Blake Museum

Blake Museum, Bridgwater
Documentation Policy

Name of museum: Blake Museum, Bridgwater

Name of Governing body: Bridgwater Town Council

Date on which this policy was approved by the governing body: 16 March 2015

Date on which this body is due for review: March 2018

Statement of Purpose

The Blake Museum Bridgwater is established:

- to rescue from loss and destruction the relics of our ancestors;
- to collect, preserve, conserve and to show relics of history relating (principally but not exclusively) to Bridgwater and its immediate surroundings;
- to show visitors that Bridgwater is not indifferent to its own history;
- to interest visitors in what has happened in Bridgwater since it was granted its first Royal Charter in the reign of King John;
- to give the townspeople of Bridgwater pride in their past;
- to reveal that great events have taken place within the town and adjacent areas and set them in the context of the history of England;
- to honour the lives of great men and women who have lived or been associated with the town, and, in particular but not exclusively, Robert Blake.

Introduction: This policy guides the work the museum does in the field of collection documentation.

The aim of the documentation policy is to ensure the museum fulfils its responsibilities in relation to security, management and access of collections.

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

Ethics and legislation: The museum will be mindful of the requirements of

- Data Protection
- Freedom of Information
- The Museum Association Code of Ethics

Accountability: The museum is committed to maintaining at least the minimum standard of collections documentation, so that all items may be identified and located.

Standards: The museum is committed to following the SPECTRUM primary procedures.

Access to collections: The museum is committed to ensuring the documentation allows access for:

- Staff
- Researchers

Security of Collections information: The museum is committed to the physical security of the records and their long-term preservation. The electronic data is automatically backed up to an external hard drive, and a secure copy of the accessioning records is held off-site in the Town Hall safe.

Keeping records up to date: The Museum is committed to updating the records on a regular basis. The database program will be updated as necessary.

Signature: Graham Granter
Chair of MSC

Date: 16 March 2015

Certified: Alan Hurford
Town Clerk

Date: 16 March 2015