Keats House Documentation Policy

Introduction
The aim of this documentation policy is to ensure that Keats House fulfils its responsibilities in relation to the security, management and access of collections and associated information.

This policy aims to:
- Improve accountability for collections;
- Maintain at least minimum professional standards in documentation;
- Extend access to collection information; and
- Strengthen the security of the collections.

Documentation is the key to making best use of the House's collection, both by preserving the information that makes objects interesting and useful to visitors and users, and by enabling staff to manage the collections effectively.

The House obtains information from many sources including donors, visitors, students, researchers and representatives of source and descent communities as well as through research by staff and volunteers.

The policy outlined below will ensure that Keats House can provide appropriate public access to this information and that it is permanently associated with the relevant items in the House's collection. Where possible and appropriate, Keats House will respect the wishes of representatives of source and descent communities in relation to recording and making accessible information regarding artefacts, photographs and archival documents in the House's care.

Review of the Policy
This policy was approved by the Culture and Heritage Committee in October 2016. A review of this policy will be taken every 5 years. The next will be undertaken in August 2021.

Policy
Keats House is committed to managing its collections in accordance with the Arts Council of England Accreditation Scheme and the Museums Association's Code of Ethics, as well as legal frameworks in relation to Data Protection and Freedom of Information.

Keats House will:

1. Maintain Accreditation standards in relation to the SPECTRUM Collections Management Standard, specifically by meeting the minimum standards for the SPECTURM primary procedures:

   a. Object entry;
   b. Acquisition;
   c. Loans in;
   d. Loans out;
   e. Location and movement control;
   f. Cataloguing; and
   g. Object exit.

   Procedures are set out in the Keats House Documentation Procedural Manual.

2. Record sufficient information about the objects in its care to ensure that each object that it is legally responsible for (including loans as well as long-term collections) can be identified and located;

3. Create a back-up copy of these records and information regularly, and store this securely at a separate location;

4. Extend access to collections information by providing and maintaining an information retrieval system and by continuing to seek to improve public awareness as indicated in the House's Access Policy;

5. Strengthen the security of the collections in order to ensure that key paper records are securely stored in environmental conditions that will ensure their physical security and long-term preservation. Computerised records will be similarly held and backed up regularly;

6. Keats House will regularly review its electronic systems against the risk of obsolescence in order to ensure long term accessibility of the information held; and

7. Keats House staff will be mindful of new developments in documentation standards and will review this policy at least once every five years.

Frankie Kubicki, September 2016

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Keats House