

FARNBOROUGH AIR SCIENCES TRUST (FAST)

ACQUISITION AND DISPOSAL POLICY

INTRODUCTION

1. This Acquisition and Disposal Policy will be published and reviewed from time to time, at least once every five years. The policy will next be reviewed on or before May 2011. The Trustees will be notified of any changes to the Acquisition and Disposal Policy, and the implications of any such changes for the future of existing collections.
2. This collecting policy will be approved by the Trustees of the Farnborough Air Sciences Trust ("FAST").
3. Acquisitions by the Collections Trust outside the current stated policy will be made only in very exceptional circumstances, and then only after proper consideration by FAST and having regard to the interests of other museums.
4. The Trust recognises limitations imposed on collecting by factors such as staffing constraints, storage and conservation resources. It shall not acquire any material which is beyond its ability to document or conserve adequately.
5. The Trust will take due account of the collecting policies of other museums in the same or related areas or subject fields and will consult with such organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.
6. The Collections Trust will be advised, where possible, by a qualified Curatorial Adviser appointed by FAST. In cases of doubt or where otherwise deemed appropriate by the Trustees, advice will be sought from other appropriate bodies including English Heritage, South East Museum Service and the Museums and Galleries Commission.

GENERAL

7. The Trust will not normally acquire material where the conditions of acquisition may restrict the use of that material.
8. Copyright and reproduction implications with an acquisition will be resolved where appropriate and clearly recorded, and a signed agreement will be made between the parties involved.

ACQUISITION

9. The Trust will not acquire, whether by purchase, gift, bequest or exchange, any object unless the Trustees are satisfied that the Trust can acquire a valid title to the item in question and that in particular it 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.)

10. FAST supports the principles of the UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (1970) and will comply with the terms and ethical principles of the convention so far as these are applicable.
11. The scope of the collecting will normally be restricted to objects, collections, archives, records, books, papers, manuscripts, photographs and films related to the Main Factory Site, Farnborough Aerodrome and the associated history of flight, aeronautics and aerodynamics, and of research and development establishments at Farnborough, and of the development of the aerospace industry. It may be supplemented by material that may provide a historical or contemporary context for the interpretation of the history and development of flight, aeronautics and aerodynamics at Farnborough and its associated organisations, institutions, industries and individuals.
12. The Trust will not acquire objects in any case where the Trustees or their officers have reasonable cause to believe that the circumstances of their recovery involved the recent unscientific or intentional destruction or damage of ancient monuments or other known archaeological sites, or involved a failure to disclose finds to the owner or the occupier of the land, or to the proper authorities in the case of possible Treasure Trove

DISPOSAL

13. The Trust accepts that the accumulation of permanent collections is a legitimate activity but that it is equally valid to adopt a policy in respect of disposal under certain conditions.
14. The Collections Trust acknowledges that, in the absence of explicit written agreement to the contrary, donations and bequests of material to the Museum are made in the belief that this material will be held in trust in perpetuity and that in those cases where the Collections Trust is legally free to dispose of material it is agreed that any decision to sell or otherwise dispose of material will be taken only after due consideration.
15. Where an object has been acquired with the aid of an external funding Organisation (such as the Museums & Galleries Commission/Victoria & Albert Purchase Grant Fund, Science Museum grant or the National Heritage Memorial Fund or National Art Collections Fund) permission will need to be sought before the object is de-accessioned or transferred to another museum. The Trust acknowledges that if an object is sold, repayment of the original grant may be required.
16. Where the Trust is legally free to dispose of an item, it is agreed that any decision to sell or otherwise dispose of material from the collection will be taken only after due consideration. Decisions to dispose of items will not be made with the principal aim of generating funds. Once a decision to dispose of an item has been taken, priority will be given to retaining the item within the public domain and with this in view it will be offered first, by exchange, gift or sale to registered museums before disposal to other organisations or interested individuals is considered.
17. In cases in which an arrangement for the exchange, gift or sale of material is not being made with an individual Registered Museum, the museum

community at large will be advised of the intention to dispose of material. This will normally be through an announcement in the Museums Association's Museums Journal and other professional journals if appropriate. The announcement will indicate the number and nature of the specimens or objects involved, and the basis on which the material will be transferred to another institution. A period of at least two months will be allowed for an interest in acquiring the material to be expressed.

18. A decision to dispose of an object, whether by exchange, sale, gift or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections), will be the responsibility of the Trustees acting on the advice of professional museum curatorial staff. Full records will be kept of all such decisions and the items involved and proper arrangements made for the presentation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable.
19. Disposal of items will be considered only in the following circumstances-
 - a) Gifts not accessioned into the permanent collection and given with specific power of sale to benefit the Collections.
 - b) Where the object is a true duplicate. Such material will only be disposed of under this clause after taking into full account the materials, associations, context, location, etc.
 - c) Material requiring to be destroyed because it is too badly damaged or deteriorated to be of any use for the purpose of the Collections.
 - d) Where the material falls outside the collecting policy of the Trust.
20. Any monies received by the Trust from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions but in exceptional cases improvements relating to the care of collections may be justifiable.
21. Notwithstanding the above, the Collections Trust accepts that, to honour the trust placed in it, there is the strongest possible presumption against the disposal of any material from the Trust's holdings.

LOANS POLICY

22. FAST accepts that the establishment of permanent collections is a legitimate activity, but recognise that important material is in public and private collections and will seek to encourage the loan of relevant and appropriate material.
23. Loans will only be accepted into the collection after due attempt has been made to acquire material by donation and after due consideration of storage, conservation and curatorial matters including financial implications.

24. Loans will only be accepted if they fall clearly within the scope of the Collections Policy of the Trust defined in clauses 9 – 12.
25. The Trust will accept material that is required:
 - a) on short- and long-term loan for augmenting permanent displays;
 - b) for a specific exhibition;
 - c) for educational purposes,
 - d) for research purposes.
26. On such occasions the Trust will ensure that-
 - a) loans are for an agreed period and are fully documented according to the standards set by SPECTRUM or such successor standards as may be generally recognised by the MGC.
 - b) loans are renewable by mutual consent or terminable by either party giving three months written notification unless explicitly agreed otherwise-,
 - C) every care and attention is taken for the safe custody of loans-,
 - d) the use of the loans will be solely for the purpose agreed,
 - e) no special conditions will apply to the loans other than those agreed between the lender and the trustees.
27. All loans accepted into the care of the Trust will be subject to the same conditions of curatorial care as if they were the property of the Trust.
28. The Trust will make material available for loan for the purpose of curation, storage, preservation, conservation, repairing, storage, research or exhibition to suitable museums or institutions and sites where:
 - a) The materials are properly insured
 - b) The use of the loan is deemed by the Trustees as suitable and proper
 - c) The security of the material is satisfactory
 - d) In the case of material held by the Trust, but is not the property of the Trust solely, that the lawful owner of the material is consulted and gives agreement.
 - e) Any loans from the FAST Collection will be covered by the application of the FAST Loan Contract.

ACQUISITION PROCEDURES

29. Subject to the availability of funds, purchase of individual objects or collections with a value of £1,000 or less may be authorised by the Chairman of the Trust or an appointed suitably qualified Curatorial Adviser.
30. All other potential acquisitions and all gifts or bequests must be approved by a quorum of the Trust Board. Where decisions have to be taken between meetings of the Trust, this approval may be obtained by means of circulation of Trust Board members and receipt of written responses from a quorum of Trustees.
31. All acquisitions will be properly recorded to at least the minimum standards specified within SPECTRUM or such successor standards as may be generally recognised by the Hampshire Museums Service.

CODES OF PROFESSIONAL CONDUCT

32. The Members of FAST or FASTA are asked not to compete actively with the Trust in the acquisition of material. Should they wish to do so in any particular instance they should state their intention and withdraw from the relevant part of the discussion.
33. Members of the staff of FAST/FASTA may not compete actively against the Trust.
Relevant material acquired by staff should be offered to the Trust at the price paid.
34. Although FAST curatorial staff may give opinions on items brought to the Museum they will not make valuations, and no responsibility can be taken by the Trust for opinions expressed by members of FAST staff.

*Collecting Policy for the FAST Collections Trust
Ravest Associates 21/09/00
Modified by GMR October 2010*