are printed in place of a hard copy accessions register. Once an object (art or artefact) has been accessioned, its Modes record is printed in full on archival and regular quality paper. The archival copy will be added to the master copy of the accessions register, and the regular copy will be added to the duplicate copy. This accessions register is located in the office of the Head of Archives and Museum.

In order to regulate the terms used in Modes, the British Museum Object Names Thesaurus (an online resource) is used.

Letters of thanks for donations:

Letters of thanks for donations are written by the Head of Archives and Museum.

Procedure for writing letters of thanks:

Letters of thanks for donations will be written and sent once a donation has been formally accessioned into the collection.

History Files

Responsible persons:

The Head of Archives, Conservator, Documentation Officer and Registrar are all responsible for history files. Information relating to the history of an object is located in the filing cabinets in the Education Officer's work space. Anyone who gathers information about a specific object before, during or after its accession into the collection must retain this information in these files.

Contents of a history file:

History files are divided into individual artists or subject matter, and typically contain images, photographs or slides of the artist's work or artefact. History files also contain any other gathered information about the art work, artist or artefact, including articles, essays, newspaper cuttings or bibliographies.

When to set up a history file:

History files should be set up when a new object is accessioned, if one does not already exist on the artist or subject.

Location of history files:

History files are kept in the museum filing cabinets and in store.

Labelling and Marking

Responsible persons:

The Conservator is responsible for labelling and marking objects that have been accessioned into the collection.

Guidelines for labelling and marking:

Only objects that have been formally accessioned into the museum collection should be marked. Objects on loan or deposited for identification should not be marked, but should be labelled.

Loans in

Responsible persons:

The Registrar and Head of Archives are responsible for administering loans in to the museum and agreeing the terms and conditions.

Loans In request procedure:

Loans to be taken in to the museum will be decided by the Head of Archives and Museum with the input of the Trustees of the Bethlem Art and History Collections Trust in accordance with the Loans Policy. Items will be loaned for exhibition, study or identification. Items loaned in for identification must be arranged in advance with the Head of Archives and Museum. Items for study or exhibition will be formally requested for loan from the owner at least 6 months before they are needed. Copies of correspondence should be kept in the Loans In file.

Loans in agreement procedure:

Once a loan request (for study or exhibition) has been approved, the Registrar will send a completed UKRG Facilities Report to the lending institution.

The Registrar will complete the lender's loan agreement and will ensure that insurance and transportation of the object is arranged where necessary. Completed Facilities Reports and Loan Agreements should be filed with related correspondence in the Loans In file.

Receipt of the loan:

The Registrar is responsible for receiving the loan.

Recording the loans in procedure:

The loan will be received by the Registrar who will complete an Object Entry form, and a condition report to give to the lender. The lender will retain the pink copy of the Object Entry form. A copy of the condition report and white Object Entry form will be filed with related documentation in the Loans In file. The loan will be stored in the secure store or in the offsite store, with the blue copy of the Object Entry form. The loan will be temporarily added to Modes, within the artefacts section of the catalogue. The loan will be given a sequential temporary number, following on from previous loans added. The blue copy of the Object Entry form will stay with the object until it is exhibited or returned to the lender.

Monitoring the loan:

The loan will be monitored by the Registrar and Conservator on a regular basis. Environmental conditions specified by the lender will be maintained.

Return of the loan:

The Registrar is responsible for returning loaned items to their lender.

Loans in returns procedure:

When a period of loan comes to an end, the museum will contact the lender to arrange return or renewal. A condition report will be undertaken at this stage and copies will be given to the lender and retained by the museum. When an object that has been loaned is returned, the lender will sign the Object Entry form (both white museum and pink lender copies) to confirm that the object has been returned safely to them. The white Object Entry form and condition report will be kept in the Loans In file.

Loans Out

Responsible persons:

The Head of Archives and Registrar are responsible for administering Loans Out of the museum.

Loans out request procedure:

When an institution wishes to borrow an object from the museum, they are asked to address a formal request letter to the Bethlem Art and History Collections Trust. Each request should contain the dates and title of the exhibition the object will be included in, or reason the request is being made. The request should include additional information about the exhibition, as well as information about how the loan will be transported, stored and displayed. The Trustees will consider these requests at their scheduled meetings. A list of loan requests is maintained by the Registrar, and is kept in the External Loans file.

Agreeing the loan:

The Head of Archives and Registrar are responsible for agreeing terms and conditions for objects being loaned out. They may be advised by the Trustees on specific terms and conditions.

Loans out agreement procedure:

The borrower will be asked to complete a UKRG Facilities Report and a Loans Out form provided by the museum. The Loans Out forms can be found in the MDA folder, and soft copy forms can be found in the Registrar's folder on the server. Completed Facilities Reports and Loans Out forms will be kept with related information in the External Loans file in the Head of Archives and Museum's office. The borrowing institution will also be asked to provide a schedule of insurance that proves that nail to nail insurance has been arranged for the object intended for loan. This schedule will also be kept with related information in the External Loans file.

Dispatch of the loan:

The Registrar is responsible for dispatching the loan.

Recording the loans out procedure:

The docket from the official transportation company employed to transport the loan from the museum to the borrower will be placed with related information in the External Loans file. The loan will be recorded in the object's individual Modes catalogue entry and hard copy record card.

Monitoring the loan:

The loan will be monitored through contact between the Registrar and the borrowing institution.

Return of the loan:

The Registrar and borrower are responsible for the return of loaned items to the museum.

Loans out returns procedure:

When a period of loan comes to an end, the museum will contact the borrower to arrange return or renewal. The docket from the official transportation company employed to transport the loan from the borrower back to the museum will be placed with related information in the External Loans file. To complete the period of loan, a condition report will be undertaken once the object has been returned to the museum. A copy will be given to the borrower and a copy retained by the museum, to be kept with related information in the External Loans file.

Cataloguing

Responsible persons:

The Documentation Officer is responsible for object cataloguing.

Cataloguing procedure:

Modes for Windows is used to catalogue the museum collection, and hard copy records cards are additionally used to catalogue art objects.

Objects should be catalogued when they are formally accessioned. The information that should be recorded in a catalogue record includes object simple name and classification, a brief description of the object and its size. Any given titles should be recorded, and the date and place of production if known.

The name and birth and death or active dates of the maker should be recorded and any other information known about the object's provenance including acquisition method, cost and details of the depositor. The object's permanent and current locations should be recorded, as well as an up to date condition report.

Condition reports and any exhibitions the object has appeared in should also continue to be added to the catalogue entry. Details of any conservation done to the object should also be recorded.

Insurance and indemnity information relating to individual objects or collections of objects will be recorded in the catalogue, and valuation control measures are in place to ensure that this information is not made available to the general public.

The recording conventions used in the Modes catalogue should be emulated for new catalogue entries. The British Museum Object Names Thesaurus can be consulted online for reference. Using names and terms already used to catalogue objects in Modes will ensure consistency.

Location and Movement Control

Responsible persons:

The Documentation Officer is responsible for recording object location and movement. Documentation of object location moves should be undertaken within two weeks of the object move. The Head of Archives and Museum, Conservator, Registrar or Archivist are authorised to move objects.

Location and Movement Control procedure:

Object movements should be reported to the Documentation Officer in the first instance who will ensure that any new locations are added into the relevant Modes catalogue entries.

If an object is changing location in or to the store, the object's Permanent Location should be catalogued as Archives, and the run and shelf number and box number (if relevant), should follow this location. runs and shelves in store are labelled.

If an object is changing location in or to the external store, the object's Permanent Location should be catalogued as The Storage Depot Beckenham Ltd, and the unit number.

If an object is moved to the museum display, its location should be catalogued as Archives & Museum.

If an object is loaned out to another institution, this should be listed under Exhibitions/display in the object's catalogue entry with the loan dates.

Object Exit

Responsible persons:

The Head of Archives and Museum, Documentation Officer, and Registrar are responsible for aspects of Object Exit.

Exit forms location:

Triplicate Object Exit forms can be found in the MDA folder in the Head of Archive and Museum's office.

Object exit procedure:

An Object Exit form is to be completed when an object exits the museum collection for external conservation, framing, loan or disposal. The Object Exit form will be completed by the member of staff that is responsible for the object's removal from the museum.

Objects for loan or disposal should only leave the museum if this has been previously agreed by members of staff and the museum's Trustees.

Object Exit forms must be completed by a museum employee and must include the details of the person or institution receiving the object.

Once complete, the museum will retain the blue copy, and the person or institution receiving the object will retain the white and pink copies for their records. The blue copy will be filed in the MDA file. The pink copy will be retained by the receiver, and the white copy will be returned to the museum with the object.

When the object is returned, the white copy will be signed by a member of staff to verify return of the object, and will be filed with the blue copy in the MDA file.

Retrospective Documentation

The museum does not have a documentation backlog, or any current plans for amending or adding to the current system of documentation.

4. Collections Care and Conservation Policy

Collections Conditions Overview

Bethlem Royal Hospital Archives and Museum will survey, benchmark and visually inspect the conditions in which collections are kept to determine priority areas for improvement in line with best practice as defined by the Museums, Libraries and Archives Council's (MLA's) '*Benchmarks in Collections Care for Museums, Libraries and Archives Self Assessment Checklist*' (re:source, 2002). This process will be supported by action plans to guide and measure levels of improvement. Conditions for the Archives and Museum collections will, as a minimum, meet the MLA's 'basic level' requirement.

Preventive Conservation

Preventive conservation is defined as the planned and controlled change to the environment and surroundings of an object to reduce or eliminate, as far as possible, the known aspects of that object's deterioration. The following measures will be implemented to achieve this:

Provision of suitable building conditions

Bethlem Royal Hospital will be responsible for the provision and maintenance of suitable building conditions and will aim to achieve the best possible conditions for the archives and museum collections.

Collections are safeguarded through the management of the following systems:

- Building Maintenance
- Mechanical and Electrical (M&E) Maintenance
- Building Management Systems
- Intruder Alarms
- Fire and Evacuation Systems

All relevant M&E systems will be covered by service contracts and inspected periodically.

Environmental monitoring

Bethlem Royal Hospital Archives and Museum will:

- Monitor the environment in storage and display areas, to measure and record relative humidity (RH), temperature, visible light, ultra violet radiation (UV) and atmospheric pollutants where applicable
- Collect environmental data using continuous recording systems and hand held meters
- Collate, utilise and act upon data to provide stable and appropriate collection environments
- Monitor, manage and eradicate pests.

Environmental control

Bethlem Royal Hospital Archives and Museum will store and display collections in a managed environment that minimises their rate of deterioration, using the following control factors and methods:

- **Relative humidity (RH):** for general mixed media collections, 40-65% RH with less than a 10% fluctuation in any 24 hour period
- **Temperature:** 18 – 25 ° centigrade, 13-18 ° centigrade in the stores
- **Visible light:** 50 – 250 lux, depending on the light sensitivity of the object
- **UV radiation:** less than 75 mw/lm (micro watts per lumen)

- **Display case construction:** where appropriate, objects on display will be cased and the internal case environments tailored to suit the objects within. Artsorb silica gel buffering material will be used, where appropriate, to maintain a stable RH. Lighting will be controlled to prevent heat build up and excessive light levels
- **Storage:** where practical, stored collections will be housed in cupboards, inert crates, boxes, covered racking or covered pallets to protect against dust.

Control methods to be used:

- **Relative Humidity (RH):** localised buffering material, humidifiers, dehumidifiers
- **Temperature:** localised heating and cooling where appropriate
- **Visible light:** daylight exclusion, blinds, filtering films, controllable fibre optic lighting, Light Emitting Diodes
- **UV Radiation:** filtering films, daylight exclusion.

Housekeeping

Cleaning

A housekeeping programme is followed in line with benchmarking action plans. Staff and volunteers are trained to clean storage and display areas in a way that is not detrimental to the collections. Chemical-based commercial cleaning products will be avoided in favour of dry cleaning methods. Vulnerable areas will have dedicated cleaning materials and equipment to prevent the potential introduction of pests from other areas.

Pest monitoring

Areas containing vulnerable collections will be monitored using insect traps that are checked at least once every month. Should pests be detected, the trap contents will be recorded and the area monitored rigorously to locate and eradicate the source.

Handling, moving and transport

- Museum objects are particularly at risk when being moved or handled. Bethlem Royal Hospital Archives and Museum will move its museum objects safely and securely in accordance with published guidance
- The movement of large or awkward items will be planned ahead. Such moves will be risk-assessed and method statements will be produced
- All objects that are transported will be suitably wrapped or crated to give them the most suitable protection
- Items that are transported abroad will be accompanied by a courier, who will be a member of Bethlem Royal Hospital Archives and Museum staff.

Disaster planning

Disaster plans for Bethlem Royal Hospital Archives and Museum will be regularly reviewed and updated where necessary.

Remedial Conservation

Remedial conservation is the active treatment of an object to stabilise its condition, or to enhance its condition, or some aspect of its significance for study and interpretation. Bethlem Royal Hospital Archives and Museum will work in accordance with the following principles:

- Only appropriately qualified and experienced conservators and collections care staff will be employed to carry out conservation work.
- Conservation work should be underpinned by knowledge and understanding of the object. Critical to this is documentation of its condition and treatment, and a long term plan for the care of the object.
- Conservation work should be planned and carried out in consultation with the Head of Archives and Museum and undertaken by an appropriately qualified person, or under the supervision of an appropriately qualified person.
- All treatments will be documented on Modes or on the hard copy catalogue cards and records will be maintained in accordance with SPECTRUM standards.

Expertise, advice and standards

Bethlem Royal Hospital Archives and Museum is committed to continuing professional development of its staff and to the building of relevant knowledge and expertise.

Caring for the collections is the responsibility of all staff. The Head of Archives and Museum is committed to training and to raising awareness of collections care issues. By promoting these to staff members, paid and voluntary, Bethlem Royal Hospital Archives and Museum will communicate the message that safe handling and use of the collections will preserve them for the future and in doing so allow access to them for longer.

All guidelines and information relating to collections care practices and procedures will be held on a central computer network drive which will be accessible to all staff.

5. Acquisition and Disposal Policy

Existing collections, including the subjects or themes for collecting

Historical

The museum's existing historical collection consists mainly of material deriving from Bethlem Hospital (the original 'Bedlam', founded 1247) and the Maudsley Hospital (opened in 1923) and Warlingham Park Hospital (1903-1999). The museum will continue to collect material which is directly related in any way to the three psychiatric hospitals and their associated institute, the Institute of Psychiatry. It is also the museum's policy to acquire material illustrative of the history, and development up to the present day, of psychiatry in its widest context, including all aspects of the care and treatment of the mentally disordered. In this context it has acquired the core collection of the former Museum of St Bernard's Hospital (formerly Hanwell Asylum).

Art

The museum's existing art collection, which includes the Guttman-Maclay Collection, consists mainly of work by artists who have at some time suffered from mental disorder, with an emphasis on those who were already trained or practising as artists before this period. It is especially known for the work of several artists who were patients in Bethlem Hospital, including Richard Dadd, Jonathan Martin, and Louis Wain, and of others, including William Kurelek, who were patients in the Maudsley Hospital. It is not restricted to artists who have been patients in these hospitals or in any other institution. The collection also contains other works which are of interest in the general field of psychiatry, e.g. mediumistic drawings and drawings produced during experiments with mescaline in the 1930s.

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

Historical

It is intended in the long term to develop displays on more general themes associated with 'the mind', and where appropriate material will be acquired specifically for this purpose.

Art

The museum will continue to collect material within the categories already represented. For present purposes these are defined as paintings, watercolours, drawings, and creative works in all media, by artists who have suffered from mental disorder or have been influenced by some other extreme or abnormal mental experience; and other works which are of particular interest in the field of psychiatry, psychology, and related areas of study. It is acknowledged, however, that in a field where 'abnormality' is the norm, it is not possible to lay down the precise criteria by which all future acquisitions will be made.

Donations by Service Users

The museum will not acquire material by taking advantage of others, whether individuals or institutions. In particular it will not seek to obtain material from members of the public who are unaware that it may be of financial or cultural value, without advising them of this fact. Where a donation of an object is proposed by a current mental health service user it will be accepted only as an inward loan in the first instance. Such items may be accessioned after 2 years at the discretion of the curator and after valuation and consultation with the donor.

No collections are closed for acquisitions.

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

Time

1247 to the present day.

Geographical area

United Kingdom of Great Britain and Northern Ireland.

Limitations on collecting

Constraints of staffing, space and care

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. It will take into account limitations on collecting imposed by such factors as staffing levels, storage, display space and care of collection arrangements.

Constraints in respect of archives

In respect of documents and manuscripts relating to the Bethlem Royal Hospital and the Maudsley Hospital, care will be taken not to acquire material which should properly form part of the hospital's own archives unless the hospital's governing body is unable or unwilling to acquire them. Where such material is thought to come under provisions of the Public Records Acts, the appropriate bodies will be consulted. In respect of documents and manuscripts in general, care will be taken not to acquire material which might form part of the archives of any other institution or which might be of particular local significance, without prior consultation with interested parties and in particular with the appropriate local record office.

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.

While there are not, at present, any other full-time museums of mental illness in UK, the museum will pay particular attention to the specialisms and overlaps with the London Museums of Health and Medicine. It will ensure that, where potential acquisitions more properly fall into a related branch of medicine, the appropriate museums are notified.

Policy review procedure.

Periodic review

The Acquisition and Disposal Policy will be published and reviewed from time to time, at least once every five years. The date when the policy is next due for review is noted above.

External notification

The Regional Agency (presently Museums Libraries and Archives for London (MLA (London)) will be notified of any changes to the Acquisition and Disposal Policy, and the implications of any such changes for the future of existing collections.

Acquisitions not covered by the policy

Exceptions

Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the Trustees, having regard to the interests of other museums.

Acquisition procedures

Validity of title

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 Trustees or responsible officer is satisfied that the museum can acquire a valid title to the item in question.

Import / Export history

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).

International guidance

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 Trustees will be guided by the national guidance on the responsible acquisition of cultural property issued by DCMS in 2005.

Biological and geological items

The museum will not acquire any biological or geological material.

Human remains

As the museum holds (but does not intend to acquire any further) a very small number of human remains over 100 years old, it will follow the procedures in the *Guidance for care of human remains in museums* issued by DCMS in 2005.

Archaeological items

The museum will not acquire archaeological antiquities (including excavated ceramics) in any case where the Trustees or responsible member of staff has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures, such as reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure as defined by the Treasure Act 1996 (in England, Northern Ireland and Wales) or reporting finds through the Treasure Trove procedure (in Scotland).

Exceptions

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

- acting as a repository of last resort for material of UK origin relating to the treatment of mental illness; 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.

Spoliation

Spoliation guidelines

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.

Repatriation and Restitution.

Human remains of origin outside UK

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, 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. The disposal of human remains will follow the procedures in the *Guidance for the care of human remains in museums*.

Management of archives.

Code of Practice for Archives

As the museum holds archives, including photographs and printed ephemera, the Trustees will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd ed., 2002).

Disposal procedures.

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

Presumption against disposal

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 sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the museum's collection.

Legal title

The museum will establish that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.

Items acquired with external funding

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 if the item is disposed of by sale.

Financial considerations.

The archives and museum will not undertake disposal motivated principally by financial reasons.

Limitations of the Trust Deed

The disposal of material from the collection can, in accordance with the terms of the Trust deed, be considered only for the purpose of maintaining, improving, enhancing or extending the quality and interest of the collection. 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 MLA.

Collective responsibility

A decision to dispose of an accessioned 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), 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 acting alone.

Priority for disposal

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, exchange or sale, directly to other accredited or registered museums likely to be interested in its acquisition.

Advertisement of disposal

If the material is not acquired by any accredited or registered museums to which it was offered directly, 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.

The Archives and Museum will not dispose of items by exchange.

Allowance of time for expressions of interest

The announcement 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 or registered 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.

Disposal recording

Full records will be kept of all decisions on disposals and the items involved. Arrangements are to be 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 de-accession and disposal.

6. Loans Policy

All outward loans must be formally approved by the Trustees, who meet in February, June and October each year. Applications are considered on their individual merits. The Trustees' decisions are normally based on the following principles:

- The aim of outward loans is to display the work of the mentally distressed to a wider public in an appropriate context.
- The Trust actively promotes the loan of its set-piece exhibitions, which include Richard Dadd and Louis Wain.
- The Trust will consider favourably loans of individual or groups of artefacts if they are to be displayed in a context which will promote the aims of the Trust.
- The Trust is unlikely to approve the loan of individual or groups of artefacts where the display context has no reference to mental illness.

Standard Loan Conditions

The Archives and Museum promote the de-stigmatisation of mental illness countrywide by means of touring exhibitions and lectures. We presently offer 2 exhibitions, one of the work of Richard Dadd and one of the work of Louis Wain. Each exhibition contains 40 paintings. Exhibitions are loaned free, but the borrower arranges packing and transport and nail-to-nail insurance. We supply supporting sale items (postcards, mugs, and paperweights) on a sale or return basis. We can also provide a lecture, and our Education and Outreach Officer is available to help with supporting schools programmes.

Approval

All external loans have to be approved by the Trustees of the Bethlem Art and History Collections Trust. The Trustees meet three times a year, in February, June and October. Generally they will agree loan proposals if the loan will advance our mission as shown above. They do not normally loan individual works to exhibitions of a general nature.

Pre-conditions

Loans are subject to the proposer providing evidence of temperature, lighting and humidity controls, security for the exhibits loaned, and nail-to-nail insurance cover. We would ask for a note on the security arrangements throughout exhibition opening and silent hours. We would wish to see a note of the insurance cover or, if insured by a local government authority, a note from a responsible officer stating that the exhibition would fall within their insurance cover.

Frames

All of the pictures are supplied framed and with mirror plates. It is the borrower's responsibility to package them here prior to moving. We supply specially constructed wooden cases for the 2 large Louis Wain paintings on mirrors, but the paintings will need packing and putting in the cases. Eleven of the Richard Dadd paintings are on glass, but backed by board and framed and with glass over the glass of the painting.

Condition inspection

When the paintings arrive at the borrower's museum or gallery a condition inspection should be carried out. If any damage has occurred it must be reported to the Head of Archives and Museum or Registrar before the exhibition opens.

Credits

The credit on the captions and the catalogue should be *On loan from the Bethlem Art and History Collections Trust*. Some of the Richard Dadd paintings have a slightly different form of words as they are on loan to the Archives and Museum.

Photography

Commercial photography or taking of images for resale is not permitted. We have no objection to photography for publicity, public relations, news reporting or the borrower's internal purposes.

Supporting items

The Archives and Museum can supply merchandise on a sale or return basis. We shall state the cost to the borrower of each item: the borrower may charge whatever price they decide. Items are not marked with prices.

Waiver of fees

The exhibition is supplied free of charge. Our interest is in getting the work of artists who have suffered mental distress shown to new and wider audiences. Please record the numbers of visitors to the exhibition. If the exhibition is included in the entry charge to the museum please simply let us know the total number of visitors. Any additional feedback would be welcome.

Lecture

The Archives and Museum can supply a lecturer if required. There is no fee, but travel and accommodation costs would be paid by the borrower.

Conclusion of the loan

The loan formally ends on completion of the return condition report, which will take place within a week of the items returning to the Archives and Museum.

Paperwork

The formal requirements of the loan are embodied in our standard loan agreement, which we send to borrowers once we mutually agree to loan dates.