October 2020

BCLM: FORGING AHEAD COLLECTION

Source

Call/Email/Contact made directly to Collections

Gathered by Collections Assistant – BCLM: Forging Ahead

All objects discussed at weekly Collections Care & Management Team Meeting including Project Lead: Historic Development

Approach made to staff outside of Collections Care & Management, e.g. Research, Programming, Community Engagement

Pass to Project Lead: Historic Development and Collections Assistant - BCLM: Forging Ahead who will discuss with appropriate Researcher and Collections Care & Management Team.

Brought to weekly Collections Care & Management Team Meeting by Collections Assistant – BCLM: Forging Ahead for discussion, including Project Lead: Historic Development

Member of staff sees or is made aware of an object e.g. on Ebay or in a charity shop.

Pass information about the object to the Collections Assistant – BCLM: Forging Ahead who will inform Project Lead: Historic Development. Discussion follows with Collections Care & Management Team and appropriate Researcher.

Brought to weekly Collections Care & Management Team Meeting by Collections Assistant – BCLM: Forging Ahead for discussion, including Project Lead: Historic Development

Decline: Collections Assistant – BCLM: Forging Ahead contacts relevant parties to decline unwanted objects

Accept: Relevant members of Collections Care & Management Team and Collections Assistant – BCLM: Forging Ahead take forward potential object offers

NOTE: Items should only be bought with full agreement of the Head of Collections Care & Management and the Project Lead: Historic Development. If the object is seen out of working hours, staff members are welcome to buy the item(s) at their own risk of Collections Care declining the item and the cost of the item not being re-imbursed.