

The Green Howards Regimental Museum Collections Information Policy

1. Introduction

- The museum must be confident that at any time it knows which items it is legally responsible for and where each item is located. This includes loans as well as permanent collections. Appropriate levels of documentation exist to:
 - Enable access to each item in the collection.
 - Provide a means of audit.
 - Give public accountability and evidence of ownership.
 - Enable interpretation of items and collections, particularly by associating objects and artefacts with their histories.
 - Enable the implementation of the Acquisition and Disposals Policy.
- The museum is committed to gathering, storing and making available information about the collection.
- Collections information will be recorded in compliance with all legal requirements, including the Data Protection Act (1998) and the Freedom of Information Act (2000).

2. Cataloguing

- All objects are given individual records and are catalogued to meet SPECTRUM minimum standards. Recording a group of objects on one record is avoided.
- All objects will have the following information recorded:
 - Object number
 - Entry number
 - Number of parts
 - Object name
 - Classification
 - Brief description including any inscriptions
 - Any historical information eg use, associations
 - Reference to any published bibliographic information
 - Production information (if known)
 - Condition
 - Dimensions
 - Photograph
 - Acquisition information (method, person/organisation, address, date)
 - Location
 - Date recorded
- The maximum time permitted to elapse between the acquisition of an object and the completion of a catalogue record is 12 months.

- Information on MODES is kept secure using backup software. This is being reviewed to ensure that an additional copy is secured offsite.

3. Location and Movement Control

- Object locations will only be amended by members of staff with the appropriate authority. Members of staff able to amend locations on MODES are:
 - Lynda Powell – Director/Curator
 - Susan Langridge – Museum Assistant
- Objects will normally only be moved within the museum premises at Trinity Church in Richmond. Members of staff with the authority to move objects within the museum are:
 - Lynda Powell – Director
 - Susan Langridge – Museum Assistant
- Objects will be moved within the museum premises for research, retrospective documentation, display or to be used for activities.
- Objects will only be moved off the museum premises with permission from the Trustees.
- The museum will maintain an up-to-date location for all objects it has responsibility for.
- Objects will be stored securely at all times. When they are not secured in the Object or Archive Stores they will be supervised by a member of staff. If at any time the object needs to be left unsupervised the room will be locked.
- Objects will be stored or displayed in the best conditions possible. In the store they will be boxed or wrapped wherever possible. Environmental conditions are monitored throughout the museum and in the stores and actions are taken to remedy these when they are inappropriate for the collection. Pest monitoring will be undertaken on a regular basis, both in the stores and the display areas.
- If an object is moved from its permanent location an object movement slip must be filled out. If an object is to be removed from its permanent location for more than 1 day the location on MODES must be updated.
- Previous object locations will never be deleted from MODES as they provide an 'audit trail' of the objects history.

4. Object Exit

- If any accessioned object leaves the museum premises it will be recorded on an Object Exit form. This may be for a loan, transfer or disposal. Objects will only leave the museum premises with the permission of the Trustees.

5. Retrospective Documentation

- The museum is committed to improving the standard of all documentation by 2020.
- The museum has employed a documentation assistant on a fixed term contract with the main purpose of improving the standard of documentation of the object collection in storage.
- All records will be updated to the same level as detailed in Section 2.