



MEDIA ARCHIVE FOR CENTRAL ENGLAND

ACQUISITION AND DISPOSAL POLICY

1. Purpose of the policy

This policy is produced to provide guidelines within MACE, to promote a professional approach by its staff and to engender understanding of its work in the regions that are served by the archive.

Like all publicly funded organisations MACE aspires to exceed the standards set for the management of public collections. This policy document, along with similar documents for preservation, documentation and access, forms part of a wider collection management policy which establishes standards that MACE can be measured against.

2. Acquisition Policy

Introduction

One of MACE's primary aims is to select and acquire, preserve and make accessible, a collection of moving images, however recorded, be it on film, videotape, or some other media, which are in some way significant to the history and experience of the East and West Midlands. Such a collection not only documents how the regions' topographies and communities have changed during the twentieth century, but also the history and development of the moving image itself within the regions.

The images collected come from the widest possible range of sources. They may have been produced by amateurs or professionals for personal use in the home, for theatrical or non-theatrical distribution, or for use on television.

MACE is guided by the Moving Image Archive Framework: Policies, Standards, Guidelines Version 1 – July 2005 (see <http://www.bufvc.ac.uk/faf/MIAFv1.pdf>).

Defining what MACE collects

MACE collects moving image materials, which relate to the region it is established to serve. This is interpreted as examples of:

- Images directly depicting life, place or activity within the geographical regions.
- Titles produced by production companies based in the region.
- Images which, though not of the region, were produced by an organisation in, or associated with, the region.
- Images which, though not of the region, were photographed by an individual based in or associated with the region or taken by a family living in the region.
- Film and video and digital work created by artists in the region.
- Moving image productions whose subject matter, though not directly about the region, relate in some significant way to it.
- Material which, though it has no relationship to the region itself, is part of a collection which has an overall regional significance.

Though, in common with other regional films archives in the public sector, MACE is likely to develop primarily as a collection of documentary and non-fiction material, MACE will be equally keen to collect fictional and animated titles produced within the region.

MACE will consider all types of moving image technologies appropriate for inclusion.

MACE will collect moving image materials from all periods of production from the 1890s to the present time.

Selection criteria

MACE does not seek to be completist in its collecting but seeks to select and create a representative collection.

To be selected material will need to:

- Fall within the scope outlined in the section headed, 'Defining what MACE collects' in this document
- Be of sufficient standard to warrant inclusion
- Be in acceptable physical condition
- Use the moving image medium to illustrate the subject matter in a way not achievable in other media

Limitations to collecting

MACE recognises the limiting factor of resources in its collecting activities and will not undertake to collect materials if by so doing they are put at risk.

Cultural diversity and equal opportunity

MACE is committed to creating a collection that reflects all aspects of life and experience in the Midlands. MACE does not limit its definition of cultural diversity to particular ethnic groups or sexual orientations but seeks to be genuinely inclusive and proactive in its collecting policy.

Related materials

MACE recognises the importance of collecting, preserving and making available documentation and other related materials in order to provide context and understanding for moving image collections.

Where appropriate MACE will collect related materials (still photographs, posters, set designs, scripts, published and unpublished papers) and examples of related audio-visual technology.

Relationships with other bodies

MACE recognises and respects the fact that there are other organisations at a national, regional and local level, that are also collecting moving images which fall within the broad remit of MACE's collecting areas.

MACE is committed to the development of an approach which ensures that the most appropriate preservation and access outcomes are achieved for Midlands related material wherever it is held.

Commitment to document

The act of acquisition requires that formal documentation is maintained by MACE relating to the deposit of material in its care. Formal deposit agreements will be signed with all depositors covering all the terms and conditions of the deposit, archival and commercial.

Policy for rejected items at point of offer

Where moving image material offered to MACE for consideration falls outside its selection criteria, MACE will indicate to the donor the most appropriate alternative collection to which they should be offered. In this regard MACE will work closely with its regional and national partners in the Film Archive Forum.

3. Disposal policy

Introduction

Given that selection criteria have been in place from the outset and that the principle of MACE is to collect according to those criteria, there is a general

presumption against disposal of material which has been through the selection process and is in the collection.

It is important to understand that productions may be held in multiple copies of different photographic types (positives, negatives, intermediates etc) and that MACE may retain a title in its collection but dispose of some unwanted copies or elements

This may be the result of the deposit of multiple copies or photographic elements, or it may be as a result of MACE undertaking the copying of decaying materials in their care. In which case the original copy might be disposed of subsequent to the copy being made. This does not constitute disposal as the production is still retained by MACE.

Reasons for disposal

- Unnecessary duplication of copies or photographic or other elements
- Items falling outside the criteria of the collection
- Items to be returned to the depositor (though the deposit agreement makes provision for MACE to copy such items as are withdrawn. Such withdrawal should itself be only in the most exceptional of circumstances)
- Deterioration of a copy beyond usability and where the item has not been copied for preservation
- Deterioration to the point where such a copy presents a risk to the collection or to the health of staff.

Methods of disposal

MACE will act according to the wishes of the depositor where possible but will always seek to ensure that a film is retained in an appropriate collecting institution where the best interests of the film and its accessibility are served.

Disposal methods may therefore be:

- Return to depositor
- Transfer to another film archive or appropriate repository
- Destruction – where the physical state of a title has declined beyond usability