

Falkirk Community Trust

Collections Documentation Policy Statement

1. INTRODUCTION

- 1.1 Recording collection information is central to being accountable for the collections, their accessibility, management, research, study and use. Museums and Archives must know what is in the collections, where they are located, who owns them, who owns the intellectual property rights and what use may be made of them.
- 1.2 Our intention is to ensure that the information we hold relating to the collections is accurate, secure, reliable and accessible.

2. AIMS AND OBJECTIVES

- 2.1 The aim of this Policy is to ensure that we meet our stewardship and access responsibilities. Through implementation of this policy our objective is to:
 - improve accountability for the collections;
 - maintain minimum professional standards in documentation procedures and collection information and attain the highest standards wherever possible;
 - extend access to collection information;
 - strengthen the security of the collections;
 - ensure that all items are uniquely labeled, their location noted and that the condition of the item is logged where possible.

3. DOCUMENTATION PROCEDURES

- 3.1 Information from all new documentation is entered into a database (currently Vernon Collections; Management System - CMS). The data on legacy MDA cards and paper based documentation is being entered into the database in a phased programme. Object information is also held in Accession Registers.
- 3.2 Documentation processes cover all of the Primary SPECTRUM procedures:
 - Object entry
 - Acquisition
 - Location and movement control
 - Cataloguing
 - Object Exit
 - Retrospective documentation
 - Loans in
 - Loans out
- 3.3 Documentation processes also cover Intellectual property rights, data protection, condition, conservation treatments and archival appraisal.
- 3.4 Detailed operational guidelines concerning the procedures to be followed for documentation, in order to meet the SPECTRUM Standard, are found in the Documentation Manual.

4. INFORMATION SECURITY

4.1 Controlled access to sensitive information

All requests for information will be considered in terms of compliance with the Freedom of Information (Scotland) Act 2005, the Data Protection Act (1998), the Public Records (Scotland) Act 2011 and the Environmental Information Regulations (2004). We will review requests for confidential data such as donor information, environmental information, valuations or site details on a case by case basis, and in accordance with the applicable legislation and any legal agreements or conditions of gift.

4.2 Security against loss of irreplaceable collection information

We maintain measures to ensure the physical security and long-term preservation of all documentation records. We update all manual and computerised records as appropriate. Nightly and weekly backups of computerised records are made to secure digital data and stored offsite by Falkirk Council ICT processes. Additional backups are made of digital images and vital records to an external hard drive. Copies are maintained of the accession registers and stored off-site.

5. ACCREDITATION COMPLIANCE AND REVIEW

5.1 This policy meets the requirements of Museums Accreditation.

5.2 This policy will be reviewed every five years.

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