

The Highland Council

Highland Museums

Highland Folk Museum

Inverness Museum and Art Gallery

Acquisition and Disposal Policy

Policy approved: 8 November 2007

Policy due for review: 8 November 2012

Contents

- 1. Introduction**
- 2. General Rules for Acquisition**
- 3. Collecting Procedures – including gifts and loans**
- 4. Collecting Area**
- 5. Disposal – General Principle**
- 6. Reasons for Disposal**
- 7. Authority for Disposal**
- 8. Disposal of Purchases, Gifts and Bequests**
- 9. Disposal Procedure**
- 10. Disposal by Destruction**
- 11. Procedure following Disposal**
- 12. Repatriation and Restitution**
- 13. Management of Archives**

Appendix 1. Definitions

Appendix 2. Subject Areas for Collecting

Acquisition and Disposal Policy

1. Introduction

- 1.1. This is the Policy Statement regulating the acquisition of items for the collections of Highland Museums. The adoption and implementation of such a policy by The Highland Council is a requirement of the MLA Accreditation Scheme for Museums in the UK.
- 1.2. This represents the aims and plans of The Highland Council at the time of its adoption in November 2007 and, as such, will be subject to revision as the museums develop. It is intended that this policy should be reconsidered at least once every five years, and no later than November 2012, and a revised statement brought before The Highland Council for its agreement. The Scottish Museums Council will be notified of any changes to the Acquisition and Disposal Policy and the implications of such changes for the future of existing collections.
- 1.3. This Policy Statement supersedes all previous and existing practices and policies, formal or informal, relating to the acquisition of items for the collections of the museums.
- 1.4. The Highland Council collections consist of the collections held by The Highland Folk Museum and Inverness Museum and Art Gallery (“Highland Museums” or “the museums”) and in storage in Caithness. The collections form a unique resource and they are fundamental to the realisation of Highland Museums’ vision, which is “to provide a welcoming museums service that provides inspiration, learning and enjoyment for all”. The Highland Council collections cover the following areas of interest: Natural Sciences, Human History, Fine and Applied Art, Photographs, Museum Archives. See Appendix 1 for definitions and Appendix 2 for a detailed description of the museums’ collections and aspirations.
 - 1.4.1. The collections at the Highland Folk Museum mainly reflect the social and rural life of the Scottish Highlands. The museum, acknowledged as Britain’s first open air museum, was opened in Kingussie in 1944 by I. F Grant. Prior to this, the collections had two homes since 1935 on Iona and at Laggan. This museum is one institution on two sites, three miles apart at Kingussie and Newtonmore. The principal collections are kept at Kingussie, where they are stored, managed, displayed and interpreted. The collection of buildings and building parts is mainly stored and displayed at Newtonmore. At Newtonmore, an eighty acre open air museum, the emphasis is on unaccessioned working collections, and the live interpretation of them. The Highland Council has taken the decision to combine the two parts of the Highland Folk Museum on the Newtonmore site.
 - 1.4.2. Inverness Museum and Art Gallery was opened with the Inverness Fine Arts Exhibition in 1881, and it re-opened on a permanent basis the following year. It incorporated some of the collections which had been assembled by the Northern Institution for the Promotion of Science and Literature between 1825 and 1834. It was run as a museum of ‘Highland and Jacobite history’ in the first half of the 20th century and now collects and displays the natural and human history of Inverness and the Highlands, and fine and applied art. The collections are kept in the museum, at an off-site laboratory/store at Kilvean Cemetery and in off-site storage at the Library Support Unit and Castle Wynd.

- 1.5. The museums will continue to collect in all the themes listed in Appendix 2, to build on strengths, fill gaps, and avoid duplication. The exceptions to this are biological records and foreign ethnography, which will not be collected.
- 1.6. For new accessions to the collections, the museums will place objects in the location or institution deemed to be best in terms of public benefit and collection management, while taking donors' wishes into account.

2. General Rules for Acquisition

- 2.1. The museums recognise their responsibility, in making new acquisitions, to ensure that care, documentation and use of the collections will meet the Accreditation Standard. Accordingly, they will consider limitations on collecting imposed by factors such as inadequate staffing, storage and care of collections arrangements. Where the acquisition of any item would result in significant financial implications, the matter will be referred to The Highland Council for decision.
- 2.2. The museums will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museums can acquire valid title to the item in question.
- 2.3. In particular, the museums will not acquire any object or specimen unless they are 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.
- 2.4. 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 museums will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by DCMS in 2005.
- 2.5. So far as biological and geological material is concerned, the museums 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.
- 2.6. Under the legal principles of Treasure Trove and *bona vacantia*, the discovery of antiquities in Scotland is a matter for report to the Crown. Scottish archaeological material will therefore not be acquired by any means other than allocation to the museums by the Crown, normally on the advice of the Scottish Archaeological Finds Allocation Panel (SAFAP), unless the Principal Museums Officer, acting on The Highland Council's behalf, is satisfied that valid title to the item in question can be acquired, such as by certificate of 'No Claim' from the Scottish Archaeological Finds Allocation Panel Secretariat.

2.7. The only exceptions to the above General Rules – 2.2, 2.3, 2.4, 2.6 – will be in specific circumstances where the museums are either:

acting as an externally approved repository of last resort for material from the UK; or

acquiring an item of minor importance that lacks secure ownership history but in the best judgement of experts in the field concerned has not been illicitly traded; or

acting with the permission of authorities with the requisite jurisdiction in the country of origin; or

in possession of reliable documentary evidence that the item was exported from its country of origin before 1970.

In these cases the museums will be open and transparent in the way they make decisions and will act only with the permission of an appropriate outside authority.

2.8. The museum 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.

3. Collecting Procedures – including gifts and loans

3.1. The Principal Museums Officer, as The Highland Council's senior museum professional, will normally have delegated authority and responsibility for the acceptance or rejection of potential gifts or bequests to the museums, for soliciting gifts of material for the collections within the terms of this policy, and for making recommendations and taking action on the purchase of material in accordance with this Policy and within The Highland Council's normal standing orders.

3.2. Items offered to the museum as gifts or bequests will not normally be accepted if they are subject to any restrictive covenant or special conditions, such as that they be displayed in a particular way. In exceptional circumstances, if the Principal Museums Officer feels that the item(s) in question are of over-riding importance, The Highland Council may be asked to approve the acquisition of a specific item to which conditions are attached. A general exception to this rule will be deemed to exist in respect of restrictive covenants or conditions intended only to assure the permanent protection of the item concerned in the museums' collections, such as restrictions placed on any legal powers of disposal that the museum may have; under such circumstances, the Principal Museums Officer may reasonably recommend that The Highland Council accept the gift or bequest in question.

3.3. The acceptance of items, on loan, normally for a finite period for display or specific study, may be authorised by the Principal Museums Officer, acting on The Highland Council's behalf. In exceptional cases, a privately owned item of major importance that falls within the scope of this Policy may be accepted on a finite long loan, whether or not it is required for immediate display or study. No item will be received on 'permanent loan', a term which has no legal status. The period of all loans will normally be agreed in writing between the Principal Museums Officer and the owner of the item at the time of deposit. Where the term of a loan has expired, it may be renewed or extended for further finite periods, at the discretion of both the owner and the Principal Museums Officer.

4. Collecting Area

- 4.1. The collecting area for the museums will be the area governed by The Highland Council.
- 4.2. The period of time to which the collections relate will be from the earliest time represented in the geology of the Highlands to the present day.
- 4.3. The museums will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. They will consult with these organisations where conflicts of interest may arise or to define areas of specialisms, in order to avoid unnecessary duplication and waste of resources.

Specific reference is made to the following museums:

- Registered and Accredited independent museums in The Highland Council area
 - Glasgow City Museums
 - Museum nan Eilean
 - National Museums, Scotland
 - The Regimental Museum of the Queen's Own Highlanders
- 4.4. Items made in, at some point used within, or otherwise provenanced to the museums' collecting area, may be acquired, regardless of their location at the time of acquisition. Where this involves the collection of items from a place within the geographical sphere of influence of another museum, a principle of open actions and good communication will apply.
 - 4.5. In an emergency, and to ensure the preservation locally and in public ownership of important material, the Principal Museums Officer is exceptionally authorised to collect material from outside the museums' stated collecting area, relating to those parts of the geographical Highlands not yet covered by any museum service. Such material is acquired on the understanding that it may be transferred to other museums at a future time.
 - 4.6. Where the museums seek to collect the work of "local" artists, or to acquire "local" views, the area defined at 4.1 and 4.2 above will normally be used as the basis for decisions.
 - 4.7. Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the governing body of the museums themselves, having regard to the interests of other museums.

5. Disposal – General Principle

- 5.1. By definition, the museums have a long-term purpose and should possess (or intend to acquire) permanent collections in relation to their stated objectives. The governing body accepts the principle that, except for sound curatorial reasons, there is a strong presumption against the disposal of any items in the museums' collection.

6. Reasons for Disposal

- 6.1. To remove from the collections any item which is too badly damaged or deteriorated to be of any further use for the purposes of the museums.
- 6.2. To improve the curatorial care of the collections by the disposal of duplicate or unprovenanced material of low intrinsic relevance to the Acquisition Policy
- 6.3. To transfer to the ownership of another Accredited museum any item which, by reasons of changes in public, social or educational need, administrative responsibility, development priorities, or the establishment of a new Accredited museum, the Principal Museums Officer advises The Highland Council would be more appropriately placed elsewhere.

7. Authority for Disposal

- 7.1. No museum item may be disposed of without the specific authority of The Highland Council, through the acceptance of a minute of the Education, Culture and Sport Committee. Such a decision will be the responsibility of the members of the Committee, acting on the advice of their Principal Museums Officer and not of the Principal Museum Officer or any person acting alone.
- 7.2. The museums will establish that they are legally free to dispose of an item. Any decision to dispose of material from the collections will be taken only after due consideration.
- 7.3. Decisions to dispose of items will not be made with the principal aim of generating funds.
- 7.4. If the disposal of a quantity of similar material is proposed, The Highland Council may, however, give the Principal Museums Officer delegated authority to act in the specific, once a general principle has been approved.
- 7.5. Where recommendations concerning the disposal of museum items are to be made, it is understood that there will need to be certain preliminary investigations before a report can usefully be brought before The Highland Council. This may include such matters as obtaining valuations, seeking the views of donors, and contacts with other Accredited museums which may be interested in accepting transfers. Within the terms of this policy, it is understood that the Principal Museums Officer has authority to act in this way, without prejudice to The Highland Council's eventual decision.

8. Disposal of Purchases, Gifts and Bequests

- 8.1. When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant.
- 8.2. Items given or bequeathed will not normally be disposed of without prior consultation with the original donors or their families within the first generation, and wherever possible their approval should be obtained to the course of action proposed. This is, however, a matter of courtesy rather than a legal requirement. The Principal Museums Officer should be entitled to waive this requirement where

all reasonable efforts to trace a donor have failed, and additionally where no details of the donor exist.

- 8.3. In appropriate circumstances, having taken account of the procedure set out in paragraphs 7.1 – 7.5 and 9.1 – 9.3 of this Policy, the Principal Museums Officer may recommend the return of an item to its original donor.

9. Disposal Procedure

- 9.1. 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, exchange or sale, directly to other Accredited (or Registered) museums likely to be interested in its acquisition.
- 9.2. If the material is not acquired by any Accredited (or Registered) museums to which it was offered directly, then the museum 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, and in other professional journals where appropriate.
- 9.3. The announcement 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 museums may consider disposing of the material to other interested individuals and organisations.

10. Disposal by Destruction

- 10.1. The destruction of a museum item will only be acceptable if it has been seriously damaged, or has deteriorated beyond the point of further usefulness to the collection. The decision to de-accession in this way must be authorised by The Highland Council acting on the advice of the Principal Museums Officer. The item will need to be formally de-accessioned and the destruction must be carried out in a discreet, confidential and permanent fashion.

11. Procedure Following Disposal

- 11.1. Full records and photographs will be kept on all disposals from the museums. Where items have been disposed of, this shall be recorded in the appropriate register
- 11.2. Where a museum item is transferred to another Accredited museum, all the associated documentation must accompany the item or follow within a period of one month. Where appropriate, this will include any photographic records. The museums will retain on file copies of key sections of the documentation for future reference in accordance with the SPECTRUM Procedure on de-accession and disposal.
- 11.3. Any money received by The Highland Council as the result of the sale of a museum item must be used for the benefit of the collections. Normally this will mean it is placed in the purchase fund and used for the acquisition of further items but in exceptional cases improvements relating to the care of collections may be justifiable. Advice on these cases will be sought from MLA

12. Repatriation and Restitution

12.1. The museum's governing body, acting on the advice of the museums' professional staff, may take a decision to return human remains, objects or specimens to a country or people of origin. This is entirely a matter for individual museums to consider, taking into account the ethical implications and within their legal position.

13. Management of archives

13.1. As the museums hold archives, including photographs and printed ephemera, the governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd ed., 2002).

Appendix 1

Definitions

1. Highland Museums are defined as those premises, staff and collections of original material which may from time to time be under the control of the Principal Museums Officer. At the time of the adoption of this Policy, this principally encompasses The Highland Folk Museum in Kingussie and Newtonmore, and Inverness Museum and Art Gallery in Inverness, although certain collections held in Caithness are generally recognised as being the responsibility of the Education Culture and Sport Service of The Highland Council. The term 'museum' is used in a functional sense and may at all times be taken to subsume the terms 'gallery', 'art gallery', 'heritage centre', or otherwise as appropriate.
2. "Collections" are defined as:
" any item entered in the Accession Registers of the museums, whether as gift, or purchase, together with any item not entered in the Accession Registers, but in the possession of the museums at the date of adoption of this Policy, which was donated or purchased with the intention that it should become part of the Collections".
"Valid title" is defined as valid legal ownership.
3. The Principal Museums Officer is defined as being the professional officer responsible to The Highland Council through the Director of Education, Culture and Sport for the operation of the museums according to proper professional standards. The Principal Museums Officer must have a relevant degree, or a diploma in museum studies (or equivalent), or experience of the principles and practice of museum operation and management as may be determined to be acceptable by the Scottish Museums Council.

Appendix 2

Subject areas for collecting

1. Natural Sciences

The Natural Sciences collections comprise approximately 35,000 specimens and are subdivided into mineralogy, palaeontology, invertebrate zoology, vertebrate, zoology, botany, biological records.

1.1. Mineralogy

This collection contains about 2,300 specimens and includes both rocks and minerals. 100-150 are of non-Scottish origin and, of the remainder, about 40% are from the Inverness Area and 60% from the rest of the Highlands.

The museums will continue to acquire specimens from the Highlands to fill gaps in the collection.

1.2. Palaeontology

This collection contains about 1000 specimens, of which about 70% are from the Highlands. A particular strength is a group of fish from the middle old red sandstone beds of the Moray Firth area from Nairnside, Banff and Easter Ross.

The museums will continue to acquire specimens from the Highlands to fill gaps in the collection.

1.3. Invertebrate Zoology

This collection contains about 10,400 specimens. 2,000 are molluscs, of which 60% are unprovenanced Indo-pacific and the remainder are largely marine molluscs from the Moray Firth area. There are no land or freshwater molluscs. There are 8,300 insects, representing some 1,200 species. They are largely from the Highlands, but they form a weak collection at present when the British total of some 22,000 species is considered. Of the insects, 42% are recent donations, 10% are unprovenanced specimens, mainly lepidoptera, collected in the 19th century, and 48% were collected by fieldwork by museum staff. For this last group, the collection data are of good quality, and the collection forms the nucleus of a useful resource for scientific research and public reference.

The museums will continue to acquire land and freshwater molluscs and insects from the Highlands. Other groups, e.g. marine molluscs, will be accepted where they are needed to fill gaps in the collection and have full accompanying data.

1.4. Vertebrate Zoology

These collections contain about 16,000 specimens. 15,500 are bird eggs, including a large collection made by William Stirling of Fairburn, and they form a collection of national importance. There are also bird, mammal and fish mounts. Some of these mounts are of historical interest, being the work of Inverness and Beaulieu taxidermists. Others are more recent specimens, mounted for the museum for display or education. There are also small collections of study skins and osteology of Highland mammals and birds.

Collections of legally acquired, well-documented bird eggs from the Highlands will be acquired by donation where they enhance the existing collections. Other vertebrate specimens will be acquired by the donation of legally acquired specimens. Highland mammals will be sought, especially Highland specialities such as the wild cat, pine marten, red squirrel and otter. Highland birds, especially passerines and waders, will be sought for study skins for research and to help with the answering of enquiries. Fish from the Highlands will also be acquired. Good examples of the work of Highland taxidermists will be acquired as they become available.

1.5. **Botany**

The herbaria of flowering plants contain about 2,000 specimens of which 900 are Highland, 900 from elsewhere in Scotland and 200 are foreign (from Germany, New Zealand and the Punjab). Non-flowering plants (including fungi and lichens) are represented by about 1300 specimens.

The museums will seek to fill gaps in the Highland collections and to collect reference material for local species which are difficult to identify in the field.

1.6. **Biological Records**

Inverness Museum and Art Gallery formerly acted as a biological records centre for much of the Highlands and retains some 70,000 records from 600 contributors.

The museum will seek to rationalize the records, working with accredited centres in the Highland area.

2. **Human History**

The rich and varied human history collections have been subdivided into: Agriculture, Archaeology, Arms and Armour, Buildings, Community Services, Crafts, Trades and Industries, Domestic, Foreign Ethnography, Local History and the Jacobites, Maps and Archives, Numismatics, Religion, Sports and Pastimes, Textile and Costume.

2.1. **Agriculture**

This collection, held mainly at the Highland Folk Museum, is one of the primary ones in Scotland. Items represent the manual work of the eighteenth century, through nineteenth century agricultural reforms and crofting to the mechanized farming of the early twentieth century. The latter group includes a 1916 "Titan" tractor. Of international importance is a 1850s example of Crosskill's "Bell's Reaper". Of national importance are example of implements from foundries and manufacturers such as Rose Street Foundry, Inverness, Murray of Banff and MacDonald, Portsoy. Principal collections include a good harness collection and some twenty threshing "mills" (machines) including the John o'Groats mill of 1846.

The museums will continue to collect agricultural material, manufactured or used in the Highlands, where it complements the existing collections but does not compromise them, given that there are constraints on storage.

2.2. **Archaeology**

The archaeology collections are of national and international significance and comprise mainly Highland Scottish material. The overwhelming majority of the

collections are in the museums' ownership, with a small number of items on loan. Most of these collections are housed in Inverness Museum and Art Gallery. The Scottish material originates from most parts of the Highlands. Strengths include a nationally significant collection of Pictish Class 1 symbol stones from Inverness, Easter Ross and East Sutherland; a nationally significant reference collection of earlier Bronze Age metalwork from across the Highlands, including the important flat axe hoard from Dail na Caraidh, near Fort William; a strong collection of early Bronze Age Beaker/Food Vessel cist groups; medieval metalwork, acquired recently through Treasure Trove allocation; and a regionally significant collection of early stone working material from the Inverness area. The single most important item in the collections is the Achavrail armlet, a magnificent first century bronze found at Rogart, Sutherland.

The main gaps in the collections include earlier Neolithic material, later Bronze Age and Iron Age metalwork, and Norse material. There is a small collection of foreign archaeology comprising a small number of stone tools and a small amount of Mediterranean ceramics.

Archaeological material will be actively collected to fill gaps in the existing collections and to enhance the regionally and nationally significant reference collections. As a museum eligible to receive material through the Scottish Archaeological Finds Allocation Panel, Inverness Museum and Art Gallery will act as a centre for the reporting and processing of such finds, and will bid for Highland material where appropriate, in liaison with other eligible museums in the Highland Council area.

In recognition of the strength of feelings in local communities about archaeological material, the museums will work with appropriate Accredited museums to ensure that material is best preserved in the place most appropriate, given the nature of the items and their provenance.

2.3. Arms and Armour

This collection consists of about 300 items, most of which are 18th century Scottish. Included are pistols, broadswords and targes, many of which were part of the collection of Highland weapons made by Captain William MacKay. Particularly noteworthy is the pair of flintlock pistols made by Murdoch of Doune for presentation to the Duke of Clarence.

The museums will acquire arms and armour to build on strengths in the existing collections and to fill gaps. Highland weapons will be sought, especially those made by Highland gunsmiths, silversmiths and other makers, and those used by the local volunteer militias. Sporting guns made by Inverness gunsmiths will also be sought. Weapons will be acquired and kept only as permitted within the terms of current legislation.

2.4. Buildings

The Highland Folk Museum is actively collecting buildings representing different aspects of Highland vernacular architecture. These are principally ones in danger of being lost through demolition. As artefacts in their own right, and accessioned as such, they include a smoke house, school, church, clockmaker's workshop, tailor's shop, post office, croft cottage and joiner's shop.

The museum will continue to collect relevant structures by acquisition and dismantling. The buildings will be re-erected to a standard commensurate with museum ethics or ideals applied as to any artefact. The museum will also continue to maintain and develop existing and planned replica buildings, such as the black house and township structures. In general, the presumption will be not to accession replicas (e.g. the township), while recognising that their academic and interpretational value is unique.

2.5. Community Services

This collection includes material relating to education, law and order, regulation of trade, etc. It includes the official weights and measures of several Highland Burghs including Inverness but, otherwise, the collection is small and not particularly significant, numbered in tens of items rather than hundreds, in each subject area. Each subject area would benefit from strengthening, especially collections relating to the early and mid 19th century.

The museums will seek to develop the collections of early educational material, including school books, classroom fittings and teaching aids. They will also seek to build up collections relating to law and order, especially as it applies to Inverness and to the rural Highlands in the 19th and 20th centuries.

2.6. Crafts, Trades and Industries

This collection covers most of the traditional crafts such as mason, joiner, shoemaker, wheelwright and smith. It also encompasses traditional industries such as textiles, forestry, whisky making, kelp burning and fishing. There is an important collection relating to less traditional crafts. The musical instrument collection has at its core the instruments and workshop tools of Alexander Grant, the Inverness fiddle maker, together with a similar but smaller collection from Torquil MacLeod, the bagpipe maker from Tain. Taxidermy was an important part of the early tourism industry and the work of Inverness taxidermists is well represented. There are small collections relating to shops and markets. Material relating to the extractive industries is confined to samples and models relating to North Sea oil production.

The museums will add to the existing collections, both by filling gaps and by building on strengths. Collecting will normally be restricted to items manufactured, used or with a strong association with the area. Particular subjects for active collecting are the traditional industries, 'sporting' items and objects connected with other light manufacturing industries of the Highland area.

2.7. Domestic

This is a highly important collection, with unquestioned international significance, especially in the collections housed at the Highland Folk Museum. The collection comprises items from both rural and urban contexts. It ranges from cooking material through heating, lighting, laundry and personal hygiene to a major holding of traditional house fittings and furniture. It numbers some three thousand pieces.

Extension of the present collection should only be considered where a significant gap is known or is thrown up by further research. The exception to this is 20th century domestic material of relevance to the rural Highlands and Inverness.

2.8. Foreign Ethnography

Inverness Museum and Art Gallery had a collection of foreign ethnography which was transferred to the Royal Scottish Museum in 1968. About 20 pieces remain.

The museums will not acquire foreign ethnographical material.

2.9. Jacobite Collection

In 1907, Inverness Museum and Art Gallery re-opened as a 'Highland and Jacobite Collection' and for the next 50 years, the museum developed most strongly in this direction. Two important collections of Jacobite memorabilia were acquired during this period, from Miss Emilie Bowerbank and Prince Duleep Singh. The collections now comprise paintings, miniatures, weapons, medallions, letters and pamphlets, and 'souvenirs'.

The collections would benefit from the acquisition of good quality, well-provenanced pieces to augment, but not to duplicate, them.

2.10. Maps and archives

There are about 300 maps, printed and manuscript, dating from the 18th Century onwards. Most relate to Inverness-shire and Easter Ross. They include Inverness town plans, estate maps, thematic maps showing communications and services, and Ordnance Survey maps. Two important maps are Avery's map of the Moray Firth and Great Glen area produced in 1726 and the Duke of Gordon's plan for Kingussie, dated 1812. The archives comprise an important collection of Inverness Burgh charters. There are also small and miscellaneous collections of trade journals, tradesmen's daybooks, etc. relating to the 19th century rural highlands, papers belonging to local societies and family papers, which supplement the museum collections. There are small collections of archives and records relating to the history of natural sciences in the Highlands. There is a small sound archive on reel-to-reel tape and a collection of oral history tapes resulting from projects in the 1980s. Some of the former has been duplicated on the Am Baile website (www.ambaile.co.uk) to improve access to it.

The museums will collect only town maps of Inverness and estate maps relating to the Inverness area. Archives will be collected only where they relate to the Museum's history and collections. Printed ephemera will be collected only where they relate to the existing collections or to the Inverness area.

2.11. Numismatics

This collection consists of coins, tokens, numismatic ephemera, commemorative and campaign medals. The collections include foreign and English material as well as Scottish, and they contain a number of important local hoards. There is a good collection of Scottish and English hammered silver and later milled coinage. There is a representative collection of communion tokens, the basis of which is a collection of 856 pieces donated in 1951 through J.R. Lockie. There is a selection of Scottish trade tokens and a small number of campaign, sporting and other commemorative and political medals. There is also an important collection of political medallions relating to the Jacobite risings. The collection would be strengthened by adding examples of coins and tokens of particular relevance to

Inverness, such as hammered silver minted in the town under Alexander III and James I, and trade tokens from local businesses.

The museums will collect hoards and stray finds from the Highlands, through Treasure Trove allocation. A representative sample of Scottish hammered and milled coinage, tokens and numismatic ephemera will be sought, to fill gaps in the existing collections. The museums will collect bank notes from Scottish banks, but foreign coins and tokens will not normally be collected unless they form part of a larger collection. Campaign and commemorative medals relating to individuals or events will be collected, especially where supporting biographical information is available. It is recognised that the Regimental Museum of the Queen's Own Highlanders may also have an interest in campaign medals won by men serving in the Highland regiments.

2.12. Religion

The museums have items of local and regional interest such as church collection ladles, religious books, Sunday school items, etc, and a small but significant collection of charms and other objects of superstition and magic.

The museums will collect material relating to organised or institutional religion. They will also collect charms and amulets and other material evidence of non institutional religion, and will be prepared to be flexible about the degree of documentation sought for the formal accessioning process for such items.

2.13. Sports and Pastimes

This is a patchy collection with some major strengths and weaknesses. In the area of sport, the strongest element is the Bishop-Henderson collection of curling stones. The Highland Folk Museum is a repository for shinty artefacts and memorabilia, designated by the Camanachd Association, and actively collects material relating to this very Highland sport. There is a small collection of golf clubs and other late 19th century artefacts relating to the game in the Highlands. Freshwater fishing, both as a recognised sport and an unofficial 'means of support' is well represented in the collection, which is of national importance. There is a strong collection relating to game shooting, including some important sporting guns, and estates' game books.

The sporting collections would benefit from the addition of cups, medals, memorabilia, etc., and items representing more recent sports and pastimes, and the museums will seek to acquire examples of these.

In music, there are a number of bagpipes and chanters from Captain William MacKay's collection and a small number of 'non-Highland' instruments. Notable gaps in the collection are folk instruments, e.g. flutes, whistles and bodhran.

The museums will seek to acquire folk musical instruments, together with characteristic Highland instruments such as the clarsach, fiddle and bagpipes, where they fill gaps in the collections. They will also seek to acquire instruments with Highland musical associations, such as those used by members of the Inverness Town Band. Associated material such as reeds, bows and recordings will be collected, as will the work of contemporary composers and instrument makers. Orchestral and similar instruments will not be collected unless they have

strong local associations.

2.14. **Textile and Costume**

There is a very significant collection of Highland flat textiles including traditional hand woven blankets, tartan pieces and tartan samples. It has a few important examples of locally produced linen, and this collection could be strengthened by additional pieces. The costume collection includes much fashionable female costume from the early 19th to the mid twentieth century including fine examples of the use of tartan in 19th century Highland society. The majority of the collection was acquired by donation, but some important pieces, including an 18th century tartan wedding dress and plaid, are on loan. There are some items of military uniform.

Traditional Highland textiles, works banners and tartan samples will be acquired where they fill gaps in the collection. The collection would be strengthened by the acquisition of men's and occupational costume. Infants' and women's costume and household textiles are required only if they have local associations, through manufacture, for example.

3. **Fine and Applied Art**

3.1. **Applied Art**

The museums have a small but nationally significant collection of material made by the cairds, or gypsy travellers, including silver, jewellery and horn work. It reflects the continued importance of travellers in Highland society well into the 19th century and their contribution to, for example, the silversmith tradition of the Highland burghs.

This collection will be extended if relevant items become available.

The Highland silver collection dates from the 17th century to the present and, comprising about 400 pieces, is a very good representation of both the work of the individual silversmiths and the types of the wares produced. It includes work by Inverness, Wick, Tain, Dingwall and Elgin silversmiths.

Items by unrepresented makers will be collected, as will hollow wares to extend the collection, but duplicate pieces will not be acquired.

The ceramics collection, though now regarded as significant, was largely collected in terms of use in domestic contexts and not as a systematic study of Scottish or Staffordshire potters.

Without specialist professional expertise, this collection should not be further expanded and it should not be considered a priority for collecting. The only exception is that the Barvas ware is of national importance, this should be extended if possible, after consultation with the other major collections of this primitive pottery (National Museums of Scotland, Glasgow City Museums and Museum nan Eilean).

3.2. **Fine Art.** This collection is important in that there is no comparable public collection in the Highlands. It is, however, smaller than might be expected, partly because Inverness did not have the nineteenth century tradition of patronage or

corporate donation which existed in other cities. The collection consists of about 220 easel paintings, together with a rather larger number of prints, miniatures and drawings. There are good collections of landscapes and historical portraits, and the collection was strengthened in 1997 with the addition of 13 20th century works from the Scottish Arts Council Bequest. Very few works have no Highland connection, whether by subject or artist, and there are virtually no works by foreign artists. There are also about 25 pieces of sculpture.

Future collecting is governed by space constraints, availability and resources. Contemporary works, including prints, will be actively sought.

3.3. **The Highland Art Collection**

This collection was started by the Highland Regional Council in 1986 and currently comprises approximately 100 contemporary works made by Highland artists. It was formed through purchase of a picture from each exhibition organized by the Exhibitions Unit, together with prize winning exhibits from the Highland Open exhibitions. The works are dispersed around The Highland Council area, located in Council buildings including schools, residential homes and offices.

While it is not intended to add considerably to the collection, works may be added from time to time, through gift and purchase.

4. **Photographs**

4.1. **Highland Photographic Archive.** The Whyte Collection, of approximately 140,000 images, forms the major element in this unaccessioned archive. It contains glass plate and cellulose negatives from 1890 to the mid 1970s. Approximately 90% of negatives in the collection are portraiture, christenings, weddings, passports, etc. The remaining 10% are historical views of the Highlands, the majority being of Inverness, its streets, shopfronts, sporting and community events, and clubs. The archive also has other photographs and negatives relating to all areas and aspects of life in the Highlands.

The museums will continue to collect historic photographs, and make duplicate digital or negatives, either through donation, bequest, purchase or loan for the purpose of copying. The museums will continue with contemporary recording, as time permits, for example, by working with community groups on exhibition projects. The number of images made widely available through the Am Baile website (www.ambaile.co.uk) will increase.

4.2. **Museum photographic collections.** The museums' collections consist of about 11,000 photographs. The most important single collection is over 1,000 glass negatives of the west Highlands taken by M.E.M. Donaldson. The remainder are mainly views of central Inverness and a collection of postcards and photographs relating to the early 20th century Highlands.

5. **Museum Archives.** This material relates to the history of the Highland Folk Museum and Inverness Museum and Art Gallery, including private papers of the former's founder, I F Grant, and notebooks kept by Margaret MacDougall, a previous curator of the latter. It also comprises early accession registers and other unaccessioned paper and photographic records.