

EDLC MUSEUMS COLLECTION DEVELOPMENT POLICY

NAME OF MUSEUM:

Auld Kirk Museum, Kirkintilloch

&

Lillie Art Gallery, Milngavie

NAME OF GOVERNING BODY:

East Dunbartonshire Leisure & Culture Trust

DATE ON WHICH THIS POLICY WAS APPROVED BY GOVERNING BODY:

January 2025

POLICY REVIEW PROCEDURE:

The collections development policy will be published and reviewed annually.

DATE AT WHICH THIS POLICY IS DUE FOR REVIEW:

April 2027

Museums Galleries Scotland will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

1 Relationship to other relevant policies/ plans of the organisation:

1.1 The museum's statement of purpose is:

East Dunbartonshire's Heritage & Arts - Museum Service, encompasses the Auld Kirk Museum complex, Kirkintilloch Town Hall Heritage Centre and Co-curated Exhibition Space and the Lillie Art Gallery. The service exists to:

- o Enhance the quality of life of the people who live in, work in and visit East Dunbartonshire through access to, and engagement with, local cultural heritage and the arts.
- o Act as a focal point for the interpretation and understanding of the rich cultural heritage of East Dunbartonshire and provide the best care possible for the objects and fine art in our collections.
- o Provide access to a wide range of creative and learning opportunities for all, from formal education to lifelong and family learning.
- o Provide a broad programme of high-quality exhibitions and events which are accessible to all.
- o Promote partnerships with East Dunbartonshire Council Services, local communities, and Scotland's creative, heritage and cultural workforce.

1.2 The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.

1.3 By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.

1.4 Acquisitions outside the current stated policy will only be made in exceptional circumstances.

1.5 The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using Spectrum primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

1.6 The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift or bequest, 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.

1.7 The museum will not undertake disposal motivated principally by financial reasons.

2 History of the collections

- 2.1** The Auld Kirk Museum is an A listed building built in 1644 as St Mary's Church. It opened as the town's museum in 1961 and began its accessioned collection in 1974. These local history collections reflect the boundaries of the former Strathkelvin District (1975-1996) but since the formation of East Dunbartonshire (1996) effort has been made to collect similar material which reflects life in part of the area formerly within the boundaries of Bearsden & Milngavie District.

Following refurbishment (made possible by a Heritage Lottery Fund grant) the Auld Kirk re-opened in 2001, with new interactive displays on the Romans, the Forth and Clyde Canal, boatbuilding, iron founding and coal mining.

- 2.2** The Lillie Art Gallery is a purpose-built gallery which opened in 1962. It owes its existence to the Milngavie artist and banker Robert Lillie (1867 – 1949). He left a substantial number of his own artworks to Milngavie Burgh Council, as well as funds to build an art gallery.

The Lillie Art Gallery continues to collect fine and applied art by artists who are Scottish by birth or residence, spanning the period 1880 to the present day.

3 An overview of current collections

The collections are organised in the following subcategories:

- FINE & APPLIED ARTS

Based at the Lillie Art Gallery, the range of media covered include paintings, drawings, prints, mixed media, sculpture, ceramic, glass and textiles.

Artists represented include several of the Glasgow Boys, all four of the Scottish colourists, Mary Armour, David Young Cameron, Alan Davie, Joan Eardley, Ian Hamilton Finlay, June Redpath, Willie Rodger, Alison Watt and Adrian Wisniewski. The collection is strong in Scottish landscapes and still life, but weak in figurative and abstract works. The small number of local topographical views requires to be strengthened.

The substantial number of paintings, drawings and prints bequeathed by Robert Lillie mainly cover landscape subjects, including scenes around Milngavie. Portraits and still life are represented in smaller numbers.

There is a small group of modern sculpture, ceramics and glass. There is also a small group of historic ceramics, which includes Allander pottery, produced in Milngavie by

Hugh Allan (1862 – 1909) from 1904 – 8. The gallery also holds a small collection of domestic pottery decorated by Bearsden born artist Jessie Marion King (1875 – 1949).

- **DECORATIVE ART**

The Auld Kirk Museum has a collection of Scottish pottery, particularly from the Glasgow Potteries of the nineteenth and twentieth centuries. There is also a local connection with the owner of one of the major potteries – J and M P Bell and Company. Gaps in this collection will be identified and efforts made to fill them. Campsie Ware pottery has a local connection, and the collection continues to expand.

- **LOCAL HISTORY COLLECTIONS**

- **LOCAL ARTS**

This collection is primarily housed at the Auld Kirk Museum and contributes to the larger story of our local history.

- **SOCIAL AND INDUSTRIAL HISTORY**

Most of the Service's object-based collection falls into this category and can be sub-divided (See appendix 1 – Social and Industrial History Categories). Within the subcategory Industrial History and Technology, EDLC recognises our Foundries collection, in particular, to be of national importance, and will endeavour to prioritise research, development and care of this collection.

- **ANTIQUITIES**

EDLC Museums have a small collection of excavated finds from sites along the Antonine Wall, together with some isolated Roman and Medieval specimens. The Museum will continue its policy of acquiring only local archaeological finds under the conditions laid out in section 12.

- **NON-LOCAL COLLECTIONS**

Non-local collection includes objects which do not relate directly to East Dunbartonshire but complement the wider story of East Dunbartonshire history. The non-local collection is sub-divided into *British Social History & International*.

- **NATURAL SCIENCES**

The Museum Service has a small collection of local geological specimens and miscellaneous natural history specimens.

- **BOOKS AND NEWSPAPERS**

- **PHOTOGRAPHS**

- **ENGAGEMENT COLLECTION (non-accessioned)**

This collection includes objects and materials earmarked for handling by visitors and service users or display in non-museum standard venues. These items include duplicate objects, replica objects, deaccessioned objects or objects acquired specifically for the civic collection but do not form part of the accessioned collection. This category is for engagement purposes such as travelling exhibitions, loan exhibitions to non-museum standard venues such as hospitals, care homes and community centres.

- **HANDLING COLLECTION**

These include duplicate and/or replica objects which have been approved for handling by service users. Service users include adults and children. The objects can be handled within the museum or in another venue such as schools, libraries etc. for educational purposes. The objects can include costume, toys, household items, photographs, roman replica objects etc. This category also includes objects which have been civic gifts to EDC which do not sit within our accessioned collection.

- **CIVIC COLLECTION**

The East Dunbartonshire Civic Collection is owned by the people for the people. Managed by EDLC Trust on behalf of East Dunbartonshire Council. This category includes a curated collection of objects, paintings and materials that have been donated or acquired to the Heritage & Arts Service but do not form part of the accessioned museum collection. It is currently under the care of the Arts & Events Officer and has undergone a cataloguing process. Any new acquisitions to the civic collection will be catalogued and added to the new civic collection database.

This collection is mainly made up from the purchase prizes from the Annual Art Exhibition currently hosted at the Auld Kirk Museum. It also includes artwork & photographs from previous council administrations, some of which may be transferred to the Archives & Local Studies Collections following review of suitability. There is aspiration to make this collection more widely accessible in physical exhibition, loan and digital format.

4 Themes and priorities for future collecting

- 4.1** The Museums Service 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.

- 4.2** Within the Lillie Art Gallery collection, it is desirable to build on the strengths of the collection, both historic and contemporary, whilst also seeking out work by artists not yet represented, as well as under-represented subjects.
- 4.3** The Lillie Art Gallery will focus the collecting of work by Robert Lillie on the subjects of local landscapes not represented in the collections, and also portraits of local individuals, as opportunities arise. Ephemera related to Robert Lillie will also be considered for acquisition.
- 4.4** At the Auld Kirk Museum, paintings, prints and drawings of local scenes will continue to be collected as part of the local history collection.
- 4.5** The Museums service will only collect books for reference or illustrative purposes including trade, fashion, or design catalogues. Local reference books will otherwise be referred to the appropriate Reference Libraries or Local Studies collection.
- 4.6** Relevant printed material such as posters, tickets and programmes will be collected. All original photographs collected by the Museum service are made available to the Local Studies collection for copying purposes. Copies and negatives are filed in that department for public use.
- 4.7** The Museum will continue to accept donations of local geographical & natural history specimens from this area under the conditions of Section 11.
- 4.8** Our service focuses on collection objects which are local or relate to the local East Dunbartonshire area, to build the story of our past and present community. We take into consideration the collection policies of neighbouring museum services of the central belt of Scotland in our acquisitions. See section 7 below for further definition of this procedure. All non-local items without a local connection in the following categories should not be accepted. Where appropriate, they should be referred to other museums.
- 4.9** No ethnographic material will be accepted by the Museum Service, with the exception of specimens with a specific local connection – e.g., as part of a larger collection of memorabilia belonging to a local person or which adds depth to the story of our own collections.
- 4.10** The service will not collect firearms or explosives. Any proposed acquisition of other weapons will be brought to the Trust for approval. This type of material could include Roman arrowheads, pre-historic knives and ceremonial weapons.

5 Themes and priorities for rationalisation and disposal

5.1 The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.

5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

The Heritage and Arts Service holds East Dunbartonshire's Museum collections in trust. The Service will not undertake disposal motivated principally by financial reasons. Collections that do not fit within the collections development policy, which are poor quality, contain hazardous materials, have numerous duplicates, or which have poor-quality information associated with them will be priorities for rationalisation, transfer and/or disposal.

Manuscript material, unless it relates to Museum objects, will be deposited with either the Archives or Local Studies collections based at William Patrick Library.

6 Legal and ethical framework for acquisition and disposal of items

6.1 The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7 Collecting policies of other museums

7.1 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 specialism, in order to avoid unnecessary duplication and waste of resources.

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

Glasgow (Glasgow Life Museums, Hunterian Museum)
Renfrewshire (Paisley Museum)

West Dunbartonshire (Clydebank Museum)
Inverclyde (McLean Museum)
North Lanarkshire (Summerlee Museum)
South Lanarkshire (Low Parks Museum)

- 7.3** The Museum Service does not rule out the possibility of joint acquisition agreements.

8 Archival holdings

East Dunbartonshire Leisure & Culture Trust hold Archives and Local Studies Collections which include photographs and printed ephemera. These are separate collections from those held within the Museum & Gallery, and are guided by National Archives code of practise.

9 Acquisition

- 9.1** The policy for agreeing acquisitions is:

All potential acquisitions are considered by the Museums Collection Officer (MCO), with regards to the areas for collecting outlined in section 4; the resources of the museum; and the collecting policies of other museums and institutions. Small-scale acquisitions will be at the discretion of the MCO.

Acquisitions proposals for purchase will be considered also by the Heritage & Arts Team Leader, and/or Cultural Services Manager, with any purchases of a significant amount being put forwards to the Board.

- 9.2** 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).
- 9.3** In accordance with the provisions 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, the museum will reject any items that have been illicitly traded. The governing body 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.

10 Human remains

- 10.1** As the museum holds or intends to acquire human remains from any period, it will follow the guidelines in the 'Guidance for the Care of Human Remains in Scottish Museums' issued by Museums Galleries Scotland in 2011.

11 Biological and geological material

- 11.1** 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.

12 Archaeological material

- 12.1** The museum will not acquire archaeological material (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.
- 12.2** In Scotland, under the laws of bona vacantia including Treasure Trove, the Crown has title to all ownerless objects including antiquities, although such material as human remains and environmental samples are not covered by the law of bona vacantia. Scottish material of chance finds and excavation assemblages are offered to museums through the Treasure Trove process and cannot therefore be legally acquired by means other than by allocation to the Auld Kirk Museum by the Crown. However, where the Crown has chosen to forego its title to a portable antiquity or excavation assemblage, a Curator or other responsible person acting on behalf of the East Dunbartonshire Leisure & Culture Trust, can establish that valid title to the item in question has been acquired by ensuring that a certificate of 'No Claim' has been issued on behalf of the Crown.

13 Exceptions

- 13.1** Any exceptions to the above clauses will only be because the museum is:
- acting as an externally approved repository of last resort for material of local (UK) origin
 - acting with the permission of authorities with the requisite jurisdiction in the country of origin

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. The museum will document when these exceptions occur.

14 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 The Repatriation and Restitution of objects and human remains

- 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 (unless covered by the “Guidance for the Care of Human Remains in Scottish Museums” issued by MGS in 2011), 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 16.1-5 will be followed but the remaining procedures are not appropriate.
- 15.2** The disposal of human remains from museums in Scotland will follow the guidelines in the ‘Guidance for the Care of Human Remains in Scottish Museums’ issued by Museums Galleries Scotland in 2011.

16 Disposal procedures

- 16.1** All disposals will be undertaken with reference to the [Spectrum primary procedures on disposal](#).
- 16.2** The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3** 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.
- 16.4** When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale or as a last resort – destruction.

- 16.5** The decision to dispose of material from the collections will be taken by the governing body (EDLC Board) only after full consideration of the reasons for disposal. Other factors including 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. 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. Disposals of high value, status or significance are taken at Board level based on curatorial advice; while decisions on low value, status or significance items and/or those which are heavily degraded or hazardous can be taken at operational level.¹
- 16.6** A decision to dispose of a specimen or object, whether by gift, 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 governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 16.7** Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. 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.
- 16.8** If the material is not acquired by any Accredited museum to which it was offered 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 a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.9** 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.
- 16.10** Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements

¹ Page 11 of *Off the Shelf* toolkit

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 Museums Galleries Scotland.

- 16.11** The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12** 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 deaccessioning and disposal.

Disposal by exchange

- 16.13** The museum will not dispose of items by exchange.

Disposal by destruction

- 16.14** If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15** It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.16** Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.17** Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.18** The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

Appendix 1

SOCIAL AND INDUSTRIAL HISTORY SUBCATEGORIES

The Home and Domestic Life

There is a good collection of late nineteenth and twentieth century household goods. Priority should be given to identifying and filling gaps in this collection. .

Further complementary specimens are sought, and that priority is also given to ways of recording contemporary domestic life.

Education

The Museums service will collect specimens relating to all education services and youth organisations operating within the Council boundaries. This will complement existing collections.

Religion

The Museums service will make every effort to ensure all religious denominations are represented within the Museum Collection.

Recreation and Sport

This category also includes toys & hobbies. There is already a good collection of sporting items from the former Strathkelvin area, together with toys. Efforts will be made to cover all the Council area.

Industrial History and Technology

Traditional industries such as iron founding and coalmining are well represented and form one of the great strengths of the collection. Priority will be given to extending this collection to cover other local industries and that more recent industrial development is recorded.

Trade and Commercial Life

This is not so well represented as Industrial History. Special attention will be given to this area, particularly in view of the re-developments to local town centres.

Agricultural History

Reflecting the rural nature of parts of the area, the Heritage & Arts Service has a small collection of agricultural material. Size has to be a discriminating factor when collecting. Positive steps will be taken to identify and fill gaps in this collection.

Public Utilities and Municipal Services

Items relating to services such as gas, electricity, police, hospitals etc. continue to be collected.

War and Peace

Museums service collects specimens relating to the First and Second World Wars, particularly as they affected civilian life.

Costume and Textiles

Museums service has a small collection of locally produced or locally associated textiles and costume. Efforts will be made to acquire further examples of local textiles, whilst recognising that these could be difficult to identify. In particular, specimens from the weaving and printed calico industries should be sought. In addition, examples of costume typical of those worn by local residents will be collected.