

Museum Acquisition, Loan and Disposal Policies

(Museum Collection Policy)

Updated 15th November 2023

Next Review: November 2024

Museum Acquisition Policy

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1.1 Preamble

The City of Norwich Aviation Museum (hereafter museum) holds its collections in trust for the public.

This policy outlines the principles that the (board of) Trustees of the City of Norwich Aviation Museum expect to be followed when objects are acquired for the collection.

This policy complies with guidance published from the Charity's Commission department for culture, media and sport along with UK legislation outlined by the Museums Service and other international law and standards.

Details of this legislation and guidelines can be found in Annex A – Legislation & Guidelines.

1.2 Purpose of Acquisitions

The museum holds a wide collection of artefacts from all areas of Aviation, specifically relating to Norfolk and its surrounding areas, from all periods.

As outlined in the museum's Articles of Incorporation 1983, the museum trustees and members are committed to 'Preserving Norfolk's Aviation Heritage' by sustaining and improving the museum's collection.

Acquired items will, from time to time, be rotated for public display and restoration.

1.3 Overview and History of current collections

Exhibits acquired in the early stages of the museum were mixed and therefore may now be deemed as irrelevant, these were however utilized to form the basis of a museum and without them the City of Norwich Aviation Museum would not be here today.

Some of the museum's largest and earliest aircraft arrivals were the Avro Vulcan B2 in 1983 and the Handley Page Herald in 1985. After these acquisitions and further growth, the museum established its basic collection policy, used today albeit adapted to the updated goals of the museum. During this time, the museums mission statement to 'Preserve Norfolk's Aviation Heritage' was adopted.

The museum itself aims to conserve, restore and display its collection to visitors in order to 'tell the story' Of Norfolk's Aviation Heritage including its associated organizations,

institutions and individuals. The museum houses a large collection of artefacts, photographs, personal accounts and history directly relating to the local area and links further afield.

The museum is interested in collecting exhibits (small or large), images (digital or hard copy) and accounts relating to the Royal Air Force (RAF); its aircraft, air bases, missions and personnel, United States Air Force (USAF); its aircraft, air bases, missions and personnel, Air Anglia, Air UK, KLM UK etc.

Please refer to Annex B (Section 1.9.) - Guide for museum acquisitions.

1.4 Acquisition Statement

As of 7th December 2021, due to the museums well-established collection, the trustees updated the acquisition policy to only accept items;

- a) with aviation history relevant to Norfolk / East Anglia
- b) the item is donated to the museum.
- c) in line with the acquisition guide outlined in Section 1.9.B - Annex B.

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

1.5 Acceptance of items

Should the item fall within the museum's acquisition policy, the following process will be followed;

- a) The donor contacts the museum / the museum contacts the donor to obtain further information and photographs of the item(s). The donor is informed of the process which must be followed and accepts the item meets the requirements as outlined in section 3.
- b) The board of trustees are sent the obtained information and photographs and must decide, as a majority, whether to accept or decline the donated items.

- c) The donor is informed of the 'Accept' decision within 14 days and the museum arranges collection / delivery of the item. Items are then booked in with the required information offered by the donator.

OR

- d) The donator is informed of the 'Decline' decision within 14 days and the reasons why. The museum suggests other, local museums, which may be interested in the items or a future date that the museum may be interested in acceptance.

1.6 Museum Responsibility

The museum recognizes its responsibility, when acquiring additions to its collection, to ensure that care of the collections, documentation arrangements and use of collections meet those requirements outlined by the Arts Council Accreditation Standard and Museums Association Code of Ethics.

The museum will undertake due diligence and make every effort not to acquire; whether by purchase, gift, bequest or exchange any object or specimen unless the trustees or responsible officer is satisfied the item can acquire a valid title to the item in question.

The museum shall 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; this includes the United Kingdom.

The museum uses SPECTRUM primary procedures for collection management and in addition takes into account limitations directly related to such factors; staffing, short and long-term preservation.

The museum uses the statement of principles 'Spoilation of Works of Art during the Nazi, Holocaust and World War II period' issued for non-national museums in 1999 by the Museums Association and National Museums Directors' Council (updated 2021).

1.7 Archeological Material

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

In England, Wales & Northern Ireland; this includes where notification to appropriate landowners or occupiers of land – including authorities, in the case of treasure, have failed to be notified or withdrawn permission prior to excavation and recovery.

1.8 Exceptions

The museum will make no exceptions to the above clauses unless;

- a) acting as an externally approved repository of last resort for material of local (UK) origin.
- b) 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 in which it makes decisions and will act only with the express consent of the appropriate authorities.

The museum will accurately record when these exceptions occur.

1.9.A Annex A – Legislation and Guidance

Acquisition of Cultural Property, Department for Culture, Media and Sport (DCMS), 2005

Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, UNESCO, 1970 (UK DCMS, 2002)

Code of Ethics for Museums, Museums Association (MA), 2006

Coroners & Justice Act, UK Government, 2009

Dealing in Cultural Objects (Offences) Act, UK Government, 2003

Firearms Act, UK Government, 1988

Guide on firearms licensing law, Home Office, 2012

Human Tissue Act, UK Government, 2004

Spoilation of Works of Art during the Nazi, Holocaust and World War II period, UK Government, 1999

Treasure Act, UK Government, 1996

1.9.B Annex B – Acquisition Guide

This guide should be used as a rough interpretation of items that fall within the museum's collection policy.

Items / Areas of interest	Description
Complete Aircraft	Airplanes (fixed wing, commercial or light), Helicopters, Gliders, Military or Civil etc.
Aircraft Parts	Fuselage / Cockpit / Wing / Tail sections, gauges, spare, engine.
Engines	Aircraft and Vehicle Engines. Complete engine assemblies, parts or 'wreckages' associated with local area.
Wreckage / Recovered Items	Items with a local connection and its provenance.
Local Businesses	Directly associated with Aviation in Norfolk (Boulton Paul, Air Anglia, Air UK etc.).
Royal Air Force	Local airfields (past and present) its aircraft, operations and history in Norfolk.
United States Air Force	Local airfields (past and present) its aircraft, operations and history in Norfolk.
Uniforms	Uniforms relating to local operations and businesses (aviation or associated industry), including (but not limited to; Royal Air Force, United States Air Force, Local Airlines etc.
Personal Accounts	Relating to our aircraft, local operations, bases, local personnel, and businesses (aviation or associated industry) including (but not limited to; Royal Air Force, United States Air Force, Local Airlines etc.
Photographs (Digital or hard copy)	Relating to our aircraft, local operations, local personnel, bases, and businesses (aviation or associated industry) including (but not limited to; Royal Air Force, United States Air Force, Local Airlines etc.
Books & Letters	Relating to our aircraft, local operations, local personnel, bases, and businesses (aviation or associated industry) including (but not limited to; Royal Air Force, United States Air Force, Local Airlines etc.
Ammunition	Inert (with deactivation certificate), relating to aviation, local airfields, businesses, organizations or personal accounts. <i>This is subject to board acceptance.</i>
Weaponry	Inert (with deactivation certificate), relating to aviation, local airfields, businesses, organizations or personal accounts. <i>This is subject to board acceptance.</i>

Museum Loan Policy

Updated 15th November 2023

Next Review: November 2024

2.1 Preamble

The City of Norwich Aviation Museum (hereafter museum) holds its collections in trust for the public.

This policy outlines the principles that the (board of) Trustees of the City of Norwich Aviation Museum expect to be followed when objects are loaned in or out of the museum.

This policy complies with guidance published from the Charity's Commission department for culture, media and sport along with UK legislation outlined by the Museums Service and other international law and standards.

Details of this legislation and guidelines can be found in 2.5.A Annex A – Legislation & Guidelines.

2.2 Purpose of Loaning in or out of items

The museum holds a wide collection of artefacts from all areas of Aviation, specifically relating to Norfolk and its surrounding areas, from all periods. As outlined in the museum's Articles of Incorporation 1983, the museum trustees and members are committed to 'Preserving Norfolk's Aviation Heritage' by sustaining and improving the museum's collection.

Acquired items will, from time to time, be rotated for public display and restoration and as such items may be required to significantly enhance the museum's collection while these display areas are vacant, ensuring visitor continuity and stability.

Loaned items may also be required to promote specific anniversaries or events – local or national.

The loaning of items from the museum may be necessary should the museum need to adapt its display areas or its collection become significantly overwhelming.

2.3 Loan Statement – Loaning to the museum

As of 7th December 2021, due to the museums well-established collection, the museum; namely its trustees agreed that no items are to be accepted on loan unless in exceptional circumstances and agreed by majority decision by the board of trustees.

Items offered for loan to other organizations are unaffected by this statement and as such please refer to section 2.3.

2.4 Acceptance of loan items – Loaning to the museum

Should the item fall within the museum's loan policy, the following process will be followed;

- a) The owner of loaned item contacts the museum / the museum contacts the loan items owner to obtain further information and photographs of the item. The owner is informed of the process which must be followed and accepts the item meets the requirements as outlined in section 2.3.
- b) The board of trustees are sent the obtained information and photographs and must decide, as a majority, whether to accept or decline the item offered for loan.
- c) The owner is informed of the 'Accept' decision within 14 days and the museum arranges collection / delivery of the item. Items are then booked in with the required information offered by the owner and appropriate loan agreements in place.

OR

- d) The owner is informed of the 'Decline' decision within 14 days and the reasons why. The museum suggests other, local museums, which may be interested in the items or a future date that the museum may be interested in acceptance.

2.3 Loan Statement – Loaning from the museum

The museum and its trustees will only offer items for loan on a case-by-case basis.

These items will first be offered locally to well-established and relevant organizations.

Items offered further afield will be offered through the correct channels such as the UK Aviation Heritage Network (formerly BAPC) and Museums Association.

2.4 Acceptance of loan items – Loaning from the museum

Should the item fall within the museum's loan policy, the following process will be followed;

- a) The museum or organisation interested contacts the museum to obtain further information and photographs of the item. The organisation is informed of the process that must follow and completes a 'request to loan form'.
- b) The board of trustees are sent the 'request to loan form' and consider each application on a case-by-case basis.
- c) The requestor is informed of the 'Accept' decision within 14 days and completes appropriate insurance, collection and return arrangements.
- d) Items are booked out of the museum once all paperwork is completed satisfactorily.
- e) Both parties agree at a time prior to loan agreement expiry, to extend or return the items as outlined in the agreement and at such time associated paperwork will be updated or closed.

OR

- a) The requestor is informed of the 'Decline' decision within 14 days and the reasons why. The museum suggests other, organisations which may be able offer assistance.

2.3 Loan Item Responsibility

The museum recognizes its responsibility to loaned items and those offered for loans.

The museum also recognizes the owner's responsibility of these loaned items and as such its policies below reflect this.

Please refer to sections 2.3.1 for items loaned to the museum and 2.3.2 for items loaned from the museum.

2.3.1 Items Loaned to the Museum

Generally, the museum will offer adequate security and insurance coverage for the loan term however this is dependent on numerous factors such as valuation, condition, historical significance and item type.

In exceptional circumstances, the museum may ask for a donation should the insurance premium be considerable higher.

The museum and owner will specify its responsibilities on individual loan agreements.

2.3.2 Items Loaned from the Museum (to another organization)

Generally, the museum requests that you offer adequate security and insurance coverage for the loan term.

The museum will specify its responsibilities on individual loan agreements.

2.4 Exceptions

The museum will make no exceptions to the above clauses unless;

- b) acting as an externally approved repository of last resort for material of local (UK) origin.
- c) 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 in which it makes decisions and will act only with the express consent of the appropriate authorities.

The museum will accurately record when these exceptions occur.

2.5.A Annex A – Legislation and Guidance

Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, UNESCO, 1970 (UK DCMS, 2002)

Code of Ethics for Museums, Museums Association (MA), 2006

Collections Trust – SPECTRUM: Loans In, no date

Collections Trust – SPECTRUM: Loans Out, no date

Dealing in Cultural Objects (Offences) Act, UK Government, 2003

Firearms Act, UK Government, 1988

Guide on firearms licensing law, Home Office, 2012

Human Tissue Act, UK Government, 2004

Spoilation of Works of Art during the Nazi, Holocaust and World War II period, UK Government, 1999

Treasure Act, UK Government, 1996

Museum Disposal Policy

Updated 15th November 2023

Next Review: November 2024

3.1 Preamble

The City of Norwich Aviation Museum (hereafter museum) holds its collections in trust for the public.

This policy outlines the principles that the (board of) Trustees of the City of Norwich Aviation Museum expect to be followed when objects are to be offered for disposal or disposed of by the museum.

This policy complies with guidance published from the Charity's Commission department for culture, media and sport along with UK legislation outlined by the Museums Service and other international law and standards.

Details of this legislation and guidelines can be found in 3.7.A Annex A – Legislation & Guidelines.

3.2 Purpose of Disposal of items

The museum holds a wide collection of artefacts from all areas of Aviation, specifically relating to Norfolk and its surrounding areas, from all periods. As outlined in the museum's Articles of Incorporation 1983, the museum trustees and members are committed to 'Preserving Norfolk's Aviation Heritage' by sustaining and improving the museum's collection.

Acquired items will, from time to time, be rotated for public display and restoration and as such items in need of restoration may be deemed beyond economical repair and as such disposed of. Items may also be offered for disposal to another relevant organization should they be deemed non-relevant to the museum's collection policy.

3.4 Disposal by exchange, sale or transfer

Where possible, items will first be offered for exchange, sale or transfer.

Items offered for disposal will first be offered locally to well-established and relevant organizations with any original donor wishes taken into account and recorded for future reference.

Items offered further afield will be offered through the correct channels such as the UK Aviation Heritage Network (formerly BAPC) and Museums Association.

3.4 Disposal by Destruction

The museum and its trustees will, to the best of their ability, prevent items from becoming beyond economical repair and therefore in need of disposal by destruction.

However, due to the nature of our collection, occasionally the museum, its trustees or collection officers are left with no other viable option other than to dispose of these items by destruction, following appropriate guidelines and preventing any contamination to other items held within our trust.

The museum will dispose of items following the SPECTRUM Primary Procedures of Disposal.

3.5 Guidelines for all disposals

All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal. The museum trustees will confirm on a case-by-case basis that the item is legally free to dispose of and that any item destined for disposal is agreed by majority decision.

When disposal is considered, the museum will establish whether the item was acquired with the aid of an external funding organisation. This may include repayment of the original grant obtained and / or a proportion of the proceeds if the item is disposed of by sale.

When disposal is motivated by curatorial reasons, the procedures outlined in section 3.6 will be followed and the method of disposal may be gift, sale, exchange or destruction.

3.6 Disposal Procedure

The decision to dispose of an item from the museum collection will be taken by the trustees only after full consideration of the reasons why. Other factors, including public benefit, implications on the museum's other collections and those organisations locally collecting similar items or in related fields will be considered.

Expert advice will be obtained and the view of stakeholders namely donors, researchers, local and source communities and others served by the museum will also be sought.

A decision to dispose of an item; whether by gift, exchange, sale or destruction (in the case of an item becoming beyond economical repair; too badly damaged or deteriorated

to be of any use for the purpose of collections or for reasons of health and safety), will be the responsibility of the trustees of the museum acting on the advice of professional curatorial staff or museums association guidance.

Once a decision to dispose of item in the collection has been taken and obtained a majority; priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, to those organisations outlined in section 3.3.

The announcement relating to gift or sale will indicate the number or nature of items 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 and a period of at least two months will be offered for acquisition. Should no expressions of interest be shown after this period, the museum may consider disposing of the material to other interested individuals and organisations outside of those specified in section 3.3.

Any monies received from the disposal of items will be applied solely and directly for the benefit of the museums collection. This normally means the continued care of current collections or purchase of new items. Any monies received from compensation for damage, loss or destruction will be applied in the same way.

All proceeds of a sale will be allocated so it can be demonstrated they have been utilised in a manner compatible with the requirements of the museum accreditation standard. Proceeds will be restricted to the long-term sustainability, use and development of the museum's collection.

Full records will be kept relating to all decisions on disposals and other items involved with 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 the SPECTRUM Procedure on deaccession and disposal.

3.7.A Annex A – Legislation and Guidance

Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, UNESCO, 1970 (UK DCMS, 2002)

Code of Ethics for Museums, Museums Association (MA), 2006

Deaccessioning and disposal procedures, SPECTRUM, no date

Dealing in Cultural Objects (Offences) Act, UK Government, 2003

Firearms Act, UK Government, 1988

Guide on firearms licensing law, Home Office, 2012

Human Tissue Act, UK Government, 2004

Spoilation of Works of Art during the Nazi, Holocaust and World War II period, UK Government, 1999

Treasure Act, UK Government, 1996