



Combe Mill

Object Entry and Accession Policy

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Glossary

Governing body: this is the organisation which normally owns the collections. If another legally separate organisation has been given powers to acquire and/or dispose of collections on behalf of the governing body, this must be made clear in the policy.

Museum Details

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|--------------------------------|--------------------|
| Name of museum | Combe Mill |
| Name of governing body | Combe Mill Society |
| Approved by governing body on: | xx March 2010 |
| Policy is due for review by: | 31 December 2012 |

1. Museum's statement of purpose

The objects of the Combe Mill Society are:

- (a) to advance the education of the public by the operation of Combe Mill at Combe, Long Hanborough, Oxfordshire, demonstrating, recording, preserving, practising and disseminating the whole range of skills in the construction, maintenance, operation and associated activities of water- and steam-powered mills, along with items directly associated with Combe Mill, the Blenheim Estate and Oxfordshire.
- (b) to research, establish, restore, maintain and equip Combe Mill to demonstrate, improve and teach the design, construction, operation and use of water- and steam-powered mills for the purpose of the education of the public, together with the dissemination of the results of any research conducted and to carry out works for the improvement, development and promotion of Combe Mill.

2. Existing collections

Combe Mill was once the powered workshop and blacksmiths' forge within Combe Yard that served the Blenheim Estate until the sawmill and yard were closed in 2000.

The workshop building occupied by Combe Mill museum is the original two-story Victorian building.

The internal machinery of Combe Mill is complete and includes a rare surviving example of 1852 A-frame steam engine with Cornish boiler and fuel store connected by line shafting to the rear room (workshop) where there are bellows and a mid-C19 forge and grinding wheel (whetstone), and upstairs to the mid-C19 wood lathe (and band saw). Dual-drive water wheel to rear with 1926 breast fed 'Poncelet' style water wheel.

The Mill was listed at Grade II* for its complete and working set of machinery including the 1852 beam engine and boiler, line shafting and gearing, forge and lathe, which altogether is a rare survival of importance in a national context, and of interest as an originally dual-powered mill whereby water or steam power could be used depending on the water supply. It is also architecturally distinguished externally and has historical and group value within the Blenheim Estate.

As well as the artefacts and craftsmen's tools that belonged to the premises when the Combe Mill Society began restoration in the mid 1960s, some further items and collections have been acquired as gifts or permanent loans in the following years.

In particular the collections in Combe Mill comprise:

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- Stationery steam engines showing the development of such
- Historic church tower clocks (all working)
- Combe Yard ledgers dating from mid 1800 until approximately 1930
- Trade catalogues for materials purchased for the development and maintenance of Blenheim Estate.
- Shoe and bootmaker's tools and patterns
- Blacksmiths' tools
- Wheelwrights' tools and patterns
- Domestic artefacts
- Carpenters wooden tools

NOTE: All machinery and clocks are in working order and demonstrated to the public.

3. Policy review procedure

The Object Entry and Accession Policy will be published and reviewed from time to time, at least once every five years. The date when the policy is next due for review is noted above.

4. Object Entry procedure

All objects that are brought into, or received from visitors to, Combe Mill must be recorded using an Entry Form.

The Entry Form documents the following information:

- Name and address of person bringing the object
- Name and address of the owner of the object, if different
- Description of the Object (including notes about its condition, where found, what it was used for, names of previous owners, name of maker.)
- Reason for Entry – gift, loan, purchase, deposited for identification, etc.
- Agreement, signed by the owner or depositor, of the gift or sale
- Signatory of the Combe Mill director who accepts the object

A copy of each form must be given/sent to the depositor.

Should the object be returned to the depositor after identification, at the end of a loan period or because the gift has been declined, the tear off strip at the bottom of the Entry Form must be signed by the depositor to confirm return of the object.

The Entry Form is shown in Appendix 1.

5. Accession Procedure

The existing contents of Combe Mill at the start of the accession programme will be recorded, photographed and labelled to form a complete inventory.

Objects will be selected from the inventory for adding to the accession register.

Identifying Objects

An Entry Form will be completed for each object of the inventory. The form will record everything that the Combe Mill Society knows about the object purpose, maker, owner, donor, and so on.

Photographing objects

Objects will be digitally photographed against an appropriately contrasting black or white background. A measuring scale (metric) and the inventory number will be included in the shot.

The digital image will be integrated with the Entry Form.

Labelling inventory objects

During the process of building the inventory objects will be labelled using tie-on labels with a unique identifier marked in waterproof ink.

The initial identifying number will not necessarily become the accession number.

Inventory assessment

As the inventory is built the museum trustees/directors will meet regularly and decide to which of several categories, below, the objects belong:

- permanent machinery to be accessioned
- hand tools to be accessioned
- artefact collections to be accessioned
- documents to be accessioned
- tools and artefacts of general interest that duplicate accessioned examples and that may be handled by the public
- tools and artefacts that do not fall into other categories – consider for disposal
- tools and consumables forming support items for Mill operations.

Adding to the Accession Register

Those items selected for accession will have their details from the Entry Form entered into the collection management database (MODES).

An accession number will be assigned which may, or may not, be the same as the inventory number.

Accession Numbering

To be decided.

Combe Mill – Object Entry Form

Appendix 1 Object Entry Form

| | | |
|---|-----------------------------------|-----------------|
| MUSEUM NAME: COMBE MILL | | Form No. |
| Received from: Address: | Owner (if different): Address: | |
| Tel No. | Tel No. | |
| DESCRIPTION OF OBJECT/COLLECTION (note obvious damage, & any related information, e.g. when, where, or how was it found or used, names, dates & details of the people who made or previously owned it, etc. Continue on a new sheet if necessary.) | | |
| Total No of Items: _____ | | |
| REASON FOR ENTRY (tick as applicable and sign) <input type="checkbox"/> Gift – I offer to give the object(s) listed above to the museum’s governing body. <input type="checkbox"/> Sale – I offer to sell the object(s) listed above to the museum’s governing body (Price sought £) <input type="checkbox"/> Loan - I offer to loan the object(s) listed above for the use of the museum’s governing body for a period of months <input type="checkbox"/> Identification - I leave the object(s) listed above for identification & undertake to collect these no later than 4 weeks from today I confirm that the information given on this form is correct to the best of my knowledge and belief & that I accept the terms and conditions described overleaf. Signed: Date: | | |
| ADDITIONAL AGREEMENT (GIFT/SALES ONLY) (tick as applicable and sign) <input type="checkbox"/> I, the owner , confirm that I have undisputed title to the object(s) listed above with full power to dispose of the items and transfer such title to the museum governing body OR <input type="checkbox"/> I, the depositor, acting on behalf of the owners. confirm that the owner(s) have undisputed title to the object(s) listed above with full power to dispose of the items and transfer such title to the museum governing body and that I am authorised by the owner(s) to act on their behalf to that effect. The title in the objects listed above, and subject to the conditions overleaf, is hereby transferred to the governing body of the museum. Signed: Date: | | |
| MUSEUM SIGNATORY Receipt of the object(s) described above is hereby acknowledged. Signed: Date: On behalf of the museum’s governing body | | |

| | | |
|---|--|--|
| RETURN OF THE OBJECT TO OWNER (tick as applicable and sign) I, the depositor/owner, acknowledge the return of the object(s) described above in a satisfactory condition following: <input type="checkbox"/> Identification <input type="checkbox"/> End of the period of loan <input type="checkbox"/> the museum’s governing body declining to accept the donation, loan or purchase of the object(s) Signed: Countersigned (for museum) Date: | | |
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OBJECT ENTRY FORM
For items entering museum

Conditions of Deposit

General

The museum will take the same care and precautions for the protection of the item(s) described overleaf, whilst they are in its custody as it does for those in its permanent collections. Except in the case of negligence on the part of itself, its officers or employees, the museum's governing body does not accept liability for loss of, or damage to, or deterioration in, the item(s) described overleaf. **No valuation indicated verbally or written on this form at the time of deposit will be admitted by the museum.**

When item(s) are left at the museum for whatever reason, the second (pink) part of this form will be given to the depositor as a receipt. This must be presented when the item(s) are returned to the owner or their representative. Both it and the museum file part of the form (white) will then be signed by the person receiving the item(s) to acknowledge their receipt in a satisfactory condition. The owner (or the owner's representative) and the museum will retain their respective parts of the form.

Enquiries & Identifications

Neither the museum's governing body, nor its officers or employees, can accept any responsibility whatsoever for an opinion that may be expressed on items submitted for examination. Opinions may be given only to the owner of an item or to the representative of the owner.

Museum staff are not authorised to give valuations, to assist in the disposal of private property, or to express opinions regarding the merits of business firms.

It is the depositor's responsibility to collect item(s) described overleaf and left for identification within 4 weeks of the date of the form. In the event of the item(s) not being collected within that period, the museum's governing body reserves the right to dispose of the item(s) as it thinks fit after a period of 4 months from the date of the form.

Acquisitions

The museum has a collecting policy which limits those items which it may acquire. Not all offers of loans, gifts or sales can be taken up. If the museum's governing body does not accept such an offer, the owner will be advised in writing. In the event of items not being collected within 4 months of the date of this form, the museum's governing body reserves the right to dispose of the item(s) as it thinks fit.

In the case of acquisition by the museum's governing body of the item(s) described overleaf by gift or sale, the owner (or the person authorised to act on behalf of the owner) transfers to the museum's governing body absolute ownership of those items together with any rights of copyright or reproduction held by the owner in respect of those items, without condition other than that the governing body will hold the items on trust for use by its museum for educational purposes to the public benefit and in accordance with those provisions of the Museum Accreditation Standard in force at the time of the gift.

This form acts as a first receipt for material offered for loan; if accepted, loan items will be subject to a separate loan agreement to which additional conditions (including a specific return date and agreed valuation) will apply. Loans are never accepted for an indefinite period, but may be renewed.

Special Conditions

If special conditions, additional to the above, are agreed between the museum and the owner/depositor these should be recorded on a separate sheet, to which the owner/depositor and an authorised museum representative must both be signatories.