



## Developing a Framework for Rationalisation

**Museum:** Peterborough Museum and Art Gallery

**Project lead:** Glenys Wass, Heritage Collections Officer ([GWass@cityculturepeterborough.org.uk](mailto:GWass@cityculturepeterborough.org.uk))

**Grant amount:** £2,392

### Project overview:

The development of a framework to assist staff with the process of rationalisation and collection review. The framework was developed by working with Collections Trust, as part of the Banish the Backlog programme, and with local experts outside of the museum staff and volunteers. The framework was then used to assist with the rationalisation and review of a pre-existing backlog of objects waiting to be accessioned.

### Key outcomes:

- A robust and up-to-date Documentation Procedural Manual and framework for rationalisation and acquisition
- Creation of Expert Bank of 18 individuals to help inform the decision-making process
- Improvements to the working space for documentation

## Collection Review and Rationalisation

**Museum:** Museum of Cambridge

**Project leads:** Carolyn Ferguson, Advisor to the Board of Trustees and Head of Collections Volunteers ([carolyn.ferguson@museumofcambridge.org.uk](mailto:carolyn.ferguson@museumofcambridge.org.uk)) and Lucy Walker, Co-Chair of Trustees ([lucy.walker@museumofcambridge.org.uk](mailto:lucy.walker@museumofcambridge.org.uk))

**Grant amount:** £2,732

### Project overview:

The museum carried out a review and rationalisation of its collection. The museum also held a Modes training session and purchased an additional licence for Modes Complete to enable two volunteers to work simultaneously on the collection.

### Key outcomes:

- Consultation with Trustees and volunteers has enabled the museum to update its Acquisition and Disposal Policy
- The museum no longer needs an off-site storage facility
- Volunteers are more confident in their Collection Management skills



## Review and Rationalisation of Collections in Store

**Museum:** Oxburgh Hall

**Project lead:** Lynsey Coombs, House and Collections Manager  
([lynsey.coombs@nationaltrust.org.uk](mailto:lynsey.coombs@nationaltrust.org.uk))

**Grant amount:** £2,850

### Project overview:

A museum consultant was appointed to work through the backlog of 485 items that were in the attic stores to enhance knowledge, documentation, storage and access.

### Key outcomes:

- All objects were given an entry number and 175 objects were catalogued and added to the Collections Management System
- 105 objects were identified as potential candidates for disposal
- Knowledge about the collections stored in the attic was greatly improved and new narratives about life at Oxburgh Hall were discovered, opening up opportunities for further research in the future

## Digitisation of Topographical Image Collection

**Museum:** Dunwich Museum

**Project lead:** Jane Hamilton, Museum Manager ([manager@dunwichmuseum.org.uk](mailto:manager@dunwichmuseum.org.uk))

**Grant amount:** £1,750

**Consultant:** Tim Holt-Wilson

### Project overview:

Digitisation and review of over 700 topographical images, mostly postcards, with the aim of being able to identify duplicates and prevent further donations of duplicates in the future.

### Key outcomes:

- 709 images were digitised
- Images can be reviewed and cross-checked before they are accessioned
- As well as the scanned image, metadata, such as identity number and brief description, was recorded on Excel spreadsheets
- Images can now be added to the Collections Management System (Modes Compact)