



Title of Report:	Museum Policies for Accreditation Return
Committee Report Submitted To:	Leisure & Development Committee
Date of Meeting:	21 May 2024
For Decision or For Information	For Decision
To be discussed In Committee	No

Linkage to Council Strategy (2021-25)	
Strategic Theme	Resilient, Healthy and Engaged Communities
Outcome	Council will work to develop and promote stable and cohesive communities across the Borough
Lead Officer	Head of Community & Culture Museum Services Manager

Budgetary Considerations	
Cost of Proposal	n/a
Included in Current Year Estimates	n/a
Capital/Revenue	Revenue
Code	
Staffing Costs	n/a

Legal Considerations	
Input of Legal Services Required	YES/NO
Legal Opinion Obtained	YES/NO

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date: Aug 2016 (CAH strategy)
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date: 2019
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

1.0 Purpose of Report

The purpose of this report is to seek approval of Museum Policies to enable the submission of accreditation returns for Council's five accredited museums.

2.0 Background

The Accreditation Scheme is the UK industry standard for museums and galleries. It helps everyone involved with a museum to do the right thing, helping people to access and engage with collections, and protect them for future generations. The Accreditation Scheme does this by making sure museums manage their collections properly, engage with visitors, and are governed appropriately by encouraging all museums and galleries to meet an agreed standard in:

- How they're run.
- How they manage their collections.
- How they engage with their users.

The Accreditation Scheme is run for museums and galleries of all sizes and types across the UK. It is managed as a UK Partnership between Arts Council England, the Welsh Government, Museums Galleries Scotland and the Northern Ireland Museums Council.

The benefit of having the Museum Accreditation award includes:

- It demonstrates that the museum is being properly managed and governed.
- It indicates professionalism.
- It means the museum is looking after their collections and managing them appropriately.
- It helps museums meet their users' needs.
- It highlights to the museum team that they're working to an industry-wide standard.
- It allows access to funding programmes for Accredited Museums.

As part of the Accreditation Return process in 2017/2018, Council took the decision to approve the Museum Policies in September 2017.

3.0 Current Situation

All five of Council's Museum venues: Ballycastle Museum, Ballymoney Museum, Coleraine Museum at Coleraine Town Hall, Green Lane Museum and Limavady Museum at Roe Valley Arts and Cultural Centre maintain their Phase 3 Accredited status.

This was last reviewed on the 28th June 2018. All Accredited museums are asked to provide an update on how they are meeting the standard every 5 years.

The Northern Ireland Museums Council have asked Causeway Coast and Glens Museums to submit their Accreditation return by the 30th June 2024.

To meet the Accreditation standard the Policies, previously approved by Council in September 2017, have been reviewed and updated.

These Policies include:

- 1. Access Policy (see Annex A)**
- 2. Collections Development Policy (see Annex B)**
- 3. Conservation and Collections Care Policy (see Annex C)**
- 4. Documentation Policy (see Annex D)**

3.0 Recommendation

It is recommended that the Leisure & Development recommend approval to Council for the Museum Policies to enable officers to submit Accreditation Returns for Council's five Accredited Museum venues.

Annex A



Museum Services Access Policy

For

Ballycastle Museum

Ballymoney Museum

Coleraine Museum

Green Lane Museum

Limavady Museum (RVACC)

Author	S. Calvin
Date	1 st May 2024

EQIA Recommended?	
Date Adopted by Council	
Date of Policy review	May 2027

1 Introduction

In line with Causeway Coast and Glens Borough Council's Culture, Arts and Heritage Strategy Theme 4: '*We will ensure increased access to and participation in culture, arts and heritage to marginalised and excluded groups (including section 75 groups)*', the Museum Services aims to;

- welcome everyone into the Museums, regardless of sex, age, social status, ethnic origin or ability and provide programming and events to encourage increased access and participation.
- to make physical access to the collection as easy as possible for all;
- to enable everyone as far as possible to have access to information about the collection;
- and to allow everyone to enjoy and study the collection as far as possible.

In support of this aim, this Access Policy sets out our criteria for providing access to the Museum collections in the context of balancing the care and management of its collections and within available resources.

This Policy recognises that other Departments and Services within Council have the lead responsibility for the Access Policy that Museum Services implement. This Policy relates to access to specific specialist Museum services, buildings and collections.

2 Our commitment to improving Access to our Museums and their Collections

Causeway Coast and Glens Museum Services believes that people from all audience groups have a necessary right to access, engage with, and enjoy the museums and their collections. We recognise that there are many barriers to access at all levels but are committed to making all aspects of our activities as fully accessible as our resources allow, including access to buildings, collections, events, exhibitions, and learning.

We are committed to providing:

- Welcoming staff and facilitators
- Learning opportunities for different audiences and different levels of ability
- Tailor made programmes to meet the specific needs of a group
- Different ways of promoting our activities and events to reach as wide an audience as possible
- Developing a programme of activities and events that are designed to involve, inform and engage as many people as possible
- Regular engagement with our audience to develop programming
- Training for our staff in ways to engage different audiences.

3 Types of Access

Areas of access covered by this policy are:

2.1 Physical

Physical access refers to the building, its construction, and facilities.

2.2 Sensory

Sensory access encompasses means of interpretation which may be required by those with limited sight or hearing.

2.3 Cultural

Cultural access takes into account the diversity of visitors and employees backgrounds within the limitations of the existing collections.

2.4 Intellectual

Intellectual access refers to the provision of information for visitors with a range of learning styles and abilities.

2.5 Financial Access

3 Access Policy

3.1 The Building

Museum Services, in conjunction with our Estates Department, seek to provide all visitors with equal access to our Museum buildings, making alternative provision where necessary and, where appropriate, within the constraints of a Listed Building.

Council will ensure that current and future building projects provide appropriate physical access for all visitors.

Expert advice is sought wherever necessary.

Council takes account of the needs of visitors with disabilities in all safety procedures.

3.2 Front of House/Visitor Care

3.2.1 Front of house staff will assist and welcome all visitors according to their needs.

3.2.2 The comfort and ease of visitors will be addressed, including providing, where possible, appropriate toilets, nappy changing facilities, access for push chairs and seating in galleries.

3.2.3 The Museum aims to provide adequate information, signage and/or navigatory tools to suit a range of visitor needs (e.g. in different sensory formats and languages), as resources become available.

3.3 Collections Access

Museum Services encourages and enables the widest possible audience to study the collection. It seeks ways to improve and extend access to information including digitisation and social media.

3.4. Financial Access

Council provides free admission to the Museum.

Museum Services will ensure that income generation policies including copyright will suit a range of needs including commercial, community and private research.

4. How Causeway Coast and Glens Museum Services will deliver the policy

We will ensure delivery of the Policy through the ways outlined below:

Consultation and audiences

- Museum Services are committed to understanding who its users and non-users are and to incorporate their feedback into the development of the museums programme both inside and outside of the museums.
- Through the Museum Services Access plan, we are committed to developing our audience.
- To identify barriers to participation we will consult with our non-users.

Community links and outreach

- Our Community Engagement Officer develops outreach options for those who are unable to visit the Museum.
- The Museum is committed to providing volunteer opportunities. The recruitment and management of volunteers is guided by Causeway Coast and Glens Borough Council's Volunteer Policy.

Premises

- The Museum Services operate five Museums: Ballycastle Museum, Ballymoney Museum, Coleraine Museum at Coleraine Town Hall, Green Lane Museum and Limavady Museum at Roe Valley Country Park.
- The Museum is committed to providing access to all of its buildings and facilities.
- Information for potential visitors is available on our website (www.niarchive.org), Facebook page, by telephone and e-mail.

Collections

- The Museums are committed to increasing public access to the collections and to increasing knowledge and understanding of the collections.
- We will provide varied means of access and interpretation to the collections including

permanent displays, temporary exhibitions, loans, object handling, tours, events and activities. The provision of access will be balanced against the appropriate care and management of the collection in question.

- To increase access to collections that are not on display, we offer research facilities and web-based resources.
- Stored collections are available to view by appointment with the Museums Officer.

Learning and Programming

- The Museums will provide a range of suitable handling materials/3d replica objects from the collections for different audiences and levels of ability.
- We will provide learning programmes that are tailored to the needs and requirements of specific target groups and audiences.
- Educational materials will be made available for different audiences and abilities, as required and as resources allow.
- Temporary exhibitions, events and activities will be programmed throughout the year for people with a wide range of abilities.
- The Museum will develop an annual events programme to further support and deliver knowledge and learning to different audiences and levels of ability.
- The Museum will continue to develop and expand its educational offer encouraging schools and young people to visit the museums across all Key Stages.

5 Employment and training

Causeway Coast and Glens Borough Council as an employer and public service provider, complies with all relevant legislation to ensure Access for staff, volunteers, visitors and users.

6 Date of Review of Policy

The next date of review of the Access Policy May 2027.



Museum Services Collections Development Policy

For
Ballycastle Museum
Ballymoney Museum
Coleraine Museum
Green Lane Museum
Limavady Museum (RVACC)

Author	S. Calvin
Date	15 th March 2024
Date of Screening of Policy	
EQIA Recommended?	No
Date Adopted by Council	May 2024
Date Policy Revised	March 2027

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SECTION ONE: INTRODUCTION

1.1 Collections Development Policy.

This policy is a combined policy for all five Accredited Museums in the Causeway Coast and Glens Borough Council. These Museums are: Ballycastle, Ballymoney, Coleraine, Green Lane and Limavady (RVACC). Each museum has its own distinctive collection that responds to the rich history of our people and places in the Causeway Coast and Glens. Together our museums share the wider Causeway Coast and Glens history. These collections represent considerable heritage assets held on behalf of our local communities and have been substantially developed by contributions from local families. The histories these collections represent are of national, regional and local importance. The Council, as the governing body, will continue to hold these collections for public benefit.

This Collections Development Policy has been prepared and brought to Council in line with new guidelines from Northern Ireland Museums Council, the administrative body in Northern Ireland for UK Accreditation Scheme managed by Arts Council England.

1.2 ACCREDITATION SCHEME

Accreditation is the UK national standard for Museums through Arts Council England. It is a baseline quality standard that varies to fit the different sizes, types and scope of museums.

Accreditation aims to:-

- Encourage all museums to achieve agreed standards in governance, managing collections and experience for users.
- Encourage confidence in the organisation by funders, visitors, donors.

Benefits of achieving Accreditation are:-

- Museum has a recognised national quality standard for assessing performance, rewarding achievement and driving improvement.
- Raises profile of museum.
- Focuses museum on meeting user needs.
- Helps with forward planning.
- Encourages joint working.
- Strengthens applications for private and public funding and gives investors confidence in the organisation.

All our museums achieved Phase 3 Accreditation in 2017.

SECTION TWO: GENERAL POLICY FOR THE ACCREDITED MUSEUMS

2.1.0 Relationship to other relevant policies/plans of the organisation:

- 2.1.1 The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.
- 2.1.2 By definition, each of the museums 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.

- 2.1.3 Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- 2.1.4 Each of the museums 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.
- 2.1.5 Each of the museums will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, 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.
- 2.1.6 The museum will not undertake disposal motivated principally by financial reasons.

2.2.0 Themes and priorities for rationalisation and disposal

- 2.2.1 The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.
- 2.2.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.
- 2.2.3 Priorities at this stage for rationalisation and/or restricted collecting include 20th century domestic life e.g. box irons, Singer sewing machines, typewriters, generic items - unless strongly provenanced.
- 2.2.4 Priority for disposal may also be given for items outside our collecting area that have, for historical reasons, ended up in the collection.

2.3.0 Legal and ethical framework for acquisition and disposal of items

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

2.4.0 Limitations on collecting

- 2.4.1 Each Museum recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

2.5.0 Collecting policies of other museums

- 2.5.1 Each 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.
- 2.5.2 Specific reference is made to the following museum(s):
Each Museum (Ballycastle, Ballymoney, Coleraine, Green Lane and Limavady (RVACC)) recognises that, as a part of Causeway Coast and Glens Borough Council, specific account is taken in relation to each other.
- 2.5.3 Other Accredited museums of relevance are:
Garvagh Museum
Hezlett House
NMNI- Ulster Museum and Ulster Folk & Transport Museum

2.6.0 Policy review procedure

- 2.6.1 The Collections Development Policy will be published and reviewed from time to time, at least once every five years. The date when the policy is next due for review is noted above – March 2028.
- 2.6.2 The Northern Ireland Museums Council will be notified of any changes to the acquisition and disposal policy, and the implications of any such changes for the future of existing collections.

2.7.0 Acquisitions not covered by the policy

- 2.7.1 Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the governing body of the museum itself, having regard to the interests of other museums.

2.8.0 Acquisition

- 2.8.1 The policy for agreeing acquisitions is:
Museum Officers nominated by Council will normally have delegated authority and responsibility for the acceptance or rejection of potential gifts or bequests to the Museums, for soliciting gifts of material for the collections within the terms of this policy, and for making recommendations and taking actions on the purchase of material in accordance with this Policy and within the Council's normal standing orders.

Where the acquisition of any item would result in significant financial implications over £750 and where there are implications for storage, conservation or display, the matter will be referred to the Council for decision.

Items offered to the Museums 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 Museum Officers feels that the item(s) in question are of over-riding importance, the Council may be asked to approve the acquisition of a specific item to which conditions are attached. A general exception to this rule will be deemed to exist in respect of restrictive covenants or conditions intended only to assure the

permanent protection of the item concerned in the Museum's collections, such as restrictions placed upon any legal powers of disposal that the Museum may have; under such circumstances, the Museum Officers may reasonably recommend that the Council accept the gift or bequest in question.

The acceptance of items, on loan, normally for a finite period for display or specific study, may be authorised by the Museum Officers acting on the Council's behalf. In exceptional cases, a privately owned item of major importance that falls within the scope of this Policy may be accepted on a finite long loan, whether or not, it is required for immediate display or study. No item will be received on "permanent loan", a term which has no legal status. The period of all loans will normally be agreed in writing between the Museum Officers and the owner of the item at the time of deposit. Where the term of a loan has expired, it may be renewed or extended for further finite periods, at the discretion of both owner and the Museum Officers.

- 2.8.2 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).
- 2.8.3 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, and the Dealing in Cultural Objects (Offences) Act 2003, 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.

2.9.0 Human Remains

- 2.9.1 The Museums does not hold or intend to acquire any human remains.

2.10.0 Biological and geological materials

- 2.10.1 So far as biological and geological material is concerned, the Museums 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.

2.11.0 Archaeological material

- 2.11.1 The Museums 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.
- 2.11.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure. (i.e The law on treasure in Northern Ireland is set out in the Treasure Act 1996 as amended by the Treasure (Designation) Order 2002 and, since 30 July 2023, the Treasure Designation (Amendment) Order 2023.)

2.12.0 Exceptions

2.12.1 Any exceptions to the above clauses will only be because the museum is:

- o acting as an externally approved repository of last resort for material of local (UK) origin
- o 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.'

2.13.0 Spoliation

2.12.1 The Museums 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.

2.14.0 The Repatriation and Restitution of objects and human remains.

2.14.1 The Museum's governing body (Causeway Coast and Glens Borough Council), 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 museums' issued by DCMS in 2005), 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. 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 2.16.1-5 will be followed but the remaining procedures are not appropriate.

2.14.2 The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums'.

2.15.0 Management of archives

2.15.01 As Museums holds and will continue to acquire archives, including photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002).

2.16.0 Disposal procedures

2.16.01 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.

2.16.02 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.

2.16.03 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.

- 2.16.04 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.
- 2.16.05 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.
- 2.16.06 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.
- 2.16.07 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.
- 2.16.08 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).
- 2.16.09 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.
- 2.16.10 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 the Northern Ireland Museums Council.
- 2.16.11 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.

2.16.12 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

2.16.13 The museum will not dispose of items by exchange.

Disposal by destruction

2.16.14 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.

2.16.15 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.

2.16.16 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.

2.16.17 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.

2.16.18 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.

2.17.0 Handling material

2.17.01 The Museum recognises that in using objects for handling by the public it is in effect disposing of an item as damage, wear and tear or even theft is likely.

2.17.02 The use of items in handling boxes or loans to community groups will only be those items not part of the permanent collection and without accession numbers.

2.17.03 Before transferring into handling collection, any accessioned items will go through the disposal procedures outlined above.

2.17.04 From time-to-time objects from the permanent collection may be used as part of the public programming, however in all cases the accessioned object will be protected in archive quality material, accompanied, and supervised by the Museum Officer or Museum Services Development Manager. Any insurance or health and safety implications will be assessed and approved by Museum Officer and relevant Council Officers.

SPECTRUM standard object movement and exit procedures will be always followed for such items.

2.18.0 Date of Review of Policy

The next date of review of the Collections Development Policy is March 2027.

2.19.0 References

Museum Services' Documentation Policy
Each Museum's Documentation Plan
Museum Services' Care and Conservation Policy
Each Museum's Care and Conservation Plan
Museum Services' Access Policy

SECTION THREE. Museums

3.1.0 Ballycastle Museum

3.1.1 Statement of purpose

The mission of Ballycastle Museum is to preserve, interpret and increase accessibility for all to the rich museum collection that captures the environment, history, heritage, and way of life of the Ballycastle area.

3.1.2 History of the collection

- In 1983 the Kelly sisters (nieces of the original workshop owner Stephen Clarke), donate to the Council, brokered by Cathal Dallat and other parties, the contents of the Irish Home Industries Shop*. The Items are moved up to courthouse where it remains to this day. Cathal Dallat carried out the inventory – records still held. Collection starts to develop.

* In the early 20th century, the Irish Home Industries Workshop (IHIWS) was set up to provide training and employment opportunities to retain the young men in the local area. Later young women were included. When WWI broke out the IHIWS ceased. The IHIWS contents were taken over by the nieces of the original owner and run as a shop - Irish Home Industries Shop. In 1904, core parts of the Irish Home Industries Workshop collection travelled to the St Louis World Fair to be installed in the Irish Pavilion by F.J Bigger and R.J Welch. The collection includes items from the original IHIW, items evidencing the interest and support by Bigger and Welch including donations of material for framing, and items for sale placed into IHIW by artists and crafts people associated with the Arts and Crafts Revival in Ireland. This includes superb watercolours by J.W. Carey, commissioned by Bigger, capturing the demise of President McKinley's ancestor – United Irishman Francis McKinley.

- Courthouse was used by Irish World Organisation as an office surrounded by the collection. At that stage the Gunn collection that was in the Irish World was removed by his heirs. At the time there was no control on items.
- 1994 Ace scheme worker commences. Accession register of core collection in 1994, then accessioning of all material found in the museum including garden finds. Approach was to accession everything connected to museum.

- 1997 and 2004 Purchase at auction of artworks, latter supported by The Art Fund.
- 1998 Museum achieves provisional Registration and then full Registration in 2000.
- 2007 McSparran bequest of artworks finalised.
- 2014 Friends of Ballycastle Museum established.
- 2014 Museum achieves Accreditation phase 3, this is maintained through a return in 2017.

3.1.3 Overview of current collection

- A prestigious collection of the Irish Home Industries Workshop (IHIW) and artists associated with the Arts & Crafts Revival. These include 3-dimensional works of art, prints and watercolours of views of the Causeway area, and general works by artists such as A. Nicholl, J. Nixon, Rosamund Praegar, John Vinycomb, J Leyendecker, J. W. Carey as well as Morrow Bros, Seamus McCamphail and Stephen Clarke.
- Material associated with the 'Little Spinning Wheel' Shop (IHIWS) Ballycastle that continued after the IHIW.
- Material associated with the Glens Feis
- Provenanced archaeology from the Liscolman Bronze Age site
- Civic, sporting, agricultural, industrial, domestic, commercial and community life from 19th & 20th centuries. These include metals, weapons, tools, ceramics, textiles, glass, rare books, maps, postcards, photographs and archives.

3.1.4 Themes and priorities for future collecting

Ballycastle Museum will, within the limitations of its storage and conservation capabilities, collect material relevant to the Ballycastle area.

Causeway Coast and Glens Borough Council accepts the general principle that it is their responsibility to ensure to the best of their ability that all of the collections in their care are adequately housed, conserved and documented.

Subjects or themes include:

The Irish Home Industries Workshop, Shop and associated material

Provenanced archaeological material to the Moyle area

Settlement, civil, commercial, community, industrial, military, maritime, transport and communications material relating to 19th and 20th centuries

Works by recognised artists that depict the Moyle area throughout history e.g. J. W. Carey, A Nicholl, J Nixon, C. McAuley etc

Famous people from and places of the area

Photographs and postcards of the local area

3.1.5 Period of time and /or geographical area to which collecting relates

The geographical area is focussed around the Moyle area including Rathlin Island

Ballycastle Museum has collecting priorities in the following areas:
Mesolithic, Neolithic and Bronze Age provenanced archaeological material
Early Christian and Medieval provenanced archaeological material
19th and 20th century

Whilst Ballycastle Museum wishes to prioritise the 16th and 17th centuries due to the rich history of the area, there appears to be very little opportunity to acquire material evidence to support this period.

3.2.0 Ballymoney Museum

3.2.1 Statement of Purpose

The mission of Ballymoney Museum is to preserve, interpret and increase accessibility for all to the rich museum collection that captures the environment, history, heritage and way of life of the Ballymoney area.

3.2.2 Key aims:

- Facilitate and manage the sustainable development of the museum and its collection for the benefit of present and future generations.
- Provide physical and intellectual access to collections and services through exhibitions, education and outreach programmes.
- Promote interpretation of local identities and their diverse traditions and cultures to ensure the support and inclusion of all sectors of our community.
- To research the collections and thus contribute to the understanding of the history and heritage of the Ballymoney area.
- Utilise available resources efficiently and effectively.
- Provide relevant professional advice to independent museums and collections in the area.

3.2.3 History of the Collection

Ballymoney Museum originated from the collection of James Bell, an antiquarian who was a land agent for the Leslie Hill estate on the outskirts of Ballymoney. After his death in 1855, a large portion of Bell's collection was purchased by a local benefactor, James Cramsie, and it was presented to the Town Commissioners. It has been in the care of the local government authority ever since. In 1860, the 'Museum of Celtic Antiquities' was opened in the old Town Hall (now the Masonic Hall) and since then other antiquarians and members of the public have donated a diverse range of artefacts to the collection.

The collection moved to a new home in 1992 and was displayed in 33 Charlotte Street in the town until 2003. A purpose-built museum venue was added as an extension to Ballymoney Town Hall in 2005 and four years later, with the support of the Heritage Lottery Fund, the new galleries were fitted out to modern museum standards.

3.2.4 An Overview of the Current Collection

Ballymoney Museum was established in 1860. The existing collections relate to the following:

Archaeology - A substantial collection spanning the Mesolithic to the Medieval period. This includes:

- Flint tools, polished axeheads & quern stones from the Stone Age;
- Bronze weapons and a rare wooden yoke from the Bronze Age;
- A unique, carved pagan stone from Derrykeighan and a wooden bog butter vessel from the Iron Age;
- Assorted wooden artefacts from the Medieval period, including a plough (c.1050-1230AD) which is believed to be the oldest in Ireland.

Irish Volunteers and the United Irish Rebellion – Rare examples of objects with local provenance, including:

- Ballymoney Volunteer jug and mug;
- Oath of Allegiance to King George III (June 1797);
- Ballymoney Infantry yeomanry cross-belt plate;
- Sword and other artefacts associated with John Nevin, United Irishman;
- An insurgent pike, with haft.

Domestic, commercial and community life in Ballymoney area - Largely 19th and 20th century, a diverse variety of artefacts of local provenance which are associated with domestic life, clubs & societies, agriculture, railways, local businesses and the local government authority.

Photographic - The museum has an extensive collection of archive images of the town and surrounding area dating from the Victorian period to the present day. The collection also includes equipment from Corfield Ltd., the only camera factory in Ireland.

Motorcycle road racing - Including memorabilia, programmes, trophies and badges associated with the sport in Northern Ireland from the early 20th century.

3.2.5 Themes and Priorities for Future Collecting

3.1 Ballymoney Museum will, within the limitations of its storage and conservation capabilities, collect material relevant to the area defined as the Ballymoney area.

3.2 The Causeway Coast and Glens Borough Council ("the Council") accepts the general principle that it is their responsibility to ensure to the best of their ability that all of the collections in their care are adequately housed, conserved and documented.

3.3 The subjects of interest for future collecting include artefacts associated with:
Domestic, commercial, community and sporting life in the Ballymoney area
Archaeology with a provenance to Ballymoney, in particular from the Iron Age period to the Plantation.
Photographs & film footage depicting significant places, people and events in the Ballymoney area.
Motorcycle road racing in Northern Ireland and those riders, teams and sponsors associated with Northern Ireland.
Famous people who were born or lived in the Ballymoney area.

3.3.0 Coleraine Museum

'Irish History Starts Here'

3.3.1 Statement of Purpose

Coleraine Museum aims to collect, preserve, and research material evidence of the heritage and traditions of the Coleraine area revealing its unique place in Irish history and ensure participation, learning and access for the public benefit.

3.3.2 History of the Collection

Items were donated to the Council since the late 1940s as local people sought a museum for the town. These included some Hugh Thomson pieces and the beginnings of the Coleraine Battery collection from WWII. Civic items inherited since 1614, 1702 and 1829 were already held by Council. With the commencement of the Causeway Museum Service in 1996 Coleraine commenced building its collection.

Coleraine Museum achieved Registration in 2000 and this triggered generous donations from local families. In 2005 Council was offered a large and important collection by Coleraine born Victorian book Illustrator Hugh Thomson. With substantial grant aid from HLF, Art Fund and NIMC the collection was secured. Coleraine Museum has continued to build the collection of his work through targeted acquisitions and donations. Large family collections of important local people came in: Canning, Gribbon and Hezlett. In 2010 the extensive and important Sam Henry collection relating to his work as a collector of Ulster folk songs was donated by his surviving family. Coleraine Museum was also granted the extensive Coleraine Chronicle and Constitution archive of images dating back to the 1950s. Today, the collection stands at over 30,000 items plus the Coleraine Chronicle and Constitution archive. Plans for the development of a new capital project for the museum has had a challenging history and is shelved due to the current financial climate. However, the collection is stored in the warden's bungalow at Juniper Hill Caravan Park and public exhibitions are held for over 6 months of the year in the Accredited venue of Coleraine Town Hall. Coleraine Museum achieved Accreditation Phase 3 in 2014, and maintained this through the returns process in 2017.

3.3.3 Overview of current collections

Mountsandel – Opening up the Landscape – Climate Change

- * Bar Mouth Mesolithic & Neolithic material
- * Hopefield/Corrstown Bronze Age collection
- * Antrim Gardens Large collection of medieval archaeology from Antrim Gardens in Portrush

Planting a New Town – Impact of Plantation – Centre of Trade

- * 17th century Coleraine archaeology (currently NIEA Loan)
- * Civic collection – 1859 revival bible and psalter, Coleraine Sword, Mace, Book of Coleraine, Knox Goblet, George IV Weights and Measures
- * Gribbon Collection A collection of linen seals, other objects and archival material associated with the extensive linen industry in the area during the 19th and early 20th centuries.
- * Hezlett Collection
- * Market Yard collection – archaeology, clock, agricultural trade and awards
- * Taylors Distillery Collection

The World Must See

- * Hugh Thomson Collection - A prestigious collection of work by locally born illustrator and artist Hugh Thomson. This includes works on paper and a collection of books from his personal library.

- * Sam Henry Collection - prominent collection of work by renowned folklorist Sam Henry. It includes printer proofs, correspondence, newspaper cuttings, his book collection, diaries, photographs and glass slides, as well as personal objects such as his cameras, binoculars, hat, and so on.

- * Postcard and travel poster collection

- * Coleraine Battery WWII collection and photographic archive.

- * Chronicle and Constitution photographic archives

- * Sammy Walker Photographic Collection

- * Illustrative material – these include prints, watercolours and oils of topographical views, portraits and other subjects with local provenance either through subject or by artists, including illuminated manuscripts with work by Richard Thomson and J. W. Carey.

- * Victorian collections relating to local families which include samplers, seals, writing box, needlework boxes, folios, photographs, textiles, etc.

- * 20th century material relating to daily life, WWI and WWII, tourism, education and industry in the area.

3.3.4 Themes and priorities for future collecting

Coleraine Museum will, within the limitations of its storage and conservation capabilities, collect material relevant to IHS within the Coleraine area, the Causeway Coast including the rural hinterlands and the seaside towns of Portrush, Portstewart and Castlerock.

Causeway Coast and Glens Borough Council accepts the general principle that it is their responsibility to ensure to the best of their ability that all of the collections in their care are adequately housed, conserved and documented.

Our themes for future collecting include:

- * Hugh Thomson and his context, e.g. John Vinycomb, Richard Thomson, Austin Dobson, Carey brothers, Marcus Ward and Arts and Crafts Revival.

- * Books and other items that contain material relating to other famous artists, e.g. A. D. McCormick.

- * Items relating to Sam Henry and his collection.

- * Provenanced archaeological material to the Coleraine area.

- * Settlement, civil, commercial, community, industrial, military, maritime, transport and communications material.
- * Recreation and tourism related to the proximity of the country's most popular tourist attraction historically.
- * Linen industry representing the importance this has played in the rural and commercial life of the area.
- * People from the area

Our time period for future collecting is:

- * Mesolithic, Neolithic and Bronze Age provenanced archaeological material.
- * Early Christian and Medieval provenanced archaeological material.
- * Plantation period including provenanced archaeological material – Coleraine Museum wishes to prioritise the 16th and 17th centuries due to the rich history of the area, however, the Museum is aware that there is very little material evidence to support this period.
- * 19th and 20th century material.

3.4.0 Green Lane Museum

3.4.1 Statement of Purpose

The mission of Green Lane Museum is to collect, preserve and research material evidence of the heritage and traditions revealing the rural life in the Roe Valley area and to exhibit, interpret and make accessible these collections for the public benefit.

3.4.2 History of the Collection

The 1980s

Green Lane Museum's collection currently comprises of approximately 2000 objects. The collection first came into being in the early/mid 1980s when the Environment and Heritage Service (now known as NIEA) opened Green Lane Museum in Roe Valley Country Park.

At this time, no formal procedures were followed with regards to collections development and object donations. As a result of this, donor information was not fully recorded, and unsuitable items were accepted into the collection.

The 1990s

In the mid-1990s, Green Lane Museum's collection came under the ownership of Limavady Borough Council. Under the advice of the Causeway Museum Service Officer, the museum began to implement formal procedures regarding donations. At this time, any known donors of material given to Green Lane Museum were contacted to confirm if the change of ownership was acceptable and the museum started recording donations in an entry file (the museum's entry file begins in 1997).

Coinciding with the handover of items displayed and stored at Green Lane Museum, Limavady Borough Council began to acquire material relating to the history of Limavady, including a substantial postcard collection and letters from the Second World War.

Accredited since 2000 Green Lane continued to grow through donations from local families. This collections development has slowed in recent years due to limited display and storage space and is managed through the current Collections Development Policy.

2014

Green Lane Museum received full Accreditation and this was maintained through the returns process in 2017.

2022

Green Lane Museum re-opened after COVID, through a Key Holder Agreement with Roe Valley Ancestral Researchers.

3.4.3 Overview of current collections

Core collections include:

- Tumbling body plough
- Mobillette milking machine
- Spinning wheel
- Flax breaker
- An early 20th century baker's cart belonging to a local bakery
- WWI and WWII War Memorial Boards (now located in Roe Valley Arts and Cultural Centre)

Supporting Collections include:

- Items relating to agricultural, industrial, domestic, commercial and community life from 19th & 20th centuries, including First and Second World Wars
- Dungiven Printing press and associated materials (currently stored off-site)

3.4.4 Themes and priorities for future collecting

Green Lane Museum will, within the limitations of its storage and conservation capabilities, collect material relevant to the Roe Valley area.

Causeway Coast and Glens Borough Council accepts the general principle that it is their responsibility to ensure to the best of their ability that all the collections in their care are adequately housed, conserved and documented.

Themes and priorities for future collecting are items relating to:

- Industry of the Roe Valley including linen, hydroelectricity and agriculture
- 19th and 20th C life in the Roe Valley
- Local trades and commerce
- Local airfields and World Wars One and Two
- Famous people from and places of the area

The geographical area is focussed around the Roe Valley area. The major period for collecting is the 19th and 20th centuries.

3.5.0 Limavady Museum

3.5.1 Statement of Purpose

The mission of Limavady Museum is to collect preserve and research material evidence of the heritage and traditions revealing life in Limavady town area and to exhibit, interpret and make accessible these collections for the public benefit.

3.5.2 History of the Collection

Limavady Museum collection had been started by donations of material in the 1990s that were not suitable for display at Green Lane Museum. These included local schools, artworks and items relating to local town businesses. Council purchased a collection of postcards in 1997 along with a collection of WWII letters from a local family. Council proceeded to have a small museum element in its new town centre cultural venue. After a challenging period of stop/start the Council eventually opened the new RVACC which included museum stores and gallery space. As these plans progressed more donations came in from local families including the Drumcovitt/Sloan collection, 1835 Sampson map and the rare 1698 estate map books. From time-to-time Council continue to purchase specific items such as the 19th C Bunting Music Books. Collection now includes approx. 3000 items. Limavady Museum (RVACC) achieved Accreditation in 2014 and maintained this through the returns process in 2017.

3.5.3 Overview of current collections

Core collections include:

- Local Schools Collection (Buchanan and Witherspoon): Consisting of textbooks, roll books, registers and school photographs dating from the last 150 years.
- Drumcovitt Collection: A collection of documents and photographs relating to a local house and estate.
- Limavady Postcard Collection: A collection of late 19th and early 20th century postcards relating to the local area.

Supporting collections include:

- Items relating to civic, sporting, agricultural, industrial, domestic, commercial and community life from 19th & 20th centuries, including First and Second World Wars.
- Limavady Post Office Material: A collection of post office items e.g. postbags, stamps and stationery from the former Post Office in Limavady, mid 20th century.
- Roe Valley Hospital Pictures: A collection of pictures purchased by the Friends of the Roe Valley Hospital, mid 20th century.
- Coins and medals from 20th century.

Unique collection items include the Estate Maps of Newtown Limavady (1699), a rare early survey of the local area featuring hand-drawn maps and details of buildings, land

features and tenants; and a collection of letters written by a local woman to her husband on active service during the Second World War. The museum also holds two volumes of Edward Bunting's Ancient Music of Ireland (1809 and 1840) and a copy of the sheet music of Danny Boy (published 1913). These items are of much regional significance as they highlight the musical traditions long associated with the borough.

3.5.4 Themes and priorities for future collecting

Limavady Museum will, within the limitations of its storage and conservation capabilities, collect material relevant to the Limavady area.

Causeway Coast and Glens Borough Council accepts the general principle that it is their responsibility to ensure to the best of their ability that all of the collections in their care are adequately housed, conserved and documented.

Themes and priorities for future collecting are items relating to:

- Local trades and commerce
- Early times from Mesolithic on
- The Early Christian period
- The Plantation period
- Local airfields and World Wars One and Two
- Famous people from and places of the area
- Civic items for the Legacy Borough
- Works of art

The geographical area is focussed around the Limavady area and the collecting period reflects the span of time that people have settled in this area i.e. since Neolithic times. The major period for collecting apart from material revealed through archaeological excavations is the 19th and 20th centuries.

Whilst Limavady Museum wishes to prioritise the 16th and 17th centuries due to the rich history of the area, there appears to be very little opportunity to acquire material evidence to support this period.

Appendix A

- 1 "Collections" are defined as:
"Any item entered in the Accession Registers of each Museum, whether as gift, transfer, bequest or purchase, together with any item not entered in the Accession Registers, but in the possession of each Museum at August 2017, which was donated or purchased with the intention that it should become part of the Collections."
- 2 "Valid title" is defined as valid legal ownership.



Museum Services Conservation and Collections Care Policy

**For
Ballycastle Museum
Ballymoney Museum
Coleraine Museum
Green Lane Museum
Limavady Museum(RVACC)**

Author	S. Calvin
Date	19 th March 2024

Date of Screening of Policy	
EQIA Recommended?	NO
Date Adopted by Council	May 2024
Date Policy Revised	March 2027

1 The purpose of the Conservation and Collections Care Policy

- To preserve collections in the care of Causeway Coast and Glens Borough Council
- To maximise the safe use and access to collections, making cost-effective and sustainable use of resources
- To support the delivery of Causeway Coast and Glens Borough Council Cultural Services Strategy 2016- 2021

2 Principles of conservation and collections care

- The policy covers all activities that are designed to preserve the collections of Causeway Coast and Glens Borough Council including preventive measures as well as interventive/remedial conservation.
- The policy aims to promote physical access to and use of collections, while minimising risks to the objects and to users.
- The standard of care may vary according to significance; rarity/replaceability; fragility, access demand for individual items and collections and owner requirements for items on loan.

3 Approach to conservation and collection care

- The preservation of Collections will be optimised by assessment and reduction of risks to them, with priorities decided in the light of their needs and significance.
- Museum Services will
 - aim to meet appropriate published standards and benchmarks in collections care.
 - document all activities covered by the policy to the standards outlined in Spectrum,
 - employ qualified and experienced staff to implement the policy.
 - seek to obtain appropriate specialist advice
 - agree an annual action plan and will co-ordinate and be responsible for the delivery of the plan.

4 Buildings and environments

- Museum Services will seek to ensure that all collections are housed in buildings that meet agreed minimum standards of construction and condition.
- Museum Services recognise that the maintenance of a building's fabric and services is fundamental to the preservation of both buildings and collections.

- Museum Services will seek to work with the other Council Departments responsible for the buildings maintenance to ensure minimum standards are met.
- Museum Services will seek to monitor and control the internal environment of buildings, whether actively (e.g. by heating, cooling, humidification, de-humidification, mechanical ventilation, and lighting) or passively (e.g. through solar controls, natural ventilation and natural lighting)
- Cleaning, housekeeping and pest management are important to the preservation of collections. Museum Services will establish and maintain programmes that should aim for best practice and use standards such as Benchmarks in Collections Care.

5 Displays, exhibitions, and loans

Museum Services

- will ensure that lenders' conservation requirements can be met before agreeing to borrow objects.
- will ensure that conservation requirements as appropriate are met by any borrowers.

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.

6 Collections and individual objects

Museum Services will

- assess all proposed acquisitions before acquisition and if there are significant cost implications (over £1000) of conservation and long-term care approval will be sought from management.
- Selection of furniture, materials, mounts and packaging used in collections stores, will reference current best practice.
- Record appropriate access level for objects using agreed practice.
- Plan to record the condition of collections, according to their nature and significance.

7 Remedial conservation treatments

- Objects will be prioritised for treatment based on object condition as well as display need.
- Only trained conservators will carry out remedial treatment. Where work is contracted out conservators accredited by the Institute of Conservation (ICON) will normally be selected.

8 Emergency planning and response

- The Emergency Plan for each Museum will consider conservation issues.
- All response teams to include at least one member of the Museum Services, who will supervise the handling and care of collections in the aftermath of an emergency.

9 Training/learning/dissemination

- As part of their induction, all Museum Services staff and volunteers should be 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.

10 Staffing levels and budgets

Museum Services will

- Allocate budgets to collections care and conservation within the available core funding from Council.
- Seek external funding for specific conservation projects subject to internal approval processes.

11 Date for review of Policy

This policy is due for review no later than March 2027.

Annex D



Museum Services Documentation Policy

For

Ballycastle Museum

Ballymoney Museum

Coleraine Museum

Green Lane Museum

Limavady Museum (RVACC)

Author	Sarah Calvin
Date	19 th March 2024

Date of Screening of Policy	
EQIA Recommended?	NO
Date Adopted by Council	May 2024
Date Policy Revised	March 2027

Documentation Policy

1. Introduction

After actual items, documentation is the most important thing that a museum holds. Documentation underpins every aspect of museum activity. Recording collection information is central to being accountable for the collections, their accessibility, management, research, study and use.

Our policy for documentation of the collections is to ensure that the information we hold relating to the collections is accurate, secure, reliable and accessible.

Museum Services are responsible for the Documentation of all five museums of the Causeway Coast and Glens Borough Council; Ballycastle, Ballymoney, Coleraine, Green Lane and Limavady.

This Policy applies to Ballycastle, Ballymoney, Coleraine, Green Lane and Limavady

2. Aims and Objectives

The aim of this Policy is to ensure that we fulfill our guardianship, stewardship and access responsibilities. Through implementation of this policy, our objective is to:

- Improve accountability for the collections;
- maintain at least minimum professional standards in documentation procedures and collection information and attain the very highest standards wherever possible;
- Extend access to collection information;
- Strengthen the security of the collections.

3. Accountability

Causeway Coast and Glens Borough Council Museums will follow the accountability principles defined by the Museums and Galleries Commission;

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

4. Levels of Documentation

Museum Services within the Causeway Coast and Glens Borough Council is committed to record significant information about the objects in our care so that each object we are legally responsible for (including loans) can be identified and located.

For the majority of our collections, curatorial staff will document to individual item level. However, for certain collections, for example bulk archaeological excavation material, it is

neither feasible nor practical to document the material in this detail, 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.

We will document our collections to either Inventory or Catalogue level, as 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.

5. Computerisation of Records

Museum Services documents all its collection onto Modes Complete. Our aim is to have all our items documented onto Modes through our Documentation Plans for each Museum. Our colleagues in ICT make regular backups which are saved on the server. We print off the accession register at regular intervals as a backup copy. One copy of each accession register is stored off site in Cloonavin and the others are stored in Museum Services Office Ballymoney Town Hall.

In order to ensure that our current electronic system does not become obsolete, the Museum Services will remain informed of technological advances and ensure the long-term accessibility of the information held.

6. Controlled Access to Sensitive Information

All requests for information will be considered in terms of compliance with the Freedom of Information Act (2000) and Data Protection Act (1998) and the Environmental Information Regulation (2004). Due consideration will be taken of the General Data Protection Regulation 2015 – EU Directive. 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.

7. Security Against Loss of Irreplaceable Collection Information

We have in place measures to ensure the physical security and long-term preservation of all documentation records, whether paper or computerised. We will update all manual and computerised records as appropriate. Regular backups will be made to secure digital data. Where collection information is wholly computerised and managed centrally we will make

backup copies of all key files, and where considered appropriate, house them securely off-site.

8. Date of Review of Policy

The next date for review of this Policy is March 2027