Tameside Collections Information Plan 2023

This plan documents the information obtained, maintained and made publicly accessible about our archive collections and specifies what archival standards will be followed.

Since 2004 CALM has been used for all accessioning, cataloguing and indexing. Staff use a cataloguing manual produced by the GMALSP to ensure consistency in data entry.

Deposit Agreement

Ownership and intellectual property rights are recorded in the deposit agreement. No collection will be accepted without a fully completed, signed deposit agreement which lays out terms around ownership, access restrictions and intellectual property.

Accessioning

We will accession all collections immediately upon receipt to ensure recording of provenance of material within our custody to preserve the integrity of the collection. During the accessioning process, a collection level description at full ISAD(G) will be created, and a box list of the collection will be completed so that a finding aid will be immediately available.

The accession record will give a preliminary indication of the scope, content and creation dates of the collection, record its legal status, any restrictions on access, its size, as well as the contact details of its source and date of accession. Details relating to the source of the material are retained in the Depositors database in CALM.

The unique number assigned to each accession will subsequently be linked to the catalogue record.

Cataloguing

When additional resources can be found, further cataloguing with more detailed cataloguing will take place as current resources are limited. All new cataloguing is undertaken in CALM and conforms to the principles and mandatory elements of the General International Standard of Archival Description (ISAD(G)).

Any restrictions on access, copyright and reproduction rights can be publicly viewed.

Catalogues are made available online through the Tameside Local Studies and Archives website.

This process and procedure will ensure that we manage collections effectively and limit the impact of uncatalogued and inaccessible collections.