

Report to	Norwich area museums committee	Item
	4 March 2014	
Report of	Head of NMAS	6
Subject	NMS Collections Rationalisation Programme 2010-14	

Summary

As part of its strategy to review service needs and reduce costs NMS has an ongoing Collections Rationalisation programme whereby collections are assessed on a regular basis and those that are not suitable for future display or study needs are found alternative homes (see Annex 1). This will ensure that the NMS:

- Reduces its accommodation needs to the minimum necessary for the safe and accessible storage of collections, in order to reduce the financial and staffing burden of collections care
- Ensures that all collections are accessible and used on a regular basis for the benefit of the public

Annex 2 sets out the latest list of items which have been assessed as surplus to NMS' requirements as being of poor quality, or of limited interest, or more relevant to another museum collection.

The programme is following best practice as advised by the Museums Association's Code of Ethics and Arts Council England's Museums Accreditation Standard.

Recommendation:

That members approve the rationalisation of the items listed in Annex 2.

1 Background

NMS has an ongoing Collections Rationalisation Programme whereby collections are assessed on a regular basis and those that are not suitable for future display or study needs are found alternative homes (see Annex 1). This is with the aim of:

- Reducing NMS' accommodation needs to the minimum necessary for the safe and accessible storage of collections, in order to reduce the financial and staffing burden of collections care
- Ensuring that all collections are accessible and used on a regular basis for the benefit of the public

The policy was considered and approved by the Norfolk Joint Museums & Archaeology Committee on 14 January 2011.

2 Collections review

The objects listed *in Annex 2 have* been identified as candidates for deaccessioning and disposal. The list has been scrutinised by the NMS' internal Rationalisation Committee, which comprises the Chief Curator, Collections Development Manager, the Senior Conservation Officer and the Registrar. Where possible these objects will be found a home in another museum or cultural institution.

3 Resource Implications

3.1 Finance

It is anticipated that this programme will identify savings of up to £15,000 a year. NMS will fund any necessary revenue or minor capital expenses resulting from moving in or out of accommodation out of efficiency savings. There will be a risk to budgets if the projected savings are not achieved.

3.2 Property

NMAS will vacate one leased and one NCC-owned building with advice from NPS.

4 Other Implications

4.1 Equality Impact Assessment

NMS puts diversity, equality and community cohesion at the heart of service development and service delivery. It aims to ensure that activities included in the service plan are accessible to diverse groups in Norfolk and that all policies, practices and procedures undergo equality impact assessment. These assessments help the service focus on meeting the needs of customers in relation to age, disability, gender, race, religion & belief and sexual orientation.

This review of collections aims to improve accessibility. Principles of representation and equality will guide the selection of objects for disposals, which will all be offered in the first instance to other Accredited museums.

4.2 Health and Safety Implications

The rationalisation programme will improve health and safety conditions for staff by removing risks in overcrowded stores.

4.3 Any Other implications

Officers have considered all the implications which members should be aware of. Apart from those listed in the report (above), there are no other implications to take into account.

5 Section 17 – Crime and Disorder Act

All NMS service plans take account of the need to address the issues of social exclusion, one of the key triggers for crime and disorder. Many of the museums are located in areas of social deprivation and their development is part of an integrated regeneration strategy. By providing services that are accessible to local people, by encouraging participation by young people at risk of offending, by assisting schools in improving pupil attainment, by generating pride in the local heritage, NMAS is making a substantial contribution towards reducing crime and disorder in Norfolk.

6 Action Required

That members approve the rationalisation of the items listed in Annex 2.

Annex 1: Strategy for rationalising NMS collections

1 Introduction

As part of a regular programme of good collections care all museum collections will be reviewed to ensure that objects conform to standards of high priority and top quality. All material that does not conform will be disposed of. This paper sets out how the review will be undertaken. The key elements of the process outlined below are required under the Museum Accreditation Scheme, the UK standards scheme for museums that ensure good practice is followed in all publicly funded museums.

The policy of the NMS is to preserve and interpret Norfolk's history while also providing a window on the world for the people of Norfolk. The NMS has rich and diverse collections and is ranked within the top 2.5% of non-national registered museums. These collections are held in trust on behalf of current and future generations. The collections housed in the Castle Museum & Art Gallery and the Shirehall Collections Study Centre have been Designated by the DCMS as being of national significance. Fifty museums out of over 2,000 Accredited museums have received this distinction, and a challenge fund has been established by the DCMS to support the work of Designated collections. The NMS has received £742,000 since the Fund was created in 1999 towards improving the quality of collections, making it accessible on-line, and improving our displays.

Collecting within the NMS is undertaken in accordance with the Collecting Policy, which is reviewed and approved by Committee every five years. This sets out the strengths of the collections, areas for future collecting and constraints on collecting, such as resources, space such as resources, space and expertise. Cromer Museum, for instance, will only acquire material that provides information about the history of Cromer not currently held within the museum. Thus, duplicates or material that is historic but not otherwise interesting or informative, will not be acquired. This does not preclude collecting outside the terms of the Policy in exceptional cases, such as the West Runton elephant, which is within the terms of the Collecting Policy but of unusual size and national importance. A similar exception is the famous teapot collection of over 3,000 examples is now a nationally important collection without parallel elsewhere in the country and supports the study of styles in ceramic design. It is also a good marketing "hook" for visitors and spreads the fame of Norfolk throughout the world through a series of international travelling exhibitions funded by Twinings.

2 Using collections

The Core collections basically fall into three categories, with different levels of access:

- 1. Display material** represents the best or most significant items in the collections and is easily accessible by all people visiting the museums. Gallery displays are highly interpreted to attract the interest of the general visitor and, hopefully, enthuse them. The Egyptology collection at Norwich Castle "earns its keep" by providing an interesting display for the general visitor and an important resource for schools, which are able to study this part of the national curriculum from real objects in their local museum.
- 2. Study collections** provide depth for people who want to learn more about a specific subject. The emphasis is on presenting as many objects as possible for study. Improved study facilities are being provided at Collections Study Centres, such as the Shirehall, Carrow House or Gressenhall, where collections are available in reference galleries. Objects are either freely accessible when the

museum is open, on open storage (easily accessible with an appointment or on regular open days) or in study rooms (open on set days a week).

- 3. Long-term research material** is needed as evidence for current or future research and only needs to be available on an appointment basis. This can be contained in high density storage, thereby making the most cost effective use of space. It is debatable how much of this material is needed but museums have a responsibility to future research to ensure that important evidence is not destroyed unnecessarily. New analysis techniques are being developed all the time and often unprepossessing samples from a Roman midden or pieces of fire-damaged stone can provide important information. "Seahenge" is a case in point. The timbers are over 4,000 years old and have been damaged by the action of the tides but English Heritage has been able to determine the year and month in which the trees were felled, and how many individual people worked on them. However, we can't keep everything and a balance needs to be struck between keeping enough for future needs but not so much that there are no resources to do anything else.

Items not retained for the Core Collection are categorised as follows:

- 4. Working or demonstration material** Objects are put to working use or demonstration use at or on behalf of the museum. Items may require sufficient restoration to satisfy for example health and safety requirements, functionality, and should take account of presentation issues of object preservation/restoration within the museum environment. They should be used under defined conditions that are stated in their documentation.
- 5. Education, handling and loan collection** Objects are included for educational reference material only, including loans. There is an implied deterioration through usage over time.
- 6. Set dressing and cannibalisation** Objects are used as set dressing for on-site activities of the museum, following the principal of ultimate disposal by the 'back to nature' route.
- 7. Dispersal** Objects are sold or given away to others. We shall follow MA and Registration guidelines. There will be a presumption that objects will remain in the public domain and offered initially to similar institutions at whichever location provides the best balance of care, context and access.
- 8. Disposal** Following MA guidelines objects are scrapped or cannibalised for reference material or restoration use.

3 The rationalisation programme

The rationalisation programme will particularly concentrate on identifying which material should fall in category 3 and below. Material in category 2 will also be reviewed as it is likely that there is some material which, over the years, has become surplus to requirements. Material in category 1 will have been reviewed when a decision was taken to put it on display. The NMS has an ongoing programme of renewing or refreshing displays which allows for changing objects on display and assessing their importance.

3.1 First steps in the rationalisation programme

The Collections Development Manager will be responsible for the review programme.

Other staff to be involved include:

- Chief Curator
- Head of Conservation or Senior Conservator

- Staff with curatorial responsibility for collections at specific sites, e.g. Curator of the museum
- Subject specialists

The first step will be to agree a review process and timetable with staff and identify staff teams to carry out the review. The timetable will be affected by major developments currently underway or in the planning cycle that will determine the availability of staff.

3.2 Identifying material for rationalisation

We shall particularly examine material in the following categories to consider them for rationalisation:

- Does not fall within the current collecting policy.
- Unethically acquired material.
- Loan material no longer required for display.
- Does not provide important information about Norfolk and its history.
- Is irrelevant to the collection.
- Has no reasonable expectation of being useful for display or research.
- Is unaccessioned (ie has not been properly recorded).
- Is unprovenanced (ie has no background information to provide a context).
- Is of poor quality compared with other examples in the collection.
- Has deteriorated beyond any useful purpose (eg through decay or infestation. This might be a textile item that has rotted or a natural history specimen that has an infestation)
- Poses a threat to other objects or people (eg by contamination. This might be WW2 gas masks with degraded asbestos filters or radio-active geological specimens).
- Is an unnecessary duplicate.
- Where there is no reasonable expectation that NMS will be able to provide suitable levels of curation or collections care.
- Is of good quality but would fit better into another museum's collection (eg Archaeological material has been recently transferred to West Stowe Anglo-Saxon Village.
- May be more appropriate to the NRO or NLIS.

Meeting one of the above criteria does not automatically condemn any object. Each object will be considered on its merits. There may well be good reasons why objects that fall into one or more of the above categories should be kept, but they will be critically examined and justified.

3.3 Options for disposal

There are several ways in which material that is not suitable for the NMS core collections might continue to fulfil a useful purpose including:

- Transfer to a handling collection for use with schools or the public
- Working machinery can be used to engage the public and demonstrate historic practices

Other alternatives include:

- Transfer to another Accredited museum by gift or sale
- Return to donor or lender
- Transfer to another public institution by gift or sale
- Repatriation to country of origin

- Charitable donation
- Cannibalisation or set dressing
- Sale on the open market, or
- Destruction (as a last resort)

3.4 Process for decision taking

The process for taking decisions about disposal is time consuming but it is important to ensure that

- all legal responsibilities are fulfilled,
- that the sensibilities of donors are respected,
- that the political views of the partners in the Joint Museums & Archaeology Agreement are taken into account, and
- that the public retain confidence in the NMS and the County Council as trustees of Norfolk's heritage.

3.5 The process of selection for disposal will be as follows:

- Objects for disposal will be identified by staff with curatorial or collections care responsibilities at each site, assisted by subject specialists as appropriate
- Documentation will be checked to confirm that the NMS is the legal owner of the items and is legally free to dispose of them (there may be conditions attached to a bequest etc)
- Permission for disposal will be sought from the Joint Museums & Archaeology Committee
- The views of particularly interested groups or organisations will be sought
- If material was acquired or conserved with grant aid, contact will be made with the grant funding body to establish whether the funder has any requirements or views on the disposal. Reimbursement of grant aid is a standard requirement unless the object is to be transferred as a gift to another Accredited museum.

3.6 Process for disposal of accessioned material

Once Committee has agreed the list of proposed disposals the following steps will be taken:

- As required by the conditions of the Museum Accreditation Scheme, a notice will be placed in the Museums Journal or on-line equivalent, and any other appropriate specialist publication, advertising the availability of significant material to other Accredited museums.
- Direct contact will be made with any Accredited museums or other public institutions that would have a particular interest in any of the objects.
- If no Accredited museum is interested and the material was donated within the last 20 years, attempts will be made to contact the donor to return the item.
- Material in which no interest is expressed will be either sold or destroyed.
- Complete records of all transactions will be kept.

Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
NWHCM : 1978.553	Atco self-propelled lawnmower by Charles H. Pugh of Birmingham, machine no 5072B, single cylinder 2-stroke petrol engine by Villiers; engine, cutter bar and rollers mounted on cast iron frame, handles for steering with clutch and throttle controls, rotary cutter bar and main roller driven through chains, with grass box, early 20th century, bought secondhand in the early 1920s and used in Taverham, Norfolk		Lawnmowers are outside the collecting policy of Strangers' Hall Museum. This object was not made locally, so is also outside the Bridewell Museum's collecting policy.	Transfer. Offer to Gressenhall Farm & Workhouse, if no interest offer to other museums via Museums Journal
NWHCM : 1974.605.1	Bicycle, BSA gents deluxe model, manufactured in 1911, bought from Plummers, cycle agent of Long Stratton, Norfolk in 1911 for 11 guineas, (11 pounds 11 shillings), ridden by donor daily to work at Tivetshall Maltings for 40 years, saddle about 1930 manufactured by Brooks, both wheels are later replacements of the originals, dark blue 660 mm frame, 203 mm crank, used in Great Moulton, Norfolk; 1911		There are nearly 40 bicycles in the Norwich Social History collection. We have made the decision to keep a representative selection and to dispose of the remainder. There are four similar men's bicycle in the collection, so we are proposing to keep the two that are in the best condition. This bicycle needs some conservation and would be better served in a bicycle museum.	Disposal. Cycle was manufactured in Birmingham so offer to local museums as well as other cycle/transport museums.
NWHCM : 2013.80.135	Bicycle, Crypto Bantam, front wheel drive; about 1895		There are nearly 40 bicycles in the Norwich Social History collection. We have made the decision to keep a representative selection and to dispose of the remainder. There are two similar Crypto Bantam bicycles in the collection, so we are proposing to keep the one that is in the best condition. This bicycle needs some conservation and would be better served in a bicycle museum.	Disposal. Offer to cycle/transport museums.
NWHCM : 1983.421	Bicycle, Hercules, steel tubular frame, black finish, Sturmey-Archer 3-speed gear, Dunlop Roadster pneumatic tyres, rod brakes, bell and carrier, manufacturer's mark, The Hercules Cycle and Motor Co Ltd, Britannia Wk, Birmingham, cycle belonged to Percy Collins (1904-1981) who lived for most of his life at Kenninghall, employed as a farm labourer, early 20th century		There are nearly 40 bicycles in the Norwich Social History collection. We have made the decision to keep a representative selection and to dispose of the remainder. There are two similar Hercules bicycles in the collection, so we are proposing to keep the one with the Norwich provenance. (The other one was owned by a member of a Norwich cycling club). This bicycle needs some conservation and would be better served in a bicycle museum.	Transfer. Cycle was used by farm labourer so offer to Gressenhall first. If no interest offer to other cycle/transport museums
NWHCM : 1912.9	Bicycle, iron, pedals on front wheel, iron seat on cross bar, brake on back wheel was worked by string from handle bars, pedals are solid iron pieces, footrests in front of handlebars, handlebars have turned wood ends, wood wheels with iron rims, wooden wheels with iron tyres, pedals triangular and adjustable, 1868		There are nearly 40 bicycles in the Norwich Social History collection. We have made the decision to keep a representative selection and to dispose of the remainder. There are two similar bicycles of this type in the collection, so we are proposing to keep the one that is in the best condition. This bicycle needs some conservation and would be better served in a bicycle museum.	Disposal. Offer to East Anglia Transport Museum in the first instance. If they are not interested offer to other cycle/transport museums

Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
NWHCM : 1978.182	Bicycle, ladies cycle, made in London by the Dayton Cycle Co Ltd.; frame painted black with oil bath chain, hub brakes, wicker rear basket and three-speed gears; 1920s		There are nearly 40 bicycles in the Norwich Social History collection. We have made the decision to keep a representative selection and to dispose of the remainder. There is another similar ladies' bicycle in better condition in the collection. This bicycle needs some conservation and would be better served in a bicycle museum.	Disposal. Offer to cycle/transport museums
NWHCM : 1973.335.1	Bicycle, New Hudson; Dunlop champion tyres, Waltonia bell; non original saddle replaced in about 1933; carrier, front and rear lights, pump, handlebar grips; manufactured in Birmingham; used in Lowestoft by donor's architect father; 1912		There are nearly 40 bicycles in the Norwich Social History collection. We have made the decision to keep a representative selection and to dispose of the remainder. There are four similar men's bicycle in the collection, so we are proposing to keep the two that are in the best condition. This bicycle needs some conservation and would be better served in a bicycle museum.	Disposal. Cycle has Lowestoft provenance, so offer to Lowestoft Museum. If no interest offer to other cycle/transport museums.
NWHCM : 2013.80.136	Bicycle, Ordinary ('penny farthing'), iron frame, iron wheels; about 1880		There are nearly 40 bicycles in the Norwich Social History collection. We have made the decision to keep a representative selection and to dispose of the remainder. There are three similar Ordinary 'penny farthing' bicycles in the collection, so we are proposing to keep the one that is in the best condition. This bicycle needs some conservation and would be better served in a bicycle museum.	Disposal. Offer to cycle/transport museums
NWHCM : 1922.135.399	Bicycle, Ordinary ('penny farthing'); iron frame, iron wheels with solid rubber tyre, front 1169 mm, rear 507 mm; leather saddle with horsehair stuffing, handlebars have wood knobs at end and are fastened onto the steering column with a brass clip, stack above back wheel		There are nearly 40 bicycles in the Norwich Social History collection. We have made the decision to keep a representative selection and to dispose of the remainder. There are three similar Ordinary 'penny farthing' bicycles in the collection, so we are proposing to keep the one that is in the best condition. This bicycle needs some conservation and would be better served in a bicycle museum.	Disposal. Offer to cycle/transport museums
NWHCM : 1917.64	Bicycle, Otto dicycle, by B.S.A. (Birmingham Small Arms Company); two solid rubber wheels with wavy wire spokes set side by side with rider sitting between; pedals on two cranked counter shaft with belt drive to main axles, brake steering, brake drums on each main axle, trail balance wheel missing; 1880 to 1883		There are nearly 40 bicycles in the Norwich Social History collection. We have made the decision to keep a representative selection and to dispose of the remainder. This bicycle is in poor condition and is in need of considerable conservation. It would be better served in a bicycle museum.	Disposal. Cycle was manufactured in Birmingham so offer to local museums as well as other cycle/transport museums.

Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
NWHCM : 1917.6	Bicycle, Townend tandem safety bicycle, made by Townend Bros of Coventry; for lady in front and gentleman, rear handlebars coupled by rod to front handlebars, plunger brake on front wheel, pneumatic tyres, rear tyre missing, chain case, Carter's patent no..., cork handlebar grips, tangent spokes, soldered at crossings, about 1895; missing both saddles, rear tyre, bell, rear pedals with rubber footrests, probably a replacement; about 1892-4		There are nearly 40 bicycles in the Norwich Social History collection. We have made the decision to keep a representative selection and to dispose of the remainder. This is the only conventional tandem in the collection, but it is in a poor state of repair. This bicycle needs some conservation and would be better served in a bicycle museum.	Disposal. This cycle was manufactured in Coventry so offer to local museums or other cycle/transport museums
NWHCM : 1979.473.41	Bicycle, tradesman's, painted black with frame for basket (no basket with cycle) over front wheel, black-blank advertising panel in centre, from former butcher's shop of Blake's, Spinney Road, Norwich, Norfolk, 1930s to 1950s		There are nearly 40 bicycles in the Norwich Social History collection. We have made the decision to keep a representative selection and to dispose of the remainder. There are three other trade bicycles in better condition in the collection. One of them is on display at the Bridewell, one comes from Bonds and the other advertises the Bridewell Museum. This bicycle needs some conservation and would be better served in a bicycle museum.	Disposal. Offer to cycle/transport museums
NWHCM : 1969.235	Boat fender, wickerwork, early 20th century		This item has no provenance. Although it is a nice example of functional wickerwork it is not known what type of vessel would have had this type of fender. It is not a wherry fender. Suggest that it be offered to the museum of the Broads if it can be established that it is from an inland rather than a coastal vessel.	Transfer. Offer to Time & Tide, if no interest then offer to other museums through Museums Journal
NWHCM : 2013.80.15	Bucket, two parts; large metal bucket with large heavy handle attached to each side. studded with metal rivets. Second piece looks like an attachment to floor?		It has not been possible to establish provenance for this item as it cannot be matched to any existing documentation. This might be a well bucket but is quite possible it may have belonged to Norwich City Works Department who shared stores at Trowse.	Disposal. Offer to museums via Museums Journal
NWHCM : 2013.80.28	Canvas stretcher attached to a wooden frame, with metal u-shaped rests. The stretcher folds up with two metal brackets. There is also a canvas strap.		It has not been possible to match this to any existing documentation; poor condition. No pressing reasons for retaining the item	Disposal. Offer to museums via Museums Journal
NWHCM : 2013.80.4	Fence post, cylindrical; one section goes underground. There is a cast iron ball on the top.		This fence post has no manufacturer's plate or mark. Architectural salvage of this kind is not something that would now be actively collected.	Disposal. Offer to museums via Museums Journal or consider sale as architectural salvage

Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
NWHCM : 1975.504.1	Hand powered black metal bench drill. Square base has three holes for it to be fixed to a solid surface. Base has different size square and rectangle holes. Iron on iron stand, drive from wheel with wooden handle through mitre gearing to drill shaft, no bits, used at home by donor's father Robert John Godwin in the early 20th century		The drill was used by someone who was a marine engineer working with the Port of Yarmouth Commissioners before moving to work at Lawrence & Scott, Norwich. It is possible that he might have used the drill at either place of work but the object record suggests that it was used at home as a hobbyist tool. It is of a fairly generic type and not unique to any particular branch of engineering.	Disposal. Offer to other museums via Museums Journal
NWHCM : 1974.474.3	Invalid chair, the Merlin self propelling chair, Allwin trade mark, 2 driving wheels 533 mm diameter, 25 mm rubber pneumatic tyres, 2 tangent wheels with ball bearings at rear, tubular handle with white rubber grip, sliding footboard, polished hard wood propelling rims, canvas seat and back, sprung frame, illustrated in Army and Navy Stores Ltd, price list 1939 to 1940		There are a number of wheelchairs in the collection. We have made the decision to offer to Gressenhall those with workhouse associations. The remainder are to be offered for rationalisation. This object was given to the museum by the Red Cross and has no local connections.	Disposal. Offer to museums related to disability. If no interest offer to other museums via Museums Journal
NWHCM : 1945.133	Model steam engine in glass case, 1/2HP horizontal single cylinder D.A. steam engine made by W.A. Arnott, circa 1893, model of a type used locally prior to the use of electricity, brass and copper band cylinder circa 1830 to 1860		This is an exceptionally fine model by a very skilled model engineer, Mr W.A. Arnott. We have examples of very fine quality wood turning by the same person. Arnott lived in Gorleston and this item falls outside the collecting area of the Bridewell. Suggest that it be offered to Yarmouth Museums.	Transfer. Offer to Time & Tide in first instance. If no interest offer to other museums through Museums Journal.
NWHCM : 2013.80.19	Oak moulded carved wooden beams, with rectangular base. Mortice through at right angles at one end; tenon with two peg holes at other, this allows them to slot into another beam.		It is not possible to match this item to existing documentation. It is quite possible that this is a component part, but it is difficult to establish this without visual inspection of all window frames in the collections. We do not actively seek to collect architectural salvage and structural components today.	Disposal. Offer to museums via Museums Journal

Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
NWHCM : 2013.80.7.2	Rectangular wall panel, painted cream. This is one of two identical panels (see related object)		This item has no known provenance as it has not been possible to match the item to any existing documentation. Architectural salvage and building components would not be actively collected today	Disposal. Milford House Museum in Northern Ireland are interested. Otherwise offer to other museums via Museums Journal
NWHCM : 2013.80.7.1	Rectangular wall panel, painted cream. This is one of two identical panels (see related object)		This item has no known provenance as it has not been possible to match the item to any existing documentation. Architectural 'salvage' and building components would not be actively collected today	Disposal. Milford House Museum in Northern Ireland are interested. Otherwise offer to other museums via Museums Journal

Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
NWHCM : 2013.80.108	Rug, rectangular in red, blue, green and yellow; three star designs in centre; two surrounding borders, inner with blue background outer with red background; fabric edge on top and bottom; long edges unfinished, appear to have been cut; tape on one side; hessian backing		This is a small rug which has been cut at some point, therefore is damaged. It is a retrospective accession with no provenance and is a duplication of other examples which we viewed. It is a fair example but we have selected more than 3 similar items to this which are better placed to fulfil any requirements for access or display we have in the future.	Disposal. Offer to museums via Museums Journal
NWHCM : 2013.80.114	Rug, rectangular, brown wool fleece, dark brown hessian backing; possibly felted goat / sheep / llama hide		This is a retrospective accession with no provenance and is extremely dirty, it has little merit.	Disposal. Offer to museums via Museums Journal
NWHCM : 2013.80.17	Set of green wheels. Hubcap inscribed 'Allen Oxford' Rubber tyres 'Dunlop implement' Traction tyre 'Made in GB' 2 - 75 - 21 on each tyre. Connected by shaft which allows tyres to move independently.		This item has no provenance as it has not been possible to match it to existing documentation. It is likely that the item may have belonged to Norwich City Works who shared storage facilities at Trowse. It may well have been mistaken for NMAS collections when items were moved to Gressenhall	Disposal. Offer to museums via Museums Journal
NWHCM : 1973.369	Time recording device, Blick patent check action time recording device; from a building in Balderston's Court, Norwich, 20th century		There is no documented information as to the use or significance of this particular time recording device and its association with Balderston Court, Norwich. Local trade directories do not list Balderston Court or the nature of premises therein	Disposal. Offer to other museums via Museums Journal
NWHCM : 1970.5	Treadle operated leather sewing machine made by Wheeler and Wilson, Bridgeport, Connecticut, U.S.A. number 1022374, wood table, metal base, unusual shape, for cloth but adapted for leather use, lock-stitch, circa 1875		This item has no provenance. It is a hybrid - being a Wheeler & Wilson machine on a Singer frame - adapted and used for making clothing. There are other examples of machines made by this manufacturer. Suggest that this be offered in first instance to Cos & Tex.	Transfer. Offer to Costume & Textiles department. If no interest offer to V&A or other museums via Museums Journal

Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
NWHCM : 1970.7	Treadle operated sewing machine made by Wheeler and Wilson, Bridgeport, Connecticut, U.S.A. number 37928 type number 10, lock-stitch, at some time put on a Singer frame, for clothing, fore runner of industrial machine		This item has no provenance. It is a hybrid - being a Wheeler & Wilson machine on a Singer frame - adapted and used for making clothing. There are other examples of machines made by this manufacturer. Suggest that this be offered in first instance to Cos & Tex.	Transfer. Offer to Costume & Textiles department. If no interest offer to V&A or other museums via Museums Journal
NWHCM : 1953.162	Tyre bender used in a blacksmith's shop at Wroxham		This item originated from a blacksmith's shop in Wroxham and therefore lies outside the collecting area of the Bridewell.	Disposal. Offer to other museums through Museums Journal.
NWHCM : 2013.80.105	Window, wooden frame; one window is missing the other is in place, this has 12 panes (4 rows of 3), panes separated by metal strips, various panes are cracked or broken.		The item is not complete although the section of glazing may not yet have been identified; it is not possible to match this item to existing documentation but difficult to achieve without making an inventory of the window frames in the collections. We do not actively seek to collect architectural salvage and structural components today.	Disposal. Offer to museums via Museums Journal
NWHCM : 2013.80.106	Window, wooden sash window frame and window, 4 panes of glass (2 rows of 2), window frame is painted cream on the inside, paint has worn back to the wood on the outside, metal lock mechanism between top and bottom window, rope mechanism for lowering and raising the window. Incomplete, cill is missing.		It is not possible to match this item to existing documentation but difficult to achieve without making an inventory of the window frames in the collections. We do not actively seek to collect architectural salvage and structural components today.	Disposal. Offer to museums via Museums Journal
NWHCM : 1983.243.2	Wood turning lathe; once painted green. Wooden bench and frame. Legs attached to an 'L' shape frame - one leg is loose from frame. Treadle operated with lathe accessories - chisel rest, grind wheel and pulley. All metal items seem to be made from Iron.		The lathe is in poor condition and has no provenance. There is nothing to indicate that this item was used in an industrial/commercial context. Likely used by a hobbyist woodworker	Disposal. Offer to other museums via Museums Journal
NWHCM : 2013.80.21	Wooden beam with 4 rectangular notches cut out of the back of one side. 5 Diamond shaped notches cut out of another side.		It is not possible to match this item to existing documentation. It is quite possible that this is a component part, but it is difficult to establish this without visual inspection of all window frames in the collections. We do not actively seek to collect architectural salvage and structural components today.	Disposal. Offer to museums via Museums Journal

Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
NWHCM : 2013.80.26	Wooden easel, A-Frame design hinged at the top. T-shaped section with holes in centre and metal chain with wooden stopper on end, used to secure and control shape/movement of easel.		This may not ever have been part of the collections, but used for teaching or display purposes	Disposal. Offer to museums via Museums Journal
NWHCM : 2013.80.51	Wool rug, rectangular, long and narrow; cream background with all over pattern in pale green, pink, blue, pale yellow, orange and brown; floral geometric design with border in pale green, pink and brown; about 1900 - 1910		This is a retrospective accession with no provenance and is a duplication of other examples which we viewed. It is in the poorest condition which is why it was selected for rationalisation. Cathy declined it suitable date and style wise for use at Stranger's Hall.	Disposal. Offer to museums via Museums Journal

Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
NWHCM : 1973.371.4	Lectern and box, varnished, front of desk carved with IHS device within a circle, around which four Celtic crosses within circles, stylised foliate border, sides foliate carving; four brackets from pillar support desk, each pierced by a trefoil; four supports of pillar form, cruciform base; brass candle holder either side of the desk, moveable to give maximum light to reader - these are loose and wil fall off so take care when moving; box for standing at lectern, carved top and sides, no base; four squares of abstract floral carving on top create uncarved area forming a cross; on underside of top board is carved within a heart, carved by H. Samson March 1926; from the chapel at Hill House, Pulham Market, a former workhouse; 1926		This object falls outside Norwich collectioning policy and would be better suited as part of Gressenhall's collection	Transfer to Gressenhall Farm & Workhouse
NWHCM : 1973.371.5.1	Suffolk armchair, one of two from Hill House, Pulham Market, former workhouse. Four turned legs, 'H' shaped stretcher. Curved arms , 4 slat back inbetween turned frame. Back curves outwards towards top. Top rail rounded at either end. Shaped seat. 20th century		This object falls outside Norwich collectioning policy and would be better suited as part of Gressenhall's collection	Transfer to Gressenhall Farm & Workhouse
NWHCM : 1973.371.14	Commode chair, light coloured wood. Three rungged seat back with top rung curved and thicker than the rest. This top rung is also adjustable (possibly for people of different heights). Front two legs are turned with iron nails holding everything together. Lid to commode is a trapizoid shape with two rusted/ corroding hinges (very stiff). Base of commode seat has a wooden upended dome shaped skirt. At the front the skirting has a wavy edge cut into it. From Hill House, Pulham Market the former workhouse, 19th or 20th century.		This object falls outside Norwich collectioning policy and would be better suited as part of Gressenhall's collection	Transfer to Gressenhall Farm & Workhouse

Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
NWHCM : 1973.371.15	Wheel chair/Stair chair with 2 wheels, from Hill House, Pulham Market social services which was a former workhouse.Has a curved frame (which is varnished but worn off in places) at the back metal edging and turned front legs. Chair has leather square panesl on back and seat whcih are tacked to the wooden base, also has a hole in each arm. Chair has a wooden footboard and turned second bar. Has 2 small wheels inside frame fixed to an atxel at the front and has 2 medium sized wheels at back. 20th century		This object falls outside Norwich collectioning policy and would be better suited as part of Gressenhall's collection	Transfer to Gressenhall Farm & Workhouse
NWHCM : 1973.371.16	Long umbrella stand of decorative cast-iron, painted reddish-brown, from Hill House, Pulham Market, a former workhouse. Dates from 20th century		This object falls outside Norwich collectioning policy and would be better suited as part of Gressenhall's collection	Transfer to Gressenhall Farm & Workhouse
NWHCM : 1973.371.19	Cot, wooden, with mattress; painted cream, though once painted green; 2 sides with 10 bars; from Hill House, Pulham Market, former workhouse; 20th century		This object falls outside Norwich collectioning policy and would be better suited as part of Gressenhall's collection	Transfer to Gressenhall Farm & Workhouse

Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
NWHCM : 1973.371.20	Child's commode chair, painted white, four turned legs. Windsor back, supporting strip added to back and under seat. Arm rest either side one has hole in end. 'H' shaped base. 'L' shape slots either side of hole in seat to attach something? From Hill House, Pulham Market the former workhouse, 19th or 20th century.		This object falls outside Norwich collection policy and would be better suited as part of Gressenhall's collection	Transfer to Gressenhall Farm & Workhouse
NWHCM : 1973.371.23	Chapel chair, rush seated; 4 legs; front legs plain and cylindrical, back square. 4 stretchers; one at back, 2 either side positioned top and bottom, 1 at front turned - at top. Wide top rail, rectangular, shaped in centre. Two back rails, rectangular with shaped sides. Light coloured wood. From Hill House, Pulham Market, former workhouse, 20th century		This object falls outside Norwich collection policy and would be better suited as part of Gressenhall's collection	Transfer to Gressenhall Farm & Workhouse
NWHCM : 1974.587.7	Linen basket, cylindrical, wicker with lid, lid circular and concave, two handles, bottom is badly worm eaten; from Wicklewood Institution, the workhouse for the Forehoe Union, Wicklewood, Norfolk; late 19th to early 20th century		This object falls outside Norwich collection policy and would be better suited as part of Gressenhall's collection	Transfer to Gressenhall Farm & Workhouse
NWHCM : 1974.587.8	White enamelled query wax foot bath with blue rim and pouring lip at one end, one small plug hole for drainage, from Wicklewood Institution, the workhouse for the Forehoe Union, Wicklewood, Norfolk; early 20th century		This object falls outside Norwich collection policy and would be better suited as part of Gressenhall's collection	Transfer to Gressenhall Farm & Workhouse

Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
NWHCM : 1974.587.9	Sideboard / cabinet by George Diggers and Sons, Norwich, straight front in centre with glass doors to cupboard with one worn velvet covered shelf, sides are bowed and open fronted, one long shelf underneath, central drawer above cupboard with brass handles, some decorative carving on drawer and bowed part of sides, large back section has 1 large central mirror, 4 smaller ones, 1 large shelf and 2 smaller ones, the whole is stained dark and has been somewhat scratched; from Wicklewood Institution, the workhouse for the Forehoe Union, Wicklewood, Norfolk; about 1870s		This object falls outside Norwich collectioning policy and would be better suited as part of Gressenhall's collection	Transfer to Gressenhall Farm & Workhouse
NWHCM : 1974.587.10	Rectangular patterned chest of whitewood, stained reddish-brown with an hinged lid. The chest has 8 metal strengthening pieces on edges/corners attached with six screws and a lifting handle on either side (painted black). There is a metal keyhole and locking system at the top front centre section of the chest but no key. The right side of the panel of the chest has a small metal hook screwed into the wood and a samll nail protruding from lid in left front corner. The base is slightly extended round three sides. The chest contains some wallpaper which has a green floarl design with a white/cream gorund. Chest is from the Wicklewood Institution		This object falls outside Norwich collectioning policy and would be better suited as part of Gressenhall's collection	Transfer to Gressenhall Farm & Workhouse
NWHCM : 1974.587.13	Square topped stool, four legs but no stretchers which are square in section and taper slightly, flat unshaped seat. Metal tacks around seat and wooden blocks between seat and below seat to provide supprot. Stool is from Wicklewood Institution, the workhouse for the Forehoe Union, Wicklewood, Norfolk; late 19th century		This object falls outside Norwich collectioning policy and would be better suited as part of Gressenhall's collection	Transfer to Gressenhall Farm & Workhouse

Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
NWHCM : 1974.587.24	Windsor armchair, lath-back with turned legs, spindle arm supports, large comb, double H-stretcher; from Wicklewood Institution, the workhouse for the Forehoe Union, Wicklewood, Norfolk; about 1890		This object falls outside Norwich collection policy and would be better suited as part of Gressenhall's collection	Transfer to Gressenhall Farm & Workhouse
NWHCM : 1980.443	Smoker's bow chair set on wheels, elm seat, arms and back, legs probably beech, two large wheels one on either side, the wheels have inner wooden wheels for propelling the chair by hand, at the rear is a small wheel, the chair was found in the attic of the Crome Ward of the West Norwich Hospital and probably dates from the time when the hospital was a workhouse, about 1880		This object falls outside Norwich collection policy and would be better suited as part of Gressenhall's collection	Transfer to Gressenhall Farm & Workhouse.
NWHCM : 1973.371.8	Vegetable trough, wood, used for washing vegetables in, 20th century, used at Hill House, Pulham Market, a former workhouse. Rectangular (almost square). Has indented handles either side fastened together with one piece of metal wire tacked and stapled to trough. Handles attached with three metal screws.		This object falls outside Norwich collection policy and would be better suited as part of Gressenhall's collection	Transfer to Gressenhall Farm & Workhouse

Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
NWHCM : 1973.371.22	<p>Lawnmower, chain driven, by Ransomes of Ipswich; 19th century. Used at Hill House, Pulham Market, former workhouse by Norfolk County Council Social Services Dept. Inscribed 'Ransomes Patent Chain Automation'. This is a 12" cut cylinder mower. Mower has wooden roller at front, behind this is a cylinder blade mechanism that is driven by a chain. Behind this is another metal roller. The handles used to push the mower are wooden and are attached to the metal frame.</p>		<p>This object falls outside Norwich collection policy and would be better suited as part of Gressenhall's collection</p>	<p>Transfer to Gressenhall Farm & Workhouse</p>
NWHCM : 1973.371.25	<p>Cast iron bookbinding press with screw; 19th century. This is taken from Hill House, Pulham Market, Social Services. It has a flat horizontal base, set on a u-shaped frame. The metal plate is adjustable by screw handle on centre.</p>		<p>This object falls outside Norwich collection policy and would be better suited as part of Gressenhall's collection</p>	<p>Transfer to Gressenhall Farm & Workhouse</p>
NWHCM : 1974.587.11	<p>Small table with splayed legs made of pine or sycamore, legs have octagonal section and are fairly slanting, they are joined to the table top by means of two wooden brackets, screwed to the top, into which the pairs of legs are nailed, early 19th century, from Wicklewood Institution, the workhouse for the Forehoe Union, Wicklewood, Norfolk</p>		<p>This object falls outside Norwich collection policy and would be better suited as part of Gressenhall's collection</p>	<p>Transfer to Gressenhall Farm & Workhouse</p>