



# Collections Management Strategy

**Lancashire County Council Museum Service**

[www.lancashire.gov.uk](http://www.lancashire.gov.uk)



## **The Mission Statement of Lancashire County Council Museum Service:**

To collect and preserve Lancashire's diverse heritage and to make it accessible to everyone through high quality cultural experiences.

### **Introduction**

The purpose of this document is to set out the professional standards adopted by Lancashire County Council Museum Service (LCCMS), relating to the management of the historic collections, including art, decorative art, natural history, military history, archaeology, agricultural, maritime, industrial and social history. This strategy sets out LCCMS' aim to follow good practice in the management of its collections relating to collections information, collections access and collections care. The strategy serves as a guide for staff and as a means to demonstrate to other bodies and individuals that LCCMS adheres to national standards.

Lancashire County Council Museum Service (LCCMS) manages other collections on behalf of other local authorities and trustee bodies as well as those belonging to Lancashire County Council. This strategy, therefore, also applies to the collections managed by LCCMS - Clitheroe Castle Museum, Higher Mill Museum Trust Collection, Lancaster Castle and Gawthorpe Hall. LCCMS also manages a significant number of collections on loan from other institutions and private individuals. The collections owned by other organisations will be managed with the same care and diligence as the LCCMS Collections.

LCCMS endorses the Museums Association's Code of Ethics and strives to ensure all of its employees and members of its governing body adhere to the principles of this code. Museum Accreditation is seen as the benchmark standard against which all LCCMS site work and activities are undertaken. This strategy highlights the importance of working to and complying with the following standards - PAS 197, BS EN 16893 2018 and Spectrum 5.0. LCCMS will ensure that it adheres to any legislation, conventions and non-legislative guidelines in relation to its activities (see Appendix 1 for full list).

# Lancashire County Council Museum Service Collections Information (documentation) Strategy

**Approved: 10 June 2019**

**Next review: 09 June 2024**

## Introduction

This Strategy relates to how LCCMS obtains, documents, maintains and makes available information about the collections. An important part of the work of the Museum Service is to retain and preserve the information about the collections for future generations. The document is also an overview of how the collections will be documented.

Documentation of the collections is a fundamental museum activity, as it facilitates the use of collections by staff and users to their full potential. The documentation of collections also enables the museum service to better manage the collections, ensuring their long term preservation, accessibility, and use, now and for the future. This allows the museums to be properly accountable for the collections in their care.

Each museum has an obligation to establish systems for the preservation of the data and records regarding the items in their collections. These records will include the registration functions (the legal status of an object) and the curatorial functions (the body of information about an object which establishes an object's proper place and importance within its cultural or scientific sphere).

To manage the collections effectively, LCCMS staff need to have a list of the collections, object by object, and to know their location. Storing information in a standardised way helps to make the most of the collections by allowing us to retrieve information in a consistent format. LCCMS adopted the digital collections management system EMu in 2003. This system is used to record the objects from the LCCMS collections, the other collections that LCCMS manages, and items that have been borrowed.

LCCMS will comply with the following legislation and other requirements in relation to information and documentation (a full list appears in Appendix 1):

Freedom of Information Act 2000

Data Protection Act (2018)

General Data Protection Regulation 2018

SPECTRUM 5.0 – the UK Standard for collections management

BSI PAS 197 Code of Practice for Collections Management

ACE Accreditation Standard

## Definitions

In order to meet Accreditation Standards, the majority of the collections will be recorded to inventory level. Certain collections will warrant further, more detailed, documentation, which will raise the standard of information to a catalogue level record.

However, a common-sense approach will be taken to the level of documentation for each collection type. For some collections, such as bulk archaeological excavation material or natural history fieldwork, it will not be practical to document these items to inventory level, and therefore these collections will be documented at group level.

Inventory and catalogue records are described below:-

**Inventory level record:** 'The maintenance of up-to-date information accounting for and locating all objects for which the organisation has a legal responsibility. This may include objects on loan, un-accessioned or previously undocumented items, temporarily deposited objects and support collections. SPECTRUM.4.0, 2011.

This includes enough information about an item to make it identifiable, and will cover the minimum SPECTRUM Standard – including Object Number; Object Name; Brief Description and/or image; Location; Inventory Record date; Recorder's name; Status of Object and/or donor information.

**Catalogue level record:** 'The compilation and maintenance of key information, formally identifying and describing objects. It may include the provenance of objects and also collections management documentation e.g. details of acquisition, conservation, exhibition and loan history. SPECTRUM.4.0, 2011

## Strategy Statement

At LCCMS, museum staff will ensure, to the best of their knowledge, that the information held on collections is accurate, secure, reliable and accessible, and that LCCMS is fully accountable for the collections in its care. LCCMS is committed to maintaining SPECTRUM standards in every aspect of collections and information management.

## Strategy

LCCMS aims to:

- Maintain minimum professional standards in collections management and documentation procedures, as set out in the LCCMS Documentation Procedural Manual (based on SPECTRUM). As a minimum, the primary procedures required under Museum Accreditation will be followed. However LCCMS aims to exceed this minimum standard by continuing to develop procedures and practices.
- Maintain an inventory of all the collections recorded on the collections management system at least to minimum SPECTRUM standards. Some collections will be identified as warranting documentation to catalogue level records. These items/collections will be identified by LCCMS staff as being significant either for public or curatorial benefit.
- Continue to convert paper-based records onto the collections management system in order to improve access to, and security of, the collections.

- Continue to recover information from researchers to ensure that information on the collections is kept up to date with current thinking.
- Develop the collections management system to ensure that SPECTRUM standards are met and efficiency is improved for staff and users.
- Provide for retrieval of object information, including current locations, through the collections management system. Museum staff aim to develop terminology lists, to ensure standardisation of records and better retrieval capabilities within the system.
- House all physical records in a secure location and preserve them by proper handling and storage methods. To ensure the survival of collections information, all data will be recorded using archive quality materials. Backup copies of collection records will be kept either digitally or in physical form. Long term preservation of records will be maintained in accordance with Lancashire County Council Retention and Disposal Strategy and Schedule.
- Reduce any documentation backlogs in accordance with the documentation plan by adding inventory level records to the collections management system.
- Train all relevant staff and volunteers in the use and input of data into the collections management system.

### **Limitations**

- In common with the majority of other museums, LCCMS has a backlog of objects that have not been recorded onto the collections management system. However as a result of Lancashire County Council budget decision to review its five core museums, and to investigate the transfer of its museum operation (but not its collections) to new operators, considerable additional work has been undertaken on inventorying the collections. Comprehensive inventories of collections on display and in store have been completed at Fleetwood Maritime Museum (where LCCMS collections are on loan to Fleetwood Museum Trust who now manage the museum), Museum of Lancashire, Preston and Judges' Lodgings, Lancaster. Inventory work is ongoing at Queen Street Mill, Burnley and at Helmshore Mills Textile Museums, Rossendale. At all sites, due to a lack of staff resources to carry out basic documentation work, teams of volunteers are being deployed to help reduce documentation backlogs (see LCCMS documentation plan and other plans relating to the managed collections).
- The documentation standards of the past have not been to current standards. Therefore, sometimes all the information required for the current minimum standard is not available. For example the donor information was not recorded or was lost. Many

objects are found in store without an accession number. Therefore it is difficult to trace the original records. In such cases museum staff will endeavour to marry up the original documentation with the source. However, following research and the checking of all known available sources there may be some collections/items for which that information is not available.

# Lancashire County Council Museum Service

## Access Strategy

Approved: 10 June 2019

Next review: 09 June 2024

### Introduction

This document outlines the access strategy for all LCCMS services (including buildings, collections and information) in terms of physical, sensory, social and intellectual access to the sites, collections and the information/knowledge relating to them.

Physical and sensory access is provided through permanent display, temporary exhibitions, handling sessions, loans and access to stored collections for study or research.

Social access is provided through events and activities alongside various opportunities for social interaction. Increased use of social media, particularly Twitter, is now playing its part in social access.

Intellectual access is provided through publications, website (including collections on-line information), enquiry service, and archival information about the collections, research and interpretation, formal and informal learning opportunities on site and as outreach off site.

LCCMS will comply with the following legislation in relation to access (full list appears in Appendix 1)

- Equality Act 2010
- General Data Protection Regulation 2018
- Data Protection Act 2018
- Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)
- Human Tissue Act 2004

### Strategy Statement

This strategy aligns with Lancashire County Council's Corporate Strategy 2019 (<https://www.lancashire.gov.uk/council/corporate-strategy/>) in its approach to. 'Help its citizens make Lancashire the best place to live, work, visit and prosper'.

Lancashire County Council Museum Service (LCCMS) is committed to providing access for all to every aspect of the service, and respond to the needs and wants of diverse audiences. The service strives to provide physical, sensory, social and intellectual access to the collections and buildings through a wide range of interpretative approaches to involve and engage visitors and users. The service will endeavour to find innovative ways to provide access to the collections and is committed to overcoming any barriers limiting access, wherever possible.

## Strategy

LCCMS aims to:

- Make all LCCMS buildings accessible as far as is reasonably practical, within the constraints of Health and Safety legislation, Listed Building Regulations and available resources.
- Provide comfortable, attractive, welcoming and safe environments for users.
- Make everyone feel welcomed and valued through excellent customer care, where all staff will assist in making each visit exciting, enjoyable and memorable.
- Provide clear access statements for each venue on the museum's website so that visitors have clear and helpful information to hand in advance of their visit and are able to contact the venue with any further worries or queries that will be answered with clarity and in a positive, welcoming manner.
- Ensure that LCCMS buildings are properly signposted and that transport information is provided in line with the current Environmental Sustainability Strategy (reviewed July 2017).
- Make LCC museums fun, enjoyable and family friendly, whilst providing a wide range of learning opportunities.
- Provide a wide range of interpretation which takes account of different educational experiences, learning styles and ways of understanding and that explores different methods of communication and interpretation in order to reach wider audiences.
- Provide events and activities through LCCMS sites and outreach services as a means of reaching out to all the different communities of Lancashire and beyond and, in doing so, widening the audience base.
- Continue to develop links with communities. LCCMS will strive to ensure services can act as a hub for the whole community and as a focus for cultural identity and social interaction.
- Make the collections physically accessible in a wide range of ways – through 'permanent', medium term and temporary displays and exhibitions, supervised handling sessions, loans to other organisations and institutions and to give access to the stored collections where possible.
- Make available accurate and reliable information on collections on-line so that this information is available to all audiences from local to national and international.



- Provide access for research to both computerised and paper-based records as well as the museum collections themselves.
- Improve access to LCCMS services by collecting and evaluating feedback from users and non-users and then acting upon/responding to appropriate suggestions, needs and opportunities.
- Ensure that information about LCCMS venues, collections and services is disseminated by marketing and publicity campaigns and by using social media and networking opportunities as a means of reaching and engaging with new audiences in line with the guidelines of Lancashire County Council and other partner organisations.
- Support and listen to communities and users through evaluation of services by surveys, at events, and exhibition customer feedback.

### **Limitations**

- LCCMS complies with the Equality Act 2010 wherever possible. However, some parts of LCCMS buildings are not physically accessible to all due to Health and Safety issues and/or Listed Building requirements. If a part of the building is not accessible to users, then LCCMS will endeavour to provide alternative methods of access where physical access is not possible.
- Enhancing access and use of the collections and buildings must be balanced against conservation care, security and Health and Safety issues, all of which are designed to ensure the collections' long-term survival and accessibility for generations to come.
- LCCMS may restrict access to some objects due to their fragility or condition, or their sensitivity (for religious, cultural or other reasons).
- LCCMS may not grant access to human remains or objects made out of human remains. Any enquirer, student or scholar will be asked to demonstrate the need to see the physical material rather than reference/secondary information. LCCMS will not grant access if there is reason to suspect that there is intention to trivialise or sensationalise the specimens. LCCMS will follow guidance of the Human Remains Authority and use the resources of the Human Remains Special Scientific Network.
- LCCMS may limit access to some part of LCCMS collections to comply with Health and Safety legislation where hazardous materials, such as asbestos, radioactive or explosive material forms part of an object.
- Copying or reproduction of museum information or material will be subject to compliance with Copyright and related rights regulations.

- Lancashire County Council has implemented policies with regard to the new General Data Protection Regulation 2018/Data Protection Act 2018. LCCMS and its staff and volunteers will operate within the LCC guidelines with regard to collection information and Data Protection legislation.

# Lancashire County Council Museum Service

## Care and Conservation Strategy

**Approved: 10 June 2019**

**Next review: 09 June 2024**

### Introduction

Lancashire County Council Museum Service (LCCMS) has created a joint specialist team to support the care, interpretation and display of its collections. The team consists of specialist curators and conservators supported by museum designers and specialist technicians. The creation of a joint team improves the ability of these specialists to be involved in, and contribute to, the display and interpretation of the collections, to ensure better standards of collection care.

LCCMS has developed the Lancashire Conservation Studios (LCS) in Preston. Housed in a refurbished Victorian church, LCS contains five specialist conservation studios which provide a high quality environment for the conservation of collections. These studios provide dedicated facilities for practical and preventative conservation and for the training of staff and volunteers in their collection care responsibilities. At present, the specialist areas covered within LCS are: Natural History and Taxidermy, Easel Paintings and Frames, Fine and Decorative Arts, Social History objects, and laser conservation.

If conservation is required on an area of the collections not covered by the above specialisms, LCCMS will arrange for treatment to be undertaken by an ICON Accredited conservator or specialist in the appropriate field e.g. York Archaeological Trust.

Previously LCCMS operated a 'nominated conservator' role for each of the 13 LCCMS venues. This conservator acted as the initial point of contact and advised on access to the wider conservation team. As the number of specialist staff has decreased, LCCMS has moved from nominated conservator's role to a collection care thematic conservator role. Hence, the individual specialist conservators will also support sites with appropriate and up to date information and training regarding: environmental issues, integrated pest management, collection care cleaning, and storage and display advice.

Although LCS is funded by Lancashire County Council (LCC), the Conservation and Collections Teams are required to generate an increasing proportion of their salary and operating costs through external income generation. This income is achieved by the provision of practical conservation, advice and collection care training for a number of museums and agencies in the North West region and beyond. This includes major regional and national organisations. LCCMS also generate additional methods of income through the provision of specialist curatorial, design, technical advice and services, to increase sustainability and ensure LCCMS can continue to support the core collections.

Highlighting and promoting the importance of collection care and conservation is a core function for conservation staff. To support this work, each specialist conservation studio

was designed with viewing windows to allow secure access by the public for tours of the building. These tours promote an understanding of museum professional standards, as well as conservation and collection care.

LCCMS will comply with the following professional guidance in relation to care and conservation (a full list appears in Appendix 1):

- ICON Code of Conduct
- IIC (International Institute of Conservation) Code of Ethics
- Benchmarks in Collection Care 2.0, Museums, Archives and Libraries, 2011
- ACE Accreditation Standards
- Spectrum 5.0
- BS EN 16893 2018 – British Standard for Conservation of Cultural Heritage – Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collection

### **Strategy Statement**

Lancashire Conservation Studios' (LCS) aim is to support LCCMS in its preservation, practical and preventative, of the heritage of the County of Lancashire. LCS will promote improved practices, awareness and understanding of collections care within its portfolio of museums. Further it will aim to improve knowledge and understanding of cultural heritage through the provision of specialist advice and support to the wider museum community in the North West. LCS will highlight the importance of collections care and conservation in protecting Lancashire's cultural heritage.

### **Strategy**

LCCMS aims to:

- Undertake all procedures to the highest standard - as far as reasonably practical within available resources - to ensure the preservation of all the collections, buildings and environments including for example natural habitats and archaeological sites.
- Provide advice, support, and practical assistance with regard to collection care and conservation issues to all sites, collections and staff for which LCCMS have a formal responsibility.
- Provide preventative and remedial conservation treatments for items from the collections and, as required, for items from other institutions and individuals.
- Develop procedures to monitor the state of the collections, buildings, and environments in conjunction with site and curatorial staff.
- Undertake programmed practical conservation of LCCMS collections, buildings and environments – in liaison with site and curatorial staff - and manage them appropriately to improve the long term stability of these items. This practical conservation will be allied to LCCMS' Business Plans.

- Create housekeeping measures to slow down deterioration and prevent damage to collections, buildings and environments, in conjunction with site and curatorial staff.
- Provide introductory training in collection care, and liaise with professional staff to develop appropriate specialist collection care training sessions.
- Promote innovation in conservation skills and procedures and support the publication of such innovation.
- Undertake conservation – where practical - using materials and chemicals which are sustainable and comply with a green agenda.
- Provide advice and assistance as appropriate, for temporary exhibitions, loans, permanent display programmes, handling collections, special projects and grant applications – in conjunction with curatorial, site, design and learning staff.
- Provide advice to other museums, institutions and individuals as required, to maintain conservation and preservation standards within the sector.
- Provide educational and training opportunities to promote conservation skills, and inform the public of the importance of conservation and preservation for the wider heritage.
- Provide support for, and respond to, emergency situations as they affect LCCMS sites and collections. As part of the North West Emergency Response Network, LCCMS will respond, within available resources, to emergencies across the region.
- Aim to achieve or exceed the basic level of Benchmark in Collection Care Standards for the collections, buildings and environments.

### **Limitations**

This Care and Conservation Strategy endeavours to make the collections sustainable and accessible. However, enhancing or increasing access and use must be balanced against the conservation, care and security of the collections, all of which are designed to ensure their long-term survival.

LCCMS may limit access to particular parts of the collections, where there is a need to comply with Health and Safety legislation (e.g. radioactive specimens and items made up of Asbestos), legislation on holding Human Remains etc., and/or due to the condition or fragility of an item.

# Lancashire County Council Museum Service

## Human Remains Strategy

Approved: 10 June 2019

Next review: 09 June 2024

### Introduction

Lancashire County Council Museum Service (LCCMS) understands that visitor surveys show that the vast majority of museum visitors are comfortable with and often expect to see human remains, usually skeletons, as parts of museum displays. There are many valid reasons for using them in displays: to educate medical practitioners, to educate people in science and history, to explain burial practices, to bring people into physical contact with past people, and to encourage reflection.

LCCMS will operate within:

Guidance for the Care of Human Remains, DCMS, October 2005.

### Definitions

**Human remains:** The term human remains is used to mean the bodies, and parts of bodies, of once living people from the species *Homo sapiens* (defined as individuals who fall within the range of anatomical forms known today and in the recent past). This includes osteological material (whole or part skeletons, individual bones or fragments of bone and teeth), soft tissue including organs and skin, embryos and slide preparations of human tissue.

In line with The Human Tissue Act 2004, the definition does not include hair and nails, although it is acknowledged that some cultural communities do give these a sacred importance. Human remains also include any of the above that may have been modified in some way by human skill and/or may be physically bound-up with other non-human materials to form an artefact composed of several materials. Another, but much smaller, category of material included within this definition is that of artworks composed of human bodily fluids and soft tissue.

For human remains under 100 years old as defined in the Human Tissue Act, see Part 1 Legal Framework.

**Archaeological Collections held human remains on a temporary basis:** It is recognised that some institutions, particularly archaeological field units and university archaeological departments, generally hold human remains on a temporary basis. The principles of storage, collections care and access apply equally to such institutions, but there are likely to be some differences in how those principles are applied in practice, proportionate to the length of time that remains are held in the institution concerned.

**Bound up Material:** Objects or material other than human remains that are in some way physically bound up or attached to them so to in effect be part of them, e.g. grave goods

**Archive Material:** Records associated with human remains and their acquisition and subsequent treatment.

## **Inventories of Collections**

LCCMS will continue to add to the inventory of human remains, including a review and repackaging of its Bronze Age Human Remains. This will allow LCCMS to create designate storage locations centrally within LCCMS collection stores or within the managed collection site. In line with DCMS Guidance, this listing will include the number of remains, their physical nature, date, provenance and status within a collection.

For material less than 100 years old a licence will be required. LCCMS will follow the Human Tissue Authority procedures. Reference:

<http://www.hta.gov.uk/legislationpoliciesandcodesofpractice/codesofpractice/code7publicdisplay.cfm>

With regard to 'whole blood' the Human Tissue Authority does not consider this to be covered as tissue or cells with regard to the regulations.

## **Storage**

LCCMS has a very small collection of such items. When such items are reviewed as part of the inventory and backlog process they will be removed from the general storage and moved to the Lancashire Conservation Studios store on a designated shelf. Items from managed collections will be separated from the general collections, but will not be removed from the individual sites. Human remains will be stored securely, with access to them allowed only to authorised staff and visitors with specific written permission under agreed supervisory arrangements. Whenever it is possible for individual remains to be separated, each will be given an individual storage container. Offers of new acquisitions include any soft tissue, specialist advice will be sought prior to acquisition.

## **Acquisition**

LCCMS will acquire human material only in accordance with current UK legislation (including the Human Tissue Act 2004 or any subsequent legislation in connection with the acquisition, retention, disposal and use of human remains) or of any international legal regulation regarding the exportation and importation of human remains.

LCCMS will only acquire human remains when it can be demonstrated that this acquisition, and subsequent storage and use, will be within the DCMS and Human Tissue Authority codes of practice for human remains.

## **De-Accessioning**

LCCMS will not dispose of any specimen in contravention of any relevant UK legislation (including the Human Tissue Act 2004 and any subsequent legislation in connection with the acquisition, retention, disposal and use of human remains) or of any international legal regulation regarding the exportation and importation of human remains.

So far as human remains and other artefacts of non-European indigenous peoples are concerned, LCCMS will consider sympathetically requests for the return of material less than 1,000 years old for which accurate geographical provenance exists, on a case-by-case basis, provided that:

- The request originates from a representative body recognised as such under relevant regional, state or national legislation covering the return of human remains.
- Ownership of the remains is not contested between two or more recognised representative bodies.
- Return does not involve contravention of any relevant local or British or international legal regulation regarding the treatment or transport of human remains.

In the event of such a request being received LCCMS will seek opinion of the scientific and historical value of the specimens concerned, together with the views of the indigenous community from whom the request is made. This information will be taken into consideration when deciding whether to grant any such requests.

In the case of burials from Christian contexts in England the Church of England /EH 2005 guidance should be used.

## **Loans**

Under the terms of the Human Tissue Act 2004, the loan of human remains less than 100 years old for the purposes of public exhibition or research is not permitted except to institutions in possession of a valid licence issued by the Human Tissue Authority.

Requests for loans of human remains within the terms of the Human Tissue Act 2004 will be referred for consideration by the Museums Management Team.

Borrowers will be expected to comply with the general requirements of the Human Tissue Act and the most recent UK Government guidance regarding retention and display, and will be expected to demonstrate due sensitivity to the ethical issues surrounding the use of human remains.

## **Research**

Research on human remains less than 100 years old must be undertaken in accordance with the Human Tissue Act (2004) and Human Tissue Authority guidance.

UK Government Guidance on the use of human remains will be followed.

External users will only be granted permission to undertake human remains research once ethical clearance from their own institution is demonstrated.



LCCMS will maintain a publically accessible research file which includes: Project name, Research objectives, Date of research, Outputs – publications and data holdings and research involving sampling

### **Public Display**

Visitor surveys show that the vast majority of museum visitors are comfortable with and often expect to see human remains, usually skeletons, as parts of museum displays. There are many valid reasons for using them in displays: to educate medical practitioners, to educate people in science and history, to explain burial practices, to bring people into physical contact with past people, and to encourage reflection.

With regard to the display of human remains LCCMS will follow DCMS guidance which includes a commitment to undertaking an approach to displaying material with due sensitivity and cultural understanding and a respect for persons and communities.

Human remains will be displayed only if the museum believes that it makes a material contribution to a particular interpretation; and that contribution could not be made equally effectively in another way. Displays will always be accompanied by sufficient explanatory material.

As a general principle, human remains will be displayed in such a way as to avoid people coming across them unawares. The items will be displayed in an environment which complies with museum standards.

For material less than 100 years old a licence will be required and guidance on display will follow the Human Tissue Authority procedures. Reference:

<http://www.hta.gov.uk/legislationpoliciesandcodesofpractice/codesofpractice/code7publicdisplay.cfm>

### **Use, Access and Education**

Prior to handling remains including grave goods or other bound up material, students should be reminded of the ethical and legal obligations and should be provided with guidelines on what respectful treatment means in practical terms. LCCMS staff contemplating organising handling sessions should weigh carefully the potential benefits against the risks involved.

### **Marking and Labelling**

For skeletal remains, in order to minimise the risk of loss or dissociation, identifying numbers will be marked on the bones in waterproof ink. Labelling will be between two layers of Paraloid B72.

### **Conservation**

The principle of minimum intervention and reversibility should always be applied, avoiding treatments that will contaminate or damage human remains. Bone should always be kept clean and dry. Any interventive conservation work should be done in accordance with strict protocols and policies and only undertaken when absolutely necessary

## **Appendix 1 – LCCMS and Laws, Regulations and Guidelines**

National and international laws, regulations and guidelines to which due reference is made by Lancashire County Council Museum Service (LCCMS) in implementing its Collections Management Policies are listed below. NB The list has been based on 'Sources of Help and Advice SPECTRUM 4.0'.

### **Collections Management Standards and Guidelines**

Accreditation Guidelines 2018, Arts Council England  
Benchmarks in Collection Care 2.0, Collections Trust, 2014  
Code of Ethics for Museums, Museums Association, 2016  
Collections Trust: Spectrum 5.0, The UK Museum Collections Management Standard, 2017  
Guidance for the Care of Human Remains, DCMS, pp847, October 2005  
IIC (International Institute of Conservation) Code of Ethics  
ICON (Institute of Conservation) Code of Conduct  
ICOM- UK International Council of Museums UK, 2017  
Publicly Available Specification 197:2009 Code of practice for cultural heritage collections management, British Standards Institute  
Publicly Available Specification BS EN 16893 2018 – British Standard for Conservation of Cultural Heritage – Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collection.  
Standards in the Care of Museum Archaeological Collections MGC, 1992  
Standards for Touring Exhibitions, MGC, 1995  
Standards in the Museum Care of Musical Instruments, MGC, 1995  
Standards in the Museum Care of Photographic Collections, MGC, 1996  
Standards in the Museum Care of Costume and Textile Collections, MGC, 1998  
Standards in the Museum Care of Geological Collections, MGC, 2004  
Standards in the Museum Care of Larger and Working Objects Collections Trust, 2017  
Standard for Record Repositories 2005, The National Archives

### **Collections Management Legislation**

British Library Act 1972  
Convention for the Protection of Cultural Property in the Event of Armed Conflict, UNESCO, First Protocol 1954 and Second Protocol 1999  
Convention for the Safeguarding of the Intangible Cultural Heritage, UNESCO, 2003  
Control of Substances Hazardous to Health Regulations, 2002  
Convention on Biological Diversity, CBD, 1992  
Convention on International Trade in Endangered Species of Wild Fauna and Flora, CITES, 1973  
Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, UNESCO, 1970  
Convention on the Protection of the Underwater Cultural Heritage, UNESCO, 2001  
Copyright Act 1911  
Copyright Act 1956  
Copyright and Related Rights Regulations 2003  
Copyright, Designs and Patents Act 1988

Copyright (Visually Impaired Persons) Act 2002  
Data Protection Act (2018)  
General Data Protection Regulation 2018  
Equality Act 2010  
Equality Legislation Northern Ireland Act 1998  
Fire Precautions Act 1971  
Freedom of Information Act 2000  
Freedom of Information (Scotland) Act 2002 Government of Wales Act 1998, amended 2002  
Health and Safety at Work etc. Act 1974  
Human Rights Act 2004  
Isle of Man Public Records Act 1999  
Law of Property Act 1992 and Law of Property Amendment Act 1924, together with The Manorial Documents Rules 1959 and 1967 and The Tithe Rules 1960 and 1963  
Legal Deposit Libraries Act 2003  
Local Government Act 1972  
Management of Health and Safety at Work Regulations 1999  
Manual Handling Operations Regulations 1992 (as amended)  
Museums and Galleries Act 1992  
National Archives – Framework of Standards  
National Assembly for Wales (Legislative Competence) (Culture and other Fields) Order 2010  
National Heritage (Scotland) Act 1985  
National Library of Scotland Act 1926  
National Library of Wales, Royal Charter 1907 and supplemental charters 1911, 1978 and 2006  
Parochial Registers and Records Measure 1978 as amended to 2003  
Provisions) Measure 1992 (No.1)  
Public Libraries Consolidation (Scotland) Act 1887  
Public Records Act 1958, as amended 1967  
Public Records (Jersey) Law 2002, amended 2006  
Race Relations Act 1976 (as amended)  
Racial and Religious Hatred Act 2006  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995  
Sex Discrimination Act 1975  
The British Museum Act 1963  
The Environmental Information Regulations 2006  
The Human Tissue Act 2004,  
The Local Government (Access to Information) Act 1985  
The Local Government (Records) Act 1962  
The Public Records Act (Northern Ireland) 1923  
The Public Records (Scotland) Act 1937 and subsequent supplementary legislation  
Treasure Act 1996  
UNIDROIT Convention on Stolen and Illegally Exported Cultural Objects, UNIDROIT, 1995

### **Lancashire County Council Documents**

Lancashire County Council Retention and Disposal Policy and Schedule 2013  
LCC Cultural Services Environmental Sustainability Strategy 2017

LCC Revised Strategy for Lancashire's Libraries 2017-21, Delivering reading, learning, information, culture and free digital access across Lancashire 2017