

Elgin Museum Documentation Policy 2018

Elgin Museum's statement of purpose: The Moray Society, a membership organisation, owns and manages the Elgin Museum. The purpose of Elgin Museum is to conserve and display the objects and archive in its care, to act as a focus for learning and enjoyment for all and to support the appreciation of the natural history, culture and heritage of Moray and to maintain the buildings in its ownership.

1. Introduction:

Collections are at the heart of all of the Museum's activities. The Museum undertakes to record sufficient information about all the objects for which it legally cares and to ensure that the information is accurate, secure, reliable and accessible and objects can be identified and located.

2. Aim:

The aim of this policy is to ensure that the Museum fulfils its responsibilities in relation to the security and management of, and access to, its collections.

3. Objectives:

- 1) To maintain and improve accountability for the Museum's collections.
- 2) To maintain at least minimum professional standards in documentation procedures and collection information.
- 3) To extend access to collection information
- 4) To strengthen the security of the collections.

4. Commitment:

The Museum is therefore committed to the following:

- 1) Sufficient information about the objects in its care will be recorded so that each object for which the Museum is legally responsible, including loans and objects accepted for identification or submission to Treasure Trove, can be identified and located. This will be carried out in accordance with the Museum's current Documentation Procedural Manual and therefore, with SPECTRUM procedures.
- 2) Accessions and long-term loans will be assigned MDA cards, cross-referenced to "Simple" cards and also entered into Excel spreadsheets.
- 3) Copies of the Accession Books will be held securely off site, and the Museum's principle computer will continuously download to a Cloud-based system maintained by MJD systems.
- 4) A longer-term commitment is to transfer the documentation to a Spectrum compliant database.
- 5) Any Documentation Back Log will be kept to a minimum, and additional resources will be put in place whenever possible, for example in the event of an unusually large influx of Treasure Trove, or the need for documentation updates following expert archaeological or other review.
- 6) All requests for information will be considered in terms of current legislation relating to data protection e.g. GDPR 2018. The Moray Society Privacy Statement 2018 is published on the Museum's website. Requests for potentially sensitive information such as the names of donors or valuations will be dealt with on a case by case basis by the Management Committee (EMMC) or if necessary, by the Board.
- 7) Subject to 6) above, the Museum will collaborate with any request from another Accredited museum or academic institution of similar standing to share information about collections where there is a shared subject interest.

Approved by Moray Society Board: 21/11/2018

Date for review (max 5 years): 2023