

SCIENCE MUSEUM GROUP

Name of museum: Science Museum Group

Name of governing body: Board of Trustees of the Science Museum

Date on which this policy was approved by governing body: January 2021

Policy review procedure:

The SMG Collection Development Policy will be published and reviewed at least once every five years, or sooner if significant changes need to be made. The SMG Collection Development Policy is approved by the Board of Trustees.

Date at which this policy is due for review: January 2026

Arts Council England will be notified of any changes to the collection development policy, and the implications of any such changes for the future of collections.

The National Archives is responsible for administering and assessing Archive Service Accreditation in England. The Collection Development Policy is a requirement of Archive Service Accreditation for SMG's accredited archives.

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

1.1 Inspiring Futures – SMG's Strategic Priorities

With the Science Museum Group's strategic priority to 'sustain and grow our world class collection', we aim to be a preeminent collection for understanding the value of science, technology, engineering, transport, medicine and media in the past, present and future. We will reflect significant changes in the advancement of knowledge, the development of processes, and innovation in products, services and experiences.

The SMG Collection Development Policy enables us to define how we will grow the collection by acquiring new objects and archives (both physical and digital), ensuring they reflect and illuminate historical and contemporary developments, contexts and debates.

It will help us to define how we develop our knowledge of the collection, how we review the collection and how we grow its audiences. Through the SMG Collection Development Policy, we aim to build the collection's integrity, relevance and status, to ensure it becomes well understood, better known, more widely admired and more frequently used.

The SMG Collection Development Policy, in tandem with the SMG Collection Engagement Policy, supports the Group's priorities to 'harness the potential of digital' and 'extend our international reach', through the growth of our collection and its digitisation for audiences online.

The Science Museum Group is transforming how we develop, care for and share our world-leading collection. This includes rehousing a significant proportion of the collection in a purpose-built facility at the National Collections Centre, undertaking digitisation on an unprecedented scale and delivering new ways for people to engage with the astonishing stories of creativity and humanity embedded in the collection.

We are also embarking on an ambitious programme to understand and reimagine our collection; to create a thriving and shared collection that reflects major changes in science, technology,

engineering, transport, medicine and media. We will develop and review SMG's holdings, building a programme of new acquisitions to ensure that they reflect contemporary changes as well as historical ones.

Using our collection, we will engage audiences through exhibitions, loans and learning activities, and by developing, reviewing and learning about our collection, we will position the Science Museum Group Collection in the hearts and minds of people in the UK and across the world.

1.2 The Science Museum Group's statement of purpose is:

Group vision

A society that celebrates science, technology, transport and engineering and their impact on our lives, now and in the future.

Group mission

We inspire futures by:

- Creative exploration of science, technical innovation, transport and industry, and how they made and sustain modern society
- Building a scientifically literate society, using the history, present and future of science, technology, medicine, transport and media to grow science capital
- Inspiring the next generations of scientists, inventors and engineers

1.3 Related SMG Strategies

The SMG Collection Development Policy draws on, and supports, several other strategies and plans across the Group. These include:

- SMG Collections Engagement Strategy, 2019. This strategy identifies the vision and audiences for engagement with the collection across the Science Museum Group, including physical, remote and digital interaction with the collections, including the needs of the public and SMG curators when accessing objects at the National Collections Centre (NCC) from 2023.
- SMG Digital Strategy, 2018-2021: the online accessibility of and engagement with our collection is supported by this strategy.
- SMG Research Strategy, 2018-2022: The Research Strategy allows us to build our collecting activity, create strong stakeholder networks and develop knowledge and understanding of our collection.
- SMG Collections Information and Access Policy 2018-2020
- SMG Open for All Framework and [Inclusive Display and the Interpretation Action Plan](#) developed in Autumn 2020, which addresses how we will explore a broader and more inclusive range of narratives through our collecting and curation.
- The forthcoming creation and implementation of an SMG Digital Preservation Policy for the preservation of digital-born and hybrid digital/physical objects.
- Science Museum Contemporary Collecting Plan, 2020. This plan includes a pragmatic approach to contemporary collecting at the Science Museum across four strands: display, reactive, thematic and research-led.

- 1.4 The governing body will ensure that both acquisition and transfer or removal (see 16.1) are carried out openly and with transparency.
- 1.5 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 transfer or removal of any items in the museum's collection.
- 1.6 Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- 1.7 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.
- 1.8 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.
- 1.9 In exceptional cases, transfer may be motivated principally by financial reasons. The method of transfer will therefore be by sale and the procedures outlined below will be followed. In cases where transfer is motivated by financial reasons, the governing body will not undertake transfer unless it can be demonstrated that all the following exceptional circumstances are met in full:
 - the transfer will significantly improve the long-term public benefit derived from the remaining collection
 - the transfer will not be undertaken to generate short-term revenue (for example to meet a budget deficit)
 - the transfer 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 and scope of the collections

The origins of the Science Museum Group go back to the 1851 Great Exhibition. Among the 7.3 million items we now care for in the collection there are:

- 7 million items of photographic, archive and library material

- 150,000 medical items, including the long-term loan of the Sir Henry Wellcome's Museum Collection
- 38,000 items relating to railway locomotives, technology and railway life
- 26,000 scientific instruments
- 17,000 items of photographic, cinematographic and televisual technology
- 7,000 artworks

The Science Museum Group Collection is legally constituted by the National Heritage Act 1983 as overseen by the Board of Trustees of the Science Museum, with the aim that the board will:

- (a) care for, preserve and add to the objects in their collections,
- (b) secure that the objects are exhibited to the public.
- (c) secure that the objects are available to persons seeking to inspect them in connection with study or research.

3 . History of the collection and overview of current collections

Although developed as distinct museum holdings on different sites, the Science Museum Group Collection is now increasingly understood, developed, managed and cared for as a unified whole. Without losing sight of the unique origins and history of the collection, we aim for it to be consistently searchable, accessible and interpretable online and across all our sites. It reflects the development of our holdings across six sites:

3.1 Science Museum

The origins of the Science Museum collection lie in the Science collections of the South Kensington Museum, founded in 1857, which later developed into the Victoria and Albert and Science Museums, formally separated in 1909. The Patent Office Museum and the Special Loan Collection of Scientific Instruments, both housed on the South Kensington site, were the foundations of the Engineering and Science collections respectively. The Science Museum became a major repository for the history of medicine with the long-term loan of the Sir Henry Wellcome's Museum Collection in 1976. The collection is now divided by three thematic areas: Science, Technologies and Engineering, and Medicine.

The Science Museum's world-class library and archive collection charts the world-wide development and history of science, engineering and medicine from the fifteenth to the twenty-first century. Original printed works include books, journals, patents, trade literature, directories and maps in English and other European languages. The archives hold original records of some of the most famous and influential individuals and companies in the fields of science, medicine, engineering and industry.

3.2 National Railway Museum

The NRM's collection is Britain's largest single body of historic railway items. It has its origins in the historic objects variously preserved by the Commissioners of Patents and individual railway companies in the mid to late 19th century. Following rail nationalisation in 1948, the British Transport Commission established a preservation policy bringing the collection together under a single owner. Two decades later, the 1968 Transport Act led to the creation of a National Railway Museum, which opened in York in 1975, with a sister museum, Locomotion, opening at Shildon in County Durham in 2004. The collection has subsequently been significantly

developed to cover all areas of railway history and is housed and displayed both at NRM and Locomotion.

3.3 Locomotion

Locomotion is a sister museum of the National Railway Museum opened at Shildon in County Durham in 2004. Shildon is vitally important to the story of Britain's railways, as the place where the world's first steam-powered public railway sprang to life creating a thriving railway town. Parts of the NRM collection are housed and displayed at Locomotion.

3.4 National Science and Media Museum

The National Science and Media Museum in Bradford (previously the National Museum of Photography, Film and Television/National Media Museum) was opened in 1983. The Museum's collection was established from the Science Museum's existing photography, film and television collection (such as the W.H.F. Talbot, John Logie Baird and Louis Le Prince collections) and has grown through acquisition of whole archives or bodies of material (such as the Kodak Museum Collection or the Impressions Gallery Archive), as well as by smaller-scale commissioning, purchase and donation. In 2015 the Museum adopted a new definition of its primary areas of interest: the science, technology and culture of images and sound.

3.5 Science and Industry Museum

The collection was formed from 1965, when the Department of the History of Science and Technology at the University of Manchester Institute of Science and Technology (UMIST) began to acquire material. The museum opened in 1969 and was originally called the North Western Museum of Science and Industry. In 1983, the Museum moved to its current premises at the historic Liverpool Road Station, with Greater Manchester Council as its sole funder. In 1985 it added the collection of the adjacent Air and Space Museum, founded by Manchester City Council. In 2012 it joined the Science Museum Group and, as the Science and Industry Museum, documents 250 years of discoveries and innovations that began in Manchester and went on to influence the world. It tells the story of Manchester as the first industrial city, the ongoing interplay between science, industry and society in the North-West region, and its global networks. The collection is divided into three principal areas: science and technology, engineering, and industrial heritage.

3.6 National Collections Centre

From 2023 the NCC will be our largest storage facility for the Science Museum Group Collection. This large former airfield at Wroughton, near Swindon, was acquired in 1979 both for storage and to allow the development of collection of larger full-size objects such as aeroplanes and commercial road vehicles. The NCC focuses on efficiency, sustainability and the long-term care of objects, optimising our ability to share their stories across the Science Museum Group and with the next generation. As well as objects, the NCC is the storage facility for the Science Museum Library and Archive holdings. As above (3.1), these include rare books, 19/20th century collections and trade literature.

4 . Themes and priorities for future collecting

4.1 Vision

The Science Museum Group Collection represents the material which makes up our scientific and technological past and present. Through this collection, we will inspire a wide range of people with amazing stories of human achievement, ignite curiosity in science, technology, engineering, transport, medicine and media, and bring relevance, and depth of understanding, to our audiences online and in person.

The SMG Collection Development Policy will ensure the collection develops to:

- Demonstrate the relevance of science, technology, engineering, transport, medicine and media in shaping our past, reflecting discoveries, everyday lives, tools and techniques.
- Reveal their resonance for our future, including major developments and innovations, as well as our most pressing concerns.
- Be 'open for all', capturing people's different experiences of gender, disability, sexuality and representing diverse social, economic and ethnic backgrounds within our collection and through the stories they tell.
- Link to peoples' lives and interests, building a historical record and research resource, capturing the imaginations of our audiences, helping to answer their questions, whilst revealing new objects, ideas and people.
- Be sustainable in the way that we acquire, transport and care for the collections, developing the collections with an emphasis on reducing energy use and greenhouse gas emissions.

4.2 Objectives

The SMG Collection Development Policy defines the development and review of the SMG's collection in order to:

- Support the growth of the collection to reflect contemporary science and innovation, its people and practices
- Review the collection to create a coherent, unified whole, that is utilised, valued and sustainable
- Ensure the collection becomes a central part of the UK's research infrastructure, reflecting UK research and innovation priorities as well as being actively employed in new research.

4.3 Impact

The SMG Collection Development Policy 2021 – 2026 aims to build a unified, sustainable national collection of science, technology, engineering, transport, medicine and media, that shapes a shared understanding of UK's history of science and innovation, reflects this within a global perspective, inspires more people to see the international role of science in shaping our lives today, and of humans in shaping the science and technology of the future.

Although the items outlined above highlight the ways in which we will take a cross group approach to collecting, there will be some themes and collecting targets that are specific to individual museums, their audiences and research programmes. In general, these follow their masterplans, exhibition programmes and research concerns.

4.4 Priorities for future collecting

We will continue to add to the historic collection as appropriate, to support the continued understanding of and new research avenues in the history of science, technology, engineering, transport, medicine and media.

Whilst there are some distinct areas of collecting that reflect the individual galleries, cultural programmes and research priorities of the specific museums, there are also four collecting areas that are priorities across the Group:

4.4.1 Contemporary Collecting

We will actively collect examples of contemporary science and technology in significant areas. Indicative topics include Covid-19, biomedicine, quantum physics, transport systems, climate change and sustainability. We will do this by working closely with the scientific community and its professional organisations to not only identify and acquire significant outputs of science, but to reflect contemporary scientific questions, tools, processes and structures from some of the leading areas of scientific activity and debate.

For the purposes of this policy, 'Contemporary Science' is taken to mean science, technology and medicine that has been developed or become noteworthy in the last 10 years, or future and new areas of science, technology and medicine under development. Due to the extensive scope of this activity we have developed a pragmatic collecting plan that does not highlight thematic priorities (each of these are defined by specific museum targets in Section 4.5 below) but focuses on four areas of cross SMG curatorial activity:

- Display-driven collecting. SMG's masterplan and cultural programme will continue to be a major driver of contemporary acquisitions (e.g. NSMM Sound and Vision galleries, NRM's Vision 2025).
- Reactive collecting. This strand of collecting will respond to current opportunities, including collecting around science and technology in the news and major prizes.
- Thematic collecting. Some collecting activities will reflect research and interpretation themes and will be driven by approved collecting projects in particular areas (e.g. SMG Collection Engagement themes such as 'Our Environment').
- Research-led collecting. This type of in-depth collecting allows long-term, embedded curator-researchers to give a more informed approach to acquisitions. Rather than relying on scientists being aware of, and retaining, objects that they think might be worth preserving, it enables SMG curators and archivists to work alongside historians of science, scientists, engineers and medics to capture the process, not just the product, and acquire contextual material, such as oral histories or photography/video.

4.4.2 Digital Collecting

Collecting the digital is not new to the Science Museum Group. Perhaps surprisingly, we have been collecting digital devices for over 150 years, including some of the world's earliest examples. Our collection also represents some of the first digital, electronic computers and their programs in the world, such as the Manchester 'Baby' and the Pilot ACE machine. But we need to reflect the exponential growth of the digital world within our holdings and its impact on every aspect of our lives.

We will explore four key types of object as we develop and add to our digital collection:

- Digital technologies: software, data and devices that support the work of scientists, engineers, creatives and medics. These can be sophisticated and expensive digital tools, created at vast cost for an elite group of users, but they can just as easily be crowd sourced and 3D printed devices that enable people to approach new ideas, data and activities that were previously inaccessible.
- Born digital objects: film, audio, photography, VR, AR, social media platforms, podcasts, blogs, and archival material. Born digital objects are part of the practice and products of science, technology, engineering, transport, medicine and media, and much of society's dialogue around and interpretation of these subjects is happening on these platforms and through these technologies. Due to the complex networked aspect of born digital objects, we will aim to collect not just the digital artefact, but capture the broad interconnected contexts of the artefact(s) dissemination and use.
- Complex digital objects: many objects co-exist in both a physical and digital form. The virtual often has a physical manifestation. We will strive to reflect this co-existence in some instances, which often presents highly complex challenges for acquisition, interpretation and preservation.
- Oral and video histories: SMG has been collecting oral histories for decades, with our collection including some significant holding, such as 'The Pioneers of Computing' series in 1970s, although much more can and should be done. More recently, we have developed new oral histories for the Science Museum medicine galleries, and the NRM "Britain's Railways All Change" project which looks at rail privatisation and its aftermath. Oral histories are a significant resource for interpreting the people, activities and motivations of the past, and our collection in the future.

As highlighted above, digital collecting will be supported by the SMG Digital Preservation Policy to ensure that we create an infrastructure and framework for collecting such objects. These objects are extremely vulnerable and open to software or hardware obsolescence. Through this strategy and its implementation, we will ensure that they are not just accessible in the short-term, but for future generations.

4.4.3 Collecting in our Libraries and Archives

The SMG Libraries and Archives Collection is a major resource for research, exhibition, gallery and event development. They support UK and international academic research in science, technology, engineering, transport, medicine and media. This includes research from a broad community of scholars, doctoral and post-doctoral researchers, early career researchers, family historians and enthusiasts. The wide range of the Library and Archive collection and its many uses is reflected in the collecting priorities.

We will build the Group's Archives accreditation status (currently approved at NRM), to ensure SMG's status as the recognised repository for the archives of significant individuals, groups of people, organisations, societies and companies. We will also ensure that the Library and Archives collection represents everyday life examples, when these illustrate the use or impact of STEM developments. It will make additions to the printed and written materials, photography, film, sound and to digitally based records, including oral histories (as highlighted above). We will take a national leadership role in ensuring the preservation, interpretation and use of STEM archives.

4.4.4 Collecting Art and Visual Culture

Art and visual culture across SMG encompasses a broad range of activities, focused on collections and commissions. Art features in many SMG galleries and exhibitions, including loans, special commissions and contemporary science programming.

The collection includes two specific collections, SCM – Art and NRM – Pictorial Collection (Railway), but similar questions are relevant to visual objects categorised elsewhere, particularly Photography, Archives and Library. Art is also actively commissioned across the Group with resulting works regularly joining the permanent collection.

Art and visual culture have a powerful role to play in stories of science. The collection will encompass the visual understanding, communication and critique of scientific practice and the role of art in cultures of science. Items of visual culture might take science as message, subject, medium, tool or question. They include the full range of possible media for artworks.

The focus for new acquisitions in our art collection includes:

- Art that expresses the lived human experience of science and technology including contemporary developments and political and environmental uncertainty
- Artworks, artists or movements that have made a significant contribution to visual histories of science or key moments of dialogue between art and science.
- Technologies that have shaped changes in artistic practice, or technologies that have been developed by artists to suit their practice.
- Specific areas of focus on under-represented figures and time periods, especially 20th century artists, and artists and sitters from diverse backgrounds, as they relate to science, technology, media, transport and medicine.
- Visual objects that aid the collection of areas of science and technology, such as large infrastructure or sub-atomic science, that are otherwise difficult to represent at the museum scale.
- Acquisitions or commissions that support major permanent masterplan galleries and projects, including Vision 2025 at NRM, Sound and Vision at NSMM, a new Space Gallery at the Science Museum and the collection stored at the NCC.
- Both small and large commissioning projects in support of temporary exhibition programming across SMG.

In addition to new acquisitions, digital access to our art collection will continue to be supported beyond our own sites through external partnerships.

4.5 Specific museum collecting targets

Although the items outlined above highlight the ways in which we will take a cross group approach to collecting, there will be some themes and collecting targets that are specific to individual museums, their audiences and research programmes. In general, these follow their masterplans, exhibition programmes and research concerns.

4.5.1 Science Museum

The Science Museum explores the science, technology, engineering and medicine that shapes our lives. We will continue to ensure that our collection represents the major narratives in these areas. In the next five years we will look at these areas which are undergoing substantial transformation, even as some of humanity's major concerns – such as health, sanitation, transport, energy and communication – have remained the

same. We recognise that these concerns and their potential solutions are closely interlinked and interdependent with social inequalities and aim to reflect this in our collecting.

The study of, and response to, environmental change will be a major focus for collecting, including global heating, sea level rise and pollution. We will collect observation and modelling techniques used by practitioners across a broad range of disciplines including atmospheric science, space technology and computing. For the period of this policy there will be a particular focus on ocean science, offering opportunities to collect in tandem with the UN Decade for Ocean Science for Sustainable Development 2021-2030. We will also represent emerging technologies for geo-engineering, such as carbon capture, utilisation and storage. We will seek to reflect the impacts of, and responses to, environmental events (for example UK flooding effects and mitigation) and the increasing visibility of environmental activism across a variety of platforms.

We will explore solutions for more sustainable living, including sustainable food, food traceability, soil as a finite resource, future food sources and biodiversity. There will be a major focus on the evolving infrastructure of energy supply, with the phasing out of coal-fired generation and the growth in importance of new and existing forms of energy generation and storage such as renewables and efficient batteries. We will explore the role of green chemistry in the development of new materials and products, and innovation in consumer goods to refine supply chains and encourage recycling, re-use and repair. Our infrastructure and built environment collections will explore new building materials and perspectives on how our future homes, work environments and transport networks will respond to both reduced emissions targets and the needs of ageing populations.

We will also continue to grow areas that have been key strengths of the Science Museum's collection. We will gather personal and current experiences of medicine reflecting the experiences and interests of wide audiences including targeted collecting projects on menstruation, sickle cell and thalassemia, and the coronavirus pandemic. We will document chronic conditions, including those relating to both lifestyle and an ageing population, including diabetes, stroke, cystic fibrosis, asthma and allergies. Our space technology collection will include more global perspectives and a new focus on space health, while our astronomy and physics collections will seek to represent internationally co-ordinated networks, including the growth of multi-messenger astronomy. We will continue to build our computing, data processing and communications collection, including in the areas of cryptocurrencies, connected devices, artificial intelligence and big data.

Throughout our collecting we will explore a diversity of maker, user and practitioner experiences, taking the opportunity for the collections to reflect a rich variety of locations of Science, Technology Engineering and Medicine practice including laboratories, the landscape, the workshop, the classroom and the home. As a matter of priority, this should include makers, users and practitioners from a more fully representative range of social, economic and ethnic backgrounds.

The Science Museum Library will acquire material that supports Museum priorities and conforms to the *SMG Criteria for Library Special Collections and Rare Books*. The library will acquire other printed or online material to support and inform Museum priorities, such as masterplan and exhibitions, as well as staff development, or to enhance collections such as trade literature. New additions to the archives will be strategically

selected for their relevance to the collections, with acquisition, cataloguing, and digitisation focusing on the Museum's specific collecting targets.

4.5.2 National Railway Museum and Locomotion

The National Railway Museum's mission is to inspire the next generation with the past, present and future of railways, and, through its Vision 2025 redevelopment, to become the world's railway museum. Collecting is primarily guided by these objectives and the Vision 2025 transformation of its York and Shildon sites. It includes a strong contemporary element.

We recognise that the diverse stories in our collections have previously been under-represented in the National Railway Museum. Our collecting priorities will address this imbalance by including a focus on objects and archives which represent histories previously hidden from our audiences, and which reveal the broad range of social, economic and ethnic backgrounds of those who have used, worked on and been impacted by the railway in the UK and wider world. The new Central Hall, which on the diversion of Leeman Road will span the space between the Great Hall and Station Hall, will be focused on the contemporary and future railway, nationally and internationally, and is key to the NRM's vision for collecting in that area.

The development of Britain's rail network will be a significant goal for collecting. High Speed Rail, especially HS2, the largest single railway construction project since the nineteenth century, and related projects such as High Speed North, will be particularly important. Collecting will focus on vehicle technologies specifically developed for high speed railways and related infrastructure, and innovations intended to make rail more environmentally sustainable, such as hydrogen trains and improved freight services.

The digital railway, the modernisation of signalling to allow real time train control enabling more and faster services, will be a key focus. With an estimated one billion extra rail journeys expected by 2030, the challenges of managing the railway and meeting this demand will also be priorities. This will be reflected in collecting that represents both the management and governance of railways, and the passenger experience. We will also represent the role of railways in wider trends of mobility, integrated transport, automation and urban and rural development.

The NRM works closely with the Railway Heritage Designation Advisory Board, which is appointed by the Trustees and meets three times a year to discuss 'designating' historic items and recommends new acquisitions from the rail industry. Although 'heritage' items feature in the Board's deliberations, there is also a strong contemporary slant. The NRM also benefits from its direct relationships with Network Rail and train operating and leasing companies, HS2 and universities and colleges with railway engineering courses which assist in identifying potential acquisitions and support the museum's contemporary collecting.

The NRM's library and archives are collections in their own right and their development is closely aligned with the museum's strategic objectives, particularly Vision 2025 and its research priorities. Collections will be strategically selected for acquisition, cataloguing, digitisation and rationalisation in line with these. As a priority we seek to acquire records with a high research value (including film, sound, photography and born digital records) relating to the recent history of the railways, including records of the privatised railway industry. The development of library collection will focus on enhancing its rich research

potential, helping to meet the museum's priorities, shaping research partnerships and delivering information needs to our users.

4.5.3 National Science and Media Museum

The National Science and Media Museum mission is to explore the science and culture of image and sound technologies, and their impact on our lives. It is a dynamic and inclusive museum, internationally recognised for its world-class collection and for using it in engaging a wide range of audiences in meaningful and inspiring ways. Our collection's focus is on media which shapes how we hear and see the world, with particular emphasis on photography, film, television and broadcast and sound technologies.

We recognise that the stories we tell from our collection are shaped by the people who made or used them. We put our audiences at the heart of how we develop, understand and interpret our collection and will prioritize underrepresented stories in our collection to better reflect our audiences. We also place concerns of structural inequality in the development of and access to our collection as a core aspect of our work.

Our collection development will be driven by the following priorities: objects which demonstrate how photography, film, television or sound technologies were made and/or used; the digital media age; and community-based collecting. These areas reflect key aspects of development for our masterplan 'Sound and Vision' gallery project, which focuses on how image and sound technologies shape how we hear and see the world. Particular emphasis in new areas of acquisition will be placed on photomechanical printing; digital media technologies and the distribution of digital photography; technologies of live performance; objects which demonstrate the development and reuse of photography, film, television and sound technologies; sound and image technologies with particular relevance and use within local contexts but which speak to national and international histories of use and development; and incorporating the voices of users of sound and image technologies in our research and collecting work.

The archives and research library at NSMM represent the collecting areas of photography, film, television and broadcasting and sound technologies. The development of these collections is aligned with the masterplan Sound & Vision project, with an emphasis on contemporary collecting and born digital archives. The library is rich in primary and secondary books and periodicals to support research into the primary collection. The archives form a discrete collection in its own right – with a focus on photographic archives.

4.5.4 Science and Industry Museum

The Science and Industry Museum explores how ideas can change the world, from the Industrial Revolution to today.

SIM's collection development will focus on Manchester as a 'city of ideas', and its transition to a post-industrial city. The museum will collect material that demonstrates the decline of traditional manufacturing, its economic and social impacts, and the ensuing efforts towards regeneration and urban development. It will grow the collection to reveal the rise of high-tech and creative industries from the late 20th century, and the places in which these industries were cultivated. It will explore the city's pursuit of a knowledge economy, and the knowledge-intensive business services that shape the

commercial sector, as well as the tools, processes and products of modern manufacturing. It will represent Manchester and the North West's 21st century concerns, such as advanced materials, aerospace, computing and digital industries, energy research, health innovation and biosciences, and sustainability. It will also explore the interplay of science, industry and society in everyday life through a focus on design and the influence of users and consumers.

The collection development activity is in line with Vision 2030 and supports SIM in the development of future galleries, including Cottonopolis and City of Ideas, both of which will benefit from a collection strength in contemporary industry for example. Collecting priorities for SIM Library and Archives lie in developing holdings that relate to Manchester's transition to a post-industrial city, with a focus on documenting the post-1970 city. We will develop archive collections that reflect the rise of high-tech and creative industries and the pursuit of a knowledge economy, and that represent Manchester's 21st-century concerns, including the development of advanced materials and sustainability. We will also seek to collect archives that demonstrate the impact that technological developments have had upon society, through a focus on design as a driving force in translating science and research into everyday life.

We understand that our existing collection contains stories from diverse backgrounds and acknowledge that these stories have previously been under-represented in the museum space. Our collecting priorities will address this imbalance by seeking to acquire further objects and archives which can help support and represent histories that were previously hidden to our audiences. By introducing material illustrating the contributions and experiences of people from a broad range of social, ethnic, and economic backgrounds, SIM will better represent Manchester's history as a diverse, post-Industrial city and place of present-day innovation and creativity.

5 . Themes and priorities for rationalisation and transfer

- 5.1 The museum recognises that the principles on which priorities for rationalisation and transfer (see section 16 for definition of transfer) are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable and better 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 SMG's ongoing process of Collection Review will continue to focus on deepening our understanding of our collection, identifying priorities for future collecting, and engaging and challenging our audiences. The Group's collection has a long-term purpose, and except for sound curatorial reasons, there is a strong presumption against the removal or transfer of any item in the Collection. We will look to transfer items from the collection if we believe there are more suitable organisations for their display, with a view to making the collection more accessible and sustainable for the future.

- 5.4 It is widely acknowledged that museums must do more to recognise and articulate the purpose of their stored collection. The starting point for imbuing a stored collection with greater value is to ensure that we have reviewed and understand what we hold. It is only then that we can invite more people to know about our collection, and to be encouraged to use our holdings.
- 5.5 Our Collection Review programme takes a practical approach to review, acknowledging that detailed assessments are complex and time consuming. In the coming years, review will focus on areas that make pragmatic sense (e.g. collections that require a large amount of storage space, collections care or are known to be poorly understood or documented) and those that support major projects, such as NCC Building One and the NRM's Vision 2025. Our Collection Review priorities will focus on:
- SCM Large Objects at the NCC
 - NRM Signalling and Infrastructure
 - NSMM Photographic Technology and Kodak Photo Technology
 - NSMM Thames Television
 - NSMM Cinematography
- 5.6 The Science Museum manages the development of the Sir Henry Wellcome's Museum Collection in accordance with the SMG Collection Development Policy. Whilst ultimate responsibility for the review of items on loan from Sir Henry Wellcome's Museum Collection lies with the Wellcome Trust, Wellcome liaise closely with the Science Museum on any proposed items for transfer or removal, or on third-party restitution or repatriation claims, with both organisations sharing learnings on the review and management of the collection.

6 . Legal and ethical framework for acquisition, transfer and removal 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 transfer and removal (see section 16 for definition of transfer and removal).

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 The Group will take account of the collecting policies of other museums and organisations collecting in the same or related areas or subject fields. Where national leadership is needed, SMG will embrace the challenge. Specific reference is made to the following museum(s)/organisation(s):

- International museums with specialist collections in Science, Technology and Medicine, such as the Smithsonian National Air and Space Museum, Washington, DC, the Deutsches Museum, Munich and the Musée des Arts et Métiers, Paris.
- Museums and archives such as the Whipple Museum, Cambridge and the Museum of the History of Science, Oxford, which house exceptional collections of early scientific instruments, and the Thackray Medical Museum, Leeds, which specialises in surgical instruments, pharmacy ceramics and medical trade literature.
- National museums which have particular geographic or thematic collecting remits, such as National Museums Scotland, National Museums Northern Ireland, National Museums of Wales and the National Maritime Museum.
- The British Library collection of history of science and the Oral History of British Science, a national collection of in-depth, life-story audio interviews with scientists and engineers.
- Archives, manuscripts and physical and digital collections of the Wellcome Library.
- The National Science and Technology Archives Group, led by the National Archives, which aims to develop co-ordinated collecting of contemporary archives in these and related subjects.

8 . Archival holdings

Documents and photographs are held under the same rationale and approach to development as the object collections.

9 . Acquisition

9.1 The policy for agreeing acquisitions is:

Authority for agreeing acquisitions of items (whether by purchase, gift or bequest) is delegated by the Board of Trustees according to the total value of the acquisition (inclusive of the value of all parts, and all costs associated with the transfer or removal including but not limited to transport, conservation and hazard management).

Authorising role/ committee	Authorisation limit/band
Board of Trustees	<ul style="list-style-type: none"> • Above £2m • Contentious items of any value referred to Board
CoRe	<ul style="list-style-type: none"> • £500K - £2m • Contentious items of any value referred to CoRe

Director SMG as Accounting Officer	<ul style="list-style-type: none"> • £100K - £500K • And any item meeting one or more of these criteria referred to Director SMG: <ul style="list-style-type: none"> • <i>Novel and contentious items of any value</i> • <i>Extra-large size (>4m³ or >4 tonnes)</i> • <i>Requiring significant conservation or cataloguing</i> • <i>Complex born-digital requirements</i> • <i>Extreme hazards</i> • <i>Requiring external fundraising</i>
Relevant Museum Director on recommendation of Group Collections Development Committee	<ul style="list-style-type: none"> • £5K- £100K • And/or any item meeting above criteria
Head Curator	<ul style="list-style-type: none"> • <£5K

Delegations are made by the Board of Trustees of the Science Museum under the authority of the National Heritage Act 1983, Schedule I, Part II, paragraph 16 (2).

- 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 (including its authorised delegates) 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 As the museum holds or intends to acquire human remains under 100 years old, it will obtain the necessary licence under the Human Tissue Act 2004 and any subordinate legislation from time to time in force.
- 10.2 As the museum holds or intends to acquire human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

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 (including its authorised delegates) 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 (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

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.

1. Spoliation

- 14.1 The museum will use 'Spoliation of Works of Art during the Holocaust and World War II period: Statement of Principles and Proposed Actions', issued by the National Museum Directors' Conference in 1998, and report on them in accordance with the guidelines.

15 Repatriation and Restitution of objects and human remains

- 15.1 The museum's governing body (including its authorised delegates), acting on the advice of the museum'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. 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 transfer or removal (see 16.1) 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. Transfer and removal procedures

16.1 The Science Museum Group uses the following definitions in relation to the permanent removal of an item from the museum’s collection:

- ‘Transfer’ refers to the transfer of legal title to an item from the museum’s governing body to a recipient, by gift, sale or exchange;
- ‘Removal’ refers to the removal by destruction of an item.

The terms ‘Transfer’ and ‘Removal’ are collectively equivalent to ‘Disposal’ as it is currently used in the Museums Association Disposal Toolkit and the Arts Council England Museum Accreditation Standard. All transfers and removals from the collection will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.

Authority for agreeing transfers and removals is delegated by the Board of Trustees according to the total value of the transfer or removal (inclusive of the value of all parts, and all costs associated with the transfer or removal including but not limited to transport, and hazard management).

Authorising role/ committee	Authorisation limit/band
Board of Trustees	<ul style="list-style-type: none"> • Above £2m • Contentious items of any value referred to Board
CoRe	<ul style="list-style-type: none"> • <£2m • Contentious items of any value
Executive Member for Collections Services	<ul style="list-style-type: none"> • Items (whether or not accessioned) formerly used as set dressing, to enhance exhibitions and displays, or for illustrative purposes, and falling outside the core collection as defined by the collection development policy • Parts from rail vehicles, historic machinery and operational objects (whether or not accessioned) surplus to requirements for future operation and study by researchers.

Delegations are made by the Board of Trustees of the Science Museum under the authority of the National Heritage Act 1983, Schedule I, Part II, paragraph 16 (2).

- 16.2 The governing body (including its authorised delegates) will confirm that it is legally free to transfer or remove an item. Agreements on transfers and removals made with donors will also be taken into account.
- 16.3 When transfer or removal 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 sold.
- 16.4 When transfer or removal is motivated by curatorial reasons the procedures outlined below will be followed and the method of transfer or removal may be by gift, sale, exchange or as a last resort - destruction.
- 16.5 The decision to transfer or remove material from the collections will be taken by the governing body (including its authorised delegates), only after full consideration of the reasons for transfer or removal. 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. Where appropriate, 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 transfer or remove 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 (including its authorised delegates), 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 transfer 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 transfer 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 transferring 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 transfer or removal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.
- 16.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12 Full records will be kept of all decisions on transfers and removals 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.

Transfer by exchange

- 16.13 The nature of transfer by exchange means that the museum will not necessarily be in a position to exchange the material with another Accredited museum. The governing body (including its authorised delegates) will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- 16.14 In cases where the governing body (including its authorised delegates), 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.
- 16.15 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.
- 16.16 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).
- 16.17 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 (including its authorised delegates), must consider the comments before a final decision on the exchange is made.

Removal by destruction

- 16.18 If it is not possible to remove an object through transfer or sale, the governing body (including its authorised delegates), may decide to destroy it.
- 16.19 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 transfer or removal can be found.
- 16.20 Destruction is also an acceptable method of removal 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.
- 16.21 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.
- 16.22 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, suitable third party certification or documentation should be obtained and kept in the relevant object history file.