



MEDIA ARCHIVE FOR CENTRAL ENGLAND

# **PRESERVATION POLICY**

## **1. Purpose of 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. Preservation policy**

### **Introduction**

MACE exists to help ensure that the moving image heritage of the East and West Midlands can be enjoyed and studied by the communities of the Midlands for the foreseeable future. It therefore subscribes to the principles of preservation ethics accepted for public sector film archives, namely:

- To preserve on the medium of production wherever possible and appropriate
- To maintain knowledge of and apply agreed standards of care to materials in the collection
- To place materials in long term storage conditions which are the best available to us
- Not to sacrifice the long term survival of the material in care in the interests of short term exploitation

MACE applies these principles in the preservation work that it carries out on the collections in its care.

It also uses the principles as a guide when advising people and organisations on how to care for their own moving image collections.

## **Training**

Anyone engaged in the handling of master material held in collections cared for by MACE will be trained in the appropriate techniques.

## **Standards**

Standards in handling materials and in preservation techniques will be maintained and regularly reviewed in the light of best practice in the profession.

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