

LYMPSTONE HISTORY SOCIETY ARCHIVE COLLECTIONS POLICY

Lympstone History Society objectives (constitution):

- a) *To lead, encourage and support public interest in the history and heritage of the parish, and surrounding area.*
- b) *To take, encourage and support actions which develop and communicate the character and heritage of the parish.*
- c) *To work and share information with individuals and other local, county and regional bodies with similar objectives.*
- d) *To maintain the village's historical archives, and to research, collect and index additional information.*
- e) *To raise funds and take actions in support of the above objectives.*
- f) *To pursue the above ends by means of meetings, visits, exhibitions, lectures, publications, other forms of information and publicity.*

This policy has been developed by the committee of Lympstone History Society. It was first approved by the committee on 19th November 2018. The policy is due to be reviewed at least every 5 years, and so is **due for review in November 2023** (and prior to the AGM in May 2024)

1. An overview of the current archive

The central theme underlying our collection is the village and district of Lympstone, on the Exe Estuary: its natural history and the history of the settlement and its residents. The archive is organised into the following key sections:

- (1) People (including families and family trees; local groups)
- (2) Land (Geographical including natural history)
- (3) Buildings (including the Parish Church, and Nutwell Court)
- (4) Trades
- (5) Events
- (6) Military

Additionally, documents, photographs, works of art, oral and audio visual recordings and books related to the above are collected.

2. Themes and priorities for future collecting

To build and develop the historical collection with a focus on Lympstone and its environs: the history of its people, land, buildings, economy and community.

3. Limitations on collecting

The Society recognises, when acquiring additions to its archive, the need to take into account limitations on collecting due to storage space, care and value of items. In view of the limited storage space available, it may only be possible to accept important items. In making decisions, we will take account of:

- (1) The condition of objects (bearing in mind costs of conservation and care and any possible risks to other objects in the collection).
- (2) Any insurance implications.
- (3) Other archive materials held by nearby organisations (museums and historical societies in Exmouth, Woodbury, and Topsham).

(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 Society itself.

4. Themes and priorities for rationalisation and disposals

Objects may be disposed of for any of the following reasons:

- (1) They have become too badly damaged or deteriorated to be of any use for the collections or for reasons of health and safety.
- (2) They cannot be stored or displayed in conditions appropriate for their conservation and may be at risk of damage or deterioration.
- (3) In exceptional circumstances, objects may be disposed of for financial reasons.

5. Disposal procedures

The Lympstone Archive is held in trust for the local community therefore sound and transparent reasons must be established before the disposal of items in the collection:

- (1) The Society will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.
- (2) When disposal of an object in the archive is being considered, the Society 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.

6. Reason for disposal and method of disposal

- (1) 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 any reasons of health and safety), will be the responsibility of the committee.
- (2) Any monies received by the Society from the disposal of items will be applied for the benefit of the **History Society**, including improvements relating to the care of the archive collection. The disposal decision-making process: full consideration must be given to factors including the public benefit, the implications for Lympstone's archive collection, and the views of stakeholders such as donors, researchers, and members of Lympstone History Society.
- (3) Full records will be kept of all decisions on disposals and the objects involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the objects concerned.
- (4) In exceptional cases, the disposal may be motivated principally by financial reasons. In such cases it must be demonstrated that all the following exceptional circumstances are met in full:
 - the disposal will significantly improve the long-term public benefit derived from the remaining collection
 - the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit)
 - the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored
 - the disposal takes account of storage costs

7. Policy review procedure

Approved 2018 (Amended 14-09-21)

The Archive Collection Policy will be published and reviewed from time to time, and at least once every five years. The date when the policy is next due for renewal is noted above.

Chairman

19th November 2018

Appendix A

The Society will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless satisfied that the Society can acquire a valid title to the item in question.

- a. In particular, the Society 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) (Unless documented evidence of export pre-1970).
- b. The Society will not knowingly contravene 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 Society will reject any items that have been illicitly traded.
- c. So far as biological and geological material is concerned, the Society 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.
- d. The Society will not acquire archaeological antiquities (including excavated ceramics) in any case where the Council or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures. In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure as defined by the Treasure Act 1996.
- e. The Society does not hold or intend to hold any human remains.