

# COLLECTIONS DEVELOPMENT POLICY

Revision	Revision Date	Owner	Reference	Comment
00	October 2013	Registrar	COL-POL-024	New policy to meet Accreditation requirements
01	September 2015	Registrar	COL-POL-024	Review and to meet new collections management policy
02	November 2016	Registrar	COL-POL-024	Amendments following Executive Board and Curatorial Department comments

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## 1. Relationship to other relevant policies/plans of the organisation:

### a) **Statement of Purpose**

The Royal Armouries is a Non-Departmental Public Body of the Department for Culture, Media and Sport.

The National Heritage Act 1983 (as amended by the Museums & Galleries Act 1992) requires the Board of Trustees of the Royal Armouries to maintain and exhibit a national collection of arms, armour and associated objects, and to maintain a record relating to arms and armour and to the Tower of London. The Act requires the Royal Armouries to care for, preserve and add objects to the collections, as well as to exhibit them to the public, make them available for study and research, and generally promote the public's enjoyment and understanding of arms and armour.

- b) The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.
- c) By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.
- d) Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- e) The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.
- f) The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question. The museum will not undertake disposal motivated principally by financial reasons.

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## 2. A History and overview of current collections

The Royal Armouries is the United Kingdom's National Museum of Arms and Armour. It is Britain's oldest museum, and one of the oldest museums in the world. It holds one of the largest collections of arms and armour in the world, and includes the UK's National Collection of Arms and Armour, the National Artillery Collection, and the National Firearms Collection. It also acts as keeper of the history of the Tower of London.

The museum has its origins in the Tower of London arsenal, and today operates across three main sites: its headquarters in Leeds, its historic home in the Tower of London and its artillery museum at Fort Nelson in Portsmouth.

The Royal Armouries collection consists of examples of arms, armour and artillery dating from antiquity to the present day. The collections cover the development of arms and armour for military, sporting, presentation and other purposes. Geographically they cover a huge area including Europe, North America, Africa, the Middle East and Asia.

The collections include: royal armours of the Tudor and Stuart kings; arms and armour of the English Civil Wars, including the Armoury from Littlecote House; British and foreign military weapons from the Board of Ordnance and Ministry of Defence Pattern Room collections; and an exceptional collection of oriental arms and armour.

The Royal Armouries also holds a number of special collections relating to the history of the Tower of London, including antique prints and drawings, paintings, early photographs, archives and rare books.

### a. European Armour

The European armour collection is widely regarded as one of the greatest in the world. It is unique in that it is an historic royal armoury and also an arsenal. As such, considering the collection numerically and qualitatively, it cannot be matched by any other world collection. One of the most highly-regarded sections are its collection of armour made in the royal workshops at Greenwich, founded by Henry VIII, and its Stuart royal armours of the early 17th century. It includes important groups of medieval armour, both mail and plate, of the 14<sup>th</sup> and 15<sup>th</sup> centuries. There are major collections of Renaissance armour, particularly decorated armours of Germany and Italy. There are some of the finest etched, gilt and embossed armours of the world. The historic Tower arsenal collection contains royal munition armour of the 16th and 17th century, but also Parliamentary armour -the Littlecote armoury. Its holdings of tournament armour, which include pieces from the Imperial collection and English Royal Collection, are internationally significant. It also contains small but important holdings of ancient and modern armour.

### b. European Edged Weapons

The European edged weapons collection is widely regarded as one of the greatest in the world. It ranges in date from the Bronze Age to the present and contains a number of unique and rare artefacts. There are a wide range of types

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of edged weapons, including swords and daggers, along with various examples of hafted and staff weapons. With the addition of the MOD Pattern Room items, the collection holds a fine representative collection that tells the story of the British Army Regulation issue sword from the end of the 18<sup>th</sup> century to the present day.

The collection contains a small, but comparatively comprehensive, selection of fine medieval pieces, including medieval daggers found in the Thames. The post-medieval section is stronger, with a wide range of edged weapons used in war, presentation, sport and hunting.

The collection contains a number of unique pieces, ranging from what is regarded as the earliest known medieval child's sword to swords owned by historical figures such as Cromwell, Collingwood, Napoleon and Wellington, as well as by various British monarchs. By its breadth alone, the collection is of national and international importance, owing to the fact that it contains not only examples of luxury or art production, but also pieces used by the fighting man. This is a reflection of the fact that a number of edged weapons were held as part of the Armouries when it was the 'Arms Store' of Britain.

### c. Artillery

The artillery collection is of national and international significance in its scope, due to its technical interest, aesthetic quality and early origins. It relates to two of the Tower of London's historic roles. Firstly, as arsenal, the Tower was the major storehouse of artillery from early times. Experimental and obsolete pieces were retained as an official record. Secondly, as showplace, the Tower became home to many guns taken by right of conquest or presented by friendly powers.

King Henry VIII's drive to make England a force to be reckoned with in Europe has bequeathed us splendid examples of the Tudor artillery arsenal, built on by his successors. Outstanding trophy guns and diplomatic gifts include:

- Bronze bombard, Munir Ali, probably Istanbul, dated 1464
- Bronze cannon of 7, Pedro Dias Bocarro, Chaul 1594
- Bronze saker, Richard Phillipps, London, 1601, captured in China in 1842
- Two bronze guns, cast at the Royal Brass Foundry from French guns captured at Cherbourg 1758
- An exceptionally ornate bronze gun dated 1773, cast for the Knights of St. John of Malta - interesting also for its startling original carriage
- The French guns resulting from Wellington and Blucher's victory at Waterloo. Notably, the bronze 12 pounder *Voltaire* on its original carriage

Since 1976, an active acquisition policy has added many pieces. The collection now extends from early guns such as the 15<sup>th</sup> century Boxted Bombard, to parts of Gerald Bull's Iraqi 'Supergun' and one of his 155 mm long-range guns. Notable acquisitions include:

- Blakely 2.75-inch RML mountain gun, 1875, on its original carriage
- British 38-ton 12.5-inch RML, 1876, from the Solent coastal defences
- British 6-inch howitzer barrel, 1917

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- German Rheinmetall 105-mm howitzer, 1917
- German Flak 37 8.8 cm gun
- British 25-pounder 'Sexton' self-propelled gun, 1944
- Several anti-tank guns, previously completely unrepresented; including recoilless weapons and the unique German Second World War Gerlich 7.5 cm 'squeeze bore' AT gun
- Two tubes of the Iraqi 1000 mm gun and the only surviving tube of the 350 mm test gun ('Babylon' and 'Baby Babylon')

The collection of ammunition and artillery 'accessories' and supporting pieces is now extensive, including items such as a Green Archer radar set.

The armament of Fort Nelson (where much of the Artillery collection is housed) reflects the transition from smoothbore to rifled guns. The early phase is represented by a 68 pounder, 13 inch mortars and a 32 pounder on its original carriage. The key piece of rifled artillery is the exceptionally rare 'Armstrong' 7-inch breech loader, while two 64 pounder muzzle loading rifled guns [RMLs] are also mounted. During the Second World War, Fort Nelson was an important Anti-Aircraft magazine and had its own Ack-Ack battery nearby. The collection thus fittingly includes two British wartime Ack-Ack guns, a 3.7 inch mobile and a 4.5 inch static.

#### **d. Firearms**

The firearms collection numbers approximately 32,000 objects (including firearms, small arms, light weapons, air weapons, bayonets, firearms accessories and ammunition) and is the largest and finest of its type anywhere in the world. At its core is the 'Old Tower Collection' of service arms formerly kept at the Tower of London from its days as an issuing arsenal, resulting in perhaps the most comprehensive collection of 18th and early 19th century British military longarms anywhere. Alongside this were stored early trials weapons, foreign gifts, and the firearms elements of King Henry VIII's personal armoury, notably two breechloading sporting guns and several matchlock gun-shields.

This collection has been enriched by collecting activity along typological and art historical lines. The Museum is actively collecting firearms of a decorative nature and now has a growing collection of continental wheellock firearms is particularly noteworthy, as is the Tula garniture of highly decorated Russian firearms and accessories for Empress Elizabeth of Russia, dated 1752. In more recent times collecting has focussed on objects with historical, personal, or local significance, including the large number of matchlock and flintlock arms from the Civil War armoury at Littlecote House, collected in the 1980s.

The collection was greatly bolstered by the donation in 2005 of the former Ministry of Defence Pattern Room collection which strengthened the main collections, particularly with respect to material from the 19<sup>th</sup> and 20<sup>th</sup> centuries. Though strongest in typological and technical terms, it also includes various unique or otherwise significant objects such as the presentation Colt Navy revolvers gifted to Colt's British supplier, Mark Firth. The highlight of this combined collection is the Sealed Pattern collection of firearms dating from 1690 to the end of the pattern

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system c.1920. Once the reference standard for the production of Ordnance firearms, it is now an invaluable research tool.

Supporting the core collection of arms are: bayonets, including Sealed Pattern and rare examples (c.6200 items); firearms accessories including powder flasks, holsters, spanners, gauges, tools etc (c.1200); and the ammunition reference collection (c.4000).

Notable aspects of the collection:

- global in theme and pan-period in date (c.1500 - Present)
- contemporary collection - due to the remit of our Service Level Agreement (see next point), includes examples of modern military and commercial arms, as well as criminal use weapons
- replication - current policy is to seek where possible at least two examples of every proposed newly or recently-made acquisition to allow for one to be used for SLA purposes, as resources allow
- unusual material - firearms curiosa, trials, and experimental weapons of all eras
- includes light weapons, mortars, and cannon up to 40mm in calibre

### **SLA Usage**

The ongoing Service Level Agreement (SLA) with the Ministry of Defence requires that items from the Pattern Room (PR) collection be made available to SLA 'users' for training purposes, and that Royal Armouries remains current by expanding the collection in line with SLA purposes. To this end we have established a specific collection for SLA use, in addition to the agreed PR items. The majority of the PR collection is regarded as part of the core museum collections, and requests for weapons outside the designated pool of around 100 weapons and shooting pool of around 20 weapons, will be carefully considered.

### **e. Archery**

The collection of European and American archery equipment is small, but includes some highly important objects, such as a group of longbows from the Mary Rose, Henry VIII's flagship, excavated in the 19<sup>th</sup> century. There is a world-class group of crossbows ranging in date from the late 15<sup>th</sup> to the 19<sup>th</sup> century, including one example of a type associated with King James I, with an important group of cranequins, gaffles and other spanning mechanisms, quivers and quarrels. There is also a small but important holding of excavated medieval arrow and quarrel heads, mostly from the River Thames, and a significant collection of target archery equipment and accessories of the 18<sup>th</sup> and 19<sup>th</sup> centuries.

### **f. Oriental**

The collection is unusual in having significant holdings from every part of Asia. In terms of what it covers, and taking into account the unique objects, it is close to best in the world, though the Metropolitan Museum has a greater number of high-quality pieces. From the Islamic world there is a major group of medieval Turkish

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armour, and from India the elephant armour, the only example in a museum collection. There are also very significant holdings of arms and armour including the East India Company gift, Great Exhibition purchase, Codrington collection and Indian disarmament. From central Asia there are top quality armours and weapons, though the collection is small. The Chinese collection is also relatively small, but does include one of the best swords in existence. The Japanese collection is very important, and includes one of the early 17th century Tokugawa presentation armours.

#### **g. Art**

The collection of fine, decorative and applied art ranges in date from medieval to contemporary and includes drawings, engravings, lithographs, woodblock and letterpress printing, oil paintings and watercolours. Most objects are of European origin, principally British, and are two-dimensional, although there are a few pieces of sculptural artwork. The art collection has traditionally been considered as supporting material for the arms and armour collection.

#### **h. Tower History**

This collection contains a range of object types connected by their association with, or depiction of, the Tower of London. The collection includes: domestic ware with printed images of the Tower; objects associated with officials and official bodies (such as the Tower Hamlets Volunteers); pictures/accounts of prisoners or their possessions; and objects linked to significant on-site events, such as the Grand Storehouse Fire in 1841.

Historically, site finds from the Tower have also been accepted into the collection, although these would now more likely be offered to Historic Royal Palaces (HRP). Site finds are by their nature varied and include a 'toy' firearm from the 16/17<sup>th</sup> century, a Viking stirrup and two mummified cats.

Material relating to the History of the Tower of London is also contained in the Archive collection (see below).

#### **i. Archives & Special Collections (Library)**

These collections hold material relating to the development of arms and armour; the history of the Tower of London and its institutions including the Tower Armouries (before 1 April 1984); the Royal Armouries (after 1 April 1984); and other related subjects, such as chivalry and knighthood, duelling, hunting and shooting, warfare and military science.

The Archives include:

- a small number of illuminated manuscripts including the earliest known fencing manual, dating from the mid 13th century and showing the use of sword and buckler
- research notes of well-known students of arms and armour, including: Sir James Mann, the former Master of the Armouries; Charles Alexander, Baron de Cosson; Francis Henry Cripps-Day; and Howard Blackmore

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- records of the Royal Small Arms Factory (Enfield) and the MOD Pattern Room Archive, relating to the design and manufacture of British military small arms
- items relating to the history of warfare including a number of personal accounts, such as: the letter book of William Augustus Keate, describing his experiences during the Peninsular War; the diary of William Watson revealing the life of a civilian during the siege of Ladysmith; and an anonymous photograph album from the Gallipoli campaign
- records relating to the Tower of London and its institutions. including the Office of the Armoury, the Office of the Ordnance (Board of Ordnance) and the Tower Menagerie, as well as official and unofficial guides to the Tower, dating from the 1750s to the present day
- records of the Tower Armouries, including copies of annual reports, catalogues and inventories, as well as extensive photographic collections
- the official records of the Royal Armouries, including copies of the Museum's strategic plans, annual report and accounts, board papers and minutes, new acquisitions, as well as major projects, such as the building of the Royal Armouries Museum in Leeds and the redisplay of the collections at the Tower of London Fort Nelson

The special collections include:

- early books on fencing and the art of warfare, including the 16th century works of the Italian fencing masters Camillo Agrippa and Achille Marozzo
- military manuals and drill books, including: the works of Henry Hexham, used extensively during the English Civil Wars; General Wolfe's Instructions to Young Officers; and the Standing Orders written by Robert Craufurd, commander of the Light Division during the Peninsular War
- official handbooks and training manuals relating to small arms and artillery, issued by the War Office and the Admiralty
- illustrated books on chivalry and knighthood, including: a 19th century facsimile of Der Weisskunig (The White King), with engravings by Hans Burgkmair; and a number of volumes relating to the Gothic revival, in particular a fine copy of The Eglinton Tournament 1839 illustrated by the artist James Henry Nixon

### **j.M-class**

This is a collection of non-accessioned objects which is maintained for the purpose of education, handling and display. The collection contains a wide range of material relating to the subject areas covered by the permanent collections. It includes both replica and original objects, including deactivated firearms.

### **3. Themes and priorities for future collecting**

Royal Armouries will acquire objects or collections relating to the following broad areas:

- the history, development, manufacture and use of arms and armour
- the history of the Royal Armouries, the Tower of London and Fort Nelson

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- arms and armour as decorative arts
- the social history of arms and armour including the history of people (makers, users, collectors), places, organisations and events

All new acquisitions must **also** fulfil at least one of the functions:

- support exhibitions, displays or public programmes
- preserve the national heritage
- support the Service Level Agreement with the official users of the National Firearms Centre
- maintain and enhance the collection for the purposes of research relating to one of the core collecting areas listed below

Detailed collecting priorities for each collection are set out below:

#### **a. European Armour**

Priorities for future collecting will be:

- examples of armour pre-1400
- examples of armour from important British provenances, especially churches or country house collections with historical armouries
- significant pieces of armour from important international collections
- armour with significant decoration (e.g. embossing, damascening, etching, engraving or painting)
- examples of armour made in the Royal Workshops at Greenwich
- examples of armour made for members of the British royal family
- significant armour types unrepresented in the collection
- parts of individual armours already in the collection
- armour relating to contemporary culture (film and pop-culture)
- examples of armour post 1900.

#### **b. European Edged Weapons**

Priorities for future collecting will be:

- examples of early medieval edged weapons pre-1500, (in good and fine condition), especially pieces excavated in Britain, or having a British connection, such as Carolingian winged spears, 'Viking' swords, 'Viking' axes or 'Saxon' swords
- Medieval 'Ingelrii' or 'Ulfberht' swords (we have no examples of these 'factory' signed medieval swords) and other early 'signed' swords, including those with religious inscriptions
- Spanish and Italian rapiers, about 1580-1610
- Post-medieval 'sword-breaker/catcher' type daggers, including 'triple-bladed' *main gauche* types
- Scottish dirks, 18<sup>th</sup> century

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- continental European edged weapons, such those from Scandinavia and the Americas, e.g. Norwegian 'walking' axe
- examples of edged weapons from important British provenances, especially those associated with historical events/figures, or churches and country house collections with historical armouries dating back to the 17th century or earlier
- significant edged weapon types unrepresented in the collection
- film and pop-culture related weapons and props
- Representative examples of Iron Age edged weapons, e.g. Late Iron Age La Tène style 'Celtic' sword

### c. Artillery

Priorities for future collecting will be:

- 16<sup>th</sup> – 17<sup>th</sup> century Venetian artillery
- American artillery of any date, but especially the War of Independence, War of 1812, American Civil War and Second World War
- German artillery of the Second World War
- Russian artillery 1850-1918.
- Victorian garrison gun on Moncrieff mounting or relating to Moncrieff mountings
- British 105mm Light Gun
- Material relating to William Armstrong, later Lord Armstrong
- Material relating to Gerald Bull, inventor of the Iraqi Supergun
- Inert ammunition, including packaging and tools & accessories
- Any accurate and quality model artillery.

### d. Firearms

Priorities for future collecting will be:

- weapons with contextual information, and ideally, associated objects, documents and photographs in both military and civilian areas, including criminal use weapons, especially those relating to notorious cases
- modern Chinese and Russian material
- interwar machine guns
- medium cannon
- flamethrowers
- bayonets
- film and pop-culture related weapons and props
- toys and replicas
- firearms and accessories as decorative arts

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### e. Archery

Priorities for future collecting will be:

- any material associated with the medieval, pre-modern English longbows, arrows and related archery equipment
- examples of the major 18<sup>th</sup>-20<sup>th</sup> century bowyers, fletchers etc, not represented in the collection, with an emphasis on British makers
- examples of ancient archery equipment of the ancient world
- target archery equipment including examples of the work of the most important bowyers, fletchers etc.
- examples of new technological developments in archery equipment
- examples of British crossbow makers
- film and pop-culture related weapons and props

### f. Oriental

Priorities for future collecting will be:

- early Asian material generally; most of the collection is post-1400, and within this much is post-1700
- early Islamic weapons and armour (7th century onwards)
- typical examples of Central Asian/Steppe weapons and armour
- Chinese Zhou – Ming Dynasty weapons and armour, including early Chinese firearms
- dated/dateable examples of armour and weapons from India, particularly South India
- Japanese pre-Edo period material, especially medieval arms and armour
- dateable South-East Asian weapons
- armour from the Philippines
- arms and armour from North Africa (including armour for horses or camels)

### g. Art

The acquisition of art should relate to the core collections and explain the use and historical context of arms and armour.

Priorities for future collecting will be:

- illustrations of arms and armour
- military portraits and battles
- art relating to the arms and armour collection
- art illustrating military and social history relating to the use of arms and armour
- illustrations relating to the history of the Royal Armouries, the Tower of London and Fort Nelson

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- illustrations of the technology of arms and armour

#### **h. Tower History**

Priorities for future collecting will be:

- Official and personal records relating to the Tower of London, its institutions and people
- Records relating to the Tower Armouries and its development
- Records relating to the Ordnance Office and its personnel

#### **i. Archives & Special Collections (Library)**

Priorities for future collecting will be:

- the Tower of London and its institutions (including the Tower Armouries);
- Fort Nelson and the Palmerston Forts;
- the Royal Small Arms Factory (Enfield);
- the design and manufacture of arms and armour (including the records of private companies, munition factories etc.);
- the decoration of arms and armour (including pattern books);
- the sale of arms and armour (including retailers' records);
- the use of arms and armour in war, hunting and shooting (including estate records), tournament, self-defence etc., and
- the personal experiences of those engaged in the above activities.
- English and non-English military manuals from 18th and 19th centuries

#### **j. M-class**

Royal Armouries will continue to collect material relating to the subject areas covered by the permanent collections, including replica and original objects, for the purpose of education, handling, display and conservation testing.

M-class objects are managed as assets, rather than as part of the permanent museum collections, and as such are not subject to collections policies and procedures. Notwithstanding this fact, objects in this collection will be acquired, documented, used and disposed of with due regard for legal requirements and public safety.

### **4. Themes and priorities for rationalisation and disposal**

According to the National Heritage Act 1983 (as amended by the Museums & Galleries Act 1992), the Board may not dispose of an object, unless:

- a) The disposal is by way of sale, exchange or gift of an object which is a duplicate of another object

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- b) The disposal is by way of sale, exchange or gift of an object which in the Board's opinion is unsuitable for retention in their collection and can be disposed of without detriment to the interests of students or other members of the public
- c) The disposal (by whatever means, including destruction) is of an object which the Board are satisfied has become useless for the purposes of their collection by reason of damage, physical deterioration, or infestation by destructive organisms
- d) The disposal is by way of sale, gift or exchange to one of the following:
  - o The British Library Board
  - o The Trustees of the British Museum
  - o The Trustees of the Imperial War Museum
  - o The Board of Governors of the Museum of London
  - o The Board of Trustees of the National Gallery
  - o The Board of Trustees of the National Galleries of Scotland
  - o The Trustees of the National Library of Scotland
  - o The Trustees of the National Maritime Museum
  - o The Board of Trustees of the National Museum and Galleries on Merseyside
  - o The Board of Trustees of the National Museums of Scotland
  - o The Board of Trustees of the National Portrait Gallery
  - o The Trustees of the Natural History Museum
  - o The Board of Trustees of the Science Museum
  - o The Board of Trustees of the Tate Gallery
  - o The Board of Trustees of the Victoria and Albert Museum
  - o The Historic Buildings and Monuments Commission for England
  - o The Court of Governors of the National Library of Wales
  - o The Council of the National Museum of Wales
  - o The Trustees of the Ulster Museum
  - o The Trustees of the Ulster Folk and Transport Museum
  - o The Board of Trustees of The National Museums and Galleries of Northern Ireland
  - o Historic Royal Palaces
  - o The National Trust for Places of Historic Interest or Natural Beauty

Royal Armouries recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of the review and any subsequent rationalisation will not reduce the quality or the significance of the collection and will result in a more useable, well managed collection.

The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

The Board will not dispose of:

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- Objects associated with the Royal Collection and categorised as RC2 (Royal consent) or RC 3 (Royal Association)
- Board of Ordnance and old Tower pieces (which are the historic heart of the collection)
- Objects donated by individuals within the last 10 years

## 5. Limitations on collecting

The Royal Armouries 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.

The museum recognises its responsibility to work within the parameters of the Museum Association's Code of Ethics and the Royal Armouries Ethics Policy when considering acquisition and disposal.

The Royal Armouries will not make new acquisitions if it does not have the capacity (in terms of budget, material resources, physical space or staff time/expertise) to ensure that the objects will be documented, cared for and made accessible to the standards outlined in the Royal Armouries Documentation, Collections Care and Access policies.

## 6. Collecting policies of other museums

The Royal Armouries 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 museum(s):

- The British Museum
- Victoria and Albert Museum
- Imperial War Museums
- National Army Museum
- National Maritime Museum
- Royal Naval Museum
- Royal Air Force Museum
- Regimental and Corps Museums
- Historic Royal Palaces
- Museum of London
- Hampshire Museums Service (Hampshire County Council)
- Leeds Museums & Galleries (Leeds City Council)

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## 7. Acquisitions

The Royal Armouries 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.

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, 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.

## 8. Spoliation

The Royal Armouries 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.

## 9. Human Remains (including Repatriation and Restitution)

As the Royal Armouries holds or intends to acquire human remains from any period, it will follow procedures in the 'Guidance for the care of human remains in museums', issued by DCMS in 2005, for both acquisition and disposal (see *Human Remains Policy 2016*).

The museum's governing body, acting on the advice of the museum's professional staff, if any, 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 13a-13d, 13g and 13o/s below will be followed but the remaining procedures are not appropriate.

## 10. Biological and geological material

So far as biological and geological material is concerned, the Royal Armouries 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

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or natural history conservation law or treaty of the United Kingdom or any other country, except with express consent of an appropriate outside authority.

### **11. Archaeological material**

The Royal Armouries will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

In England, 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 set out in the Treasure Act 1996 (as amended by the Coroner's and Justice Act 2009).

### **12. Management of archives**

As the Royal Armouries holds archives, including photographs and printed ephemera, its Board of Trustees will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

### **13. Exceptions**

Any exceptions to the above clauses will only be because the museum is:

- a) Acting as an externally approved repository of last resort for material of local, UK, origin;
- b) Acting with the permission of authorities with the requisite jurisdiction in the country of origin.

In these cases, the Royal Armouries will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The Royal Armouries will document when these exceptions occur.

### **14. Disposal**

#### **Disposal preliminaries**

- a) The Board of Trustees of the Royal Armouries will ensure that the disposal process is carried out openly and with transparency.
- b) By definition, the Royal Armouries has a long-term purpose and holds collections in trust for society in relation to its stated objectives. The Board of Trustees of the Royal Armouries 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 Royal Armouries' collection.

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- c) The Royal Armouries will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.
- d) When disposal of a museum object is being considered, the Royal Armouries 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**

- a) 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.
- b) In exceptional cases, the disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below in paragraphs 13g-13m and 13o/s will be followed. In cases where disposal is motivated by financial reasons, the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:
  - the disposal will significantly improve the long-term public benefit derived from the remaining collection
  - the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit)
  - the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored

**Responsibility for disposal decision-making**

- a) 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 Board of Trustees of the Royal Armouries acting on the advice of professional curatorial staff, if any, and not of the curator of the collection acting alone.

The Board of Trustees will not request or instigate disposals, and will only consider reasonable requests from its professional curatorial staff.

The Board of Trustees will discuss and approve or reject all disposals at a meeting of the full Board, taking advice from its officers or other experts, as appropriate

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The Board of Trustees will do all in its power to ensure that neither its individual members nor any of its officers acquire any of the objects disposed of by the Board, nor profit in any way from their disposal.

**Documenting disposal**

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 (see *Royal Armouries Disposal Procedure*).

**15. Review**

This document will be published and reviewed from time to time, at least once every five years.

This document will be reviewed by the Registrar and approved by the Head of Collections and the Director-General and Master of the Armouries.

Arts Council England will be notified of any changes to the Collections Development Policy, and the implications of any such changes for the future of collections.

Policy Review Date: November 2021

**16. Risk Management**

The associated risk of non-compliance with this policy is:

Impact of non-compliance: High  
Likelihood of non-compliance: Low

**17. Effective date**

This policy is effective from the date of signing.

.....  
Director General & Master of the Armouries

Date.....

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