



BALLYMONEY
BOROUGH COUNCIL

**Acquisition & Disposal Policy
Ballymoney Museum**

GOVERNING BODY: Ballymoney Borough Council
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Statement of Purpose:

The mission of Ballymoney Museum is to collect and preserve material evidence which illustrates the environment, history, heritage and way of life in the Borough of Ballymoney ("the Borough") and to exhibit and interpret these collections for the benefit of the public.

Key aims¹:

- Facilitate and manage the sustainable development of the museum and its collection for the benefit of past, present and future generations.
- Provide physical and intellectual access to collections and services through exhibitions, education and outreach programmes.
- Promote interpretation of local identities and their diverse traditions and cultures to ensure the support and inclusion of all sectors of our community.
- To research the collections and thus contribute to the understanding of the history and heritage of the Ballymoney area.
- Ensure wider participation and access for all to explore, enjoy and learn about the diverse heritage of the Ballymoney area through social inclusion and equality of opportunity.
- Utilise available resources efficiently and effectively.
- Provide relevant professional advice to independent museums and collections in the area.
- Ensure that the development of the museum provides other societal benefits such as:
 - Enabling active citizenship by the widest range of people, especially our young stakeholders.
 - Giving context to the present, acknowledging the contributions of the past.
 - Producing communities that are visibly attractive to outsiders.
 - Contributing to the local economy.
 - Providing neutral venues.

¹ Key aims adapted from Causeway Museum Service Strategic Development Plan 2005 - 2009.

- Expressing and realising identities creating increased community confidence.

1 Existing collections

Existing collections are held in Ballymoney Museum relating to:

- Early archaeology - A substantial collection spanning the Mesolithic Period to the Iron Age. This includes flint tools, polished axeheads, quern stones, bronze weapons, bronze spearbutt and a rare wooden yoke.
- Irish Volunteers and the United Irish Rebellion - Including Ballymoney Volunteer jug, Independent Volunteer mug, wood carved sans culotte figurines, Oath of Allegiance to King George II (June 1797), Ballymoney Yeomanry cross belt plate, the sword of the insurgent Captain, John Nevin, and a jug commemorating his life.
- Domestic, commercial and community life in Ballymoney and district - Largely 19th and 20th century, a diverse variety of artefacts of local provenance which are associated with domestic life, clubs & societies, agriculture, railways, local businesses and the local government authority.
- Photographic - The museum has an extensive collection of archive photographs of the town and surrounding area dating from the Victorian period to the present day.
- Motorcycle Road Racing - Including memorabilia, programmes, trophies and badges associated with the sport in Northern Ireland from the early 20th century, with an extensive collection of photographs from local and national events 1968-present.

2 Criteria for future collecting

2.1 Ballymoney Museum will, within the limitations of its storage and conservation capabilities, collect material relevant to the area as defined by the present boundaries of the Borough of Ballymoney (see section 3).

2.2 Ballymoney Borough Council ("the Council") accepts the general principle that it is their responsibility to ensure to the best of their ability

that all of the collections in their care are adequately housed, conserved and documented.

2.3 The subjects of interest for future collecting include artefacts associated with:

- Domestic, commercial and community life in the Borough.
- Archaeology with a provenance to Ballymoney, in particular from the Iron Age period to the Plantation.
- Photographs & film footage depicting significant places, people and events in the Borough.
- Motorcycle road racing in Northern Ireland and those riders, teams and sponsors associated with Northern Ireland.
- Famous people who were born or lived in the Borough.

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

The geographical area to which the collection relates is shown in Figure One. This includes the rural villages and communities such as Ballybogey, Balnamore, Cloughmills, Dervock, Dunloy, Loughguile, Rasharkin and Stranocum.

It may be occasionally necessary to collect items relating to regions beyond the geographic boundaries of the Borough of Ballymoney, in particular for the motorcycle road racing collection. This will be done in consultation with other museums which may have a vested interest e.g. National Museums of Northern Ireland.

4 Limitations on collecting

Ballymoney Museum recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard. It will take into account limitations on collecting imposed by such factors as inadequate staffing, storage and care of collection arrangements.

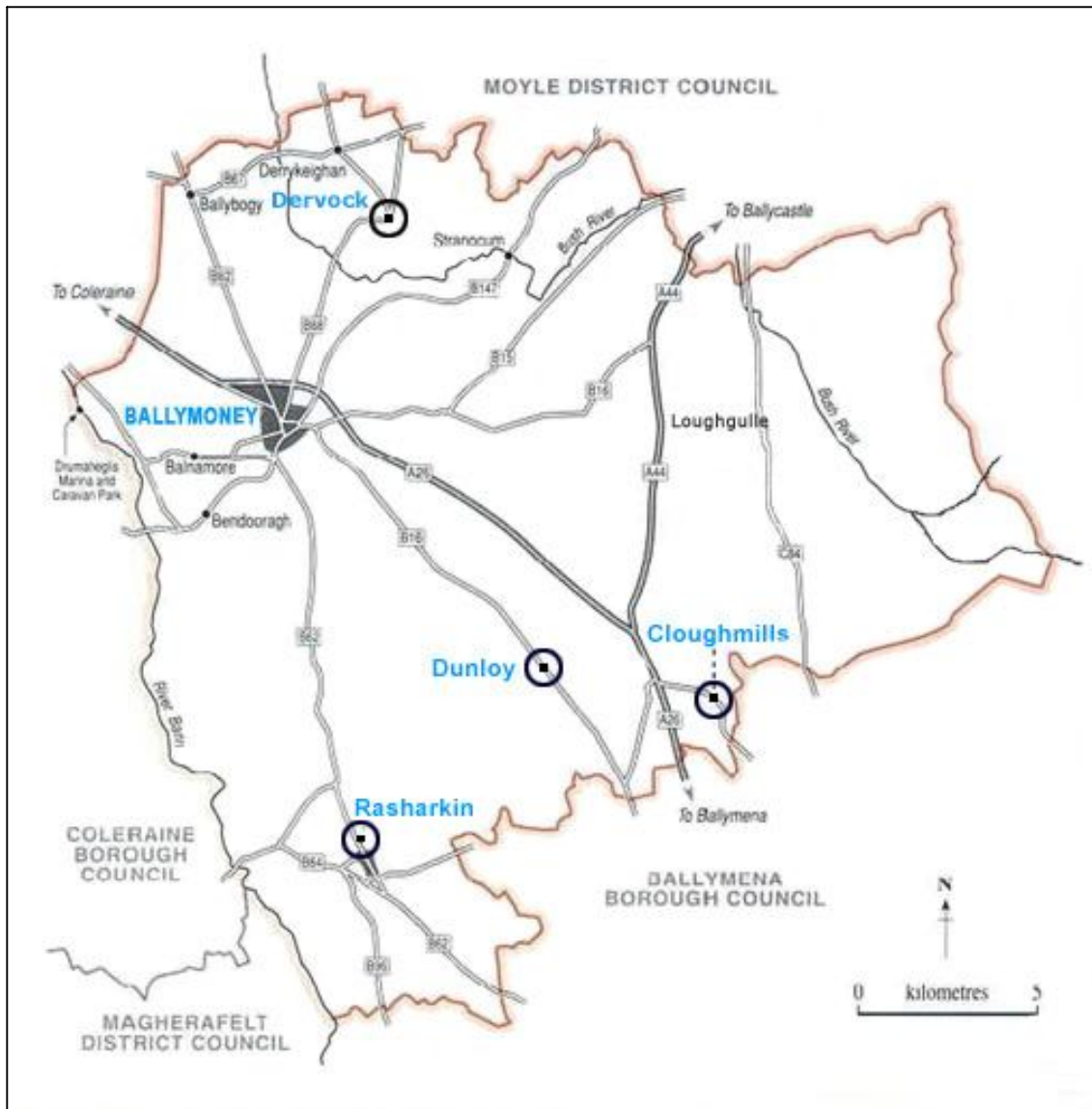


Figure One: The Borough of Ballymoney is the geographical area as outlined in brown and bordered by the R. Bann.

5 Collecting policies of other museums

Ballymoney Museum will take into 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 special interest, in order to avoid unnecessary duplication or waste of resources.

Specific reference is made to the following museums:

Ballycastle (Moyle)

Coleraine

Limavady

MAGNI- Cultra and Ulster Museum

6 Policy review procedure

The Acquisition and Disposal Policy will be published and reviewed from time to time, at least once every five years. (The date for next review is May 2012.) It is anticipated that the implementation of the Review of Public Administration will necessitate a review in the meantime, not least as NIMC functions are transferred and governance of the collection will be transferred to the new bodies.

In the meantime the Northern Ireland Museums Council, or appropriate body post 2008, will be notified of any changes to the Acquisition and Disposal Policy, and the implications of any such changes for the future of existing collections

7 Acquisitions not covered by the policy

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

- 8.1 Ballymoney 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 designated Council officers are satisfied that the Museum can acquire a valid title to the item in question.
- 8.2 In particular, Ballymoney 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)
- 8.3 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 1 November 2002, and the Dealing in Cultural Objects (Offences) Act 2003, 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 DCMS in 2005.
- 8.4 So far as biological and geographical material is concerned, Ballymoney 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
- 8.5 Ballymoney Museum will not acquire archaeological antiquities (including excavated ceramics) in any case where the governing body or designated Council officers have any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures, such as reporting finds to the landowner or occupier of the

land and the proper authorities in the case of possible treasure as defined by the Treasure Act 1996

- 8.6 Any exceptions to the above clauses 8.1, 8.2, 8.3, 8.4 and 8.5. will only be because Ballymoney Museum is either:
- Acting as an externally approved repository of last resort for material of local(UK) origin, or
 - Acquiring an item of minor importance that lacks secure ownership history but in the best judgement of experts in the field concerned has not been illicitly traded, or
 - Acting with the permission of authorities with the requisite jurisdiction in the country of origin, or
 - In possession of reliable documentary evidence that the item was exported from the 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
- 8.7 The designated Council officers will normally have delegated authority and responsibility for the acceptance or rejection of potential gifts or bequests to the Museum, for soliciting gifts of material for the collections within the terms of this policy, and for making recommendations and taking actions on the purchase of material in accordance with this Policy and within the Council's normal standing orders.
- 8.8 Where the acquisition of any item would result in significant financial implications in respect of storage, conservation or display, the matter will be referred to the Council for decision.
- 8.9 Items offered to Ballymoney Museum as gifts or bequests will not normally be accepted if they are subject to any restrictive covenant or special conditions, such as that they be displayed in a particular way. In exceptional circumstances, if the designated Council officers feel that the item(s) in question are of over-riding importance, the Council may be

asked to approve the acquisition of a specific item to which conditions are attached. A general exception to this rule will be deemed to exist in respect of restrictive covenants or conditions intended only to assure the permanent protection of the item concerned in the Museum's collections, such as restrictions placed upon any legal powers of disposal that the Museum may have; under such circumstances, the designated Council officers may reasonably recommend that the Council accept the gift or bequest in question.

- 8.10 The acceptance of items, on loan, normally for a finite period for display or specific study, may be authorised by the designated Council officers acting on the Council'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 designated Council officers 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 owner and the designated Council officers.

9 Spoliation

Ballymoney 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

10 Repatriation and restitution

Ballymoney 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 any such decisions on a case by case basis, within its legal position and taking into account all ethical implications.

11 Management of archives

As Ballymoney Museum holds and will continue to acquire archives, including photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd edition. 2002).

12 Disposal procedures

- 12.1 By definition, Ballymoney Museum has a long-term purpose and should possess (or intend to acquire) permanent collections in relation to its stated objectives. The governing body accepts the principle that, except for sound curatorial reasons, there is a strong presumption against the disposal of any items in the museum's collection.
- 12.2 Ballymoney Museum will establish that it is legally free to dispose of an item. Any decision to dispose of material from the collection will be taken only after due consideration.
- 12.3 When disposal of a museum object is being considered, Ballymoney 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.
- 12.4 Decisions to dispose of items will not be made with the principal aim of generating funds.
- 12.5 Any monies received by the museum governing body from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions but in exceptional cases, improvements relating to the care of collections may be justifiable, Advice on these cases will be sought from MLA.

- 12.6 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 collection), will be the responsibility of the governing body of the Museum, acting on the advice of professional curatorial staff and not of the curator of the collection acting alone.
- 12.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed. It will therefore be offered in the first instance, by gift, exchange or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 12.8 If the material is not acquired by any Accredited Museums to which it was offered directly, then the museum community at large will be advised of the intention to dispose of the material, normally through an announcement in the Museums Association's *Museums Journal*, and in other professional journals where appropriate.
- 12.9 The announcement will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expression 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.
- 12.10 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 Handling material

- 13.1 Ballymoney Museum recognises that in using objects for handling by the public it is in effect disposing of an item as damage, wear and tear or even theft is likely.
- 13.2 The use of items in handling boxes or loans to community groups will only be those items not part of the permanent collection and without accession numbers.
- 13.3 Before transferring into handling collection, any accessioned items will go through the disposal procedures outlined above.
- 13.4 From time to time objects from the permanent collection may be used as part of the public programming. However, in all cases the accessioned object will be protected in archive quality material, accompanied and supervised by the curator or other museum professional staff. Any insurance or health and safety implications will be assessed and approved by the designated Council officers. SPECTRUM standard object movement and exit procedures will be followed at all times for such items.

14 Reasons for disposal

- 14.1 To remove from the collections any item which is too badly damaged or deteriorated to be of any further use for the purposes of the museum.
- 14.2 To improve the curatorial care of the collections by the disposal of duplicate or material without provenance of low intrinsic relevance to the collecting policy.
- 14.3 To transfer to the ownership of another registered museum any item which, by reasons of changes in public, social or educational need, administrative responsibility, development priorities, or the establishment of a new registered museum, the designated Council officers advise the Council would be more appropriately placed elsewhere.

- 14.4 Items given or bequeathed will not normally be disposed of without prior consultation with the original donors or their families within the first generation, and wherever possible their approval should be obtained to the course of action proposed. This is, however, a matter of courtesy rather than a legal requirement. The designated Council officers shall be entitled to waive this requirement where all reasonable efforts to trace a donor have failed, and additionally where no details of the donor exist.
- 14.5 In appropriate circumstances, having taken account of the disposal procedures, the designated Council officers may recommend the return of a specimen to its original donor.

Appendix A

1. Ballymoney Museum is defined as those premises, staff and collections of original material which are the responsibility of the Council.
2. "Collections" are defined as:
"any item entered in the Accession Registers of Ballymoney Museum, whether as gift, transfer, bequest or purchase, together with any item not entered in the Accession Registers, but in the possession of Ballymoney Museum at May 2006, which was donated or purchased with the intention that it should become part of the Collections."
3. "Valid title" is defined as valid legal ownership.
4. The Causeway Museum Service Officer is defined as being the professional officer responsible to Ballymoney Borough Council through the Central & Leisure Services Department and acting in an advisory role to the Council.