

# Collections Documentation Plan for the Bradford Police Museum

(Created in conjunction with Forward Plan 2024-2027)

## **1. Introduction**

### **1.1 Context and background for Bradford Police Museum's Documentation Plan**

Bradford Police Museums Mission is to:

To create a museum located in historic Bradford City Hall, that offers a unique insight into the history and heritage of criminal justice and civic enforcement, which will engage, educate and inform people about the development of crime and punishment from the early 19th Century up to the present day.

The museums aims are to:

- To tell the story of policing in Bradford since the inception of the then Bradford Borough Police (later to become the Bradford City Police) in the mid-19th Century right up to the present day. Including the key events that have taken place in Bradford during the last forty years since the creation of the West Yorkshire Police in 1974.
- To interpret and explain the history and heritage of policing within the context of crime and punishment, the criminal justice system and civic enforcement in Bradford from the early 19th Century onwards.
- These aims will be achieved through the acquisition, preservation and display of objects that are relevant to the Bradford Police Museum.

Bradford Police Museum's long-term collections consist of police uniform and equipment from the 19<sup>th</sup> Century up to the present day, documents, note books, objects used by criminals, images, films, an historic vehicle fleet and a library.

Bradford Police Museum's Collections Development Policy and Documentation Policy describe Bradford Police Museums commitment to:

- The continued development and review of the museum's collections, and collections information.
- Working within national collections management standards, specifically the UK Museum Accreditation Standard and Spectrum.
- Working with local communities to continue to enhance knowledge about the collections.

This Documentation Plan has been prepared by the Museum Director, Martin Baines in consultation with staff member volunteers, including the museum curator and curatorial team.

## **1.2 Museum's target position**

The key aims of this documentation plan are to:

- Improve Bradford Police Museum's documentation system so that it meets the minimum standard for the Spectrum primary procedures.
- Resolve the backlog for Bradford Police Museum so that it meets the Spectrum Inventory standard.

## **2. Bradford Police Museum's documentation system**

### **2.1 The Spectrum minimum standards**

Bradford Police Museum implements the Spectrum primary procedures. The Spectrum primary procedures form the basis of an accountable documentation system. It is also a requirement of the Accreditation Scheme that an Accredited Museum implements the minimum standard for the primary procedures in its documentation system. The Spectrum primary procedures are:

- Object entry
- Acquisition and accessioning
- Location and movement control
- Inventory
- Cataloguing
- Object exit
- Loans in
- Loans out

NB. Action no 5 bringing the inventory up to date with the backlog is and will be a major priority from 2024 onwards. The collection has grown considerably since 2014 and is now four or five times its original size. It now includes an historic vehicle fleet (two police cars, five police motorcycles and a 19thCentury horse drawn prison van). The museum also recently acquired a collection from the now closed Keighley Police Museum.

Action	Date to be achieved	Resources	Who? / Action by	Progress	Notes
1. The museum will continue to actively recruit and train new curatorial team members	2024	Staff and volunteer time	Curator and Curatorial Team led and supported by the museum director and museum administrator	<b>New Cohort required. The team are currently under strength</b>	There is a frequent turnover of young volunteers as many go on to gain employment in the sector and those on placement go back to their degree courses
2. Modes Training for new curatorial team members will be provided	2024-2027	Cost of outside provider, venue, and refreshments Cost of training estimated in excess of £1,000	Curator and Curatorial Team led and supported by the museum director and museum administrator	<b>New team members will require training</b>	This will either be provided in house or by Modes
3. The museum will continue to pack and store items according to sector standards.	2024-2027	Cost of outside provider for training when required.  Volunteer time	Curatorial Team lead and Volunteer Coordinator to organise	<b>Lack of funding has meant that training on handling and storing has had to be completed in house.</b>	Training on the handling and storing of collection items will be provided for the whole curatorial team.
4. Work on accessioning the museum collection backlog will continue.	End of 2025	Volunteer time	Curatorial Team	<b>Ongoing</b>	Considerable progress has been made in accessing and cataloguing the collection, but

					work needs to continue and is continuing on an ongoing basis
5. The museum will continue to bring its inventory up to date and deal with backlogs of items not currently on <b>inventory</b> .	End of 2024	Volunteer time	Curator and Curatorial Team led and supported by the museum director	<b>Now being carried out weekly</b>	A dedicated team will work on the inventory backlog and bring the inventory up to date
6. All exhibits in the gallery that are currently on the excel database ( <b>inventory</b> ) will be accessioned into the collection.	September 2024	Volunteer time	Curator and Curatorial Team led and supported by the museum director	<b>Ongoing.</b>	A dedicated team will work on the inventory backlog and those items on inventory in the gallery and cell areas will be accessioned into the collection.
7. All Curatorial Team members will be trained in the care and conservation of items in the collection.	2024-2027	Volunteer time and any external support or training than can be provided.	Curator and Curatorial Team led and supported by the museum director	<b>Training to be organised and scheduled</b>	Some of this will be done in-house. External training support will be sought.
8. Create Reference Library Creation of a reference library of books and documents not accessed into the collection.	End of 2024	Volunteer time and budget for bookcases and storage.	Curator and Curatorial Team led and supported by the museum director	<b>Ongoing</b>	Work has started already on this in preparation for finding a site for the learning resource library currently in storage.
9. The image collection will be digitised.	End of 2025	Volunteer time the museum already has a high-quality digital scanner and hard drive.	Curator and Curatorial Team led and supported by the museum director	<b>Ongoing</b>	Work has started on digitising the image collection. This will continue