



Midland Railway Society

www.midlandrailwaysociety.org.uk
Registered Charity No. 1149613

Collection Development Policy

1. Introduction

This policy document has been formulated by the Collection Committee under the provisions of Collection By-Law 6.1 and was approved by the Executive Committee at their meeting on 20th June 2015 (Minute 683 refers). It lays down the policy to be followed by all concerned in implementing the provisions of Clause 6c of the Constitution, namely "the maintenance of a Collection for the furtherance of the object of the Society" which is defined in Clause 3 of the Constitution thus:

To advance the study of, and the education of the public in all aspects of the Midland Railway, its predecessors, successors, joint lines and working arrangements in particular (but not exclusively) by the provision of publications, talks, visits, other events, displays and exhibitions for the public benefit.

The Society recognises that the Collection is of national significance as a single pre-grouping company collection and therefore there is a primary obligation to manage and enhance the Collection so that its national status is maintained for the future. The financial management in particular reflects this obligation (see Section 3 below). It is also a guiding principle that, subject to practical constraints of space, the Collection will comprise both archives (paper based items) and artefacts (three dimensional objects) so far as the Midland Railway and its predecessors are concerned.

In addition, the Society regards it as important to encourage members to participate in the management and development of the Collection and proposals to develop collection coverage of particular aspects or themes of the Midland Railway will be welcomed by the Collection Committee. This includes its relationships with other lines and its influence on the areas and communities which it served. Indeed the impact of Midland practices was felt well beyond 1922 and this date is therefore not to be regarded as a cut-off date for material which shows how the Midland influence continued into LMS and indeed BR days (see Section 7).

2. Definitions

For the avoidance of doubt terms used throughout this document and the Appendices are defined as follows:

- Donations: items given or bequeathed to the Society.
- Purchases: items bought by the Society as additions to the Collection.
- Acquisitions: covers both donations and purchases.

3. Financial Management

Collection By-Law 5.2 provides for an annual expenditure budget to be set by the Executive Committee for the guidance of the Collection Committee in managing the Collection and, in particular, for the purchase of new items. The Collection Committee

is required to recognise that some restrictions need to be placed on routine purchases to ensure that funds can be conserved for the purchase of rare historically significant (and thus more expensive) items as and when they become available – often at short notice.

However, it is important to note that the scope for acceptance of donations to the Collection in the areas defined in Sections 6 and 7 below is not necessarily subject to the same limitations as for purchases.

4. Space Administration & Management Constraints

Subject to the difficulties inherent in dealing with bequests of material the Collection Committee must bear in mind that it is desirable that:

- (a) acquisition of new items for the Collection should only take place when adequate storage and/or display facilities are available (or will be within a defined timescale) and
- (b) that all new acquisitions should be capable of being “managed” within a reasonable time after their donation or purchase. “Managed” in this context includes identifying, sorting, cataloguing, provision of relevant protective storage material, placing in accessible storage and similar activities.

Boxes of unsorted, unidentified material will not be accepted unless they have been appraised beforehand by, or on behalf of, the Collection Committee and judged to meet the above “management” requirement as well as the detailed requirements of this policy document. The Society is not bound to accept any donation or bequest and has the right to dispose of a donation or part of a donation at the sole discretion of the Collection Committee.

Before accepting new material into the Collection all reasonable steps must be taken to avoid duplication with existing items. Interpretation of the word “duplicate” can vary with the category of item and separate guidance notes on this are issued from time to time by the Collection Committee.

Members who are considering leaving all or part of their personal collections to the Society are respectfully invited to notify the Collection Committee accordingly so that a dialogue can be entered into well in advance of the arrival of any bequest (see Appendix C).

5. General Scope of the Collection

The scope of the Collection in essence is defined by reference to the Object of the Society (see 1 above). It can be broken down into items from

- (a) Constituent companies of the Midland Railway
- (b) The Midland Railway itself
- (c) Joint Lines (pre-grouping)
- (d) Working Arrangements (pre-grouping)
- (e) Successor railways (including Joint Lines and Working Arrangements)

For practical reasons some boundaries and limitations are placed on the above, both in relation to geography and time period and these are usually more restrictive for purchases than for donations. The pre-grouping period [(a) to (d) above] and post grouping [(e) above] are covered by Sections 6 and 7 respectively below.

Special considerations apply to photographs from all periods (see Section 8 below).

6. The Pre-Grouping Era

6.1 THE MIDLAND RAILWAY & ITS CONSTITUENTS

This section details the policy in respect of (a) and (b) in Section 5 above and therefore covers the three founder companies and all other companies absorbed by the Midland up to the end of 1922, including the Midland Railway lines in Northern Ireland (both MR NCC and constituents). In principle, there is no limit to the acquisition of original items (artefacts and paper) from these companies and donations from members and the general public are welcomed subject to the general provisions of 3 and 4 above.

Original items in this context are defined as those which were manufactured or used by the company concerned and, in the case of paper items, those which bear evidence of original use (or having been provided for use) by the Midland Railway or one of its constituents.

Magazines of any period (either single issues or bound volumes) are not normally accepted into the Collection unless, in a particular case of a pre 1923 magazine, there is within it a major feature article devoted to an aspect of the Midland Railway. In some cases reprints of such articles were issued by the magazine's publishers and these are included in the Collection. Modern magazines devoted principally to the Midland Railway (or in some cases the LMS) are not within the Collection but copies may be available in the Society's library.

6.2 PRE-GROUPING JOINT LINES

This section details the policy in respect of (c) and (d) in Section 5 above.

Donations of joint line archival material (but not artefacts) from the pre-grouping era will generally be accepted into the Collection, particularly in the case of themed collections (as described in Section 1 above) involving a joint line.

For purchases, a distinction is made between the larger, more separately distinctive, and the smaller, more closely integrated, joint lines. The Society recognises that other organisations may well have significant specialist collections devoted to the larger joint lines and therefore (except as set out in Section 2(b) of Appendix A) it does not normally purchase items originally from those lines. This helps to conserve financial resources in line with the policy in Section 3 above.

However, material from the smaller joint lines is purchased, the lines involved being set out in Section 2(d) of Appendix A.

7. The Successors

7.1 GENERAL PRINCIPLES

The successors mentioned under (e) in Section 5 above are the LMS and its Joint Lines; the nationalised railway (BR) and the privatised railways. The object of the Society provides for extending the education of the public to include those parts of the above which formed the Midland Railway as at 31st December 1922. It is therefore appropriate that the scope of the Collection should include material relevant to helping fulfil this commitment. The above parts were subsequently defined as the Midland Division of the LMS and later became parts of the BR London Midland Region or "Midland Lines". But, under the privatised regime, "the Midland" was split further in a geographical sense and also splintered operationally. This had the effect of

fragmenting still further identifiable links with the Midland Railway and thus material from the privatised era does not normally form part of the Collection. However, the Collection Committee will consider the acquisition of such material if a clear and relevant historical case of its connection with the Midland Railway can be established.

For reasons of space, three dimensional objects from any of the successor railways are not normally acquired for the Collection (but see Part 1 of Appendix B).

7.2 LMS TRANSITIONAL MATERIAL

Much archive material from the early years of the LMS Midland Division continued to be produced in Midland Railway format and the management organisation and procedures were only gradually changed. Thus much of this "transitional" material is informative of Midland practice and often survived when original Midland material did not. In these cases, it is particularly relevant to the Collection. The timespan over which this transitional material remains significant varies widely and hence its importance is not uniform across all categories. More specific guidance is given in Part 6 of Appendix B.

7.3 RELEVANT "LONG TERM" LMS & BR MATERIAL

The buildings and structures built by the Midland Railway were long-lived and, of course, much survives to the present day. Track layouts also survived in their Midland form for many years with only minor alterations. Donations of material reflecting Midland practice in these areas are welcomed and more detailed guidance on the purchase of such material is given in Appendix B.

7.4 STAFF RECORDS

Many railwaymen started their careers in late Midland days and did not retire until after nationalisation. Because of public interest in family history, the Society does collect staff records from former Midland Railway locations covering both LMS and BR periods.

7.5 OPERATING DOCUMENTS

A full set of LMS public timetables is held in the Collection but, because of space constraints, subsequent issues of public timetable from both the BR and privatised eras are not collected. However, donations of Midland Division working timetables and appendices from the LMS era will be accepted together with directly related documents such as carriage workings.

8. Photographs

Donations of photographs of Midland related subjects from all time periods are accepted into the Collection subject to the provisions of Section 4 above. For example, many photographs of Midland Railway subjects (e.g. buildings, signals, track layouts, etc.) have been taken after 1922 (and even after 1948) and these can be very important in providing a record of MR practice and are therefore often extremely relevant to the Collection.

However, purchases of photographs will be subject to more stringent selection criteria with emphasis on the rare and unusual subject matter.

9. Disposals

Collection items may be disposed of in the following circumstances:

1. (a) if it is found to be outside the permitted scope of the Collection as defined in

this document and the Appendices thereto

2. (b) if the Collection Committee considers there is a special curatorial case for the disposal of a particular item or group of items
3. (c) if it is a duplicate of an existing collection item (normally the item in best condition will be retained)
4. (d) where an item outside the scope of the Collection has been acquired under the provisions of 1(d) of Appendix A to this document.

Each and every disposal must be authorised by a Trustee but only after a minuted recommendation has been made by the Collection Committee and the reasons have been clearly stated and recorded. Every disposal must be documented in accordance with the Collection Procedures Manual.

APPENDIX A The Pre Grouping Era

1. Specific Category Guidelines - Midland Railway & Constituents

The following additional guidelines will apply to specific categories of collection items.

1. (a) Purchases of items of **silver plate** will be limited to new classes of items not already represented in the Collection. In exceptional cases, existing classes of item with new markings not already represented in the Collection may be purchased provided they add significantly to the knowledge value of the Collection.
2. (b) The larger type of **pictorial poster** will not normally be purchased due to the high cost usually involved. In exceptional cases, such posters may be purchased provided they add to the knowledge value of the Collection because of their historical, industrial or social importance, or are otherwise outstanding.
3. (c) Three **ticket** collections have been established *viz* the "Gough" collection, the Irish stations collection post 1904, and paper and season tickets (both mainland and Irish). Tickets outside the scope of these collections will not be purchased. In addition, the Society holds a full colour copy record of the "Geldard" Midland Types Collection which is updated regularly and therefore ticket types *per se* are not acquired.
4. (d) Within the contents of the Collection there is an extensive range of documents relevant to the **management, organisation and operation** of the Midland Railway. In addition to the normal acquisition of single items, the Collection Committee considers it appropriate to add to the Collection in these areas by the acquisition of suitable papers in bulk, in order to secure new varieties of material, even though at the point of purchase this may result in some duplication of existing material and consequential disposals.

In this area it is resolved particularly to enhance (i) the collection of used printed material originating at each Midland station and office location and (ii) the collection of stationery bearing **departmental form numbers**.

5. (e) Except for (d) above, duplicates of existing items will not be acquired unless they significantly improve quality or are suitably marked, endorsed or personalised to make them unique.
6. (f) Because of the restrictions on storage space, **large and bulky items** will not normally be purchased. These are defined as items with a large "footprint", e.g. large items of furniture, milk churns, tables, lever frames, very large cast iron/enamel signs, machinery, etc. However, in exceptional cases, at the discretion of the Collection Committee, a large footprint item may be acquired provided adequate storage or display arrangements have been made beforehand.

2. Joint Line Material

The following detailed policy amplifies the requirements of Section 5.

The Midland Railway Society Collection Development Policy

1. (a) Artefacts will not normally be acquired for any joint lines. However, it may be desirable on occasion to acquire small items (e.g. office equipment or uniform accessory) where these help explain or determine the role/responsibility of the Midland Railway in a particular joint line or location.

2. (b) Tickets from joint lines may be acquired where these fall within the scope of the three Society ticket collections defined at para 1(c) above.

3. (c) No items (except tickets) shall normally be purchased from the following joint lines:

Midland & Great Northern, Norfolk & Suffolk, Somerset & Dorset, Cheshire Lines Committee, Portpatrick & Wigtownshire, County Donegal Joint Committee

4. (d) Paper and card items from the following joint lines form part of the Collection and additions thereto may be acquired:

Great Western & Midland Joint which includes Severn & Wye Joint, Avonmouth Joint Clifton Extension, Bristol Joint Station Churchdown Joint Station Worcester Joint Station Stoke Works, Halesowen Joint and any constituent parts or predecessors thereof.

Birmingham New Street Joint Station, Tamworth Joint Station, Ashby & Nuneaton Joint, Burton on Trent shared lines (running powers LNWR, NSR, GNR, and brewery lines), Sheffield & Midland, Great Central & Midland Joint, South Yorkshire Joint, Midland & North Eastern (Swinton & Knottingley), Normanton Joint Station, Otley & Ilkley Joint, Colne Joint Station, Furness & Midland Joint, Forth Bridge Railway, North & South Western Junction, Tottenham & Hampstead Joint, Tottenham & Forest Gate, Whitechapel & Bow.

APPENDIX B The Post Grouping Era

The purpose of this Appendix is to give detailed guidance on criteria to be used in selecting material covered in Section 7.

1. Artefacts

Normally, only archive (i.e. paper) items emanating from, or substantially concerned with, the Midland Division of the LMS are considered for inclusion in the Collection post grouping. However, if an artefact manufactured by the LMS is an exact copy of a Midland design and an original Midland item is not already in the Collection, the Collection Committee may authorise the acquisition of such an item as a special case, provided it is judged to be of technical significance in the context of its design and use.

2. Single Documents

Whereas single documents of Midland Railway origin are collected (see Appendix A), similar items of LMS or BR origin are not unless they have a direct relevance to the Midland Railway. In particular, ERO (or BR) numbered documents per se are not collected in the same way as are MR numbered forms (see Section 5 below).

Any judgement on suitability to acquire must be based primarily on the relevance of the information content of the document to the practices of the Midland Railway during its separate existence and not simply to then current post grouping activities or future policy. However, in some cases, the design of the document itself rather than the information content may be the dominant criteria for acquisition [e.g. a book with headed columns printed in MR days may have been used after the grouping and therefore the information content is not relevant to the Collection but the design is (if an example is not already in the Collection)].

For a relatively short period after 1 January 1923 (usually for only a few months, but sometimes examples can be found from 1924) Midland documents continued to be used with the new company title appearing by use of a rubber stamp. These should be assessed for acquisition on the basis of their being an actual MR document, i.e. disregarding the date of the content.

3. Publicity Material

By its very nature, publicity material (handbills, posters, guide books, brochures, etc.) is concerned with the "now" and the "future" at the point of issue. This is an area where new "house styles" were quickly developed by both the LMS and BR in their turn for "all line" use and distinctive Midland designs were not perpetuated for very long. The considerations outlined in 2 above do not apply to this class of material and, therefore, post grouping publicity material per se does not form part of the Collection. However, if this type of material was relevant to a new themed collection, developed as described in Section 1, then the Collection Committee would countenance appropriate changes to this Appendix.

4. Departmental Documents

Routine LMS departmental documents will be acquired for the Collection if they specifically concern matters that relate directly to and/or describe Midland practices. This can be particularly important in relation to engineering design and maintenance activity (including civil, mechanical, signals and telegraph engineering).

5. Numbered Forms

The Midland Railway form numbering system continued to be used on LMS Midland Division documents after the grouping – in some cases for several years. Their demise was haphazard until the ERO numbering system came into universal use. Therefore, transitional LMS documents with MR form numbers are relevant to the Collection if similarly numbered original MR forms are not present.

6. Plans, Diagrams and Drawings

This type of material was often issued during the LMS and BR eras reflecting minor changes to the original Midland Railway content. If the original MR drawing is not in the Collection, then the updated LMS or BR version is an acceptable acquisition. This situation mainly occurs with track layout plans (including "side-strips") and architectural and structural drawings reflecting modifications to a basic MR structure.

7. Postcards

Official postcards from the post grouping era (as defined by Alsop) are not collected. However, post grouping postcards of Midland stations and other structures are accepted into the Collection.

8. Bulk Purchases

In Appendix A a provision exists for the acquisition of Midland Railway material in bulk which may result in duplicate items being purchased (see para 1(d) of Appendix A). No equivalent provision is made for post grouping material.

APPENDIX C Bequests of Members' Collections

The Society is aware that there are members who intend to bequeath Midland Railway material to the Society. The impact on the Society, over and above the sad nature of such an event, would be dependent on the size of the bequest.

The Collection Committee has considered the stages involved in responding to such a bequest:

1. (a) NEGOTIATION – this can begin immediately in the case of already-identified potential benefactors. The aim will be to establish the size and scope of their collection, the donor’s wishes for its future, and to ensure that a clear understanding of the Committee’s position on duplication and onward disposal is communicated.
2. (b) APPRAISAL – whilst preliminary plans can be made, and in some cases formal appraisal might be possible prior to a collection passing to the Society, this stage will generally apply once the planned bequest has become a reality. It will identify what material the Society will accept and what will be immediately disposed of, with particular consideration of duplication within the Midland Railway Study Centre.
3. (c) HANDLING - the normal procedures of the Committee are geared to the routine handling of relatively small numbers of additions to the Collection and the advent of a large collection will inevitably impose a significant increase in workload. It would be the aim of the Committee to liaise closely with the spouse / partner / next of kin / executors to ensure:
 - (i) an orderly transfer of collection material, if necessary using professional removers
 - (ii) a minimum of double handling
 - (iii) that any required temporary storage accommodation is available at an appropriate standard.

