

## **Worcestershire Heritage Art & Museums**

### **Purchase of Art and Artefacts**



#### **Charitable Statement of Purpose**

The promotion of the appreciation and enjoyment of art, culture, heritage and science for the public benefit by encouraging the public to participate and engage with museums and related services operated by Museums Worcestershire.

#### **Activities of the Charity's Trustees**

The trustees are tasked to encourage and promote public participation in the work of Museums Worcestershire's museums through support, publicity, advocacy and donations for the purposes of purchasing works of art and artefacts that develop the collections and furthering the work and activities of the museums.

#### **Purchasing Works of Art and Artefacts**

The charity doesn't itself hold a collection, instead it grant-aids the purchase of art and artefacts by Worcester City Council and Worcestershire County Council for their museum collections. Both are accredited museums by Arts Council England.

#### **Acquisition Process**

1. Worcester City and Worcestershire County museums' Collections Development Policies set out gaps and priorities for collecting. These policies are reviewed and adopted by each council on a five-yearly basis.
2. Charity trustees and Museums Worcestershire specialists identify with donors what acquisitions could be funded, and where additional fundraising campaigns or applications should be made.
3. The museum team research and put forward specific proposals for purchase to the trustees, seeking approval for the charity to grant fund (or part-fund) a proposed purchase. Approval can be sought and minuted either at a trustee meeting, or by email. Decisions should be from a quorate majority of trustees.
4. If approval is granted by the trustees, the museum team liaise with the supplier to make the purchase through Worcester City Council's or Worcestershire County Council's procurement process as appropriate.
5. When the procurement process is complete, the newly acquired item will be documented as accessioned into the relevant collection. The authority will be responsible for managing, caring for, insuring and making accessible the item from that moment on, in perpetuity. New acquisitions are reported publicly on an annual basis through the museums annual performance report.

#### **Protection in the Collections**

The charity offers a grant to purchase art/artefact with conditions, which restrict the use of the art/artefact for museum purposes and require the charity's input in future major decisions. These conditions are set out below.

Both authorities work within [Arts Council England Accreditation guidance](#), and the [Museums Association ethical collecting framework](#). These both include rigid restrictions on disposal from museum collection, with penalties denying access to big grant funders if these are not followed.

#### **Credit Line**

The charity will be credited when a grant-funded art or artefact is displayed.

## Terms of Grant Offer to Fund Acquisitions

Objects purchased with grant aid from Worcestershire Heritage, Art & Museums:

- Will be considered as part of the grant-funded organisation's museum collection, rather than part of more general assets of the organisation.
- Will not be mortgaged or in any way pledged as security.
- Will not be disposed of, or transferred without the prior approval of the Worcestershire Heritage, Art and Museums charity. In the event of disposal being permitted, the Charity is entitled to repayment of the grant or, if greater, a sum equal to the percentage of the grant from any monies received.
- Will be maintained in good condition in a physically secure environment, in line with the rest of the City's museum collection.
- Will be made publicly accessible to researchers on request when not on public display.
- Loaning to other galleries – Worcestershire Heritage, Art and Museums charity trustees should be informed of any long-term loan of a grant-funded acquisition (6+ months).
- In the event of loss or irreparable damage to grant-funded objects, Worcestershire Heritage, Art and Museums Charity must be notified at once. The Charity is entitled to repayment of the grant, or, if greater, a sum equal to the percentage of the grant, from any insurance claim or compensation.
- Acknowledgement of the assistance of Worcestershire Heritage, Art and Museums Charity will be made in all publicity concerning the acquisition and clearly shown in documentation and display. References on the web, where possible, should include a link to [Worcestershire Heritage, Art & Museums Charity \(museumsworcestershire.org.uk\)](http://museumsworcestershire.org.uk).