



COLLECTIONS DEVELOPMENT POLICY

2017-2020

This Collections Development Policy (Acquisitions and Disposal) outlines the commitments of Canterbury Cathedral towards developing its collections, and sets out the strategic approach for how material is acquired and incorporated into these collections. It should be read in conjunction with the organisation's Collections Management Policy, Collections Forward Plan, Rationalisation Policy and Plans, Documentation Policy and Plans, and Care and Conservation Policy and Plans.

This Collections Development Policy will be published and reviewed on a three (3) year cycle by the Collections Management Group.

Name of organisation: Canterbury Cathedral

Name of governing body: Chapter of Canterbury

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Date at which this policy is due for review: January 2020

Arts Council England/The National Archives will be notified of any changes to the Collections Development Policy and the implications of any such changes for the future of collections.

CONTENTS

	Page
Main Policy	
1. Relationship to other relevant policies/ plans of the organisation	3
2. History of the collections	5
3. An overview of current collections	6
4. Themes and priorities for future collecting	7
5. Limitations on collecting	8
6. Themes and priorities for rationalisation and disposal	9
7. Legal and ethical framework for acquisition and disposal of items	10
8. Collecting policies of other organisations/ repositories	10
9. Acquisition	11
10. Sustainability	13
11. Human remains	13
12. Biological and geological material	14
13. Archaeological material	14
14. Exceptions	14
15. Spoliation	15
16. The repatriation and restitution of objects and human remains	15
17. Disposal procedures	15
Appendix A ‘The archives and library collections development policy statements’	
A1. Legal status of the Cathedral Archives	19
A2. Staff	20

A3.	Current Collections	20
A4.	Methods of Acquisition	26
A5.	Accessioning principles and methods	27
A6.	Conditions associated with accessions	27
A7.	Disposals	28
A8.	Themes and priorities for future collecting	28

Appendix B ‘The Objects, collections development policy statements’

B1.	Staff	31
B2.	Collections Overview	31
B3.	Themes and priorities for future collecting	35

1. RELATIONSHIP TO OTHER RELEVANT POLICIES/ PLANS OF THE ORGANISATION

1.1. The Cathedral's mission statement is:

The Cathedral Mission is: **'To show people Jesus'**

'Among those who went up to worship were some who came and said "Sir we would see Jesus". John 12v 20

1.2. The Collections Statement of Purpose is:

Canterbury Cathedral is a holy place of pilgrimage, founded by St Augustine for the worship of Almighty God. It is the seat of the Archbishop of Canterbury who is the bishop of the Diocese of Canterbury and the Primate of All England and it is the Mother Church of the world-wide Anglican Communion. The Cathedral's ministry is to both these roles and to all people who come to the Cathedral as worshippers, pilgrims and tourists.

The unbroken continuity of offering worship to God on this site for over 1400 years resonates with the understanding that the present incumbents are maintaining the long tradition of stewardship of a place and a presence that has been and remains significant in England's Christian history. Canterbury Cathedral is Grade I listed, part of a World Heritage Site and a Scheduled Ancient Monument. It is a busy working church, which houses internationally significant archives, library and object collections. Many items in its collections continue to fulfil a role in the day to day life of the church, and their significance is often revealed through such continuous use.

With due regard to this, Canterbury Cathedral manages and cares for its collections in order to:

- further the mission of the Cathedral
- support its role as the Mother Church of the world-wide Anglican Communion
- support its role within the City and Diocese of Canterbury
- engage people with heritage
- enrich their understanding of the history and purpose of the Cathedral

The Cathedral fulfils these aims through acquisition, preservation and research, and by making accessible the unique material in its care, for the benefit of learning and for present and future generations to enjoy.

This statement of purpose supports the Cathedral's main strategic objectives 3, 4, and 5 as laid out in the Strategic Plan of 2015-22:

- To conserve and develop the fabric of Canterbury Cathedral, its ancillary buildings, monuments and precincts as part of a UNESCO World Heritage Site
- To be a centre of excellence for education and learning
- To manage the Cathedral, its assets and activities with financial and operational efficiency

And the objectives supported by the Chapter of Canterbury through the Canterbury Journey Project:

- To develop ways of better interpreting the Cathedral, its purpose and its history and its fabric to visitors
- To make the Cathedral and its treasures more accessible to visitors, through physical and virtual means and through exhibitions at the Cathedral and through loans to other accredited institutions
- To develop outreach programmes to engage with the local community and beyond

1.3. The Chapter of Canterbury Cathedral will ensure that both acquisition and disposal are carried out openly and with transparency.

1.4. The Chapter of Canterbury Cathedral (known hereafter as 'the Cathedral') has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The Chapter of Canterbury 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 Cathedral's collections.

1.5. No records will be acquired or disposed of in contravention of the terms of any current legislation and in particular the Public Records Acts, the Manorial and Tithe Documents Rules and the Parochial Registers and Records Measure.

1.6. The Cathedral 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 either the Archives or Museum Accreditation Standard or wider heritage best practice, whichever is most appropriate. This includes using SPECTRUM primary procedures and /or The National Archives Standard for Record Repositories for collections management. The Cathedral's collections management policies, plans and procedures govern this area of operation and accountability. Canterbury Cathedral will take into account

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

- 1.7. The Cathedral will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any item unless the Chapter of Canterbury or responsible officer is satisfied that the Cathedral can acquire a valid title to the item in question.
- 1.8. Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- 1.9. In exceptional cases, disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below will be followed. In cases where disposal is motivated by financial reasons, the Chapter of Canterbury will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:
 - the disposal will significantly improve the long-term public benefit derived from the remaining collection
 - the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit)
 - the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored
 - extensive prior consultation with sector bodies has been undertaken
 - the item under consideration lies outside the Cathedral's established core collection
- 1.10. These statements define the Acquisition and Disposal Policy of the Chapter of Canterbury.

2. HISTORY OF THE COLLECTIONS

- 2.1. The history of Canterbury Cathedral goes back to 597AD when St Augustine, sent by Pope Gregory the Great as a missionary, established his seat (or 'Cathedra') in Canterbury. The oldest part of the current building is the crypt, which dates back to the 11th century. The rest of the existing building was constructed from 1175 onwards. The last major alterations to the building were the construction of Bell Harry Tower, which was completed in the early 16th century and the building of the NW tower in the 19th century. The Cathedral stands in the centre of Canterbury within its own walled precincts surrounded by medieval buildings and ruins. Parts of

the monastery's Granary, Bakery and Brewery still stand along with a Romanesque Water Tower which was once the centre of the monastic water supply. The Chapter House leading off the Cloisters is the largest of its kind in England. The Cathedral has some of the finest stained glass in the country including some which dates to the 12th and 13th centuries.

- 2.2 The collections of Canterbury Cathedral have been accumulated over many centuries. They are made up of a number of core and supporting collections which have been built up through the Cathedral's history.

Most of the objects in the collections have been acquired to support worship and enhance liturgical practice in the Cathedral and as the Anglican mother church.

There has been a worshipping community here since the days of St Augustine, and the community accumulated the collections needed for its work, including archives and manuscript books.

Additional acquisitions have been made through personal interest and during the development of the building.

3. AN OVERVIEW OF CURRENT COLLECTIONS

- 3.1 Consisting of over 556,000 items, the collections contain items that date from the late 8th century to the present day.

The collections include important holdings of written material (manuscript and printed), art, photography, music, church plate, textiles, in situ and detached stained glass, monuments, wood, metal and stone work and a significant quantity of other material.

- 3.2 For the purpose of this document and due to their slightly differing management requirements the collections are subdivided into the following categories:

- Archives
- Library
- Objects

'Objects' is a general term that refers a wide variety of non-archival or library material, it includes art, in-situ and detached stained glass, monuments, wood, metal and stonework, textiles and church plate.

3.3 There are five departments with responsibilities for the Cathedral's collections:

- Archives and Library
- Conservation
- The Stained Glass Studio
- The Vestury
- Music

3.4 Each department is headed by professionally qualified specialists and is supported by the Collections Manager, a museum professional.

Staff with delegated responsibilities for collections are as follows: the Head of Archives and Library, the Vesturer, the Head of Conservation and the Director of the Stained Glass Studio; all working with the Collections Manager. These staff make up the Collections Management Group (CMG), which oversees and develops work with the collections across all departments. The Organist and Master of the Choristers oversees the Music Library and working music collections. He is a shadow member of the CMG, as is the Surveyor to the Fabric and the Head of Learning and Participation.

3.5 The Cathedral collections are subject to legislation under the Care of Cathedrals Measure 2011. Work undertaken relating to the care, conservation, repair or development of the Cathedral fabric or its collections requires permission from the Chapter of Canterbury and in many instances also from the Cathedral Fabric Commission for England (CFCE) or its delegated local representatives, the Fabric Advisory Committee (FAC).

3.6 This policy is supported by Appendix A, 'The Archives and Library Collections Development Policy Statements' and Appendix B, 'The Objects Collections Development Policy Statements', which provide more detailed information, including legal requirements, which are relevant to specialist collections.

4. THEMES AND PRIORITIES FOR FUTURE COLLECTING

4.1 The general aims and aspirations of the acquisitions programme are, within available resources to:

- Support the mission of the Cathedral and the collections statement of purpose
- Ensure the continuing selective development of the collections to provide well-balanced and up-to-date coverage of the Cathedral's remit

- To support the day-to-day work of the Cathedral
- To support temporary exhibitions and permanent interpretation, both physical and online
- To provide access to primary and key secondary sources for research, publishing, and public needs
- For wider learning and better understanding of the Cathedral's heritage
- To support artistic endeavour through the commissioning of new works of art for the Cathedral

4.2 Collecting may result from proactive projects, in response to the offer of material by members of the public or other institutions, or in response to the working needs of the Cathedral.

4.2.1 Potential acquisitions from the public or other institutions are:

- Items and collections that relate to the history and on-going work of the Cathedral

4.3 Acquisitions are limited to those items that are of exceptional quality, significance, and provenance, and afford sufficient public access rights to support Canterbury Cathedral's mission and strategic aims and the Collections Statement of Purpose. The Collections Management Group reviews potential acquisitions that have substantial resource requirements, require broad assessment or which may impact on other organisations (see section 8) and all disposals and refer their suggestions to the Chapter of Canterbury.

Details of the Archives and Library priorities for collecting can be found in Appendix A, 'The Archives and Library Collections Development Policy Statements'. Detail of the Objects priorities for collecting can be found in Appendix B, 'The Objects Collections Development Policy Statements'.

5. LIMITATIONS ON COLLECTING

5.1 The Cathedral 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 Accreditation Standards for both Archives and Museums. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collections arrangements.

5.2 Lack of space for expansion places a restriction on acquisition and requires a disciplined approach. Donations are only accepted where items are lacking in the collections or where the relevant Head of Department (or in certain instances the Collections Management Group) has the discretion to select what can be taken from a collection of items.

The Collections Management Group, must be consulted, and the Chapter of Canterbury give approval for the acquisition of items such as:

- Items of a sensitive nature
- Items with cost and resource implications for the Cathedral
- Items that might impact on storage
- Large collections of items
- Items that sit outside the aims of the acquisitions programme (section 4.1)

5.3 The Departments are allocated an annual Cathedral funded budget in support of their staff and non-staff activities, but increasingly rely upon a variety of external sources to develop and manage the collections and particularly to make them accessible. Canterbury Cathedral undertakes to resource the management of collections with appropriate levels of staffing and materials and balance this against the on-going financial constraints of the Cathedral, to ensure spending is sustainable. Consideration may be made of requirements to fulfil the needs of the Archives and Museum Accreditation schemes.

6. THEMES AND PRIORITIES FOR RATIONALISATION AND DISPOSAL

6.1 Responsible, curatorial-motivated disposal takes place as part of the Cathedral's long-term collections management programme, in order to increase public benefit derived from collections¹.

6.2 Canterbury Cathedral's rationalisation policy and plan covering the period 2016-2019, outlines the organisation's approach to rationalisation and disposal.

6.3 All 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.

¹ See Museums Association 'Disposals Toolkit' pg 5.

7. LEGAL AND ETHICAL FRAMEWORK FOR ACQUISITION AND DISPOSAL OF ITEMS

When considering acquisition and disposal Canterbury Cathedral recognises its responsibility to work within the parameters of:

- The Museums Association Code of Ethics (2015)
- PAS197 and PAS198
- PD5454:2012
- The National Archives Accreditation Scheme
- Data Protection Act (1998)
- The Care of Cathedral Measure (2011)

8. COLLECTING POLICIES OF OTHER ORGANISATIONS/ REPOSITORIES

8.1 The Cathedral will take account of the collecting policies of 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.

8.2 In the case of any dispute between the Cathedral and another organisation or repository as to the proper custodian of any items, the advice of The National Archives or the Museums Association, as a neutral arbiter, shall be sought.

8.3 Specific reference is made to the following organisations:

- Collections of other Cathedrals
- The Diocese of Canterbury
- Associated schools (King's School, St Edmunds School)
- The Queens Regiment Association (The Buffs)
- The Huguenot Congregation
- Canterbury Archaeological Trust: where archaeology and archaeological archives from excavations at the Cathedral post 1996 are held
- Canterbury Museums: where archaeology and archaeological archives from excavations at the Cathedral prior to 1996 are held
- Other museums and heritage organisations holding material relating to Canterbury Cathedral, its fabric and glass
- The University of Kent: a strong partnership, through a Memorandum of Understanding and an agreement, is maintained between the Cathedral and the Special Collections and Archives Department at the University of Kent's

Templeman Library, which is a significant collector of archive material within the City of Canterbury. This is where the papers of Hewlett Johnson, Dean of Canterbury from 1931 to 1963, are kept

- Canterbury Christ Church University
- Lambeth Palace Library
- Canterbury Library: where a local studies collection, including photographs, printed material of local interest, maps and newspapers are held
- The British Library and colleges at both Oxford and Cambridge hold significant amounts of archives and manuscripts of Canterbury provenance
- The City of Canterbury archive collections

8.4 Kent County Council (KCC) withdrew from the partnership agreement which administered the Cathedral Archives in February 2012. From 1989 until that date, KCC collected archives at the Cathedral Archives, in addition to the Cathedral; in the case of many acquisitions, paperwork did not specify whether records were given or lent to the Cathedral or to KCC. The Cathedral Archives will address this legacy issue. Some 500 collections need reviewing.

Some private records which accorded with the County Council's collecting interests were transferred to the History and Library Centre (HLC), in Maidstone before or shortly after February 2012. Discussions continue about further collections which the Cathedral Archives has identified to be more appropriate for the HLC's collections (see Appendix A, 'The Archives and Library Collections Development Statements' for more detail).

9. ACQUISITION

9.1 The policy for agreeing acquisitions is:

- Items will be accepted by gift, loan (deposit), purchase or bequest. Bequests should be by prior arrangement
- Conditions for gifts and loans are specified in the Cathedral's appropriate gift and loan agreements
- The principles of archival integrity as laid out in the Standards for Record Repositories (2004) will be respected when acquiring archive material
- In some circumstances, collections are taken on loan. Loans for any object should be for a maximum of five (5) years, with an option to renew
- Authority to approve the acquisition of items is delegated by the Chapter of Canterbury to the appropriate Head of Department

- Purchases are made through approaches to individuals and funding bodies. Significant purchases are dependent upon major campaigns of external fundraising
 - Reference should be made to the Visual Arts Policy with regard to the commissioning of works of art from contemporary artists
 - This policy covers both analogue and digital material where relevant to the
- 9.2 The Cathedral will usually only acquire an item if it can be adequately documented, preserved (in terms of conservation and security) and interpreted (either in terms of public display or education, the potential for which should be present in the documentation accompanying the accession); and it will take into account limitations on collecting imposed by such factors as inadequate staffing, storage, care of collections, as well as resource and financial constraints.
- 9.3 No items will be acquired or disposed of in contravention of the terms of any current legislation and in particular the Public Records Acts, the Manorial and Tithe Documents Rules and the Parochial Registers and Records Measure.
- 9.4 The Cathedral 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).
- 9.5 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, Canterbury Cathedral will reject any items that have been illicitly traded. The Chapter of Canterbury 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.
- 9.6 The Cathedral will make every effort not to acquire material with conditions attached. Where this cannot be avoided, the Cathedral will consider whether the conditions can be accepted and if so ensure the conditions are documented in the collections management system so that they are fulfilled (see also Appendix A section A5.4).
- 9.7 When the Cathedral acquires works of art from contemporary artists it will seek information from the artist on any specific display, installation and interpretation requirements. All terms of ownership will be signed and agreed in advance of the

work being brought to the cathedral. This information will be recorded in the appropriate collections management system to support future display planning.

The Cathedral will ensure appropriate permissions, insurances and licences are in place to display artwork.

- 9.8 All decisions to collect will take account of the size and condition of the item in relation to its intended use and will consider the cost of conservation, storage, cataloguing and insurance.
- 9.9 Acquisitions purchased with the assistance of grant aid will be held subject to the terms and conditions of bodies from whom such aid has been received.
- 9.10 Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the Chapter of Canterbury, having regard to the interests of other organisations.

10. SUSTAINABILITY

- 10.1 The Cathedral is committed to the safekeeping now, and in in the future, of its collections and to their development.
- 10.2 The Cathedral will continue to provide specialist collections management and is committed to using and maintaining best practice. All policies and plans will be reviewed regularly.
- 10.3 Qualified staff will manage the collections and they will continue to undertake professional development, which will be supported by the Cathedral.
- 10.4 The Cathedral will continue to engage in partnership and collaboration with the organisations listed in section 8 of this document, but will also seek new partnerships and working relationships to support the development of the collections.
- 10.5 The Cathedral will maintain its collections in a manner which supports financial and resource sustainability.

11. HUMAN REMAINS

- 11.1 The Cathedral will follow the procedures laid out in the 'Guidance for Best Practice for Treatment of Human Remains Excavated from Christian Burial Grounds in England' (2005). Reburial will be undertaken.

- 11.2 If the Cathedral acquires human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

12. BIOLOGICAL AND GEOLOGICAL MATERIAL

- 12.1 So far as biological and geological material is concerned, the Cathedral 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.

13. ARCHAEOLOGICAL MATERIAL

- 13.1 The Cathedral will not acquire archaeological material (including excavated ceramics) in any case where the Chapter of Canterbury or a responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.
- 13.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).
- 13.3 Material excavated at the Cathedral or the Cathedral precincts will be held by Canterbury Archaeological Trust (See Section B3.3). The Cathedral will retain ownership of any archaeological material recovered from its properties.

14. EXCEPTIONS

- 14.1 Any exceptions to the above clauses will only be because the Cathedral 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 Cathedral will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. Canterbury Cathedral will document when these exceptions occur.

15. SPOILIATION

- 15.1 The Cathedral 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.

16. THE REPATRIATION AND RESTITUTION OF OBJECTS AND HUMAN REMAINS

- 16.1 The Chapter of Canterbury, acting on the advice of its professional staff, may take a decision to return human remains (unless covered by the ‘Guidance for the care of human remains in museums’ issued by DCMS in 2005), objects or specimens to a country or people of origin. The Cathedral will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 17.1-5 will be followed but the remaining procedures are not appropriate.
- 16.2 The disposal of human remains in England, Northern Ireland and Wales will follow the procedures in the ‘Guidance for the care of human remains in museums’ issued by DCMS in 2005.

17. DISPOSAL PROCEDURES

- 17.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal. For specific details of Archives and Library materials see, Appendix A, ‘The Archives and Library Collections Development Policy Statements’.
- 17.2 The Cathedral will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 17.3 When disposal of an item is being considered, the Cathedral 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.

- 17.4 When disposal is motivated by curatorial reasons, the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange, or as a last resort - destruction.
- 17.5 The decision to dispose of material from the collections will be taken by the Chapter of Canterbury, only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the Cathedral'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 Cathedral will also be sought.
- 17.6 A decision to dispose of a specimen or object from the collections, 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 the responsibility of the Chapter of Canterbury, acting on the advice of professional staff. It will not be the responsibility of any manager of a collection acting alone.
- 17.7 Once a decision to dispose of material in the collection has been taken, priority should be given to retaining it within the public domain. It will therefore, where appropriate, be offered in the first instance, by gift or sale, directly to accredited museums, archives or to other Cathedrals likely to be interested in its acquisition who are able to care for the material in line with best practice.
- 17.8 If the material is not acquired by any accredited museum, archive or another Cathedral who is capable of caring for an item according to best practice, to which it was offered as a gift or for sale, then the museum or archive 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 Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 17.9 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 accredited museums or archives or another Cathedral or church. 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 Cathedral may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

- 17.10 Any monies received by the Cathedral from the disposal of items will be applied solely and directly for the benefit of the collections and conservation.
- 17.11 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 standards for museums and/or archives. Money must be restricted to the long-term sustainability, use and development of the collection.
- 17.12 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 SPECTRUM Procedure on deaccession and disposal.

Disposal by exchange (an exchange of items with other accredited organisations or with Cathedrals)

- 17.13 The nature of disposal by exchange means that the Cathedral will not necessarily be in a position to exchange the material with another accredited museum or archive or another Cathedral. The Chapter of Canterbury will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
 - 17.13.1 In cases where the Chapter of Canterbury wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums or archives, with other organisations or with individuals, the procedures in paragraphs 17.1-2 will apply.
 - 17.13.2 If the exchange is proposed to be made with a specific accredited museum or archive or with any cathedral, accredited museums, archives or any cathedrals which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.
 - 17.13.3 If the exchange is proposed with a non-accredited museum, archive or cathedral, with another type of organisation or with an individual, the Cathedral will place a notice on the Museum Association's Find an Object web listing service, or make an announcement in the Museums Association's

Museums Journal or in other specialist publications and websites (if appropriate).

- 17.13.4 Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the Cathedral'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.

Disposal by destruction

- 17.14 If it is not possible to dispose of an object through transfer or sale, the Chapter of Canterbury may decide to destroy it.
- 17.15 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.
- 17.16 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.
- 17.17 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.
- 17.18 The destruction of objects should be witnessed by an appropriate member of the Cathedral's staff. 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 or catalogue entry.

APPENDIX A

THE ARCHIVES AND LIBRARY COLLECTIONS DEVELOPMENT POLICY STATEMENTS

The following policy statements operate in addition to, and not exclusive of, the Cathedral's main Collections Development Policy.

A1. LEGAL STATUS OF THE CATHEDRAL ARCHIVES

The following statements identify the legal status of Canterbury Cathedral Archive and its authority to collect:

- A1.1 The Cathedral Archives is appointed by the Lord Chancellor as a repository for public records under the Public Records Act 1958. These public records are as detailed in the 'instrument' maintained by The National Archives.
- A1.2 The Cathedral Archives is recognised by the Master of the Rolls as a repository for manorial and tithe documents under the Law of Property Act 1922 and the Tithe Act 1936.
- A1.3 Under the terms of the Parochial Registers and Records Measure (1978) (amended 1992), the Cathedral Archives is designated by the Bishop of Dover, on behalf of the Archbishop of Canterbury, as a diocesan record office for Canterbury Diocese and for the historic, pre-2011 Archdeaconry of Canterbury (which includes some parishes since 2011 in the Archdeaconries of Ashford and Maidstone).
- A1.4 Under the Local Government (Records) Act 1962 and Local Government Acts (1972), Canterbury City Council is responsible for making proper arrangements for the care of its own administrative records. The City Council does this through an agreement with the Cathedral for the provision of archives services at the Cathedral Archives. The agreement has recently been reviewed and the current agreement continues until March 2018.

- A1.5 As a Place of Deposit the Cathedral Archives expects to obtain Archives Service Accreditation in 2017-18, as administered by The National Archives, and abide by its requirements.
- A1.6 The archival collections are developed according to the principles and priorities in the Collections Development Policy.

A2. STAFF

- A2.1 The Cathedral Archives and Library has a staff equivalent of 6.2 FTEs. This includes the permanent posts of the Head of Archive and Library (a qualified archivist), the Librarian (a qualified Librarian) and three Archives and Library Assistants. As of January 2017, there are also the fixed-term posts of Archivist (a qualified archivist) and a part-time Digitisation Officer. They are supported by a team of able volunteers.
- A2.2 Other departments supporting the Archives and Library: the Cathedral has a Conservation Department which includes an ICON accredited Book and Paper Conservator. The Department is also supported by a Collections Manager. The Learning and Participation team and the Schools Department promote heritage by placing collections at the core of Canterbury Cathedral's education and public engagement programmes.

A3. CURRENT COLLECTIONS

A3.1 **The Archive: over 500,000 items**

A3.1.1 There are some core loan (deposit) collections in the Archives. In addition, there are some smaller collections on loan (deposit). Other records in the Cathedral's own archive collection have been received by donation, bequest or sometimes purchase.

A3.1.2 Cathedral Collection

The Cathedral Archives is the repository for the Cathedral's own archives. It collects manuscripts and archives relating to the Cathedral, its activities, its buildings, its property, its personnel, its community and relating to monastic life in medieval Canterbury and the surrounding area.

The archives holdings include material in the following formats: parchment, paper, photographs, film, microfilm and microfiche, audio and digital. Some parchment charters have wax seals and some include textile seal bags.

Acquisitions are made to the historic cathedral archive very occasionally, through purchase or gift (for example, the Godwine Charter or the Godmersham map). There are accruals of modern administrative records. Some more modern records are not open for public access.

Cathedral owned material equates to about 19% of the Archives' total holdings.

A3.1.2.1 Cathedral core collections are as follows:

The archive dates from the late 8th century onwards and is particularly rich in charters, accounts and manorial material from the Middle Ages. The earliest are Anglo-Saxon charters, followed by the legal, domestic and estate papers of the Cathedral Priory. The medieval archive of approximately 17,000 items has received the international recognition of having "outstanding significance to the UK" and has been given a UNESCO UK Memory of the World award.

Amongst other material it includes:

- Records of the Cathedral's estates
- Records relating to the Cathedral and precincts buildings
- Records relating to the monks, clergy and lay personnel of the Cathedral
- Surviving manuscript books and manuscript fragments from the medieval library of the Cathedral

Similar papers exist for the Chapter of Canterbury from 1541.

The archive collections also includes the manuscripts of Williams Somner, Canterbury antiquary and producer of the first Anglo-Saxon dictionary.

Architectural drawings for the church and buildings in the precincts are held in the archives. There are also some estate maps.

The Archives houses a significant collection of medieval seals.

There is an important collection of photographs, with the earliest dating back to the 1860s.

Items identified as amongst the most significant in the whole collection include:

- The records of the medieval cathedral priory

- The Chartae Antiquae – DCC-ChAnt
- Canterbury Cathedral Priory Registers – DCC-Register
- The Ecclesiastical Suit Rolls – DCC-ESRoll
- The manuscripts of William Somner, antiquary (including the manuscript for his Anglo-Saxon dictionary)

A3.1.3 Deposited (loan) collections

The Canterbury City Council's archives are deposited at Canterbury Cathedral, extending from medieval to modern. Church records for parishes in East Kent are also held. There are also archives of private institutions, such as the former St Augustine's Missionary College.

A3.1.3.1 The core loan collections are as follows:

- The Canterbury City Archive

The Cathedral Archive is the repository for the official administrative records archives of Canterbury City Council and its predecessor bodies.

These include court records, Quarter Sessions, records of the gaol and coroners' records. The City Council collection also includes the archives of some local families, charities and other institutions which are on loan/owned by the City Council. This includes the collection of the Canterbury Catch Club (with the music collection cared for in the Cathedral Library), the Wallace Harvey Collection, which is the collection of a Whitstable local historian and the collection of the Friends of Canterbury Museums.

It has recently been established that the City Council holds Archive Powers under the 1962 Local Government Act, through a Statutory Instrument of 1986. This may mean a significant change to the role of the Cathedral's Archives in relation to the collection of the City Council. There will be discussions over the next two years about how the City might like to exert these Archive Powers, and if so, how its archive collecting activities may be defined. Separate policies will be developed for the City's Archive collections. These will reference the Cathedral's policies.

Canterbury City Council owned material equates to about 12% of the Archives total holdings.

- Church Parish

The Cathedral Archives holds and collects records for all parishes in the historic, pre-2011, Archdeaconry of Canterbury.

Church Parish owned material equates to about 28% of the Archives total holdings.

- Civil Parish Collections

The Cathedral Archives holds and collects records for those civil parish councils within Canterbury District which have opted to retain their records at the Archives, rather than at the History and Library Centre, Maidstone, Kent.

- Diocesan Records

The Cathedral Archives holds and collects records of the Diocese of Canterbury, apart from those probate records which are held at the Kent History and Library Centre (HLC), in Maidstone, and bishops' and archdeacons' transcripts, also held at the HLC. Kent County Council, which administers the HLC, is currently in negotiations concerning the future location of the records of the Diocese of Canterbury held at the Archives.

The Cathedral Archives holds and collects records of rural/area deaneries within the Diocese of Canterbury.

Diocesan records equate to about 32% of the Archives total holdings.

It has been agreed by the Diocese and the Chapter of Canterbury that the collections will be moved to another institution. This will take place in 2017 (either to the History and Library Centre, Maidstone, Kent or potentially the University of Kent).

- Other loan collections

The Cathedral Archives holds and collects records of the Archdeacon of Canterbury.

The Cathedral Archives holds and collects records for schools when these records have been acquired as part of the collections of parishes, or the City of Canterbury.

The Cathedral Archives holds and where appropriate collects records of institutions, individuals and businesses ('private records') in the Canterbury area and beyond, which relate to its current and historic collecting interests.

Central to these other collections are:

- Survivals of the medieval library of St Augustine's Abbey
- The Old Stagers archive
- Eastbridge Hospital records
- Local non-conformist churches records
- The Fordwich Borough collection
- NADFAS records
- St Augustine's Missionary College

Other collections equates to about 9% of the Archives total holdings.

A3.1.4 Records are accepted in every format, whether manuscript, printed or machine-readable.

A3.1.5 The collecting of the Cathedral Archives complements that of the Cathedral Library and the Cathedral objects collections (Appendix B).

A3.2 The Library: over 50,000 items

A3.2.1 The Library collections are acquired through bequest, donation and purchase. Occasionally material is taken on loan (deposit). Purchases to add to the historic collections are rare and additions are largely through bequest or donation (See section A8 for criteria for accepting additions). Additions to the modern collections are usually through purchase, with some donations or bequests.

A3.2.2 Cathedral Collections

Since the Reformation, a series of donations have formed the core of the holdings now in the Cathedral Library.

The Library contains a significant historic collection of about 30,000 books and pamphlets printed before 1900, and an expanding modern collection of some 20,000 books and serials published in the 20th and 21st centuries (See A8).

The collections are particularly rich in books on church history, church architecture and crafts, theology, national and local history (Kent, especially Canterbury City), biographical material (specialist biographies of people connected with the Cathedral or Diocese), travel, natural science, medicine, palaeography, the anti-slavery movement, books related to early printing and books on early book collections.

The Library holdings include material in the following formats: paper, parchment and digital.

A3.2.2.1 Library Core Collections are as follows:

- The Chapter of Canterbury's 17th- 19th century library, collected in the post commonwealth period, which includes early printed local history material.
- The Howley-Harrison Collection. This is the largest individual collection in the Library, made up of approximately 16,000 books and pamphlets. It includes part of the working library of the Victorian Archbishop William Howley and the personal library of Benjamin Harrison, Howley's personal curate and later Archdeacon of Maidstone, as well as books and pamphlets belonging to Harrison's father and his friend, the abolitionist Sir Robert Harry Inglis, MP. Apart from texts on natural history, archaeology, travel and theology, there are tracts on the English Civil War and on slavery, fine examples of early English printing, and several 15th and 16th century illuminated Books of Hours.
- The books and manuscripts of the Anglo-Saxon scholar William Somner (c. 1606-1669)
- Books donated by Stephen Hunt, a local physician, in 1714, which are mainly scholarly works
- The Coombe collection of early English printed Bibles

Cathedral owned material equates to 92% of the Library's total holdings.

A3.2.3 Deposited (Loan) Collections

Three parish libraries are on loan to the Cathedral, covering 17th and 18th century collections. The Library also holds loan collections from St Augustine's Missionary College (under the care of the Trustees of the St Augustine's Foundation) and the Canterbury Catch Club (owned by the City of Canterbury).

- Parish Libraries

The Cathedral Library is the repository of 3 parish libraries. These are:

- The Elham Collection (1400 books approx.)
- The Crundale Library (1200 books approx.)
- The Preston Parish Library (including its cabinet) (46 books)

Parish owned material equates to about 2650 books; that is approximately 5% of the library's total holdings.

- Other collections

The Cathedral Library is the repository for the following additional collections:

- Music of 'The Canterbury Catch Club' (members included many of the Cathedral's lay clerks) (370 books approx.)
- St Augustine Missionary College Antiquarian Books (1000 books approx.)

Other collections equate to 3% of the library's total holdings.

A4. METHODS OF ACQUISITION

In addition to the policy statements of acquisition laid out in Section 1 of the Cathedral's Collections Development Policy and the details laid out in Section 9 of the Cathedral's Collections Development Policy, the following shall apply specifically to the Archives and Library Collections:

A4.1 The Cathedral Archives and Library will seek to acquire items by gift, purchase, bequest and/or loan.

- Gifts, bequests or loans (deposits) will be accepted of documents or books of significant importance to the Cathedral, its history and its collections, or of documents or books which are judged to be at major risk and where no other suitable repository can be found for them.
- Purchases will be made only of documents or books of outstanding importance to the Cathedral, its history and its collections
- Purchases will be made of modern books according to existing and identified priority collecting areas (see section A8)

A5. ACCESSIONING PRINCIPLES AND METHODS

- A5.1 Before accepting any new archive or library acquisition, Canterbury Cathedral will consider the appropriateness of the Cathedral Archives and Library as a suitable place for their custody and consultation and will respect the principles of archival integrity and library management.
- A5.2 As referenced in Section 10 of the Collections Development Policy, consideration will also be given to resource and financial constraints before accepting any new archive or library acquisition.
- A5.2 Material in a format or medium requiring special equipment for their consultation (such as microfilm, microfiche, audio-visual, machine-readable and electronic records) will not be acquired unless the Cathedral has the necessary equipment, or is able to arrange facilities for appropriate public access elsewhere under proper invigilation.
- A5.3 No attempt will be made to secure the acquisition or removal of any records held in another record repository, except with the consent of the owner of the records and in consultation with the archivist in charge and governing body of that repository.
- A5.4 In the event of acquisition by gift or loan the Archive and Library and the donor or owner of the items should fully appraise each other in writing of any terms or conditions attaching to the transfer (see section 9.7).
- A5.5 An Archives Accessions register and a Library Accessions register in manual form are kept, in which essential information on the nature and circumstances of each acquisition is recorded.
- A5.6 Only items which in the judgement of the Head of Archives and Library and the Head of Conservation (or delegated to the Librarian, Archivist or the Head of Book and Paper Conservation) are of sufficient quality for permanent preservation will be accepted.

A6. CONDITIONS ASSOCIATED WITH ACCESSIONS

- A6.1 It is a condition of acceptance that documents and books will be available for public access either immediately or at the expiry of a specified period after cataloguing and if there are no conservation concerns that prevent access.

A7. DISPOSALS

In addition to the policy statements of acquisition laid out in Section 1 of the Cathedral's Collections Development Policy and the details laid out in Section 6 and Section 17 of the Cathedral's Collections Development Policy, the following shall apply specifically to the Archives and Library Collections:

- A7.1 Disposal will take into consideration the Public Records Act 1958 (Section 6 of the Act provides for the potential destruction of deposited public records).
- A7.2 Disposal will take in to consideration the Chartered Institute of Library and Information Professionals (CILIP) Disposals Policy for Rare Books and Manuscripts
- A7.3 If the Head of Archives and Library intends to destroy or return to the owner or donor any duplicate or ephemeral material this will be made clear at the time of transfer.
- A7.4 There is a predisposition to keeping defined collections of material together, where this is possible.

A8. THEMES AND PRIORITIES FOR FUTURE COLLECTING

- A8.1 Material must be appraised as being of enduring value by Archives or Library staff to be included in the Archives or Library collections. In significant cases potential acquisitions are referred to the Collections Management Group for discussion before any decision is made (as per section 4.3 of the Cathedral's Collections Development Policy). Material is used to describe any document, either analogue or digital, which contains information that may be textual, visual or audio, or any combination of these.
- A8.2 Acquisitions are made to the historic cathedral archive very occasionally, through purchase or gift (for example, the Godwine Charter or the Godmersham map); however, on the whole, it is a closed collection. There are accruals of modern administrative records generated by the Cathedral. Some more modern records are not open for public access.
- A8.3 The Archives will focus on collecting records from the foundation of the Cathedral to the present day which capture a concise representation of the following core areas:
 - The archive of Canterbury Christ Church Priory.

- The varied combination of sources for the history of the Cathedral and material reflecting its mission, its community and its wider associations
- Copies (microform, photographic or digital) of items in other repositories which relate to its holdings.

The priorities for proactive collecting are:

- Born digital and modern material which supports and develops the core Cathedral collections
- Material relating to the medieval archive of the Christ Church Priory
- Oral histories: From 2017 there will be a campaign to proactively collect oral histories, to build upon the Cathedral's current collections, to add stories from the community, visitors, regular worshippers and those for whom the cathedral is part of their daily/working life
- Reports relating to archaeological and architectural activity at the Cathedral and in its precincts and properties
- Material related to the on-going craftsmanship at the Cathedral, including Stained Glass work and stone masonry

A8.4 The Library will focus on selecting items that are associated with the Cathedral, reflect its mission and are associated with its community and its collections.

The priorities for proactive collecting are:

- Historic collections - Books containing relevant provenance information i.e. books that can be demonstrated to have belonged to key collections or figures from the Cathedral's history
- Modern collections - printed material that supports research of the Cathedral, its community past and present and its collections
- Modern collections - theological works, material relating to Anglican Studies, the Anglican Communion, its liturgy, the Cathedral Church, to support the work of the Cathedral as a centre for education in the Anglican Church.

A8.5 The Cathedral will consider the materiality of the item (its history, its ownership, its annotations, its bindings etc.) as well as its informational content.

A8.6 Areas the Cathedral Archives and Library may no longer collect from and where the Cathedral does not collect:

- Film may be referred to the Canterbury Christ Church University or the Screen Archive South East

- Private records for Canterbury District, unless they fall within the definitions in our collecting policy

APPENDIX B

THE OBJECTS COLLECTIONS DEVELOPMENT POLICY STATEMENTS

The following policy statements operate in addition to, and not exclusive of, Canterbury Cathedral's main Collections Development Policy.

B1. STAFF

The departments responsible for collections and supported by the Collections Manager are:

- The Conservation Department: The Head of Conservation and 2 staff (1 objects conservator and 1 book and paper). Both the Head of Conservation and the Book and Paper Conservator are ICON accredited.
- Music and Liturgy: The Organist and Master of the Choristers and 8 staff
- The Stained Glass Department: The Director of Stained Glass, and 7 staff. 3 are ICON accredited.
- Vestury: The Vesturer and 16 staff
- Archives and Library (see Appendix A, Section A.2)

B2. COLLECTIONS OVERVIEW

B2.1 **Object Collections: over 6,000 items**

Objects considered to be of architectural, archaeological, artistic or historic interest are recorded in an Inventory in accordance with S13 (1) of the Care of Cathedrals Measure 2011. The objects are held primarily for use by the Cathedral in its mission or have been vested in the Chapter of Canterbury over time and are held as part of the historic record of the Cathedral.

B2.1.1 Object Core Collections/strengths

- Archaeology: The Cathedral retains very few artefacts from archaeological excavations undertaken on site. The majority are held by Canterbury Museums or by Canterbury Archaeological Trust (CAT). Whilst there are a number of pot sherds, glass and lead fragments and coins within the Cathedral collections, the core collection item is:
 - An Anglo-Saxon sundial

Works of art: This category represents painted, drawn and 3D works of art in the collections, excluding glass, stone and woodwork created for the fabric of the Cathedral. The collection represents a wide variety of subjects and themes, both religious and secular, in a range of media. The earliest works of art consist of wall paintings within the Cathedral, which date from the 12th century to c1480. In the 1920s and 1930s E.W. Tristram produced a number of reproductions of the Cathedral's tester art and wall painting art. His reproductions are now on display throughout the Cathedral and are an important part of the collection.

The collection also includes oil paintings from the 15th to the 21st century and numerous watercolours, drawing and etchings. These are displayed throughout the Cathedral, precincts buildings and canonical residences.

The Cathedral has commissioned a number of 21st century works of art, including Anthony Gormley's 'Transport' and Charlie Millar's 'Meditation for Lent'.

Highlights of the art collections include:

- The boards and testers of Edward the Black Prince and Henry IV's tombs
 - The series of 44 Deans portraits
 - Winifred Knights' oil of 'St Martin of Tours'
 - Anthony Gormley's 'Transport'
- Furniture and fittings: This includes altars, altar furniture, chairs, lighting (including 17th century chandeliers), boxes, medieval floor tiles and a number of clocks.

- Metal work and woodwork: This includes the Bell Harry treadmill, wooden carved sections of the 17th century quire screen, and the dismantled 1704 Archbishop Tenison's throne, various medieval doors, in-situ and detached, and in-situ medieval metalwork gates.
- Militaria: Within the Cathedral there are a number of standards and banners, mostly related to the East Kent Regiment, 'the Buffs', dating from the 19th century onwards. These items have been 'deposited' with the Cathedral by the regiment.
- Church Plate and silver collections: This collection includes items owned by the Cathedral but also parish silver on deposit (loan) to the Cathedral. Most is church silver with very few secular additions. A detailed survey of the church plate collections can be found in the document '*Church Plate - Mapping the collection 2016*'.

Cathedral collections

Key items owned by the Cathedral include:

- Hubert Walter's 12th century crozier, chalice and paten
- The Arundel Chalice

Cathedral collections currently make up 40% of the Church Plate currently held by the Cathedral.

Collections on loan to the Cathedral

Key items currently on loan to the Cathedral include:

- A 12th century Chrismatory
- A 15th century paten
- A chalice dated to 1554
- A communion cup and paten dated to 1654
- A Pugin designed candelabrum

Loan collections currently make up 60% of the Church Plate currently held by the Cathedral

Many items are currently in use for church services and form part of the working collection of the Cathedral.

- Social history collections: The collection is small but contains some core items, including:
 - The 27 Oakeley Cathedral models
 - Three 17th century Bargrave cabinets containing over 200 objects
 - A medieval seal press.
- Stained Glass: Canterbury Cathedral contains over 1,200 square metres of stained glass depicting inspirational stories of men and women, including one of England's largest collections of early medieval stained glass. The collection also includes various fragments of stained glass and medieval ferramenta. There are a few detached fragments from bomb damaged 19th century windows but no significant medieval fragments. The detached medieval ferramenta are on display on the walls of the Cathedral or held in store in the Triforum store. A few unidentified fragments of ferramenta are held in the Stained Glass Studio and the studio also houses one ferramenta and a series of medieval lead matrices from approximately 1300.

Core collections include:

- the 12th and 13th century glass
- the 13th century ferramenta
- the 19th century glass of Christopher Whall
- the 20th century Bossanyi glass and associated cartoons (the cartoons are held on loan)
- Drawings and cartoons of work undertaken by Cathedral studio staff

The Studio also holds a series of stained glass panels on loan from other organisations including roundals from a church in Folkstone, the East Window of Burling and Ministry of Defence glass.

Some of Canterbury's medieval stained glass is now located in other collections – these include the V&A, the Burrell Collection, Leeds Castle and the Fogg Museum in Harvard.

- Stone/architectural fragments: A number of loose stone fragments are retained by the Cathedral.

Core collections include:

- Fragments of the 14th century Eastry screen and the Pulpitum screen with its sculptures
- Detached sculpture from the Chichele tomb

- Four fragments of stone allegedly from Becket's Shrine
- Textiles and vestments: The textile collections are not extensive, but they are highly significant.

Core collections include:

- The 12th century vestments of Hubert Walter
- Medieval seal bags
- The 14th century Funeral Achievements of the Black Prince
- The 1980s Beryl Dean copes

There are also numerous 19th, 20th and 21st century vestments, altar frontals, carpets, seat cushions and kneelers are still part of the working collections of the Cathedral. Some of these items are particularly significant, either because of their history or their design, and a number of vestments include earlier embroidery work, which has been incorporated into newer garments.

There are also; concealed leather shoes, a saddle cloth and a small number of mid-20th century clothing items.

- Tombs and Monuments: There are many monuments and tombs within the Cathedral itself and numerous ledger stones. The earliest surviving freestanding tomb is that of Hubert Walter from 1205. Mostly in stone, some of the monuments incorporate elements of metalwork and testers.

B3. THEMES AND PRIORITIES FOR FUTURE COLLECTING

B3.1 The Cathedral collections mainly develop through the need to replace working items. There are occasions however where opportunities arise to enhance the historic collections of the Cathedral, whether through gift, loan, purchase or bequest. In such instances objects must be appraised as being of enduring value by the relevant department Head to be included in the Cathedral collections. In significant cases potential acquisitions are referred to the Collections Management Group for discussion before any decision is made (as per section 4.3 of the Cathedral's Collections Development Policy).

B3.2 The priorities for developing the collections/areas where collections development is envisioned are:

- Stained Glass: From time to time work is commissioned from the Stained Glass Studio, for the Cathedral.

There is no active collecting of stained glass, however there is a growing archive of cartoons, cuts, drawing lines and preparatory work for stained glass created by the Cathedral team. Currently this consists of 143 bundles of paperwork. This will continue to grow as the studio undertakes new commissions.

The Studio will look to develop its information relating to pieces of Cathedral glass held at other organisations, potentially looking to have replicas of these pieces.

The Studio will only take material on loan for the following reasons:

- For the purpose of commissioned work
- As a teaching resource
- New works of art: works of art are commissioned for the interior of the Cathedral as laid out in the Cathedral's Visual Arts Policy, some are temporary, but other pieces are added to the Cathedral's permanent collections.
- Detached stone: During work important pieces of stone are detached from the fabric of the building and cannot be replaced. These fragments become part of the detached stone collection, and they are assessed according to approved processes for identifying important detached stonework. The collection of this material is project dependent/dependent on work that is being undertaken on the fabric of the Cathedral.
- New vestments and textiles: New vestments or textiles for the Cathedral, such as altar frontals, are commissioned on a needs only basis, as and when items currently in use are no longer serviceable or do not suit the requirements of the working cathedral. In 2015, for example, as part of a new green set, 8 vestments and 14 stoles were made and added to the working collection. In addition vestments may be added to mark specific anniversaries or events or to fill a gap in the historic collections of textiles.

- Silver: The Cathedral will accept church plate on deposit under the following circumstances:
 - If the item is deemed at risk (usually from vandalism or potential theft)
 - If the item fills one of the gaps identified in the document 'Church Plate - Mapping the collection 2016' and has the potential for display in the Cathedral

The Cathedral will accept items into its own Church Plate collection through donation (gift), purchase or bequest:

- If the item fills one of the gaps identified in the document 'Church Plate - Mapping the collection 2016' and has the potential for display in the Cathedral
 - As part of the working collection of Church Plate
- Other object collections: The Cathedral will aim to collect objects and items that illustrate its history and support its mission.

B3.3 Areas the Cathedral will no longer collect from or where the Cathedral does not collect:

- The Cathedral owns all archaeological material excavated from its properties. Active excavations are carried out entirely by professional archaeological companies. The Cathedral does not have the capacity to store archaeological material. Any material generated as a result of archaeological work carried out on Cathedral properties since the late 1990s is currently held by the Canterbury Archaeological Trust. The Cathedral Archives will retain copies of the reports associated with any archaeological intervention or assessment.
- The Stained Glass Studio aims to return or relocate the stained glass it has on loan from other organisations. The exception to this is the Ministry of Defence glass which will be retained for use as a teaching resource.