Sources of Help and Advice: Benchmarks 2.0

This fact sheet draws together sources of help and advice for managing collections. It refers to the standards and publications that have been used to compile Benchmarks 2.0, plus collections management legislation and advisory organisations.

Collections Management Standards and Specifications


BS 1153:1992 Recommendations for the processing of silver-gelatine-type microfilm, British Standards Institute, available at www.bsigroup.com


BS 4971:2002 Repair and allied procedures for the conservation of documents, British Standards Institute, available at www.bsigroup.com


BS 1153: Recommendations for processing and storage of silver-gelatine-type microfilm, British Standards Institute, available at www.bsigroup.com

BS 4783 Storage, transportation and maintenance of magnetic media in data processing and information storage Parts 1-8, 1988-94, British Standards Institute, available at www.bsigroup.com


BS EN 15758:2010 Conservation of cultural property. Procedures and instruments for measuring temperatures of the
air and the surfaces of objects, British Standards Institute, available at http://shop.bsigroup.com/
Code of Practice for Archivists and Records Managers under Section 51(3) of the Data Protection Act 1998 Public 
Record Office 2007, National Archives on behalf of the Society of Archivists and Records Management Society, 

Dublin Core Metadata Initiative, see www.dublincore.org and www.dublincore.org/documents/dces/ for the Dublin Core 
Elements

available at www.nationalarchives.gov.uk under “Standards Framework”

International Standard Archival Authority for Corporate Bodies, Persons and Families, (ISAAR (CPF) 2004, 

ISO 9706: 1994 Information and documentation - Paper for documents - requirements for permanence, International 

ISO 11108:1996 Information and documentation. Archival paper. Requirements for permanence and durability, 

ISO 14523:1999 Photography. Processed photographic material. Photographic activity test for enclosure materials, 

Lord Chancellor’s Code of Practice on the Management of Records under Freedom of Information London: PRO (all 
items listed) (2001), Public Record Office, available from the PRO or online at www.pro.gov.uk/recordsmanagement.

minervaeurope.org/interoperability/technicalguidelines.htm

Museum Accreditation Scheme, MLA, available at www.mla.gov.uk/what/raising_standards/accreditation

Standards Institute available at www.bsigroup.com

Rules for the Construction of Personal, Place and Corporate Names, National Council on Archives, available at www. 
ncaonline.org.uk/publications/reports/1997

Rules for the Construction of Personal, Place and Corporate Names, National Council on Archives, available at www. 
ncaonline.org.uk/publications/reports/1997

SPECTRUM: the UK Museum Collections Management Standard, version 4.0 (2011), Collections Trust, available from 
www.collectionslink.org.uk. SPECTRUM is recognised both nationally and internationally as the industry standard for 
museum Collections Management.

SPECTRUM: the UK Museum Collections Management Standard, Appendix 1, Information Requirements, version 4.0 
(2011), Collections Trust, available from www.collectionslink.org.uk. SPECTRUM is recognised both nationally and 
internationally as the industry standard for museum Collections Management.


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Standards in the Museum Care of Larger and Working Objects MGC 1998, updated in 2009 by the Collections Trust, both editions available from www.collectionslink.org.uk


**Collections Management Legislation**

British Library Act 1972
Control of Substances Hazardous to Health Regulations 2002
Convention on Biological Diversity, CBD, 1992
Copyright Act 1911
Copyright Act 1956
Copyright and Related Rights Regulations 2003
Copyright, Designs and Patents Act 1988
Copyright (Visually Impaired Persons) Act 2002
Data Protection Act 1998
Disability Discrimination Act 1995 (as amended)
Equal Pay Act 2006
Equal Pay Legislation Northern Ireland Act 1998
Fire Precautions Act 1971
Freedom of Information Act 2000
Freedom of Information (Scotland) Act 2002
Health and Safety at Work etc. Act 1974
Human Rights Act 1998
Isle of Man Public Records Act 1999
Legal Deposit Libraries Act 2003
Local Government Act 1972
Management of Health and Safety at Work Regulations 1999
Museums and Galleries Act 1992
National Assembly for Wales (Legislative Competence) (Culture and other Fields) Order 2010
National Heritage (Scotland) Act 1985
National Library of Scotland Act 1926
National Library of Wales, Royal Charter 1907 and supplemental charters 1911, 1978 and 2006
Parochial Registers and Records Measure 1978 (No.2) as amended by the Church of England, (Miscellaneous Provisions) Measure 1992 (No.1)
Public Libraries Consolidation (Scotland) Act 1887
Public Records Act 1958, as amended 1967
Race Relations Act 1976 (as amended)
Racial and Religious Hatred Act 2006
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
Sex Discrimination Act 1975
The British Museum Act 1963
The Environmental Information Regulations 2006
The Local Government (Access to Information) Act 1985
The Local Government (Records) Act 1962
The Public Records Act (Northern Ireland) 1923
The Public Records (Scotland) Act 1937 and subsequent supplementary legislation
Treasure Act 1996 (applicable in England, Northern Ireland and Wales, however, Treasure Trove still applies in Scotland, where the Crown can claim, on behalf of the nation, any object or coin found in Scotland under the laws of bona vacantia)
UNIDROIT Convention on Stolen and Illegally Exported Cultural Objects, UNIDROIT, 1995

Organisations, Registers and Sources of Advice

The Conservation Register, www.conservationregister.com/index.asp, a selective listing of conservators and conservation practices administered by the Institute of Conservation

Arts and Humanities Data Service, www.ahds.ac.uk, a UK national service funded by the JISC and Arts and Humanities Research Council to collect, preserve and promote the electronic resources which result from research and teaching in the arts and humanities. The AHDS publishes a series of Guides to applying recognised standards and good practice to the creation and use of digital resources.

British Standards Institute, www.bsi-global.com, develops private, national and international standards, certifies management systems and products

Canadian Conservation Institute, www.cci-icc.gc.ca, leaflets, publications and general information

Collections Link, www.collectionslink.org.uk, a network which enables people working in archives, libraries and museums to share their knowledge and learn from the experiences of their peers through access to online groups and resources

Collections Trust, www.collectionstrust.org.uk, aims to improve the quality of life by ensuring that cultural collections are available for use and enjoyment by everyone, now and for the future.


CyMAL: Museums Archives and Libraries Wales, www.wales.gov.uk/topics/cultureandsport/museumsarchiveslibraries/cymal/?lang=en, the national organisation for Wales, which provides advice and support to museums, archives and libraries in Wales, including advice on improving access, and develops professional standards, expertise and skills

Digital Curation Centre, www.dcc.ac.uk, a centre of expertise in curating digital research data providing help and advice for anyone storing, managing and protecting digital data

Digital Preservation Coalition, www.dpconline.org, raises awareness of the importance of the preservation of digital material and attendant strategic, cultural and technological issues

European Commission on Preservation and Access, www.knaw.nl/ecpa, publications and information

Historical Manuscripts Commission, www.hmc.gov.uk, provides advice on matters relating to archives' preservation, care, cataloguing and accessibility for research. Its website has an archives resource page and many useful links.

Institute of Conservation, www.icon.org.uk, lead voice for the conservation of cultural heritage in the UK.

International Organisation for Standardisation, www.iso.ch, the world's largest developer and publisher of International Standards

JISC, www.jisc.ac.uk and www.standards.jisc.ac.uk/catalogue/Home.phtml, a Further and Higher Education
JISC Media||www.jiscdigitalmedia.ac.uk|| A Further and Higher Education organisation which aims to maximise the use of digital media

Minerva, www.minervaeurope.org, a network of EC Member States’ Ministries which discusses, correlates and harmonises activities carried out in digitisation of cultural and scientific content

Museums Association, www.museumsassociation.org/home, a membership organisation for everyone working in museums, galleries and heritage


Museums Libraries and Archives Council (MLA), www.mla.gov.uk, promotes best practice in museums, libraries and archives, to inspire innovative, integrated and sustainable services for all.

National Archives of Scotland, www.nas.gov.uk, exists to select, preserve, and make available the national archives of Scotland; to promote the growth and maintenance of proper archive provision throughout the country; and to lead the development of archival practice in Scotland.


Preservation Advisory Centre, www.bl.uk/blpac/index.html, supports the preservation of library and archive collections of all types through the provision of preservation management tools, training and information services.

Public Record Office, www.pro.gov.uk, provides advice and guidance to records managers across central Government. This covers the entire life cycle of public records, in whatever format, from creation through to destruction or transfer to the Public Record Office.

Public Record Office of Northern Ireland, www.proni.gov.uk, official archive for Northern Ireland. It aims to identify and preserve records of historical, social and cultural importance and make them available for the information, education and enjoyment of the public.

Renaissance Regional Museum Hub Partners (England), www.mla.gov.uk/what/programmes/renaissance/renaissance%20faq, regional museum hubs are a cluster of 4-5 museums which receive government investment in order to develop as centres of excellence and as leaders of their regional museum communities.

Research Libraries UK, www.rluk.ac.uk, co-ordinating organisation for research libraries

Subject Specialist Networks (SSNs), www.mla.gov.uk/what/programmes/renaissance/ssns, SSNs are groups of people with special expertise in a given subject area. They bring together the wider museums community and are supported, where appropriate, by parent organisations that provide specialist curatorial support for relevant collections across England and the UK.

The National Archives, www.nationalarchives.gov.uk, the UK government’s official archive, giving guidance to government departments and the public sector on information management and the care of historical archives

National Council on Archives, www.nca.org.uk/about_nca/what_we_do, brings together the major archival bodies and organisations across the UK. It aims to develop consensus on matters of mutual concern and provide an authoritative common voice for the archival community.

UKOLN, www.ukoln.ac.uk and www.ukoln.ac.uk/cultural-heritage, provides advice and services to the library, information and cultural heritage communities

UK Registrar’s Group, www.ukregistrarsgroup.org, provides a forum for communication and co-operation between
registrars and professionals in other fields related to the work undertaken by registrars

**Collection Management Schemes and Initiatives**

Government Indemnity Scheme, www.mla.gov.uk/what/cultural/objects/government_indemnity|
Effective Collections - Smarter Loans, www.museumsassociation.org/collections/effective-collections

**Collections Management Best Practice Guidance**


Arts and Humanities Guides to Good Practice - Guides indicating best practice and good standards in digitisation, available at [http://www.ahds.ac.uk/creating/guides/index.htm](http://www.ahds.ac.uk/creating/guides/index.htm)


Benchmarks in Collection Care, 2011, MLA, available at www.collectionslink.org.uk

Benchmarks Advice, 2011, MLA factsheets supporting the use of Benchmarks 2.0, available at www.collectionslink.org.uk,


Museums Association Code of Ethics available at www.museumsassociation.org/publications/code-of-ethics


Preservation Assessment for Libraries and Archives, NPO available at http://www.bl.uk/blpac/paslib.html


SPECTRUM Advice, 2011, Collections Trust. Factsheets supporting the use of SPECTRUM 4.0, available at www.collectionslink.org.uk

Standing Conference on Archives and Museums (SCAM) (2000
Sheet 1 – Collections policy and management
Sheet 2 – Archival listing and arrangement
Sheet 3 – Archive preservation and conservation
Sheet 4 – Access to archives
available at http://www.archivesandmuseums.org.uk/scam/home.htm


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