

Foxton Canal Museum



DOCUMENTATION PLAN Issue 3: dated December 2010

The Collection

The object collection, approximately 800 items, is mostly on display. Some objects would benefit from conservation and this is being attended to - completion expected 2014. All of the objects have an accession number, and at least a basic entry in Moads. 10% of the material is on loan but none of these items is significant to the collection.

The archive collection is substantial most of the collection until 2009 is on the modes database. In 2009, we accepted custody of the Old Union Canals Society archive, which remains the property of the Society, but will be catalogued, on our system. (OUCS volunteers have been trained to help with this work). We have MODES software and the collections are being catalogued. The OUCS archive is being evaluated before it is catalogued and any unnecessary material disposed of. (This consists of low quality material, often duplicated, or of no relevance to the collection policy of either organisation.)

The collections policy will be strictly adhered to with new objects accepted only if they improve the quality of the collection, can be displayed, and properly cared for.

The Plan

1. A small group of volunteers work with the curator to carry out collections documentation. Work on the collection will be mostly during the winter months.
2. Provide on the job training for the team, and identify the strengths of team members. Some of the team have attended various day events to help improve their skills. (Ongoing).
3. With the exception of any new items, Minimum collection documentation will be completed by 2012
4. Information in the Modes database will be improved whenever possible.