



CATALOGUING AND DOCUMENTATION POLICY

1. Introduction

1.1 Brief introduction to MACE

MACE (The Media Archive for Central England) was formally established by the registration of the company in 1995 and became active on the appointment of its first Director in February 2000. MACE's high level mission statement reads:

MACE is an accessible organisation connecting people with the preserved moving image heritage of the Midlands.

1.2 Objectives of collecting

The public moving image archives, of which MACE is one, are defined as *“repositories for the custody and preservation of, and access to, the history of our times as recorded on film, videotape and other moving image formats. Such archives contain works made by amateur and professional producers for cinema, television and other purposes. These archives encompass the history and culture of moving image media and respect the integrity of the works above any commercial or short term exploitation. These institutions operate for the public good on a ‘not for profit basis’.”* (Moving History: Towards a Policy for the UK Moving Image Archives; The UK Film Archive Forum, 2000)

Thus MACE's objective is the promotion of greater understanding and appreciation of the culture and heritage of the Midlands by the ongoing development of a collection of Midlands related moving images, ensuring its preservation, and creating the widest possible range of access opportunities to it for the benefit of the people of the Midlands and beyond.

1.3 Purpose of the policy

The policy is produced to provide guidelines within MACE and to promote a professional approach by its staff and to engender a wider understanding of our work. All publicly funded organisations should aspire to meet the standards set for the management of public collections. Consequently this document together with policies for preservation, documentation and access form a collection management policy document against which standards MACE can be measured thus providing confidence in MACE for depositors and stakeholders.

These documents are publicly available on MACE's website.

2. Documentation Policy

MACE recognises that good documentation of its collections is fundamental to collection management and to good public access.

Good documentation places collections and individual pieces of material context providing a sound platform for research leading to the better understanding of both.

MACE recognises the importance of common standards and principles governing the creation of catalogues for moving image archives. MACE is committed to working with partners to adopt and employ agreed standards of documentation which ensure maximum interoperability and sharing of metadata.

Documentation falls into three broad categories:

- ◆ Filmographic information
- ◆ Technical information
- ◆ Supporting documentation

2.1 Filmographic Information

MACE recognises the importance of the accurate assignation of titles, and other metadata details for material in the collection and works to agreed principles and cataloguing standards.

2.2 Technical Information

The detailed technical description of each item, its condition, provenance and use, is crucial to the management of the collection and to minimising use of masters. MACE works to agreed standards and principles laid down by the profession in the construction of its technical metadata.

2.3 Supporting Documentation

MACE will collect, maintain, index and make available any supporting documentation and information about material in the collection.

Background information regarding the provenance of the film and its subject matter is sought from depositors. Where appropriate this information informs our catalogue record.

A summary of all catalogue records on our database is made publicly available via the Archive's website.

James Patterson, Director
(2012 revision)