

BIRSE COMMUNITY TRUST

BIRSE PARISH ARCHIVE

Acquisitions Policy¹

- 1 BCT will maintain a policy governing the addition of items to the Archive Collection, which is based on only acquiring items that are related to the parish of Birse.
- 2 BCT will only add items of which it has become the owner and will not accept items which would be on loan to the Collection.
- 3 BCT's Trustees will decide whether items related to the parish are of sufficient interest and in an appropriate condition to be added to the Archive Collection.
- 4 BCT will only add an item to the Collection when BCT considers that it can look after the item appropriately, in terms of the standard storage and conservation that might be considered appropriate for item of its level of value or interest.
- 5 There is no limit on the nature or type of item that might be added to the Collection, subject to the item being of sufficient interest related to the parish of Birse and BCT being able to provide adequate standards of storage and conservation.
- 6 BCT's policy is only to acquire items for the Archive by way of donation, rather than purchase. BCT might, however, consider purchasing an item in particular circumstances.
- 7 BCT will take a pro-active to acquiring items of local interest for the Collection when considered appropriate. This could be, for example, because they are at significant risk of being destroyed or lost to the locality, or because they would make a positive contribution to the development to some aspect of the Collection.
- 8 BCT will aim to develop criteria or guidelines for particular types of items, to assist its decisions about which items to add to the Collection. With books, for example, some of the criteria might be that they should be about all or part of the parish or that they include significant information related to the parish or were written by an author in the parish.
- 9 When relevant with original images and other material, BCT will seek to hold the copyright holder's permission for BCT to be able to copy them.
- 10 BCT's general policy is not to added copies of items already held in the Collection, unless there is significant variation between them or they have significant other interest as items, for example, by association with particular people or places.
- 11 BCT will record each item or group of items donated in the Archive Register when the item is donated, and then catalogue and store the item or items appropriately.

¹ Revised October 2015

- 12 As a general rule, when someone donates item(s) that are added to the Collection, BCT will send them a written acknowledgement of their donation that includes a description of item(s) they donated.

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Loans Policy²

- 1 BCT will maintain policies governing the lending of items to or from the Archive. BCT's current policies are set out below.

(a) Loans to the Archive

- 2 BCT will not accept items on loan as part of the Archive Collection and maintains a position where, as at present, all items in the Collection are owned by BCT. There should therefore not be any items on loan entered into the Archive Register.
- 3 BCT will agree to borrow items of interest on a temporary basis for particular purposes related to the management and development of the Archive. These purposes might include, for example, the use of an item as part of an Archive research project or exhibition.
- 4 Any item borrowed by BCT for use in the Archive will be covered by an exchange of letters or other written agreement with the lender. This will specify the items involved, the purpose and period of the loan and any other relevant conditions.

(b) Loans from the Archive

- 5 BCT will only agree to lend items from the Archive Collection on a temporary basis and in restricted circumstances. The nature of the item or items requested, the organisation or person making the request and the purpose and period of the loan will be amongst the factors considered.
- 6 Any item lent by BCT from the Archive Collection will be covered by an exchange of letters or other written agreement with the borrower. This will specify the items involved, the purpose and period of the loan and any other relevant conditions.
- 7 In particular circumstances, BCT might consider the long term loan of an item. An example could be an item of regional or national interest which BCT can not conserve adequately and which would be better conserved in a professional museum.

(c) Management of Loans

- 8 BCT will maintain a list as part of the Archive Register that specifies any items that are currently on loan from the Archive Collection or that have been lent to BCT for use in the Archive.
- 9 All loans from the Archive Collection will be approved by BCT's Trustees, while any loans to the Archive will be approved by the Trustees or such others to whom they may have delegated that responsibility.

² Revised October 2015

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Disposals Policy³

- 1 BCT will maintain a policy governing the disposing of items which have been registered as part of the Archive Collection, that is based on a general presumption against disposals.
- 2 BCT also recognises that the management and development over time of a collection such as that held by BCT, can involve the disposal of items in certain circumstances after appropriate consideration.
- 3 The disposal of any item or items from the Collection will need to be approved by BCT Trustees. The source and nature of any item involved, the significance of its contribution to the Collection, the reason for disposing of it and the future of the item if it is removed from the Collection, should be amongst the factors considered.
- 4 BCT can dispose of any items from the Archive Collection as the owner of all the items. However, BCT will not dispose of significant items without carefully considering and setting out its reasons for disposing of any such items.
- 5 In some situations, BCT might consult either the material produced about disposing of items by the Museums Association or other sources of expertise.
- 6 BCT owns the items in the Collection as a charity and all the items have been donated or acquired at no direct cost. BCT's policy is not to sell items. In the unlikely circumstances that the Trustees considered that the sale of an item or items from the Collection was adequately justified, the income from the sale will be committed as restricted funds to help manage and conserve the Collection.
- 7 In particular circumstances, BCT might donate a significant item from the Collection to a professional museum or other charity, if BCT is unable to conserve the item adequately to maintain its interest and value.
- 8 BCT recognises that it will want to dispose of some items that are currently in the Archive, as part of managing the growth and development of the Collection and the use of the space available for the Collection. These disposals should be done as part of a managed process, rather than on an ad hoc basis.
- 9 Examples of the types of items that BCT anticipates might be part of this disposal process over time, include: common local artefacts if BCT receives better examples; books, reports and other papers which are available elsewhere and of very limited local interest; duplicate local documents and other papers of very limited lasting local interest.
- 10 When considering items for disposal as part of this process, the most appropriate future for the items will be considered on a case by case basis.

³ Revised October 2015