

RGU Art & Heritage Collections

DOCUMENTATION POLICY and DOCUMENTATION PLAN

2013-2018

Name of governing body: **Robert Gordon University**

Date on which this policy was approved by management: **8 August 2013**

Date at which this policy is due for review: **31 Jan 2018**

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2013 Art & Heritage Documents\09) and 10) done- DOCUMENTATION
POLICY and PLAN.doc
20/08/2013

Art & Heritage Collections Statement of Purpose The University Art & Heritage Collections give students, staff and the wider community inspiration, learning and enjoyment by preserving and presenting historic artworks and artefacts which reflect the history and achievements of Robert Gordon University.'

1. Introduction

This Documentation Policy and Plan has been prepared by Robert Gordon University (RGU) as part of the University Library's application for Accreditation for the University Collections. The plan will bring the University Collections documentation system and the information held in it up to Accreditation standards. It has been prepared by Jane Kidd (Collections Curator) in consultation with George Cheyne (Collections Assistant).

Robert Gordon University Collections consist of approximately 5439 accessioned objects, of which 1,584 are artworks, 112 works are from the Needlework Development Scheme, 1421 are architectural drawings and approximately 1300 other items relating to Architecture, Engineering, Pharmacy and the history of the University. There are currently no 'loans in' amongst our collection.

This Policy and Plan should be read along with the RGU Art & Heritage Collections Documentation Procedure Manual.

2. Documentation Policy

2.1. Target Position

2.1.1. RGU Collections will meet the Accreditation Standard for Documentation

2.1.2. We will use the Minimum Standards for the SPECTRUM Primary Procedures to standardise our documentation procedures in the following areas:

- object entry,
- loans (seldom necessary as we have few loan)
- acquisition,
- location and movement control,
- cataloguing,
- object exit and
- retrospective documentation.

2.1.3. We will also develop further documentation procedures using SPECTRUM as a guide.

- 2.1.4. We will develop integrated procedures for the indexing and cataloguing of documentation photographs as well as our own archive photographs
- 2.1.5. An accession register on archive paper will be produced and a back up copy maintained at a separate location,

2.2. Review Of Current Procedures and Present Situation

- 2.2.1. Most objects are documented, but these are often not to SPECTRUM standard, while other objects are not documented at all.
- 2.2.2. Many objects are documented-but not physically numbered
- 2.2.3. Many storage records are non-existent or not up to date

3. Documentation Plan

<p>BACKLOG PLAN to catalogue the undernoted collections according to Spectrum Standards, especially for</p> <ul style="list-style-type: none"> • Location and movement control, • Cataloguing 		
Collection	Quantity and Note	Timescale
Needlework in 2 Display Boxes, Gray's School upper mezzanine	Quantity >20. These may not be part of collection, may be part of V&A or Liverpool loan scheme and need investigating	July 2013
Blue Crate in GM02C- paintings drawings, student portfolio, Product Design etc	> 200 items unaccessioned	July 2014
Paintings	Rationalisation of Collection and possible de-accessioning	July 2014

	Of approximately 813 paintings, 75 paintings are currently in the Possible Deaccessioning Group. This group to be expanded and de-accessioning possibly carried out according to current Acquisition and Disposal (Collections Development) Policy	
Publications. Ephemera, and unknown misc (in Office).	576 accessioned Approximately 200 items unaccessioned. This will require some extra staff/volunteer time	July 2014
Architectural Drawings	75 items unaccessioned, 1420 accessioned	July 2014
Fine Art Drawings and Prints	600 works on paper still held by school may be added to Art & Heritage Collections	July 2015
10 + 18 plaster casts	20 + items unaccessioned. This will depend on movements in preparation for rebuilding of Gray's School	July 2015
Large format slides	200 slides unaccessioned	July 2015
sewing/textile equipment	<100? -these may not be part of collection	July 2015
Litho Stones in Gray's School mezzanine	<100? -these may not be part of collection	July 2015
Stuart Johnstone's archive in Gray's School Portacabin	>500 items to be sorted and possibly accessioned	July 2015
Bill Black's Photos And Negatives 4 Boxes-containing total 39 folders; (each folder 48 pages of 42 negs each) & 2 mixed boxes	Approximately 80k unaccessioned negatives This will require some extra staff/volunteer time	July 2016
Bound Accession register	To be created	July 2013

Back up copy of Accession Register kept in separate location	To be created	July 2013
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4. Reviewing the Policy and Plan

Our **Documentation Policy and Plan** will be available on our website www.rgu.ac.uk/collections and social media as appropriate.

We will review the Documentation Policy and Plan at least every 5 years

The date of the next review is January 2018