

Rambert Archive: Collection Care Policy**Rambert Archive: Collection Care Policy**

This document describes how the Rambert Archive manages the risks to the collections.

Name and address of the Rambert Archive:

Rambert Archive
99 Upper Ground
London
SE1 9PP

Governing Body:

Ballet Rambert Limited.

Context:

The Rambert Archive was set up in 1982 to ensure a complete and accurate record of the work of Britain's longest established and most innovative dance company. It both serves the Company's needs and provides a window into the Company's history and activities for the public.

The Rambert Archive has mixed media collections that include textile, moving image formats, photographic formats, paper, original artworks and digital material. Each type of media has its own preservation needs.

The Foyle Archive store adheres to BS EN 16893:2018 guidelines to provide secure and environmental preservation for all items except born digital items.

Born digital items are kept on a server storage in a secure room. This server is backed up to a remote NAS storage unit on a weekly basis.

The Rambert Archive seeks to be aware of and to comply with all current relevant legislation and archival best practice.

Standards

This collection access policy has been prepared in accordance with:

PAS 197: 2009, Code of Practice for Cultural Collection Management.

BS EN 16893:2018, Conservation of Cultural Heritage. Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections

Code of Practice for Archivists and Records Managers under section 51(4) of the Data Protection Act 1988: 2007

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Risks to the collections

- Inherent instability / natural degradation

The Foyle Archive Store is a passive archive environment that relies on the integrity of the archive store. The relative humidity remains between 40-60% and the temperature between 16-20° Celsius with very gradual fluctuations. The Foyle Archive Store has an environmental monitoring system that can maintain the relative humidity at 45% and the temperature at 16° Celsius if required. The Foyle Archive Store also has four downloadable dataloggers in the archive which monitor the relative humidity and temperature of the space.

When items are requested by users or for exhibition, they will be checked for fragility. Items too fragile to be produced will be supplied either in surrogate form or not at all, and subsequently appraised for possible conservation treatment, re-packaging or de-accessioning.

The Rambert Archivist monitors the digital fixity and obsolescence of all digitised and born digital items. When the moving image collection was digitised checksums were created to monitor their degradation.

- Theft, malicious and accidental damage

Items displayed are kept in locked cabinets.

Items produced for users are supervised by the Rambert Archivist as appropriate. Digital items are viewed on the screen in the ICAP Reading Room, supervised by the Rambert Archivist as appropriate. See Collection Access Policy for more information on access for different kinds of users.

- Misfiling

The Rambert Archivist manages access to the collections. Nominated members of Rambert staff are permitted to access the store in the case of

- a) The Rambert Archivist is away for a week or more and the need is urgent, or
- b) There is a gap between one incumbent Rambert Archivist leaving and another starting, and the need is urgent.

In either scenario above there is a nominated place to leave items for the Rambert Archivist to re-file.

In the case of a) the Rambert staff member must email the Rambert Archivist to advise them of the use.

In the case of b) the Rambert staff member must leave a clear note of what they have consulted and why.

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- Fire and flood

The Rambert Archivist and the Rambert General Manager have created a disaster plan that will be renewed at regular intervals.

The Foyle Archive Store adheres to BS EN 16893:2018 specifications, and in addition has been constructed to withstand water ingress from the water table. It does not have any pipes or wiring on the floor. The fire suppression system uses gas, not water. There is leak detection in the floor.

- Digital obsolescence

There are some collections which are no longer easily accessible due to digital obsolescence. The majority of these items have been digitised and it is planned that these will be stored in a digital preservation system that will monitor file format obsolescence.

- Pests

The Rambert Archivist monitors sticky traps to ensure that the store remains pest free.

Any textiles coming into the store must be treated for pests.

Accessions are kept in the Archive office space in quarantine before moving into the store.

- Business Continuity

The Rambert Archive is included in the insurance provisions of Ballet Rambert Ltd.

In case of the Rambert Archive ceasing to exist, the depositors of records will be contacted. The contents of the Archive will be re-distributed to other repositories where possible, or returned to their owners as appropriate. In the case of the Rambert Archive ceasing to exist, and if no suitable alternative repository can be located, records owned by Ballet Rambert Ltd may be sold at the discretion of the Company.

Responsible People

The Rambert Archivist is responsible for the day to day management and care of the collections.

The Rambert General Manager is responsible for the management and care of the building, including oversight of the Foyle Archive Store.

Freelance fine art, paper, photographic, moving image and textile conservation professionals are engaged when required.

The policy statement will be reviewed at intervals of not more than five years.

Date of issue current version: March 2023

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Date of review: March 2028

Associated documents:

- Researcher regulations (word doc, hard copy in ICAP Reading Room)
- Emergency plan (word doc, hard copies in Archives office, emergency kit)
- Conservation reports (spreadsheet)
- Metadata for digitised objects (spreadsheet)
- Digitisation plan (word doc/ pdf)
- Conservator contact list (word doc)

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