

# Lichfield District Council Museum Collection Policies



Councillor Iain Eadie, Cabinet Member for Investment, Economic Growth and Tourism

Date:	10 <sup>th</sup> October 2019
Contact Officer:	Lisa Clemson
Tel Number:	01543 308708
Email:	Lisa.clemson@lichfielddc.gov.uk
Key Decision?	NO
Local Ward Members	N/A

**Cabinet**

## 1. Executive Summary

- 1.1 Lichfield District Council is in possession of a museum collection numbering roughly 900 objects and artworks. A significant amount of this material is related directly to the history of Lichfield. These objects either tell the story of Lichfield itself, or were collected and donated to the city by prominent individuals from Lichfield's past.
- 1.2 The collection and its documentation has recently been reviewed by a professional in this field, part of this work was to review the policies for loans, acquisitions and disposals as well as updating the loans out agreement form.

## 2. Recommendations

2. That the Cabinet considers approving the acquisitions, disposal and loans policies, and the loan out agreement form as set out in APPENDIX A to this report for implementation.

## 3. Background

- 3.1 Lichfield District Council is in possession of a museum collection numbering roughly 900 objects and artworks.
- 3.2 A significant amount of this material is related directly to the history of Lichfield. These objects either tell the story of Lichfield itself, or were collected and donated to the city by prominent individuals from Lichfield's past.
- 3.3 Many of the objects in the collection link into the wider history of Staffordshire and of Britain as a whole.
- 3.4 The vast majority of the collection was previously stored and displayed at St Mary's Heritage Centre in Lichfield City Centre. The closure of this site resulted in the collection being placed in storage at the District Council Offices in Frog Lane.
- 3.5 A full review of the District Council's Museum Collection has now been undertaken, the work included checking the condition of the collection, updating the inventory and on-line library and reviewing our policies for acquisitions, disposals, loans and the loans out agreement form.
- 3.6 A number of objects from the collection are currently on loan to various museums and institutions around Lichfield. These objects are being cared for to an acceptable level and are largely on display to the public.

- 3.7 These loans are currently issued on a five year basis, and are reviewed and re-issued at the end of these periods.
- 3.8 The existing loan agreements for objects between Lichfield District Council and organisations within Lichfield are now out of date and will need to be renewed if the council, wishes to continue loaning the objects.
- 3.9 The recent work to review the collection included reviewing the loans out agreement form, the acquisitions, disposal and loans policies.
- 3.10 If the policies and loan agreement forms are approved the council could re-issue the agreements and have clear policies with regards to managing the collection.

Alternative Options	1. That the cabinet recommend that the current documentation is retained, this is not recommended as the documentation is in need of updating.
Consultation	1. Consultation has taken place with Leadership Team and an expert from the Museums service at Staffordshire County Council.
Financial Implications	1. There will be no cost implications with regard to implementing these policies.
Contribution to the Delivery of the Strategic Plan	1. Supports the priority of a vibrant and prosperous economy.
Equality, Diversity and Human Rights Implications	1. None
Crime & Safety Issues	1. None
GDPR/Privacy Impact Assessment	1. A privacy impact assessment has been undertaken.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	The loan agreements are now out of date and need to be updated to ensure the care of the objects.	Ensure the loan agreements are renewed every 5 years.	y
B	Loan, acquisitions and disposal policies are required to help manage the collection in a professional manner.	The policies are referred with regards to the sale, loan or disposal of any objects.	y

Background documents

Relevant web links