



Scottish Fisheries Museum  
*Boats, fish and folk...*

## Scottish Fisheries Museum

# Collections Management Policy Framework

**Name of governing body:** The Scottish Fisheries Museum Trust Ltd.

**Date on which this policy framework was approved by governing body:** 31 July 2023

**Policy review procedure:** The Collections Management Policy Framework will be published and reviewed as appropriate and at least once every five years.

**Date at which this policy framework is due for review:** 2028

Interim Amendments not requiring full-scale Review			
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# Scottish Fisheries Museum Collections Management Policy Framework

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## ***Introduction***

The Museum manages its collections through a Collections Management Policy Framework. This helps to ensure that the Museum is managing its collections to recognised sector standards alongside ensuring compliance with national and international legislation and regulations.

### ***1. Statement of Purpose***

The statement of the purpose of the Scottish Fisheries Museum (SFM) was agreed at Board level in September 2021 as follows.

The Scottish Fisheries Museum:

- exists to preserve the material history of the fisheries of Scotland in all their aspects, and to promote the understanding of their past, present and future;
- exists to maintain the accessibility of the collection for the public and to interpret the collection for the education, participation and entertainment of that public, thereby encouraging an increase in visitor numbers; and
- along with its governing body abide by the Museums Association Code of Ethics and the standards set for nationally styled museums by the Accreditation Scheme.

### ***2. Policy Statement***

The Collections Management Policy Framework supports the delivery of the Museum's stated purpose. It contains the policy documents that lay out the long-term guiding principles for the management and shaping of the collections. Sitting beneath these documents are the Plans and Procedures relating to individual areas of collections work. These are listed in Section 7. Together, they provide the foundations and organisational arrangements for implementing, reviewing, and improving collections management processes.

The Framework is part of the Museum's broader policy and strategic position, summarised in Section 6. It applies to all Museum employees, contractors, and volunteers. Sections of the framework will also apply to visitors and external users of the collections. It also serves as a valuable point of reference in terms of advocacy and in support of applications for additional resources.

The Collections Management Policy Framework ensures that all aspects of collections management meet the requirements of the Accreditation Standard, 2018. The Framework and policies within this also refer to the Museums Association Code of Ethics and to legislation and statutory requirements that relate to all areas of collections management. A list of applicable legislation and standards can be found in Section 5.

### 3. Context

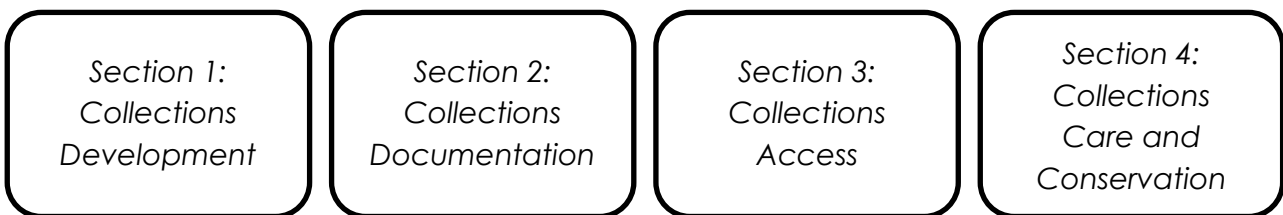
Continued review and development of the collections ensures that they reflect the Scottish Fishing Industry's unique heritage, culture and communities, both past and present.

The Collections Management Policy Framework contributes to achieving the following key goals:

- **Collections:** To develop and manage the Museum's 'Recognised' Collection in a way that reflects our status as the National Fisheries Museum for Scotland
- **Research:** To increase knowledge and understanding of Scottish fishing and our collection so that we can provide accurate information and scholarly and engaging interpretation
- **Communication:** To communicate the Museum's purpose, activities, roles and responsibilities to raise awareness of the Museum and its collection, and to increase participation by all audiences and stakeholders

### 4. Framework

The Collections Management Policy Framework includes four integrated areas. It comprises a suite of documents that are used together to guide the management, use and development of the collections:



The policies, plans, procedures, and manuals integrated in the above four areas will be subject to regular audit and review. Specifically, all collections management policies are approved by the Board of Trustees and are reviewed every 5 years. The current policies were approved on 31 July 2023 and are next due for review in 2028.

#### 1. Scottish Fisheries Museum Collections Development Policy, 2023

#### 2. Scottish Fisheries Museum Collections Documentation Policy, 2023

#### 3.1 Scottish Fisheries Museum Collections Access Policy, 2023

#### 3.2 Scottish Fisheries Museum Display Policy, 2023

#### 4.1 Scottish Fisheries Museum Collections Care and Conservation Policy, 2023

#### 4.2 Scottish Fisheries Museum Environmental Policy, 2023

## **Definitions**

**Access** is recognised as something which is made possible when physical, cultural, social, financial, intellectual, psychological, and emotional barriers to learning from and enjoyment of the museum are removed, reduced, or overcome.

**Collections** can be divided into two categories:

- Accessioned objects are those that have been formally accepted into the permanent collection.
- Unaccessioned objects are not considered part of the permanent collection and have not been formally accepted therein. They may form part of the Learning Collection and will be documented as such.

**Collections care** is a range of activities intended to safeguard a collection. These activities can include organisational policies, security, storage, cleaning, maintenance, handling, scientific investigation, environmental monitoring and control, exhibitions and loans, conservation, provision of surrogates and emergency planning.

**Conservation** includes:

- **Remedial conservation** – interventive techniques applied to an item to achieve chemical and physical stabilisation for the purpose of extending the useful life of the item or to enhance some aspect of its cultural or scientific value.
- **Preventive conservation** - choosing and managing museum buildings, site, and environment to achieve optimum conditions, including environmental monitoring and control, pest management, storage, and display provision.

**Documentation** is the information the Museum collects, creates, holds and maintains about its collections.

**Policies** are the overall intentions and directions of an organisation, the 'why' and the 'what'.

**Plans** are used to set out specific objectives and how they will be achieved. They direct work, allocate resources, outline timeframes, and allow for monitoring progress. They are the 'when', 'who' and 'where' by which the museum's statement of purpose will be met.

**Procedures** are all the hands-on activities involved in looking after and managing collections. They are the record of the regular processes used. Having them written down gives staff confidence, increases consistency and enables monitoring against an agreed standard. They are the 'how' by which the museum's statement of purpose will be met.

Plans and Procedures are working documents and are reviewed regularly in response to internal and external changes in circumstances, activity undertaken, and resources available. Any amendments will be recorded within Section 7 of this Framework.

## ***Section 1: Collections Development***

The Collections Development Policy and its associated plans and procedures apply to all Museum employees, contractors, and volunteers. Sections of the policy, plans and procedures will also apply to visitors and external users of the collections.

## **1.1 Collections Development Policy**

<b>Name of museum:</b>	Scottish Fisheries Museum
<b>Name of governing body:</b>	The Scottish Fisheries Museum Trust Ltd.
<b>Date on which this policy was approved by governing body:</b>	31 July 2023
<b>Policy review procedure:</b>	The collections development policy will be published and reviewed as appropriate and at least once every five years.
<b>Date at which this policy is due for review:</b>	2028

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/plans of the organisation**

This policy forms part of, and is to be used in conjunction with, the Museum's Collections Management Policy Framework.

#### **1.1 The museum's statement of purpose is:**

The Scottish Fisheries Museum (SFM):

- exists to preserve the material history of the fisheries of Scotland in all their aspects, and to promote the understanding of their past, present and future;
- exists to maintain the accessibility of the collection for the public and to interpret the collection for the education, participation and entertainment of that public, thereby encouraging an increase in visitor numbers; and
- along with its governing body abide by the Museums Association Code of Ethics and the standards set for nationally styled museums by the Accreditation Scheme.

#### **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**

Our collections permit us to exhibit wonderful examples of historic fishing boats and gear. They help us to illustrate the geography and social structures of our fishing communities. They allow us to honour their ways of life, skills, customs, dress, creativity, and resilience, and to improve understanding of the various external environmental, technological, political, and commercial circumstances, which had and still continue to have such an impact upon them.

The founding collection of the Scottish Fisheries Museum was acquired in 1967 by gift from Provost Carstairs of Anstruther who had amassed a large private collection of objects and artworks relating to the fishing industry throughout his career as a fishing agent, factory owner and public figure.

This collection was supplemented in the museum's early years by numerous gifts, loans and transfers from other museums, notably from National Museums Scotland and the Science Museum, and from private individuals.

The collections have developed in both a reactive and proactive manner, with the aim, from the start, to establish a national overview of the Scottish commercial sea-fishing industry in all its aspects. The inclusion of working objects enables the Museum to support Intangible Cultural Heritage and living heritage. Owing to the location of the museum,



and the historical bias of commercialised fishing activity on the east coast, the west coast is less well represented.

The entire collection cared for by the Scottish Fisheries Museum is a Recognised Collection of National Significance, awarded by Museums Galleries Scotland on behalf of the Scottish Government.

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

The collection of SFM consists of over 65,000 items covering the Scottish Fishing Industry from around Scotland with a particular focus on the East coast, and comprises objects, archives, and photographs. The core of the collection comprises 19<sup>th</sup> and 20<sup>th</sup> century objects although the period of time to which the collection relates is c.500AD (Loch Doon Log Boat) - to the present day. The Collecting Area for the SFM will be defined by the geographical boundaries of Scotland

#### **Fine Art**

The Fine Art Collection comprises around 350 works. These include a number of important canvasses by accomplished artists such as Sam Bough, John McGhie, Franc Martin, Andrew Gamley and John Bellany. There a number of watercolours, notably the Thomas Thomson Collection and many other pieces associated with the sea and fishing communities of Scotland. Media include oils, watercolours, pen and pencil drawings, charcoal works, prints, engravings and etchings, sculpture, painted signs, embroidered wall hangings and collage.

#### **Fishing Vessels**

The Museum's boat collection consists of 22 vessels used for fishing or of maritime interest in Fife:

1. *Jessie* - Nineteenth Century Line Boat (ANSFM : 1993.237)
2. *Jane* - Drifter's Boat, Peterhead (ANSFM : 1993.238)
3. Creel Boat - from Northern Isles (ANSFM : 1993.240)
4. *Reaper* FR958 - restored sailing Fifie (ANSFM : 1993.241)
5. *Research* LK62 - 1st Class Zulu (ANSFM : 1993.242)
6. *White Wing* - restored sailing Baldie (ANSFM : 1993.243)
7. *Jim* - Dysart racing yawl (ANSFM : 1993.244)
8. *Swift (Fiona)* PD144 - last used as pilot boat (ANSFM : 1993.245)
9. *Light* - Fifie Yawl, used for line fishing North East (ANSFM : 1993.246)
10. *Rab* - Leven Beach Yawl (ANSFM : 1993.247)
11. *Swallow* - replica Zulu type yawl (ANSFM : 1997.237)
12. Log Boat - result of research project with Institute of Maritime Studies, University of St Andrews (unaccessioned)
13. *Jubilee* - salmon Coble from Montrose (ANSFM : 1994.210)
14. *Lively Hope* - 1930s Ringnetter (ANSFM : 1994.353)
15. Orkney Soo Boat - built at Westray, Orkney (ANSFM : 1995.1)
16. Fair Isle Yoal – built as a heritage project using traditional design and materials at the National Museums of Scotland (ANSFM : 2003.136)
17. *Silver Spray* – Grimsay fishing boat (ANSFM : 2003.319)
18. *Quaver* - Largo beach yawl built by David Gillies of the Cardy Net Factory (ANSFM : 2004.76)
19. Newburgh salmon coble (ANSFM : 2008.51)
20. *Maggie* – Scaffie (ANSFM : 2016.83)
21. *Shirley II* – motor yawl built by J N Miller, St Monans (ANSFM : 2016.342)

### **Model Boats**

The collection comprises 170 models of fishing vessels, builder's half models, ships in bottles, sailing models and engines. The collection is broadly representative and includes modern fishing vessels. From necessity a number of models are on loan (approx. 10%). There is some material associated with the whaling industry and also the merchant sailing ships associated with Anstruther.

### **Associated Industries**

The various industries associated with and supporting the fishing industry are well represented. SFM is particularly strong in wooden boat-building equipment, including the Smith & Hutton Collection and SFM has acquired a large number of items from the Cardy Net Factory, Lower Largo, Fife.

### **Fishing Vessel Equipment**

The SFM has a good representative collection of fishing vessel equipment and is particularly strong in electronic equipment, lights, flares and navigational aids. Other areas in the collection include: engines and associated equipment, hauling gear, fish finding, navigation and communication equipment, galley equipment, safety equipment and discharging gear.

### **Fishing Equipment**

The Museum has a representative collection of fishing gear and is particularly strong in nets and lines. The Museum houses part of the important Buckland Collection of salmon and eel spears. The main areas of gathering, trapping and hunting methods are well represented.

### **Costume**

SFM has good collection of fisher folk costume, both working clothes and Sunday Best. The collection comprises over 1,000 items and is strong on items from the East Neuk of Fife. There are also Newhaven Fishwives Choir costumes based upon the Newhaven "Gala" dress, and an internationally significant collection of knitted ganseys.

### **Social and Domestic Life**

The nature of the development of the Museum has led to a strong collection of domestic items from the fisher homes of the East Coast, including furniture, cooking utensils and decorative items. Social history and fishing personalities are well covered in the Photographic and Document Archive.

### **Whaling**

The whaling and sealing collection is small but includes a number of harpoons, tools and samples from Christian Salvesen of Leith and whalebone and scrimshaw items.

### **Marine Sciences**

There is an extensive collection of fish species plaster casts from the Buckland Collection, and archival holdings relating to scientific study.

### **East Neuk Maritime History**

The Museum recognises a subsidiary role as the East Neuk Maritime Museum. In practice this means housing a very good collection of models, paintings and objects associated with the clipper ship activity of the area, such as Captains Keay and Rodger of *Ariel* and *Taeping*. This collection is restricted to items which can demonstrate a good connection

with the contextual maritime history of the area. It includes the cannonball allegedly fired by John Paul Jones at the May Island.

### **Learning Collection**

The Museum holds a small Learning Collection managed by the Learning and Engagement Officer. Acquisitions to the Learning Collection follow the due diligence standards set out in the Collections Development Policy. However, as objects are acquired for the purposes of handling and public display in the knowledge that they will deteriorate and be disposed of, they are not formally Accessioned.

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

### **Fine Art**

The Museum will continue to collect all forms of fine art associated with the fishing industry and in particular will collect art relating to areas other than the East Neuk.

### **Fishing Vessels**

The Museum recognises a duty of preservation of the heritage of the Scottish fishing fleet and the ethical problems associated with collecting large and complex industrial objects. The SFM is not currently seeking to collect significant full-size vessels from the Scottish Fishing Industry, owing to the constraints of storage facilities and conservation needs of any such vessels. Alternative methods of recording e.g. video, photogrammetry, will be considered where significant vessels themselves cannot be collected and are at risk of loss. Particular interest will be paid to boats of modern construction methods and materials.

### **Model Boats**

SFM will endeavour to collect in order to complete the gaps in the collection and will include a clinker-built undecked Fifie model, a Herring Buss and a pelagic trawler, as well as examples of various inshore craft. The long-term aim to replace those models currently on loan, remains.

### **Associated Industries**

The areas in which the SFM is less strong include the following: vessel management, metal boat-building, fish processing and smoking, supply chains, and the nutritional qualities of fish. In addition the SFM will endeavour to correct the imbalance in the collection towards the East Coast by reaching out to West Coast manufacturers, processors, and suppliers.

### **Fishing Vessel Equipment**

SFM will collect fishing vessel items, but with an emphasis upon identifying and collecting modern and contemporary equipment amongst which there is a rapid process of change and development. These areas might include hydraulic lifting gear, and emerging hybrid-electric engine technology. Also sought is equipment used for processing fish on board. Where modern equipment would be too large to be housed, alternative methods of recording will be used e.g. video of equipment in use.

### **Fishing Equipment**

SFM will seek to expand the Fishing Equipment collection to include more unusual methods such as Solway Firth Haaf netting. Further items reflecting the importance of the inshore shellfish industry, such as creeling, nephrops/prawn trawling and dredging equipment, are also sought. The SFM will also look at recent developments in fishing techniques, such as electronic trawl monitoring, selective nets and auto-lining equipment.

## **Costume**

SFM will endeavour to expand the costume collection to represent the whole of the Scottish tradition. Modern protective clothing used by fishermen and those in support industries will be sought, as will ganseys from underrepresented areas of the country.

## **Social and Domestic Life**

The Museum will seek to expand this part of the collection only in order to expand the nation-wide coverage of domestic and social items. Emphasis will be laid upon West Coast items and children's toys. Items will be sought to reflect the current reliance on migrant workers within the industry.

## **Whaling**

SFM recognises that other institutions are in a better position to cover the whaling industry of Scotland. The Museum will not actively seek to expand its collection in this area except where it pertains directly to the East Neuk of Fife, and in particular to the Anstruther Whaling Company which occupied one of the buildings now owned by the museum.

## **Marine Sciences**

SFM recognises the interaction between fishermen and other marine life and will endeavour to reflect this in the collection. The role of marine biology, fisheries science and the Fisheries Protection service will also be addressed to reflect issues surrounding sustainable fishing within a wider environmental context.

## **RNLI and HM Coastguard**

The intention remains to expand the collection in order to recognise the role played by fishermen in the lifeboat and coastguard service; as well as the importance such activities have for safety at sea.

## **Fish farming**

Artefacts that are particularly historically significant in the development of fish and shellfish farming will be sought to reflect the changing role of these industries within the context of Scottish fishing.

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

**5.1** The museum 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 aim to maintain the quality or significance of the collection and to 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** In addition to disposals undertaken for legal, safety or care and conservation reasons (for example, spoliation, repatriation, radiation, infestation), priorities for disposal will be determined in accordance with agreed criteria including provenance, levels of documentation, duplication, relevance to the current Collections Development Policy, relevance to current and potential SFM audiences and resource requirements.

- 5.4** The Head Curator has the delegated authority to take decisions on the immediate disposal of the following categories of item:
- Items containing materials that present a risk to health and safety, such as asbestos, explosives, radioactive material, arsenic or decaying biological matter;
  - Items where there are multiple duplicates, there is no unique history or data, and no future display or research value;
  - Items that have deteriorated or been damaged beyond the point of recognition and use, or that contain pest infestations that present a risk to the collection.

Such disposals will be undertaken with due diligence and the process fully documented. All other disposals will follow the procedure set out in section 16.

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

- 6.1** The museum recognises its responsibility to work within the parameters of the Museums 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):

Museums and archives acknowledged by the SFM as having an interest in the Scottish Fishing Industry:

Aberdeen Maritime Museum (Aberdeen City Council)  
Arbroath Signal Tower Museum (ANGUSalive)  
Arbuthnot Museum, Peterhead (Live, Life, Aberdeenshire)  
Edinburgh City Museums  
Eyemouth Museum (Eyemouth Museum Trust)  
Falconer Museum, Forres (Moray Council)  
Gairloch Museum (Gairloch & District Heritage Company Ltd)  
Fife Cultural Trust Museums  
Lossiemouth Fisheries and Community Museum (Lossiemouth Museum Association)  
Mallaig Heritage Centre (Mallaig Heritage Centre SCIO)  
Montrose Museum (ANGUSalive)  
Moving Image Archive (National Library of Scotland)  
Musselburgh Museum (Musselburgh Museum & Heritage Group)  
Nairn Museum (Nairn Museum Ltd)  
National Museums of Scotland  
The Orkney Museum (Orkney Islands Council)  
Shetland Museum and Archives (Shetland Amenity Trust)

Stromness Museum (Orkney Natural History Society Museum SCIO)  
Scottish Maritime Museum (Scottish Maritime Museum Trust)  
Tollbooth Museum, Stonehaven (Stonehaven Tolbooth Association)  
Ullapool Museum (Ullapool Museum Trust)  
Waterlines (Lybster Heritage Trust)  
Wick Heritage Centre (The Wick Society)

Museums acknowledged as being better able to collect material related to Whaling:

Dundee - whaling (Leisure and Culture Dundee)  
Peterhead - whaling (Live, Life, Aberdeenshire)  
Bell Pettigrew Museum (University of St Andrews)  
National Museums of Scotland

## **8. Archival holdings**

SFM has approximately 16,000 negatives and a further 5,000 slides of all aspects and areas of the fishing industry. The collection contains a number of important records on film, video tape and digital media, including the building of the Great Liner, *Radiation* outside the present Museum site, at Anstruther. The Collection also includes 146 oral history recordings.

The Document archive has an extensive collection of charts, plans and documents concerning all aspects of the Scottish Fishing Industry and the personalities within it. The Miller Collection of plans and drawings from Miller's Boatyard has added significantly to this collection. Fife is well represented with boat ledgers, cash books, and fish sellers records including the Wm. Aitken Collection. The Document archive also contains a number of unique fishing charts and log books.

The specialist library houses around 2,450 books and 80 periodical titles on, and related to, fishing and is particularly strong in fishing related periodicals, Fishing News publications and Governmental Statistical Publications from the 19th century onwards.

### Future Collecting Priorities

SFM will seek to make the Document Archive more nation-wide in scope and continue to provide improved archival quality storage for documents, photographs and books. Digitisation will be a continuing priority to improve access to material in this collection.

## **9. Acquisition**

### **9.1** The policy for agreeing acquisitions is:

The Head Curator is authorised to agree acquisitions within the terms of this policy where the rationale for acquisition is unambiguous, and where additional resource implications are minimal.

Formal Board approval, supported by a documented impact assessment detailing resources required and implications for the collections as a whole, is required for any significant acquisition.

### **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, 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.

## **10. *Human remains***

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

## **11. *Biological and geological material***

**11.1** So far as biological and geological material is concerned, the museum 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.

## **12. *Archaeological material***

**12.1** The museum will not acquire archaeological material (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.

**12.2** In Scotland, under the laws of bona vacantia including Treasure Trove, the Crown has title to all ownerless objects including antiquities, although such material as human remains and environmental samples are not covered by the law of bona vacantia. Scottish material of chance finds and excavation assemblages are offered to museums through the treasure trove process and cannot therefore be legally acquired by means other than by allocation to the Scottish Fisheries Museum by the Crown. However, where the Crown has chosen to forego its title to a portable antiquity or excavation assemblage, a Curator or other responsible person acting on behalf of the Scottish Fisheries Museum Trust Ltd., 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.

## **13. *Exceptions***

**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.

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

**15.1** The museum's governing body, acting on the advice of the museum's professional staff, may take a decision to return 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. The museum does not hold or intend to acquire any human remains.

#### **16. *Disposal procedures***

**16.1** All disposals will be undertaken with reference to the Spectrum primary procedures on disposal.

**16.2** The governing body, on advice from the museum staff and/or professional advisers, will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors of objects 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** Except in the distinct circumstances outlined in section 5.4, 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 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 Museums Galleries Scotland.
- 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 procedures on deaccession and disposal.

### **Disposal by exchange**

- 16.13** The nature of disposal by exchange means that the 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.

- 16.13.1** 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 16.1-5 will apply.
- 16.13.2** 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.
- 16.13.3** 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 MA's Find an Object web listing service or make an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.13.4** 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.

#### **Disposal by destruction**

- 16.14** If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15** It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.16** 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.
- 16.17** 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.
- 16.18** 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.

## ***Section 2: Collections Documentation***

The Collections Documentation Policy and its associated plans and procedures apply to all Museum employees, contractors, and volunteers. Sections of the policy, plans and procedures will also apply to visitors and external users of the collections.

## **2.1 Collections Documentation Policy**

<b>Name of museum:</b>	Scottish Fisheries Museum
<b>Name of governing body:</b>	The Scottish Fisheries Museum Trust Ltd.
<b>Date on which this policy was approved by governing body:</b>	31 July 2023
<b>Policy review procedure:</b>	The collections documentation policy will be published and reviewed as appropriate and at least once every five years.
<b>Date at which this policy is due for review:</b>	2028

### **1. Introduction**

Documentation is crucial to making effective use of the Scottish Fisheries Museum's collections, preserving the historical and contextual information that makes objects useful and interesting to both visitors and researchers. It also enables staff to manage and care for the collections and facilitates their use by others.

This policy demonstrates the Museum's commitment to ensuring that the information it acquires, creates, holds, and maintains relating to collections is accurate, reliable, secure, and appropriately accessible.

The Museum obtains information from many sources including donors, visitors, researchers, and community representatives, as well as via research by staff and volunteers. The policy will ensure that the Museum can provide appropriate public access to this information and that it is permanently associated with the relevant items in the Museum's collection.

The Museum acknowledges that complete and professionally recognised documentation procedures are fundamental to maintaining accountability for the management and care of collections and seeks to continually improve the quality and accessibility of its collections documentation in line with current professional standards.

### **2. Aims of the Documentation Policy**

The aim of this policy is to ensure that the Museum fulfils its responsibilities for collections in relation to accountability, management, security, and access to the collections and associated information.

Through the implementation of this policy our objectives are to:

- improve the accountability of collections;
- maintain minimum professional standards in documentation and, where staff time and resources permit, meet the highest standards;
- regularly evaluate the efficiency of plans, procedures, systems, and workflows in order to achieve the highest standard of documentation possible;
- extend access to collections information, as appropriate; and

- strengthen the security of our collections documentation.

This policy forms part of, and is to be used in conjunction with, the Museum's Collections Management Policy Framework.

### **3. Accountability**

The Scottish Fisheries Museum is committed to maintaining at least the minimum level of collections documentation that will allow it to identify and locate all items for which it is legally responsible, including loans. The Museum is further committed to reviewing and enhancing the documentation of all items in its collections in line with its obligations as a nationally-styled museum.

### **4. Specific Ethical and Legislative Considerations**

In managing our documentation, and in providing access to this information, the Museum will ensure that it complies with the following ethical guidelines and legislation:

- Museums Association Code of Ethics
- Data Protection Act, 2018 and the UK-GDPR, 2021
- Freedom of Information (Scotland) Act, 2002
- Copyright and Related Rights Regulations, 2003

### **5. Standards**

The Scottish Fisheries Museum is committed to following Spectrum, the recognised UK Collections Management Standard. To meet and exceed this standard the Museum has developed a Documentation Procedural Manual covering the Spectrum primary procedures:

- Object entry
- Acquisition and accessioning
- Location and movement control
- Inventory
- Cataloguing
- Object exit
- Loans in (borrowing objects)
- Loans out (lending objects)
- Documentation planning

The Museum also aims to meet the complete standard wherever possible, given staff and resource constraints.

Details of acquisition are logged in the Accession Register on point of formal entry to the collection. Collections information is documented, maintained, and made available via the collections management software, Modes Complete. Additional data exists in various formats including on manual registers and cards and in electronic spreadsheets and databases. Databases supplied by external providers are chosen to be Spectrum compliant.

The Museum recognises that it has a backlog of collections not documented to the minimum Spectrum standard. We are committed to working toward eliminating this backlog through the implementation and regular review of the Museum's Documentation Plan.

## **6. Access to Collections Information**

The Scottish Fisheries Museum is committed to extending access to collections information for staff, researchers, and other users. Barriers to access may include physical, sensory, social, cultural, intellectual, technological, or financial constraints, and the Museum's strategies for addressing these barriers are outlined in the Museum's Collections Access Policy, 2023 and associated guidelines.

The Museum provides onsite access to collections information via its Research Library and remote access via its enquiry service. Online access to information to specific collections records (artworks, photographs, ganseys, and boats), many with illustrative images, is continuing to grow and the museum is committed to improving this resource.

The Museum will review all requests for documentation information that could include confidential data such as donor information, environmental or security information, valuations, or site details on a case-by-case basis, and in accordance with the applicable legislation and any legal agreements or conditions of gift.

## **7. Security of Collections information**

The Scottish Fisheries Museum is committed to ensuring the physical security of its paper and digital documentation records and the long-term preservation of those records. Security copies of the Accession register are held both in the museum and off site. Electronic data is stored securely and to agreed protocols. It is regularly and securely backed-up and copies of data held on and off site in secure locations. All databases are password protected for on-site access. Off-site access to the Museum's databases is provided via online web-published versions only.

Procedures are regularly reviewed to ensure the long-term compatibility of data storage with current systems. Partnerships are explored to maximise opportunities for secure data storage and improved access to information.

### **Section 3: Collections Access**

The Collections Access Policy, Display Policy and their associated plans and procedures apply to all Museum employees, contractors, and volunteers. Sections of the policy, plans and procedures will also apply to visitors and external users of the collections.

### **3.1 Collections Access Policy**

<b>Name of museum:</b>	Scottish Fisheries Museum
<b>Name of governing body:</b>	The Scottish Fisheries Museum Trust Ltd.
<b>Date on which this policy was approved by governing body:</b>	31 July 2023
<b>Policy review procedure:</b>	The collections access policy will be published and reviewed as appropriate and least once every five years.
<b>Date at which this policy is due for review:</b>	2028

#### **1. Introduction**

The Scottish Fisheries Museum believes that all people and sectors of the community have a fundamental right to engage with, use and enjoy the collections and services it provides. It recognises that there are many barriers to access but is committed to making all aspects of its activities as fully accessible as its resources allow, including access to buildings, collections, exhibitions, events, and learning activities.

This policy demonstrates the Scottish Fisheries Museum's commitment to providing access to the collections and associated information by:

- providing suitable facilities for public engagement with the collections;
- ensuring that any competing demands of access and long-term care of collection items are managed in accordance with the outcomes of a collection care risk assessment;
- providing welcoming staff and learning opportunities for different audiences;
- creating tailored resources to meet the needs of specific groups; and
- promoting all its activities and collections using accessible means of communication.

This policy forms part of, and is to be used in conjunction with, the Museum's Collections Management Policy Framework.

#### **2. Aims of the Collections Access Policy**

The aim of this policy is to provide a framework for maintaining and improving access to the Museum's buildings, facilities, displays, collections, associated information, staff, and knowledge. It does so by addressing the physical, sensory, intellectual, geographical, cultural, attitudinal, and financial barriers to access with the overall aim of achieving equality, diversity, and inclusion.

In implementing this policy, the Museum recognises the limitations of working within a rural setting, A-listed buildings, and finite human and financial resources.



### **3. Specific Ethical and Legislative Considerations**

In providing access to our buildings, collections and services, the Museum will ensure that it complies with the following ethical guidelines and legislation:

- Museums Association Code of Ethics
- Disability Discrimination Act, 2005
- Equality Act, 2010
- PAS 197:2007 Code for cultural collections management.

### **4. Access Assessment**

The Scottish Fisheries Museum will continue to assess, identify, and address access issues by means of internal checklists, access audits, analysis of feedback and working with advocacy groups in order to identify and remove barriers to access wherever possible. Our policy is one of continuous incremental improvement as resources allow.

Regular surveys are carried out with users including on-site surveys and the Museum actively encourages online feedback, both generally and via targeted user platforms such as Euan's Guide. Focus groups have been run with a range of audiences including teachers, families, young people, and adults. We have also worked with external consultants to gather feedback from users and non-users to inform our Audience Development Plan. Projects and programmes are evaluated using both qualitative and quantitative methods as appropriate, and the findings used to inform future actions.

### **5. User Needs**

Our users include online audiences, local, national, and international visitors, members of fishing communities, academics, researchers, artists, families, students, teachers, life-long learners, volunteers, and staff. Our commitment to access is long-term and we aim to enable the widest possible spectrum of people to explore the collections in our care. In achieving this we will identify and take into account users' needs and will actively seek opportunities to engage people with the collections in creative and innovative ways.

To eliminate and reduce barriers and ensure equality of access we will consider the following aspects of accessibility to our services and collections:

- **Physical:** enabling people with physical disabilities, the elderly and those caring for young people to reach and appreciate every part of the service and its collections;
- **Sensory:** acknowledging and meeting the needs of users with sensory impairments;
- **Intellectual:** recognising that people have different learning styles and abilities and taking an inclusive approach;
- **Geographical:** acknowledging that not all of our users can visit in person and making resources available remotely via digital and outreach activities;
- **Cultural:** recognising cultural differences and seeking to represent varied cultural experiences and issues through our programmes and exhibitions;
- **Emotional / Attitudinal:** ensuring that all visitors feel welcomed and valued;

- **Financial:** minimising or mitigating financial barriers to the use of our site and the collections wherever possible; and
- **Technological:** acknowledging that not all users have access to digital media and providing information in traditional formats.

## 6. Collections Access

In delivering its policy on access and maximising use of the collections, the Museum will:

- encourage members of all sectors of the community to access and use the collections through our online resources, and print and digital marketing;
- offer physical and/or intellectual access to collections that is appropriate to particular audiences through a diverse public programme of events, learning resources, guided tours, hands-on practical workshops, facilitated sessions, outreach, lectures and public talks, access to reserve collections, research facilities, and loans to other organisations;
- make active use of ICT to improve access through the creation of digital resources and the provision of on-site Wi-Fi;
- commit to providing long-term and temporary exhibitions on a range of topics drawn from the collections;
- actively work with users to include their viewpoints and experiences within our exhibitions and programmes;
- commit to working with disability and access advocacy groups to tailor resources to specific audiences;
- provide basic information in commonly used languages other than English;
- identify objects amongst the collections that can be handled unsupervised and use these to develop our learning collection;
- offer suitable facilities for the study and use of the collections; and
- be guided by sector standards and programmes including Museums Change Lives.

The Museum will ensure that the above aims are translated into actions in its strategic planning and Audience Development Plan. In particular, the Museum undertakes to maintain and build upon its current access provisions:

- our Access Guide is kept under review and is made available on the Museum website, alongside other resources aimed at improving access for all visitors;
- the Museum is fully accessible to wheelchair users either physically or visually. Sight lines of displays are suitable for wheelchair users;
- large print is used for labelling and text panels. Text panels are designed to provide high contrast between text and background. Matt finishes are used to avoid glare. Large print versions of labels are included in temporary exhibitions;
- text is presented at differing levels of complexity to assist intellectual access;
- pre-visit information and a sensory backpack tailored to the needs of neurodivergent visitors and their families is provided;
- information is presented via a range of media including tactile, audio, visual and interactive media to encourage multi-sensory and interactive learning;
- basic information is translated into languages other than English in response to the needs of local communities and visitors;

- Audio Descriptions are being developed for objects on display for blind, partially sighted and visually impaired visitors, guided by Vocaleyes and other charities working in this field; and
- the Museum's interactive displays, communications and activity programmes will be improved for users with ASN, tapping into the resources developed by the ASN community, Autism in Museums, and Kids in Museums among others.

## **7. Loans**

The underlying objective of the Museum's loans activity is to lend objects from the collections to ensure that they are used as fully as possible and available for the benefit of all. Through this activity, we intend to assist others to prepare more comprehensive displays, to broaden learning provision and to provide access to items from the Museum's collections that which would otherwise remain in storage. We will also lend items in order that research can be undertaken that our own staff might not be able to carry out.

To safeguard the collections, we will ensure that the Museum acts in a professional and responsible way when assessing loan requests, in accordance with the Collections Documentation Policy, Collections Care and Conservation Policy, legislation, sector guidelines and Spectrum Standards.

This Policy does not apply to items on loan for conservation purposes or to the loan of items from our learning collection or loan kits.

## **8. Learning**

Learning is a core function of the Scottish Fisheries Museum. It is the Museum's policy to work to produce the best possible learning provision for all users, both in the Museum and elsewhere, endeavouring to develop services that reflect the diverse needs of all the community and are active, creative, enjoyable and interesting. We aim to:

- promote interest, curiosity, enjoyment and understanding of the collections through involvement and participation;
- develop the use of the Museum and its collections as resources for lifelong learning and for self-directed learners;
- ensure that planning for learning is incorporated in all museum projects;
- support the health and wellbeing of participants;
- exploit the potential of digital information and communication technologies to promote greater access to the collections and the history of commercial fishing; and
- provide all relevant staff with information and training in learning issues and practices.

In achieving this, the Museum will take into account current national initiatives and developments in the museums and learning/education sectors such as the Manifesto for Museum Learning and Engagement, Museums Association, 2020 and Space for Learning, The Clore Duffield Foundation, 2015

## **9. Research**

The Scottish Fisheries Museum recognises the core function of research in underpinning its activities. It is committed to supporting research at all levels, both internal and external, and to making public the results of any research. The Collection is regularly accessed by external researchers to further the academic understanding of the development of the Scottish fishing industry. It is one of the Museum's key aims to be an internationally recognised research centre for Scottish fishing and heritage issues.

Research activity primarily involves study of the collections and associated information. It varies from collection investigation and assessment to in-depth studies on collections-related research topics. All types of research are undertaken with a view to benefitting a variety of outputs including enhanced object information, new exhibitions, public programmes, answering public enquiries and creating and improving online and published resources.

## **10. Public Services**

The Scottish Fisheries Museum is committed to providing high quality facilities and resources that will deliver relevant, accessible, and enjoyable experiences to our visitors and other service users. We will take account of user feedback to develop and improve our services across all our public areas, as resources allow, reflecting visitor expectations and in line with VisitScotland criteria. We will provide a welcoming atmosphere to all users, offering a range of appropriate facilities for all the activities we support.

## **3.2 Display Policy**

<b>Name of museum:</b>	Scottish Fisheries Museum
<b>Name of governing body:</b>	The Scottish Fisheries Museum Trust Ltd.
<b>Date on which this policy was approved by governing body:</b>	31 July 2023
<b>Policy review procedure:</b>	The display policy will be published and reviewed as appropriate and at least once every five years.
<b>Date at which this policy is due for review:</b>	2028

### **1. Introduction**

This policy will guide the work the Scottish Fisheries Museum to ensure that the museum fulfils its responsibilities in relation to the display of the collections as well as demonstrating best practice and providing direction for improvement as opportunities and resources allow. The policy covers the entire range of displays created by or held in the museum, whether of items from the museum collections or on loan. It, therefore, covers single objects, special or touring exhibitions, and permanent galleries.

This policy forms part of, and is to be used in conjunction with, the Museum's Collections Management Policy Framework.

### **2. Aims of the Display Policy**

As a "nationally styled" museum, the displays will reflect the full range of the museum's collections and justify the use of the word "Scottish".

The Museum displays will reflect the overarching themes: boats, fish and folk:

- the various types of fishing methods used for different species of fish around the coast and islands of Scotland and regional variations of vernacular fishing vessels, gear and technology;
- the fish that are the basis of the industry, their biology, behaviour and habitats, and issues relating to their environmental sustainability; and
- the working and domestic lives of the men, women and children who all contributed to the fishing and associated industries such as boat building, coopering, engineering, fish processing, the repair of nets and the baiting of lines.

The museum undertakes to display objects for the following purposes:

- to accurately illustrate the development of the Scottish fishing industry in all its aspects, both chronologically and thematically and to place it within the wider context of environmental, technological, economic, social, and political developments and issues;
- to reflect the full range, scope and significance of the collections of material and information held by the Scottish Fisheries Museum;

- to inform, educate and inspire visitors of all ages, backgrounds, abilities and cultures to the collections, whether on site or elsewhere;
- to investigate, question, and inform perceptions of the industry, both historical and current; and
- to be an acknowledged centre of excellence for information and resources concerning the Scottish fishing industry.

A range of display techniques will be used including objects, text, interactive displays, audio-visuals, photographs, graphics, models, and reconstructed interiors. Displays will follow a chronological and/or thematic sequence throughout the Museum with each gallery forming a distinct unit within an overall story.

### **3. Principles**

The Museum will continue to develop and improve the quality of its permanent and temporary displays for the benefit of all Museum visitors and users. The Scottish Fisheries Museum aims to provide high quality facilities and resources that will deliver relevant, accessible, and enjoyable experiences to our visitors and other users as resources allow.

#### **3.1 Permanent Displays**

The museum commits to maintaining, reviewing, and renewing its permanent displays, drawing upon its own collections, and supplementing these with other objects where appropriate. These will give an overview of the industry from the earliest times to the present and will encompass the broad themes set out in the aims of this policy. Wider, related topics will be covered where these complement the main themes.

#### **3.2 Temporary Exhibitions**

The museum aims to stage three to four temporary exhibitions per year of reserve collections, visiting exhibitions, and exhibitions of loaned material and will be used to inspire related events and workshops. They will reflect a range of topics designed to:

- reflect current research or topical issues;
- illuminate the industry in novel and/or creative ways;
- showcase collections otherwise held in storage;
- investigate topics or viewpoints not covered in the permanent displays; and
- investigate topics already covered in the permanent displays in increased depth or from new perspectives.

Wider, related topics will occasionally be covered to cater for different interests. Wherever possible or practicable, the museum will participate in partnership exhibitions, either by contributing to joint exhibitions or to joint themes.

#### **3.3 Touring Exhibitions/Loans Out**

The Museum will use its two working vessels *Reaper* and *White Wing* to tour various venues around the UK as floating exhibitions. Wherever possible or practicable, the museum will

participate in touring exhibitions (jointly or alone) of material to other venues. These will include other museums but also other community spaces including libraries, churches, community halls and other spaces.

All requests for objects or exhibitions will be judged individually according to the museum's Loans Out procedures including a collections care risk assessment which balances the needs for access and for conservation/security of the collections.

### **3.4 Digital Display**

The Museum will aim to make as much of its collections available online as practicable. Where possible the Museum will seek funding to publish discrete aspects of its collections information online and will participate in joint projects to further this aim, such as Casting the Net, SCRAN, ArtUK, and the Whaler's Memory Bank.

## **4. Responsibility**

Lead responsibility for the programming and content of permanent and temporary exhibitions lies with the Head Curator, based on their knowledge of the collections and personal expertise, but also taking into account different views and perspectives.

The Head Curator will ensure systematic and visible planning and project management which incorporates advisory and reference groups, drawing in fishing industry representatives, professional museums staff, professionals in other fields including educationalists, academics, artists, tourism professionals. There will be both project specific and ongoing evaluation and consultation with visitors and potential visitors to recognised museum and professional standards.

The Head Curator will work closely with the Director to ensure that displays accord with this policy and all related plans and procedures, including accountability to the Board and to funders in the approval and delivery of projects.

## **5. Access/Audience**

The displays will aim to reach as wide an audience as possible and will incorporate material designed to appeal to a range of learning styles, knowledge levels, and interests.

In accordance with the Museum's Collections Access Policy, the Museum undertakes to include consideration of learning needs in the planning of displays and events, taking expert advice on:

- the ease of physical access for as many age and ability ranges as possible;
- the ease of intellectual access to ideas and information for as many age, ability, gender, and cultural ranges as possible through appropriate visual, aural, tactile, and written means;
- the use of suitable design, text and labelling to fulfil learning objectives; and
- the purpose and content of associated publications and/or learning material.

## **Section 4: Collections Care and Conservation**

The Collections Care and Conservation Policy and Environmental Policy and their associated plans and procedures apply to all Museum employees, contractors, and volunteers. Sections of the policy, plans and procedures will also apply to visitors and external users of the collections.



## **4.1 Collections Care and Conservation Policy**

<b>Name of museum:</b>	Scottish Fisheries Museum
<b>Name of governing body:</b>	The Scottish Fisheries Museum Trust Ltd.
<b>Date on which this policy was approved by governing body:</b>	31 July 2023
<b>Policy review procedure:</b>	The collections care and conservation policy will be published and reviewed as appropriate and at least once every five years.
<b>Date at which this policy is due for review:</b>	2028

### ***1. Introduction***

Caring for the collections is a fundamental duty for all museums and the Scottish Fisheries Museum's collections underpin everything that it does. The Museum is committed to caring for and using its collections in ways which are sustainable and ensure that the collections are going to be available for generations to come.

It does this through high standards of collections management and security and through a combination of preventive and remedial conservation measures, designed to ensure long-term preservation. Preventive conservation covers the measures necessary to slow down or minimise deterioration of museum objects and specimens and structures. Remedial conservation is the treatment to an object or specimen to stabilise it or enhance some aspect of its cultural or scientific value.

The Museum operates a risk managed approach to collections care and conservation and strives to provide the best possible conditions for the care and use of its collections and excellence in all its activities relating to collections care within its available resources. In this it will be mindful of risks to people as well as to objects.

### ***2. Aims of the Collections Care and Conservation Policy***

This policy will guide the work of the Scottish Fisheries Museum to ensure that the museum fulfils its responsibilities in relation to the care and conservation of collections as well as demonstrating best practice and providing direction for improvement as opportunities and resources allow. This policy forms part of, and is to be used in conjunction with, the Museum's Collections Management Policy Framework and its associated plans and procedures.

### ***3. Responsibility, Expertise and Knowledge Sharing***

All Museum staff and volunteers share responsibility for safeguarding objects and will be appropriately trained for their roles. Experienced and qualified curatorial staff manage

collections care and conservation, seeking external specialist training and advice where required. Housekeeping, building maintenance, and security are conducted by both contracted external and Museum staff under the supervision of the Museum's Managing Director.

- 3.1** The Museum will recruit trained and experienced curatorial staff to manage the Museum's collections.
- 3.2** New staff will receive appropriate induction training in the use of policies, plans, and procedures relating to collections care and management.
- 3.3** All new staff, volunteers, trainees, students, visiting researchers, and others working with collections will be trained in health and safety matters, object handling, and risks associated with the collections, as well as receiving on-going supervision from curatorial staff.
- 3.4** The skills of all staff that work with collections will be developed through training such as attendance at courses, seminars, and conferences.
- 4.5** The Museum will encourage the sharing of its staff expertise through networks and conferences, and staff will be encouraged to publish research on the collections.

#### **4. Specific Ethical and Legislative Considerations**

In caring for and conserving its collections, the Museum will ensure that it complies with the following ethical guidelines and legislation:

- Museums Association Code of Ethics
- Health and Safety at Work etc. Act, 1974
- COSHH: Control of Substances Hazardous to Health Regulations, 2002

#### **5. Standards**

The Museum will continue to raise standards in the conservation, storage, and display of collections, using the Collections Trust's Benchmarks in Collections Care for Museums, Libraries and Archives to periodically review progress.

In the care of working objects, the Museum is guided by Standards in the Museum Care of Large and Working Objects, Museum & Galleries Commission, 1994, particularly Section 21, Standards for the care of boats kept afloat, and current best practice set out in Understanding Historic Vessels, National Historic Ships UK, 2010.

#### **6. Collections Care and Conservation**

The Scottish Fisheries Museum is committed to managing the collections to prioritise preventive conservation measures now to ensure that the need for future remedial conservation is minimised. Through its risk managed approach, the Museum will direct resources to objects based on their needs and vulnerabilities.

- 6.1 Buildings** - ensuring that all its buildings are well maintained, and any defects are remedied promptly, with priority given to those influencing environmental conditions such as water ingress.
- 6.2 Collections Storage** – housing collections in environmentally stable rooms, on shelving and within enclosures, with suitable, inert packing materials to mitigate against deterioration owing to physical or chemical damage.
- 6.3 Housekeeping** – maintaining all areas where collections are housed in good order, ensuring a clean, stable environment, and using cases or storage enclosures to protect objects from dust. Collections on display will only be cleaned by, or under the supervision of, curatorial staff.
- 6.4 Handling and Using Collections** – keeping handling to a minimum, and following guidelines on handling and moving objects and manual handling training.
- 6.5 Pest Control and Monitoring** – in line with the Museum's procedures using traps, spot-checks, good housekeeping, quarantine of new material and rapid isolation and treatment of infestations. External contractors, under the direction of the Managing Director, will undertake the monitoring and control of rodent pests.
- 6.6 Environmental Monitoring** – keeping consistent records of temperature, relative humidity (%RH), lux and ultraviolet radiation levels in key areas of the buildings.
- 6.7 Environmental Control** – ensuring that temperature and %RH conditions are managed in key areas using dehumidifiers, buffered storage and microclimates as appropriate within the constraints of the Museum buildings.

Light levels will be managed through controllable lighting and the elimination or filtering of natural light. The environmental needs of an object will be part of the evaluation for any kind of use.

- 6.8 Remedial Conservation** – ensuring that any work is carried out by qualified conservators and involves the appropriate stabilization of objects rather than restoration. The principal of minimum intervention will be adhered to.

Prior to any remedial conservation the object will be fully examined and a condition assessment made. No object will be altered, nor material removed from it, without justification.

All remedial treatments will be fully documented on the object's catalogue record.

- 6.9 Surrogates** – creating, storing, and maintaining copies of collections items that are accessible, retrievable, and secure.
- 6.10 Security** – ensuring that high standards are maintained through management of access, keys, CCTV, and the Museum's intruder alarm system.

Security of collections is paramount. Display cases will be kept securely locked, and objects on open display monitored by trained staff.

Reserve collections are kept in locked rooms with no unsupervised public access. Visitors to collections areas are supervised at all times. Any theft or unaccounted loss will be reported to the police.

**6.11 Emergency Planning** – reviewing and testing the Museum's Emergency Plan and maintaining the emergency response equipment.

## **7. Care of Working Objects**

The Scottish Fisheries Museum operates certain historic objects, principally boats, from its collections because demonstrating an object in use adds immeasurably to our understanding of its purpose, significance, and historic working condition. The Museum recognises that operating machinery may also contribute to its preservation and may help to retain, preserve, or rediscover skills.

The Museum will only work historic machinery and objects following risk assessment and review, following best practice to ensure that our working objects are used in a safe, secure, and sustainable manner. This will comprise the following steps:

**7.1 Condition Survey** - An initial condition survey that adequately records the component parts and the detailed condition of the object will be carried out in order to determine whether the object is in a condition which will allow operation.

**7.2 Risk Assessment** - The likely risks to both the object and to operators and visitors will be assessed. The impact of any wear and tear or deterioration that is likely to take place will be assessed and may be considered acceptable.

Where replacement of such components is deemed unacceptable it will be necessary to set limits beyond which wear will not be allowed, i.e., the point at which operation will stop.

The assessment will determine whether it is possible to operate the object to modern Health & Safety standards without compromising its integrity.

**7.3 Conservation Management Plan & Operating Manual** - An appropriate conservation or maintenance plan and operating manual will be drawn up both to monitor the object's ongoing condition and to ensure its correct operation and maintenance. A record must be kept of any work undertaken on the object.

The Museum will follow current guidelines as set out in *Conserving Historic Vessels*, National Historic Ships (2010) in maintaining Conservation Management Plans for all its operational boats.

**7.4 Training** - The object will only be operated if a sufficient number of trained and competent conservation and operating staff (or volunteers) are available.

## **4.2 Environmental Policy**

<b>Name of museum:</b>	Scottish Fisheries Museum
<b>Name of governing body:</b>	The Scottish Fisheries Museum Trust Ltd.
<b>Date on which this policy was approved by governing body:</b>	31 July 2023
<b>Policy review procedure:</b>	The environmental policy will be published and reviewed as appropriate and at least once every five years.
<b>Date at which this policy is due for review:</b>	2028

### **1. Introduction**

The Scottish Fisheries Museum recognises the global climate emergency and the importance of taking actions to protect and preserve our shared environment. It recognises its particular responsibility as a museum focused on the sea and fisheries to ensure that the environmental sustainability and biodiversity messages in its communications, displays, and exhibitions are accurate and have a positive impact on its users' attitudes and behaviour.

Furthermore, in the management, care, and presentation of its collections, as in all areas of its operation, the Museum will strive to be as environmentally sustainable as possible, and will actively pursue policies leading to waste reduction, recycling, reuse of materials, and the sustainable use of resources.

This policy forms part of, and is to be used in conjunction with, the Museum's Collections Management Policy Framework.

### **2. Aims of the Environmental Policy**

The aim of this policy is to demonstrate the Museum's commitment to environmental sustainability and to provide a framework for managing our operations to achieve gradual continuous improvement.

It will achieve this through its commitment to:

- 2.1** ensuring the Museum continues to comply with, and exceed where practicable, all relevant legislation and environmental regulations;
- 2.2** considering the environmental impact of all development projects, particularly any long-term impacts, at the planning stage and embedding sustainability into all its projects;
- 2.3** monitoring energy consumption and seeking ways to reduce it by, for example installing more energy-efficient equipment than previously used when it is necessary to replace it;

**2.4** making procurement decisions with a bias in favour of eco-friendly suppliers and products. In particular:

- we buy the most energy-efficient electrical products that we can;
- we buy products made from recycled materials whenever this is practical at reasonable cost;
- we buy products that can be recycled after use whenever practicable;
- we minimise the use of, and encourage alternatives to, single-use plastics;
- we buy from local sources where this reduces the need to transport goods;
- we print on paper that is FSC certified or recycled; and
- we favour environment-friendly cleaning materials and chemicals.

**2.5** encouraging visitors and staff to travel to the museum by public transport, on foot, or by cycle so far as possible;

**2.6** minimising consumption of mains supplied water through the use of water-saving taps and cisterns;

**2.7** recycling/segregating as much of our waste as possible;

**2.8** seizing the opportunities presented by our topic focus and collections to support learning on topics related to the environment; and

**2.9** reviewing our environmental policy on a regular basis and including plans for improvements in sustainability within our strategic planning and reporting cycles to ensure we continue to meet our targets.

## ***Section 5: Applicable Legislation and Standards***

The Museum's Collections Management Policy Framework is informed by legislation, ethical codes, and Museum standards, including, but not restricted to:

### 5.1 International Conventions

- Convention on the Illicit Trade in Endangered Species, 1975
- Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, UNESCO, 1970

### 5.2 Legislation

- Control of Asbestos Regulations 2012
- Copyright and Related Rights Regulations, 2003
- COSHH: Control of Substances Hazardous to Health Regulations, 2002
- Data Protection Act, 2018 and the UK-GDPR, 2021
- Disability Discrimination Act, 1995 (as amended)
- Endangered Species (Import & Export) Act 1976 and Control of Trade in Endangered Species (Enforcement) (Amendment) Regulations 2009
- Equality Act, 2006
- Freedom of Information (Scotland) Act, 2002
- Health and Safety at Work Act, 1974
- Management of Health and Safety at Work Regulations, 1999
- Marine (Scotland) Act 2010, Part 5
- Merchant Shipping Act 1995
- Requirements of HM Revenue & Customs
- UK General Data Protection Regulation, 2021

### 5.3 Ethical Codes & Government Guidance

- Code of Ethics for Museums, Museums Association, 2016
- Code of Practice – Treasure Trove in Scotland, 2016
- Spoliation of Works of Art during the Nazi, Holocaust and World War II period, Museums and Galleries Commission, 1999

### 5.4 Standards

- Accreditation standard – Museums and Archives, 2018
- Benchmarks in Collections Care for Museums, Archives and Libraries, 2007
- Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002)

- FADGI (Federal Agencies Digital Guidelines Initiative), Library of Congress, 2017
- Manifesto for Museum Learning and Engagement, Museums Association, 2020
- Off the Shelf: A Toolkit for Ethical Transfer, Reuse and Disposal, Museums Association, 2023
- PAS 197:2009: Code of practice for cultural collections management, BSI and Collections Trust
- PAS 198:2012 Specification for managing environmental conditions for cultural collections
- Space for Learning, The Clore Duffield Foundation, 2015
- Spectrum: UK Collection Management Standard, Collections Trust, 2022
- Standards in the Museum Care of Large and Working Objects, Museum & Galleries Commission, 1994
- Toolkit for Managing Digital Collections, Collections Trust, 2023
- UK Registrar's Group Facility Reports, UK Registrars' Group
- Understanding Historic Vessels, National Historic Ships UK, 2010



## **Section 6: Relevant Policies and Strategies**

The Museum's Collections Management Policy Framework is informed by wider Museum policies and supports the delivery of Museum strategies. Those of particular relevance are listed below.

### 6.1 Scottish Fisheries Museum Policies

- SFM Memorandum and Articles of Association, 2020
- SFM Data Protection Policy, 2021
- SFM Fair Work Policy, 2023
- SFM Health and Safety Policy, 2020
- SFM IT and Data Security Policies, 2023
- SFM Safeguarding Children and Adults at Risk Policy, 2021
- SFM Social Media Policy, 2018
- SFM Volunteer Policy, 2023

### 6.2 Scottish Fisheries Museum Strategies

- Museum Strategy 2021 - 2024
- SFM Strategic Plan 2022-2024

## **Section 7: Collections Management Plans and Procedures**

The following plans and procedures have been identified as being integral to the Collections Management Policy Framework and can be found in digital form on the Museum's Shared drive.

Plans and Procedures are working documents and are reviewed regularly in light of internal and external changes in circumstances, activity undertaken, and resources available. Any updates and/or additions will be recorded below.

### **Section 1:**

- Documentation Procedural Manual, 2020

### **Section 2:**

- Documentation Procedural Manual, 2020
- Photograph Digitisation Guide, 2022
- Retrospective Documentation Plan, 2023

### **Section 3:**

- Audience Development Plan, 2023
- Print Guidelines, 2014
- Social Media Guidelines, 2022

### **Section 4:**

- Collections Care and Conservation Plan, 2023
- Collections Care and Handling Guidelines, 2019
- Collections Housekeeping Procedures, 2019
- Conservation Management Plans for individual boats, 2018 - 21
- Emergency Plan, 2023