

Members' Library Service Request Form

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Originator	Head Of Communities & Partnerships Per Team Manager - Museums
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Document Title	East Lothian Council Museum Service - Collections Policies

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Authorised By	Sharon Saunders
Designation	Head of Communities & Partnerships
Date	27/02/19

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REPORT TO: Members Library Service

MEETING DATE:

BY: Head of Communities and Partnerships

SUBJECT: East Lothian Council Museum Service Collections Policies

1 PURPOSE

1.1 To advise members about the updates and revisions to following East Lothian Council Museums Service Policies as required to ensure proper management of the East Lothian Council Museum Collection and to meet the requirements of the Museums Accreditation Scheme:

- Collections Development Policy
- Collections Care and Conservation Policy
- Documentation Policy

2 RECOMMENDATIONS

2.1 That Members note the content of this report.

3 BACKGROUND

3.1 East Lothian Council Museums Service manages the following museums: Prestongrange Museum, the John Gray Centre Museum and Dunbar Town House Museum and Gallery and John Muir's Birthplace on behalf of John Muir's Birthplace Charitable Trust. The Service supports Musselburgh Museum and Heritage Group to operate Musselburgh Museum and the Coastal Communities Museum Trust to operate the Coastal Communities Museum. Dunbar and District History Society supports the Museums Service in the operation of Dunbar Town House Museum and Gallery. The Museum Collection is held in Haddington in an environmentally controlled store.

3.2 The East Lothian Council Museum Collection contains over 13,000 objects that are used in exhibitions, displays, activities, events and

projects to interpret the history of the region. The three policies that have been updated describe what East Lothian Council collects and why, how we care for the items we collect and how we organise and manage information about the collection.

- 3.3 Prestongrange Museum, Dunbar Town House Museum and Gallery, John Gray Centre Museum and John Muir's Birthplace are all Accredited Museums under the Museum Accreditation Scheme. This quality standards scheme is the UK standard for museums and galleries. It defines good practice and identifies agreed standards thereby encouraging development. It is a key criteria of this scheme that we have current versions of these policies.
- 3.4 These policies were originally approved by East Lothian Council in June 2013.

4 POLICY IMPLICATIONS

- 4.1 There are no policy implications.

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 RESOURCE IMPLICATIONS

- 6.1 Financial – there are no financial implications
- 6.2 Personnel - there are no personnel implications
- 6.3 Other - there are no other implications

7 BACKGROUND PAPERS

Appendix 1 Collections Development Policy 2019 - 2024

Appendix 2 Collections Care and Conservation Policy 2019 - 2024

Appendix 3 Documentation Policy 2019 - 2024

AUTHOR'S NAME	Kate Maynard
DESIGNATION	Team Manager – Museums
CONTACT INFO	01620 820604 / kmaynard@eastlothian.gov.uk
DATE	22/02/19

East Lothian Council Museums Service
Collections Development Policy

Name of museum: East Lothian Council Museums Service (ELCMS)

Name of governing body: East Lothian Council

Date on which this policy was approved by governing body: February 2019

Policy review procedure:

The collections development policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: February 2024

Museums Galleries Scotland will be notified of any changes to the Collections Development Policy, and the implications of any such changes for the future of collections.

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1. Relationship to other relevant policies/plans of the organisation:

- 1.1. The museum's statement of purpose is:
"Preserving and presenting East Lothian's cultural heritage."

Preserving includes collecting, documenting and conserving the physical and intellectual evidence of East Lothian's cultural heritage as outlined in the Collections Development Policy.

Presenting covers all aspects of facilitating access to the collections to information about the collections and to the information contained within the collection items as outlined in this policy. It also includes the presentation of aspects of the cultural heritage which East Lothian shares in common with the wider community in Scotland, the UK and across the world, for example in the areas of art, history, science and the natural world.

- 1.2. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.
- 1.3. By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.
- 1.4. Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- 1.5. The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.
- 1.6. The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift or bequest, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- 1.7. No item will be received on "permanent loan", a term that has no legal status (although defined long-term loans are acceptable).
- 1.8. The museum will not undertake disposal motivated principally by financial reasons

2. History of the collections

ELCMS is defined as the following premises, staff and collections:

- Museums Headquarters and Store (Dunbar Road, Haddington);
- Dunbar Town House Museum and Gallery;

- Prestongrange Museum (Prestonpans);
- John Muir's Birthplace Museum (Dunbar);
- The John Gray Centre Museum (Haddington);
- The Museum Stores at Musselburgh Museum;
- Paintings and other works of art, normally held in other Council premises, are generally recognised as being the responsibility of the Museums Service from an audit and advice perspective.

The following community museums are operated by charities and come under the umbrella of ELCMS as formal partners:

- Musselburgh Museum (operated by Musselburgh Museum and Heritage Group);
- The Coastal Communities Museum (operated by the Coastal Communities Museum Trust).

The term "Museum" is used in a functional sense, and may at all times be taken to subsume the terms "Gallery", "Art Gallery", "Heritage Centre" or otherwise as appropriate.

Collecting prior to the establishment of ELCMS in 1990 was on a passive basis in all subject areas. This resulted in patchy collections with many gaps to be filled. The existence of a museum at North Berwick since 1957 led to better representation in the Collection of the town and area than other parts of East Lothian. The collection as it stands now includes a reasonable geographic spread across the region (from Musselburgh in the West to Dunbar in the East, the Firth of Forth to the North and the Lammermuir Hills to the South) with a better representation of the larger communities. A description of the collection by subject area follows in section 3. Since March 1997 the majority of the Collection has been housed in a purpose built store at Library and Museums Headquarters, Dunbar Road, Haddington.

3. An overview of current collections

Social History

This collection comprises the bulk of the collections held by the ELCMS, the material of which shall be considered to encompass four broad subject areas:

- i. Domestic Life
- ii. Working Life
- iii. Community Life
- iv. Seaside Holidays

3.1 Domestic Life

This represents a substantial proportion of the collection and includes household items pertaining to food, drink, clothing, hobbies, pastimes, and childhood. More recent acquisitions have included toys, everyday clothing and twentieth century kitchen equipment. Attempts to broaden the scope of the collections to reflect the diversity of daily life in East Lothian with regard to culture, geographic location etc., will continue.

3.2 Working Life

The working life collections include objects representing local industries and products - agriculture, mining, fishing, manufacturing, retailing and the service industries. Most of the traditional industries of East Lothian (including agriculture, mining, fishing and milling) and the associated crafts (including net-making, pottery, salt-panning, textiles, glass making) were under-represented in the collection in the early 1990s. Holdings of this type of material and of agricultural material have improved over recent years.

Recent acquisitions have included material representing Cockenzie Power Station and Brunton's Wire Mill. Material from the full range of industries in the Prestonpans area continues to be a collecting priority, together with material from industries based outwith the Tranent/Prestonpans/Musselburgh area. Examples of occupational costume are also desirable.

Community Life

Community Life collections include objects relating to all levels of local government, church, education, health, welfare, the military, law enforcement, societies, organisations and public entertainment. Geographically this aspect of the collection is representative; material evidence of the churches of North Berwick, Haddington and elsewhere is reasonable. Friendly Societies are well represented; a quantity of military uniforms has been collected, however, collections relating to health and education are patchy.

Objects representing the smaller rural communities in East Lothian are a priority area for collecting, as are items that relate to social groups that are currently under-represented in the collections, such as Black and Minority Ethnic groups, recent incomers or people with disabilities.

Seaside Holidays

Existing collections include a large number of photographs and postcards, souvenirs, ephemera and documents, camping, picnic and beach equipment, costume, North Berwick's last beach hut and the only remaining rowing boat from Dunbar's outdoor pool. All destinations on East Lothian's coast are represented, but North Berwick and Dunbar dominate.

Work on a digitisation project in the 1990s meant that this part of the collection is particularly well-documented. Building on this foundation, a second phase of the digitisation project extended the scope to seaside holidays in the rest of Scotland. Accordingly, objects of a similar nature to those of an East Lothian provenance already held, but from outwith East Lothian were also collected for the duration of the project.

Future collecting will focus on improving the scope and geographical distribution of the East Lothian holdings and will also include items representing the newer tourist attractions in the region. Material representing seaside holidays outside East Lothian (as noted above) will no longer actively be collected. This area of the collection is closed.

Natural History

A substantial collection of local natural history is held. Some specimens have suffered light damage from long term display but the majority is in reasonable condition.

Most local birds are represented, particularly seabirds and there is a large collection of birds eggs. Some of the animals are no longer found locally (e.g. Golden Eagle) but examples in the collection could be used to show effects of changes in habitat etc. The collection of mammals is small. Most butterflies and moths in the collection are exotic species and future collecting will only consider local examples. Local species of marine invertebrates are represented; some examples were acquired for the handling collection only and are not part of the collection. Fish are also reasonably represented although some specimens are in need of conservation.

Some of the taxidermy was done by local people and is of high quality as well as local interest. Should the opportunity arise, additional relevant examples of this work will be acquired.

Additions to the collection over recent years have been collected for the purposes of handling/education sessions, and have been much used both by the Museums Service and by the Countryside Ranger Service.

Additions will be sought to represent local species of mammal, insects, reptiles, fish and amphibians where a need arises for display or educational/handling use. The overall collecting objective is to build up a representative collection of local wildlife but there are no plans to develop a collection of animals that are preserved in spirit, i.e. a wet collection, due to lack of appropriate storage facilities. See section 11.

Archaeology

There is a growing collection of human historic material, a small amount of which is unprovenanced and the rest from local sites such as Tantallon Castle. There are examples of the internationally important tiles from North Berwick Priory. There is some replica material of significant finds in the collection and it is a useful display resource. A good collection of industrial material has come into the collection relating to the site at Prestongrange following a community archaeology project.

A number of objects have been acquired through Treasure Trove, including a Bronze Age beaker, and a number of stone anchors were acquired through the Receiver of Wreck.

Future collecting will be in accordance with all relevant legislation, regulations and procedures. See sections 10 & 12.

Geology

A small miscellaneous collection of local and non-local rocks, minerals and fossils, mainly of British origin, is held.

Future collecting will aim to represent the rich geological heritage of East Lothian, particularly with regard to changes in rock formation, and relate to extractive industries, etc. See section 11.

Numismatics

There is small miscellaneous collection of Scottish and British coins, some trade tokens and commemorative medals. In addition there is a significant collection of local communion tokens. There is some material relating to the failed East Lothian Bank.

Development of the numismatic collection will be restricted to coins, notes, medals and tokens with a particular connection to East Lothian, or such as may be required for display purposes. Coins recovered during the course of archaeological excavations will be accepted alongside other excavated material (see section above and section 12).

Visual Arts

There is a miscellaneous collection of works of art on paper and canvas. The main strength lies in local history and topography. A bias to works depicting North Berwick has been corrected by recent acquisitions which have focused on significant East Lothian artists such as WD MacKay and John Bellany.

Future collecting objectives will be to acquire works of art depicting local views and subjects and to represent the work of significant local artists past and present. Work by an East Lothian artist could be acquired notwithstanding the subject of the work, if considered appropriate.

Applied Arts

The collection contains a mixture of ceramics, glass, furniture and textiles of local and non-local origin. Belfield and Makmerry pottery is represented, as well as non-local items. A small collection

of glassware from the eighteenth century to the present includes table and decorative items, including glass rolling pins.

A priority will be extending holdings of East Lothian made ceramics, glass and decorative textiles. Examples of the work of the early Prestonpans potteries and contemporary artists and crafts people are particularly desirable. Furniture should be locally manufactured or types commonly used in East Lothian. One East Lothian clock is in the collection, and attempts to record the work of local craftsmen shall continue. Items provenanced to, but not made in, East Lothian may be collected if considered appropriate for specific purposes of representation.

Site Specific Collections

Cutting across the themes described above there are significant collections relating to the former uses, users and occupants of the historic buildings in which the ELCMS museums and partner community museums are housed. Therefore, it remains a priority to continue to collect objects, photographs and ephemera relating to the following places, their uses, users and occupants:

- John Muir's boyhood homes in Dunbar, the Dunbar of his childhood & items that illustrate his legacy and impact,
- the Prestongrange site,
- Dunbar Town House and High Street,
- 65 High Street, Musselburgh and Musselburgh High Street,
- the Old School, School Road, North Berwick,
- the buildings that make up the John Gray Centre.

Oral History Collections

There is a small collection of oral history recordings, generally undertaken in relation to exhibition or display work. This will continue in discussion with colleagues in the Archives and Local History Service.

4. Themes and priorities for future collecting

Introduction

The general intention of the policy shall be to strengthen the scope of the existing collections by filling gaps to reflect the objectives of the Museums Service, namely to seek to preserve, safeguard and communicate material evidence of East Lothian's cultural heritage and to encourage the participation of the local community in this process for the purposes of study, education and enjoyment. Specific collecting areas and priorities are articulated under section 3.

It is a priority to collect items suitable for handling and use in educational and community projects. Items collected for the handling collection are owned by ELCMS, but not accessioned into the collections.

Digital material will be collected where relevant (digital artwork for example) with careful consideration given to storage and access requirements.

Collecting Standard Criteria

The following standard criteria will inform decisions on whether to add material to the collections:

- Relevance, importance and long-term value of the item in the context of existing collections
- Potential use of the object/s for research and/or exhibition
- Condition of the object/s
- The cost of acquisition, including purchase price, VAT, transport costs, immediate conservation costs, documentation and research costs

- The ability to provide long-term care and access and the cost of providing such care and access
- Existing resources and its long term sustainability
- The options for preservation in situ
- The interests of other accredited museums, archives and public institutions
- The quality of supporting documentation particularly contextual information
- The object's provenance, especially confirmation of legal title of the present holder and the right of the holder to transfer title to East Lothian Council.

5. Themes and priorities for rationalisation and disposal

5.1 The museum does not intend to dispose of collections during the period covered by this policy.

- Disposal and rationalisation is not a priority for this policy period.
- Disposals will only be undertaken for legal, safety or care and conservation reasons (for example, spoliation, radiation, infestation, repatriation, containing hazardous materials). The following are acceptable reasons for disposal:
 - Removal from the collections of any item which is too badly damaged or deteriorated to be of any further use for the purposes of the ELCMS or where the public benefit is better served by transferring to a body better able to provide access to, use or care of an item.
 - Removal of any item which, on the basis of professional advice, is an immediate and substantial health and safety risk to staff and/or public.

6. Legal and ethical framework for acquisition and disposal of items

6.1 The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7. Collecting policies of other museums

7.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

7.2 Specific reference is made to the following museum(s)/organisation(s):
ELCMS will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

Specific reference is made to the following museum(s)/organisations:

- National Mining Museum of Scotland
- National Museums Scotland, including National Museum of Flight
- Scottish Railway Preservation Society
- Summerlee, The Museum of Scottish Industrial Life
- Myreton Motor Museum

- Scottish Borders Council Museum Service
- City of Edinburgh Council Museums Service
- Musselburgh Museum
- The Coastal Communities Museum
- East Lothian Council Archive and Local History Service
- Dunbar and District History Society
- The Friends of John Muir's Birthplace
- Prestongrange Railway Society

Collecting Partnerships

The ELCMS works in partnership with the following organisations:

- Musselburgh Museum and Heritage Group who operate Musselburgh Museum under contract to East Lothian Council
- Dunbar and District History Society who operate two rooms in Dunbar Town House under contract to East Lothian Council. One room is used for exhibitions the other for a research collection of local history material.
- ELCMS operates John Muir's Birthplace Museum under a Management Agreement with the John Muir's Birthplace Charitable Trust.
- Coastal Communities Museum Trust who operate the Coastal Communities Museum under contract to East Lothian Council.

In all of these relationships ELCMS works closely with staff, front of house teams, trustees and volunteers regarding any objects that are offered to the ELC Museum Collections at any of these venues. In each partnership the relevant committee or Board of Trustees has been given a copy of the Collections Development Policy and work has been done to communicate and raise awareness of it. Induction training and refresher training is also given to front of house staff and volunteers.

Objects that are offered for donation at any of these sites are receipted and processed according to the ELCMS Collections Documentation Policy and Plan.

8. Archival holdings

As ELCMS holds archives, including photographs and printed ephemera, East Lothian Council will be guided by Archive Accreditation Standards <http://www.nationalarchives.gov.uk/archives-sector/archive-service-accreditation/>

9. Acquisition

The policy for agreeing acquisitions is:

- The Team Manager - Museums is defined as being the professional officer responsible to the Council through the Head of Communities and Partnerships for the operation of the Museums Service according to proper professional standards. The Team Manager - Museums must have a relevant degree; have achieved the Associateship of the Museums Association, and have experience of the principles and practice of museum operation and management as may be determined to be acceptable by Museums Galleries Scotland.
- Items offered to the ELCMS as gifts or bequests will not normally be accepted if they are subject to any restrictive covenant or special conditions, such as that they be displayed in a particular way. In exceptional circumstances, if the Team Manager- Museums considers

that the item(s) in question are of over-riding importance, the acquisition of a specific item to which conditions are attached may be approved.

- c) The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).
- d) In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10. Human remains

- 10.1 As the museum holds or intends to acquire human remains from any period, it will follow the guidelines in the 'Guidance for the Care of Human Remains in Scottish Museums' issued by Museums Galleries Scotland in 2011.

11. Biological and geological material

- 11.1 So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

12. Archaeological material

- 12.1 The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.
- 12.2 In Scotland, under the laws of bona vacantia including Treasure Trove, the Crown has title to all ownerless objects including antiquities, although such material as human remains and environmental samples are not covered by the law of bona vacantia. Scottish material of chance finds and excavation assemblages are offered to museums through the treasure trove process and cannot therefore be legally acquired by means other than by allocation to ELCMS by the Crown. However where the Crown has chosen to forego its title to a portable antiquity or excavation assemblage, a Curator or other responsible person acting on behalf of the East Lothian Council, can establish that valid title to the item in question has been acquired by ensuring that a certificate of 'No Claim' has been issued on behalf of the Crown.

13. Exceptions

- 13.1 Any exceptions to the above clauses will only be because the museum is:
 - acting as an externally approved repository of last resort for material of local (UK) origin

- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

14. Spoliation

- 14.1 The museum will use the statement of principles ‘Spoliation of Works of Art during the Nazi, Holocaust and World War II period’, issued for non-national museums in 1999 by the Museums and Galleries Commission.

15. The Repatriation and Restitution of objects and human remains

- 15.1 East Lothian Council, acting on the advice of the museum’s professional staff, if any, may take a decision to return human remains, objects or specimens to a country or people of origin (unless covered by the ‘Guidance for the care of human remains in Scottish museum collections’ published by MGS in 2011). The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 13a-13d, 13g and 13o below will be followed but the remaining procedures are not appropriate.
- 15.2 The museum’s governing body, acting on the advice of the museum’s professional staff, if any, may take a decision to return human remains (unless covered by the ‘*Guidance for the Care of Human Remains in Scottish Museums*’ issued by MGS in 2011), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.
- 15.3 The disposal of human remains from museums in Scotland will follow the guidelines in the ‘Guidance for the Care of Human Remains in Scottish Museums’ issued by Museums Galleries Scotland in 2011.

16. Disposal procedures

- 16.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on Disposal.
- 16.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale or as a last resort - destruction.

- 16.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- 16.6 A decision to dispose of a specimen or object, whether by gift, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 16.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 16.8 If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 16.10 Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from Museums Galleries Scotland.
- 16.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

Disposal by exchange

16.13 The museum will not dispose of items by exchange.

Disposal by destruction

- 16.14 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.16 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.17 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.18 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

East Lothian Council Museums Service

Collections Care and Conservation Policy

Approval date: February 2019

Review date: February 2024

1.0 Purpose and Introduction

Caring for collections is a fundamental duty for all museums. This policy applies to all East Lothian Council Museums Service (ELCMS) collections and objects in ELCMS care (e.g. loans). The purpose of this policy is:

- to promote the preservation of collections and buildings in the care of ELCMS,
- to maximise the safe use and access to collections, making cost-effective and sustainable use of resources
- to support the Business Plan of the ELCMS,
- to guide preventative and remedial conservation of the collections.

1.1 The ELCMS statement of purpose is:

“Preserving and presenting East Lothian’s cultural heritage.”

Preserving includes collecting, documenting and conserving the physical and intellectual evidence of East Lothian’s cultural heritage as outlined in the Collections Development Policy.

Presenting covers all aspects of facilitating access to the collections to information about the collections and to the information contained within the collection items as outlined in this policy. It also includes the presentation of aspects of the cultural heritage which East Lothian shares in common with the wider community in Scotland, the UK and across the world, for example in the areas of art, history, science and the natural world.

2.0 Overview

The following factors will be considered in this policy:

- Section 3: Planning
- Section 4: Context (Ethics, Standards and Legislation)
- Section 5: Preventative conservation
- Section 6: Remedial conservation
- Section 7: Storage
- Section 8: Audit and condition checking
- Section 9: Environmental monitoring and control
- Section 10: Housekeeping
- Section 11: Sustainability
- Section 12: Working machinery
- Section 13: Training and dissemination
- Section 14: Access to collections including handling and moving objects and exhibitions, displays and loans
- Section 15: Risk Management including security and emergency planning

3.0 Planning

3.1 Collections care is a key part of the work of the Museums Service, and as such it is at the core of the forward planning process. Each forward plan includes a programme to institute

improvements in collections care to ensure that necessary improvements are made over time, on the basis of priority. This policy has been written in accordance with the ELCMS Statement of Purpose and the Collections Development Policy. All staff (paid and volunteer) have read and agreed to abide by the policy. The policy should be read in conjunction with the current Business Plan, Emergency Manual and Plan, Documentation Policy and any other plans/policies affecting the collection and the ELCMS buildings.

- 3.2 Forward planning of collections care activity draws on spot checks on items on display and in storage, analysis of the collections database to get an overview of the condition of the collection, and service priorities such as exhibitions. The general condition of the collection is reviewed annually to enable improvements to be prioritised. Recommendations for action are produced and included in the service forward plan (2017-2020) as well as the forward job plans of relevant members of staff. These are articulated in the Conservation and Collections Care Plan which is reviewed and updated on an annual basis.
- 3.3 The Conservation and Collection Care Plan sets out the way the Conservation and Collection Care will be put into action:
- monitoring and improving environmental conditions including temperature, relative humidity, light and dust
 - managing the threat from pests
 - housekeeping
 - conservation cleaning of objects on open display
 - documentation of the condition of the collection and of any treatments carried out on objects
 - storage materials and methods
 - display materials and methods
 - transport methods
- 4.0 Context (Ethics, Standards and Legislation)**
- 4.1 The ELCMS aims to improve the care and conditions of all its collection in accordance with Spectrum Procedures: Object Condition Checking and Technical Assessment and Conservation and Collections Care.
- 4.2 The ELCMS will incorporate relevant standards such as *Benchmarks in Collection Care 2.1 for Museums, Archives and Libraries: A self-assessment checklist* (<https://collectionstrust.org.uk/resource/benchmarks-in-collections-care-2-0/>) into the collections care planning process.
- 4.3 The safety and preservation of the collection will be considered from the outset of any plans to alter the displays or storage or modify the buildings.
- 4.4 We will work to the following legislation and guidelines (this list is not exhaustive):
- Museum Association Code of Ethics
 - Health and Safety at Work etc. Act 1974
 - COSHH Regulations 2002
 - Guidance for the Care of Human Remains in Scottish Museums issued by MGS in 2011
 - PAS197: 2009 Code of Practice for Cultural Collections Management
 - Relevant factsheets, resources and guidelines from Collections Trust especially:
 - Collections Management: A Practical Guide published by Collections Trust
 - Guidelines for the Care of Larger and Working Historic Objects published by Collections Trust

- Pest Management: A Practical Guide published by Collections Trust

5.0 Preventative Conservation

5.1 *“Preventive conservation covers the measures necessary to slow down or minimise deterioration of museum objects and specimens and structures.” (ACE Accreditation Standard)*

Preventative conservation practices and procedures include:

- monitoring and control of environmental conditions,
- improvement of storage conditions,
- quarantine procedures and full assessment of the condition of new acquisitions,
- training of staff and volunteers,
- improvement in disaster/emergency procedures.

5.2 Preventative conservation activity such as cleaning or minor repair of items is undertaken by staff working under the instruction of a conservator or other appropriately experienced or qualified person. In this regard relevant training in preventative conservation will be sought as need or opportunity arises.

5.3 Records are kept of all conservation work carried out on items in the collections as per the SPECTRUM Procedure: Conservation and Collections Care.

6 Remedial Conservation

6.1 *“Remedial conservation involves a treatment to an object or specimen to bring it to a more acceptable condition or state in order to stabilise it or enhance some aspects of its cultural or scientific value” (ACE Accreditation Standard)* Remedial conservation work includes:

- work to conserve items, minimising further decay,
- restoration work, with aesthetic and operational considerations in mind,
- production of supports for display or packing.

6.2 Remedial conservation is carried out by or under the supervision of a conservator. Any conservator or conservation practice that is contracted to provide advice or services is accredited by ICON and included on their Conservation Register. The museum service has commissioned a number of condition surveys from qualified conservators. These have been used (and will continue to be used) to develop a programme of remedial conservation work on the collections, and to assist in the completion of grant aid applications for conservation work.

6.3 A mutual agreement is to be reached through discussion with relevant parties as to the conservation approach and treatment, etc. with reference to this Conservation and Collections Care Policy, the contemporary Business Plan, any aims and objectives of relevant projects and any other relevant plans, policies or strategies.

6.4 The Team Manager - Museums has delegated responsibility (from ELC) to authorise conservation of items in the ELCMS Collection.

6.5 Records are kept of all conservation work carried out on items in the collections as per the SPECTRUM 5.0 Procedure: Conservation and Collections Care.

7.0 Storage

7.1 A significant proportion of the ELCMS Collection is not on display at any one time. Therefore, providing appropriate storage conditions for these objects is very important for their preservation. The bulk of the items in store are housed in the Museums Store located in Library and Museums HQ in Haddington. The store is a modern purpose built air-conditioned space with a stable environment.

7.2 The museum store has undergone a number of improvements in recent years. Any alterations during the period of the current business plan (2017-20) will focus on using the available space to its greatest potential and will be subject to the usual budgetary constraints unless grant aid is available.

7.3 Necessity means that a small proportion of the Collection is housed in less suitable conditions at Prestongrange Museum and at Musselburgh Museum. The Service will explore the different development possibilities to rectify this situation over the period of the current business plan (2017-2020) with a view to improving the storage conditions of these parts of the collection.

7.4 A plan of the museum store is appended to the Conservation and Collections Care Plan

7.5 Objects will be stored using materials appropriate to their composition and condition. A list of acceptable storage materials is contained in the Documentation Manual and Conservation and Collections Care Plan.

8.0 Audit and condition checking

8.1 ELCMS does not currently have a formal method of audit in relation to the collections. Documentation is kept up to date and a random check on object locations carried out on a regular basis using the computerised database. Searches are initiated using old documentation systems for any items that cannot be located. A note is kept of wrongly or inadequately documented objects, or undocumented objects to allow updating. We will work towards the creation of a system of auditing the collections using the SPECTRUM standards during the period of the current Business Plan (2017-2020).

8.2 Condition checking is undertaken on groups or individual objects to assess storage conditions. It can be used to highlight priority areas for action and;

- is only undertaken by qualified/trained individuals,
- is a planned activity as detailed in the Conservation and Collections Care plan. Condition checking also occurs whenever an object is taken out of storage for any reason, such as loan, research enquiry, exhibition or display,
- Information is recorded according to the SPECTRUM procedure 'Object Condition Checking and Technical Assessment'.

9.0 Environmental Monitoring and control

9.1 Control of the internal environment of buildings, whether actively (e.g. by heating or humidification) or passively (e.g. through natural ventilation or natural lighting) are vital to the preservation of the contents. The environmental conditions of the main store and the main museums display areas are monitored on a regular basis. The results are recorded, evaluated and retained and steps taken to remedy any problems found. The factors taken into consideration are relative humidity, temperature and light levels (visible and ultraviolet) where appropriate.

9.2 The Museums Service currently uses Hanwell Telemetric Data Loggers in the Museums Store all connected to the main collections computer. These data loggers are recalibrated on an annual basis by the manufacturer. Environmental conditions in some display areas are monitored using Tiny Tag data loggers. The Museums Service will aim to upgrade all display areas to have data loggers as resources allow.

9.3 The buildings used to house collections are regularly inspected taking into account potential threats to collections from, for example, leaky roofs, poor wiring, internal pipe work, blocked gutters and ill-fitting windows or doors. Any problems that are identified and assessed

during these inspections are reported to the relevant Officer in ELC Property Department and a programme is put in place to remedy identified faults. Plant and equipment is inspected periodically. Buildings that are unoccupied for all or parts of the year are visited and inspected regularly.

10.0 Housekeeping

- 10.1 High standards of housekeeping are maintained to reduce the likelihood of problems such as pest infestation occurring. The collections, display and storage areas and furniture are carefully cleaned and visually inspected regularly. Doors are kept closed where possible to minimise incoming pollutants and dust.
- 10.2 All incoming material and acquisitions are examined for signs of infestation, dampness or mould. Advice is sought on appropriate remedial action and action is taken to deal with any problems identified. All items that show signs of pest infestation are kept isolated from the rest of the collection until treated. Advice is sought and action is taken on appropriate treatments.
- 10.3 Display and storage areas are monitored for the presence of insects and rodents, and traps are regularly checked. Trapped insects are identified.

11.0 Sustainability

- 11.1 ELCMS is committed to using sustainable working practices. Over the period of the current Business Plan (2017-2020) we will work to the standards, aims and objectives outlined in the Environmental Sustainability Policy (draft).

12.0 Working machinery

- 12.1 Guiding principles for the operation of historic working machinery are attached as an appendix to this policy. As and when required the ELCMS will draw up a separate policy for the care and operation of historic working items (largely the locomotive collection) in consultation with a volunteer partner group, the Prestongrange Railway Society.

13.0 Training and Dissemination

- 13.1 As part of their induction, all ELCMS staff and volunteers are made aware of the issues around handling objects and working within a museum environment. Those who have direct contact with collections will receive basic training in object handling. No untrained personnel are allowed to handle items from the collection.
- 13.2 All partner community museums and societies receive training and updates about collections care in relation to items lent, borrowed, offered for acquisition etc. This training and information is offered to anyone who might come into contact with museum objects or potential museum objects and includes trustees, stewards etc.

14 Access to collections

- 14.1 Handling and Moving Objects
ELCMS is committed to providing access to the collections for the purposes of study, display etc. Information about how to access collections in storage is available online. To ensure the long term care of the collections researchers, volunteers or other visitors working with the collections will be briefed on how to handle the items they are working on and are supervised at all times.
- 14.2 Handling Collection
The Handling Collection is stored in the main museum store in Haddington. Use of the Handling Collection will be encouraged to provide the experience of handling real artefacts

without any risk to the main museum collection. Access to the handling collection will be the responsibility of the Collections Officer.

14.3 Exhibitions, Displays and Loans

To ensure the long term preservation of loans or items on display the following factors will be taken into consideration:

- ELCMS will ensure that lenders' conservation requirements can be met before agreeing to borrow objects,
- a risk assessment will be made before the ELCMS agrees to lend objects and if necessary the advice of a conservator will be sought,
- a condition report will be made before the ELCMS lends an object,
- objects borrowed and loaned by ELCMS will be condition checked on arrival and departure,
- the Collections Officer will contribute to the selection of objects for new displays and temporary exhibitions by assessing their condition and advising on work needed,
- records will be kept of the loan and exhibition processes in accordance with Spectrum and a reference to the loan or exhibition should be added to the object's record,
- objects will be displayed in suitable display cases at all times, or arrangements will be made to buffer the environment or protect in less suitable cases. A programme of upgrading or replacing older cases will be undertaken as resources allow,
- specialist trained staff and contractors will be used to handle and transport large, heavy and/or fragile objects.

15 Risk Management, Security and Emergency planning

15.1 Risk Assessment

An appropriately qualified member of staff will carry out an annual risk assessment of storage and display areas as well as one off or temporary display areas. The results of these risk assessments will be used to inform the Conservation and Collections Care Plan to ensure that items at highest risk are prioritised and suggestions for mitigating the risk can be built into the plan.

15.2 Security

Expert assessment of security arrangements for all venues was obtained during 2018. The recommendations will be reviewed and if accepted they will be implemented over the period of the next forward plan (2017-2020). The advice in these reports will be carefully considered and discussed and any actions taken will be recorded.

15.2.1 The security arrangements will be reviewed every five years, with the next review due in 2023.

15.2.2 Advice will be sought in the first instance from Lothian and Borders Police. These surveys will be conducted in the company of a member of the ELCMS staff and will cover the following: all museum premises (and the main museum store), their immediate locations and the collections, identification of particularly vulnerable collections, an assessment of the physical protection and alarm systems, staff invigilation, inventory check procedures and security arrangements relating to staff and visitors will also be considered.

15.3 Emergency Plan

15.3.1 The ELCMS has compiled an Emergency Manual for each site. The manuals sit under a service wide Emergency Plan. The ELCMS Emergency Plan and Manuals are informed by the East Lothian Council corporate Business Continuity Plan. The Emergency Manuals include:

- the arrangements for staff and visitors,

- the arrangements for collections and buildings including salvage arrangements,
- risk assessments of threats such as fire, water, theft and vandalism or other disasters,
- procedures to be followed by staff on discovery of an emergency.

15.3.2 Risk assessments are a key part of any Emergency Planning. All risk assessments relating to collections will be carried out by appropriately trained staff. ELCMS curatorial staff will receive appropriate training in Managing Safely to facilitate ongoing risk management.

Appendix 1: Guiding Principles for the Operation of Historic Working Machinery

1.0 Introduction and background

The East Lothian Council Museums Service (ELCMS) collection includes a number of locomotives. The locomotive collection is supported by a group of volunteers, the Prestongrange Railway Society (PRS).

The Prestongrange Railway Society have volunteered with the ELCMS locomotive collections for over 20 years under a number of different organisational and management regimes. Steam locomotives have not operated on site at Prestongrange Museum since 2003.

2.0 Context

Locomotive No6, which is an 0-4-0 saddle tank by Andrew Barclay built in 1937, is on operational loan to the Museum of Scottish Railways at Bo'ness. Members of the PRS support this loan and the operation of the locomotive. The loan is managed by a formal loan agreement with the SRPS.

ELCMS support and facilitation of the loan to SRPS is based on acceptance of the principle that demonstrating an object in use adds to our understanding of its purpose, significance and historic working conditions. It also increases access to the collections. Operating a locomotive also contributes to its preservation by, for example, the continued operation and lubrication of working parts.

3.0 Guiding Principles for the Operation of Historic Working Machinery

- 3.1 Any operation of historic working machinery will be done responsibly and carefully with detailed planning and due consideration of relevant policies (Conservation and Collections Care, Documentation, Access and the Collections Development Policies), budgetary constraints, health and safety considerations, other resource implications and any implications for the Prestongrange site and buildings.
- 1.5 Prior to the operation of any historic machinery at any ELCMS site we would develop a suitable policy, safety management system and detailed procedures. Specifically in relation to locomotive collections these documents will be drawn up by ELCMS in consultation with PRS and would include (but not be limited to) the issues described in sections 2 to 5.
- 1.6 Any future policy would draw on Guidelines for the Care of Larger and Working Historic Objects published by Collections Trust and current best practice and will set out the main issues to be considered and the procedures that should be put in place before any historic object is operated.

2.0 Condition Survey

- 2.1 Prior to operation a condition survey that adequately records the component parts and the detailed condition of the machinery must be carried out in order to determine whether the object is in a condition which will allow operation once restoration is complete. In the case of locomotives this will be carried out by PRS and ELCMS.
- 2.2 Wear and tear should be assessed prior to operation. This will include assessment of the likelihood of wear and tear or deterioration and if this is likely to take place to components that are designed to wear (e.g. bearings) and thus be considered acceptable. Where replacement of such components is deemed unacceptable it will be necessary to set limits for individual components beyond which wear will not be allowed, i.e. the point at which

operation will stop. In relation to locomotives this assessment will be carried out by PRS and ELCMS with support from experts where necessary.

3.0 Risk Assessment

- 3.1 The likely risks to the locomotive, to operators and visitors and site have to be considered, assessed, recorded and if possible mitigated prior to any operation. Specialist advice must be sought to assist with these risk assessments.
- 3.2 The assessment needs to determine whether it is possible to operate the locomotive to modern Health & Safety standards without compromising the integrity of the locomotive.

4.0 Conservation Plan & Operating Manual

- 4.1 An appropriate conservation and maintenance plan and operating manual will be drawn up both to monitor the ongoing condition of any machinery being operated and to ensure its correct operation and maintenance. These plans and manuals will be completed prior to any operation. In relation to the locomotives these will be completed by PRS and ELCMS.
- 4.2 A record must be kept of any work undertaken on the object.

5.0 Training

- 5.1 Machinery will only be operated if a sufficient number of trained and competent conservation and operating staff are available.
- 5.2 A training regime will be developed, disseminated and kept up to date amongst relevant staff and volunteers.

Review against:

<https://collectionstrust.org.uk/resource/collections-care-and-conservation-the-spectrum-standard/>

- Who is responsible for setting and ensuring the standards of collections care you will maintain (involving external specialists if needed)?
- What are those standards for the different categories of objects in your collection?
- How you will monitor that these standards are being maintained?
- When might you consider conservation treatment for objects?
- Who will be involved in agreeing the scope of any proposed conservation work (especially on objects that do not belong to your museum)?
- Who can authorise conservation work?
- Who can carry out conservation work, and what are your criteria for selecting external specialists where needed?
- How should conservation work be documented, and what records should external contractors provide?
- You should also have a written **procedure** that explains the steps to follow when managing and carrying out conservation of objects. Spectrum's suggested procedure is a useful starting point, but however you do it, your own procedure should meet the following minimum requirements:

Minimum requirement	Why this is important
Appropriate authorisation is given for any decision to change an object's standard of care or carry out any conservation treatment.	No conservation work happens without the knowledge of those responsible for the objects.
You record the details of all collections care measures and conservation treatment (including dates and who performed the work) – and can access these via relevant object numbers.	You have a full conservation history of your objects, and can find this information easily when you need it. If a problem later arises, you can check other objects that might also be affected.
You update objects' catalogue records with any new information gained as a result of conservation.	New insights about how objects were made are not just kept in conservation files that might not be generally accessible.
You schedule, where necessary, any further conservation treatment, call-back condition checks or periodic care activities.	You can plan your conservation activity and ensure that objects are available when needed

East Lothian Council Museums Service

Documentation Policy

Date of approval: February 2019

Date of review: February 2024

1.0 Overview

Collections are at the heart of all of the museums activities. ELCMS undertakes to record sufficient information about all objects for which it legally cares (including loans) and to ensure that that information is accurate, secure, reliable and accessible and objects can be identified and located.

1.1 Accurate documentation of the collection is a prerequisite for all other museum activity. The aim of this policy is to ensure that we fulfil our guardianship, stewardship and access responsibilities. Through implementation of this policy our objectives are to:

- enable access to the items in the collection,
- provide a method of audit for staff,
- attain the highest professional standards wherever possible in documentation procedures and collection information,
- demonstrate public accountability and evidence of ownership,
- enable interpretation of items and collections, particularly through associating objects and specimens with their histories,
- strengthen the security of the collections,
- extend access to collection information.

1.2 The East Lothian Council Museums Service (ELCMS) statement of purpose is:

“Preserving and presenting East Lothian’s cultural heritage.”

Preserving includes collecting, documenting and conserving the physical and intellectual evidence of East Lothian’s cultural heritage as outlined in the Collections Development Policy.

Presenting covers all aspects of facilitating access to the collections to information about the collections and to the information contained within the collection items as outlined in this policy. It also includes the presentation of aspects of the cultural heritage which East Lothian shares in common with the wider community in Scotland, the UK and across the world, for example in the areas of art, history, science and the natural world.

2.0 Context (Standards, guidelines and legislation)

2.1 SPECTRUM: The UK Museum Documentation Standard is the nationally accepted standard for documentation. Manual and computerised documentation procedures for new objects entering ELCMS comply with the requirements of the Accreditation scheme, and meet SPECTRUM standards.

APPENDIX 3

All documentation (new and retrospective) will be carried out to meet current SPECTRUM minimum standards for primary procedures, as outlined below and in the Documentation Manual:

- object entry
- acquisition
- accession register
- security copy of accession register
- location and movement control
- marking and/or labelling
- cataloguing
- object exit
- loans out
- loans in
- documentation planning

2.2 The overwhelming majority of the existing records meet basic standards with objects documented to individual item level. For certain collections, for example bulk archaeological excavation material, it is neither feasible nor practical to document the material to individual item level, and we will document items at group level. We therefore aim to have a basic 'inventory' record for all identified items and groups within the collection; whilst some items will be documented to a more detailed 'catalogue' level. Inventory and Catalogue level documentation is described below:

- Inventory level: This includes sufficient key information to allow any object(s) in our care to be individually identified and verified. All accessioned items, loans inward and outward, and any other unaccessioned objects as appropriate are documented at this level.
- Catalogue level: We will identify the collections/objects that merit further, more detailed, documentation, thus raising the standard of information to catalogue level. Such documentation will include the known history of an artifact, and references to any relevant publication etc.

2.3 We will work to the following legislation, guidelines and standards:

- Data Protection (GDPR) (2018)
- Freedom of Information (2000)
- Current version of the Museums Association Code of Ethics
- Public Records (Scotland) Act 2011
- Relevant publications from Collections Trust

2.4 The Documentation Manual describes how this policy is put into action. It is a working document, and will be revised and updated as required to meet best practice guidelines. It also describes the history of the documentation of the collections.

3.0 Access to collections

Good documentation is essential to enabling access to the museum collections. We will ensure that everyone can access the ELCMS collections by:

- working to clear the documentation backlog (described in the Documentation Plan, see section 4),
- ensuring that the store is accessible to pre-booked supervised groups
- facilitating access to the museum store by appointment,
- promoting and encouraging access to the collections through www.eastlothian.gov.uk/museums and www.johngraycentre.org,
- regularly checking our collections information (in the course of normal working or annually) to ensure it remains accessible and readable (see also section 5).

4.0 Documentation Plan

ELCMS has produced a Documentation Plan detailing the current state of the collections documentation and outlining a plan to deal with the backlog, assuming current staffing levels. This plan will be incorporated into the forward planning process.

The progress of the Documentation Plan will be monitored, and the plan will be revised and updated on an annual basis.

5.0 Documentation Security

ELCMS is committed to ensuring the long term security and integrity of our collections information (on paper and computerised). To do this we will:

- have a digital copy or backup of key paper records (such as the Accession Register) in case of theft, fraud or emergency situation. These copies or back-ups will be checked annually and stored on the ELC corporate network,
- ensure that all paper documentation is kept securely (for example in locked filing cabinets)
- ensure that the computerised database is maintained on the ELC Corporate network,
- provide information to staff and volunteers about the importance of information security and integrity,
- maintain version control of the computerised database,
- keep up to date on documentation standards and software through professional networks such as Collections Trust to avoid using obsolete software.
- All requests for information will be considered in terms of compliance with the Freedom of Information Act (2000) and Data Protection Act (2018) and Environmental Information Regulations (2004). We will review requests for confidential data such as donor information, environmental information, valuations or site details on a case by case basis, and in accordance with the applicable legislation and any legal agreements or conditions of gift.

6.0 Documentation training and standards

APPENDIX 3

- 6.1 All ELCMS volunteers and staff who work with collections will receive training and updates at induction and at regular intervals (annually) in relation to completing collections documentation. This training will include:
- general information about the importance of accurate and full completion of relevant forms,
 - specific information about the parts of the documentation process in which they will potentially be involved,
 - communication and discussion of the Documentation Manual,
 - communication and discussion of the Documentation Plan.
- 6.2 All partner community museums receive training and updates about documentation in relation to items lent, borrowed, offered for acquisition etc. This training and information is offered anyone who might come into contact with museum objects or potential museum objects and includes trustees, stewards etc.