

# Documentation of the Collections

East Dunbartonshire Leisure & Culture Trust

## 1 INTRODUCTION

- 1.1 Documentation is central to the management of the Auld Kirk Museum and Lillie Art Gallery's collections. Recording information about objects is essential in being accountable for the collections, their accessibility, management, insurance, research, study, and use.
- 1.2 Collections information documentation should be accurate, secure, reliable, and accessible. East Dunbartonshire Leisure & Culture Trust (EDLC) is responsible for the collections, on a day-to-day basis this is managed by the Museums Collection Officer supported by the Team Leader Museums.

## 2 AIM AND OBJECTIVES

- 2.1 The aim of this policy is to highlight the requirement for accessible and reliable information regarding the objects in East Dunbartonshire's ownership and under EDLC's responsibility and care. East Dunbartonshire's Collections are owned by East Dunbartonshire Council. These collections are cared for and managed by EDLC across three sites. The Auld Kirk Museum, The Lillie Art Gallery & Kirkintilloch Town Hall Heritage Centre.

- 2.2 Definition of accountability:

*"...to enable museums to fulfil their fundamental responsibilities for collections and the information associated with them. The principles are that a museum should know at any time exactly for what it is legally responsible (this includes loans as well as permanent collections), and where each item is located."*  
(Museums and Galleries Commission 1993).

- 2.3 Our objectives are to:

- Maintain minimum standards in line with 'SPECTRUM' documentation procedures
- Improve accountability for the collections
- Extend access to collections information
- Document objects to fullest level possible or appropriate.
- Address the backlog of information capture onto digital CMS
- Maintain guidelines for documentation procedure

- 2.4 Historically, object information documentation for both the Auld Kirk Museum and Lillie Art Gallery collections has been paper-based. To improve access to, and management of, the collections, a digital collections management system (CMS) is being utilised. New acquisitions are added directly to the CMS as well as continuing with paper-documentation. Phased transfer of previous acquisitions from paper to digital format is ongoing and will be progressed as to the Documentation plan.

### 3 DOCUMENTATION PLAN & PROCEDURE

- 3.1 A plan for documentation will detail a programme of documentation improvement. Procedures and guidelines concerning documentation will be detailed in the Documentation Procedural Manual.
- 3.2 All staff contributing to the creation and managing of collections information will receive appropriate training and work in accordance with the manual.
- 3.3 Documentation backlogs will be identified, prioritised, and addressed with targeted milestones, reviewed, and updated on an annual basis.
- 3.4 Any born digital collections will be recorded in the same way as physical items, and the digital 'master' or item, managed and preserved.

### 4 CONTROLLED ACCESS TO SENSITIVE INFORMATION

- 4.1 Only suitably trained and qualified museum personnel will be responsible for carrying out any documentation procedures.
- 4.2 All requests for information will be considered in terms of compliance with the Freedom of Information Act (2000) and Data Protection Act (2018). We will review requests for information on a case-by-case basis and in accordance with applicable legislation and any legal requirements or conditions.

### 5 SECURITY AGAINST LOSS OF IRREPLACEABLE COLLECTION INFORMATION

- 5.1 The importance of preserving documentation securely is recognised. All appropriate measures will be taken to ensure the physical security and long-term preservation of documentation. Paper based records will be kept in lockable storage. Computerised records will be managed centrally and updated and backed up appropriately.
- 5.2 Records of all disposals will be kept. The acquisition and disposal of objects is covered by the current Collections Development Policy.

### REVIEW INFORMATION

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Reviewed by Jennifer Binnie (Museums Collection Officer)

Approved by Esmee Smith (Heritage & Arts Team Leader)

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