

MUSEUM OF CLASSICAL ARCHAEOLOGY
UNIVERSITY OF CAMBRIDGE

Museum of
Classical
Archaeology

Faculty of Classics,
Sidgwick Avenue,
Cambridge.
CB3 9DA

Tel. +44 (0)1223 335153

Fax. +44 (0)1223 335409

Email: museum@classics.cam.ac.uk

Website: www.classics.cam.ac.uk/museum

DOCUMENTATION POLICY STATEMENT

2016

CREATION DATE	May 2016
CREATED BY	Dr. Susanne Turner (Curator)

APPROVED BY THE MUSEUM COMMITTEE	
DATE	17 th May 2016

DATE FOR REVIEW	May 2021
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1. INTRODUCTION

Documentation is a core responsibility of the Museum of Classical Archaeology. The role of documentation is to ensure efficient recording of collections information, in order that the Museum fulfils its responsibilities in relation to security, management and access to the collections and their associated information.

2. AIMS & RESPONSIBILITIES

This policy aims to:

- Improve accountability for collections
- Maintain at least minimum professional standards in documentation procedures and collection information
- Extend access to collection information
- Strengthen the security of the collections

This Documentation Policy Statement supports the the Museum of Classical Archaeology's mission and Forward Plan.

Documentation is primarily the responsibility of the Curator, with the assistance of the Museum Attendant, volunteers and, where appropriate, members of the Faculty of Classics.

3. PRINCIPLES

3.1 Collections management and care

The Museum recognises the role documentation records play in collections management and care. It will record information

3.2 Accountability

The Museum will record sufficient information about the items in its care to establish the identity, location and legal ownership of the items.

3.3 Adherence to documentation standards

The Museum of Classical Archaeology is committed to maintaining at least minimum SPECTRUM 4.0 standards, specifically in relation to the Primary Procedures: Object Entry, Acquisition, Loan in, Loan out, Location and movement control, Cataloguing, Object Exit. Procedures are set out in the Documentation Procedural Manual.

3.4 Adherence to legal and ethical codes

The Museum's documentation activities will take account of current legislation, including all applicable legislation relating to copyright and IPR, data protection and freedom of information. All documentation will be carried out in accordance with the Museum Association Code of Ethics.

3.5 Security of information

The Museum will store paper and digital records in such a way that security risks are minimised. Backups will be made of digital records on an ongoing basis and regular

copies made of accession registers, as outlined in the Documentation Procedural Manual.

3.6 Preservation and sustainability

The Museum will strengthen the security of the collections in order to ensure that key paper records are securely stored in environmental conditions that will ensure their physical security and long-term preservation. Digital records will be similarly held and backed up regularly. MOCA will regularly review its electronic systems against the risk of obsolescence in order to ensure long term accessibility of the information held.

3.7 Keeping records up-to-date

The Museum of Classical Archaeology commits to keep its records up to date and will implement a Documentation Plan to eliminate any retrospective documentation backlog and accession new acquisitions as soon as possible. The Museum aims to complete a basic inventory of the collection by September 2018.

3.8 Access

The Museum will extend access to collections information by providing and maintaining an information retrieval system and by continuing to seek to improve public awareness as indicated in the Museum's Access Policy.

4. IMPLEMENTATION

This policy will be presented to the Museum Committee and will be used alongside the Documentation Procedural Manual and the Documentation Plan. This Policy will be reviewed every five years.