

National Rifle Association
Museum Acquisition and Disposal Policy
Adopted by Council on 5 December 2020

1. Statement of Purpose

- 1.1 The purpose of the Museum is to collect, curate and display items of historical value and relevance to the NRA and its charitable purposes. The collection may include firearms, trophies and medals, records, ephemera, books and other items of relevance to the NRA. It is not intended to be a general collection of firearms.
- 1.2 The Museum is part of the National Rifle Association and is not a separate entity. There are no NRA funds designated for or restricted to Museum activities.
- 1.3 The Museum has a long-term purpose and is part of the charitable objects of the NRA. The Museum should possess permanent collections in relation to its stated objectives.
- 1.4 Volunteers make an essential contribution to the management of the Museum. No volunteer has any authority to commit the NRA to any expenditure or to enter into any contract in the name of the NRA except that the designated Curator may:
 - (a) accept donations that are made without any restrictions or obligations on the NRA; and
 - (b) incur expenditure with the prior approval of the Secretary General.

2. Acquisition Criteria

- 2.1 Acquisitions must meet two fundamental requirements. They must be:
 - (a) relevant to the history of the NRA; and
 - (b) of sufficient quality to justify the cost and time of curation and storage, having regard to the natural patina of use and time.
- 2.2 The historical context of an object, together with the information associated with it, is more relevant than its aesthetic or technological value.
- 2.3 Each potential acquisition must be assessed against the Museum's acquisitions procedure. A potential acquisition must demonstrate that the item or collection has significance and value to the Museum because of its relevance to:
 - (a) themes, issues, events, people of importance to the NRA and its charitable works
 - (b) scholarship or public understanding of the history of the NRA and its charitable works; and
 - (c) the technological and other development of shooting and marksmanship activities past present and future.
- 2.4 The following additional factors should also be taken into account, to the extent relevant to the item concerned:

- (a) Provenance – is the origin and subsequent history of the object or collection documented and authenticated either by the NRA or a third party;
- (b) Originality – is the object or collection unique or relatively rare, a fine example of its type, or not well represented in other museum collections comparable to the collection of the NRA or of particular relevance to the NRA;
- (c) Research value – does the object or collection have research value, including the significant enhancement of existing collections or augment the historical record of a person, function or part of the NRA;
- (d) Display value – would the public display of the object or collection be appreciated or valued by visitors to the Museum;
- (e) Conservation qualities – is the object or collection suitable for long term storage and preservation with minimal resources;
- (f) Information value – can the information attached to the object or collection be used in the public domain for public benefit;
- (g) Public value for money – are the acquisition costs appropriate for a charitable institution and do they represent an appropriate use of public money, bearing in mind that the NRA is a charity.

2.5 The Museum does not collect:

- (a) objects in poor condition that cannot be cost-effectively conserved unless of exceptional rarity;
- (b) objects or collections for which there is not sufficient space to house them safely and securely in appropriate conditions;
- (c) objects which present an unmanageable risk to staff or visitors or other items in the collections; or
- (d) objects on long-term loan, other than in exceptional circumstances, such as key items for public display or in contemplation of future acquisition.

2.6 The staff and volunteers involved in running the Museum must keep full records of all decisions on acquiring any items for the collection including the justification for the expenditure of public money.

2.7 Each acquisition must be documented and catalogued, recognising the importance of record-keeping to the management of the collection.

2.8 No acquisition may be made without the prior approval of the Secretary General. The Secretary General may approve aggregate expenditure on acquisitions of up to £7,000 in any year. Subject to para 2.9 below, any further expenditure requires the prior approval of Council

2.9 On occasion single items of particular interest become available to purchase when there is not sufficient time to seek prior Council approval, either at a Meeting of the Council or by using the Written Resolution procedure, for expenditure in excess of the £7000 aggregate annual limit. In that event the Secretary General, with the agreement of a nominated

Trustee, may approve expenditure to a maximum of £12,000. This power may be exercised only once in each financial year.

3. Disposal Criteria

- 3.1 The NRA has power to sell, exchange, give away or otherwise dispose of any object comprised in the collection if it is a duplicate or is for any reason not, in the opinion of Council having regard to the advice of the Museum curator, required for retention, provided this is not inconsistent with any trust or condition attached to the object.
- 3.3 The Museum must establish that it is legally free to dispose of an item before doing so including whether there is any trust or condition attached to the item.
- 3.4 When considering whether to dispose of an item the Museum must take into account:
 - (a) whether the item was acquired with the aid of an external funding organisation, whether there are any conditions attached to the original grant, and whether any such grant must be repaid following the disposal;
 - (b) the impact of the disposal on the collection as a whole;
 - (c) the proceeds that will be received from the disposal;
 - (d) the benefit of the disposal to the NRA, which may include the disposal proceeds, the reduction of costs or the space that will become available;
 - (e) whether the item is a duplicate of remaining items or is superfluous or no longer of relevance; and
 - (f) any restrictions imposed by the original donor as to disposal.
- 3.5 Once a decision to dispose of an item has been taken, the Museum must give priority to retaining the item within the public domain, unless it is to be destroyed. It will therefore first be offered by gift, exchange, or sale to other museums likely to be interested in its acquisition. A gift should only be considered where there is demonstrable public benefit to justify that gift.
- 3.6 The staff and volunteers involved in running the Museum must keep full records of all decisions on disposals and the items involved and proper arrangements made for the preservation or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable.
- 3.7 No disposal may be made without the approval of the Secretary General. The prior approval of Council is needed for any disposal of any item (or collection of items) with a sale price of more than £5,000.