

NMAS Collections Rationalisation

Programme 2010-14

Summary

As part of its strategy to review service needs and reduce costs NMAS 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 NMAS:

- 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 NMAS' 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

NMAS 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 NMAS' 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 NMAS' 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. NMAS 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

NMAS 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 NMAS 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 NMAS 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 NMAS is to preserve and interpret Norfolk's history while also providing a window on the world for the people of Norfolk. The NMAS 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 NMAS 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 NMAS 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 NMA 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 NMAS 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 NMAS 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 NMAS 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 NMAS 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	Simple name	Brief Description	Image	Disposal Reasons	Note
NWHCM : 2013.80.76	architrave	Section of wooden architrave (pine) with a carved frieze with repeated pattern		This item has no known provenance. Architectural salvage of this type is not a category of material that is actively collected today	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.39	beam	Pilasters; two wooden pilasters; softwood; reeded face; carved corinthian capitals; square base; three groves cut out; one has metal wire wrapped around the base		These items have no provenance. Architectural salvage of this kind is not something that would now be actively collected.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.130	beam	Oak beam, moulded timber; tenon at one end; twelve mortices along side of beam; some repair		The item is a substantial part of a building but is incomplete and has no known provenance; items relating to house structure and infrastructure would not be actively collected today.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 1985.427	bellows	Set of circular double-blast bellows, wood and leather boards, set in an iron frame, leather blast pipe, tue iron missing, manufacturer's plate, Alldays and Onions Ltd London and Birmingham, early 20th century, used at St. Martins Road, Norwich, Norfolk		This set of bellows was given by Acre Joinery of Norwich who found it on their premises. We have not been able to establish any history of its usage on this site. It was made by Alldays & Onions Ltd. of Birmingham.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.62	building part	Part of building; a shaped wooden block to the back of which is fixed a flat iron bar with a bolt; around the top of the block is fitted a large shackle and ring; use unknown		This item has no known provenance. Its identity and identity are unknown. It is in poor condition and unlikely ever to be displayed. Architectural salvage of this type is not a category of material that is actively collected today	Disposal. Offer to other museums via Museums Journal.








Record number	Simple name	Brief Description	Image	Disposal Reasons	Note
NWHCM : 2013.80.84	case	Clock case for a long case clock; incomplete with no hood or plinth; miscellaneous case parts; mid to late 19th century		This case may belong to a clock movement in the collections but it would be difficult to match case to movement. The case is incomplete and in poor condition and would need substantial restoration to be made usable	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.44	chair	Chair, wood; back is slightly arched with four horizontal slats; plain flat seat; plain stretchers; front legs have rounded feet; about 1890 - 1900		This chair is in poor condition. The back feet have rotted so that the front legs are considerably shorter than the front legs. The museum has another similar example in better condition.	Disposal - we have better examples of these in the collections. Offer to other museums via Museums Journal.
NWHCM : 1975.213.54	chest	Wooden chest of drawers. There are three drawers fronted with maple wood with recessed wooden knob handles. Cabinet surround is treated with wood stain or varnish in dark brown. Unit sits on four moulded feet. Early 19th century.		This chest of drawers is in poor condition, the top is scratched and it is missing a section of veneer at the base.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.60	cornice	Cornice in two sections; partially painted in green with some under-painting in red		This item has no known provenance. Although illustrative of a period of interior decoration, it is not exceptional and is unlikely ever to be displayed. Architectural salvage of this type is not a category of material that is actively collected today	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.61	cornice	Three sections of wooden cornice decorated with a line of plain console-like blocks with a decorative carved frieze between and around each console; only one section has a bottom panel or architrave with matching frieze; and two sections of architrave		This item has no known provenance. Although illustrative of a period of interior decoration, it is not exceptional and is unlikely ever to be displayed. Architectural salvage of this type is not a category of material that is actively collected today	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.66	cornice	Section of moulded cornice in a light-brown painted finish		This item has no known provenance. Although illustrative of a period of interior decoration, it is not exceptional and is unlikely ever to be displayed. Architectural salvage of this type is not a category of material that is actively collected today	Disposal. Offer to other museums via Museums Journal.
NWHCM : 1995.49.12	cupboard	Wall cupboard, wooden with side shelves, central cupboard with two wooden doors, lock and key, six shelves inside cupboard, at each side of cupboard are four small shelves, shelf over central cupboard with central shield motif, 1900 to 1910		The wall cupboard is part of a set of over twenty pieces of Arts and Crafts style furniture donated to the museum in 1995. This piece of furniture is quite roughly made compared with other pieces from the same source which will be retained in the collection.	Disposal - we have better examples of this maker's work in the collections. Offer to other museums via Museums Journal.






Record number	Simple name	Brief Description	Image	Disposal Reasons	Note
NWHCM : 1984.85.1	desk	Office desk, wooden, two drawers, brass top rails, sides and legs of desk painted white, item from Norwich Consolidated Charities, 10 Golden Dog Lane, Norwich, Norfolk; early 20th century		The desk came into the collection with two stools from Norwich Consolidated Charities, 10 Golden Dog Lane, Norwich. These items of office furniture contribute very little to the understanding of the work of a small local charitable organisation. The desk is large and difficult to store.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 1971.134	door	Door and doorcase, from 18 Ashford Street, Norwich, Norfolk early 19th century, and demolished in February 1971. Door - Front, varnished with four panels two at top two at bottom. In between top two panels is the number '18' and a door bell. In the centre is a metal letter box and knocker. The front also has a keyhole with metal covering and the finial for a Yale lock. Foot board missing. Back is painted cream/white. A black, plastic circular disk is attached which held the door bell mechanism. Mechanism has since become detached and is in a ziploc bag tied to the knocker. Top has a slide bolt. Back of door also hosts interior part of Yale lock and plastic finger plate. Finger plate is painted cream and has been cropped slightly at the top. Beneath this is a metal locking mechanism for second lock. Foot board missing.		Although this item does have provenance originating from 18 Ashford Street, Norwich it does not have any exceptional features in terms of moulding, decoration or door furniture; this category of material would not be actively collected today	Disposal - does not sit within the current collecting policy, good provenance but no relevant history associated. Offer to other museums via Museums Journal.
NWHCM : 1975.223.1	door	Black painted door with large panel in centre advertising shop. Panel is made of two sheets of glass (inner glass sheet has dimpled effect). Letterbox, painted cream panel at bottom, metal panel along bottom also painted black, hinges, handles on both sides and the number 11 above the glass panel. The door is from the former property of S. Cooper, hairdresser of 11 Upper St. Giles' Street, Norwich, Norfolk, Cooper's ladies and gents' hairdressers in gold and black lettering, circa 1920s		This door came from the premises of S. Cooper, hairdresser, Upper St Giles' Street, Norwich. The glazed panel bearing the name of the shop is broken and is beyond repair. Architectural salvage of this kind is not something that would now be actively collected.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.9.1	door	Door from a carriage / train / van, slightly curved. Metal exterior painted black with two metal hinges. Single, small glass window at top with slightly rounded corners. Interior panel is wood painted a red/brown colour. Interior also has part of the metal locking system and a canvas strap. A second object was found with this door, small metal rectangle with four screw holes and two rubber stoppers. We are unsure if this item is part of the door but it is aging at a similar rate, could possibly be the locking mechanism.		This item has no provenance. The museum does not actively collect transport history.	Disposal. Offer to carriage museums in the first instance, then to other museums via Museums Journal.




Record number	Simple name	Brief Description	Image	Disposal Reasons	Note
NWHCM : 2013.80.9.2	door	Door from a carriage / train / van, slightly curved. Metal exterior painted black with two metal hinges. Single, small glass window at top with slightly rounded corners. Interior panel is wood painted a red/brown colour. Interior also has part of the metal locking system and a canvas strap.		This item has no provenance. The museum does not actively collect transport history.	Disposal. Offer to carriage museums in the first instance, then to other museums via Museums Journal.
NWHCM : 2013.80.25	door	Public house door, with two panels at the bottom and a large glass window at the top. The window is acid etched with a patterned design around the edge with a flower design in the middle. The door is painted cream and has a metal letter box inscribed with the words 'Letters'. There is a brass door handle, below which is a finger sized hole which has been drilled through.		This item has no provenance. It is possible that it came from a public house, but we have no information about it. Architectural salvage of this kind is not something that would now be actively collected.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.27	door	Wooden door, cottage style; front painted grey/blue paint flaking to reveal green paint. Metal handle and latch with keyhole underneath. Slightly raised lettering "GENTS W.C" painted over. Back, evidence of two metal hinges, now removed and metal latch mechanism.		This item has no provenance. It is possible that it came from a public house, but we have no information about it. Architectural salvage of this kind is not something that would now be actively collected.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.29	door	Green wooden door, comprising 4 panels, one of which has seperated from the door completely. 2 metal hinges are still attached.		This item has no provenance. Architectural salvage of this kind is not something that would now be actively collected.	Disposal. Offer to other museums via Museums Journal.







Record number	Simple name	Brief Description	Image	Disposal Reasons	Note
NWHCM : 2013.80.30	door	Green wooden door, comprising 5 planks of wood running vertically.		This item has no provenance. Architectural salvage of this kind is not something that would now be actively collected.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.58	door head	Door head; a vertical timber and door head; oak with white limewash/paint; roughly square timber with mortices on sides, a peg and iron staple; repairs and additions made and inserted at right angles to the door head; arched door head with iron peg below for hanging door		This item has no known provenance and is incomplete. Although illustrative of wooden construction techniques, it is not exceptional and is unlikely ever to be displayed. Architectural salvage of this type is not a category of material that is actively collected today	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.129	doorcase	Door frame; rectangular wooden door frame with moulding around top and sides; moulded circle within square at top corners; surface has traces of paint, which is flaking off; about 1800 - 1900		The item is incomplete and has no known provenance; items relating to house structure and infrastructure would not be actively collected today	Disposal. Offer to other museums via Museums Journal.
NWHCM : 1974.641.1	drill	Pedestal drill with belt drive made by Schulte and Van der Beek, Barmen, 1900-1910, bought from Boulton and Paul and used in workshop of W. Hagg, machine merchant of 70 King St, Norwich, in 1930		Although this item has provenance - it was purchased from the Norwich firm of Boulton and Paul and was used by a Norwich machine merchant, it is a generic piece of equipment and is not specific to a particular trade or operation	Disposal. Offer to other museums via Museums Journal.
NWHCM : 1979.344.1	easel	Tripod wooden easel, with t shaped back leg, hinged on cross bar of t, back leg longer than front two, fixed horizontal bar to support board has shelf beneath, 20th century		This item has no known provenance. It is believed to have been used by the Education Department in the Castle Museum for talks and lectures.	Disposal - after checking that this is not the easel associated with John Cotman. Offer to other museums via Museums Journal.










Record number	Simple name	Brief Description	Image	Disposal Reasons	Note
NWHCM : 1974.639.1	engine	Belliss and Morcom patent self-lubricating V type quick revolution steam engine with Laurence and Scott DC generator number 8505; 140 lb/sq in/steam pressure at engine stop valve, 10lb/sq in back pressure, 600 rpm; used at St. Andrew's Hospital, Norwich for generating emergency electricity until August 1974, it was one of four used at the hospital which now uses a Rolls Royce diesel engine		This engine was made by the Birmingham company Belliss and Morcom, although it does have a Laurence & Scott generator. It was one of four engines used at St. Andrew's Hospital, Norwich for generating emergency electricity. It was collected at a time when there was the possibility of a new purpose-built Industrial Museum for Norwich which would accommodate large objects of this kind. It is an extremely large and heavy object which will always be difficult to view and store. It is a specialist item and would be better served in a specialist collection. There are no examples of generators made by this company in the collections although there are examples of other types of engine and control gear made by Laurence & Scott.	Disposal. Offer to Forncett Steam Museum, then other museums via Museums Journal.
NWHCM : 1971.199	extinguisher	Fire extinguisher; 'Messer and Thorpes Patent Bucket Fire Extinguisher, in case of fire remove cover and lift out ten buckets full of water, zinc box painted red with buckets inside, made by Shand, Mason and Company early 20th century and formerly used in the Castle Museum.		The apparatus was made by a well known London manufacturer of fire equipment but it has no manufacturing provenance as far as Norwich is concerned. It is doubtful whether it contributes much to our understanding of the operation of the Castle Museum and we do not collect examples of contemporary fire fighting equipment as a point of contrast. Suggest that it might be more appropriate to a more specialist collection.	Disposal. Offer to Norfolk Fire & Rescue Service's collections in the first instance, then to other museums via Museums Journal.
NWHCM : 2013.80.42	fire surround	Fire surround in pine / softwood in a purple-brown paint or stain; black painted inner panel with an outer frame decorated with foliate mouldings incorporating a barley twist pattern; the mantel piece has a frieze with foliate decoration, below six (indistinct) stamped shields; below a frieze with strap pattern design; late 19th century		Despite the mouldings on the lower part of the frame this is not exceptional. There are other and better examples of fire surrounds in the collections.	Disposal - we have better examples of these in the collections. Offer to other museums via Museums Journal.



Record number	Simple name	Brief Description	Image	Disposal Reasons	Note
NWHCM : 2013.80.38	fireplace	Fire surround, made of softwood stained or painted black; moulded top rail and two side panels with consoles		This object has no provenance. Architectural salvage of this kind is not something that would now be actively collected.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.69	frame	Rectangular cast iron window frame; the frame is made up to form four separate glazed panels; white painted frame with fragments of glass in each panel; late 19th century		This item has no known provenance; it is in poor condition and unlikely ever to be displayed. Architectural salvage of this type is not a category of material that is actively collected today	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.23	ladder	Wooden shop ladder with 11 flat rungs. It tapers inwards towards the top. There is a metal edging on the side.		This item has no provenance. There is at least one example of a shop ladder in the Bridewell collection.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.24	ladder	Wooden shop ladder, two vertical poles 13 rungs, wooden rest at top. Tapers slightly inwards at top. Rungs are cylindrical.		This item has no provenance. There is at least one example of a shop ladder in the Bridewell collection.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 1968.983	machine	Portable x-ray apparatus once possibly painted black, with oil filled condenser, a two gall light mineral oil removed. Has two coiled metal pipes, some fabric coated coiled wires with porcelain ends and funnel / channeling pieces.		This item came from a donor in North Walsham. It is not known where it was used or by whom. We have very little material in the collection relating to medical practice and this is not an area in which we actively collect.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 1974.20	machine	Bottling machine, wooden stand with treadle and vice for bottling, school desk shape, painted black, metal vice with grooves, fixed on top, worked by a simple treadle, label of Berry Bros and Co, wine merchants, sticker on one side, metal loop fixed onto right hand side of stand, struts damaged, feet eaten by pests and stands unevenly, 20th century		The item is in poor condition. It is not a domestic item, being more likely to have commercial use. It has no local provenance. The object has a label from the London Wine Merchants, Berry Bros. & Co.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 1975.213.31	mirror	Toilet mirror in a wooden frame. Mirror frame is lined with faint pattern. Base is veneered and had a single drawer with two metal teardrop shaped handles. 19th century.		This mirror is in extremely poor condition and is incomplete.	Disposal. Offer to other museums via Museums Journal.





Record number	Simple name	Brief Description	Image	Disposal Reasons	Note
NWHCM : 2013.80.64	mullion	Window mullion; rectangular plain wooden window timber		This item has no known provenance. Although illustrative of wooden constructional techniques, it is not exceptional, is in poor condition and is unlikely ever to be displayed. Architectural salvage of this type is not a category of material that is actively collected today	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.65	mullion	Window mullion; oak with tenons; three nails protrude along one side		This item has no known provenance. Although illustrative of wooden constructional techniques, it is not exceptional, and is unlikely ever to be displayed. Architectural salvage of this type is not a category of material that is actively collected today	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.67	mullion	Oak window mullion		This item has no known provenance. Although illustrative of wooden constructional techniques, it is not exceptional and is unlikely ever to be displayed. Architectural salvage of this type is not a category of material that is actively collected today	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.70	mullion	Oak window mullion with tenons at each end; one tenon is broken		This item has no known provenance. Although illustrative of wooden constructional techniques, it is not exceptional, is in poor condition and unlikely ever to be displayed. Architectural salvage of this type is not a category of material that is actively collected today	Disposal. Offer to other museums via Museums Journal.
NWHCM : 1974.639.2	panel	Electricity generating control panel, made of black heavy plastic supported by an iron frame, on the face are a meter, a voltmeter and a drop switch; it was used in conjunction with the Belliss and Morcom steam engine with Laurence and Scott DC, at St. Andrew's Hospital, Norwich, until August 1974 for generating emergency electrical power		This electricity generating control panel was used in conjunction with the Belliss and Morcom engine which generated emergency electricity at St. Andrew's Hospital, Norwich. It was collected at a time when there was the possibility of a new purpose-built Industrial Museum for Norwich which would accommodate large objects of this kind. It is an extremely large and heavy object which will always be difficult to view and store. It is a specialist item and would be better served in a specialist collection.	Disposal. Offer to Fornsett Steam Museum, then other museums via Museums Journal.




Record number	Simple name	Brief Description	Image	Disposal Reasons	Note
NWHCM : 1915.95	piano	Square piano made by Broadwood; wooden veneer sides and varnished top. The lid covering the keyboard has a locking mechanism but no key and so is unable to be opened. The piano is hinged on the lid at the back as well as on the surface of lid. The piano has 4 screwtop fluted legs with brass casters. It also has one fluted L shaped foot pedal. Underside has 4 screw holes for legs and fitting for pedal, 1844		Better examples already in the collection	Disposal. Offer to other museums via Museums Journal. Contact Dickens House Museum which has expressed an interest in this type of material in the past.
NWHCM : 1922.135.25	piano	Square piano by Broadwood; inscription over keyboard reads - John Broadwood and Sons / Makers to His Majesty and the Princesses / Great Pulteney Street, Golden Square, London; wooden body with brass edging and floral decoration. Top can be lifted as a whole or in sections, large crack in top. Smaller front section of top in two halves, left side when lifted reveals keys, right reveals section of strings; ebony and ivory keys; above is inlaid panel with inscription and carved decorative panel either side. six fluted legs with brass castors. Legs removed for safer storage; about 1830		There are four square pianos made by John Broadwood (the world's oldest and most prolific maker of pianos) in the Strangers' Hall collection. One example dates from 1791, is in good condition and is on display in the Regency Music Room at Strangers' Hall. The other three are in poor condition and would need a great deal of expensive conservation work to restore them. This piano deserves to be in a specialist collection.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 1922.135.26	piano	Square piano by John Broadwood; inscription over keyboard reads - Johannes Broadwood Londini Fecit 1789 Patent / Great Pulteney Street, Golden Square; serial number 1911; linear decoration, no drawers; 1789		There are four square pianos made by John Broadwood (the world's oldest and most prolific maker of pianos) in the Strangers' Hall collection. One example dates from 1791, is in good condition and is on display in the Regency Music Room at Strangers' Hall. The other three are in poor condition and would need a great deal of expensive conservation work to restore them. This piano deserves to be in a specialist collection.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 1944.24	piano	Euphonicon upright piano, rosewood with iron frame; harp-like metal frame projects from the body on the left so that strings are open to view; three violin-type sound boxes; early example of drop action, the strings are struck with hammers rather than plucked; the euphonicon (from the Greek "sweet-toned") was invented by Dr John Steward in 1841 (patent no. 9023, granted in 1841) and manufactured by Frederick Beale and Company; it was never popular; label above keyboard - F. Beale & Co. / Steward's Patent Euphonicon / 201 Regent Street, London; about 1845		The euphonicon is an unorthodox type of upright piano which was produced only for a short time. Expensive to produce and not popular with the public, it represents an attempt by the manufacturer to cash in on the market for pianos by producing a novel design. There are eight pianos in the Strangers' Hall collection. This one is not typical and will require a great deal of expensive conservation work to restore it. It is an unusual instrument which would be better served in a specialist collection. It is difficult to store and is currently standing in the Coach House at Strangers' Hall. The removal of this object would enable us to display the brougham made by Thorn at the Patent Norfolk Carriage Works, Norwich.	Disposal. Offer to other museums via Museums Journal.

Record number	Simple name	Brief Description	Image	Disposal Reasons	Note
NWHCM : 1972.258.2	pilaster	Pair of cream painted wooden pilasters with Corinthian capitals from a former public house, in Norwich, Norfolk, 19th century. Front panel has 5 grooves cut into it and the top has a decorative scroll and flower design.		These items have no detailed provenance other than a note in the accessions register that they came from an unspecified Norwich public house. Architectural salvage of this kind is not something that would now be actively collected.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.34	pump	Hand pump with stand; cylindrical metal reservoir with a wooden base; manufacturer's plate 'SHAND MASON & CO LONDON', two curved handles onto which are bolted two cast iron wheels; the reservoir has a pump barrel and handle and regulating valve and has a length of pink/red rubber tubing (possibly a replacement); the apparatus is painted dark red; the item likely forms part of the equipment used by the Carrow Fire Brigade at Carrow Works, Norwich; late 19th century		This hand pump is believed to be part of a collection associated with Carrow Works Fire Brigade. The item is in poor condition with severe paint loss and would require a considerable amount of conservation. There is another similar hand pump in the collection which is in better condition.	Disposal. Offer to Norfolk Fire & Rescue Service's collections in the first instance, then to other museums via Museums Journal.
NWHCM : 2013.80.35	pump	Hand pump, cylindrical metal reservoir with handle, set on three feet made from bar metal bent at right angles, a domed lid; pump with handle bearing a manufacturer's plate 'MERRYWEATHER & SONS FIRE ENGINE MAKERS LONG ACRE LONDON', a ribbed runner hose; the appliance is painted in dark red.brown paint; the item likely forms part of the equipment used by the Carrow Fire Brigade at Carrow Works, Norwich; late 19th century		This hand pump is believed to be part of a collection associated with Carrow Works Fire Brigade. The item is in poor condition with severe paint loss and would require a considerable amount of conservation. There is another similar hand pump in the collection which is in better condition.	Disposal. Offer to Norfolk Fire & Rescue Service's collections in the first instance, then to other museums via Museums Journal.
NWHCM : 2013.80.59	rain water head	Rain water head in lead; hopper and downpipe; opening in the back of the hopper for a gutter pipe		This item has no known provenance and is in poor condition. There are other better examples in the collection. Architectural salvage of this type is not a category of material that is actively collected today	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.8.1	saw	Pit saw blade. 3 rectangular holes at wide end (possibly where handle was attached?)		This is one of nine pit saw blades of a standard form. There is no provenance for this item. There are several examples of pit saws in our collections.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.8.2	saw	Pit saw blade. 2 rectangular holes at wide end (possibly where handle was attached?)		This is one of nine pit saw blades of a standard form. There is no provenance for this item. There are several examples of pit saws in our collections.	Disposal. Offer to other museums via Museums Journal.

Record number	Simple name	Brief Description	Image	Disposal Reasons	Note
NWHCM : 2013.80.8.3	saw	Pit saw blade. 1 rectangular hole at wide end (possibly where handle was attached?)		This is one of nine pit saw blades of a standard form. There is no provenance for this item. There are several examples of pit saws in our collections.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.8.4	saw	Pit saw blade. 3 rectangular holes at wide end (possibly where handle was attached?)		This is one of nine pit saw blades of a standard form. There is no provenance for this item. There are several examples of pit saws in our collections.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.8.5	saw	Pit saw blade. Wooden handle attached to metal fixing. One half of the wooden handle is missing.		This is one of nine pit saw blades of a standard form. There is no provenance for this item. There are several examples of pit saws in our collections.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.8.6	saw	Pit saw blade. 3 rectangular holes at wide end (possibly where handle was attached?)		This is one of nine pit saw blades of a standard form. There is no provenance for this item. There are several examples of pit saws in our collections.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.8.7	saw	Pit saw blade. 3 rectangular holes at wide end (possibly where handle was attached?)		This is one of nine pit saw blades of a standard form. There is no provenance for this item. There are several examples of pit saws in our collections.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.8.8	saw	Pit saw blade. 3 rectangular holes at wide end (possibly where handle was attached?)		This is one of nine pit saw blades of a standard form. There is no provenance for this item. There are several examples of pit saws in our collections.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.8.9	saw	Pit saw blade. 2 rectangular holes at wide end (possibly where handle was attached?)		This is one of nine pit saw blades of a standard form. There is no provenance for this item. There are several examples of pit saws in our collections.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.56	shutter	Wooden panelled wood window shutter. The outer frame made up in four sections. The panel painted white on one side.		This item has no known provenance. Although illustrative of a period of interior decoration, it is not exceptional and is unlikely ever to be displayed. Architectural salvage of this type is not a category of material that is actively collected today	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.57	shutters	Pair of wooden window shutters for a sash window; outer frame made up in four sections; remnants of sash cord in one panel; one of the panels is painted in a pink painted wash or primer		This item has no known provenance. Although illustrative of a period and type of interior decoration, it is not exceptional and is unlikely ever to be displayed. Architectural salvage of this type is not a category of material that is actively collected today	Disposal. Offer to other museums via Museums Journal.

Record number	Simple name	Brief Description	Image	Disposal Reasons	Note
NWHCM : 1984.85.2a	stool	Wooden desk stool, sloping seat, stretcher, having a tie on seat cushion, brocade, red on natural ground, item from Norwich Consolidated Charities, 10 Golden Dog Lane, Norwich, Norfolk, late 19th century		This stool is one of two which came into the collection with a desk from Norwich Consolidated Charities, 10 Golden Dog Lane, Norwich. These items of office furniture contribute very little to the understanding of the work of a small local charitable organisation.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 1984.85.2b	stool	Wooden desk stool, sloping square seat slightly curved with rounded corners, 4 stretchers positioned at two different levels, an item from Norwich Consolidated Charities, 10 Golden Dog Lane, Norwich, Norfolk, late 19th century		This stool is one of two which came into the collection with a desk from Norwich Consolidated Charities, 10 Golden Dog Lane, Norwich. These items of office furniture contribute very little to the understanding of the work of a small local charitable organisation.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 1975.213.11	table	Work table, circular veneered top painted with design of cherubs, brass key plate and brass mounts in form of masks and flowers, solid stretcher 'X' shaped, painted with design of flowers, four turned tapering legs, hinged lid, removable inner tray divided into 5 compartments, top damaged, 18th century, query French		This work table is in extremely poor condition and requires extensive conservation.	Disposal - does not sit within the current collecting policy, no relevant history associated. Offer to other museums via Museums Journal.

Record number	Simple name	Brief Description	Image	Disposal Reasons	Note
NWHCM : 1995.49.22	table	Bedside table, wooden, rectangular, varnished; two open compartments with a shelf in the middle; two hinges attached to the top; legs taper slightly towards base; back legs are plain and front legs have square feet; ply back panel; 1900 to 1910		The bedside table is part of a set of over twenty pieces of Arts and Crafts style furniture donated to the museum in 1995. This piece of furniture is in poor condition, having been used as a bathroom cabinet by the donor for some years before it came into the collection. Other pieces from the same source in better condition will be retained in the collection.	Disposal - we have better examples of this maker's work in the collections. Offer to other museums via Museums Journal.
NWHCM : 2013.80.63	timber joint	Wooden timber joint, possibly inserted at the level of the wall plate and principal rafter/double tenoned, pegged and with a deep slot cut out at one end		This item has no known provenance. Although illustrative of wooden constructional techniques, it is not exceptional, is in poor condition and unlikely ever to be displayed. Architectural salvage of this type is not a category of material that is actively collected today	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.71	transom	Section of oak timber with two rectangular mortices; believed to be a window transom		This item has no known provenance. Although illustrative of wooden constructional techniques, it is not exceptional, is in poor condition and unlikely ever to be displayed. Architectural salvage of this type is not a category of material that is actively collected today	Disposal. Offer to other museums via Museums Journal.
NWHCM : 1974.474.5	wheelchair	Invalid chair, folding chair of simple construction with four wheels; front wheels spoked with rubber rims, brown metal frame and arm rests; wooden sliding foot board with lino (also brown) and chain connecting it to wheel shaft; footrest folds out and has two metal hinges; bolted / screwed together, metal studs used throughout; wooden seat and back padded with leather and minimal upholstery; turned wooden push handle at the back; navy concertina fabric (cotton?) hood; 20th century.		This wheelchair is one of a collection of five donated to Strangers' Hall by the Red Cross. It is of no special significance. There are nine wheelchairs in the Strangers' Hall collection. I suggest that we keep the two which have some special significance and dispose of the other seven. [One was the Wighton village wheelchair, and one came from the West Norwich Hospital when it was used as a workhouse. I suggest that these are transferred to the Norfolk Rural Life Museum].	Disposal. Offer to other museums via Museums Journal.

Record number	Simple name	Brief Description	Image	Disposal Reasons	Note
NWHCM : 1979.400	wheelchair	Wheelchair with black metal frame, with wooden arm rests, canvas seat and back, padded arms covered with blue cloth, wooden foot rest with rubber covering and manufacturer's name, Alwin, two spoked metal wheels with solid rubber tyres at front and two castors at rear. From Old People's Home, Foulgers House, Ber Street, Norwich, early 20th century. Rubber / plastic handrail at back for pushing chair.		This wheelchair came from a Norwich care home, Foulgers House in Ber Street. It is of no special significance. It is one of nine wheelchairs in the Strangers' Hall collection. I suggest that we keep the two which have some special significance and dispose of the other seven. [One was the Wighton village wheelchair, and one came from the West Norwich Hospital when it was used as a workhouse. I suggest that these are transferred to the Norfolk Rural Life Museum].	Disposal. Offer to other museums via Museums Journal.
NWHCM : 1972.410.3	winding gear	Winding gear comprising two cast iron A frames and a winding wheel from a well on the premises of Hope Brothers Ltd, 12 The Walk, Norwich; late 19th century		This well winding gear has no relevance to the trade carried out by Hope Brothers Ltd. outfitters at 12, The Walk Norwich. The frame was manufactured by the London firm of J. Warner & Sons, and therefore has no association with any local ironfounders.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.6	window	Wooden sash window case, painted cream. Rope pulley system to operate window, also various metal fittings		This item is in poor condition and has no provenance. Architectural salvage of this kind is not something that would now be actively collected.	Disposal. Offer to other museums via Museums Journal.
NWHCM : 2013.80.72	window sill	Window sill or head; rectangular section of oak squared one end and roughly shaped at the other; two mortices set on the diagonal to take window mullions; remains of yellow paint and blue under-painting		This item has no known provenance. Although illustrative of wooden constructional techniques, it is not exceptional, is in poor condition and unlikely ever to be displayed. Architectural salvage of this type is not a category of material that is actively collected today	Disposal. Offer to other museums via Museums Journal.