

ICE Scotland Museum Collection Development Policy

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ICE SCOTLAND MUSEUM COLLECTION DEVELOPMENT POLICY

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1. INTRODUCTION

This is the Policy regulating the acquisition and disposal of items which form part of the ICE Scotland Museum Collection. The adoption and implementation of such a policy is a requirement of the Accreditation Scheme for Museums and Galleries in the United Kingdom which is managed in Scotland by Museums Galleries Scotland.

This Policy requires approval by the ICE Scotland Museum Committee every four years or sooner as required.

2. PURPOSE OF THIS POLICY

This policy sets out a framework for responsible and ethical acquisition and disposal of material which forms part of the ICE Scotland Museum collection at Heriot-Watt University.

The acquisition, management and disposal of the collection will be guided by:

- The constitution and statement of purpose of the ICE Scotland Museum Committee
- The legal basis on which the collection is held
- The public benefit derived from the effective use and management of the collection
- An assessment of the needs of the collection
- The collection held by other museums, archives and relevant organisations collecting in the same or related fields

3. OBJECTIVES

3.1 Museum's statement of purpose

To promote and develop the corporate memory of civil engineers with a particular emphasis on those working or who have worked in Scotland.

To display and more widely disseminate our collection of artefacts covering three centuries of made or used by civil engineers in the course of their business and work.

To develop our collection in time to preserve and hold in trust the collection for current and future generations, to advance knowledge, culture, science, education and heritage for the widest public benefit.

3.2 Key aims

To acquire for permanent preservation artefacts relating to the history of civil engineering with an emphasis on Scotland and Scottish Engineers.

To display and interpret artefacts.

To maintain an online catalogue.

To use the displays and online catalogue to provide detailed information and interpretations regarding the use of individual items.

To continue to acquire, interpret and display appropriate artefacts in accordance

with this policy to professional standards

To meet operational, legal and evidential requirements, and to ensure the long term preservation and accessibility of records that are of archival value.

3.3 Objectives of the Collection Development Policy

This policy provides a framework of responsibilities and accountabilities to govern the acquisition and disposal of items that fall within the scope of the ICE Scotland Museum collection. The content and provisions of the policy have been developed to meet the requirements of the Accreditation Scheme for Museums and Galleries in the United Kingdom Collections Development Policy Template, revised in 2018.

The ICE Scotland Museum Committee, as the governing body, will ensure that both acquisition and disposal are carried out openly and with transparency.

By definition, the museum has a long-term purpose and holds the collection 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 collection.

Acquisitions outside the current stated policy will only be made in exceptional circumstances, and then only after proper consideration by the governing body of the museum itself, having regard to the interests of other museums and archives. The museum recognises its responsibility, when acquiring additions to its collection, to ensure that care of the collection, documentation arrangements and use of the collection 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.

3.4 Legal and ethical framework for acquisition and disposal of items

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

4. SCOPE

This policy applies to any item in the possession of the ICE Scotland Museum which has been accessioned into the Museum collection or may be considered for potential acquisition into the collection.

4.1 History of the collection

In 1970 the wife of the late Mr JM Mackintosh MBE and former Vice Chairman of the Edinburgh and East of Scotland Association of the Institution of Civil Engineers gifted to the Association several items with civil engineering connections which he had collected. The Chairman of the Association at the time, Mr Charles Roe FICE FStructE, pondered on what purpose these objects could usefully fulfil and the idea of a local museum was germinated.

The Museum Committee was originally formed in 1971 for the purpose of expanding the collection; and soon after, quite an assortment of items was collected. The problem at the time was where to house the collection and how it could be looked after. In 1972, Following discussions with the Royal Scottish Museum (RSM) an arrangement was agreed whereby the RSM would accept the collection on loan and curate the items.

The collection really took off when founder member Roland Paxton managed in 1973 to persuade Frank Dinnis, City Engineer of Edinburgh, to donate all the old instruments and a selection of equipment from Edinburgh Corporation's City Engineer's Department, and in 1977, William Morrison, last partner of Carfrae & Morrison, surveyors and civil engineers in Edinburgh from 1830, to donate the firm's old instruments and equipment. In 1986 Roland Paxton took over as Chairman on Charles Roe's retiral and in 1990 David McGuigan became Museum Committee Secretary. Derek Chambers and John Andrew joined the Committee in 2014 and 2017 respectively.

In 1990, the RSM in reviewing their responsibilities and funding re-examined the 1972 loan agreement and concluded that they could no longer support the agreement as it stood.

By mutual agreement it was decided to remove the collection from the RSM when an agreement was reached with Heriot-Watt University. Accordingly, in 1991 an agreement was made between the Association and the Heriot-Watt University whereby the collection would be deposited with the University on loan (this loan agreement was superseded on 25 February 2016).

This agreement with Heriot-Watt University continues to this day with the majority of items displayed in cabinets in the east crush area on the ground floor of the William Arrol Building of the Edinburgh Campus. Other larger items are placed at other locations inside and outside the William Arrol Building.

On 25 February 2016 the ICE Scotland Museum Committee entered into a new five year loan agreement with Heriot-Watt University.

In November 2017 Professor Paxton stepped back from the role of Chairman of the Committee. The role of Chairman was passed to Professor David McGuigan and Professor Paxton agreed to continue to support the work of the museum in the non-executive role as Curator Emeritus.

The 2016 agreement was adjusted on 02 December 2021 to remove the reference to the collection being on loan to Heriot-Watt University and to refer to it being hosted by the University.

4.2 An overview of the current collection

Today (as at 02 December 2021) the ICE Scotland Museum collection comprises 526 items which include:

- 148 items of surveying equipment including levels and theodolites used in Edinburgh
- 99 items relating to engineering drawing
- 76 items relating to materials and structural components
- 42 measuring and testing devices including a brass water flow meter used by the Stevenson family of Civil Engineers
- 37 manual and electronic calculating machines
- 23 tools
- Other miscellaneous items (100 No) include four letters written by Thomas Telford, a hydraulic riveting machine used on the Forth Bridge (on loan from the National Railway Museum) and two fine portraits of eminent Scottish engineers Thomas Grainger and John Miller both by Sir John Watson Gordon (the Miller portrait is on loan from Scottish Borders Council)

4.3 Themes and priorities for future collecting

The ICE Scotland Museum will collect objects, works of art and archives in all formats and media. The criteria which govern collection are detailed below but may

be summarised as follows:

- Artefacts relating to profession of civil engineering
- Materials used in the construction of civil engineering projects
- Printed and written items relating to or complementing artefacts and materials in the collection
- Works of art relating to civil engineers and projects

The collection will be developed to document, interpret and disseminate information to a wider public through display and the online catalogue. Objects collected may be of global or UK origin and not be confined to those with a Scottish connection.

Artefacts relating to profession of civil engineering

The ICE Scotland Museum will collect historical and contemporary artefacts to ensure that our corporate memory appropriately reflects civil engineering heritage and history. These artefacts will include land surveying instruments, structural elements, measuring devices, calculating devices, drawing instruments and construction tools used by civil engineers and on civil engineering projects.

Materials used in the construction of civil engineering projects

The ICE Scotland Museum will collect construction materials associated with the history and heritage of civil engineering. These materials will include structural members, timber, concrete and other materials used in the construction of civil engineering projects.

Printed and written items

The main focus of the ICE Scotland Museum is on artefacts and other items relating to civil engineering. The museum does not intend to act as a general repository for film and paper-based items including written material, books, plans, video tapes, CDs and photographs etc. This would exclude company archives and personal papers. The collection, however, does include such items where they specifically relate to artefacts already in the collection and we will continue with this strict policy.

Where the Museum is offered archival material the museum would liaise with Heriot-Watt University's Heritage staff and other repositories with a view to agreeing the most appropriate repository.

Works of art

The ICE Scotland Museum will collect art connected with the history and development of civil engineering with an emphasis on renowned Scottish civil engineers and projects.

4.4 Themes and priorities for rationalisation and disposal

The ICE Scotland Museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies appropriate courses of action. The outcome of a 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.

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.

Such rationalisation and disposal may take place:

- To remove from the collection any item that is too badly damaged or deteriorated to be of any further use for the purposes of the ICE Scotland Museum.
- To improve the curatorial care of the collection by the disposal of duplicate or unprovenanced material of low intrinsic relevance to the Collection Development Policy.
- To transfer to the ownership of another accredited museum or archive any item which, by reasons of changes in public, social or educational need, administrative responsibility, development priorities, or the establishment of a new accredited museum or archive, where the ICE Scotland Museum Committee decides would be more appropriately placed elsewhere.

4.5 Collecting policies of other museums

The ICE Scotland 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.

Specific reference is made to the following museums and archives:

- Heriot-Watt University
- Edinburgh City Archives (City of Edinburgh Council)
- Edinburgh Museums and Art Galleries (City of Edinburgh Council)
- National Galleries of Scotland
- National Library of Scotland
- National Museum of Scotland
- National Records of Scotland

The ICE Scotland Museum Committee recognises that in certain cases it will have an overlapping interest with Heriot-Watt University and agrees to liaise with the University with a view to determining the most appropriate repository for items on a case by case basis. Apart from this relationship with Heriot-Watt University, the ICE Scotland Museum has no formal collecting relationships with another museum or organisation.

4.6 Archival holdings

As the ICE Scotland 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 (third edition, 2002).

4.7 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.

Museums Galleries Scotland will be notified of any changes to the acquisition and disposal policy, and the implications of any such changes for the future of existing collection.

4.8 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 ICE Scotland

Museum, having regard to the interests of other museums.

5. LINES OF RESPONSIBILITY

The ICE Scotland Museum Committee has overall responsibility for the stewardship of the collection.

The ICE Scotland Museum Committee will have oversight of the collection

- to approve any acquisitions with significant resource implications and any proposed disposal of items from the collection
- to preserve, promote access to and develop the collection

6. MONITORING AND EVALUATION

- 6.1** The ICE Scotland Museum Committee will make annual reports to the ICE Scotland.
- 6.2** The ICE Scotland Museum Committee will maintain a permanent record of items accessioned into or disposed of and any items recommended for disposal.
- 6.3** The ICE Scotland Museum Committee will liaise with internal stakeholders in Schools, Institutes and Professional Services and external users as appropriate, to promote the use of the collection, evaluate the effectiveness of the Collection Development Policy in supporting the museum's mission and consider potential areas for collection development.

7. IMPLEMENTATION

7.1 Acquisition

The policy for agreeing acquisitions is as follows. All potential acquisitions of items that fall within the remit of this policy must be referred to the ICE Scotland Museum Committee for approval. Where appropriate, authority to acquire collection items is delegated to the Honorary Curator. Where potential acquisitions have significant financial or collection care implications that cannot be met within the resources of or delegated to ICE Scotland Museum Committee, the Honorary Curator of the ICE Scotland Museum Committee will seek appropriate funding from another body for subsequent approval by the ICE Scotland Museum Committee.

The ICE Scotland Museum Committee will exercise due diligence and make every effort not to acquire, whether by purchase, gift or bequest, any object or specimen unless the committee or delegated person is satisfied that the museum can acquire a valid title to the item in question.

The ICE Scotland Museum Committee 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).

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 ICE

Scotland Museum Committee 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.

The museum does not hold or intend to acquire any human remains.

So far as biological and geological material is concerned, the ICE Scotland 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.

The ICE Scotland Museum will not acquire any archaeological material.

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.

7.2 Spoliation

The ICE Scotland Museum Committee 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.

7.3 British Empire, Slavery and Colonialism

The ICE Scotland Museum Committee, acting on the advice of the Institution of Civil Engineers and Heriot-Watt University's Heritage staff, will consider the appropriateness of any item related to the political, social, cultural and economic exploitation of other countries by the United Kingdom. Following such consideration 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.

7.4 The Repatriation and Restitution of objects

The ICE Scotland Museum Committee, acting on the advice of the Institution of Civil Engineers and Heriot-Watt University's Heritage staff, may take a decision to return 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 7.5a-7.5d, and 7.5f below will be followed but the remaining procedures are not appropriate.

7.5 Disposal procedures

- All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.

- The ICE Scotland Museum Committee will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 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

- 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.
- 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 will be followed. In cases where disposal is motivated by financial reasons, the governing body 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
 - extensive prior consultation with sector bodies has been undertaken
 - the item under consideration lies outside the museum's established core collection

The disposal decision-making process

The decision to dispose of material from the collection will be taken by the Honorary Curator only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for the museum's collection and collection 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

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 collection 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 Honorary Curator of the collection acting alone.

Disposal by gift or sale

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 or Archives likely to be interested in its acquisition.

If the material is not acquired by any Accredited Museums or Archives 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 a notice on the Museums Association's Find an Object web listing service, an announcement in the Museums Association's Museums Journal, and in other specialist publications and websites if appropriate.

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.

Use of proceeds of sale

Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collection. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of the collection in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collection 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 the collection will be sought from Museums Galleries Scotland.

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.

Disposal by exchange

The museum will not dispose of items by exchange.

Disposal by destruction

If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.

- 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.
- 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.
- 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.

- The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

Documenting disposal

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.

8. RELATED POLICIES, PROCEDURES AND FURTHER REFERENCE

8.1 Policies (Heriot-Watt University)

Information Governance and Records Management Policy

Collection Management Policy

Digital Preservation Policy

<http://www.hw.ac.uk/staff/policies-governance/procedures/information-records.htm>

8.3 Further reference

Museum Accreditation Standard

http://www.artscouncil.org.uk/media/uploads/pdf/accreditation_standard_english_w eb.pdf

Museums Association Code of Ethics

<http://www.museumsassociation.org/ethics/code-of-ethics>

Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

<http://www.archivesandmuseums.org.uk/scam/code.pdf>

9. DEFINITIONS

ICE Scotland Museum Committee

The committee comprises:

- a Chairperson who is a Corporate Member of the Institution of Civil Engineers
- a Secretary
- the Chair of the ICE Scotland Committee
- Head of EGIS (HWU) or representative
- Curators
- representative(s) of HWU Heritage staff
- HWU EGIS Buildings Manager
- Co-opted members

Disposal

The act of the Museum's formally relinquishing possession of an item in the collection. This will be carried out in accordance with the Museum's Collection Development Policy.

Collection

Any items entered in the catalogue of the ICE Scotland Museum whether as a gift or purchase.

10. FURTHER HELP AND ADVICE

Further information about the scope and implementation of this policy is available from Heriot- Watt University's Heritage staff.

11. POLICY VERSION AND HISTORY

Version No	Date of Approval	Approving Authority	Brief Description of Amendment
V. 01	10 01 2017	ICE Scotland Museum Committee	First Version
V.02	15 02 2022	ICE Scotland Museum Committee	First Revision