



**Policy Statement of Aims, Activities and  
Terms of Reference**

**2010 - 2015**

**Policy Statement of Aims, Activities and Terms of Reference for Guernsey Museums & Galleries, a sub-division of the Culture and Leisure Department, 2010 - 2015**

**Name of museum:**

Guernsey Museums & Galleries, incorporating 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 terms '*service*' or '*museum*' may alternatively be used to define Guernsey Museums & Galleries in mandatory statements

**Name of governing body** The Board of the States of Guernsey Culture and Leisure Department, referred to as "the Board" in this document.

**Date on which this policy was approved by governing body:**

January 2010

**Date at which this policy is due for review:**

January 2015

**Part A - The Museums Service**

**General**

1.1 The Department of Culture and Leisure ("the Department") 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 additionally supported by income from its site admission fees and profits from its retail outlets. Research & Outreach partnerships have been established using outside sponsorship.

1.2 The principal aim of the Service is to preserve material remains of past and present local culture and environments for the benefit of current and future generations.

1.3 The Service aims to provide appropriate access to inform, educate, inspire and entertain members of the public through its exhibitions and education services.

1.4 The Service is committed to research and interpretation of original evidence relating to island culture and environment 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 Museum's Acquisition and Disposal Policy contained in this Policy and its Collections Strategy, 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.

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.

1.7 The Museum will adhere to the 'Code of Ethics for Museums', published by the Museums Association, as revised in 2008.

1.8 The Museum achieved Accredited Museum Status under the Museums, Libraries and Archives Council (MLA) in 2007 and will seek to retain that status.

1.9 The Service is functionally divided as follows:

- Director
- Visitor Services
- Curatorial
- Technical
- Historic Sites
- Archaeology

1.10 The Director reports to the Chief Officer of the Department.

1.11 The detailed objectives of the Service are set out in the Cultural Strategy Document, updated approximately annually.

## **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 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**

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.

### **Part B – Acquisition and Disposal Policy:**

#### **1. Museum's statement of purpose**

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.

#### **2. Existing collections, including the subjects or themes and the periods of time and /or geographic areas to which the collections relate**

The core of the collections of the present Museum, 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 Museum.

*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 Museum'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) named in 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 and Royal Guernsey Light Infantry Museums, re-displayed 2009-10);
  - the Maritime Museum and Hatton Gallery (pictures) in the Upper Barracks, opened 1991;
- 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, adopted 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. New storage facilities have been actively sought since 2006.

### **3. Criteria governing future acquisition policy including the subjects or themes, periods of time and/or geographic areas and any collections which will not be subject to further acquisition.**

3.1 The Service collects material related to the Bailiwick of Guernsey from all time periods; the earliest cultural material currently held is from the Upper Palaeolithic. This policy excludes the island of Alderney for as long as the Alderney Society Museum performs this function for that Island.

3.2 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.

3.3 The Service will continue to rely on the generosity of private individuals and charitable sources to strengthen its collections. Wherever possible, the Museum will seek to acquire material as donations, bequests or loans for specific periods.

3.4 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.

3.5 The Museum's active objectives for acquiring and disposing of objects is set out in the Collections Strategy document, which will be updated on an approximately annual basis.

#### **4. Limitations on collecting**

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

#### **5. Collecting policies of other museums/organisations**

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.

Specific reference is made to the following museum(s):

- National Trust of Guernsey, Folk & Costume Museum;
- German Occupation Museum;
- Maison Victor Hugo;
- Alderney Museum;
- Island Archives Service;
- Priaux Library.

#### **6. Policy review procedure**

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 next due for review is noted above.

The 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.

## **7. Acquisitions not covered by the policy**

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

## **8. Acquisition procedures**

a. 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.

b. 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).

c. The museum 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 November 1 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 museum will reject any items that have been illicitly traded. The Board will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005. 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 licensed by the Service.

d. 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.

e. The museum will not acquire archaeological antiquities (including excavated ceramics) in any case where the Board or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

f. Any exceptions to the above clauses 8a, 8b, 8c, or 8e will only be because the museum is either:

acting as an externally approved repository of last resort for material of local (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.

g. As the museum holds or intends to acquire human remains from any period, it will follow the procedures in the “Guidance for the care of human remains in museums” issued by DCMS in 2005.

## **9. Spoliation**

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.

## **10. The Repatriation and Restitution of objects and human remains**

The Board, acting on the advice of the museum’s professional staff, if any, may take a decision to return human remains (unless covered by the “Guidance for the care of human remains in museums” issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 12a-12d, 12g and 12s below will be followed but the remaining procedures are not appropriate.

The disposal of human remains will follow the procedures in the “Guidance for the care of human remains in museums”.

## **11. Management of archives**

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

## **12. Disposal procedures**

Disposal preliminaries

a. The Board will ensure that the disposal process is carried out openly and with transparency.

b. By definition, the museum has a long-term purpose and holds collections in trust for society in relation to its stated objectives. The Board therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the museum’s collection.

c. The museum will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.

d. When disposal of a museum object is being considered, the 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 and a proportion of the proceeds if the item is disposed of by sale.

#### Motivation for disposal and method of disposal

e. When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 12g-12s will be followed and the method of disposal may be by gift, sale or exchange.

f. In exceptional cases, the disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below in paragraphs 12g-12m and 12s will be followed. In cases where disposal is motivated by financial reasons, the Board will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:

- the disposal will significantly improve the long-term public benefit derived from the remaining collection,
- the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit),
- the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored.

#### The disposal decision-making process

g. Whether the disposal is motivated either by curatorial or financial reasons, the decision to dispose of material from the collections will be taken by the Board only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. External expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.

#### Responsibility for disposal decision-making

h. A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the Board acting on the advice of professional curatorial staff, if any, and not of the curator of the collection acting alone.

#### Use of proceeds of sale

- i. 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. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from MLA.
- j. The proceeds of a sale will be ring-fenced so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard.

#### Disposal by gift or sale

- k. 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 or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- l. If the material is not acquired by any Accredited Museums to which it was offered directly as a gift or for sale, 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 specialist journals where appropriate.
- m. The announcement relating to gift or sale 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 giving priority to organisations in the public domain.

#### Disposal by exchange

- n. The nature of disposal by exchange means that the museum will not necessarily be in a position to exchange the material with another Accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- o. In cases where the Board wishes for sound curatorial reasons to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the procedures in paragraphs 12a-12d and 12g-12h will be followed as will the procedures in paragraphs 12p-12s.

p. If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.

q. If the exchange is proposed with a non-accredited museum, with another type of organisation or with an individual, the museum will make an announcement in the Museums Journal and in other specialist journals where appropriate.

r. Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

#### Documenting disposal

s. 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 de-accession and disposal.

### **Part C - MANAGEMENT OF SPECIFIC AREAS**

#### **1. Archaeology (Land)**

1.1 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.

1.2 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.

1.3 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.

1.4 The Museum Archaeology staff is supported by an archaeological research team of volunteers – the Guernsey Museum Research and Rescue Group.

1.5 The existing collections of non-local archaeological material are worldwide in scope and form an important comparative reference source.

1.6 Archaeological Services. The States Archaeologist 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 States Archaeologist also advises the Culture and Leisure Department, the Environment Department and the Treasury and Resources Department on matters relating to scheduled monuments and buildings.

1.7 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 Service expects to, subject to appropriate permissions, institute and manage a programme of interpretation, restoration and consolidation. The Service's Historic Sites Curator and Historic Sites team will work with the Archaeologists to ensure that appropriate materials are used and sites are made safe for the public to enjoy.

## **2. Archaeology (Maritime)**

2.1 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;

2.2 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.

2.3 The Department took responsibility for the care and conservation of the Gallo-Roman ship 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 Museum has 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.

2.4 The Receiver of Wreck (Public Services Department) advises the Department of all Historic Wreck items declared to him and the States Archaeologist determines whether the material warrants retention.

2.5 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.

### **3. Archives**

3.1 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.

3.2 Although the Island Archives Service is no longer under the same Department as the Museums Service, the Department will maintain close co-operation with the Archives Service and the Priaux Library.

### **4. Fine Art**

4.1 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.

4.2 The selective acquisition of artworks with local relevance through donation and purchase will continue.

### **5. Decorative & Applied Arts**

5.1 Ceramics. The collection is comprised of oriental, English and continental pieces.

5.2 Furniture. The Museum holds a number of items of furniture, including clocks, but historically this has not been at the core of collecting strategy.

5.3 Silver and Pewter. The museum collection is far from representative, and several known Guernsey makers are not included, so active collecting will continue as opportunity arises.

5.4 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.

5.6 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.

### **6. Ethnography**

The collection includes important early ethnographic material from the North West Pacific, Oceania, the Far East and India.

## **7. Industrial History**

The Museum holds important items of machinery, vehicles and other equipment relating to the island's industries, in particular quarrying, shipbuilding, farming and horticulture.

## **8. Maritime History**

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.

## **9. Military History**

9.1 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

9.2 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.

9.3 Medals. The Service collects all types of medals awarded to Islanders together with related material.

9.4 Shooting Trophies. The collection reflects the tradition of marksmanship on the Island originally fostered by the Militia and which continues to the present.

9.5 Arms and Armour. The collection of military firearms and edged weapons is extensive and includes items loaned by the Royal Armouries. It is not however comprehensive and there are significant gaps especially from the 17<sup>th</sup> century and earlier.

9.6 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.

9.7 Occupation History. The Service has a small collection of Occupation Material. It will continue to acquire material in this area to represent the period being aware of the extensive collections already held elsewhere in the island. The Museum has agreed to be the depository of last resort in the event that the Channel Islands Occupation Society is dissolved.

## **10. Social History**

10.1 General. The Museum holds a significant number of items of rural, domestic, agricultural and industrial interest. Much of this comprises once-common items relating to "ordinary" Guernsey people and is of low commercial

value. It is hence important that the Museum collect such items, which in the vast majority of cases will have already been discarded or destroyed.

10.2 Costume. The Museum has a small but significant non-military costume collection.

10.3 Photographs. The Museum 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 Museum expects to continue to acquire old photographs or postcards with local connections.

10.4 Film Archive. The Museum 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 Service holds copy recordings for Education use, but otherwise needs to develop a policy on the collection and archiving of film and digital media.

## **11 Natural Sciences**

11.1 The extensive collections include local and foreign botanical, geological and zoological material. It is expected that further acquisitions will be limited, however the Museum may seek to acquire historic local collections should these become available.

11.2 Environmental Recording. The Service is committed to providing access to biological and geological data in its own collections. This is notwithstanding the fact that a partnership between the States and La Société Guernesiaise has resulted in the establishment of the Biological Records Centre.

The Museum 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.

11.3 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.

11.4 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.

11.5 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. Active collecting is not envisaged, 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.

## **12. Technical Section**

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

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

## **13. Conservation**

13.1 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.

13.2 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.

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

13.4 Collections care is the responsibility of individual subject curators, working with the Registrar and the Technical team. Curators should establish conservation programmes for items in their care.

13.5 The Department maintains a budget ring-fenced for object conservation.

## **14. Curatorial Areas**

The Department employs subject curators specialising in Fine Art, Social History and Natural History, plus a Registrar. The States Archaeologist fulfils the role of curator in relation to archaeological collections. All these staff may be assisted by volunteers or casual staff from time to time.

## **Part D. Museums Service**

### **1. Access and Learning**

1.1 The Service provides, through its Access and Learning Manager, 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.

1.2 The Service is committed to the principle of Life Long Learning and the importance of physical and intellectual access to the collections. The Access and Learning Manager liaises with curatorial, design and visitor support staff on issues relating to access and inclusion, and advises on current educational processes and practices.

1.3 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.

1.4 The Service will aim to provide, monitor and review stimulating and relevant resources to support the interpretation of the collection, sites, exhibitions and displays.

1.5 The Service manages an extensive handling collection which is recorded as belonging to the Museum, but not generally part of its accessioned material. Material may be acquired for the handling collection which is outside the collecting criteria of the Collections Strategy, provided it follows the strictures of the acquisitions & disposals policy in section B above. Accessioned material will not normally be used for routine handling purposes.

1.6 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.

1.7 The Service will work towards removing barriers to Access (physical, emotional, cultural, financial or otherwise) in line with current best practice.

### **2. Enquiry**

2.1 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.

2.2 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.

2.3 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 listed in the acquisition procedures. 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.

### **3. Exhibition**

3.1 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.

3.2 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. The Service will work towards periodic enhancement or redisplay of these galleries.

3.3 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:

- be provided from material in the Service's own collections;
- provide a forum for local activities appropriate to the museum;
- bring items of interest or educational value, through travelling exhibitions or loan, from the United Kingdom or elsewhere.

3.4 Exhibitions will be co-ordinated via the Museum's Exhibition Group.

3.5 Exhibition design is led by the Design & Development Officer, working with the relevant curators and external specialists.

### **4. Marketing**

4.1 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.

4.2 The Service's marketing requirements will be met by the Department's Marketing section, working with the Director and the Design & Development Officer. The individual and historic integrity of the Service will be maintained.

### **5. Publication**

5.1 The Service recognises the importance of maintaining high academic standards, and will therefore seek to publish suitable academic works as it is able.

5.2 The Service will also seek to publish educational works, guidebooks and books of interest to the non-specialist visitor.

5.3 The Service will also where appropriate publish or publicise material by electronic means, for example on the internet or in alternative formats such as CD and DVD.

5.3 Proposals for publications will in the first instance be considered by the Director, who will then refer to the relevant committee or sub-committee of the Service.

5.5 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.

## **6. Research & Documentation**

6.1 Members of staff may devise and follow programmes of academic research as agreed from time to time with the Director. These programmes will be monitored through frequent meetings and through the annual appraisal process.

6.2 Research will aim to enhance and realise the full potential of Museum collections. All research will be fully documented and appropriately backed-up. Documentation shall be lodged with the Registrar, who will maintain a central database.

6.3 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.

6.4 The Service recognises its responsibility to publish research or as a minimum to make it publicly available.

6.4 The Service will, as far as resources allow, facilitate the use of the collections by the community as a whole for study purposes. The long-term preservation of material in the collections will remain paramount and any such study 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.

6.5 The Registrar, in consultation with professional staff and the Director will create and maintain the Museum's policy and procedures relating to documentation and care of collections.

## **7. Retail Activities**

7.1 The provision of on-site and on-line retail activity is a desirable part of the Department's service to the public, and as an important source of revenue. General management of retail activities falls under the museum's Visitor Services Manager.

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

7.3 Retail activities will include 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 will be made in consultation between relevant museum staff.

7.4 Cafe Victoria and Cafe Lambert are viewed as an integral part of the Service's public offering. It is the intention of the Service for these to be run on a concession basis.

## **8. Technical Advice**

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.

## **9. Website**

9.1 The museum service first published a website in February 1998. The Service is committed to developing the use of this publishing medium to further its service delivery aims. The Museum website will form part of the overall web strategy of the Culture and Leisure Department.

9.2 The Service will explore other avenues offered by new media, as they emerge, to enhance its public service.

## **10 Historic Sites**

10.1 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 Registered 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

10.2 Access and use by the public will be conditional on the prior agreement of the Department.

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

10.4 The Department has appointed a Historic Sites Curator to advise on its historic sites and provide assistance to other States departments. This person will maintain records relating to the Department's sites, conduct research, initiate and monitor projects to conserve and enhance the sites.

10.5 The Department has a historic sites team, led by the Museums & Monuments Manager, to care for buildings and sites under its care.

10.6 The Service works with other States departments in accordance with the Historic Sites Strategy.

10.7 The Department has convened a Historic Sites Group to co-ordinate archaeology, conservation, maintenance, interpretation and use of historic sites.

## **11. Sites and Monuments Record (SMR)**

11.1 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 staff.

11.2 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.

## **Part F. STAFF TRAINING**

### **1. Departmental Training**

1.1 The Department is committed to arranging or delivering training for all staff to achieve compliance with stated employment policies of the States of Guernsey.

1.2 The Department will arrange for staff to receive training courses and programmes made available centrally by the States of Guernsey with the objective of enhancing skills.

1.3 The Department will arrange for training to ensure each member of staff has the qualifications and skills deemed essential to their post.

### **2. Continuing Professional Development (CPD)**

2.1 The Service recognises the importance of regular training to ensure that high standards are set and maintained in the care and interpretation of its collections, and in every other area of the Service. It is committed to a programme of Continuing Professional Development (CPD) for its staff. This training is tailored to individual staff needs and is monitored via the appraisal process.

2.2 The Service 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.

2.3 The Department recognises its rôle in assisting in the training of others in the profession, and will provide placements for students or others through industrial placements, internships and work experience programmes wherever possible.

## **Part G. OTHER POLICIES**

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

- Culture & Leisure Department Cultural Strategy (2007 and subsequent updates)
- Business Continuity Plan (2008, with annual updates)
- Complaint Handling Policy (July 2007)
- Key Risk Assessment (2009 and subsequent updates)
- Museums Business Plan (produced annually)
- Historic Sites Strategy (2006)
- Archaeology Operational Procedures (2007)
- Commercial Archaeology in Guernsey (2010)
- Documentation Procedures Manual (2007)
- Documentation Plan (2007, with subsequent updates)
- Visitor Services Procedures Manual (2010)
- Collections Strategy (2010, updated annually)

Note:

This document replaces the previous version of the policy dated February 2006

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

**Signed**

**Deputy Mike O'Hara  
Minister, Culture and Leisure Department**