

## **COLLEGE MEMORIALS POLICY**

### **1. A General Policy**

The College policy set out below should be followed, though not pedantically, when decisions are required or recommendations sought about memorials to supporters and past members of the College.

### **2. Guidance**

There should be a policy of encouragement for memorials to take the form of named prizes, scholarships, gifts to departments or to the Library, gifts to College public rooms or Halls of Residence and similar things rather than memorials of a pictorial or graphic nature (unless these are particularly appropriate).

The naming of buildings, laboratories, lecture theatres or library reading rooms normally carries the expectation that it is in perpetuity. There are therefore significant potential opportunity costs in doing so. The Principal and Council must satisfy themselves that the named space will not subsequently require external funding.

### **3. Pictorial/graphic memorials and their suitability**

Where a pictorial or graphic memorial is particularly appropriate and the College agrees that there is a good case to be made, both the nature of the memorial and its location need to be appropriately matched to the individual and to that individual's likely place in the College's history.

The pictorial or graphic memorial itself should not be dependent on fundraising.

### **4. The nature of pictorial/graphic memorials**

Photographs and drawings are appropriate to individuals who have rendered conspicuous service and earned high regard in a department (whether academic or otherwise). Such pictures should be professionally produced and mounted, and should normally carry the name, office and dates of service of the person commemorated. In the nature of things only a few of these pictures will remain on permanent display after, say, 25 years, but it should be normal policy to return all those not on display to the College archives.

(Frequency guide – once in 15 years or according to custom)

Paintings are a more lasting memorial and should only be commissioned when there is a clear anticipation that the person commemorated will have a permanent and significant place in the history of the College and where there is the intention to keep the painting on view. Commissions should only be given to the very best portrait painters. The series of paintings of Principals of the College should be continued and proper arrangements made for the storage of past Principals not on display. The commissioning of a painting should be a rare honour.

(Frequency guide – once in 25 years or according to custom)

Plaques or sculpted memorials should only be considered when the person concerned is of quite unusual distinction, has achieved national recognition, has made a significant and universally acknowledged difference to the College's history and has a secure place in the affectionate memory of the College. Occasionally there may be a case for a small plaque to commemorate someone whose services to the College is worthy of the highest recognition and whose work has been located in a particular place (e.g. a College organist and choirmaster). However, a plaque should be a very rare honour and rate above a painting.

(Frequency guide – once in 50 years)

## 5. The location of pictorial/graphic memorials

There are three possible locations for pictorial/graphic memorials: departments, public places, the College Chapel at the Strand.

### (a) Departments

Photographs and drawings should normally be located in departments. Only in exceptional cases of particular departmental affiliation should College portraits in oils and plaques be located in departments.

### (b) Public places

Paintings should normally be displayed in public spaces in the College – e.g. the Committee Room, the Council Room, etc.

Plaques should be located in public spaces like permanent thoroughfares and concourses.

### (c) The College Chapel at the Strand

The Chapel contains a number of plaques but the available space has become so limited that only someone of very rare distinction with a quite outstanding record of service to the College should now be considered. Moreover such a person should also have had regular and close connection with the worship of the Chapel. A memorial tablet in the Chapel should be an extraordinary mark of honour.

As a result of the Chapel Restoration Appeal Deans Chaplains and donors have been acknowledged on a board.

It should be borne in mind that only three substantial spaces are left on the walls of the Chapel and that these will have to suffice for the rest of the College's history. Further structural additions require Ecclesiastical Exemption.

The Dean can advise on external planning implications in respect of the Chapels at the Strand and at Guy's Campus.

6. Archives

The College Archives is the official repository of all photographs and negatives worthy of retention held in the College. Images are digitally available.

7. Procedure

All proposals for memorials should be submitted in the first instance to the Principal. The Principal should consult according to the circumstances, and should then make a recommendation to the College Council both in respect of the nature of the memorial and its location.

John Muir  
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[Approved by the Council 1990  
Amended by the Senior Officers' Group June 2004]