

ACQUISITION AND DISPOSAL POLICY

Introduction

This Acquisition and Disposal Policy – or “Collecting Policy” – for the Carpet Museum Trust sets down the basis on which material will be acquired. It deals chiefly with the archival holdings, but also covers issues regarding the library and museum collections. It also aims to clarify the relationship between the Trust and other repositories sharing an interest in archives relating to the subject matter or geographical area.

The document follows the *Checklist of Suggested Contents* (2004) recommended by The National Archives (TNA) for Archive Collection Policy Statements, but with additional material relating to the wider holdings of books and journals (the Library) and the objects and artefacts collection (the Museum). With regard to the objects and artefacts collection, note has been taken of the recommendations in *Spectrum: the UK Museum Documentation Standard* (2005) published by the Museums Documentation Association (MDA).

This is a consultation draft, drawn up for circulation and discussion with interested bodies before being placed before the Trustees for formal approval.

February 2006

1. ***THE REPOSITORY AND ITS GOVERNING BODY***

- 1.1 ***Repository name and address:*** The Carpet Archives Centre is located in Unit 28, The MCF Complex, 60 New Road, Kidderminster, DY10 1AY – telephone 01562 69001
- 1.2 ***Governing Body:*** The Governing Body is the Carpet Museum Trust. The Trust operates under the terms of a deed of Trust dated 2 December 1981 which recites that the Trust was formed “for the purpose of establishing a public museum or museums for the exhibition of items of local historical and educational interest and in particular in any way connected with the manufacture of carpets and similar textiles” (s.1a).

2. ***LEGAL STATUS AND AUTHORITY TO COLLECT MATERIAL***

- 2.1 ***Status:*** The Trust is a Registered Charity (no.512409)
- 2.2 ***Authority to collect material:*** Under the terms of the Trust Deed, the Trustees are empowered “to receive purchase borrow or otherwise acquire on such terms as they shall think fit objects and matter for display at the Carpet Museum” (s.4c).
- 2.3 ***Background:*** The Trust’s plans always envisaged an Archives Centre as an integral part of the museum. Major changes in the carpet industry in the late 20th-century resulted in many companies closing down or being reorganized. Against this background, the Trust took steps to ensure that the archives of these firms could be collected, preserved, catalogued and made accessible to those who wish to study all aspects of the industry. The Archives Centre project is seen as the first part of the

overall museum development. When a suitable building is found for the Museum, the Archives Centre will be relocated to provide an integrated facility.

- 2.4 **Official recognition:** The Carpet Archives Centre has not yet sought formal recognition, but has been registered as an archive repository on the ARCHON directory as GB3106. It is intended that the Trust will apply for relevant approvals – including Museums accreditation – at a later stage, and in the meantime the focus of development will be on meeting the required standards for archives, libraries and museums in terms of working practices and policies.
- 2.5 **Standards:** With regard to the acquisition of archives the Trust will seek to abide by all current archival standards and legislation, including *The National Archives Standard for record repositories* (2004) and the associated framework of standards. Professional etiquette regarding acquisitions and respect for the principles of archival integrity and provenance will also be observed. *Spectrum* standards will be followed in respect of the museum collections.

3. **THE SCOPE OF THE COLLECTING POLICY**

- 3.1 **Overall collecting policy:** The Carpet Museum Trust's key aim is to establish a craft museum for the carpet industry in Kidderminster. Carpets have been made in the town since 1735 and the industry subsequently spread to other parts of Britain. The vision is that the collections of archives, books, pictures and objects at the Museum will not only document the carpet industry in Kidderminster but also reflect the town's pre-eminent position as the centre of the industry in the United Kingdom. The strength of the Centre is that it is the only archive specialising in the records of carpet manufacturing with a strong potential role as co-ordinator of activities across the repositories holding archives relating to the carpet industry.
- 3.2 **Geographical area:** While the primary focus of collecting for archives is on the carpet industry in and around the Kidderminster area (including the records of firms based in Bridgnorth, Stourport and the Black County), the Archives Centre may also accept material from a wider geographical area where it helps to build a picture of the industry as a whole. The same principles will apply to museum objects and artefacts. No such geographical limits will apply to the library, where it is intended to develop a comprehensive - UK-wide and international – resource of published material relating to the industry.
- 3.3 **Subject area:** Material will only be accepted for the archive if it clearly relates in some way to the carpet industry, although this may be interpreted broadly to cover ancillary trades and family, social and commercial links with carpet making. The object and artefact collection will include examples of carpet making equipment and product samples, again broadly interpreted to allow for associated objects that may be needed for exhibitions and displays. The principal categories of library material are indicated by the headings of the classification scheme (*q.v.*).
- 3.4 **Chronological period:** All records are accepted, regardless of date.
- 3.5 **Media of the records:** Archives in all media are accepted, whether manuscript, printed or (exceptionally) machine readable. Photographs, pictures, moving images and sound recordings are also acquired, but original film and sound material may be transferred to the appropriate specialist archives in exchange for copies – i.e. films to the Media Archive for Central England (MACE) at Nottingham, and sound recordings to the regional sound archive.

3.6 ***Demarcation with other repositories with overlapping collecting interests:*** Being a specialist archive with an interest in the carpet industry across the whole of the United Kingdom, the Carpet Archives Centre will inevitably overlap with the collecting remits of other repositories (*see* appendix 1 for some examples of other institutions holding significant carpet archives). These include the territorial repositories for Worcestershire and the other carpet manufacturing districts, and archives specialising in particular types of material (e.g. the Modern Records Centre at Warwick University and its interest in trades union material). The Trust wishes the Archives Centre to be seen as the most suitable place of deposit for records of the Kidderminster and district carpet industry and will assert its claim on such material accordingly – and especially with that originating from business, organisational and private sources. Nevertheless, the Trust are committed to working in full consultation with other interested repositories in order to minimise competition, conflict and duplication of effort and with a view to reaching solutions that will safeguard the records and best meet the needs of users. The Trust will not seek to acquire local records falling within the collecting policy of the County Record Office that are subject to statutory regulation (e.g. town, parish or official material) and will respect archival principles in ensuring that collections are not split between different repositories. In the case of records at risk, the Trust may take urgent action to avoid the risk of dispersal or destruction before consulting with others regarding the most appropriate home for the material.

4. ***THE PROCESS OF COLLECTION***

- 4.1 ***Method of acquisition:*** The Trust is prepared to consider offers of relevant material on a range of terms, but donations are preferred to deposits on loan. Loans of material will normally be agreed upon only where there are special circumstances that prevent the material from being donated outright. Purchases will only be made where items are felt to be of outstanding importance to the collection.
- 4.2 ***Conditions associated with acquisitions:*** All acquisitions are subject to the Trust's usual terms and conditions. These are set down in detail in the statements on a) policy on donations and bequests and b) policy and terms of deposit for loans. These cover aspects such as copyright, ownership, conservation, public access and future use.
- 4.3 ***Selection policy:*** As far as possible, archive material will be selected and identified for permanent preservation in the Trust's collection and the time of acquisition. Where this is not possible (e.g. owing to bulk or complexity), donors and depositors will be advised at the time if material will be subject to subsequent assessment or appraisal and terms for the disposal of unwanted material will be agreed. Once material has been formally accessioned and fully catalogued it will never be sold or otherwise disposed of against the wishes of the original donor or depositor (except as under s.4.4 below)
- 4.4 ***Disposal in the event of the Trust being wound up and dissolved:*** There is a clause regarding disposal of property in the event of the dissolution of the Trust (s.6). This specifies that "the property investments and funds of The Carpet Museum shall be transferred to a Charitable institution or institutions having similar objects to those of the Trust and in accordance with the Scheme to be settled by the Committee and the Charity Commissioners". The archive collections would be offered as appropriate to the local area record offices (e.g. the Worcestershire Record Office) or specialist repositories in the first instance.

5. ***THE LIBRARY: specific policy issues***

5.1 ***Books and Journals***

Acquisition: The Centre will normally seek to acquire two copies of each title (book or journal) – one as a reference copy, and the other to be available for loan. Additional copies may be accepted to replace those already held (e.g. when in better condition than existing copies).

Disposal: Surplus copies will normally be disposed of and donors should be made aware of this when material is acquired. Disposal will be by sale, redistribution (e.g. to other libraries or museums) or recycling.

Exceptions: Exceptions to the usual limit of two copies may be made in cases where titles are known to be scarce and may be useful (e.g. by exchange) to other institutions. Copies of published works with manuscript annotations require special consideration, and if the annotations are considered to be of historical significance (e.g. the work of a noted scientist, inventor or designer) then it may be best to treat the items as archives (e.g. as personal papers of the individual concerned) rather than as books.

6. ***THE MUSEUM: specific policy issues***

6.1 *Acquisition:* The emphasis in collecting objects and artefacts from the industry will be on acquiring and preserving items that are unique (or of special significance through their associations) or likely to be useful for future displays. Some items will be fairly routine and of importance only as examples (or as spare parts for working machinery).

Disposal: While every item in the collection must be documented to appropriate standards, it may become desirable to dispose of some of the more routine specimens as better examples are acquired. As far as possible, material likely to become disposable at a later date should be identified at the time of acquisition so that a clear understanding can be reached with individual donors and depositors regarding future deaccessioning and disposal.

7. ***ACCESS TO THE COLLECTIONS***

7.1 ***Public availability:*** It is the Trust's intention that the Carpet Archives Centre, Library and Museum resources should be fully accessible to the public for use and research. The catalogues will be made available on the Internet on the Trust's website and the collection will be physically accessible at the Archives Centre on the terms set down in a separate Access Policy document.

7.2 ***Promotion and publicity:*** The Trust has an Audience Development policy which sets out how the collections will be promoted and marketed to potential users

Chris Pickford (first draft)
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APPENDIX 1: Carpet archives in other UK record repositories

Held at local repositories

- Carpet Manufacturing Company and Carpet Trades, Kidderminster (including Morton & Sons, James Humphries & Sons Ltd, Edward Hughes & Sons, Charles Harrison & Sons, Richard Smith & Sons, Crossleys, H. & M. Southwell Ltd, Kidderminster Spinning Company, Textile Manufacturing Company (Stourport) records etc) – at Worcestershire RO (part of the Kidderminster Public Library collection) (ref: 899:310/10470/426-450 – 95 boxes)
- Power Loom Carpet Weavers and Textile Workers Association – at Worcestershire RO (ref: 705:875/8211 – 47 boxes and 705:875/8906 – 1 box)
- Kidderminster Carpet Weavers Union (mainly company strays from various Kidderminster and other firms) – at Worcestershire RO (ref: 705:1088/9953 – 64 boxes)

Held at repositories elsewhere in the UK

- A.F. Stoddard and Company Limited – at Glasgow University (ref: UGD265)
- James Templeton & Co Ltd - at Glasgow University (ref: UGD090)
- William C. Gray & Sons Ltd, Ayr - at Glasgow University (ref: in UGD265)
- John Crossley & Sons Ltd, Halifax – at Calderdale Archives (ref: DC – 961 boxes; also CRO and other references)
- T.F. Firth & Sons Ltd, Heckmondwike – mostly at Calderdale Archives and some at Calderdale Museum
- James France & Co Ltd, Dewsbury – at Leeds University Library
- Ainley Brothers Ltd and Ainley's Carpets, Elland – at Calderdale Archives (ref: AI)
- H.J. Homfray & Co Ltd, Sowerby Bridge – at Calderdale Archives (ref: Misc:322)
- Northern Carpet Trades Union – at Calderdale Archives (ref: TU:35 – 5000 items and TU:132 – 104 boxes)
- Joint Industries Council for Carpet Trades – at Calderdale Archives (ref: TU 107)
- Wilton Royal Carpet Factory Ltd – at Wiltshire and Swindon RO (ref: 2583)
- Wm. Goodacre & Sons Ltd (cocoa matting), Holme Mills, Kendal – at the Cumbria Record Office (Kendal) (ref: WDB/64 -6)
- Bernat Klein, textile manufacturing companies, Scotland – at Heriot-Watt University, Edinburgh (ref: BK)

Other carpet-related collections held elsewhere

- Silver Studio design practice (Alfred and Rex Silver), London – at Museum of Domestic Design and Architecture (MODA), Middlesex University (no ref)
- Platts, textile machinery manufacturers, Oldham – at Lancashire Record Office (ref: DDPSL) and Oldham Local Studies and Archives (ref: D-M14)
- Hattersleys, machinery manufacturers, Keighley – at Bradford Archives Service (ref: 32D83)

APPENDIX 2: Carpet Archives Centre collections

STRENGTHS: Collections already held

Carpet manufacturing companies: business archive collections

- Bond Worth, Stourport: Financial and other records of T. Bond Worth (1866-1896) and T. Bond Worth & Sons Limited (1896-1977) of Severn Valley Mills at Stourport (ref: BW)
- Brintons: The business and family archives of Brintons of Kidderminster (ref: BRN)
- Carpets International Ltd: Stray archives from the former Carpet Trades (ref: CIL/CTL) and Carpet Manufacturing Company (ref: CIL/CMC) of the Carpets International and Coloroll groups
- Greatwich: The archives of Greatwich Ltd and its associated companies, including the records of Georgian / Goodacre and Bowater Carpets (ref: GTW)
- T. & A. Naylor Ltd: Archives of the Naylor companies including Watson & Naylor (1853-1883), T. & A. Naylor (1883-1909) and T. & A. Naylor Ltd (1909-1976) and of the Naylor family (ref: NAY)
- H. & M. Southwell, Bridgnorth: Records of H. & M. Southwell of Bridgnorth (ref: HMS)
- Tomkinsons Ltd: The financial, operational and design archives of Tomkinsons Ltd (formerly Tomkinson & Adam) of Kidderminster (ref: TOM)

Miscellaneous deposits: small accumulations of private and official papers

- Other companies: Archives of local companies associated with the carpet industry – e.g. the business archives of Boucher & Co of Kidderminster, engineers (ref: MD/1)

Artificial collections:

- Historical collections: Information resources, ephemera, strays etc relating to individual companies in Kidderminster (ref: HC/[company code]) and elsewhere in the UK (ref: UKHC/[company code])
- Kidderminster material: Information sources, ephemera and strays relating to Kidderminster and the carpet industry (ref: KHC)
- Maps: Topographical maps and plans not belonging within archival collections (ref: MAP)
- Moving images: Films, videos and other moving image materials (ref: MI)
- Oral History collection: Recordings of interviews (ref: COH)
- Photographs: Collections of photographs not belonging within archival collections (ref: PH)
- Price lists: An artificial collection (by format) of price lists from the various Kidderminster (ref: PL/K/[company code]) and other British (ref: PL/UK/[company code]) and overseas (ref: PL/OV)

WEAKNESSES: Key areas for future collecting