

WROMT ARCHIVE POLICY

IN RECOGNISING THE PUBLISHED AIMS AND OBJECTIVES OF THE WROMT CONSITUTION, IT IS APPROPRIATE TO DETAIL THE FOCUS AND LIMITATIONS OF THE COLLECTING POLICY OF THE MUSEUM ARCHIVE.

ALL MUSEUM TRUSTEES AND MEMBERS HAVE A DUTY TO ASSIST IN ENSURING THIS POLICY IS COMPLIED WITH AND MUST AIM TO ASSIST THE ELECTED ARCHIVIST IN THEIR DUTIES DETAILED IN THIS POLICY. ACTION IN BREACH OF THIS POLICY WILL BE TREATED SERIOUSLY AND COULD RESULT IN SUSPENSION OF THE INDIVIDUAL MEMEBRSHIP CONCERNED.

The purpose of Dewsbury Bus Museum Archive is to:

- Preserve and hold in safe keeping any historical company records and documents that relate specifically to West Riding Automobile Company, Yorkshire Woollen District Transport Company and their constituent companies such as J Bullock & Sons and South Yorkshire Motors. Consideration will also be given to their successors and other local independent operators that trade or traded in the same geographic area.
- Preserve and hold in safe keeping any associated items of memorabilia that relate specifically to West Riding Automobile Company, Yorkshire Woollen District Transport Company and their constituent companies such as J Bullock & Sons and South Yorkshire Motors. Consideration will also be given to their successors and other local independent operators that trade or traded in the same geographic area.
- Catalogue and store all such items in a logical order in a safe and dry secure location.
- Make the archive collection available for inspection by any person approved by the Trustees for the purpose of historical research or practical use.
- Provide material from time to time for temporary Museum open day displays and provide material for permanent Museum displays.

The role of the Museum Archivist is to:

- Comply with the purpose of the Archive detailed in this policy document.
- Act as a focal point for any enquiries that relate to the history of West Riding Automobile Company, Yorkshire Woollen District Transport Company and their constituent companies.
- Facilitate relationships with other organisations with similar aims and build a network of contacts.
- Seek to acquire any items from third parties that are considered relevant to the collection with approval of spend authorised by the Trustees.
- Liaise with any external contacts that wish to donate items of interest to the Archive collection.
- Consult with Trustees to decide what donated items can be offered for sale for the benefit of WROMT and with the agreement of the individual donating the items.

- Provide suitable updates and information for publishing on Dewsbury Bus Museum Website.
- Make decisions on what material should be displayed on Museum open days and what materials should be permanently displayed in the Museum building and present such items professionally and for the benefit of the visiting public.
- Keep an accurate record of and maintain a loan book that details any items that are removed from the Archive on a temporary basis for research or other purposes.
- Ensure that all items donated to the collection are immediately placed in a secure location in the Museum premises.
- Apply any charges to third parties as detailed in this policy.
- Pass all monies received to the Museum Treasurer for banking within 24 hours of receipt. Where this is not practical, agree with the Museum Treasurer an appropriate time to do so.
- Recognise at all times the position of trust in which they have been placed and behave in an appropriate manner at all times

Practical Requirements

The role of the Archivist is an elected post and the process for being elected to the role is publicised at the Annual General Meeting.

It is anticipated that an established and organised Archive would require minimal time to maintain and update. However, the post holder should understand that they must commit at least 10 hours per month to this role. Due to the nature of some items that are included in the collection, the role of Archivist requires an individual with integrity and a high degree of credibility.

Any deviation from this published policy must be agreed in advance by the Trustees.

Requests for loan of materials from the Archive

Where a request to remove any item from the Archive from the Museum building the Archivist must ensure that all such items are detailed in a loan book and that they are signed for by the receiving party. In all cases items must only be loaned for a maximum of 14 days unless approval is sought and agreed by the Trustees.

Where the individual requesting an item is a member of the Museum then the item may be loaned on trust. Where the individual is not a member of the Museum a deposit in cash must be obtained that reflects the estimated value of the item. In exceptional cases the Trustees may waive this however this must be agreed in advance. Where an organisation requests use of any item from the Archive (for example a TV Company) an administration charge may apply for the loan of the item.

Requests to donate materials to the Archive

When a member of the public wishes to donate any item to the Museum they should be directed to the Museum Archivist or when this is impractical the item should be accepted by a Trustee and placed in secure storage at the earliest opportunity and the Archivist advised.

The role of the Archivist is to assess how relevant the item is to the collection and this should be advised to the person donating the item. Where the item is considered to be outside the collecting policy and/or unsuitable for display in the Museum building, agreement should be sought from the person donating the item for the Museum to dispose of said item as the Museum sees fit. For example, a donated item may well be sold on or exchanged with a third party for something more relevant for the benefit of the Museum.