



University of
St Andrews

Collections development policy

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Collections Development Policy

Name of museum: Museum Collections, University of St Andrews (including MUSA - the Museum of the University of St Andrews, the Gateway Galleries and the Bell Pettigrew Museum)

Name of governing body: University Court, University of St Andrews.

Name of managing committee: Audit and Risk Committee: a standing committee reporting to the University Court.

Date on which this policy was approved by the Committee on behalf of the Governing Body: 21 February 2013

Date at which this policy is due for review: 2018

Introduction

- i This is a Policy Statement regulating the acquisition and disposal of items for the Museum Collections, University of St Andrews. The adoption and implementation of a Collections Development Policy by the University is a requirement of the national Museum Accreditation scheme.
- ii This policy is a revision of the initial policy as adopted in 1991 and revised in 1995, 1999, 2003 and 2008, previously titled the Acquisition and Disposal Policy. It represents the aims and plans of the University of St Andrews at the time of its adoption in 2013, and as such will be subject to revision in the year 2018.
- iii This Policy Statement supersedes all previous and existing policies, formal or informal, relating to the acquisition of items for and disposal of items from the Museum Collections, University of St Andrews.
- iv The existing collections and the criteria governing future acquisition policy are as set out in Sections 2 and 3 of this Policy.
- v In the following Policy Statement, the term 'Museum Collections Unit' (sometimes shortened to 'Museum') denotes the central University unit with overall responsibility for museum collections. 'Curator' stands for the Director or Curators of the Museum Collections Unit. The term 'Departmental Curator' stands for the Curator of any of the University's departmental collections, whether the position is honorary or not. The term 'Committee' is defined as the University's committee responsible for overseeing the Museum Collections (currently the Audit and Risk Committee). The term 'University' is used to denote the authority of the governing body, the University Court, with the responsibility for all the University's properties, including all the collections.

1. Museum's statement of purpose

The museum collections of the University of St Andrews are a central part of the heritage of Scotland's oldest university. The Museum Collections Unit exists to **develop and care for these collections** and to **make them accessible** to all, through a variety of methods, including displays, publications, digital technology and community engagement programmes. The Unit aims to provide the highest quality facilities and services, matching the aspirations of its parent University.

2. An overview of current collections

The Museum Collections of the University of St Andrews broadly relate to the University of St Andrews, its history, personalities and teaching and research fields. The Collections have been forming since shortly after the University was founded, as the first university in Scotland, between 1410 and 1414. Today, the Collections contain approximately 112,300 objects, encompassing the fields of fine and applied art, silver, furniture, numismatics and archaeology (the 'Heritage Collections'); ethnographic and Amerindian material; anatomy and pathology; chemistry; psychology; historic scientific instruments; geology; and, in the Bell Pettigrew Museum, zoology. Until 2008, each of these eight areas was individually fully Registered by the MLA and its predecessor bodies under the Museum Registration scheme. From 2008, they were amalgamated as regards the purposes of application to the Accreditation scheme (which superseded Registration); and the main display venues of MUSA (the Museum of the University of St Andrews), the Gateway Galleries (the University's temporary exhibition galleries) and the Bell Pettigrew Museum were put forward for Accredited status instead. The Museum Collections are displayed in these three venues, in the foyers and seminar rooms of academic schools, and in other locations across the University including, in the case of the fine art collections, state rooms, service units and halls of residence.

a. The Heritage Collections

The Heritage Collections were awarded the status of a Recognised Collection of National Significance in 2008. The Heritage Collections incorporate material relating to the history and heritage of the University of St Andrews, including fine and applied art, costume and textiles and furniture. They also include miscellaneous collections and items (e.g. the archaeology and numismatic collections and the 'Beggar's Benison' and 'Wig Club' material) which have come into the possession of the University because, for example, they were included in earlier museum collections, relate to past or present teaching areas, or relate to the history of the University, town or region.

Fine Art

The fine art collections of the University of St Andrews currently comprise over 110 portraits; over 350 other oils, watercolours, prints and drawings; and around 50 sculptures and busts.

The portrait collection was established in 1765, with the gift of a portrait of alumnus David Stewart Erskine, Lord Cardross, later 11th Earl of Buchan. It grew steadily throughout the ensuing centuries and encompasses images, mainly oils, of University Chancellors, Principals, Professors, Rectors, alumni and benefactors, many of whom are recognised figures in the social, cultural, intellectual, scientific or political development of Scotland. Artists represented include Sir Henry Raeburn, David Wilkie, David Martin, Sir John Watson Gordon, Thomas Duncan, Robert Herdman, Sir George Reid, John H Lorimer, Sir James Guthrie, George Fiddes Watt, Beatrice Huntingdon, Alberto Morrocco and Stephen Campbell. As such, the collection reflects the history and development of Scottish portraiture. Other important artists represented include Sir Peter Lely.

Of the University's other art holdings, the Pilgrim Trust *Recording Scotland* Collection is of particular significance. The Collection consists of over 100 works, largely watercolours, gifted to

the University in 1953. The *Recording Scotland* project was designed to produce employment for artists during the Second World War, and create a permanent pictorial record of a Scotland thought to be at risk from bombs and growing industrialisation. The pictures, by artists including Stewart Carmichael, Robert Eadie, Andrew Archer Gamley, Alan Ian Ronald, David Foggie, John Guthrie Spence Smith, James Wright, Charles Oppenheimer and Samuel Peploe, collectively constitute an important pictorial archive of Scotland c.1940.

The Harry and Margery Boswell Art Collection was established and endowed by the Boswell family in 1996, to enable the University to make annual purchases of Scottish art, with the intention of developing a notable collection of contemporary and historical artworks, to assist in the teaching of Scottish art and culture within the University, especially within the School of Art History. To date, collecting has focused primarily on the field of contemporary Scottish paintings, prints and photographs, which had previously been something of a gap in the collections. The artists represented are all leading figures, including Alan Davie, Ken Currie, Calum Colvin, John Bellany, Steven Campbell, Alison Watt, Callum Innes, John Byrne and Adrian Wisniewski. The early part of the twentieth century is represented by works by William McCance and J.D. Fergusson. Other notable works of 20th century and contemporary Scottish art have recently been presented by Murdo MacDonald.

The University's fine art holdings also comprise works by artists including Sir William Quiller Orchardson, W.E. Lockhart, Sam Bough, Elizabeth Blackadder and Robin Gillanders, and several others of national import. Highlights of the sculpture collection include a marble bust of Laura, after Canova; a bronze statuette of Peter Pan by Sir George Frampton, after the Kensington Park figure, gifted by J.M. Barrie; a group of three sculptures, *Three Samurai* (1983), by Czech artist Jan Koblasa; and a study for *Vulcan* by Paolozzi.

The fine art collections are growing steadily, with acquisitions focusing largely on Scottish works, portraits of individuals connected to the University, or material to support the teaching of Art History

Silver

The silver collection is, collectively, of national importance, with certain items being of outstanding international significance. The collection contains around 500 pieces, dating from the 15th to the 21st centuries. These range from ceremonial pieces, such as the University's three medieval maces; to items, from 16th century mazers (communal drinking vessels) to 18th century spoons and 20th century cutlery and tableware, used in the University's colleges and halls of residence; to sporting trophies, such as the relics of the Silver Arrow Archery Competition of the 17th and 18th centuries. Together, the collection provides important material evidence of the history and development of silver manufacture in Scotland and further afield, and the use of silver in an institutional and domestic context, within Scotland's oldest university.

Costume and Textiles

The textile collection consists of around 120 items. These relate mainly to the academic dress of the University of St Andrews, but also include other material, such as a Sudanese costume thought to have been worn in the 1920s by an overseas student, and a Norwegian flag carried by the explorer and Nobel laureate Fridtjof Nansen on the 'Farthest North' Arctic expedition of 1895.

Furniture

The University owns several hundred pieces of furniture likely to be of interest to the Museum Collections Unit: these are largely pieces of Scottish furniture, purchased or commissioned for educational or ceremonial purposes between c. 1500 and 1950. The Unit retains a watching brief on these, assessing their suitability for accessioning into the Collections as they come out of, or are proactively removed from, active use. Around 50 items have already been accessioned or identified as part of the immediate documentation backlog: these include some important 16th century pieces (e.g. the St. Andrews Cupboard) and 17th century chairs (including a chair thought to have been used

as the Speaker's Chair when the Scottish Parliament met in St Andrews). A representative collection of 18th century furniture types, and some 19th century furniture by renowned makers are also of interest.

Archaeology Collection

The archaeology collection consists of two specific groups: the Cypriot collection and prehistoric material. Both are useful reference collections.

The Cypriot material comprises over 180 artefacts. It is used for teaching in the School of Classics.

The prehistoric material, in total around 800 artefacts, represents donations by A.D. Lacaille, H.W. Seton-Karr, and D. Waterston. The Lacaille material represents the academic interests of the eminent pre-historian A.D. Lacaille in the Palaeolithic, Mesolithic and Neolithic periods. It consists of Lower Palaeolithic material from southern England (flint handaxes and other artefacts), and Upper Palaeolithic material from France (including scrapers, burins, flakes and cores). The Seton-Karr material comprises a small number of Palaeolithic artefacts from Somaliland and southern Africa. The Waterston donation includes Lower Palaeolithic artefacts from southern England, but is most noteworthy for its series of flints found in the 1880s at Happisburgh, Norfolk.

Numismatic collection

The numismatic collection consists of around 500 coins, 12,000 Communion tokens and 250 medals.

The collection of Communion tokens is of national and international importance, containing material dating from the 17th to 20th centuries. It is comprehensive with regard to Scottish and Irish material. It also includes examples from virtually every Scottish emigrant community, thus charting the Scottish diaspora in England, Europe, Africa, Asia, the Americas and Australasia. It is one of the largest collections of Communion tokens in the UK and includes two important private collections formed early in the 20th century by two St Andrews alumni, Reverend A.A. Milne and Reverend A.R. Taylor, as well as several smaller collections, including that formed by St Mary's College.

The collection of coins includes nearly 100 classical coins, nearly 400 medieval coins (chiefly Edward I-II pennies from the Aberdeen 1886 hoard), and small numbers of oriental (ancient to modern) and modern western coins.

The medals relate largely to the history of the University, ranging from class medals, given to individual students for academic achievements, to medals awarded to staff and alumni by external bodies, and medals struck to mark key events in the University's history e.g. the 500th anniversary.

Miscellaneous items/collections

Objects include photographic equipment, musical instruments, an interesting group of caich balls, etc. The holding of this material represents the University's own long history, and how it has long been viewed as an appropriate repository of interesting artefacts by alumni, friends and locals. The Museum Collections Unit also occasionally takes responsibility for objects of material culture which originally came into the University archives (maintained by the University Library) e.g. certain medals; prints; and collections of artefacts relating to the 'Beggar's Benison' and Wig Club (whose papers are held by the archives), etc: careful attention is paid to documentation procedures to ensure that links between these objects and archival sources are retained, and that contextual information is not lost.

b. The Ethnographic and Amerindian Collections

The Collections comprise approximately 250 items, of which 139 are Amerindian. The Amerindian collection is largely of South American archaeological and ethnographic material, and includes some important Inca and early Peruvian items donated by F. J. Bremner in 1908. It is complemented by a

collection of 31 artefacts, on loan from a private individual. The remaining ethnographic collections contain items from Australia, Asia, Polynesia and Africa, and elsewhere; some of these items, which date from the 11th century onwards, are of international importance. Future collecting will normally be confined to material relating to research and teaching by the Department of Social Anthropology, typical examples being the bequest of African items from the collection of the late Professor Holy and the donation of Moroccan (mainly Berber) material collected by Dr H. Brown.

c. The Bell Pettigrew Museum

The Bell Pettigrew Museum houses, in its display areas and stores, the University's zoology collection of c. 15,000 specimens from across the world, plus a small collection of related scientific instruments. The zoology collection, which largely dates from the Victorian period onwards, is a rare surviving example of a large systematically organised zoology teaching collection. Collecting continues, and the collections are actively used for teaching and research purposes.

The zoological specimens include both wet (specimens preserved in fluid) and dry material (including stuffed skins, shells, insects, eggs, fossils and dried material such as starfish, etc.). Collectively, the specimens represent the 36 phyla, including Poriphera, Mollusca, Nematoda, Annelida, Crustacea and Echinodermata among the 35 invertebrate phyla. Many specimens come from the phylum Chordata, which includes the fishes, reptiles, amphibians, birds and mammals.

The specimens on display are organised to allow the evolutionary and taxonomic relationships between creatures to be clearly understood in the light of the characteristics defining each phylum. They include several type specimens, examples of extinct species and other items of importance e.g. specimens collected by Alfred Russel Wallace, the famous 19th century naturalist who, with Darwin, proposed the theory of evolution by natural selection; and fossil fish excavated throughout the 19th century at Dura Den, Fife, several species of which were new to science, and which fuelled the debate on evolution.

The collections illustrate the natural environment. They are important not only in terms of demonstrating the characteristics of different species, but in reflecting developments in science e.g. the theory of evolution, mechanisms of hereditary, DNA, etc, which underlay human progress. They relate to the work of the renowned St Andrews professors of Natural History William Carmichael M'Intosh (1838-1931), D'Arcy Wentworth Thompson (1860-1948), and H.G. Callan (1917-1993), among others: Thompson is regarded as the father of bio-mathematics, and Callan internationally renowned for his work on lampbrush chromosomes. Certain specimens, e.g. fragments of a dodo, illustrate the sometimes fragile relationship between humans and the natural environment.

The museum is particularly strong in marine exhibits and vertebrates, whereas the collection of terrestrial invertebrates has been identified as being in need of expansion.

d. The Anatomy and Pathology Collection

The Anatomy and Pathology Collection is primarily a teaching collection of the School of Medicine, and is owned by the University. It contains over 5000 items, mainly gross wet and dry specimens, but also surgical instruments, wax and plastinated models, and teaching charts, some of the latter being produced by local artists. The collection, which dates from the late 19th century onwards, illustrates the development of teaching and research in the field of anatomy at the University of St. Andrews, and is of professional interest to anatomists generally.

e. The Chemistry Collection

The Chemistry Collection was awarded the status of a Recognised Collection of National Significance in 2008. The Chemistry Collection contains around 1100 items, mainly chemical apparatus and samples, illustrating the development of teaching and research in the field of chemistry at the University of St Andrews. The collection largely dates from the 18th century onwards. The

comprehensive collection of c. 700 sugar samples produced by Professors Purdie and Irvine during the early years of the 20th century is of international importance, while ten items of early glassware, dating from the late 18th or early 19th century, are also of great interest and significance.

f. The Psychology Collection

The Psychology Collection comprises around 100 objects, mainly 19th and 20th century equipment and apparatus used in Psychology teaching and research in the University. The Psychology Department was one of the first university psychology departments to be established in Britain. As such, the collection comprises material evidence of the history and development of the subject. Some early items such as the 'Taxiphote' (made by Jules Richard, France, c.1901), a form of stereoscope, are developments of the work of prominent St Andrews figures, such as Principal David Brewster, a pioneer in the field of optics. Other pieces of equipment have a particular relationship to St Andrews, being constructed on site by technicians. Collecting is normally restricted to the incorporation of laboratory equipment no longer used for teaching or research.

g. The Geological Collection

The Geological Collection consists of around 6,000 fossils and 5,000 minerals. There are also large numbers of rocks in storage (up to 60,000), many of which were generated through fieldwork: work to fully inventory and, where appropriate, rationalise holdings is ongoing, as backlog documentation is undertaken, in accordance with the Documentation Action Plan. NB: The Geological Collection is required to look after specimens generated by fieldwork that has been funded by certain public bodies.

The Collection is comprehensive in scale, particularly in the Scottish context.

It contains material of importance from Scotland, Greenland, West Africa, Southern Africa, the Himalayas, Norway and New Zealand, including thirteen type specimens. The Collection was established in the mid-19th century. It includes material collected by significant Scottish scientists, e.g. minerals from Matthew Forster Hedde (Professor of Chemistry 1862-83), the pre-eminent mineralogist of his era, who single-handedly completed a geological map of Sutherland and published the well-known monograph *The Mineralogy of Scotland* (1901); and fossils from Robert Meldrum Craig. Fossils from the 19th century excavations at nearby Dura Den, which fuelled the debate on evolution, and dredgings from the HMS Challenger research expedition (1872-76), the first major study of the world's oceans, provide fascinating insights into mankind's growing understanding of the natural world. Material of popular interest includes a thin section of limestone from 40 feet below the summit of Mount Everest, collected by Edmund Hillary on the first ascent of Everest on 29th May 1953.

The Geological Collection is extensively used as a teaching collection. Material continues to be collected through fieldwork and used in research.

h. The Collection of Historical Scientific Instruments

The Collection of Historic Scientific Instruments was awarded the status of a Recognised Collection of National Significance in 2008. The Collection grew out of the holdings of the School of Physics and Astronomy. It consists of some 1000 items illustrating the history of teaching and research in Natural Philosophy, Physics and Astronomy and the physical sciences in the University from the 17th century onwards, and includes items dating back to the 16th century, e.g. the Great Astrolabe and Universal Instrument made by Humphrey Cole of London in 1575 and 1582 respectively. The Cole instruments, which are of international significance, are thought to have been purchased by the University's eminent Professor of Mathematics James Gregory (inventor of the reflecting telescope) about 1673, along with other instruments of international and national significance, including three Knibb clocks (one of which is thought to be among the very earliest split seconds clocks). The Collection as a whole provides important material evidence of the history and development of science and scientific instrument making in Scotland and beyond. It contains pieces by significant

Scottish instrument makers e.g. James Short. It also contains material directly connected to figures of national and international importance in the development of science e.g. Sir David Brewster, a key figure in the history of optics and photography.

3. Themes and priorities for future collection

- a. The collecting area for the Museum Collections will normally be the University of St Andrews, including its teaching and research fields and its past and present staff and students, and areas and themes represented by its existing collections.
- b. Additions to each area of the University's Museum Collections may be made by donation, bequest, or through purchase, if financial resources are available and not used at the expense of maintaining the existing collections. New acquisitions would normally add to or complement the existing collections, and should not conflict with the other rules outlined in this policy. New acquisitions should be considered within the framework of the Documentation Policy, Collections Care and Conservation Policy and Learning and Access Policy. In the areas awarded the status of Recognised Collections of National Significance, in particular, opportunities will be sought to augment the Collections and increase the comprehensiveness of their range, through the acquisition of appropriate objects. The Curators or Departmental Curators will normally have delegated authority and responsibility for the acceptance or rejection of potential gifts or bequests to the Collections, for soliciting gifts of material for the Collections within the terms of this policy, and for making recommendations and taking action on the purchase of material in accordance with this Policy and within the University's normal standing orders.
- c. Where the acquisition of any item would result in significant financial implications in respect of purchase, storage, conservation or display, the matter will be referred to the Committee through the Director of the Museum Collections Unit and the Committee will make a recommendation to the governing body (the University Court) for decision. The Director has delegated authority to finance acquisitions from the Operating Budget within cost limits agreed by the Committee.
- d. Items offered to the Collections as gifts or bequests will not normally be accepted if they are subject to any restrictive covenant or special conditions. In exceptional circumstances, if the Curator(s) feel that the item(s) in question are of over-riding importance, the Committee may be asked to approve the acquisition of a specific item(s) to which conditions are attached.
- e. The acceptance of items on loan, normally for a finite period for display or specific study, may be authorised by the Curator(s) acting on the University's behalf. 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 it is 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 normally be agreed in writing between the Curator(s) and the owner of the item in advance of deposit. Where the term of the loan has expired, it may be renewed or extended for further finite periods, at the discretion of both the owner and the Curator(s).
- f. Items at some point used within or otherwise derived from the University Collecting Area may be acquired, regardless of their location at the time of acquisition. Where this involves the collection of items from a place within the sphere of influence of another museum, a principle of open actions and good communications will apply.

4. Themes and priorities for rationalisation and disposal

- a. Responsible, curatorially–motivated disposal may take place as part of a museum's long-term collections policy, in order to increase public benefit from museum collections. 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 collections.
- b. Themes and priorities for rationalisation and disposal are:
 - Objects containing materials (for example, asbestos, radioactive substances) that present an unacceptable level of risk to health and safety, where their significance is not such as to warrant the processes and costs involved in decontamination or provision of specialist, segregated storage, or this is not found to be possible without unacceptable remaining risk.
 - Items damaged beyond reasonable conservation or repair; items infested or contaminated beyond reasonable treatment or conservation, likely to put at risk other items in the collections. (NB As robust collections care and management procedures should prevent this situation from arising, this is anticipated to be a very infrequent occurrence, perhaps arising from an emergency such as fire or flood, or from investigation of historic departmental or other collections being considered for incorporation into the formal Museum Collections of the University; deterioration caused by active neglect is not an acceptable reason for disposal).
 - Duplicates of minor importance (e.g. lab equipment, geological specimens).
 - Re-identified objects and specimens, when accurate identification shows the item to have little or no importance or connection to the core collections and collecting areas.
 - Minor items of no or remote connection to the core collections and collecting areas.
- c. Disposal procedures in Section 13 (below) will be followed in all cases. Account will be taken of the MA Code of Ethics and other relevant sectoral guidelines.

5. Limitations on collecting

The University 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, storage and care of collection arrangements.

6. Collecting policies of other museums

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

Specific reference is made to the following museums:

St Andrews Museum (Fife Cultural Trust - formerly Fife Council)
St Andrews Preservation Trust Museum
University of Dundee Museum Services

7. Policy review procedure

The Collections Development 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.

Museum Galleries Scotland will be notified of any changes to the Collections Development Policy, and the implications of any such changes for the future of existing collections.

8. Acquisitions not covered by the policy

Acquisitions outside the current stated policy will only be made in very exceptional circumstances (such as to ensure the preservation locally and in public ownership of important material) and then only after proper consideration by the Committee reporting to the governing body (University Court) itself, having regard to the interests of other museums.

9. Acquisition procedures

- a. The Museum will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or Curators are satisfied that the Museum can acquire a valid title to the item in question.
- b. 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).
- c. In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, the Museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.
- d. So far as biological and geological material is concerned, the Museum will not 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 (e.g. a British court in the case of a specimen seized from a third party under the Protection of Birds Act).
- e. The Museum will not acquire archaeological antiquities (including excavated ceramics) in any case where the governing body, Committee or Curators have any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

In Scotland, under the laws of *bona vacantia* including Treasure Trove, the Crown has title to all ownerless objects including antiquities. Scottish archaeological material cannot therefore be legally acquired by means other than by allocation to the University of St Andrews by the Crown. Where the Crown chooses to forego its title to a portable antiquity, a Curator or other responsible person acting on behalf of the University Court can establish that valid title to the item in question has been acquired by ensuring that a certificate of 'No Claim' has been issued on behalf of the Crown.

- f. Any exceptions to the above clauses 9a, 9b, 9c, or 9e will only be because the Museum is either:

- acting as an externally approved repository of last resort for material of local (UK) origin
- 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
- acting with the permission of authorities with the requisite jurisdiction in the country of origin
- 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.

- g. If the Museum holds or intends to acquire anatomical specimens dating from 1988 onwards, the Museum recognises it will need to be on the list of exempted museums linked to the Human Tissue (Scotland) Act 2006 or to have obtained a licence under the Human Tissue (Scotland) Act 2006.

10. Spoliation

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.

11. The Repatriation and Restitution of objects and human remains

The Museum's governing body, acting on the advice of the Museum's professional staff, 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 and available guidance. This will mean that the procedures described in 13a-13d, 13g and 13s below will be followed but the remaining procedures are not appropriate.

12. Management of archives

The Museum Collections Unit does not itself hold archives. The University’s collections of historic manuscripts and photographs and the institutional archive are managed by the Special Collections department of the University Library to recognised library and archival professional standards.

13. Disposal procedures

Disposal preliminaries

- The governing body will ensure that the disposal process is carried out openly and with transparency.
- 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 therefore 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.
- The Museum will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.
- 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.

Motivation for disposal and method of disposal

- e. When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 13g-13s will be followed and the method of disposal may be by gift, sale or exchange.
- f. The Museum will not undertake disposal motivated principally by financial reasons.

The disposal decision-making process

- g. Whether the disposal is motivated either by curatorial or financial reasons, 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 the 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. External 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.

Responsibility for disposal decision-making

- h. 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 of the collection acting alone. In exceptional circumstances, such as the discovery of material posing an immediate threat to health and safety, for example radioactive material, material containing asbestos etc, the Director and curatorial staff of the Museum Collections Unit, liaising with and acting on the advice of the University's Environmental Health and Safety Services, may arrange for the immediate disposal and destruction of the object or specimen without waiting for the next meeting of the governing body or managing committee. The process must be fully documented and the managing committee updated at the next meeting.

Use of proceeds of sale

- i. Any monies received by the University from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from Museums Galleries Scotland.
- j. The proceeds of a sale will be ring-fenced so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard.

Disposal by gift or sale

- k. 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 or sale, directly to other Accredited museums likely to be interested in its acquisition.
- l. If the material is not acquired by any Accredited museums to which it was offered directly 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 an announcement in the Museums Association's Museums Journal, and

in other specialist journals where appropriate.

- m. 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.

Disposal by exchange

- n. The nature of disposal by exchange means that the Museum will not necessarily be in a position to exchange the material with another Accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- o. In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the procedures in paragraphs 13a-13d and 13g-13h will be followed as will the procedures in paragraphs 13p-13s.
- p. If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.
- q. If the exchange is proposed with a non-accredited museum, with another type of organisation or with an individual, the Museum will make an announcement in the Museums Journal and in other specialist journals where appropriate.
- r. Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the Museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

Documenting disposal

- s. 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.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
5.0	Final	Approved	Helen Rawson	January 2013
5.1	Updated author details	Draft	Jessica Burdge, Head of Collections, Libraries and Museums	30/09/2020

5.2	Change of review date	Draft	Jessica Burdge, Head of Collections, Libraries and Museums	22/9/21