

NATIONAL MUSEUMS LIVERPOOL

Collections Development Policy

Museum: National Museums Liverpool

Governing Body: The Board of Trustees of the National Museums and Galleries on Merseyside

Date approved by governing body: 6 May 2014

Date at which policy due for review: 5 May 2019

1. Museum's statement of purpose

To continue to be the world's leading example of an inclusive museum service.

Our values

- We are an inclusive and democratic museum service; we believe in the concept of social justice: we are funded by the whole of the public and in return we strive to provide an excellent service to the whole of the public.
- We believe that museums are fundamentally educational in purpose.
- We believe that museums are places for ideas and dialogue that use collections to inspire people.
- We believe in the power of museums to help promote good and active citizenship, and to act as agents of social change: museums change lives.
- We believe in the importance of sustainable development and we recognise that we have a role to play in the conservation and protection of the built and natural environment.
- We believe in seeking out new opportunities and innovative ways of working, so as to keep our public offer fresh, relevant, challenging and competitive.

2. Overview of current collections

2a National Museums Liverpool (NML) has nine venues open to the public.

- World Museum Liverpool
- Walker Art Gallery
- Merseyside Maritime Museum,
- International Slavery Museum
- Border Force National Museum, known as '*Seized – The Border and Customs Uncovered*'

- Pier Master's House
- Sudley House
- Lady Lever Art Gallery.
- Museum of Liverpool

2b It is responsible for collections which are encyclopaedic and encompass fine and decorative art, maritime history and archaeology, archives, social and community history, regimental history, land transport and industry, the national collections of Border Force, archaeology, ethnology, physical science and the natural sciences from across the world and all chronological periods. Within this wide breadth of cover there are many areas of excellence of regional, national and international significance. Overall collection size is over four million.

2c Collections

2ci The collections within NML are defined as follows:

World Museum Division

- Ethnology
- Antiquities
- Zoology (vertebrate and invertebrate zoology)
- Botany
- Earth Sciences
- Physical Sciences (including Horology)
- Living collections (aquarium and bug house)

Art Galleries Division (incorporating Walker Art Gallery, Sudley House and Lady Lever Art Gallery)

- Fine Art
- Decorative Art

Merseyside Maritime Museum Division

- Maritime History
- Historic vessels
- Maritime Art
- Maritime Archives

Museum of Liverpool Division

- Social History
- Land Transport and Industry
- King's Regiment, Community History
- Contemporary Collecting
- Regional Archaeology

Border Force National Museum - Seized! The Border and Customs Uncovered

- Social and industrial collections reflecting the work of Border Force and HM Revenue and Customs

International Slavery Museum

- Exploring the historical and contemporary aspects of slavery, addressing the legacy of slavery and telling the stories of bravery and rebellion of the enslaved

2d The Merseyside Museums and Galleries Order 1986 (MMGO), sets out NML's legal basis for acquisitions and disposals. Article 6 (1) of the order states that the Board of Trustees, '*may acquire (whether by purchase, exchange or gift) any works and objects which in their opinion it is desirable to add to the collection*'.

2e In addition to the MMGO 1986, under the terms of Section 7 (1) of the Museums and Galleries Act 1992, the Lord President of the Council may direct the Trustees (and any of the bodies included in Schedule 5 of the 1992 Act), as appropriate, to accept a work of art that has been '*given for the benefit of the public or the nation, or where the donor has made no provision as to the person responsible for its care.*' (Section 7 (1a&b) of the Act). Section 7 (2) allows NML the right to refuse such a gift, if it determines '*that the work of art is not fit to be part of their collection*'.

Special provisions apply to the following:

2f **Border Force National Museum**

The Border Force National Museum is managed under a Deed of Trust between NML and Border Force. The Museum collects objects and information relating to the work and role of Border Force and HM Customs & Excise, past and present, comprising published material, objects and works listed in the Schedule attached to the Deed of Trust (and any other archives objects and works added thereto). Under the Charities Act 1993, the collection is an exempt charity as long as NML remains the trustee. The Museum collects principally from Border Force and Her Majesty's Revenue and Customs by transfer, but does occasionally receive items from other sources as gifts. The Museum maintains a separate accessions register.

2g **Lady Lever Art Gallery**

The Lady Lever Art Gallery and its collections constitute two discrete charitable trusts, which until 1978 were administered by private trustees appointed by the Leverhulme family. In 1978, the Charity Commission made a Scheme transferring the trusteeship to the Merseyside County Council while reserving limited consultative rights to the former charity trustees. In 1986, on the creation of NML, the Charity Commission made a further Scheme transferring the trusteeship a second time. By so doing, the trusts became exempt charities (see Schedule 2 (o) and (w) to the Charities Act 1993). The

two trusts have been administered since 1978 as an integral part of the principal museum service, subject of course to observing the terms of trust. There is a separate accessions register but no requirement to keep separate accounts. The Lady Lever collection is essentially a closed collection and is only added to when items become available that have a close connection with Lord Leverhulme and the collection. In practice, this is a rare occurrence.

2h King's Regiment Loan Collection

The King's Regiment collection has been on loan to NML and its forerunners since 7 May 1959 managed through a loan agreement between the King's Regiment Museum Trustees and NML. It is administered as part of NML, but there is a separate King's Regiment accessions register to which all gifts to the King's Regiment Museum Trust Collection are added. Additions to the King's Regiment collection are made at the discretion of the curator following the NML collecting policy and are principally by gift or bequest. The collection does not have a purchase fund, although there is a small Regimental purchase fund which is occasionally used for purchasing items for the King's Regiment Museum Trust at the discretion of the Trustees. When NML purchases items related to the King's Regiment with money from NML's grant-in-aid, these items remain the property of NML and are given NML accession numbers.

3 Themes and priorities for future collecting and for rationalisation and disposal

Owing to the varied nature of the collections, it is not possible to draw up one simple statement that covers all areas of collecting interest. Each curatorial department operates within the framework of the overall collections development policy, but have developed individual collecting plans which set out themes and priorities for future collecting and for rationalisation and disposal of the areas for which they are responsible (Appendix 1). They are generally aimed at building upon the existing strengths of each department, but in some areas to develop new areas of interest that are consonant with NML's Statement of Purpose and Values and in particular, reflect NML's responsibility to the whole of society. Common criteria for collecting and disposal are set out in 3a and 3b.

3a Common collecting criteria for all departments:

- We will acquire objects if they are considered to have the potential for display, or for use in other media
- We will acquire objects if they have the potential for use for educational purposes
- We will acquire objects if they fill an identified gap in a collection

- We will acquire objects if they have an identified research potential, or,
- If they are significant in relation to their discipline; and
- If they illuminate and enhance existing holdings in NML

3b Common criteria for disposal for all departments:

- We may transfer objects to another national museum or institution listed in Schedule 5 Part 1 of the Museums and Galleries Act 1992
- We may dispose an object if it is a duplicate of another item already owned by NML
- We may dispose an object if it is considered to be unsuitable for retention in the collections and can be disposed of without detriment to the interests of students or members of the public
- We may dispose any object that has become useless for the purposes of the collections owing to damage, physical deterioration, or infestation by destructive organisms
- We may deaccession any human remains believed to have died less than one thousand years ago, if appropriate to do so
- We may transfer any human remains that are part of another object, if undesirable or impracticable to separate from each other.

3c The collections are a resource for NML and must be used to underpin all of our activities. We are committed to broadening access to the collections, through exhibitions, web developments, loans, outreach, events and publications, at a popular and academic level. We are particularly keen to develop approaches for contemporary collecting in all disciplines. In the Museum of Liverpool collections, in particular, we want to reflect the cultural diversity of the City.

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

3d NML's collections cover all periods from the Big Bang to the present day. The collections are from all parts of the world and they include extra-terrestrial material held in the Earth Science collections.

4. Limitations on collecting

- 4a National Museums Liverpool 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 collections arrangements.
- 4b NML will also take cognisance of recommendations formulated by the UK Systematic Forum established to develop a national curatorial policy for systematic collections within the collecting areas of botany, zoology (including entomology and conchology) and systematic palaeontology (held in the Earth Sciences collections).
- 4c National Museums Liverpool is a lead partner in the UK Maritime Collecting Strategy which informs the collecting plans for maritime collections within NML.
- 4d In addition to the above, the collecting plans appended to this document are normally limited by the following factors:
- Material will not be acquired for the collections unless suitable environmental conditions are available for storage.
 - Material will not be acquired if conservation or remedial treatment to make the acquisition suitable for long-term storage cannot be carried out to a defined programme of work determined before acquisition.
 - Larger objects will not be acquired unless the space to contain the material and the long-term resources to maintain them are clearly defined before acquisition.
 - Where curatorial expertise is absent, for the time being, a cautious approach to acquisition will prevail and the presumption will be against acquisition.
 - Material will only be acquired if it is well provenanced and has a well-documented recent history.

5. Collecting policies of other museums

- 5a National Museums Liverpool will take account 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.
- 5b Specific reference is made to the following museum(s):

- Amgueddfa Cymru National Museum Wales;
- Birmingham Museums and Art Gallery
- Bolton Museum;
- Grosvenor Museum, Chester;
- Gallery of Costume, Manchester
- Horniman Museum and Gardens, London;
- Lancashire County Museums Service;
- Lancaster Maritime Museum;
- Manchester Art Gallery;
- National Gallery, London;
- Royal Museums Greenwich;
- National Museums Scotland;
- Science Museum Group (including the Science Museum, the National Railway Museum, York, the National Media Museum, Bradford and Museum of Science and Industry, Manchester);
- Natural History Museum;
- Gallery Oldham;
- Royal Botanic Gardens, Edinburgh;
- Royal Botanic Gardens, Kew;
- Tate;
- The British Horological Institution;
- The British Museum;
- The Manchester Museum;
- The Worshipful Company of Clockmakers;
- Townley Hall Park & Gardens, Burnley;
- Tullie House Museum & Art Gallery, Carlisle;
- National Museums Northern Ireland;
- Victoria and Albert Museum.

6. Policy review procedure

- 6a 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.
- 6b The Arts Council will be notified of any changes to the Collections Development Policy and the implications of any such changes for the future of existing collections.

7. Acquisitions not covered by the policy

- 7a Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the governing body of the museum itself, having regard to the interests of other museums.

8. Acquisition procedures

- 8a NML will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the Board of Trustees or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- 8b In particular, NML 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).
- 8c Although the Antiquities, Ethnology, Regional Archaeology and Zoology collections contain human remains, NML will not actively collect in this area, though it is expected that we will occasionally acquire human remains, primarily from archaeological excavations conducted in the UK that are subject to a Home Office licence or directions.
- 8d 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, NML will reject any items that have been illicitly traded. The Board of Trustees 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.
- 8e So far as biological and geological material is concerned, NML 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.
- 8f NML will not acquire archaeological antiquities (including excavated ceramics) in any case where the Board of Trustees or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures. In England, Wales and Northern Ireland the procedures include 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.
- 8g The transfer of archaeological remains to NML will be conducted in accordance with legal requirements and published professional standards of archaeological investigation, including, *Guidance for Best Practice for Treatment of Human Remains Excavated from Christian Burial Grounds in England* (Church of England and English Heritage, 2005).

8h Any exception to the above clauses 8a, 8b, 8c, 8d, 8e, 8f or 8g will only be because the museum is:

- 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
- transferred material that has been seized by Border Force and has become crown property (in the case of The Border Force National Museum).

In these cases NML will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority.

8i As NML holds or intends to acquire human remains under 100 years old; it will obtain the necessary licence under the Human Tissue Act 2004 and be subject to the legislation set out in the Act. NML will seek guidance from the Human Tissue Authority, as necessary.

8j As NML holds or intends to acquire human remains from any period, it will follow the procedures in the 'Guidance for the Care of Human Remains in Museums' issued by DCMS in 2005 in relation to its treatment of human remains.

9. Spoliation

9a NML will use 'Spoliation of Works of Art during the Holocaust and World War II period: Statement of Principles and Proposed Actions', issued by the National Museum Directors' Conference in 1998, and report on them in accordance with the guidelines.

10. Repatriation and Restitution

10a NML's governing body, acting on the advice of the museum's professional staff, may take a decision to return human remains (unless covered by the "Guidance for the care of human remains in museums" issued by DCMS in 2005), 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 12a-12d, 12g and 12s below will be followed but the remaining procedures are not appropriate.

- 10b The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the “Guidance for the care of human remains in museums”.
- 10c Section 47 (1) of the Human Tissue Act 2004 provides the Board with the additional power to de-accession human remains ‘*which they reasonably believe to be remains of a person who died less than one thousand years...if it appears to be appropriate to do so for any reason*’ and to transfer objects which contain human remains if ‘*it is undesirable, or impracticable, to separate them*’. With this change in law, NML is now in a position to consider claims for the return of human remains from cultural groups. NML will normally only consider a claim for repatriation from a source community that is able to provide a sound evidential base for such a claim and that is made through the relevant national government or national agency.
- 10d The MMGO and the 1992 Act generally preclude NML from conceding title in objects or specimens to countries or cultural groups overseas but we will treat any requests with respect and sensitivity. Every effort will be made to develop a positive relationship with the requesting party, allaying as far as possible any concerns about the future care of the material.

11. Management of archives

- 11a As NML holds and intends to acquire archives, including photographs and printed ephemera, the Board of Trustees will be guided by the *Code of Practice on Archives for Museums and Galleries in the United Kingdom* (3rd edition, 2002). As an appointed place of deposit for public records, NML will also aim to meet the standards for archives outlined in *The National Archives Standard for Records Repositories* (2004).
- 11b NML will also adhere to the Data Protection Act 1998 and the Freedom of Information Act 2000 in its acquisition, care and management of archives collections.

12. Disposal procedures

- 12a NML’s Board of Trustees will ensure that the disposal process is carried out openly and with transparency. Any decision to dispose of material from the collections will be taken only after due consideration.
- 12b By definition, NML 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 NML’s collection. There is a strong presumption against the disposal of any items in the museum’s collection.
- 12c NML will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.

As laid down in Article (6) of the Merseyside Museums and Galleries Order 1986 and Section 6 (1) of the Museums and Galleries Act 1992, the Trustees may dispose of an object by way of sale, gift or exchange:

- where the object is transferred to another national museum or institution listed in Schedule 5 Part 1 of the Museums and Galleries Act 1992;
- where the object is a duplicate of another item already owned by NML;
- where the object is in the Board's opinion is unsuitable for retention in the collections and can be disposed of without detriment to the interests of students or members of the public;
- where the object has become useless for the purposes of the collections by reason of damage, physical deterioration, or infestation by destructive organisms (in this case, the means of disposal can include destruction);

12cii Furthermore, provided that they do not affect any trust or condition relating to the proposed items, Section 47 (1) and 47 (2) of the Human Tissue Act 2004 allow the Board:

- to de-accession human remains '*which they reasonably believe to be remains of a person who died less than one thousand years...if it appears to be appropriate to do so for any reason.*'
- to transfer any human remains that are, '*mixed or bound up with something other than human remains, and that it is undesirable, or impracticable, to separate them...to transfer the thing with which the human remains are mixed or bound up.*'

12ciii If other circumstances arise where NML wishes to deaccession human remains, it will be pro-active in establishing whether any genealogical or cultural descendants exist who might wish to make a claim for return or reburial and, if relevant, consult *Guidance for the Best Practice for Treatment of Human Remains Excavated from Christian Burial Grounds in England* (Church of England and English Heritage, 2005).

12civ In the case of disposals from The Border Force National Museum, in addition to and in advance of the above requirements, the Museum's Consultative Committee would also have to agree to the proposed disposal. Where the requirements have been satisfied, Border Force, where it is the legal owner (subject to the Trust), hold the right of pre-emption, and would become responsible for the future of the object. However, it is likely that the Trustees would recommend the free transfer of title to another appropriate Accredited museum.

- 12d When disposal of a museum object is being considered, NML 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.
- 12e When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 12g – 12s will be followed and the method of disposal may be by gift, sale or exchange.
- 12f NML will not undertake disposal motivated principally by financial reasons.
- 12g 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 Board of Trustees 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 NML will also be sought.
- 12h 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 and conservation staff, if any, and not of the curator of the collection acting alone.
- 12hi Any proposed de-accession is subject to a process of assessment by the relevant curatorial, conservation and registration sections to set out in full the reasons for the de-accession, the condition of the object and to establish that there are no conditions associated with the item that would prevent it being de-accessioned. The Executive Team must approve the proposed de-accession before it is submitted to the Board of Trustees for their approval.
- 12i 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. 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. To comply with Accredited status, advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council.

- 12j 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 Accreditation.
- 12k 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 free transfer of title to another national museum or institution, as listed in Schedule 5 Part 1 of the 1992 Act, or by gift or sale to other Accredited museums likely to be interested in its acquisition.
- 12ki Free transfer of title as described in 12k to be undertaken via a deed with a ten-year right of pre-emption-
- 12l If the material is not acquired by any Accredited Museums to which it was offered directly as a gift or 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.
- 12m 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.
- 12n 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 Board of Trustees will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- 12o In cases where the Board of Trustees wishes for sound curatorial reasons to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the procedures in paragraphs 12a–12d and 12g–12h will be followed as will the procedures in paragraphs 12p–12s.
- 12p 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.
- 12q 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.

- 12r 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.
- 12s 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.

13. Codes of Conduct

- 13a NML is committed to achieving standards of excellence as defined by the relevant professional codes and standards for collections care. This collection and disposal policy for NML conforms to the relevant provisions of the following codes and standards. Copies of the standards are kept in the appropriate departments and the relevant extracts from the codes marked with an asterisk are included in this document in appendix form.
- 13b **Codes and standards:**
- Arts Council England, 2011, *Accreditation Scheme for Museums and Galleries in the United Kingdom: Accreditation Standard*
 - Church of England and English Heritage, 2005, *Guidance for Best Practice for Treatment of Human Remains Excavated from Christian Burial Grounds in England*
 - Collections Trust, 2009, *Larger & Working Objects: a guide to standards in their preservation and care.*
 - Department of Culture, Media and Sport, 2005 *Guidance for the Care of Human Remains in Museums*
 - Department of Culture, Media and Sport, 2005, *Combating Illicit Trade: Due diligence guidelines for museums, libraries and archives on collecting and borrowing cultural material*
 - Museums and Galleries Commission, 1992, *Standards in the Care of Archaeological Collections.*
 - Museums and Galleries Commission, 1992, *Standards in the Care of Biological Collections.*
 - Museums and Galleries Commission, *Standards in the Care of Geological Collections.*
 - Museums and Galleries Commission, 1995, *Standards in the Care of Musical Instruments.*
 - Museums and Galleries Commission, 1996, *Standards in the Care of Photographic Collections.*

- Museums and Galleries Commission, 1998, *Standards in the Care of Costume and Textile Collections*.
- Museums and Galleries Commission/Museums Association, *Guidelines on Disability for Museums and Galleries*.
- Museums Association, 2014, *Disposal Toolkit Guidelines for Museums*
- Museums Association, 2008, *Disposal Digest*.
- Museums Association, 2008, *Code of Ethics for Museums*.*
- Museums Association, 2004, Acquisition. Guidance on the ethics and practicalities of acquisition. *Ethical Guidelines. Advice from the Museums Association Ethics Committee*. Number 1, second edition 2004.*
- National Archives, 2004, *Standard for Records Repositories*.
- National Historic Ships' Committee, *Draft Policy Statement on a Nautical Ship Preservation Policy*.
- Collections Trust, 2011, *SPECTRUM 4.0 The UK Documentation Standard*
- Collections Trust and BSI, 2009, *PAS 197:2009 Code of Practice for Cultural Collections Management*
- Standing Conference on Archives and Museums, 2002, *Code of Practice on Archives for Museums and Galleries in the United Kingdom. Third edition*.
- Royal Commission on Historical Manuscripts, 1990, *Standards for Record Repositories* (section 3).
- *Recording Historic Buildings: a descriptive specification*, 1991.
- International Congress of Maritime Museums, *Resolutions on Underwater Archaeology*.