

1. Scope

The Design Archives recognises that documentation of collection information of all kinds is an important part of good collections management practice, and an underpins audience engagement with our collections.

This policy sets out the principles by which the UoBDA documents its collections, and how it makes information about the collections available. This information may be relevant for archives staff, collection depositors, archive users of all kinds, university colleagues and funding bodies. It may be used for routine stewardship, in research methodologies, and to ensure the transparency of our processes and demonstrate good practice.

The Collections Information Policy aligns with the Design Archives' Mission Statement, particularly our strategic goal 1: "Collect, document and preserve the work and records of designers and design organisations, maintaining long term, collaborative partnerships with them and their estates." This goal contributes to achievement of the University's Research & Enterprise Strategic Plan 2017-21.

The Design Archives seeks to comply with relevant legislation and best practice including:

- PAS 197: 2009 Code of Practice for Cultural Collection Management
- Data Protection Act (2018), and the National Archives Guide to Archiving Personal Data (2018)
- Freedom of Information Act (2000)
- Copyright, Designs & Patents Act (1988)
- ISAD(G) (1999)
- NCA rules for the construction of personal, place and corporate names (1997)

2. Purpose

This policy underpins the recording of collections information with the aim of ensuring that:

- Collections are accounted for at all stages of their processing, management and use
- Collections information meets professional standards and best practice
- Appropriate information about our collections is available to users and stakeholders
- Collections security is enhanced by appropriate location and movement records

- Data is held securely and sustainably, in compliance with relevant legislation
- Design Archives continuity is supported through succession planning

3. Related and Supporting Documents

Supporting documents:

UoBDA Deposit agreement
 UoBDA Acquisitions Procedure and Acquisitions Form
 UoBDA Cataloguing Manual
 UoBDA Digitisation procedure
 UoBDA Procedure for exporting data to the Archives Hub
 UoBDA Loans Policy and procedure
 UoBDA Collections care and conservation procedures

Related documents:

UoBDA Collections Development Policy
 UoBDA Collections Care and conservation policy
 UoBDA Access policy

4. Collections information

Collections information is generated and used by Design Archives staff through the following functions and processes.

Acquisition and accessioning

Information about the collection contents, its creator, donor and provenance, its documentation and any intellectual property rights, is recorded in the acquisition form, deposit agreement and accessions register, as well as on the Collection File for each collection, which contains information about its acquisition and appraisal, including acquisition forms and deposit agreements. This information is only available to Design Archives staff, or to others within the University with our consent.

Disposals and withdrawals

Any material identified, through appraisal, to be disposed of, will be processed and documented in accordance with the Deposit Agreement and processes outlined in the Collection Development Policy, Section 6.

Catalogue description

All collections have a fonds-level record created within 3 months of accessioning. The UoBDA's aim is to create descriptions to file level or item level, as resources allow, and according to the cataloguing plan and individual allocations of cataloguing work. If multi-level catalogue descriptions have not yet been created, a brief box list will be created for use by researchers, available in the search room only.

A multilevel description of the collection and its component parts is created through the process of cataloguing, following the procedures set out in the Cataloguing Manual, in accordance with ISAD(G). This is recorded in the Filemaker (FMP) catalogue database, which is for internal use only. Catalogue records for public consumption are uploaded to the Archives Hub <https://archiveshub.jisc.ac.uk> and from there to the Design Archives' catalogue micro-site <https://archiveshub.jisc.ac.uk/designarchives>, and to the Archives Portal Europe (APE) <http://www.archivesportaleuropefoundation.eu/index.php>

Public fields only are viewable on the Archives Hub and APE. Other fields are viewable only by Design Archives staff on the Filemaker database.

ISAD(G) has underpinned the creation of catalogue records since 2000. In 2009 a project was initiated to improve standardisation and consistency in the use of fields and other practices, and thus facilitate the upload of records from our internal database to the Archives Hub. Central to this was the linking of several thousand image files to the core catalogue.

Following a series of meetings from 2010-2011, a Master Cataloguing Plan was developed to identify, record and manage cataloguing activity on each archive collection. Regular cataloguing meetings were also initiated, for all the team to agree priorities, allocate work and monitor progress. This work feeds into team forward planning.

To ensure quality control, all catalogue records are checked by the Archivist and/or the Digital Data and Social Media Co-ordinator (DDSMC) before uploading to the Archives Hub by the DDSMC.

Design Archives web pages

A brief description and several images for each collection appear on the department's website. This, along with a collections (fonds) level record on Filemaker / Archives Hub, supported by a box list, is the minimum description standard for all collections, and will ideally be created within three months of deposit: box listing for larger collections may take longer and will be completed within a year.

A narrative of collection documentation evolution is included in the Design Archives Wikipedia entry:

https://en.wikipedia.org/wiki/University_of_Brighton_Design_Archives

Digitisation and metadata creation

Digitisation has been a central pillar supporting UoBDA collections visibility, through numerous funded digitisation projects. In addition, a digital surrogate may be created through other processes, including cataloguing, preservation, or on request

for reproduction (see Digitisation procedure). Metadata about the digital file is created as part of this process, and is recorded in the FMP database. This data is not uploaded to the Archives Hub, APE or the microsite.

Digital objects are stored on the Design Archives Digital Archive (DADA). For FMP records which have associated digital objects, thumbnail images are viewable by users on the Archives Hub and APE.

Research

Data is generated in the course of research of all kinds, including scholarly research carried out by users of the archive, as well as research by staff and through their stewardship activities.

Relevant information generated by staff research is added to catalogue records, published as research outputs, or promoted as a news or research project item on our web pages. Researchers are also encouraged to share research findings with UoBDA staff to enhance catalogue and other information.

Funding may be sought specifically to develop research into the theory and practice of collection documentation, for example the project Exploring British Design, co-produced with the Archives Hub, which investigated linked data.

<http://arts.brighton.ac.uk/collections/design-archives/projects/exploring-british-design>

Location and movement of archive materials

A location register documents the home location of each collection. Individual locations for items can be identified either from box labels within the collection location, or, in some cases, on location fields in the catalogue database, reflecting changes in practice over time. This register also supports the identification of priority items for salvage in the Disaster Recovery Plan.

Archive materials may be moved for purposes of loan and exhibition, for consultation in the reading room, or for conservation assessment and treatment. These activities are carried out according to the relevant procedures and will generate information through their own procedures, where appropriate. Removals slips will be used in the home location of the item, to accompany the item in transit, and at a central record location. Loans to exhibitions are recorded in the catalogue database where a catalogue record exists.

Collections care and conservation

Records are created to document collection condition and any preservation or conservation treatments carried out. This may be as part of planned collections care or for the particular purposes of loan for exhibition.

5. Records in digital form

Born digital deposited records

The UoBDA currently holds very few born digital records in deposited collections. These have been received in floppy disk or on CD Roms. The Interim Digital Preservation Policy, Plan and Procedures set out the work to be carried out on these records, working toward the same documentation aims outlined at Section 2.

Collections documentation in electronic form

5.2.1 Electronic records relating to the management of UoBDA collections are stored in the University's **SharePoint Online system**. Files stored in the UoB's MyDepartment SharePoint document library are in a secure cloud location, with back up and recovery managed by Microsoft. Files can only be accessed by members of staff using their UoB login credentials. Access is granted through a SharePoint permission group called 'Design Archives' which can only be amended by the UoBDA Archive Leader, or by the SharePoint team, who have overriding administration access to the whole of the SharePoint service. Permission cannot be changed by anyone else.

5.2.2 The **Filemaker Pro** database and the **Design Archives Digital Archive (DADA)**, containing our digital surrogates, are stored on separate, shared servers hosted by the university Information Systems department. Files are replicated onto multiple disks, and tape based backup of the devices are held at a different location and so secure data against loss from fire or theft.

5.2.3 Collections descriptions data sent to the **Archives Hub** is stored on their AWS (Amazon Web Service) in the Cloud. The Archives Hub backs up to a Mercurial Repository every time any changes are made to the data. The XML created by UoBDA is stored on a local hard drive and backed up to an external hard drive, arranged by collection, yearly.

Document Control

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V3.0	November 2019	Further review and updating

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