



## Collections Development Policy 2022-2027

Approved by the Board of Trustees of The Hockey Museum	
Chair's signature:	
Name:	
Date:	
Date of next review:	

**Policy review procedure:** The Collections Development Policy will be published and reviewed from time to time, at least once every five years.

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

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## 1. Relationship to other relevant policies/plans of the organisation

### 1.1 The Hockey Museum's Vision and Mission:

"Inspiring people to embrace hockey's values by sharing engaging stories through innovation and inclusivity".

We will achieve this Vision by:

- Putting our audiences first;
- Collecting, researching and preserving the hockey story;
- Reaching out to players and non-players;
- Being digital by default; and
- Achieving sustainability through representative governance and resilient finances, underpinned by an ethos of training and skills development for all.

### 1.2 The Hockey Museum's Charitable Objects:

"Advancing the education of the public in the history and development of hockey and its antecedents, in particular by establishing and maintaining a museum for the permanent exhibition and preservation of items of education and/or historic value."

The Hockey Museum acquires, preserves and makes available for studies and to the public through exhibitions and digital storytelling items relating to the sport of hockey. The Hockey Museum's primary audience is the 'hockey family' (i.e. those already involved in the sport), but the museum recognises its commitment to non-hockey-playing audiences and to this end directs its educational efforts towards young people in schools, colleges and universities to increase their awareness of hockey, its history and values, and to encourage participation in playing and officiating for social and health purposes.

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

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

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

### 1.6 The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using Spectrum primary procedures for collections management. It will take

into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

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

1.8 The museum will not undertake disposal motivated principally by financial reasons.

## **2. History of the collections**

The first stirrings of interest in the history and heritage of hockey by English hockey's national governing body occurred at the men's World Cup in London in 1986. Then President of the Hockey Association, Phil Appleyard OBE, asked Mike Smith, David Wareham and Ken Howells to mount an historical display in the Exhibition Hall at the Willesden Stadium. Following this event, Phil Appleyard ensured that a display was incorporated into the plans for the National Hockey Stadium that was being planned at Milton Keynes. The National Hockey Museum was formally set up in 1992 and Mike and David made plans for the display of various memorabilia, archives and illustrations in fourteen display cabinets in two function rooms of the stadium. The stadium opened in 1995. Sadly, it was a short-lived facility which closed in 2003. Upon closure, the memorabilia and some of the donated collections were rescued by Mike and David, together with Pat Rowley and Dil Bahra. The material was put into storage, primarily in the warehouse of Mercian Sports. Mercian also provided an office to house the library and playing records that were regularly viewed by hockey enthusiasts and students.

The four enthusiasts (Mike, David, Pat and Dil), who were later to be founding trustees of THM, held occasional meetings to discuss any possibilities for creating a permanent home for a hockey museum. In 2007 England Hockey (EH – the present iteration of England's governing body) set up the Archives Steering Group (ASG), partly to recognise the efforts of the four volunteers and in the hope that a museum reincarnation could happen. In setting up the ASG, the EH Finance Director Ian Wilson joined the founding four. History and heritage enthusiast and former international player Katie Dodd also joined the group during this period and was voted in as Chair. She had the very useful credential of being an EH Board member. Unfortunately, this was a period of serious financial constraints for EH and no further initiatives were forthcoming from the governing body. The ASG met regularly but there was little to report.

Prior to this, in May 2005, EH discovered that it still possessed the archive from the All England Women's Hockey Association (AEWHA). Realising its importance, they entered into a partnership with the University of Bath for the professional storage and cataloguing of the AEWHA paper archives. In return, the university would store on loan and provide access to the archives for twenty years. Although the ASG knew absolutely nothing about the setting up of this arrangement it has proved to be a very valuable association, one that THM has inherited and developed.

In 2011, following discussions between Mike Smith and Woking Borough Council, The Hockey Museum was offered empty premises near Woking town centre. In June the Butts Road offices became the Museum's first proper home and the ASG members started to move in all the collected artefacts, objects from various lofts, garages and the Mercian warehouse. Additional volunteers joined the team and work started to sort the items already in store and those now beginning to arrive from around the country.

Collections and archives continued to arrive as the hockey world began to learn of the museum's existence. Major collections arrived from the Nevill Miroy and Mary Russell Vick estates and from the major personal collections of Mike Smith and Pat Rowley. The museum moved into new premises in Poole Road two years later and subsequently, having proved to the local council that larger accommodation was needed, the museum moved into its current home in the High Street in 2018. Offers of collection material continue to arrive and to date the museum has collected approximately 80,000 objects and archival items relating to the history of hockey.

The museum was constituted as a Charitable Trust by a Trust Deed dated 11 July 2012, with the assets and operations later transferred to a Charitable Incorporated Organisation (CIO) which was formed on 4 January 2017 for that purpose. Each structure recognised that the history and traditions of the sport of hockey needed to be preserved for the benefit of future generations. The museum is supported by England Hockey and has a close working relationship with the International Hockey Federation (FIH).

The Hockey Museum was awarded Full Museum Accreditation by Arts Council England in May 2018.

### **3. An overview of current collections**

The Hockey Museum is a relatively young organisation whose aim is to preserve, share and celebrate the rich heritage and history of the sport of hockey in keeping with its Vision, Mission and Charitable Objects.

The museum is home to the world's largest collection of hockey and pre-code hockey material, in both physical and digital form, from the 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> centuries. In addition, there is evidence of stick and ball games going back thousands of years on five continents.

Although the focus of the collection is hockey, the museum provides a fascinating insight into the social history and influence of team sport in popular culture. The collection includes hockey memorabilia and souvenirs reflecting the passion and involvement of players and supporters of the game.

The collection is divided into several areas; examples of key sections follow.

#### **Archive:**

Perhaps the single greatest resource of hockey history drawn from many varied collections of paper-based material. **Rule books, fixture lists, scrapbooks, press cuttings**, match and tour **reports, minute books** and **accounts** dating from the mid-19<sup>th</sup> century to the present

day. These span the history of the sport and chart its development from amateur status to the semi-professionalism of today. Of outstanding archival importance are the game's first written laws, dating from 1874, the first minutes of the founding clubs, of the first Hockey Association, of the International Hockey Federation (FIH), and of the Hockey Rules Board. The archive also holds the official minutes, accounts and other records of National, Regional, County and Umpiring Associations.

Key archives held by The Hockey Museum include those from:

- Patrick Rowley
- Marjorie Pollard
- Peter Luck
- Patricia Ward
- Mercian Sports/ Michael Smith
- Mary Eyre
- Nevill Mirov
- The Hockey Association/England Hockey

#### **Art:**

The art collection includes **paintings, sculpture** and **textiles** pieces, **limited-edition prints** and mass-produced **engravings** and **posters**. Two important acquisitions are the oil paintings by Aubrey Sykes: one depicts two artisans from the Indian sub-continent hand carving hockey sticks from wood; the other captures the final of the 1986 men's Hockey World Cup, contested by England and Australia. Another is a limited-edition print of a female hockey player by the Spanish artist Jordi Alumà, donated to the museum by FIH past President Leandro Negre. The museum also holds in its collection a five-part applique quilt by Pat Deacon which depicts Home Nation and Great Britain Olympic medal successes.

#### **Badges and pins:**

There are approximately 2,000 **pin badges, keyrings, cloth badges, medallions** and **tie pins** in the museum collection. The largest numbers of badges are from England and Great Britain, but there are a variety of international badges represented. The earliest Olympic pin badge is from the 1948 Games in London. There is a smaller collection of tournament and championship badges which include the World and European Championships, Commonwealth Games and Champions Trophy, as well as badge collections chronicling international hockey tours showcasing club hockey from around the world.

#### **Equipment:**

Spanning the technological advancement and innovation in **goalkeeper equipment, hockey sticks** and **balls** since the 1870s, from when the game was played on grass to its current use of artificial pitches. The evolution of sticks, balls and goalkeeper and **outfield protective equipment** reveal how the sport has become faster, more powerful and more technical. The collection also includes **umpiring paraphernalia** such as whistles and cards, as well as **training and match equipment** such as corner flags.

#### **Film and video:**

The **cine film** reels in the collection cover a range of topics from events and matches from the 1930s-1970s. Examples include the 5<sup>th</sup> International Federation of Women's Hockey

Associations (IFWHA) Triennial Conference and Tournament played at Folkestone in 1953, and women's internationals played at Wembley Stadium, to educational film loops produced by the HA and AEWHA. The museum has a collection of **VHS** and **Betamax** videos. These cover matches and hockey season highlights, as well as technical and coaching themes. They range from home recorded events to professionally produced tapes. Additionally, the museum also holds an archive of **performance analysis tapes** used by England Hockey in the 2000s.

#### **Honours caps:**

A collection of **honours caps** formerly belonging to individuals who earned distinction at club, county, territorial and national level. Honours caps have been awarded inconsistently at international level and following work to create definitive statistical records for Great Britain (GB) and England, The Hockey Museum is engaged in a project to recognise and award honours caps to current and past GB and England players or their families.

#### **Kit and clothing:**

Reflecting fashion and ergonomic developments from across 150 years of the 'modern game' as well as the sport's 'amateur' history. The kit and clothing collection includes many male and female Olympic, Commonwealth Games, international, county and club **playing kits** (including **shirts, blouses, pinafores, shorts, skirts, skorts** and **tracksuits**), playing **shoes** and **boots**, and **uniforms** (including **blazers** and **ties**) for players, officials and umpires from the 1900s onwards.

#### **Library:**

**Books, magazines, handbooks** and publications relating to the history, coaching and umpiring of the sport from the 1890s onwards. There are around 1,500 book titles represented in the collection covering aspects such as **coaching, biographies** and **obituaries**, official **club histories, umpiring** and **tournaments** including the Olympic Games. The ambition is to collect copies of every hockey book in existence.

#### **Oral histories:**

Capturing the lived experiences of prominent hockey players, administrators and officials, spanning grassroots to international level. Their recollections are recorded and preserved for the education of current and future generations and to encourage greater awareness of, and participation in, hockey. The museum uses the Oral History Metadata Synchroniser (OHMS) software to index its interviews and present them online in word-searchable, accessible form.

#### **Philately:**

**Stamps** – the hockey stamp collection is mounted in volumes. Over 250 stamps featuring the sport have been issued by 115 countries since the first hockey stamp was issued by Japan on 27 October 1951 for the 6<sup>th</sup> National Athletic meeting at Hiroshima. The collection covers issues from around the world and is probably 95% complete. The stamps in the collection might be mint (unused), postally used, or **First Day Cover** with the envelope itself often depicting a hockey theme. There are also, if available, other variations such as

special hockey **postmarks**, **miniature sheets** etc.

**Postcards** – hockey postcards were first produced in the early 20<sup>th</sup> century with caricatures and cartoon images often of children playing or posing holding a hockey stick. The collection, spanning hundreds of postcards, includes many team photographs, showing men's, women's, mixed hockey and military teams, or individual players.

#### **Photography:**

An extensive collection of **photographs** (printed and digital), **slides** and **photographic negatives** depicting matches, teams, individuals, dinners, official presentations and more. The images range from personal snaps to professional photography and includes photographs of the first club and international sides. Photography gives a fascinating insight into the development of the game and the people that have played, officiated and supported it. There is a multitude of action shots and portraits received via donated collections, from clubs' histories or from retired or current players.

#### **Programmes and brochures:**

Hundreds of **match programmes** and **tournament and festival brochures** covering club, county, regional and international level hockey, both outdoor and indoor. The Hockey Museum holds a complete set of programmes for ladies' international matches played at Wembley Stadium between 1951 and 1991. The collection also includes schools and youth hockey programmes, programmes for the annual Oxford vs Cambridge Varsity match, and several overseas programmes.

#### **Statistics, playing records and club histories:**

The Hockey Museum holds the most extensive database of playing records and statistics for hockey internationals and **playing records for England and Great Britain national teams** since the 1890s. The museum collects information about all forms of the game and at all levels. It seeks to hold information on approximately 8,000 English clubs that have played since organised hockey began. The museum encourages hockey clubs to provide information to verify and enhance their **club histories**, but actively advises clubs on how to best preserve their own history.

#### **Tableware and earthenware:**

Non-trophy **cups**, **plates**, **bowls** and **cutlery** (often memorabilia, sometimes artistic) relating to hockey teams and events, from club to international level.

#### **Trophies and presentations:**

The traditional trophy or presentation piece might be a **cup**, **bowl** or a **shield** and the museum has a range of these, but trophies come in all shapes and sizes: **plaques**, **vases**, **scrolls**, **swords**, **plates**, **statues**, **flasks** and **decanters**, **honours boards** and **flags**. The oldest trophy in the collection is a cup from 1913.

In addition to these collection areas, The Hockey Museum's collecting is also informed by active areas of study or thematic subjects relevant to the history of hockey. These are outlined in Appendix A.



## 4. Themes and priorities for future collecting

The original remit for the museum was to acquire material relating to hockey in England and Great Britain, to chart the development of the game from its English origins and record the history of pioneering individuals and famous players, as well as clubs and teams from grassroots to elite level. Involvement with the International Hockey Federation (FIH) has extended this remit to embrace the development of international hockey governance and of hockey played at international level including the Olympic Games. The individual histories and activities of the other FIH member nations remains the responsibility of those national governing bodies, though The Hockey Museum can advise in a consultancy capacity.

The Hockey Museum recognises that collecting has an impact on resources. It has the following priority themes for developing the collections, which crossover the aforementioned collection areas (see 3.):

- Personal memorabilia of significant, pioneering or famous players, coaches, officials and administrators, from grassroots to elite level.
- Oral histories of significant, pioneering or famous players, coaches, officials and administrators, from grassroots to elite level.
- Early development of the game.
- The technical development of hockey, e.g. sticks, balls, goalkeeping equipment, clothing, artificial pitches etc.
- The evolution of the codified rules of hockey.
- The equality, diversity and inclusion (EDI) values of the sport of hockey as well as material relating to communities within the 'hockey family' under-represented in THM collection and national sporting heritage collections, e.g. black, Asian, disability hockey, mixed hockey etc.
- 19<sup>th</sup> and 20<sup>th</sup>-century social history crossover with hockey, e.g. hockey and: World Wars, women's emancipation, leisure and recreation, the British education system, the British Empire, diaspora immigration, religious emigration etc.
- Hockey as a sociable team sport, on and off the pitch, including festivals and other social activity.
- Records of all England and Great Britain international matches, including programmes and statistics.
- Pin badges: chronicles of touring and tournament hockey.
- Philately:
  - Stamps: 'Cinderella' (publicity) stamps produced to promote aspects of sport such as sports clothing and equipment, and sporting events such as the Olympic Games and other major tournaments; also 'postally used' stamps.
  - Postcards: illustrated postcards and airmail letter paper.
- Archival items documenting the development of the national governing bodies (NGBs) of England and Great Britain.
- Archival items documenting the development of the world governing body, the International Hockey Federation (FIH).
- International teams' playing kit inclusive of and beyond England and Great Britain.

Under the terms of the agreement between England Hockey and the University of Bath Library regarding material relating to the development of the women's game under the auspices of the AEWHHA, this collection will at some time be deposited with The Hockey Museum.

## **5. Themes and priorities for rationalisation and disposal**

- 5.1 The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.
- 5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

At its conception, The Hockey Museum took the position that, being the first museum dedicated to hockey in the world but created 140 years after the birth of the sport and owing to the amount of important material likely to have been lost since, it would seek to acquire everything it could with the intention of painting the fullest picture of the game. The collection has subsequently grown at an extraordinary rate and important material continues to be found or offered. As a result, the museum has generated a vast documentation backlog at odds with its available human resource, there is a lot of unnecessary duplication of material within but mainly outside the accessioned collection, and a significant quantity of material that serves a limited purpose in regard to the story of hockey.

Considering this, The Hockey Museum has implemented a gradual rationalisation process of material, both newly acquired and from within its backlog, prior to accessioning. During this process, consideration is given to:

- Uniqueness and/or existing duplication
- Storytelling/audiences potential
- Condition and/or conservation expense
- Available storage space

In time, historically accessioned material will also be rationalised.

Non-accessioned material not required for the core collection will be disposed of in accordance with the donor's wishes as recorded on the Object Entry Form. This includes disposal into a 'handling collection' for educational purposes and a 'reserve collection' to be held offsite to mitigate against catastrophic loss.

## **6. Legal and ethical framework for acquisition and disposal of items**

- 6.1 The museum recognises its responsibility to work within the parameters of the Museums Association (MA) Code of Ethics when considering acquisition and disposal.

## **7. Collecting policies of other museums**

- 7.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.
- 7.2 Specific reference is made to the following museum(s)/organisation(s):
- England Hockey
  - International Hockey Federation
  - University of Bath Library
  - Irish Hockey Archives
  - Hockey Ireland
  - Hockey Wales
  - Scottish Hockey
  - Surrey History Centre
  - The Lightbox
  - The Trench Experience

## **8. Archival holdings**

The Hockey Museum holds paper-based archives, including records, photographs and printed ephemera. As such it will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

## **9. Acquisition**

- 9.1 The policy for agreeing acquisitions is:
- 9.1.1 All proposed acquisitions will be considered by the curatorial team under the guidance of the Curator.
- 9.1.2 Acquisition will depend on the capacity of The Hockey Museum to provide adequate storage, conservation, access and display facilities as well as documentation in accordance with Spectrum standards.
- 9.1.3 The Museum will always seek to acquire items outright by gift, purchase or bequest. Only in extraordinary circumstances will loans be accepted into the collection. Long-

term loans in these circumstances must be for a fixed period. The exemption to this will be short-term loans if required for temporary exhibitions.

- 9.1.4 The Museum will aim to acquire copyright and other rights of items it wishes to add to the collection.
- 9.1.5 The Hockey Museum may acquire suitable duplicate material or generic items where the value of the items is enhanced by holding or displaying several items together, or where objects are potentially vulnerable, delicate items.

The criteria for holding duplicate material are as follows:

The museum will hold a maximum of 5 versions of a given item:

- x2 for the permanent collection
- x2 for a 'handling collection' for educational or reference purposes; and
- x1 for a 'reserve collection' held offsite at another location.

Offers of additional duplicates will be declined. Exceptions will only be made where accessioning an item greatly enhances the story of a collection or individual.

- 9.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).
- 9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from 1 November 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

## **10. Human remains**

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

## **11. Biological and geological material**

- 11.1 So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

## **12. Archaeological material**

12.1 The museum will not acquire any archaeological material.

## **13. Exceptions**

- 13.1 Any exceptions to the above clauses will only be because the museum is:
- acting as an externally approved repository of last resort for material of local (UK) origin
  - acting with the permission of authorities with the requisite jurisdiction in the country of origin

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

## **14. Spoliation**

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

## **15. The Repatriation and Restitution of objects and human remains**

15.1 Not applicable

## **16. Disposal procedures**

- 16.1 All disposals will be undertaken with reference to the Spectrum Primary Procedures on disposal and the Museums Association Code of Ethics.
- 16.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale or as a last resort – destruction.

- 16.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- 16.6 A decision to dispose of a specimen or object, whether by gift, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator, any trustee, or any member of the staff acting alone.
- 16.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 16.8 If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the MA's *Museums Journal* or in other specialist publications and websites (if appropriate).
- 16.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 16.10 Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.
- 16.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard.

Money must be restricted to the long-term sustainability, use and development of the collection.

- 16.12 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with the Spectrum procedure on deaccession and disposal.

### ***Disposal by exchange***

- 16.13 The museum will not dispose of items by exchange.

### ***Disposal by destruction***

- 16.14 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.16 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.17 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.18 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

## **Appendix A: Subjects/Study Areas**

(listed alphabetically)

All England Women's Hockey Association (AEWHA)  
Biographies and obituaries  
County hockey  
Definitive History of Hockey (and timeline)  
England Schools Hockey Association  
Equipment manufacturing industry  
European Championship hockey  
European club hockey  
Festivals  
Hockey Association  
Hockey Writers' Club  
Hockey's Military Stories  
Homes of English hockey  
Indoor hockey - men  
Indoor hockey - women  
International Federation of Women's Hockey Associations (IFWHA)  
International Hockey Federation (FIH)  
Isle of Man  
Masters/veterans hockey  
Mixed hockey  
Olympic hockey  
Regional/Territorial hockey  
Rules and umpiring  
School hockey - boys  
School hockey - girls  
Services hockey (Army, Navy, Airforce and Combined Services)  
Sikh hockey  
Stick and ball games  
The Centenary Club  
The Hockey Circle  
Varsity matches  
Wembley  
Women's PE colleges  
Works clubs  
World Cup hockey