



Documentation Policy, 2019

Date for review: 2024

Purpose of this Policy: The aim of this policy is to ensure that the Museum of Methodism and John Wesley's House fulfil their responsibilities to document their collections professionally and to accepted standards. This in turn will improve the management, security and access to the collections.

1. Every object permanently or temporarily in the care of The Museum of Methodism and John Wesley's House is accounted for. This means that, as a minimum standard, every object can be identified and located.
2. Information about all objects deposited in the museum is maintained to the SPECTRUM standard.
3. There are clear and effective links between all collection objects as well as loans and all relevant data.
4. Collections-related records, both paper and digital, are stored securely and are preserved. Paper records are stored inside the locked museum store, and back-ups elsewhere.
5. Digital records (MODES database) are backed up weekly on a Toshiba hard drive; a security copy of the accessions register is maintained and stored in a different physical place from the original.
6. Electronic systems are monitored to ensure they do not become obsolete and thus guarantee long term accessibility of the information held at the museum.
7. All documentation procedures will be carried out by suitably trained staff only and access to original collection documentation is restricted to the Curator and the archive assistants only, or by appointment/as appropriate.
8. The Museum Documentation Procedural Manual provides detailed guidelines in regard to all documentation procedures to be followed to meet the SPECTRUM standard.
9. These aims are met for all objects acquired prior to this policy and all new acquisitions.
10. The documentation policy will be reviewed at regular intervals and at least every five years.