

APPENDIX 4

GUILDHALL ART GALLERY,
CITY OF LONDON HERITAGE GALLERY & LONDON'S
ROMAN AMPHITHEATRE



DOCUMENTATION POLICY

Created By Sonia Solicari, Head:

Date: 9/11/2012

Reviewed by Vicky Carroll, Acting Head:

Date: 28/09/2016

Date approved by Culture, Heritage and Libraries Committee:

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Date for Review:

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For ease of reference, Guildhall Art Gallery, City of London Heritage Gallery and London's Roman Amphitheatre are referred to collectively as "the Gallery" within this policy. All three assets exist within the same building and make up the Gallery's collective offer. Assets are described separately where the reference is specific to a particular attraction only.

1 THE MISSION OF THE CITY OF LONDON'S CULTURE HERITAGE AND LIBRARIES DEPARTMENT

To educate, entertain and inform, through discovery of our amazing range of resources.

Strategic Aims:

- To transform activities through best use of technology and community engagement, to improve customer service and increase efficiency and effectiveness
- To transform the perception and experience of the City as a destination

2 STATEMENT OF PURPOSE FOR GUILDHALL ART GALLERY AND LONDON'S ROMAN AMPHITHEATRE (hereafter "The Gallery")

To educate, entertain and engage audiences using our collections and assets to best advantage, and to contribute to the City's profile as a leading cultural and visitor destination.

3 PRINCIPLES OF COLLECTIONS MANAGEMENT

Collections Management should underpin the ethical acquisition, organisation and preservation of objects and associated information that form the collections held in trust by the Gallery.

4 AIM OF THE DOCUMENTATION POLICY

The aims of the Gallery Documentation Policy are that for each object in its collection:

- the Gallery has documentary proof of legal title that also meets ethical standards;
- there is an accurate record in the Collections Management System (CMS);
- there is an accession number which uniquely identifies the object with that register entry
- that number is labelled or otherwise marked on the object;
- there is a robust link with all associated documentation;
- the Gallery has an accurate and up-to-date record of location; and
- all documentation procedures meet SPECTRUM standards (<http://www.mda.org.uk/spectrum.htm>).

5 THE GALLERY'S DOCUMENTATION POLICY

- 5.1 The Gallery will ensure that these aims are met for all new acquisitions and plans to continue to achieve them for all collections and objects acquired prior to this policy.
- 5.2 This policy is to be read in association with the Gallery's Acquisition and Disposal Policy and Conservation Policies and together with these to inform the Gallery's Strategic Plan.

- 5.3 This policy applies to all collections in the Gallery, including any Education Handling Collections but excludes exhibits displayed in the City of London Heritage Gallery which is under the stewardship of the London Metropolitan Archives.
- 5.4 With the exception of Accessioning, Labelling and Marking and Collection Material Sampling sections, this Policy also applies to every object and collection on loan to the Gallery.
- 5.5 The Documentation Policy will be reviewed every three years.
- 5.6 To comply with national registration requirements, the Gallery will have a Documentation Plan to support this policy. These plans will be reviewed annually and actions incorporated into the Gallery's Forward Plan.

6 THE PROCEDURAL POLICY

Each procedure is to be read in association with the relevant forms and procedures as appearing in the appendices, which may be revised and added to periodically. The relevant appointed officers of the Gallery will carry out these procedures.

6.1 Object Entry

- 6.1.1 Every object coming under the control of the Gallery, either when deposited or collected by an individual acting as a representative of the Gallery, will be recorded on the Entry/Exit Form and signed by the depositor – copies will be distributed as stated on the form. This excludes objects displayed in the Heritage Gallery, which is managed wholly by London Metropolitan Archive.
- 6.1.2 Where practical each object will be digitally photographed and recorded on the CMS/Object file for internal management of its movement around the Gallery.
- 6.1.3 When appropriate, the receiving Gallery officer will consult with the Conservation Team; for example where there is a significant risk of infestation.
- 6.1.4 For objects of high value, the Head of the Gallery will pass on the insurance valuation to the Senior Curator, who performs the registrarial function for the Gallery, upon deposit of the objects.

6.2 Object Exit – via Gallery Reception

- 6.2.1 For objects leaving the Gallery via the Reception Desk, the depositor will be informed in writing by Reception within five days of their receipt of the object from the Gallery Registrar.
- 6.2.2 Objects can only be returned to the depositor on presentation of their copy of the Entry/Exit form and subsequent signing of the appropriate exit section.

6.3 Object Exit – via Teams

- 6.3.1 Objects entering the Gallery directly to a team may be returned by the same means as their arrival; e.g. by post with the relevant accompanying documentation.

6.4 **Object Exit – Disposal/Destruction**

- 6.4.1 The Gallery retains the right to dispose of any deposited, non-accessioned object within three months of its original deposit if the depositor has been informed in writing that it is ready for collection, but has not attempted to collect it.
- 6.4.2 The Gallery retains the right to dispose of any deposited object in the interests of conserving our own collections, for example, infestation.

6.5 **Accession Records - Transfer of Title**

- 6.5.1 All objects being accessioned will have an associated **Gift or Purchase form** signed and dated by the rightful owner, or their representative.
- 6.5.2 In the case of purchase from a dealer, saleroom, etc. a traceable receipt is acceptable in place of the Transfer of Title form.
- 6.5.3 Official transfer agreements between legal parties (e.g. Governments, other museums, galleries and universities) are also acceptable in place of the Gift or Purchase Form. In some cases this may initially take the form of a printed email, but will be followed by a signed letter of confirmation – for example, confirmation the Museum may keep natural science specimens following identification by the Museum.
- 6.5.4 See **Appendix 1 Gift/Purchase Form**.

6.6 **Accession Records – Registers**

- 6.6.1 Every accession will be recorded on the CMS within one month of acceptance for the collection.

6.7 **De-Accession Records**

- 6.7.1 De-accessioning objects and collections will be carried out in accordance with the Museum's Acquisition and Disposal Policy and the Museums Association's Code of Ethics for Museums.
- 6.7.2 The relevant record will be amended on the CMS, with the record retired, not deleted.
- 6.7.3 If no record exists on the CMS, due to departmental documentation backlogs, then a record will be created.

6.8 **Conservation**

- 6.8.1 Any object about to undergo conservation treatment, as defined in the Gallery's Conservation Policy, will have an appropriate catalogue record in the CMS.
- 6.8.2 A conservation record will be made for each object treated, examined, etc. in accordance with the Gallery's Conservation Policy.

6.9 Object Location and Movement Control

- 6.9.1 Any object leaving its normal location for a period exceeding 24 hours will have that location change recorded in the CMS.
- 6.9.2 Any object leaving the Gallery premises for any period will have that location change recorded.

6.10 Objects on Display

- 6.10.1 All objects on display in the Gallery will be accessioned, unless covered by a loan agreement with another institution/individual, with the exception of items in the Heritage Gallery.
- 6.10.2 All objects on display will have a security image taken prior to display.
- 6.10.3 Any object removed from display will be replaced by a card giving the reason for removal, the identity of the current user and the expected date of return.
- 6.10.4 Whenever feasible, an image of the object will replace the object for the duration of its absence.
- 6.10.5 The Conservation Team, and Front of House, will receive prior notification of an object's removal from display.

6.11 Incoming Loans

- 6.11.1 Incoming loans will be accompanied by either a Gallery Entry/Exit form or the equivalent form from the loan institution.
- 6.11.2 Each loan will be recorded on the CMS upon return to loan institution; the CMS record will be retired, not deleted.
- 6.11.3 For all loans of exceptional value, insurance valuation and photographs of each loan object will be passed on to the Senior Curator not less than six weeks prior to the commencement of the loan period.
- 6.11.4 The Conservation Team will be informed of potential pest-introduction risks prior to the arrival of the loan.

6.12 Outgoing Loans

- 6.12.1 All outgoing loan objects will have a Gallery Loan Form signed and approved by the Principal Curator, in consultation with the Conservation Team.
- 6.12.2 If the loan is being despatched by post, then the form will be sent with it. Otherwise, the Gallery will have a signed copy of the form prior to the object leaving the Gallery.
- 6.12.3 All objects leaving the Gallery on loan will have their details, and that of the loan, recorded on the CMS.
- 6.12.4 For all loans of exceptional value, at least one photograph will be taken prior to its leaving the Gallery.

6.12.5 Where the details of the object are known to be sensitive, the Gallery will add the condition that this data is not to be published.

6.12.6 See **Appendix 2 – Loan Form**.

6.13 **Labelling and Marking**

6.13.1 Each object will be marked or otherwise uniquely labelled with its Guildhall Art Gallery Accession Number.

6.13.2 Labelling will follow agreed national and international standards, currently those recommended by MDA (the UK Museums Documentation Association) and approved by the Conservation Department.

6.14 **Collection Material Sampling**

6.14.3 All requests for sampling will be approved by the Head of the Gallery, in consultation with the Conservation Team.

6.14.4 It is a condition of approval of the request that the Gallery will receive copies of any publication/research arising from the use and examination of the objects.

6.15 **Photography**

6.15.1 Photography of the Gallery's permanent collection is permitted for personal use; defined as being for souvenir, pleasure, teaching, research, lecture and thesis.

6.15.2 For any other use, or for photography of loan material, a request should be made in writing to Senior Curator the Gallery's Registrar.

6.15.3 All commercial photography within the Gallery by non-employees of the Gallery, or those not contracted or otherwise commissioned by the Gallery will be recorded in writing on object file.

6.16 **Archive**

6.16.1 An archive copy of each Gift/Purchase Form and Entry/Exit Form will be given to the Senior Curator upon Accessioning or return of the object respectively.

6.16.2 An archive copy of Loan Forms will be given to the senior Curator upon return of the object.

6.17 **Backlog Documentation**

6.17.1 Details of each department's documentation backlog will form part of the Documentation Plan.

7 DEFINITIONS

Acquisition

The process by which the Gallery acquires legal title to an object, which thereby enters the Gallery's collections.

Object

A gallery object is a material thing, which has been selected because of its historic or cultural significance, together with its associated documentation.

Collection

A collection is an assemblage of acquired objects held and safeguarded in the public domain.

Collections Management System (CMS)

The method of capturing, recording, storing and retrieving the data associated with the objects forming the collections. The current software used in the implementation of the CMS is i-Base Manager. System Simulation are currently under contract to deliver Museum Index+ by Mar 2014

Catalogue Record

The minimum standard required using the Museum's CMS. These fields are: Accession Number, Current Location, Title, Artist, Physical Description, Image ref.

Appendix 1 Gift/Purchase Form

THIS GIFT is made on the _____ day of _____ 20__

By _____ of _____
 _____ (“the Donor”)

- 1) The Donor declares that he/she is the sole legal and beneficial owner of the items set out in the Schedule attached to this Agreement (“the Items”).
- 2) The Donor wishes to transfer the Items to The Mayor and Commonalty and Citizens of the City of London (“the City”) in accordance with the terms of this Agreement.
- 3) The City agrees to accept the transfer of the Items as an unconditional gift under the powers granted by the Local Government (Records) Act 1962 (“the Act”).
- 4) The date of transfer will be the date of receipt by the Assistant Director (Heritage), City of London, of the Items.
- 5) As from the date of transfer the Donor as legal and beneficial owner agrees absolutely and irrevocably to assign, with full title guarantee, all legal and equitable estate or interest in the Items to the City.
- 6) Where the Donor owns the copyright in the Items (marked * in the attached Schedule) the Donor hereby transfers and assigns all current and future copyright and other intellectual property rights in the Items to the City.
- 7) The Donor will advise the City of all Items (or materials contained within the Items) where he/she believes that the copyright is vested in others and agrees to provide all reasonable assistance to the City to identify and where appropriate contact the authors, artists, photographers or other copyright owners of such materials.
- 8) The City will be entitled to use, copy and reproduce Items for its own use and for sale, publication, exhibition, education, archive, publicity or other purposes and will be further entitled to permit others to use, copy or reproduce the Items in accordance with the Copyright Designs and Patents Act 1988 as amended and the City shall retain any reproduction fees charged for the use of any copy, photograph, film, illustration or other reproduction of the Items.
- 9) The Donor will indemnify the City against all loss, damages, costs and expenses that the City may reasonably incur, if the Donor’s claim to ownership of any of the Items or the copyright in the Items is prejudiced, challenged or defeated by a third party.
- 10) From the date of transfer the City will:
 - a) accept the assignment to it of the Items pursuant to this Agreement;
 - b) hold and, in its discretion, retain the Items as records under the Act;
 - c) use reasonable endeavours to retain and preserve the Items (the City cannot agree to retain and preserve of the Items indefinitely);
 - d) make the Items reasonably available for public inspection on request;
 - e) Reproduce and make reasonably available for others to reproduce the Items in accordance with the Copyright Designs and Patents Act 1988 as amended; and
 - f) issue a receipt to the Donor for the Items.
- 11) All information about donors and depositors, whether held in accessions registers, correspondence files, emails or in accession (gift/deposit) agreements is confidential. Access to information about donors and depositors is at Guildhall Art Gallery’s discretion and requires permission of both donor/depositor and Guildhall Art Gallery.

IN WITNESS of which the Donor has executed and delivered this Agreement as a Deed upon the date inserted at the beginning of this Agreement.

| | |
|---|--|
| ¹ EXECUTED as a DEED and) DELIVERED by the DONOR) | Donor: Print name: _____ _____ Signature of Donor: _____ _____ |
| In the presence of: Witness: Print name: _____ Signature of Witness: _____ Address: _____ _____ _____ _____ Occupation: _____ | |
| ² EXECUTED as a DEED and) DELIVERED by the DONOR. acting by)) the signature of: | Print name: Signed : _____ Position |
| Print name: Signed : _____ Position | |

¹ Use where Donor is an individual
² Use where Donor is an incorporated body.

SCHEDULE**Description of Items (accession number: to be allocated)**

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|-------------|
| Copyright * |
|-------------|

Appendix 2 Loan Form



Loans to Temporary Exhibitions: Conditions of Loan

An Agreement between the Mayor and Commonality and Citizens of the City of London by their Guildhall Art Gallery ('the Lender') and

..... ('the borrower')

| | |
|-----------------------------|--|
| Place of exhibition: | |
| Title of Exhibition: | |
| Exhibition Dates: | |

| Works to be loaned: | | | |
|----------------------------|--------|-------|-------|
| Acc. No. | Artist | Title | Value |
| | | | |
| | | | |
| | | | |

Unless otherwise agreed in writing beforehand, the Borrower will accept the following conditions:

1. Responsibilities and Expenses

1.1 The Borrower will be responsible for all expenses relating to insurance, packing, customs, transport (including the expenses of any officer whom Guildhall Art Gallery as Lender deems should accompany the loan), exhibition, custody and safe storage of loans arising from the loan agreement.

1.2 The Borrower will accept responsibility for all agreed costs incurred in the preparation of the loan, including any loan administration fee which may be specified.

1.3 The Borrower will be responsible for and exercise full and proper care in the custody, exhibition, handling, transport, unpacking and repacking of the loan.

1.4 The Borrower, upon unpacking, will acknowledge immediately the safe receipt of the loan.

2. Condition Report

2.1 Guildhall Art Gallery will prepare a condition report before packing and will provide the Borrower with full documentation of the picture.

2.2 The condition report will specify any required environmental and travel conditions for the loan.

2.3 The condition report will be sent to the Borrower prior to the dispatch of the loan. Additional copies of the report will travel with the loan.

2.4 On receiving the loan, the Borrower will check its condition and will note any variation from the condition report. One of the copies of the condition report must be returned to Guildhall Art Gallery within 48 hours of unpacking, by fax and first class post, noting any changes in the condition of the loan.

2.5 Any evident change in the condition of the loan, either in transit or during exhibition, must be reported immediately to Guildhall Art Gallery by email, facsimile transmission and first class post.

2.6 Should Guildhall Art Gallery decide that the loan should be examined by one of its officers or another designated person, the expenses incurred in such an examination shall be borne by the Borrower.

3. Insurance

3.1 The Borrower agrees to provide or pay for insurance, or to provide an appropriate Government indemnity (such as British Government Indemnity Scheme), acceptable to Guildhall Art Gallery.

3.2 Insurance or indemnity shall be 'nail to nail'.

3.3 In the event of total loss the policy or indemnity agreement should provide for coverage of the declared value as specified in the Certificate of insurance or indemnity.

3.4 In the event of partial loss or damage the policy or indemnity should provide for the cost of replacing or repairing the loan so damaged, and depreciation.

3.5 In the event of any dispute as to the value of replacement or cost of repair, the parties agree to refer such dispute to a mutually acceptable independent arbitrator.

3.6 The Borrower shall submit evidence of insurance or indemnity to Guildhall Art Gallery for approval prior to the dispatch of the loan.

3.7 If Guildhall Art Gallery elects to maintain its own insurance cover, it will provide evidence of insurance to the Borrower on demand.

3.8 Guildhall Art Gallery retains the right to increase the valuation of any loan before or during the exhibition period - due to any fluctuations in the market. The Borrower shall be responsible for any additional premium incurred and shall provide evidence of payment of such additional premium and increased insurance cover to Guildhall Art Gallery.

4. Customs

4.1 Customs formalities will be cleared by Guildhall Art Gallery or its agents at the premises of final packing, before dispatch. The Borrower is responsible for making every effort to ensure that customs examination is made only on the Borrower's premises on arrival. No loan should be unpacked for examination at any point during travel, and the same procedure should apply in reverse on the return of the loan.

5. Packing

5.1 Guildhall Art Gallery shall, if appropriate, appoint its own packing agent. The Borrower shall meet the cost of packing: see para 1.1. The Borrower may inspect the packing before dispatch by arrangement with Guildhall Art Gallery.

5.2 On return, the loan shall be packed in exactly the same way as it was received, using the same cases, packing materials and furnishings etc. unless a change has been specifically authorised in writing by Guildhall Art Gallery. All packing materials should be stored during the loan period in a location conditioned to the same temperature and relative humidity levels as those under which the loan itself is stored or displayed.

6. Transport

6.1 The Borrower and Guildhall Art Gallery shall mutually agree to the transport arrangements by specialist Art carriers. Guildhall Art Gallery reserves the right to specify the transport contractor and the transport programme to be employed, and to object to a specific contractor without stating its reasons. Unless previously agreed with

Guildhall Art Gallery, vehicles will be climate controlled and fitted with air-ride suspension and with alarms. Handling equipment should be suitable for the specialised work involved.

7. Couriers

7.1 Loans from Guildhall Art Gallery may be escorted by one of its officers on both the outward and return journeys and when the exhibition is moved from one venue to another. The duty of the courier escorting the loan is to supervise all stages of transport and to ensure that cases remain unopened until arrival at the site of exhibition. On the return journey the courier shall supervise the de-installation, packing and transport of the loan, ensuring that cases remain unopened until their return to Guildhall Art Gallery. The Borrower must arrange with the transport agents, and must confirm in writing to Guildhall Art Gallery, that couriers will be able to supervise all aspects of the transport, including at airports. Couriers must receive adequate expenses, including the cost of accommodation, for a minimum of two days stay in Europe and three days in the U.S.A. and other distant countries.

8. Physical Environment

8.1 The Borrower will undertake to maintain environmental conditions within the following limits:

light levels of 50-75 lux for works on paper

" " 200 lux for oil paintings

ultraviolet levels at or below 75mw/lumen

relative humidity between 45 and 60%, with a maximum variation within this range of 5% in 24 hours and a maximum of 15% over the period of the loan (these conditions should be maintained for 95% of the time, with any seasonal drift managed gradually).

temperature 17 – 24 +/- 3

8.2 In addition the Borrower undertakes to maintain constant and adequate protection of the loan against fire and flood, harmful radiations, extremes of temperature, insect attack and pollution. The Borrower will notify Guildhall Art Gallery of any unusual environmental exposure.

9. Security

9.1 The Borrower must undertake to maintain constant and adequate protection of the loan to minimise the risk of theft or damage, and will satisfy Guildhall Art Gallery of such measures before the loan is agreed.

9.2 Guildhall Art Gallery retains the right at any time and without notice to inspect all environmental and security precautions during the loan period, and without prejudice to the Borrower's responsibilities under this Agreement to specify minimum fixing or display requirements.

9.3 Guildhall Art Gallery will agree the fixings to be used beforehand with the Borrower, and will fit loaned works with the agreed fixings. The Borrower will not remove or replace these fixings except by prior agreement with Guildhall Art Gallery.

9.4 The Borrower will not remove glazing from a loaned picture nor dust, treat, clean, repair or scientifically examine the loan in any way except in order to safeguard it in an emergency.

9.5 Barrier rails must be provided in front of loaned pictures that have not been glazed.

10. Photography and Reproduction

10.1 The loan must not be individually photographed, filmed, televised or reproduced, without the prior consent of Guildhall Art Gallery.

10.2 In the case of Guildhall Art Gallery having consented to the loan being photographed, filmed or televised, the Borrower will ensure that:

a) lamps are not placed closer than two metres from the loan

b) illuminance with tungsten or tungsten-halogen spotlights (the latter fitted with glass filter) does not exceed 1000 lux, and illuminance with HMI lamps does not exceed 2500 lux, and that flash exposure for any painting in the field of the flash does not exceed 1250 lux/secs (f16 at 50 ASA)

c) the loan is not touched or moved without the authority of Guildhall Art Gallery, and then only by the qualified employees of the Borrower.

10.3 Where Guildhall Art Gallery agrees to photographic reproduction of the loan, the Borrower will ensure that the image is credited to 'Guildhall Art Gallery, City of London'.

10.4 Guildhall Art Gallery reserves the right to insist that Copyright in any Photographic Reproduction is formally assigned to it before such consent is granted and the Borrower should ensure that any photographer employed by him can and does agree to such assignment.

11. Print and Publicity

11.1 If the City of London's logo is to appear on exhibition print and publicity, or if the Gallery or the City of London are mentioned in print and publicity, including press releases, Guildhall Art Gallery requires sight of such material before it goes to print or is otherwise issued.

11. Recall and Removal

11.1 Guildhall Art Gallery reserves the right to recall any loan or demand its temporary or permanent removal from display at any time at its absolute discretion.

12. This Agreement and any loan made hereunder is specific to the Borrower and under no circumstances may it be assigned, lent or otherwise transferred to any other person or organisation. All loans made to the Borrower shall be returned to Guildhall Art Gallery unless otherwise instructed in writing.

13. This Agreement is made in England and is subject to English law and the jurisdiction of the English courts.

| | | | |
|--|--|--------------|--|
| Signed on behalf of the Borrower: | | | |
| Print name: | | | |
| Position: | | Date: | |

| | | | |
|--|--|--------------|--|
| Signed on behalf of the Lender: | | | |
| Print name: | | | |
| Position: | | Date: | |