**Worcestershire World War 100**

Joint Acquisitions Policy

1. Introduction

One of the aims of the **Worcestershire World War 100** HLF funded project is to enable people who own heritage items relating to the First World War connected to Worcester and/or Worcestershire to be able to deposit these in a suitable repository, either as a permanent donation or by lending the items for display and /or photographing or digitally copying, the results of which could then be made available to the public.

*“However, the heritage which resides within families and local people, is at risk of being lost if it is not identified, recorded and preferably made available, either in physical or virtual form. A key focus of the project is to attract and collect these community archives.”* from the Round 1 Application form.

In order to achieve this aim, it is necessary to have a clear Acquisitions Policy which is supported by all the participating organisations which could provide a home for these community archives and objects – in effect these are:

* Worcestershire Archives and Archaeology Service
* Museums Worcestershire
* The Worcestershire Yeomanry Museum Trust
* The Worcester Regiment Museum Trust
* The George Marshall Medical Museum
* Tudor House
* Elgar Birthplace Museum Trust
* Avoncroft Museum
* Bewdley Museum
* Malvern Museum
* Almonry Museum
* Kidderminster Carpet Museum
* Redditch Needle Museum
1. Material that is currently held in Public Collections

There is already a body of material relating to WWI held within the public collections of the County of Worcestershire. For instance,

* Worcestershire Archive and Archaeology Service (WAAS) has diaries, photographs and correspondence as well as minutes of councils and committees for the whole period, details of parish war memorial committees, school log books, and a collection of autograph and scrapbooks kept by nurses at local VAD hospitals.
* The Worcestershire Regiment and Worcestershire Yeomanry Museum Trusts hold uniforms, arms, personal effects, diaries, photographs, and in particular what is thought to be a unique casualty list detailing soldiers who served in the Yeomanry in Mesopotamia
* Museums Worcestershire hold medals, ephemera, books, personal effects, arms, scrapbooks relating to the VAD hospital at Hartlebury Castle and in partnership with WAAS, an archive of costume, objects and paper items relating to Vesta Tilley.
* Tudor House Museum has items relating to home and industry during WWI
* The George Marshall Medical Museum holds instruments and examples of techniques of the day as well as further nurses' autograph books.
1. How collections are currently managed

Museums Worcestershire, Worcestershire Archive and Archaeology Service, GMMM, Avoncroft Museum and both the Worcestershire Regiment, and Worcestershire Yeomanry Museum Trusts (amongst others) have detailed acquisition policies and procedures which set out what they collect and how they treat their collections. The general principles of these policies will remain in place. This Joint Acquisitions Policy is intended to deal specifically with the smooth deposition, documentation, digitisation, display and potential return of any archives, photographs or objects resulting from the project.

1. Collecting Areas

The Worcestershire World War 100 partners are happy to consider any material of WWI date relating to

* The City of Worcester
* The County of Worcestershire
* Those that lived/originated in the City and County
* The Worcestershire Regiment
* The Worcestershire Yeomanry

We are unable to take any material that relates to the experiences of other counties (material relating to the pre-1974 Worcestershire boundary will be considered), countries or regiments and that do not have a direct association with Worcestershire. We are unable to transfer any of this material to more relevant repositories but may be able to offer advice about suitable repositories. Material that is not relevant to the Worcestershire World War 100 project should not be deposited.

1. Depositing Collection

Archives can be deposited during opening hours at Worcester City Art Gallery and Museum where, in the first instance, they will be managed in accordance with Worcester City Museum and Art Gallery Entry Procedure. An acquisition and loans panel comprised of at least a representative of Museums Worcestershire, WAAS and Worcestershire Regiment and Yeomanry Museum Trusts will consider where best the deposited material should be transferred (either for loan or permanent donation) and upon transfer, the procedures of the receiving institution will take force.

1. Loans

Items will only be borrowed for the purpose of display, copying or to shed additional research information on the existing collection.

* 1. Collections which are on Loan for the WWI People's exhibition

One of the many objectives of the Worcestershire World War 100 project is to establish a multi-venue exhibition telling different aspects of the City and County's involvement in WWI using material still in private ownership as well as that already held in public collections. Objects and documents that are on loan for the WWI People's exhibitioncan be deposited at Worcester City Art Gallery and Museum in the normal way. The loan and acquisition panel, in partnership with the project officer will inform the donor of the proposed display venue for their objects and documents. Museums Worcestershire will (with the lender's approval in writing) transfer objects to the display venue and the loaned collections will then be subject to the local loan arrangements of that venue.

* 1. Collections which are on Loan for Copying

Documents which are on loan for copying will be transferred by Museums Worcestershire (with the lender's approval in writing) to WAAS for digitisation. The loaned collections will then be subject to WAAS' local loan arrangements. The lender will be asked to grant copyright permission to freely use the material that is generated by the partner members of the Worcestershire World War 100 project and via the associated website.

* 1. Insuring Loaned Collections

Partner Museums are not in a position to provide valuations for insurance of loaned items. The lender will have to arrange their own valuations for insurance. Individual display venues will have to provide insurance cover for the objects within their care. Where venues have trouble covering the cost of premiums, some support may be available via the Worcestershire World War 100 Officer.

1. Collections which are to be considered for acquisition into Museum/Archive Permanent Collections

Collections which are to be considered for acquisition into the permanent collection of a museum or archive repository can be deposited at Worcester City Museum and Art Gallery in the usual way.

The partner Worcestershire World War 100 project museums and archive repositories already have acquisition and disposal policies in place that will cover collections associated with WWI.

The acquisitions and loans panel will redirect donated item/s to the most relevant receiving repository. The panel will consult with the relevant organisations where conflicts of interest may arise or to define areas of specialisms, in order to deposit material with the most appropriate repository and to avoid unnecessary duplication and waste of resources.

The collection will then be processed using the documentation procedures of the individual receiving repository. Collections will be broadly allocated as follows. Other Worcestershire Museums, which are not listed here, will be considered.

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| **Repository** | **Collection** | **Objects** | **Archive** |
| Worcestershire Regiment Museum Trust | Material associated with the Worcestershire Regiment during WWI | Yes | Yes |
| Worcestershire Yeomanry Museum Trust | Material associated with the Worcestershire Yeomanry during WWI | Yes | Yes |
| Elgar Birthplace Museum Trust | Material associated with Edward Elgar during WWI | Yes | Yes |
| George Marshall Medical Museum | WWI Medical material | Yes | Yes |
| Redditch Needle Museum | Needles produced globally during WWI | Yes | Yes |
| Avoncroft Museum | Material relating to buildings associated with WWI | Yes | Yes |
| Tudor House | Material relating to Tudor House (the building) and possibly Worcester Industry during WWI | Yes | No |
| Bewdley Museum | Material relating to the experiences of the Wyre Forest area during WW1  | Yes | No |
| Kidderminster Carpet Museum | Material relating to the Kidderminster carpet industry during WW1 | Yes | Yes |

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| **Repository** | **Collection** | **Objects** | **Archive** |
| Malvern Museum | Material relating to Malvern during WWI  | Yes | No |
| Almonry Museum | Material relating to the Evesham area during WWI | Yes | No |
| Worcestershire Archive | Material relating to the City and County's experiences during WW1  | No | Yes |
| Museums Worcestershire – City Collection | Material relating to the City's experiences during WW1  | Yes | No |
| Museums Worcestershire – County Collection | Material relating to the County's experiences during WW1  | Yes | No |

1. Return of Objects

Where items are to be returned, it is the responsibility of the venue in which the item/s is displayed, being copied or being researched to return the item/s to the lender in accordance with their own local loan arrangements. Where material has not been collected by the owner within three calendar months it is the right of that venue to dispose of the item/s in accordance with their own disposal procedures. Guidance may be sought from Worcestershire Archive and Archaeology Service or Museums Worcestershire where it is needed.