

# **Fashion Museum Bath Collections Documentation Policy**

**2025-2030**

**Name of museum:**

Fashion Museum Bath

**Name of governing body:**

Bath and North East Somerset Council

**Date on which this policy was approved by governing body:**

**Date for Policy Review:**

## 1. Introduction

Documentation underpins every aspect of museum activity. Recording collection information is central to being accountable for the collections, their accessibility, management, research, study and use.

Fashion Museum Bath's policy for the documentation of the collections ensures that the information the Museum holds relating to its collections is accurate, secure, reliable and accessible.

This policy forms part of a Collection Management Framework for sound management of FMB's collections, alongside the FMB Collections Development Policy and the FMB Collections Care and Conservation Policy. The FMB Documentation Plan sets out the way the policy will be put into action. Detailed information and methodologies are outlined in the Collections Documentation Procedural Manual.

## 2. Mission and Vision

Fashion Museum Bath is the UK's museum dedicated to the power of fashion, with a pioneering collection to inspire, challenge and spark ideas.

**Vision:** To champion fashion's transformative power as a global industry and expression of creativity, culture and identity.

**Mission:** To craft a groundbreaking museum that brings fashion to life for local and global audiences, reshaping Bath for the future.

## 3. Statement of Purpose

The aim of this policy is to ensure that we fulfil our guardianship, stewardship, and access responsibilities. Through the implementation of the Documentation Policy, our objectives are:

- To improve accountability for the collection
- To maintain best practice in all aspects of collections documentation
- To extend access to collections information
- To strengthen the security of the collection

FMB has the following documentation systems (current and previous):

- Collection management database – Micromusée Version 07, an Axiell database
- Physical object files relating to donors, lenders, and purchases, stored in Catalogue Corner at Dents, Warminster
- Catalogue cards – an earlier cataloguing system, stored in Catalogue Corner at Dents, Warminster used now for cross-referencing
- Inventories etc – a previous documentation system, in Row 5, no longer in use but retained in the FMB Archive boxes at Dents, Warminster

## **4. Principles**

Documentation of the collections is guided by four key principles:

### **4.1 FMB maintains and extends access to collections information**

- FMB provides access to collections information for our community of users.
- FMB prioritises the development of collections information and procedures to serve both internal and external users.

### **4.2 FMB is accountable for all collections in its care**

- FMB records sufficient information about all items in its care to establish the identity, location and legal ownership of the items, and to support efficient management of the museum's collections.
- FMB maintains up-to-date information about the collections.
- FMB records collections information in a digital format, using the collections management system.

### **4.3 FMB adheres to standards and guidelines of best practice**

- FMB follows SPECTRUM 5.1, the UK Collections Management Standard, committing to meeting or exceeding the minimum standards of all SPECTRUM primary processes.
- FMB adheres to the Arts Council England Accreditation Standards, and the Museums Association Code of Ethics.
- FMB adheres to current legislation, including where appropriate copyright and intellectual property rights, GDPR and Freedom of Information.

### **4.4 FMB ensures the physical security and long-term preservation of all collections information**

- Micromusée is maintained by Axiell, and the license is renewed yearly.
- Micromusée is managed by BANES Council IT department. The CMS is replicated nightly, back up nightly to another site, and backed up monthly from immutable storage to tape which is stored securely for one year by the IT department.
- FMB creates digital copies of the accession registers which are saved digitally to a secure BANES Council shared drive. Data can also be exported directly from the CMS.
- Only members of the Collections Team have editing access to the CMS.
- FMB maintains the physical accession registers and paperwork behind a pass-controlled door.