

CHESTER BEATTY LIBRARY DOCUMENTATION POLICY

This policy applies to the East Asian, Islamic, Western, and Rare Books collections. The Library will ensure that these aims are met for all new acquisitions. With the exception of *Accession* and *Labelling and Marking*, this Policy also applies to every object or collection on loan to the Library. This policy should be read in conjunction with all other Collections Management Policies.

PRINCIPLES OF COLLECTIONS MANAGEMENT

'To maintain and preserve the collection of the Library and to make them available in the most appropriate ways for the use and enjoyment of the public and for scholarly study and research'

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- a. The Library must have documentary proof of legal title for each object; this must meet International ethical standards.
- b. Each object must be recorded in the appropriate Accessions Register.
- c. Each object must be given a unique CBL number.
- d. The CBL number must be marked on or labelled with the object.
- e. The Accessions Register must be updated to record the CBL number.
- f. Each object must have a corresponding catalogue record either on Adlib (East Asian, Islamic and Western Collections) or Libero (Rare Books Collection) with the 'minimum standard' cataloguing information (CBL no, title or description, and location).
- g. The most current location for each object must be recorded on the appropriate database
- h. All documentation procedures must meet the accepted UK Museum Association's *Code of Ethics for Museums*.
- i. Each procedure is supported by the relevant forms as appearing in the appendices, which may be revised periodically. These should be completed by the relevant member of staff and given to the Registrar for filing. Forms can be found on the file server: \Policies Procedures General Info\Policies relating to the Collections\Documentation forms
- j. The actions identified in the initial Documentation Backlog Plan (2013-2015), are now incorporated into the Library's annual Strategic Implementation Plan and reviewed annually by the Collections Management Team.
- k. This policy will be reviewed annually, with a full review every five years.

OBJECT ENTRY

See *Object Entry and Exit* form

*Please note, except under rare circumstances, the Library does not take temporary deposits and these are only taken by the curator, archivist or conservator concerned, see *Acquisitions Policy*

- a. Every object left in the care of the Library (either for consideration for donation or purchase, curatorial inquiries or conservation), is recorded on an *Object Entry and Exit* form, this excludes:
 1. Loan material, see *Loans Policy*.
 2. New acquisitions purchased or donated prior to arrival, see *Acquisitions Policy*.
- b. Forms must be signed by both the depositor, or their representative, and a designated member of staff – copies will be distributed as stated on the form.
- c. All objects received will be referred to Conservation for condition assessment and quarantine.
- d. Where practical each object will be digitally photographed.

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OBJECT EXIT

See *Object Entry and Exit* form (conditions found on the reverse of the form).

- a. Objects can only be returned to a depositor, or acting representative, on presentation of their copy of the *Object Entry and Exit* form and subsequent signing of the appropriate section.
- b. The Library retains the right to dispose of any deposited, non-accessioned object within six months of the depositor being informed in writing that it is ready for collection; but only if depositor has made no attempt to collect the item or contact the Library to make other arrangements.
- c. The Library retains the right to dispose of any deposited object in the interests of conserving its own collections, for example from risk of infestation.

ACCESSION RECORDS – TRANSFER OF TITLE

See *Transfer of Title* form (conditions are noted on the back of the form)

- a. Objects cannot be acquired without the minuted approval of the Board of Trustees, see *Acquisitions Policy*. This does not apply to Archival or Reference Library material.
- b. All new acquisitions must have a *Transfer of Title* form signed and dated by the rightful owner, or their representative.
- c. In the case of purchase from a dealer, saleroom, etc. a traceable receipt is acceptable in place of the *Transfer of Title* form.

ACCESSIONS REGISTER

- a. Every new acquisition is recorded in the current *Accessions Register* immediately upon arrival at the Library, see *Acquisitions Policy*, and given a unique accession number.
- b. A full scan (pdf) of the *Accessions Register* is made in January to the end of the previous calendar year and saved on the Library's file server: Collections\Archives\CBL Acquisitions Registers; and this is presented to the Board of Trustees with the Annual Report.

DE-ACCESSION RECORDS

In the unlikely event that an accessioned object needs to be disposed, then the object must be de-accessioned. See *Disposal Policy*.

- a. The *Accessions Register* is amended to record the date and circumstance.
- b. The relevant record on Adlib is retired, not deleted, or on Libero the record is updated to record the disposal and removed from display on OPAC.
- c. If no record exists on Adlib/Libero, one will be created and subsequently 'retired'.

CONSERVATION

- a. A conservation record will be made on Adlib/Libero for each object treated, examined, etc. in accordance with the *Caring for Collections Strategy*.
- b. A backlog plan for transferring all existing conservation records and surveys to Adlib is outlined in the same strategy.

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LABELLING AND MARKING OF OBJECTS

- a. Each object must be marked or otherwise labelled with its unique CBL number.
- b. All labelling must follow the accepted standards as laid out in the Library's *Labelling and Marking Policy*.

OBJECT MOVEMENTS

- a. Every object must have its current/normal location recorded on Adlib/Libero
- b. A Movement Log Book is kept in both the Strong Room and the Book Store.
- c. A movement is recorded in the appropriate Log Book EVERY time an object is removed from the rooms.
- d. Any object leaving its normal storage location for more than a single working day must have that change recorded in Adlib/Libero.
- e. Any object leaving the Library premises for any period must have that change recorded on Adlib/Libero.
 - i. Adlib: Objects on loan will have their location changed to 'Loan_out' and the object record linked to the appropriate Loan record (see *Outgoing Loans*).
 - ii. Libero: Objects on loan will be issued to an external borrower and the object issued to that borrower (see *Outgoing Loans*).
- f. A full scan (pdf) of both Movement Logs is made in January to the end of the previous calendar year and saved on the Library's file server: Collections\Archives\CBL\Movement logs.

EXHIBITIONS/DISPLAY

- a. All exhibitions, both internal and external, will have an *Exhibitions* record on Adlib/Libero, see *Exhibitions Policy*; all objects in that display will be linked to that record.
- b. All objects, whether collections objects or loan objects, must be recorded on Adlib/Libero BEFORE they are put on display.
- c. When possible, all objects will have a security image taken prior to display, otherwise a photograph *in situ* will suffice.

INCOMING LOANS

- a. All Incoming loans are accompanied by a loan contract signed by the Director, see *Loans Policy*.
- b. All condition reports associated with incoming loans are held in the Conservation Department, see *Caring for Collections Strategy*.
- c. All incoming loans are recorded as an *Incoming loan* on Adlib.
- d. Each loan object is recorded on the *External object catalogue* with a unique object number and linked with that loan (and exhibition record where applicable).

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OUTGOING LOANS

- a. All outgoing loans are accompanied by a loan agreement signed by the Director, see *Loans Policy*.
- b. For outgoing loans that include objects recorded on Adlib, an *Outgoing Loan* record is created; all objects with an Adlib record associated with that loan are linked to that record; any objects recorded on Libero are recorded in a notes field.
- c. For outgoing loans that include ONLY objects recorded on Libero, an external reader record is created for the loaning institution and the record is issued on loan to that reader (see *Movement Records*).
- d. At least one photograph will be taken prior to an object leaving the Library to be used for Condition Reports generated by the Library and for security reasons.

PHOTOGRAPHY

See *Rights & Reproductions Policy*

*Please note, once the Digitisation Programme is in place, the systematic digitisation of the entire collection will commence, see *Digitisation Policy*.

- a. All objects should have at least one digital photograph.
- b. Photographs will be taken by either conservation or curatorial staff unless professional photography can be organised.

ARCHIVES

The archives contain documentation relating to biographical information of Chester Beatty, the formation of his collection and general operations of the Chester Beatty Library.

- a. While the archives are in the process of being arranged and catalogued each file is given a temporary number, once finished each file will be given an appropriate unique number.
- b. Archive material is held in the Archive Room and will only be viewed in the Reading Room.
- c. Movements are recorded in the Archive Room movement log.

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DEFINITIONS AND ABBREVIATIONS

Acquisition	the process by which the Library acquires legal title to an object.
Accessions Register	the log books that record all acquisitions into the Chester Beatty Library collections.
Adlib	a database that contains all records of the East Asian, Islamic and Western collections of the Chester Beatty Library and any loan objects and Conservation Treatment records.
Catalogue	the databases that contain all records of the CBL collections
Catalogue Record	the minimum standard required using Adlib/Libero. For Adlib the required fields are: Administrative name, Collection, Object Number, Title and Current Location. For Libero the required fields are: Title, Object number and Current Location.
CBL number	is the unique number assigned to an accessioned object recorded on Adlib or Libero
Collection	an assemblage of acquired objects held and safeguarded by the Trustees of the Library.
De-accession	the process, including documentation, that accompanies the disposal of an object from the Library's Collections
Disposal	the act of the Library's formally relinquishing possession of an object in the Collections. For objects in the collections this will be carried out in accordance with the Library's <i>Acquisition</i> and <i>Disposal</i> Policies.
Object	a material thing, which has been selected because of its historic, artistic or other cultural significance, together with its associated documentation.
Libero	a database that contains all records of the Library Rare Books collection and reference material.

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APPROVAL/REVISION HISTORY

This Documentation Policy is version 1, issued in June 2013 and formally approved by the Collections Management Team on 23 September 2013. This policy is reviewed on an annual basis by the Collections Management Team, with a full revision taking place every five years.

Date	Revision Description	Rev. Change
5 June 2013	Draft policy submitted to the Collections Management Team for review.	0.1
28 August 2013	Policy discussed at CMT meeting and formally approved in principle subject to a number of agreed revisions being made.	0.2
23 September 2013	Agreed revisions made and final approval given by Collections Management Team	1.0
19 January 2016	Decision taken by Collections Management Team to include the priority actions identified in the initial Documentation Backlog Plan (2013-2015), in the Library's annual Strategic Implementation Plan.	1.2
7 June 2017	No change to procedures made - edits made to reflect changes to staff and the Library's organisational chart and adoption of new Statement of Strategy: 2016-2020	1.3