Littlehampton Museum -Forward Plan 2019-2021

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Next Review: 5 December 2021

Resolution Number: 22.4.1

Written by: Charlotte Burford – Museum Curator and Project Manager

Contents

1. <u>Introduction</u>

1.1 Statement of Purpose

Littlehampton Museum is a cultural service provided by Littlehampton Town Council to promote the history and culture of Littlehampton. The Museum will collect, conserve and interpret its collections, providing appropriate access and care according to Professional Museum standards. The museum will seek to engage a wide audience through a varied programme of exhibitions, events, outreach and online engagement.

1.2 Background

Littlehampton Museum is housed in the Manor House building located in the centre of the town and is easily accessible by rail, road and bus. It is home to five permanent galleries and two temporary exhibition spaces in which the museum holds temporary exhibitions throughout the year.

Founded in 1928 by the Littlehampton Natural Science and Archaeology Society, the Museum's first home was at the Littlehampton Library, with Mr. E. J Hearne taking charge as the first Curator. Mr. Hearne stayed with the Museum until 1946 when he was succeeded by Mr. George Shorter. Under Shorter's care, in 1965, the Museum moved to a new location in River Road, in a building once home to the prominent merchant family, the Robinsons. It remained there for 26 years. In 1991 the Museum was taken over by Littlehampton Town Council and moved to its current location in Manor House.

In 1998 Littlehampton Museum was awarded a £250,000 grant from the Heritage Lottery Fund, and the money was used to refurbish the galleries and make the museum more enjoyable and accessible for all. In 2010 the Museum's permanent displays were re-designed, and interactive elements to the gallery were introduced.

In 2018 Littlehampton Town Council recognized that a significant documentation backlog existed as well as a problem with museum storage. As a result, the council provided the museum team with the resources to start a documentation project which continues today.

1.3 Production of the Forward Plan

In December 2018 a Working Group was formed to discuss the future priorities of Littlehampton Museum. It consisted of councillors from the Community Resources and Property and Personnel Committees of the Town Council, who have oversight of the Museum and responsibility for staff and property respectively. The working group particularly focused on the recommendations made by two interim Curators (2016-2018) who had been covering spells of maternity leave as well as the thoughts of the museum team. As a result of the working group a number of recommendations were made and an action plan created. The action plan forms the basis of the new Aims and Objectives for the Forward Plan 2019-2021.

2. Current Situation

2.1 Collections

In 2016 it was identified that a significant collections documentation backlog was preventing the Museum from caring for its collections as it would wish. It was also creating a challenging environment for creating exhibitions or answering public research enquiries. In order to address this, the Curator at the time created a collections documentation project plan to begin to tackle this backlog.

In 2018 the Town Council agreed that the Museum team decrease their current audience engagement activities to be able to focus on the collections documentation project.

The current exact number of museum objects within Littlehampton Museum is unknown. An approximation based on paper documentation records and a stores audit is 30,000 objects. At the time of writing there are 17,100 records on the MODES database with the team continuing to add around 700 records each month, reconciling old paper documentation with current locations. The current 'Documentation Project Plan' is updated regularly and can be found within the Appendix of this forward plan.

The collecting district (as laid out in the Collections Development Policy) for Littlehampton Museum covers Littlehampton, Climping, Angmering, Poling, Lyminster, Ford, Middleton-on-Sea, Felpham, Yapton, Barnham, Walberton, and Eastergate. Although these boundaries have always been well understood, the Museum does house items relating to areas outside of this district, which will be reviewed as part of the ongoing collections documentation project. It is hoped that the Museum will be able to transfer some items into other local museums to whom the objects would be more relevant.

The collections are all stored within the Manor House, which is a grade II listed building. Some of the storage areas are far from appropriate for museum objects and staff have made their best efforts to improve this. More needs to be done. Many of the spaces see large fluctuations of Relative Humidity (RH) and Temperature, the basement stores are damp and mould remains a concern as well as dirt and dust from the basement ceiling which falls on boxes and objects. The care and conservation of the collections is outlined in the Museum's 'Care and Conservation Policy and Plan'.

The Museum collections feature the following areas:

1. Archaeology

2. Social History

3. Maritime

4. Documents

5. Newspapers

6. Books

7. Photographic Prints and Negatives

8. Fine Art (Paintings, Drawings and Engravings)

9. Maps and Plans

10. Geology/Minerals

11. Natural History

12. Cameras/Projectors

13. Textiles/Costumes

2.2 Audiences & Environment

Littlehampton is a seaside resort town and civil parish in the Arun District of West Sussex, England, located on the east bank at the mouth of the River Arun. It lies 51.5 miles (83 km) south southwest of London, 17.5 miles (28 km) west of Brighton, and 11 miles (18 km) east of the county town of Chichester.

The parish covers an area of 11.35 km2 (4 sq mi) and has a population of c.30,000 persons (2001 census). The Town includes other settlements such as Wick in the north west and Lyminster to the north. Wick and Toddington became part of the town in 1901. The Town is also the westernmost settlement of the 12th largest urban area in the UK, the Brighton/Worthing/Littlehampton conurbation, a region encompassing some 461,181 people (2001 census).

Littlehampton is a seasonal seaside resort town and experiences a much higher visitor input during the period May-September. As a tourist attraction, the Museum is considerably busier during this time.

At present, very few audience development or visitor surveys have been completed. The curator has recognised the need to work more on this area and an interim 'Audience Development Plan' has been developed with a view to a longer term plan being developed at the end of the collections documentation project. The museum team are aiming to undertake visitor feedback during the collections documentation project in order to better inform future programmes and events. The population of the town is varied, we can say anecdotally based on observation that on balance the majority of visitors to the Museum reflect the high level of retired people and young families who have taken advantage of affordable housing in the area. An aim of the audience development is to identify our current user groups and develop new audiences in the future.

The museum team advertise the Museum in a variety of local publications and work with the communication and events team within the Council to ensure that the Museum is included in local tourism advertisement. The museum team also attend town events such as Armed Forces Day and the Town Show and Family Fun Day– taking handling collection and displays to share with the local community.

Displays within the Museum are aimed at a mixed audience with museum text/interpretation generally aimed at adults over the age of 12. For children under this age paper trails resources can be picked up from reception to help our younger audiences engage with the collections on display.

A temporary exhibition space within the galleries allows for a changing exhibition programme that can fit small exhibitions either put together by the curatorial team, touring exhibitions or local artists wishing to exhibit their work. In the past a large number of exhibitions have been put on but this has been scaled down to a more realistic four per year to include exhibitions of school art work and an open exhibition for local artists. A longer time frame will give more people the opportunity to see exhibitions whilst still encouraging repeat visits as well as freeing up staff time and resources to work on collections management.

2.3 User Services

The Museum has a small shop, which stocks books on local history and Littlehampton Local History Society monographs alongside prints of the local area, postcards, gifts and stationery.

Visiting researchers can request to view items of the collection and the museum team will make space available for them to study objects with advance warning.

The Museum has a busy enquiries service, with staff answering enquiries on a variety of subjects from local studies to family history queries.

The Museum's 'Access Policy' outlines the Museums intent to provide and develop the museum service for different audience types.

Education and outreach are an active part of the museum service. Loan boxes can be hired by schools which contain handling collection alongside lesson plans and information to support curriculum-based learning. Self-led Education visits are also supported with resources which can be found on the museum's website.

2.4 Staffing

The museum team is currently staffed with 2.7 full time equivalent. The team consists of one full time Curator (at time of writing the post is an interim position covering Documentation Project Manager and Curator until Nov 2020), 2 x Archives and Exhibitions officers working as a job share (with 1 additional day to help with the project until March 2020), one part time Collections Documentation Officer (funded for the duration of the project until March 2021 – 2 days a week), and one Saturday assistant working 5 hours a week. There are currently 7 volunteers who work throughout the week – they are currently all focused on museum documentation. The Museum hopes to recruit more volunteers to focus on all areas of the museum including collections management and engagement.

2.5 Premises

Littlehampton Museum is housed with the Town Council in the Manor House building located in the centre of the town, which is Grade II listed.

All running costs associated with the Museum space in the building are administrated by Littlehampton Town Council. The Town Council recharge the Museum for overheads. Details of this arrangement can be found in the financial information section.

2.6 Environmental Sustainability

Littlehampton Museum is committed to providing a cultural service for the Town of Littlehampton that is sustainable and which aims to minimise the environmental impact of its operations.

To meet our environmental commitment the Museum will:

- Adopt the best operational practices to reduce environmental impacts of the Museums activities and policies.
- Minimise waste from exhibitions and events by designing them to maximise reuse potential and use materials with a lower environmental impact.
- Ensure environmental, including climate change, criteria are taken into account in the procurement of goods and services.
- Consider environmental factors in the Museums decisions and activities including giving due consideration to environmental issues and energy performance in the design, refurbishment, and use of our buildings which includes exhibitions and activities
- Encourage and develop The Museum's employees, volunteers, partners and stakeholders to conduct their activities in an environmentally responsible manner.
- Promote walking, cycling and public transport to visitors, staff and event suppliers.
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This is in line with Littlehampton Town Council's Environmental Policy.

3. Review of previous Forward Plan (2013-2018)

The previous plan was updated in 2013 in light of the upcoming accreditation return. This plan focused on the development of a new education programme, developing the collections through potential disposals and improving collections information and storage. An update on all parts of this plan have been given below.

	Key Aim	Objectives	Resource Plan	Update/Report
1	To research and develop the current education provision, and put in place a new strategy in line with regional practice.	To complete Phase 1 of the Education Consortium Project. To submit a funding	Completion of Phase 1: October 2013. Museum Curator has committed 10 days staff time	The Museum participated in Coast Ed programme with Worthing Museum which ended in 2017.

		application to Arts Council England for Phase 2 of the Project.	as contribution in kind. Funding submission: Project Manager recruited for Phase 1, will submit Phase 2 funding application in consultation with the Museum Curator by October 2013.	
2	To achieve and retain Accreditation Phase Two.	Complete submission by 28th July 2013.	Museum Staff Team to complete all necessary preparation, and Museum Curator to complete the online submission. Preparation: 4 calendar months Online Submission: 2-3 days.	Museum accreditation return was awarded in 2014. Due to changes to the Museum accreditation scheme the next submission return was scheduled for August 2019. Due to multiple changes in staffing as a result of maternity leave and eventually a Curator vacancy 2019 submission has been postponed to October 2019.
3	To re-house the geology, and rare moth and butterfly collection in new storage	Research costs and potential locations for collection.	Research phase: December 2013 – February 2014	This project was not achieved however the team was

	containers. External funding will need to be applied for to achieve this.	Apply for funding/allow for expenditure in line with Museum budget planning cycle. Purchase new storage for the collection.	Budget phase: LTC budget cycle preparations Sept/Oct 2014 or acquire external funding. Acquisition: Spring 2015.	successful in achieving a grant to help with this in early 2019. This aim is to be carried forward.
4	To return the long term loan of the Williams Camera Collection, or agree a suitable new home for it with the donating family. This will free up storage facilities in the Manor House basement.	To locate family Williams family members and request the return of the long term loan. To transfer the collection back to the Williams family or other suitable repository.	Research phase: Spring 2014. Transfer of archive: Dependent on outcome of objective 1.	This project was put on hold as a result of the Collections Documentation project. Much of the research was done and it is hoped we can return or deaccession this collection once the full documentation process is finished and legal ownership of the collection can be fully established. A wider goal of identifying items for deaccessioning will feature in the new forward plan.
5	To obtain new storage containers for the map collection, currently not appropriately stored.	To ascertain the location for the new map storage cabinet. To research potential funding	There is currently no space for the required additional storage. Further storage may	This project was again put on hold until the completion of the collections documentation

		streams for new storage. To acquire new storage.	become available due to LTC acquiring land neighbouring Manor House, which in the future may hold a new facility with storage provision. This should be ascertained by the budget planning cycle in Sept/Oct 2015/16.	project. After initial reviews and possible deaccessioning the storage provision for collections in manor house will be reviewed.
6	To complete transferring the 'Building History' project information onto disk and digital database for public access and staff use.	To continue to digitise the 'Building History' Project archive. To provide a printed copy of the archive for the use of Museum Staff and Museum visitors.	Digitisation: Ongoing. Should be completed by the end of 2014. Work is currently being completed by a part time Volunteer who works at the Museum on a 1 day a week basis. Printed copy: Once the digitisation is completed, a printed copy can be made available, c. Spring 2015. This can be achieved within the Museum's Collection Management budget, which is	This database was completed in 2014 and is now used for enquiries and research. We are hoping to continue to use this by uploading onto MODES.

			currently set at £500 for 2013/4.	
7	To continue with the re-archiving of the document collection into themed subject indexes, and adding them to the MODES database.	Continue with the current arrangement for archiving the document collection.	This is a long term project, which the Archives & Exhibitions Officer and the Archivist Volunteer work on together. Archivist Volunteer: 3 hours per week. Archives & Exhibitions Officer: As able, currently approx. 1 day in 20.	The first part of this project was completed by 2016 and the adding of the documents onto the CMS continues today as part of the CDP.
8	To explore the possibility of a stand alone website for the museum.	To explore financial options, to make contact with website development businesses, to report to the CRC findings.	Research phase: Oct 2013 – March 2014. Report to CRC in June 2014. Potential impact on the budget cycle 2015/16.	This website was launched in 2015 and continues to be managed and updated by Museum staff. This website will be reviewed and potentially moved to a new platform as part of the new forward plan so that the museum can showcase its collections online which is not currently possible with

				the current website.

A great deal was achieved in collections management under this plan and much of the work has highlighted the need for more in depth work on collections documentation. This led to creating the collections documentation project in 2016 and to the formation of the working group to discuss museum priorities and future work. The parts of this plan that have either ceased to continue or were not completed, highlights a need for more future proofing within project plans, risk assessments and succession planning. Other projects including the building history project and the website have done a great deal to improve collections knowledge and access. It is hoped that the new key aims for 2019-2021 will continue to address gaps in collections knowledge, collections care and documentation.

4. Key Aims 2019-2021

The action plan produced by the 2018 working group forms the basis of these Key Aims. Due to the current position of the Museum, the Council have asked that the museum is focused on making improvements in several key areas that include: Collections Documentation, Collections Management, Storage, Conservation and volunteering. The aim is that before the end of 2021, when the collections documentation project is due for completion, the museum will be able to review its current position and decide on the future direction including any further prospects for collections development opportunities to improve display and interpretation, and making the collection more accessible to all audience segments. To enable the Museum team to focus its energy and resources on the project the Council have agreed a minimised exhibition programme and scaled back museum events.

Full details of the Documentation Project can be found in the Collections Documentation Project Plan, Documentation Policy, Documentation Manual and the Documentation Plan. Full details of improvements to collections management can be found within the Care and Conservation Policy and Plan.

Key Aims/Objective	How we will achieve this	Resources needed.
1. Banish the backlog in collections documentation by completing a full inventory of the collection and adding all items onto the CMS system (MODES).	• Audit of the collection to establish what still needs to be added to the system. • Regularly review and update Documentation Project plan.	• Interim Collections and Documentation Project Manager combined with Museum Curator role – Salary to be taken from Museums Salary Budget.

	- Ensure all records meet minimum standards as set out in SPECTRUM 5.0. - All new accessions should be catalogued within 6 weeks. - Recruit and train new volunteers to help assist with project work. - Transform temporary exhibition space into a collections documentation project hub.	- Collections Documentation Officer role (temporary until March 2021) - Salary to be taken from Museum Salaries budget. - Update planned for MODES – Collections Management budget. - Current museum team to dedicate time to document items as part of their working week. - New equipment to aid cataloguing including laptops, cameras, scanners, photography equipment to be purchased. £10,000 allocated in Collections Management budget in 2019/20 to help improve collections management as well as normal £700 collections management budget in 2020 – 2021 budget year. - Provision of Butterworth gallery to be used as a Documentation Hub – providing additional space for team/volunteers to work on cataloguing.

2. Review the current Storage problem and make improvements to current storage arrangements.	• Review current storage concerns creating a report that recommends future areas for improvement. • Create a temporary store within the building that can be used when repacking or moving collections (Gladden Room) • Create a new store room in current reading room (Stanford Room) – creating a room that be used as Object Storage as well as providing a work space. • Identify objects that can be moved from overcrowded storage spaces. • Purchase new museum/archive grade packing materials to re pack boxes where Budget allows. • Create a collections review – using a numbered scoring system highlight objects that may be suitable for deaccessioning and transfer • Create a report highlighting possible disposals list to be put forward to the Community Resources	• Town Council to provide a room to be used for temporary storage (Gladden Room) • £10,000 provided for improving collections management during 2019 – Collections Management Budget 2019/20. • Staff time needed to help with repacking boxes and moving objects. • Time from Council Amenity Team to help with any changes to the Stanford room to adapt it to a new object store. • Volunteer time – new volunteers to be recruited to help with collections management tasks such as reboxing objects. • Staff training – staff need refresher training on storage and packing – approach MDO and other museum contacts to arrange training.

	committee (CRC) to approve.	
3. Create a new care and conservation plan, train staff in preventive conservation practices and implement housekeeping routines.	• Complete a new Benchmarks in collections care (last one completed in 2016). • Create a new conservation planner which outlines all of the preventive activities throughout the year – planning them around other things such as Exhibitions, events and school holidays. • Rewrite care and conservation policy ready for accreditation return in October 2019. • Rewrite Care and Conservation Plan ready for accreditation return in 2019. • Purchase new equipment to help team to complete conservation tasks. • Recruit a new volunteer to help with Preventive conservation. • Train staff and volunteers in collections care and preventive conservation. • Create a new area where collections management tools can be stored to make the job easier	• Staff time for completing paperwork. • £10,000 budget for improving collections management, • Training both in house and from external trainer (Curator to arrange training – potentially as an exchange with previous employers or through MDO). • Volunteer time.

	and more enjoyable for staff.	
4. Audience Engagement. Create a more realistic programme of exhibitions and events. The main aim is to share the results of the collections documentation project with the public, whilst still providing an educational cultural resource for the wider community.	• Exhibitions programme to be minimised and more collections focused exhibitions to be part of regular programming • Share work on the project online via the website and social media channels. • Work in front of the public in the galleries – sharing the project work through object handling and displays. • A new programme of talks to be devised that centre around the collections and discoveries made as part of the project. • Feature the progress of the project in the newsletter on a regular basis. • Create object handling sessions as part of regular programming – recruit a volunteer team to help.	• Staff time • Gallery space updated with racking and photography equipment (to be purchased using the collections management budget). • Exhibitions budget used for creation of new exhibitions • Some staff time for programme of talks and events. • Volunteer time.
5. Improve the volunteering experience	• Curator to create a new volunteering policy – ensuring that all parts of the volunteer journey from application and	• Training for staff team from Curator on volunteer management

	induction to exit are covered. • Create a new way of communicating with volunteers • Find new ways to thank volunteers for their contributions to the project and celebrate milestones with them. • New system of volunteer supervising to take place with each member of the museum team taking responsibility for managing volunteers – which should help volunteers to feel more supported.	
6. Improve storage, documentation and knowledge for rare moth and butterfly collection (Places for Science grant project)	• Staff to attend training session at Portsmouth museum of natural history. • All items to be catalogued and added to MODES • Objects removed from current cramped storage conditions and fully condition checked and relocated to new more appropriate store room. • Seek advice from conservator to assess potential for remedial	• Royal Society grants – awarded 2018. • Training from external provider – paid for out of grant money. • Help from MDO regarding possible storage options. • Staff time to work on the project • Volunteer time. • Some budget from collections management budget to improve storage.

	conservation in the future. • Find opportunities for engagement with the public through display cases – object sessions and activity days. • Recruit and train new volunteers to help with cataloguing and identification of collection.	
7. Audience Development – discover more about our current users and visitors in order to create future plans for developing our audiences	• Undertake user surveys to establish what it is that our users want from the museum as a resource as well as establishing who our core audience is at the moment and what users we would like to attract. • Gather feedback from visitors during 2019/2020/2021 exhibitions, talks and other events – this will hopefully provide useful information on what works well and what other opportunities the museum could explore.	• Staff time to undertake surveys • Printing for feedback sheets and or survey questionnaires.

5. Financial Information

The operating budget as outlined below, is reviewed annually by the Curator, Town Clerk and the Deputy Town Clerk and Responsible Financial Officer, whose recommendations are taken to the Community Resources Committee, who recommend to the Policy and Finance Committee. The final operating budget for the year is set in January and operates from April-March. After the operating budget has been set, additional funds can only be made available for unbudgeted projects via the Community Resources Committee, after recommendation to the Policy and Finance Committee, as supplementary estimates from reserves.

Donations are made to the Museum through the donations collection point in reception. These are transferred to earmarked reserves and can be utilised by the Museum.

5.1 Operating Budget

The Museum's operating budget for 2019/20 and 2020/21 is set out below. This is subject to an annual review, and does not include income from museum sales, loan boxes, exhibition commissions. Income from these is c.£1,025 per annum and offsets expenditure. Donations are also excluded

Budget Heading	2019/20 £	2020/21 £
Museum Stock	250	250
Collection Management	10,000	1,700
Exhibitions	500	600
Education & Outreach	150	150
Museum Events	500	1,000
Salaries	84,020	83,435
Volunteers	125	125
Postage	100	100
Advertising	1,850	1,850
Printing	990	990
Subscriptions	520	530
Building Maintenance	700	700
Hospitality	75	75
Recharge in central support services	27,085	26,325
Recharge in Amenity team	9,1222	9,416
Recharge in Manor House	41,747	39,231
Total	**177,734**	**166,477**

5.2 Earmarked Reserves

The Museum has the following in earmarked reserves as at August 2019

Museum Collection Management	£0
Museum Storage	£470.76
Museum Events	£150.35
Museum Archaeological deposits	£284.90
Museum Volunteers	£2,173.57
Places of Science Grant	£875

5.3 Grants

The below was granted to help with our rare moth and butterfly collection.

Project	Budget	Relevant Dates
Places for Science	£875 provided by Royal Society	Project start September 2019 – January 2020. Family Activities October 2019 Curator Talk January 2020. New Artwork linking to the project – displayed in October 2019. Staff training – October 2019. Volunteers in to start cataloguing of the entomology collection – November 2019.

5.4 Projected costs of Collections Documentation Project.

As part of the CDP project, the CRC committee agreed to increase the Collections Management budget for 2019/20 to £10,000 for use to improve collections management and storage. Below are the projected costs for this project. More information on the

Collections Documentation Project can be found in the Collections Documentation Project Plan.

Item description	Outcome	Amount (£)
1 years worth of pest traps, 4 new additional pest traps and 500ml constrain	Increase Pest management with new trap locations and constrain for treatment of infested case.	23.28
Elsec Environmental monitor	Combined monitor with UV, light and RH to help with spotchecks and start a programme of light monitoring. Aim to improve environmental control and monitoring.	603.00
Collections Management supplies - Gloves, melinex, tissue.	Re order of yearly supplies needed for collections management	111.51
Conservation brushes for tool kit	Create a new conservation tool kit to help with new housekeeping plan.	15.00
Chemical cabinet for storing chemicals	To comply with health and safety requirements for the storage of flammable liquids used in collections management	120.00
Tool bag/box for collections management items	For new Conservation tool kit	25.00
silver cloth for tool kit	For new Conservation tool kit	5.00
Museum Vac for conservation cleaning	Specialist vacumn for the cleaning of museum objects	189.00
Black out blinds for Stanford Room	Creation of a new store room	500.00

Racking for document store	Increasing storage space within the document store	100.00
Roller racking for Stanford Room	Creation of a new store room	4,000.00
Photography backdrop or tent	To improve the quality of the photographs in the MODES records	154.00
Lights for photography	To improve the quality of the photographs in the MODES records	70.00
Tripod for photography	To improve the quality of the photographs in the MODES records	70.00
Plastazote to line shelves	Creation of a new store room	100.00
Mounting for large objects	Creation of a new store room	200.00
Storage boxes	Creation of a new store room	500.00
acid free tissue	Creation of a new store room	100.00
Very useful storage boxes	Creation of a new store room	64.00
Cabinet for negative storage	Creation of a new store room	249.00
Trolley	To assist staff with collections management moves	149.00
Boxes for record card store	Improve collections management	89.00
Correx for zoology	Improve management of zoology collection	82.25
Workbench for Stanford room	For collections management activities	99.00
Camera	To improve Photography of collections	300.00
Hygrometer monitors	10 x standalone monitors for gallery cases to allow for visual spot checks.	175.00
	Total	8,118.04

6. Monitoring and Review

6.1 Who will be responsible for implementing the Museum's Aims and Objectives?

The Museum Curator will lead on the implementation of the action plan, with guidance from the Assistant Town Clerk and Town Clerk. The overarching responsibility rests with the Community Resources Committee who will need to progress and resource each item on the agenda.

6.2 How will it be monitored?

This current Forward plan will be regularly monitored by Committee during the Collections Documentation Project. A full review is planned for 5 December 2020. The Forward Plan would normally be formally reviewed on a 5-yearly basis with an annual report on progress to the appropriate Committee, or earlier if the Accreditation Scheme administered by Arts Council England is reviewed or amended. The Forward Plan will be updated in line with any changes, and the objectives/action plan will be altered and re-submitted to the Community Resources Committee for consideration. The Curator will work within the Forward Plan during this 2-year period, in order to achieve the set objectives and work within the budgets set annually by the Town Council.

Approved by: Community Resources Committee – Littlehampton Town Council
Date Approved:5/09/2019

Appendix A: Collections Documentation Project Plan

Littlehampton Museum

Collections Documentation Projection Plan

2019-2021

Written by: Charlotte Burford – Museum Curator and Project Manager

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1. Background

Littlehampton Museum is housed in the Manor House building located in the centre of the town and is easily accessible by rail, road and bus. It is home to five permanent galleries and two temporary exhibition spaces in which the Museum holds temporary exhibitions throughout the year.

Founded in 1928 by the Littlehampton Natural Science and Archaeology Society, the Museum's first home was at the Littlehampton Library, with Mr. E. J Hearne taking charge as the first Curator. Mr. Hearne stayed with the Museum until 1946 when he was succeeded by Mr. George Shorter. Under Shorter's care, in 1965, the Museum moved to a new location in River Road, in a building once home to the prominent merchant family, the Robinsons. It remained there for 26 years. In 1991 the Museum was taken over by Littlehampton Town Council and moved to its current location in Manor House.

In 1998 Littlehampton Museum was awarded a £250,000 grant from the Heritage Lottery Fund, and the money was used to refurbish the galleries and make the museum more enjoyable and accessible for all. In 2010 the Museum's permanent displays were re-designed, and interactive elements to the gallery were introduced.

In 2018 Littlehampton Town Council recognized that a significant documentation backlog existed as well as problem with museum storage. As a result, the Council provided the museum team with the resources to start a documentation project which continues today.

This project plan should be used in conjunction with the Documentation Plan, the Documentation Policy, Collections Development Policy, Collections Care and Conservation Policy and Plan and Documentation Manual.

2. Problem Statement

The Museum has a large collection of objects which are on display within the galleries or stored with store rooms in The Manor House. It has been approximated that there are around 30,000 objects, however the full figure is unknown. Previously objects have been catalogued using paper accession registers and record cards. In the early 2000s MODES (a museum cataloguing system) was purchased and the museum began to transfer object details from record cards into this new database. However, many records were transferred without reconciling the record to the object location. In 2016, on the recommendation of the interim curator at the time, a project began to improve museum documentation and tackle the backlog. At this point there were approximately 4291 objects accessioned on MODES. As of August 2019 there are currently 18,200 objects

catalogued on MODES. The project aims to have 30,000 objects documented by December 2021.

In order to meet sector standards, retain the Museum's Accreditation status and facilitate better access to the collections, The Museum needs to improve the way it manages information about it's collections. The Museum team will follow an established procedure for dealing with a backlog, the first step being a full inventory of everything in the collection, recording the location, and then matching this to existing documentation.

The previous Accreditation return committed to completing backlog documentation work by the end of Dec 2018. It was identified as an area for improvement in Accreditation letter with a need to demonstrate progress by next return in Autumn 2019. Due to significant staff changes the time scale was extended and it is now hoped that work will be completed between Winter 2020 and Spring 2021.

Much of the project involves public engagement, a new project hub has been set up within the gallery spaces so that staff and volunteers can work in front of the public, on top of this the Museum will share object information with the public online via social media and the website. A longer-term aim of the project would be to put the collection online so that anyone can access it. A full list of the actions needed for each space within the Museum can be found in Appendix 3.

3. Project Description

During 2018 the Council formed a Working Group to discuss the problem and the future of the project. In order to move the project forwards a number of aims were set out in a new action plan (Appendix 4). The project aims to improve museum documentation and collections care ensuring we meet professional standards (Spectrum 5.0 and Benchmarks in Collections Care, 2.1). The project will also make the museum collections more accessible and easier to manage. This will facilitate new ways of using and sharing the collections with our visitors. It will inform future exhibitions, Budget decisions and all aspects of collections management.

We will follow an established procedure for dealing with backlog, set out in the following stages:

Documentation stage one: ensuring all documentation procedures are in place and used. Development and implementation of effective documentation procedures must have been completed at point of application or return for museums to achieve full Accreditation.

Documentation stage two: producing an inventory of appropriate detail of the material identified as a potential backlog; this could be to item or group level. Completion of an inventory of those items that may form a backlog should be undertaken within a reasonable period, which normally means a maximum of two years.

Documentation stage three: a discrepancy checking stage, using the stage two inventory, to check whether any items identified as part of the backlog have previously been accessioned and subsequently lost/misplaced/mis-assigned. Completion of this stage will permit the actual backlog volume to be clarified.

Documentation stage four: undertaking SPECTRUM procedures for those items within the backlog selected for long-term retention within the accessioned collection.

4. Project Aims and Objectives

Aim 1.

To complete an inventory of the entire museum collection, recording proper locations for each object.

Aim 2.

To engage the public with the work we are doing by highlighting selected objects from the collections and displaying them, both online and in the galleries.

Aim 3.

To improve the standards of collections management and care, following both SPECTRUM 5.0 procedures and Benchmarks in Collections Care (2.1).

5. Project Timescale

The current time scale for project completion is December 2020 – Spring 2021.

A great deal was achieved between 2016-2018 in developing the policies around documentation that are now in place as well as the Council agreeing that the Museum should focus its time on the project.

2019 will now be spent focusing on documentation and improving collections care. A new programme of volunteer recruitment will take place to help aid the documentation project. It is hoped as each collection is fully documented that a process of rationalization and disposals can take place.

2020 will see the set up of a new store room and moving collection into this space as well as the documentation and disposals continuing.

It is hoped that by the end of 2020 the figure of 30,000 objects will have been reached and the museum will have a much better understanding of what is still left to be achieved.

This plan will be regularly reviewed and updated as necessary.

A full 2019-2020 timeline for staff and volunteers can be found in Appendix 1.

A full list of collection to be catalogued with approximate timescales can be found in Appendix 2.

A work plan which lists each activity within the project is included below.

5.1 work plan – updated 27/08/2019

The key aims/purposes of your work	Activities	Date for completion of each activity	What will success look like and how will it be measured?	Progress including any unexpected results (to be updated at regular intervals e.g.six-monthly)
To complete an inventory of the entire museum collection, recording proper locations for each object.	identify unmarked or un-accessioned objects and mark them with a temporary T number.	Winter 2020 – Spring 2021	All unmarked objects will have a T number and will be labelled. Many will have been reconciled with original paperwork during the process.	Around 75 Items have been given T numbers since the start of 2019
To complete an inventory of the entire museum collection, recording proper locations for each object.	To reconcile inventory with existing manual records, and create a MODES record for every object in the collection. These records will meet the minimum standard with Spectrum 5.0 including a photograph for each object.	Winter 2020-Spring 2021	30,000 objects on MODES and a plan in place to tackle any remaining backlog. Good records will make a searchable resource for research, exhibitions and collections care. Every object will have a location recorded against it as well as notes on condition.	To date (16 August) 18,259 records have been uploaded to MODES. Around 58% of the 30,000 figure. This is a 165% increase since the initial project plan was drawn up in 2016. It is a 37% increase from where the figures were at the end of 2018 when the team's focus was fully switched to the project.
To engage the public with the work we are doing by highlighting selected objects from the collections and displaying them, both online and in the galleries.	Object of the Month Blog Post on the website Social media posts to work alongside the project highlighting the work being done.	On going throughout 2019 and 2020 On going throughout 2019 and 2020	New website pages created and a programme of regular updates as new information becomes available. Regular social media posts relating to the	The website is regularly updated with new information. Social media posts have proved popular and the whole museum team are now contributing to posts.

	Set up a Project Hub within the Butterworth Gallery where staff and volunteers can work in front of the public.	On going throughout 2019 and 2020	collection that will see our audience engaging with the collection through comments and shares. A new space created for visitors to see what we are doing – new volunteers recruited and trained to work in the space.	The Butterworth Gallery has proved popular with visitors and will soon be transformed again as we bring our entomology collection out of store to be documented. It has been a useful space to rotate collection.
To improve the standards of collections management and care, following both SPECTRUM 5.0 procedures and Benchmarks in Collections Care (2.1).	Start a programme of rehousing objects where needed – buying boxes and packing materials which meet current museum standards. Improve collections care through the creation of a new housekeeping plan. Create a new store room to help tackle overflow problems whilst still retaining a space for researchers. Improve storage conditions within existing storage areas. Train Museum staff in handling and packing for storage.	On going 2019-2020. By September 2019. January 2020. On going throughout 2019-2020. By end of 2019.	Objects will be correctly housed in new boxes and a programme of replacement created where it is not feasible to currently replace all boxes (i.e. document store and archaeology store). All new accessions will be correctly housed. A new Housekeeping plan will be in place and being used – its use will be outlined in the new care and conservation plan. It will include a schedule for cleaning, new environmental monitoring and new pest traps.	New boxes were purchased in 2018 and another set are due to be bought in 2019 to continue with the project of rehousing. Much of the social history store has been rehoused in new boxes. New housekeeping plan has been written and a new environmental monitor purchased to help with implementation of the plan. Plans for the Stanford room have started with 3 museum racking companies being invited to tender and give ideas for maximising the space.

			The Stanford room (previously a reading room) will be transformed into a new storeroom and workspace providing new racking for object storage – a work bench for collections management activities such as cleaning and repacking boxes and a desk space for researchers volunteers and staff. Problems within stores will have been identified and storage solutions found. Objects will be identified for possible disposal by transfer. The museum team will all feel confident in packing museum objects for storage.	Some items have been moved out of store and into the Butterworth gallery to give more space within the store and the racking companies are also quoting for options for new racking within crowded spaces. The Curator has been investigating training opportunities for the museum team and has found an old colleague who is happy to come to the Museum for a day to train staff in handling and packing – its hoped that this will take place in Autumn 2019.

| Identify objects for disposal – items that do not meet the museum's current collecting policy. | Identify objects for disposal as each collection type is documented – create a list which will be passed to the Community Resources Committee for approval.

Go through disposals process for each item ensuring that the ethical process is followed. | To continue throughout 2019-2020 | Items will be transferred to relevant museums or returned to donors where possible.

Reference book collection is be deaccessioned and only relevant books to Littlehampton kept as a reference library for research and enquiries. | The Art collection has been scheduled for the end of 2019 – the Curator will work to make a list for the Community Resources Committee in November 2019. |

6. Budget 2019/2020

For the project the Museum was granted £10,000 from the council's earmarked reserves for the purpose of improving collections management. The majority of this budget will be spent on equipping the museum with the tools needed for collections care, for documentation of the collection as well as improving the storage conditions. In particular the project is looking to create a new store room in the Stanford room (a former reading room) which has become an overflow area. By incorporating a work station into this room we can still make it available for visiting researchers but also use the space to its full capacity.

Using the Collections Management Budget the projected spend has been outlined below alongside the desired outcomes.

Item description – all from the Collections Management Budget. (10,000)	Outcome	Amount (£)
1 years worth of pest traps, 4 new additional pest traps and 500ml constrain	Increase pest management with new trap locations and constrain for treatment of infested case.	23.28
Elsec Environmental monitor	Combined monitor with UV, light and RH to help with spot checks and start a programme of light monitoring. Aim to improve environmental control and monitoring.	603.00
Collections Management supplies - Gloves, melinex, tissue.	Re order of yearly supplies needed for collections management	111.51
Conservation brushes for tool kit	Create a new conservation tool kit to help with new housekeeping plan.	15.00
Chemical cabinet for storing chemicals	To comply with health and safety requirements for the storage of flammable liquids used in collections management	120.00
Tool bag/box for collections management items	For new Conservation tool kit	25.00
silver cloth for tool kit	For new Conservation tool kit	5.00

Museum Vac for conservation cleaning	Specialist vacumn for the cleaning of museum objects	189.00
Black out blinds for Stanford Room	Creation of a new store room	500.00
Racking for document store	Increasing storage space within the document store	100.00
Roller racking for Stanford Room	Creation of a new store room	4,000.00
Photography backdrop or tent	To improve the quality of the photographs in the MODES records	154.00
Lights for photography	To improve the quality of the photographs in the MODES records	70.00
Tripod for photography	To improve the quality of the photographs in the MODES records	70.00
Plastazote to line shelves	Creation of a new store room	100.00
Mounting for large objects	Creation of a new store room	200.00
Storage boxes	Creation of a new store room	500.00
acid free tissue	Creation of a new store room	100.00
Very useful storage boxes	Creation of a new store room	64.00
Cabinet for negative storage	Creation of a new store room	249.00
Trolley	To assist staff with collections management moves	149.00
Boxes for record card store	Improve collections management	89.00
Correx for zoology	Improve management of zoology collection	82.25
Workbench for Stanford room	For collections management activities	99.00
Camera	To improve Photography of collections	300.00
Hygrometer monitors	10 x standalone monitors for gallery cases to allow for visual spot checks.	175.00
	Total	8,118.04

6.1 Previous expenses 2018/2019

Activity/Item	Budget	Amount (£)
1 Staffing: Collections Documentation Officer 2 days a week until March 2021	Staffing	£7085.60
2.1 MODES upgrade	IT	£1000
2.1 MODES support	Museum Subscription	£63 per year

6.2 Expenses 2020/2021

Activity/Item	Budget	Amount (£)
1 Staffing: Collections Documentation Officer 2 days a week until March 2021	Staffing	£7085.60
MODES support	Museum Subscription	£63 per year
Yearly collections management items restock.	Collections Management	£1700

7. Project Outcomes

- All objects located and marked/labelled with either accession number or temporary number.
- All objects photographed, with basic catalogue entry (with the exception of individual archaeological deposits which are too numerous to digitise within the scope of this project).
- Find new ways of sharing Object Highlights online, using both social media or the website
- Objects highlighted in inventory included in changing display in new archaeology gallery case.
- Identify objects that no longer meet the collecting criteria and can be deaccessioned for transfer to another museum or go through the process of disposal.
-

8. Expected benefits of the project

- The information about the collections will be easier to access with the collections will be better managed and easier to locate.
- Well catalogued records on MODES will allow us to start using the collections in new ways, such as sharing images on the website and social media, as well as facilitating research. A future aim would be to have the collections catalogue available to search online.

- Once the documentation work is complete, the museum will be in a better position to consider future collections development and disposals work.
- Finishing the Project will enable the Museum to apply for potential grant opportunities to develop small scale collection activities or specialist collections
- More engaged Museum team with the collections and a more engaged public who use those collections

9. Next Steps – Post Project.

At the end of the 2021 (when the current resources are set to come to an end) it is envisaged that the next stages of the project will become part of business as usual and continue as a much smaller scale project alongside other elements of the Museum service.

9.1 Reconciliation

As we reach the end of the Documentation process the museum team will need to look at the objects marked with a temporary number during the project and take a decision as whether to accept the object into the museum or dispose of them.

Accession registers will be updated with any new objects and new numbers assigned to those which previously had T numbers. All Spectrum procedures will be carried out for each object.

Final stage would be reviewing T numbers

9.2 Disposals and Deaccessioning

Deaccessioning and disposals as each area of the collection is fully inventoried. This is to ensure that all objects are reconciled with any available paperwork and to ensure which will help to ensure that the correct process is being followed.

The Museum will collate all documentation together for which no object has been found and will formally deaccession the objects.

The Museum will follow the procedure laid out in the Collections Development Policy and Documentation Manual.

Appendix 1 – Museum Team and Volunteers work timeline.

	2019							2020											
	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December
Staff																			
Charlotte (Curator)	AS-Archaeology		DS- Photos		AS-Archaeology			Galleries		SR	AS-Archaeology							Handover	
Jonny (CDO)	AS-Geology			SHS - Cameras				Galleries		SR									
Alex(AEO) /Jonny (AEO)	DS- Documents										SHS 2		DS- Documents				DS- Documents		
Lucy (AEO)	SR - Books			Art Store	DS - McGill			RS	SR	DS- Photos			DS - Oral History	DS- Photos				DS- Photos	
Lauren (Saturday Assitant)	Photos	AS- Archaeology																	
Volunteers																			
Will	DS -Newspapers		DS -Newspapers																
Matt	SR-books and mags			SR-books and mags											To be Assigned				
David	DS- Documents														Loan Boxes				
Wojtek	DS - framed Photos														Negatives				
Buttefly Volunteers x2							DS - Butterflies								Newspaper cabinet				
Alex		AS-Archaeology		AS-Archaeology											Archaeologial Archives				
Katie				AS-Archaeology											Maps				
Liz															Marine History				
															DS- Documents				
															DS- Photos				
															DS -Newspapers				
															DS- Film Caninsters				

Appendix 2– Approximate timescales by collection type and store room

Approximate time scales are based on one member of staff spending two days per work week cataloguing records. Volunteers will also help contribute to the targets.

A traffic light system has been used to show which collections have not yet been started (Red), Which are in progress (Orange) and which are complete (Green).

Store	Objects to be catalogued	Approx. time scale to complete digitisation	Resources needed
Art Store	200-300 remaining items	1 month	Staff time only
Document Store	Rolled Maps	2 months	Photography backdrop and tripod
Document Store	Newspapers	6-8 months	Staff/volunteer time only.
Document Store	Documents	15 months	Staff/volunteer time only
Document Store	Photographs	12 months	Staff/volunteer time only
Document Store	Film Cannisters	1 Month	Digitising equipment? TBC
Document Store	Oral History	1 Month	Documentation only – full digitisation to be completed later as requires further investment
Document Store	Archaelogical dig archives	3 months	Staff/volunteer time only
Document Store	Framed Photographs	6 months	Volunteer time
Document Store	Oversized items	3 months	Staff/volunteer time only
Document Store	Butterflies	3 months	Project grant – volunteer time
Document Store	Maps		Need digitisation – otherwise fully catalogued.
Record Card Store	Newspaper cabinet	1 month	Staff/volunteer time only
Record Card Store	Photographic negatives	1 month	Digitisation equipment
Stanford Room	Reference Books	2 months	Staff and volunteer time
Stanford Room	Mixed collection	1 Month	Staff and volunteer time
Stanford Room	UDC minute books	3 Months	Volunteer time

Archaeology Store	Archaeological collections	1 Year	Staff and Volunteer time
Archaeology Store	Geology collections	2 Months	Staff time
Archaeology Store	Marine History	1 Month	Staff and volunteer time
Loan box store	Remaining resources packs and photographs of other objects	3 months	Staff and volunteer time
Social History Store 1	Bay 12 and Bay 13, GR Box	2 months	Staff and volunteer time
Social History Store 2	Bay 2 and Bay 3	2 months	Staff and volunteer time and more storage room in the Stanford room
Social History Store 3	Camera collection	6 months	Staff and volunteer time
Galleries	All cases and objects within the galleries	2 months	Staff and volunteer time.

Time is based on a member of staff cataloguing 2 days a week (all staff are part time apart from Curator who works full time but has other responsibilities including staff management, volunteer management, budgets, museum administration and project management.) Where areas of the collection are being worked on by volunteers usually for 4 hours a week each we have taken this into account in the calculation.

Appendix 3: Actions per store room

Below is a list of actions for each Store room including cataloguing.

Stanford Room

- Continue to catalogue objects onto Modes:
    - Reference Library Books
    - Other items within room
    - Urban district council minutes
- Move low scoring Reference Books to Gladden Room
- Complete Disposals process for Reference Books
- Project to redesign and enhance the space for better storage
- Collections Care baseline based on Benchmarking Report

Social History One

- Continue to catalogue objects onto Modes:
    - Remaining items on Bay 12, Bay 13 and GR Box
- Collections Care baseline based on Benchmarking Report

Social History Two

- Continue to catalogue objects onto Modes:
    - Bay 2, Bay 3 and oversized items
- Review storage and possibly merge with Social History Store 1, creating a space for oversized objects
- Collections Care baseline based on Benchmarking Report

Social History Three

- Continue to catalogue objects onto Modes:
    - Camera collections
- Review Camera Collections for possible return of long term loan or disposal of unneeded items
- Collections Care baseline based on Benchmarking Report

Archaeology Store

- Continue to catalogue objects onto Modes:
    - Archaeological Collections
    - Geological
    - Marine History
- Make recommendations for correct and proper storage for Archaeological collections

- Collections Care baseline based on Benchmarking Report

Loan Box Store

- Continue to catalogue objects onto Modes:
  - Remaining Resource Packs
  - Photograph items
- Collections Care baseline based on Benchmarking Report

Galleries

- Continue to catalogue objects onto Modes:
  - Items on permanent display
- Review displays for potential refresh and redesign using newly rediscovered collections
- Collections Care baseline based on Benchmarking Report

Appendix 4 – Museum Action Plan

ACTION	RESPONSIBLE	STATUS	START	END	NOTES
Goal #1: Documentation of Collections					
Audit collection on MODES to create new project timeline and new action plan	CDO/Curator	Complete	May 2019	August 2019	• action plan updated to be approved by Town Clerk. • New timeline to be created
All Items in the collection accessioned and correctly entered into MODES to SPRECTRUM 5.0 standards.	Museum Team	In progress	2016	Spring 2021	• Monthly Museum Team target of 1,000 records created on MODES • Individual staff targets monitored weekly • Weekly spot checks undertaken of records made to ensure high standards • Regular review of Action Plan progress at CRC.
Newly accessioned items to be recorded within 6 weeks	Museum Team	In Progress	May 2019	December 2019	• Curator and CDO to look at acquisitions procedure. • Team to ensure all items are processed in a timely manor to avoid adding to backlog.
Goal #2: Collections Management and Storage					
Make use of temporary storage space -Gladden Room	Curator	In progress	May 2019	Spring 2020	• rearrange space to better suit collections storage • Move items to Gladden that are to be deaccessioned.
Create plan and Budget for use of £10,000 collections management budget	CDO/Curator	Complete	July 2019	September 2019	• Create a plan for use of 10,000 budget to be able to improve collections care and storage within the building.

Art Storage to be reviewed in 2019/20	Curator	Not started	May 2019	December 2019	• Focus on objects to be highlighted for disposal at end of project to free up storage space.
Goal #3: Museum Staff and Volunteers					
Museum staff and volunteers trained to use MODES	CDO	Complete	2018	May 2019	• Staff training delivered in house by CDO • New Volunteers trained on project delivery as part of induction • New MODES updates disseminated to team
Museum Staff trained in good practice of packaging items.	Curator	In Progress	2018	December 2019	• team trained inhouse by other members of the team but Curator to explore more formalised training.

Museum staff trained to inventory mark objects	Curator	Complete	2018	April 2019	• Instructions saved G drive for future reference and Curator/CDO doing regular checks.
New volunteer pack created	CDO	Complete	2019	August 2019	• create a new set of forms and admin for volunteer recruitment and induction.
Update and improve volunteer management policies	Curator	In progress	July 2019	September 2019	• look at volunteer journey and create plans for volunteer journey including volunteer exit procedures etc. • New volunteer policy to be created
New volunteer recruitment	Curator	In Progress	May 2019	December 2019	• new role profiles created and sent to Chichester uni, more to be sent to VAAC and website updated. Work experience projects to focus on CDP. • Use Town show to recruit new volunteers.

Staff team training requirements monitored	Curator	In progress	May 2019	Ongoing	• Museum Staff Team to be assessed by the Curator as part of 1:1s and appraisals • New induction documentation on correct methods of working with the collection to be provided to new Staff & Volunteers. • Periodic spot checks to be made of Volunteer's work to ensure the integrity of the collection.
Goal #4: Plans and Policies					
Submit new Plans and Policies to CRC ahead of Museum Accreditation.	Curator	In progress	May 2019	September 2019	• write new policies and plans that need to be submitted for museum accreditation and submit to CRC for approval in September. Draft, Review and submit.

Create a rolling action plan and submit to CRC	Curator	In progress	May 2019	On going	• Create a draft Action Plan for the CDP • Liaise with TC/ATC on any amendments prior to submission to CRC • Submit target data against Action Plan for each CRC Committee meeting to ensure Project remains on track
Housekeeping policy to be created	Curator/TC/AEO	Complete	July 2019	September 2019	• Archives and Exhibitions officerto create Benchmarks in collections care to inform new care and conservation plan. • Curator and TC to create new Housekeeping Policy.
Goal #5: Budget and resources					
CRC to supply resources needed to complete the project	CRC	Complete	2018	April 2019	• Earmarked reserves for collections management for 2019/2020 budget
MODES to be upgraded	CDO	Complete	June 2019	June 2019	• New updates facilitated by CDO • Changes to use of MODES disseminated by CDO • CDO to maintain good communication links with MODES team

Goal #6: Sharing our work					
Share work online via Social media and website	Museum Team	Ongoing	2016	2021	• Regularly update website with information on the project. • Update subject areas with more information when possible. • Regular social media posts relating to the project.
Work in front of the public and organise opportunities for engagement	Museum Team	Ongoing	2016	2021	• Work in the Butterworth in front of the public, showcasing the project work. • Organise events and activities to highlight the project.
Temporary displays of new objects/CDP discoveries	Museum Team	On going	2016	2021	• Update displays with new objects as part of the project.

Appendix B: List of relevant Policies and Plans

a) Collections Development Policy

b) Care and Conservation Policy

c) Care and Conservation Plan

d) Documentation Policy

e) Documentation Plan

f) Access Policy

g) Access Plan

h) Museum Action Plan

i) Emergency Plan

j) Archaeological Deposition Policy

k) Audience Development Plan