

COLLECTIONS SUMMARY AND COLLECTIONS MANAGEMENT POLICY

Name of museum

The Tank Museum

Name of governing body

The Trustees of the Tank Museum

Date on which this policy was approved by governing body

24th May 2019

Date at which this policy is due for review

May 2024

This document sets out The Tank Museum's policies for Collections Management activities. It was created from past Tank Museum documents, Spectrum (The UK Museum Documentation Standards), ACE standards and reference to other UK Museums' Collections Management Policies. The Policy covers all the types of collections the Museum holds and each type is clearly defined and appropriate measures outlined for each.

SECTION 1

COLLECTIONS SUMMARY: OUR CORE RESOURCE

The Tank Museum has a national and international profile and is widely recognised as having the world's most comprehensive and accessible collection of armoured vehicles. No other UK museum has the collecting remit or quality, breadth and depth to their collections in the field of armoured vehicles. As the world's oldest tank museum with pioneering interpretation and displays, a strong online presence, the Museum regularly hosts national and international museum delegations. The collections are still used to help teach the modern Royal Armoured Corps based at Bovington.

Not only are the vehicle collections readily accessible, but an extensive Archive and Reference Library has been built up in parallel with the vehicles. The Archive and Reference Library is a Place of Deposit for the National Archives, receiving the 2nd copy of the Official War Diaries and original RAC transfer/discharge registers.

The Museum can be considered the prime resource in the United Kingdom and arguably the world, for research into the history of Armoured Fighting Vehicles and Armoured Warfare.

The Tank Museum collection is notable for having, in addition to vehicles, vehicle components, collections of medals, documents, photographs, film, sound recordings, books, fine art, uniforms, flags, equipment, weapons, models and memorabilia.

The strength of the Museum's collections should be recognised therefore not just in the number of unique or historically important items but in the range and comprehensiveness of the story that can be told and illustrated at the Museum. **This has been recognised by the award of Designation status to the entire collection in 1999.** The Tank Museum Collection is one of only twelve museums in the South West to be Designated, and one of only three military museums in the whole country awarded this status.

The collections are briefly described below.

Vehicles

The Tank Museum has the most outstanding collection of armoured fighting vehicles in the world. It is a collection spanning the entire era of the tank and shows the history and development of this important British invention all on one site. It contains the first tank ever made, Little Willie; a unique group of ten First World War vehicles; rare Inter-war and experimental items; over 70 Second World War vehicles, with a number of sole survivors and historically important developments. The post-war collection has been considerably expanded with international exchanges and gifts, vehicles captured by British units on

operations and regular gifts from the MOD as vehicles come out of service or finish prototype development.

Currently there are 134 vehicles on display within the Museum buildings and a further 239 vehicles stored elsewhere on the site. A Vehicle Conservation Centre, was opened in September 2013 which meant that the majority of vehicles in the Collection could be housed under cover. A new set of workshops was opened in May 2018. This extensive range of vehicles allows the development of armoured fighting vehicles to be fully explained. In a number of cases tanks are demonstrated in working condition. The draw and interpretation value of running tanks for the public has led to the development and purchase of a running fleet of vehicles that are not part of the 'Core' collection. The collection is also an impressive tool to reflect many aspects of history since 1916. Armoured vehicles were used across the spectrum of conflict, from peacekeeping to full scale warfare, from domestic disputes to policing an empire. They have helped to shape Britain and the modern world.

In the year 2000 the Museum began a programme of returning loans and establishing the legal provenance of items deposited at the Museum where their status was unclear. A number of vehicles were identified as duplicates or surplus to requirements (outside the collection policy or beyond economic repair) and have been disposed of in line with the Disposal Policy. The review of the vehicle collection is ongoing as space, costs and sustainability issues become increasingly pertinent in the Museum sector as a whole and in large object collections in particular. Some vehicles have been transferred to the running fleet, loaned or gifted to other museums or interest groups, or are being de-accessioned. A process of grading and significance of the vehicle collection is overseen by the Collection Committee to assess holdings, identify type examples and approve disposals.

Whilst this process of rationalisation is continuous, the Museum still acquires vehicles that are significant and key to the collection policy. The Museum also aims to acquire vehicles to increase the running fleet and these are distinct from the core collection vehicles (discussed under section 1.3 below). An agreed 'wants' list of vehicles for the Museum to acquire is approved by the Collection Committee and reviewed and updated (last agreed May 2018).

The Tank Museum has a difficult set of challenges. It must balance the need to collect and preserve vehicles in a field where few other Museums have the capacity to collect (and, as yet, where no national collecting strategy has been agreed), against the enormous commitment of resources when taking on a collection item the size of a tank. There are few private collectors of armour. This creates an added challenge to the Museum as the 'national' collection in its broadest sense is concentrated in few Museums and not, as in many other collection fields, dispersed widely in both public and private hands.

Supporting Collections

What is in the Supporting Collections?

The supporting collections are defined as items in the collection other than vehicles (or major vehicle spares) and items in the Archive and Library (books, documents, photographs, albums etc). The main areas are as follows (as at April 2019):

Engines and automotive components:

An outstanding collection (22 engines) with a number of 'worlds firsts', including the first engine designed specifically for a tank and the world's first gas turbine tank engine.

Vehicle equipment (630 items) and **vehicle components** (230 items) form a pool of items that represent the equipment normally to be found as part of a vehicle schedule (or issued or carried on the vehicle). They encompass a wide range of material from periscopes and other sighting equipment, through navigation equipment, radios, rations, fire extinguishers, to road wheels and smoke dischargers.

Personal Equipment (711 items)

Includes such diverse items as body armour, helmets, gas masks, swagger sticks, World War 1 tank crew face masks, goggles and wash kits. Many of these items bring a very human dimension to the everyday life and activities of the tank crewmen and soldiers.

The Museum has been given large quantities of similar equipment from the Army during clear outs or the issuing of new types of kit. Material has also come from the military pattern rooms and military equipment manufacturers. Increasingly items that are already represented in the collection are being accepted, with the donor's consent, for use in the Handling Collection. In the case of multiple duplicates, particularly those with no provenance, a decision may be taken to remove them from the collection.

Memorabilia (2,688)

Over 2,000 items are currently in this very wide category. The collection includes a large number of items of trench art, battlefield souvenirs, gifts from home, sweetheart brooches, lucky charms and soldiers' loot. The classic mementoes of near miss bullets and shrapnel such the cigarette tin that stopped a bullet from killing Private Bradbury during an attack in WW1, always have a compelling fascination.

Fine Art and Silver (709)

The Fine Art collection comprises of some 700 items including original pastels by Eric Kennington (the official WW1 and WW2 war artist) of notable figures such as General Hobart, the commander of the 79th Armoured Division and Sir Ernest Swinton one of the founding fathers of the tank, commercial illustrative art and contemporary drawings by soldiers in the field. The collection of silver consists of such items as traditional sports cups and presentation salvers through to silver armoured car models and the extraordinary gold tank made for the Shah of Iran.

Orders, Decorations and Medals (3,322 including miniatures, ribbons, etc.)

Reflecting awards across all eras to those who served in the Tank Corps, Royal Tank Corps and Royal Tank Regiment in addition to members of the Royal Armoured Corps and its predecessors.

The Textile collection (416)

Unit flags and pennants, like national flags or football team colours, hold great symbolic value. The Museum has over 250 items in this category – some that people literally fought and died over and for. The Museum holds the battle scarred Union Jack that flew over Tobruk during its seven-month siege in WW2. We have the colours of the Royal Tank Regiment flown from General Elles's tank at the first major tank action, the Battle of Cambrai in 1917, through to individual signalling or recognition pennants. The Museum also has examples of needlework, made by soldiers as part of their rehabilitation exercises after injury and crests and scenes embroidered by wives and girlfriends.

Uniforms (6,480)

The uniform collection consists of over 6,000 items. There is an unrivalled collection of tank crew uniforms both British and foreign as well as large collections of insignia, boots, headgear and accoutrements. The collection also includes more esoteric items such as an Olympic Bobsleigh outfit, worn by a Royal Tank Regiment soldier and factory overalls worn by ammunition production workers at the nearby Holton Heath factory.

The Weapons collection (880)

The Museum holds over 800 weapons ranging from personal side arms such as pistols, through to captured trophies, tank mounted machine guns and edged weapons such as knives, swords and bayonets. The Museum holds a Museums' Firearms Licence allowing it to keep prohibited weapons of all calibres. As the collection is not the national reference collection of small arms, most of these weapons have been de-activated to Home Office approved Standards. This allows the vast majority of tank-mounted weapons to be used on vehicles for display (as they are no longer technically a weapon) and those not on display to be stored in non-armoury conditions. Those weapons remaining live will be stored to armoury standards on site.

Ammunition (741)

The Museum holds a superb and extensive collection of inert ammunition used by and against tanks. A programme of certificating and recording this collection to new Free From Explosives standards has been undertaken. This collection includes mines and missiles and has been used by the Army and Police as recognition and training aids (as have a number of the museum's other collections).

Models (929):

The collection of over 900 models ranges from crested china tanks to children's toys, from plastic kits to recognition models for teaching soldiers, to detailed engineering working

designs. The TM has a policy not to collect plastic model kits unless commissioned to aid an exhibition as there are long term issues with their conservation.

Archive and Library Collections

The Tank Museum Archive and Reference Library holds the most comprehensive collection of archival material and books on armoured fighting vehicles and armoured warfare in the world. The Library is used by the MoD, serving personnel, authors, the media, family history researchers and the general public, as well as by Museum staff carrying out research. The Archive and Library is a Place of Deposit for the National Archives. The collections include:

Documents (55,255 catalogued at April 2019)

Official reports, training manuals, technical manuals, diaries, maps, drawings and personal papers;

Published books and journals (14,834)

On armoured fighting vehicles, armoured units and armoured warfare;

Photographs both historic and recent, comprising some 250,000+ images;

The Audio-visual collection (4,078)

of film, video, and audio recordings relating to armoured vehicles and oral history.

The remainder of this document sets out The Tank Museum's policies with regard to managing the collections.

SECTION 2

COLLECTIONS MANAGEMENT POLICY

1. The Museum and Collections

1.1 Status

The Tank Museum is an independent museum, now a company limited by guarantee. It is a Registered Museum (Museum Number 820) and in 1998 received Designation status that recognises the Museum's collections to be of 'outstanding national importance'. Although independent, the Museum is supported by the Ministry of Defence.

The Museum is a Trust and is a registered Charity (No 1102661).

The Tank Museum houses what is in essence the national collection of tanks and other armoured fighting vehicles.

The Tank Museum is an Official Place of Deposit for material from the National Archives (under the Public Records Act 1958) that relate to the story of armoured warfare.

1.2 Vision, Mission and Mandate

Vision: For the Tank Museum to be the world's leader in the heritage of armoured warfare.

Mission: To conserve, develop and interpret the national collection of tanks and armoured fighting vehicles to educate and inspire people with the story of tanks and the people who serve in them; past, present and future.

Objectives:

1. Conserve and enhance the collection.
2. Have a sound financial base and business culture to ensure the Museum is sustainable and thrives.
3. Maximise access, intellectual and physical, for all
4. Interpret the story of armoured warfare to meet audience needs in an enjoyable and engaging way

5. Promote The Tank Museum as a centre of education and learning
6. Be a leading authority on the history of armoured warfare.
7. Promote a fuller understanding of the Army and be the custodian of the heritage of the Royal Armoured Corps and Royal Tank Regiment.
8. Consult and encourage involvement of the Wider Community in the life of The Museum
9. Provide a safe and secure working environment and to promote the professional development of staff and volunteers

The Tank Museum has the following main collecting areas:

- 1.2.1 Tanks used by the Royal Armoured Corps and predecessors along with important or influential tanks built for British service that never advanced beyond prototype stage.
- 1.2.2 Reconnaissance and other armoured fighting vehicles used by the Royal Armoured Corps and its predecessors.
- 1.2.3 Infantry armoured vehicles and similar equipment either used by the Royal Armoured Corps or in direct support of the Royal Armoured Corps (meaning in company with tanks up to forward positions) in military operations.
- 1.2.4 Supporting armoured vehicles used either by the Royal Armoured Corps or in direct support of the Royal Armoured Corps (meaning in company with tanks up to forward positions) in armoured operations.
- 1.2.5 The same categories as above (1.2.1-4) but applied to vehicles used by our Wartime, Cold War and Coalition Allies.
- 1.2.6 The same categories as above (1.2.1-4) but applied to vehicles used by armies fighting against British forces or armies perceived as a 'threat'.
- 1.2.7 Vehicles of Historical and Technical Significance. This final category embraces all armoured vehicles, excluded by any of the above clauses, which, for technological or historical reasons can be shown to be of particular interest or significance in the development of Armoured Fighting Vehicles.
- 1.2.8 The Museum has been asked by the Adjutants General Office to collect Armoured Infantry Vehicles as no other Museum is doing this (see 1.2.3).

- 1.2.9 The Museum also collects related engines, vehicle equipment, personal equipment, memorabilia, fine art and silver, medals, textiles (uniforms and flags), weapons, ammunition and models relating to mechanised armoured warfare. The Archive and Library collects documents, books, photographs and audio visual material also on related matters.

1.3 Collection Types

- 1.3.1 The Tank Museum will designate new acquisitions as either Core Collection, Running Fleet, Museum Service Fleet, or Handling Collection objects and, where possible, re-categorise items already in the collection to clarify the future use of the items.
- 1.3.2 Potential donors will be advised of this policy and their agreement obtained at the time of acquisition.

Core Collection

Core collection items will be recorded on Tracer (Collection Management database) with an Entry Number (i.e. E2009.1234) and if appropriate an Accession Number (i.e. A2009.1).

- 1.3.3 Objects that are considered the most significant and most fundamental to the Museum and its subject belong to the Core Collection.
- 1.3.4 Core Collection items are subject to the highest level of restriction in terms of their use and command a commensurate proportion of available resources.
- 1.3.5 The Core Collection is used for both exhibition and reference purposes.

Running & Handling Collection

These categories of item will be recorded on Tracer with an Entry Number that includes a defining suffix (i.e. E2009.1234H = Handling; E2009.1234S = Service; E2009.1234R = Running).

- 1.3.6 The Running & Handling Collection comprises items of which the Museum holds alternative, better, examples or which are peripheral to the Museum's objectives or items that may be acquired specifically to assist in displays, education, demonstrations etc. Items in this category are ultimately disposable or replaceable.

- 1.3.7 Objects from this category may be used for open display, demonstration, or handling; wear, tear and ultimate disposal of this material is expected.
- 1.3.8 The acquisition of Running & Handling Collection items will conform to the same standards as material for the Core Collection. However disposal of Running & Handling Collection items will follow the separate procedures noted in Section 2.18.
- 1.3.9 The Museum will normally use vehicles only from the Running & Handling Collection for the purposes of vehicle running demonstrations. Vehicles from the Core Collection may be used for these purposes only after due consideration and in a more limited capacity.

1.4 **Standards**

- 1.4.1 The Tank Museum fully subscribes to the Museums Association's Ethics Committee definition of a museum: "Museums enable people to explore collections for inspiration, learning and enjoyment. They are institutions that collect, safeguard and make accessible artefacts and specimens, which they hold in trust for society."
- 1.4.2 The Trustees and The Tank Museum Ltd. have adopted the Museums Association Code of Ethics for Museums and, since the Museum collects both documents and photographs, the Trustees and The Tank Museum Ltd. are also guided by the current industry codes of practice relating to Archives for Museums and Galleries in the United Kingdom. It also seeks to meet, in this respect, the standards set out in The National Archives' Standard for Record Repositories, First edition, 2004

1.5 **Statement of Collecting Ethics**

- 1.5.1 The Museum will not acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the responsible officer is satisfied that the Museum can acquire a valid title to the item in question, and that in particular it 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.
- 1.5.2 In addition to the safeguards of valid title outlined above, The Museum will not acquire archaeological antiquities (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures, such as 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 (in England, Northern Ireland and Wales) or reporting finds through the Treasure Trove procedure (in Scotland). The Museum recognises the benefits of preserving items in situ, and the moral rights of individuals, groups, societies and peoples to hold items.

The above is 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, and the museum will reject any items that have been illicitly traded. The Trustees and The Tank Museum Ltd. will be guided by the national guidance on the responsible acquisition of cultural property issued by DCMS in 2005.

1.5.3 Further, in respect to artefacts recovered from battlefield sites, the Museum will not knowingly acquire or exhibit artefacts which have been stolen, illegally exported from their country of origin, illegally salvaged or removed from commercially exploited archaeological or historic sites in recent times.

1.5.4 The museum will not acquire any biological or geological material. Any exceptions to the above clauses will only be because the museum is either:

- acting as an externally approved repository of last resort for material of local (UK) origin; or
- 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; or
- acting with the permission of authorities with the requisite jurisdiction in the country of origin; or
- in possession of reliable documentary evidence that the item was exported from its country of origin before 1970.

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

1.5.5 **Spoliation**

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

1.5.6 Trustees and Staff members engaged in collecting activities outside the Museum must declare any conflict of interest and absent themselves from discussions about accepting items affected by their own collecting activities. This policy applies to loans as well as acquisitions and de-accessioning.

SECTION 3

ACQUISITION AND DISPOSAL POLICY

See also separate Acquisition & Disposal Policy document

2. ACQUISITION AND DOCUMENTATION

2.1 Criteria governing future acquisition policy and any collections which will not be subject to further acquisition are as laid out in Section 1 above.

2.1.1 Limitations on collecting

The Museum 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 staffing, storage and care of collection arrangements.

2.1.2 Collecting policies of other museums

The Museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialisms, in order to avoid unnecessary duplication and waste of resources.

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

The relevant regimental museum in the case of medals or personal memorabilia
The National Army Museum
Imperial War Museum
Royal Engineers Museum
Royal Logistics Museum
Royal Electrical & Mechanical Engineers Museum in the case of vehicles and weapons

The Curator is a member of the Military Vehicle Curators group comprising the above Museums and the Corps Museums group.

Other museums may be considered relevant in certain circumstances such as the Museum of Lincolnshire Life who have a tank on loan from the Tank Museum because of the town's historical involvement with the construction of them.

2.1.3. Policy review procedure

The Acquisition and Disposal Policy will be published and reviewed from time to time, at least once every five years (scheduled for every four years). The date when the policy is next due for review is noted above for the Collections Management Policy.

The ACE¹ will be notified of any changes to the Acquisition and Disposal Policy, and the implications of any such changes for the future of existing collections.

2.1.4. Acquisitions not covered by the policy

Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the governing body of the museum itself, having regard to the interests of other museums.

2.2 Acquisition Policy & Procedures

2.2.1 Acquisition Policy

The Museum will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the Museum can acquire a valid title to the item in question.

2.2.2 Potentially hazardous substances or items brought into the Collection – whether for core collection, loan, or for assessment – will be subject to a relevant procedure. The types of items that have set procedures are weapons (firearms and edged weapons); ammunition; radioactive source material; hazardous substances, e.g. medical supplies; and vehicles or vehicle components that may have a source of asbestos or parts containing asbestos. New Standard Operating Procedures (SOPs) will be introduced and updated as and when legislation requires or advice is received from relevant bodies

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

¹ All references to MLA have been amended to ACE (Arts Council England). Some publications quoted may refer to previous Agencies/Authorities' titles.

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

2.2.5 The Museum will not acquire any biological or geological material.

2.2.6 The Museum will not acquire any ancient archaeological material.

2.2.7 Any exceptions to the above clauses 8a, 8b, 8c, or 8e will only be because the museum is either:

- acting as an externally approved repository of last resort for material of local (UK) origin; or
- 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; or
- acting with the permission of authorities with the requisite jurisdiction in the country of origin; or
- in possession of reliable documentary evidence that the item was exported from its country of origin before 1970.

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

2.2.8 The Museum does not hold or intend to acquire any human remains.

2.2.9 **Spoliation**

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

2.2.10 **Radioactive Source Material**

Whilst the Tank Museum has material in the collection that is a radioactive source, the Museum will not collect further source material knowingly unless the item is of significant historic interest.

The exceptions to this are where the removal of the source would result in significant loss of the value of the item as to make it meaningless to the collection or where the source is of so low an activity as to be of negligible risk, i.e. a tritium marked dial on a watch.

Before entry to the Collections the Museum will weigh the necessity and benefits of acquiring material of a potentially hazardous nature to ensure that The Tank Museum radioactive holdings do not increase exponentially.

2.2.11 **Management of Archives**

As the Museum holds archives, including photographs and printed ephemera, its governing body will be guided by the current industry codes of practice relating to Archives for Museums and Galleries in the United Kingdom.

2.3 **Acquisition Procedures**

2.3.1 The Tank Museum will follow the collection guidelines given in the Collections Management Policy.

2.3.2 Whilst the Museum will not confine itself to collecting a single example of any object, it will avoid unnecessary duplication of objects.

2.3.3 The Museum will avoid taking items in poor condition, except where objects are deemed to be extremely rare or of major significance to the Collection.

2.3.4 The Museum will take account of the collecting policies of other Museums collecting in the same or related areas or subject fields. Material offered to the Museum that is more relevant to another Museum's collections will be referred on. For example, the relevant regimental museum in the case of medals or personal memorabilia; the National Army Museum, Imperial War Museum, Royal Engineers Museum, Royal Logistics Museum, Royal Electrical & Mechanical Engineers Museum in the case of vehicles and weapons. Other museums may be considered relevant in certain specific circumstances.

In addition, the Museum will actively participate in relevant subject specialist forums and be at the leading edge of such groups as a means of mutual understanding.

- 2.3.5 An acquisition may only be made if proper care can be provided, including adequate and appropriate storage space, and staff time and skills. The Museum will not accept items that it is unable to care for, such as hazardous materials, dangerous items, and items the Museum cannot house. The Museum's ability to provide proper care will be assessed before an acquisition is agreed.
- 2.3.6 The Museum will not acquire any item that contradicts its statement of collecting ethics (section 1.5).
- 2.3.7 Normally objects will be acquired only as a gift or purchase and without any conditions attached (except in cases where consideration of copyright, time-limited sensitivity, or the Public Records Act are relevant).
- 2.3.8 Transfer of title to the Museum must occur by means of signature.
- 2.3.9 The Museum is not obliged to accept all bequests. Appropriate documentation will be obtained for all accepted bequests.
- 2.3.10 A regular report of acquisitions will be presented to the Collections Committee.

2.4 Ownership

- 2.4.1 The majority of objects in The Tank Museum collections are owned by the The Tank Museum Ltd.. All newly acquired items are gifted to or purchased by the Museum.
- 2.4.2 The Museum will continue to research and address the ownership of all items not owned by the The Tank Museum Ltd..
- 2.4.3 Records deposited under the Public Records Act (1958) S.3 (6) belong to the National Archives and must not be disposed of without the permission of the National Archives.
- 2.4.4 The materials that are loaned to the Museum remain the property of their respective lenders.

2.5 Accession

- 2.5.1 All items entering the Museum (apart from the briefest of short term deposits) are given a unique entry number. The entry number is an administrative numbering system and does not confer accession status (or any other status) on the item.

- 2.5.2 Items that will enter the Museum's permanent Core Collection will be accessioned by assigning a unique Accession Number and recording the identification, history, and source of each item.

Donated items such as those that have belonged to a known, named, individual associated with the Tank Corps, Royal Tank Corps, Royal Tank Regiment or Royal Armoured Corps units will be considered for Accession immediately upon arrival.

- 2.5.3 Certain items (such as medals belonging to Tank Corps, Tank Regiment and those of other RAC units not passed on to other relevant Regimental Museums) will automatically be accessioned.

- 2.5.4 The Museum may allow a quarantine or decision period to elapse before deciding whether an item should be accessioned, especially in the case of large items such as vehicles. An annual meeting attended by the Curator, the Head of Collections and the Registrar will be held to discuss the vehicles that are not currently accessioned and to evaluate whether they should now be accessed or to remain in their current unaccessioned status. The resulting recommendations will then be discussed by the Collection Committee to formally ratify the decisions.

- 2.5.5 The decision to acquire or reject an item for accession may be taken by the Curator or by the Librarian responsible for the relevant area of the collection (other members of staff in time may be given delegated powers, as appropriate), with reference, if necessary, to the Collection Committee.

- 2.5.6 The Museum will maintain an Accessions Register, both electronically and in hard copy.

2.6 Inventory and Documentation

- 2.6.1 The Museum shall be accountable for all objects in its care, whether accessioned or not. It will maintain information identifying the object, its owner, its arrival into the Museum's care and current location.

- 2.6.2 All acquisition and disposal transactions will be recorded on designated Museum forms including, but not limited to, Entry (Transfer of Title) documents and Accession Registers (including "TRACER"). These, together with other supporting documentation, will be retained as part of the Museum's Archive.

- 2.6.3 All donation and loan information and will be recorded in TRACER, the Museum's bespoke computerised collection management system.

- 2.6.4 The Registrar, or other nominated positions, are responsible for all Entry, Acquisition and Loan-In/Out documentation.

- 2.6.5 All records from computerised documentation systems worthy of retention have been transferred to TRACER. All written Access Registers and MDA catalogue cards have been transcribed onto TRACER.
- 2.6.6 Records will be kept up to date by qualified staff.
- 2.6.7 Every item in The Tank Museum collection will carry its identity number at all times. Every item will be marked or labelled with its Entry Number or Accession Number using a method that is suitable to the object.
- 2.6.8 The Tank Museum adheres to the labelling and marking methods recommended by the ACE and advice from conservators.
- 2.6.9 Items on loan will not be physically marked.
- 2.6.10 Items in the Core Collection will be photographed and the images added to the Tracer record.
- 2.6.11 TRACER, the Collections Management Database is backed up daily and tapes are held off site.
- 2.6.12 The Museum is registered under the Data Protection Act with the number Z7587310.

2.7 Retrospective documentation and cataloguing

- 2.7.1 The Museum is and will continue to address issues of lack of documentation concerning certain items by research and referencing.
- 2.7.2 Items are and will continue to be catalogued in greater depth as staff time and expertise become available.

Disposal Policy & Procedures

Should disposal be required, Core Collection items will be disposed of in line with the following policies and procedures

Items that have been acquired for the Handling and Running Fleet Collections will be disposed of with different procedures – see Section 2.18.

2.8 Disposal Policy

- 2.8.1 The governing body will ensure that the disposal process is carried out openly and with transparency.
- 2.8.2 The Museum has a long-term purpose and intends to have an appropriate collection to support this. The Museum holds collections in trust for society in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the museum's collection.
- 2.8.3 The Museum will confirm that it is legally free to dispose of an item and agreements on disposal made with donors will be taken into account.
- 2.8.4 When disposal of a museum object is being considered, the Museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

2.9 Motivation for disposal and method of disposal

- 2.9.1 When disposal is motivated by curatorial reasons the procedures outlined will be followed and the method of disposal may be by gift, sale or exchange.
- 2.9.2 The museum will not undertake disposal motivated principally by financial reasons.

2.10 The disposal decision-making process

Whether the disposal is motivated by curatorial considerations, practicality or resource issues, the decision to dispose of material from the core collections will be reported to the governing body after full consideration of the reasons for disposal. The exception to this is vehicles where the decision to dispose is taken at the Collection Committee. Other factors including the public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered.

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 also be sought.

2.11 Responsibility for disposal decision-making

A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be made by the Curatorial team (and not the Curator of the collection acting alone) and reported to the governing body. The exception to this being the disposal of vehicles which is overseen by the Collection Committee. Items proposed for disposal will first be discussed at a regular staff collection meeting.

The Collection Committee will act on behalf of the governing body of the Tank Museum to approve, monitor and authorise disposals from the collections. The Collection Committee reports to the Main Trustee Board (the governing body of the organisation).

2.12 Use of proceeds of sale

2.12.1 Any monies received by the Museum governing body from the disposal of items will be applied for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from ACE.

2.12.2 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.

2.13 Disposal by gift or sale

2.13.1 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 or sale, directly to other Accredited Museums likely to be interested in its acquisition.

2.13.2 If the material is not acquired by any Accredited Museums to which it was offered directly as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material, normally through an announcement in the

Museums Association's Museums Journal, and in other specialist journals where appropriate.

- 2.13.3 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.

2.14 Disposal by exchange

- 2.14.1 The nature of disposal by exchange means that the museum will not necessarily be in a position to exchange the material with another Accredited Museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- 2.14.2 In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or unaccredited museums, with other organisations or with individuals, the Spectrum compliant disposal practices referred to within this Section and the Acquisition Section (2.2 above) will be adhered to throughout the transactions and details of the specific procedures and Spectrum defined information units required may be found in the Documentation Procedural Manual.
- 2.14.3 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.
- 2.14.4 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 in the Museums Journal and in other specialist journals where appropriate.
- 2.14.5 Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the Museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

2.15 Documenting disposal

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

2.16 Disposal Procedures

2.16.1 There is a strong presumption against the disposal of any items in the Museum's collection, subject to the following clauses and the industry standards expressed above:

- To eliminate unnecessary duplication of accessioned or unaccessioned artefacts (at whatever level is deemed appropriate within any one part of the Collection);
- To exchange accessioned or unaccessioned artefacts of limited significance from within the Collection so as to be able to obtain artefacts of greater significance to the Collection.
- To remove from the Collection any artefact whose significance has been irreversibly compromised and it cannot be feasibly preserved
- To remove from the Collection any artefact that is irrelevant to past and present collecting plans.

2.16.2 The Museum will not normally dispose of any artefact, accessioned or unaccessioned, to which it cannot prove title. However after due diligence certain items may have to be disposed of, with the approval of the Collection Committee.

2.16.3 In cases where the object to be disposed of was acquired with the aid of an external funding organisation, any conditions attached to the original grant will be followed.

2.16.4 A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections), will not be made by the curator of the collection acting alone.

2.16.5 Any Vehicles will be referred to the Collection Committee for confirmation **before** disposal. A report of non-vehicle disposals will regularly be presented to the Collection Committee.

2.16.6 Where items recommended for disposal are subject to the provisions of the Official Secrets Acts or other restrictions such as privacy agreements, they will only be disposed of to an organisation authorised to hold such material. If no suitable

organisation can be found, and it is not possible to remove the restrictions, then the material will be destroyed in an approved manner.

2.16.7 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 procedures.

2.16.8 A copy of the Entry (Transfer of Title) document and any appropriate documentation associated with an artefact that has been disposed of will be made available to the new owner.

2.17 De-accession

2.17.1 When the Museum disposes of an accessioned artefact, it will also de-accession that artefact, recording the fact that the artefact is no longer part of the Core Collection.

2.17.2 Objects may be de-accessioned from the Core Collection into the Running & Handling Collection. The Museum thereby decides to apply a particular standard of care to those artefacts and recognises that such items may not be held in perpetuity. Artefacts will be de-accessioned and responsibility for managing and recording them passed to the receiving department.

2.18 Disposal of Non Core Collection Items (Handling/Running Collections)

2.18.1 The item(s) for disposal will be discussed at a Curatorial Disposal Meeting.

2.18.2 Acquisition records for any such item(s) will be checked to confirm its status and that it may be disposed of.

2.18.3 Records will be kept noting the reasoning behind the disposal, the proposed method and (following disposal) any proceeds.

2.18.4 Records of such disposals will be submitted to the Collection Committee for oversight.

2.18.5 Any Running/Service Vehicles will be referred to the Collection Committee for confirmation before disposal.

2.18.6 Some items, where deemed appropriate by the Curatorial Department, may be offered to other Accredited Museums and Collections in line with core Collection Disposal methods but this is not mandatory.

SECTION 4

3. Accountability Procedures, Indemnity and Insurance

3.1 Object Entry

- 3.1.1 All objects arriving on site will be treated as if they were Museum objects in terms of care and accountability.
- 3.1.2 The Object Entry procedure applies to every item entering The Tank Museum's care from the time of arrival. This includes all potential gifts or purchases for the permanent or support collections, loans for exhibition or study, items to be identified, and items that are deemed not required and subsequently returned.
- 3.1.3 Objects will be uniquely identified, and key information recorded about the object, depositor, the owner if different, and the reason for deposit.
- 3.1.4 A Deposit Form must be filled in and signed for any item deposited at the Museum.
- 3.1.5 New items will be accepted or rejected by the Curator, Librarian, or delegated member of staff. The Registrar will contact the depositor within two weeks of the deposit date.
- 3.1.6 Donors will be made aware that the Museum cannot undertake to place particular items on display.
- 3.1.7 If it is decided that an item lies outside The Tank Museum Collection Policy and permission for disposal has not been granted, the item will be returned to the depositor within a month.
- 3.1.8 The Tank Museum reserves the right to dispose of items not collected by the depositor after a period of six months has elapsed.
- 3.1.9 Records of returned items will be retained for five years.

3.2 Location and Movement Control

- 3.2.1 The normal and current locations of all objects in the Museum's care will be recorded on Tracer. The Registrar is responsible for maintaining up-to-date records.
- 3.2.2 A record of movement will be kept for all objects in the Museum's care, including movement within the Museum and movement across the physical or administrative boundaries of the Museum. This will include a current location except for Handling

collection items going to a school or regularly moved vehicles which will be recorded with their normal locations.

- 3.2.3 Appropriate authorisation will be obtained and recorded for all moves according to whether they are internal or external.
- 3.2.4 The condition of the object will be checked before moving to ensure that it is fit to be moved. Preparations will be made accordingly for the item and a suitable new location confirmed, prior to the move. Health and Safety Regulations will be adhered to.

3.3 **Stock Check**

- 3.3.1 A complete stock check of a defined group of objects will be undertaken at regular intervals. The Collection Committee will approve the programme of audits and perform spot checks on their accuracy. The Weapons, vehicles and medal collections will be stock checked annually. Due to security or Health & Safety Legislation other areas may have to be audited at set intervals. A member of the Collection Committee will carry out a regular spot check to see items are accounted for accurately on TRACER and items on TRACER can be located as recorded.

3.4 **Loans-In**

- 3.4.1 The Tank Museum wishes to minimise the proportion of items in its collection that are held on loan. It will not now normally accept material on loan, unless for a specified purpose and an agreed term. All Inward Loans to be reviewed by the Registrar each year.
- 3.4.2 Where loans are accepted, the loan period will be finite and specified, (usually 3 years) though this may be renewed. However some items may be loaned in for specific exhibitions. The Museum does not accept "permanent loans".
- 3.4.3 The Tank Museum will give the same degree of care to loaned items as to those which form the Museum collection.
- 3.4.4 There will be written and signed agreement for the loan, and appropriate records kept. This will include a report on the condition of the item at the beginning of the loan.
- 3.4.5 The Owner must confirm title and provenance of the Incoming Loan.
- 3.4.6 Items Loaned In to the Tank Museum may be further loaned to another institution providing all three parties are in agreement.

3.4.7 The condition of the loaned item will be monitored and the owner given access to it if required. Conservation action must be agreed with the owner in writing before any work begins.

3.4.8 In the unlikely event of the Museum ever being disbanded, objects on loan will be returned to bodies which have a call on them.

3.5 **Loans-Out**

3.5.1 The Museum will loan objects from the Core Collection to registered Museums for well-defined and recorded purposes. Items from the Running & Handling Collection may be loaned out to schools and other groups. The appropriate documentation will be tailored according to individual circumstances.

3.5.2 During the period of the loan the legal title of the loaned item will remain with The Tank Museum and title of the property will not pass to the recipient.

3.5.3 The Tank Museum when considering the Loan Out of an item must be satisfied with:

- the borrowing individual's, group's or institution's ability to care appropriately for the item in question
- the future security of the person/organisation
- the physical security of the premises
- the appropriateness and acceptability of the loan's purpose.

3.5.4 Loans-out are for a finite and specified term. Any Loan Out is subject to a contract of a fixed term, renewable by written application. If this contract is not renewed by either party then the loaned item must be returned at the end of the contract.

3.5.5 The Tank Museum reserves the right to recall the loaned item before the expiry of the contract with one month's notice in writing. It can be recalled at any time if the terms of the Loan Agreement are not adhered to by the borrower.

3.5.6 Loans-Out will be monitored annually.

3.5.7 Items are borrowed for display in a specific location (as detailed in the Loan Agreement) and in no circumstances may the loaned item be transferred to any other location without prior, written permission from The Tank Museum.

3.5.8 The borrower is responsible for all costs of preparation and packing, where applicable, insurance and transport. If, for any reason, a member of The Tank

Museum staff, or a designated representative, is required to accompany the exhibit to oversee loading or unloading, either from or to The Tank Museum, this cost must also be borne by the borrower.

- 3.5.9 The loaned item must be covered by insurance or have suitable indemnity at all times.
- 3.5.10 The borrower and The Tank Museum will mutually agree the transport arrangements but The Tank Museum reserves the right to specify the type of transport.
- 3.5.11 The borrower will meet expenses should The Tank Museum consider that during the period of the loan, the item needs to be examined by one of its officers.
- 3.5.12 The borrower must exercise due care in the custody, handling, transport, unpacking and repacking the loaned item. The borrower must undertake to maintain constant and adequate protection for the loaned item against the hazards of fire, flood, exposure to harmful radiation or pollution and to minimise the risk of theft or damage. The Tank Museum reserves the right to stipulate special security measures for certain loaned items.
- 3.5.13 The borrower must guarantee not to change the loaned item in any way (whether temporary or permanent) without consulting The Tank Museum.
- 3.5.14 The borrower must immediately notify The Tank Museum of any damage to the loaned item.
- 3.5.15 The borrower may not use the loaned item for any form of private commercial gain without the permission of The Tank Museum.
- 3.5.16 The borrower must make acknowledgement of the loan in labels, display or exhibition notices, along with any relevant literature, in the following form: 'Lent by permission of the The Tank Museum Ltd., Bovington, Dorset'.
- 3.5.17 All loans are recorded on Tracer.
- 3.5.18 Overdue loans will be pursued.

3.6 **Indemnity and Insurance**

For Loans In the Museum will ensure that indemnity is obtained as required for loaned objects while they are in its custody. A valuation of the items will be agreed with the lender at the time of loan. Insurance cover is placed on certain areas of the collections but not all the collections are indemnified. The Museum has decided to

take its own risk in a number of collection areas. Loan out insurance will be dependent on the nature of the loan. Insurance may not be insisted on.

3.7 **Valuation**

3.7.1 Museum staff will not undertake valuations for commercial organisations or private individuals.

3.7.2 Agreed valuation based on insurance/indemnity (not market) valuations are, however, provided by the Curator or Librarian for loans-in, loans-out, and as part of applications for funds as may be required. Assistance from Auction Houses or other experts may be sourced in finding an appropriate valuation.

SECTION 5

4. Conservation and Preservation

4.1 Preventive Conservation

- 4.1.1 The Museum will aim to provide appropriate storage and display conditions for all collection material.
- 4.1.2 The Museum will take steps to avoid damage and deterioration to objects rather than relying on remedial conservation treatment.
- 4.1.3 The Museum will monitor items through regular conservation surveys and condition checks.
- 4.1.4 Conservation work will be undertaken by qualified and/or trained staff and volunteers. The Museum will consult or engage outside experts to conserve collections where necessary. In-house remedial conservation will be restricted to certain areas of engineering.
- 4.1.5 A condition record will be produced before any conservation work is undertaken and a record of all work carried out will be produced and retained.

4.2 Conservation Action and Treatment

- 4.2.1 The Museum will treat objects that require treatment to maintain them in good and stable condition. The primary objective is to protect the cultural significance of the item.
- 4.2.2 The principle objective of conservation for core collection items is to preserve and enhance the significance and integrity of the item. Preservation of original fabric and significant modifications is therefore a priority.

The principle objective of conservation of non core collection vehicles ie the running fleet is to maintain their integrity as far as practicable to the extent that this does not compromise their long term maintenance as operational items.

- 4.2.3 Working vehicles will be serviced regularly and maintained and records of use kept.
- 4.2.4 All conservation procedures will be documented and referenced on Tracer.
- 4.2.5 No conservation work may be undertaken unless a programme of work following best conservation practice has been devised. No conservation work may be

- undertaken without appropriate authorisation (the Curator, Head of Collections or Workshop Manager).
- 4.2.6 Invasive conservation and preventative conservation measures follow the outcome of a condition check or technical assessment, which must be recorded.
- 4.2.7 Conservation work will only be undertaken by staff or outside specialists with appropriate qualifications and/or expertise. Curatorial staff will keep up to date with current practice and undertake training as required.
- 4.2.8 The Tank Museum will adhere to the guidelines set out in Working with Independent Conservators MGC, 2000. All conservation treatments and procedures shall comply with current Health and Safety legislation and COSHH regulations.

SECTION 6

5. Storage and Security

5.1 Storage

5.1.1 The Museum will always seek to provide accommodation for the collections that is safe, physically secure, environmentally stable, and appropriate.

5.1.2 Storage areas will be improved over time to meet relevant standards.

5.1.3 Any new storage areas will be designed to professional standards.

5.1.4 Storage areas will be monitored, condition-checked and maintained on a regular basis.

5.2 Physical Security

5.2.1 Objects in the collection will be secured and protected against damage or loss at all times, and wherever they are.

5.2.2 Objects will be handled, stored and secured so as to avoid risks or harm to people.

5.2.3 Legislative requirements for the storage of hazardous or other controlled materials are to be observed (e.g. firearms, radioactive substances, weapons).

5.2.4 Security will be monitored on a regular basis as a Collection Committee Agenda item.

5.3 Risk Management

5.3.1 The Museum will continuously assess potential hazards and risk of damage or loss to objects and records.

5.3.2 The Museum will continuously assess potential hazards and risks posed by the collections to staff, visitors, and any people working with the collections on-site or off-site.

5.3.3 Measures will be taken to minimise risk in all cases .

5.4 **Disaster Response Plan**

- 5.4.1 The Museum will provide the knowledge, skills and equipment to protect against and respond to a threat or unexpected event efficiently and quickly with the aim of safeguarding the collections and records.
- 5.4.2 The Museum will ensure that there are effective preventive measures and response procedures.

SECTION 7

6. Public Access To and Use Of The Collections

6.1 Physical and Virtual Access

6.1.1 The Museum will uphold the policies described in the Access Policy and will work to meet objectives for increasing access to the collections.

6.2 Reproduction

6.2.1 Vulnerable and regularly used documents and photographs will be copied so that researchers need not handle the originals.

6.2.2 Where appropriate and feasible three-dimensional objects may be reproduced provided that the object will not be damaged and after permission has been sought from the owner, Curator and Director.

6.2.3 Commercial activities such as licensing resulting from reproduction are dealt with by the Archivist, Curator or Commercial Department, depending on the nature of the activity.

6.3 Operation of Vehicles

6.3.1 Vehicles to be operated will in most cases be from the Running & Handling Collections – not the Core Collection. However certain items from the Core Collection are operated. This causes inevitable loss of originality so especial care will be taken to record and save any items removed or replaced. The Tank Museum has been and will continue to be involved in the sometimes controversial debate as to the interpretative merits and collection degradation issues surrounding operating collection items.

6.3.2 Objects will be designated for operation only after satisfying a number of criteria as to their suitability and safety. Rare, unique or irreplaceable objects will not, as a rule, be operated. Certain items will and have been identified as non runners or retired from running. This will be recorded on Tracer.

6.3.3 Objectives and benefits of operating the object will be clearly defined.

6.3.4 Objects will be operated in such a way that they do not pose a hazard to staff or to the public.

- 6.3.5 The Collection Trust's "Larger & Working Objects: A Guide to Standards in their Preservation and Care", 2018 (which the Museum assisted with) will be consulted and referred to.

SECTION 8

7. Collections Management Research and Development

7.1 Research and Development

7.1.1 The Museum will work to develop its understanding of collections management and to develop its knowledge of best conservation practice. Staff will keep up to date on current literature, will undertake training where required and will participate in professional development activities.

7.1.2 Museum staff will share knowledge with other staff, volunteers, and staff of other Museums and professional organisations.

7.2 Monitoring and Evaluating this Policy

7.2.1 This policy will be monitored on a regular basis and updated where necessary.

<p>Signed:.....</p> <p>Maj. Gen. Sir Andrew Ridgway Chairman of The Trustees The Tank Museum</p>	<p>.....</p> <p>Date</p>
---	---------------------------------