

# COLLECTIONS INFORMATION POLICY

Revision	Revision Date	Owner	Reference	Comment
00 - New	September 2015	Registrar	COL-POL-031-01	New policy to meet legal and ethical standards, and to respond to changes in corporate policy
01	November 2016	Registrar	COL-POL-031-01	Amended with comments from collections colleagues

## 1. Statement of Purpose

Collections information is the management of documentation about objects in the collections and related collections management activities. The aim of the Collections Information Policy is to ensure that Royal Armouries fulfils its responsibilities in relation to the creation, management, access and security of collections information.

The Policy has been revised within the framework of the Royal Armouries Corporate Plan 2014-2019. This document states that two of the organisation's aims are to:

'Conserve and manage the Royal Armouries' collection and archives in an exemplary manner.'

'Add to and enhance the museum's collection, archives, and displays through acquisition, loans and conservation.'

## 2. Introduction

This policy should be read within the context of the wider Records and Information Management Policy. It applies to all paper and electronic records relating to objects in the collections or related collections management activities, and all systems used to create or store such records, including paper files and database applications. It applies to all Royal Armouries staff who gather, store or provide access to this information.

Royal Armouries is committed to gathering, storing and making available sufficient information about the objects in its care to ensure that each object for which it is legally responsible (including loans as well as permanent collections) can be identified and located.

This policy aims to:

- improve accountability for collections;
- maintain professional standards in documentation procedures and collection information;
- extend access to collections information;
- strengthen the security of collections.

## 3. Collections Information

Royal Armouries will record, update and make available (as appropriate) information about objects in its care and related collections management activities. All records created will meet the minimum standards established in SPECTRUM: the UK Museum Collections Management Standard.

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Specifically, Royal Armouries will meet the minimum standards for the SPECTRUM primary procedures:

- object entry
- acquisition
- loans in
- loans out
- location and movement control
- cataloguing
- object exit
- retrospective documentation

Royal Armouries will also aim to meet the minimum standards for the following additional SPECTRUM procedures:

- inventory control
- insurance and indemnity management
- valuation control
- audit
- loss and damage
- de-accession and disposal
- object condition checking and technical assessment
- Conservation and collections care

The individual procedures are recorded within the Royal Armouries Collections Procedures, consisting of a written procedure for collections management activities.

Royal Armouries is committed to identifying and addressing any documentation backlogs. This is outlined in the Documentation Plan 2016-18, which:

- identifies area and scale of backlogs
- indicates timescales for completion of backlogs
- indicates resources that will be allocated to backlog documentation

#### **4. Collections Information: Firearms**

Particular attention is paid to the information about the museum's substantial and significant collection of firearms. All records will be updated in accordance with the museum's status as a:

- Section 5 License holder
- Museum Firearms License holder
- Registered Firearms Dealer

#### **5. Access to Collections Information**

Royal Armouries is committed to ensuring that collections information is made accessible (as appropriate) to staff, researchers and other users.

Collections information is currently stored on the EMu Collections Management System, which is accessible to collections staff. Collections data is available to

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other staff and the general public via a database on the Royal Armouries website (see *Royal Armouries Collections Access Policy*).

## 6. Security of Collections Information

It is Royal Armouries' policy to ensure that information is protected from the loss of confidentiality, integrity or availability. Royal Armouries is committed to ensuring the physical security of paper and electronic records in its documentation systems and the long-term preservation of these records, and will seek to do so as detailed in the Information Security Policy. Only members of staff who have completed full internal security training ('Red Zone') are allowed unescorted access to the collection.

Electronic data in the EMu database is password protected and access is configured by the CMS & Documentation Officer. EMu runs on a Virtual Centos 6.5 server running on a Windows 2012 Hyper V Server. The server is located in a secure server room protected by air conditioning and UPS battery systems. There are full weekly backups and daily incremental backups to the Leeds Server Room and NFC. There is a full weekly backup on RDX, collected and stored securely by Iron Mountain, on a four-week cycle.

Only fully Red Zoned staff are able to edit collection information in EMu. Staff who do not require full Red Zone privileges may access EMu, but may not edit or access sensitive information.

Accession registers are stored in a locked fire-proof cabinet housed in a secure area. Back-up copies of the accession registers will be created on a regular basis and stored in a secure off-site area.

Royal Armouries is committed to keeping all records, whether paper or electronic, up to date and in a readable format to ensure their long-term accessibility.

Collections records are retained according to the Royal Armouries Information and Records Policy. Information relating to deposits, loans and objects in the permanent collections are retained for audit purposes.

## 7. Legislation, Standards and Ethics

Royal Armouries will adhere to legislation, standards and ethical guidelines relating to collections documentation, including (but not limited to):

- Code of Ethics for Museums (Museums Association)
- ICOM Code of Ethics for Museums (International Council of Museums)
- SPECTRUM: The UK Museum Collections Management Standard (Collections Trust)
- Accreditation Scheme for Museums and Galleries in the United Kingdom (Arts Council)

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- ISAD(G): General International Standard Archival Description (International Council on Archives)
- Rules for the construction of personal, place and corporate names (International Council on Archives)
- ISAAR(CPF) (International Council on Archives)
- ISDF (International Council on Archives)
- United Kingdom Core Specification (CILIP)
- Freedom of Information Act 2000
- Data Protection Act 1998

**8. Other Policies and Guidelines**

This policy should be read with reference to the following Royal Armouries documents:

- Collections Documentation Plan
- Collections Development Policy
- Collections Care & Conservation Policy
- Collections Access Policy
- Data Protection Act Policy
- Freedom of Information Act Policy
- Records Management and Information Policy
- Information Security Policy

**9. Review**

This document will be reviewed annually and updates in corporate policy and plan, legislation and international conventions will be amended or added where relevant.

This document will be reviewed by the Registrar and approved by the Head of Collections and the Director-General and Master of the Armouries.

**10. Risk Management**

The associated risk of non-compliance with this policy is:

Impact of non-compliance: High  
Likelihood of non-compliance: High

**11. Effective date**

This policy is effective from the date of signing.

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Director General & Master of the Armouries

Date.....

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