

Rambert Archive: Collection Information Policy

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This document describes how the Rambert Archive documents its collections, and how it makes information about the collections available

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

Standards

This collection information policy has been prepared in accordance with:

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

ISAD(G): 1999, General International Standard Archival Description 2nd Edition.

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

ISO 15489 Records management 2016

Obtaining Collections Information

The Rambert Archive will employ qualified archivist(s) to manage the cataloguing of the collections it holds. Volunteers, when properly trained by qualified archivist(s) or participating in master's degree level study towards an archives qualification, will also contribute to the cataloguing of collections. Cataloguing may include appraisal for those records obtained before appraisal procedures were in place.

The Rambert Archive will maintain a reference library and information files to support the archival collection. The Rambert Archivist is responsible for maintaining the reference collection which does not set out to be a comprehensive dance library, but exists to provide additional context to the archival collections.



Rambert Archive: Collection Information Policy

Information collected will include a record of the items' custodial history, setting out the ownership of the records where known, or identifying records in which the ownership must be identified as a priority.

Collection information obtained at the appraisal and cataloguing stages will be used to identify items for priority preservation, and business continuity, for records which were obtained before appraisal and documentation procedures were in place.

Cataloguers will follow the Rambert Archive house style document and work in collaboration with the Rambert Archivist when preparing catalogues and lists of collections.

Catalogues will be created using the Axiell CALM collections management system. The collections management system will also record details of loans of objects, donor information and enquiries.

Where additional information about collections is generated outside of the cataloguing process, for example photography of the collections, this information will be added to the collections management system and linked to the catalogue record, or added to the reference collection that supports the archival collections, for example publications produced using the Rambert Archive.

Collections are to be audited at least once annually at which point some items may be selected for de-accession. De-accession procedures are detailed in the Collection Development Policy. De-accessioned items will have their catalogue entries amended as applicable.

Making Collections Information Available

The Rambert Archive will make finding aids, in the form of lists or catalogues, available in the ICAP Reading Room, online at the Archives Hub, National Archives Discovery or on the Rambert website, as appropriate.

Finding aids are created by exporting information from the collections management system. Limited collections information will be made available in the finding aids – location details will be omitted from the finding aids, donor information and any notes which are for the Rambert Archive staff information only.

Finding aids that are for records closed to the public for data protection or business confidentiality will be made available internally to Ballet Rambert Ltd only.

The Rambert Archive may also distribute and make its finding aids available to other networks as the opportunity arises, an example of this is the London Screen Archives which may receive the finding aid(s) for the moving image collection.

Uncatalogued collections

Prior to 2012 no collections were catalogued, although there were some lists. A cataloguing project supported by the Heritage Lottery Fund catalogued the main company collection and the Marie Rambert collection. Other smaller deposited collections were not catalogued in this project. These collections were taken in

Rambert Archive: Collection Information Policy

before appraisal and documentation procedures were in place. There is therefore a backlog of collections to be catalogued.

The Rambert Archivist will seek funding for support in dealing with this backlog.

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

Date of issue current version: March 2023

Date of review: March 2028

Associated documents:

- Collection audit schedule (spreadsheet)
- Finding aids (pdf files, database)
- Appraisal report (word doc and entered into Calm database)
- Cataloguing House Style (pdf file)
- CALM change log (spreadsheet)

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