

Heritage Collections Advisory Panel - Terms of Reference

The Heritage Collections Advisory Panel (HCAP) provides operational leadership in the development and use of the University Heritage Collections. HCAP is responsible for the operational management of these Collections.

Terms of Reference:

1. To ensure that an appropriate framework and processes are in place to support and facilitate effective management and professional care of the Heritage Collections;
2. To advise and assist the Director of Library Services & University Librarian, Heritage Collections Manager and curators on any matter falling within the Advisory Panel's terms of reference;
3. To engage key University stakeholders in knowledge and management of the Heritage Collections including acquisitions and disposal of collections;
4. To support and promote maximum use of the collections;
5. To be advised of donations, commissions, and long-term loans initiated or sponsored by the University and its Faculties and Departments, and agree on terms and conditions;
6. To ensure that due diligence is undertaken with regard to valid title to the heritage asset being considered for purchase, gift, bequest or exchange;
7. To agree on artist commissions where the final work of art will be accessioned into the Heritage Collections, and approve the Memorandum of Understanding for such commissions;
8. To receive reports on and recommendations for the issues affecting the collections from the Heritage Collections Manager and the curators;
9. To review and escalate, as appropriate, risks and issues in respect of the University's processes, assets and regulatory environment.
10. To support the University Museums in the management of their collections, exploration of Museum and Archive Service Accreditation and grant capture
11. To engage with other heritage organisations and professionals to develop the University's understanding of sustainable collections management.

Advises: The University Executive Board, reporting directly to the Heritage Management Sub-Committee

Frequency of meetings: three times a year

Membership:

Chair, Vice-President

Professor Mary Vincent

Faculty representatives:

Arts and Humanities

Engineering

Health

Science (& Alfred Denny Museum)

Social Sciences

Professor Anna Barton

Professor Rob Dwyer-Joyce

Professor Simon Johnston

Professor Gavin Thomas

Professor Malcolm Tait

Library Associate Director (Cultural Collections and One University)

Ms Angela Haighton

Heritage Collections Manager

Miss Emily Green

Development, Campaign & Alumni Relations

Mrs Paula Gould

Head of Special Collections, Heritage, and Archives

Mrs Kathryn McKee

SU President

Eli Thompson

Estates & Facilities Management

Ms Kay Green

Finance

Ms Mashal Awan

Secretary

Ms Nicola Williamson

Turner Museum of Glass

Professor John Parker