

PUBLICLY AVAILABLE SPECIFICATION

PAS 197:2009

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# Code of practice for cultural collections management



Collections  
Trust

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### Summary of pages

This document comprises a front cover, an inside front cover, pages i to iv, pages 1 to 33 and a back cover.

Archives, libraries and museums in the UK hold some of the world's richest collections of cultural material. They are treasure houses that contain items spanning the history of human enterprise and achievement. We hold these collections in trust on behalf of society, to manage them professionally and to maximize the opportunities for people of all ages and cultures to engage with them, actively and creatively.

This code of practice for collections management has been produced by archive, library and museum professionals, working in partnership with the British Standards Institution. It draws on the past decade of professional knowledge and its aim is to provide senior managers with the tools they need to embed collections at the heart of strategic development.

I commend the BSI code of practice for collections management to senior staff, funders and policymakers throughout the UK and internationally.



**Rt Hon Andy Burnham MP**

Secretary of State for Culture, Media & Sport

## Foreword

### Publishing information

This Publicly Available Specification (PAS) was sponsored by the Collections Trust and developed by BSI. It came into effect on 28 January 2009.

Acknowledgement is given to the technical author, Peter Winsor, and the following organizations that were involved in the development of this PAS as members of the Steering Group:

- CyMAL: Museums Archives and Libraries Wales;
- Collections Trust;
- Freda Matassa (co-opted);
- Institute of Conservation;
- The Library and Museum of Freemasonry;
- Museums Association;
- Museums Galleries Scotland;
- Museums, Libraries and Archives Council;
- Natural History Museum;
- Society of Archivists;
- The Courtauld Institute of Art Book Library;
- The National Archives;
- The Women's Library, London Metropolitan University;
- University College London Centre for Sustainable Heritage;
- University of London Research Library Services;
- Victoria and Albert Museum Archives.

Acknowledgement is also given to the members of a wider Review Panel who were consulted in the development of this PAS.

BSI retains ownership and copyright of this PAS. BSI reserves the right to withdraw or amend this PAS on receipt of authoritative advice that it is appropriate to do so. This PAS will be reviewed at intervals not exceeding two years, and any amendments arising from the review will be published as an amended PAS and publicized in *Update Standards*.

This PAS is not to be regarded as a British Standard. It will be withdrawn upon publication of its content in, or as, a British Standard.

The PAS process enables a standard to be rapidly developed in order to fulfil an immediate need in industry. A PAS may be considered for further development as a British Standard, or constitute part of the UK input into the development of a European or International Standard.

### Relationship with other publications

This PAS draws on elements of existing management systems for quality (BS EN ISO 9001), the environment (BS EN ISO 14001) and health and safety (BS OHSAS 18001). It also draws on the contents of PAS 99, which details the commonalities between different management systems.

Attention is drawn to the activities of the European Committee for Standardization (CEN), which through Technical Committee CEN/TC 346, Conservation of cultural property, is preparing a terminology, test methods and environmental control specifications relating to the conservation of cultural property.

The activities of CEN/TC 346 are mirrored in the United Kingdom by BSI Technical Committee B/560, Conservation of tangible cultural heritage. B/560 was consulted in the development of this PAS.

### **Use of this document**

As a code of practice, this PAS takes the form of guidance and recommendations. It should not be quoted as if it were a specification and particular care should be taken to ensure that claims of compliance are not misleading.

Any user claiming compliance with this PAS is expected to be able to justify any course of action that deviates from its recommendations.

### **Presentational conventions**

The provisions in this standard are presented in roman (i.e. upright) type. Its recommendations are expressed in sentences in which the principal auxiliary verb is "should".

*Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.*

Spelling conforms to The Shorter Oxford English Dictionary. If a word has more than one spelling, the first spelling is used.

### **Contractual and legal considerations**

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

**Compliance with a Publicly Available Specification cannot confer immunity from legal obligations.**

## Introduction

Collections management is one of the main functions of an archive, library or museum. Successful collections management is about balance, the balance between access and preservation, between the needs of collections and the people who use them and between short, medium and long term priorities.

PAS 197 enables top-level management to take a strategic and integrated approach to collections management. It provides a blueprint for creating sustainable strategies that balance collections development, collections information, access to collections and collections care and conservation. At the same time, it takes account of the legal and statutory environment within which collections are managed.

PAS 197 will also be of interest to sponsoring and funding bodies, auditors and others who need to understand the diversity of activities involved in managing a collection. It aims to be constructive and proportionate, rather than prescriptive, and is not intended as a benchmark for assessment.

This document is not written as a practical “how to” guide. Rather, it describes the framework of fundamental principles needed to manage cultural collections. The PAS is consistent with the existing standards, codes of ethics and guidelines to which collecting organizations and practitioners subscribe. The terminology used seeks to avoid the use of terms that have a different use or meaning for one or more of the archive, library and museum domains.

## 1 Scope

This Publicly Available Specification (PAS) gives recommendations for the management of cultural collections by collecting organizations such as archives, libraries, museums and other public and private collecting organizations that hold cultural collections.

It covers the provision, implementation and maintenance of a collections management framework, including policies, processes and procedures for:

- a) collections development;
- b) collections information;
- c) collections access; and
- d) collections care and conservation.

It is applicable to all types and sizes of cultural collections.

## 2 Terms and definitions

For the purposes of this PAS, the following terms and definitions apply.

*NOTE The terminology used in the processing of items across the archive, library and museum domains is given in Figure 1.*

### 2.1 accession

process of recording the admission of an item or group of items into a collection

*NOTE In the library and museum domain, accession would only follow the acquisition of legal title.*

### 2.2 acquisition

<archive/library> process of obtaining responsibility for an item

*NOTE This applies to obtaining items through the transfer of legal title or through a loan into the organization. An organization can select which of these acquired items will undergo accession into its collection.*

<museum> process of obtaining legal title

### 2.3 appraisal

process of deciding whether an item or group of items has continuing value in accordance with the collecting organization's mission statement

*NOTE For example, an item can have value as evidence or as an historical resource, which would justify its retention.*

### 2.4 business continuity

strategic and tactical capability of the organization to plan for and respond to incidents and business disruptions in order to continue business operations at an acceptable pre-defined level

[BS 25999-1:2006, 2.2]

### 2.4 catalogue

structured list of information about or relating to items within a collection

*NOTE 1 In the archive domain, this typically contains descriptive information at various levels from collection to item, including details of the creator of the records.*

*NOTE 2 In the library domain, this normally contains bibliographic descriptions for individual titles and editions in the library's collections.*

*NOTE 3 In the museum domain, a catalogue documents the continuing assessment of, and research into, an item, as well as providing access to wider collections management documentation.*

### 2.6 collecting organization

organization that collects, cares for and provides access to cultural items for education, learning, entertainment, legal or evidential purposes

*NOTE For example, archives, businesses, heritage organizations, libraries, museums and private collections.*

### 2.7 collecting organization's mission statement

strategic statement setting out a collecting organization's purpose in relation to its collection

### 2.8 collection

total body of items, or part thereof, held by a collecting organization



**2.9 collections access**

right, opportunity or means of finding, using or approaching items and/or information about items

[derived from *Manual of Archival Description* [1]]

**2.10 collections care**

range of activities intended to safeguard a collection

*NOTE* These activities can include organizational policies, security, storage, cleaning, maintenance, handling, scientific investigation, environmental monitoring and control, exhibitions and loans, conservation, provision of surrogates and emergency planning.

**2.11 collections development**

collecting new items, researching and reviewing the existing collection and removing items in accordance with the collecting organization's policies and priorities

**2.12 collections impact statement**

statement of the impact that the admission of an item or group of items might have on a collection and the collecting organization

**2.13 collections information**

information an organization collects, creates, holds and maintains about its collection and/or collected items

*NOTE* Collections information can include a broad range of knowledge, such as interpretations, stories, research and recorded conversation.

**2.14 collections management**

strategies, policies, processes and procedures relating to a collection's development, information, access and care

**2.15 collections management framework**

set of components that provide the foundations and organizational arrangements for designing, implementing, monitoring, reviewing and improving collections management processes throughout the organization

*NOTE 1* The foundations include the mission statement, policy, objectives and commitment to manage the collection.

*NOTE 2* The organizational arrangements include plans, programmes, relationships, accountabilities, resources, processes and activities.

*NOTE 3* The collections management framework is embedded within the organization's overall strategic and operational policies and practices.

*NOTE 4* The use of the phrase "management framework" instead of "management system" was preferred in order to avoid confusion with the existing use of the term "collections management system" by the museum domain to describe the computer database management system used to store information about items.

**2.16 competent person**

someone who has the necessary and sufficient training, knowledge, experience, expertise, skills, and/or other qualities to complete their allotted task safely and effectively

**2.17 conservation**

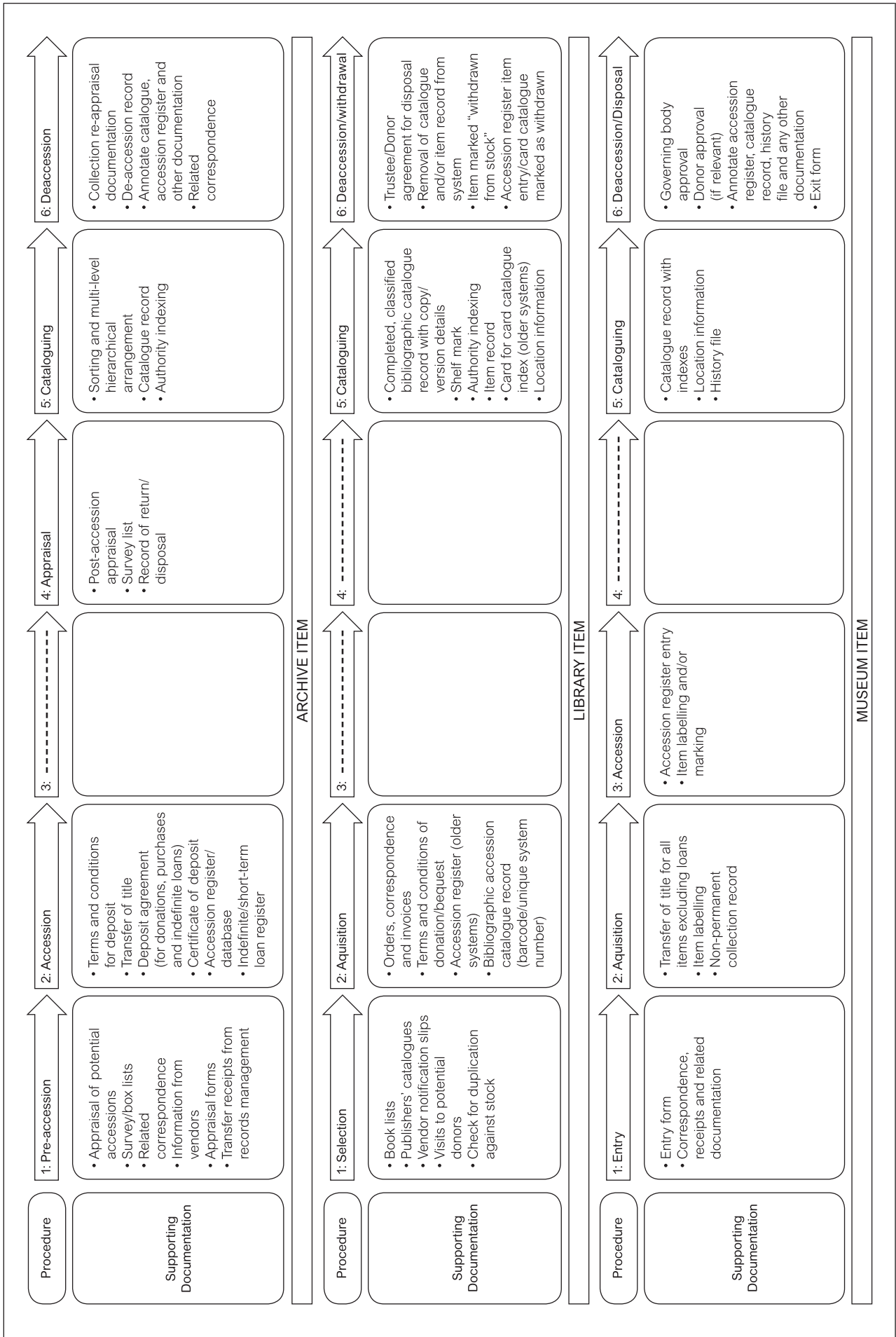
interventive techniques applied to an item to achieve chemical and physical stabilization for the purpose of extending the useful life of the item to ensure its continued availability

*NOTE* Also known as interventive conservation and remedial conservation.

- 2.18 continuing professional development (CPD)**  
systematic maintenance and improvement of knowledge, skills and competence, and the enhancement of learning undertaken by an individual throughout his or her working life  
[Institute of Continuing Professional Development [2]]
- 2.19 cultural collection**  
collection containing evidence of human activity and the natural environment accompanied by associated information
- 2.20 emergency planning**  
development and maintenance of agreed procedures to prevent, reduce, control, mitigate and take other actions in the event of an emergency  
[derived from BS 25999-1:2006, 2.14]
- 2.21 inherent instability**  
susceptibility of an item to change caused by the physical or chemical properties of the material from which it is composed
- 2.22 item**  
single article or unit in a collection  
*NOTE For example, an artifact, book, digital and physical document (including a record), journal, specimen or work of art.*
- 2.23 legal title**  
rights of ownership that are defined or recognized by law or that could be successfully defended in a court of law
- 2.24 organization**  
company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration  
*NOTE For organizations with more than one operating unit, a single operating unit may be defined as an organization.*  
[BS EN ISO 14001:2004, 3.16]
- 2.25 policy**  
overall intentions and direction of an organization as formally expressed by top management  
*NOTE 1 A policy provides a framework for action and for the setting of objectives.*  
*NOTE 2 A policy can be written in the form of a statement.*  
[derived from BS EN ISO 9000:2005, 3.2.4]
- 2.26 procedure**  
specified way to carry out an activity or a process  
*NOTE Procedures can be documented or not.*  
[derived from BS EN ISO 9000:2005, 3.4.5]
- 2.27 process**  
set of interrelated or interacting activities which transforms inputs into outputs  
[derived from BS EN ISO 9000:2005, 3.4.1]
- 2.28 provenance**  
historic record of the various owners of an item

- 2.29 removal**  
permanent transfer of an item out of a collection  
*NOTE Also referred to as disposal.*
- 2.30 retention**  
continued holding of collections and items within a collection  
*NOTE In libraries, this is usually based upon an active collections development policy and review process in which retention is balanced against acquisition and removal.*
- 2.31 retrospective documentation**  
process of generating data associated with an item for which inadequate recorded data exists
- 2.32 significance assessment**  
assessment of how important an item, group of items or collection is to an organization
- 2.33 risk management**  
coordinated activities to direct and control an organization with regard to risk  
[PD ISO/IEC Guide 73:2002, 3.1.7]
- 2.34 storage**  
housing of a collection whether on display or not
- 2.35 top management**  
person or group of people who directs and controls an organization at the highest level  
[derived from BS EN ISO 9000:2005, 3.2.7]
- 2.36 user**  
individual who engages with the services of a collecting organization
- 2.37 vital record**  
record that is essential for the ongoing business of an organization and without which the organization could not continue to function effectively  
[derived from *Keeping Archives* [3]]

Figure 1 Item processing by domain



### 3 Collections management framework

#### 3.1 General

The organization should establish, document, implement and maintain a collections management framework and continually improve its effectiveness in accordance with 3.2 to 3.11.

Where an organization chooses to outsource any process, the organization should ensure control over such processes. Control of such outsourced processes should be identified and specified within the collections management framework.

*NOTE 1* The areas covered by the collections management framework are given in Figure 2.

*NOTE 2* The cycle of improvement inherent in the collections management framework is represented in Figure 3.

Figure 2 Areas covered by collections management framework

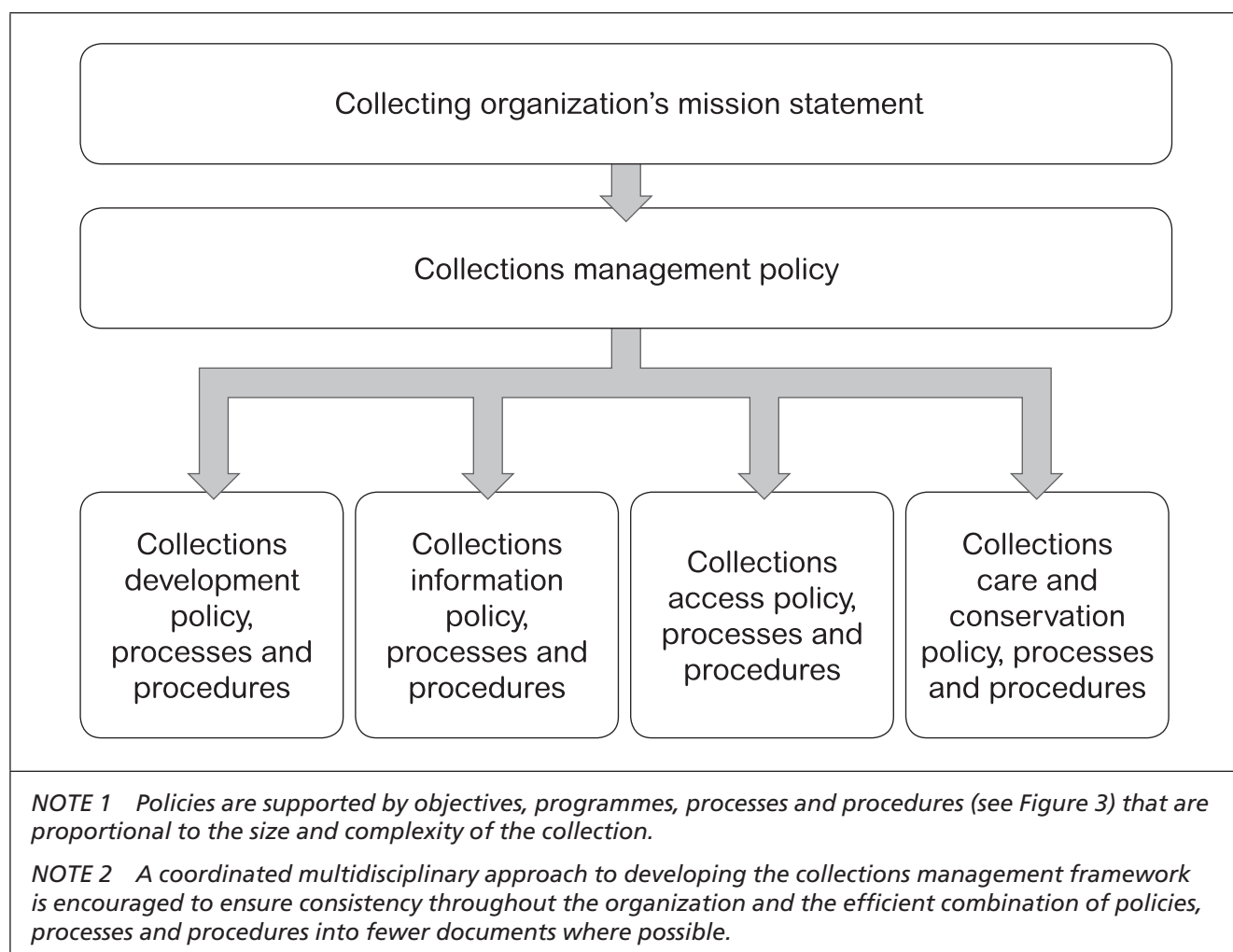
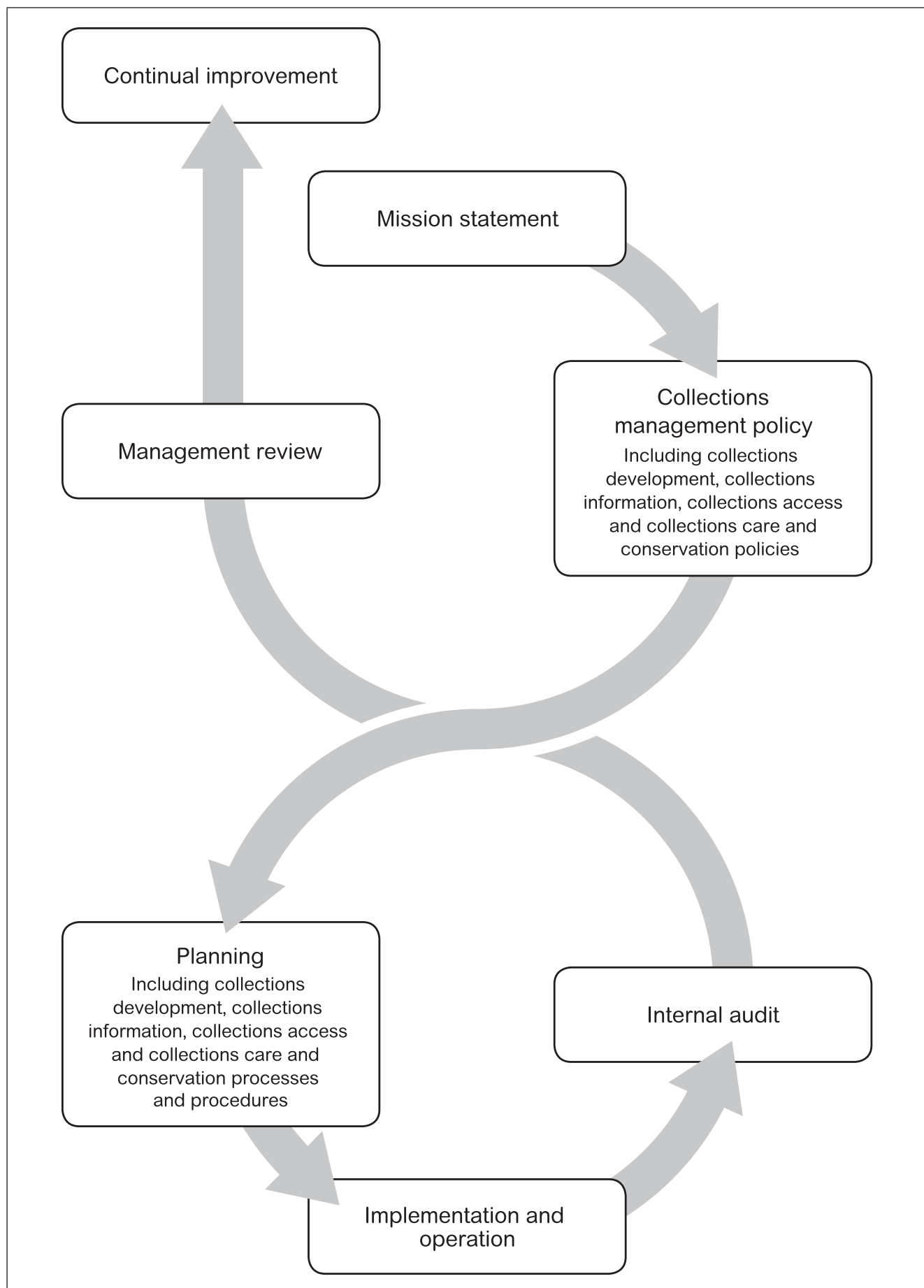


Figure 3 Collections management framework cycle of improvement



### 3.2 Collecting organization's mission statement

Top management should prepare, document and be guided by a mission statement setting out the collecting organization's purpose in relation to the collection.

*NOTE This is how an organization articulates the strategic importance of its collection to itself and other stakeholders.*

### 3.3 Collections management policy

**3.3.1** Top management should define the organization's collections management policy and ensure that it:

- a) is appropriate to the nature and scale of its collection and associated activities and services;
- b) includes a commitment to strategic development of the collection in accordance with the organization's mission statement (see 3.2);
- c) details the legal and statutory basis, if any, under which the organization establishes, develops and maintains its collection;
- d) includes a commitment to comply with legal requirements that govern the organization and with other requirements to which the organization subscribes which relate to its collection (see Annex B);
- e) includes a commitment to manage the collection within a specific ethical code;

*NOTE Ethical codes can be obtained from a variety of professional bodies.*

- f) includes a commitment to observe due diligence in the management of its collection;

*NOTE Further guidance on due diligence is given in the publication, Combating Illicit Trade: Due diligence guidelines for museums, libraries and archives on collecting and borrowing cultural material [4].*

- g) includes a commitment to continual review and improvement of the collections management framework;
- h) provides the framework for setting and reviewing objectives;
- i) is documented, implemented and maintained;
- j) is communicated to all interested parties; and
- k) is available to the public.

**3.3.2** The collections management policy should include or refer to the:

- a) collections development policy (see 4.1);
- b) collections information policy (see 5.1);
- c) collections access policy (see 6.1); and
- d) collections care and conservation policy (see 7.1).

*NOTE 1 A coordinated multidisciplinary approach to developing policies relating to a collection is encouraged to ensure consistency throughout all aspects of an organization.*

*NOTE 2 Advice can be sought from competent persons when drafting the policy. Competent persons can be, for example, archivists, conservators, librarians and specialist curators.*

### 3.4 Legal and other requirements

**3.4.1** The organization should establish, implement and maintain procedures:

- a) to identify and provide access to the legal requirements that govern the organization and other requirements to which the organization subscribes in relation to its collection (see Annex B); and

*NOTE Other requirements include formal standards produced by national, European and international standards bodies, industry standards, codes of practice and guidance documents.*

- b) to determine how the requirements identified in a) apply to its collection.

**3.4.2** The organization should ensure that the legal requirements that govern the organization, and other requirements to which the organization subscribes, are taken into account in establishing, implementing and maintaining its collections management framework.

### 3.5 Collections management objectives, programmes and processes

**3.5.1** The organization should establish, implement and maintain documented collections management objectives, at relevant functions and levels within the organization.

**3.5.2** The objectives should be measurable, where practical, and consistent with the collections management policy.

**3.5.3** When establishing and reviewing its objectives, an organization should take into account the organization's mission statement and the legal requirements that govern the organization and other requirements to which the organization subscribes. It should also consider its technological options, its financial, operational and business requirements, and the views of interested parties.

**3.5.4** The organization should establish, implement and maintain programmes for achieving its objectives. Programmes should include:

- a) designation of responsibility for achieving objectives at relevant functions and levels of the organization; and
- b) the means and time frame by which they are to be achieved.

**3.5.5** In support of its objectives and programmes, the organization should:

- a) identify the processes needed for the collections management framework and their application throughout the organization;
- b) determine the sequence and interaction of these processes;
- c) determine criteria and methods needed to ensure that both the operation and control of these processes are effective;
- d) ensure the availability of resources and information necessary to support the operation and monitoring of these processes;
- e) monitor, measure and analyse these processes; and
- f) implement actions necessary to achieve planned results and continual improvement of these processes.



**3.5.6** Top management should be responsible for the identification and creation of processes and procedures relating to:

- a) collections development in accordance with 4.2;
- b) collections information in accordance with 5.2;
- c) collections access in accordance with 6.2; and
- d) collections care and conservation in accordance with 7.2 and 7.3.

*NOTE 1 A list of collections management processes that can be identified as applicable to an organization is given in Annex A.*

*NOTE 2 An organization may combine a number of individual processes into one to aid efficiency.*

**3.5.7** Any process or part of a process that is outsourced should be managed as an integral part of the collections management framework.

### **3.6 Resources, roles, responsibility, accountability and authority**

**3.6.1** Top management should ensure the availability of resources essential to establish, implement, maintain and improve the collections management framework.

*NOTE Resources include human resources, specialized skills and knowledge, organizational infrastructure, technology and financial resources.*

**3.6.2** Roles, responsibilities, authorities and accountability should be defined, documented and communicated in order to facilitate effective collections management.

**3.6.3** The organization's top management should appoint specific management representatives who, irrespective of other responsibilities, should have defined roles, responsibilities, accountability and authority for:

- a) ensuring that a collections management framework is established, implemented and maintained;
- b) reporting to top management on the performance of the collections management framework for review, including recommendations for improvement.

### **3.7 Competence, training and awareness**

**3.7.1** The organization should ensure that any tasks performed for it or on its behalf that have the potential to cause an impact on the collection are performed by competent persons and should retain associated records.

**3.7.2** The organization should establish and maintain procedures for:

- a) identifying training needs associated with its collection and its collections management framework;
- b) providing training or taking other action to meet the needs identified in a);

*NOTE The provision of training can be delivered as part of an individual's continuing professional development (CPD) plan.*

- c) maintaining records of training;
- d) monitoring the quality and effectiveness of training provided; and
- e) the review of training needs at defined intervals.

**3.7.3** The organization should establish, implement and maintain procedures to inform persons working for it, or on its behalf, of:

- a) the importance of conformity with the collections management policy, processes and procedures and with the requirements of the collections management framework;
- b) the significant impacts associated with their work and the benefits of improved personal performance;
- c) their roles and responsibilities in achieving conformity with the requirements of the collections management framework; and
- d) the potential consequences of departure from specified procedures.

*NOTE 1 National Occupational Standards (NOSs) and general guidance on competence, training and continual professional development is provided by:*

- a) *Creative and Cultural Skills ([www.ccskills.org.uk](http://www.ccskills.org.uk)), the Sector Skills Council for advertising, crafts, cultural heritage, design, music, performing, literary and visual arts; and*
- b) *Lifelong Learning UK ([www.lifelonglearninguk.org](http://www.lifelonglearninguk.org)), the Sector Skills Council for those working in community learning and development, further education, higher education, libraries, archives and information services and work-based learning across the UK.*

*NOTE 2 Some professional bodies in the cultural heritage sector operate schemes recognizing levels of achievement in continuing professional development. They include:*

- a) *the Chartered Institute of Library and Information Professionals (CILIP), which has a framework of standards that includes Chartership, Certification, Fellowship and Revalidation ([www.cilip.org.uk](http://www.cilip.org.uk));*
- b) *the Institute of Conservation (Icon), which operates the Professional Accreditation of Conservator-Restorers (PACR) scheme ([www.icon.org.uk](http://www.icon.org.uk));*
- c) *the Museums Association (MA), which offers an Associate of the Museums Association (AMA) programme ([www.museumsassociation.org](http://www.museumsassociation.org)); and*
- d) *the Society of Archivists, which has a Registration Scheme ([www.archives.org.uk](http://www.archives.org.uk)).*

### **3.8 Collections management framework documentation**

The collections management framework documentation should include:

- a) the collections management policy and objectives;
- b) a description of the main elements of the collections management framework and their interaction;
- c) reference to related documents; and
- d) documents, including records, determined by the organization to be necessary to ensure the effective planning, operation and control of processes that relate to its collection.

### 3.9 Control of collections management framework documents

A documented procedure should be established, implemented and maintained to:

- a) approve collections management framework documents for adequacy prior to issue;
- b) review and update as necessary and re-approve collections management framework documents;
- c) ensure that changes and the current revision status of collections management framework documents are identified;
- d) ensure that relevant versions of applicable collections management framework documents are available at points of use;
- e) ensure that collections management framework documents remain readable and readily identifiable;
- f) ensure that collections management framework documents of external origin are identified and their distribution controlled;
- g) define the controls for the identification, storage, protection, retrieval, retention time and disposal of collections management framework documents; and
- h) prevent the unintended use of obsolete collections management framework documents and apply identification to them if they are retained for any purpose.

*NOTE Further guidance on documentation and records management is given in BS ISO 15489-1 and PD ISO/TR 15489-2.*

### 3.10 Internal audit

**3.10.1** The organization should conduct internal audits of the collections management framework at defined intervals to:

- a) determine whether the collections management framework:
  - 1) conforms to planned arrangements for collections management including the requirements of this PAS;
  - 2) has been properly implemented; and
  - 3) is maintained;
- b) provide information on the results of audits to top management.

**3.10.2** Audit programmes should be planned, established, implemented and maintained by the organization, taking into consideration the importance of the operations concerned and the results of previous audits.

**3.10.3** Audit procedures should be established, implemented and maintained that address:

- a) the responsibilities and requirements for planning and conducting audits, reporting results and retaining associated records;
- b) the determination of audit criteria, scope, frequency and methods.

**3.10.4** The selection of auditors and the conduct of audits should ensure the objectivity and impartiality of the audit process.

### 3.11 Management review

**3.11.1** Top management should ensure that it reviews the organization's collections management policy and processes to ensure continued effectiveness. Reviews should take place at defined intervals and the reviews and actions should be documented.

**3.11.2** Top management should review the organization's collections management framework at defined intervals to ensure its continuing suitability, adequacy and effectiveness.

**3.11.3** Reviews should include assessing opportunities for improvement and the need for changes to the collections management framework, including the collections management policy and objectives.

**3.11.4** Records of the management reviews should be retained.

**3.11.5** Input to management reviews should include:

- a) results of audits (see 3.10) and evaluations of compliance with legal requirements that govern the organization and with other requirements to which the organization subscribes;
- b) communications from external interested parties, including compliments and complaints;
- c) the extent to which objectives have been met;
- d) follow-up actions from previous management reviews;
- e) changing circumstances, including developments in legal requirements that govern the organization and other requirements related to its collection; and
- f) recommendations for improvement.

*NOTE* Not all elements of the collections management framework need to be reviewed at the same time.

**3.11.6** The outputs from management reviews should include any decisions and actions related to possible changes to the collections management policy and objectives and other elements of the collections management framework, consistent with the commitment to continual improvement.

**3.11.7** There should be an assessment by top management to determine whether to conduct a review when a change affecting a collection occurs outside the defined intervals.

*NOTE* Examples of changes that can trigger a review include:

- a) a change in legislation or codes of practice;
- b) a change in user demand;
- c) loss of or damage to an item;
- d) an increase in the level of threat of theft, vandalism or terrorism;
- e) an increase in the level of risk of damage from the environment (e.g. fire, flood, pests, level of use or building failure);
- f) a change in the level of financial support (e.g. from a sponsoring body);
- g) a significant addition to the collection;
- h) a change in paid and unpaid employee levels or responsibilities; and
- i) new research affecting the conservation of items in the collection.

## 4 Collections development

### 4.1 Collections development policy

The organization should have a documented collections development policy approved by top management that includes:

- a) a definition of the scope of the existing collection, including:
  - 1) the purpose of the collection in line with the collecting organization's mission statement (see 3.2);
  - 2) the range of items (e.g. type, geographical limits or chronological limits);
  - 3) items created by or for the organization;
- b) the legal requirements that govern the organization and other requirements the organization aims to comply with in the development of its collection (see Annex B);
- c) a commitment to manage the collection within a specific ethical code;
 

*NOTE Ethical codes can be obtained from a variety of professional bodies.*
- d) a statement on when and how a significance assessment conforming to 4.3 is required;
- e) a description of how the organization accepts responsibility for items (see processes numbered 1 in Figure 1), detailing:
  - 1) methods of collecting;
  - 2) information to be recorded (see Clause 5);
  - 3) a definition of the circumstances when completion of a collections impact statement conforming to 4.4 is required;
- f) a description of how the organization asserts its responsibility for an item (see processes numbered 2 and 3 in Figure 1);
- g) a description of how the organization removes items (see processes numbered 6 in Figure 1), detailing:
  - 1) how the recommendation and approval of items for removal is implemented and how the organization formally supports the decisions made relating to removal;
  - 2) the reasons for which an item may be removed;
  - 3) the methods for removal;
  - 4) a scheme for recording removal (see Clause 5).

### 4.2 Collections development procedures

Documented collections development procedures should be in place:

- a) for conducting a significance assessment conforming to 4.3 and recording the actions resulting from the assessment;
- b) for producing a collections impact statement conforming to 4.4;
- c) so that the organization only collects items that are covered by the collections development policy;

- d) so that legal title is established, or agreements for loans are in place, for all items for which the organization is responsible;
- e) so that the organization is duly diligent in not acquiring any item for which the acquisition or method of acquisition violates national or international laws, treaties or regulations (see Annex B);
- f) so that the organization is duly diligent in not acquiring any item for which the acquisition or method of acquisition contravenes the laws of the country of origin or an intermediate country of origin;  
*NOTE Further guidance on due diligence is given in the publication, Combating Illicit Trade: Due diligence guidelines for museums, libraries and archives on collecting and borrowing cultural material [4].*
- g) for assessing whether to remove an item and recording any decisions and actions that result from the assessment;  
*NOTE This assessment can include the outcome of an appraisal.*
- h) for removal by:
  - 1) destruction;
  - 2) donation/exchange/transfer into the public domain, e.g. to another archive, library or museum;
  - 3) donation/exchange/transfer into the private domain, e.g. as a result of return to the donor of the item;
  - 4) sale;
  - 5) invasive or destructive sampling/technical examination; and
  - 6) restitution;
- i) for the removal of an item for which the organization does not have documentary evidence of legal title; and
- j) for maintaining records for all items accepted into the responsibility of the organization and for all removals (see Clause 5).

### 4.3 Significance assessment

A significance assessment should include:

- a) determining the relevance of an item or group of items to the scope of the collection as defined in accordance with 4.1a); and
- b) determining the value (e.g. social, cultural, intellectual, financial and rarity) of an item or group of items.

*NOTE A significance assessment can be a useful tool in managing collection growth effectively. The results of a significance assessment can be used to prioritize items for emergency planning purposes and to inform decisions relating to retention scheduling and removal.*

### 4.4 Collections impact statement

A collections impact statement should include:

- a) how many items are likely to be accepted into the responsibility of the organization;
- b) the results of any significance assessment of the item or items conducted in accordance with 4.3;
- c) whether the item or items require any immediate care and conservation (see Clause 7);

- d) the availability of paid or unpaid employees to deal with the item or items;
- e) the availability of storage space for the new item or items;
- f) the availability or likely availability of sufficient financial resources to deal with the item or items in the long term; and
- g) an assessment of potential demand and scope for access by users.

*NOTE* A collections impact statement is a useful tool in managing collection growth effectively. For example, the statement can be used to decide if proposed fieldwork can proceed or if an organization has the capacity to accept a proposed bequest. A collections impact statement is particularly useful for assessing the potential acquisition of large numbers of items.

## 5 Collections information

### 5.1 Collections information policy

The organization should have a documented collections information policy approved by top management that includes:

- a) a description of how the organization obtains, documents, maintains and makes available information about the collection and the items within it;
- b) the legal requirements that govern the organization and other requirements the organization aims to comply with in the recording of collections information (see Annex B);
- c) a commitment to manage the collection within a specific ethical code;

*NOTE Ethical codes can be obtained from a variety of professional bodies.*

- d) a commitment to provide and maintain an information retrieval system; and

*NOTE This can include the provision of an indexed manual or automated system.*

- e) a commitment to identify and protect vital records.

### 5.2 Collections information procedures

Documented collections information procedures should be in place for:

- a) recording all items and groups of items that come into the responsibility of the organization (see processes numbered 1 in Figure 1);
- b) formally asserting the organization's responsibility for an item or groups of items (see processes numbered 2 and 3 in Figure 1), including maintaining a record of their provenance;

*NOTE The recording of provenance in libraries is usually only applicable to bequests, donations, exchanges and/or purchases of items determined to be of relevance or value to the organization as a result of a conducting a significance assessment in accordance with 4.3.*

- c) uniquely identifying all items or group of items;
- d) recording on the information retrieval system, information about an item or groups of items;
- e) recording the location and movement of an item or group of items;
- f) recording information relating to the lending and borrowing of items to/from individuals or other organizations;
- g) recording the removal of items from a collection (see processes numbered 6 in Figure 1);
- h) identifying, protecting and maintaining access to vital records;
- i) improving and adding to existing information about items or groups of items; and

*NOTE This can include the addition of images, the results of research, new interpretations of items or retrospective documentation.*



- j) publishing information about collections in accordance with the organization's collections access policy (see 6.1).

*NOTE This can include publication through online services, enquiry services or the provision of searchable databases. It can also include consideration of the sensitive nature of collections information, for example donor information or location records.*

## 6 Collections access

### 6.1 Collections access policy

The organization should have a documented collections access policy approved by top management that includes:

- a) a description of how the organization aims to provide access to its collection and information about the collection in a way that is in line with the organization's mission statement, including how the organization:
  - 1) facilitates physical, sensory and intellectual access to items in the collection and collections information on site and, where applicable, virtually;
  - 2) lends and borrows items to/from individuals or other organizations;
  - 3) displays items to the public;
  - 4) utilizes surrogates;
  - 5) where applicable, manages collections and items that are handled and operated;
  - 6) identifies users and their needs and barriers to access;
- b) the legal requirements that govern the organization and other requirements the organization aims to comply with in providing access to its collection (see Annex B);
- c) a commitment to manage the collection within a specific ethical code;
 

*NOTE Ethical codes can be obtained from a variety of professional bodies.*
- d) the type and extent of commercial access that will be granted to items taking account of intellectual property constraints; and
- e) an assertion that the competing demands of access and long term care will be managed in accordance with the outcome of the collection care risk assessment in 7.2.

*NOTE 1 Organizations often undertake consultation with users and potential users in order to establish that access to collections and information about the collection is appropriate to their needs.*

*NOTE 2 Publicly funded organizations are bound to maximize opportunities to provide access to their collections in line with legislation and ethical codes. Examples include legislation for freedom of information [5] and [6], data protection [7], disability discrimination [8] and environmental information [9].*

*NOTE 3 Organizations often benefit from relationships with people who access their collections, for example, in the generation of new information from source communities, from new interpretations or opportunities to collect new items.*

### 6.2 Collections access procedures

Documented collections access procedures should be in place for:

- a) identifying, implementing and communicating access arrangements, including terms and conditions for the use of items;

- b) identifying, implementing and communicating the provision of access in accordance with the collections care risk assessment in 7.2;
- c) incorporating and recording new information generated by users (see Clause 5);
- d) providing access to information and people's knowledge about items and collections.

## 7 Collections care and conservation

### 7.1 Collections care and conservation policy

An organization should have a documented collections care and conservation policy approved by top management that includes:

- a) a commitment to a risk management approach to collections care in accordance with 7.2;
- b) the legal requirements that govern the organization and other requirements the organization aims to comply with in the care and conservation of its collection;
- c) a commitment to manage the collection within a specific ethical code; and

*NOTE Ethical codes can be obtained from a variety of professional bodies.*

- d) a description of how collections care and conservation issues are communicated to employees, users and other interested parties.

### 7.2 Collections care procedures

7.2.1 Documented collections care procedures should be in place for:

- a) conducting an assessment of the risk from the collection to, as a minimum, people and the environment;
- b) conducting an assessment of the risk to items from, where applicable:
  - 1) their inherent instability;
  - 2) other collection items;
  - 3) action by people (such as third parties, e.g. contractors), including:
    - i) accidental or malicious damage;
    - ii) theft and loss;
    - iii) neglect;
    - iv) operation, handling and use;
    - v) hospitality and events;
    - vi) use by media organizations;
  - 4) incidents such as fire, flood, storm, building failure, earthquake or activity resulting from responding to such incidents;
  - 5) environmental factors such as temperature, humidity, light (including ultraviolet light), gaseous and particulate pollutants and pests;
  - 6) technological factors such as unavailability of appropriate hardware and/or software;
- c) establishing, implementing, monitoring, reviewing and communicating control measures appropriate to the risk assessment detailed in a) and b), including as a minimum:
  - 1) a tested business continuity plan (including the provision of insurance);

- 2) a tested emergency plan (including the provision of insurance);
- 3) an identity verification, location and movement survey of all or a sample of items;
- 4) a condition survey of all or a sample of items;
- 5) training in accordance with 3.7; and
- d) a review of the risk assessments and controls in a), b) and c) at defined intervals and in response to a change of circumstances.

**7.2.2** Top management should ensure that competent persons:

- a) undertake the risk assessment in 7.2.1a) and b); and
- b) identify and implement the control measures in 7.2.1c).

**7.2.3** The risk assessment should identify the names of authors, principal sources, date compiled and date of any updates.

**7.2.4** Information about control measures, and information resulting from examination should be documented (see Clause 5).

**7.2.5** Top management should approve the risk assessment in 7.2.1a) and b) and ensure that risks are monitored and managed in accordance with 7.2.1c) in all collection locations and however items are being used.

### **7.3 Conservation procedures**

**7.3.1** Documented conservation procedures should be in place for:

- a) the assessment or scientific examination by conservators or other competent persons;
- b) prioritizing the conservation needs of a collection based on:
  - 1) the collections care risk assessment in 7.2.1a) and b);
  - 2) the condition survey in 7.2.1c)4);
  - 3) the significance assessment in 4.3;
  - 4) the outcome of the assessment or scientific examination in a);
  - 5) the need to use (e.g. display, lend or work on) an item or group of items;
  - 6) the potential removal of an item or groups of items;
  - 7) the availability of resources;
  - 8) the view of interested parties;
- c) implementing the conservation activities prioritized in b); and
- d) recording conservation decisions and activities as part of collections information (see Clause 5).

**7.3.2** Conservation of an item or groups of items should be undertaken or commissioned:

- a) by competent persons; and
- b) after consultation with interested parties.

## Annex A (informative) Collections management processes

An organization that undertakes collecting and collections care can expect to manage and maintain some or all of the processes identified in Table A.1.

Table A.1 Collections management processes

| Collections development | Collections information                           | Collections access  | Collections care and conservation      |
|-------------------------|---|---|--|
| Accessioning            | Managing acquisition and accession                | Generating new information, including research and user generated information | Business continuity planning           |
| Acquiring               | Cataloguing                                       | Couriering  | Condition checking                     |
| Appraising              | Classifying                                       | Displaying and exhibiting   | Conserving                             |
| Assessing impact        | Controlling location and movement                 | Handling and moving   | Controlling pests                      |
| Assessing significance  | Describing groups and collections                 | Invigilating  | Emergency planning                     |
| Lending and borrowing   | Location and movement auditing and/or stocktaking | Lending and borrowing   | Ensuring health and safety             |
| Removing                | Maintaining an inventory/finding aid              | Operating   | Handling/moving                        |
|                         | Managing collections information                  | Producing surrogates  | Insuring (including indemnity)         |
|                         | Protecting, maintaining and improving information | Risk assessing and managing   | Managing collections care information  |
|                         | Retention scheduling                              | Sampling  | Maintaining technical viability        |
|                         | Retrieving information                            | Technically examining   | Monitoring and controlling environment |
|                         | Securing intellectual property rights             |   | Risk assessing and managing            |
|                         | Transferring                                      |   | Packing                                |
|                         | Uniquely identifying items                        |   | Securing                               |
|                         |   |   | Storing                                |
|                         |   |   | Transporting                           |

## Annex B (informative) Collections management references

### B.1 General

In order to maintain the high level focus of the PAS, the references in **B.2 to B.7** attempt to focus on general collections management and domain-wide publications, rather than subject specific publications.

Legislation is referenced by title only and can be found on the Office of Public Sector Information (OPSI) website, [www.opsi.gov.uk](http://www.opsi.gov.uk).

Other references are listed by title, author (where applicable), publisher (where applicable) and year of publication (where available).

A number of references are available on Collections Link, [www.collectionslink.org.uk](http://www.collectionslink.org.uk), the national advisory service for collections management. It is managed by the Collections Trust in partnership with the Institute of Conservation (Icon) and the National Preservation Office (NPO).

### B.2 Legislation and international conventions

Legislation relating to collections management is given in Table B.1.

*NOTE This is not intended to be an exhaustive list of legislation and is for guidance only.*

Table B.1 Legislation relating to collections management

| Topic   | Reference   |
|---|---|
| General   | British Library Act 1972  |
|   | Government of Wales Act 1998  |
|   | Isle of Man Public Records Act 1999   |
|   | Law of Property Act 1922 and Law of Property Amendment Act 1924, together with The Manorial Documents Rules 1959 and 1967 and The Tithe Rules 1960 and 1963 |
|   | Legal Deposit Libraries Act 2003  |
|   | Local Government Act 1972   |
|   | Museums and Galleries Act 1992  |
|   | National Heritage (Scotland) Act 1985   |
|   | National Library of Scotland Act 1926   |
|   | National Library of Wales, Royal Charter 1907 and supplemental charters 1911, 1978 and 2006   |
|   | Parochial Registers and Records Measure 1978 (No. 2) as amended by the Church of England (Miscellaneous Provisions) Measure 1992 (No.1)                     |
|   | Public Libraries Consolidation (Scotland) Act 1887  |
|   | Public Records Act 1958, as amended 1967  |
|   | Public Records (Jersey) Law 2002, as amended 2006   |
|   | The British Museum Act 1963   |
|   | The Environmental Information Regulations 2004  |
|   | The Local Government (Access to Information) Act 1985   |
|   | The Local Government (Records) Act 1962   |
|   | The Public Records Act (Northern Ireland) 1923  |
| The Public Records (Scotland) Act 1937 and subsequent supplementary legislation |   |

Table B.1 Legislation relating to collections management (continued)

| Topic                   | Reference  |
|-------------------------|--|
| Acquisition and removal | Convention for the Protection of Cultural Property in the Event of Armed Conflict, UNESCO, First Protocol 1954 and Second Protocol 1999  |
|                         | Convention for the Safeguarding of the Intangible Cultural Heritage, UNESCO, 2003  |
|                         | Convention on Biological Diversity, CBD, 1992  |
|                         | Convention on International Trade in Endangered Species of Wild Fauna and Flora, CITES, 1973   |
|                         | Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, UNESCO, 1970  |
|                         | Convention on the Protection of the Underwater Cultural Heritage, UNESCO, 2001   |
|                         | Treasure Act 1996 (applicable in England, Northern Ireland and Wales, however, Treasure Trove still applies in Scotland, where the Crown can claim, on behalf of the nation, any object or coin found in Scotland under the laws of bona vacantia) |
|                         | UNIDROIT Convention on Stolen and Illegally Exported Cultural Objects, UNIDROIT, 1995  |
| Data protection         | Data Protection Act 1998   |
| Health and safety       | Control of Substances Hazardous to Health Regulations 2002   |
|                         | Fire Precautions Act 1971  |
|                         | Health and Safety at Work etc. Act 1974  |
|                         | Management of Health and Safety at Work Regulations 1999   |
|                         | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995   |
| Human rights            | Disability Discrimination Act 1995 (as amended)  |
|                         | Equality Act 2006  |
|                         | Equality Legislation Northern Ireland Act 1998   |
|                         | Human Rights Act 1998  |
|                         | Race Relations Act 1976 (as amended)   |
|                         | Racial and Religious Hatred Act 2006   |
|                         | Sex Discrimination Act 1975  |
| Freedom of information  | Freedom of Information Act 2000  |
|                         | Freedom of Information (Scotland) Act 2002   |
| Rights management       | Copyright Act 1911   |
|                         | Copyright Act 1956   |
|                         | Copyright and Related Rights Regulations 2003  |
|                         | Copyright, Designs and Patents Act 1988  |
|                         | Copyright (Visually Impaired Persons) Act 2002   |



### B.3 General collections management references

General collections management references are given in Table B.2.

Table B.2 General collections management references

| Type of collection | Reference   |
|--------------------|---|
| Archives           | Archive Collection Policy statements: Checklist of Suggested Contents, The National Archives, 2004                                    |
|                    | Code of practice on archives for museums and galleries in the United Kingdom, Standing Conference on Archives in Museums (SCAM), 2002 |
|                    | How to Manage Records in the e-Environment, J. Mcleod and C. Hare, Routledge, 2006  |
|                    | Managing archive collections in museums, P. Elliot, Collections Trust (published when MDA), 2002                                      |
|                    | Standard for Record Repositories, The National Archives, 2004   |
|                    | The ICSA Guide to Document Retention, A. Hamer, Institute of Chartered Secretaries and Administrators (ICSA), 2004                    |
| Film               | Code of Ethics, International Federation of Film Archives (FIAF)  |
| Historic houses    | The National Trust Manual of Housekeeping: The Care of Collections in Historic Houses Open to the Public, Butterworth-Heinemann, 2005 |
| Libraries          | Acquisitions go global: an introduction to library collection management in the 21st century, J. Agee, Chandos, 2007                  |
| Museums            | Accreditation Scheme for Museums in the United Kingdom: Accreditation Standard, MLA (Museums, Libraries and Archives Council), 2004   |
|                    | Code of Ethics for Museums, International Council of Museums (ICOM), 2006   |
|                    | Code of Ethics for Museums, Museums Association, 2007   |
|                    | SPECTRUM: The UK Museum Documentation Standard, Collections Trust (published when MDA), 2007  |

## B.4 Collections development references

Collections development references are given in Table B.3.

Table B.3 Collections development references

| Topic       | Reference  |
|-------------|--|
| Acquisition | Acquisition – Guidance on the ethics and practicalities of acquisition, Museums Association, 2004  |
|             | Archaeological Archives – A guide to best practice in creation, compilation, transfer and curation, D. Brown, Archaeological Archives Forum, 2007                            |
|             | Buying in the market, Museums Association, 2000  |
|             | Collections for the Future, Museums Association, 2005  |
|             | Combating Illicit Trade: Due diligence guidelines for museums, libraries and archives when acquiring cultural material, Department for Culture, Media and Sport (DCMS), 2005 |
|             | Depositing data, Economic and Social Data Service  |
|             | Making Collections Effective, Museums Association, 2007  |
|             | Managing acquisitions in library and information services, L. Chapman, Facet, 2004   |
|             | Transfer of Private Papers to Repositories, Society of Archivists, 1988  |
| Removal     | Disposal Toolkit, Museums Association, 2008  |
|             | Disposals Policy for Rare Books and Manuscripts, CILIP, 2008   |
|             | Ethical guidelines 2 – Disposal, Museums Association   |
|             | Guidelines on stock disposal, ARLIS, 2000  |
|             | Too Much Stuff, National Museum Directors' Conference, 2003  |
|             | UK Export Licensing for Cultural Goods – Procedures and guidance for exporters of works of art and other cultural goods, Department of Culture, Media and Sport (DCMS), 1997 |

## B.5 Collections information references

Collections information references are given in Table B.4.

Table B.4 Collections information references

| Topic   | Reference  |
|---|--|
| Cataloguing   | Anglo-American Cataloguing Rules 2nd edition (AACR2), American Library Association, Canadian Library Association and CILIP   |
|   | BS 8723 (all parts), Structured vocabularies for information retrieval – Guide   |
|   | BS ISO 14721, Space data and information transfer systems – Open archival information systems – Reference model  |
|   | BS ISO 15836, Information and documentation – The Dublin Core metadata element set   |
|   | Descriptive Cataloging of Rare Materials (Books), Library of Congress, 2007  |
|   | Encoded Archival Description Document Type Definition (EAD DTD), Library of Congress, 2002   |
|   | Guidelines for the Cataloguing of Rare Books, CILIP, 2007  |
|   | International Standard Bibliographic Description (ISBD), Preliminary Consolidated Edition, International Federation of Library Associations and Institutions and K.G. Saur, 2007 |
|   | ISAAR (CPF): International Standard Archival Authority Record For Corporate Bodies, Persons and Families, International Council on Archives, 2003                                |
|   | ISAD(G): General International Standard Archival Description, International Council on Archives, 1999  |
|   | ISDF: International Standard for Describing Functions, International Council on Archives, 2007   |
|   | ISDIAH: International Standard for Describing Institutions with Archival Holdings, International Council on Archives, 2008   |
|   | Library of Congress Subject Headings (LCSH), Library of Congress, 2007   |
|   | MARC21 (MAchine-Readable Cataloguing 21) Format for Bibliographic Data, Library of Congress, 1999  |
|   | PREMIS Data Dictionary for Preservation Metadata, PREMIS: PREservation Metadata Implementation Strategies, 2008  |
| Rules for the Construction of Personal, Place and Corporate Names, The National Council on Archives, 1997 |  |
| UNIMARC, International Federation of Library Associations and Institutions                                |  |
| Classification  | Bliss Bibliographic Classification, Bliss Classification Association   |
|   | Dewey Decimal Classification System (DDC), Online Computer Library Center (OCLC)   |
|   | Library of Congress Classification (LCC), Library of Congress  |
|   | UDC: Universal Decimal Classification, BSI, 2005   |
| Information management  | Documentation: a practical guide, Collections Trust, 2008  |
|   | SPECTRUM Knowledge: Standards for cultural information management, H. Ashby, G. McKenna and M. Stiff, Collections Trust (published when MDA), 2001                               |
|   | SPECTRUM: The UK Museum Documentation Standard, Collections Trust (published when MDA), 2007   |
| Interoperability  | BS ISO 2709, Information and documentation – Format for information interchange  |

Table B.4 Collections information references (*continued*)

| Topic               | Reference   |
|---------------------|---|
| Legal admissibility | BS 10008, Evidential weight and legal admissibility of electronic information – Specification   |
| Thesaurus           | Art and Architecture Thesaurus, The J. Paul Getty Trust   |
|                     | SPECTRUM Terminology, Collections Trust   |
|                     | UK Archival Thesaurus (UKAT)  |
|                     | UNESCO Thesaurus: A Structured List of Descriptors for Indexing and Retrieving Literature in the Fields of Education, Science, Social and Human Science, Culture, Communication and Information, UNESCO, 1995 |
| Records management  | BS ISO 15489-1:2001, Information and documentation – Records Management – Part 1: General   |
|                     | PD ISO/TR 15489-2, Information and documentation – Records management – Part 2: Guidelines  |

## B.6 Collections access references

Collections access references are given in Table B.5.

Table B.5 Collections access references

| Topic            | Reference  |
|------------------|--|
| General          | Ethical guidelines 4 – Access, Museums Association   |
|                  | PSQG Access Standard, The National Council on Archives, 2006   |
| Building         | BS 8300, Design of buildings and their approaches to meet the needs of disabled people – Code of practice                              |
| Customer service | BS 8477:2007, Code of practice for customer service  |
|                  | BS ISO 10002:2004, Quality management – Customer satisfaction – Guidelines for complaints handling in organizations                    |
| Exhibition       | BS 5454, Recommendations for the storage and exhibition of archival documents  |
| Loan             | Loans between National and Non-national Museums – New standards and practical guidelines, National Museums Directors' Conference, 2003 |
| Website          | PAS 78, Guide to good practice in commissioning accessible websites  |

## B.7 Collections care and conservation references

Collections care and conservation references are given in Table B.6.

Table B.6 Collections care and conservation references

| Topic  | Reference   |
|--|---|
| General  | Benchmarks in Collections Care for Museums, Archives and Libraries (database version), Museums, Libraries and Archives Council (MLA), 2007  |
|  | BS 5454, Recommendations for the storage and exhibition of archival documents   |
|  | Display case supplement, UK Registrars' Group (UKRG)  |
|  | E.C.C.O. Professional Guidelines, European Confederation of Conservator-Restorers' Organizations (E.C.C.O.), 2002   |
|  | Environmental Management: Guidelines for Museums and Galleries, M. Cassar, Routledge, 1995  |
|  | NPO leaflets, National Preservation Office  |
|  | PD 0024, Archival documents – Guide to the interpretation of BS 5454:2000 – Storage and exhibition of archival documents  |
|  | Preservation and Conservation: a guide to policy and practices in the preservation of archives, Best Practice Guideline 4, C. Pickford, J. Rhys-Lewis and J. Weber, Society of Archivists, 1997 |
|  | Preservation assessment survey, National Preservation Office  |
|  | Preservation Framework Online, Canadian Conservation Institution  |
|  | Standard Facilities Report Security Supplement, UK Registrars' Group (UKRG)   |
|  | Standard Facilities Report, UK Registrars' Group (UKRG)   |
|  | Standards in the museum care series, Collections Link (published by the former Museums and Galleries Commission)  |
|  | Ten agents of deterioration, R. Waller, Canadian Museum of Nature   |
| UK Courier Guidelines, UK Registrars' Group (UKRG) |   |
| Binding  | BS ISO 14416:2003, Information and documentation – Requirements for binding of books, periodicals, serials and other paper documents for archive and library use – Methods and materials        |
| Business continuity                                | BS 25999-1:2006, Business continuity management – Part 1: Code of practice  |
|  | BS 25999-2:2007, Business continuity management – Part 2: Specification   |
|  | PAS 77:2006, IT service continuity management – Code of practice  |
| Conservation                                       | BS 4971:2002, Repair and allied processes for the conservation of documents – Recommendations   |
|  | Managing conservation in museums, S. Keene, Butterworth-Heinemann, 2002   |
|  | Procedure and Conservation Standards for Museum Collections in Transit and on Exhibition, N. Stolow, UNESCO, 1981   |
| Digital  | Management, appraisal and preservation of electronic records, Public Record Office (now part of The National Archives), 1999  |
|  | Preservation Management of Digital Materials: A Handbook, M. Jones and N. Beagrie, The Digital Preservation Coalition   |
| Electrical installations                           | BS 7671:2008, Requirements for electrical installations – IEE Wiring Regulations, Seventeenth Edition   |

Table B.6 Collections care and conservation references (*continued*)

| Topic              | Reference   |
|--------------------|---|
| Emergency planning | Business Link, <a href="http://www.businesslink.gov.uk">www.businesslink.gov.uk</a>   |
|                    | M25 Consortium of Academic Libraries, <a href="http://www.m25lib.ac.uk/services_and_resources/index.php">www.m25lib.ac.uk/services_and_resources/index.php</a>                    |
|                    | Preparing for Emergencies, <a href="http://www.preparingforemergencies.gov.uk">www.preparingforemergencies.gov.uk</a>   |
|                    | Audit Commission, <a href="http://www.audit-commission.gov.uk/emergencyplanning">www.audit-commission.gov.uk/emergencyplanning</a>  |
|                    | UK Resilience, <a href="http://www.ukresilience.gov.uk">www.ukresilience.gov.uk</a>   |
| Fire               | BS 5306-0, Fire extinguishing installations and equipment on premises – Part 0: Guide for the selection of installed systems and other fire equipment                             |
|                    | BS 5839-1, Fire detection and fire alarm systems for buildings – Part 1: Code of practice for system design, installation, commissioning and maintenance                          |
|                    | PAS 79, Fire risk assessment – Guidance and a recommended methodology   |
|                    | PAS 911, Fire strategies – Guidance and framework for their formulation   |
| Health and safety  | Health and Safety in Museums, F. Howie, Butterworth Heinemann, 1987   |
|                    | Successful health and safety management, Health and Safety Executive (HSE), 1997  |
| Pests              | Health and safety guidance for employers and technicians carrying out fumigation operations, Health and Safety Executive, 2005  |
|                    | Pest Management: a practical guide, D. Pinniger, Collections Trust, 2008  |
|                    | Safe Use of pesticides for non-agricultural purposes – Control of Substances Hazardous to Health Regulations 1994, Health and Safety Executive (HSE), 1991                        |
| Security           | Security in Museums, Archives and Libraries: A practical guide, Resource: The Council for Museums, Archives and Libraries (now the Museums, Libraries and Archives Council), 2003 |

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### Standards publications

For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

BS 25999-1:2006, *Business continuity management – Part 1: Code of practice*

BS 31100, *Code of practice for risk management*

BS EN ISO 9000:2005, *Quality management systems – Fundamentals and vocabulary*

BS EN ISO 9001, *Quality management systems – Fundamentals and vocabulary*

BS EN ISO 14001:2004, *Environmental management systems – Requirements with guidance for use*

BS ISO 15489-1, *Information and documentation – Records management – Part 1: General*

BS OHSAS 18001, *Quality management systems – Requirements*

PAS 99, *Specification of common management system requirements as a framework for integration*

PD ISO/IEC Guide 73:2002, *Risk management – Vocabulary – Guidelines for use in standards*

PD ISO/TR 15489-2, *Information and documentation – Records management – Part 2: Guidelines*

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- [1] PROCTOR, M. and M. COOK. *Manual of Archival Description*. Aldershot: Gower, 2000.
- [2] THE INSTITUTE OF CONTINUING PROFESSIONAL DEVELOPMENT. [www.cpdinstitute.org/about/brochure](http://www.cpdinstitute.org/about/brochure)
- [3] AUSTRALIAN SOCIETY OF ARCHIVISTS. *Keeping Archives*. Canberra: Australian Society of Archivists, 2008.
- [4] DEPARTMENT FOR CULTURE, MEDIA AND SPORT (DCMS). *Combating Illicit Trade: Due diligence guidelines for museums, libraries and archives on collecting and borrowing cultural material*. London: DCMS, 2005.
- [5] GREAT BRITAIN. Freedom of Information Act 2000. London: The Stationery Office.
- [6] GREAT BRITAIN. Freedom of Information (Scotland) Act 2002. London: The Stationery Office.
- [7] GREAT BRITAIN. Data Protection Act 1998. London: The Stationery Office.
- [8] GREAT BRITAIN. Disability Discrimination Act 2005. London: The Stationery Office.
- [9] GREAT BRITAIN. The Environmental Information Regulations 2004. London: The Stationery Office.

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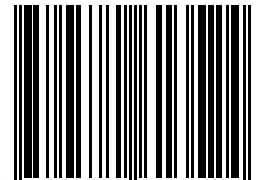




British Standards Institution  
389 Chiswick High Road  
London W4 4AL  
United Kingdom  
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