

## DOCUMENTATION POLICY

### **COTSWOLD MUSEUM SERVICE – CORINIUM MUSEUM, CIRENCESTER AND THE RESOURCE CENTRE, NORTHLEACH**

COTSWOLD DISTRICT COUNCIL

**Date approved by the governing body: October 2017**

**Date Policy is due for renewal: September 2022**

**1. Statement of Purpose:** To collect, preserve, and interpret collections from the Cotswold District for public engagement.

#### **2. Aim of the Cotswold Museum Service Documentation Policy**

The aim of the policy is to ensure that Cotswold Museum Service (CMS) fulfils its guardianship and access responsibilities in regard of the collection. The policy covers all activities designed to ensure that the information held relating to the collections is accurate, secure, and accessible.

The aims of the CMS Documentation Policy are that for each object in the collection:

- The Museum has documentary proof of legal title that also meets ethical standards;
- has a unique accession number which identifies the object with the accession register entry and the Adlib record;
- that the accession number is marked on the object and/or labelled;
- has an accurate and up-to-date record of location;
- has an Adlib record with a digital image;
- has a robust link with all associated documentation. As further information is recorded as part of the reconciliation process this will be added to the Adlib object entry to provide a comprehensive record;
- has security procedures in place to back up documentation;
- All documentation procedures meet 'best practice' and are maintained to at least minimum professional standards in documentation procedures and collection information as outlined in SPECTRUM standards

#### **3. CMS Documentation Policy**

- These aims will be met for all new acquisitions and CMS will plan to achieve them for all collections and objects acquired prior to this policy.
- The Collections Manager in consultation with the Director agree an annual Documentation Plan to identify documentation priorities for the collection.
- The policy applies to all collections and objects in the care of CMS including loans.

- The Documentation Policy will be reviewed every five years. The Policy was reviewed in 2017
- The Documentation Policy should be read in conjunction with the following policies and manuals relating to the collections:

Collections Development Policy  
 Care and Conservation Policy  
 Care and Conservation Plan  
 Documentation Plan  
 Normal Operating Procedure  
 Emergency Operating Procedure  
 Volunteer Policy  
 Gloucestershire Archaeological Archive Standard  
 Human Remains Policy  
 Documentation Procedures Manual  
 Collections Audit Procedure  
 Collections Risk Assessment

#### **4. Review of Current Procedures**

The following eight procedures collectively known as the SPECTRUM Primary Procedures constitute the basic collections management system of CMS. Together they provide accountability and ensure that CMS knows at any time exactly which items it is legally responsible for and where each item is located.

**Object Entry Procedure**

**Acquisition Procedure**

**Cataloguing Procedure**

**Location and Movement Control Procedure**

**Object Exit Procedure**

**Loan In Procedure**

**Loans Out Procedure**

**Inventory Procedure**

**Documentation Planning Procedure**

All of the procedures are recorded in the Documentation Procedures Manual. Each procedure can be read in full and in association with the relevant forms in the manual. The manual will be revised and added to periodically by the Collections Team.

The review of this policy has been undertaken by the Collection Manager in consultation with the Director and Collections Team.