



NORTH BRITISH RAILWAY STUDY GROUP ARCHIVE AND COLLECTIONS MANAGEMENT POLICY

The North British Railway Study Group (hereinafter 'the Group') is a charitable body whose objectives include promoting the study of the North British Railway, its constituent and successor companies; to encourage, facilitate and co-ordinate research by members and others into the NBR and to publish and disseminate the results of such research, and to make freely available to members and any other interested parties information relating to the above.

It is recognized that a corollary of these objectives is the acquisition by the Group of relevant historical documents, photographs, publications and artifacts. This may be either by direct purchase or by means of gifts, donations or bequests.

The Group acknowledges that it is the owner of collections of documents, photographs and other material of historic interest and, further, that the stated objectives of the Group create an obligation for the Group to have reasonable arrangements in place to ensure that documents and other material in our collections are made freely available to the membership, commensurate with being curated and conserved in a responsible and achievable manner.

In recognition of this, the Group has formulated this Collections Management Policy to ensure that:

1. its collections are recorded in an Archive database. This database will be subject to oversight by the Group Committee and made available to the membership;
2. members access to the collections, and the use of information contained therein, is facilitated and appropriately managed;
3. the acquisition of items for the collections is conducted in a manner that complies with applicable law and reflects the highest ethical standards;
4. disposal of material from the collection may take place, through appropriate means, where the committee judges this to be a suitable and ethical option.

POLICY GUIDANCE

1: ARCHIVE DATABASE

A Group Donation Document must be completed in respect of any material donated to the Group.

The Committee / Group Webmaster / Group Archive Officer is responsible for ensuring that all items received are entered onto the Archive database.

2: MEMBERS' ACCESS TO COLLECTIONS

Archive material is normally to be held by a member of the committee / Group Archive Officer on a temporary basis until the material has been assessed, recorded, and, where judged applicable, members have had adequate opportunity to request inspection.

In the case of printed material, the Group will seek to scan, photograph, or otherwise suitably copy and permanently record the material. Such material will be made available to members by incorporating it into the Group online archive and / or by publishing in the Journal, by producing a reprint or copy, or by any other means deemed appropriate by the committee.

TEMPORARY LOANS

Collection items may be loaned to individual members or other organisations for the purpose of research or the compilation of Journal articles or other publications. Such temporary loans will -

- be authorised by the Committee / Group Archive Officer,
- be for a nominal period of three months with longer periods agreed in advance,
- be recorded on the Group online archive database.

All postage or other costs associated with any temporary loan must be paid by the member borrowing the material.

LIABILITY DURING CUSTODY OF ITEMS

The Group will not hold either the Committee / Group Archive Officer, or a member who has custody of any material on temporary loan, liable for any accidental loss or damage to the material whilst in their custody.

USE OF INFORMATION FOR PRIVATE PUBLICATIONS

Any information used in private publications, not commissioned or otherwise endorsed by the Group, must acknowledge the information source as the North British Railway Study Group.

3: ACQUISITION OF ITEMS

The Group will purchase or accept only material that supports the stated objectives of the Group.

TITLE AND OWNERSHIP OF COLLECTION ITEMS

Donation or disposal of items, as provided for in policy section 4, requires that the group has clear title to all items in its collections.

The Group will, therefore:

- only purchase items outright and with clear title;
- only accept items as outright donations, gifts, or bequests.

The group is unable to accept restrictions on gifts or donations, or items on any loan, shared interest or similar basis and will decline such offers.

4: DISPOSAL OF DONATED MATERIAL

The Group recognizes that is unable to provide suitable secure, long-term storage or provide suitable conservation of vulnerable material. The Archive and Collection Management policy is, therefore, to ultimately donate all items to suitable organisations where they can be properly conserved and remain accessible for future study.

Following completion of any copying or recording process, or as decided by the committee, all material held by the Group shall, therefore, be transferred to such appropriate organisations.

Such organisations include but are not limited to:

- The Scottish Records Office;
- The Museum of Scottish Railways;
- Local history museums;
- Other relevant historical societies;
- Any other organisation deemed suitable by the committee.

In addition, where the committee deems it appropriate and ethical, items may be disposed of by sale, exchange or donation to another party such as a Group member, an appropriate charity or similar, or, as a last resort, disposed of to recycling.

Such cases may be items or material offered to, but rejected by, the third part organisations described above, items or material that are unrelated to the scope of the Groups stated objectives, copies of commercially available drawings and photographs, physical artifacts or reproductions thereof, Items which are of too poor quality or are too badly damaged for further use, or any other items identified at the sole discretion of the committee.

Where material is sold, the proceeds shall be solely applied to furthering the Group's objectives.