

MILFORD-ON-SEA HISTORICAL RECORD SOCIETY

COLLECTIONS POLICY

This policy may be reviewed by the Trustees at their discretion.

The Society's objective is to research, record and preserve the history of Milford-on-Sea and its neighbourhood. This will include the Collection of records, written, illustrative and audio-visual such as documents, photographs, pictures (when suitable), books, maps, prints, posters, brochures, etc.

1. Ownership

MOSHRS is a Charitable Incorporated Organisation [CIO] and as such can own assets. The Collection is MOSHRS principal asset. The management of the Collection is the responsibility of the Trustees. Where records in the Collection have been loaned to MOSHRS the ownership must be clearly recorded together with the any conditions attached to the loan.

2. Copyright

Copyright in the records is attached to each record and is the right of the owner of the asset. Management of the copyright of the records is the responsibility of the Trustees or in the case of loaned records the management of the copyright may be undertaken by the Trustees for the owner at the owner's explicit request.

3. Licences

The default licence for all records managed by the Committee is Attribution-NonCommercial 2.0 UK: England and Wales. (CC BY-NC 2.0 UK). This license lets others share (copy and redistribute the material in any medium or format) and adapt (remix, transform and build upon the material) on the terms that they provide an attribution (give appropriate credit, provide a link to the licence and indicate if changes were made in any reasonable manner but not in a way that suggests the licensor endorses them or their use) and do not use the material for commercial purposes. In the case of loaned records the owner of those records will be invited to specify the nature of the license governing those records.

4. Gifts and Bequests

The Society will not accept any item which it cannot adequately preserve and otherwise curate, or which has conservation or storage needs which it cannot meet. In such circumstances the Society will use its best endeavours to have the object offered to the collections of Hampshire Record Office or a relevant Museum.

It is recognised that the Society's area of interest falls within the remit of Hampshire Record Office, which provides some of the best facilities for the care and conservation of archives in the country. Close liaison will be maintained with the Record Office, and consideration will be given, in consultation with the owners, to placing any unique or fragile archive material offered to the Society in the Record Office for safe-keeping. Wherever practicable, the Society would expect to receive a good quality copy in return.

Only the Trustees have the authority to accept gifts and bequests.

5. Purchases

The purchase of major acquisitions must have the prior approval of the Trustees, unless it falls within the archivist's discretionary limits as defined by the Trustees from time to time.

The Society will normally restrict its acquisitions to material related to Milford-on-Sea and its neighbourhood.

The Society may, very exceptionally, acquire items falling outside this policy. Such acquisitions will be approved in advance by the Trustees.

An Acquisitions Record Book be kept giving the name and address of the donor/vendor, the date of acquisition, a description of the item, whether purchased, loaned or donated and, if purchased, the cost.

6. Loans In

Short term loans may be accepted for activities such as exhibitions and, in exceptional circumstances, long term loans may be accepted. Loans must be approved by the Trustees in advance and a detailed description kept of the item(s), together with the name and address of the owner in the Acquisitions Record Book. The conditions of the loan must be carefully defined, a time limit set and the responsibility and cost of insurance agreed.

7. Loans Out

Loans out must be arranged with the archivist backed by reference to the Trustees where appropriate and a detailed description kept of the item(s), together with the name and address of the borrower and the location of the item. Conditions of the loan must be carefully defined, a time limit set and the responsibility and cost of insurance agreed. A record of all loans must be kept in a separate book for the purpose.

Copies of records may be made available, on application, to members or members of the public for research purposes at the discretion of the archivist with whom timing and conditions must be agreed.

Unique or fragile material will only be made available under the supervision of the archivist or an appropriate officer of the Society.

8. Disposals

The Society accepts the principle that there is a presumption against the disposal of items from the Society's collection but recognises conditions under which such disposals may be necessary.

Any decision to sell, dispose of or, in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collection, destroy items from the Society's collection will only be taken after consideration by the Trustees and, if appropriate, in consultation with the Hampshire Record Office .

Where disposal is agreed upon, the items concerned will, initially be offered to relevant registered record offices or museums. Full records will be recorded in the Acquisitions Record Book.

Any monies accruing from the sale of such items will be used for the benefit of the Society's collection.

