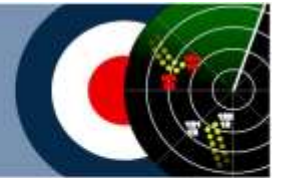


RAF AIR DEFENCE RADAR MUSEUM NEATISHEAD

Registered Charity 1058887



Birds Lane, Neatishead, Norwich, Norfolk NR12 8YB

Tel. 01692 631485

RAF AIR DEFENCE RADAR MUSEUM (ADRM) COLLECTIONS POLICY 2015

APPROVED: 28th September 2015

REVIEW DUE: 2020

Name of museum: RAF Air Defence Radar Museum (ADRM)

Name of governing body: Trustees of the RAF ADRM

Date on which this policy was approved by governing body:

Policy review procedure:

The collections development policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: 2020

Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

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

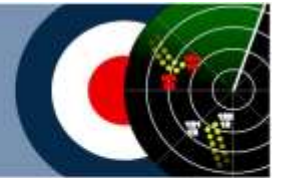
1.1 The museum's statement of purpose is:

The ADRM was created to advance the education of the public by establishing and maintaining a museum for the exhibition to the public, the history of Air Defence Radar and associated Air Defence battle management equipment and memorabilia from 1919 onwards and to preserve the same in the best possible condition for the public benefit.

1.2 The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.

1.3 By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.

1.4 Acquisitions outside the current stated policy will only be made in exceptional circumstances.



Birds Lane, Neatishead, Norwich, Norfolk NR12 8YB

Tel. 01692 631485

- 1.5 The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will consider limitations on collecting imposed by such factors as staffing, storage, and care of collection arrangements.
- 1.6 The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- 1.7 In exceptional cases, disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below will be followed. In cases where disposal is motivated by financial reasons, the governing body will not undertake disposal unless it can 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
 - extensive prior consultation with sector bodies has been undertaken
 - the item under consideration lies outside the museum's established core collection

2 History of the collections

Air defence radar control operations began at RAF Neatishead in 1942 and continued until 2004 when the site ceased tactical operations and became Remote Radar Head (RRH) Neatishead. Manned by RAF personnel, RRH Neatishead supplies engineering support to the radar located on the North Norfolk coast.

Originally known as the Air Defence Battle Command and Control Museum the ADRM was officially opened in 1994. The Museum was a convenient location to store the heritage relating to the Air Defence Ground Environment and associated radars. Its potential as a Museum became apparent and pre-booked parties were shown around the collection by volunteers. When operations at RAF Neatishead moved into the underground bunker in 1995, the Cold War Operations Room was left intact and eventually became the centre piece of the ADRM. In 1997 the Museum became a Charitable Trust (RCN 1058887) and took on the new name of the RAF Air Defence Radar Museum in 1999. The museum has expanded considerably since its inception.



3 An overview of current collections

The collection is housed in an original 1942 two-storey radar operations building with a single storey annex comprising a total of 16 major display rooms. Additionally, the corridors house a collection of photographs and original Unit, Station and squadron score and command boards. The major display room is the original "Cold War" operations room as used by the Royal Air Force until 1993. This room accurately represents the use of radar and the Command and Control System for the last 20 Years of the Cold War. Other rooms display with original equipment, pictures, working models and accurate recreations, the development of aircraft detection, radar, military communications, and air battle management. Externally, the Museum displays examples of radars, radar convoy vehicles and surface to air missile equipment. The Museum maintains a document and photographic archive of radar and battle management which can be accessed by researchers.

The ADRM collection can be broken down into the following areas:

3.1 Art

This part of the collection includes paintings, posters, cigarette cards, etchings, cartoons and squadron badges and shields etc. Artwork is a useful way for the key events in the story of radar to be visualised by the visitor and represent an important part of the ADRM experience. The majority of the collection is available to users of the Museum with the remainder in store.

3.2 Documents

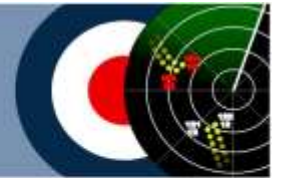
This part of the collection is arguably most significant. With the draw-down of a number of RAF Stations, items deemed as a part of radar heritage have been gifted to the ADRM. These include a large selection of drawings relating to RAF Neatishead and general RAF Air Defence Radar equipment. It also includes the Library Archive from the Defence Evaluation Research Agency (DERA) and maps, plans, diagrams, and air drawings as well as air publications and magazines. In addition, there are also manuals, raid reports, F540s (Station Records), blueprints, and foreign target dossiers. It also includes items such as ration cards, newspapers, and the like.

3.3 Photographs, Sound and Films

The ADRM holds a large number of photographs and slides relating to the story of Radar of the Stations associated. Amongst these is the DERA photo archive which is an invaluable research tool. In addition, the ADRM also holds a number of sound and films associated with Radar. This part of the collection is often drawn upon by researchers and is crucial to telling the human story behind the technology of Radar.

3.4 Exhibits

This part of the collection includes a diverse range of items from uniforms, badges and medals to consoles, operational equipment of various types and engineering tools and components. It also



Birds Lane, Neatishead, Norwich, Norfolk NR12 8YB

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includes scale models, communications equipment such as telephones, headsets and teleprinters, and various radar components.

3.5 Vehicles and equipment

The ADRM has a number of outside exhibits including a Bloodhound missile, radar convoy vehicles and several radar. Some of the types on display are the only known examples remaining and thus are an important part of the ADRM collection and the history of Radar as a whole.

3.6 Guest Collections

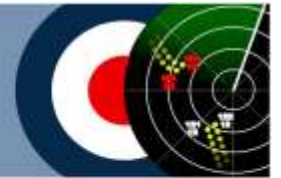
The ADRM currently hosts two Guest Collections:

- a) East Anglian Photographic Collection. The East Anglian Photographic Collection (EAPC) is a Guest Collection and has been allocated one room in the Museum. While it is clear that there is mutual benefit in providing guest accommodation, the objects within the EAPC are outside the scope of the Museums' Collection Policy. It is agreed that the Museum will continue to provide, at no cost to the owner, Mr M Howard, the room currently allocated as a display area. Due to ongoing plans within the Museum, no further accommodation will be offered to the EPAC. While there are no plans to re-use the accommodation currently allocated to the EPAC, the future of the existing agreement shall be reviewed annually in under the current terms of the EPAC Agreement in force.

- b) The Coltishall Collection. The Coltishall Collection is a Guest Collection and has been allocated 7 rooms and one outside storeroom. There is also a small area set aside for the Jaguar cockpit as it will not fit in any of the other rooms allocated to the Coltishall Association. While there is mutual benefit in providing guest accommodation, the objects within the Coltishall Collection are outside the scope of the Museums' Collection Policy. It is agreed that the Museum will currently continue to provide, at no cost to the Coltishall Association, the 7 rooms currently allocated as display/storage. Due to ongoing plans within the Museum, no further accommodation will be offered to the Coltishall Association. While there are no plans to re-use the accommodation currently allocated to the Coltishall Collection, the future of the existing agreement shall be reviewed annually by the Trustees. The holding of additional items of the Collection is subject to the approval of the Trustees.

4 Themes and priorities for future collecting

The Museum will collect items which have direct association with the Royal Air Force Air Defence Radar network and associated Air Defence battle management equipment and memorabilia from 1919 onwards which is directly related to the Radar network. This will include items, documents, photographs and personal memorabilia relating to the people who are or have been involved in radar providing these items can directly add to the interpretation of the subject to the visiting public or researchers/historians.



5 Themes and priorities for rationalisation and disposal

- 5.1 The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.
- 5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.
- 5.3 The ADRM will undertake reviews of all collections periodically to ensure that the aims of the Museum are adhered to and that all collections are relevant to the collections policy. Many of the early ADRM collections would not be accessioned under recent policy and as such may be irrelevant to the story of radar and will be subject to rationalisation in due course.

6 Legal and ethical framework for acquisition and disposal of items

The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7 Collecting policies of other museums

- 7.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, to avoid unnecessary duplication and waste of resources.
- 7.2 Specific reference is made to the following museum(s)/organisation(s):

- Royal Air Force Museum
- Fylingdales

8 Archival holdings

- 8.1 The ADRM Archive holdings are managed alongside our object collections and are dealt with in the relevant sections in this Collections Development Policy.



9 Acquisition

9.1 The policy for agreeing acquisitions is:

The Museum will not 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 or in the case of electronic media, where approval for use by the copyright holder is forthcoming. In cases where it is unclear where copyright rests, sources of material should be acknowledged. Gifts and bequests shall only be accepted on the basis that any specific conditions relating to storage, insurance etc. are approved by the Board of Trustees of the Museum, and in all cases reference will be made to the limitations on collecting as specified in this policy. The Board of Trustees of the Museum shall reserve the right to refuse any offer of material.

9.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media, and Sport in 2005.

10 Human remains

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

11 Biological and geological material

11.1 The museum will not acquire any biological or geological material.

12 Archaeological material

12.1 The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.



Birds Lane, Neatishead, Norwich, Norfolk NR12 8YB

Tel. 01692 631485

12.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

13 Exceptions

13.1 Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases, the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

14 Spoliation

14.1 The museum will use the statement of principles ‘Spoliation of Works of Art during the Nazi, Holocaust and World War II period’, issued for non-national museums in 1999 by the Museums and Galleries Commission.

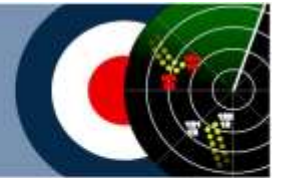
15 The Repatriation and Restitution of objects and human remains

15.1 The Museum’s governing body, acting on the advice of the museum’s professional staff, if any, may take a decision to return human remains (unless covered by the ‘Guidance for the care of human remains in museums’ issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.



16 Disposal procedures

- 16.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- 16.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort - destruction.
- 16.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities, and others served by the museum will also be sought.
- 16.6 A decision to dispose of a specimen or object, whether by gift, 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 or manager of the collection acting alone.
- 16.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 16.8 If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).



Birds Lane, Neatishead, Norwich, Norfolk NR12 8YB

Tel. 01692 631485

- 16.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 16.10 Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England
- 16.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

Disposal by exchange

- 16.13 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.
- 16.13.1 In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 16.1-5 will apply.
- 16.13.2 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.



16.13.3 If the exchange is proposed with a non-Accredited museum, with another type of *organisation or with an individual, the museum will place a notice on the MA's Find an Object* web listing service, or make an announcement in the *Museums Association's Museums Journal* or in other specialist publications and websites (if appropriate).

16.13.4 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.

Disposal by destruction

16.14 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.

16.15 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.

16.16 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.

16.17 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.

16.18 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.