

Museum Registry & Archive

The purpose of this department is to maintain a record of ownership of items in the museum's collections. No single source tells the whole story. We have paper registers from the foundation of the Castle Museum in 1878 to 2000 after which date records have been kept digitally. Transfer of title to acquisitions is accomplished through the use of Entry forms, which are stored at the Registry. Other records include Day Books, correspondence, committee minutes and reports. The Team have collated all the acquisition related documents, and have catalogued, marked and recorded them in a database for easy retrieval. We also hold an extensive exhibitions archive, catalogues, site history files etc.

ENQUIRIES CHARGING POLICY

The introduction of enquiry charges in 2018 reflects practice at other institutions, both in Nottingham and elsewhere. We employ a number of specialists who are essential to the management of collections and to the comprehensive redevelopment programme at our museums. We are able to retain these posts, through careful financial management and by maximizing commercial opportunities.

The registry team are the first point of contact for *collections* enquiries, they can usually answer any brief enquiries immediately from the database. More complex enquiries are passed to curators to deal with. The Museum Registry is not publicly accessible (except by appointment.)

- Enquiries which take **under half an hour are free** (unless for commercial purposes, for example filming, photography or search fees to developers for biological records or archaeological records, which are consulted on the basis of a commercial search fee).
- Curators have the discretion not to charge where an enquiry is beneficial to the museum service (e.g. through increased knowledge, potential donations), or where it is part of an established relationship. Donors and lenders will not be charged to see items which they have passed to the collections.
- Charges are made at **£36 per hour** inclusive of VAT (to a maximum of 3 hours per order). The fee includes all the work involved in investigating and carrying out the research into the enquiry, and will include all results found in writing (either by email or post).
- Charges will still apply even if the result is minimal or negative. Also records may be missing, damaged or difficult to read and whilst every effort will be made to carry out research accurately NCMG cannot be held responsible for any inadvertent errors or omissions.
- Orders for more extensive research can be accepted but will be agreed on a case by case basis by the Museum Registry team. Academic research enquiries can often best be dealt with through partnership projects (the service has a Research strategy).
- An invoice will be issued for payment once all research has been carried out and payment can be made in a number of ways which will be indicated on the invoice. Copies of material found will be provided and are included in the charged fee. This will usually be provided electronically (email etc.). To obtain this information a copyright declaration must be signed and completed first.
- The Service reserves the right to levy a fee for access to the information, where such information or access forms part of the cost of a major programme or development project. Complex and time consuming requests for information under the Freedom of Information Act will require an appropriate fee, commensurate with the level of data required.