

UNIVERSITY OF
LIVERPOOL

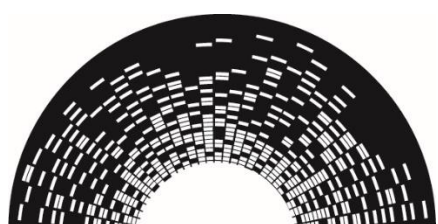
Collections Management Policy

Libraries, Museums, Galleries

Produced: November 2024

Adopted: 20 December 2024

Date of Review: 20 December 2026



ACCREDITED
MUSEUM



ACCREDITED
ARCHIVE SERVICE

Name of service: Victoria Gallery & Museum (Museum Accreditation No. AN249), Garstang Museum of Archaeology (Museum Accreditation No. AN315) and Special Collections & Archives

Name of governing body: The University of Liverpool

Date on which this policy was approved by governing body: 20 December 2024

Policy review procedure: The Collections Management Policy will be published and reviewed from time to time, at least once every two years.

Date at which this policy is due for review: 20 December 2026

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

1. Introduction

Garstang Museum of Archaeology, Special Collections & Archives, and the Victoria Gallery & Museum, (hereby referred to as Cultural Heritage Services) seek to preserve, develop, interpret and make accessible to all the cultural heritage collections managed by the University of Liverpool's Libraries, Museums, Galleries department, supporting the University's mission and charitable purposes.

Cultural Heritage Services has a responsibility to manage its collections in a systematic and holistic manner so that they continue to be preserved and accessible.

This policy connects the four core areas of collections management activity – collections development, information, care and conservation, and access – and explains how they work together, to support Libraries, Museums, Galleries (LMG) mission 'to enable, embody and amplify the strategic ambitions of Liverpool 2031 as a provider of comprehensive collections and services, as research and curatorial partners, and as professional leaders.'

This collection management policy is also developed in the framework of BS EN 17820:2023 'Conservation of Cultural Heritage — Specifications for the management of moveable cultural heritage collections'.

2. Approach

A holistic approach is taken to collections management. Policies for collections development, information, access, and care and conservation, are integrated to cover all the Cultural Heritage Services collections and provide a framework for a coordinated approach to collections management. This is also reflected in activities, plans and procedures where applicable.

The Head of Special Collections & Archives and the Head of Museums & Galleries, reporting to the Deputy Director of LMG, are responsible for the strategic development of the collections, and the fulfilment of the Collection Management Policy.

3. Policies

There will be a set of policies for collections development, information, care and conservation, and access, which will be written and reviewed at least once every two years, or when there is a change in relevant legislation and best practice. All policies will be approved at the highest organisational level - by LMG Executive and reported to the University's Heritage, Arts and Culture Committee. Policies will be made on request and will be communicated to relevant stakeholders.

A Cultural Heritage Services Forward Plan will be developed to achieve these policies, within the wider framework of the LMG Strategy 2024 – 2031 and its objectives.

A cycle of review will be maintained, assessing whether activities and initiatives are meeting LMG objectives and Cultural Heritage Services policies, and where they are not changes/improvements will be developed.

4. Procedures

Having set out policies in the areas described above, we shall undertake a range of related procedures to support these activities. These procedures will be documented and reviewed every two years.

5. Audit

A collections management audit will be undertaken as an ongoing process to support the mitigation of risk. The audit will involve reviewing items and item information to verify collections policies are being followed and that LMG are discharging their responsibilities to the collections.

6. Standards

Collections management is undertaken within the wider framework of sector best practice, legislation and University of Liverpool governance and policies.

7. Review

Policy review date: November 2026