



Accreditation Scheme for Museums
and Galleries in the United Kingdom

Collections development policy The Ted Lewis Centre

Name of museum:

The Ted Lewis Centre

Name of governing body:

The Ted Lewis Centre Trustees

Date on which this policy was approved by governing body:

Insert date.

Policy review procedure:

The collections development policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review:

Insert date.

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 collections.

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Relationship to other relevant policies/ plans of the organisation:

1.1 The museum's statement of purpose is:

To collect, own and store or hold on behalf of third parties, the art, writings and artefacts relating to Ted Lewis and to maintain and display them in a museum for the purpose of research and education including celebration of his art, life and times.

1.2 The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.

1.3 By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.

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

1.5 The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using Spectrum primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

1.6 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 governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.

1.7 In exceptional cases, disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below 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
- extensive prior consultation with sector bodies has been undertaken
- the item under consideration lies outside the museum's established core collection

2 History of the collections

A collection of novels, film, photographs and other research material ('the initial collection') was initially made by the Centre's founder, Montagu Martin and members of a Community Group known as The Ted Lewis Group. These items were given to the Centre unconditionally for the promotion and achievement of the Centre's Objects.

The Centre had added to the initial collection by accepting donation other relevant and appropriate items by purchase and donation from those who had past personal contact with Ted Lewis or had acquired them by virtue of their connection with Ted Lewis or who had an interest in his art, life and times.

3 An overview of current collections

The Centre's collection consists of the first editions of Ted Lewis's novels, editions of his novels which are out of print, television scripts under the by-line of Ted Lewis, printed books containing illustrations originally made by Ted Lewis, other publications containing writings by Ted Lewis and which are out of print, original paintings, graphics or animations made by Ted Lewis, original photographs containing images of Ted Lewis, music recorded by Ted Lewis on vinyl and original notes or writings under the hand of Ted Lewis.

The collection also includes documents and artefacts relating to the seminal film called *Get Carter*, which was based on the second novel of Ted Lewis, namely *Jack's Return Home*. This film was the main contribution to Ted Lewis being recognised as the Father of British Noir and fame as a novelist. Accordingly, artefacts having a direct provenance to *Get Carter* and its making are part of the collection.

Ted Lewis was also the Animation Clean up Supervisor on the innovative film, *Yellow Submarine* and the collection includes art, graphics, manuscripts and other relevant artefacts relating to the work Ted Lewis undertook on the film and its product.

4 Themes and priorities for future collecting

The collection will seek and accept from sources which can provide proper provenance, further writings under the hand of Ted Lewis, sketches, art and recordings (on vinyl or other medium and manufactured prior to 1974) as well as letters, documents and other manuscripts from Ted Lewis, artefacts or clothes he owned and recordings of his voice .

5

- 5 The museum does not intend to dispose of collections during the period covered by this policy.

6

Legal and ethical framework for acquisition and disposal of items

- 6 The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7

Collecting policies of other museums

- 7.1 The 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.

- 7.2 Specific reference is made to the following museum(s)/organisation(s):

The Museum of the Moving Image

The Archive of Michael Klinger housed at De Montfort University

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Archival holdings

The Centre holds a separate archive of documents of research including the Collection and is National Archive accreditation Archon 3611

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Acquisition

- 9.1 The policy for agreeing acquisitions is:

The Centre will have knowledge, from time to time, of the existence of items which satisfy the requirements of its statement of purpose and will invite those who are known to have possession of such articles to give, lend or make a testamentary

disposition of such items (whether specific or in a general category) to the Centre.

9.2 The 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).

9.3 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, the 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.

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Human remains

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

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Biological and geological material

11.1 The museum will not acquire any biological or geological material.

12

Archaeological material

12.1 The museum will not acquire any archaeological material.

13.1 Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- 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 it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

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Spoliation

- 14.1** The 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.

15

Disposal procedures

- 16.1** All disposals will be undertaken with reference to the Spectrum primary procedures on disposal.
- 16.2** The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3** When disposal of a museum object is being considered, the 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.
- 16.4** When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort – destruction.
- 16.5** The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including 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. 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.
- 16.6** 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 the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 16.7** Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the

public domain. 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.

- 16.8** If the material is not acquired by any Accredited museum to which it was offered 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 a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.9** 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.
- 16.10** Any monies received by the museum governing body from the disposal of items will be applied solely and directly 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.
- 16.11** The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12** 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.

Disposal by exchange

16.13 The museum will not dispose of items by exchange.



Llywodraeth Cymru
Welsh Government

