

East Anglian Film Archive

Collections Information Policy

Background

The East Anglian Film Archive (EAFA) is a regional film archive wholly owned by the University of East Anglia. Established in 1976, and part of the University since 1984, EAFA contains a collection of thousands of films and television programmes from 1896 to the present day, including unique collections from Anglia Television, BBC East, and the Institute of Amateur Cinematographers. The collection includes approximately 75,000 catalogue titles and more than 150,000 physical items in total in the vaults.

Vision Statement

The East Anglian Film Archive will strive to be a sector leading moving image archive inspiring new and diverse audiences through technological innovation.

Mission Statement

The East Anglian Film Archive is an accredited archive service that collects, preserves, and makes accessible the moving image heritage of the East of England (Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, and Suffolk) and complementary collections. We seek to connect with the most diverse audiences possible. We evolve our technological practices contributing to national and international standards.

Purpose

EAFA defines collections information as any documentation it maintains to enable both intellectual (what it is) and physical (where it is) control of its collections.

Good collections information practice enables the planning, development, and implementation of essential collections management activities. EAFA acknowledges the fundamental role collections information plays in assisting decision-making across all aspects of collections management activity from collections development to conservation and access. Knowing what is in our collection allows us to consider how to develop and shape it, monitor its condition, plan for its ongoing preservation, and communicate its existence to users.

This policy sets out EAFA's principles and approach to maintaining and enriching its collections information over time to meet its needs for sound and sustainable collections management. It should be read as part of the broader collections management policy framework and aligning with EAFA's Mission Statement. The collections management policy framework includes the Acquisition and Disposal Policy, Collections Care & Preservation Policy, and Access Policy.

Scope

The collections information EFAFA maintains is primarily created by the archive but may also include information provided by external sources such as depositors.

EFAFA's collections information aims to cover all aspects of its collections management activities from Collections Development to Access.

Collections information includes but is not exclusive to:

- records of collections acquisition and inventory including physical and copyright ownership history.
- authority records of people and organisations and other controlled terminologies.
- the physical and technical description of moving image media and other collections.
- records of collections care and conservation such as inspection and cleaning.
- records of duplication through digitisation recording the relationship between originals and generations of copies.
- location and movement control of items.
- content descriptions of moving image media and other collections.
- catalogue descriptions to a standardised format for publication.
- records of access and project work based on collections.

General Policy Statement

EFAFA aims to capture, create, and maintain high-quality collections information documentation, which is accurate, accessible, secure, and is both evidence and standards-based where possible.

To aid in future description EFAFA aims to capture relevant collections information from depositors at the point of acquisition.

EFAFA aims for a balance between resource provision and collections information detail to enable sustainable collections management activity. EFAFA aspires to formalise and outline a prioritised minimal set of collections information requirements to sustainably manage collections processing including backlogs.

EFAFA aims to make its collections information as discoverable as possible to enable identification of collections material relevant to research, project, and general access enquiries with the long-term aim to make collections information directly accessible to stakeholders.

Systems for Recording Collections Information

The primary means of recording and retrieving collections information is via EFAFA's digital Collections Management System (CMS). The CMS is central to all of EFAFA's collections management activity and is intended to enable both consistent contextualised data recording and minimise duplication of effort.

EFAFA may temporarily record information outside of the CMS including donor agreements, depositor documentation and inspection forms. EFAFA also holds filed legacy collections information such as acquisition and collections documentation which may currently only be summarised within the CMS. Where appropriate EFAFA aspires to migrate this legacy documentation to the CMS.

Collections Information Standards and Guidance

EFAFA recognises the importance of collections information standards in aiding and improving both the consistency and quality, but also interoperability and access of records.

The CMS is informed by the following professional heritage sector standards and guidance:

- *The FIAF Moving Image Cataloguing Manual (2016).*
 - *EN 15744:2009 Film identification. Minimum set of metadata for cinematographic works.*
 - *EN 15907:2010 Film identification. Enhancing interoperability of metadata. Element sets and structures.*
 - *EBU Core Metadata Set (EBUCore).*
- *SPECTRUM 4.0: The UK Museum Collections Management Standard.*
- *ISAD(G): General International Standard Archival Description. 2nd edition.*

The CMS also utilises several ISO standards for interoperable formatting of date, time, country, and language codes.

EFAFA does not currently utilise standard thesauri or vocabularies for Subjects, Locations or Genre/Form Terms such as the UKAT Archival Thesaurus or those provided by the Library of Congress, Getty and UNESCO but is open to their consideration in the future.

Where possible EFAFA aspires to migrate legacy collections information records to their relevant standards-based CMS modules.

EFAFA will continue to monitor and review guidance on standards from its professional networks and communities of practice.

Acquisitions, Disposals and Withdrawals

EFAFA records new acquisitions within the CMS using relevant standards-based records.

Information is sought from donors and updated where relevant, for example changes in contact details, or transfer of corporate copyrights.

EFAFA records disposal and withdrawals from the collection using relevant standards-based records.

Cataloguing and Finding Aids

Catalogue descriptions are recorded within the CMS.

EFAFA uses a documented descriptive cataloguing procedure which prioritises a minimum requirement of standards-based metadata. This minimum requirement also aligns with the preparation of records for publication including to EFAFA's website.

Pre-existing documentation (such as film makers' lists of their films, catalogues, and references in journals) forms part of EFAFA's collections information, where available, as evidence quoted in its specific context, and related to EFAFA holdings.

Inclusive Cataloguing

EFAFA recognises that collections information documentation is an ongoing process that evolves over time. EFAFA aspires to develop inclusive cataloguing procedures which consider the needs of current and future users including capturing multiple voices and interpretations of records including where

possible the creator. Additionally, EAFA seeks to review legacy records with potentially inadequate description.

Publication of Catalogue Records

A long-term goal of developing good collections information practice is to facilitate discovery of our collections and to communicate to stakeholders both what we hold and how it can be used. A key aspect of this goal is the publication of selected catalogued records to our website for public and academic benefit.

EAFA aspires to publish catalogue information as broadly as possible including to other sector recognised online catalogues.

To avoid fragmentation of online finding aids, EAFA aspires to ensure all records published on external catalogues will be simultaneously available on its own website.

To facilitate wider discovery of collections EAFA aspires to develop a strategy for publication of higher volumes of collections-level summaries and incomplete records.

Protecting Collections Information

Data protection procedures are observed for personal information such as donor contact details.

Access to the CMS is controlled by EAFA staff using UEA accounts.

Any paper collections information is filed within secure offices.

EAFA has an emergency plan which includes back-up procedures for Collections Information.

Staffing and Funding

Most collections information activities aligned with core collection management functions such as acquisition and digitisation are resourced within core staff time. Descriptive cataloguing is primarily resourced from external grant funding.

Where appropriate EAFA will advocate for the allocation of cataloguing resource including dedicated project staff within funding applications as aligned with EAFA's broader collections management policy framework.

EAFA aspires to develop partnerships, and appropriate projects and programmes which can facilitate volunteers, interns, and trainees to support additional collections information work including cataloguing.

Review of Cataloguing and Documentation Policy and Related EAFA Documents

This statement of the Collections Information policy replaces all previous statements and will be reviewed every 5 years.

July 2024

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