



**ABERDEENSHIRE COUNCIL
MUSEUMS SERVICE**

**COLLECTIONS DEVELOPMENT
POLICY**

2025-2030

Approved

Name of museum: **Aberdeenshire Museums Service**

Name of governing body: **Communities Committee**

Date on which this policy was approved by governing body: **4th September 2025**

Date at which this policy is due for review: **31st May 2030**

Museums Galleries Scotland will be notified of any changes to the Collections Development Policy, and the implications of any such changes for the future of collections.

1. Relationship to other relevant policies and plans of the organisation

1.1 Aberdeenshire Council's Museums Service's purpose is:

To enhance the quality of life of Aberdeenshire people and visitors to Aberdeenshire, by providing and enabling inspiring and challenging learning experiences that support the delivery of Lifelong Learning through the collection, preservation, interpretation of, and community engagement with real objects in the museum service's collections.

To achieve this, Aberdeenshire Council's Museums Service will:

- Provide Aberdeenshire with a quality museum service that promotes and enhances the cultural life of Aberdeenshire.
- Maintain Aberdeenshire Council's museums to Accreditation standards.
- Abide by the Museums Association's *Code of Ethics for Museums*, the Standing Conference on Archives and Museums' *Code of Practice on Archives for Museums and Galleries in the United Kingdom*, and the Institute of Conservation's *Professional Standards*.
- Maintain, develop, research and conserve collections held in trust for future generations by Aberdeenshire Council's Museums Service.
- Support the delivery of Lifelong Learning.
- Provide a service that is community-, visitor- and tourist-orientated, accessible and available to all through displays, activities, promotions and new technology.
- Support engagement as well as observation.

- Develop facilities for their social and educational value, reflecting and building upon the cultural diversity and identity of Aberdeenshire.
 - Manage Aberdeenshire Council's Museums Service efficiently and effectively, ensuring staff develop their full potential.
 - Participate in the formulation and delivery of Aberdeenshire Council's Museums Service's policies directed at the preservation and enhancement of tangible and intangible heritage, environment and the creation of sustainable communities.
 - Develop partnerships at local, regional and national level, with organisations and individuals that will aid service delivery and support communities.
- 1.2** Aberdeenshire Council's Museums Service will ensure that both acquisition and disposal are carried out openly and with transparency.
- 1.3** By definition, Aberdeenshire Council's Museums Service has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. Aberdeenshire Council's Museums Service therefore accepts the principle that sound curatorial reasons must be established before any 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** Aberdeenshire Council's Museums Service 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 5.1 primary procedures for collections management. Aberdeenshire's Museums Service will consider limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.
- 1.6** Aberdeenshire Council's Museums Service 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 Aberdeenshire Council's Museums Service can acquire a valid title to the item in question.
- 1.7** Aberdeenshire Council's Museums Service will not undertake disposal motivated principally by financial reasons.
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2. *History of the collections*

The collections in the care of Aberdeenshire Council's Museums Service are an amalgam of several independent collections spread geographically across Aberdeenshire. The enthusiasm of Aberdeenshire collectors has resulted in an eclectic and diverse collection that encompasses the length and breadth of the history of North East Scotland, including agriculture, fishing, whaling, archaeology and the county's unique cultural connections to the wider world.

- **Agricultural Collections:** Aberdeenshire Council's Museums Service holds a large collection of agricultural material which was awarded ***Recognised Collection of National Significance*** status in 2008 (See C.1). This collection is based on the original agricultural collection amassed at Adamston, Huntly by the late Hew McCall-Smith. Banff & Buchan District Council purchased this collection in 1984.

In 1974 the Aden estate near Mintlaw was purchased by Banff and Buchan District Council. Over a period of six years (1978-1983), the derelict semi-circular Aden Home Farm was successfully converted into the North East Scotland Agricultural Heritage Centre (NESAHC), now the Aberdeenshire Farming Museum, within the newly-created Aden Country Park.

The original Adamston agricultural collection on display there was further augmented by acquisitions by NESAHC, including the relocation of Hareshowe croft and its entire contents to Aden Country Park in 1990. In 1996, the agricultural collection of North East Scotland Museums Service (NESMS) merged with the NESAHC collection to create Aberdeenshire Heritage, now Aberdeenshire Museums Service.

The agricultural collections are wide-ranging and span:

- Farming machinery, such as ploughs and threshers
 - Animal husbandry, including horse-drawn vehicles
 - Associated industries such as dairying and grain processing
 - Social history items relating to rural life
- **Banff:** The earliest museum was founded in 1828 as the Banff Institution for Science, Literature and the Arts and for the Encouragement of Native Genius and Talent. Its first home was in Banff Townhouse, then in 1838 it moved to the central hall of what is now Banff Primary (but was then the Academy). In 1875 the Institution dissolved, and the museum collections passed into the care of Banff Town Council, with Banff Field Club providing voluntary curatorial cover. In 1902 a new Museum building was built in the High Street, and following successive local government reorganisations, the collections passed from the Town Council, through Grampian Regional Council, to Aberdeenshire Council ownership.

The collections are varied and represent the amalgamation of a range of different collecting phases, relative to the highs and lows of the museum. These include:

- Some of the finest archaeological objects in Scotland, such as the Iron Age Deskford Carnyx and the Gaulcross Hoard of Pictish silver
 - A collection of Scottish and European arms and armour donated by the Duke of Fife
 - A wide range of social, civic, domestic and trade related material from Banff
 - A significant collection of Banff silver, with half of the known Banff silversmiths represented
 - The natural history collection of noted Scottish naturalist Thomas Edward, who was also the former curator of Banff Museum
 - A large number of geological specimens from Aberdeenshire, donated by John Horne, who also prepared a complete catalogue of the geological collection in 1885
 - A collection of material related to the Enlightenment scholar James Ferguson
- **Banchory:** Banchory Museum was founded in 1978, being based on a collection of local historical curiosities belonging to a former Provost of Banchory Mrs. Jean Grant. The Museum was housed in one of the rooms of the former Reid & Burnett School in High Street, Banchory. The Museum moved in 1994 to purpose-built premises in Bridge Street, where it remains today.

The Banchory collections include:

- Royal memorabilia from Queen Victoria's reign to the present
 - Collections relating to the musician James Sott Skinner, "The Strathspey King"
 - Archaeology from Deeside
 - A collection of Ballater-made silver
 - Social history objects illustrating daily life in Deeside
- **Huntly:** The Brander Trust was set up in 1882 by William Brander for the "intellectual, moral and spiritual advancement of the people" of Huntly and district. The Trustees first met that same year and decided that the best site for the proposed building was on the northeast corner of The Square. The construction of the Brander Building began in 1883 and the Brander Library was formally opened in January 1885. The Brander Museum developed over the years as local residents donated objects of public interest. The Brander Museum became part of North East of Scotland Library Service in 1975, part of North East of Scotland Museums Service in 1984, and part of Aberdeenshire Heritage, now Aberdeenshire Museums Service, in 1996. The Museum within the

Brander building closed in 2011 and its collections held there were relocated to Aberdeenshire Museums Service Headquarters in Mintlaw.

The Huntly collections include:

- A significant collection relating to Huntly-born fantasy fiction author George MacDonald
 - Archaeological finds from Huntly Castle
 - Five stained glass panels and part of the communion set from the former Huntly Congregational Church
 - A large collection of Scottish communion tokens
 - Objects illustrating Huntly's textile industries
 - The Major George Whitefield Anderson collection of 19th-century arms and armour taken during colonial wars in Africa
- **Inverurie:** The Inverurie Burgh Library and Museum were established on 3rd March 1884. Housed initially in two rooms within the Town House, the Library and Museum were taken over by the Town Council in November 1884. In 1911, following a gift from the late Andrew Carnegie, a new wing was added on the west side of the Town House to accommodate the Library on the ground floor and the Museum on the first floor. The Carnegie Museum became part of North East of Scotland Library Service in 1975, part of North East of Scotland Museums Service in 1984, and part of Aberdeenshire Heritage, now Aberdeenshire Museums Service, in 1996. The Inverurie Museum closed in 2011 and the collections held there were relocated to Aberdeenshire Museums Service Headquarters in Mintlaw.

The Inverurie collections are eclectic and include:

- Significant collections of pre-medieval archaeology dating from prehistoric to late Bronze Age, including the personal collections of Miss Duguid of Auchluries, Bourtie and John Kerr of Kemnay
 - World Culture material from South Asia and North America
 - Social history items relating to daily life in Inverurie
 - Arms & Armour
 - Photography of the local area
- **Peterhead:** Adam Arbuthnot (1773-1850), a merchant from Peterhead, began collecting archaeology, numismatics and objects from world cultures in the first half of the 19th century. When he died, he bequeathed his collections to the Provost, Magistrates and Town Council of Peterhead.

Separately, the Peterhead Institute was founded in April 1857 by Rev. James Yuill, Rev. Gilbert Rorison and Thomas Bell. In July 1859 the Institute opened a Museum, whose collections were particularly strong in botanical, conchological and geological specimens.

Due to declining membership, the Institute approached the Town Council in 1863 with a view to amalgamating the Institute's museum with the Arbuthnot Museum, which took place in June 1863.

The combined collection became part of the North East of Scotland Library Service in 1975, part of North East of Scotland Museums Service in 1984, and part of Aberdeenshire Heritage, now Aberdeenshire Museums Service, in 1996. The Arbuthnot Museum closed in 2020 and the collections held there have been relocated to Aberdeenshire Museums Service Headquarters in Mintlaw.

The collections are varied due to the nature of the collecting, with particular emphasis given to:

- Numismatics and Par anumismatics, including an early (C18th) coin collection assembled by Adam Arbuthnot himself
- Maritime and Whaling History, including Inuit material
- World Culture collections
- Archaeology
- Fine Art
- Natural History specimens from local and global sources
- Photography, particularly the Shivas collection

All reserve collections have been stored at Aberdeenshire Museums Service Headquarters in Mintlaw since 2004, allowing ease of access by staff and communities alike.

Aberdeenshire Council's Museums Service is committed to making the collections held in its care accessible to communities through displays in Aberdeenshire Council's own venues, through loans out to other museums, through digital and online platforms, and through events and outreach.

3. Collections – an overview

A. Fine and Applied Art

For ease of consideration the Art collection has been divided into sub-headings:

- a) Fine Art – includes paintings (oils and watercolours), drawings (pencil, ink, charcoal and pastel) and prints.
- b) Applied Art – includes sculpture, silver, glass, ceramics, furniture, horology, metalwork and some miscellaneous domestic and religious material.

A.1 Fine Art

The core of the Fine Art collection largely comprises the former burgh collections. While there are four pre-19th-century portraits, the greatest concentration is on 19th- and early 20th-century Scottish painting, particularly portraits, maritime paintings and a few landscapes, and some contemporary 20th- and early 21st-century material by Aberdeenshire artists.

A.1.1 Oil Paintings

This group comprises portraits (mainly of former Provosts), maritime paintings, landscapes, still life and some genre paintings. Important names in this group include Sir David Wilkie, Robert Brough, Joseph Farquharson, James Giles, George Sherwood Hunter, R. Gemmell Hutchison, Norman Macbeth, John Phillip, Sir George Reid and George Fiddes Watt. Aberdeenshire Council's Museums Service holds the only collection in public hands in Northern Scotland of works by the Peterhead artist James Forbes, the teacher of John Phillip. The Service also holds a small collection of landscapes by Alexander Webster Senior, a Fraserburgh-based artist. Several contemporary paintings by Aberdeenshire artists were acquired pre-2015.

A.1.2 Watercolours and Drawings

This is a small group, the most significant of which are the 18th-century portraits by James Ferguson, and the series of watercolours of Peterhead painted in 1795 by Montague Beattie. There is a small number of contemporary watercolours and drawings by Aberdeenshire artists.

A.1.3 Prints

This group falls into two distinct sections. One group is of 19th-century prints, largely landscape views, nearly all of which are of Aberdeenshire scenes. The other group is a larger collection of late 20th-century prints, mostly by contemporary artists from the North East.

A.2 Applied Art

The Applied Art collection covers a wide variety of objects and materials, of which the silver sub-collection (especially that of Banff) is of national importance.

A.2.1 Silver

This group of artefacts includes material produced in Banff, Peterhead, Ballater and Stonehaven. The collection of Banff silver is the largest in Scotland. Half of the known Banff silversmiths are represented in the collection. There is an important series of silver prize trophies associated with the mid-19th-century Volunteer movement in Aberdeenshire.

A.2.2 Sculpture and Ceramics

There is a small number of sculptures and ceramics, some of which are by contemporary Aberdeenshire artists.

A.2.3 Furniture and Horology

The most significant items in the furniture collection are several 17th-century Scottish Caquetoire chairs and the chair of Inverurie poet William Thom.

As regards Horology, there are a few Aberdeenshire-made longcase clocks and the 16th century table clock made by Nicholas Valin, later adapted by James Ferguson in the 18th century.

A.2.4 Metalwork

This group of material includes brass, copper, pewter and plated wares. It incorporates secular and religious material such as presentation gifts and trophies and community plate, mostly of local manufacture and association.

B. *Natural Sciences*

For ease of consideration the National Sciences Collection has been divided into sub-headings: the collection is composed of Vertebrate Zoology, Invertebrate Zoology, Botany and Geology.

B.1 Vertebrate Zoology

B.1.1 Taxidermy and Skeletal Material

This collection consists largely of British birds, mammals, some reptiles and fish, with some foreign species. Much of the material represents what survives of 19th-century collections. Some 20th-century specimens have been acquired for display purposes.

B.1.2 Bird's Eggs

This is a small collection, largely of British birds, with some exotic species (e.g., ostrich).

B.2 Invertebrate Zoology

This is the largest collection in Aberdeenshire Council's Museums Service comprising several thousand specimens from various sources. The two principal components are mollusc shells and insects.

The mollusc shell collection is largely of foreign species; much comes from historical collections, and there is an extensive and high-quality late 20th century collection. The historical collections reflect scientific collecting during

the 19th-century period of “Scots abroad”, while the modern collection has good accompanying data.

The insect collection derives from historical collections; no recent additions have been made to this section.

B.3 Botany

The botanical collection mainly consists of a small herbarium of Arctic plants collected by Captain Francis Rawdon Moira Crozier who accompanied Sir John Franklin on his last expedition, and a small miscellany of algae, plant specimens etc., collected in the 19th century. There is a small collection of seeds, nuts and dried plant material collected in the 19th century.

B.4 Geology

The collections of rocks, minerals and fossils are variable in quality. They include a small collection of Aberdeenshire material deposited by John Horne.

B.4.1 Rocks

The rock collection consists of a few hundred specimens from Aberdeenshire, Britain and Europe. There is patchy coverage of local rock types, though there is a representative collection of granites.

B.4.2 Minerals

This collection contains a fairly representative group of minerals, suitable for display, education and research.

B.4.3 Fossils

The fossil collection includes representative specimens of the major fossil groups and has important Old Red Sandstone fish material. Material is held from Tynet Burn as well as Aberdeenshire sites such as Gamrie.

C. Human History

For ease of consideration the Human History Collection has been divided into the following sub-headings:

Agriculture	Domestic Life	Sports & Pastimes
Archaeology	Health & Wellbeing	Technology
Arms & Armour	Maritime	Trades & Industries
Buildings & Architecture	Music	Transport
Civic & Community	Numismatics	World Cultures
Costume & Textiles	Religion & Beliefs	

C.1 Agriculture

The agricultural collections of the Aberdeenshire Farming Museum were designated as a ***Recognised Collection of National Significance*** by Museums Galleries Scotland in 2008. The collection presents an extensive view of agriculture and country life in North East Scotland over the last two to three hundred years, with a strong focus on the 19th and 20th centuries. The collection includes some extremely rare and important objects such as

- An 18th century wooden ox plough
- a 1700s plough share fashioned from iron straps, and
- an early unique threshing mill with roller feed dating from circa 1850-1860

The range of larger agricultural implements demonstrates the importance of the local burgh foundries to farming in Aberdeenshire. Important examples include:

- MacDonald of Portsoy back delivery reaper
- Garvie of Aberdeen “portable mill” (threshing mill)
- Cast iron “Tiny” thresher in Round Square made by Banff Foundry

Other notable agricultural objects include:

- Two Scottish “oat seed furrow” (high cut) horse ploughs
- A very rare reversible horse plough
- A good representative collection of Scottish pattern scythes including one with the send fashioned from a natural branch.
- Extremely rare examples of ox hames
- Horse harness, including two saddle bridge decorations, a back band pad with small “swingers”, and pairs of horse ear muffs.

The agricultural collection has cross-over into Fine and Applied Art. Notable collections include:

- A superb collection of agricultural competition medals, including the John Williamson Stott silver collection of medals and trophies
- The collection of farm horse paintings by William Robbie and Keith of Peterhead. These are very significant in reflecting the farm horsemen’s culture of the North East
- Painted farm horse “cut outs” dating from the 20th century

Archives relating to this collection include some rural farming business material such as Barclay, Ross & Hutchison of Turriff. There is a good, though incomplete, run of the *Transactions of the (Royal) Highland & Agricultural Society of Scotland* from 1872 to 1968, as well as Clydesdale stud books and catalogues of important breeders and their herds of Aberdeen Angus cattle.

C.2 Archaeology

The archaeology collection comprises material from across North East Scotland. Material has been and continues to be acquired from individual donations and through allocation by the Scottish Archaeological Finds Allocation Panel (SAFAP).

There is some Mesolithic material, including the Nethermills excavation assemblage. The collection is strongest in Neolithic and Bronze Age material, with a large collection of flints of various ages, a significant collection of beakers and cinerary urns, and an important collection of carved stone balls. The most important parts of the archaeology collection comprise the Neolithic Ardiffery jet necklace (part of the Ardiffery/Greenbrae assemblage), the Iron Age Deskford carnyx, and the Pictish Gaulcross silver hoard (the latter two, on temporary loan to National Museums Scotland, are of national importance). There is a small amount of Pictish and Early Historic stone material, in the form of symbol stones and incised cross-stones.

There are several excavation assemblages from medieval sites across Aberdeenshire, primarily castles and trading centres. There is a growing collection of medieval and post-medieval metalwork (found largely by metal detectorists and acquired through SAFAP) with notable elements being a collection of rings of varying styles and periods, and a growing number of heraldic horse fittings.

C.3 Arms and Armour

This is a varied collection of British and international firearms, swords and daggers, shot and powder flasks, and some armour.

There are two significant sub-collections:

- European arms and armour from the early modern period, donated by the Duke of Fife; and
- Northern African collection of weaponry, arms and armour gathered by Major George Whitefield Anderson (1856-1915), which includes spears, bows, daggers, throwing axes, and clubs. Most items were taken during Anderson's military service in the Egyptian War of 1882 and the campaign to reconquer Sudan in 1896-1898.

C.4 Buildings and Architecture

The collection contains a wide selection of building hardware and other architectural elements from across Aberdeenshire, from both domestic and commercial premises. This material includes:

- locks and keys
- lighting (from cruise lamps to electrical fittings;
- doors and door furniture

- nuts, screws and bolts
- carved stonework
- samples of wallpaper and flooring
- and examples of signage

C.5 Civic and Community

Much of this material has a specific association with Aberdeenshire and previous government administrations, including town councils.

Collections within this area include:

- Education: school bells, teaching materials, achievement medals
- Law and Order: policing objects, objects associated with Peterhead Prison and other local forces
- Official Weights and Measures: examples from across Aberdeenshire, with the earliest dating to 1707
- Civic Material relating to Diplomatic Visits and Cultural Exchanges, Awards and Trophies, & Elections
- Material relating to community organisations, past and present
- Response to war and conflict at home and abroad, particularly World War I to the Cold War

C.6 Costume and Textiles

This collection comprises costume, textiles and accessories. The collection is strong in ladies' costume with some notable 19th-century dresses, including a sample for the period 1850 to 1920, and for the 1960s and 1970s. The representation of men's costume is more limited but includes a range of military dress. Significant items within the collection include a theatrical costume belonging to writer George MacDonald, a pair of Jacobite-period stockings, and a large number of historic civic robes and accessories from across Aberdeenshire.

Flat textiles include domestic material such as blankets and curtains, but there are also several banners, most notably the banner of the Banff Hammermen.

C.7 Domestic Life

This is perhaps one of the most extensive areas of the collection and comprises items from both rural and urban contexts. Material includes:

- Cooking implements (pots, pans and utensils) and serving ware (plates and dishes)
- Kitchen appliances such as cookers and kettles
- Artefacts related to heating and lighting
- Laundry and personal hygiene items
- Cleaning appliances
- Childcare items such as prams and cots

- Household furnishings such as beds, mattresses, tables and chairs, kists and sideboards

C.8 Health and Wellbeing

This collection has a strong representative sample of domestic and clinical health devices and medicinal objects dating from the 19th to the 20th century. A recent donation from NHS Grampian has supplemented the collection with mid-20th century diagnostic equipment from the Jubilee Hospital in Huntly. Public health objects relating to the recent Covid-19 pandemic are also represented.

C.9 Maritime

Maritime collections held by the Service are extensive and include:

- Ship models of vessels made or used in the North East of Scotland
- Maritime paintings from 19th through to the 21st century
- Shipbuilding technical drawings and tools
- Objects relating to the fishing industry from 19th through to the 21st century, including fish processing and the roles of women and children
- Objects and archival items relating to the whaling industry
- Material relating to the development of harbours along the Aberdeenshire coastline
- Collections relating to other associated maritime industries such as coopering, sailmaking, ropemaking, and curing
- Material relating to the Royal National Lifeboat Institution and maritime life-saving equipment

C.10 Music

Musical collections held by the Service focus on traditional Scottish music, its unique forms in the North East, and the history of music collection in both written and audio forms. The Service holds objects and archives relating to James Scott Skinner, the “Strathspey King” and a range of traditional Scottish musical instruments. Our collections have grown in recent years with the acquisition of:

- The John Junner Collection of wax cylinders, reel to reel and cassette tapes, discs, sheet music and playing and recording equipment gathered between c.1950 and 1990
- The John Murdoch Henderson Collection of early musical manuscripts, books and memorabilia relating to the North East of Scotland
- Musical recordings gathered at the North East Folklore Archive and recently transferred to the care of Aberdeenshire Council’s Museums Service

C.11 Numismatics and Paranumismatics

The core of this collection is the Arbuthnot Coin and Medal Collection. This is a representative antiquarian collection which includes Greek, Roman, English, Scottish, and British coins, and 18th- and 19th-century commemorative medals, together with associated archive material related to its acquisition by Adam Arbuthnot.

The wider numismatics collection includes smaller assemblages of Scottish, English and foreign material made by individual collectors, as well as a range of stray archaeological finds from across Aberdeenshire acquired through SAFAP. There is a small collection of Scottish and international banknotes and other numismatic ephemera.

There is a strong collection of trade and church tokens, as well as miscellaneous material including beggars' badges. The church tokens form a representative collection across Scotland.

The core of the commemorative medal collection is the Arbuthnot collection. There are additional military medals representing the Boer War, the First and Second World Wars, as well as a Waterloo Medal. There is also a series of sporting, academic and agricultural medals of Aberdeenshire interest.

C.12 Religion and Belief

The religious collection consists primarily of material relating to Christianity in its various denominations. Items include church collection ladles, religious books including sacred music, and Sunday School teaching aids. There is also a growing collection of charms and objects with spiritual meanings from across the Shire.

C.13 Sports and Pastimes

The sports and pastimes collection reflects the rural nature of Aberdeenshire with strengths including fishing, game shooting and sporting estate material such as game-books. There are also golf clubs, a number of bicycles, and a range of material related to garden pursuits such as boules, lawn games and picnic items. Local clubs and societies are also represented.

There is an extensive collection of toys and games, ranging in date from the late 19th century to the mid-20th century. This includes dolls, rocking horses, scale models, board games and creative toys, as well as a 19th century Noah's Ark and a zoetrope.

C.14 Technology

The technology collection includes a wide range of material from the late 19th century through the 20th century up to the present day. It includes photographic and projection equipment; communications equipment such as landlines and mobile phones; typewriters; several computers and related

equipment; televisions; and a wide range of technology linked to playing music, from phonographs to gramophones and cassette players.

C.15 Trades & Industries

These collections cover traditional crafts such as shoe-making, joinery, wheelwright and smithing works. It also includes industries such as stonecutting including the granite industry, textiles (New Pitsligo lacemaking and the textile industry in Huntly), food and drink manufacturing such as Crosse and Blackwell, and other regional industries such as Cleveland Twist Drill. There are small collections relating to the oil and gas industry and whisky distilling.

This area also includes shop and market related material, including advertising, shop fittings and packaging.

C.16 Transport

This small collection comprises personal transport as well as animal-powered goods vehicles, such as a horse-drawn farm sleigh with body, a horse-drawn goods cart, and bicycles of varying style and size.

C.17 World Cultures

The World Cultures collection is largely derived from the Arbuthnot collection and the other 19th-century museum collections. The most significant element of the collection is the Inuit material, brought back by whaling ships in the 19th century. Other items come from Africa, the Americas, Australasia and China, with a small collection of Egyptian, Roman and classical Greek material. Material includes: pottery; personal items such as jewellery, hats and shoes; weaponry; archaeology; and decorative items.

D. Archives & Books

For ease of consideration, the Archives & Books Collection has been divided into the following sub-headings: Archives, Books, Maps, Photography and Oral History Archives

D.1 Archives

A variety of paper-based archival records are held, many of which relate directly to other collections or to the history of previous local museums, collectors, and/or collections.

Of particular significance are the archival items relating to James Ferguson of Banffshire, an 18th century astronomer, public lecturer and artist. This collection includes hand-drawn astronomical charts, movable rotulas, analemmas, and quadrants.

Amongst the older records held are 17th-century rentals for the Peterhead area and the earliest minute book of the Peterhead Trades (1728-92). Business records include material relating to Crosse & Blackwell and Cleveland Twist Drill in Peterhead, as well as some rural trade and farming businesses such as the account books from the McBain shoemakers' business at Whitehills. There are a small number of whaling journals kept by crew members of Peterhead whalers. Aberdeenshire Council's Museums Service also has the prisoner of war diaries of Thomas Ainsworth who was held at MARLAG und MILAG NORD camp from 1941 to 1945.

Aberdeenshire Council's Museums Service holds a major archive relating to the Troup and MacDonald families from Huntly, descended from the author and minister George MacDonald. This archive includes original manuscripts, correspondence, photographs and other memorabilia.

The Service also holds the estate papers of the Abercromby family of Forglen, Fordyce, Birkenbog, Kirkcudbright and Fermoy, Ireland, dating between 1624-1938. The collection includes correspondence, receipts, legal documents, estate papers.

The archive collection also includes the bound volumes of the *Peterhead Sentinel* (1857-1913) and the *Buchan Observer* (1871- present) newspapers.

D.2 Books

The historic books held by the Service are eclectic and wide-ranging. Examples include family bibles, agricultural improvement publications, printed works written by James Ferguson, scientific publications, and historic books relating to our object collections.

D.3 Maps

The Service's map holdings are varied and include published and manuscript maps, town plans, estate maps, thematic maps, and ordinance survey maps. A significant recent acquisition was the transfer of historic maps from Aberdeenshire Libraries Local Studies to the Museum Service's care.

D.4 Photography

This collection holds over 17,000 catalogued images, as glass negatives, lantern slides, original photographs, postcards and flexible sheet negatives. This collection also includes born-digital image files.

The glass negatives primarily derive from the James Shivas Collection (959 images) of Peterhead and provide a record of the area between 1860 and the 1950s. Additional glass negatives are found in the James Morrison Collection, which comprises 670 glass negatives and 45 black and white prints of farming scenes in the Formartine area between 1890 and 1920.

The Ron Broughall collection comprises 2,200 35mm and medium format negatives from the Peterhead area during the last two decades of the 20th century.

There are also three photographic collections from the Banff and Macduff area:

- the Bodie collection of late 19th- and early 20th-century glass plates (1,500 – 2,000) which include rare glass plate negatives by Banff photographer George Bremner,
- the Ritchie collection of early- to mid-20th-century roll film negatives with an excess of 500 glass negatives totalling approx. 8,500 images.
- the John Ritchie Collection of glass negatives, showcasing urban and rural scenes in and around Macduff in the late 19th and early 20th centuries.

Significant recent photographic additions include the Jim Henderson Collection, in both physical and digital formats, showcasing Aberdeenshire and Deeside scenes and daily life from the late 20th to early 21st century and the Fraserburgh collection of photographs dating from the late 19th century to the mid 20th century.

D.5 Oral History Archives

Aberdeenshire Council's Museums Service has recently taken responsibility for the oral history recordings previously part of the North East Folklore Archive. These include:

- The Banff and Buchan Collection, featuring songs, music and oral histories relating to farming and fishing recorded in the Banff and Buchan district of North East Aberdeenshire. The collection holds more than a hundred hours of recorded material, with transcriptions and biographical notes.
- The Formartine Oral History Archive: Completed in 2008, the collection consists of about 120 hours of reminiscences, songs and conversations recorded on CD by a number of oral history groups in the Formartine area of Aberdeenshire.

4. Themes and priorities for future collecting

During the period covered by this policy, Aberdeenshire Council's Museums Service will focus on collecting across all subject areas to enhance existing narratives and/or introduce new narratives for underrepresented communities of Aberdeenshire with specific regard to the development of a new museum for Aberdeenshire.

To fill gaps in the interpretation for the new museum, specific priority will be given to objects that give voice to women, immigrants and refugees, the

traveller community, prisoners, people with disabilities and sensory impairments, & children and teenagers.

Aberdeenshire Council's Museum Service will also look to broaden representation in its collections of all six council areas; at present there is fair representation for the north and east of the shire, but limited representation for the south and west. This is reflective of the original geographic locations of the eighteenth and nineteenth century collectors that formed the nucleus of the Aberdeenshire collections.

A.1.1 Oil Paintings

We will collect oil paintings inspired by Aberdeenshire places or people. Particular preference will be given to professional artists (e.g. RA, RSA) or to artists with strong connections to the region.

A.1.2 Watercolours and Drawings

We will collect watercolours and drawings inspired by Aberdeenshire places or people. Particular preference will be given to professional artists (e.g. RA, RSA, RSW) or to artists with strong connections to the region.

A.1.3 Prints

We will collect prints if they have particular relevance to Aberdeenshire or complete existing print series.

A.2.1 Silver

The Museum Service's collection of Banff silver is the largest in Scotland with half of the known Banff silversmiths represented in the collection.

Aberdeenshire Council's Museums Service will seek to acquire silver by Banff silversmiths currently not represented in the collection: William Scott (I), Patrick Scott (I), Patrick Gordon, Thomas Forbes, Gilbert Bannerman, Alexander McKay, Peter Gill, James Paterson, George Duncan, David Elder, John Watson, William Simpson (II), William and John Simpson.

The silver collection overall has good representation of flatware but would be strengthened with acquisitions of silver hollowware (e.g., cups, bowls, teapots, snuff boxes etc.) from makers across Aberdeenshire.

A.2.2 Sculpture and Ceramics

We will collect sculpture and ceramics relating to Aberdeenshire places or individuals. Collecting will be limited by storage implications for individual pieces.

A.2.3 Furniture and Horology

We will collect examples of vernacular Aberdeenshire furniture or horology that fill gaps or build on strengths in the existing collection. Collecting will be limited by storage implications for individual pieces.

A.2.4 Metalwork

We will collect secular and religious metalwork that fills thematic or geographical gaps or builds on strengths in the existing collection.

B.1.1 Taxidermy and Skeletal Material

We will acquire examples of native Aberdeenshire species where required for display purposes.

Examples of Aberdeenshire taxidermists, both modern and historical, will be acquired to fill gaps or build on existing strengths when available.

B.1.2 Bird's Eggs

Legislation now prohibits the collecting of eggs of British birds. At this time, there is no plan to expand this collection but if material is to be acquired at any point it will be from well-documented and legally-acquired sources.

B.2 Invertebrate Zoology

We will continue to collect material from Aberdeenshire where material fills gaps in the collection and where full sets of accompanying data are available.

B.3 Botany

At this time, there is no plan to expand this collection.

B.4.1 Rocks

We will continue to collect material from Aberdeenshire where material fills gaps in the collection.

B.4.2 Minerals

We will continue to collect material from Aberdeenshire where material fills gaps in the collection.

B.4.3 Fossils

We will continue to collect material from Aberdeenshire where material fills gaps in the collection or strengthens existing collections.

C.1 Agriculture

We will acquire photographic and archival items such as original sales catalogues or acquisitions of farming business records. Priority will be given to collections that connect agriculture to named individuals or families to support ongoing interpretive narratives.

Modern agricultural material that has been made or used in Aberdeenshire which complements the existing collection and takes the story up-to-date or represents the wholly changed character of current farming and rural business will be collected.

Space restrictions dictate against any further acquisitions of large objects.

C.2 Archaeology

We will acquire archaeological material from Aberdeenshire through the Scottish Archaeological Finds Allocation Panel (SAFAP) and Aberdeenshire Council Archaeology Service.

We will collect archaeological material that fills gaps in the existing collections and enhances the regional and national significance of those collections as a reference resource. In particular, the museum is keen to acquire: Mesolithic material to broaden the geographical representation in the collections; Bronze Age metalwork and personal items to complement the collection of ceramic material already held; Iron Age and Roman material of all types from across the shire; Pictish and Early Historic material particularly in the form of carved stones, excavation assemblages related to power centres, and personal items; medieval stray finds and excavation assemblages linked to both religious and secular sites; and post-medieval stray finds and assemblages which will complement existing material and broaden geographical representation. Coins, whether stray or in hoards, that have been found across Aberdeenshire, will be sought to build up a geographical and chronological representation across the Shire.

In general, material from the south and west of the shire will be of special interest to fill geographical gaps in holdings.

C.3 Arms and Armour

We will collect arms and armour that fill gaps in the existing collections, and that build on strengths, such as Aberdeenshire-related material e.g. sporting guns and other objects manufactured by Aberdeenshire gunsmiths, silversmiths and other makers, or used by local volunteer militia.

C.4 Buildings and Architecture

We will continue to collect contemporary material to complement the existing historic collections and bring representation up to the present day.

C.5 Civic and Community

We will continue to collect civic material from across Aberdeenshire as it becomes available.

Key collecting priorities include women's stories and artefacts, the history of POWs and POW camps, local Aberdeenshire military sites such as RNAS Longside and RAF Edzell, and material relating to the Cold War.

C.6 Costume and Textiles

Priority will be given to collecting material predating 1850, material from the 1920s-1960s and material that is post-1970s, in order to fill gaps in existing collections.

We will also seek to actively collect working costume relevant to trades and industries in Aberdeenshire, such as clothing worn by fishermen, fish processors, lifeboat crews and agricultural workers.

There will also be active collecting of textiles manufactured by Aberdeenshire producers, and costume and accessories by Aberdeenshire linked designers. This will include both historic and contemporary material.

C.7 Domestic Life

We will collect material where it will fill gaps in existing collections or builds on existing collection strengths. Duplication of material already held will be avoided. Contemporary material will be sought to complement the more historic elements of the collection.

C.8 Health and Wellbeing

We will collect material from the late 20th and 21st century to complement existing material held in the collection.

C.9 Maritime

We will collect material where it will fill gaps in current holdings or builds on existing collection strengths. Priority will be given to maritime material dating from the 20th century onwards, focusing on technological change and innovation.

C.10 Music

We will continue to collect Aberdeenshire-related material that complements existing collections or fills gaps. Priority collecting will focus on late 20th and 21st century material that brings existing narratives up to date.

C.11 Numismatics and Paranumismatics

We will acquire coins and notes that have a particular relevance to Aberdeenshire. Archaeological hoards and stray finds will be collected through SAFAP.

We will continue to acquire Aberdeenshire-related trade tokens, beggars' badges, and church tokens to fill gaps or add to collection strengths.

Military, academic, agricultural or other medals will be collected where they relate to individuals with a strong Aberdeenshire connection.

C.12 Religion and Belief

We will actively collect material related to religious organisations and institutions established in Aberdeenshire. Non-institutional religious objects, such as amulets, charms and other material will also be collected.

C.13 Sports and Pastimes

We will continue to collect material that fills gaps in collections and strengthens existing holdings, especially to represent the range of sports and pastimes taking place across the full geographical spread of the Shire. Priority will be given to acquiring 20th and 21st century material to bring the collections up to the present day.

C.14 Technology

Priority will be given to collecting 20th and 21st century material to fill gaps in the collection and strengthen existing holdings. Material related to new and emerging technologies will be acquired as appropriate.

C.15 Trades & Industries

We will collect material to fill gaps or strengthen existing collections. Priority will be given to 20th and 21st century material relating to the energy sector and associated industries, as well as historic and modern factories and businesses located in Aberdeenshire. .

C.16 Transport

We will collect material to fill gaps or strengthen existing collections, particularly in relation to agricultural transport. Material and models relating to leisure and commercial transport in Aberdeenshire would also be considered. Large objects will only be collected in exceptional circumstances due to limitations of space and resources.

C.17 World Cultures

Additional historic world cultural material is not a collecting priority at this time, although donations that complement existing holdings will be considered on a case-by-case basis. Contemporary collecting of world cultural collections may be considered in relation to external international partnerships.

D. Archives & Books

Aberdeenshire Council's Museums Service works in partnership with Aberdeen City & Aberdeenshire Archives and Aberdeenshire Libraries Local Studies in collecting archival material relating to the North East of Scotland. Collections may be transferred to the repository which is most appropriate for long-term preservation and access.

D.1 Archives

We will continue to collect archival items that enhance existing collections or fill gaps in our holdings. Priority will be given to archival material that is visually striking and easily displayed. We will refer offers of research-quality archival material to Aberdeen City & Aberdeenshire Archives.

D.2 Books

We will only collect books of special historic significance to Aberdeenshire. We will refer offers of other books to Aberdeenshire Libraries.

D.3 Maps

We will continue to collect historic maps that document the local authority area and relate to the existing collections. Priority will be given to hand-drawn manuscript maps. Offers of material may be referred to Aberdeen City & Aberdeenshire Archives or Aberdeenshire Libraries Local Studies where appropriate.

D.4 Photography

We will continue to collect photography that enhances existing collections or fills gaps in our holdings, with priority given to physical formats. We will actively collect contemporary photography that represents Aberdeenshire and its residents in the 21st century as part of our development of a new museum for Aberdeenshire.

D.5 Oral History Archives

We will actively collect oral histories of Aberdeenshire residents as part of the community development work leading up to the opening of the new museum for Aberdeenshire. We will also consider donations of historic oral history collections relating to Aberdeenshire but only with the appropriate accompanying documentation and permissions.

5. Themes and priorities for rationalisation and disposal

5.1 Aberdeenshire Council's Museums Service recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well-managed collection.

5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

5.3 Responsible, curatorially-motivated disposal may take place as part of Aberdeenshire Council's Museums Service's long-term plans for its museum collections, in order to increase the public benefit derived from those collections.

Disposal is ongoing for objects in such **poor condition** that conservation is not an option; objects with **high associated health and safety risks**, **duplicates** (e.g. pairs of butter pats and other domestic items which can be transferred to education collections); and objects **not relevant to Aberdeenshire** (e.g. Shetland peat shovels) which can be offered/transferred to appropriate institutions after disposal procedures have been instigated and strictly followed.

6. Legal and ethical framework for acquisition and disposal of items

6.1 Aberdeenshire Council's Museums Service 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 and archives

Aberdeenshire Council's Museums Service will consider the collecting policies of other museums and 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 specialisms, in order to avoid unnecessary duplication and waste of resources.

Specific reference is made to the following accredited or affiliated heritage organisations:

Aberdeen Archives, Gallery & Museums
Aberdeen City and Aberdeenshire Archives
Aberdeenshire Libraries
ANGUSalve Culture Leisure and Sports Trust
Elgin Museum
Gordon Highlanders Museum
Grampian Transport Museum
Historic Environment Scotland (North East properties)
Museum of Scottish Lighthouses
National Trust for Scotland (North East properties)
University of Aberdeen Museums & Special Collections

8. Acquisition

8.1. The policy for agreeing acquisitions is:

Aberdeenshire Council's Museums Service 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(s) is satisfied that the museum can acquire a valid title to the item in question.

8.2. Aberdeenshire Council's Museums Service 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).

8.3 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 1 November 2002, Aberdeenshire Council's Museums Service 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.

8.4 Procedures for Accessions

Aberdeenshire Council's Museums Service will hold an Accession Panel quarterly, consisting of at least three members of museum professional staff. The proceedings of the Panel will be fully minuted.

Acquisitions under consideration for accession must fulfil the criteria laid out in Aberdeenshire Council's Museums Service's Collections Development Policy.

Whether an acquisition is accepted into the collection or rejected, the reasons will be recorded in the Aberdeenshire Council's Museums Service's documentation.

9 Human Remains

9.1 As Aberdeenshire Council's Museums Service holds human remains, it will follow the guidelines in the 'Guidance for the care of Human Remains in Scottish Museums' issued by Museums Galleries Scotland in 2011.

10 Biological and geological material

10.1 So far as biological and geological material is concerned, Aberdeenshire Council's Museums Service will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

11. Archaeological material

11.1 Aberdeenshire Council's Museums Service will not acquire archaeological antiquities (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

11.2 In Scotland, under the laws of *bona vacantia* including Treasure Trove, the Crown has title to all ownerless objects including antiquities. Scottish archaeological material cannot therefore be legally acquired by means other than by allocation to Aberdeenshire Council's Museums Service by the Crown. Where the Crown chooses to forego its title to a portable antiquity, a Curator or other responsible person acting on behalf of Aberdeenshire Council's Museums Service can establish that valid title to the item in question has been acquired by ensuring that a certificate of 'No Claim' has been issued on behalf of the Crown.

12. *Exceptions*

12.1 Any exceptions to the above clauses will be only because Aberdeenshire Council's Museums Service is either:

- acting as an externally approved repository of last resort for material of local (UK) origin in acquiring an item 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, Aberdeenshire Council's Museums Service will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. Aberdeenshire Council's Museums Service will document when these exceptions occur.

13. *Spoliation*

13.1 Aberdeenshire Council's Museums Service 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.

14. *The Repatriation and Restitution of objects and human remains*

14.1 Aberdeenshire Council's Museums Service'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 Scottish museums" issued by MGS in 2011), objects or specimens to a country or people of origin. Aberdeenshire Council's Museums Service will take such decisions on a case-by-case basis, within its legal position and taking into account all ethical implications and available guidance.

14.2 The disposal of human remains from museums in Scotland will follow the guidelines in the "Guidance for the care of human remains in Scottish museums" issued by Museums Galleries Scotland in 2011.

15. Disposal procedures

15.1 Disposal preliminaries

- The governing body will ensure that the disposal process is carried out openly and with transparency.
 - All disposals will be undertaken with reference to the Spectrum 5.1 Primary Procedures on disposal.
 - By definition, Aberdeenshire Council's Museums Service has a long-term purpose and holds collections in trust for society in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in Aberdeenshire Council's Museums Service's collection.
 - Aberdeenshire Council's Museums Service will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.
 - When disposal of a museum object is being considered, Aberdeenshire Council's Museums Service 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.
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15.2 Motivation for disposal and method of disposal

- 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.
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15.3 The disposal decision-making process

- 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 the public benefit, the implications for Aberdeenshire Council's Museums Service'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 Aberdeenshire Council's Museums Service will also be sought.

- A decision to dispose of a specimen or object, whether by gift, sale, exchange 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 Aberdeenshire Council's Museums Service acting on the advice of professional museum staff, and not of the curator of the collection acting alone. The Communities Committee will be informed of disposal proposals as part of the process.
- 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, directly to other Accredited Museums likely to be interested in its acquisition.
- If the material is not acquired by any Accredited Museum to which it was offered as a gift or sale, then the museum community at large will be advised of the intention to dispose of the material. This is normally done through a notice on the Museums Association'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).
- The announcement relating to gift or sale will indicate the number 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, Aberdeenshire Council's Museums Service may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

15.4 Use of proceeds of sale

- As per the Museums Association's Code of Ethics, Aberdeenshire Council's Museums Service's governing body recognises the principle that collections should not normally be regarded as financially negotiable assets and that financially motivated disposal risks damaging public confidence in museums. Aberdeenshire Council's Museums Service's governing body refuses to undertake disposal principally for financial reasons, except where it will significantly improve the

long-term public benefit derived from the remaining collection. This will include demonstrating that:

- the item under consideration lies outside the museum's established core collection as defined in the Collections Development Policy
 - extensive prior consultation with sector bodies and the public has been undertaken and considered
 - it is not to generate short-term revenue (e.g. to meet a budget deficit)
 - it is as a last resort after other sources of funding have been thoroughly explored
- Any monies received by Aberdeenshire Council's Museums Service's governing body 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 Museums Galleries Scotland.
- 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. Money must be restricted to the long-term sustainability, use and development of the collection.

15.5 Disposal by exchange

The nature of disposal by exchange means that Aberdeenshire Council Museums Service 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.

- In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 15.1-4 will be followed.
- 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.

- If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, the museum will place a notice on the Museums Association's 'Find an Object' web listing service, make an announcement in the *Museums Journal* and in other specialist journals and websites where appropriate.
- 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.

15.6 Disposal by destruction

If it is not possible to dispose of an object through transfer or sale, Aberdeenshire Council's Museums Service's governing body may decide to destroy it.

- It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no other method of disposal can be found.
- Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks, or is part of an approved destructive testing request identified in an organisation's research policy.
- Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible (e.g. the destruction of controlled substances), a police certificate should be obtained and kept in the relevant object history file.

15.7 Documenting disposal

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 5.1 Procedure on deaccession and disposal.

16. *Policy review procedure*

The Collections Development Policy will be published and reviewed periodically, at least once every five years. The date when the policy is next due for review is noted below.

Museum Galleries Scotland will be notified of any changes to the Collections Development Policy, and the implications of any such changes for the future of existing collections.

The next review of the Collections Development Policy will take place in May 2030.

Amy Miller
Museums Development Co-ordinator
12 May 2025