



Policy for the Documentation of the Collections of The Hunterian, University of Glasgow

Approved by: Hunterian Strategic Development Board, University of Glasgow

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1. The Mission of The Hunterian

The overall strategic objectives of The Hunterian are aligned in support of the University of Glasgow's Strategic Plan *Glasgow 2020: A Global Vision* and address the key actions of 2020:

- To deliver excellent research
- To deliver excellent student experience
- And to enhance global reach and reputation
- To create the infrastructure that will deliver these goals

These objectives also reflect and align to objectives and performance measures set by the Scottish Funding Council for its Museums, Galleries and Collections Grant funding. These require The Hunterian to provide:

- An appropriate level of collections care and management
- A service to the wider research community
- A high-quality teaching and learning experience to the wider HE community
- Contribution towards SFC's widening participation objective

The Plan aims to deliver a new mission for The Hunterian as a facilitator and contributor to the research and learning objectives of the University of Glasgow and as a cultural asset with national and international reach. The Hunterian will make a tangible contribution to the University of Glasgow's mission to provide an intellectually stimulating learning environment. Drawing on our encyclopaedic historical collections, we will support and engage with University of Glasgow ambitions for interdisciplinary approaches to research, teaching and knowledge exchange.

From July 2016 the Hunterian, along with partners GlasgowLife and the Moving Image Archive of the National Library of Scotland, will begin moving into Kelvin Hall a new collections store and study centre. All of the Hunterian 1.5 million objects currently located over 9 storage facilities in the city will be relocated to Kelvin Hall over an 18 month period. This new custom build storage facility will represent a major improvement in collections care and access in The Hunterian

To this end, we will focus on our core mission to care for and develop our collections and share and communicate our knowledge about them.

2. Aims of this Policy

The aims of this Policy are 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 collections and collections information
- strengthen the security of the collections

3. The Collection

To achieve this we will ensure that, as far as is reasonable, for every object in the collection:

- there is documentary proof of legal title that also meets ethical standards

- there is an accurate record at either catalogue or inventory level for the object
- there is an accession number which uniquely identifies the object
- that number is labelled or otherwise marked on the object
- there is a robust link between the object and all associated documentation
- there is an accurate and up-to-date record of location
- all documentation procedures meet SPECTRUM standards

The Hunterian will ensure that these aims are met for all new acquisitions and will plan to achieve them for all collections and objects acquired prior to this policy.

4. Incoming Loans

For every item on loan to or deposited in the Hunterian, whether for research, exhibition or identification, we will ensure that:

- there is an appropriate incoming loan agreement specifying duration of loan/deposit
- there is an accurate catalogue record for the object
- there is a robust link between the object and all associated documentation
- there is an accurate and up-to-date record of location
- all documentation procedures meet SPECTRUM standards

5. Collections Research

We will ensure that all collections-based research enquiries and results, reports and publications are documented and associated with the catalogue record for each relevant object. This will be done using the relevant modules in the collections management system.

6. Online Publication

We will ensure that as far as is practicable and subject to the University of Glasgow's Data Protection Policy, the regulations of the Data Protection Act (1998), intellectual property rights and collections security, all relevant documentation contained within the collections management system will be made available free of charge on the Hunterian's website. This data will be made available to web harvesters for search and publication elsewhere.

7. Freedom of Information

All requests for information will be considered under the guidelines of the University of Glasgow Data Protection and Freedom Office (<http://www.gla.ac.uk/services/dpfoiooffice/>) and in terms of compliance with the Freedom of Information (Scotland) Act 2002 and the Data Protection Act 1998. 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.

8. Documentation Plan and Procedural Manual

The Hunterian Documentation Plan will detail a programme of documentation improvement and enhancement. Procedures will be detailed in the KE EMu Procedural Manual.