



Accreditation

Bruce Castle Museum
Haringey Council

Documentation policy 2019-2024

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Documentation Policy

Name of museum: Bruce Castle Museum

Name of governing body: Haringey Council

Date approved by governing body: 23 August 2019

Date to be reviewed: annual internal review – July 2020

Date to be renewed: July 2024

Policy Statement

Bruce Castle Museum is committed to looking after the historical collections in its care. Improving access and widening the use of them is a primary concern. To achieve this we need to have effective documentation of our holdings. This will help ensure the security and management of our collections, and enable increased access to them. Good documentation underpins a wide range of activities and so we will use the resources available to us in-house and seek external support, whenever appropriate, in order to improve it.

Aims

This policy aims for Bruce Castle Museum to fulfil its responsibilities in relation to security, management and access of collections through:

- Improved accountability for collections by recording details of all accessions and subsequently documenting them in further detail, as appropriate.
- Striving towards best practice for all our collections information whilst maintaining (at least) minimum professional standards in documentation procedures and collection information.
- Continuing to develop higher standards of documentation through a programme of enhanced documentation, such as cataloguing, as appropriate.
- Extending access to collection information to the workforce and beyond, primarily via online dissemination, wherever possible.
- Strengthening the security of the collections through location and movement control and other documentation.
- Ensuring the long-term sustainability of data and other information generated by Bruce Castle Museum about its collections through rigorous procedures, backups and other media obsolescence strategies.

Context

This policy should be read in conjunction with Bruce Castle Museum's Forward Plan, Documentation Plan and Documentation Procedural Manual. It will be reviewed every five years or following any significant change.

Accountability

Bruce Castle Museum is committed to recording and maintaining at least the minimal level regarding its collections documentation, in order to identify and locate items (for which Bruce Castle Museum is legally responsible for, including loans), and to backup these records as appropriate.

Standards

Bruce Castle Museum's documentation policy and plan follows the museum's Accreditation standards for documentation including SPECTRUM (the UK's Collection Management standard), and guidance such as provided by Collections Link. Bruce Castle Museum will meet the minimum standards (at least) for the SPECTRUM primary procedures of Object Entry; Acquisition; Loan in; Loan out; Location and movement control; Cataloguing and Object exit.

Ethics and legislation

Bruce Castle Museum complies with the Data Protection Act, Freedom of Information Act and any additional legislation relevant to the storage of data and information. It also follows the Museum Association's Code of Ethics.

Security of Collections information

Bruce Castle Museum takes the security of its information very seriously. This includes the information contained in the collections themselves as well as the information it holds about them in hard copy and digital form. Security refers to both the physical security of the information and data and its long-term preservation.

Electronic records are stored, backed-up and made secure by Haringey Council. Bruce Castle Museum's data (including all collections management data) sits on the Council's main central file storage facility

Bruce Castle Museum's collection management systems hold all the electronic documentation regarding collections. This data is held in the CALM museum and archive catalogue integrated system. In use since 2010, this system has improved both efficiency and accessibility.

Bruce Castle Museum also follows additional security of its key records, such as Accession Registers, by providing and keeping securely off-site a security copy.

Keeping records up to date

Paper and electronic records, and the security copies of them, are regularly checked to make sure that they are not becoming obsolete. Bruce Castle Museum will ensure that documentation is kept up-to-date and readable.

Access to collections information

Bruce Castle Museum is committed to ensuring that following documentation procedures and maintaining documentation standards allows access to information for users, to include staff, researchers and other users.

During the period of this policy the plans for documentation include:

- Improving accessibility by sharing data more widely through other online resources/portals, as appropriate (such as Art UK, London Screen Archives, The Watercolour World, Exploring 20th Century London).
- Development of an improved documentation system and increased user accessibility through the use of CALM and CALMView.
- Standardising data and terminology across the breadth of our collection.

- Ensuring all collections have documentation at minimum SPECTRUM standard such as accession records, numbering , labelling and marking, location and movement control, loans and exit (if appropriate) records.
- Continuing an enhanced Documentation Programme for collections which aims to bring documentation standards (for collections, or parts of) up to their optimal level of documentation depending on type, user requirements and available resources.