



# **Moray Council Museums Service**

## **Documentation Policy**

**February 2010**

Updated November 2012

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## **Collections Management - Documentation Policy**

### **1.0 Introduction**

- 1.1** The maintenance of information about all objects deposited in the museum, to the SPECTRUM Standard, is a minimum requirement of the MLAC Accreditation Scheme.
- 1.2** The Moray Council Museums Service, or its successor, is expected to take the same care of objects not belonging to its collections as it would of its own objects.
- 1.3** The Museums Service can be held liable for loss of or damage to objects whether solicited or not.
- 1.4** Only suitably trained and qualified museum personnel will be responsible for carrying out any documentation procedures.
- 1.5** The acquisition and disposal of objects from the collections is covered by the current version of the Museums Service Collecting and Disposal Policy.
- 1.6** Detailed operational guidelines concerning the procedures to be followed for documentation, in order to meet the SPECTRUM Standard, are found in the Museums Service Documentation Manual.

### **2.0 Documentation Plan**

**2.1** The Moray Council will adopt the following strategy with regard to the ongoing documentation and cataloguing of its existing and future collections.

**2.2** The primary target will be to secure a 100% documented and catalogued collection, although it is recognised that due to the backlog of data processing, and other operational priorities, there will be a significant amount of time investment required in order to reach this target.

**2.3** The documentation processes will be carried out on an installation of ADLIB, the computerised documentation management system, which is, or will be, configured to take over all the paper-based operations previously or currently undertaken on MDA-style forms.

**2.4** The separate processes will cover all of the Primary SPECTRUM procedures:

- Object entry
- Acquisition
- Location and movement control
- Cataloguing
- Object Exit
- Loans in
- Loans out

Other documentation processes will cover a number of additional operations, including:

- A visual documentation database
- Handling objects
- Museum Books and periodicals

The documentation processes may be extended in the future to cover further operational areas, such as oral history and other interpretive resources.

**2.5** The processes in place via ADLIB, or legacy paper-based procedures, provide a mechanism to implement all of the primary SPECTRUM procedures. There is a significant

backlog of data processing onto Adlib, but progression is ongoing. The primary SPECTRUM procedures are listed below, detailing which are currently completed or otherwise.

#### **2.5.1 Object Entry**

There is no backlog. The process has yet to be migrated into an appropriate mechanism within ADLIB, and is still therefore paper-based until further ADLIB development is completed.

#### **2.5.2 Acquisition**

- a) Primary accession register. There is no backlog
- b) Security copy of the Accession Register. There is no backlog.
- c) Object marking / labelling with accession numbers. The mechanism for this is in place. Any backlog involves identified unaccessioned items or items which have lost their label.

#### **2.5.3 Location and movement control.**

The collection has been comprehensively audited for location, accessioning and conservation purposes. Records are currently largely paper-based but there is ongoing input of data onto Adlib. Location and movement procedures have been put in place to meet the Standard.

#### **2.5.4 Cataloguing**

There is a mechanism in place for this procedure, but there is a significant backlog of data capture and processing required for new objects, and transfer of paper records onto the computerised system.

#### **2.5.5. Object Exit**

There is a mechanism in place for this procedure and there is no backlog of data processing,

#### **2.5.6 Loans In**

A mechanism is in place for this procedure, but the tracing of all existing loans and their conversion to finite period loans has not yet been undertaken.

#### **2.5.7 Loans Out**

The mechanism for this procedure is in place and there is no backlog

2.6 There is a current backlog of data processing work onto a computer system with regard to meeting the SPECTRUM Standard. This backlog is being progressively reduced as far as the available resources allow. The backlog will continue to be addressed in a systematic manner, commensurate with the levels of staffing and other expertise and resources available.

### **3 Data Processing and Documentation Programme**

3.1 The Museums Service has had limited resources at its disposal in recent years, but, with the assistance of the volunteer members of the Friends of the Falconer Museum, has dealt with all backlogs, including that of identifying and returning/accessioning all Loaned objects. Any backlog is now of manageable proportions and is being systematically dealt with.

3.2 The ADLIB system, installed in March 2007 provides a museum and archive cataloguing package, and offers a web-based front-end for public access. This will help to achieve a streamlined approach to managing the data associated with the Council's museum and local heritage resources. Some customisation and staff training are still required in order to utilise the system to its full advantage.

3.3 The remaining backlog is primarily a data processing requirement, and it is anticipated that it will take approximately two years (Dec 2014) to complete.

3.4 A number of volunteers have been, and are being, trained to assist with the process of data capture, object marking etc. and they are the main contributors to the process.

3.7 The priorities for resolving the Adlib issue are as follows;

- Continue to customise ADLIB, once staff training has been delivered.
- A digital object receipting system has been developed but is not in use until the anomalies in the current data capture have been addressed. The paper system is in use.
- Complete volunteer training, to further increase the input of new data.
- Continue to maintain, and update, the Documentation Manual
- Continue the current programme of object marking and data capture on un-catalogued objects
- Continue to retrospectively transfer existing paper records onto ADLIB
- Trace all existing loans and convert to fixed term, or return to the owners (50% complete).