



Heritage Collection: Overarching Collecting Policy

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Policy Owner: The Scout Heritage Service at Gilwell Park

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Disseminated to: All staff employed by The Scouts/publish on website

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Policy statement

The Collecting policy summarises the primary and secondary collecting areas for The Scouts Heritage Collection and the criteria all donations must fulfil. The Collections Policy is informed by the Heritage Service’s statement of purpose:

Creating connections between members of The Scout Association both past and present and the wider community and through an active and innovative programme of collecting, interpreting and engagement.

It sits alongside the Internal Collecting Policy which is an HQ facing summary of the practice of collecting material generated through HQ activity. This document should be considered in conjunction with the Collections Development Policy which outlines the strengths and weaknesses of the Collection and priority subject areas or themes for future collecting. It also notes closed areas of the collection where material may have been acquired in the past but won’t continue to be added to as it no longer fits within the collecting policy.

Collecting areas

The primary collecting areas of the Heritage Service have been defined as:

- The life and works of founder, Robert Baden-Powell where they relate to the development of The Scouts
- The story and development of UK Scouting, from its conception to the present day
- The historical landscape of Gilwell Park and the people who have contributed to it



International Scouting is a secondary collecting area. International Scouting underpins our core narrative, *Scouting Builds Skills For Life*, any international donations must reflect the global nature of Scouting in relation to the UK. Material collected must be able to communicate the stories and memories of the benefits of being part of an international movement. It must not be assumed that every gift presented to the UK Scouts as a Movement or an individual representing the UK will be acquired by the Heritage Collection to be preserved. This is critical to ensure the best of use of the charities resources.¹

¹ See Appendix 1 for further detail on the criteria for international collecting.

Definitions

Accessioned

The formal acceptance of an object(s) into the Heritage Collection, through the process of allocating a unique object number and cataloguing. The Heritage Service has a long-term purpose and holds the Collection in trust for the benefit of the public. However, if sound curatorial reasons are established for disposing of an object(s), this may take place. All disposals will be in accordance Museums Association disposal guidelines. Please refer to the Collections Development Policy for comprehensive acquisition and disposal information.

Unaccessioned

Objects not formally accepted into the Collection and as a result are not subject to the same rigours surrounding disposal.

Handling Collection

Collection of unaccessioned material formed through the rationalisation of the Heritage Collection as part of its retrospective documentation programme. The Handling Collection is used as a resource for outreach and educational activities.

Additional collecting criteria

In accordance with the Museums Association's *Guidance on the ethics and practicalities of acquisition (2004)*, an object will only be acquired if the Heritage Service can:

'provide adequate, continuing long-term care for the item and public access to it, without compromising standards of care and access relating to the existing collections'.

Provenance

Ensuring the owner has the right to transfer title, and that the acquisition is free from restrictions and special conditions. The donor must be prepared to complete the relevant acquisition paperwork (Donation Information and Entry Form²) before an item(s) is accepted. Item(s) cannot be accepted without the completion of the paperwork.

Relevance, importance and long term cultural value

The item(s) must be relevant to the purpose of the Heritage Service and the Collecting Policy. All acquisitions will be assessed in their ability for interpretation, learning, inspiration, engagement, discussion, debate and research. The Service will not hesitate to acquire potentially controversial material as the Collection should be truly representative. Such items have the possibility to be used as instruments for discussion and debate, which is in line

² The Donation Information Form allows us to capture memories and stories of Scouting, and it is this contextual information that really helps 'history come alive' and makes the donation useful in the future. The Entry form is our legal paperwork which proves items have been willingly donated to the Collection and ownership has been transferred ownership to The Scouts Heritage Service.

with the Service's adherence to the MA's Code of Ethic's statement that museums should, 'support freedom of speech and debate'.

Use

The capacity of the item to support interpretation, engagement, learning and research in line with the Service's statement of purpose;

Condition

The item will need to be in a stable condition as the Service has limited resources to commission any significant restoration. If the item is not in a fair state, but its very condition evidences how the item was used or was damaged, then it would be considered for acquisition.

Representation

If the item fills a gap in the Collection. Items already represented in the Collection will be considered for acquisition if they are in a better condition, if it is a significant item, or if it's an item often requested for research, loans etc., thereby ensuring one of the items could be preserved rather than damaging it further through frequent use.

Appendix 1

International material which falls within the Collecting Policy

International gifts presented to the Scouts (UK)
Objects which reflect a significant development in the relationship/recent event between the donor country NSO or WOSM and the Scouts (UK) which provides a narrative e.g. a story which could be told illustrating this development. This could be a handmade, or a manufactured object or archive material. For example; <ul style="list-style-type: none">• Programme developments• Constitutions• A specific object from an international jamboree (not generic gift – see below)
Gifts from international Scout Groups/NSOs to Gilwell Park
<ul style="list-style-type: none">• Material which is linked to an international level event with a UK Scouts. For example;• Badges from an international jamboree• Memories and experiences of an international Scout Group's interaction with a UK Group or UK Scouting event captured in diaries, logbooks, photographs etc.
Gifts or material given to the Scouts (UK) staff and volunteers with an international role
<ul style="list-style-type: none">• Material related to the development of British Scouting Overseas, British Overseas Territories or British Scouts of Western Europe.• International programme development material• Material which reflects a significant development in the relationship/recent event between the donor country/WOSM and the Scouts.• Material which details wider global issues and their impact on Scouting and delivery of Scouting activity overseas. For example;• Brexit• Policies of the UK Government regarding travel
International material relating to UK Scouting
<ul style="list-style-type: none">• Material with a clear and direct link to UK Scouting or the development of The Scout Association.• Material collected by a UK group whilst attending a significant international event. For example; FLAGS (LGBT National Active Support Unit) attending world Pride for the first time• Material from the UK Delegation at World Scout Conference or Youth Conference which evidences significant developments to Scout activity/programming/development.

International material which falls outside the Collecting Policy

International gifts to Gilwell Park

- Items which are simply reflective of the donor country i.e. a model of a famous monument in that country.

Gifts from international Scout Groups or NSOs

- Generic gifts presented at events to all contingents which don't have a significant story related to them.
- Scarf, woggle, photograph or handmade gift from a visiting Scout Group to Gilwell Park and traditionally displayed in the Providore.
- Handmade gift or Scouting ephemera from a Group without any connection or link to a UK Scouting event or Group.
- Material from Groups which are not part of British Scouting Overseas, British Overseas Territories or British Scouts of Western Europe.
- Material which has no direct link to UK Scouting.
- Material which does not reflect relations between UK Scouting and international Scout Groups or NSOs.

The Scouts representatives with an international role

- Gifts given to the person rather than the Scouts. This is when an object has been given to a Scouts (UK) representative specifically, rather than to that person in their capacity as a representative from the Scouts (UK) with the understanding that the gift is to the Scouts (UK).
- Gifts which do not fit within the international collecting policy.

Version control

Version	Change	Author	Date of Change
1.0	Policy created	Head of Heritage	June 2023

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