



Collections Development Policy 2025-30

April 2025

The Ken Hawley Collection Trust
Kelham Island Museum
Alma Street
Sheffield
S3 8RY

Document Control

Name of Museum:	Ken Hawley Collection Trust
Name of Governing Body:	Ken Hawley Collection Trust Council of Management
Policy Type:	Collection
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Approved by:	Council of Management
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Next review due:	29 April 2030
Related Policies:	Collections Care and Conservation Plan, Documentation Policy, Acquisitions Fund Guidance, Risk Management and Serious Incident Reporting Policy
Responsible Trustee	Collections Trustee

The Ken Hawley Collection Trust is a charitable trust and company limited by guarantee established in 1995 with a primary object “to advance the education of the public in the history and development of tools and tool making in Sheffield and its environs”. It was established through a partnership of the University of Sheffield, Sheffield City Council and several prominent cutlery and tool manufacturers.

1. Relationship to other relevant policies/plans of the organisation

1.1. The museum’s statement of purpose is:

The vision of the Ken Hawley Collection Trust is to:

- Be the world’s most comprehensive collection of tools and authoritative source on tools and associated manufacture and trade materials
- To advance the education and knowledge of the public in the history of tools and tool making, particularly in Sheffield and its environs
- To provide a celebration of our tool heritage and of our future tool making through partnership with the current tool industry

The Trust works:

- to safeguard, conserve and document the collection
- to develop and enhance the collection through acquisition
- to promote the use of the collection for research and learning
- to retain the collection in Sheffield as a key heritage resource for the region, the nation and internationally
- to make the collection publicly accessible through displays, exhibitions, publications and events.

The collection is widely recognised as of international significance and is the most comprehensive source of objects, information and knowledge on tool manufacturing and the cutlery and silversmithing industries.

1.2. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.

1.3. By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum’s collection.

1.4. Acquisitions outside the current stated policy will only be made in exceptional circumstances.

1.5. The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum

Accreditation Standard. This includes using Spectrum primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

- 1.6. The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- 1.7. The museum will not undertake disposal motivated principally by financial reasons.

2. History of the collections

The Ken Hawley Collection Trust was formed in 1994 as the making of tools, cutlery and silverware in Sheffield declined and as such it is a unique collection as there are now few firms or premises of this type left in Sheffield and consequently the significance of the collection has grown. By rescuing many of the tools used (and the stages in their production), this collection is now unique in being able to represent fully the making and manufacturing process as well as the finished product.

The KHCT was formed to acquire and safeguard this collection for the nation, as it was recognised as being of national importance in terms of its scale, quality and coherence.

The Hawley Collection was formed by Ken Hawley MBE (1927 - 2014) who, having spent a lifetime selling tools in his own shop in Sheffield, had acquired an unrivalled knowledge about the Sheffield tool manufacturing, cutlery and silversmithing industries. The Hawley Collection covers the range of articles described as 'Light Trades', as opposed to the 'Heavy Trades' of steel making and manipulation. The 'Light Trades' include the manufacture of cutting tools, precision tools, measuring and marking tools, cutlery and flatware, silverware, surgical instruments and related supporting trades. The Hawley Collection includes examples of finished and part-finished tools (and the tools that made the tools) and cutlery, together with associated trade catalogues, ephemera, photographs, audio-visual materials and archives.

The Ken Hawley Collection Trust was formed in 1994 and became a registered charity in 1995. The collection was housed with the University of Sheffield from 1995 to 2008, after which it was located in a specially-built extension to Kelham Island Museum, which was then a branch of Sheffield Industrial Museums Trust but is now part of Sheffield Museums Trust. The Hawley collection is operated by 27 volunteers.

3. An overview of current collections

The collection covers the range of tool manufacturing and the cutlery and silversmithing industries. The focus of the collection is on items from Sheffield and South Yorkshire; but the collection also holds and collects relevant material from

elsewhere in the United Kingdom and the rest of the world where this enhances the core collection. There are around 100,000 items in the collection, represented by almost 50,000 collections database entries.

The collection includes finished products, work in progress, raw materials and 'tools that made the tools', together with printed materials such as trade catalogues, price lists, advertisements, archive material such as designs, cost books and correspondence and audio-visual material such as photographs, film, video and audio material.

There are relatively few loans in to the collection, the most notable was the Stanley Millennium Year Knife (an exhibition knife started in 1821 by Joseph Rodgers of Sheffield and now holding over 2000 blades) but this has recently been converted to a gift. There are two notable loan collections: the Simon Barley saw collection with around 1500 specimens (which will become a bequest to the museum); the Toolbank collection with around 1800 hand tools (which is likely to be converted to a gift).

3.1. Objects

The object collection contains all classes of tools, particularly edge tools, cutlery, measuring instruments and silversmiths' tools. This collection comprises over 100,000 items including finished products, work in progress items, raw materials and 'tools that make tools' and as such represents a comprehensive record of the processes and people involved in these industries. Most of the material dates from c1800 to the present day and has direct local and regional associations, in the main collected locally or given by local people.

The collection holds some notable groups, for example, the UK's largest public collection of micrometers, a unique collection of boxwood rules, together with examples of work in progress, trade tools and most importantly standards of foreign measures dating from 1768.

3.2. Printed Material

The collection also holds a range of printed material relating to the manufacture of tools, cutlery and silverware. There are over 5,000 catalogues for British and foreign hand tools, machine tools, cutlery, steel and surgical instruments. There are also firms' histories and trade literature and ephemera such as newspaper cuttings, notes, pamphlets, price lists and records of some unions and employers' organisations, and a substantial reference library.

The Hawley Collection holds probably the most comprehensive run of the Sheffield Illustrated Lists, (second edition onwards), which details the diverse range of material manufactured in Sheffield. The catalogue collection also includes some notable 19th century illustrated examples typical of the period.

3.3. Graphics

The collection also contains artwork for promotions and trade catalogues, commissioned designs for silverware, production drawings and plans. Examples from the collection include the drawings of Wallace Smythe, a noted in-house designer in the 1920s for Mappin & Webb of Sheffield.

3.4. Archives

The collection contains archive material, for example letters, day books, order books, production records, patents and outworker records relating to tool manufacture, cutlery and the silversmithing industries. The archive material has mostly been acquired at the same time as object collections to complement the contextual knowledge and understanding of the trades.

3.5. Audio-Visual Material

The collection contains over 3000 photographs and a range of 35mm slides, videos, 8mm and 16mm film which record the people, places and processes involved in the tool manufacture, cutlery and silversmithing industries. The collection also contains over 100 recorded interviews with workers and craftsmen covering the manufacturing processes and histories of trades. Most of the AV collection has now been digitised and is freely available on our YouTube channel, accessed via our website: www.hawleytoolcollection.com

4. Themes and priorities for future collecting

Additions to the collection will be primarily of provenanced material made, used or associated with the Sheffield tool manufacturing, cutlery and silversmithing industries to represent the range of manufactures as fully as possible. It is important to continue to collect the full range of material including finished products, work in progress, the 'tools that made the tools', samples, printed material, drawings and records, photographs and audio-visual recordings to provide as comprehensive a record as possible. Non-Sheffield material will be collected when it enhances the knowledge and understanding of the collection and no other Accredited museum has a prior claim. Material will not be collected unless it has some identifiable long-term use, whether for research, reference, display or learning. The priorities for collecting are listed under the following headings:

4.1. Objects

- Significant, provenanced material
- Material that relates to current technical advances and changes in the industry (including support material from 4.2 – 4.5)
- Sheffield-made material showing the stages of the production process
- Non-Sheffield material that adds to the understanding of the current collection

- Contemporary material which augments our recording the work and progress of the industry

The collection will not hold or collect firearms, unless in exceptional circumstances and only then with the consent of the Trustees and procurement of appropriate licences. Archaeological objects will only be accepted if they enhance the collection and only after the recognised deposit for local archaeological archives (Sheffield Museums Trust: Weston Park) has indicated they are not to remain with the site archive. Chance archaeological finds will be referred first to the local museum and/or Portable Antiquities Scheme.

4.2. Printed Material

- Significant provenanced material, especially when acquired with objects and other material
- Sheffield-related material that supports and enhances the knowledge of the items in the collection
- Non-Sheffield material that helps us interpret the current collection

4.3. Graphics

- Provenanced material
- Sheffield-related material that has links to named firms, people, places and/or processes

4.4. Archives

- Provenanced material
- Sheffield-related material that supports and enhances the knowledge of the items in the collection

The KHCT will accept archive material that relates directly to its collections. General archive material will be referred to the relevant Archive deposit. The KHCT will continue to liaise with Sheffield Archives over matters of mutual interest.

4.5. Audio-visual Material

- Contemporary interviews with relevant people related to the industries

4.6. Ken Hawley Collection (residue)

When the Ken Hawley Collection Trust was formed in 1994, the vast majority of the items which formed Ken Hawley's personal collection was transferred to the independent trust. However, some items (a small number, but significant) were retained by Ken Hawley for his study and enjoyment. These items perfectly complement the Trust collection, though their future is as yet

undetermined. The Trust will work closely with the family to secure this residual collection on mutually agreed terms.

5. Themes and priorities for rationalisation and disposal

- 5.1.** The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.
- 5.2.** The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process. Insert additional commentary relating to themes and priorities for rationalisation and disposal.
- 5.3.** Although the avoidance of duplication is kept under constant review, there is one area which will be subject to active review and assessment for disposal over the next three years. These are objects in the large object store which originated from two large shipping containers stored off-site. Significant disposals were made from the site at the time of removal (condition-related), but the residue now needs further assessment. These are generally very large items which were retained in the hope of dressing a building extension. As this will now not happen, and the retained items would not be collected by us today, the vacated space would greatly benefit the existing collections. All our collections are now held on the one site.

6. Legal and ethical framework for acquisition and disposal of items

- 6.1.** The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7. Collecting policies of other museums

- 7.1.** The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.
- 7.2.** Specific reference is made to the following museums and organisations:
 - Sheffield Museums Trust (Kelham Island Museum, Abbeydale Industrial Hamlet, Shepherd Wheel, the Graves Gallery and Weston Park Museum)
 - Rotherham Museums Service

- Doncaster Museums and Heritage Service
- Barnsley Museums and Archives Service (Experience Barnsley)
- National Coal Mining Museum for England, Wakefield
- St. Albans Museum
- Museum of English Rural Life, Reading

8. Archival holdings

- 8.1.** Please refer to 3.4 and 4.4 above. Archive material is only collected to support appropriate collections

9. Acquisition

- 9.1.** The policy for agreeing acquisitions is:

All purchases and high-value loans are considered and approved by the Trustees. For other acquisitions, advice and guidance is sought from the relevant specialist volunteer or Accreditation Mentor having checked for condition, duplication, completeness etc, and then processed via the established Object Entry procedures.

- 9.2.** The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

- 9.3.** In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from 1 November 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10. Human Remains

- 10.1.** The museum does not hold or intend to acquire any human remains.

11. Biological and geological material

- 11.1.** So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected,

sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

12. Archaeological material

- 12.1.** The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.
- 12.2.** In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

13. Exceptions

- 13.1.** Any exceptions to the above clauses will only be because the museum is:
- acting as an externally approved repository of last resort for material of local (UK) origin
 - acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases, the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

14. Spoliation

- 14.1.** The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

15. The Repatriation and Restitution of objects and human remains

- 15.1.** The museum's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case-by-case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.

16. Disposal procedures

- 16.1. All disposals will be undertaken with reference to the Spectrum primary procedures on disposal. Reference will also be made to the Museums Association updated disposal guidance, *Off the Shelf* <https://www.museumsassociation.org/campaigns/ethics/disposal/> See also 16.8 (below).
- 16.2. The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3. When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 16.4. When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort – destruction.
- 16.5. The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- 16.6. A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 16.7. Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 16.8. If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's *Find an Object* web listing service, an announcement in the Museums Association's *Museums Journal* or in other specialist publications and websites (if appropriate).

- 16.9.** The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 16.10.** Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.
- 16.11.** The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12.** Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with Spectrum procedure on deaccession and disposal.

Disposal by exchange

- 16.13.** The nature of disposal by exchange means that the museum will not necessarily be in a position to exchange the material with another Accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- 16.13.1** In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 16.1-5 will apply.
- 16.13.2** If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.

- 16.13.3** If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, the museum will place a notice on the MA's Find an Object web listing service or make an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.13.4** Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

Disposal by destruction

- 16.14.** If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15.** It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.16.** Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.17.** Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.18.** The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

17. Review

This Policy was adopted at the Council of Management Meeting of 29 April 2025. This policy will be reviewed least every five years thereafter or when significant changes occur in governance or regulation.

Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

Next Review Date: 29 April 2030