

Place Directorate
Director of Inclusive Economy Leisure & Culture
Mark Billington

July 2022

Headstone Manor & Museum – Collecting Freeze Statement and Procedure

Joint Museum and Archive Collecting Freeze Statement:

This statement relates to the collections held by Harrow Council within the Harrow Local History Collection & Archive as well as the collections held by Harrow Museum Trust. Both collections are located at Headstone Manor & Museum, Pinner View, Harrow, HA2 6PX.

Headstone Manor & Museum is committed to the care of its collections for public benefit for the people in Harrow.

*In order to review and improve our museum and archive collections procedures and practices and to increase access, **we are not accepting any donations**, whether object or document, for the next twelve months, **commencing 08 July 2022**. This time will allow us to review our collections in order to assess best possible access and usage for generations to come.*

If there are objects or documents that are at risk or vulnerable from being lost within the community and/or are crucial to projects delivered by the collections team, these will be considered for acquisition. Donors must contact the Collections Team themselves in this case, rather than go through staff or volunteers via collections@headstonemanor.org. You may also call the team on 020 8736 6384 and leave a voicemail if there is no one there to answer your call.

We appreciate your continued support. We will endeavour to promote our collections work during this period with our audiences through our communication channels and outreach work. We intend to involve members from the community with our work as well as creating new volunteer opportunities to support our outputs.

Collections Team
Headstone Manor & Museum
July 2022