NORWICH
City Council

Norwich area museums committee

Date: **Tuesday, 07 March 2017**
Time: **14:00**
Venue: **Norwich Castle**

For further information please contact:

Committee members:

Norwich City Council:
Councillors Brociek-Coulton (chair), Davis, Jones (T), Maguire, Price and Thomas (Vivien)

Norfolk County Council:
Councillors Bearman, Bremner, Morgan, Sands (M) and Hannah (vice chair), (1 vacancy)

Co-opted non-voting members:
Brenda Ferris (Norfolk Contemporary Art Society), Amanda Geitner (East Anglia Arts Fund) and Ceri Lamb (Friends of Norwich Museums), Council),Councillor Hardy (South Norfolk Council)

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communication for all

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Agenda

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1 Apologies
To receive apologies for absence

2 Public questions/petitions

To receive questions / petitions from the public (notice to be given to committee officer in advance of the meeting in accordance with appendix 1 of the council's constutition)

3 Declarations of interest
(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting)

4 Minutes **5 - 8**
To agree the accuracy of the minutes of the meeting held on 13 December 2016.

5 Freemen 700

Nigel Back, Chairman of the Freemen's Committee and the Town Close Estate Charity, has been invited to give a short talk.

6 Norwich Museums Briefing December 2016 to February 2017 **9 - 20**
Purpose - To update members on the work of the Norwich Museums Service for the period December 2016 to February 2017.

7 Collections Review and Rationalisation Programme 2015-18 **21 - 42**
Purpose - As part of its strategy to review service needs and reduce costs Norfolk Museums Service (NMS) has an ongoing Collections Review & Rationalisation programme whereby collections are reviewed on a regular basis, and those which are not suitable for future display or study needs may be found alternative homes. The programme follows best practice as advised by Arts Council England's Museums Accreditation Standard and the Museums Association's Code of Ethics standards of which have been incorporated into the NMS Collections Development Policy. The outline of which is noted in Annex 1

Date of publication**: Wednesday, 01 March 2017**

NORWICH City Council

MINUTES

Norwich Area Museums committee

14:00 to 15:10 **13 December 2016**

Present:	**City Councillors:**	**County Councillors:**
	Davis	Hannah (Vice chair in the chair)
	Kendrick (substitute for Brociek-Coulton)	Bremner
	Maguire	Morgan
	Price	Sands
	Thomas (Vi)	
Co-opted non-voting members:	Brenda Ferris (Norfolk Contemporary Art Society), Ceri Lamb (Friends of Norwich Museums), Councillor Buck (Broadland District Council) and Councillor Ward (ex officio member)	
Apologies:	City Councillors Brociek-Coulton (chair) and Jones (T), County Councillor Dearnley Amanda Geitner (East Anglia Arts Fund) and Councillor Hardy (South Norfolk District Council)	

1. Public questions/petitions

There were no public questions or petitions received.

2. Declarations of interest

There were no declarations of interest.

3. Minutes

Brenda Ferris queried when an update would be given to the committee on the Magritte discovery. The operations manager said that this would be brought to the March meeting of the Norwich Area Museums Committee.

Subject to noting a spelling mistake in the second paragraph of page five of the agenda which read ‘form’ rather than ‘from’ it was:-

RESOLVED to agree the accuracy of the minutes of the meeting held on 13 September 2016.

4. Norwich Museums briefing for period August to December 2016

The head of development presented the report. During discussion the officers referred to the report and answered members' questions.

She said that an evaluation of the British Art Show had been completed and over 90,000 people had visited the exhibition with 40,000 of these visiting Norwich Castle. It had attracted a different audience with a younger profile. The opening night had been scheduled for the same night as the EU referendum so unfortunately, the exhibition did not get the level of media coverage that had been hoped for.

A member commented that it was encouraging to see that 33% of the visitors had postcodes outside of Norfolk.

The head of development said that there was a good turnover of displays within the castle and highlighted some of the upcoming exhibitions.

She said that the Olive Edis exhibition would be going on a tour of North Norfolk and would be shown at Sheringham museum as one of the venues.

There would be an exhibition on Nelson from the end of July 2017 which would be an in house exhibition. The recent Manet exhibition had been the most visited at the castle but officers were hoping that the nelson exhibition would top this in terms of visitor numbers. The Norwich School had been approached and some of their memorabilia would be on display along with Nelson's Nile coat. The operations manager said that usually exhibitions were planned around three years in advance and would run for at least six months. Due to unforeseen circumstances, the Nelson exhibition had only recently been decided upon. He said that marketing and promotion for it would begin in the near future.

In response to a member's question, the head of development reassured the committee that the as the curator for this was a social historian, the exhibition would not just focus on Nelson as a hero but also on Nelson as a person.

A Rembrandt exhibition would follow the Nelson exhibition with over ninety etchings from the Norfolk Museums Service collection, along with other paintings from national galleries on display. Links with the Dutch community had been explored and the collection would be opened by the Dutch ambassador. In response to a member's question, the head of development said that links with Stranger's Hall and historical Dutch immigration had been thought about and the museums service was exploring sponsorship options for marketing.

The operations manager said that there was an average of 2000 – 3000 extra visitors to Norwich Castle as a result of holding weddings in the benefactor's room. Registry office bookings had gone up by twenty percent as a result of the ceremonies being held in the castle. Members welcomed this as it provided an extra income stream for the museums service.

Fewer weddings had taken place at Strangers Hall than anticipated and the museums service had ceased its contract with the event provider and were about to

tender for a new company. It was anticipated that this appointment would be made by the end of the financial year.

Members were given an update on the keep project and the operations manager said that dates for the second round applications had been pushed back slightly due to the volume of work involved. The head of development said that Norwich City Council had been consulted on the project as well as many local heritage groups.

In response to a member's question, the operation manager said that work was being undertaken on recording the current state of the keep before the project began. A new research assistant had been appointed and was working on this. The building had been digitally mapped and there were some timbers in the keep that would have to be retained and stored.

He added that the new design of the keep would mean that the building was compartmentalised, rather than being such a wide open space and this would help with heat and energy consumption. Strategies, including the environmental strategy were in the process of being developed and member input was welcomed.

Members praised the work of the teaching museums and members were encouraged to visit the castle during these sessions to experience them. The head of development said that Norwich Castle was a case study on one of the GCSE history papers which had increased the number of school visits from children on GCSE age. Members asked for an update on the work of the teaching museums work at the next Norwich Area Museums meeting.

Hannah Henderson, curator at the Museum of Norwich at the Bridewell gave members an overview on the work being undertaken around dementia friendly museums.

She said that the project began with pilots undertaken with the NHS and the library service. The museums service had worked with the library service to develop memory kits that could be used by families. They realised that this could be used in outreach work and wrote instructions for the kits on how to use them at home. It was realised dementia patients could benefit from visiting the museum and sharing memories.
Sessions would be run in the future hosting a small group of dementia patients to trail new approaches. The sessions would be less structured and feedback on all aspects would be encouraged. A welcome walk would also be held once a month which would be free of charge and would be a chance for patients to enjoy the collections and tea and cake with a family member.

In response to a member's question, Hannah Henderson said that extra funding had been applied for, however, with training for key staff and reviewing how business was conducted, she said that the programme should be able to be delivered with existing resources.

RESOLVED to:

(1) Note the Norwich museums briefing period August to December 2016;

(2) ask officers to bring an update on the teaching museums to the next meeting; and

(3) ask the head of operations to circulate school visitor numbers.

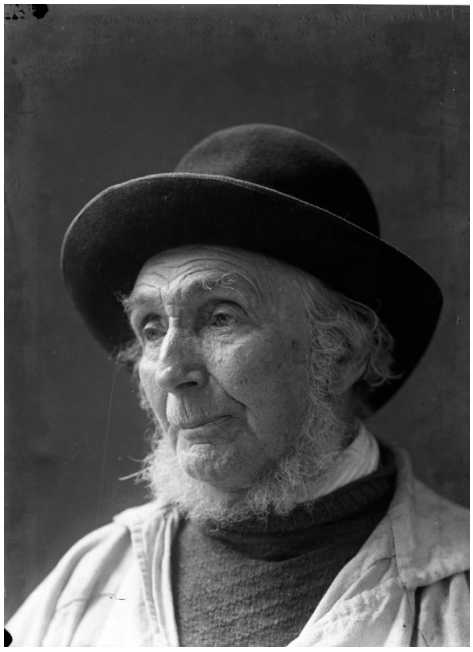
CHAIR

Norwich Museums briefing: December 2016 to February 2017

1. Exhibitions at Norwich Castle

1.1 *Fisherman and Kings: The photography of Olive Edis* (8 Oct – 22 Jan 2017)

This highly successful exhibition celebrated the pioneering and important work of Olive Edis, the Norfolk photographer based in Sheringham. Her unique and arresting images, often immortalising local people, place her at the forefront of modern photography. The show was curated by Alistair Murphy, Curator at Cromer Museum and an expert on the life and work of Olive Edis. The Norwich exhibition formed part of a wider project supported by the Heritage Lottery Fund that will transform access to, and awareness of, the work of this influential female photographer, including a new permanent gallery at Cromer Museum. A catalogue was produced to complement the show and this saw strong sales.



'Belcher' Johnson & autochrome self-portrait images from the NMS Oliver Edis collection

1.2 Colman Gallery temporary displays

A display of drawings and prints by the artist Claughton Pellew (1890-1966) is currently on show in the Colman Project Space, exploring the harmony of country life on the occasion of the 5oth anniversary of the artist's death.

A selection of works by the priest, artist and antiquarian Edward Thomas Daniell (1840-1842) is also currently on show in the Colman Watercolour Gallery, featuring watercolours from his travels across Europe and the Middle East.

1.3 *Sixty years On – Highlights from Norwich Castle's Collection* (Timothy Gurney Gallery from 24 September 2017)

This exhibition showcases the modern and contemporary art acquired over the last 60 years with the support of the Norfolk Contemporary Art Society. The show includes a range of works by artists including Prunella Clough, Graham Sutherland, Keith Vaughan and Frances Kearney.

2. Forthcoming exhibitions

2.1 *Small Stories: At Home in a Doll's House* (4 Mar – 25 June 2017)

Selected as one of only two UK regional venues, NCM will host this international touring exhibition from the V&A Museum of Childhood. Showcasing a stunning collection of twelve of their best dolls' houses, this exhibition will attract families and doll's house enthusiasts from across Norfolk and beyond. The main exhibition will be enhanced by the Dream House, an installation of 22 dream rooms created by Norfolk artists, architects, makers, community groups and school children.

Kaleidoscope House
Laurie Simmons, Peter Wheelwright and Bozart, USA, 2001
© Victoria and Albert Museum, London

2.2 Nelson and Norfolk (29 July – 1 October 2017)

A major exhibition drawing on some of the most extraordinary objects connected to Admiral Lord Nelson, reflecting his naval victories, his relationships and above all, his affection for his native county of Norfolk. The focal point for the exhibition will be the Ensign of Le Généreux, which will take up one half of the whole exhibition, filling the first temporary gallery space. Other objects in this exhibition will be drawn from NMS's own collections, including stored collections from Great Yarmouth, King's Lynn, Strangers' Hall, the Museum of Norwich at the Bridewell and Norwich Castle Museum. Curators are also working in partnership with the Norfolk Record Office and Norfolk Heritage Centre to display some fascinating documents and books including letters from Nelson and the Parish Register in which Nelson's baptism is recorded. Of the loans coming into the exhibition there are some significant objects that have never been seen in a public museum before which are being loaned from private collectors. The exhibition will also include a number of significant loans from the National Maritime Museum.

2.3 Rembrandt: Lightening the Darkness (21 October – 7 January 2018)

An important new exhibition featuring the nationally significant collection of Rembrandt etchings held by NMS, alongside selected loans from the National Gallery, the Royal Collections, the British Museum and the National Galleries of Scotland.

3. Norwich Castle Events

3.1 RSPB Big Castle Birdwatch (28-29 January 2017)

Over the weekend of 28 and 29 January, Norwich Castle hosted the annual 'RSPB Big Castle Birdwatch' event. Each year, the RSPB holds a 'Big Garden Birdwatch', which encourages the public to count birds and wildlife visiting gardens, and helps build a picture of the UK's wildlife through the world's largest wildlife survey. To celebrate 2017's survey, the RSPB and NMS teams hosted a special weekend packed full of events to cater for all ages, and inspire people to discover the natural world living in their own gardens. Attendance was high, with 1,165 visitors on the Saturday and 973 on the Sunday afternoon. The NMS Learning Team ran a range of craft activities. The Castle Café was also very busy on both days with high spend reported.

The NMS Natural History team, assisted by Teaching Museum trainees Anne Brown, Freya Monk-McGowan and Jen Hooker, presented many garden-wildlife objects from the collection. These included taxidermy of a tawny owl, marsh harrier, carrion crow and a hedgehog. There were also replica fox, goose and hedgehog droppings, which proved popular with visitors of all ages.

RSPB event

3.2 February half term events - Rowdy Romans (11–18 February)

This year's half term theme was Rowdy Romans, taking a light hearted look at life in Roman times linked to our Boudicca Gallery. Actor Neil Paris performed *A History of the Roman Empire* in 20 minutes which was specially written for us and included lots of interactivity. Brutus the Roman soldier took visitor through weapons and tactics that were used in the Roman army and Belona's Battlestar Training Academy showed how the Romans kept fit. Visitor learned about how gladiators fought with fight expert Keith Wallis and how to make themselves beautiful the Roman way.

Visitor feedback was excellent, many saying that it was our best programme yet. There were lots of activities and something for everyone. Visitor comments included: *Fantastic, the children loved it!; Really enjoyed the talk (Recline with Me about Roman manners) and I've expanded my knowledge of the Romans.*

4. Curatorial work

4.1 Nelson exhibition conservation work

Work has begun on the conservation of the Ensign of Le Généreux. From careful assessment of the flag it appears that between the removal from St Andrews in 1897 and the flag's appearance in the Castle Keep for the 1905 Centenary some conservation work was carried out to support this delicate textile. Linings were stitched in place and holes were herringbone stitched to the lining to prevent further damage. The lining fabric is cotton, matching colours for the white and red and black for the blue stripe, unfortunately the black cotton has subsequently deteriorated and broken down and this lining was removed in October 2016.

The current conservation work involves supporting the blue stripe with a new lining, made of conservation tested fabric which has been dyed at the National Trust Conservation Unit. After the end of the exhibition the flag will be folded into a bespoke box so that it can be viewed and appreciated much more easily in the future. This is an extraordinary survival and a textile which carries its history in the evidence of gunpowder particles in the dust removed during surface cleaning, splinters of wood lodged in the fabric and in the patches used to mend the flag during its active life.

The Costume and Textile Association is providing a grant of £5,000 towards this work and hosting a Just Giving campaign to enable people to donate and match the C&TA grant. The Nelson Society have also given a grant of £1,500 which has paid for the new lining fabric so that the Nelson Society will always be closely woven into the life story of this object.

5. Stranger's Hall

5.1 Additions to the collection

Two more significant acquisitions of eighteenth century Norwich textiles were made, generously funded by the Costume and Textiles Association and helping build the important record of our local industry. These are piece of striped patterned callimanco chosen for its unusual length and quality, and a worsted damask pelmet, lined with stamped worsted camlet. The latter is the first example of this fabric in the collections, selected because the stamping technique used is acknowledged to be an important precursor of the colour printing process for textiles.

5.2 Events

In December Strangers' Hall celebrated the Christmas season with a month of activities designed to show visitors how Christmas customs have changed through the centuries. A team of staff and volunteers gather greenery, prepare it

for use in the museum and decorate every room to complement the period room settings. This provides a backdrop for Christmas parties and venue hire, schools groups and special tours. This year, new evening tours of the house were offered, giving people a chance to see the museum after dark. Seasonal entertainment offered during the month included the telling of spooky tales, Foolhardy Circus performance, Mummers play, magic lantern shows, Auriga Capella singers, and display of traditional cribs. Father Christmas once again found time to visit too and there was an increase in the number of children visiting him in his Toy Workshop, ably assisted by Alf the Elf.

5.3 Deep Clean

After Christmas the museum closes to allow the annual deep clean to take place. A team of volunteers was recruited by curator Bethan Holdridge, provided with training by the NMS conservation team and set to give ceiling to floor cleans of every display room; a huge task that involves removal, wrapping, freezing and vacuuming of every single textile and careful conservation cleaning of each individual object. Some 25 volunteers participated. Among them was a small group of recent asylum seekers who were invited to join in as part of the New Routes collaboration with Norwich's City of Sanctuary initiative. The aim was to give the refugees a constructive work experience, to help them make connections in the local community and to understand a little more about the history of the city. Strangers' Hall is a particularly appropriate venue given that its association with the welcome of refugee families to Norwich in 1565 and the subsequent integration of communities of 'Strangers'.

Strangers' Hall deep clean

5.4 Exhibition plans

The V&A touring exhibition *Small Stories :at Home in a Dolls' House* opens at Norwich Castle in March, with Strangers' Hall Curator Cathy Terry providing the curatorial lead for the show. The strong link between a Norwich Castle temporary exhibition and collections held at Strangers' Hall has facilitated an ambitious and complementary programme of events and displays, drawing on the museum's extensive toy collections and encouraging visitors drawn by the internationally- touring show to take in Strangers' Hall as part of their trip. Visitors will be able to see the newly-conserved and re-displayed Norwich Baby House in the Strangers' Hall Toy Room, alongside delightful examples of dolls' houses, dolls' furniture and miniatures arranged for the duration of the show throughout our period room settings. A special trail 'Small Stories at Strangers' Hall' will draw all of the elements together. The Norwich Baby House is a rare 18th century survival of one of a small group of high quality period dolls' houses, and has been conserved over the last few months by Alice Forkes of the NMS Conservation team. An audio-visual interpretation has been installed to bring the tiny dolls inside the house to life.

The exhibitiion project has also provided an opportunity for the some of the best collections at Strangers' Hall to be catalogued and assessed, with Jan Roberts, a senior member of the Doll's House Society working with the museum to provide expertise over the last two years. Furthermore, the upgrade of the Baby House case in the Toy-Room provides an opportunity to undertake consultation with visitors to inform funding bids aimed at improving the display of the important collection of children's toys, dolls, books and games.

6. Museum of Norwich at the Bridewell

6.1 Dementia support

On 25 January, NMS staff from the MoN attended the launch of the Norwich City Dementia Action Alliance at The Forum. NMS has pledged its support to the scheme along with other local businesses such as John Lewis, Archant, Open, Norwich Theatre Royal and The Norfolk and Norwich Festival. The members have pledged positive action to make their organisations more dementia friendly, supporting the DAA's overall mission to gain 'Dementia Friendly City' status for Norwich by 2018.

6.2 February Half term

The museum saw a busy half term, with activities linked to 'make do and mend'. Visitors enjoyed activities such as make your own no sew bunting, a rag rug making session, make your own recycled jewellery work shop and a badge making activity, linked to the recent acquisition The Duvet of Love. The museum welcomed 431 visitors over the week.

The Duvet of Love

6.3 Stores Audit Volunteer Team

Behind the scenes MoN staff have recently recruited four new volunteers to help audit the collections. The new team are being trained to use MODES as well as being advised by NMS conservator David Harvey on how to care for collections. The museum is also hosting a new MA Museum and Heritage Studies student from UEA until Easter who will assist the stores audit project.

7. Learning Team activities and projects

7.1 Young Offenders Project at Norwich Castle

Norwich Castle has run another successful annual art project with local Young Offenders. The group learned about the history of the Castle, as first a Norman royal palace and then a prison, with a particular focus on the array of historic graffiti on the stone walls of the castle keep. This graffiti includes intricate patterns, religious figures and symbols, coats of arms, animals and stylised faces, some of which are believed to be up to 900 years old. After exploring the building with museum staff, the young people then worked with an artist to sculpt their own designs into clay which was cast into plaster blocks resembling the castle's limestone bricks.

As well as finding out about the past and learning new skills, the group created some fantastic designs that they were rightfully proud of. The time spent at the museum counted toward their reparation orders, but it is also hoped that the project will have sparked an interest in learning and making that will develop after the life of the project, and that the young people now feel welcome in the museum and it is a place they would be comfortable visiting.

The project, which has been running for over 10 years, builds on a long tradition of working with underrepresented and difficult to reach groups.

7.2 Family Friendly Autism Activity Days

Norwich Castle held the first two Family Friendly Autism Activity days in January. On each day there were a range of activities that had been developed and tested with local complex needs schools. There was a quiet space and instructions were written in symbols. The museum was decorated with stunning images from photographs taken by special school students when they took over the museum in November as part of Kids in Museums Takeover day.

Coverage on the local radio helped boost attendance to 743 visitors on the Saturday and feedback from adults was very positive. Many were delighted and hugely relieved that they could bring the whole family to an activity without feeling threatened or under pressure. One parent of two boys, one with Autism and one with Asperger's, particularly liked the tour of the Castle Keep commenting that it was *'…Brilliant talk, informative but also child friendly…'* and added that previously she would not have attempted to take her sons to any 'formal' tours.

The Takeover Day Picture Board Guide which was initiated during Takeover Day was edited and launched for the Family Friendly Days was very well received by visitors who were able to download this in advance. We plan to make this an annual feature of our visitor programme.

7.3 Schools Visits at Norwich Castle

Schools Visits continue to be good and match last year's record-breaking numbers. This year the new Anglo-Saxon Viking event for KS2 children is proving popular. Children explore the story of a brooch found on a Norfolk field, meeting costumed characters from the Viking period who explain the significance of grave goods and how important story-telling is to their culture

'I liked how the day all revolved round a story and the children being able to touch the artefacts' teacher, Beccles Primary Academy

8. Other Developments

8.1 New Geographies of the East project

Norfolk Museums Service is part of a successful consortium which has secured £600,000 of Arts Council England investment under their Ambition for Excellence programme.

This important project, called ‘New Geographies of the East’, is being coordinated by ECVAN (Eastern Contemporary Visual Art Network) and will deliver 10 major site specific art commissions across East Anglia developed with and for communities in the East of England with the additional aim of building links between artists and curators in the East of England and the Netherlands. At the heart of the project is a region-wide community engagement programme that will encourage diverse audiences to contribute to this three year project.

9. Visitor Numbers

Detailed visitor figures up to the end of February will be circulated at the meeting.

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AREA MUSEUMS
COMMITTEE 7 March 2017
Item no:7

Norfolk Museums Service
Collections Review and Rationalisation Programme 2015-18
A report by the Head of Museums

Executive Summary

As part of its strategy to review service needs and reduce costs Norfolk Museums Service (NMS) has an ongoing Collections Review & Rationalisation programme whereby collections are reviewed on a regular basis, and those which are not suitable for future display or study needs may be found alternative homes.

The programme follows best practice as advised by Arts Council England's Museums Accreditation Standard and the Museums Association's Code of Ethics standards of which have been incorporated into the NMS Collections Development Policy. The outline of which is noted in Annex 1

Recommendations:

Committee Members are asked to consider and approve the rationalisation of:

- The Norwich Social History items listed in Annex 2

1 Executive summary

This report asks Committee Members to consider and approve the rationalisation of museum collections identified by staff as falling outside of NMS' Collections Development Policy.

1.1 Background

1.1.1 NMS' ongoing Collections Review & Rationalisation Programme assesses collections for their relevance and cultural significance. Those that are not suitable for the future display or study needs of NMS may be found alternative homes, usually retaining them within a publicly-accessible domain. This is done 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
- Improves the care of the collections it retains

- Ensuring that those collections which are not key to the mission of NMS are cared for and made accessible by other organisations

The methods by which collections are rationalised are set out in Annex 1.

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

2 Collections Review Programme

2.1 The objects listed in Annex 2 are from the Norwich Social History Collections and recommended for rationalisation by the methods proposed against each object.

2.2 The objects listed have been scrutinised and approved by NMS' internal Rationalisation Committee on 23 February 2017 which comprises the Chief Curator, the departmental Curator, Collections Development Manager, Collections Documentation Officer, the Senior Conservation Officer and the Registrar. Every effort will be made to find these objects a home in another museum or cultural institution.

3 Resource Implications

3.1 Finance

3.1.1 The Review & Rationalisation Programme is fully funded through Arts Council England's Major Partner Museums funding. There are no other revenue implications.

4 Other Implications

4.1 Equality Impact Assessment (EqIA)

4.1.1 The NMS Service Plan places 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.

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

4.2 Health and Safety Implications

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

5 Section 17 – Crime and Disorder Act

5.1 NMS is working hard to help address the issues of social exclusion, one of the key triggers for crime and disorder. NMS provides services that are accessible to local people, encourage participation in cultural activities by people who are at risk of offending, engage offenders through a range of cultural projects, assist schools in improving pupil attainment and deliver opportunities to increase the number of people who are in education, employment or training.

Through these and many other projects the NMS is using its resources to contribute towards reducing crime and disorder in Norfolk.

6 Recommendation or Action Required

6.1 The Joint Museums Committee is asked to consider and recommend for rationalisation:

- the Norwich Social History items listed in Annex 2

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

Steve Miller
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Community Services Department
Tel: 01603 493620
Email: steve.miller@norfolk.gov.uk

IN TRAN communication for all

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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. Material which 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, Arts Council England's standards scheme for museums that ensure good practice is followed in all publicly-funded museums.

The policy of NMS is to preserve and interpret Norfolk's history while also providing a window on the world for the people of Norfolk. NMS has rich and diverse collections and is ranked within the top 2.5% of non-national Accredited museums. These collections are held in trust on behalf of current and future generations. Those housed in the Castle Museum & Art Gallery and the Norwich Castle Study Centre have been Designated by the DCMS as being of national significance; only 50 out of over 2,000 Accredited museums have received this distinction.

Collecting within NMS is undertaken in accordance with the Collections Development Policy, which is reviewed and approved by Committee every five years (last revised in July 2015). 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 Collections Development Policy in exceptional cases, such as the West Runton elephant, which is within the terms of the Policy but of unusual size and national importance. A similar exception is the famous teapot collection of over 3,000 examples, which is a nationally-important collection without parallel elsewhere in the country and supports the study of styles in ceramic design.

2. Using Collections

The Core Collections 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, for example, provides 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. Study facilities are provided at the Collections Study Centres at Shirehall and Gressenhall. Objects are either freely accessible when a 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. Some of this material may duplicate other collections 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 archaeological samples can provide important information. 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 Collections 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 health and safety requirements and functionality. Work carried out on an object should take account of presentation issues of object preservation or restoration within the museum environment. Objects 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** Objects are used as set dressing for on-site activities of the museum, following the principal of ultimate disposal through usage. They may also be re-used to enable the restoration of working collections.
7. **Dispersal** Objects are transferred or (as a last resort) sold to other organisations or individuals. NMS will follow Arts Council England's Accreditation and the Museums Association's guidelines. There will be a presumption that objects will be retained in the public domain and offered initially to similar institutions at whichever location provides the best balance of appropriate care, context and access.
8. **Disposal** Following Accreditation and Museums Association guidelines, objects which have no other viable home or use are disposed of or reused for restoring other objects or in creative projects.

3. The Review & Rationalisation Programme

The Review & Rationalisation Programme will particularly concentrate on identifying material which falls into categories 3-8. Some material in category

2 may also be reviewed as it is likely that this group contains objects which, over the years, have become surplus to requirements due to duplication within NMS.

Material in category 1 will not be reviewed since this will have been assessed when a decision was taken to put it on display. 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
NMS 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 (i.e. has not been properly recorded).
- Is unprovenanced (i.e. has no background information to provide a context).
- Is an unnecessary duplicate.
- Is of poor quality compared with other examples in the collection.
- Has deteriorated beyond any useful purpose (e.g. 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 (e.g. by contamination. This might be WW2 gas masks with degraded asbestos filters or radioactive geological specimens).
- 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.
- May be more appropriate to the Norfolk Record Office or Norfolk Library & Information Service.

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 NMS core collections might continue to fulfil a useful purpose. The list below indicates the methods of disposal which will be considered for each object, in descending order of priority:

- Transfer to another Accredited museum by gift
- Repatriation to country of origin
- Transfer to another public institution by gift
- Return to donor or lender (if there are compelling reasons to do so)
- Transfer to a handling collection for use with schools or the public
- Re-used to enable the restoration and operation of working machinery, which can be used to engage the public and demonstrate historic practices
- Set dressing to enhance museum displays
- Charitable donation
- Sale on the open market
- 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 Agreement are taken into account, and
- that the public retain confidence in NMS and Norfolk 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 NMS is the legal owner of the items and is legally free to dispose of them (for example, there may be conditions attached to a bequest)
- 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.

- Permission for disposal will be sought from the Joint Museums Committee

3.6 Process for disposal of accessioned material

Once the Joint Museums 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 its on-line equivalent, and any other appropriate specialist publications, advertising the availability of significant material to other Accredited museums.
- Direct contact will be made with any Accredited museums or other public institutions which 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 otherwise disposed of, once all reasonable efforts to find it a new home have been exhausted.
- Complete records of all transactions will be kept.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recomendations
NWHCM : 1938.10.SH 2	spinning wheel	Small spinning wheel, decorated with bone		Object is incomplete and is in poor condition. Other spinning wheels in better condition and with stronger provenance have been retained. Kett, Wayne 11.10.2016	Transfer. Offer to museums via Museums Journal.
NWHCM : 1955.215	spinning wheel	Wooden spinning wheel; probably 19th century; set on three legs; 2 reels attached at the top these are set on brass brackets;		This object is incomplete and in poor condition having suffered wood worm damage. We have numerous and more significant spinning wheels in the collection. Kett, Wayne 29.9.2016	Transfer. Offer to museums via Museums Journal.
NWHCM : 1975.481	press	Trouser press, 'Corby Automatic Stretcher Trouser Press', early 20th c		This object has been damaged by wood worm and is in very poor condition. Kett, Wayne 11.10.2016	Transfer. Offer to museums via Museums Journal.
NWHCM : 2008.325	collar	Collar for chinese woman to be worn on formal occasions with formal costume; overlapping embroidered leaves in blue with larger embroidered leaves in red below them black edging to leaves ; cream silk tassels ,with knot at top near collar edge ,from point of lower red leaves, fastening at back		This object is Chinese in origin and as such is outside NMS collecting policy. Suggest we find an alternative home with a more approporiate collection.	Transfer. Offer to SADAC and other museums via Museums Journal.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recomendations
NWHCM : 2008.326	wedding robe	Wedding robe for chinese woman in red silk with embroidered motifs of butterfly and flower, centre front opening ; wide sleeves with band of black silk embroidered with flowers in silk thread and wider sleevebands in ivory silk with floral silk thread embroidery; black silk embroidered bands from side slits to base of robe and at neckline; robe embroidered with floral motifs in coloured silk threads		This object is Chinese in origin and as such is outside NMS collecting policy. Suggest we find an alternative home with a more approporiate collection.	Transfer. Offer to SADAC and other museums via Museums Journal.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recomendations
NWHCM : 1979.463.2	film	Film in metal container with red and white label; Kodak Nitrate Film 4M 20040 / 7U 00995; first frame shows two men in nightshirts; 1930s		Nitrate film is difficult to store. NMS do not have the capability of legally storing nitrate film. This film was stored with the East Anglian Film Archive, they are no longer able to store the film for us, and neither are the Norfolk Record Office. The film is currently being stored by the BFI. Having viewed the film the BFI have declined the opportunity to acquire the film as it either duplicates what they already have or is unidentified. John Oliver from the BFI advised us that "another organisation who would wish to acquire those reels of film does not come readily to mind, as few places can legally store nitrate, in addition to the fact that the reels are just very small fragments from some unidentified features or shorts." The BFI are happy to safely dispose of the film for us providing we secure approval. Kett, Wayne 14.12.2016	Disposal. BFI to safely dispose of this object.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recomendations
NWHCM : 1979.463.3	film	Film in metal container with red label; No. 00/5/2 Kodak No. 1 3; title - Garlands of Welcome at the Indian Pavilion; 1930s		Nitrate film is difficult to store. NMS do not have the capability of legally storing nitrate film. This film was stored with the East Anglian Film Archive, they are no longer able to store the film for us, and neither are the Norfolk Record Office. The film is currently being stored by the BFI. Having viewed the film the BFI have declined the opportunity to acquire the film as it either duplicates what they already have or is unidentified. John Oliver from the BFI advised us that "another organisation who would wish to acquire those reels of film does not come readily to mind, as few places can legally store nitrate, in addition to the fact that the reels are just very small fragments from some unidentified features or shorts." The BFI are happy to safely dispose of the film for us providing we secure approval. Kett, Wayne 14.12.2016	Disposal. BFI to safely dispose of this object.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recomendations
NWHCM : 1979.463.4	film	Film in metal container with yellow label; No. 9026/2 Kodak 3F 24913 / Kodak A20038 8439; first frame shows three men sitting on desk with another man standing in front of them; 1930s		Nitrate film is difficult to store. NMS do not have the capability of legally storing nitrate film. This film was stored with the East Anglian Film Archive, they are no longer able to store the film for us, and neither are the Norfolk Record Office. The film is currently being stored by the BFI. Having viewed the film the BFI have declined the opportunity to acquire the film as it either duplicates what they already have or is unidentified. John Oliver from the BFI advised us that "another organisation who would wish to acquire those reels of film does not come readily to mind, as few places can legally store nitrate, in addition to the fact that the reels are just very small fragments from some unidentified features or shorts." The BFI are happy to safely dispose of the film for us providing we secure approval. Kett, Wayne 14.12.2016	Disposal. BFI to safely dispose of this object.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recomendations
NWHCM : 1979.463.5	film	Film in metal container with no label; Kodak UF 622H S7; first frame shows a boy and a woman in front of a house; 1930s		Nitrate film is difficult to store. NMS do not have the capability of legally storing nitrate film. This film was stored with the East Anglian Film Archive, they are no longer able to store the film for us, and neither are the Norfolk Record Office. The film is currently being stored by the BFI. Having viewed the film the BFI have declined the opportunity to acquire the film as it either duplicates what they already have or is unidentified. John Oliver from the BFI advised us that "another organisation who would wish to acquire those reels of film does not come readily to mind, as few places can legally store nitrate, in addition to the fact that the reels are just very small fragments from some unidentified features or shorts." The BFI are happy to safely dispose of the film for us providing we secure approval. Kett, Wayne 14.12.2016	Disposal. BFI to safely dispose of this object.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recomendations
NWHCM : 1979.463.6	film	Film in metal container with a broken red and white label with inscription ...WBOY; Kodak Nitrate Film / Pathe & Eastman; first frame shows man and boy in front of grocery shop; 1930s		Nitrate film is difficult to store. NMS do not have the capability of legally storing nitrate film. This film was stored with the East Anglian Film Archive, they are no longer able to store the film for us, and neither are the Norfolk Record Office. The film is currently being stored by the BFI. Having viewed the film the BFI have declined the opportunity to acquire the film as it either duplicates what they already have or is unidentified. John Oliver from the BFI advised us that "another organisation who would wish to acquire those reels of film does not come readily to mind, as few places can legally store nitrate, in addition to the fact that the reels are just very small fragments from some unidentified features or shorts." The BFI are happy to safely dispose of the film for us providing we secure approval. Kett, Wayne 14.12.2016	Disposal. BFI to safely dispose of this object.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recomendations
NWHCM : 1979.463.7	film	Loose film, Phate Cinema France / 3393 16; title - Air Chief Marshal Sir Hugh Trenchard inspects cadets at R.A.F. College, Cranwell; 1930s		Nitrate film is difficult to store. NMS do not have the capability of legally storing nitrate film. This film was stored with the East Anglian Film Archive, they are no longer able to store the film for us, and neither are the Norfolk Record Office. The film is currently being stored by the BFI. Having viewed the film the BFI have declined the opportunity to acquire the film as it either duplicates what they already have or is unidentified. John Oliver from the BFI advised us that "another organisation who would wish to acquire those reels of film does not come readily to mind, as few places can legally store nitrate, in addition to the fact that the reels are just very small fragments from some unidentified features or shorts." The BFI are happy to safely dispose of the film for us providing we secure approval. Kett, Wayne 14.12.2016	Disposal. BFI to safely dispose of this object.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recomendations
NWHCM : 1979.463.8	film	Loose film, Kodak K F 1293 8250; first frame shows an old lady, a man and a woman in a room; 1930s		Nitrate film is difficult to store. NMS do not have the capability of legally storing nitrate film. This film was stored with the East Anglian Film Archive, they are no longer able to store the film for us, and neither are the Norfolk Record Office. The film is currently being stored by the BFI. Having viewed the film the BFI have declined the opportunity to acquire the film as it either duplicates what they already have or is unidentified. John Oliver from the BFI advised us that "another organisation who would wish to acquire those reels of film does not come readily to mind, as few places can legally store nitrate, in addition to the fact that the reels are just very small fragments from some unidentified features or shorts." The BFI are happy to safely dispose of the film for us providing we secure approval. Kett, Wayne 14.12.2016	Disposal. BFI to safely dispose of this object.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recomendations
NWHCM : 1979.463.9	film	Loose blue film, Eastman / Ambrosia Torino Societa Anonima; first frame shows two men carrying a coach with woman inside; 1930s		Nitrate film is difficult to store. NMS do not have the capability of legally storing nitrate film. This film was stored with the East Anglian Film Archive, they are no longer able to store the film for us, and neither are the Norfolk Record Office. The film is currently being stored by the BFI. Having viewed the film the BFI have declined the opportunity to acquire the film as it either duplicates what they already have or is unidentified. John Oliver from the BFI advised us that "another organisation who would wish to acquire those reels of film does not come readily to mind, as few places can legally store nitrate, in addition to the fact that the reels are just very small fragments from some unidentified features or shorts." The BFI are happy to safely dispose of the film for us providing we secure approval. Kett, Wayne 14.12.2016	Disposal. BFI to safely dispose of this object.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recomendations
NWHCM : 1979.463.10	film	Loose film, C Kodak 93G0918; first frame shows man leaning against wall; 1930s		Nitrate film is difficult to store. NMS do not have the capability of legally storing nitrate film. This film was stored with the East Anglian Film Archive, they are no longer able to store the film for us, and neither are the Norfolk Record Office. The film is currently being stored by the BFI. Having viewed the film the BFI have declined the opportunity to acquire the film as it either duplicates what they already have or is unidentified. John Oliver from the BFI advised us that "another organisation who would wish to acquire those reels of film does not come readily to mind, as few places can legally store nitrate, in addition to the fact that the reels are just very small fragments from some unidentified features or shorts." The BFI are happy to safely dispose of the film for us providing we secure approval. Kett, Wayne 14.12.2016	Disposal. BFI to safely dispose of this object.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recomendations
NWHCM : 1979.463.11	film	Loose film, Kodak UF 622H 5 7; first frame shows two ladies playing tennis; 1930s		Nitrate film is difficult to store. NMS do not have the capability of legally storing nitrate film. This film was stored with the East Anglian Film Archive, they are no longer able to store the film for us, and neither are the Norfolk Record Office. The film is currently being stored by the BFI. Having viewed the film the BFI have declined the opportunity to acquire the film as it either duplicates what they already have or is unidentified. John Oliver from the BFI advised us that "another organisation who would wish to acquire those reels of film does not come readily to mind, as few places can legally store nitrate, in addition to the fact that the reels are just very small fragments from some unidentified features or shorts." The BFI are happy to safely dispose of the film for us providing we secure approval. Kett, Wayne 14.12.2016	Disposal. BFI to safely dispose of this object.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recomendations
NWHCM : 1979.463.12	film	Loose film, Pathe & Eastman / Kodak Q F 1160 5741 Nitrate Film / Dupont P 096 96; first frame shows a man in military clothing; 1930s		Nitrate film is difficult to store. NMS do not have the capability of legally storing nitrate film. This film was stored with the East Anglian Film Archive, they are no longer able to store the film for us, and neither are the Norfolk Record Office. The film is currently being stored by the BFI. Having viewed the film the BFI have declined the opportunity to acquire the film as it either duplicates what they already have or is unidentified. John Oliver from the BFI advised us that "another organisation who would wish to acquire those reels of film does not come readily to mind, as few places can legally store nitrate, in addition to the fact that the reels are just very small fragments from some unidentified features or shorts." The BFI are happy to safely dispose of the film for us providing we secure approval. Kett, Wayne 14.12.2016	Disposal. BFI to safely dispose of this object.