

*Manchester Art Gallery
Collection Information Policy
2020-2023*

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1 Aims of the Collection Information Policy

- 1.1 *This policy will cover how Manchester Art Gallery (which includes Platt Hall and Queens Park Conservation Studios) obtains, documents, maintains, and makes available information about the collection and the objects within it. This will include any objects that are entering or leaving the collection under the terms of the Collection Development Policy, and Loans Policy.*
- 1.2 *The information that the gallery holds about its collection underpins every aspect of its activity. The recording and management of collection information is central to the gallery being accountable for its collection and to enable effective access to and use of the collection by gallery staff and gallery audiences.*
- 1.3 *Through implementation of this policy the gallery has as its objectives to improve accountability for its collection, to maintain at least the minimum professional standards in collection information management and attain the very highest standards wherever possible, to extend access to the collection, and to strengthen the security of the collection.*
- 1.4 *The gallery manages its collection information (including loans) in accordance with the PAS197:2009 Code of Practice for Cultural Collections Management, SPECTRUM: the UK Museum Collections Management Standard, and the Re-use of Public Sector Information Regulations 2015.*
- 1.5 *To support this policy detailed guidance of the gallery’s collection management procedures, as specified by SPECTRUM, can be found in the Collection Management Procedures Manual.*
- 1.6 *This policy will be reviewed every three years. The next review will be in November 2023.*
- 1.7 *Further detailed policy statements on aspects of the museum’s approach to managing collection information are provided below.*

2 Acquisition Information

- 2.1 *All objects entering Manchester Art Gallery for the first time must be issued with an entry form and a unique E number. The member of staff accepting the object, or a relevant curator, is responsible for collecting this information. Entry forms will be generated through the collection management system and digitally filed by a member of the Collection Management Team; hard copies will be stored in a fireproof safe. All staff will be permitted access to this information upon request.*
- 2.2 *No object will be accessioned into the collection until it has been approved by the Acquisition and Disposal Committee or it has been approved through the acquisition fast-track procedure. Any object put forward for approval must have an acquisition proposal form completed in advance by the proposer and must comply with the Collection Development Policy. Upon approval this information will be digitally filed on the collection management system by a member of the Collection Management Team.*
- 2.3 *Objects are only to be accessioned into the collection once the title of ownership is transferred to the gallery. There will be a presumption that objects will normally be acquired with no conditions of acceptance attached. Where appropriate a Transfer of Title form will be completed and filed, both hard copy and digitally, by a member of the Collection Management Team or the Curatorial Team. Hard copies will be stored in a fireproof safe. In the event of a purchase from a business, a Receipt/Invoice may take the place of the Transfer of Title form.*
- 2.4 *All new acquisitions will be entered into the current accession register, assigned a unique number and physically marked with this number. A member of the Curatorial Team is responsible for ensuring this is completed supported by the Collection Management Team and the Collection Care Team. The accession registers will be kept in a fireproof safe in a secure room with controlled access. An up-to-date digital copy of the accession registers will be stored on the collection management system which will be backed up by corporate IT.*

3 Collection Information

- 3.1 *The entire objects catalogue is digitally recorded on the EMu collection management system. This instance of the system and the data within is hosted on a server by Manchester City Council Corporate IT at the UK-Fast datacentres in Manchester. Full backups of all data are performed weekly. Full backups are retained for 1 month. Incremental backups of all data are performed daily. Incremental backups are retained for 1 month. Once a month the most recent full backups are cloned to tape and retained for 2 years. The tapes are then collected by Iron Mountain and stored in a secure offsite location. A limited number of authorized personnel have access to the backup media. All primary backups will expire after 1 month, but the tape clones of the full backups will be retained for 2 years.*
- 3.2 *All collection information and where possible all related information is digitally stored on the collection management system.*
- 3.3 *The collection management system software is licensed and supported by a service level agreement with Axiell Ltd on a rolling yearly basis that includes an annual version upgrade if available.*

- 3.4 *The Collection Information Manager is an admin level user and is responsible for maintaining and developing the collection management system and providing access to those staff that require it. The level of access permitted is determined and set by the Collection Information Manager to maintain data integrity and data security. All staff may request information retrieval from the collection management system to assist with their work.*
- 3.5 *Where appropriate original historical information relating to the collection will be retained, preserved and stored securely. The Curatorial Team, the Collection Management Team, & the Collection Care Team, are responsible for maintaining this information. All staff may request information from these physical files.*

4 Documentation

- 4.1 *All accessioned objects within the collection must be documented on the collection management system to the agreed minimum standard. The minimum standard is set out within the Collection Management Procedures Manual and the Documentation Guidelines and exceeds that defined by [SPECTRUM](#).*
- 4.2 *All non-accessioned objects will be documented on the collection management system to a level where they can be physically identified (usually with the attachment of an image) and located. Any object that is to be retained but not accessioned for a period longer than 12 months will be documented to the SPECTRUM minimum standard.*
- 4.3 *The following resources are used as documentation reference points:*
- o [ICOM Guidelines for Costume](#)
 - o [Getty Art & Architecture Thesaurus](#)
 - o [Getty Union List of Artist Names](#)
 - o [Getty Thesaurus of Geographic Names](#)
- 4.4 *All new accessions must be documented to the agreed minimum standard within 3 months. The Curatorial Team, the Collection Management Team, & the Collection Care Team are responsible for raising the level of documentation on a catalogue record from an entry record to the agreed minimum standard. Any member of staff with sufficient permissions and the relevant level of expertise may enhance the documentation for an object. Manchester Art Gallery is committed to an ongoing programme of enhanced documentation across the collection.*
- 4.5 *The Documentation Plan is a dynamic document which identifies the current documentation priorities along with any retrospective documentation which is required.*
- 4.6 *A working group exists to plan developments and discuss issues with the collection information and its entry into the collection management system as well as agree any actions that need to be taken forward. The Collection Information Manager is responsible for the implementation of any changes agreed. A nominated member of the working group is responsible for making agreed changes to the Collection Management Procedures Manual when needed.*

5 Object Locations

- 5.1 *Object movement is tightly controlled through the implementation of object movement control procedures. All staff must follow these procedures at all times; failure to do so is a disciplinary offence. These procedures can be found in the Collection Management Procedures Manual.*
- 5.2 *Only a member of the Collection Management Team or Collection Care Team may update an object location on EMu unless sufficient training has been given.*
- 5.3 *All accessioned and non-accessioned objects and all objects on loan must have an up-to date location recorded. All objects moved to a new location must have their movement recorded at the end of the working day and reflected on the collection management system within 48 hours.*
- 5.4 *Only the Collection Information Manager may create new and retire old locations on Emu unless sufficient training and special permission has been given.*
- 5.5 *Only the Collection Management Team, the Collection Care Team, and the Curatorial Team may request storage location data as this information is classed as sensitive, it must not be shared with any other staff or non-staff members without explicit permission. Display location data is published publicly online.*

6 Object Exit & Disposal Information

- 6.1 *All objects leaving Manchester Art Gallery for the purpose of loan or disposal will be issued with an Object Exit Form generated through the collection management system. It is the responsibility of the Collection Management Team to ensure this information is completed and digitally filed. Hard copies will be stored in a fireproof safe. Only authorised staff will be permitted access to this information.*
- 6.2 *Information about disposals will be recorded and retained in accordance with the Museum Association's guidelines on disposal. For full details on the Gallery's approach to disposals see section 16 of the Collection Development Policy. All relevant information will be digitally filed by a member of the Collection Management Team or the Curatorial Team.*

7 Valuations and Insurance

- 7.1 *A pragmatic approach is taken to assessing and updating valuations. Due to the size and breadth of the collection it is beyond the capacity and expertise of staff to maintain an individual and up to date valuation for all items in the collection. Instead, resources are focused on recording and updating the valuations for high value works of art and checking valuations where it is good practice to do so. Valuation information will be recorded on the collection management system.*
- 7.2 *Valuations will be checked and recorded as follows:*
 - o *During the acquisitions process*
 - o *Prior to loan*
 - o *Prior to disposal*

- o *During a review of a discreet area of the collection where this is deemed necessary*
- o *As and when new information comes to light about the valuation of particular works in the collection*
- o *Prior to the submission of the Schedule of Insurance at the end of each financial year*

7.3 *The prioritising and recording of valuations is the responsibility of the Curatorial Team and the Senior Galleries Registrar. Where the team does not have the expertise to advise on specialist areas of the collection external advice will be sought from auctioneers, valuers, dealers and other colleagues in the museum sector.*

7.4 *It is currently a requirement of Manchester City Council that the collection is insured on an all risks basis. Specialist fine art insurance is arranged through Manchester City Council's insurance department. It is the responsibility of the Senior Galleries Registrar to compile a Schedule of Insurance that is submitted to Manchester City Council's insurance department on an annual basis. A record of the Schedule of Insurance will be digitally filed and password protected.*

The Schedule of Insurance comprises of:

- o *A list of individual valuations for works valued at £100,000 or above*
- o *A list of individual valuations for works which have specific insurance requirements attached to the funding or bequest*
- o *Specified valuations for long term loans in and loans to exhibitions*
- o *An estimated global valuation for the remaining collection that does not fall into the above categories.*

7.5 *The Senior Galleries Registrar will retain an up-to-date digital copy of the Insurance Policy and any endorsements that are issued throughout the year.*

8 Audit

8.1 *A member of the Collection Management Team or the Collection Care Team will perform an annual location audit using an agreed sampling methodology; the results and recommendations of which will be made available in a report and digitally filed.*

8.2 *By default, EMu automatically records all changes made on the collection management system. Only the Collection Information Manager has access to this audit trail but it will be made available to other members of staff upon request.*

8.3 *The following collection information will be recorded and digitally filed by the Collection Information Manager annually:*

- o *Current total of accessioned object records*
 - *Number of new object records created*
 - *Percentage with attached digital image/high resolution image*
- o *Number of new or improved high resolution digital images or video*
- o *Number of object documentation improvement events*
- o *Number of object movements*

9 Public Access

- 9.1 *In accordance with the Re-use of Public Sector Information Regulations 2015 Manchester Art Gallery has issued a Public Task Statement which will be publicly available on the gallery website and will also be made available upon request or will be provided to those who require it.*
- 9.2 *Manchester Art Gallery is committed to an on-going programme of digital development to provide online audiences access to the collection information via the collection search interface on the gallery website.*
- 9.3 *Manchester Art Gallery will use its collection information to generate additional curated content on the gallery website, across its social media channels, and within its exhibition, learning and engagement programmes.*
- 9.4 *Manchester Art Gallery is committed to sharing its collection information with selected 3rd party digital platforms that provide a public benefit that includes but is not limited to the following, increasing public access, education, and research of the collection.*

10 Rights Management

- 10.1 *Rights holders for objects within the collection and current permission details will be recorded on the collection management system. The Collection Information Manager is primarily responsible for this but any member of staff with sufficient training may record this information.*
- 10.2 *All staff must ensure they are aware of the most up to date copyright legislation or consult with a member of staff who is when dealing with reproductions of objects in the collection or objects on loan. Failure to do so may result in copyright infringement.*
- 10.3 *Any research into unknown rights holders for objects within the collection must be recorded on the collection management system. A copy of this should also be filed in the Artist/Object File. Any object which has completed due diligence on finding the rights holder without success will be recorded as an orphan work. All orphan works will have their image published online along with a statement of intent and takedown notice should the rights holder make themselves known to the gallery.*

11 Image Licensing

- 11.1 *The Collection Information Manager is primarily responsible for the management of image licensing requests. The Campaigns Manager is primarily responsible for the management of press and media image requests.*
- 11.2 *Manchester Art Gallery will, where possible, provide online access to low resolution digital reproductions of the objects in its collection through the collection search pages of its website.*
- 11.3 *Manchester Art Gallery deems any image in a jpeg format with a maximum pixel dimension of 1200x1200 or less to be low resolution. This is the maximum resolution permitted for all web published re-use unless specifically agreed in writing.*
- 11.4 *Manchester Art Gallery will allow the use of Creative Commons Attribution ShareAlike*

International (CC BY-SA 4.0) licences for all objects that are out of copyright and have a low resolution image published on its collection search web pages. This licence allows reusers to distribute, remix, adapt, and build upon the material in any medium or format, so long as attribution is given to Manchester Art Gallery. The license allows for commercial use. If a reuser remixes, adapts, or builds upon the material, they must license the modified material under identical terms.

- 11.5 *Manchester Art Gallery seeks to create high quality digital reproductions of the objects it holds primarily for the purpose of preservation. The Gallery does not have a dedicated budget for creating these reproductions so where possible the gallery will seek to commercially licence access to these high quality digital assets (where copyright allows) to provide income to support the gallery's digital activities.*
- 11.6 *High resolution images of objects within the collection can be used for non-commercial research or private study purposes, and other UK exceptions to copyright permitted to users based in the United Kingdom under current UK Copyright Law (subject to signed agreement). If an image is reused, it is the responsibility of the individual reusing the image to make sure that a valid copyright exception applies.*
- 11.7 *Manchester Art Gallery uses [Bridgeman Images](#) as the designated third party licensing agent. This partnership is managed through the Bridgeman Supplier Agreement. All image requests are to be directed to Bridgeman Images for licensing where appropriate.*
- 11.8 *All image requests that are described as "not for profit", "non-commercial", "academic" etc. but are still concerned with the selling of an end-product or where access is restricted through a subscription or paywall etc. are to be treated as a commercial image request. Appropriate discounts will be offered/applied during licensing.*
- 11.9 *All image requests where the end product will be free to have or free to view depending on the context can be granted a licence without charge (subject to any specified restrictions). These requests can be seen to support the aim to create a positive culture where art is free and accessible to all.*
- 11.10 *Images of works on loan are permitted to be used for publications related to the exhibition. Full terms and conditions can be found in the Loans Policy.*
- 11.11 *Where an external loan request has been refused by Manchester Art Gallery and the requestor requests if a reproduction of a work may still be used either within the physical exhibition space or within the exhibition catalogue, the terms and conditions of the loan agreement can be applied, and a reproduction provided without charge.*
- 11.12 *Requests for an image of a work to be reproduced within a physical exhibition space where there is no loan agreement in place can be granted a licence without charge if the exhibition/gallery does not charge for entry. If a charge to the exhibition/gallery exists, the request will be treated as a commercial request.*
- 11.13 *Requests for an image of a work to be reproduced within an exhibition catalogue/guide where there is no loan agreement in place will be treated as a commercial request. If the exhibition catalogue is to be given away to visitors for free,*

a licence can be granted without charge.

- 11.14 *Manchester Art Gallery will support requests from students to use image reproductions within their coursework/thesis/dissertation. Requests from students for these purposes are permitted without charge.*
- 11.15 *Requests from the press/media for images of an exhibition can be provided with an image without charge (subject to signed agreement and specified restrictions). These requests can be regarded as free publicity.*
- 11.16 *Requests from the artist or the artist's estate are to be granted without charge (depending on use and purpose and subject to the specified restrictions).*
- 11.17 *Requests from The University of Manchester's staff and academics can be considered for the waiving of licence fees (depending on use and purpose) as part of the Manchester Museums Partnership.*
- 11.18 *Image requests for objects that currently have no image or have a sub-standard image will be offered the opportunity for new photography to take place. The cost of the new photography will be set by the gallery's chosen external photographer and must be covered by the requestor. Manchester Art Gallery will waive any associated licence costs in return.*
- 11.19 *Manchester Art Gallery will not licence any image that is deemed unsuitable for publication.*
- 11.20 *Manchester Art Gallery reserves the right to grant an image licence without cost where it has a vested interest or can be regarded as a contributor/partner to the finished output, or where the output has significant findings for an object/s in the collection.*
- 11.21 *Manchester Art Gallery will ensure any image licensing conditions specified within the terms and conditions of any purchase agreement, funding agreement, copyright agreement, etc. will, where appropriate, take preference over the terms and conditions set out within this policy.*
- 11.22 *Manchester Art Gallery reserves the right to preview the use of any licensed image and any associated text. Manchester Art Gallery also reserves the right to object and refuse to any use it considers offensive or inappropriate.*
- 11.23 *All uses of Manchester Art Gallery digital assets must be credited appropriately: "Image/s courtesy of Manchester Art Gallery." Images licensed through Bridgeman Images may contain additional wording.*
- 11.24 *All requests must comply with the current Copyright, Designs and Patents Act 1988, as amended and revised. Requestors will be directed to <https://www.copyrightuser.org/> for more information about copyright.*
- 11.25 *It is the responsibility of the Requestor to seek any required permission/s from the copyright holder for any work still protected by copyright. Manchester Art Gallery will hold no liability for any copyright infringement incurred by third party re-use.*

12 Town Hall Collection

- 12.1 *Collection Information pertaining to the objects within the Manchester Town Hall collection is also stored within this instance of the collection management system.*
- 12.2 *The Town Hall Collection is managed by and is the responsibility of the Town Hall Curator*
- 12.3 *The Town Hall object records are to be separated at all times from Manchester Art Gallery object records by using a filing reference code within the collection management system.*
- 12.4 *The Town Hall collection information is subject to the same standards as the gallery's by proxy.*

13 Manchester Together Archive

- 13.1 *Collection Information pertaining to the archival material of the Manchester Together Archive is also stored within this instance of the collection management system.*
- 13.2 *The Manchester Together Archive is managed by and is the responsibility of Manchester Art Gallery.*
- 13.3 *The Manchester Together Archive records are to be separated at all times from Manchester Art Gallery object records by using a filing reference code within the collection management system.*
- 13.4 *The Manchester Together Archive information is subject to some of the same standards as the gallery's by proxy.*

14 Legal Statements

14.1 Ethics

Manchester Art Gallery adheres to the [ICOM Code of Ethics for Museums](#) & the [Museums Association's Code of Ethics for Museums](#) in the recording of all collection information within the collection database and related documents.

14.2 Personal data

Manchester Art Gallery adheres to the [Data Protection Act of 2018](#) and follows the associated General Data Protection Regulations in the recording of any personal or sensitive data within the collection management system and/or any related documents. Please refer to Manchester City Council's [Data Protection Policy](#) for further information.

14.3 Copyright

Manchester Art Gallery adheres to the [Copyright, Designs and Patents Act 1988](#) as amended and revised when dealing with reproductions of objects within the collection and objects on loan.