

STEAM
Museum of the
Great Western Railway
Collections Development Policy

2016 - 2021



Collections Development Policy

Museum: STEAM – Museum of the Great Western Railway

Governing body: Swindon Borough Council

Date approved by governing body: 4th October 2016

Date at which policy is due for review: August 2021

Policy review procedure:

- The collections development policy will be published and reviewed from time to time, at least once every five years.
- *Arts Council England* will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

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

1.1. The museum's statement of purpose is:

Unlocking our heritage collections for everyone, to celebrate Brunel's historic Great Western Railway and its legacy.

Informed by the Museums Association's definition of Museums, by the Museum Association's Code of Ethics, and by our own Statement of Purpose, STEAM defines its core organisational ethos as follows. These are our guiding principles for staff, volunteers, Friends, visitors and users:

- Collecting, preserving and safeguarding objects, archives and photographs pertaining to Brunel's historic Great Western Railway and its legacy for the public, now and in perpetuity.
 - Designing and delivering vibrant and relevant displays, exhibitions, activities, events and experiences, now and in the future.
 - Informing, educating, engaging, entertaining and inspiring all of our visitors, by making our collections available to them, now and in the future.
 - Enriching the lives of the community local to Swindon, and the wider Great Western Railway community, and celebrating Swindon's status as the hub of the GWR ('Made in Swindon'), now and in the future.
 - Establishing STEAM as the authoritative source on the Great Western Railway and as a centre of excellence commensurate with the size of the Museum.
 - Achieving quality recognition regionally and nationally from professional bodies, funders and our peers.
 - Where possible, sourcing goods and services from Swindon and its surrounding area, to support our local economy and celebrate our region, emulating the founding principles of the Great Western Railway.
 - Attracting at least 100,000 general paying Museum visitors per annum.
- 1.2. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.
- 1.3. 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 disposal of any items in the museum's collection.

- 1.4. Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- 1.5. 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. STEAM has policies, plans and procedures to cover Collections Documentation and Collections Care and Conservation. These policies, plans and procedures are integral to the Collections Development Policy, and guide the work of the Curatorial Team in documenting and caring for all our collections.
- 1.6. 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.
- 1.7. The museum will not undertake disposal motivated principally by financial reasons

2. History of the collections

The forerunner to STEAM – Museum of the Great Western Railway (the Great Western Railway Museum) was opened in 1962. It was a joint venture between the then Swindon Corporation and the British Transport Commission. Many of the items exhibited at the old museum were part of the British Transport Commission collection (then housed at the Museum of British Transport in Clapham).

In 1972 the Museum of British Transport was closed and the collection was split between relevant institutions. The railway related collections were transferred to the (then new) National Railway Museum at York, part of the Science Museum Group. As a result a significant proportion of items at STEAM (around 1,000 items), are on loan to STEAM from the National Railway Museum in York.

All items acquired from 1972 onwards are the property of STEAM as part of (what is since 1997) Swindon Borough Council (between 1974 and 1997 STEAM came under Thamesdown District Council). Between 1972 and 1984, items were acquired for (the forerunner to) STEAM as part of a wider Swindon Museums Service which also included Lydiard House and Swindon Museum & Art Gallery.

From 1984, items were acquired for (the forerunner to) STEAM, separately to any other museum within Swindon or elsewhere. In 2000 STEAM – Museum of the Great Western Railway was opened in its current location. Since this point, items have been acquired directly for the museum at STEAM.

Over its period of operation, STEAM has received donations from members of the public and from rail related firms. STEAM has also received two major distinct collections. The first collection of over 300 items was acquired directly from the Swindon Works at the time of the Works closure in 1986. The second larger group of around 41,000 items, including over 550 objects was received as part of the Harry Bequest in 2012.

3. An overview of current collections

The collection represents the history of the Great Western Railway and associated companies, and its successor, British Railways with particular reference to the part played by Swindon and its Railway Workshops. The collection is split down into fifteen areas for ease of reference as follows:

3.1 Locomotives and Rolling Stock

The collection of locomotives and rolling stock is a small, but varied collection of vehicles. Most notable is the skeleton of the GWR 4200 Class locomotive, number 4248. This consists of the inner body and most of the workings of the engine, but does not have the outer shell to go with it. Locomotive 4248 was acquired as a scrap engine in 2000, with PRISM funding. It was purchased to be exhibited in the Museum's Boiler Shop display (which was under development at the time) with the express purpose of showing the inner workings of a locomotive. A condition of the grant is that the locomotive should remain as a skeleton and not be restored.

Queen Victoria's Royal Saloon, is the highlight of the rolling stock collection. The carriage formed part of Queen Victoria's Diamond Jubilee train and would have provided accommodation for the Queen, Prince Albert, and their attendants. Remaining largely un-restored, the carriage retains some of its original wallpaper, mahogany and walnut woodwork, gilding and ornate carving which gives an insight into the former splendour of this Royal vehicle. The rolling stock collection also includes a 'Toad' Brake Van, a 'Mink' Covered Goods Wagon, and two track inspection vehicles. In addition, the locomotive and rolling stock collection includes around 50 locomotive, carriage and wagon engineering-type models, including a steam operated model of the locomotive Caerphilly Castle.

3.2 Name Plates and Number Plates

STEAM holds a historically significant collection of locomotive name and number plates. Prior to 2010, STEAM had one Great Western name plate, *Swindon*, and a small number of Great Western number plates. These were complemented by six British Rail Western Region diesel nameplates, including *Iron Duke*, and *North Star*, which were donated to STEAM in 2009 by the Railway Heritage Committee. In 2010, STEAM purchased the GWR nameplate *Broome Manor*, a locally significant addition to the collection in that the locomotive was named after a Swindon manor house. The following year the GWR nameplate *Queen Boadicea* was given as a bequest to the Museum.

In 2011, the name and number plate collection was significantly increased by the donation of nine Great Western name plates and 72 Great Western number plates as part of the much larger Harry Bequest. The bequest included the name and number plates of famous express passenger locomotive such as *Raglan Castle*, *Hinderton Hall* and *Baydon Manor*. The number plates included those from some iconic locomotive classes, including Castles, Kings, Stars and Manors. There are also some early numbers, including number plates 15, 77, 90 and 96.

The collection was further developed in 2012 when a splasher for the locomotive *Swindon* was purchased at auction. The splasher is an important addition to the name and number plate collection as it is decorated with the Swindon coat of arms. The locomotive *Swindon* was unique in being the only engine to have any kind of adornment on its splasher, an honour bestowed on the locomotive due to it being named after the town in which it was built. With a *Swindon* name plate already in STEAM's collection, the plate and splasher were reunited probably for the first time since the locomotive was scrapped in 1963.

The name and number plates are complemented by a collection of approximately 50 locomotive tender and wagon plates and approximately 15 locomotive shed plates.

3.3 Railway Operating Equipment

The railway operating equipment collection is a varied collection of over 300 items relating to the running of the railway. Signalling and telegraph equipment is a significant part of this collection with an excellent collection of signal instruments including block bell and occupation crossing instruments. These are complemented by over 40 individual single line key tokens, including two examples of hand-held hoop holders. There is also an interesting single line electric train staff for the Templeton/Narberth area dating from the late 19th century. The signalling and telegraph collection also holds examples of full sized signals, including one from the Wye Valley Branch line and a smaller ground frame signal.

Firefighting equipment from the Swindon Works Fire Station is a prominent part of this collection. Highlights include a large searchlight from the Swindon Works Fire Engine (the Fire Engine itself is currently on loan to STEAM from the National Railway Museum) and a wood and brass call out board that came from the Fire Station. First aid is covered by 13 mobile first aid tins and first aid cabinets, many of which still retain their contents. In addition there are several fabric stretchers and a set of prosthetic limbs that were manufactured in the Works for amputees.

The Museum holds around 20 different types of carts, sack trucks and barrows relating to work undertaken in factories, stations and goods yards. Items of note include a late 19th century wooden GWR out porter's hand cart from Weston-Super-Mare station and a Lister mechanical truck used to transport goods around Swindon Works.

The collection includes a number of objects that relate to locomotive footplate operation, including lunch tins, shovels and pressure gauges. The collection also has approximately 60 different types of lamps ranging from locomotive headlamps to hand lamps, including GWR lamps made by William Sugg & Co, TE Bladon & Sons and G Palky. One quite unusual miscellaneous item is a length of pipe that carried water from Kemble to Swindon Works in the early 20th century, which was dug-up in 2014 during work carried out by Network Rail.

3.4 Signs and Notices

The signs and notices collection contains approximately 250 accessioned items of cast iron, metal, wooden, marble and enamel. These range from large station running-in boards to small wagon plates. Items of significance include two large enamel running-in boards for Chedworth and Swindon Town stations. The Museum also holds nine cast iron signal box nameplates, including two for signal boxes that are no longer in operation.

Signs of particular note include a Rhymney Railway trespass notice, written in both English and Welsh, and a joint GWR and Metropolitan Railway sign (from the early 1900s) warning against the dangers of conductor rails on the Underground. The collection holds a good collection of smaller cast iron signs mainly from wagons and machines, displaying the weight limitations for the wagon or machine, and in some cases the maker too. The cast iron signs are complemented by a small collection of enamel signs that would have mainly been on display at stations and public places. These include three large tourism signs for Cornwall and Ireland.

Some of the signs and notices in the collection are of a miscellaneous nature, but are of particular note. One notable item is a GWR Mechanics Institute Lending Library (the world's first public lending library) brass notice from about 1890. There are also two wooden signs from the GWR Medical Fund Society (the precursor to the NHS) showing departments and

doctors. Also included in the signs and notices collection are 24 brass, wooden and marble war memorials from the first and Second World Wars which were produced and paid for by individual workshops and offices within the company.

3.5 Machine and Hand Tools

The machine and hand tool collection consists of around 500 items of machinery and tools. There are 11 machine tools in the collection at STEAM, including drills, saws and lathes that came from the various machine shops around the Works. Six of these machines form part of the displays at the Museum with working belts. The large number of smaller tools range from small precision gauges to giant spanners. The majority of these tools tend to be marked 'GWR' or 'BR(W)' which gave ownership to the company. In some cases the tools are also marked with an employee name.

The tool collection comprises carpentry tools (including planes and chisels), upholstery tools (such a trimmers and stamps) and foundry tools (such as ladles and moulding trowels). There is also a selection of precision tools such as measuring gauges and micrometres. The collection also contains general tools including spanners, hammers, dividers, tongs, spades and forks. Some of the tools are held within their own toolbox. The collection has 10 toolboxes which belonged to, and, in most cases, were made by GWR employees. Some are particularly attractive, with one being inlaid with marquetry.

3.6 Timekeeping

The timekeeping collection consists of around 40 clocks and watches. These range from timepieces that were used in the operation of the railway, to commemorative pieces given to staff upon their marriage or retirement. Because of the importance of time keeping to the railways, the GWR had its own clock and watch department based at Reading Signal Works.

Fourteen of the clocks in the collection are ceiling or wall mounted clocks which were used either on station platforms or in the railway workshops. The largest of all the clocks in the collection is a double sided clock from Newbury Station which is mounted on an ornate cast iron bracket. One of the longcase clocks is significant as it was the main time clock for Swindon Works; its role being to regulate all the other clocks around the Works site.

Arguably the most important clock in the collection is a mantle clock made by Thomas Cole of London in 1850 for Queen Victoria's royal waiting room at the newly opened Windsor Station. The Egyptian style rosewood case, silver coated face and internal workings show the finest quality English clock workmanship of that time. Also of particular note is a brass carriage clock, dating from about 1880, given to William Ellis by the children of GWR Chief Mechanical Engineer Joseph Armstrong in memory of their father. William Ellis worked under the management of Joseph Armstrong and was latterly in charge of the Swindon Works Rail Mills during the late 1880s.

3.7 Furniture, Fixtures and Fittings

The furniture, fixtures and fittings collection consists of approximately 150 items, a third of which are large sized pieces of furniture. The remainder consists of smaller fixtures and fittings. The furniture collection contains items that came from GWR offices, as well as from stations and ticket offices. Some of the most notable and popular pieces are examples of GWR station benches. The Museum has examples of all three types of bench; the older style all wooden bench, followed by benches with cast iron ends displaying the GWR monogram in two forms.

The office and station furniture is complemented by a selection of fixtures and fittings all stamped GWR for exclusive use on company property. In addition to the building based

items listed above the Museum also has a collection of fixtures and fittings from the inside of railway carriages. Included with these are items such as door handles from Queen Victoria's 1897 Diamond Jubilee train (a carriage from this train is also included in the collection). Two other noteworthy items are an attractive art deco glass carriage lamp shade and an early carriage pot lamp (dating from about 1870) from the Neath and Brecon Railway.

3.8 Office Administration

The large collecting area of office administration amounts to over 200 items of stationary and office equipment from offices across the GW network. Two interesting items are a pair of plastic ball point pens dating from the 1980s printed with *Swindon Works* which are likely to have been part of the campaign to prevent the closure of the Works. Also of particular note is a wooden ink stand with 3 glass inkwells into which is moulded the 1926 GWR publicity slogan Go Great Western. There are also three typewriter ribbon tins ornately painted with Great Western Railway and Return Tin to Stationary Dept. Paddington.

Alongside the general office equipment is a good collection of draughtsmen's tools and drawing equipment from the various GWR drawing offices. Of particular note is a presentation box containing drawing instruments dating from 1887 which belonged to GWR Chief Mechanical Engineer Charles Collett who acquired them at the age of 16 when he was studying to become an engineer.

In addition to office equipment are a collection of items relating to staff wages, comprising in excess of 800 pay checks and cheques, about 30 individual pay cheque tins and 7 large metal cash boxes. The brass pay checks and cheques come from across the GWR network and include tokens from departments such as the GWR Docks, British Railways Carriage and Wagon Works and the Civil Engineering Department. In addition to the pay checks/cheques are approximately 30 small brass or aluminium pay cheque tins including a particularly nice example is a brass tin stamped TVR for the Taff Vale Railway. Part of the collection relating to wages are metal cash boxes and two particularly interesting boxes are a cash tin with the marking GWR Enginemen and Firemen Mutual Insurance, Sick and Superannuation Society, and also a large box with a brass label reading From Paddington Regional Accountant – to Central Wages, Swindon.

The final items within the Office Administration collection are five metal cycle permits that would have been secured onto the handlebars of a bicycle. They were issued by BR (W) to allow staff to park their bicycle on railway property.

3.9 Catering and Dining

The catering and dining collection consists of around 200 items including about 40 items of ceramics, 30 items of silverware, in excess of 75 items of cutlery, four items of glass ware and a collection of miscellaneous items that include a saucepan, drinks bottles and picnic ware.

The ceramic collection includes four side plates which are unusual as they are marked with the Swindon Mechanics Institute logo. Also of note are three large china mugs with an unusual diamond shaped GWR logo, which it is thought may have been used in WRVS service canteens which operated on some of the larger station platforms during the First World War.

The silverware collection includes two silver plated sugar bowls from the privately owned (GWR sub-contractor) Pullman Dining Cars, donated by the family of a former member of Pullman Dining staff. In addition, the collection contains a silver plated ice bucket produced by Mappin and Webb in around 1935, donated to the Museum as part of the Harry Bequest

in 2012. An unusual addition to the collection is a large copper saucepan made by Elkington and Co, and stamped GWR Hotels. This was purchased at auction in 2011 and is the only cookware item in the collection. Another rare item is a basic metal serving dish, stamped GWR, which was used in the canteen at Swindon Works

The catering and dining collection includes two items of picnic ware; a now rare Light Lunch Box dating from the 1930's which was produced by the Hotels and Catering Department and sold for one shilling from station platform refreshment trolleys; a large luxury wicker picnic basket dating from the 1930's, with GWR printed on the front.

3.10 Costume and Textiles

The Costume and Textile Collection consists of around 900 objects, the majority of which are items of railway uniform from the original Great Western era to the modern First Great Western period of the 2000s. The uniform collection comprises coats, jackets, waistcoats, trousers, caps, shirts and ties belonging to station staff, enginemen and other workmen. Items of particular note include a rare GWR/LMS joint railway jacket and a GWR motor driver's greatcoat and breeches. The uniform collection is complimented by an excellent array of individual buttons, fabric lapel badges and cap badges.

There is a good collection of flags and banners. The flags are mainly operational flags for signalmen and guards, but the collection also holds a GWR ship flag which is a rare and interesting item. The banners are trade union related, with two particularly large and impressive banners for the Swindon branches of the *Associated Society of Locomotive Engineers, Firemen and Cleaners* and the *Boilermakers, Iron and Steel Shipbuilders Society*.

The Costume and Textile Collection is supplemented by a miscellaneous selection of items that include boots, cloths, union and service badges, armbands, cash bags, blankets, upholstery fabrics and carpet samples, the majority of which date from the early to mid-20th century.

3.11 Awards and Trophies

The awards and trophies collection consists of approximately 100 medals, trophies and shields including a good selection of medals, cups and shields that were awarded for achievement in sport and social recreation. Many of the cups and shields are decorative and attractive, including an interesting GWR Mechanics Institute chess trophy in the shape of a castle chess piece. There is a particularly strong collection of material relating to the St John Ambulance first aid movement that the GWR (and subsequently BR(W)) was involved with. The material consists mainly of small medals and links relating to years of service of individual employees. One particular item of note is the Churchward Memorial Trophy: An award started in the 1930s, in memory of the death of Chief Mechanical Engineer, George Jackson Churchward. It was first given to members of the Swindon Works First Aid Team who attended the scene of his death in December 1933.

3.12 Toys and Memorabilia

The toys and memorabilia collection includes a varied selection of jigsaws, board games, toy locomotives and rolling stock and a collection of gramophone records.

The GWR was at the forefront of awareness that publicity meant increased business, so in 1924, as part of their publicity drive, they introduced a range of jigsaw puzzles for public sale. STEAM holds 77 GWR jigsaws, with subjects including *Caerphilly Castle Locomotive*, *The Vikings at St Ives* and *Windsor Castle*. Complementing these are the Chad Valley board game *Race to the Ocean Coast*, produced for the GWR in 1930, and the *Great Western Railway Game* made in the 1980s. There is also a small collection of tin plate,

wooden and plastic toy locomotives, rolling stock and track, alongside a tin plate station building from the 1930s.

There are around 30 gramophone records featuring sounds of steam and railway memories from the BBC archives, along with a selection of shellac records of the GWR Swindon Staff Gleemen; a group of GWR employees from Swindon Works whose singing proved so popular that they toured the country during the 1920s, broadcast on the BBC and released records.

Finally, the collection includes two rare bowling balls used by the GWR Bowling Club. These unique items were purchased at auction, in 2014.

3.13 Paintings, Drawings and other Original Artworks

The artwork collection at STEAM consists of 34 pieces, comprising eight oil paintings, one acrylic, 22 watercolour paintings and two lino cut prints. They range in date from the early 1800s to 2013, with the majority of works dating towards the latter part of this time frame. The earliest oil painting in the collection is a portrait of GWR Chairman, Charles Russell, painted in traditional style and dating from about the 1830's. This is contrasted with an oil painting by Swindon artist Ken White (completed in 2008), titled *Lunchtime*, which portrays a group of rivet hotters from Swindon Works, crowding around a brazier, toasting their bread for lunch.

Swindon's Railway Village is captured in a richly coloured oil painting by C. J. Green, which shows the Village as it was in 1935. The depiction of Swindon continues in *Railway Town*, an impressionist style oil painting by local artist Terry Court. Complementing this is a series of five contemporary watercolour and ink painting by Frank Quinton, painted in the last few years of the 20th century, showing the Swindon Works site as it was then. Swindon Junction Station is the subject of two watercolour paintings by artist Sean Bolan, showing locomotive operations around Swindon Station in 1842 and 1852. In 2010 the Museum commissioned Frederick Lea to create a painting using a famous photograph of Seven King Class locomotives at Swindon Running Shed as inspiration. The result was the watercolour painting, *An Extraordinary Day at Swindon Running Shed* which depicts 24 of the most iconic GWR and BR (Western Region) locomotives in an imaginary scene outside Swindon's Running Shed.

The collections includes a stunning abstract painting of *Paddington Station* by Margaret Neve. The painting (best appreciated from a distance) depicts the busy main concourse at the GWR's premier station. *Through Train* (donated by the artist Terry Court in 2012) painted in an impressionist style, portrays the artists memories of an express train speeding through the station at Savernake Junction. The acrylic painting, *Chiseldon Camp Halt* by John Hughes depicts an atmospheric sunset at the small country halt. The most recent donation of artwork is a group of eight watercolour paintings by Roland Davis showing a variety of scenes from across the BR (WR) network.

3.14 Photographs

The photographic collection consists of around 80,000 photographs relating to the Great Western Railway and British Railways (Western Region). The majority of the collection consists of over 70,000 photographic prints with the remainder consisting of negatives, glass plate negatives, slides and photographic printing blocks. One of the most notable subjects covered are locomotives, with images covering both steam and diesel locomotive manufacture from the late 1830s to the 1960s.

The collection received a significant number of additions in 2011 with the acquisition of over 40,000 photographic prints from the Harry Bequest. The Harry Collection is strong in station

photographs which now form one of the largest subject themes outside of locomotives. The Harry images cover approximately 80% of all Great Western stations and halts. The Bequest also increased the number of Swindon Works photographs significantly adding to an already excellent collection of Great Western engineering images. The photographs illustrate the development of The Works and what it manufactured from the 1860s through to the closure in 1986.

Further themes in the photographic collection include rolling stock, Second World War, people, social history, railway infrastructure, docks and road vehicles.

3.15 Archives

The archive collection contains over 8,000 individual, or groups of, historical documents and records relating to all aspects of the Great Western Railway and British Railways (Western Region). It is the largest and most diverse collection held at STEAM. Included within the archive are the plans and drawings (around 3,500 individual pieces), including plans and drawings relating to locomotives, rolling stock, stations, workshops. Of particular note is a collection of 110 plans of Swindon Works and the Railway Village, donated in 2007 by Network Rail Archives. Dating from 1836 through to the early 1840s they are a rare record of the early history of New Swindon. Many of the drawings are signed by Isambard Kingdom Brunel, which suggests they are the work of the great engineer himself. The archive collection also contains a small selection of printed images including a set of 50 carriage prints used to advertise holiday destinations inside railway carriages and 16 Photchrom carriage prints, coloured lithographs from the 1880s and 1890s.

The archive collection also holds a large selection of official company paperwork and documentation. Included in this is a staff time book that belonged to Sir Daniel Gooch during his first years of employment with the GWR in the late 1830s. It includes the names of some of the company's earliest employees. With the official company paperwork is an interesting set of railway publicity material, including a 1947 GWR London poster by Frank Mason purchased in 2005 and a 1920s GWR Cornwall poster by Barry Pittar purchased in 2011. These form part of a collection of around 200 posters which is supplemented by almost 100 GWR holiday guides and pamphlets. There is a good collection of around 200 timetables in various forms, including passenger and service timetables, along with a range of working timetables and appendices, dating from the early 1840s through to the 1990s. Alongside the timetables is a group of about 500 tickets and luggage labels.

The archive collection includes much information relating to the GWR Medical Fund, Mechanics Institute, railway unions, pension and sick funds, Trip Week and GWR/BR sports and social associations. There are over 200 programmes in the collection for GWR social outings and concerts and around 60 booklets on pension, sick fund, widows' fund and superannuation societies. Alongside this are over 200 certificates issued to employees for examinations, competitions and membership to unions. There is a good selection of around 300 Acts of Parliament which cover all aspects of railway building acts, as well as follow-up acts for additional work. Included in this is the act of parliament for the building of the Great Western Railway, granted in 1835.

The Library is a useful supplementary resource to the archive collection. It holds around 2,700 non-accessioned reference books, as well as sets of journals. There are full sets of the Great Western Railway Magazine, the Railway Magazine and the Railway Gazette dating from the 1880s to the present day. The Library also holds a non-accessioned collection called the X-Files; a collection of miscellaneous newspaper cuttings and photocopied material that help fill-in information gaps in the main archive collection. Items within the Library collection, are not accessioned into the permanent collections as the items

are generally mass produced items, and the items are kept solely for the information they contain.

4. Themes and priorities for future collecting

STEAM is currently partway through a comprehensive audit project to identify all items held by the museum. This project will inform any future collecting across all areas of the museum's collections. There is no current restriction on the type of objects the museum might collect, provided the requirements of this policy are satisfied and the item can be adequately stored or displayed to Accreditation standards. As a general principle, STEAM will seek to acquire items which do not duplicate items already held and/or replace something that is already on loan to the museum. We will seek to acquire items which are provenanced examples with interesting stories attached to them. We will seek to acquire items across all categories which relate specifically to:

- Isambard Kingdom Brunel and the other great GWR 'Railway Men' like Daniel Gooch
- The GWR Swindon Works, including the social history of the Works and the people who worked here
- The Swindon GWR Railway Village (including the Mechanics Institute and the Medical Fund), including the people who lived and worked there
- The story of Brunel's GWR beyond the railways, including hotels, docks, shipping, air services and road transport
- Stations, halts and signal boxes covering the full extent of Brunel's GWR network, including the people who worked in these locations
- People's experience of working on and travelling by train on Brunel's GWR network
- Locomotives and rolling stock made in Swindon for GWR or BR(W)
- Material from the early part of the GWR from 1840 to around 1880
- Material related to women who worked for Brunel's GWR during any period
- The period after nationalisation, including material from British Rail, First Great Western / modern GWR. This material would be specifically provenanced to the geographical area of Brunel's historic GWR.

4.1 Locomotives and Rolling Stock

STEAM has identified the need to acquire locomotives and rolling stock into the permanent collections. To enable the museum to become sustainable in the long term we will seek to acquire one or more examples of Swindon made GWR (or BR(W)) locomotives to replace items on display which are currently on loan to us. We will look to acquire (where possible) locomotives with a good, known provenance which retain a substantial proportion of original parts. We will look to acquire locomotives (and where appropriate rolling stock) covering the operating period of Brunel's GWR focussing mainly on the steam era, but extending into the later diesel era (BR Western). The museum will also seek to acquire engineering models which enhance our existing collections

4.2 Name Plates and Number Plates

Due to the significant collection already at the museum, STEAM is not currently looking to acquire additional number plates except where they are of exceptional historic interest. With regards to nameplates, STEAM will look to acquire examples which are already on loan to us, or replace items which are on loan to us. We will also look to acquire examples of nameplates from GWR locomotive classes not already represented within the collection, including those from broad gauge locomotives.

4.3 Railway Operating Equipment

STEAM will look to acquire examples of signalling equipment to replace items currently on loan. STEAM will look to acquire examples of more modern equipment to enable the

museum to tell the ongoing story of Brunel's GWR network. Other examples of railway operating equipment will be acquired if they are of exceptional historical interest.

4.4 Signs and Notices

Due to the significant collection already at the museum, STEAM is not currently looking to acquire additional signs and notices except where they are of exceptional historic interest or where they relate specifically to the Swindon Works or the Railway Village (including the Mechanics Institute and the GWR Medical Fund).

4.5 Machine and Hand Tools

Due to the significant collection already at the museum, STEAM is not currently looking to acquire additional machine or hand tools except where they are of exceptional historic interest, or they are well provenanced with a useful story for future display, or the items are particularly early in date. Tools from under-represented crafts from the Swindon Works will be considered.

4.6 Timekeeping

STEAM will not look to acquire further examples of large clocks, unless they replace items already on loan to us, or come with a known and interesting provenance. Smaller more personal examples of timekeeping (clocks and watches) related to Brunel's GWR network, stations, and the Swindon Works will be considered, especially if they are well provenanced.

4.7 Furniture, Fixtures and Fittings

STEAM will look to acquire well provenance examples of furniture, fixtures and fittings particularly where they are provenanced to the Railway Village. We will also seek to acquire items that can be provenanced to specific locations (including GWR stations and other locations eg. Hotels, Docks etc) or carriages, where we can use these stories within future displays. We will seek to acquire furniture, fixtures and fittings related to Queen Victoria's 1897 Diamond Jubilee train, to enhance the interpretation of the carriage we currently have in the collections.

4.8 Office Administration

We will seek to acquire items provenanced to individuals working within the Swindon Works site. We will also consider material from stations and other GWR sites along the historic GWR network. Material from all periods will be considered, especially items which come with an interesting provenance meaning they can be used within the displays.

4.9 Catering and Dining

STEAM will look to acquire well provenanced examples of catering and dining material particularly where they relate to specific GWR hotels, routes, stations, the Swindon Works site or are provenanced to the Railway Village. We will seek to acquire items that can be used within future displays.

4.10 Costume and Textiles

We will seek to acquire a more comprehensive collection of early uniforms. We will also seek to acquire uniforms of any period which relate to women working for the GWR in any role. Provenanced uniforms may also be acquired if the stories attached to the items can be used within future displays. Trade union style banners will be considered for acquisition, as will smaller textile items which are provenanced to the GWR.

4.11 Awards and Trophies

Further examples of awards and trophies will only be considered if they do not duplicate existing material, and are well provenanced examples of their type with interesting stories which can be used in future displays.

4.12 Toys and Memorabilia

The museum will seek to acquire additional examples of toys provenanced to the GWR, including examples of toy train sets, locomotives and rolling stock where these items are historic in nature, well provenanced and in good condition. The museum will not seek to acquire additional GWR jigsaws unless the item is exceptional.

4.13 Paintings, Drawings and other Original Artworks

The museum will seek to acquire examples of original artworks which help to tell the story of Brunel's GWR. Original artworks should be well provenanced and should add something over and above anything that a photograph (if one were possible) could tell us.

4.14 Photographs

Photographs will be acquired where they fill gaps in our existing collection. Priority will be given to those which have no copyright remaining or where copyright can be assigned.

4.15 Archives

The museum will seek to acquire additional examples of good quality publicity material, tourism posters and employment records. Other examples of archival material will be considered if they do not duplicate items already in the collection and they can be used either within displays or are a useful addition to our public enquiries service.

5. Themes and priorities for rationalisation and disposal

- 5.1 The museum recognises that the principles on which priorities for rationalisation and disposal 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, well 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 STEAM is currently partway through a comprehensive audit project to identify all items held by the museum. This project will inform any future disposals across all areas of the museum's collections. It is likely that disposal will occur within the lifetime of this policy, however as the audit process is not complete, no items or groups of items have been selected for disposal at present.

STEAM will look to dispose of items which do not fit the acquisitions section of this Collections Development Policy. We will seek to dispose of duplicate items and items in poor condition. We will also consider disposal for items with unknown provenance, especially where provenanced items can be acquired.

6 Legal and ethical framework for acquisition and disposal 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 disposal.

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 Specific reference is made to the following museum(s)/organisation(s):

- *National Railway Museum*
- *Didcot Railway Centre*
- *London Transport Museum*
- *The National Archives*
- *Swindon Museum and Art Gallery*
- *Swindon and Wiltshire Record Office*
- *Swindon Local Studies Library*

8 Archival holdings

STEAM holds and intends to acquire archives, including photographs and printed ephemera. As such we will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002). Details of the types of archival material we intend to collect are contained above (4.14 and 4.15). The current Forward Plan notes that STEAM will explore Archive Service Accreditation to determine whether or not following this standard (alongside Museum Accreditation) would be beneficial for the service.

9 Acquisition

9.1 The policy for agreeing acquisitions is:

Items offered to the museum are referred to a member of the Curatorial Team (normally one of the Assistant Curators). The relevant Assistant Curator will then make an initial decision as to whether or not the potential acquisition is of interest to the museum. If the Assistant Curator decides that the item is of interest to the museum, then they complete a Potential Acquisition Form. This form is submitted to the Curator for them to agree the acquisition. Both the Assistant Curator and the Curator include the reasons for their decision and sign the Potential Acquisition Form. Any agreed potential acquisitions to be acquired through purchase at over £1,000 are referred to the Lifelong Learning & Curatorial Manager. Large or complex items involving significant spend are referred to Senior Managers and Cabinet Member.

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 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 The museum does not hold or intend to acquire any human remains.

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 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.

14 Spoliation

- 14.1 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.

15 The Repatriation and Restitution of objects and human remains

STEAM is unlikely to have objects or remains subject to repatriation or restitution, however if relevant:

- 15.1 The museum's governing body, acting on the advice of the museum's professional staff, if any, 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 disposal 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 Disposal Procedures

- 16.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.

- 16.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3 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 and a proportion of the proceeds if the item is disposed of by sale.
- 16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, or as a last resort - destruction.
- 16.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. 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. 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 dispose of a specimen or object, whether by gift, 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 acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 16.7 Once a decision to dispose of 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 dispose of 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 disposing of 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 disposal 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 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 deaccession and disposal.
- 16.13 The museum will not dispose of items by exchange.
- 16.14 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15 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 disposal can be found.
- 16.16 Destruction is also an acceptable method of disposal 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.
- 16.17 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.
- 16.18 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.