



MEDIA ARCHIVE FOR CENTRAL ENGLAND

# DOCUMENTATION 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. Documentation policy

### Introduction

MACE recognises that good documentation of its collections is fundamental both to the collection's own wellbeing and to good public access.

Further, good supporting documentation provides context and a sound platform for further research, which leads to a better understanding of the collection.

MACE supports the need for common standards and principles governing the creation of catalogues for moving image archives. MACE also recognises the need to work towards a set of common metadata protocols as we enter an era of digital networking. (MACE maps its database to the Dublin Core metadata standard).

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>).

Documentation falls into three broad categories:

### **1. Filmographic Information**

MACE recognises the importance of the accurate recording of titles, credits and other production and distribution details for titles in the collection and works to agreed principles and standards in the creation of this catalogue. In particular MACE follows the principles of AACR2, FIAF cataloguing rules and uses the UNESCO thesaurus for the development of a controlled vocabulary for index terms.

### **2. Technical Information**

The detailed technical description of each item and its condition forms a surrogate for the item itself allowing for access and preservation decisions to be made without the need to handle material again.

As with the filmographic record MACE conforms to agreed standards and principles laid down by the profession in the construction of its technical record.

### **3. Supporting Documentation**

MACE will collect, maintain, index and make available supporting documentation and information regarding titles or groups of titles in the collection.

Background information regarding the production history of the film and its subject matter will be sought where appropriate.

Where appropriate all catalogue information will be publicly available via the archive's website.