



**British Motor Industry
Heritage Trust**

**COLLECTIONS
DEVELOPMENT
POLICY**

**British Motor Museum
Banbury Road, Gaydon, Warwick CV35 0BJ**

svl/2016

This Collections Development Policy relates to the collections of motor cars, motoring related artefacts and archive material held at the British Motor Museum, Gaydon, Warwick, United Kingdom.

Name of governing body: British Motor Industry Heritage Trust (BMIHT)

Date on which this policy was approved by governing body: 13th April 2016

The Collections Development Policy will be published and reviewed from time to time, at least once every five years. The anticipated date on which this policy will be reviewed is December 2019.

Arts Council England will be notified of any changes to the Collections Development Policy and the implication of any such changes for the future of collections.

1. Relationship to other relevant policies/plans of the organisation:

1.1 BMIHT's Statement of Purpose is:

To collect, conserve, research and display for the benefit of the nation, motor vehicles, archives, artefacts and ancillary material relating to the motor industry in Britain. To seek the opportunity to include motor and component manufacturers in Britain. To promote the role the motor industry has played in the economic, technical and social development of both Great Britain and Northern Ireland.

The motor industry in Britain is defined by companies that have manufactured or assembled vehicles or components within the United Kingdom for a continuous period of not less than five years.

1.2 BMIHT's Board of Trustees will ensure that both acquisition and disposal are carried out openly and with transparency.

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

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

1.5 BMIHT 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 will include using SPECTRUM Primary Procedures or the equivalent archive standards 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 BMIHT will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object, archive material or specimen unless BMIHT's Board of Trustees or responsible officer is satisfied that BMIHT can acquire a valid title to the item in question.

2. History of the collections

- 2.1 The British Motor Industry Heritage Trust is based on a company, Leyland Historic Vehicles, which was formed in 1975 as an integral part of British Leyland which, in turn, evolved into Rover Group. BMIHT was incorporated in 1983 as an independent charity. It was proposed to expand the activities to cover all aspects of vehicle manufacture within Great Britain and Northern Ireland and all the major vehicle and component manufacturers were invited to become involved.

BMIHT's collections are largely founded on the vehicle and archive collections of the founding companies of the former British Leyland organisation.

- 2.2 For a period from the late 1980s until 2000, over 70% of all income was derived either directly or indirectly from Rover Group and all the staff had been employed by Rover Group or its predecessor companies since the foundation of the organisation in 1975. For that reason, collecting at that time focused on the British motor company marques owned by Rover Group.
- 2.3 Following the division of Rover Group in 2000, BMIHT and the British Motor Museum came under the purview of Land Rover, (itself a subsidiary of the Ford Motor Company and, from 2008, of Tata Motors). Since 2000 the remit of BMIHT has reverted to encompass all motor manufacturers in Britain, reflecting its name and the history of the industry.
- 2.4 From the late 1970s until 2000, BMIHT collected first or last production vehicles (as appropriate) from models manufactured by the Rover Group companies. From 2000, this policy has been confined to Land Rover products.
- 2.5 Through deliberate policy, since 2000 BMIHT has added vehicles from other (non-Rover Group / British Leyland) British motor manufacturers to its Collection and these now form a more significant part of the Collection. Similarly, archive material from other motor manufacturers, such as Aston Martin, has also been added in past decade.
- 2.6 In recognition of the national (and international) significance of the entirety of BMIHT's collections, they were awarded Designation status by Arts Council England in 2014.

3. An overview of current collections

BMIHT's collections comprise a unique collection of historic vehicles and the finest archive of British motor-industry related material in the World, covering a span of more than 100 years, as old as the industry itself. The entire collections have Arts Council England Designation status.

- 3.1 The Vehicle Collection numbers just under 300 vehicles, which describe the British motor industry from the earliest products to the latest models. These include some of the most famous and significant motor cars produced in Britain, racing cars, unique prototypes which influenced the direction of the industry, together with those more ordinary models which graced the roads of the World.

It is strong in the marques Austin, Morris, Land Rover, MG and Rover and in the years 1950 onwards. The Collection, however, does stretch back to the late 19th century and includes some of the most important early British motor cars. There is also a handful of cycles and pedal cars in the Collection.

- 3.2 BMIHT's Archive Collection contains workshop manuals, handbooks, sales brochures and motoring magazines which document not just important technical information but also a wealth of social history in their style and illustration. The comprehensive accumulation of production records details the history of millions of individual vehicles. There are business records which contain the raw material for the history for many of Britain's motor manufacturers and suppliers. There are also more personal records, in particular those of the life and work of three of the industry's most important figures - Herbert Austin, William Morris and Alec Issigonis.

The centrepiece of the Archive Collection is one of the largest and most comprehensive collections of photographic images and moving film anywhere, illustrating the social and industrial development of the twentieth century. More than one million images record the production of the motor car from its outset, life and work in the factories, war time activities, the people that shaped the industry, famous personalities and the ever-changing landscape of Britain as it was shaped by the motor industry.

The Archive Collection also includes material from associated industries, significantly the archives of the Lucas company. In 2005 the extraordinary Nick Baldwin archive of photographs, brochures, press releases and related documents was acquired, increasing the scope of the BMIHT's Archive Collection.

- 3.3 Relative to the quantity of vehicles and archive material, BMIHT has fewer smaller objects. These smaller objects include company trophies, models (including design models), manufacturing items (hand tools etc.), some paintings and framed photographs and other company motoring ephemera. Nevertheless, some of the objects are unique or of high historical significance in themselves.

4. Themes and priorities for future collecting

- 4.1 To collect, for the benefit of the nation, motor vehicles, artefacts and archive material relating to the motor industry in Britain. The motor industry in Britain is defined by companies that have manufactured or assembled vehicles or components within the United Kingdom for a continuous period of not less than five years.
- 4.2 To collect relevant vehicles, artefacts or archive material to support the core collection from these companies, automobile agents and automotive component companies, past and present. This will mainly assist in the showing of technical, social and economic developments inspired by the motor industry in Britain.
- 4.3 To collect other material which is of importance to the history of the motor industry in Britain but does not fit the categories defined in paragraphs 4.1 and 4.2, which has no other obvious home and would otherwise be lost. This must be considered as an exceptional case. A good case must be established for the merit of the material and for BMIHT being the correct repository for the material. BMIHT will take account of the collecting policies of other museums and archive repositories with similar interests when considering such material (section 7).
- 4.4 The current scope of the progression of the collections is two-fold:
 - First, to continue to widen the scope of the collections to items from companies outside of the British Leyland sphere.
 - Secondly, to continue to acquire supporting artefacts and documentation for the motor vehicles in order to improve the interpretation of the rôle of the motor industry in all aspects of British life. These include current motor industry technologies and the development of technology for the future.
- 4.5 This goes hand in hand with the longer term development of the Vehicle Collection in terms of motor cars that are significant in the history of the motor industry in Britain, both historic and new models and of the Archive Collection as the most comprehensive and largest archive of documents, photographs and film relating to the motor industry in Britain. The desire to collect new material will, as a matter of course, be tempered by BMIHT's ability to adequately display, store and conserve such material.
- 4.6 Once it is known that a Land Rover vehicle is to go into or out of production, BMIHT will have the option to take as a donation the first and last chassis number, indicating the particular specification required by BMIHT. Where there is variance of engine or body style on a particular model, a choice should be made taking into account the specification of vehicles and engines already held by BMIHT.
- 4.7 Prototypes, racing and development cars should be preserved when such vehicles have completed their useful life. Management of such vehicles can be undertaken by BMIHT, the ownership of the vehicles remaining with the company until such time as deemed fit by the Board of that company to transfer them to the ownership of BMIHT.

- 4.8 It is known that advertising agencies hold large quantities of film and photographic stills which relate to the collections that the BMIHT owns. There are also numerous corporate and technical documents relating to those companies which were previously part of the British Motor Corporation, British Leyland and Rover Group which are now with private individuals. A particular effort should be made to recover such material wherever possible.
- 4.9 BMIHT may collect records in electronic, digital media and audio-visual format but reserves the right to migrate such data to other formats in order to ensure the readability and long-term preservation of the information.
- 4.10 BMIHT will collect the archives of the British Motor Industry Heritage Trust and related bodies.
- 4.11 The criteria for the acquisition of an item for the collections can be classified in four main areas:
- i. Historical interest
 - ii. Technical interest
 - iii. Social impact
 - iv. Condition and usability
- Any acquisition would naturally take account of the item's working life as an object of research, public interest and enjoyment.
- 4.12 Vehicles that do not meet at least two of the criteria and other artefacts which do not meet at least three of the criteria will not be accepted into the permanent collections. Archive material will need to meet any two of the three criteria, 4.11.i to 4.11.iii.

5. Themes and priorities for rationalisation and disposal

BMIHT undertook a major review of its Vehicle Collection in 2002/3 and carried out a programme of rationalisation and disposal according to the guidelines set out at the time. A further, smaller, rationalisation programme for this collection was also carried out in 2006. A review of the Archive Collection has been carried out in the last three years.

BMIHT does not intend to carry out another review leading to rationalisation or disposal during the period covered by this policy.

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

BMIHT recognises its responsibility to work within the parameters of the Museums Association Code of Ethics and the National Archives Code of Practice for Archivists and Records Managers when considering acquisition and disposal.

7. Collecting policies of other museums

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

Specific reference is made to the following museums and archives:

National Motor Museum, Beaulieu, Hampshire

Coventry Transport Museum, Coventry

Jaguar Daimler Heritage Trust, Coventry

Donington Collection of Single Seater Racing Cars, Donington Park, Leicestershire

National Museum of Science and Industry, London

The Haynes Motor Museum, Sparkford, Somerset

The Brooklands Museum, Weybridge, Surrey

Glasgow Museum of Transport, Glasgow

Modern Records Centre, University of Warwick

Local authority record offices at Birmingham, Coventry and Oxford

8. Archival holdings

As BMIHT holds archives, including photographs and printed ephemera, BMIHT's Board of Trustees will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002), the Royal Commission on Historical Manuscripts' Standards for Record Repositories (3rd ed. 2001) and British Standard PD5454:2012.

9. Acquisition

- 9.1 The Curator and Archivist are BMIHT's principal officers for making decisions on acquisitions for the relevant collections, in line with the conditions of this Policy. For acquisitions outside of their budgetary control BMIHT's Board of Trustees may be required to make a controlling decision.

Acquisitions outside the current stated policy will only be made in very exceptional circumstances and then only after proper consideration by BMIHT's Board of Trustees, having regard to the interests of other museums or archives.

- 9.2 BMIHT will not acquire any object, archive material or specimen unless it is satisfied that the object, archive material 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 1st November 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. BMIHT's Board of Trustees 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 Humans remains

- 10.1 BMIHT does not hold or intend to acquire any human remains.

11 Biological and geological material

- 11.1 BMIHT will not to acquire any biological or geological material.

12 Archaeological material

- 12.1 BMIHT will not acquire archaeological material (including excavated ceramics) in any case where BMIHT's Board of Trustees or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.
- 12.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (ie the Coroner for Treasure) as set out in the Treasure Act 1996 (amended by the Coroners & Justice Act 2009).

13 Exceptions

13.1 Any exceptions to the above clauses will only be because BMIHT 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 BMIHT will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. BMIHT will document when these exceptions occur.

14 Spoliation

14.1 BMIHT 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 BMIHT's Board of Trustees, acting on the advice of the BMIHT's professional staff, 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. BMIHT 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 or the equivalent archive procedure.

16.2 BMIHT's Board of Trustees will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.

16.3 When disposal of a museum object or archive material is being considered, BMIHT 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 or archival reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale or exchange.

- 16.5 The decision to dispose of material from the collections will be taken by BMIHT's Board of Trustees only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for BMIHT's collections and collections held by museums, archives and other organisations collecting the same material or in related fields will be considered. External expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by BMIHT will also be sought.
- 16.6 A decision to dispose of a specimen, object or archival material, 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 BMIHT's Board of Trustees acting on the advice of professional curatorial or archival staff and not of the Curator or Archivist of the collections 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, unless it is to be destroyed. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums or archives of equivalent standard likely to be interested in its acquisition.
- 16.8 If the material is not acquired by any Accredited Museums or archives of equivalent standard to which it was offered directly as a gift or for sale, then the museum or archive community at large will be advised of the intention to dispose of the material, normally through an announcement in the Museums Association's Museums Journal or in other specialist journals and websites where 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 or archives of equivalent standard. 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, BMIHT 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 BMIHT's Board of Trustees from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.
- 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 collections.

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 or the equivalent archive standard on deaccession and disposal.

Disposal by exchange

16.13 The nature of disposal by exchange means that BMIHT will not necessarily be in a position to exchange the material with another Accredited museum or archive of equivalent standard. BMIHT's Board of Trustees 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 BMIHT's Board of Trustees wishes for sound curatorial or archival reasons to exchange material directly with Accredited or non-Accredited museums, with other archives, 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 or archive of equivalent standard, other Accredited museums or archives 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 or archive, with another type of organisation or with an individual, BMIHT will make an announcement in the Museums Association's Museum Journal, place a notice on the Museums Association's Find an Object web listing service or in other specialist journals and websites where 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 BMIHT'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, BMIHT's Board of Trustees 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 the an object through transfer or sale, BMIHT may decide to destroy it.

16.15 It is acceptable to destroy material of low intrinsic value (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 of BMIHT's workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

17. Approval

Approval is sought from BMIHT's Board of Trustees, that they accept and will implement the above Policy as part of their responsibility for maintaining and progressing the collections of vehicles, other artefacts and archive material relating to the motor industry in Britain.