



HISTORIC ROYAL PALACES

Historic Royal Palaces Collections Management Framework

Key Facts and Purpose

- This framework applies to all Historic Royal Palaces (HRP) employees, volunteers and contractors working with HRP's collections and the information held about them
- This framework covers HRP's approach to the management of HRP's collections and associated information
- This framework is approved through HRP's Board of Trustees and overseen by HRP's Collections Group



HISTORIC ROYAL PALACES

1. Introduction

At Historic Royal Palaces (HRP), our mission is to create a world where everyone can delve into the rich tapestry of history, forging meaningful connections with the past, present, and future.

As a charity, we have a duty to share the fascinating stories found within the walls of six remarkable palaces (Hampton Court Palace, Tower of London, Kensington Palace, Kew Palace, Banqueting House and Hillsborough Castle). We strive to make them accessible to everyone who wishes to explore them, offering an opportunity to truly access all eras.

Through partnerships, innovation, and the art of storytelling, we strive to remove obstacles that hinder access to the wonders within the sites we preserve and protect.

We believe that everyone has the right to experience the beauty and inspiration of the palaces and collections in our care. By conserving and sharing them, we aim to not only preserve the past but also shape the future.

The Policy and Procedure documents that comprise the Historic Royal Palaces (HRP) Collections Management Framework are listed at section 5.

In line with the Arts Council England (ACE) accreditation scheme, this framework and its related policies and procedures detail how HRP will:

- Improve accountability for collections,
- Maintain at least minimum professional standards in documentation and Collections Information,
- Extend access to collections and collections information, and
- Strengthen the security of the collections through accurate Collections Information.

Our six palaces benefit hugely from the large and diverse collections in them, which comprise HRP's collection, alongside important treasures from the Royal Collection, the Royal Armouries and many other institutional and private lenders. These historic objects and artworks are an integral part of the palaces' history and presentation and are displayed and added to according to the principles of HRP's Strategy.

HRP comprises five Accredited Museums (Hillsborough Castle is currently not accredited but will be going through the accreditation process shortly). The Accreditation Scheme is administered by Arts Council England (ACE) which sets nationally agreed standards for UK Museums.

2. Legal Framework

HRP is subject to and takes seriously international and national laws and statutes, codes of ethics and standards in the course of preserving the collection of buildings, sites and collections and retaining public respect and our reputation.



HISTORIC ROYAL PALACES

HRP's Royal Charter 1998 established a Board of Trustees of Historic Royal Palaces. Under the Charter the *“objects of Historic Royal Palaces shall be, for the benefit of the nation: to manage, conserve, renovate, repair, maintain and improve the palaces to a high standard consistent with their status as buildings of royal, historic and architectural importance; and to help everyone to learn about the palaces, the skills required for their conservation and the wider story of how monarchs and people together have shaped society by providing public access, by exhibition, by events and education programmes, by the preparation of records, by research and by publication and by such other means as are appropriate.”*

3. Ethical Standards and Guidance

HRP is committed to carrying out all its activities ethically and morally, adhering to the International Council of Museum (ICOM) Code of Ethics and the Museums Association (MA) Code of Ethics.

The relevant legal and ethical frameworks, alongside appropriate national and international standards that inform our policies and procedures, are set out in Appendix 1.

4. Responsibilities for the HRP collection

The Board of Trustees has ultimate responsibility for ensuring that the HRP collection at the palaces are acquired, maintained, used and where necessary disposed of in accordance with the ordinances of HRP's Royal Charter.

The Chief Executive and Executive Team are responsible for implementing the Collections Management Framework across the departments of HRP and for reviewing the policies.

The Palaces & Collections Director will ensure that the Collections Management Framework is followed effectively by providing appropriate and adequate numbers of staff and financial resources to carry out the Collections Management Strategy. The Palaces & Collections Director will also advise and guide directors of other HRP departments in any areas where the policies affect their work.

The Chief Curator will lead on the research, presentation, appearance, development, care and appropriate use of the collections and communicates their history for internal and external audiences. The Curators team are responsible for the strategy, research and implementation of new acquisitions, disposals and loans of collection objects.

The Head of Conservation and Collection Care, Collections Management has overall responsibility for Collections Management at HRP and runs the Collections Group, which meets quarterly with staff who have responsibility for the management of the HRP Collection. The Board advises on, produces and implements the policies and strategy and ensures support for and delivery of the objectives and actions for Collections Management in HRP's Strategic Plan, Annual Operating Plans and Major Projects.



HISTORIC ROYAL PALACES

All staff, volunteers or contractors who come into contact with the Collection are responsible for carrying out the objectives given in the Collections Management Strategy, to the standards and procedures set out in the Collections Management Framework.

All staff, volunteers and contractors must be aware of the collection care responsibilities outlined in the Collections Management Framework. They must make sure that they carry out their own work without detriment to any objects in our care and without compromise to this policy framework.

All staff who work with the HRP collection will be given regular training on HRP's Collections Management practice and procedures to ensure that the highest standards are maintained and that all staff understand their responsibilities towards the HRP collection.

5. Collections Management Framework Policies, Plans and Procedures

Managers should ensure that the Collections Management Framework and supporting procedures/plans, as detailed below, are followed in the areas for which they are responsible.

5.1 Collections Management Policies

- Collection Care and Conservation Policy, 2024
- Collection Information Policy, 2024
- Human Remains Policy, 2024
- Collection Development Policy, 2024
- Access Policy, 2024

5.2 Collections Management Plans

- Collection Care and Conservation Plan, 2024
- Documentation Plan, 2024

5.3 Collections Management Procedures

- Collections Management Procedures Manual which includes the following primary and secondary procedures:
 - Object entry
 - Acquisition and accessioning
 - Location and movement control
 - Inventory
 - Cataloguing
 - Object exit
 - Loans in (Borrowing objects)



HISTORIC ROYAL PALACES

- Loans out (lending objects)
- Documentation planning
- Collection Object Security Procedures

5.4 Other Relevant HRP Policies

- Conservation and Presentation Principles 2019
- Exhibition Conservation Specification
- HRP Health Safety & Environmental Management System
- Information Security Risk Policy, 2018
- Information Management Action Plan, 2018
- Major Incident Plan, 2024
- Public Engagement Strategic Plan 2019-2025
- Object Exhibition Process
- Use of Information Systems and Security of Electronic Data Policy, 2019

6 Document Controls

6.1 Policy review procedure

The Collections Management Framework will be reviewed and published from time to time, at least once every five years. The Framework is next due for review on or before July 2029



HISTORIC ROYAL PALACES

Appendix 1: Legal, Ethical and Standards Framework

HRP's Collections Management Framework is informed by legislation, ethical codes and appropriate sectoral standards.

A. Legislation applying to all Collections Management Policies

- HRP's Royal Charter, 1998, as amended 2006 and 2015
- The Public Records Acts, 1958, as amended 1967
- The Freedom of Information Act, 2000
- Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, UNESCO, 1970
- The Requirements of HM Customs & Revenue
- Convention on International Trade in Endangered Species of Wild Fauna and Flora, 1975
- Copyright Act, 1911 and 1956
- Copyright and Related Rights Regulations, 2003
- Copyright, Designs and Patents Act, 1988
- Cultural Property (Armed Conflicts) Act 2017
- Data Protection Act, 2018
- Dealing in Cultural Objects (Offences) Act, 2003
- Disability Discrimination Act, 1995 (as amended)
- Equality Act, 2006
- Hague Convention for the Protection of Cultural Property in the Event of Armed Conflict, 1954 and Protocols I and II, 1954 and 1999
- Human Rights Act, 1998
- Race Relations Act, 1976
- Racial and Religious Hatred Act, 2006
- Sex Discrimination Act, 1975
- Health and Safety at Work Act, 1974
- Management of Health and Safety at Work Regulations 1999
- The Environmental Information Regulations, 2004
- COSHH: Control of Substances Hazardous to Health Regulations, 2002
- The Treasure Act, 1996
- Tribunals, Courts and Enforcement Act, 2007

B. Ethical codes applying to all Collections Management Policies

- Code of Ethics for Museums, ICOM, 2006 (including the ICOM 'Red List')
- Code of Ethics for Museums, Museums Association, 2015
- Combating Illicit Trade: Due Diligence Guidelines for Museums, Libraries and Archives on collecting and borrowing Cultural Material, DCMS, 2005
- DCMS Code of Practice Guidance for the Care of Human Remains in Museums, October 2005
- UK Export Licensing for Cultural Goods – Procedures and guidance for exporters of works of art and other culture goods, DCMS, 1997



HISTORIC ROYAL PALACES

- Statement of Principles issued by the National Museum Directors Conference on spoliation of works of art during the Holocaust and World War II period, 1998
- C. Sectoral standards applying to all Collections Management Policies
- Spectrum: UK Museum Collections Management Standard 5.1
 - EN 17820:2023: Code of practice for cultural collections management, BSI and Collections Trust
 - Accreditation Standard, Arts Council England, 2018
- D. Memoranda of Understanding applying to all Collections Management Policies
- MoU with The Royal Household, 2016
 - MoU with the Royal Armouries, 2022
 - MoU with the Royal Fusiliers Museum, 2010
 - MoU with the Chapel Royal HCP, 2011
 - MoU with the Royal Mint Museum, 2019
- E. Collections Information Policy
- Spectrum: UK Museum Collections Management Standard v5.1
 - International Council on Archives, General International Standard of Archival Description (ISAD (G)), 2nd edition, 1999
 - Anglo-American Cataloguing Rules ('AACR', Joint Steering Committee, 2nd ed., 2002 revision): international library documentation standard. In the process of supersession by Resource Description and Access ('RDA', 2010, revisions through 2013)
 - MARC ('machine-readable cataloguing') data standards (Library of Congress, 1999, revisions through 2013)
 - Art and Architecture Thesaurus, The J. Paul Getty Trust
- F. Collection Access Policy
- Loans between National and Non-national Museums – New standard and practical guidelines, National Museum Directors' Conference, 2003
 - Display Case supplement, UK Registrars' Group
 - Standard Facilities Report, UK Registrars' Group
 - Standard Facilities Report Security Supplement, UK Registrars' Group
 - Government Indemnity Scheme Guidelines for Non-Nationals, January 2016.
 - The Protection of Cultural Objects on Loan (Publication and Provision of Information) Regulations, 2008



HISTORIC ROYAL PALACES

G. Collection Care and Conservation Policy

- PAS 198:2012 Specification for managing environmental conditions for cultural collections
- Benchmarks in Collections Care for Museums, Archives and Libraries, 2018
- Statement of Principles issued by the National Museum Directors Conference on environmental conditions for lending, 2010
- 'Bizot' Group Agreement: Achieving sustainability for galleries and museums, 2015
- BS4971:2017 Conservation and care of archive and library collections.
- BS EN16893:2018, Conservation of Cultural Heritage. Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections
- Codes of Ethics: ICOM 2017, Icon Ethical Guidance 2020
- Institute of Conservation's (ICON) Conservation Register 2021