

## WEST DUNBARTONSHIRE COUNCIL

### Report by the Director of Education and Cultural Services

Children's Services Committee: 13 December 2006

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**Subject: Revised Museum Collections Management and Development Plan**

#### **1. Purpose**

- 1.1** To inform the Committee of the National Accreditation Scheme for Museums and the requirement to adopt a revised Collections Management and Development Plan to govern Clydebank Museum's collecting strategy.

#### **2. Background**

- 2.1** Museum Accreditation is a voluntary, quality assurance scheme for museums across the United Kingdom. The scheme is operated by the Museums, Libraries and Archives Council (MLA), and the Scottish Museums Council (SMC) is responsible for the administration of it in Scotland. To qualify, museums must meet clear basic requirements on how they care for and document their collections, how they are governed and managed, and on the information and services they offer to their users.
- 2.2** One key requirement to allow a Museum to qualify for full registration is for an Acquisition and Disposal Policy, approved by the governing body or under delegated powers. Proposed Acquisition and Disposal policies for Clydebank Museum are contained within the attached document "Museum Collections Management and Development Plan" (Appendix 1)
- 2.3** West Dunbartonshire Council last submitted Acquisition and Disposal policies to the SMC in 2002, after being invited to renew Registration. These policies now require revision due to changes in format required by the SMC and to reflect professional and ethical guidelines outlined in the document "Model Acquisition and Disposal Policy for MLA Accreditation Scheme".
- 2.4** The revised Plan was approved previously in May 2006. However updates were required in the light of recent discussions with the SMC.

#### **3. Main Issues**

- 3.1** Clydebank Museum has been invited by SMC to submit an application for the National Accreditation Scheme, for which the final deadline is 8<sup>th</sup> January 2007.
- 3.2** The SMC issued new professional guidelines with the invitation. These guidelines, including legal and ethical professional guidelines, have informed the development of the revised Acquisitions and Disposal policies.
- 3.3** These guidelines have been developed and are monitored by the following professional organisations: The Scottish Museums Council; The Museums

Documentation Association; and The Museums Association. All newly Registered Museums are obliged to comply with the new guidelines.

**3.4** A number of minor issues have been agreed with the SMC and appropriate changes have been made to the Plan.

**3.5** The changes to the previous plan may be summarised as follows:

**3.5.1** Where reference is made to the Director and 'his/her representative' this has been amended to the Director "following recommendations from the council's qualified museum

**3.5.2** professional".

**3.5.3** General rules for Acquisition amended to reflect SMC & National procedure for treasure trove and archaeological antiquities.

**3.5.3** General Principles of Disposals; wording is amended to reflect MLA recommendations of "strong presumption against disposal of any items".

**3.5.4** "Removing items from the collection which have no connection with West Dunbartonshire" has been removed from the policy being in contradiction with 12d and 12e of the MLA model policy.

#### **4. Personnel Issues**

**4.1** There are no personnel issues.

#### **5. Financial Implications**

**5.1** Without full Registration under the new scheme, museum services will have restricted SMC funding opportunities available to them, which would have significant impact on service provision.

#### **6. Conclusions**

**6.1** The Museum Service require Council approval of their revised Museum Collections Management and Development Plan in order to meet the criteria laid down for Registration with the National Accreditation Scheme for Museums.

#### **7. Recommendations**

**7.1** Members are asked

- (i) to note the contents of this report and the progress being made by the collections service toward the National Accreditation Scheme standards; and
- (ii) to approve the further revised Museum Collections Management and Development Plan as appended.

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**Background Papers:** Scottish Museums Council  
Model Acquisition and Disposal Policy for MLA  
Accreditation Scheme 2005  
  
Museum Collections Management and Development  
Plan 2006

**Wards Affected:** All Council Wards are affected