

**The Rifles' Collection: Collections Development Policy**  
**(Previously Acquisition and Disposal Policy)**

- **Name of collection - The Rifles' Collection**
- **Name of governing body – Trustees of The Rifles' Collection**
- **Date on which this policy was approved by governing body – February 2012**
- **Date at which this policy is due for review – February 2017**
- **Last updated: 21 January 2013. The Heritage Committee approved minor amendments on 21 January 2013.**

### **1. Our vision**

To create a collection, which promotes learning and engages visitors to be moved, inspired, and challenged with the living heritage which is the story of The RIFLES, the Regiment and its people; soldiers and dependants.

### **2. Our mission**

To gather, maintain and exhibit a collection of artefacts, to recognised museum standards, which tell the story of The RIFLES; its origins, its role and impact in national and international events, its traditions and people (soldiers, veterans, & dependants), drawing upon the Five Pillars; which make up its living story. This is in order to provide a learning experience that meets the widest range of public need and connects the public with the Regiment. The collection will provide a heritage resource on all aspects of the Regiment and additionally support other Regimental activities.

### **3. Our relevance**

The Rifles has played a decisive role as a participant in British Defence & Foreign policy since its creation in 2007. It has been at the forefront of British military action since forming. A Regiment born on Operations (2 RIFLES and 3 RIFLES were deployed and 4 RIFLES were preparing for operations on formation) in its first 5 years of its existence there was only 12 months out of 60 when one of its Battalions wasn't on operations. Its actions and reputation have significant resonance in recent military history as a result.

The British Armies newest and largest Infantry Regiment, it draws its recruits from a broad national base, with roots in 10 counties and battalions based across all corners of the United Kingdom, with close links to over 60 towns and cities across the country. The Rifles are firmly entwined within the social fabric of the country and as such what impacts on the Rifles can have a profound influence and effect within UK society.

The Rifles has a unique ethos of innovation and forward thinking whilst acknowledging its past and the principles and influences of its forefathers. This links its very modern inception to its origins in its forming and antecedent Regiments. It maintains close bonds of support with the Regimental Associations of its founding Regiments, further bonding The Rifles with its past whilst maintaining the focus of the serving elements of the Regiment on current and future requirements of modern soldiering.

The Rifles Collection is, like the Regiment itself, the newest part of a longer story. It forms part of a family of Regimental Museums which together comprises The Rifles Museums Network. With close co-operation and communication, this family; together, tells the complete history of The Rifles. Each museum brings with it a piece of the complex tapestry of regimental history. The living heritage of the current Regiment is just the latest piece under construction.

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People living in Britain today, have heard of the RIFLES. The Regiments actions have effect on the culture, traditions, government and laws of society; locally, nationally and globally. The British Army will continue to be an operational army with global reach. The Rifles with their innovative approach to soldiering will continue to be at the leading edge. As such they will continue to impact both militarily and socially at home and abroad, now and into the future. This is the story The Rifles Collection will record and tell.

#### **4. Statement of purpose**

4.1 The Rifles Collection will collect, catalogue, store and make accessible significant material of The Rifles since its formation on 1 February 2007. Objects will be made available through a web-accessible catalogue. The items will form the basis for a Rifles Exhibition in the Collections' autonomous exhibition space and made available for display through temporary loans or travelling exhibitions to museums within the Rifles Museums Network, or to places within The Rifles traditional areas, particularly places of high population density. The future aspiration is to establish a permanent museum with permanent and temporary exhibitions and education and events programmes.

It is readily acknowledged that the forming regiments and their antecedents each have their own unique story to tell and that these stories are already best told within the existing network of Rifles' Museums.

The current Regiment is a Rifle regiment. The Rifles Collection (hereafter referred to as 'the Collection') must primarily represent this story; i.e. that of the modern Regiment and its strong origins in the Light Infantry and Rifle Regiment traditions of the past. However the influence on The Rifles history, heritage and traditions from other forming or antecedent Regiments will also be encompassed in line with 'the Golden Threads' principal. Close co-operation and fair exchange of artefacts, ideas and information across The Rifles Museum Network will ensure a balanced, fair and accurate representation throughout the network.

The Rifles' Collection will seek to innovate, excel and lead the market in collecting, preserving, studying, exhibiting and educating the story of The Rifles in order to develop both its and the Regiment's reputation and to lay the firm foundation for the future Museum.

#### **5. Proposed collections, including the subjects or themes and the periods of time and/or geographic areas to which the collections relate**

5.1 The collections will cover, in outline, the story of light infantry and rifles units since their creation in the 18<sup>th</sup> century and, in detail, the story of The Rifles since formation in 2007 and the influence and legacy from forming and antecedent Regiments. Objects will relate directly to the Regiment and its forebears as well as to significant places, times and conflicts in their history e.g. the Peninsular War.

Many of the objects will be connected to named individuals and provide a story for each of these individuals within the context of the Regiment.

5.2 The Collection will divide into the following areas:

- Archival – key documents, maps, personal (domestic) letters and e-mails, print media, video, photography and sound (e.g. oral interviews)
- Uniforms – from full dress to battle dress, including headdress and footwear
- Equipment – belts, webbing and personal equipment, collective equipment, vehicles
- Weapons – including machine-guns, mortars, anti-tank weapons, rifles, pistols, swords, bayonets, knives, and, it is thought likely, a small collection of ethnographic objects from, for example, Iraq and Afghanistan
- Medals

- Badges
- Musical Instruments & Ceremonial Items
- Art Works & Fine Art – paintings, prints, silver and sculpture
- Archival – key documents, maps, personal (domestic) letters and e-mails, print media, video, photography and sound (e.g. oral interviews)

5.3 It is anticipated that most of the Collection will be donated and title transferred to the Collection with only a small number of objects being on long-term loan (medals for example).

## **6. Criteria governing future collecting, including the subjects or themes and the periods of time and/or geographic areas to which the collections relate**

The Collection will record and tell the history of The Rifles, and will acquire items which strengthen and extend that collection.

In all cases, there is a strong presumption against accepting material on long-term loan or under any conditions other than permanent transfer of title to the Collection. Material will only be accepted on loan if it is for a fixed period and for the purposes of a defined temporary exhibition, or if the item is of exceptional interest to the Collection (e.g. within the context of wider research). All loans will be formalised through a written loan agreement, allocating responsibilities in respect to the loan and specifying the loan period up to a maximum of five years, renewable in writing.

6.1 With regard to collecting material:

- The Rifles Collection will have a Collections Development Committee established, which will judge the attributes of a potential acquisition against the Waverley Criteria. Unless an object is 'closely connected with our history', 'of outstanding aesthetic significance' or 'of outstanding significance for the study of some particular branch of art, learning or history', it will not normally be accepted into the Collection.
- There will be a strong presumption against collecting duplicate material without good reason, for example the object in question is a particularly good example of its type or is part of a collection of objects relating to an individual and so has a strong story that represents the story of the Regiment
- There will be a strong presumption against collecting material for which adequate storage facilities cannot be provided. It is anticipated that storage will be at capacity, placing a limit on the amount of acquisition that can take place without rationalisation
- Where objects are offered for donation but not deemed suitable for accessioning into the permanent collection they will be considered for adding to a 'handling' collection in consultation with the donor before being completely decided against
- Material will be collected that supports a particular theme e.g. training, for study
- Collecting will not be restricted to particular battalions as the primary collecting principle is to collect, record and tell the story of The Rifles, however material will not be acquired if it causes a conflict or duplication with another museum
- Material will be collected according to the proposed principal collections areas – archival, uniforms, equipment, weapons, medals, badges, fine art and miscellaneous other – and in relation to periods within the life of the regiment (as defined by periods of duty in particular locations, e.g. Iraq, Afghanistan. This latter category of object may also include material not directly related to the regiment but to the location in which they were serving
- Items will not normally be accepted for the collection if:
  1. they are beyond economic repair
  2. they are, or are likely to become, physically dangerous and/or a health and safety hazard or a hazard to other objects within the Collection
  3. they are beyond the means of The Rifles Collection to conserve, store, document or make accessible to an adequate standard
  4. they are accompanied by unduly restrictive conditions

## **7. Limitations on collecting**

The Collection recognises its responsibility, in acquiring additions to its sub-collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

## **8. Collecting policies of other museums**

The Collection 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.

Specific reference is made to the following museums:

- The Keep Military Museum, Dorchester (this comprises the collections of The Devonshire Regiment, The Dorset Regiment, The Devonshire and Dorset Regiment, The Dorset Yeomanry, The Queen's Own Dorset Yeomanry, The Dorset Militia, The Royal Devon Yeomanry and 94 Field Regiment RA)
- The Rifles (Berkshire and Wiltshire) Museum, Salisbury
- The Soldiers of Gloucestershire Museum, Gloucester
- The Royal Green Jackets Museum, Winchester
- Cornwall's Regimental Museum, Bodmin, (housing the collections of The Duke of Cornwall's Light Infantry and The Light Infantry)
- The Regimental Gallery of the King's Own Yorkshire Light Infantry, Doncaster Museum and Art Gallery
- The Shropshire Regimental Museum, Shrewsbury (this comprises the collections of the King's Shropshire Light Infantry and the County's Artillery, Yeomanry, Militia, Volunteer and Territorial units)
- The Durham Light Infantry Museum, Durham
- The Herefordshire Light Infantry Museum, Hereford
- Somerset Military Museum, Taunton (this comprises the collections of The Somerset Light Infantry (Prince Albert's), The Somerset and Cornwall Light Infantry, The West Somerset Yeomanry, The North Somerset Yeomanry, Somerset Militia, Rifle Volunteers and Territorials, The Light Infantry and its successor regiment, The Rifles)
- Soldiers of Oxfordshire Museum, Woodstock (currently under construction)

The Collection will seek to establish relationships and communication with the National Army Museum and the Imperial War Museums, referring material to them as appropriate. The Rifles Collection will work in conjunction with the Rifles Museums listed above with a strong desire for reciprocal loans between itself and the other members of The Rifles Museums Network.

## **9. Policy review procedure**

The Acquisition and Disposal Policy will be published and reviewed from time to time, at least once every five years. The date when the policy is next due for review is noted above. The appropriate professional body (to be announced in April 2012) will be notified of any changes to the Acquisition and Disposal Policy, and the implications of such changes for the future of existing collections.

## **10. Acquisitions not covered by the policy**

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 Collection itself, having regard to the interests of other museums.

## **11. Acquisition procedures**

11.1 The Collection 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 the Collections Development Committee is satisfied that the Collection can acquire valid title to the item in question.

11.2 In particular, the Collection 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)

11.3 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 Collection 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 the Department for Culture, Media and Sport in 2005.

11.4 The Collection will not acquire any biological or geological material.

11.5 The Collection will not acquire archaeological antiquities (including excavated ceramics) in any case where the governing body or the Collections Development Committee had any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

11.6 Any exceptions to the above clauses 11.1, 11.2, 11.3, or 11.5 will only be because the Collection is either:

- acting as an externally approved repository of last resort for material of local (UK) origin; or
- acquiring an item of minor importance that lacks secure ownership history but in the best judgment 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 Collection will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority.

## **12. Disposal procedures**

### **Disposal preliminaries:**

12.1 The governing body will ensure that the disposal process is carried out openly and with transparency. All disposal proceedings will be implemented by the Collections Development Committee, and all cases will be assessed against the Waverley criteria (as per paragraph 6.1)

12.2 By definition, the Collection has a long-term purpose and holds sub-collections in trust for society in relation to its stated objectives. The governing body therefore accepts the principle that

sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the Collection.

12.3 The Collection will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.

12.4 Where disposal of a Collection object is being considered, the Collection will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

#### **Motivation for disposal and method of disposal:**

12.5 When disposal is motivated by curatorial reason the procedures outlined in paragraphs 9.11-9.19 will be followed and the method of disposal may be gift, sale or exchange. The main curatorial reasons for considering disposal will be when an item:

- has deteriorated beyond economic repair
- is dangerous and/or has become a health and safety hazard or a hazard to other objects within the collections
- has been found to be a duplicate, where the terms of acquisition permit the disposal of one example
- is claimed by an individual or another institution with a better title to ownership than The Rifles Collection
- does not fall within the terms of the Heritage Strategy and/or this Policy, or is unsuitable for retention for other curatorial reasons

12.6 In exceptional cases, the disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below in paragraphs 12.7-12.13 and 12.19 will be followed. In cases where disposal is motivated by financial reasons, the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:

- the disposal will significantly improve the long-term public benefit derived from the remaining collection,
- the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit),
- the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored.

#### **The disposal decision-making process:**

12.7 Whether the disposal is motivated either by curatorial or financial reasons, the decision to dispose of material from the Collection will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for the Collection and those collections held by museums and other organisations collecting the same material or in related fields will be considered. External expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.

#### **Responsibility for disposal decision-making:**

12.8 A decision to dispose of a specimen or object, whether by gift, exchange or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the Collection or for reasons of health and safety), will be the responsibility of the governing body of the Collection acting on the advice of professional, curatorial staff, if any, and not of the curator of the collection acting alone.

**Use of proceeds of sale:**

12.9 Any monies received by the Collection's governing body from the disposal of items will be applied for the benefit of the Collection. This normally means the purchase of further acquisitions and development of The Rifles Collection. 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 MLA.

12.10 The proceeds of a sale will be ring-fenced so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard.

**Disposal by gift or sale:**

12.11 Once a decision to dispose of material in the Collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.

12.12 If the material is not acquired by any Accredited Museums to which it was offered directly as a gift or for sale, 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 specialist journals where appropriate.

12.13 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 Collection may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

**Disposal by exchange:**

12.14 The nature of disposal by exchange means that the museum will not necessarily be in a position to exchange the material with another accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.

12.15 In cases where the governing body 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 9.1-9.4 and 9.7-9.18 will be followed as will the procedures in paragraphs 9.16-9.19.

12.16 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.

12.17 If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, the Collection will make an announcement in the Museums Journal and in other specialist journals where appropriate.

12.18 Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the Collection and those intended to be

acquired by 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 must consider the comments before a final decision on the exchange is made.

**Documenting disposal:**

12.19 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on de-accession and disposal.