

## Collections Development Policy

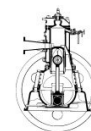
### Internal Fire, Museum of Power



**Governing Body The Trustees of Internal Fire Museum of Power**

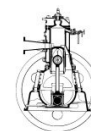
Approved by the Trustees

Name	Signature	Date
Paul Evans		
Keith Farley		
Arthur Griffin		
Peter Norman		
Robert Chivers		



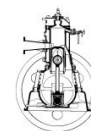
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## Collections Development Policy

Name of museum: **Internal Fire Museum of Power**

Name of governing body: **The Trustees**

Date on which this policy was approved by governing body: **1<sup>st</sup> November 2014**

### Policy review procedure:

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

Date at which this policy is due for review: **1st December 2017**

CyMAL: Museums Archives and Libraries Wales will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

### Relationship to other relevant policies/plans of the organisation:

This policy combines the previous IF Acquisition & Disposals Policy (2003) with the current guidance issued by Arts Council of England (ACE), in support of the Museum Accreditation Scheme, and in the light of recent changes to the governance and management of Internal Fire Museum of Power. See <http://www.artscouncil.org.uk/what-we-do/supporting-museums/accreditation-scheme/guidance-documents/>

#### 1.1 Statement of Purpose

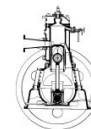
The museum has been created to preserve internal combustion engines and their associated driven and support equipment, ensuring that all aspects of the use and maintenance of engines are covered.

It will also ensure the preservation of the skills required to install and maintain all types of internal combustion engines as well as to educate the public in their function. The aim is to display engines in context by providing a suitable period load and creating a period space around each engine so that the public can appreciate the sound and feel of the engines at work.

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 The museum will not undertake disposal motivated principally by financial reasons

## 2. History of the Collections

The museum was established in 2003 based around a number of donated objects plus material from the personal collection of the founder. As a number of the loan engines were common it was expected that over a period, similar engines would be donated and the loan engines were then disposed of to raise funds to grow the museum. The more significant engines in the loan collection were transferred to the museum and the museum grew rapidly over the first four years.

As the aim is to show both the prime mover and the application the collections potentially had a broad scope but there is a loose restriction in place aiming at utility companies.

## 3. Overview of Current Collections

The museum operates a complex set of working collections that cover not only the engines themselves but the driven equipment, both mechanical and electrical.

With over 200 engines this is one of the largest working collections on display in Europe.

### 3.1 Internal Fire Core Collection

#### History

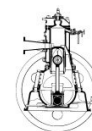
The collection is based on objects acquired in early 2000/2001 to illustrate the development of the internal combustion engine. The aim of the museum was to recreate period settings for the objects to give visitors a better understanding of each engine and the application.

#### Size, coverage and significance

There are currently 4053 objects in the core collection ranging from the engines themselves to period gas lights, clocks and other materials that form each display.

The displays themselves range from complete engine installations removed from site to created installations re-created from period photographs and records.

As most original installations were never seen by the public they have remained an unknown yet vital section of industrial heritage. The basic utilities all over the UK were provided by these engines and their driven machinery and have been largely ignored as “too modern” to preserve.



The collection contains the oldest working Diesel in the UK, currently the oldest daily operating Diesel in the world. It also operates the only large stationary gas turbine generating set in a museum, a 4,250shp Proteus. The first of her kind she was awarded an IMechE EHA in 2010.

### Development

In addition to the internal combustion engines already on display it has been decided to add a steam component to the museum with representative examples of rotative and non-rotative engines to show the development and design overlap between steam and oil engines.

These additional objects will follow the same format as the rest of the museum and will be installed in appropriate period settings.

This does mean that the collecting policy of the museum broadens a little to encompass the objects required to complete the setting but care will be taken to ensure that only those objects directly linked to a display will be acquired.

## 3.2 W.H. Allen Heritage Collection

Exhibits and reference material from the W. H. Allen Company, Bedford

### History

There are few large engine companies with Welsh links but W.H. was apprenticed at the Neath Abbey Ironworks before leaving to set up his first company in London.

W.H. Allen is a company that most outside the engineering and utilities sector have never heard of yet their products were a byword for reliability and quality. The number of Allen engines still in service means that a number of companies were and still are looking to see them preserved after such a long and useful service life.

### Size, coverage and significance

There are currently 625 objects accessioned in the Allen Collection ranging from engines and machinery through to company records collected by the ex-Marketing Manager.

This represents the largest collection of W. H. Allen material in any single location and covers all of the oil engine production types with the exception of the license built Harland & Wolff T47 and S60 (only a single engine remains).

### Development

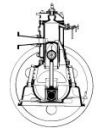
The collection is still being developed and it is hoped to get access to other archive material and digitise for inclusion.

## 3.3 Telecommunications

Telecommunications equipment and working valve radio equipment

### History

The collection started as an example of applications existing on remote sites where local power generation was required.



### **Size, coverage and significance**

Currently 686 objects on display ranging from radios to working telephone exchanges.

### **Development**

As part of the Communications Museum Trust this section is under continual development with at least one extension to the building due and BT Wales are now involved in growing the collection to show the use of telecommunication systems in Wales over the years.

## **3.4 H. V. Senior Image Archive**

Images from 2 1/4" slides taken by H.V.Senior

### **History**

The originals are owned by a Friend of the Museum and the grandson of H.V. Senior. HV was a talented engineer who worked for the Brush, Robey and Ruston companies and spent time abroad on installation work as well as design work in the factory.

### **Size, coverage and significance**

The 249 objects are high resolution scans of the original glass negatives and cover a wide variety of subjects but with a leaning towards production gas plants.

### **Development**

Other than final indexing work and research on the content of individual slides the collection is assumed for the moment to be static. There is a possibility of further material from the same source at a later date which will also be copy only

## **3.5 Ailsa Craig Archive**

Collection of material from the Ailsa Craig engine company

### **History**

This collection represents the bulk of remaining material on the Ailsa Craig company and covers the period 1904 until the 1960s.

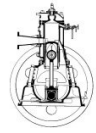
### **Size, coverage and significance**

Currently 3234 objects in the collection but with more material due. This is the only archive of Ailsa Craig material (some paper and photos in The Science Museum from the same source) and all drawings have now been digitised and indexed for use.

### **Development**

Ongoing project to digitize the correspondence books, block books and photograph albums





### 3.6 Petter Collection

The old Petter factory collection extended with museum material.

#### History

There are two main components that came together to form the Petter Collection. In the 1980s the pre-1955 records were rescued from a skip at the Lister factory in Dursley. On microfilm these records have now been digitised and are being indexed.

The second component was when the old factory collection of engines was donated after being in long term storage for 30 years.

These were combined with existing engines in the core collection to form the Petter Collection.

#### Size, coverage and significance

There 442984 objects which cover the history of the company from 1896 through the merger with Listers and right up to the closure of the combined company in 2014.

The digitised archive material comprises of engineering drawings and company records for the parent Petter company and also some of the other companies absorbed into the ABOE group pre-WWII.

The only known records of the Atlantic Marine Engine Co Ltd, Wishaw are included along with material from Fowlers of Leeds and Coventry Oil Engines.

#### Development

More microfilm and aperture card material has come in following the closure of Lister-Petter mid-2014 and this will be digitised and indexed over the next 5 years.

Additional Petter material is being sort to fill the many gaps in technical documentation and there are still some examples of Petter engines that would be useful to complete the visual history. A long term aim is for a Petter display building to allow the currently scattered display items to be merged and displayed with those currently in store.

### Loan Collections

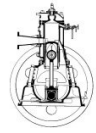
#### 3.7 Castell Pridd Engines

Engines on loan to the museum from Castell Pridd Farm

#### History

This collection is the personal collection of Paul & Hazel Evans and was used to help start the museum in 2003. Over the years as similar engines have become available to the museum to those in this collection, the loan engines have been replaced in the displays and the loan engine returned to the lender where in most cases the engine has been used to raise funds for the growth of the museum.





### **Size, coverage and significance**

There are 821 objects listed in the collection although 9 of these remain listed for historic purposes as the objects have been removed from display at the museum.

### **Development**

The collection has gradually being reduced as replacement objects have become available and in the near future the remaining objects will be accessioned to the core collection.

## **3.8 Trinity House Collection**

Engines and other items on long term loan from Trinity House

### **History**

Trinity House have a long involvement with oil and gas engines as at one point every TH site generated power. With the closure and reduction of TH sites around the UK a number of engines became available some of which were from sites in Wales.

The decision was taken to take these objects onboard as they provided a complete picture with both engine and driven machinery.

### **Size, coverage and significance**

407 objects

### **Development**

TH have indicated that in the medium term it is likely that these objects will be transferred to the core collection once they are happy with the sustainability of the museum.

## **3.9 Other Exhibits On Loan**

Items on loan from other museums and private collections

### **History**

Where there were significant gaps in the original collection the policy was to accept loan engines renewable annually.

### **Size, coverage and significance**

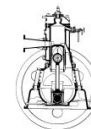
See Development

### **Development**

These objects are now being returned to the lenders although a number are being transferred to the core collection when offered back. The majority of loans will be complete by December 2015.

## **3.10 Indicators**

Collection of steam and diesel engine indicators and associated equipment, loan and core items



## History

The collection has been in existence for a number of year and is owned by Paul & Hazel Evans. It formed part of the material used when setting up the museum in 2003.

## Size, coverage and significance

58 objects covering most known types of indicator

## Development

The collection will be merged with the core collection at the end of the loan period (2017) if not before. The transfer mainly depends on a suitable area for display within the museum becoming available.

## 4. Themes and priorities for future collecting

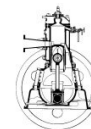
- a. Material for possible acquisition should fall within the scope of Internal Fires stated interests and the activities relating to those interests.
- b. A particular emphasis will be given to the development of the diesel engine from conception to the current day.
- c. The museum should intend to retain the item in perpetuity
- d. Items closely relating to the permanent collections which meet the above criteria. These items will be accessioned into the permanent collections and full records will be kept to ensure accountability.
- e. The Museum will not acquire any item for use for which it cannot provide skilled advice and knowledge to maintain the object in a safe manner following established good practice for a working Museum.

## 5. Themes and priorities for rationalisation and disposal

When disposal is motivated by curatorial reasons the procedures outlined in paragraphs 13g-13s will be followed and the method of disposal may be by gift, sale or exchange.

In exceptional cases, the disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below in paragraphs 13g-13m and 13s 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:

- 1) The disposal will significantly improve the long-term public benefit derived from the remaining collection
- 2) The disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit)
- 3) The disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored.



The museum may make an exception for disposal where another museum requires parts or an object to complete a working display when they are not required at Internal Fire

Spare parts are taken on by the museum when available on the basis that they might otherwise be lost. In most cases they would only be noted on the accession for the object/s but if they are to be accessioned then the donor would be asked to complete the caveat section of the Accession Form stating that they would not object to the parts being transferred to another museum if there was a definite need. If the donor does not wish to make such a caveat then the parts would be retained.

## 5. Themes and Priorities for Rationalisation and Disposal

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

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

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

## 7. Collecting policies of other museums

7.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

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

**National Waterfront Museum**  
**Museum of Power, Langford**  
**Manchester Museum of Science and Industry**  
**ThinkTank, Birmingham**

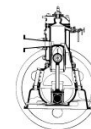
## 8. Archival Holdings

## 9. Acquisition

9.1 The policy for agreeing acquisitions is:

The museum will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.

9.2. The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).



9.3. In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

## 10. Human Remains

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

## 11. Biological and Geological Material

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

## 12. Archaeological Material

12.1 The museum will not acquire any archaeological material.

## 13. 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

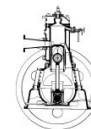
## 14. Spoilation

14.1 The museum will use the statement of principles 'Spoilation 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, if any, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.

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



## 16. Disposal procedures

16.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.

16.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.

16.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort - destruction.

16.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.

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

16.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.

16.8 If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).

16.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.



16.10 Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the CyMAL: Museums Archives and Libraries Wales.

16.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.

16.12 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

### Disposal by exchange

16.13 The 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.

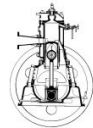
16.13.1 In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 16.1-5 will apply.

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



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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.