

**FALKIRK COUNCIL**

**Subject: FALKIRK COMMUNITY TRUST – MUSEUM AND LIBRARY  
COLLECTIONS POLICIES**  
**Meeting: LEISURE, TOURISM & COMMUNITY COMMITTEE**  
**Date: 20 NOVEMBER 2012**  
**Author: CHIEF EXECUTIVE**

**1. INTRODUCTION**

- 1.1 This report has attached to it a report by the Culture and Libraries Manager of Falkirk Community Trust (“FCT”) in relation to FCT’s policies for the museum and library collections (Appendix 1).
- 1.2 It is requested that the Council note the Access, Documentation and Collections Care Policy Statements and the Libraries Collections Policy and approve the Collections Development Plan all as attached to Appendix 1.

**2. BACKGROUND**

- 2.1 Members will be aware that FCT commenced operating on 1 July 2011. It was established to provide cultural, recreation, sports and library services to the Falkirk Council area.
- 2.2 FCT was created as a charitable company limited by guarantee. It has a contractual relationship with Falkirk Council that sets out the funding that Falkirk Council provides to FCT and the services to be provided by FCT.
- 2.3 The contractual documentation includes a Collections Agreement which governs how FCT deals with collections made available by the Council. The ownership of the collections remains with the Council with a licence to use them granted to FCT. In terms of the Collections Agreement, FCT is to prepare policies relating to its dealings with the collections. The Council and FCT are, in terms of the Collections Agreement, required to agree a definitive list of the Policies to be put in place and implemented by FCT by the end of June 2013.
- 2.4 While requiring to agree the list of policies by end of June 2013, the Council does not require to approve the content of all of the policies that will appear on that list although it can, acting reasonably and in consultation with FCT, propose amendment should it wish to do so from time to time. Accordingly, the recommendation below is to note the contents of the Access, Documentation and Collections Care Policy Statements and the Libraries Collections Policy. It will, however, be noted from paragraph 1.2 of Appendix 1 that, in terms of the external accreditation arrangements administered by Museums Galleries Scotland, the Council is required to approve the Collections Development Policy.

### **3. CONCLUSION**

- 3.1 As noted, the attached report by the Culture and Libraries Manager of FCT, in accordance with the Collections Agreement, requests that the Council notes the terms of the Access, Documentation and Collections Care Policy Statements and the Libraries Collections Policy and, as required by the accreditation process administered by Museums Galleries Scotland, approves the Collections Development Policy all as attached as part of Appendix 1.

### **4. RECOMMENDATION**

#### **4.1 Members are invited to:-**

- 4.2 note the terms of the Access, Documentation and Collections Care Policy Statements and the Libraries Collections Policy; and

- 4.3 agree to refer to Policy and Resources Committee the Collections Development Plan for approval.

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**CHIEF EXECUTIVE**

Date: 1 November 2012

Contact: Iain Henderson, Legal Services Manager (01324 506103)

#### Background Papers

1. Collections Agreement between Falkirk Council and Falkirk Community Trust