

ICE Scotland Museum Collection Management Policy

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**ICE SCOTLAND MUSEUM
COLLECTION MANAGEMENT POLICY**

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1. INTRODUCTION

This Policy regulates the management of the ICE Scotland Museum collection. The adoption and implementation of such a policy is a requirement of the Accreditation Scheme for Museums and Galleries in the United Kingdom which is managed in Scotland by Museums Galleries Scotland.

This Policy requires approval by the ICE Scotland Museum Committee every four years or sooner as required.

2. PURPOSE

The purpose of this Collection Management Policy is to set out the standards by which the ICE Scotland Museum collection is managed.

The Policy sets out objectives and standards for

- documentation
- collections care and conservation
- access

3. OBJECTIVES

3.1 DOCUMENTATION

The ICE Scotland Museum will implement an appropriate collection documentation programme to

- improve accountability for the museum and archive 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 collection.

We will put in place measures to ensure the physical security and long term preservation of all documentation records in all formats.

3.2 CONSERVATION AND COLLECTIONS CARE

The collection can only benefit present and future users if professional standards of care are applied to ensure their long term survival. ICE Scotland aims to store, handle, display and use its collections in a way that minimises the risk of damage and deterioration.

To achieve this objective, the ICE Scotland Museum Committee will

- develop and implement a comprehensive and continuous collection care and conservation programme, in accordance with the standards and procedures that underpin this policy

- control and supervise access to all collection items held in store or retrieved from storage for study
- supervise the handling and transport of all collection items
- specify and monitor the environmental conditions and security controls in which the collection items are housed and displayed, and recommend enhanced controls as appropriate
- apply the museum's risk management process to identify and mitigate risks to the collection
- ensure that all collection items are insured where appropriate
- will develop a priority list for conservation and progress with this conservation as funds become available
- ensure that all conservation is carried out by appropriately qualified and experienced conservators and collection care specialists and that treatment is documented in line with professional standards
- set conditions of loan and ensure that all organisations that wish to borrow items from our collection comply with ICE Scotland Museum's Collection Management Standards and Procedures

3.3 ACCESS

We aim to provide the greatest opportunity for everyone to access and enjoy our collection within the reasonable constraints of resources, conservation and security.

In delivering our policy on access to and use of our collections, we aim to:

- encourage members of all sectors of the community to access and use objects, archives and associated collection information
- commit to providing longer-term and temporary exhibitions of objects in the collection
- seek opportunities for incoming and outgoing loans to increase access, appreciation and enjoyment of the collections
- offer physical and/or intellectual access to the collection through outreach programmes, events, digital media, activities and lectures
- ensure that access and use does not compromise conservation, care and security of, or any ethical sensitivity to objects or archives to ensure their long-term survival
- act in accordance with relevant professional standards

Wherever possible, we provide access to our museum and archive collection free of charge to visitors and researchers. The circumstances in which we may charge for services related to our collection are set out in the Access section of our Collection Management Standards and Procedures.

4. SCOPE

This policy applies to any item in the possession of the ICE Scotland Museum which has been accessioned into the ICE Scotland Museum or may be considered for potential acquisition into the collection.

5. LINES OF RESPONSIBILITY

Institution of Civil Engineers

The ICE Scotland Museum operates under the constitution of ICE Scotland (a region of the Institution of Civil Engineers) as a special interest group. The ICE Scotland Museum Committee has overall responsibility for the stewardship of the collection subject to the terms and conditions of the Hosting Agreement with Heriot-Watt University. The Museum Committee has delegated a Museum Committee Secretary and an Honorary Curator to manage the day-to-day operation of the museum.

The Honorary Curator applies the Collection Management Policy and its Standards and Procedures in line with accepted museum best management practice with advice as needed from the Curator and Archivist at Heriot-Watt University.

Heriot-Watt University

The Head, Curator and Archivist of Heriot-Watt University's Heritage will provide advice to the Honorary Curator and the ICE Scotland Museum Committee on good practice relating to the management of the ICE Scotland Museum Collection.

6. MONITORING AND EVALUATION

Institution of Civil Engineers

The ICE Scotland Museum Committee will make an annual report to the ICE Scotland Committee.

7. IMPLEMENTATION

The ICE Scotland Museum Committee will achieve the objectives of this policy with advice from Heriot-Watt Information and Governance team in implementing the Collection Management Standards and Procedures that have been developed in support of this policy.

8. RELATED POLICIES, PROCEDURES AND FURTHER REFERENCE

Policies

ICE Scotland Museum Collection Development Policy

Procedures

ICE Scotland Collection Management Standards and Procedures

Further reference

Museum Accreditation Standard

http://www.artscouncil.org.uk/media/uploads/pdf/accreditation_standard_english_web.pdf

Museums Association Code of Ethics for Museums

<http://www.museumsassociation.org/ethics/code-of-ethics>

SPECTRUM: the UK Museum Collections Management Standard

Version 5: 2017

<http://www.collectionslink.org.uk/programmes/spectrum>

9. ICE Scotland Museum The ICE Scotland Museum Committee maintains a collection and a series of displays at the Riccarton campus, currently these are located
- in the William Arrol Building
 - in the Edwin Chadwick Building
 - at the west door of the William Arrol Building
 - in the Heriot-Watt Museum and Archive.

Collection Any items entered in the Accession Register (and online catalogue) kept by ICE Scotland Museum, whether as gift or purchase.

Archives Records, in any format, which have been created by an organisation or individual in the course of their activities and functions and selected for permanent preservation for their historical or evidential value.

10 FURTHER HELP AND ADVICE

Further information about the scope and implementation of this policy is available from the Museum Committee Secretary.

email icescotmuseum@virginmedia.com

<https://ice-museum-scotland.hw.ac.uk/>

11. POLICY VERSION AND HISTORY

Version No	Date of Approval	Approving Authority	Brief Description of Amendment
V. 1.0	10 01 2017	ICE Scotland Museum Committee	First Version.
V.2.0	15 02 2022	ICE Scotland Museum Committee	First Revision

ICE Scotland Museum Collection Management Standards and Procedures

ICE SCOTLAND MUSEUM
STANDARDS AND PROCEDURES TO SUPPORT COLLECTION MANAGEMENT
POLICY

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1. INTRODUCTION

These standards and procedures support the implementation of the Collection Management Policy.

2. DOCUMENTATION

We will implement a documentation programme to ensure that each object or archive in the collection will have:

- documentary proof of legal title that also meets ethical standards;
- an identity number which uniquely identifies the object with that catalogue entry;
- the identity number labelled or otherwise marked on the object;
- a robust link with all associated documentation;
- an accurate and up-to-date record of location;

All documentation procedures will comply with SPECTRUM: the UK Museum Collections Management Standard; Version 5: 2017

<http://www.collectionslink.org.uk/spectrum>

In addition we will document archives in accordance with standards set out by the International Council on Archives International Standards of Archival Description (General) 2nd edition, International Standard Archival Authority Record for Corporate Bodies, Persons and Families and National Council on Archives Rules for the Construction of Personal, Place and Corporate Names.

<http://www.ica.org/10206/standards/standards-list.html>

We will achieve this by following a standard procedural manual to implement the 8 Primary Procedures set out in the SPECTRUM standard.

Object/archive Entry. All objects and archives received by the ICE Scotland Museum for potential donation, purchase, loan or identification must be recorded on an Entry Form.

Acquisition. If an item is to be retained as part of the collection an Item Number (accession number) must be allocated and recorded in the ICE Scotland Museum Catalogue, this is in addition to the Entry Number.

Location and Movement Control. Any object or archive leaving its normal location for a period exceeding ten working days will have that location change recorded in the ICE Scotland Museum Catalogue.

Cataloguing. A catalogue record must be created in the ICE Scotland Museum Catalogue for all items entering the collection. The record will contain the following information as a minimum: object number, object name, number of parts, brief physical description, reference to acquisition and location information

Object/archive Exit. All material leaving the ICE Scotland Museum whether outward loan, temporary transfers of material for conservation, permanent transfers to other institutions, or destruction due to damage, must be recorded on an Exit Form.

Loans In. All incoming loans must be recorded on an entry form.

Loans Out. All outgoing loans must be recorded on an exit form.

Physical security and long term preservation of documentation records

The Honorary Curator will store original entry and accession records, which provide evidence of transfer of title, in paper format, hold these securely in locked storage and retain electronic copies which are copied onto a secure drive on the University's centrally backed up IT systems.

The Honorary Curator will implement measures to ensure long term preservation and access to our collection data through systems upgrade, migration or emulation adopting the Heriot-Watt University's wider digital preservation and digital asset management programme.

3. COLLECTION CARE AND CONSERVATION

The ICE Scotland Museum Committee will implement the following standards of collection care, preventive and remedial conservation, with the input and support of other relevant professional services staff and external specialists with advice from Heritage and Information Governance.

Preventive Conservation

Preventive conservation is the planned and controlled change to the environment and surroundings of an object to reduce or eliminate, as far as possible, the known aspects of that object's deterioration. The following measures will be implemented to achieve this with advice from Heriot-Watt University's Heritage staff on curatorial guidance on conservation matters with practical support from Heriot-Watt University in relation to physical security, IT systems and risk and security management.

Provision of suitable building conditions

The collection will be safeguarded through the management of the following systems:

- building maintenance
- intruder alarms
- fire and evacuation systems

When campus capital developments and building, refurbishment or maintenance works are planned, the ICE Scotland Museum Committee and Heriot-Watt University's Heritage staff will be involved in the planning process to consider any opportunities to improve the collection accommodation and ensure that appropriate action is taken to mitigate any risks to the collection.

Environmental monitoring

The ICE Scotland Museum Committee will in liaison with Heriot-Watt University's Heritage staff:

- monitor the environment in storage and display areas, to measure and record relative humidity (rh) and temperature using a continuous recording data logger
- collate, utilise and act upon data to provide stable and appropriate collection environments
- monitor, manage and eradicate pests

Environmental control

The ICE Scotland Museum Committee will store and display the collection in a managed environment that minimises their rate of deterioration, using the following control factors and methods with reference to PD 5454 2012: Guide for the storage and exhibition of archival materials

- Relative humidity (RH): for general mixed media collections, 35 -60% RH with less than a 10% fluctuation in any 24 hour period
- Temperature: 13-20° centigrade
- Visible light and UV radiation: exposure of sensitive material to both visible and UV light will be kept to a minimum
- Display case construction: where appropriate, objects on display will be cased and, if appropriate, the internal case environments tailored to suit the objects within.

Storage

Where practicable, stored collection will be housed in cupboards, inert crates, boxes, covered racking or covered pallets to protect against dust with advice from Heriot-Watt University's Heritage staff.

Control methods to be used:

- Relative Humidity (RH): localised buffering material, humidifiers, dehumidifiers, air conditioning
- Temperature: air handling units and localised heating
- Visible light: daylight exclusion, blinds, filtering films,
- UV Radiation: filtering films, daylight exclusion.

Housekeeping

Housekeeping programmes including regular cleaning of the collection storage, display and study facilities will be established and followed.

Quarantine procedures

New acquisitions and incoming materials will be inspected for signs of infestation and, if necessary, held in quarantine pending appropriate treatment. Only then will such objects be introduced into stores or displays containing other collection items.

Pest monitoring

Areas containing vulnerable collection items will be monitored using insect traps that are checked at least once every 3 months. Should pests be detected, the trap contents will be recorded and the area monitored rigorously to locate and eradicate

the source.

Handling, moving and transport

Collection items are particularly at risk when being moved or handled. Objects and archives from the collection will only be moved under the supervision of a member of the ICE Scotland Museum Committee. Where appropriate objects and archives that are transported will be suitably wrapped or crated to give them the most suitable protection. ICE Scotland Museum Committee staff will follow the University insurance procedures to ensure that collection items in transit or housed away from the University are insured where appropriate.

Risk and Security Management

The ICE Scotland Museum Committee will follow the University Risk management process, using the ICE Scotland Museum Risk Register to identify and record risks to the collection and report these to the Director of Governance and Legal Services and Head of Risk and Audit Services in order to agree and prioritise mitigating actions and ensure that the register is kept up to date.

The ICE Scotland Museum Committee, with the advice and assistance of Heriot-Watt University's Heritage staff:

- are responsible for controlling and supervising access to all collection items held in store or retrieved from storage for study.
- will liaise with the Head of Risk and Audit Services and the Security and Resilience Manager to agree and put in place appropriate security controls to manage risks to the collection in storage and on display.
- will obtain expert security advice for stored and exhibited collection items at least every five years and earlier if needed. The ICE Scotland Museum will develop an action plan in response to assessment recommendations and ensure that this is factored into strategic and operational plans.

Insurance

The ICE Scotland Museum Committee will follow the Heriot-Watt University insurance management procedures to compile and update comprehensive insurance schedules for the collection and report these to Head of Risk and Audit Services so that the collection can be properly insured. The ICE Scotland Museum Committee will liaise with the Head of Risk and Audit Services and the owners of items loaned to the University collections to obtain and update valuations of collection items to ensure that they have appropriate insurance cover.

Items retained in off-site storage will be insured as appropriate.

Disaster planning

The ICE Scotland Museum Committee will liaise with Heriot-Watt University's Heritage staff and other Heriot-Watt University staff to maintain Disaster Plans and procedures for collection salvage and business continuity for all venues housing museum and archive collection, review these plans regularly and update them where

necessary.

Remedial Conservation

Remedial conservation is the active treatment of an object to stabilise its condition, or to enhance its condition, or some aspect of its significance for study and interpretation.

The ICE Scotland Museum Committee will seek guidance from Heriot-Watt University's Heritage staff and work in accordance with the following principles where appropriate:

- we will employ only appropriately qualified and experienced conservators, collection care staff or Heriot-Watt University staff to carry out conservation work. Conservators will be registered on the Conservation Register operated by the Institute of Conservation (ICON) or - where appropriate - professionally accredited.
- we will maintain records of all treatments in accordance with SPECTRUM standards for industrial collections.

4. ACCESS

Access to the collection involves providing physical proximity to objects and archives and intellectual use of the information and knowledge relating to them.

We provide physical access to the collection through display, temporary exhibitions, access to study our archive and reserve collection and loans to and from other heritage and cultural organisations.

Intellectual access involves making information about objects and archives available through exhibitions, catalogues and other publications in paper and/or electronic formats, and photographic media, and access to supplementary information about the collection.

In delivering our access services we will act in accordance with relevant professional standards. These include:

- Museums Association, Ethical Guidelines 4: Access
<http://www.museumsassociation.org/download?id=8352>
- Museums Association, Code of Ethics for Museums
<http://www.museumsassociation.org/ethics/code-of-ethics>
- National Council on Archives Public Services Quality Group:
A Standard for Access for Archives, 2008
http://www.archives.org.uk/images/documents/access_standard_2008.pdf

Maximising Access

In order to maximise access we will:

- advertise exhibitions
- offer facilities for the study and use of the collection in our Museum and other

appropriate locations on Heriot-Watt University premises. These facilities are open to all, at advertised times and by arrangement, within the constraints on access and use detailed below and subject to collection handling guidelines

- make no discrimination regarding access on the basis of physical, sensory or intellectual ability, cultural origin, age or social status, and will seek to widen general access and social inclusion
- work in partnership with other institutions to arrange incoming and outgoing loans to promote access and appreciation of our collection and enhance the visitor experience
- develop on-line catalogues to our collection providing global access to information about them

Conditions of access

Access and use must be balanced against the need for conservation, care and security of, or any ethical sensitivity to objects or archives to ensure their long-term survival. Accordingly, we may refuse any request for access that might jeopardise the long-term future of any item in the collection. We will offer full reasons for a refusal if that is our decision. However, we will provide the opportunity to examine a photograph or replica of the item concerned, whenever reasonably possible.

In some cases, we will restrict access to objects or archives of particularly high value, fragility or sensitivity to students, scholars and others with a demonstrable need to see the material.

We may – where appropriate - limit access to particular parts of the collection (e.g. radioactive specimens) by the need to comply with Health & Safety legislation.

Copying or reproduction of any Museum information or materials will be subject to compliance with copyright legislation.

We will not grant access to objects or archives of specific cultural significance when there is reason to suspect that there is intention to trivialise or sensationalise the specimens or if the request fails to meet any access requirement restrictions.

We will respond to requests for collection-related information, in accordance with the Data Protection Act 1998, the Freedom of Information Scotland Act 2002, Environmental Information (Scotland) Regulations and any other relevant legislation in liaison with Heriot-Watt University staff where appropriate.

Loans

All loans into and out of the ICE Scotland Museum collection will be for a finite, fixed term. Where appropriate there will be the option to renew the loan for a further term by mutual agreement.

All items loaned to the ICE Scotland Museum Committee will receive the same standards of collection management as we apply to our own collection.

All loans to other organisations are subject to the requirements for care, documentation and management set out in our Collection Management Policy and Procedures.

Only under exceptional circumstances would the museum accept a loan from an individual or organisation which is not a museum.

Charges

We provide access free of charge

- to our museum displays and temporary exhibitions
- for study and research in our collection search rooms
- for loans to other museums, galleries and archives, provided that the borrower bears any costs associated with the transport, care and insurance of the loaned items

We may charge for

- special events
- filming, photography or reproduction of images for commercial purposes
- research services that we agree to undertake, for instance genealogical research using the University's archives
- publications
- copies of information or photographs, where copying is permissible under copyright legislation
- responding to complex requests for information in cases where we are allowed to charge in accordance with any relevant legislation

5. FURTHER HELP AND ADVICE

Further information about the scope and implementation of these standards and procedures is available from the Museum Committee Secretary to the ICE Scotland Museum Committee.

Email: icescotmuseum@virginmedia.com
https://web.sbe.hw.ac.uk/ICE_Museum/

6. VOLUNTEERS

The Museum is run entirely by volunteers. There are no paid staff.

New volunteers are recruited by an advert in the ICE Scotland Newsletter. Persons who agree to take on the role of volunteer curator will be introduced to the museum and appraised of aspects of the role. They will also be issued with a Volunteer Agreement document outlining the role of a volunteer and that they should familiarise themselves with the museum's Collection and Development policies.

The museum maintains a Museum Recruitment Statement.

7. DEFINITIONS

Collection Any items entered in the catalogue of the ICE Scotland Museum.

Archives Records, in any format, which have been created by an organisation or individual in the course of their activities

and functions and selected for permanent preservation for their historical or evidential value.

Fonds

The archival cataloguing term for the archives of one person or organisation – the highest level of archival arrangement.

8. PROCEDURES VERSION AND HISTORY

Version No	Date of Approval	Approving Authority	Brief Description of Amendment
V1.0	10 01 2017	ICE Scotland Museum Committee	First Version
V2.0	15 02 2022	ICE Scotland Museum Committee	First Revision