

Isle of Wight Steam Railway

Documentation Policy

Date on which this policy was approved by governing body: 9 September 2017

This policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: 9 September 2022

Introduction

Recording collection information is central to being accountable for the collections, their accessibility, management, research, study and use. Museums and Archives must know what is in the collections, where they are located, who owns them, who owns the intellectual property rights and what use may be made of them.

Our intention is to ensure that the information we hold relating to the collections is accurate, secure, reliable and accessible.

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;
- Ensure that all items are uniquely labelled, their location noted and that the condition of the item is logged where possible.

The Policy

IWSR will meet the SPECTRUM minimum standard within the constraints of the Railway, for each of the primary procedures:

- Object entry
- Acquisition
- Location and movement control
- Cataloguing
- Object Exit
- Retrospective documentation
- Loans in
- Loans out

Recording of Information

Information for all items will be recorded for each category of the collection using the following systems:

- a) Artefacts MODES
- b) Archives Excel Spreadsheet
- c) Tickets Excel Spreadsheet
- d) Photos Access Database
- e) Rolling Stock MODES

All catalogues containing accessioned items will be kept up to date.

Computerisation of Records

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

Access to Sensitive Information

All requests for information will be considered in terms of compliance with the appropriate Data Protection legislation. 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.

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 records as appropriate. Regular backups will be made. Where collection information is wholly computerised it will be backed up under the Railway's central tape backup system and a copy stored securely in a different location. Copies of any paper records will be copied, either in paper or digital form and a copy stored securely in a different location.