



HEREFORDSHIRE MUSEUM SERVICE

COLLECTIONS DEVELOPMENT POLICY 2012-2017

Approved by Collections and Archives Manager

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Section One: Collections Development Policy

1 Introduction and statement of purpose

Statement of purpose:

Herefordshire Museum Service connects people with Herefordshire's past by creating opportunities of direct engagement with museum objects for exploration, enjoyments, curiosity and wonder.

We achieve this by:

- **Leading in collecting and caring for objects and records reflecting Herefordshire life; past, present and future**
- **Celebrating our diverse heritage and enabling lifelong use, learning and enjoyment**
- **Advising and supporting excellence, resilience and sustainability in independent museums and heritage bodies.**
- **Fostering a sense of place and community and promoting well-being**

Since 1836, public interest in the history, archaeology and natural history of the county was well established with a museum building opening in 1874. The museum service has evolved over the years since the founding of the Hereford Museum in the 1870's. From 1998 it was called Herefordshire Heritage Services and since August 2012 the name Herefordshire Museum Service has been adopted.

The collections are in the ownership of Herefordshire Council with a small quantity, 0.1%, being on loan prior to 1998. The collections comprise Archaeology, Social History, Costume and Textiles, Fine Art, Decorative Art and Furniture, Documents and Photographs, Numismatics, Arms and armour, Ethnography, Natural Sciences including Geology.

Herefordshire Museum Service is committed to providing the widest possible access to the collections without putting the collections at risk. This access is seen in the broadest sense, and includes display, educational activity, and information via digital and paper-based media.

The museum upholds the Code of Ethics for Museums as set out by the Museums Association (2002).

2 Overview of the current collections

The Museum holds around 100,000 objects, owned predominately by Herefordshire Council with a small number of items on loan, about 0.1%.

The Costume & Textile collection is of national significance with items from the 17th century to the present. It includes some fine examples of 18th century women's and men's dress, a comprehensive range of men's, women's and children's costume from the 19th century, and a group of 19th-20th century agricultural smocks.

The Fine Art collection features a significant number of early English watercolours, mainly landscapes, dating from the late 18th to mid 19th centuries. It has a relatively rich selection of work from artists with local associations, particularly the work of First World War artist Brian Hatton, and includes some works from national and internationally famous artists such as JMW Turner. Prints from the 18th century, and

wood engravings are also well represented. Decorative Art features some good quality studio ceramics and a range of other pottery, glass and silverware. The furniture collections include an important group of 17th and 18th century domestic oak furniture on display in the Old House and 19th century chairs by Phillip Clissett of Bosbury.

Amongst the Natural History collection the geology, herbarium and parts of the invertebrate collections are the most important. Some parts of these are of national significance. There are good local entomological specimens and a local collection of vertebrates including a fine sturgeon caught in the River Wye in the mid 19th century.

The Archaeological collections are primarily of Herefordshire origin and are particularly strong in the Iron Age and Roman periods. Material of Palaeolithic and Mesolithic date from King Arthur's Cave is of national significance, and there are some fine groups of prehistoric lithics particularly from the western hills in the county. There are substantial collections of excavated Middle-Late Saxon, Medieval and post-medieval collections from the City of Hereford, villages, towns, moated sites and castles. There is an expanding archaeological documentary archive relating to archaeological works in the county.

The Social History collection is large and diverse, including local crafts, trades, agricultural implements, wheeled vehicles, numerous domestic artefacts and documentary archives. The collection is largely of 19th –20th century date, but there is some 17th and 18th century material including an important group of ironwork. A collection of photographic equipment and items belonging to Alfred Watkins, a Victorian antiquarian, inventor and author of the Ley Line theory, is of local and national relevance.

The collection of photographs is an important resource for local imagery and past trades, and date from the mid-19th century to the present day.

The Ethnographic collections are relatively small and represent the collections of individuals during the late 19th to 20th century.

The collection of Numismatics is greatest in the area of Roman coinage, with two large hoards and individual coins recovered from the Roman town of Magna at Kenchester.

Arms and armour includes some fine Medieval and Civil War pieces including the famous Roaring Meg Mortar and its associated shell from the siege of Goodrich Castle currently on loan to English Heritage at Goodrich Castle.

Detailed information outlining the breadth of the collections are in the second section of this Collections Development Policy.

3 Future collection development

The last 10 years has seen major progress in documenting and assessing the collections, and has provided a full overview of the extent and range of what is held, their strengths and weaknesses. From this viewpoint we are in a position to review the collections with clear direction for areas of development both in terms of growth and disposal.

Collection development from 2012-2017 will be defined by a more proactive approach to collecting, enhancing the existing systems of passive and active collection, and undertaking collections reviews of particular collections in succession. Collections reviews may result in de-accessioning or disposal.

Items will be acquired under the criteria outlined in the following sections if:

- ❖ The object has been legally acquired by the donor and the donor has title to the object
- ❖ It fills a gap in the existing collection
- ❖ It represents a category of artefact where it is in the interests of knowledge to have all extant examples retained for posterity
- ❖ It is a complete, or more complete, example of an object already represented in the collection

Active collecting will continue to be undertaken for most areas through the regular consultation of auction and sale catalogues, through word of mouth and personal contacts, and in response to specific requirements such as exhibitions. All collecting areas involve passive collecting through objects offered by members of the public and institutions, and as a result of being the repository for archaeology in Herefordshire where the Archaeology Deposition defines parameters and requirements.

Although active and passive collecting are both pursued, each collection area does have a particular emphasis on the method of collecting. The Fine Art collection is largely developed through active acquisition and purchase of local art works, although bequests and donations also play a major role. The Social History, Photographic, and Costume and Textile collections are largely developed through donations and offers from members of the public. The Archaeology, Natural History and Geology collections are mostly developed through the museum acting as a repository for the archives resulting from the fieldwork and systematic collecting by outside bodies. Treasure items are added to the Archaeology collections through the treasure process. Decorative Art, and Arms and Armour are less frequently added to. The ethnographic collections are not envisaged as growing at the present time, so have become a closed collection.

Further details for future collecting in each collection area is outlined within Section Two.

All members of the Collections Team are consulted over potential acquisitions in all collecting areas and a decision reached through this process. The decisions are recorded in the minutes of the Collections team meeting.

Herefordshire Museum Service follows the guidelines laid out in the Accreditation Standard and the Museums Association 'Collections for the Future' (2005).

3.1 Period of time and geographical area to which collecting relates

Herefordshire Museum Service concentrates collecting on objects, specimens, images and other evidence of Herefordshire's natural and human history, and items associated with Herefordshire's people and past.

In connection with this, it might be necessary to acquire a limited range of non-Herefordshire material, which will complement and help explain Herefordshire's heritage in a wider geographical and historical context.

3.2 Limitations on collecting

The museum recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the 2011 Accreditation Standard. It will take into account limitations on collecting imposed by such factors as inadequate staffing, storage and care of collection arrangements.

The Phase 3 extension at the Museum Resource and Learning Centre was completed in 2007 and all the collections were moved into their respective storage spaces by the end of 2009. Re-packaging and adjustments to storage location and layout continues, as fine tuning for some collections and major movement into different storage areas such as the photographic negative and silver collections. Expansion space varies for each collection area: Archaeology has 35-40% space, Natural Sciences 10% space, wheeled vehicles having no expansion space, other collections has around 30% expansion space.

3.2 Collecting policies of other museums

The museum will take account of the collecting policies of other museums and other organisations collecting in the county and elsewhere 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 specialisms, in order to avoid unnecessary duplication and waste of resources.

Herefordshire Museum Service regularly consults the Archives Service and the Library Service, within the Herefordshire Council, where there is overlap in areas of collecting.

The collecting policies of museums and organisations outside Herefordshire, particularly specialist museums, are also regularly taken into account when seeking to house items offered to the Museum.

When offered material that does not fall into our collecting policy, Herefordshire Museum Services will refer donors on to an appropriate museum. We try to ensure that this occurs at the point of entry, with potential donors supplied with information by front of house staff.

Where material falls into the collecting policy of specialist Herefordshire independent museums, we will refer donors on (for example The Cider Museum, Waterworks Museum or Herefordshire Light Infantry Museum)

The most common offer is of material from neighbouring counties, this list below sets out where we will refer people:

- Shropshire: Shropshire County Museum Service – agricultural collections at Acton Scott Historic Working Farm, all other collections Ludlow Museum Resource Centre
- Gloucestershire: Forest of Dean Area – Dean Heritage Centre. Rest of Gloucestershire – Gloucester City Museum
- Powys: The National Museum of Wales or depending on type of material and context, local museums such as Judges Lodgings, Brecon Museum, Radnor Museum
- Worcestershire : Worcester County Museum Service based at Hartlebury Castle, Hartelbury for agriculture, archaeology and social history and costume. Worcester City Museum for biological and geological material.

For ethnographic material we routinely refer potential donors to the World Museum in Liverpool and the Horniman Museum in London.

For egg collections with data, but not from Herefordshire, we refer donors to the Zoological Museum at Tring (an outstation of the Natural History Museum specialising in birds).

3.3 Relationships with other museums in Herefordshire

Herefordshire Museum Services offer advice and support to independent museums throughout the county as well as sites as owned by the National Trust and English Heritage. This service is largely administered through the Museum Development Officer and Museum Mentor scheme.

The independent museums have a history of collecting from their immediate area and Herefordshire Museum Service is keen to enter into a co-operative agreement with these museums for curatorial advice, loans and collecting in general.

List of museums and sites with heritage based collections within Herefordshire

Kington & District Museum	Accredited
Waterworks Museum, Hereford	Accredited
Cider Museum, Hereford	Accredited
Leominster & District Folk Museum	Accredited
Herefordshire Light Infantry Museum, Hereford	Accredited
Butchers Row House Museum, Ledbury	Accredited
Berrington Hall	National Trust
Brockhampton House Hall	National Trust
Croft Castle	National Trust
Goodrich Castle	English Heritage
Mappa Mundi & Chained Library	Independent
Weobley & District Museum	Independent
Coningsby Museum & St John Medieval Museum, Hereford	Independent
Judge's Lodgings, Presteigne	Independent
Hellens, Much Marcle	Independent
Bromyard Local History Centre	Independent
Cradley Heritage Group	Independent
Violette Szabo GC Museum	Private
Eastnor Castle, Nr Ledbury	Private

Herefordshire Museum Service may also, when needed and within the guidelines of this document, assist independent museums by providing a suitable and safe store for collections they are no longer able to look after to a satisfactory standard. This agreement would form a transfer of title to the museum, with the understanding that the independent museum may display and use these collections as a priority, on loan from Herefordshire Museum Service.

Only by effective collaboration with all the museums in Herefordshire will we be able to collect, preserve and present the county's heritage.

3.4 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 museum itself, having regard to the interests of other museums.

4 Rationalisation and disposal

Collections work over the last ten years has involved moving, re-storing, inventory, assessment and preliminary evaluation of the whole of the collections.

Work started on a Collections Review of the Social History agricultural and wheeled vehicles collections using the Collections Review Toolkit developed by University College London (UCL) Museums & Collections between 2007-09 and made available in 2011. This area of the museum collections was selected due to restrictions on storage space and the lack of any previous evaluation and detailed inventory of the objects. There is also a need to review these collections from a regional perspective with view to assessing the regional holdings and future development. The development of an HLF Curatorial Traineeship in Agricultural collections, which is ongoing at the time of writing (October 2012), is part of this process.

The review of this area of the collections will be completed within the next two years, and Collections Reviews will then be rolled out into other collections areas. The priority will be the large Social History objects in Store 2 and then into Store 1.

Part of the review process from our perspective is to assess areas, groups or individual items that do not fit into the collections acquisition policy, are no longer of historical value (having in the past become disassociated from any documentation), are in a bad state of preservation, or are a duplication.

Items selected for rationalisation and disposal will be done so using the processes outlined under '5.5 Disposal'.

5 Legal and ethical framework for acquisition and disposal

5.1 Acquisition

a. The museum 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 museum can acquire a valid title to the item in question.

b. In particular, 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).

c. 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 DCMS in 2005.

d. 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.

e. The museum will not acquire archaeological antiquities (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, such as reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure as defined by the Treasure Act 1996 revised 2003 (in England, Northern Ireland and Wales)

f. Any exceptions to the above clauses a, b, c, or e will only be because the museum 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 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 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.

g. As the museum holds human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

5.2 Spoliation

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.

5.3 Repatriation, Restitution and Human Remains

The museum's governing body, acting on the advice of the museum's professional staff, 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 5.5a-5.5d, 5.5g and 5.5o/s below will be followed but the remaining procedures are not appropriate.

The disposal of human remains will follow the procedures in the Department of Culture Media and Sport (2005) 'Guidance for the Care of Human Remains in Museums' and in 'Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England' (English Heritage and The Church of England 2005), as outlined in Herefordshire Heritage Services Human Remains policy (2012) and Archaeological Deposition Policy (2012)

5.4 Management of archives

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

5.5 Disposal

Disposal preliminaries

- a. The governing body will ensure that the disposal process is carried out openly and with transparency.
- b. By definition, the museum has a long-term purpose and holds 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 museum's collection.
- c. The museum will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.
- d. 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.

Motivation for disposal and method of disposal

- e. When disposal is motivated by curatorial reasons the procedures outlined in paragraphs g-s will be followed and the method of disposal may be by gift, sale or exchange.
- f. The museum will not undertake disposal motivated principally by financial reasons

The disposal decision-making process

- g. Whether the disposal is motivated either by curatorial or financial reasons, 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 the 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. 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

- h. A decision to dispose of a specimen or object, whether by gift, exchange, 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 of the collection acting alone.

Use of proceeds of sale

- i. Any monies received by the museum governing body from the disposal of items will be applied 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/CyMAL.
- j. 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

- k. 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.
- l. 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.
- m. 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.

Disposal by exchange

- n. 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.
- o. In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the procedures in paragraphs a-d and g-h will be followed as will the procedures in paragraphs p-s.
- p. 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.

- q. If the exchange is proposed with a non-accredited museum, with another type of organisation or with an individual, the museum will make an announcement in the Museums Journal and in other specialist journals where appropriate.
- r. Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's collection and those intended to be acquired in 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

- o/s. 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.

6 Access to Collections

Herefordshire Museum Service is committed to providing the widest possible access to the collections without putting the collections at risk. This access is seen in the broadest sense, and includes display, educational activity, and information via digital and paper-based media. Our Access Policy (2012) states that: 'Access is about offering and delivering all Herefordshire Museum Services functions in a manner that allows people the freedom to explore, enjoy and participate in ways that respect and attempt to fulfil their particular needs and desires'.

See Access Policy 2012 and Access to Collections Procedures (2012)

7 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 in 2017.

Arts Council England/CyMAL will be notified of any changes to the Collections Development Policy, and the implications of any such changes for the future of existing collections.

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1 The History of the Museum, its collections and buildings

The museum's early history is closely linked with the Woolhope Naturalist's Field Club which was founded in 1851 at a meeting of the Literary, Philosophical and Natural History Institution of Hereford, itself founded in 1836 as the Herefordshire Natural History, Philosophical, Antiquarian, and Literary Society.

Money for the building of a museum was offered by the President of the Club Mr. James Rankin (later Sir) during his Presidential retirement speech of February 22nd, 1870. At the meeting of the Club's Museum Committee on February 23rd, 1871, a recommendation to build a museum with the addition of a public library was passed. The necessary funds were available, the Town Council had given the project its support and it was hoped that the Town Council would adopt the 1855 Public Libraries Act. On May 2nd, 1871 a joint Woolhope Club/Town Council committee convened "*to consider the offer of J Rankin, Esq., to purchase a site and erect suitable buildings for a Free Library and Museum in the City of Hereford in connexion [sic] with the Woolhope Naturalists' Field club.*" The resolution to do this was passed and the wheels set in motion to achieve this end.

The Woolhope Naturalists' Field Club was, in its prime, a leading scientific society with significant original work on geology, zoology, botany and mycology appearing in its Transactions. The bulk of the early archaeological investigations carried out in Herefordshire were published in the Transactions, along with a wealth of detail about the county's buildings, customs, and the host of other factors that together make up the character of Herefordshire.

The collections, mostly of geological and archaeological material, but with a significant proportion of botanical specimens, formed by members of the Woolhope

Club were housed in the new Museum. Once established and being run by a Local Authority, the range of objects collected expanded and a good broad-based collection of Herefordshire material and some material from elsewhere was formed.

The Friends of Hereford Museum and Art Gallery was set up in 1928 to assist in the purchase of works of art for the collection, and over the years they have also contributed to or donated items of costume, decorative art and social history. The costume collection in the early 20th century also benefited from the gift of items from the collector C W Cunnington. The work of celebrated local First World War artist Brian Hatton was acquired in the 1960's and 1970's. Individual curators and external factors inevitably influenced the development of the collections, but the overall resulting collection covers most areas of natural and human history, some with regional and national significance.

In 1912 a new Art Gallery was added to the Museum/Library building. In 1928 the City acquired the Old House, High Town and in 1966 Churchill Gardens (later Churchill House) Museum was acquired. In 1973, the Hatton Art Gallery was added to the existing building at Churchill Museum.

From 1974 to 1998, the Counties of Herefordshire and Worcestershire were joined forming the County of Hereford and Worcester. The museum was then run by Hereford City Council and no longer had a countywide remit. This responsibility was vested in the new Hereford & Worcester County Museum at Hartlebury. Hereford City Museum did however continue to acquire some objects from the county and retained a county perspective throughout. The two counties were re-divided into Herefordshire and Worcestershire on 1st April 1998, and the Museum once again became the Herefordshire county museum, called Hereford Museum and Art Gallery and the museum service was re-named Herefordshire Heritage Services.

The old Hereford City Council had been the only Local Authority with a museum service. There were Local Authority run Heritage Centres in Ross-on-Wye, Bromyard and Ledbury. The new Herefordshire Heritage Services assimilated these Heritage Centres in 1998.

The museum service had a number of stores away from its main museum buildings, which were scattered around the City of Hereford. Up to fifteen different locations have been used to store collections over the years. To consolidate the collections in one storage facility, Herefordshire Council purchased a building in 2000 with the purpose of finding ways to improve and expand it; to provide a fully functioning environmentally controlled store and public access facilities. The building was an old BT repeater station. A four-phase forward plan was developed to enable this project to proceed in stages with generous support provided by the Heritage Lottery Fund. Phase 1 refurbishment started in 2000 with Phase 2 completed in 2004. Phase 3 saw the completion of the Museum Resource and Learning Centre which was officially opened in April 2008. Phase 4 is the refurbishment of the Broad Street site and conversion of the building to sole museum use.

In 2002 the museum moved out of Churchill House Museum and transferred the collections into the new Museum Resource and Learning Centre. In 2014 Market House Visitor Centre in Ross-on-Wye and Ledbury Heritage Centre were transferred from the ownership of Herefordshire Council and management of Herefordshire Museum Service through Community Asset Transfer, and the collections removed to storage at the Museum Resource & Learning Centre.

Herefordshire Museum Service is currently responsible for the following sites:

Museum Resource and Learning Centre	58 Friar Street Hereford.
Hereford Museum & Art Gallery	Broad Street, Hereford.

The Old House Museum
Museum on the Move

High Town, Hereford.
Museum bus with display & education

2 Social History Collections

2.1 Aims and History of the Collection

The collection aims to represent the social and industrial history of Herefordshire. It was initially actively developed to rescue dying trades, occupations, methods and tools, and through time included everyday domestic artefacts and most other aspects of social history and now aims to reflect the changing make up of Herefordshire communities.

The majority of the Social History Collection has been acquired through donations. Several individual collections have been acquired, such as Alfred Watkins' photographic equipment, Vernon Morris' 19th century artefacts and the Philla Davis and Lettice Sandford collections of straw work.

2.2 Current Holdings

The collection may be characterised as 'Herefordshire-based' in that it reflects the rural crafts and trades which operated within the county at particular times - there have been deliberate attempts by some past curators to capture evidence of some of these activities before they disappeared. The collection contains small groups of material representing such activities: thatching tools, saddlery tools, or trapping devices, for example.

The majority of items date from the mid-19th century onwards to the present day. One significant group dates from the 17th and 18th century; these are mainly items of domestic ironwork.

The collection is housed in four stores within the Museum Resource and Learning Centre.

Store 1 contains small items, mostly domestic, and industrial tools. This includes artefacts representing crafts, trades and industries, home life, social and civic institutions, transport, recreation, religion and includes printed items, packaging, ephemera, scientific

Low RH Store Contains photographs and glass plate negatives

Store 2 contains larger items and includes agricultural tools and machinery, industrial machinery (i.e. lathes), transport, domestic furniture and fittings.

Store 3 contains large objects, including agricultural wheeled vehicles, large agricultural implements, the Judge's Coach, a French Victoria Carriage and a Traveller Wagon.

A small proportion of the Social History Collection is on display including the 17th-18th century ironwork currently on display in the Old House.

2.3 Future collecting

In general terms there are chronological and typological gaps in the collection that have been identified as a result of inventory and the re-storage programme. These can now be addressed.

Items would be considered appropriate for acquisition if they filled identified gaps or augmented the strengths of the collection as it exists. In particular, those items,

which are significant to Herefordshire by local manufacture, use, or other circumstances of association, will be favoured. Items without some local association would seldom be appropriate.

As well as suitable historical items, those from the more recent (post-war) past along with contemporary items that reflect the cultures and lives of Herefordshire today will be sought. Growth of this collection will reflect the influx of Eastern and Central European communities in the county and the ongoing changing population demographics of local communities.

In each case every effort will be made to record associated historical information detailing contexts from which items are collected.

So far gaps within the collection have been recognised within the Blacksmithing tools and Scientific Collections.

As a rule, we no longer acquire collections that include sewing machines, or general cameras. We also no longer have capacity for any kind of wheeled vehicles, unless we dispose of material within the existing collections. We are in the process of undertaking a Collections Review of wheeled vehicles in order to determine if there is justification for disposing of any material within this part of the collection. Collections Review of the agricultural collections is also in process as part of a region wide assessment.

3 Archaeology collections

3.1 Aims and purpose

The archaeology collections aim to represent the lives and environment of people living in Herefordshire from the Palaeolithic to the modern era, a period of up to 250,000 years.

Archaeological sites and monuments are continuously being destroyed. As a consequence archaeological collections are important as they form the only evidence of human existence for much of our history. Furthermore the recovery of archaeological material is a destructive process, whether through controlled archaeological excavation, building or land development, farming, any other land interference, metal detecting or simple retrieval. The artefacts, and in the case of controlled investigation, the records (comprising the documentary archive), are the only thing that is left of a place, its history and its associated people. It is our purpose to look after this fragile past, to collect it and to provide a safe and accessible repository for it.

3.1 History of the Collections

Archaeological investigation and collecting in the county began before the museum was established. By the late 19th century and start of the 20th century archaeological activity became closely linked to the Woolhope Naturalist's Field Club and the early development of the museum. Collecting archaeological material from excavations and the acquisition of non-excavated finds has continued throughout the life of the museum. Some private collections have been deposited in the museum, such as the important collection of Mesolithic and Neolithic flint work collected by Gavin Robinson in the hills in the south-west of the county, and the field walking flint finds of Brown in, surveyor to the Forestry Commission, in the 1960's

The City of Hereford Excavation Committee, a section of the Woolhope Naturalists Field Club, became the City of Hereford Archaeology Unit in 1974, one of the earliest independent rescue archaeology units in the country. The Unit excavated much of the archaeological material recovered from the City of Hereford up until its demise in 1996. Excavations in the county which had originally been carried out under the auspices of the Woolhope Naturalist's Field Club, was from 1974 undertaken by the Hereford and Worcester County Archaeology Unit.. Since 1998 various commercial archaeological contractors have carried out archaeological work both in the City and the county.

Since the establishment of developer-led and contractor archaeology in the post PPG16 years (now PPS5), 1990 onwards, the nature of the archaeological archive from investigation and excavation has changed. The emphasis is on preservation in situ and minimal excavation (such as watching briefs and trial trenches), and the resulting archive is increasingly paper and digital based with fewer artefacts recovered. The past large-scale excavations such as those at Croft Ambrey, Sutton Walls, Kenchester (Magna) and Kenchester 1977 (Stretton Sugwas), have not been practised in recent years. However the County Archaeology section of Herefordshire Council (Herefordshire Archaeology, set up 1998) have been undertaking non-developer-led research excavations, investigations and surveys across the county, including at several notable locations such as Credenhill hillfort, Doward hillfort, Croft Castle, and the Olchon Valley.

Archaeological discoveries and excavation reports have been published in the Transactions of the Woolhope Naturalist's Field Club since 1866. Publication in recent years has decreased due to changes in the organisation of archaeological work as outlined where most work culminates in a developer's report, and also in part due to changes of editorship of the Transactions.

Hereford City Council ran the museum between 1974-1998. During this time the museum only accepted excavated archives from Hereford City, although it did continue to acquire individual finds from the county and retained a county perspective throughout. The material archives from county excavations went to the Hereford and Worcester County Museum at Hartlebury, Worcestershire. When Herefordshire gained unitary status on 1st April 1998, the archaeological material from Herefordshire County held at Hartlebury was transferred to the re-named Hereford Museum and Art Gallery.

Since 1998 the museum has been the recognised repository for archaeological material recovered from excavation and investigation in the county of Herefordshire including the City. It was approved by the MLA/Museums and Galleries Commission/Resource and was recognised by English Heritage as suitable for the storage of English Heritage funded archaeological projects with its associated storage grant scheme. The new Museum Resource and Learning Centre in Hereford (2004-present) gained full Accreditation as a museum in 2006 under the MLA scheme.

3.2 Methods of acquisition

Methods of acquisition have remained largely consistent during the museum's lifespan, with some variation brought about by changes in political circumstances and techniques of archaeological recovery.

The collections have been formed from:

- Excavated material

- Material recovered through other archaeological investigative processes such as sampling and coring
- Survey and field walking surface finds
- Chance finds
- Metal detected finds
- Private collections
- Purchased items
- Items acquired through the Treasure Act 1996 (revised 2003)

These have come from institutional and commercial sources as well as from individuals, through donation, deposition or purchase. The Museum is the recognised repository for archaeological material recovered from the county of Herefordshire. An Archaeological Deposition Policy (1999, Revised 2005, 2012) and Human Remains Policy (2007, Revised 2012) provides standards, guidelines and conditions which the museum requires before agreeing to acquire material resulting from archaeological field work, undertaken by contracting archaeologists, groups, institutions or individuals.

3.3 Current holdings

The archaeological collections are made up of finds and documentary archives. The finds (objects) comprise all materials types: ceramic (pottery and building material), fired clay, animal bird and fish bone, human bone, shell, leather, fibre, plant remains and other ecofacts, stone, flint and minerals. The documentary archive consists of paper records, books, cards, drawings on film and paper, photographs, negatives, transparencies, xrays, digital images and digital information

The archaeological collections are mostly derived from the main collecting area of Herefordshire. A small part of the collections represent cultures and periods outside Herefordshire, from Britain and abroad, and include some fine comparative material.

3.4 Local collections

Herefordshire's human history is represented by all periods: Palaeolithic, Mesolithic, Neolithic, Bronze Age, Iron Age, Roman, Anglo-Saxon, Medieval, Post Medieval and Historic. In addition to material evidence the collections also comprise documentary archives resulting from the archaeological process, including paper, drawings, digital and photographic archives.

The prehistoric period is fairly well represented by groups and individual lithic finds, The late Mesolithic/Neolithic Gavin Robinson flint collection from the hills in west of the county are of particular importance, as are the A.E.Brown flint collections and field notebooks. The Palaeolithic and Mesolithic archive from investigations at King Arthur's Cave in the south of the county is of national significance, and is primarily faunal in character. Evidence for Late Neolithic and Bronze Age people has been increasing in the last ten years with cairn and cist burials discovered in the west of the county (Olchon), round house buildings uncovered in the vicinity of Hereford City (Asda site, Rotherwas ring road), and 'ritual' sites found on the Rotherwas ring road and as metalwork hoards (Pencoyd). Some of the material from these discoveries has not yet been received by the museum.

The county collections are strongest in the Iron Age and Roman periods as large scale excavations have taken place on major sites for these periods, such as at Croft Ambrey and Sutton Walls hill forts, and the Roman towns of Magna and Ariconium iron making town. Smaller Roman towns, such as Stretton Grandison, Blackwardine

and Lentwardine and villa farmsteads, such as Huntsham and Kenchester/Stretton Sugwas, also produce a wealth of material evidence.

Hereford City excavations from the late 1960's onwards, provide a rich resource for the medieval and post-medieval period. The Anglo-Saxon settlement in Hereford is also represented in its later stages, and some middle Anglo-Saxon material. However, across the county evidence of Anglo-Saxon people is still mostly absent from the archaeological record, despite the early establishment of many of the churches in the area.

Medieval archaeology is well represented through the monastic and religious establishments (Craswall, Dore, Blackfriars), moated houses and castles (Wallingstones, Richards Castle), villages, and the towns of Leominster and Ledbury, Ross-on-Wye and Bromyard have smaller associated medieval collections.

Post-medieval and historical archaeology from the City of Hereford, has some good groups of 17th, 18th and 19th century assemblages. An under-representation of industrial archaeology is largely because Herefordshire's economy has been dominated by farming and rural industries. There is some material evidence for local pottery production (such as at Birkley/Lingen and Whitney), brick production, clay pipe manufacture (Pipe Aston area) and industrial activities from settlement sites. The 17th century glass working site at St. Weonards is of regional/national importance, linked to the Huguenot glass tradition established in the Weald of Kent.

In general the metal collections are not as well represented as the ceramic collections, and organics such as leather and textiles are very sparse. The survival rate of these materials is poor in agriculturally active land, and there has been little recovery of archaeological material from waterlogged deposits. A small quantity of human remains, less than 50 individuals represented, are largely of pre-Christian date (see Human Remains Policy and Inventory, revised 2011)

The independent museums at Kington and Leominster also hold small collections of local archaeological material.

3.5 Documentary archive

The archaeological documentary archive comprises notebooks, recording sheets, reports, notes, plans, drawings on paper and film, photographs and transparencies, microfiche, x-ray, film, video and digital data (text and image). These relate to archaeological investigations carried out in the county of Herefordshire.

Material excavated since 1998 is only accepted into the museum if accompanied by its documentary archive. Not all the excavations carried out before those dates have associated documentary material: there is an ongoing process to locate and secure this information.

With the increase of short non-intrusive archaeological investigations carried out in advance of building development and groundworks, there is a resulting increase in the amount of documentary archive being created with few associated finds. This area of the archaeological collections is currently growing.

3.6 Non-local collections

A small, but significant, quantity of non-local archaeological artefacts has been acquired in past years. These include ceramics and metal objects from Greek,

Etruscan, Italian Roman, Cypriot and Egyptian cultures, and lithic artefacts from across Britain, Ireland, France, Saharan Africa and the Antipodes? They provide good comparanda and are useful for educational and world culture displays.

3.7 Future development

Herefordshire Museum Service will collect only legally acquired archaeological material from Herefordshire and documentary archives relating to the archaeology of Herefordshire, and legally acquired material from outside the county if they complement the existing collections or have some relevance to the county.

As the main repository for archaeological archives derived from archaeological work undertaken in the county, the museum will collect these archives within the guidelines laid out in its policy document 'Archaeology Deposition Policy' (1999, revised 2005, 2010, 2012).

The archaeological collections aim to be fully representative of all periods and cultures found in Herefordshire. In addition to acquiring material from fieldwork, it will consider material offered to it from the public and will actively seek to acquire individual finds or groups of finds occasionally offered through open market sale. The latter will largely come through the Portable Antiquities recording scheme and through the system of the Treasure Act (1996).

Areas of the collection that need particular development comprise the following:

- Palaeolithic lithics and other material evidence of early human existence,
- Neolithic pottery,
- Bronze Age and Iron Age metalwork,
- Anglo-Saxon artefacts of all types,
- Medieval and post-medieval metal artefacts particularly lead-tin alloys such as toys and badges,
- Medieval and early Post-Medieval arms and armour relating to the defensive nature of the Marches,
- Leather and wooden artefacts,
- Archaeological textiles,
- Evidence of industrial processes,
- Documentary records relating to archaeological investigation where the museum holds the material archive
- Publications and records relating to archaeological work in the county

Archaeological material that is not required:

- large quantities of finds of historic (18th – 21st century) pottery and glass from Hereford City sites, unless of particular note or relating to a site of particular importance
- unstratified historic (18th-21st century) material
- finds of iron slag from Iron Age and Roman ironworking at Ariconium, now Weston under Penyard and Bromsash area

Rationalisation and disposal is usually undertaken at the point of entry into the collections. Unstratified historic material and material which has lost its provenance is

put with the handling and activity day resources. Those that pose a health and safety issue, such as rusty metal and sharp glass etc are discarded.

3.7 Relationships with outside bodies

Herefordshire Museum Service is a partner in the Portable Antiquities scheme, currently supported by ACE / Department of Culture, Media and Sport and since Nov 2010, managed by the British Museum.

Herefordshire Museum Service is part of the West Midlands Archaeological Collections Research Unit (WeMACRU) established in 1984. This group exists to jointly work on regional collections, issues and projects, to exchange information and provide specialist support. WeMACRU have managed the Portable Antiquities Scheme in the West Midlands since its inception in 1997.

Herefordshire Museum Service has an on-going relationship with the county archaeological service, Herefordshire Archaeology, and Herefordshire SMR/HER. It has regular contact and a working partnership with contracting archaeological companies working in the county currently Headland Archaeology (previously Archaeological Investigations Ltd), Border Archaeology, Worcestershire Archaeology and Historic Environment Service, Cotswold Archaeology, and Network Archaeology.

The officer currently in charge of the archaeology collections is a fellow of the Society of Antiquaries of London, Associate of the Museums Association, Treasurer of the Finds Research Group, and a member of Roman Finds Group, Society of Medieval Archaeology, Medieval Dress and Textile Society, Medieval Pottery Research Group, Society of Museum Archaeologists, the Archaeology Section of the Woolhope Naturalists Field Club, and CBA West Midlands.

Herefordshire Museum Service has strong links with other museums and institutions in the region relating to archaeology and archaeological collections, these include the National Museum of Wales in Cardiff, Cardiff University Archaeology and Conservation Department, Birmingham Museum and Art Gallery, Shropshire Museums, Worcestershire Museums, and local independent museums such as Weobley, Kington and Leominster. Herefordshire Museum Service also provides curatorial advice to local independent museums with archaeology collections.

4 Numismatics Collections

4.1 Aims and purpose

The numismatic collection includes monetary items, medals, badges and seals from archaeological and social historical periods. The collection aims to represent the history of trade through numismata, especially those from local businesses. The medal and badge collection reflects the involvement that local people have had in serving in various campaigns, at home and abroad, and highlights the achievements of specific individuals within Herefordshire. It also aims to show the diverse range of societies that have existed in the county.

4.2 History of the Collection

The Archaeological numismatic collections have been acquired through archaeological excavation, and field walking archives, donation and purchase of chance and metal detected finds from individuals or commercial organisations.

Development of the collections of Hereford Mint and other Medieval coins was through commercial purchase in the early to middle years of the life of the museum.

Coin hoards comprise finds of two or more coins and since 1996 are classed as Treasure as defined by the Treasure Act (1996). Most coin hoards in the earlier collections came from the later Roman period, eg Llangarron and Bishopstone hoards, but since the Treasure Act 1996 coin hoards from other periods have been acquired. An early 15th century Medieval coin hoard of 86 coins probably associated with the incursions and upheavals associated with the Owain Glyn Dwr rebellion, was the first hoard to be acquired under the new act. More recently several post-medieval hoards have come through the Treasure system (Kimbolton and Richards Castle).

The gradual development of the collection was augmented by the acquisition of the coin hoards (notably Llangarron) and by the large archive of coins recovered from the Roman town of Magna through excavations and private collections in the early part of the 20th century.

The Walter Pilley collection of seals was a major bequest in 1913. This was documented and recorded between 1995-1998.

The Social History numismatic collections have largely been acquired as single pieces or, in the case of medals and badges, may be accompanied by associated documentation, costume and photographs. A number of more recent coins were donated via a local solicitor's office who had no further need of them. They date from the Victorian period and have helped to create a comprehensive modern coin collection.

4.3 Current holdings

The numismatic collections comprise coins, bank notes, tokens, jettons, medalets, checks, coin weights, produce seals, quality seals, personal/institutional seals, seal casts, medals and badges.

The collections date from the Iron Age to modern periods. Only a few coins of Iron Age date currently exist in the collections although numerous others have been found by individuals across the county. There are two large Roman coin hoards and a large and comprehensive collection of Roman coins from the Roman town of Magna. The Saxon and Medieval coinage includes several from the Hereford Mint but is not fully representative. The coin hoard of 86 silver hammered coins dating to the 14th century may be the only artefacts in the country that directly relate to the rebellious incursions of Owain Glyn Dwr in the early 15th century.

Tokens and jettons of the Medieval period are poorly represented, except for a few 15th-17th century simple lead tokens. There is a good collection of 17th –18th century trade tokens including local Herefordshire trade tokens. A large number of 19th-20th century hop tokens reflect the importance of the hop industry in the area.

The museum has a sizeable collection of seal casts made in the 19th-20th centuries, taken from seals of Medieval to 19th century date, largely provided by the Pilley Collection. A small number of seal matrices also exist, including a fine 15th century silver pedestal seal fob cut with a device of coat of arms with oak leaves and dragons flanking the shield which may be linked to the Baskerville family and acquired through the Treasure system in 2008. More recently a Medieval small enamelled silver vervele (hawking pendant tag) possibly associated with the Duke of Norfolk was acquired through the Treasure system (2010). Other seals such as papal bullae and

industrial/wool seals are under-represented. Several Roman seal rings are held in the Roman collections.

There are approximately 500 medals and badges in the collection including some in sets of varying number. These include awards by military and civic authorities, as well as a number of sporting medals and society badges. About one third of this collection is military in nature; the remainder are civilian and/or civic commemoratives and awards.

4.4 Future collecting

Herefordshire Museum Service should continue to acquire numismatica appropriate to the county and seek to fill any gaps existing in the existing collection. It would be desirable to build up a comprehensive collection of coins from the Anglo-Saxon and Medieval Hereford mint. Numismatica recovered from archaeological investigations will be acquired along with the whole site archive. We shall endeavour to collect civil awards, badges and medals illustrating the military and social history of Herefordians and the Hereford Regiment, and its subsequent evolution through Militia, Rifle Volunteers and also the Territorial Army.

Development of the collections needs to concentrate on the following areas:

- Coins of the Iron Age
- Coins from the Anglo-Saxon and Medieval Hereford mint
- Coins and hoards of local relevance or regional/national/international significance
- Jettons and tokens of the Medieval period.
- Medieval papal bullae, wool seals and other seals ,
- Personal and institutional seals
- Civil awards,
- Badges of local groups and societies
- Medals illustrating the military and social history of Herefordians, the Hereford Regiment, Militia, Rifle Volunteers and Territorial Army.

Modern coins and tokens - any further offers will be considered on a case by case basis, with duplicates or additions being offered in the first instance to the handling collection.

4.5 Relationship with outside organisations

The museum will liaise with the other museums such as the British Museum, over acquisition of coins, and with the Herefordshire Regimental Museum over material that would be best lodged with this collection.

5 Arms and Armour

5.1 Aims and History of the collection

The aim of the Arms and Armour collection is to represent the history of conflict as it affects Hereford and Herefordians. The Arms and Armour collection comprises archaeological and social history artefacts.

The people of Herefordshire have always had a major part to play in the defence of a 'Border' area of the country: from the time of Iron Age hillforts, through Roman occupation on the 'edge' of the Roman Empire, the changing boundaries of the Anglo-Saxon kingdoms, the Norman and Medieval English-Welsh castles and Marcher Lords and into the Civil War. The county played a part in the wars of the 18th-19th centuries, two Great Wars of the early 20th century, and is currently associated with the SAS.

The collection has been acquired through gift and purchase, through archaeological investigation, chance and metal detected finds, and private collections. It also includes individual donations of items relating to service uniforms, medals, trophies and awards. Acquisitions have also been made from material acquired by amnesty from the West Mercia Police Authority.

5.2 Current collections

Herefordshire Museum Service holds a range of arms and armour from the Roman period to modern times, including mementoes and trophies collected abroad by Herefordians. The Roman, Medieval and Civil War pieces include several of interest: a Roman military pickaxe (dolabra), a 3rd century Roman spatha, a pattern-welded 10-11th century Late Saxon spearhead, a 15th century Medieval barbute helmet possibly associated with the Battle of Mortimer's Cross in 1461, Medieval arrowheads from Hereford Castle, and the Roaring Meg mortar and mortar shell used at the siege of Goodrich Castle (currently on loan to English Heritage).

The Social History collection is divided into firearms, edged weapons and armour. The Firearms collection ranges from military rifles and pistols to sporting weapons and humane killers, used for veterinary practice. The edged weapons collection ranges from swords and bayonets dating between the 17th and 20th centuries, mostly military. There is also a collection of official staves most of which relate to the civic institutions of the county. Within the Arms and Armour collection there is also a collection of canon balls from within the county, shot making and cartridge filling equipment as well as a good archery collection. Sections of the collection are extremely good such as the type series of Lee-Metfield – Lee-Enfield rifles.

The material has been photographed and is currently being fully recorded onto the collections computerised database.

5.3 Future collecting

There are gaps in the chronological development of arms within the collection and a lack of items relating to the defensive nature of the Marches through the Medieval period. There is potential to expand by filling gaps with material specific to the military and social history of Herefordshire and its borders, including 'spoils of war'.

Artefacts recovered archaeologically which include weaponry and pieces of armour would be acquired as part of the archaeological archive. Individual archaeological finds may also be found from time to time, exemplified by the finding of a Roman

spatha in 2003. These would also be sought for acquisition, if they are relevant to the county and the collections.

The armour collection is extremely under represented in the collections held by Hereford Museum, and so would welcome the opportunity to acquire material relating to this area. We also wish to concentrate on:

Medieval arms and armour relating to the Marcher Lords and Castles

Civil War artefacts

5.4 Relationship with Outside Organisations

Herefordshire Heritage Services has a good relationship with the West Mercia Police Authority. We will continue to seek advice from experts from the West Mercia Police Authority on all issues relating to the Firearms collection. The Service also seeks the advice and guidance from the Royal Armouries, Leeds on issues relating to the edged weapons collection and armour.

The Service will liaise with the Herefordshire Regimental Museum over material that would be best lodged with this collection

Our Firearms license has a Section 5 inclusion and is regularly updated in accordance with the law, any new additional firearms acquired since the last issue are sent for recording by the Secretary of State. Our existing Licence expires on 6th March 2019

6 Ethnography collections: Aims and History of the Collection

The museum holds a small but varied collection of ethnographic material. These are formed from three main donations of material; a bequest from Reverend P H S Strong in the 1896, Fitzchandler in the early 20th century, and Philla Davis in the late 20th century. The museum also held other collections, but these had become depleted by the 1970s through transfer to other museums.

The present collections illustrate the lives of the people who collected them. This is now a static collecting area. Its future aim is to attempt to reflect the cultural diversity of the county and highlight cultures around the world.

6.1 Current Holdings

Areas of origin of the collection include Africa, Asia, America, and the South Pacific. Apart from a small core of related ethnographic material, there are items of ethnography spread across others areas of the collections, including Chinese, Japanese, Indian and European in Costume & Textiles, Chinese and Japanese ceramics and decorative art in Applied Arts. The collections mainly reflect the lives of local Herefordshire people living and working overseas over the years.

6.2 Future development

The museum is not actively collecting ethnographic artefacts and will not collect any artefact without legal provenance. (Please see Acquisition Procedures and Repatriation and Restitution.)

6.3 Relationships with outside organisations

The present curator is a member of and involved with national ethnographic bodies.

7 Photographic collection

7.1 Aims and History of the Collection

The photographic collection aims to document the social and economic history of the county of Herefordshire. It comprises material evidence relating to the history of the county and the histories of people who have lived and worked here in the past and the present.

It had been developed gradually, in a rather ad hoc fashion, through donations, with a few small significant collections also being acquired. Copies of photographs lent for exhibition have also been kept with the collection.

There have been significant developments with respect to this area of the collections since 2005.

A number of boxes of photographs held in the old museum stores at Broad Street were discovered as part of the final move of objects to the MRLC in Friar Street. They are slowly being investigated and incorporated into the collections along with a deposition of material relating to Ross on Wye, transferred as the centre changed to Visitor Centre and storage space was converted into office accommodation.

In 2011 we acquired 4,300 glass plate negatives taken by Mr. T. H. Winterbourn, a commercial photographer based in Leominster from 1870 – 1922. We received a transfer of the glass plates / lantern slides from Mr. A. Watkins, Mr F. C. Morgan, Miss M. Wright and Mr. Willson that were housed at the Library. We also received a donation of a small collection of images taken by Mr. Tilley of Ledbury around the same time. We have made modification to the low RH Store and purchased suitable storage units to accommodate them appropriately.

7.2 Current Holdings

Current holdings include mid-19th century up to the present day. Many of these are copies of the original photograph. Subject areas represented include; local events, local industries, trades and crafts, leisure activities, living conditions, buildings and customs and beliefs.

7.3 Future Development

The period since 1945 is not very well represented in terms of photographic records. The focus for future collecting should be of images of people in the personal or community sphere as well as places and buildings. There should be a commitment to recording change in the city and county. Collecting should also take place through active participation with local groups and individuals.

7.4 Relationships with outside organisations

Herefordshire County Record Office holds significant collections of photographs. The collections and their users would benefit from standardised approaches to collection management and storage.

8 Fine Art collections

8.1 Aims of the collection

The aim of the collection has changed over the years since the Museum was established. In the early years the collections included works without specific local connections. These have been added to over the years establishing a base of material representing some key areas of art history, notably English watercolours of the early 19th century. Other parts of the collection have focussed on works with some local connections. The current aim is to build on the strengths of the non-local work to provide a valuable resource for residents and visitors to the county who wish to study and enjoy the collection and understand its relevance to the history of art. A second aim is to build on the collections with local significance, to provide a resource for the study and enjoyment of Herefordshire's history, landscape, artistic and creative heritage.

8.2 History of the collection

The Fine Art collection has been acquired gradually since the establishment of the Museum in 1874. Most works of art have been acquired as individual items or small groups; though there have been some larger depositions such as the gifts and bequest of work by the wartime artist Brian Hatton, by his sister Marjorie, the bulk of which was accessioned in 1975. There was also a deposition of wood engravings by Dr. Malcolmson, a former chairman of the Friends of Hereford Museums and Arts in 1982. This contains a selection of work by members of the Society of Wood Engravers.

The Fine Art has been mainly housed and displayed at the museum site in Broad Street. There have been numerous exhibitions in the Art Gallery featuring this collection, since this extension to the building was completed in 1912.

The Friends of Hereford Museum and Art Gallery was set up in 1928 with a fund for the purchase of works of art for the permanent collection and the Librarian/Curator F C Morgan made judicious additions to the collection in the 1930's. The Friends later became a countywide organisation 'the Friends of Herefordshire Museums and Arts', established in 1977, and has continued to support the acquisition of works of art to this day.

The Brian Hatton collection was housed in the gallery dedicated to him at the Churchill Gardens (later Churchill House) Museum. The buildings were acquired by the Museum in 1965 and the Hatton Gallery opened in 1974. Since the closure of Churchill House Museum in 2002 the Hatton collection has been stored and displayed in rotation in the Museum at Broad Street.

The Herefordshire College of Art and Design deposited the so-called 'Hereford Collection' at the Museum in 1996. It contains mostly prints from the 20th century. The status of this collection is slightly ambiguous. At the time of transfer the ownership was uncertain, in that the collection had been previously transferred

between educational establishments, originating at the old Hereford College of Education. The transfer coincided with the establishment of the new Herefordshire Council and the collection is therefore in effect under the same governance as the educational establishments where it was founded.

8.3 Methods of collecting

The methods of collecting which have traditionally provided material for the collection are still current. Most works of art have been offered as gifts or bequests. Many items have been purchased, often with a combination of funding sources. Key sources of funding are the Friends of Herefordshire Museums and Arts, the MLA/V&A Purchase Grant Fund (formerly the MGC/V&A Purchase Grant Fund or the Resource/V&A Purchase Grant Fund), the National Art Collections Fund (now known as the Art Fund), together with the Herefordshire Heritage Services Purchase of Exhibits budget. The Museum has previously been a member of the Contemporary Art Society and received works from this source, but this membership is no longer maintained since it is not a specific aim of the collecting policy to collect contemporary works without a local significance. The acquisition of works through exhibitions in the Art Gallery has been and will continue to be a source of work providing collecting criteria are met.

8.4 Current holdings

European

The number of works in the collection representing non-British artists is small. Artists represented include for example George de Galard, Josef van Aken, and one picture by an artist of the School of Rubens.

British

The collection of British art forms the bulk of the collection. One strength of the collection is the significant number of English watercolours dating from the late 18th to mid 19th century.

Many of these pictures in watercolour and oil represent local views by artists who visited the area such as J M W Turner, Thomas Girtin, John and Cornelius Varley, Peter de Wint, William Callow, John Warwick Smith, Edward Dayes, Francis Grose and Thomas Hearne.

A number of artists represented are native to the county or lived in the area for a time. David Cox lived and taught painting in Hereford from 1814 to 1827. Joshua Cristall lived and worked at Goodrich, Herefordshire from 1822-1841. John Scarlett-Davis was a native of Leominster and Joseph Murray Ince lived and worked in Presteigne from around 1806 to 1826 and thereafter for other periods of his life. The collection holds significant numbers of work by each of these artists. There is a large collection of work by the First World War artist and native of Hereford, Brian Hatton who was tragically killed aged 28, in 1916. Hatton's work as a boy and young man was extremely promising and he showed a prodigious talent. Until its closure in 2002 the Hatton Gallery at Churchill House displayed his work. The Gill family of artists also have associations with Hereford and are represented in the collection including Edmund Ward Gill, William Ward Gill, Edmund Mariner Gill and George Reynolds Gill. There is a significant collection of work by the artist John Ward (a native of Hereford) including a recent deposition of his sketches from World War II and a recent acquisition of work from his student days.

Modern

Late 19th and 20th century artists represented in the collection include: John Piper, Dame Laura Knight, Joseph Southall, Gilbert Spencer, Bernard Ninnes, Ellis Silas, Philip Wilson Steer, G F Watts.

A small number of contemporary works in various media by less well known artists have been collected, as a result of exhibitions held in the Art Gallery, but in general the number of such works is very small.

Prints

The collection is rich in prints showing various techniques and subject matter from the late 18th century to the present day. There are some theatrical prints, topographical views and 20th century works including some abstract studies. The print collection includes a few Japanese prints. There is a small collection of prints, known as the Malcomson Collection, given to the Museum by Dr. Malcomson in 1982, a former Chairman of the Friends of Herefordshire Museums and Arts. This contains mainly wood engravings by members of the Society of Wood Engravers. This (then defunct) group was resurrected by Malcomson's peers after his death in 1984. The Society has exhibited in the Art Gallery occasionally.

The so-called 'Herefordshire Collection' formerly housed by the Herefordshire College of Art has been deposited with the Museum collection. It includes a number of works by 20th century artists, mostly represented in print. It also includes a small quantity of studio ceramics which is included as part of the Decorative Art Collection.

Topographical

Topographical views are mainly, though not exclusively, prints from the late 18th and 19th century. This is not an exhaustive collection; rather it has grown with sporadic acquisitions from various sources. These vary in quality and historic significance but are an invaluable record for local historians. It compliments the small collections held in the Herefordshire Records Office and the Herefordshire Libraries and Information Service (the latter mostly in bound volumes).

Sculpture

Very few three dimensional works have been collected over the years. Notable examples of sculpture are a wooden carving of a mongoose by Elizabeth Frink, driftwood sculpture of a grebe by Guy Taplin, a figure of an eagle by Walenty Pytel and a bronze figure of Marsayus Evolving by Timothy Easton. There is also a bust of Churchill by Sandy O'Connor.

8.5 Future development, including acquisition and disposal

Due to the small number of works by European artists it would be impossible and inappropriate to aim to collect further examples, except in the case of artists or works which have some relevance to the county of Herefordshire or the immediate vicinity.

Within the collection of British watercolours, numerous gaps could be identified; such as additional local views, or notable watercolour artists which are not already represented. Those views or artists with Herefordshire relevance are appropriate, but it would be inappropriate to attempt a full historical survey in this collection. Occasionally pictures with less strong local associations may be considered if they

compliment works in the collection already and have a relevance to the existing collection.

The British collections of work by artists with strong local associations such as John Ward, and Brian Hatton and others not yet represented should always be considered on their individual merits.

The 'modern' collections are relatively small and insignificant in terms of any attempt to represent the history of British Art. However, modern pieces with local associations or relevance to the existing collection will be considered on their individual merits, especially since there is a desire for the collections in this area to remain vibrant and not to stagnate.

The collection of prints from all periods should be augmented with additions which demonstrate a local relevance or artistic significance to work already represented. This is especially the case with the wood engravings where an association with the county and the medium has built up over many years.

The topographical print collection should be added to as a resource for research and local history study, where possible with early and fine quality prints not represented elsewhere.

The scope for collecting sculpture from any period is small due to limitations of storage space but items with local relevance should be considered.

In general, the development of the collection will be limited by curatorial resources, fiscal resources and the storage space available.

'Local associations' will govern the acquisition of many works and may be defined as: work by an artist native to, or living in Herefordshire; work depicting local subject matter; works collected by a local resident; or works executed in the county. 'Complementary' works may be works by the same artist, or works by artists with art historical or other links, to those already represented.

In general, it is more appropriate to augment the collection as it stands rather than attempt to fill chronological gaps or attempt to provide a representative survey of British art of any period. Contemporary works may be collected providing they fulfil the criteria of local association or complementary qualities. The degree of aesthetic, artistic or historic quality, albeit hard to define, will always be an overriding consideration.

Disposal from the Fine Art Collection has not occurred frequently. Disposal should only be considered when an item is considered beyond repair or to be wholly inappropriate to the collection. Following ethical and procedural guidelines disposal should only take place as part of a considered rationalisation of the collections as a whole. Such a process is not planned for the immediate future.

8.6 Relationships with other organisations

Each case must be considered with due regard to other potentially more appropriate repositories such as other museums in the Border counties or further afield. Each new case must be carefully considered to decide the most appropriate location to house an item. There is a particular need to consider the collection of the Herefordshire Record Office and the Herefordshire Library service in the case of topographical prints.

9 Decorative Art collections

9.1 Aims and History of the collection

The current aim of the collection is to provide a valuable resource for local residents and visitors to sample the range of materials, individual craftspeople, workshops, and manufacturers represented by the collections for study, recreation and artistic inspiration.

The Decorative Art collections have been acquired gradually during the life of the museum. A few large depositions from single bequests or donations have been made such as the Brumwell collection of oriental china and bronze, bequeathed by Gwendolyn Kate Brumwell d.1978 widow of Charles E. Brumwell d.1951 who was a local bookshop owner and collector.

9.2 Current holdings

The Decorative Art collection includes large quantities of ceramics and smaller quantities of glass, silverware, pewter ware, clocks and watches. It also includes a number of small items such as trinket boxes and scent bottles which are sometimes considered costume accessories.

The ceramics collection represents several individual manufacturers such as Wedgwood, Spode, Derby and Worcester. There are relatively small quantities of material from each source; most date from the 18th and 19th centuries. There are also some examples of Herefordshire wares, such as 'Whitney ware' from the 17th and 18th centuries.

Most items are British in origin, although there is some foreign material including Chinese ceramics.

Modern ceramics are represented by a small group of pieces by studio potters, including some by local potters such as Michael and Sheila Casson.

The Herefordshire collection described in the Fine Art collection also includes a small but significant group of studio ceramics including work by Lucie Rie and David Leach.

The Decorative Art collection overlaps somewhat with the Social History collection in the areas representing domestic tableware of an 'everyday' quality such as Pyrex ware. However the distinctions are clearer when individual items are considered in terms of their quality and context of use. There is also an overlap with the Archaeological collections where pots such as 17th –19th century slip-ware may be considered as an item of archaeology if it happens to have been excavated but and item of Decorative Art when acquired from other sources.

The glass collection consists mainly of drinking vessels of 18th and 19th centuries and although small in size it contains some very fine pieces. There are a few examples of modern 'studio' glass.

The silver collection is also of small size but contains pieces of high quality. Most are domestic pieces, a few date from the 17th century, though most are later. There are some silver plate items and some commemorative, trophy and ecclesiastical items.

There are a small number of pocket watches and clocks, including long case clocks. Those of local manufacture or retail are of particular significance.

The existing collection is not comprehensive in any sense; there are numerous chronological and typological gaps. However, taken as a whole it represents a

significant body of reference material, much of it is of high quality and aesthetically appealing with great display potential.

9.3 Future development, including acquisition and disposal

The key methods of collecting will be by gift, bequest and occasionally purchase. Where appropriate grant-aid from external funding sources will be sought. The exhibitions in the Art Gallery may provide a source of work to purchase for the collection, especially where objects are accepted in lieu of commission from sales.

Without a large input of resources and display space Herefordshire Heritage Services cannot envisage developing the collection to be fully representative in each area. However, it should accept items of local manufacture or association. Since there are small groups representing a range of materials, manufacturers and geographical sources, it would be appropriate to accept small groups of material, which are not represented already, or individual items which enhance existing groups when opportunities arise. Such additions must have recognisable association with Herefordshire, or significantly supplement some existing group already represented.

Disposal from the Decorative Art Collection has not occurred frequently. Disposal should only be considered when an item is considered beyond repair or to be wholly inappropriate to the collection. Following ethical and procedural guidelines, disposal should only take place as part of a considered rationalisation of the collections as a whole. Such a process is not planned for the immediate future.

9.4 Relationships with other organisations

Other museums in the region should be considered when assessing items for acquisition if the object has a stronger link with a collection elsewhere in the region. However, in the case of key items of national importance, the appropriate national or specialist collections must be consulted. There are no other collections of this scale in the county, which have the level of public access offered by this Service; therefore it is appropriate to build the collection as a local resource where possible and appropriate.

10 Furniture collections

10.1 Aims and History of the collection

The aim of the furniture collection is to represent where possible items of local significance through manufacture, design or use.

The collection, which has developed gradually over the years, was augmented in 1929 by the purchase of a number of items for display in the Old House when it opened as a museum. During this phase loans were made to the collection from the V&A Museum, one or two of which are still present in the Old House.

10.2 Current holdings

The collection considered in this section overlaps with items of furniture which are currently contained in the Social History collection. 'The Furniture Collection' includes items of both low and high status and quality.

The collection contains an important group of 17th and 18th century examples of traditional 'oak' domestic furniture including beds, chests, chairs and tables displayed in the Old House.

It contains a small group of chairs designed and made by Philip Clissett of Bosbury in the late 19th century representing the craft of the chair 'bodger' working in coppiced woodland. These are significant because Clissett taught Ernest Gimson, of the Arts and Crafts movement fame, about chair making in 1890.

There are a few other examples of fine furniture, from various periods, such as a large Dutch inlaid cabinet and a 19th century Chinese cabinet with lavish oriental decoration.

10.3 Future development, including acquisition and disposal

Items may be collected generally by gift or bequest and occasionally by purchase in the case of important pieces with local associations.

Items which are specific to Herefordshire through local manufacture, use or other close association, would be considered appropriate.

The small group of Clissett chairs is very important; it is desirable to add to this if the opportunity arises and to complement it with work by other local makers or designers.

It will not be possible to expand the collection of non-local material due to restrictions of space in the current and future storage allocation.

10.4 Relationships with outside organisations

Other museums in the region should be considered when assessing items for acquisition if the object has a stronger link with a collection elsewhere in the region. However, in the case of key items of national importance, the appropriate national or specialist collections must be consulted. There are no other collections of this scale in the county which have the level of public access offered by this Service; therefore it is appropriate to build the collection as a local resource where possible and appropriate.

11 Costume & Textile collections

11.1 Aims and purpose

The aim of the collections is to reflect an historical representation of the costumes and textiles relating to Herefordshire and for this to reflect local and regional differences as well as national trends.

11.2 History of the Collection

The costume collection is of local, regional and national significance. Most of the collection has been locally donated. There have been significant donations by The Friends of Hereford Museum and Art Galleries. Among other significant donations are several items from C W Cunnington who extensively studied the collection for his publications on the history of costume.

The collection was relocated to the newly refurbished Museum Resource and Learning Centre in 2003. The collections has been fully inventoried and there is an ongoing programme of detailed cataloguing and improving the storage of groups of material to ensure the long-term survival of the collection.

11.3 Current holdings

The costume collection consists of women's, men's and children's costume and accessories, civil and military uniforms, textiles and a small amount of foreign costume. Women's costume includes - a large collection of dresses dating from the first half of the 18th century to present day. The 18th and early 19th century is very well represented in terms of dresses and accessories. These include:-aprons, blouses, bodices, bonnets (soft) and hats (one rare fine split straw hat reputedly belonging to Queen Anne), boots and bottines, bustles, capes, cape shawls, shawl pelerines, cloaks and mantles, coats, collars and cuffs, corsetry, drawers, combinations, crinolines, dressing gowns and jackets, fichus, fronts and shirts, gloves, mittens and muffs, housecaps, jackets and boleros, nightwear, patters, pellises, petticoats, riding habits, shawls, shoes, skirts, sleeves, slippers, stockings, underbodices and chemises, veils and hats. dress patterns, belts, bracelets, brooches, buckles, buttons, card cases, chatelaines, combs, dress holders, ear ornaments, fans, head ornaments, fobs, garters, handbags, handkerchiefs, hat-pins, links and studs, locket and pendants, materials and trimmings, muffs, necklaces, parasols, pockets, purses, rings, scarves, scent bottles, seals, spectacles, sticks, umbrellas, wig curlers and wig stands, glove stretchers, hair curlers, snuff boxes and shawl fasteners.

Men's costume includes - civil uniform, coats, gloves, hats (including one reputedly belonging to Wellington), liveries, neckwear, nightwear, overcoats, shirts, shoes, boots, socks and stockings, suits, trousers, underwear. There is a large representative selection of waistcoats dating from early 18th century and a fine collection of Herefordshire smocks and smocks from other local regions.

The collection of children's costume contains bonnets, caps, capes, cloaks, dresses, gloves, pinafores, school uniforms, robes, gowns, shoes, boots, stockings, underwear and nightwear. There are dresses dating from the 18th century.

There is a large collection of military uniform, mainly from local regiments and dating from the late 18th century.

The textile collection includes lace, quilts dating from the 17th century to present day, bedcovers, household linens, dress lengths, a large collection of needlework samplers dating from the 17th century, beadwork, hangings, 17th century stumpwork, examples of crewelwork and needlework tools and pin-cushions. There is also a rare journeyman's book from the late 18th century.

There is a small category of foreign costume and textiles that includes Polish and Chinese costume, and Indian, African and Coptic textiles.

11.4 Future development

Future development of the collection will be to consolidate and expand where appropriate the material specific to Herefordshire. Also to represent local, regional and national costume and textiles with a significance to Herefordshire or to individuals who have an association with the county.

Donations will be the main source for the collections, purchase being rarely considered. Repatriation of objects from other collections may occasionally occur.

Areas where gaps need to be filled are as follows:

Women's costume

Contemporary women's costume and accessories
Working class wear

Men's costume -	Contemporary men's costume and accessories – particularly footwear and headwear - 18th, 19th and 20th centuries; Military breeches/trousers. Working class wear
Children's costume -	Boys costume School uniforms Working class items
Sportswear	
Working class costume	

11.5 Relationship with outside organisations

Locally there is a strong relationship with the Herefordshire Colleges of Further Education particularly the Sixth Form College and the College of Art.

There are links with other museums with costume and textiles collections in the West Midlands Region following the Common Threads initiative.

12 Natural History and Geology Collections

12.1 Aims and purpose

The collection aims to provide a resource for the study of the Natural History of Herefordshire and to reflect this in a regional context. It will fulfil this aim by acting as the depository for voucher specimens of all taxa and geological material collected in the county.

12.2 History of the collections

The origins of the geological and botanical collections can be traced back to the Herefordshire Literary and Philosophical Society, founded in 1836 and the Woolhope Club founded in 1851, both several years before the opening of the Museum in 1874. Collections from both societies passed over to the museum once a building was available to house them and Woolhope Club members continued to add specimens up until the end of the nineteenth century. Historically the geological, entomological and botanical collections have been the most important holdings, although as the collections are sorted and re-curated, a number of other important collections have been re-discovered. The West stratigraphic collection, re-curated in 2004, represents a previously un-recognised but wide ranging representation of Herefordshire rock types.

The nationally renowned amateur entomologist, Dr T.A. Chapman donated a large collection in the late nineteenth century and urged other Woolhope Club Members to do the same, the significance and exact nature of the remains of his collection remained unrecognised until 2011 when the collection was researched - by the biology curatorial trainee, Russell Dornan. Dr. John Wood of Tarrington also

bequeathed his important insect collection to the Museum, but these were passed to the British Museum (Natural History), London, in 1949. Wood was a pioneer worker on the Phoridae (Diptera or “scuttle flies”) and the collection he built up is of international importance. That the Library and Museum Committee agreed to give this collection to the nation was far-sighted and correct.

The entomological collections were actively developed from 1979 to 2002 through the efforts of the Natural History Curator. The Reynolds and Knight Lepidoptera collection were bequeathed to the museum in 1999 by a notable local entomologist.

12.3 Current collections and future collecting

Vertebrates

The bulk of this collection consists of birds, many of local origin and many of the earlier specimens being shot specifically to be made into museum mounts. More recent acquisitions have been of specimens that have suffered accidental death. There are 250 birds, 100 mammals and sundry other vertebrates including a fine sturgeon caught in the River Wye. The bird collection was assessed, re-identified and sorted into taxonomic order in 2003, all data was added to the computer catalogued system once the collection was re-located to the Museum Resource and Learning Centre and issues of mis-matching between accession records, catalogue cards and the actual specimens resolved.

The bird eggs, mostly in individual clutches with accompanying field data suffered from misguided re-curation in the late 1970s; all eggs of one species were amalgamated and no effort made to identify their origins. Fortunately, some of the larger eggs still bear their original numbers. Re-associating data and dividing the eggs back into their original clutches has been undertaken since 2008 by a dedicated volunteer and the eggs- have been re-housed in appropriate storage containers and catalogued onto the computer database. In the process it has become clear that the collection was divided between Slimbridge Wildfowl trust and Hereford Museum before being donated, so the eggs listed as missing on the catalogue cards were in fact never donated.

Since 2011 it has become apparent that several fish specimens are missing from the collection. One large mounted pike specimen was retrieved in 2011, every effort will be made to locate and bring back other items that are accessioned and identified as missing as the cataloguing process continues.

Entomological collections

This is by far the largest section of the Natural History collection with approximately 10,000 specimens. Although it had been assumed that it was likely to increase when the collecting policy was first drawn up, through field collecting carried out in an effort to record this neglected aspect of the county’s wildlife, in fact only occasional specimens have been added to the collection since 2002. The Reynolds and Knight Lepidoptera collection are mostly locally collected collections, the Chapman collection combines British Lepidoptera with overseas Coleoptera material.

Many small collections have been obtained since 1979 largely through the efforts of the former Natural History Curator. These have been curated to high standards, each with an inventory. They include small but important collections of Hymenoptera [bees and wasps], Trichoptera [caddis flies] and Arachnida [spiders] totalling about

1500 specimens. The Arachnida collection and several other more recently collected items are preserved in alcohol rather than pinned.

There is a small conchology collection, which is currently being sorted, cleaned and re-packed but needs a visit by a conchology expert to assess it.

There is a small collection of bee and wasp nests, items relating to bee-keeping and odd items representing other taxa and forms, including several fluid preserved mounts.

Geology collections

There are currently 4501 specimens (3416 fossils, 1121 minerals, petrological and soil sample specimens).

The majority of the palaeontological collections are Herefordshire specimens from the Silurian and Devonian periods of geological time, those eras with greatest geographical coverage in the county. Historic specimens from the founding collections remain within the collection, although in common with most other smaller regional museums, type material, such as the famous block of fossil fish from the Ledbury area is now at the Natural History Museum, represented instead by a good plaster cast. The collection strengths are the fish, Leintwardine canyon material (including several starfish and Eurypterids) and the trilobites. Material generally has good locality data and is well identified. The trilobites and fish have new catalogues.

The mineral collection is largely non-Hereford but it is a good representative collection of British minerals, with some high quality specimens and is useful for identification and teaching

The West petrological collection has recently been sorted and re-ordered according to the hand written catalogue, though the views expressed in the catalogue are eccentric, the collection represents a very thorough and well documented stratigraphic collection of all Herefordshire rock types and their local subdivisions. Its recent sorting according to the previously lost catalogue represents an important re-discovery of what had previously been regarded as an un-important collection.

Sub-fossil or Pleistocene palaeontological material from King Arthur's cave is currently classified as archaeological, with only a limited number of specimens within the geology collection, this is despite extensive gravel deposits of the correct age occurring in the county. The collection does include fine historic plaster models of Pleistocene fauna.

A number of specimens and groups of specimens are included within the educational collections, these are currently being sorted, identified and added to as the basis of a more useful resource.

Botany

The collection includes the herbarium of Dr. Bull, one of the founder members of the Woolhope Club, together with smaller collections, for example the Durham collection of perry pear and cider apple foliage and of fruit tree seeds and pips. The full herbarium collection was surveyed in 1992 by Dr. Gwynn Ellis, Department of Botany, National Museum of Wales. Since 2008, a volunteer has been working through the herbarium material, photographing the sheets and adding full records to the computer catalogue system.

12.4 Future Development

The collection will be the depository of voucher specimens of all taxa known to exist in Herefordshire. With present day legislation and environmental concerns collecting is likely to concentrate on invertebrate and botanical material together with vertebrates that are available from time to time as the result of 'road casualty' or other accidental death. We will also accept customs seizures which have links to the county.

The service will comply with the relevant legislation in acquiring material including the 1981 Wildlife and Countryside Act.

The acquisition of vertebrate material will be limited to items offered that fill gaps, for example in the bird collection, particularly small garden birds, but acquisition of material that will make good and useful display specimens will continue. The bird egg collection will be added to from historic collections offered to the museum but only collections with full data (species, locality, date, size of clutch) will be accepted. School-boy "shoe box" egg collections will not be accepted.

The return of return of historic specimens that were once part of the collection will be a priority area. We will also seek to acquire material collected by or associated with T.A. Chapman

It was expected that botanical material would be passed to the Museum once the biological records centre for the county became established, but as yet this has not happened. Liaison with county recorders will, hopefully ensure that as such material is collected, it is prepared to museum standards and fully documented prior to it being offered to Herefordshire Museum Service. Future co-operative projects with the Nature Trust and record Centre will see an expansion in Herefordshire Museum Service's Natural History collection, in the Service's involvement in nature conservation in Herefordshire, promoting a higher profile amongst the natural history 'community' and the building up of a thoroughly representative Herefordshire collection based upon voucher specimens. The Trust will hold the paper archive, Herefordshire Museum Service the actual specimens upon which that archive is based.

Herefordshire Museum Service will be the depository of geological material collected within Herefordshire, especially from temporary exposures of fossiliferous rocks. Acquisition will continue though the influx of fresh material is not likely to be large. The Hereford & Worcester RIGS [Regionally Important Geology and Geomorphology Sites Group] will donate voucher specimens resulting from fieldwork in Herefordshire to Herefordshire Museum Service. Priority will be given to the quality and scarcity of the material, to material from transitory exposures or exposures which will be destroyed. Full stratigraphic and geographic data will be sought for each new acquisition at the time of donation or collection.

From time to time a limited number of specimens may be acquired from elsewhere if they complement and enhance the Herefordshire collection. Such specimens might include, for example, a dinosaur bone fragment or insects not native to the region, possession of which helps students to more easily appreciate taxonomic differences between related species (of prime importance when identifying voucher material for biological recording purposes or survey lists for publication). Acquisition of geological material from rocks not represented in Herefordshire which serve to illustrate the palaeogeography, palaeoenvironments and the regional landscape of which Herefordshire is but a part; to show Herefordshire in its regional geological context.

If offered, the service will acquire collections of Herefordshire amateur experts provided specimens are well curated and have full collection data. Where possible, the service will work with collectors to ensure that specimens are collected to these standards prior to donation.

12.5 Relationship with outside organisations

The Biological Record Centre (HBRC): this will become a major source of voucher material which Herefordshire Museum Service will incorporate into its collections. The collections will thus expand and, hopefully, be subject to greater use by a wider public. A recording day in 2005 highlighted the need to deposit voucher material and it is envisaged that workshops will be organised to instruct recorders in preparing voucher specimens to museum standards. The value of this will be three-fold; (1) voucher specimens subsequently donated to the Museum will arrive ready prepared to acceptable standards and (2) Trust members/recorders maintaining their own collections will have the opportunity to prepare specimens to museum standards. If, later, these collections are offered to the Museum, minimal work will be entailed whilst assimilating them into the Herefordshire Museum Service's existing collections. (3) Herefordshire Museum Service will be more involved with the HBRC, Hereford Nature Trust and its membership.

Regionally Important Geological and Geomorphological Sites (RIGS): the current RIGS group was established to cover the County of Hereford & Worcester and is based in University College, Worcester. Herefordshire Museum Service is committed to taking any Herefordshire voucher specimens from the RIGS group. The purpose of RIGS is to identify geological sites suitable for teaching and of aesthetic value and increasingly to flag geological importance in the planning process. RIGS work in close co-operation with such organisations as English Nature, Council Planning Departments, local geological and natural history societies, schools/colleges, interested academics and amateurs.

Woolhope Naturalists' Field Club: although the seminal agent in founding the Museum, the Club was more active in non-natural history based areas. A close bond has always existed between the Club and the Museum. In 2003, a new geological section was established which meets regularly and has close contacts with the service.

Herefordshire Museum Service has the only Museum in Herefordshire with Natural History collections. The main adjacent museums collecting in the same field are Ludlow for Shropshire and Worcester City for Worcestershire and staff have good relations with both of these institutions. In 2003 as a result of the establishment of a regional hub, a West Midlands regional association of museums with natural history collections was set up. Although there is no formal regional collecting agreement between Midlands Museums, there is an understanding that potential donors will be directed to the most appropriate Museum and members of the group are looking to co-ordinate collecting policies as these come up for review. This policy extends to "disposal" too.

Natural Sciences Collections Association and Geological Curator's Group: Herefordshire Heritage Services is an institutional member of both specialist groups.

Natural History subject specialist network through Natsca, Herefordshire Museum Service will be involved in the Natural History Subject Specialist Network.

Private collectors/amateur naturalists: the importance of maintaining and promoting good relations with the individual collectors and amateur naturalists cannot be over emphasised. Invariably collections built up by such people are very well documented, very well maintained and represent many years, often a life-time's,

work. Many 'amateurs' are the acknowledged national authorities/experts in their field.

Statutory bodies: Herefordshire Museum Service will continue to advise and co-operate with a range of statutory bodies whose activities affect the environment. Traditionally the closest co-operation has been with English Nature (formerly the Nature Conservancy and Nature conservancy Council), and the Institute of Terrestrial Ecology.

From March 2011 Herefordshire Museum Service was part of a HLF funded Skills for the Future project which seeks to develop the specialist skills needed within the museum sector. As part of this project the service hosted a Curatorial Trainee who was trained as a subject specialist, a Biology trainee from this scheme was on a placement at Herefordshire Museum Service for 12 months during which time they were able to carry out dedicated in depth work on the collections developing our understanding and knowledge of the collection held by Herefordshire Museum Service. Participation in schemes like Skills for the Future will be one way in which Herefordshire Museum Service can develop the collections and access to these collections.

13 Handling Collections

A collection of artefacts acquired specifically for educational and handling use and for the creation of displays on the Mobile Museum, is not governed by this Acquisition and Disposal policy. These collections have a specific use and their lifespan will be shortened due to direct handling. [See the Handling Collection Policy \(2012\)](#).