

## **Documentation Policy**

**Name of museum:** Tamworth Castle

**Name of governing body:** Tamworth Borough Council

**Date on which this policy was approved by governing body:** July 2023

**Policy review procedure:** The Collections Documentation Policy will be published and reviewed from time to time, at least once every five years

**Date at which this policy is due for review:** June 2028

### **1. Introduction**

- 1.1 This policy covers how Tamworth Castle (the museum) obtains, records, maintains, and makes accessible information about its collections.
- 1.2 All objects in a museum's collection require minimum standards of information to be recorded about them to make them more accessible and to meet the requirements for the Museum Accreditation Scheme.
- 1.3 This documentation procedural manual records the procedures that the Museum follows in achieving these minimum standards of information. These procedures are to be applied to any object under the museum's care including loaned items, items awaiting identification and items permanently accessioned into the museum's collection.
- 1.3 The Museum's collection includes both the physical collection and its related documentation. This documentation includes information relating to collections management activities and plays a vital role in ongoing access to the Museum's collections. This access is facilitated by accurate, accountable, and accessible information recorded through the most efficient and effective means.

### **2. Aims and Objectives**

- 2.1 The aim of the Museum's Documentation Policy is that for every object or group of objects in the Collection the museum has:
  - Documentary evidence of legal title, whether held under the museum's title or by individuals or organisations that lend material to the museum.
  - Accurate object records in the form of a Collections Management System (CMS) and Accession Register.
  - All objects labelled or marked with accession numbers that uniquely identify them and can be correlated with the information recorded on the CMS and in the Accession Register.
  - Effective links between objects and all other associated records documentation.
  - An accurate and up-to-date record of loan-in agreements and display locations.
  - An accurate and up-to-date record of loan-out agreements and disposal/dispersal activity.

2.2 Collections will be recorded in accordance with written policies and procedures and documentation standards in the form of Cataloguing Rules and Style Guide. The Cataloguing Rules are based on SPECTRUM 5.1 standards.

2.3 The museum will maintain a Documentation Plan to support this policy.

### **3. Ethics and Legislation**

3.1 Collections information will be recorded in compliance with all legal requirements, including the Data Protection Act (2018).

3.2 Collections information will be acquired, stored, managed, and used in compliance with the Museum Association's Code of Ethics for Museums and to SPECTRUM 5.1 Standards.

### **4. Accountability**

4.1 The museum will maintain a level of documentation that will allow it to identify and locate all objects for which it is legally responsible, including loans in and temporary deposits. A concise catalogue entry with a unique number and current location will be recorded and tracked on the Collection Management System for each object. All new acquisitions will be entered in a handwritten Accessions Register. Regular inventory checks will be carried out to ensure that the Museum can locate any object. Collection documentation will be audited regularly.

### **5. Standards**

5.1 The museum is committed to adhere to the SPECTRUM 5.1 standard procedures, particularly the minimum standard primary procedures:

- Object Entry
- Acquisition and Accessioning
- Location and Movement Control
- Inventory
- Cataloguing
- Object Exit
- Loans in (borrowing objects)
- Loans out (lending objects)
- Documentation Planning

### **6. Related Policies Policy**

6.1 The Documentation Policy is supported by the following documents:

Collections Care and Conservation Policy  
Collections Development Policy  
Collections Management Policy  
Documentation Procedural Manual