

Bradford District Museums & Galleries

Collections Development Policy 2019 – 2024

**Bradford District Museums & Galleries
Department of Place**

Name of museum: Bradford District Museums & Galleries

Name of governing body: City of Bradford Metropolitan District Council

1. Museum's statement of purpose

Bradford District Museums & Galleries' purpose is:

Our unique buildings and collections enable the people of Bradford District to tell their own stories. We work with our communities and partners to develop and care sustainably for our shared heritage so that everyone can have fun, learn, find their voice, create, be ambitious, connect with others and better understand their place in the wider world.

Aims:

1. To provide the Bradford District with a quality Museums & Galleries service that promotes and enhances the cultural heritage and life of the District.
 2. To develop the museum service as a key creative and imaginative space within the Bradford 2025 City of Culture bid and to support the Corporate Plan and Cultural Strategy and the longer term vision, as they develop.
 3. To maintain, develop, research and conserve the collections held in trust by Bradford MDC for future generations.
 4. To provide a service that is visitor orientated, accessible and available to all through displays, activities, promotions and new technology.
 5. To encourage participation as well as observation.
 6. To develop facilities for their social and educational value, reflecting and building upon the heritage and cultural diversity of the District.
 7. To participate in the formulation and delivery of Council policies directed at the preservation and enhancement of the local heritage, environment and the creation of sustainable communities.
 8. To develop partnerships at local, regional national and international level, with organisations and individuals that will aid service delivery and income generation.
 9. To abide by the Museums Association *Code of Ethics for Museums*.
- 1.2** Bradford District Museums & Galleries Service exists to collect, record, conserve, exhibit and interpret the human, industrial and natural heritage of the District of Bradford, and to provide access through the provision of quality services for the public benefit.

- 1.3 Bradford District Museums & Galleries aspires to build a representative record of the lives of the people of the District.

2. An overview of current collections

2.1 History of Museum Collections

BDMG's collections have developed over more than 150 years even before a museum service existed in the district. Early collections belonging to the Mechanics Institute and local amateur enthusiasts were collected from late 18th through 19th centuries. In 1974, when Bradford Metropolitan District Council was established the main museums of Keighley (founded 1899), Ilkley (1892) Cartwright Memorial Hall (1904) and Bolling Hall (1915) and the newly founded Bradford Industrial Museum (1974) were united as a single service. The new metropolitan district was serving a wider community. Each site was allocated as the districts site for a specific collection, Archaeology at Manor House, Ilkley, Art at CMH, Natural Sciences at Cliffe Castle Museum, Keighley, Social History at Bolling Hall, Industrial Collections at BIM.

2.2 Archaeology Collection

The collection comprises some 38,000 items, the majority of which is excavated pot sherds. The core of the collection, some 5500 items, is of local provenance. This in turn divides into approximate thirds, for Prehistoric, Roman and Medieval/Post medieval material. There is a small collection of Egyptology, acquired during the early years of the last century through subscriptions to the Egypt Exploration Fund. A large part of the Roman collection was derived from the excavation of the Roman Fort, at Ilkley.

2.3 Art Collections

Fine Art

The Fine Art collection comprises of approximately 15,922 items and was begun in 1879 when the first public museum and art gallery opened in Bradford. Oil paintings mainly dating from the mid-nineteenth century onwards form 23% of the whole, and another 27% is watercolours, to date mainly from the 19th and 20th centuries. The largest part of the collection is made up of prints, 50% of the total, and half of these date from 1868 or later. There are fewer than 100 items of sculpture.

In the 1980s the service began actively collecting the work of South Asian and Black artists to better reflect the contemporary population of Bradford. Examples include textiles, paintings, calligraphy, prints and decorative objects.

Decorative Art Collection

This collection comprises some 5000 items, shared almost equally between furniture and ceramics. The ceramic collection is the kind found in many larger provincial museums. Of note within this collection are the North Country English Furniture, mainly of 17th century oak, Stained Glass and South Asian material including crafts, calligraphy from the Muslim world, gold and silver, garments and textiles.

The World Cultures Collection includes a modest but significant collection of material representing cultures of the South Pacific, Australasia, Africa, North America, Japan and China.

2.4 Industrial Collections

This collection began in 1966 and now contains over 36,000 individual and groups of items. The main sections include textiles, engineering, public and domestic transport, the history of science, motive power, printing, communications, crafts and professions, as well as technical information. All have a strong bias towards material from, or are closely associated with the present Bradford Metropolitan District and its environs.

The textile collection, relating to the production of worsted textiles in the district, is a Designated collection. This means it has been accredited as a collection of National and International significance by ACE and that it is the most significant and comprehensive collection of material relating to the worsted industry.

2.5 Natural Science Collections

The Natural Sciences comprise three separate collections; zoology, geology and botany.

Zoology Collection

There are approximately 90,000 zoology specimens of which over 70% are invertebrate zoology including entomology and conchology. Approximately 8% are vertebrate specimens comprising study skins and taxidermy mounts.

Geology Collection

There are approximately 80,000 geological specimens. This collection is the subject of a paper in *Naturalist: 104 pp 17-23 (1979)*, which details the scope of the collection in some detail.

Botany Collection

The museum's botany collections comprise the nationally and internationally important F.A. Lees collection and W.A. Sledge collection of flowering plants and other important lichen and bryophyte collections totalling approximately 60,000 specimens. These important reference collections are based on those made by local naturalists, and have a strong local emphasis.

2.6 Social History Collections

The vast majority of material is local social history, including local agricultural and craft tools and comprises some 61,073 objects. Notable sections with it are Costume and textiles (14%), collected primarily on the basis of Bradford's history in textile manufacturing, and domestic material (16%). There is also a small but significant collection of material relating directly to Cliffe Castle and the Butterfield family (3%)

2.7 Photographic Archive

A large collection of photographs and negatives, comprising of over 500,000 items, the largest part of this collection, approximately 350,000, was acquired by the service in 2004 from C.H. Wood Ltd. Another significant part of the collection is the Belle Vue Studio collection which consists of over 17,000 glass and film negatives and prints produced by the studio throughout its life. The bulk of the collection covers the period from 1950 until the studio closed in 1975, and predominately contains images of migrants that move to the Bradford district post World War two. The studio was particularly popular with the Ukrainian, South Asian and Caribbean communities living and working in the Bradford district.

The collection is accessible by the existing cataloguing, the collections management database (Modes), the digital asset management system (iBase) and original card index systems. The collection is managed by 1 part time member of staff. An enquiry service is available as a result. The existing documentation system is maintained by the collections management procedures set out in the Service's Collections Management Handbook.

Please see Appendix A for more detailed descriptions of the existing collections.

3. Themes and priorities for future collecting

All collecting activity must take account of the following principles:

- 3.1** Items collected should normally have a strong connection with the Bradford area or with existing collections.
- 3.2** Items collected should, ideally, be in good condition and require minimal conservation treatment. Some archaeological and natural history items collected from the field will require preparation. Archival material may require special conservation treatment.
- 3.3** Items collected should not contain materials that pose a risk to health or safety and should take account of current legislation, for example, Ionising Radiation Regulations 1999 (IRR99) and the associated Approved Code of Practice (IRR99 ACoP).
- 3.4** Consideration will be given to the desirability, or otherwise, of collecting material that is similar to existing collections: whilst duplication is discouraged, in principle, this will not preclude the collection of comparative material for research, display or educational purposes, particularly in the Natural Sciences where multiple specimens are of importance for taxonomy, systematics and comparative scientific analysis. Disposal of similar or supposedly duplicate items will be considered in line with the Disposal section of this policy.
- 3.5** BDMG is committed to its collection reflecting the diversity of contemporary Bradford district. BDMG will collect perspectives, stories and objects from individuals and communities from all cultural and social backgrounds and will also provide opportunities for people with protected characteristics to contribute meaningfully to the development of the collection.

- 3.6 BDMG aims to actively engage in contemporary collecting in order to capture snapshots of what is new, what is changing and what is happening now.
- 3.7 Where appropriate, transfer to Bradford District Museums & Galleries of copyright/and or reproduction rights will be sought at the time of acquisition. If this is not possible, then permission to make and use reproductions will be requested.
- 3.8 Advice regarding collections acquisition will be sought from qualified persons outside the service where appropriate.
- 3.9 Where appropriate BDMG will acquire certain material for educational purposes including handling that is not intended for retention in the permanent collections. Documentation of such material will clearly show the intended use and donors and any special arrangements made by donors such as return after use. These objects shall be recorded separately outside the main accession records and shall not be treated as part of the permanent collections since their intended use implies that preservation cannot be guaranteed.

Please see Appendix B for more detailed information relating to future acquisitions by collection.

4. Themes and priorities for rationalisation and disposal

The museum has a responsibility to future generations by ensuring that collections are well managed and sustainable. Although there is a strong presumption in favour of the retention of items within the public domain, sometimes transfer within the public domain, or another form of disposal may improve access to, or the use, care or context of items or collections. Where transfer to another organisation is possible; accredited museums will give preference to another accredited museum.

The process of review and disposal from the collections is part of good ethical practice: it enables BDMG to maintain and develop collections for future generations. It is accepted that:

“responsible, curatorially motivated disposal takes place as part of a museum’s long-term Collections Development Policy...” (Revised Code of Ethics 2015)

Responsible disposal may be recommended by the curator as part of the museum’s long-term collections policy where it can be evidenced that it will increase the public benefit derived from the collections. All proposals for disposal as a part of rationalisation must meet the criteria outlined in the Disposal Procedures in Section 13.

5. Limitations on collecting

- 5.1 BDMG 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 Accreditation Standard. It will

take into account limitations on collecting imposed by such factors as inadequate staffing, storage, insurance costs, relevance to current collections, and care of collection arrangements.

- 5.2** Prospective acquisitions that bear resource implications will be reviewed by a Committee chaired by the Museums & Gallery Manager and attended by the Collections Manager, Curators, Conservator and members of the Learning and Outreach team and external community representatives from the Friends of Bradford Art Gallery and Museums and the Cliffe Castle Support Group.

6. Collecting policies of other museums

- 6.1** BDMG 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, in order to avoid unnecessary duplication and waste of resources.

- 6.2** Specific reference is made to the following museum(s):

- Calderdale Museums and Galleries
- Craven Museums
- Harrogate Museums and Galleries
- Kirklees Museums and Galleries
- Leeds Museums and Galleries
- Wakefield Museums

7. Policy review procedure

- 7.1** Collections Development Policy will be published and periodically reviewed at least once every five years. The date when the policy is next due for review is noted above.

- 7.2** Arts Council England will be notified of any significant changes to the Collections Development Policy, and the implications of any such changes for the future of existing collections.

8. Acquisitions not covered by the policy

- 8.1** Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the Collections Development Panel, having regard to the interests of other museums.

9. Acquisition procedures

- BDMG will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the Collections Development Panel or Curator is satisfied that the museum can acquire a valid title to the item in question.
- In particular, BDMG 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).

- 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, BDMG 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.
- 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.
- BDMG will not acquire archaeological antiquities (including excavated ceramics) in any case where the Collections Development Panel or Curator has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures. This includes 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.
- Any exceptions to the above clauses 9a, 9b, 9c, or 9e will only be because BDMG is:
 - acting as an externally approved repository of last resort for material of local (UK) origin;
 - 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;
 - acting with the permission of authorities with the requisite jurisdiction in the country of origin;
 - in possession of reliable documentary evidence that the item was exported from its country of origin before 1970.

In these cases BDMG 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 BDMG holds or intends to acquire 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 and where applicable will obtain the necessary licence under the Human Tissue Act 2004.

10. Spoliation

BDMG 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.

11. The Repatriation and Restitution of objects and human remains

- 11.1** BDMG's Collections Development Panel, 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 13a-13d, 13g and 13o/s below will be followed but the remaining procedures are not appropriate.
- 11.2** The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums'.

12. Management of archives

As BDMG holds and intends to acquire archives, including photographs and printed ephemera, the Collections Development Panel will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

13. Disposal procedures

Disposal preliminaries

- a. The Collections Development Panel will ensure that the disposal process is carried out openly and with transparency.
- b. By definition, BDMG has a long-term purpose and holds collections in trust for society in relation to its stated objectives. BDMG has an ethical duty to care for all of its collections to the best of its ability which may mean that, in some instances, disposal of an item is necessary for the long term care and preservation of the wider collections. The governing body therefore accepts the principle that sound curatorial and conservation reasons for disposal and the impact on the wider collection must be established before consideration is given to the disposal of any items in BDMG's collection.
- c. BDMG will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account, in line with the Museums Association Disposal Toolkit and Code of Ethics.
- d. When disposal of a museum object is being considered, BDMG 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 or conservation reasons the procedures outlined in paragraphs 13g-13v will be followed and the method of disposal may be by transfer (gift or exchange), sale or destruction (Destruction being the last resort based on ethical curatorial and conservation grounds, in line with the MA Disposals Toolkit and Code of Ethics). The Collections Development Panel will not undertake disposal unless it can be demonstrated that the following circumstances are met:
- the disposal will significantly improve the long-term public benefit derived from the remaining collection. Improve access to the wider collection and increase enjoyment of and engagement with the collections by the public.
 - the disposal will significantly improve the long-term care of the remaining collection i.e. through the removal any potential hazard posed by an item.
 - the disposal will free up resources to better care for and utilise other parts of the collection.
 - the disposal will create or optimise space in order to assist the improved care and continued acquisition of collections.
- f. In exceptional cases, the disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below in paragraphs 13g-13n and 13o/s will be followed. In cases where disposal is motivated by financial reasons, the Collections Development Panel 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.

The disposal decision-making process

- g. Whether the disposal is motivated either by curatorial, conservation or financial reasons, the decision to dispose of material from the collections will be taken by the Collections Development Panel only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for the museum's collections, potential hazards and conservation needs, the impact on resources 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 be sought where possible.

Responsibility for disposal decision-making

- h. A decision to dispose of a specimen or object, whether by transfer, 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 Collections Development Panel acting on the advice of professional curatorial and conservation staff, if any, and not of a member of the collections team acting alone.

Use of proceeds of sale

- i. Any money generated through the disposal of an item, should be applied solely and directly for the benefit of the museum's collection. Any money raised must be restricted to the long-term sustainability, use and development of the collection. Funds must not be used as a source of revenue. The use of money will be monitored through the Accreditation Scheme. 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 Arts Council England.
- 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, transfer or sale

- l. 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, transfer or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- m. If the material is not acquired by any Accredited Museums to which it was offered directly as a gift, transfer or for sale, then the museum community at large will be advised of the intention to dispose of the material through current museum information exchange networks.
- n. 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

Museums may choose to exchange items between themselves. Exchanging collections is common practice in the field of natural history.

- o. 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 Collections Development Panel will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- p. In cases where the Collections Development Panel 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 13a-13d and 13g-13h will be followed as will the procedures in paragraphs 13p-13s.
- q. 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.
- r. 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 through current museum information exchange networks where appropriate.
- s. 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 Acquisitions and Disposals Panel must consider the comments before a final decision on the exchange is made.

Disposal by return to donor

- t. BDMG may consider returning items to donors, especially if it appears impossible to keep them in the public domain. It is recommended that return to a donor is only considered once the item has been offered to other museums, unless there are extenuating circumstances such as: conditions laid down on donation; an item having a particular personal significance to the donor and a low cultural value; or a strong likelihood that the item will be transferred out of the local area.
 - If the object was acquired within the last 10 years of the date of disposal, the donor or donor's family, if the donor is deceased, should be contact to inform them of the decision to dispose. The donor or family should be given the opportunity to reclaim the item. Proof of ownership through identification, letters confirming donation or, in the case of the original donor being deceased, wills confirming the entitlement of the family will be required.

Return of items to the descendants of donors may prove problematic and should be given careful consideration.

Disposal by recycling or destruction

- u. If a new location cannot be found and other methods are not appropriate, BDMG may consider recycling an item through sale as scrap or as a gift to a charity. Refer to section 13 f regarding the sale of collections.
- v. The destruction of items should only take place if an item poses a risk to individuals or the collection.
- w. Disposal by destruction should take in to consideration their environmental impact and should be done in a way that has the lowest impact.

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.

- select the method of disposal; if necessary seek expert advice
- ensure method of disposal does not pose a risk to staff or the public
- ensure transfer of legal title to receiving body
- ensure transparency and communicate the process
- document the item and the process of disposal.

Appendix A – Archaeology Collections

14.0 Archaeology

14.1 Introduction

14.1.1 BDMG's archaeological material is primarily displayed at Cliffe Castle Museum, Keighley. Heavy objects are stored at Shipley Store 1 and smaller objects are stored at Cartwright Memorial Hall in the secure Archaeology Store.

14.2. Prehistoric (Palaeolithic – Iron Age)

14.2.1 Accumulated by numerous collectors over a period of more than 100 years the greater part of the collection is made up of flint artefacts recovered from the upland zone. There are also significant numbers of beehive querns, polished stone axes and a small number of portable cup marked boulders. It also contains a wide range of bronze axes and two broken sword blades. Most significant of all are the 27 Iron Age gold staters that were found near Silsden and currently on display at Cliffe Castle Museum.

14.3 Roman

14.3.1 The greatest proportion of Roman material held in the collections relates to the Roman Fort of Olicana and the associated civilian settlement, or vicus. Most of this was recovered as a result of excavation work carried out in 1919-21 and in 1965. The most notable artefacts are two tombstones one of which depicts the image of Vedica, a native British woman.

14.4 Post-Roman

14.4.1 Within the Bradford district area there is very little tangible evidence of post-Roman activity, most comes from place-name evidence. Such an absence of physical evidence is also reflected in the collections with only a small number of carved stone cross fragments.

14.5 Medieval

14.5.1 Detailed knowledge of medieval activity is derived principally from documentary sources supported by traces of early field systems and structures. The collection contains large quantities of pottery recovered from kiln sites but other artefacts are poorly represented.

14.6 Post-Medieval - Industrial

14.6.1 The development of industrial activity within the district has had a major impact on the development and visual appearance of the historic environment. Most evidence of the early industrial activity associated with the development of the Bradford district has been destroyed by later redevelopment but there is considerable potential for below ground level survival. For such a crucial period in the Bradford district's development it is poorly represented within the archaeology collections.

14.7 Historical archives

14.7.1 The acquisition of collections assembled by local antiquarians often has supporting documentary material relevant to the understanding and context of the artefacts contained within it.

14.8 Non-British Material (CLOSED)

14.8.1 A wide range of non-British artefacts have entered the archaeology collection, principally through the acquisition of private collections accumulated by early local historians and antiquarians. While not directly relevant to the archaeology of the district, they provide an insight into the interests and influences of those early historians involved in the recording and interpretation of the districts archaeology. Of particular note is the Cudworth Collection which consists of lithic material from North America and a collection of oil lamps from the Mediterranean region.

14.8.2 Through an extended period of subscription to the Egyptian Exploration Fund, the former Keighley Museum accumulated a small but important assemblage of Egyptian artefacts. Additional artefacts were acquired through donations, including the mummified remains of a young female and a rare wooden sarcophagus, both of which are on permanent display at Cliffe Castle Museum, Keighley.

Appendix A – Art Collections

15.0 Fine Art

15.1 Introduction

15.1.1 The first art gallery run by Bradford Council opened on Darley Street in 1879. In 1904 this was closed and a new purpose-built museum and gallery (Cartwright Memorial Hall now Art Gallery) opened in the centre of Lister Park courtesy of the influential textile businessman Samuel Cunliffe Lister (1815-1906).

The collection was initially shaped by gifts from local textile manufacturers who were particularly interested in contemporary British and French artists. Works were also acquired through regular purchases at the annual Spring Exhibition.

Between 1968 and 1990 BDMG gained an international reputation for its print biennales building up a strong collection in this area as a result.

The Service holds a noteworthy collection of material by South Asian and Black artists, following a period of active collecting in the 1980s to better reflect the population of the Bradford district. Items include contemporary fine arts and crafts, calligraphy from the Muslim World, gold silver, garments and textiles. Due to export controls in the sub-continent, much of this material is dated from the 20th century.

15.2 Oils

15.2.1 The Service holds a large collection of eighteenth, nineteenth and twentieth century oils by British, French, Italian, and South Asian artists. Works of particular note are by George Romney (1734-1802), Thomas Gainsborough (1727-1788), Joshua Reynolds (1723-1792), Ford Madox Brown (1821-1893), Dante Gabriel Rossetti (1828-1882), Henry Herbert La Thangue (1859-1929), George Clausen (1852-1944), Edwin Long (1829-1891), John Atkinson Grimshaw (1836-1893), L.S. Lowry (1887-1976), Stanley Spencer (1891-1959), William Roberts (1895-1980), Amil Ghosh (born 1933), David Hockney (born 1937), Tom Wood (born 1955), Jamini Roy (1887-1972), Francis Newton Souza (1924-2002), Arpana Caur (born 1954), Salima Hashmi (born 1942), Jamini Roy (1887-1972), and Amrita Sher Gil (1913-1941).

15.3 Watercolours and drawings

15.3.1 The Collection mainly consists of eighteenth, nineteenth and twentieth century watercolours and drawings by British and French artists. The most important of which are works demonstrating David Hockney's early art school training in Bradford. Also of note is a large collection watercolour drawings by the artist John Sowden, who painted and documented the 'great and the good' of Bradford industry and society. Of further note is a collection of drawings by artists involved with the Pre-Raphaelite Brotherhood, with a local provenance. Many of the drawings were acquired in the 1920s and 1930s when there was a policy of collecting drawings by British artists. Some of the artists represented in this collection are, Edward Burne-Jones (1833-1898), Ford

Madox Brown (1821-1893), Tom Wood (born 1955), Dante Gabriel Rossetti (1828-1882), Peter Lely (1618-1680) and David Bomberg (1890-1957).

15.4 Prints

15.4.1 BDMG holds an extensive collection of twentieth century prints by artists from all over the world relating to the Bradford International Print Biennale 1968-1990. The collection spans varied styles including modern and contemporary works, engravings, screen prints, and mixed media by renowned artists such as David Hockney (born 1937), Roy Lichtenstein (1923-1997), Yoshi-Iku (1824-1895), Georg Baselitz (born 1938), William Blake (1757-1827), Susumu Endo (born 1933), Francisco Jose de Goya (1746-1826), Michael Rothenstein (1908-1993), Edward Wadsworth (1889-1949), Nahid Raza (born 1948) and Chris Ofili (born 1968). There are also a small selection of Japanese Ukiyo-e woodblock prints.

15.5 Sculpture

15.5.1 BDMG has a small but significant collection of eighteenth, nineteenth and twentieth century sculpture by British and French artists, of which the most important are a group of twentieth century pieces by British sculptors such as Francis Derwent Wood (1871-1926) and Frank Dobson (1888-1963). In addition modern and contemporary sculpture has been acquired by such internationally respected artists such as Lynn Chadwick (1914-2003), Anish Kapoor (born 1954), Dhruva Mistry (born 1957), and Yinka Shonibare (born 1962).

15.6 Decorative Art

15.6.1 Introduction

This collection comprises some 5000 items, shared between furniture and ceramics. The bulk of the collection was formed in the 1920s. The Museums Service holds small, but representative collections of ceramics and glass including excellent collections of Country Pottery and stained glass including major secular and religious works from the Morris workshop. Some of the more contemporary artists in the ceramics and glass collection include Henry Pim (born 1947), Lubna Chowdhary (born 1964), Priscilla Morgan-Hill (born 1965) and Kalim Afzal (born 1966).

15.7 One of the first artefacts donated to Bradford Museum when it was first opened in Darley Street in 1879 was a Japanese suit of Armour from Edward Salt, son of the textile magnate Titus Salt. Additional Oriental artefacts entered the collections from benefactors who travelled the globe and collected Far Eastern artefacts as was the fashion of the time.

15.8 Gold and silverworks and also textiles from South Asia, Asia Minor and Arabic lands were collected since the mid-1980s. Representative works by British and South Asian artists using gold and silver work and textiles in particular have been actively acquired since 1986. Artists include Mah Rana (born 1964), Sarbjit Natt (born 1962) and Fahmida Shah (born 1966).

Appendix A - Natural Sciences

16.0 Natural Sciences

16.1 Introduction

16.1.1 BDMG's Natural Sciences main site has been at Cliffe Castle Museum since 1974 when the 19th and early 20th century collections of geology, botany and zoology collections from the three former Boroughs' museums of Ilkley, Keighley and Bradford were amalgamated. Cliffe Castle Museum houses the District's displays of local geology and zoology collections and is the main storage for botany, entomology, choncology, geology, osteology and study skins. Most of the British reference collections are housed there. Many of the non-displayed taxidermy mounts, non-reference collection entomology and invertebrates and some of the bird eggs collection are house in a separate off-site store in Shipley. There are approximately 22,000 items documented on the database as individual items or as single collections. There are approximately 250,000 individual objects in the three collections of zoology, botany and geology.

16.1.2 The collections are the result of over two centuries of amateur and professional collecting of good quality material with a wide-ranging breadth covering zoological, botanical and geological items that are strongly regional but also include British and some international material. Within these there is depth, variety and richness, with scientifically important reference collections of regional and national significance and containing type, figured, cited, illustrated, and voucher specimens and also rare and extinct specimens. There is associated archive material including diaries, letters, catalogues, notebooks, and printed books from 17th-19th centuries, a few authors or collector-annotated, lantern slides and photographs. Some collectors such as Dr F. Arnold Lees were nationally known. Older, amateur collections are now an important resource for academic researchers, artists and local visitors to see and use, providing information on local species and their rise and decline. Modern collections are made by professionals and less likely to be offered. There is academic support for the national importance of sections of the collections, namely entomology and botany (which includes published scientific voucher and extinct material) and geology (which includes published and type material and specimens included in published works illustrating the history of science).

16.1.4 There is a long-term botanical loan from Wakefield Museum Service. This is the Wakefield Herbarium, placed on loan, as the Wakefield service had no expertise in this area.

16.2 Zoology

16.2.1 Vertebrates

The current vertebrate collection consists of cased mounts, mounted birds, reptiles, amphibians and mammals, study skins and skeleton reference collections. There are bird's eggs reference collections. Foreign material is small in number but is significant in including mounts of extinct and endangered specimens of birds, marsupial and primate mammals, reptiles and a collection of tropical game heads. British vertebrates are represented

by several thousand mounts of birds, mammals and also reptiles, amphibians and fish.

16.2.1.1 Taxidermy

Jessie Millar Collection

Jessie Millar (born 1809) collection of birds and insects was bought by the Keighley Council in 1886 for £100 before there was even a public museum.

In 1897, shortly after his death, Keighley Parks Committee purchased the life's work of taxidermist Jabez Bancroft, of Beechcliffe, from his widow. This collection comprised approximately 1600-1700 taxidermy specimens as either skins or mounts, eggs, pinned insects, bees and Lepidoptera. We currently have approximately 80 taxidermy mounts that can be attributed to Jabez Bancroft including a handful of bird study skins. The vast majority of his collection was British birds although some foreign birds were amongst them, such as

Manorina melanocephala, the Noisy Minor, a type of honeyeater from Australia.

Alisterus scapularis, The King parrot, also from Eastern Australia.

Coracias benghalensis, the Indian Roller, from India and East Asia, related to kingfishers.

This might suggest he visited Australia via Asia although he may also have acquired these specimens from another party.

Some of the skins that were purchased in 1897 were used by the taxidermist, Hutchinson, employed in 1898 to 1902 to build up taxidermy diorama for the new Museum displays. Several of these original dioramas are still on display in Cliffe Castle Museum although they have been reworked by a couple of museum curators since Jabez Bancroft originally made the skins; some in 1905-1910 by Seth Lister Mosley the first curator of Keighley Museum and in early 1940s by Maurice Longbottom the curator between 1938 and 1946.

Many of the old cased birds on display in the museum are now of historic interest and were modelled in the 19th century on those in the Booth Museum in Brighton which sought to put birds in a habitat setting.

The bird collections include nationally extinct though reintroduced species e.g. Red Kite (*Milvus milvus*) and the internationally extinct passenger pigeon (*Ectopistes migratorius*). Birds and mammals from world-wide sources include smaller collections of game heads from Africa, tropical birds and small mammals.

16.2.1.2 Modern taxidermy

To fill gaps BDMG has actively pursued a policy of collecting specimens to fill gaps especially in local fauna. Donations of local specimens found dead of natural or accidental causes e.g. RTAs (Road Traffic Accidents) and some exotics have been used to augment both the display specimens and the study

skins. The voucher of one of the first English-born Golden Eagles (*Aquila chrysaetos*), which died in North Yorkshire, was donated.

16.2.1.3 Birds eggs and nests:

The data with these collections goes back to the mid-nineteenth century and reflects the change in local species. The Padgett collection acquired in 1989 contains birds, eggs and nests collected (unusually) with good data around 1920-1930 and includes examples of birds now extinct in the region e.g. Nightjar (*Caprimulgus europaeus*) and Ring Ouzel (*Turdus torquatus*). Legislation since the 1940s discourages display and 1981 legislation made it illegal for anyone unlicensed to now own a collection without documentary proof of its age.

16.2.2 Invertebrates

The current collections consist of entomology (e.g. butterflies and moths, bees and wasps, dragonflies, fleas, beetles, fly groups); molluscs (Local British and foreign; aquatic and terrestrial) other invertebrates (such as crustaceans, sponges, corals and echinoderms).

16.2.2.1 Entomology Reference Collections

This contains significant collections of national importance including some important voucher specimens but as a whole the collection, which is of nineteenth and twentieth century, is of considerable regional interest (Joseph Beanland, Fred Rhodes and William Carter collections). It is frequently used by staff and visitors/researchers for reference to check species.

The Hymenoptera (ants, bees and wasps) collection is considered nationally important with a large percentage of extinct or endangered British Red Data Book species. Both John Wood, an amateur collector from Keighley and Rosse Butterfield, a former curator, who built up this collection with good data in the earlier 20th century, collected, through their contacts, in places like Hastings so the collection has British records as well as good local examples.

Smaller parts of the Entomology collection include the aculeates (ants) which were arranged and identified in 1986 by D. Horsfield.

Diptera material was worked on by experts in 1990/1 and in 1994 for naming and research.

Hemiptera; although too low in species and data to be of value for reference it does have some specimens from **E. A. Butler** the leading hemipterist of the day and of considerable historic value (Crossley 1977). In 1923 he published the classic *A Biology of the Hemiptera-Heteroptera*.

Coleoptera collections were sorted in 1984 by **Dr R. King** of the NCC (now English Nature) and contributed to the Register of terrestrial and freshwater invertebrate sites in England, Scotland and Wales.

Ichneumons includes a voucher specimen, parasitic on hymenoptera, of *Coelichneumon bileneatus* which is the first and in 1985 the only Yorkshire

record. Recent researchers from the National Museum of Scotland have identified at least one specimen from the **Robertson collection**, an important collection split up in the earlier 20th century and of interest to current researchers. Recent research by Bill Ely has improved the identification and classification of the very fine ichneumon collection with Mr Ely also adding specimens to fill gaps.

The **Siphonaptera** (flea) reference collection was made in the last 30 years of the twentieth century in response to environmental health enquiries and identifications.

Dr Michael Archer worked on the entomology reserve collection in recent years putting it into good order and adding specimens of new Yorkshire records to keep the collection up to date. Other specialists such as Simon Saxton from Keighley have also added new records to update the collection such as a specimen of the new 'super wasp' he first recorded in Yorkshire in 1996.

16.2.2.2 Lepidoptera Collections

Cecil R. Haxby F.R.E.S. (1913-1978)

A British lepidoptera reference collection considered 'one of the best visually in N of England', contains 8000 specimens of local and British species. It was purchased in 1979 with grant aid and includes voucher specimens for local records and has been used in national biodiversity surveys along with the Briggs collection.

Jerry Briggs (1904-1991)

This was acquired as a result of already housing the associated Haxby collection and is another excellent north of England collection. His obituary appeared in the national *Entomologists Record*. Amongst this material 'research on the Peppered Moth (*Biston betularia*) showed a decrease in dark form over the years 1967-87 as Clean Air Acts have had their effects' (M. Hartley 1991).

16.2.2.3 Crooks Collection

Crooks insect collection has historical significance and importantly has voucher specimens such as the Yorkshire record of Vestal Moth (*Rhodometra sacraria*).

16.2.2.4 Arachnidae

There is small but significant and well documented collection of locally collected arachnids as part of the spirit collection.

16.2.2.5 Marine Invertebrates

BDMG holds a small marine invertebrate collection that consists of a diverse assemblage of invertebrates including sea urchins, starfish, brachiopods, crustaceans, copepods and corals. The museum also holds a locally and national recognized collection of molluscs that have been fully catalogued.

16.2.2.6 Mollusc Collections

Collections of tropical marine shells were brought back by local manufacturers around 1919. Local freshwater shells form part of the Booth collection.

F. Booth Collection

F. Booth (-1939) worked in Bradford Museum and published on mollusca. In 1924 his collection of British molluscs was purchased for the collections. It includes 'a number figured in J.W. Taylor's Monograph of the *Land and Freshwater mollusca of the British Isles 1894-1916*. Grant money was obtained for cataloguing.

16.3 Botany

16.3.1 The current collection consists of the large and important herbarium of the nationally known local botanist Dr F. Arnold Lees and related herbaria of other individuals such as that of Dr W. Sledge who continued Lees' work to the mid-twentieth century. Whilst strongly regional such botanists also collected from other areas when on holiday. The Thomas Hebden lichen collection is also considered nationally important. Specimens from these appear in published scientific papers. There are also botanical collections of seeds and fruits, commercial plants, plant products and plant galls.

16.3.2 The F. Arnold Lees Herbarium

This is an important and large West Riding herbarium made by Dr F. Arnold Lees (1847-1921). Although his later collection went to the Natural History Museum, this earlier part was purchased in 1906 by the then Bradford Borough Museum. It consists of some 25,000 plants as well as notebooks and annotated leaflets.

16.3.3 Dr W. A. Sledge Herbarium

The Lees herbarium attracted the deposition of this related important collection, which was offered to Bradford rather than being deposited elsewhere. The 8,000 specimens were purchased with grant aid in 1982. The collection includes some very rare specimens collected across Britain including the famous Lady's Slipper Orchid (*Cypripedium calceolus*) noted as the last wild specimen collected locally in 1958.

16.3.4 Thomas Hebden Lichen Collection

Thomas Hebden (1849 -1930), a native of Keighley, was one of a number of collectors whose material was acquired by Lees and which increases, by association, the importance of their individual collections in the museum. Hebden was a lichenologist who also collected for The Royal Botanic Gardens in Edinburgh and for Belfast Museum. It includes European material such as from Switzerland.

16.3.5 Abraham Shackleton Collection

Abraham Shackleton of Riddlesden (1831-1916) was another lichenologist who worked with Hebden, but he also inherited older collections from his father. His local meteorology diaries of the 1840s are amongst an unusual archive that has been used in recent research for publication.

16.3.6 Edward T. Connold British Galls Collection

The E.T. Connold (1862-1910) collections of British plant galls, quoted as the best in the country, and fungi are housed in the museum. He was author of *British Vegetable Galls* (1901), *British oak galls* (1908) and *Plant galls of Great Britain* (1909). Specimens are said to be figured in his books but this needs to be confirmed by a specialist.

16.3.7 T. W. Gissing Herbarium

A collection on long-term loan from Wakefield Museum; T.W. Gissing (1829-1870) wrote the *Flora of Wakefield* in 1867 and this herbaria is mentioned in D.H. Kent's *British Herbaria*.

16.4 Geology Collections

The geology collections are split into three separate collections of petrology, mineralogy and palaeontology which are comprised of both British and international material such as the significant 18th century collection of Rev. Joseph Dawson, the co-founder of Low Moor Ironworks in Bradford and the more recent acquisition of the Hinchliffe display collection purchased in 1985. In addition, there are comprehensive examples of British fossils from Cambrian to Recent times. The palaeontology collection contains a few holotypes including the fossil amphibian *Pholiderpeton scutigerum* taken from a local coal pit in 1868.

16.4.1 Bradford Philosophical Society (BPS) Collections

The remains of this collection, made during the curatorship of a young (later Professor) L. C. Miall, from 1868, include type material of Carboniferous age, bone cave material and the unusual survival of an 1810 mineral collection complete with catalogue. In recent years fossil material from this collection has been used for published and unpublished research such as on Carboniferous freshwater bivalves, fossil plants and fossil amphibia.

In 1866 a Mountain limestone collection of fossils of Wetton for £35 'finest of the kind in England' and 'many specimens are unique'. In 1868 Richard Mawson (the famous Bradford architect who built many of the worsted towns best buildings,) gave an extensive collection of building stones. The collections now form much of the general collections.

Type material includes a large fossil amphibian *Pholiderpeton scutigerum* Huxley which was found by local miner William Firth in a local coal pit and collected by curator Louis Compton Miall in 1868. The fossil was sent to Prof. Thomas Henry Huxley (flamboyant traveller, biologist, populariser of science, supporter of education for all, and namer of *Archaeopteryx*, the feathered reptile, and some of the dinosaurs) who declared it a genus and species new to science and named it as a holotype, formally describing it in QJGS 1869. Recent research has included accounts of retrieving the fossil and meeting T.H. Huxley in London. Scientific work on the fossil in the 1980s by Dr Alex Panchen (Newcastle University) and Dr Jenny Clack (Cambridge University) showed that as well as parts of the fossil turning up in the Natural History Museum and USA, the fossil had the first middle ear bones known to science from this group of amphibians, the first complete front legs and shoulder girdle and, until the 1980s, was the oldest in Europe. (Although overtaken by a

Scottish find it could still be called the oldest in England). Prof. Clack stated that *Pholiderpeton* represents 'the most completely preserved of the British embolomeres and has provided important new information about the skull, palatoquadrate, braincase, cervical region shoulder girdle, forelimb and most significantly, the stapes of the eogyrinids.' (unpublished abstract).

16.4.2 Raygill Fissure Collection

A small amount of material from the rare inter-Glacial site at Raygill fissure near Skipton is held together with a lanternslide of other bones from when the site was excavated by the YGS in 1880. It is still one of only three or so interglacial mammal sites in Yorkshire and the north of England.

16.4.3 Creswell Crags Collection

This collection comprises fossils and sub-fossils from the famous site in Derbyshire that was excavated in the latter 19th century and includes Late Glacial bones and Neanderthal quartzite tools. Bradford's small but 'significant collection' (Dr R. Jacobi, Nottingham University) which has locality data, has recently provided the fossil specimen leading to successful ESR dating by Dr Rainer Grun (Cambridge). The horse teeth (30,000 ya), woolly rhinoceros tooth (50,000 and providing a terminus post quem for this most northerly of Palaeolithic sites) and hare scapula with tool marks (1,340 ya.) being particularly important. The hare scapula has been digitally imaged for the Creswell Crags CD-ROM making it available to many and is currently on display in Creswell Crags Museum on a long-term loan.

16.4.4 Joseph Dawson Collection

One of the first purchases in 1865 by BPS was the Joseph Dawson (1740-1813) mineral collection, one of its 1808 founding members, who was a partner in a flourishing Ironworks in Bradford in 1791 and founder of the Yorkshire and Derbyshire Iron founders Association. The collection with its remarkable catalogue dated 1810, is a 'rare survival' (pers. comm. Dr Hugh Torrens). It contains mineral specimens from all over the world, and some local, classified in a Wernerian way that reflects the knowledge of mineralogy and history of science at the time.

16.4.5 J. MacLandsborough Collection

Many Coal Measures fossils formed a bequest in 1900 but earlier material was associated with the BPS collections. Plant material has been used for research (Thomas 1966) and includes the holotype of *Anabathra thomasiana* (Pearson 1986).

16.4.6 Charles Croft Collection.

The Croft Collection (1836-1914) contains specimens figured in T. Davidson's, 1883-1885 Monograph on the Brachiopoda. The specimens of *Orthis crofti* (a fossil named after Croft, though now renamed *Saukrodictya philipi*), and *Strophomena bipartita* are also figured in a recent paper (Wright 1993).

16.4.7 John Holmes Collection

The John Holmes (1867-1945) fossil goniatite collection may contain paratypes but most of the type material is in The Natural History Museum and

Sedgwick Museum in Cambridge. Holmes, a local man, helped Dr William Sawney Bisat FRS (1886-1973) with fieldwork which was to result in Bisat's major papers on zoning the Millstone Grit rocks in Britain in the 1920s.

16.4.8 G. Hinchliffe Collection of display minerals

These 900 large display specimens were purchased from a local man with a Science Museum grant in 1984 since the collections lacked large specimens suitable for display. It became the basis of a display, of which Mr Fred Dunning, retired head of the Geological Museum and former MGC Commissioner, writes 'Molecules to Minerals is probably the best, as regards the range and quality of its minerals and its design, outside the major national museums'. Many of the specimens lacked data, which devalued the collection in scientific terms, although some could be given a likely provenance. Professor Bruce Yardley, Head of Earth Sciences at Leeds University however thought one specimen a rare rock from Earth's mantle.

16.4.9 Dinosaur Material

A significant gap is the lack of dinosaur material. (Yorkshire has one of the world's major outcrops of Middle Jurassic rocks capable of producing significant dinosaur evidence).

16.5 Glass Lantern Slides

BDMG holds a small but significant glass lantern slide collection of natural history themed images. These date primarily from the late nineteenth century and early twentieth century.

Appendix A – Social History Collections

17.0 Social History

17.1 Introduction

17.1.1 The Social History collection is spread throughout the Service. Although much of this has been primarily based at Bolling Hall Museum, there are also significant holdings of Social History material at Cliffe Castle Museum, Keighley – due to the legacy of the Keighley Museum collections formed prior to inclusion in the Bradford Museums Service. Larger items not on display are held at the Museum Stores in Shipley together with the service's extensive costume collection. Some Social History objects are also on display at Bradford Industrial Museum (BIM), which documents the lives of the working and growing middle class in 19th century, industrial Bradford.

Reflecting both social and local history, the collection has material displayed at all BDMG sites. It consists of approximately 60,000 objects, with some 50,000 of those recorded on MODES.

17.1.2 Much past collecting has been of a passive nature, and the current collections present a distorted picture of the city's material culture, with a bias towards the late nineteenth and early-twentieth centuries. Much of the material relates to middle class life, as most working class material has not survived. This is especially true of the costume collection, which also has a female gender bias. Many objects were collected without adequate provenance.

There are several strands to the Social History collection, each with their own strengths and weaknesses

17.2 Community Life

These collections are mainly the result of passive collecting and represent local organisations and institutions, including the development of local government and education. Civic material is also represented in the collections. There is material relating to pre- and early industrial customs and beliefs. There is also material illustrating local sports and entertainments. The earlier part of the twentieth century is well represented but it is less so post-1945 and particularly during the 1980s, 1990s and 2000s, as acquisition turned from active to passive collecting. Minority communities within the Bradford district are also less well represented.

17.3 Domestic and Family Life

These collections are the result of both active and passive collecting. The collection is strong in seventeenth, eighteenth and nineteenth century domestic objects and furniture, which was collected from country house sales in the 1920s to furnish Bolling Hall. However, the provenance of these objects is poor. This collection is weaker post-1945, although there is some later twentieth century material, particular items that were collected with a view to use in the 'Back-to-Back houses' at BIM in the late 1980s. There are approximately 300 clocks and other timepieces in the collection.

Thanks to the 2016 bequest from the estate of Lady Rozelle Raynes BDMG has acquired a significant number of items relating to the family and in particular their time at Cliffe Castle, It includes ceramics, textiles, images (painted and photographic), books and other items. It also included some larger pieces that have now been returned to their original settings and reflect their particular lifestyle. Whilst not representative of the district at large, it offers an insight into the taste, style and wealth of the rich, mill-owning families, and their often international connections.

Domestic material relating to the Bradford district's minority communities is less well represented.

All areas of family life post the 1980s are under-represented as there was a shift from active to passive collection.

17.4 Personal Life

The collections here are strong, especially the costume collections. They are weaker in relation to post-1945 material, particularly during the 1980s, 1990s and 2000s, as acquisition turned from active to passive collecting.

17.4.1 Costume

Although a varied collection, there is a strong bias towards middle class and upper class female clothing, in part as they have survived better. There is a cross section of local Regimental uniforms, acquired by Keighley Museum.

The earliest examples of costume comprise 17th century caps, gloves and lace. A Christening set (comprising headcloth, cap, collar, bib collar, bib, apron, sleeves and mittens) worn by Jane Lane who later rescued King Charles II, and dating from the 1630-50s is probably one of the oldest items in the costume collection.

For fashion in the form of women's dresses, the earliest examples within the collection are a selection of Georgian sack-back dresses circa 1765.

There are good examples of late Victorian upper-class costumes and in items linked to the prominent mill-owning families such as the Salts or the Holdens.

There is a good selection of accessories to complement the costume collection, stronger in the pre-1945 objects but weaker for most recent years.

The provenance of much of the costume collection is limited; some items have labels reflecting a local maker, but the original wearer is unknown, as many items were bought at auction. Much seems to have been acquired with an eye to recording styles of costume rather than individual stories. In this, the collection is not unusual.

With the exception of some specific exhibition-related items there is very little modern costume to reflect the 1990s onwards. Minority communities within the district are also underrepresented at present.

17.5 World Cultures Collection

A collection of material representing native cultures of the South Pacific, Australasia, Africa, North America, Japan and China amongst others.

The historic collections were developed in the 19th century as part of the creation of both Keighley Museum and Ilkley Museum. They reflect the new cultural links forged as a result of burgeoning empire trade with expanding local industry.

Appendix A – Technology Collections

18.0 Technology

18.1 Introduction

18.1.1 The Technology Collections have been built up through a combination of active and passive collecting. Bradford Industrial Museum opened in 1974 becoming one of the first council funded industrial museums in the UK. Reserve collections are stored both on and off site. The Service has, on occasion, been called on to clear workplaces prior to closure and demolition. This has resulted in the collection of some material that is now surplus to current requirements. A programme of structured disposal (following Museums Association guidelines) has been pursued over the last 12 years.

18.1.2 This collection is particularly strong in relation to the Worsted textile industry, which was Designated in 2007, car and motorbike manufacturing, (Jowett, Panther and Scott) public transport, printing and local engineering.

18.2 Textile Machinery

18.2.1 This represents the largest area of the collections (around 70%) and covers the main processes of textile manufacturing, including drawing, combing, spinning, winding, warping, weaving and finishing. Equipment relating to testing and warehousing is also well represented. The collections represent locally made and used material from the eighteenth to the twentieth centuries.

18.2.2 There are also considerable archives relating to order books, make-up books, point paper designs, books, blueprints, publicity material, magazines, lantern/35 mm slides, photographs, art work, tools, student work books, service manuals, loose samples and sample books. Prominent local firms such as *Lister's*, *Salt's*, *Garnett's*, *Illingworth* and *W. & J. Whitehead's* are well represented.

18.3 Transport Engineering

18.3.1 The Bradford company of *Jowett* was once a major UK manufacturer and the collection is one of the most comprehensive in the country. It ranges from a 1927 long two touring car to a Le Mans 24hr race winning 1953 *Jupiter*. Extensive holdings of manuals, magazines, photographs and blueprints are also included.

18.3.2 *Scott's* was another famous Bradford company and the collection includes the *Scott 3¼ h.p.*, a 1915 *Scott Sociable* and the *Scott Squirrel*. There are also holdings of an original WW1 Scott gun carriage engine, publicity material, photographs, books, manuals and blueprints.

18.3.3 The Panther marque was a famous local company and the collection includes the *Panther 120*, and the *Panther with sidecar*. There are also holdings of publicity material, blueprints, photographs, books and manuals.

18.3.4 There are also examples of locally made bicycles and locally used public transport vehicles, including a Bradford tram and trolley bus. There are also associated holdings of publicity material, photographs, catalogues, glass

lantern/35 mm slides, glass plates, books, magazines, manuals and blueprints.

18.4 Industrial Prime Movers

18.4.1 The collection has examples of horse, steam, gas, water, petrol and oil engines, including the local vertical steam engine by *Thwaites Brothers* of Bradford. There are also associated holdings of publicity material, photographs, catalogues, glass lantern/35 mm slides, glass plates, books, magazines, tools, manuals and blueprints.

18.5 Printing

18.5.1 The local printing industry is represented, with an emphasis on local makers. It covers the period c.1853 to 1970. The machinery is supported by collections of type, furniture, books, publicity material, photographs, glass plates, tools, magazines, ephemera and printing blocks/plates. The most notable being those of *W.E. Berry* of Shipley.

18.6. Other Working Life

18.6.1 The collections also has other areas of Working Life (as defined by SHIC), with material relating to engineering, office work, trades and professions, crafts, communications, commemorative medals, tools, photographs, 35 mm/glass lantern slides, tokens, electrical and consumer goods.

18.7 Horses at Work

18.7.1 These collections have historically been built up through a combination of active and passive collecting. It concentrates on the equipment used by urban working horses in the late nineteenth and early-twentieth centuries. Much of this material was collected when the original Horses at Work museum was based in Halifax, and not all of it is local to the Bradford district area.

18.7.2 There is also non-accessioned material that is operational, and this should not be entered into the collection whilst in use.

Appendix A – Learning & Outreach

19.0 Learning & Outreach Collection

- 19.1** The Museum Service recognizes the public demand for, and educational potential of, objects that can be freely handled and examined in the museum or in schools loans boxes. Selected representative material from the accessioned permanent collections can, subject to curatorial approval, be used in L&O workshops as outlined in the Collections Management Handbook.
- 19.2** The Service previously operated a School Loans Service, which was subsequently run by Education Bradford and stored at Future House. A full inventory is housed at Cartwright Memorial Hall. This collection consisted of both accessioned and secondary material. Some was previously returned to the museum service. There was also a return of the bulk of the SLS which has been reviewed and accessioned material identified. The accessioned items were either rehoused with the appropriate collections or are being put through an ongoing rationalisation process. A small number of previously non-accessioned items were identified as suitable to be accessioned into the Museum Collections and were processed accordingly.

Appendix A – Archives in Bradford District Museums & Galleries.

20.0 Museums Service Documentation

20.1 In undertaking its responsibilities for the care and research of the collections, BDMG accumulates and maintains documentation and other material, in all formats, that does not have the same status as that afforded to an acquired archive. This includes;

20.1.1 Records and documents acquired for BDMG's collections by gift, purchase or loan, irrespective of their format or medium.

20.1.2 Any records deposited in the museum by statutory authority.

20.1.3 Documentary material associated with BDMG's collections. *This does not apply to archaeological archives which are covered by Guidelines for the Preparation of Excavation Archives for Long-term Storage (UKIC, 1990), and Selection, Retention and Dispersal of Archaeological Collections (Society of Museum Archaeologists, 1993).*

20.1.4 BDMG's own administrative records, files, etc., illustrating its history and activities as an institution and relating specifically to collections and exhibitions. This might include evidence of decisions made by BDMG's management, evidence of financial or other transactions, evidence of legal rights and obligations, evidence of events which have taken place in the museum, evidence of communications between BDMG's staff or volunteers and the world outside when related to the management of collections and exhibitions.

BDMG's archival records will adhere to, and be managed in accordance with the following legislation:

- The Data Protection Act, 2018;
- The Freedom of Information Act, 2000 and the Lord Chancellor's Code of Practice on the Management of Records under Freedom of Information;
- The Limitations Act, 1980;
- The Public Records Acts, 1958 and 1967.

20.2 Not to be included

Certain paper and electronic documents and communications are not regarded as suitable for archiving. Below are some examples of documents that are ephemeral, or are not in fact records (i.e. they have no value as evidence of our organisation's activities), and should not be filed as archives:

20.2.1 Ephemeral communications, such as those arranging meetings.

20.2.2 Papers concerning routine administrative matters which have no financial, legal, or health-and-safety significance.

20.2.3 Duplicates and multiple drafts of any document (unless the drafting process is especially significant).

20.2.4 Trade literature (such as stationery or equipment catalogues).

20.2.5 Technical or professional literature.

20.2.6 Legal controls: certain categories of archives are controlled by law, including public, manorial, tithe and Church of England parochial records, and the museum service should be particularly careful not to acquire these without prior consultation with the Historical Manuscripts Commission, or, for public records in England and Wales, the Public Record Office.

20.3 Archive Materials

20.3.1 The bulk of Bradford MDC's archives are held within the West Yorkshire Archives, however, BDMG does hold the following distinct and separate archives as part of its collections. Each came into existence and was assembled to fulfil a specific requirement or objective. Where there is doubt on the proper home of a paper document, the Collections Manager will liaise with the County Record Office.

20.4. Museum Archive Holdings

BDMG holds the following distinct and separate archives related to collections. Each came into existence and was assembled to fulfil a specific requirement or objective.

20.4.1 C.H. Wood Photographic Archive (part of BDMG's Photo Archive)

Charles Harold Wood started his career in photography in 1922. A decade later he set up C.H. Wood (Bradford) Ltd. and went on to become one of the best known photographers in the region. With his characteristic use of light, composition and people he produced work for industry, commerce and advertising. He was employed to photograph most of Bradford's tile, engineering and manufacturing firms. Using his interest in flying, he also specialized in aerial photography, producing crystal clear views of the North of England.

Following the Second World War there was a period of expansion as C.H. Wood recruited other photographers, including his sons David and Malcolm who eventually took over the firm. Acquired by BDMG in 2003, the C.H. Wood photographic collection consists of over 350,000 negatives and prints.

20.4.2 Belle Vue Photographic Images (part of BDMG's Photo Archive)

Originally established in 1902 by B. Sandford Taylor, Belle Vue Studio was eventually established on Manningham Lane in Bradford. It became one of the city's best known photographic studios. Along with his successor, Tony Walker, Sandford Taylor was traditional in his methods, opting to use natural rather than electric light, even as late as the 1950s. However, by this time most people had cameras of their own and were less inclined to use the services of a portrait studio.

Much of the studio's original work was lost, along with most written records, when it closed in 1975. Tony Walker finally cleared his studio in 1985 and over 17,000 glass negatives were rescued and acquired by Bradford District Museums and Galleries.

20.4.3 Christopher Pratt Collections of Photographic Images (part of BDMG's Photo Archive)

This includes a collection of images taken during the early part of the twentieth century by eminent Bradford industrialist Christopher Pratt (whose furniture is also represented within the Social History collection) giving a view of the city's society and industry just prior to the First World War.

20.4.4 Abraham Shackleton (1831-1916)

Shackleton was a Keighley man and famous naturalist of his day. He was a keen lichenologist who worked with Thomas Hebden, but who inherited older collections from his father. His local meteorology diaries of the 1840s onwards are amongst an unusual archive and are of national and international importance.

20.4.5 Dr F. Arnold Lees (1847-1921).

An important historical archive relating to his collection of 25,000 plants includes notebooks and annotated leaflets.

20.4.6 Jerry Briggs (1904-1991)

A small but nationally important archive of diaries dating from his earliest collecting days in 1930s until late 1980s detailing his collections and daily observations on the weather and natural history observations of the district.

20.4.7 Bradford Philosophical Society Minutes

The BPS founded 1808 was a major contributor to Bradford Museums donating many important natural science collections. The BPS minute books give a tantalising glimpse of its once superb geology collections and the importance of the collections in an historical context.

20.4.8 Keighley Natural History Society Minutes

Dating from the mid-19th century the service holds the minutes for this local natural history society which are important records of natural history recording in the district.

20.4.9 Joseph Dawson (1740-1813)

A handwritten catalogue, dated 1810, associated with the minerals collection of Joseph Dawson the founder of the Yorkshire & Derbyshire Iron Founders Association and a founding member of BPS.

20.4.10 Natural History Curatorial Files

A selection of documents from both historical early curators, such as S. L. Mosley and M. Longbottom (both Keighley Museum), and more recent incumbents make up an important archive of curatorial practice for over a century. This is an important archive of local significance.

20.5 Bradford Heritage Recording Unit - Twentieth Century Collecting and Contemporary Recording (part of BDMG's Photo Archive)

20.5.1 In 1983 Bradford Heritage Recording Unit was established with the particular aim of creating an audio and photographic archive that would reflect all aspects of everyday life and leisure in and around Bradford. Since its inception the BHRU developed extensive collections of oral testimony and a photographic record. Further focussed projects have led to this becoming a regionally significant archive. The collection contains photographs copied from family albums, collected from newspaper and commercial photographers, or taken by photographers working for BHRU between 1983 and 2003.

Appendix B - Archaeology Collecting Policy

14.0 Archaeology

14.1 Introduction

14.1.1 So far as British or foreign archaeological antiquities (including excavated ceramics) are concerned, in addition to the safeguards under paragraph 3.3 above, the Museums Service will not acquire objects in any case where the Collections Development Panel or the Curator has reasonable cause to believe that the circumstances of their recovery involved the recent unscientific or intentional destruction or damage of ancient monuments or other known archaeological sites, or involved a failure to disclose the finds to the owner or occupier of the land, or to the proper authorities in the case of a possible treasure under the terms of the Treasure Act 1996.

14.2 Prehistoric (Palaeolithic – Iron Age)

14.2.1 Apart from the continued collection of all ‘stray’ finds, every opportunity should be taken to acquire collections of prehistoric material held in private hands, especially those with well documented location details.

14.2.2 Where possible field and survey work should be undertaken to collect data to better understand the context from which such material has been recovered.

14.3 Roman

14.3.1 The passive collection of all casual finds and acquisition of excavation archives from throughout the district should continue. Where possible active fieldwork should also be undertaken to identify sites and provide new data to better understand the nature of indigenous Roman-British activity in the area.

14.4 Post-Roman

14.4.1 All finds of the period should be pursued, whether by passive collection of stray finds, the acquisition of excavation archives, or by active fieldwork.

14.5 Medieval

14.5.1 All finds of the period should be pursued, whether by passive collection of stray finds, the acquisition of excavation archives, or by active fieldwork.

14.6 Post-Medieval - Industrial

14.6.1 All finds of the period should be pursued, whether by passive collection of stray finds, the acquisition of excavation archives, or by active fieldwork.

14.7 Historical archives

14.7.1 BDMG will collect archival material, such as photographs, relating to past campaigns of excavation or which record activities that result in the physically changing appearance of the historic environment.

- 14.7.2** BDMG will collect and correlate data that will help to provide an interpretative understanding of the historic environment from which artefacts in the collections have been recovered.
- 14.8 Non-British Material (CLOSED)**
- 14.8.1** No more non-British material will be collected, unless, exceptional, comparative material is needed for the Roman collections, or to enhance the educational potential of the Egyptian collection. Existing objects will be retained, however, as they relate directly to the activities of past inhabitants of Bradford district.
- 14.9 Numismatics**
- 14.9.1** No active collecting of numismatic artefacts will take place and this collection is regarded as SUSPENDED. Only in exceptional circumstances will material be collected e.g. Silsden Hoard.
- 14.10 Human remains**
- 14.10.1** BDMG reserves the right, under the terms of Home Office Exhumation Licences, to store, study, and display human skeletal material from archaeological contexts within its collecting area. In the great majority of cases excavation will have saved this material from damage and uncontrolled dispersal in the course of development. Normally material will be held in store until it can conveniently be studied; subsequently it may be reburied with appropriate rites. Samples may be retained for display or if they have strong pathological significance.
- 14.10.2** A sensitive approach to the collection and display of human remains will be maintained and current best practice in the archaeological and museum professions closely observed.
- 14.11 Excavation archives**
- 14.11.1** BDMG does not operate an Excavation Field Unit. Archaeological investigations carried out as a result of planning conditions imposed under PPG 16 are undertaken by independent archaeological contractors. Where such work takes place within the district of Bradford BDMG will seek to acquire the resulting excavation archive.
- 14.11.2** There are a number of publications and standards relating to the preparation and composition of excavation archives the principal one being *Archaeological Archives A guide to best practice in creation, compilation, transfer and curation* **Archaeological Archives Forum** 2011.
- 14.11.3** As part of its responsibility to comply with the *Standards in the Museum Care of Archaeological Collections 1992*, BDMG is required, in respect of excavation archives, to ‘...acquire the right to research, study, display, publish and provide access to all the information and finds contained in the archive...’.
- 14.11.4** BDMG is also required to follow all other related standards governing the storage and long-term curation of archaeological material. Of particular

importance are those relating to the conservation requirements of what are highly complex assemblages of documentary and material evidence.

- 14.11.5** BDMG will only accept excavation archives that relate to sites within the Bradford Metropolitan District Council area. Where sites or other forms of archaeological investigation include areas beyond its boundaries, an excavation archive will only be accepted in consultation with all other relevant museum services.
- 14.11.6** An excavation archive is taken to include all documentary and material evidence accumulated as a result of any systematic archaeological investigation of below ground features. This includes watching briefs and all other forms of ground disturbance, including those not conducted under archaeological controlled conditions. Where they have been carried out in anticipation of future ground disturbance, the results of all aerial, topographical and remote-sensing surveys will also be treated as an excavation archive.
- 14.11.7** There is a strong presumption against the preservation of bulk finds (such as ceramics and animal bone), especially from unstratified contexts, and in particular following specialist reports. Such material must be subjected to an agreed retention and disposal procedure before any excavation archive can be accepted.
- 14.11.8** All elements of an excavation archive, including materials used during the process of excavation, must be assessed in terms of their suitability for long-term storage. Future conservation requirements must be kept to a minimum and the inclusion of any material that is not stable must be considered as an exception. All storage materials, paper, film, and processes of reproduction must be selected on the basis of their archival quality. The storage and packaging of material should also be carried out in accordance with their conservation requirements.
- 14.11.9** Where it is anticipated that additional analysis of unstable materials or samples may be undertaken as part of some wider study, some provision can be made to accept it on a temporary basis. This would be for a fixed period only, after which all unprocessed material will be discarded.
- 14.11.10** All those depositing an excavation archive must possess the legal authority to sign all museum entry forms covering the transfer of title and the assignment of copyright, both in perpetuity.
- 14.11.11** Where any work associated with the production of an excavation archive has been sub-contracted or commissioned from specialists, copies of all written agreements relating to title and copyright issues should be included as part of the archive.
- 14.11.12** BDMG will normally seek the assignment of copyright ownership over all documentary, illustrative and photographic material, but this may also be dealt with under the terms of a license.

14.11.13 Where appropriate, temporary restrictions may be placed on the use of all or part of an excavation archive. This will be for a fixed period only, after which, all issues of access and use will be subject only to the curatorial and professional responsibilities of Bradford District Museums and Galleries.

14.11.14 The absence of any material that could reasonably be expected to form part of the excavation archive should be fully documented. This should include the reason for its absence and all relevant details relating to its location at the time of deposition.

14.11.15 Following consultation with the West Yorkshire Archaeological Advisory Service, and other archaeological agencies and repositories in the County, the Museums Service will from time to time issue guidance on the expected standard of preparation for material to be deposited with it. This will emphasise:

- 1) that CBMDC reserves the right to refuse all or part of the archive that has not been prepared to an agreed standard.
- 2) that CBMDC will request a once-for-all payment to reflect the long-term allocation of human and material resources; to be calculated on current rates approved by English Heritage and in accordance with the size and structure of each archive.

Appendix B –Art Collecting Policy

15.0 Fine Art Collection

15.1 Criteria governing future acquisitions (general):

The first art gallery run by Bradford Corporation opened on Darley Street in 1879. In 1904 this was closed and a new purpose-built gallery (Cartwright Hall Art Gallery) opened in the centre of Lister Park courtesy of the influential textile businessman Samuel Cunliffe Lister (1815-1906).

The collection was initially shaped by gifts from local textile manufacturers who were particularly interested in contemporary British and French artists. Works were also acquired through regular purchases at the annual Spring Exhibition.

Between 1968 and 1990 Bradford gained an international reputation for its print biennales and collected a number of prints by international artists as a result building up a strong collection in this area as a result.

In more recent times collecting has been focused on specific projects such as CONNECT (a redisplay of the permanent collection at Cartwright Hall); through gifts from the contemporary art society and occasional purchases acquired through the support of MLA/V&A Museum Purchase Grant Fund, The Art Fund, ACE, Henry Moore Foundation, Calouste Gulbenkian Foundation, National Lottery, and the Friends of Bradford Museums and Galleries.

BDMG will continue to collect for the benefit of the people of the Bradford district and to reflect the diversity of cultures found in the District's demographic.

BDMG intends to build upon the strengths of the historical collection (filling gaps as appropriate) and continue to develop a collection of works by contemporary artists, especially those that reflect the diversity of cultures in Bradford district; create a dialogue about lived experience and popular local and national issues; that engage with the themes of rural and urban Bradford or those that relate to the existing collections and for which we have suitable exhibition and storage space.

Only works that are in excellent condition will be acquired. Only in exceptional circumstances will we collect something that requires cleaning, restoration or conservation.

BDMG will not acquire works that duplicate existing items or where there is little opportunity for display or other public use.

Whilst curatorial advice will be sought as to the quality and appropriateness of works the final decision will rest with the Collections Development Panel.

15.2 Oils

15.2.1 BDMG has an aspiration to acquire:-

Works by nineteenth century artists not represented in the collection e.g. Lawrence Alma-Tadema (1836-1912), J.F. Lewis (1804-1876), Frederic Leighton (1830-1896), Edward John Poynter (1836-1919), Simeon Solomon (1840-1905), and Frederic Goodall (1822-1904) etc.

Works by artists born in or associated with Bradford district and surrounding area, in particular William Rothenstein and David Hockney.

Works by outstanding contemporary British artists.

15.3 Watercolours and drawings

15.3.1 BDMG has an aspiration to acquire:-

Works by British nineteenth century artists e.g. Dante Gabriel Rossetti, Edward Burne-Jones, Frederic Leighton.

Works by artists born in or associated with Bradford district and surrounding area, in particular William Rothenstein and David Hockney.

Works by outstanding Contemporary British artists.

15.4 Prints

15.4.1 BDMG has an aspiration to acquire:-

Works by outstanding British and international artists with particular emphasis given to contemporary British artists and those not represented in the collection as it stands.

Works by Yorkshire artists born in or associated with Bradford district.

15.5 Sculpture

15.5.1 BDMG will take into account the collecting policies of other public collections in the region namely the Yorkshire Sculpture Park, the Hepworth, Henry Moore Institute and the Arts Council Collection - and will not actively seek to collect sculpture by Henry Moore or Barbara Hepworth. Exceptions will be made for works by outstanding British and International artists that can be adequately and securely displayed (inside or out) and stored as required.

15.6 Digital and new media

15.6.1 Advancing technologies mean that this is a growth area for contemporary artists. There is also a strength and common interest in moving image works in the city with Bradford being named the first UNESCO City of Film in 2009 and with the presence of the National Media Museum and Impressions Gallery. Any digital work collected must be sustainable following current procedures on format. The service has an ambition to identify and collect significant work in this area.

The Service has an aspiration to acquire works by outstanding British and international artists (including the means by which they are displayed) with a

preference given to works that relate to the historical collections or to Bradford district.

15.7 Decorative Art Collection

15.7.1 Criteria governing future acquisitions (general):

BDMG will continue to collect for the benefit of the people of Bradford and to reflect the diversity of cultures found in the District's demographic.

BDMG intends to build upon the strengths of the historical collection (filling gaps as appropriate) and continue to develop a collection of works by contemporary British artists and works that relate specifically to the existing collections of Bradford district.

BDMG will continue to collect works of outstanding quality that builds on existing collections and reflects the diverse communities of the district and for which we have suitable storage and exhibition facilities.

Only works that are in excellent condition will be acquired. Only in exceptional circumstances will we collect works that require cleaning, restoration or conservation.

BDMG will not acquire works that duplicate existing items or where there is little opportunity for display or other public use.

15.8 Decorative Art

15.8.1 Collecting in this area will be passive for example when exceptional artefacts become available and their acquisition will enhance the collection and fill gaps as described in the sections below.

15.8.2 Material with a strong local association, including that made after 1945, shall be passively collected. This should reflect a cross section of material available at all periods.

15.8.3 Material that relates to the interiors of Cliffe Castle, Bolling Hall and Cartwright Memorial Hall should be collected.

15.8.4 Nineteenth and twentieth century furniture will be collected where appropriate, especially that of the Bradford company associated with Christopher Pratt.

15.8.5 Stained glass with local provenance will be collected, especially Arts and Craft movement/Morris and Co.

15.8.6 BDMG will passively acquire works by historical and contemporary makers that represent the diverse communities of the district.

Appendix B – Natural Sciences Collecting Policy

16.0 Natural Science Collections

16.1 General Collecting Policy

16.1.1 Collecting in Natural Sciences is passive. In exceptional circumstances natural science material may be actively collected when they are of exceptional quality and relevance to the existing collections as outlined below.

16.1.2 Reference material of plants and animals and geological specimens and fossils occurring within the Bradford district. Reference collections require more than one specimen to record species and seasonal variations. Nevertheless current quantities are small in number.

16.1.3 Collecting of display specimens where appropriate.

16.1.4 Examples of species that occur, or occurred, in the area and are not represented in the collections may be acquired, even if not local specimens, although there is a strong presumption to collect material with a local provenance.

16.1.5 Non-local material that does not occur in the region will only be collected in limited amounts for comparative purposes.

16.1.6 In addition, the following areas are important for continued enhancement of the service's reputation as a centre of natural science excellence:

- 1) the preservation and where appropriate the enhancement of existing habitats and geological exposures.
- 2) education to help the appreciation and enjoyment of the natural history and geology of the District.
- 3) acting as a local biological records centre.
- 4) collecting from and recording threatened habitats and geological exposures.
- 5) recording local biological and geological features of special importance, and collecting from them where appropriate.
- 6) passive collection of rare or unusual material unlikely to be otherwise unobtainable.

16.2 Zoology Collection

16.2.1 Vertebrates

Collection of material will continue only in a passive form. Most specimens are brought in by the public as dead casualties, and later prepared for display/handling and for the reference collections.

16.2.1.1 Taxidermy

Taxidermy related to historical collections should be collected where doing so would enhance and fill gaps in the collections. In particular taxidermy by local taxidermists of nineteenth and early-twentieth centuries (e.g. Jabez Bancroft, Jessie Millar, Seth Lister Mosley) that made up the core of the historical collections should be acquired if both the condition and provenance are of merit.

16.2.1.2 Taxidermy services are no longer carried out on site. However, to fill gaps in the collections and enhance specimens for display and educational purposes study skins of birds, mammals and other vertebrates, and mounted material should be created as required using external taxidermy services. Skeletal material should also continue to be sought for reference collections which remain significantly incomplete.

16.2.1.3 Birds eggs and nests: This collection is **CLOSED** unless a significant pre-1941 collection is made available with excellent provenance.

16.2.2 Invertebrates

16.2.2.1 Collection of material will continue in a passive capacity, with occasional individual species added to the reference collections.

16.2.2.2 Collection of regional and national materials with good provenance should continue in a passive capacity as it is sure to enhance the already fine entomology collections and will improve the relevance and value of the collections at a local and national level. The important Cecil Haxby and Jerry Briggs lepidoptera collections, the former purchased with a grant in 1979, reflect the few occasions when relevant amateur collections by local persons can be acquired.

16.2.2.3 Collection of voucher specimens should continue as they will augment the already important voucher specimens in the collection.

16.2.2.4 No active collection of arachnidae however if an offer of a well-documented specimen or collection with good provenance is offered to the museum service this should be accepted with curatorial approval.

16.2.2.5 The collecting of marine invertebrates is suspended. However, if a well-documented specimen or collection with good provenance becomes available acquisition should be sought for the permanent collections based on curatorial advice.

16.2.2.6 Collection of conchology with good provenance or related to our current collections will continue in a passive capacity.

16.3 Botany Collection

16.3.1 The continued collection, in a passive capacity, of important herbaria where it enhances and augments the current collection or is related to the current collectors should be supported.

16.3.2 Material related to the F. A. Lees collection should be collected were it will enhance the already internationally important collection.

16.3.3 The purchase of the important Sledge herbarium in 1982 represents an occasion when important relevant collections by a local person are acquired and which enhance the existing collections. Additions are possible in the future when a collection of local, regional, national or international importance is offered to the service that has relevance to the district or the present collections.

16.4 Geology Collection

16.4.1 Collection of material will continue through passive collecting from the local area especially if allied with local geologists and collectors or associated with current collections.

16.4.2 Collection of material suitable for display or for handling and educational purposes may continue in a passive capacity.

16.4.3 A significant gap is the lack of dinosaur material. (Yorkshire has one of the world's major outcrops of Middle Jurassic rocks capable of producing significant dinosaur evidence). Fossil material from local strata should be given special support for acquisition if exceptional material became available.

16.5 Glass Lantern Slides

This collection is CLOSED unless a significantly important local natural sciences material is made available to the museum service, with good provenance, that links directly to existing collections or the museum itself.

16.6 Legislation

16.6.1 As far as biological and geological material is concerned the Museums Service will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national (e.g. Wildlife and Countryside Act 1981 or subsequent amendments and or additions) or international wildlife protection (CITES) or any natural history conservation law or treaty of the UK or any other country, except with the express consent of an appropriate outside authority (e.g. a British court in the case of a specimen seized from a third party under the Wildlife Protection Act 1981).

16.7 CLOSED Collections

16.7.1 The following areas of the collections are CLOSED and no further collecting will take place:

- 1) Birds' Eggs (collected after 1981, unless with official permission).
- 2) Protected wild plants (collected after 1981, unless with official permission).
- 3) Foreign material covered by CITES legislation.

Appendix B - Social History Collecting Policy

17.0 Social History Collection

17.1 Introduction

17.1.1 The Service's view of the district's local history shall include social history in the broadest sense. It will record the history of the urban and rural environments, local agriculture, politics and the experiences of work, leisure, home and personal life. It should represent the diversity of cultures that exist or have existed within the district.

17.1.2 Collection over such a wide field could easily overwhelm the Service's existing resources. The emphasis in collecting for twentieth century and contemporary subjects should be a combination of focussed collecting projects and periodic sampling in agreed areas of interest. Such projects should be linked to the work of the Bradford Heritage Recording Unit. (BHRU) Mass-produced twentieth century three-dimensional objects shall be collected, but with caution, and with special attention to the quality of local provenance. The Service will take every opportunity to encourage co-operative collecting with other Yorkshire museums and archives, to reduce unnecessary duplication of social and local history holdings.

17.1.3 Where not part of discrete collections, material from areas outside the district will be transferred to the relevant registered museum. Where this is not possible, such material will be held 'in trust'.

17.1.4 New items will be added to the collections only where a local provenance can be established. This shall relate to the domestic, rural and industrial environment of the District and shall be interpreted in its widest sense

There is also an expectation that priority should be given to objects representing communities currently underrepresented in the collections.

Collection of non-local material will only be made where outlined below to fill gaps in existing significant collections or for use in teaching. 'Duplicates' will only be collected for teaching or other purposes where long-term preservation is not an important consideration. The permission of donors will be sought for such use, normally at the time of acquisition. Such objects would then be managed by the Learning team and would not be accessioned into the social history collections.

17.1.5 The following areas of the collections are **CLOSED** and no further collecting will take place:

- 1) Non-local firearms
- 2) Non local sewing machines
- 3) Non-local vacuum cleaners

17.2 Community Life

17.2.1 Collection of material will continue through passive collecting.

17.2.2 Collecting of Community Life material (as defined by SHIC) will continue, with a particular emphasis on the late-twentieth century and 21st century. Communities currently underrepresented within the collection should also be a particular focus,

17.3 Domestic and Family Life

17.3.1 Collection of material will continue through passive collecting.

17.3.2 Active collecting of Domestic material (as defined by SHIC) will be focussed in the following areas.

- 1) Post-1945 domestic material with particular Bradford district provenance.
- 2) Post-1945 domestic material relating to Bradford district's minority communities.

17.4 Personal Life (inc. Costume)

17.4.1 Post-1945 Personal life material (as defined by SHIC) with a local association shall be collected. Costume shall be collected to provide a broad reflection of social classes of the district.

17.4.2 Collecting projects should focus upon:-

- 1) Youth fashion and sub-cultures within the District
- 2) Post-1945 clothing and fabrics made within the District
- 3) Post-1945 boys and menswear
- 4) Communities within the District currently underrepresented in the collections. We have little currently that reflects the local South-Asian community or local Eastern European communities.
- 5) Post-1980s clothing and fabrics made or worn within the district, reflecting the range of communities within the district.

Collection of other material will continue through passive collecting, although there will be a strong presumption against collecting nineteenth and twentieth century material unless it has exceptional local provenance.

Exceptions would include Material that relates to the interiors of Cliffe Castle, Bolling Hall and Cartwright Memorial Hall. Items relating to the previous inhabitants of Cliffe Castle and Bolling Hall should also be considered where such material enhances further the stories of the development of the sites.

17.5 World Cultures Collection

Collecting in this area is CLOSED except when exceptional artefacts become available and their acquisition will enhance the collection and fill gaps.

Appendix B – Technology Collecting Policy

18.0 Technology

18.1 General Collecting Policy

18.1.1 Other than where noted below collecting of Technology is temporarily **SUSPENDED**. Only In exceptional circumstances Technology material may be collected when of exceptional quality and relevance to the existing collections as outlined below.

18.2 Textile Machinery

18.2.1 The Service will only collect Textile Machinery which has a strong local provenance from within the city and district. There is a strong presumption against collecting 19th and early 20th century material that is already represented.

18.2.2 Collecting of archive material is **SUSPENDED** except when specifically related to objects within the collection.

18.2.3 The following areas of the collection are **CLOSED** and no future collecting will take place:

- 1) Silk manufacturing machinery and related material not relevant to Bradford district
- 2) Hemp manufacturing machinery and related material
- 3) Synthetic manufacturing machinery and related material not relevant to Bradford district
- 4) Flax manufacturing machinery and related material

18.3 Transport Engineering

18.3.1 Significant Transport Engineering material, such as *Scott, Panther* and *Jowett* will continue to be collected.

18.4 Industrial Prime Movers

18.4.1 This area of the collection is **SUSPENDED**. Only truly exceptional items of local manufacture will be considered in the future.

18.5 Printing

18.5.1 This area of the collection is **SUSPENDED**. Only truly exceptional items of local manufacture will be considered in the future.

18.6 Other Working Life

18.6.1 The Service will passively collect Working Life material in the following areas:-

- 1) Office Equipment pre- and post-1900.
- 2) Commercial photographic equipment.
- 3) Radios and Televisions (20th century, especially post-1920).
- 4) Models relating to local machinery and vehicles.
- 5) Trades and Professions within the city and district, especially retail and service industries.
- 6) Professional and domestic audio reproduction and accessories.
- 7) Model making, covering air, gas, marine, textiles, transport and steam.
- 8) Warfare (First & Second World War ephemera).
- 9) Fire-fighting equipment and related material.
- 10) Books and technical journals relevant to the Collections.

18.6.2 The following areas of the collection are **CLOSED** and no future collecting will take place:

- 1) Medical equipment.
- 2) Agricultural machinery.

18.6.3 Owing to the large size of some machinery, and the limitations on storage and display space there is a strong presumption that photographic and oral testimony will be the most appropriate means of recording industrial and working practices.

18.7 Horses at Work

18.7.1 Introduction

This collection is now **CLOSED**, however, BDMG will passively collect material relating to the urban working horse, only when it has a strong local provenance from within the city and district.

18.7.2 BDMG will only passively collect material in the following areas:

- 1) Photographs of working urban horses.
- 2) Oral testimony related to the history of the urban working horse. (In association with BHRU)

18.8 Due to the large size of some vehicles, and the limitations on storage and display space there is a strong presumption that photographic and oral testimony will be the most appropriate means of recording some working practices.

Appendix B – Learning & Outreach Collecting Policy

19.0 Learning & Outreach Collection

19.1 Introduction

Learning and Outreach, handling and other education material should be varied and representative of the museum's holdings. Accreditation guidelines should be followed and Learning and Outreach collections should be maintained separate from the accessioned permanent collections (see Collections Management Handbook for clarification).

19.2. Since objects in handling collections run the risk of damage or loss, this must always be borne in mind when selecting material.

19.3 Potential donors must be informed before depositing that their gifts are to be used for educational/handling purposes, and whenever possible consulted at the time of donation if this seems the best use for the material.

Appendix B – Archives Collecting Policy

20.0 Museums Service Documentation

20.1 Introduction

Documentation accumulated in the normal day-to-day running of the museum relating to care and research of the collections is not to be regarded as archive material and should not be afforded archive status. See Appendix A – Archives in Bradford District Museums & Galleries 20.1 above for a more inclusive list.

20.2 Ephemeral Communications

Certain electronic and paper documents and communications are not to be treated as an archive. See Appendix A – Archives in Bradford District Museums & Galleries 20.2 above for a more inclusive list.

20.3 Archive Materials

20.3.1 The Museums Service will only collect archive material if it is directly related to collections it already holds or which it is in the process of acquiring.

20.3.2 Any company or personal archives that are offered to the Museums Service should be directed to the West Yorkshire Archives service.

20.4 Museum Archive Holdings

20.4.1 Photographs will be collected by all departments and may be catalogued using the collection groupings outlined in the Collections Management Handbook.

20.4.2 Preference will be shown to images that relate to and reflect existing collections and stories, already told within the wider collections.

20.4.3 Photographs that were taken by and/or tell the story of photographers and the development of the photographic and postcard industry in the Bradford district is an area of weakness and requires development.

20.5 Bradford Heritage Recording Unit - Twentieth Century Collecting and Contemporary Recording

20.5.1 The retrospective collection of twentieth century life in the district is a Museums Service priority, while it remains a living memory. The selective recording of contemporary life should be designed to obviate the need for major retrospective collecting campaigns in the future.

20.5.2 BHRU will continue to collect and document both the twentieth century and contemporary life of the City and District. An integrated approach is favoured, combining material evidence with sound, video, photographic and other forms of record.

20.6 Film

- 20.6.1** Due to the establishment of the Yorkshire Film Archive, which now houses many films from BDMG's collection and holds copyright of the CH Wood film archive, collecting in this area is **SUSPENDED**.
- 20.6.2** Research will be to identify films depicting, made in and otherwise related to Bradford district.
- 20.6.3** Original film stock will be transferred to the Yorkshire Film Archive, with a proviso that permission of use by BDMG be obtained for the future use by the Museums Service's for exhibition and educational purposes.

Appendix C - SHIC Classification (Primary and Secondary Headings)

1.0 Community Life

- 1.0 General
- 1.1 Cultural Tradition
- 1.2 Organisations
- 1.3 Regulation and Control
- 1.4 Welfare and Wellbeing
- 1.5 Education
- 1.6 Amenities, Entertainment and Sport
- 1.7 Communications and Currency
- 1.8 Warfare and Defence
- 1.9 Other

2.0 Domestic and Family Life

- 2.0 General
- 2.1 Administration and Records
- 2.2 House Structure and Infrastructure
- 2.3 Heating, Lighting, Water and Sanitation
- 2.4 Furnishings and Fittings
- 2.5 Cleaning and Maintenance
- 2.6 Food Drink and Tobacco
- 2.7 Medical
- 2.8 Hobbies, Crafts and Pastimes
- 2.9 Other

3.0 Personal Life

- 3.0 General
- 3.1 Administration and Records
- 3.2 Relics, Mementoes and Memorials
- 3.3 Costume
- 3.4 Accessories
- 3.5 Toilet
- 3.6 Food, Drink and Tobacco
- 3.7 Medical and Infant Raising
- 3.9 Other

4.0 Working Life

- 4.0 General
- 4.1 Agriculture, Forestry and Fishing
- 4.2 Energy and Water Supply
- 4.3 Minerals and Chemicals
- 4.4 Metals and Metal Goods, Engineering
- 4.5 Other Manufacturing Industries
- 4.6 Construction
- 4.7 Transport and Communications
- 4.8 Distribution; Hotels and Catering; Repairs
- 4.9 Other Working Life.