



# Littlehampton Museum



# Meet the team....

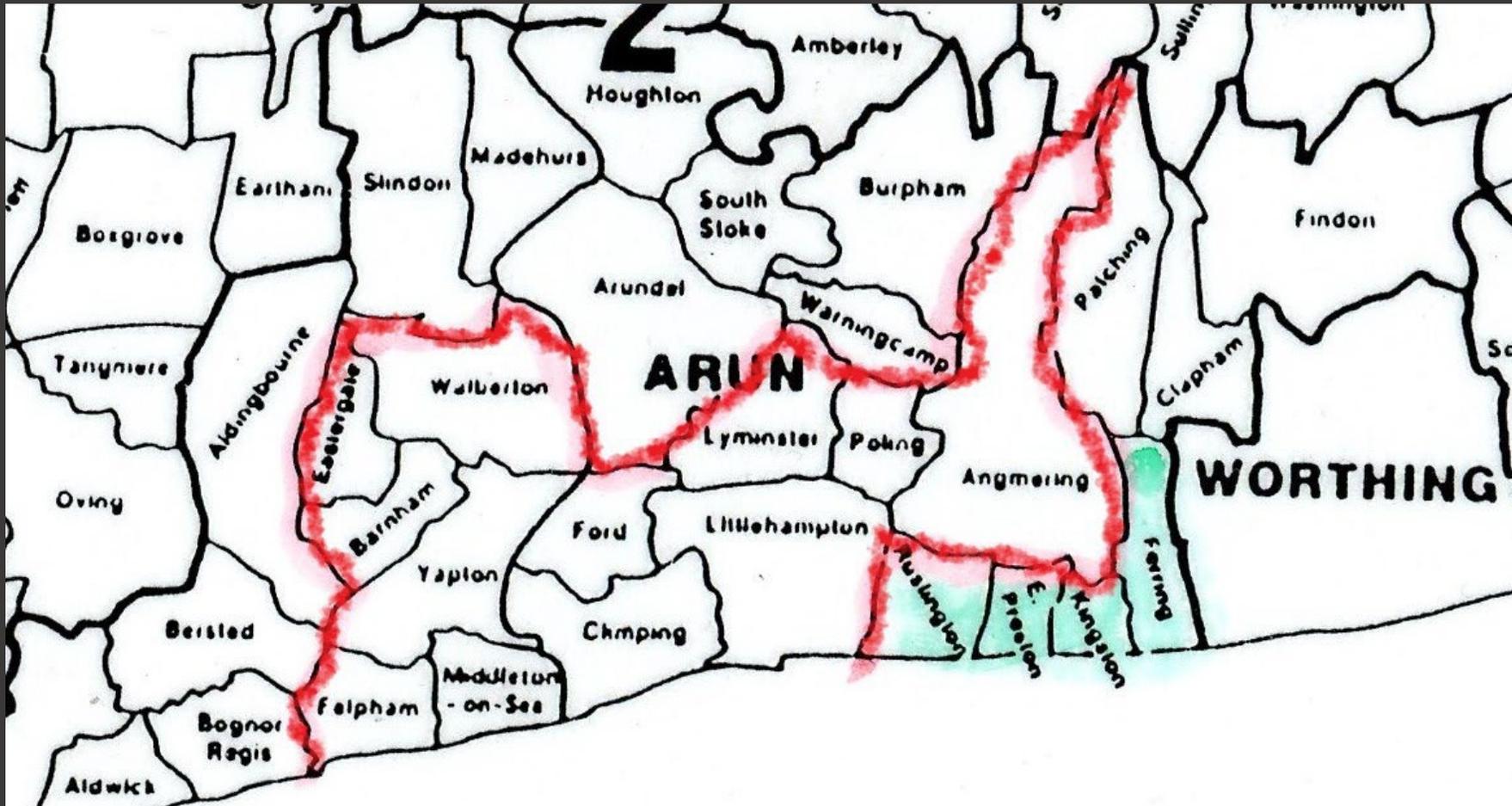


2.14 full time equivalent paid staff

9 wonderful volunteers

# Current Collecting Area

(part of Collections Development Policy)



- Littlehampton
- Angmering
- Barnham
- Climping
- Eastergate
- Felpham
- Ford
- Lyminster
- Middleton-on-Sea
- Poling
- Walberton
- Yapton



## The Collections

*At least 50,000 objects*

Less than 5% on display

Most kept in “behind the scenes” storage areas in Manor House, on the ground floor and in the basement

# Museum Accreditation



- Accredited with the Arts Council, last awarded 2019
- Encourages all museums to meet an agreed standard in:
  - How they are run
  - How they manage their collections
  - How they engage with their users

# Museum Documentation

## Previously:

- Collections documented on index cards and in handwritten accessions registers and lists.
- Action point from Museum Accreditation in 2013 : create a plan to document our collection to current industry standards.





# Documentation Project Background

- **2013:** Backlog acknowledged in the Accreditation Return as an area for improvement
- **2016:** Highlighted by Museum Staff as a priority, Documentation Officer post created and efforts are started to tackle the backlog
- **2018:** Museum Working Group meets to discuss way forward
- **2019 to 2021:** Museum Team given time and resources to fully focus on the Documentation Project.

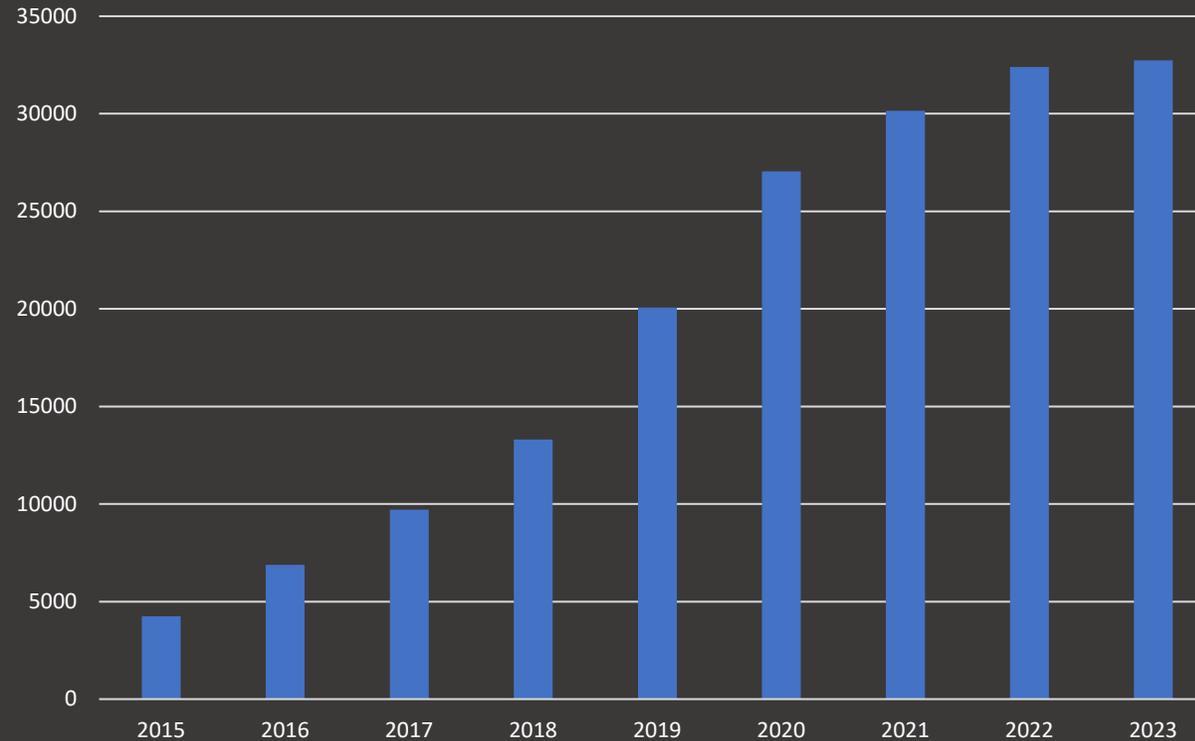
# Museum Working Group Recommendations

2018

01	Plans and Procedures	New Plans and policies for Documentation and Collections Management to be put in place
02	Collections Management	Improve Collections Storage, Care, Housekeeping and tackle documentation backlog
03	Staff and Volunteers	Staff and Volunteers trained in documentation and collections management. New volunteers recruited.
04	Visitor Engagement	Exhibitions and Events programme minimised during the project. The public is engaged with the project
05	Finance and Resources	The Museum team should be given the time and resources to focus on the project.

# The Documentation Project

Total numbers of object records on Modes



# Collections Care and Conservation

## Collections Care and Conservation Policy and Plan

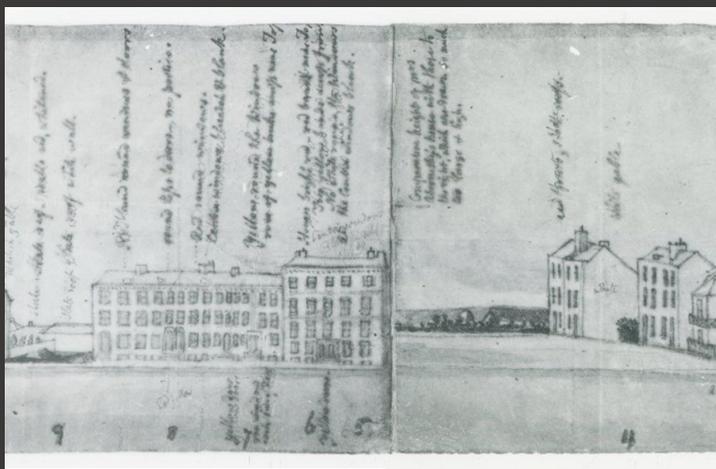
Including:

- Humidity and temperature
- Light levels (UV and visible light)
- Insect pests and housekeeping
- Safe handling and movement
- Conservation standard materials
- Disaster plan

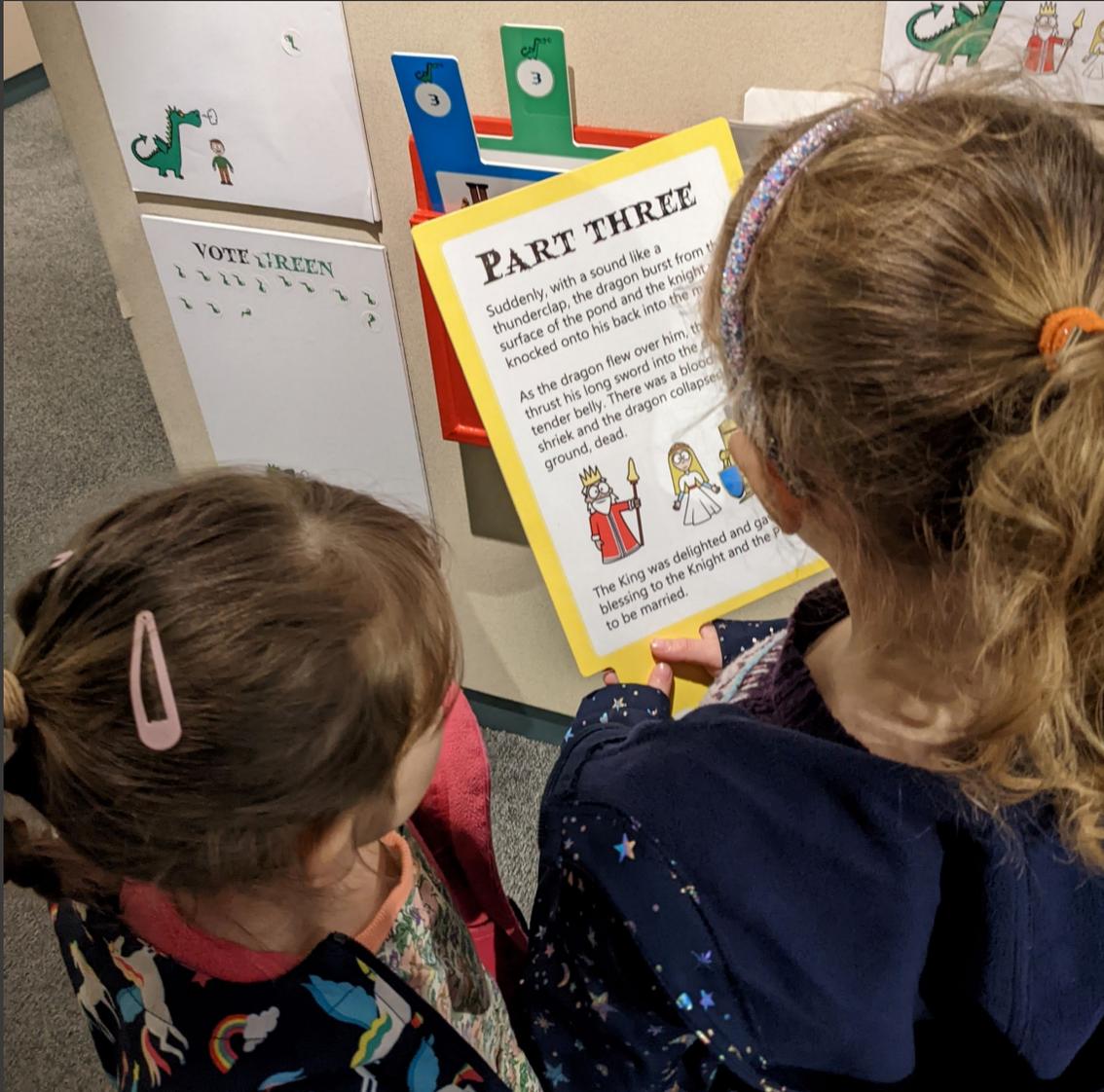


# Key collections / items of importance

- A large Roman and Iron Age collection
- Finds from local metal detectorists
- A large painting and drawings collection
- The Jack Thompson collection
- George Butt collection
- McGill postcards
- Maritime: ship building, shipping and fishing collections



# Community Engagement

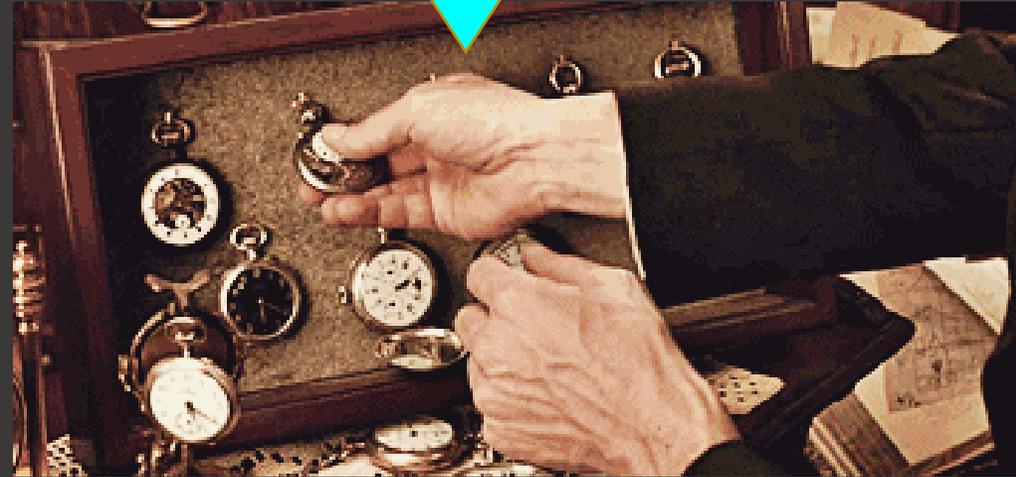


- Exhibitions
- Online exhibitions
- Events and talks
- School visits
- Loan boxes
- Enquiries
- Behind the scenes visitors

# Future Plans...

- Continue to improve the collection's documentation and storage
- Community consultation
- Make plans to develop the Museum and the services we offer
- Develop existing, and create new resources
- Apply for external grants

**Project  
Time  
Machine**





Coronation exhibit  
Until June 23<sup>rd</sup>



# ROMANS

June - October MMXXIII





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