

STATES OF GUERNSEY DEPARTMENT OF CULTURE AND LEISURE

Policy Statement of Aims, Activities and Terms of Reference for Heritage Services, Department of Culture and Leisure 2006 - 2011

MISSION STATEMENT:

The Service provides and manages a professionally accredited museum service for the States of Guernsey. The service collects, conserves and interprets material evidence and its associated information relating to the history of the Bailiwick of Guernsey, for the benefit of islanders, visitors and other interested parties.

DEFINITIONS:

- *'The Department'* is The States of Guernsey Department of Culture and Leisure. It may also be referred to in mandatory statements as the *'Authority'* or the *'Governing Body'*;
- *'The Service'* – Heritage Services incorporates the functions and associated activities of Guernsey Museum & Art Gallery, Castle Cornet and its museums, Fort Grey, Guernsey Telephone Museum, Field Archaeology, and Historic Sites. The term *'museum'* may alternatively be used to define the Service in mandatory statements;
- *'MLA'* is the Museums, Libraries and Archives Council;
- *'SWMLAC'* is the South West Museums, Libraries and Archives Council
- *'The Policy'* is The Policy Statement of Aims, Activities and Terms of Reference for the Heritage Services Division of the Department of Culture and Leisure.

APPROVAL:

- The Policy will be examined and revised as necessary at least once every five years, and approved by the States of Guernsey Department of Culture and Leisure. Approval of this document to be signed and dated at the end by the Minister of that Department or his representative approved by the Department.

RENEWAL:

- This Policy is due for review in February 2011.

(Please Note: The bracketed numbers relate to the Museum Accreditation Scheme Model Acquisition and Disposal Policy statements. Underlined numbers indicate a mandatory statement or title)

A THE SERVICE

1 GENERAL

- 1.1 The Department of Culture and Leisure is responsible for the management and development of the Service. It is dependent upon the States of Guernsey for its core Revenue and Capital funding. The Service is financially supported by income from its site admission fees and profits from its retail outlets. Research partnerships have been established using outside sponsorship.
- 1.2 The Service aims to provide appropriate access to inform, educate, inspire and entertain members of the public through its exhibition and education services.
- 1.3 The Service is committed to the collection, preservation, research and interpretation of original evidence of past and present local environments and culture, together with associated information for the benefit of all.

- 1.4 The Service aims to develop the museum collections by means of donations, bequests, loans, field collection and purchase in accordance with the Department's Acquisition and Disposal Policy contained in this Policy and as reviewed from time to time.
- 1.5 The Service is responsible for all items committed to its care whether permanently or temporarily, and takes all reasonable steps to ensure their security and conservation. An object conservation programme has been established and is ongoing.
- 1.6 The Department has adopted the Museums Association 'Code of Practice for Museum Authorities', save that in all legal matters the provisions of Guernsey Law will be followed. The Museums Service has achieved Registered Museum Status under the MLA, and will seek to attain Accreditation during 2006.

2 DOCUMENTATION

- 2.1 The Service will maintain professionally accredited documentation relating to the objects in its collections.
- 2.2 It will aim to develop documentation which will gather, record and give access to evidence of objects, their histories and associations, and the processes they undergo in order to account for them, manage them and enable their use to achieve the stated aims and objectives of the museums service.
- 2.3 Such documentation will comply with the UK Museum Documentation Standard known as SPECTRUM. The Service is committed to the use of I.T. for object documentation using the MODES program. It will continue to support the use of appropriate software for this purpose, while maintaining awareness of other software solutions, particularly in the wider area of collections management.

3 COPYRIGHT AND INTELLECTUAL RIGHTS

- 3.1 The Service will comply with the Copyright (Bailiwick of Guernsey) Ordinance 2005.
- 3.2 In general, the Service will give priority to the acquisition of material for which it can also acquire the copyright. Where this is not possible, the Service will respect the rights of copyright owners, though it will seek to obtain the licence to make copies, without incurring a fee, for the purposes of exhibition, marketing, educational use and preservation.
- 3.3 The Service will be unlikely to acquire items for which a copyright agreement would restrict the ability to make it accessible through display.
- 3.4 The Service will respect the intellectual rights of makers and seek to clarify any restrictions on the use and care of items, particularly artworks.

4 INSURANCE

- 4.1 The Service will ensure that all objects are appropriately insured within the terms of legal and statutory requirements and the institution's policy. It will also ensure that insurance policies are reviewed regularly and renewed as required, and that current liabilities are kept up to date.

5 COMMUNICATIONS (see also section 39):

- 5.1 The Service will seek to improve access to information relating to the collections through electronic means, including its dedicated web site. It will take due consideration of security issues and confidential information and will at all times adhere to Bailiwick of Guernsey Data Protection Legislation.

B. ACQUISITION AND DISPOSAL OF MATERIAL

6. (1) Existing collections, including the subjects or themes for collecting

The core of the collections of the present Service, which was established in 1978, has resulted from the amalgamation of several major museum collections including:

The Lukis Museum, bequeathed to the States of Guernsey in 1909, containing both local and foreign archaeological and geological material with some biological specimens;

The Candie Museum, opened in 1930 but merged with the Lukis Museum in 1938, containing, in particular the Wilfred Carey collection of European paintings and ceramics, and oriental ceramics;

The Castle Cornet Museums, containing military and maritime material;

The Guille-Allès Museum containing both local and foreign biological, geological and archaeological material, ethnographic material, numismatics and some local history material, now on long-term loan to the Authority.

The Guernsey Telephone Museum, which was passed to the Department in January 2005 by States Resolution following the commercialisation of the States Telecommunications Department.

The collections, therefore, include a proportion of items that have little connection with the island other than having been collected by islanders. It is recognised, however, that these objects have important historical value in their own right and it is the Authority's policy to retain them.

The Service today includes:

- Guernsey Museum & Art Gallery in Candie Gardens
 - Main Galleries (permanent exhibition) [opened 1978, re-displayed 1994];
 - Rona Cole Gallery (temporary exhibition - art) [opened 1999]
 - Brian White Gallery (temporary exhibition – other) [named 2005].
- Castle Cornet and its museums;
 - the Story of Castle Cornet in the Lower Barracks [opened 1998];
 - the 201 (Guernsey's Own) Squadron RAF Museum [relocated and re-displayed 2001];
 - the Militia Museums (Royal Guernsey Militia and Spencer Collection);
 - the Maritime Museum and Hatton Gallery (pictures) in the Upper Barracks;
- Fort Grey Shipwreck Museum – west coast ship wrecks [opened 1979];
- The Museum Services Department in St John Street [used since 1979];
- The Telephone Museum – history of telecommunications in Guernsey [2005].

From May 2004 Service responsibilities include the day-to-day management of the Historic Sites in the care of the Department.

The curatorial staff base is at St John Street premises where the bulk of the non-displayed collections are kept. Other stores are maintained around the island.

7. (2) Criteria governing future collecting policy, including the subjects or themes for collecting

7.1 The Service collects material from or relating to the Bailiwick of Guernsey. (This policy excludes the island of Alderney for as long as the Alderney Society Museum performs this function for that Island).

- 7.2 The Service's acquisition policy relating to non-local collections is passive. Donations or loans that fill gaps in the existing non-local collections may be accepted, but purchases are unlikely to be made.
- 7.3 The Service will continue to rely on the generosity of private individuals and charitable sources to strengthen its collections. Wherever possible, the Authority through its Museums Service will seek to acquire material as donations, bequests or loans for specific periods.
- 7.4 The acceptance of material on long-term loan for unspecified periods and, in particular the use of the term 'Permanent Loan' will not be allowed. Items previously accepted on a 'long-term' basis (as described on accession) will be renegotiated with owners (where possible) to provide a termination date. Where the significance of the offered material warrants long-term retention, a regular and periodic review of the arrangement will be made to include an option to terminate or extend the loan by mutual agreement. Specifically defined short-term loans will only be accepted for temporary exhibitions.

8. (3) Period of time and/or geographical area to which collecting relates

- 8.1 The Service collects material related to the Bailiwick of Guernsey from all time periods; the earliest material currently held is from the Mesolithic.

9. (4) Limitations on collecting

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

10. (5) Collecting policies of other museums

- 10.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialisms, in order to avoid unnecessary duplication and waste of resources.
- 10.2 Specific reference is made to the following museum(s):
- o National Trust of Guernsey, Folk Museum;
 - o German Occupation Museum;
 - o Maison Victor Hugo;
 - o Alderney Museum.

11. (6) Policy review procedure

- 11.1 The Acquisition and Disposal Policy will be published and reviewed from time to time, at least once every five years. The date when the policy is due for review is noted above.

MLA will be notified of any changes to the Acquisition and Disposal Policy, and the implications of any such changes for the future of existing collections.

12. (7) Acquisitions not covered by the policy

- 12.1 Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the governing body of the museum itself, having regard to the interests of other museums.

13 ACQUISITION PROCEDURES

- 13.1 (8a) The museum will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- 13.2 (8b) In particular, the museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).
- 13.3 (8c) The Department supports, and will comply with the spirit and ethical principles of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from 1 November 2002, and the Dealing in Cultural Objects (Offences) Act 2003, although it is not a signatory to the Convention or bound by the 2003 Act of Parliament.
- The Department will reject any items known to have been illicitly traded and will be guided by the national guidance on the responsible acquisition of cultural property issued by DCMS in 2005. The movement of cultural goods from and to the island will in due course be controlled through the island's Customs and Excise Legislation and licenced by the Authority.
- 13.4 (8d) So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.
- 13.5 (8e) The museum will not acquire archaeological antiquities (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures, such as reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure as defined by the Treasure Act 1996 (in England, Northern Ireland and Wales) or reporting finds through the Treasure Trove procedure (in Scotland).
- 13.6 (8f) Any exceptions to the above clauses 13.1, 13.2, 13.3, or 13.5 will only be because the museum is either:
- acting as an externally approved repository of last resort for material of local (Guernsey or UK) origin; or
 - acquiring an item of minor importance that lacks secure ownership history but in the best judgement of experts in the field concerned has not been illicitly traded; or
 - acting with the permission of authorities with the requisite jurisdiction in the country of origin; or
 - in possession of reliable documentary evidence that the item was exported from its country of origin before 1970.

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority.

14. (9) Spoliation

- 14.1 The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

15. (10) Repatriation and Restitution

15.1 The museum's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return human remains, objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis, within its legal position and taking into account all ethical implications.

16. (11) Management of archives

16.1 As the museum holds archives, including photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd ed., 2002).

17. (12) DISPOSAL PROCEDURES

- 17.1 (12a) By definition, the museum has a long-term purpose and should possess (or intend to acquire) permanent collections in relation to its stated objectives. The governing body accepts the principle that, except for sound curatorial reasons, there is a strong presumption against the disposal of any items in the museum's collection.
- 17.2 (12b) The museum will establish that it is legally free to dispose of an item. Any decision to dispose of material from the collections will be taken only after due consideration.
- 17.3 (12c) When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant.
- 17.4 (12d) Decisions to dispose of items will not be made with the principal aim of generating funds.
- 17.5 (12e) Any monies received by the museum governing body from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions but in exceptional cases improvements relating to the care of collections may be justifiable. Advice on these cases will be sought from MLA.
- 17.6 (12f) A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator of the collection acting alone.
- 17.7 (12g) Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed. It will therefore be offered in the first instance, by gift, exchange or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 17.8 (12h) If the material is not acquired by any Accredited Museums to which it was offered directly, then the museum community at large will be advised of the intention to dispose of the material, normally through an announcement in the Museums Association's Museums Journal, and in other professional journals where appropriate.
- 17.9 (12i) The announcement will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations.

17.10 (12j) Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

C. MANAGEMENT OF SPECIFIC AREAS

18 ARCHAEOLOGY (Land)

- 18.1 The Service holds important collections of archaeological material relating to Guernsey, Herm, Alderney and Sark, originally based on the collections of the Lukis family in the 19th century. The prehistoric collections, including recent research material, are particularly comprehensive. Extensive rescue excavations since the 1970s, alongside systematic research excavation, have greatly extended the Roman, Medieval and Post-Medieval collections.
- 18.2 The Service collects archaeological material in, and recognises its responsibilities within the Bailiwick of Guernsey as a whole. It regularly gives archaeological advice and/or assistance to the islands of Sark and Alderney.
- 18.3 Material will generally be acquired from properly-controlled archaeological excavations and surveys by museum officers or other reputable and properly-constituted archaeological organisations recognised by the service, and preferably by the Institute of Field Archaeologists. The Department has since 1975 pursued an active policy of excavation with a view to increasing knowledge of the prehistory and early history of the island and of acquiring material from these periods for the museum. Where the site being excavated is not under States of Guernsey ownership an agreement with the landowner will be negotiated before the start of an excavation concerning the eventual storage and preservation of the finds and related archive. Scheduled monuments would not normally be excavated.
- 18.4 The Museum Archaeology Officer is presently supported by an archaeological research team of volunteers – the Guernsey Museum Research and Rescue Group.
- 18.5 Chance archaeological finds relevant to the current collections and private or historic collections may be acquired by agreement or purchase (subject to paragraphs 13.1 to 13.6).
- 18.6 The collections of non-local archaeological material are worldwide in scope and form an important comparative reference source.
- 18.7 Archaeological Services. The Archaeology Officer presently advises the Environment Department through the Director of Planning Policy, by means of a Service Level Agreement (SLA). This includes planning applications that have archaeological implications, especially those in areas where it is known there are archaeological remains. The Archaeology Officer also advises the Culture and Leisure Department and the Environment Department and the Treasury and Resources Department on matters relating to scheduled monuments and buildings.
- 18.8 Restoration and Preservation of Sites. Where an excavation has taken place on an archaeological site and structural remains are uncovered of interest to the public, the Archaeology Officer expects to, subject to appropriate permissions, institute and manage a programme of interpretation, restoration and consolidation. The Officer will ensure that appropriate materials are used and sites are made safe for the public to enjoy.

19 **ARCHAEOLOGY** (Maritime)

- 19.1 The Department is responsible for Historic Wreck, including the issuing of licences to dive on Designated Wreck, under the Wreck and Salvage (Vessels and Aircraft) (Bailiwick of Guernsey) Law 1986. The Historic Wreck Advisory Committee, an academic body of appropriately experienced and qualified individuals, advises on these matters;
- 19.2 Local diving groups are encouraged to liaise with the Department in respect of Historic Wreck in Bailiwick waters. Programmes of research work are under way in partnership with Southampton University Centre for Maritime Archaeology necessitated by development and erosion particularly in St Peter Port harbour. The Department will continue to monitor Bailiwick waters.
- 19.3 The Department took responsibility for the care and conservation of the Gallo-Roman timbers in January 1999, and will continue to monitor the conservation process. The timbers had been recovered in 1985 and cared for by the Guernsey Maritime Trust between those dates. The Department has also taken into its care the remaining objects relating to the wreck. It is planned that, during the life of this Policy Statement, a permanent home for the Roman ship remains will be found, allowing them to be displayed and interpreted for public benefit and research facilities provided.
- 19.4 The Receiver of Wreck (Public Services Department) advises the Department of all Historic Wreck items declared to him and the Archaeology Officer determines whether the material warrants retention.
- 19.5 The Department prepares advisory literature on matters relating to Historic Wreck that is available to local and visiting divers. It undertakes to review and revise this literature as necessary.

20 **ARCHIVES**

- 20.1 In addition to documentary material relating directly to the museum collections, the Service has a collection of documents and paper ephemera and will continue to collect archive material relevant to the collection policy. The collection includes the internationally important archive of the Lukis family which includes the *Collectanea Antiqua*, letters, notebooks and other ephemera.
- 20.2 Although the Island Archives Service is no longer under the same Department as Heritage Services, it is anticipated that the Department will maintain close co-operation with the Archives Service and the Priaulx Library.

21 **ART (FINE)**

- 21.1 The collection contains paintings, drawings and prints of topographical, botanical, marine and landscape subject matter. Other artwork could be part of the collection managed by other curatorial staff such as archaeology and natural history. The majority of the collection is related to the Bailiwick through the artist, collector and/or subject matter. It includes important holdings of work by Peter Le Lievre, William Caparne, Paul Naftel and Joshua Gosselin. The Service will continue to acquire works by local and visiting artists.
- 21.2 The selective acquisition of locally-related contemporary and three-dimensional work will continue.
- 21.3 The selective acquisition of portraits of notable islanders, or individuals with strong Bailiwick connections will continue.

22 **ART** (DECORATIVE & APPLIED).

NOTE: During the lifetime of this policy the Service will seek to refine the above terms.

22.1 **Ceramics.** The collection is comprised of oriental, English and continental pieces. The Department may in the future consider acquiring suitable material to fill gaps in the collection.

22.2 **Wood and Metalwork (including furniture).** New acquisitions may be considered only if they have a close connection with existing items in the collection, or a special relevance to Guernsey.

22.3 **Silver and Pewter.** The Service collection is far from representative, and several known Guernsey makers are not included. Active collecting will continue as opportunity arises. Non-local silver with strong Guernsey connections will also be acquired. Selective acquisitions will continue.

22.4 **Numismatics.** The collection is reasonably comprehensive and includes Guernsey, British and European coins. Since 1971 mint examples of each new coin and note issue have been passed to the museum by the States Treasurer.

22.5 **Philately.** The Service holds a complete collection of postage stamps issued since the independence of the Guernsey Post Office in 1969 and holds on loan, from the Post Office Board, the artwork for many of these stamps.

23 **ETHNOGRAPHY**

23.1 The collection includes important early ethnographic material from the North West Pacific, Oceania, the Far East and India. No active acquisition is envisaged in this area. During the life of this policy the Department will actively review those areas of the collection that may be considered suitable for repatriation (see acquisition and disposal policy).

24 **INDUSTRIAL HISTORY**

24.1 Important items of machinery, vehicles and other equipment will continue to be acquired for preservation with the objective of eventually displaying the material.

25 **MARITIME HISTORY**

25.1 The existing collections, much of which is on display in the Maritime Museum and Fort Grey Shipwreck Museum, include paintings, engravings, wool pictures, photographs and models of local ships or ships that have served the island, nautical instruments, shipwrights' tools, uniforms and documents. The Service will continue to pursue an active, but selective acquisition policy.

26 **MILITARY HISTORY**

During the life of this policy, it is planned that this collection will be redisplayed.

26.1 **Royal Guernsey Militia.** The Service holds a significant collection of material relating to the Royal Guernsey Militia including the Spencer Collection. The Service will continue actively to acquire material relating to the Guernsey Militia and the Royal Guernsey Light Infantry.

26.2 **Service Elsewhere.** Guernseymen have served (and continue to serve) with distinction in all Armed Services providing important examples of interaction outside the Island's limits. Some individuals are represented in the collections and active collecting will be pursued in this area.

- 26.3 **Medals.** The Service collects all types of medals awarded to Islanders together with related material. Special efforts to collect post-1945 campaign medals and civilian decorations will be made.
- 26.4 **Shooting Trophies.** The collection reflects the tradition of marksmanship on the Island originally fostered by the Militia and which continues to the present. Collecting will continue, with the emphasis on the acquisition of post-World War II awards.
- 26.5 **Arms and Armour.** The collection of military firearms and edged weapons is extensive and includes items loaned by the Royal Armouries. The Service will continue to acquire material in this area to fill gaps in the collection within the period covered by the military occupation of Castle Cornet (mid 13th c. - 1945), or material with local connections. The Service will seek to acquire cannon and guns to replace those removed by the Germans during the Occupation.
- A small representative collection of sporting weapons with local connections is also held and will be augmented when suitable items become available. The Service also has a collection of other military uniforms from various periods.
- 26.6 **Occupation History.** The Service has a small collection of Occupation Material. It will continue to acquire material in this area to represent the period.

27 NATURAL SCIENCES

- 27.1 The extensive collections include local and foreign botanical, geological and zoological material. Before 1986 the Service commissioned specialist reports and employed some temporary specialised assistance to assess and re-organise these collections. Since 1986, a Natural History Officer has been employed and this has enabled some improvements to be made to the physical arrangement, documentation, care, status and use of the collections.
- 27.2 **Environmental Recording.** In accordance with the previous edition of this Policy, the Service remains committed to the concept of contributing the data inherent in the collections to a properly-constituted biological and geological records centre for the island. Now that a partnership between the States and La Société Guernesiaise has resulted in the establishment of such a record centre the Service remains committed to providing access to relevant data in its own collections, should there be any such request.

The Service will seek to establish a more formal relationship with the Record Centre as well as keeping abreast of developments in the various national recording schemes to which the Guernsey Record Centre might be affiliated. The Service will continue to accept, preserve and make available, locally relevant natural history data from both local and visiting naturalists, although copies or relevant data may be directed to the Guernsey Record Centre as appropriate.

- 27.3 **Botany.** The collection includes several thousand specimens, most of which came from the Guille-Allès Collection, including useful early 19th century local specimens and some foreign and exotic material. La Société Guernesiaise maintains the most important historical and current voucher herbaria for the island. Nonetheless, the material in the care of the Service also has importance and its on-going care is essential. Active collecting of botanical specimens is not envisaged as this is a recognised role of La Société Guernesiaise, but donations of important local material may be accepted or redirected to La Société.

27.4 **Geology.** The collections consist of some 5000 items from the Guille-Allès and Lukis Collections and include an important series of local rocks and minerals, together with good educational and display-quality non-local mineral and fossil material. Some progress has been made on their cleaning, re-identification, documentation and re-housing in suitable storage. Additions of significant local specimens will be made as the opportunity or need arises. Foreign material will not be actively collected, but donations will be accepted if they are relevant to and enhance the existing collections.

27.5 **Zoology.** Mainly originating from the Guille-Allès museum, the collections include an estimated 20,000 insects, together with mounted mammals, birds, fish and fish casts, skeletal material, shells, crustacea and other items. The general condition of the material varies from reasonable to poor, but includes important local specimens and voucher material. Documentation and conservation of the existing collection will preclude much active collecting, but donations of relevant material will be accepted. The Service will not condone any killing for the purposes of collecting, and birds' eggs will not generally be accepted, apart from historic collections. The relevant authorities will be informed if breaches of the law are suspected. (See paragraphs 4.1 and 4.2)

28 SOCIAL HISTORY

28.1 **General.** The Service acquires items of rural, domestic, agricultural and industrial interest. Material from outside the Bailiwick will only be acquired where it relates directly to the activities of local people.

28.2 **Costume.** The Service has a small but significant non-military costume collection, and will acquire further material in this area as appropriate.

28.3 **Photographs.** The Service holds a large collection of local photographs including part of the early 20th century Guerin Collection of glass negatives and photographs by the late Frank Neubert. The Service will continue to acquire old photographs with local connections as originals or copies and add recent photographs of particular local interest.

28.4 **Film Archive.** The Service established a film archive through the agency of the Educational Television Network of Jersey in the early 1990s. This archive is kept in the Island Archives Service. The Museums Service holds copy recordings for Education use.

29 TECHNICAL DEPARTMENT

29.1 The Service will maintain an appropriate level of Museum-specific technical expertise through its Technical Department, to include museum design, conservation and restoration of museum objects, specialised display construction and museum object handling

29.2 The Design & Development Officer advises the Culture and Leisure Department on all design issues.

30 CONSERVATION

30.1 In acquiring material, the Service also recognises its responsibility to ensure the conservation, documentation and proper use of such material and of all objects entrusted to its care. A prioritised programme of conservation now exists with ring-fenced funding that ensures the security of that programme.

30.2 Conservation and restoration of items in the collections may be undertaken by Service technical staff or be sent to accredited conservation agencies elsewhere as appropriate.

- 30.3 The Service will co-operate with other Channel Island museums in matters of common interest and will render advice and assistance wherever possible.

D. SERVICES

31 EDUCATION (LEARNING AND ACCESS)

- 31.1 The Service provides, through its Education Officer, an active and accessible Education Service. This service is available to all age groups but with particular consideration given to the needs of formal educational establishments particularly those within the Bailiwick.
- 31.2 The Service is committed to the principle of Life Long Learning and the importance of physical and intellectual access to the collections. The Education Officer liaises with curatorial, design and visitor support staff on issues relating to access and inclusion, and advises on current educational processes and practices.
- 31.3 The Service recognises the importance of web-based learning, and will seek to provide appropriate material for inclusion on its web-site. The Service is committed to the continued use of computer technology in the learning process and understanding of visitor needs.
- 31.4 The Service will aim to provide, monitor and review stimulating and relevant resources to support the interpretation of the collection, *sites*, exhibitions and displays. *(Some text removed)*
- 31.5 The Service manages an extensive handling collection which is recorded as belonging to the Museum, but not generally part of its accessioned material. Accessioned material will not normally be used for handling purposes.
- 31.6 The Service will liaise with the States Education Department and will assist in the preparation of resources and training of teachers in the educational use of the museum services.

32 ENQUIRY

- 32.1 The officers of the museum undertake where possible to give advice and answer enquiries relating to specific objects. They may also give advice appropriate to the historical and technical background to their specialised fields.

Note. During the life of this Policy, the Service will seek to develop a Service Level Agreement defining reasonable response times for its various activities.

- 32.2 The officers of the museum shall not give a valuation on an object to a third party nor direct the enquirer to any single dealer to obtain such valuations.
- 32.3 The officers of the museum shall refuse to give any opinion on an object where the enquirer does not have or appear to have title to the object that would satisfy the criteria of Section 13. In addition, where the officer has reasonable cause to suspect that the object brought in as an enquiry has been stolen, illegally imported or illegally acquired, it shall be the responsibility of the officer, in consultation with a senior officer, to notify the police or other appropriate Department without delay.

33 EXHIBITION

- 33.1 The Service shall provide the means whereby the objects in the collections can be made accessible to the public through both permanent and temporary exhibitions.

- 33.2 **Permanent.** The content of permanent exhibitions is based upon all aspects of social, military, cultural and maritime history, the environment and the development of material culture. Military and maritime material will generally be shown in Castle Cornet, and maritime material relating to shipwrecks at Fort Grey.
- 33.3 **Temporary.** The Service will normally provide a programme of temporary exhibitions each year at Guernsey Museum & Art Gallery. On occasions, temporary exhibitions will be mounted at other sites provided appropriate security and environmental conditions can be assured. Exhibition content may:
- i) be provided from material in the Service's own collections;
 - ii) provide a forum for local activities appropriate to the museum;
 - iii) bring items of interest or educational value, through travelling exhibitions or loan, from the United Kingdom or elsewhere.
- 33.4 The Service undertakes to promote its sites and activities through a marketing and publicity programme that will include the use of Information Communications Technology systems such as the Internet (see also paragraph 39).

34 MARKETING

- 34.1 The Service's marketing requirements will be processed through the Culture and Leisure Marketing & Design Group and will be developed alongside the Department's corporate guidelines while maintaining individual and historic integrity of the Service. The Design & Development Officer will represent the Service on the Group.

35 PUBLICATION

- 35.1 The Service recognises the importance of maintaining high academic standards, and will therefore seek to publish suitable academic works as it is able. It recognises that information can be readily disseminated through electronic means and will continue to develop such means in the future whenever it is appropriate to do so. It also recognises that there is still a need to publish in traditional forms, whether academic or otherwise, and will endeavour to seek ways to ensure that such a programme continues.
- 35.2 Proposals for academic works will normally be brought by individuals, and subject to the availability of financial resources, and an assessment of suitability at senior staff level, will be presented to the Board for consideration.
- 35.3 The States of Guernsey will retain copyright on all such published material, unless specifically agreed to the contrary. All matters relating to copyright will be subject to the terms of The Copyright (Bailiwick of Guernsey) Ordinance, 2005.
- 35.4 Proposals for publications (bound or otherwise) will be considered by the Exhibitions Group and forwarded to the Director. Design of such publications will be managed by the Design Development Officer who will report to the Marketing Management Group.

36 RESEARCH

- 36.1 A formal programme of academic research focused on developing the collections will be proposed during the life of this Policy.
- 36.2 Appropriate officers will undertake and permit others deemed qualified to undertake such research to enhance and realise the full potential of these collections as staff time and resources permit, and subject to satisfying relevant health and safety requirements. Reference to all consequent documentation generated shall be lodged with the Registrar, who will aim to maintain a central database within a knowledge management framework.

36.3 Priority for research will be related to local relevant material. The information realised from this work may be available to interested parties, organisations, parishes or States Departments.

36.4 The Service will endeavour to provide resources to facilitate the use of the collections by the community as a whole for study purposes. The long-term preservation of material in the collections, however, remains a primary aim and any use of the collections must not compromise acceptable standards of security, environmental control and physical well-being. Accessioned material will not, generally, be allowed out of the museum, except in the case of items sent to other museums and similar institutions for exhibition, conservation or study.

37 RETAIL ACTIVITIES

37.1 The provision of on-site and on-line retail activity is regarded as a desirable part of the Department's service to the public, and as an important source of revenue. General management of retail activities rests with the museum's Retail Manager.

37.2 Retail material available for sale should conform to good standards of quality and be broadly relevant to the museum's activities.

37.3 The Retail Manager will be responsible for the sale of prints either on-demand at the museum or through associated organisations commissioned to publish on the Department's behalf. The selection of material for print production and the production processes itself shall be the joint responsibility of the Retail Manager, and relevant staff.

38 TECHNICAL ADVICE

38.1 Technical advice can be offered to the States of Guernsey and members of the public in relation to the care of museum-related objects, as resources permit.

39 WEBSITE (see also section 5)

39.1 The museum service first published a web-site in February 1998. The service is committed to developing the use of this publishing medium to further all its service delivery aims but to do so in a measured and sustainable way. It recognises that the Culture and Leisure Department may wish to develop its own portal and that the Heritage Services site may need to be redesigned accordingly.

E. OTHER RESPONSIBILITIES

40 HISTORIC SITES

(This section is under review at higher Government level. It will be necessary to provide a general statement of intent if the new arrangements have not been agreed by the time this Policy is required for submission)

40.1 The Department has in its care around eighty structures of historic importance, and is responsible for their protection, maintenance and safety. Many of these are Scheduled Ancient Monuments and are important nationally and locally. The Department is committed to ensuring that these special sites are properly maintained to ensure their integrity, future security and for the enjoyment and education of the public

40.2 Access and use will be conditional on the prior agreement of the Department.

40.3 Any proposed works to sites will, where necessary, be subject to archaeological investigation and the Ancient Monuments and Protected Buildings Legislation.

41 SITES AND MONUMENTS RECORD (SMR)

- 41.1 A recording programme of Bailiwick Sites and Monuments was established in 1997. The record holds information relating to all archaeological and historic sites and monuments on the island, whether under the care of the Culture and Leisure Department, other Departments of the States of Guernsey or private individuals. It is managed by the Archaeology Officer.
- 41.2 The Service is committed to integrating the SMR into the Digitised mapping system introduced by the Board of Administration in 1998. It is expected that this record will be made available to the public on the Internet and by other means.

F. STAFF TRAINING

42 CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

- 42.1 The Service is committed to a programme of Continuing Professional Development (CPD) for its staff. It recognises the importance of regular training to ensure that high standards are set and maintained in the care and interpretation of its collections, and to every other area of the Service. This will include training made available through the Human Resources Sections of the Culture and Leisure and Treasury and Resources Departments.
- 42.2 The Department encourages staff to become involved in national and international dialogue through membership of professional groups, and if appropriate and by prior agreement, serving on committees of such groups.
- 42.3 The Department will seek advice and help from its Regional Museums Service (*SWMLAC*) as appropriate to the professional development of its staff.
- 42.4 The Department recognises its rôle in assisting in the training of others in the profession, and will provide placements for students through industrial placements and work experience programmes wherever possible.

G. OTHER POLICIES

Other policies and plans relating to the activities of the Service will be published from time to time. In particular:

- Business Continuity Plan (Completed 2003);
- Complaints procedures (Commenced 2005);
- Cultural Assets in States Care (Commenced 2005);
- Education and Access Policy (Partially completed)
- Display of Sites Policy (Proposed 2005)
- Health and Safety at Work Policy (Partially completed);
- Heritage Services Strategic Plan (Completed 2005);
- Information Communication Technology Policy (Completed 2004);
- Risk Assessment (Commenced 2005, 50% complete Feb 2006)

Document approved by the Department of Culture and Leisure at its meeting of 2006

Signed Deputy P Sirett, Minister, Department of Culture and Leisure