

# **West Dunbartonshire Council**

## **Museum Collections Management and Development Plan**

**December 2006**



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## 1. Introduction

- 1.1 The Collection of West Dunbartonshire Council was formed by the amalgamation of the Collections of Dumbarton and Clydebank District Councils and includes a small number of items from the Collection of the former Strathclyde Regional Authority.
- 1.2 This development plan for the Collection establishes broad targets to be achieved within the next three years as required in order to achieve accreditation under the new Museum, Libraries and Archives Authority's (MLA) Museum Accreditation Scheme. These targets also correlate with the E&CSP action of *improved museum collections management exploitation*.
- 1.3 The legacy collections which comprise the West Dunbartonshire Collection are extremely varied. The Dumbarton collection is comprised of various materials of local interest, from geological to industrial and social history items. The Clydebank collection concentrates on the industrial and technological, reflecting the area's industrial heritage, with social history having a more background role. Documentation of the collections has been attempted, however due to the location and availability of stores, it has not always been possible to keep object locations, hence documentation, up-to-date.
- 1.4 Managing and developing the Collection of West Dunbartonshire is a significant undertaking. There are major and fundamental areas for improvement. However, there are also areas of specialism that make the Collection unique and valuable as a heritage resource. There have also been recent, important advances in management of the collection and provision of heritage resources to meet the requirements of the E&CSP, Corporate Service Plan Priority 3, and the MLA's Accreditation standard.
- 1.5 The areas covered in the Collections Plan are:

Acquisition and Disposal  
Interpretation and Outreach  
Preventative Conservation  
Storage  
Conservation

## **2. Acquisition and Disposals**

- 2.1 This is the Policy Statement regulating the acquisition of items for the collections of West Dunbartonshire Council and Clydebank Museum. The adoption and implementation of such a policy by West Dunbartonshire Council and Clydebank Museum is a requirement of the MLA Accreditation Scheme for Museums in the UK and is endorsed and regulated by the Scottish Museums Council in Scotland.
- 2.2 This represents the aims of West Dunbartonshire Council at the time of its adoption in 2006, and as such, will be subject to revision as the museum and collection develop. It is intended that the policy should be reconsidered at least once every five years and no later than December 2011. A revised statement will be brought before West Dunbartonshire Council for its agreement. The Scottish Museums Council will be notified of any changes to the Acquisition and Disposal Policy and the implications of such changes for the future of existing collections as per MLA's Accreditation guidelines.
- 2.3 This policy statement supersedes all previous and existing practices and policies, formal or informal, relating to the acquisition of items for the collections of the Clydebank Museum and West Dunbartonshire Council.
- 2.4 The collections held by West Dunbartonshire Council are extremely varied, reflecting the merger of the collections of Clydebank and Dumbarton District Councils with some items incorporated from the former Strathclyde Regional Council.

### **2.4.1 Clydebank Legacy Collection**

The legacy collection of Clydebank District Council is largely focussed on local industry.

#### **2.4.1.1 Sewing Machines**

The collection includes a large number of sewing machines dating from the 1850s through to the 1980s. These include Singer machines as well as the company's technological and copyright archive, comprising of many more early machines. The collection houses many rare and collectable models. There is also a substantial collection of instruction books and technical photographs.

#### 2.4.1.2 John Brown/Beardmore

The shipbuilding industry is represented by ship building tools, photographs, ship models and ephemera.

#### 2.4.1.3 Tullis

The Tullis factory is represented by laundry equipment.

#### 2.4.1.4 Industrial Ephemera

The collection includes tools and ship models that represent other local industries and places of work.

#### 2.4.1.5 Social History

Social history is a less substantial part of the Clydebank legacy collection. However, there are various social history objects ranging from clothing to identity cards, cameras and shampoo.

#### 2.4.1.6 Fine Art/Silver

The Clydebank legacy collection includes several pieces of Fine Art and several trophies and launch memorabilia.

### 2.4.2 **Dumbarton Legacy Collection**

The legacy collection of Dumbarton reflects social, geological and industrial history.

#### 2.4.2.1 Social History

Social history is well represented in the Dumbarton legacy collection and consists of everyday items dating from the late nineteenth until the late twentieth century.

#### 2.4.2.2 Industrial History

Local industry, from ship building to glass making, is well represented in the Dumbarton legacy collection. There are several, extremely rare, glass walking sticks from local glass making factories.

#### 2.4.2.3 Geology/Archaeology

The collection includes a substantial number of local geological samples as well as some local archaeological and biological samples. The archaeological and biological samples are placed on long term loan at the Hunterian Museum in Glasgow.

#### 2.4.2.4 Fine Art/Silver

There is a well-established Fine Art collection, comprising of c. 400 pieces. There is also a substantial collection of silverware.

### 2.5 **Future Acquisitions**

#### 2.5.1 Sewing Machines

The Council will no longer solicit sewing machines to add to the collection due to constraints in storage space and practicalities of exhibition and interpretation. It may still be appropriate to accept sewing machines and ephemera which will fill gaps in the collection.

#### 2.5.2 Shipbuilding

The Council will no longer accept shipbuilding tools into the collection as this area is well represented. However, the Council will collect social history items related to shipbuilding and the lives of ship builders and their families.

#### 2.5.3 Industrial History

Due to storage and exhibition and interpretation constraints, the Council will no longer actively collect industrial equipment. Industry is already well represented within the collection.

#### 2.5.4 Geological/Archaeological Objects

Geological specimens will be added to the Collection to fill gaps that may exist. Archaeological specimens will also be accepted providing there is the expertise and facility to care for these appropriately (see paragraphs. 3.5-3.6.)

### 2.5.5 Fine Art

The Acquisitions Panel, including the Council's museum professional, will purchase fine art as appropriate.

### 2.5.6 Silver

Silver will not be actively sought for the collection due to conservation and storage issues. In exceptional circumstances or to fill gaps in the collection items may be acquired with the permission of the Director of Education and Cultural Services or the Council's museum professional as his/her representative.

### 2.6 Handling Collection

A handling collection will be established in order to allow the public to touch and examine objects. This collection will be made available for use by schools, reminiscence groups and others. It is proposed that some duplicate items as well as duplicate new acquisitions will be used for this purpose.

## **3. General Rules for Acquisition**

3.1 West Dunbartonshire Council recognises its responsibility in making new acquisitions, to ensure that care, documentation and use of the collections will meet Accreditation Standard. Consideration will be given regarding limitations imposed on collecting by factors such as staffing, storage and care of collection arrangements. Where the acquisition of any item would result in significant financial implications, the matter will be referred to West Dunbartonshire Council.

3.2 West Dunbartonshire Council will exercise due diligence and will make every effort not to acquire, whether by purchase, gift, bequest or exchange, any item, unless it is considered that valid title to the item in question can be obtained.

3.3 In particular, West Dunbartonshire Council 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.

3.4 West Dunbartonshire Council will not acquire any items that have been traded illicitly. This is 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. West Dunbartonshire Council will follow UK national guidance on the responsible acquisition of cultural property issued by DCMS in 2005.

- 3.5 With regard to biological and geological material, West Dunbartonshire Council will not knowingly acquire, by any direct or indirect means, any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.
- 3.6 No excavated or archaeological material will be purchased unless the Council's museum professional, acting on behalf of the Director of Education and Cultural Services, can be reasonably certain that the circumstances of excavation or recovery did not involve recent unauthorised destruction of, or damage to, ancient monuments, known archaeological sites or places of special scientific or historical interest, or failure to disclose finds to the owner or occupier of the land where found, or to any proper authority.
- 3.7 The only exception to the General Rules – 3.2, 3.4 and 3.6 – will be in specific circumstances where the museum is either:
- acting as an externally approved repository of last resort for material within the UK; 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
  - is in possession of reliable documentary evidence that the item was exported from its country of origin prior to 1970.

In all such cases West Dunbartonshire Council will be open and transparent in the way it makes decisions and will act only with the permission of the appropriate outside authority.



- 3.8 The Council will observe the statement of principles “Spoilation of Works of Art during the Nazi, Holocaust and World War II Period,” issued to non-national museums in 1999 by the Museums and Galleries Commission.

#### **4. Collecting Procedures**

- 4.1 The Council's museum professional as the representative of the Director of Education and Cultural Services, will have delegated authority to take responsibility for the acceptance or rejection of potential gifts or bequests to the Museum and collection, for soliciting gifts of material for the collection within the terms of this policy, and for making recommendations and taking action on the purchase of material in accordance with this Policy and in accordance with West Dunbartonshire Council's normal standing orders.
- 4.2 Items offered to the Museum as gifts or bequests will not normally be accepted if they are subject to restrictive covenant or special conditions, such as that they be displayed in a particular way. In exceptional circumstances, if the Council's museum professional feels that the item/s in question are of over-riding importance, the Director of Education and Cultural Services and West Dunbartonshire Council, may be asked to approve the acquisition of a specific item where conditions are attached. A general exception to this rule will be deemed to exist in the respect of restrictive covenants or conditions intended to assure only the permanent protection of the item/s concerned in the Museum or Council's permanent collections, such as restrictions placed upon any legal powers of disposal that the Museum or Council may have. Under such circumstances, the Director of Education and Cultural Services, advised by the Council's museum professional, may reasonably recommend that West Dunbartonshire Council accept the gift or bequest in question.
- 4.3 The acceptance of items on loan, normally for a finite period, for display or specific study, may be authorised by the Council's museum professional acting on behalf of West Dunbartonshire Council. In exceptional cases, a privately owned item of major importance that falls within the scope of this Policy may be accepted on a finite long loan, whether or not is it required for immediate display or study. No item will be received on “permanent loan”: a term which has no legal status. The period of all loans will be agreed in writing between the Council's museum professional, as the responsible officer, and the owner of the item at the time of deposit. Where the term of a loan has expired, it may be renewed or extended for further finite periods, at the discretion of both the owner and the museum professional .

#### **5. Collecting Area**

- 5.1 The Collecting Area for West Dunbartonshire Council's collection will be primarily the area defined by the borders of West Dunbartonshire.
- 5.2 The period of time to which the collection relates will cover all the chronological history of the area. Consultation will begin in 2006 to advise on the collecting of contemporary items.
- 5.3 West Dunbartonshire Council will take into account the collecting policies of other museums and other organisations collecting in the same or related areas of 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.
- 5.4 Items made in, at some point used within, or otherwise provenanced to the Collecting Area, may be acquired, regardless of their location at the time of acquisition. Where this involves the collection of items not thus provenanced, other than on the open market, from a place within the geographical sphere of influence of another museum, principles of openness and transparency and good communication will apply.
- 5.5 In exceptional circumstances, to ensure local preservation within the public domain of important material, the Council's museum professional is authorised to collect material from outwith West Dunbartonshire Council's stated collection area, relating to those parts of the general area not covered by any museum service. Such material is acquired on the understanding that it may be transferred to another museum at a future time.
- 5.6 Where the museum seeks to acquire "local" artists' work or to acquire "local" views, the area defined in 5.1 and 5.2 above will normally be used as the basis for decisions.
- 5.7 Acquisitions outwith the current stated policy should only be made in very exceptional circumstances, for example, where artefacts are in danger, and then only after proper consideration by West Dunbartonshire Council having regard for the interest of other museums.

## **6. Disposal – General Principle**

- 6.1 By definition, the museum has a long-term purpose and should possess (or intend to acquire) permanent collections in relation to its stated objectives. West Dunbartonshire Council accepts the principle that, except for sound curatorial reasons, there is a strong presumption against the disposal of any items in its collection.

## **7. Reasons for Disposal**

7.1 The following reasons for disposal should apply:

- to remove from the collection any item which is too badly damaged or deteriorated to be of any further use.
- to improve the curatorial care of the collections by the disposal of duplicate or unprovenanced or material of low intrinsic relevance to the Acquisitions Policy.
- to transfer to the ownership of another Accredited Museum any item which, by reason of changes in public, social or educational need, administrative responsibility, development priorities or the establishment of a new Accredited Museum, the Director of Education and Cultural Services or his/her representative advises would be more appropriately placed elsewhere.
- Decisions to dispose of items will not be made with the principal aim of generating funds.
- Any monies received by the museum governing body from the disposal of items will be applied for the benefit of the museum 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.

## **8. Authority for Disposal**

- 8.1 No item from the collection may be disposed of without the specific authority of West Dunbartonshire Council. Such a decision is the responsibility of West Dunbartonshire Council acting on the advice of the Director of Education and Cultural Services, after consultation with the Council's museum professional and not of any individual acting alone.
- 8.2 When disposal is considered, West Dunbartonshire Council will take all reasonable measures to establish that it is legally free to dispose of any item.
- 8.3 If the disposal of a quantity of similar material is proposed, West Dunbartonshire Council may give the Council's museum professional, as the representative of the Director of Education and Cultural Services, delegated authority to dispose of specific items, once a general principle has been approved.

- 8.4 Where recommendations concerning the disposal of items from the collection are to be made, it is understood that there will need to be certain preliminary investigations before a report can usefully be brought before West Dunbartonshire Council. This may include such matters as obtaining valuations, seeking the views of donors and contacts with other Accredited Museums which may be interested in accepting transfers. Within the terms of this policy, it is understood that the Council's museum professional, as the representative of the Director of Education and Cultural Services, has authority to take appropriate action, without prejudice to West Dunbartonshire Council's eventual decision.

## **9. Disposal of Purchases, Gifts and Bequests**

- 9.1 When disposal of a item from the collection is being considered, West Dunbartonshire Council 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 all or part of the original grant.
- 9.2 Items given or bequeathed will not normally be disposed of without prior consultation with the donors or their families within the first generation, and where possible, their approval should be obtained on the course of action proposed. This is, however, a matter of courtesy, rather than a legal requirement. The Director of Education and Cultural Services or his/her representative shall be entitled to waive this requirement when all reasonable efforts to trace the donor have failed, and additionally where no details of the donor exist.
- 9.3 In appropriate circumstances, having taken into account the procedure set out in paragraphs 7.1-7.3 and 9.1-9.3 of this Policy, the Council's museum professional as the representative of the Director of Education and Cultural Services may recommend the return of the item to the original donor.

## **10. Disposal Procedure**

- 10.1 Once a decision to dispose of material in the collection has been taken, priority must 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. The Council recognises its duty to preserve all information which it has amassed in relation to the provenance of each item in its collection. Such information will assist in

the validation of the authenticity of each item and will be passed on, with each item, to its new owner.

- 10.2 If the material is not required by an Accredited (or Registered) museum to which it was offered directly, then the museum community at large will be advised of the intention to dispose of the material. This will normally be through an announcement in the Museum Association's Museums Journal, and other professional journals where appropriate.
- 10.3 The announcement must indicate the nature and number of the museum items involved, and the basis on which a transfer would be made. Preference must be given to expressions of interest from other Accredited Museums. A period of at least two months must be allowed for an interest in 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.

## **11. Disposal by Destruction**

- 11.1 The destruction of material in the collection will only be acceptable if it has been seriously damaged, or has deteriorated beyond the point of further usefulness to the collection. The decision to so destroy must be authorised by West Dunbartonshire Council acting on the advice of the Director of Education and Cultural Services, after consultation with the Council's museum professional as the officer responsible for the maintenance of professional museum standards. The item must be formally documented as 'destroyed' and the destruction must be carried out in a discreet, confidential and permanent fashion.

## **12. Procedure Following Disposal**

- 12.1 Full records and photographs will be kept of all disposals from the collection. The disposal of items shall be recorded in the appropriate register.
- 12.2 Where a item from the collection is transferred to another Accredited Museum, all the associated documentation must accompany it, or follow within a period of one month. Where appropriate, this will include photographic records. The Council will retain copies of the key sections of documentation for future reference in accordance with the SPECTRUM Procedure on Deaccession and Disposal.
- 12.3 Any money received by West Dunbartonshire Council as a result of the sale of material in the collection will normally be used for the benefit of the collection. Normally this will mean it is placed in a Purchase Fund and

used to acquire further items but in exceptional cases improvements relating to the care of collections may be justifiable. Advice on these cases will be sought from the MLA.

### **13. Management of Archives**

- 13.1 West Dunbartonshire Council will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd ed. 2002,) in the treatment of archives, including photographs and printed ephemera held within the collection.
- 13.2 Full records will be maintained in order that, at all stages of acquisition, collection, storage and exhibition the items within the Council collection are properly managed and recorded in accordance with good professional practice.

### **14. Preventative Conservation - Interpretation and Outreach**

- 14.1 Interpretation of the collection is based on in-depth research of items on display in the museum and summarised in fact sheets that are available in the museum and on the web portal. This complies with E&CSP action *interpretation of collections* and Corporate Service Plan Priority 3.
- 14.2 Outreach work will concentrate on reminiscence and handling boxes which can be taken out and used in the museum, in schools and with community groups to promote social inclusion and increase accessibility to collections as per the E&CSP action *interpretation of collections* and CSPP3.
- 14.3 Remote museum cases in areas of popular interest will advertise and encourage contact with the museum, promoting social inclusion and life long learning objectives.
- 14.4 Friends and museum volunteers will be encouraged to develop exhibitions with professional advice from museum staff. This will take place once documentation of appropriate areas of the collection to MDA's SPECTRUM standards has taken place in line with E&CSP action *improve museum collections management exploitation*, life long learning and social inclusion objectives and CSPP 3.

**15. Preventative Conservation – Storage** (Position statement at November 2006)

15.1 There are several storage areas utilised for the collection of West Dunbartonshire Council. These are as follows:

Clydebank Town Hall basement area  
Clydebank Town Hall prison cells  
Stanford Street  
Edinbarnet School  
Gavinburn Library basement  
Dumbarton Library Committee Room  
Levenford House  
Lomond Park Industrial Estate unit  
Council Offices, Garshake Road

15.2 It is envisaged that the development programme for storage will be completed within a maximum of two years. For the long term health of the collection, the aim is to have this completed in a substantially shorter time. Timescales are considered in more detail in West Dunbartonshire Council's Documentation and Procedural Plan. This programme is a criterion of the MLA's Accreditation scheme, *Benchmarks for Collections Care* and conforms to CSP P3 and E&CSP actions: *improved museum collections management exploitation, undertake conditions report of artefact collections* and *interpretation of collections*.

15.3 Clydebank Town Hall basement area

This store, which is unsuitable for the storage of objects will be cleared of all objects by the end of 2007. 25 treadle sewing machines have been relocated. Currently there are still shipbuilding materials and ephemera, stained glass and some ceramic and domestic ware located in the store.

15.4 Clydebank Town Hall prison cells

There are two prison cells currently in use for the collection. At the moment these stores house overflow objects that will be taken to other stores when shelving space becomes available. Once this is done, shelving will be fitted in both cells to provide storage for industrial working tools and the handling collection. Environmental monitoring equipment, and a thermo-hygrometer will be purchased to monitor conditions. Baking trays to house objects will also be purchased.

15.4 Stanford Street

This location houses the centralised store for the Sewing Machine Collection. At present it is full to capacity. The store also houses technical photographs, Singer instruction booklets and a small collection of cameras donated by Clydebank Camera Club. Shelving will be purchased for this store to facilitate better use of space and allow sewing machines currently held in other stores to be located there.

#### 15.5 Edinbarnet School

This store will be used for storing small objects and paper archives. Without shelving, objects are stored in archive boxes across the floor. As this is the main store for delicate objects, shelving is essential and environmental monitoring equipment will be purchased to measure temperature and relative humidity. Bakers' trays will also be purchased to house smaller objects on shelves.

#### 15.6 Gavinburn Library basement

This store is extremely unsuitable for the storage of objects. All industrial work tools will be moved to Clydebank prison cells by the end of 2007. Other items will be evaluated and considered for disposal as necessary.

#### 15.7 Dumbarton Library Committee Room

This store is in the process of being redeveloped as West Dunbartonshire Council's Fine Art Store. It is approached by a staircase which makes the transport of Fine Art hazardous. The lack of security is an issue. Shelving in this store is in the process of being built. A luxmeter and thermo-hydrograph will be purchased for this store. The feasibility of purchasing fire and waterproof covering for the shelving will also be examined as will the purchase of transportation cases for Fine Art. UV filters will be applied where necessary.

#### 15.8 Levenford House

##### 15.8.1 Silver Store

The silver store at Levenford House houses objects in very cramped conditions with very high wooden shelving. Due to the imminent sale of Levenford House, a new store will require to be found as a matter of urgency.

##### 15.8.2 Outbuildings



Large pieces of furniture are currently stored in these outbuildings. Despite being robust, they are subject to damp and are unsuitable in the long term. It is proposed that the pieces are removed as soon as all store centralisation is complete, and stored in a storage unit at Lomond Park.

15.9 store and is currently functioning as temporary housing for objects that have to be stored mid-transit to other stores pending shelving. In the longer term it is planned to house large pieces of furniture and exhibition equipment at this store. Conservation monitoring equipment will be purchased for this store.

15.10 Council Offices, Garshake Road

A recently acquired collection of artworks is housed in safe storage within Council Offices. This is a temporary situation whilst arrangements are made to re-house this collection, and that at Dumbarton Library Committee Room. This will ensure that all fine art is documented to SPECTRUM standards and added to accession registers. It will also ensure compliance with *Benchmarks in Collections Care*.

15.11 Once all stores are fully established, a Health and Safety review will take place. A security professional will also evaluate the risks to the security of objects in the collection in each of the stores. Plans of stores will be made available to appropriate Council staff as will details of conservation, movement control and labelling equipment. A Fire Officer will also evaluate all stores for potential risks.

## **16. Conservation**

16.1 All stores have been evaluated for conservation and monitoring will start on a weekly basis as soon as shelving has been assembled. This is a requirement of the MLA's Accreditation scheme, MDA's SPECTRUM standard, Benchmarks in Collections Care and contributes to the E&CSP action *to produce a conditions report of artefacts*.

16.2 Conservation needs vary, although it is expected that there will be a need for:

- archival foam
- packing cases for Fine Art
- fire and waterproof cloth
- bakers' trays
- hygrometers
- thermometers
- luxmeters

- 16.3 It should be noted that this list is for environmental monitoring purposes and further conservation work may be required.
- 16.4 Environmental monitoring will be conducted weekly or monthly with a full review of stores annually.
- 16.5 Priorities for conservation will be identified annually and appropriate specialists involved as required.
- 16.6 It is anticipated that some volunteer input into documentation will occur.

## **17. Conclusion**

- 17.1 West Dunbartonshire Council has a substantial collection that reflects the history of its people. It is a sound base upon which to build a collection that truly reflects the experiences of the West Dunbartonshire area, its inhabitants and its wider context. However there must be a substantial investment of time and money so that the Collection becomes truly representative and an example to other museums. This plan sets out the Council's aspirations and intentions.

## **Appendix 1**

### **List of abbreviations and terms used:**

<b>SMC</b>	Scottish Museums Council – the museum standards and advisory body for Scotland.
<b>MDA</b>	Museum Documentation Authority – the national advisory body on museum documentation for the UK.
<b>MLA</b>	Museum, Libraries and Archives Authority – the central governing body for museums etc for the UK, of which the SMC is a regional member.
<b>E&amp;CSP</b>	Education and Cultural Services Service Plan
<b>CSPP</b>	Corporate Service Plan Priority
<b>WDC</b>	West Dunbartonshire Council
<b>DCMS</b>	Department of Culture, Media and Sport
<b>Accreditation</b>	The MLA’s Museum Accreditation Scheme sets nationally agreed standards for UK museums. The Museum Accreditation Scheme is administered by the SMC in Scotland on behalf of the MLA.
<b>Spectrum</b>	Standards governing museum documentation procedures, embedded in the Museum Accreditation Scheme.
<b>Benchmarks in Collections Care</b>	Benchmarks in Collection Care is a self-assessment checklist to help organisations in the sector identify how well they are caring for their collections. Incorporated into the Accreditation scheme.

## Appendix 2: Definitions

The ***museum*** is defined as those premises, staff and collections of original material which may from time to time be under the control of the Director of Education and Cultural Services or his/her representative. At the time of adoption of this policy, this principally encompasses all stores outlined in this document and artefacts that are on exhibition which belong in the museum collection.

The term “**Museum**” is used in a functional sense and may, at all times, be taken to subsume the collections of West Dunbartonshire Council over which the Council’s museum professional has delegated responsibility from the Director of Education and Cultural Services.

***Collections*** are defined as follows:

Any item entered in the Accession Register of the Museum (Council), whether as a gift or purchase, together with any item not entered in the Accession Registers, but in the possession of the Museum (Council) at January 2006, which was donated or purchased with the intention that it should become part of the Collections.

***Valid Title*** is defined as legal ownership.

The Council’s museum professional is defined as being the professional officer responsible to the Director of Education and Cultural Services for the management of the collection according to proper professional standards. The Council’s museum professional must have a relevant degree, or a diploma in museums studies (or equivalent), or experience of the principles and practice of museum operation and management as may be determined to be acceptable by the Scottish Museums Council.