

# **Collections Development Policy Bradford Police Museum**

**Name of museum:**

Bradford Police Museum

**Name of governing body:**

Under the Clock Bradford

**Owner of the Policy:**

Museum Curator

**Date on which this policy was originally approved by governing body:**

**22<sup>nd</sup> November 2017**

**Date at which this policy is next due for review:**

**22<sup>nd</sup> November 2024**

## **1. Title**

Collections Development Policy

## **2. Introduction**

### **2.1. Vision**

To manage the Bradford Police Museum, and research and explore the history and heritage of criminal justice and civic enforcement across the current and historic Bradford Police jurisdiction boundaries. To engage, educate and inform people about the development of policing and criminal justice in the City from the early 19th Century to the present day.

### **2.2. Mission/Purpose**

To tell the story of policing in Bradford since the inception of the Bradford Borough Police (later to become the Bradford City Police) in the mid-19th Century right up to the present day. This will include the key events that have taken place in Bradford during the last forty years since the creation of the West Yorkshire Police in 1974.

To explore, interpret and display the history and heritage of policing within the context of crime and punishment, the criminal justice system and civic enforcement in Bradford from the early 19th Century onwards.

To develop the museum collections to reflect and support these themes.

To provide a rich resource for education and training as well as historical research. To develop education and outreach activities for schools and communities.

### **2.3. Wider Objectives**

In pursuit of its aim and objectives 'Under the Clock' and the Bradford Police Museum will contribute to Bradford districts aims of:

Supporting a collaborative forum across the City for different initiatives and services to assist one another so that they can work together more effectively and jointly achieve positive district outcomes.

Working together to provide vision and strategic leadership in order to improve the quality of life for residents of Bradford; in particular through providing access to the museum collections and themes and history to be explored within.

Supporting cohesive communities and assisting the economy to thrive by bringing together and encouraging greater partnership working at a local level and within the different parts of the public, private, community and voluntary sectors.

### **2.4. Aims**

Bradford Police Museum is an independent organisation, operated and managed by 'Under the Clock', a company limited by guarantee and established for this purpose. It is supported by Bradford City Council through the 'peppercorn' use of building space. The museum opened in 2014 and as an independent museum, all collections donated are thereafter owned by Bradford Police Museum.

### **2.4.1 Objectives and scope**

The aim of the museum is to preserve, explore and share Bradford's policing history and to make the Collection as accessible as possible, by means of display, research and access through a range of displays in the gallery, tours around the building and the development of a collections management database to facilitate research, education, outreach and online access in the long term.

New acquisitions will focus on the Bradford City policing boundaries but following the amalgamation into the West Yorkshire Police in 1974, other areas within the West Yorkshire jurisdiction will be considered if they have good provenance and good connection to Bradford. Likewise, the museum will consider other national or international items where there is a direct relevance to historic policing which impacted locally on law enforcement in Bradford.

In particular, Bradford Police Museum seeks to:

- Acquire, preserve (and display) examples of material culture relating to the policing of the Bradford district
- Acquire, preserve (and display) good and relevant examples of archive material/ephemera relating to the administration, training and duties of police across the Bradford district
- Acquire preserve (and display) good and relevant examples of police uniform and equipment relating to the Bradford and district police
- Acquire and preserve material culture which explores perceptions of and responses to policing and criminal justice in the Bradford and district area
- Acquire, preserve and interpret items that illustrate the history of policing in Bradford, with focus on items of social and local history
- Collect relevant material and information that will enable Bradford Police Museum to better understand and interpret its Collection and the historic City Hall building where the museum is based.

### **3. An overview of current collections**

Bradford Police Museum has a diverse collection relating to policing in the city. The core collection is the material which was held in an earlier Bradford Police Museum which closed in the 2006 when the building which housed it was knocked down. Much of this material was dispersed when the museum closed but some of it was held at Bradford Industrial Museum and was thus reunited with the museum when it reopened in 2014.

This core collection is comprised of a range of material relating to police forces of the Bradford district and is noted below. An original stock list for this collection exists; details of any previous documentation will be included in the new collections management database.

### **3.1 Uniform**

The museum has a range of uniform including:

- Police capes, coats, and shirts dating from the early 19<sup>th</sup> century up to the late 20<sup>th</sup> century
- A selection of Police helmets, from the earliest Bradford City Police helmets to the recent and contemporary West Yorkshire Police. Other helmets include Traffic Warden helmets and a range of international police helmets either gifted to the force or collected by individuals
- A selection of boots and shin-guards
- Uniform buttons

### **3.2 Ephemera**

The document and ephemera collection is diverse but includes:

- Police notebooks
- Police training manuals
- Posters and public information notices
- Photographic material

(all date from early 19<sup>th</sup> century to early 21<sup>st</sup> century)

### **3.3 Equipment**

There is a range of policing equipment including:

- Early 20<sup>th</sup> century forensic monitoring equipment
- Operational equipment - e.g. Lamps, torches, whistles, traffic monitoring equipment, radios
- Riot shields

### **3.4 Defence**

- Large selection of truncheons (earliest dating from 18<sup>th</sup> century)
- Selection of cutlasses worn by Bradford City Police
- Handcuffs

### **3.5 Criminal**

- Various weapons used and seized

### **3.6 Library**

- The museum has a large supporting library of books which complement the museum collections and in the long term will be made available for research purposes. This is currently stored off site.

### **3.7 Supplementary**

Supplementary collections largely build on this core material in terms of type and scope. Other key areas of supplementary collections include:

- Material relating to police training; in particular a large collection of books and manuals relating to the West Yorkshire Police Training Schools.
- International material e.g. Plaques gifted to the police force by international police visitors or clothing items collected from around the world by Bradford collectors.
- Pending: The museum will acquire a vehicular collection comprised of two cars and five motorcycles (as well as associated accessories) in 2017 which will be permanently stored off site but displayed for key events.

## **4. Themes and priorities for future collecting**

### **4.1 Acquisition Process**

Bradford Police Museum will only acquire items if the following criteria are met:

1. The condition of items and the likely cost of conservation have been assessed
2. The item has a documented historic/scientific/artistic or local/social significance to policing in Bradford (see.2.4.1 Objectives and Scope)
3. The item can be interpreted through exhibition, learning, events or publication

### **4.2 Uniform**

The Bradford Police Museum will continue to collect items of uniform relating to policing in Bradford. Policewomen's uniforms are a priority as they are a gap in the collection

### **4.3 Ephemera**

The Bradford Police Museum will continue to collect items of ephemera that relate to policing in Bradford or to significant historic law and order events associated with the City.

### **4.4 Equipment**

The Bradford Police Museum will continue to collect material relating to police equipment relevant to policing and the historic and contemporary police forces of the Bradford City area. Priority areas of collecting are items relating to dog units and equestrian material which is currently a gap in the collection.

### **4.5 Defence**

The Bradford Police Museum will continue to collect items associated with police self-defence with direct relevance to Bradford city. Firearms will not be actively sought but may be considered in due course if offered in which case the appropriate licence and safety measures will be sought and implemented.

## **4.6 Criminal**

The Bradford Police Museum will continue to collect significant related material which is specific to Bradford or connected to famous Bradford criminals.

## **4.7 Library**

There is no immediate intention to accession the off-site library collection. The aim in the medium term is to make the collection available as a research resource. Pending suitable storage for this material, a cataloguing programme will commence. All new acquisitions to the library will be pending the sourcing of suitable housing for the existing material.

## **5. Themes and priorities for rationalisation and disposal**

There is not currently an active disposal list and plans to address rationalisation and disposal will be made during the period of this policy.

## **6. Limitations on collecting**

Bradford Police Museum recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will 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.

## **7. Collecting policies of other museums**

Bradford Police Museum will take account of the collecting policies of other museums and other 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.

Specific reference is made to the following museum(s):

- Ripon Museums Trust
- Greater Manchester Police Museum

## **8. Policy review procedure**

The collections development policy will be published and reviewed from time to time, at least once every five years. The date when the policy is next due for review is 22<sup>nd</sup> November 2024.

Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of existing collections.

## **9. Acquisitions not covered by the policy**

Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the governing body of the museum itself, having regard to the interests of other museums.

## **10. Acquisition procedures**

- a. Bradford Police Museum will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
  
- b. In particular, Bradford Police Museum will 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. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).
  
- c. 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, and the Dealing in Cultural Objects (Offences) Act 2003, Bradford Police Museum will reject any items that have been illicitly traded. The governing body 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.
  
- d. The museum will not acquire any biological or geological material.
  
- e. The museum will not acquire any archaeological material.



d. Any exceptions to the above clauses 9a, 9b, 9c, or 9e will only be because the Bradford Police Museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acquiring an item of minor importance that lacks secure ownership history but in the best judgement of experts in the field concerned has not been illicitly traded
- acting with the permission of authorities with the requisite jurisdiction in the country of origin
- in possession of reliable documentary evidence that the item was exported from its country of origin before 1970

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority.

g. The museum does not hold or intend to acquire any human remains.

## **11. Spoliation**

Bradford Police Museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

## **12. The Repatriation and Restitution of objects and human remains**

The museum's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 13a-13d, 13g and 13o/s below will be followed but the remaining procedures are not appropriate.

The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums'.

## **13. Management of archives**

As Bradford Police Museum holds / intends to acquire archives, including photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

## 14. Disposal procedures

### *Disposal preliminaries*

- a. The Board of trustees will ensure that the disposal process is carried out openly and with transparency.
- b. By definition, Bradford Police Museum has a long-term purpose and holds collections in trust for society in relation to its stated objectives. The Board of Trustees therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the museum's collection.
- c. Bradford Police Museum will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.
- d. When disposal of a museum object is being considered, Bradford Police Museum 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. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

### ***Motivation for disposal and method of disposal***

- e. When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 13g-13s will be followed and the method of disposal may be by gift, sale or exchange.
- f. In exceptional cases, the disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below in paragraphs 13g-13m and 13o/s will be followed. In cases where disposal is motivated by financial reasons, the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:
  - the disposal will significantly improve the long-term public benefit derived from the remaining collection
  - the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit)
  - the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored

### ***The disposal decision-making process***

- g. Whether the disposal is motivated either by curatorial or financial reasons, the decision to dispose of material from the collections will be taken by Bradford Police Museum only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. External expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.

### ***Responsibility for disposal decision-making***

- h. A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of Bradford Police Museum acting on the advice of professional curatorial staff, if any, and not of the curator of the collection acting alone.

### ***Use of proceeds of sale***

- i. Any monies received by Bradford Police Museum from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.
- j. The proceeds of a sale will be ring-fenced so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard.

### ***Disposal by gift or sale***

- k. Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- l. If the material is not acquired by any Accredited Museums to which it was offered directly as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material, normally through an announcement in the Museums Association's Museums Journal, and in other specialist journals where appropriate.
- m. The announcement relating to gift or sale will indicate the number and nature of specimens or objects 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. A period of at least two 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, the museum may consider disposing of the material to

other interested individuals and organisations giving priority to organisations in the public domain.

### ***Disposal by exchange***

- n. The nature of disposal by exchange means that Bradford Police Museum will not necessarily be in a position to exchange the material with another Accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- o. In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the procedures in paragraphs 13a-13d and 13g-13h will be followed as will the procedures in paragraphs 13p-13s.
- p. If the exchange is proposed to be made with a specific Accredited Museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.
- q. If the exchange is proposed with a non-accredited museum, with another type of organisation or with an individual, Bradford Police Museum will make an announcement in the Museums Journal and in other specialist journals where appropriate.
- r. Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

### ***Documenting disposal***

- s. 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 Procedure on deaccession and disposal.

## ***15. Other Related Policies***

Museum Collections Plan  
Museum Documentation Process Plan  
Museum Interpretation Plan  
Museum Collections Care and Conservation Plan

## ***16. Monitoring***

Bradford Police Museum will continue to collect and maintain information on the acquisition and rationalisation of objects held in their collection, together with declined offers of donation, and objects offered for purchase.

This policy will be reviewed on an annual basis. Next Revue 22<sup>nd</sup> November 2024.