



Collections Documentation Procedural Manual



Bradford Police Museum documentation procedural manual

This documentation procedural manual was originally compiled in 2017.

The Bradford Police Museum was opened to the public in 2014. It is housed in City Hall occupying space that was the former Bradford City Police Headquarters and site of a Victorian police station, incorporating historic detention cells. Museum visitors are also able to look round the Victorian courthouse. Exhibits include artefacts covering the 125-year history of force. The museum recently acquired a historic police vehicle collection, comprising of two cars and five motorbikes, all ex police vehicles.

The museum is a registered charity and a not for profit company which is run almost entirely by volunteers. It currently has 'working towards accreditation' status. The museum currently holds one of the most significant police collections in the region and attracts visitors from all over the world.

Statement of Purpose and Vision

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.

Our aims are:

- 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.

What is a documentation procedural manual?

A documentation procedural manual is an evolving series of clear instructions to standardise the capture, recording, safekeeping and use of information about museum collections. It describes the documentation system used in a particular museum and communicates that system to all staff and volunteers. It is a requirement of the Museum Accreditation Scheme that Accredited museums have a documentation procedural manual in place. (Requirement 5.2).

Where is this document kept?

This Document Procedural Manual is kept in the Museum Handbook on the main desk in the museum gallery and all members of the curatorial team have a copy including the Museum Curator. A copy is also kept in the Tambour in the No1 storeroom.

People who will use it in the museum.

Museum Curator

The museum curator has overall responsibility for managing and taking responsibility for the museum's heritage collection. With overall responsibility for assembling, cataloguing, managing and presenting/displaying the police museums cultural and historical collections.

The curator manages the work of a volunteer team of Curatorial assistants who also deal with the museums accession and documentation back log. Together they work to reduce the back log and ensure that the heritage collection is compliant with the museum's collections policy and the museums procedures comply with the requirements of the Spectrum documentation standard.

Person responsible for due diligence and discrepancy checks: The Curator

Curatorial Team Member

A team of curatorial volunteers assist the museum curator in bringing the museum collections and catalogues up to best practice standards through use of Spectrum and the Modes data base. They take part in training programmes in order to develop and enhance skills on cataloguing, basic collections care, collections storage, public engagement with collections and more.

They work as a team in order to assist the curator in dealing with museums accessions and documentation and reducing the back log to ensure the heritage collection is compliant with the museum's collections policy. Making sure that the museum's collections are kept preserved and secure at all times. They also keep a diary record of their work.

As the curatorial team led by the museum curator work on the collection and the backlog one to two days a week when the museum is closed, they deal with all offers of donations to the museum. All offers of donations or loans to the museum should be forwarded to the curator so that arrangements can be made to view and if necessary, receive donations. On receipt of items the procedures outlined in the following section Document Procedure Outline should be followed. This will also determine whether the museum should receive or reject an object. **(see flow chart at appendix A page 6).**

An overview of current collections

Bradford Police Museum has an extensive collection relating to policing in the city. The core collection is the material which was held in an earlier Bradford Police Museum which closed in the 2006 when the building which housed it (the former Bradford Police HQ) was demolished. The collection was then held at Bradford Industrial Museum and subsequently reunited with the current museum when it reopened in 2014. An original stock list for this collection exists on an Excel spread sheet.

Since 2014 the collection has grown considerably with additions to the collection from West Yorkshire Police and private donations. An historic police vehicle fleet was donated by West Yorkshire Police together with a learning resource library. More recently the former Keighley Police Museum donated their collection when they closed.

Documentation before the current Spectrum and Modes system

A system of inventory had been in place prior to 2017 which helped to facilitate the introduction of a formal documentation process. This was kept on an Excel spread sheet which is still available and cross referenced on the new data base. It is used for inventory of items not accessed into the collection. (see Inventory).

All offers of donation made to museum volunteers must be forwarded to the Curator and Curatorial team to deal with.

Documentation Procedure Outline

SPECTRUM is the documentation standard for UK museums. It sets out all the documentary procedures and protocol for museum collections.

Within the overall standard there is a set of basic minimum procedures which museums **MUST** meet if they are an accredited organisation or working towards accreditation. At the very least, we will need to meet these minimum standards.

The collection database we are using is a museum standard one called MODES Compact. This database is used by hundreds of museums in the UK and ensures that all the SPECTRUM minimum standards are met.

Object Entry:

When any object or collection of objects gets offered to the museum, it will be recorded on an **object entry form**. We now have a batch of blank entry forms for use. The form needs to be numbered and the details of the prospective donor named

at the top. In the available box the details of what is being offered needs to be noted. Then the prospective donor needs to sign the form twice to declare:

1. What transaction they are offering (e.g., Gift/Loan) and
2. That they have the legal right to make the offer.

There is also a section at the bottom to be signed by someone from the museum to acknowledge receipt. The overall terms and conditions are on the reverse.

The form is in triplicate, so once completed, the white copy goes into the **object entry file**, the blue copy is to remain with the object(s) and the pink copy is given to the donor, so they have their own copy. This form is then a record of what has been offered (whether we choose to accept it or not).

If a decision is made **not** to accept the object(s), the prospective donor should be contacted, and arrangements made to return the object(s).

If the item is to be accepted, the object(s) will need to be accessioned into the museum collection.

(See an example of a completed Object Entry Form at appendix B page 7)

(Location of completed Object Entry Forms: Top shelf Tambour cabinet in Store room 1)

Accession Register:

All individual objects will need to be given an independent **accession number**. This is unique to the object and no two objects should have the same number.

The Bradford Police Museum now has a unique code reference registered with the Collection Trust. This code will form part of the **accession number**.

The Bradford Police Museum code is **BRFPL**.

All accession numbers will follow a similar pattern: the museum code (BRFPL) followed by the year of acquisition, followed by a sequential number, e.g., BRFPL:2017:001 or BRFPL:2017:345.

Each object will need to be written into the accession register which is a hard copy book. This register records the date, accession number, and a brief description of the object. This formally records the object(s) as part of the museum's permanent collection. This will be housed in the store for safe keeping.

(See extract from museum Accession Register on how to complete entries in Appendix C page 8)

(Location of Accession Register: Top shelf Tambour cabinet in Store room 1)

Numbering:

Once the entry is made in the accession register, the object itself will need to be recorded with the unique number, either directly on the object or tied on with a tag. The object will then be packaged if necessary and boxed if small enough. Then it will be put in the store, the specific location of which will be noted at the next stage which is filling in the catalogue on the database.

Collection database:

The next step is to enter the object onto the database on Modes. The museum use the Modes data base to record all available information, from the donor details to a brief description to the condition of the item, its location and any production information or associated people or places. Not all fields in the database will be completed for every object, but any fields which are essential to the minimum SPECTRUM standard, should be completed. These are marked automatically with a red cross if they are left blank.

The database entry should be as complete as possible including, crucially its whereabouts in the store. One of the SPECTRUM primary procedures is 'location and movement control'. All accredited museums must be able to search for an item and be able to say where it is at any given time. The database provides a field for the object home location and a field for the object current location in case these are different i.e.: something is on display which normally would be in the store.

We have named the store, which is adjacent to the Matron's Room, Store 1. The bays of shelving also labelled as is each shelf. Boxes of objects can then be placed on each shelf or loose objects if they are too large for a box.

Locations would therefore appear as, e.g. Store1: Shelf 1: Box 1

The database will need to be consistently filled in as it will be case sensitive. So, for example if you searched for items located in:

Store 1: Bay 1: Shelf 1: Box 1

Any objects which have been listed as located in:

Store 1: Bay 1: shelf 1: box 1

Would NOT appear.

All those who will be working on the database will need to be agreed on all terms of reference to make sure we all enter the same information for certain fields.

Consistency of terms is important. Every time the database is closed, it will prompt for a back-up, so just click 'Yes'. We will also make a back-up on a memory stick which will be kept off-site.

See MODES guidance sheets for specific details.

Cataloguing

The museum currently use the MODES data base to record data and information about museum objects that have been accessed into the museum's collection. The data base enables cross referencing and searching for information in relation to individual objects and types of objects.

However, not all knowledge or information about the objects can be kept on our computerised system. Therefore, additional information will be kept in object history files. This can include correspondence, notes, press cuttings, reports or the results of research into a particular object.) can be held in object history files. This would also include information that relates to police officers and individuals that is not contained or cannot be kept on the MODES data base.

(Location of Object History files: Top shelf Tambour cabinet in Store room 1)

Inventory:

The process of dealing with the inventory of non-accessed items is outlined below.

The Inventory procedure

1. Record the key information (see below) for items on a room-by-room, shelf-by-shelf, and box-by-box basis
2. Inventories are recorded in the EXCEL data base for most areas and are used as a starting point.
3. Any items not labelled or marked should be given a 'T'-number (temporary number), write the T-number on a label and place with the object
4. Once the initial inventory is completed within a specific room, check for any discrepancies
(e.g., using Object Entry/Transfer of Title Forms, Accession Books and MODES). Relabel/number where required, reconcile MODES.
5. The Curator will then be able to start Cataloguing or consider Disposal for remaining items

The information that is recorded:

1. Object number (if there is one)
2. Number of items
3. Object Name
4. Brief description
5. Current location (see Locations Listed in Location and Movement Control procedure)
6. Recorder and date

Location and Movement Control:

A record of up-to-date locations must be maintained for all objects in the collection.

To make sure that the whereabouts of all items in the collection is known the museum uses object movement tickets obtained from the Collections Trust.

Pre-printed **object movement tickets** from the Collections Trust and are kept on the **Top shelf Tambour cabinet in Store room 1.**

These consist of a triplicate carbon ticket, which is written on in pen when an object is moved, describing who has moved the object, why, where the object was moved from, and where it has gone. When using these tickets:

- The top copy (white) is left in place of the object.
- The middle copy (yellow) is placed in a temporary locations file in object number order, from where it is used to update the most permanent record of locations, usually the catalogue record.
- The bottom copy (card) is tied to the object.

Completed entry forms are filed Top shelf Tambour cabinet in Store room 1.

Where members of the curatorial team or volunteers move an object and are unable to update a location, they must inform the curator of its new location.

Object Exit:

Museum objects exit or leave the museum for a variety of reasons including:

- Return of unwanted gifts
- Return of loans in
- Return of objects left for identification.
- Return of objects left for conservation.
- Loans out
- Transfer to another organisation
- Deaccession / disposal (including destruction of the object)

In relation to disposal 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. (See the museum's Collections Development policy on disposals.

The original object entry form should be completed for all objects exiting the museum and is signed by a member of the Curatorial or the curator.

Where an original object entry form was not completed (for historic reasons) a new object entry form should be completed as evidence of the object exit. Where an object is exiting due to the start of a loan out, a loan out receipt should be completed.

In addition, an object exit form will be completed.

Each form is double-sided with further information on the reverse. Each form is in carbonless triplicate:

- The top copy of the form (white) is filed in the museum's exit file.
- The second copy (yellow) is given to the person removing the object.
- The third copy (blue) can be filed in a loans file or an object history file as appropriate.

(Location: Top shelf Tambour cabinet in Store room 1)

Loans In:

The museum accepts material on loan for temporary exhibitions and to supplement permanent gallery displays. Loans are approved by the Museum Director on recommendation of the museum curator. Loans will not be agreed for more than five years at a time. Permanent loans are not accepted. Any loan taken in for more than one year should be assigned an accession number by the curator or member of the curatorial team and an entry created on MODES.

All loans in will be covered by written loan agreements. All loans in will have a condition check when they enter the museum and before their return. Conservation work on loaned items will only be arranged in exceptional circumstances, in full co-operation with the lender.

All objects loaned to the museum will receive the same standards of care as that of the museum's own collections.

A loan agreement will be created and signed agreeing the loan.

Beforehand finalise the conditions of loan. If you are borrowing from another museum, it is likely that they, as the lender, will create the loan agreement. If not (e.g. you are borrowing from a private individual) create a loan agreement based on the agreed conditions (See object entry forms)

When the loan is confirmed, appropriate agreements will be signed by lender and borrower. The agreement should refer to all conditions for the loan.

Add your copy of the signed agreement to the loan file, along with any other correspondence.

Record loan information and the following:

- The name of person authorising the loan on behalf of the lender - Lender's authoriser (use a standard form of name).
- The date of the authorisation - Lender's authorisation date (use a standard

format).

- Conditions applying to objects as part of the loan in agreement
- General information about the loan

(Location of completed Loans In / Out Forms: Top shelf Tambour cabinet in Store room 1)

Loans Out:

The Museum will loan material to accredited museums or public exhibition venues that can demonstrate equivalent standards in care, both nationally and internationally. Loans are approved by the Museum Director on recommendation of the Curator. The relevant member of the conservation team. The borrowing institution must provide information about transport and environmental and security conditions in the exhibition. The condition of the object, when measured against this information, will determine the approval of a loan. Loans out are for a fixed period of time not greater than 5 years, agreed in advance with the borrowing institution.

All loans out will be covered by written loan agreements provided by the Bradford Police Museum in advance of the loan period. All costs associated with the loan e.g. transport, will be covered by the borrower. Only objects in a stable condition will be loaned out. A condition check will be made before the object is loaned, and on its return. If any conservation treatment is required for an object to be loaned; the costs will normally be met by the borrower.

The curatorial staff has responsibility for arranging and carrying out packing and shipping of objects. Where appropriate, specialist art handlers may be used.

Handling standards should be stipulated as part of the contract in consultation with the Curator. Where required, loan objects should be photographed before exit.

(Location of completed Loans In / Out Forms: Top shelf Tambour cabinet in Store room 1)

Documentation Planning:

A documentation Plan has been prepared by the Museum Director, Martin Baines in consultation with staff member volunteers, including the museum curator and curatorial team. This plan is reviewed and updated every three years in conjunction with the museums three year plan.

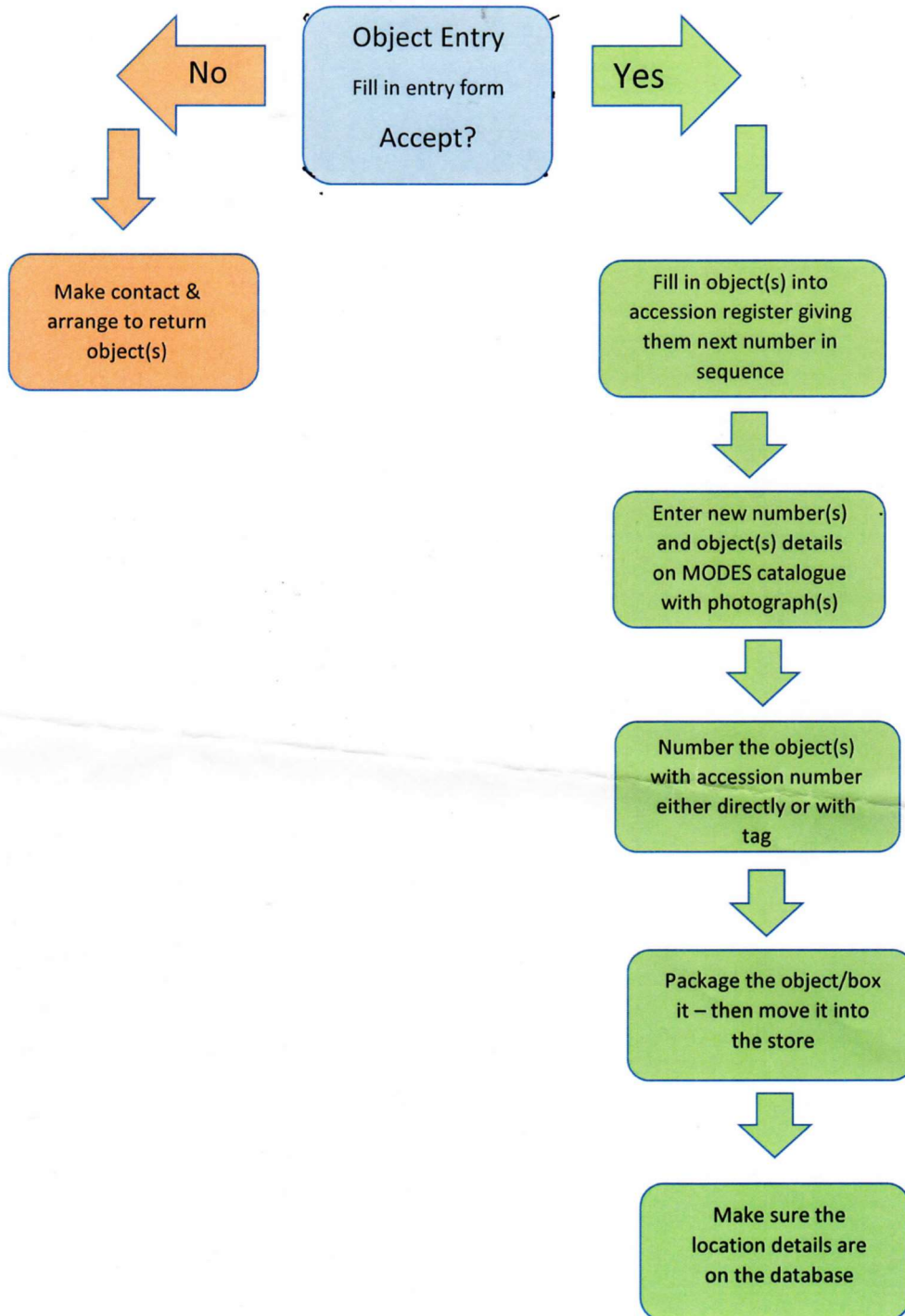
The aim of the aim of the current documentation plan is to:

- 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

The Documentation Plan is contained in a separate document.

Both the Documentation Plan and this Document Procedural Manual can be found contained in the Museum Handbook (located on the museum front desk) and the Collections Documentation Handbook locate on shelf 2 of the Tambour cabinet in Store room 1.

Appendix A



Appendix B

Museum name
This can be preprinted when the forms are ordered.

Entry Number
If possible the forms should be pre-numbered to prevent mistakes.

Depositor's name and details
If the owner box is blank this will also be the owner of the objects.

Description of Object/Collection
A brief description of the items being left at your museum. If there is any obvious damage this should be noted.

Reason for entry
Tick the appropriate box.

Depositor's signature and date

Owner's signature and date (on transfer)

Museum representative's signature and date

OBJECT ENTRY FORM

<p>MUSEUM NAME: Anytown Museum</p> <p>Received from: Mrs S Jarvis Address: 25 Balmoral Road, Anytown, Mids Tel No: 978123</p>	<p>Form No: E0992</p> <p>Owner (if different): Mr. M. Ledger Address: 46 Market Street, Anytown, Mids. Tel No: 388978</p>
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DESCRIPTION OF OBJECT/COLLECTION (note obvious damage, & any related information eg. when, where, or how was it found or used; names, dates & details of the people who made or previously owned it, etc. Continue on a new sheet if necessary)

Items from owner's mother's house

1. School blazer from Anytown High School
2. Carriage Clock with Key
3. School exercise book from Anytown High School, Cover ripped

The Owner's mother was Mrs V. Ledger. She lived at 27 High Street, Anytown from 1970 - 2007 and was a music teacher at Anytown High School from 1978 - 1998

Total no. of items: 3

REASON FOR ENTRY (tick as applicable, and sign)

Gift - I offer to give the object(s) listed above to the museum's governing body.

Sale - I offer to sell the object(s) listed above to the museum's governing body (price sought £.....).

Loan - I offer to loan the object(s) listed above for the use of the museum's governing body for a period of months.

Identification - I leave the object(s) listed above for identification & undertake to collect these no later than 4 weeks from today.

I confirm that the information given on this form is correct to the best of my knowledge and belief, & that I accept the terms and conditions described overleaf.

Signed: S Jarvis Date: 6.3.2008

ADDITIONAL AGREEMENT (GIFTS/SALES ONLY) (tick as applicable, and sign)

I, the owner, confirm that I have undisturbed title to the object(s) listed above, with full power to dispose of the items and transfer such title to the museum's governing body.

I, the depositor acting on behalf of the owner(s), confirm that the owner(s) have undisturbed title to the object(s) listed above, with full power to dispose of the items and transfer such title to the museum's governing body, & that I am authorised by the owner(s) to act on their behalf to that effect.

The title in the objects listed above, & subject to the conditions overleaf, is hereby transferred to the governing body of the museum.

Signed: M. Ledger Date: 16.3.2008

MUSEUM SIGNATORY

Receipt of the object(s) described above is hereby acknowledged.

Signed: D. Barnes Date: 6.3.2008

RETURN OF OBJECT TO OWNER (tick as applicable, and sign)

I, the depositor/owner, acknowledge the return of the object(s) described above in a satisfactory condition following:

identification the end of the period of loan

the museum's governing body declining to accept the donation, loan or purchase of the object(s).

Signed: _____ Date: _____

Countersigned (for museum): _____ Date: _____

© COLLECTIONS TRUST 2008. WHITE - MUSEUM FILE; PINK - DEPOSITOR/OWNER RECEIPT; BLUE - MUSEUM ITO ACCOMPANY OBJECT(S).

Owner's name and details
This section should be filled in if the owner is not the person depositing the items.

Historical information
When items are left at your museum this is the best moment to record any known historical details. It may be helpful to keep a checklist of questions to ask at the time.

Number of items

Additional Agreement (gifts/sales only)
This is the Transfer of Title section. The owner, or depositor acting on behalf of the owner, signs to say that they are giving the items to your museum.

[Conditions - on back of form]

Return of object to owner
This section is for use if the items are being returned to the owner. The owner or depositor signs to acknowledge the return of their items.

Appendix C

Museum Accession Register

Accessioning is the formal addition of objects to an organisation's permanent collections. It follows Transfer of Title and includes assigning an accession number to an object or group of objects and recording details in an accession register.

The SPECTRUM standard

The SPECTRUM minimum standard for the Acquisition procedure includes the requirement that museums must:

- *Ensure that accession registers are maintained, describing all acquisitions and listing them by number.*

This register is designed to meet all the requirements of SPECTRUM relating to museum accession registers.

SPECTRUM procedure Acquisition section 12 requires that:

- *The accession register should be made of archival quality paper and be bound in permanent form.*
- *The original register should be kept in a secure condition, ideally in a fireproof cabinet.*
- *Duplicate copies of registers should also be maintained. Microfiche copies, photo copies, CD-ROM versions, are acceptable. Copies must be held at an alternative location. Copies should be produced sufficiently often and kept securely enough to prevent the information being tampered with.*
- *Organisations constituted as companies or charitable trusts should have a second copy of their original accession register held with another registered organisation since in the event of liquidation, the original may be held as a record relating to an asset, thereby preventing access to the information.*

Using the register

Entries in the accession register should be made in permanent ink in legible handwriting. If you make a mistake, cross out the error, and add the correct information. Do not try to erase the error or use correcting fluid.

Common information

Information (such as date acquired) common to a series of entries may be indicated by using the words "as above" after its first occurrence.

Changing records

It should rarely be necessary to alter an existing record. If, however, you do have to add any comments, these must be followed by your signature and date, as an authority for a change.

name:date

At the top of each page, note the name of the person responsible for subsequent entries, and the date that the information was added. If the name changes within a page, add the new name and date on a blank line and then recommence entries.

Column headings

1. entry number

This is the number from the Entry documentation.

2. accession number

Record the accession number here. The accession number should be recorded in a consistent form.

3. date acquired

Record the date of acquisition here. The date should be recorded in a consistent form.

4. acquired from

Record the name and address of the person or organisation from whom you acquired the item.

5. acquisition method

Enter the method by which you acquired the item. For example, gift, purchase, bequest. These should be standard terms listed in your Documentation Procedural Manual.

6. simple name; basic description; identification; historical information

Include a simple name, a very brief note about the description or identification of the item, and any important details about its history. Do not include more than one or two phrases. More extensive details should be noted in the catalogue record.

7. notes

If you wish to record initial location you may record it here. Add any detail about significant events affecting the item after its accession. This could include loss, damage or disposal.