



the National Trust
for Scotland
a place for everyone

ACQUISITION AND DISPOSAL POLICY: MATERIAL CULTURE COLLECTIONS

Approved by the Board 18 October 2007: Review date 2012

CONTEXT AND DEFINITIONS

1. Statutory Purposes

The National Trust for Scotland's statutory purposes can be found in the Appendix. This Policy sets out how the Trust implements those parts of its purposes that refer to:

- *...promoting the permanent preservation...of articles and objects of historic or national interest...and as regards buildings for the preservation ...of their architectural or historic features and contents so far as of national or historic interest;*
- *the preservation of articles and objects of any description having artistic or antiquarian¹ interest; and*
- *the access to and enjoyment of such ... articles and objects by the public.*

2. Principles and Policies

This Policy derives its strategic direction primarily from the Trust's *Conservation Principles* (2003) and *Acquisition Policy* (2002), but also partly from its *Access, Enjoyment and Education Principles* (2005). It also has links to a number of other policies, including *Evaluation of Heritage Significance* (2003) and *Collections Care* (1999). All of these principles and policies are available on request or from the NTS website.² The *Acquisition Policy* (2002) is the 'parent' policy of this *Acquisition and Disposal Policy: Material Culture Collections*, which, in turn, is the overarching policy for a series of evolving *Property Collecting Policies* (see paragraph 7.2).

3. Relationship to Acquisition Policy (2002)

- (3.1) This *Acquisition and Disposal Policy: Material Culture Collections* sets out the parameters that regulate the acquisition and disposal of the Trust's collections of objects, in order to contribute towards the implementation of the following parts of the Trust's *Acquisition Policy* (2002):

¹ Now normally referred to as archaeological interest

² http://www.nts.org.uk/Conserve/policy_trust.php

- (3.2) Policy 1 of the Trust's *Acquisition Policy* states:
The Acquisition Policy applies to title and rights covering land, water, buildings and material of conservation importance
- (3.3) Policy 3 states:
The Trust will acquire places or material it has assessed to be of:
- a) international or national significance in terms of their cultural and/or natural heritage; or*
 - b) critical significance to a particular area or a key surviving or outstanding example of a particular type of heritage asset; or*
 - c) lesser significance than a) or b) but where they protect or enhance the significance of an existing property or are acquired under Revolving Fund mechanisms such as the Little Houses Improvement Scheme.*
- (3.4) The section on 'Alternatives to Trust Ownership and Disposals' states:
The Trust will use the same criteria applied to acquisitions in evaluating when it is appropriate to dispose of heritage assets.

4. Definition of Material Culture Collections

The Trust is a complex, multi-disciplinary organisation that cares for a range of man-made and natural collections. The term 'Material Culture Collections' is here defined as those tangible objects produced and accumulated by human beings, including (but not restricted to) fine and decorative art, furniture, textiles and costume, utensils, tools, armour and weapons, taxidermy, curios, books and archives - indeed any physical item, from the most sophisticated to the most mundane, created or gathered by an individual, group or society. For the purpose of this Policy, the definition excludes buildings and other non-transportable structures and monuments. The definition is not confined solely to historic and archaeological collections, but embraces all objects up to the present day.

5. Spheres of Responsibility and Authority

- (5.1) The Trust's governing Council and Board have delegated authority for the acquisition and disposal of objects to the Head of Collections, Archives and Library Services. The Head of Collections, Archives and Library Services acts with the advice of the Trust's curatorial team and Head of Collections Conservation Services, with the guidance of the Trust's Interiors and Collections Advisory Panel and Archives and Libraries Advisory Panel, and with the ratification of the Director of Conservation Services and Projects.
- (5.2) Authorisation for the acquisition and disposal of objects is given for:
- o Individual items valued up to £20,000, by the Trust's Head of Collections, Archives and Library Services

- Individual items valued above £20,000 and where external fundraising is required, by the Trust's Leadership Team.
- (5.3) From time to time, responsibility for the acquisition and conservation of objects may fall within the sphere of more than one specialist conservation discipline including:
- Curatorial (for furnishings and contents of historic properties, including fine and applied art collections);
 - Archives and Libraries (for historic library and archival collections);
 - Gardens and Designed Landscapes (for garden and parkland sculpture; ornament and designed furniture);
 - Archaeology (for archaeological material and antiquarian collections); and
 - Learning and Interpretation (for educational and 'handling' collections).
- (5.4) Where there is a clear, shared interest amongst different conservation disciplines, acquisition and disposal issues are subject to consultation with the relevant professional staff and any decisions made are required to take due regard of specific policies and strategies pertaining to those other conservation specialisms. This process of consultation may require the involvement of several Advisory Panels, as well as the Trust's Conservation Committee, which is responsible for providing cross-disciplinary guidance and advice.
- (5.5) Where sufficient specialist expertise cannot be provided by the Trust's professional staff or from its Advisory Panel members, the Trust will seek independent advice from appropriate external sources.
- (5.5) Where a consensus cannot be reached between different conservation disciplines, final decision-making authority rests with the Director of Conservation Services and Projects.
- (5.6) Guidance for staff on detailed procedures (as distinct from policy) for the acquisition and disposal of material culture collections is covered in a separate document, available from the Collections, Archives and Library Services Department.

SCOPE AND CRITERIA FOR ACQUISITIONS

6. Methods of Acquisition

- (6.1) The Trust adds objects to its collections by several principal means: by gift, bequest, through the Acceptance in Lieu Scheme, purchase, commission and through loan.
- (6.2) A significant number of objects are acquired by gift or bequest. Material acquired in this way can vary greatly, both in terms of its significance to the Trust's collecting policy and in terms of its quality (see Section 8, under Categories A and B). Members of the Trust may view and value the organisation as a vehicle for the preservation of their personal collections. The Trust is therefore regularly offered items through gift and bequest procedures that are

unrelated by provenance or direct association with its properties. Such donations are often, however, inspired by a donor's connection with a particular property. Gifts or bequests are sometimes a single item, but have frequently embraced important individual specialist collections that might otherwise have been dispersed.³ Gifts and bequests are subject to the same principles and processes of acquisition and disposal as objects acquired by other means - the Trust is not obliged to accept donated material.

- (6.3) The Trust occasionally contracts craftspeople to manufacture replicas or historic substitutes of key missing objects, or commissions new artwork for display at its built or natural properties. This may require consultation with a range of conservation disciplines. Modern and contemporary art and craftwork are considered part of the Trust's material culture collections and, as such, are subject to the same principles and processes of acquisition and disposal as other objects.
- (6.4) Loans have always formed an integral part of the Trust's collections. When a property is acquired by the Trust, donor families frequently retain ownership of a portion of the contents. Over time, objects may be offered back to the Trust on loan and eventually for sale (see also paragraph 8.3). Loans are not considered part of the Trust's permanent collection. In acquiring objects on loan, the Trust is bound by terms and conditions laid out in a formal Loan Agreement, which must be approved by both the Head of Collections, Archives and Library Services on behalf of the Trust and the lending individual or body, prior to transfer of the object to Trust care. The terms and conditions and period of loans will often differ from lender to lender. The Loan Agreement forms a contract between the Trust and the lender and has legal weight (for disposal of loans, see 17.7).

7. Description of existing collections

- (7.1) The Trust's material culture collections comprise principally the contents of its built properties, together with movable fine or decorative art objects contained within its designed landscapes, and archaeological matter excavated from the land held in its care. A full list of the properties in Trust care is provided in its published *Guide to Properties*, or on its website.⁴
- (7.2) For every property with material culture collections, the Trust is in the process of developing an individual *Property Collecting Policy*, which describes the property's existing collection and lays out future collecting priorities and parameters within its own unique context.⁵ The specific subjects and themes for collecting within each *Property Collecting Policy* respond to the particular history and geography of each location and therefore differ from property to property. The *Property Collecting Policies* fit within the framework of this

³ For example, the Cook Collection of agricultural implements accepted in 1978, which makes up the Museum of Farming Life at Pitmedden Garden, Aberdeenshire.

⁴ www.nts.org.uk

⁵ For example, the Robert Burns Birthplace Museum Collecting Policy

overarching Policy and align with each site's *Property Statements*, which form part of the Trust's management planning process. Any completed Property Collecting Policies or Property Statements are available on request.

8. Criteria governing future collecting

(8.1) Acquisitions are divided into two broad categories and must meet one or more of the overarching criteria within these categories:

- **Category A**

Most objects held by the Trust are acquired for long-term preservation and are regarded as part of the Trust's permanent collection. Objects within this category are disposed of only in exceptional circumstances, under the principles and procedures laid out in Section 17 of this Policy.

- **Category B**

A percentage of objects held by the Trust are not acquired for the permanent collection and the Trust does not, therefore, commit to their long-term preservation. For objects that fall within this category, the Trust does not consider itself bound to adopt the disposal procedures laid out in this Policy (see Section 18, below).

(8.2) Objects are classified as Category A or Category B by the Trust's curatorial team. Where there is disagreement over classification, a final decision will be made by the Head of Collections, Archives and Library Services, with advice, where necessary, from the Interiors and Collections Advisory Panel and ratification by the Director of Conservation Services and Projects. An object's significance is determined principally by its degree of relevance and importance to the Trust's properties or organisational history. Where an object falls within the sphere of responsibility of conservation disciplines other than the curatorial discipline, decisions are subject to the process of consultation laid out in paragraphs 5.5 – 5.7.

(8.3) For objects acquired by the Trust after the date of this Policy, their category will be agreed when the object is formally accessioned and the decision recorded on the Trust's collections database. Retrospective categorisation will be agreed and documented as collections records and database entries are updated. Occasionally, objects that are initially inventoried as Category B may be upgraded to Category A (and, more rarely, vice-versa) as a result of improved understanding of an object's significance.

(8.4) Objects, whether they belong to Category A or Category B, are defined as either 'original' or 'non-original':

- **Original objects** are defined as those items that are indigenous to a particular Trust property, regardless of the length of time they may have been absent from the site, and regardless of the length of time they may have spent at a property.

- **Non-original objects** are defined as those items that are not indigenous to a particular Trust property.

Category A

Original and associated objects relating to properties

- (8.5) The primary objective of the Trust's curatorship of its collections is to present collections and works of art *in situ*, ie, in the authentic historic settings for which they were commissioned or acquired. It is this aspect, in particular, which distinguishes the Trust's curatorial practice from that of most museums and galleries, and which makes it a leading resource for study in the history of taste, patronage and collecting. The Trust aims to curate its historic interiors as complete assemblies, from fine art to fire irons. Ideally, it seeks to secure ownership of the entire material culture of a property at the point of its acquisition by the Trust. This, however, is rarely possible and priority is therefore given to acquiring, whether by gift, bequest, through Acceptance In Lieu, purchase or long-term loan:
- original objects on loan to the property from its donor family
 - original objects that left the property at a previous point in its history
 - objects that are not original to a property, but which bear an intimate association with it, or with key individuals connected to it.

Objects that chart the organisational history of the Trust

- (8.6) As a leading Scottish charity, the Trust wishes to perpetuate and commemorate its own history. It seeks to acquire images (including photographs and topographical views) and archives that document the development of the organisation and its properties, and which recognise the contributions of its founders, distinguished members and individual members of staff.

Gift and Bequests: non-original objects donated conditionally

- (8.7) As a general rule, the Trust prefers to accept objects donated by gift or bequest on an *unconditional* basis (see paragraph 8.10). Items will not normally be accepted if they are subject to unreasonable restrictive covenant or unreasonable special conditions. In exceptional circumstances, if the item(s) in question are of over-riding significance to the Trust's collecting policy, the Head of Collections, Archives and Library Services may approve the acquisition of specific item(s) to which conditions are attached.⁶
- (8.8) For objects accepted before the date of this policy and/or where the wishes of the donor or testator have not been made clear, if the Trust is unable to establish reliably whether a gift or bequest was made conditionally or unconditionally, such objects will be classified as Category A and subject to the disposal procedures laid out in section 17. Where these objects do not relate to a particular property, they will be placed according to where they best suit the Trust's purposes at any given time.

⁶ For example, where an object has a proven connection with a particular Trust property, special conditions that stipulate that the object should be displayed at that property might be deemed acceptable.

Purchases: non-original objects with high significance

- (8.9) From time to time, the Trust purchases objects to furnish houses that have lost all, or a proportion, of their original contents. Such objects are often acquired to help evoke a particular historical ambience and to aid visitors' interpretation and enjoyment of the property. Some objects acquired for this purpose may:
- possess intrinsic importance and be of outstanding individual quality, despite having no direct connection to a Trust property.
 - have been put together with a clear and sustained collecting focus, accruing significance as a historical grouping in their own right, regardless of their 'non-original' status.⁷

Category B

Gifts and Bequests: non-original objects donated unconditionally

- (8.10) Some benefactors give or bequeath assets, including objects, on an unconditional basis on the understanding that they may, at a fitting time, be disposed of by sale and the proceeds used to acquire more appropriate items for the Trust's collection, or to contribute to the Trust's conservation of its existing collections. Donations of objects made in this way are not considered part of the Trust's permanent collections. Where such objects do not relate to a particular property, they are placed according to where they best suit the Trust's purposes at any given time.

Purchases: non-original objects with low significance

- (8.11) The Trust occasionally purchases objects of minor significance to help enrich displays or 'dress' interiors, or to serve a purpose where, in spite of good preventive conservation practice, they will be subject to wear and tear.⁸ Such objects will be moved around the Trust's properties, according to where they are most useful. They are not held for long-term preservation and may be disposed of by sale and the proceeds used to acquire more appropriate items for the Trust's collection.

Holiday Properties and Residences

- (8.12) Objects and items of furniture acquired to furnish the Trust's holiday properties, or other residences let for habitation, are not considered part of the permanent collection. It is accepted that in fulfilling their functional purpose, such objects are at greater risk of damage and the Trust therefore reserves the right to dispose of objects in this category as necessary. Objects described under paragraph 8.12, above, may often be used in this context.

⁷ For example, the collections of the Georgian House, Edinburgh, are not original to the property, but have been accrued with the well-defined intent of reconstructing a period interior, appropriate to the immediate locale.

⁸ For example, generic period pots and utensils might be acquired to furnish a historic kitchen; or carpets and rugs might be bought to protect or replace original floor surfaces and coverings.

Educational and Handling Collections

(8.13) Objects acquired *specifically* for education and learning purposes are primarily the responsibility of the Learning Services department and not considered part of the permanent collection. It is accepted that in fulfilling their educational purpose, objects are at greater risk from damage and the Trust therefore reserves the right to dispose of objects in this category as necessary. Where objects under paragraphs 8.11 and 8.12 above can no longer be placed usefully for display or within a holiday property, they may, by agreement with the Head of Collections, Archives and Library Services, be transferred to the Educational and Handling Collections.

9. Period of time and/or geographical area to which collecting relates

This will vary from property to property and will be defined in the individual *Property Collecting Policies* (see paragraph 7.2, above).

REGULATIONS, STANDARDS AND PROCEDURES GOVERNING ACQUISITIONS

10. Limitations on collecting

The Trust recognises its responsibility, when adding to its collections, of ensuring that the care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard of the Museums, Libraries and Archives Council. When considering an acquisition, the Trust will also take into account limitations on collecting imposed by such factors as inadequate staffing, storage and funding for conservation.

11. Collecting policies of other museums and heritage organisations

The Trust will take into account 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 specialisms, in order to avoid unnecessary duplication and waste.

12. Acquisitions not covered by the Policy

Acquisitions outside the current stated policy will only be made in exceptional circumstances, and then only after proper consideration by the Trust's Board, having regard to the interests of other museums and heritage organisations.

13. Acquisition procedures

- (13.1) The Trust will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless it is satisfied that it can acquire a valid title to the item in question.
- (13.2) In particular, the Trust 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.)
- (13.3) In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the United Kingdom (UK) ratified with effect from 1 November 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the Trust will reject any items that have been illicitly traded. The Trust will be guided by the national guidance on the responsible acquisition of cultural property issued by the UK government Department of Culture, Media and Sport in 2005.
- (13.4) So far as biological and geological matter is concerned, the Trust 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 UK or any other country, except with the express consent of an appropriate outside authority.
- (13.5) Under the legal principles of Treasure Trove and *bona vacantia*, the discovery of antiquities in Scotland is a matter for report to the Crown. Scottish archaeological material will therefore not be acquired by any means other than allocation to the Trust by the Crown, normally on the advice of the Scottish Archaeological Finds Panel (SAFAP), unless the Trust's Head of Collections, Archives and Library Services and Head of Archaeology Services, acting on the NTS's behalf, are satisfied that valid title to the item in question can be acquired, such as by certificate of 'No Claim' from the Scottish Archaeological Finds Allocation Panel Secretariat.
- (13.6) Any exceptions to the above clauses 13.1, 13.2, 13.3 or 13.5 will only be because the Trust is either:
- o acting as an externally approved repository of last resort for material of local (UK) origin; or
 - o acquiring an item of minor importance that lacks secure ownership history but in the best judgement of the experts in the field concerned has not been illicitly traded; or
 - o acting with the permission of authorities with the requisite jurisdiction in the country of origin; or
 - o in possession of reliable documentary evidence that the item was exported from its country of origin before 1970.

In these cases the Trust will be open and transparent in the way that it makes decisions and will act only with the express consent of an appropriate outside authority.

14. Spoliation

The Trust will use the statement of principles *Spoliation of Works of Art during the Holocaust and World War II period: Statement of Principles and Proposed Actions*, issued for non-national museums in 1999 by the Museums and Galleries Commission.⁹

15. Management of archives

The Trust holds archives, including photographs and printed ephemera, and is guided in their care by the *Code of Practice on Archives for Museums in the United Kingdom* (3rd edition, 2002). The Trust also aims to meet the standards outlined in the National Archives' Standard for Record Repositories (2004).

REGULATIONS, STANDARDS AND PROCEDURES GOVERNING DISPOSALS

16. Repatriation and Restitution

The Trust's Board, acting on the advice of the relevant NTS professional staff, may take a decision to return human remains, objects or specimens to a country or people of origin. The Trust will take such decisions on a case-by-case basis, within its legal position and taking into account all ethical implications.

17. Disposal procedures for objects with Category A status

Decision-making process

(17.1) As stated in its founding purpose, the Trust seeks to maintain its collections for 'permanent preservation'. The Trust accepts the principle that, except for sound curatorial reasons, there is a strong presumption against disposal of any items with Category A status and to which the Trust therefore has a commitment of long-term preservation.

(17.2) In those cases where the Trust is legally free to dispose of an item, it is agreed that any decision to dispose of material from the collections will only be taken after due consideration, according to the decision-making process laid out in Section 5. The starting point for considering disposal will be a thorough assessment of the *significance* of individual objects to the Trust's properties or organisational history.

⁹ Replaced in April 2000 by the Museums, Libraries and Archives Council (MLA).

- (17.3) Decisions to dispose of items will not be made with the principal aim of generating funds.
- (17.4) Reasons for disposal may include:
- the removal of any item that is too badly damaged or deteriorated to be of further use and which serves no documentary value to the Trust;
 - to improve the curatorial care of the collections by the disposal of duplicate or unprovenanced material of low intrinsic relevance to the Trust's collecting policy; or
 - to transfer ownership to another Accredited museum or heritage body of any item the Trust feels would be more appropriately placed elsewhere. Such transfer may be occasioned by changes in public, social or educational need, administrative responsibilities, development priorities, or the establishment of a new Accredited museum.
- (17.5) When disposal of an object is being considered, the Trust will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the grant will be followed. This may include repayment of the original grant.
- (17.6) Where an object has been given, disposal will not normally take place without attempting to contact the original donors. Wherever possible, the Trust will aim to gain the donors' approval of the course of action proposed. This is, however, a matter of courtesy rather than a legal requirement. Where no details of the donor exist, or where all reasonable efforts to trace donor have failed, the Trust reserves the right to proceed with disposal procedures.
- (17.7) Where an object has been lent and the period of the Loan Agreement has expired, the Trust reserves the right to dispose of an object after an additional period of one year, if all reasonable attempts to contact the owners to request the removal of the object have failed.
- (17.8) A decision to dispose of a specimen or object will be the responsibility of the Board of the Trust acting on the advice of its professional curatorial and collections conservation staff, according to the consultation process laid out in Section 5. Delegated authority for the disposal of items valued under £20,000 is given to the Head of Collections, Archives and Library Services, as described under paragraph 5.2.

Disposal Procedure

- (17.9) 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 has to be destroyed. It will therefore be offered, in the first instance, by gift, exchange or sale, directly to other Accredited museums likely to be interested in its acquisition.
- (17.10) If the material is not acquired by any Accredited museum to which it was offered directly, then the museum and heritage community at large will be advised of the intention to dispose of the material, normally through an

announcement in the Museum Association's *Museums Journal*, and in other professional journals where appropriate.

- (17.11) The announcement will indicate the number and nature of the 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 Trust may consider disposing of the material to other interested individuals and organisations.
- (17.12) For gift and bequest items, in appropriate circumstances, and having taken account of the procedure laid out in paragraphs 17.9 – 17.11 above, the Trust may authorise the return of an item to its original donor, or the donor's descendants.
- (17.13) The destruction of an item is only acceptable if its retention in the collections would not be appropriate and its disposal by all other means has proved impossible. Objects which have become in some way seriously damaged, or have deteriorated beyond the point of further usefulness for the collections may, from time to time, need to be formally deaccessioned. Destruction of an object will be carried out in a discreet and permanent fashion.

Procedure following Disposal

- (17.14) 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 the SPECTRUM procedure on deaccession and disposal.
- (17.15) Any monies received by the Trust from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further Category A acquisitions, but in exceptional cases improvements relating to the conservation and care of collections may be justifiable. Advice on these cases will be sought from the Museums, Libraries and Archives Council and the Scottish Museums Council.

18. Disposal of objects with Category B status

The Trust does not consider itself bound to adopt the above disposal procedures for objects classified as Category B (described under Section 8, above). In such cases it is the duty of the Trust, as a charity, to dispose of the objects in a way that maximises the benefit to the purposes of the Trust. Gifts and bequests are disposed of in accordance with the wishes of the owner or with the agreement of the executors. Authorisation for the disposal of objects with Category B status is given as described under paragraph 5.2 above.

19. Policy review procedure

This Policy will be published and reviewed at least once every five years. The policy is next due for review by 2012. The Scottish Museums Council will be notified of any changes to this Policy and the implications of any such changes for the future of existing collections.

Further information

For further information please contact:

Interiors and Collections Department
The National Trust for Scotland
28 Charlotte Square
EDINBURGH
EH2 4ET

0131 243 9543

dstevens@nts.org.uk

GLOSSARY

Definitions are given within the scope of this Policy:

- Acceptance In Lieu** The Acceptance in Lieu scheme allows people to offer items of cultural and historical importance to the state in full or part payment of their inheritance tax, capital transfer tax or estate duty. It is currently the most important means of acquiring important items and great works of art for public ownership. Once accepted, they are distributed to museums, galleries and public archival depositories throughout the UK and Northern Ireland (for example, in 2005, the Trust received the important archive of the family of Brodie of Brodie, for retention at Brodie Castle, Moray). The scheme is administered by the Museum, Libraries and Archives Council (MLA). Further information can be found on the Department for Culture, Media and Sport website at <http://www.culture.gov.uk> and on the MLA website at <http://www.mla.gov.uk> .
- Accreditation** Refers to the standard of the Museum Accreditation Scheme. Accreditation is a voluntary, quality assurance scheme for museums and heritage bodies across the UK. The scheme is operated by the Museums Libraries and Archives Council and administered in Scotland by the Scottish Museums Council (SMC). To qualify, museums must meet clear basic requirements on how they care for and document their collections, how they are governed and managed, and on the information and services they offer to their users. Further information can be found on the SMC website at <http://www.scottishmuseums.org.uk> .
- Acquisition** Refers to the various methods by which objects are added to the collections, including by gift, bequest, Acceptance in Lieu, purchase, commission and loan.
- Bequest** Refers to donations of personal property received through a will. Alternatively referred to as a legacy.
- Disposal** Refers to the various methods by which objects are removed from the collections, including by gift, transfer, exchange, return to donor, sale and destruction.
- Provenance** Refers to the history of ownership or possession of an object, and the records and documentation that authenticate that object and provide evidence of its ownership.
- SPECTRUM** SPECTRUM is the UK and International standard for documentation and information management about collections.
- Valid title** Evidence that establishes full legal rights to possession, control and disposal of objects.

APPENDIX

Extracts from The National Trust for Scotland Order Confirmation Acts, 1935 and 1938

The 1935 Act states the general purposes of the Trust:

The National Trust for Scotland shall be established for the purposes of promoting the permanent preservation for the benefit of the nation of lands and buildings in Scotland of historic or national interest and as regards lands for the preservation (so far as practicable) of their natural aspect and features and animal and plant life and as regards buildings for the preservation (so far as practicable) of their architectural or historic features and contents so far as of national or historic interest.

These were extended in the 1938 Act to include the promotion of:

- (a) the preservation of buildings of architectural or artistic interest and places of historic or national interest or natural beauty and the protection improvement and augmentation of the amenities of such buildings and places and their surroundings;*
- (b) the preservation of articles and objects of any description having artistic or antiquarian interest*
- (c) the access to and enjoyment of such buildings places articles and objects by the public.*