

Collection Development Policy

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GHAT's statement of purpose:

To enhance the experience and wellbeing of all who spend time in NHS Grampian premises, whether patients, staff or visitors. The organisation will seek to achieve this by promoting enjoyment of, and when possible participation in, high quality artistic activity and the provision of a sympathetic and pleasing visual environment.

GHAT's **VISION** is the pursuit of excellence in arts within healthcare practice – regionally integrated and embedded, nationally recognised and respected.

GHAT's **MISSION** is to make professional artistic activity accessible for those who spend time in NHS Grampian hospitals.

1. POLICY STATEMENT

- 1.1.** The Board of Trustees will ensure that both acquisitions and disposals are carried out openly and with transparency.
- 1.2.** GHAT has a long-term purpose and holds collections for the benefit of the public in relation to its stated objectives. The Board of Trustees therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition or disposal of any items in GHAT's Collection.
- 1.3.** Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- 1.4.** Although not currently Museum Accredited, GHAT recognises its responsibility, when acquiring additions to its Collection, to ensure that care of objects, documentation arrangements and use of the Collection adheres as closely as possible to the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collection management. GHAT will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.
- 1.5.** GHAT will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object unless the Board of Trustees or responsible manager is satisfied that the organisation can acquire a valid title to the item in question.
- 1.6.** In some cases, disposal of objects may be motivated 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, GHAT's Board of Trustees will not undertake disposal unless it can be demonstrated that all the following circumstances are met in full:

- The disposal will improve the long-term public benefit derived from the remaining collection.
- The item under consideration is deemed unsuitable within GHAT's established collection.
- Prior consultation with sector bodies has been undertaken.
- The disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit).
- The disposal is not undertaken in lieu of other sources of funding.
- All monies generated by the disposal are used to improve the collection.

Legislative Context

This policy should be read in conjunction with GHAT's:

- Collection Management Policy
- Collection Information (Documentation) Policy
- Collection Access Policy and
- Collection Care and Conservation Policy

2. History of the Collection

Since 1985, GHAT has recognised its responsibility to support and collect work by artists living and working in the Northeast of Scotland. GHAT strives to collect artwork that is relevant to the function of NHS Grampian sites and the diversity of its users, and is continuing to broaden the range of artists it works with and artworks it collects in order to support and develop current arts practice both locally and nationally. GHAT's collection covers a wide range of media, all of which is collected with an onus on being both relevant to and practical within the NHS Grampian healthcare environment.

3. Overview of Current Collection

The GHAT Collection consists of:

- prints
- paintings
- 3D objects
- photographs

by mainly artists from the Northeast of Scotland, but also by artists from other areas of the UK and Europe.

4. Themes and Priorities for Future Collecting

- 4.1.** Items collected should normally have a strong connection with the Northeast of Scotland and with the existing Collection.
- 4.2.** Future collecting will reflect the diversity of the Northeast's people and places both past and present. The contemporary collecting programme will continue to be inspired and guided by diverse audiences. Items collected should serve GHAT's statement of purpose and be useful for research, a broad range of exhibitions, learning and other public programmes in order to promote and share diversity in all its forms.
- 4.3.** Future collecting will address gaps in representation within the existing Collection and show regard for people with protected characteristics (age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity) and for people in different socio-economic groupings.
- 4.4.** Items collected should be in good condition and require no conservation treatment as well as suit GHAT's storage facilities.
- 4.5.** Items collected should not contain materials that pose a risk to health or safety, without a plan in place to manage the risk presented.
- 4.6.** Items collected must not duplicate items already in the Collection unless an exceptional case can be made, for example, group value for display purposes or better provenance.
- 4.7.** Items that are in better condition or have better provenance may be collected to replace items already in the Collection; the items replaced will be disposed of in accordance with the Disposal section of this Policy (see 16. below).
- 4.8.** Future collecting will take into consideration the policies of our host, NHS Grampian, and a case-by-case assessment of the suitability for display of an item within its venues. For the duration of this policy (subject to review) and due to their current unsuitability for display, the following items will not actively be collected:

- portraits
- artworks depicting dark/challenging themes
- 3D objects

Some additional NHS Grampian policies GHAT may have to adhere to include:

- fire regulations
- health acquired infections and
- public health and safety legislation

5. Themes and Priorities for Rationalisation and Disposal

- 5.1.** GHAT intends to conduct a review during the period covered by this policy in order to rationalise its Collection.

Any disposals will be dealt with in line with the SPECTRUM Deaccessioning and Disposal Procedures: [Deaccessioning and disposal – the Spectrum standard – Collections Trust](#)

6. Legal and Ethical Framework for Acquisition and Disposal of items

- 6.1.** GHAT aims to work within the parameters of the Museums Association Code of Ethics when considering acquisition and disposal.

7. Collecting Policies of other Museums

- 7.1.** GHAT will take account of the collecting policies of other museums and 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):

- Aberdeen Archives, Gallery & Museums (Accredited Museum)
- The Robert Gordon University (Accredited Museum)
- The University of Aberdeen (Accredited Museum)
- Peacock Visual Arts
- NHS Grampian Archives
- NHS Lothian (Tonic Arts)

8. Archival Holdings

- 8.1.** GHAT does not currently hold any archival material or printed ephemera.

9. Acquisition Procedures

The policy for agreeing acquisitions is:

- 9.1.** GHAT will only collect original artwork, across any range of media.
- 9.2.** GHAT may acquire artefacts by means of gift, purchase, or bequest.

- 9.3.** The decision for or against the acquisition of any artwork will be made by the GHAT Senior Management Team in consultation with GHAT's Director. GHAT's Board of Trustees will review the decision to ensure that it was guided by this Collection Development Policy and that all correct procedures were followed.
- 9.4.** To facilitate accountability, inclusion and accessibility, a minimum of one (1) and a maximum of three (3) additional GHAT staff members will be invited to sit-in during acquisition decision-making meetings.
- 9.5.** All decisions relating to the acquisition of artwork will take into account the:
- Relevance of the artist to the wider GHAT Collection and to the Northeast of Scotland.
 - Suitability for display within NHS Grampian venues.
 - Quality of work.
 - Condition of work.
 - Maintenance aspects and storage issues.
 - Purchase and conservation costs.
- 9.6.** Although not currently museum accredited, GHAT recognises its responsibility, in acquiring additions to its Collection, to ensure that the care, documentation arrangements and use of the Collections will, as closely as possible, 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.
- 9.7.** Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the Board of Trustees and professional staff, having regard to the interests of other sector organisations.
- 9.8.** GHAT will not acquire any object unless it is satisfied that the object 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).
- 9.9.** 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, GHAT will reject any items that have been illicitly traded. The Board of Trustees 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.** GHAT does not hold or intend to acquire any human remains.

11. Biological and Geological Material

11.1. GHAT does not hold or intend to acquire any biological or geological material.

12. Archaeological Material

12.1. GHAT does not hold or intend to acquire any archaeological material.

13. Exceptions

Any exceptions to the above clauses will only be because GHAT 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, GHAT will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. GHAT will document when these exceptions occur.

14. Spoliation

14.1. To the best of GHAT's knowledge, the organisation does not hold any spoliated material.

14.2. Should any spoliated material be identified in future, GHAT will seek advice from the wider sector (including the organisations mentioned in 7.2) and government bodies, taking into account all ethical implications and available guidance, and act accordingly.

15. The Repatriation and Restitution of Objects

15.1. To the best of GHAT's knowledge, the organisation does not hold any material relevant for Repatriation or Restitution.

15.2. Should any material be identified for Repatriation or Restitution in future, GHAT will seek advice from the wider sector (including the organisations mentioned in 7.2) and government bodies, taking into account all ethical implications and available guidance, and act accordingly.

16. Disposal Procedures

- 16.1.** All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on Deaccessioning and Disposal.
- 16.2.** GHAT's Collection Team, together with the Board of Trustees, will follow due diligence to ascertain whether it is free to dispose of an item. Agreements on disposal conditions made with donors will also be taken into account.
- 16.3.** When disposal of an object is being considered, GHAT 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.
- 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 Collection Team and relevant GHAT staff only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for GHAT's collection 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 GHAT will also be sought.
- 16.6.** A decision to dispose of an 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 GHAT's collection or for reasons of health and safety), will be the responsibility of the GHAT Senior Management Team in consultation with GHAT's Director. GHAT's Board of Trustees will review the decision to ensure that it was guided by this Collection Development Policy and that all correct procedures were followed.
- 16.7.** To facilitate accountability, inclusion and accessibility, a minimum of one (1) and a maximum of three (3) additional GHAT staff members will be invited to sit-in during disposal decision-making meetings.
- 16.8.** The announcement relating to gift or sale will indicate the number and nature of objects involved, and the basis on which the objects will be transferred to another institution. Preference will be given to expressions of interest from local cultural and public organisations and Accredited Museums. A period of three 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, GHAT may consider disposing of the material to other interested individuals and organisations.

- 16.9.** Any monies received by GHAT's Board of Trustees from the disposal of items will be applied for the benefit of the organisation. This will include the enhancement of the Collection by means of the purchase of further acquisitions, as well as improvements relating to the care of the Collection.
- 16.10.** 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 Primary Procedures on Deaccession and Disposal.

Disposal by Exchange

- 16.11.** GHAT will not dispose of items by exchange.

Disposal by Destruction

- 16.12.** If it is not possible to dispose of an object through transfer or sale, GHAT's Collection Team, with approval from the Board of Trustees, may decide to destroy it.
- 16.13.** It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common objects which lack significant provenance) where no alternative method of disposal can be found.
- 16.14.** 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.
- 16.15.** 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.
- 16.16.** The destruction of objects should be witnessed by an appropriate member of GHAT's Collection Team. 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.