



ACQUISITION AND DISPOSAL POLICY

1. Introduction

1.1 Brief introduction to MACE

MACE (The Media Archive for Central England) was formally established by the registration of the company in 1995 and became active on the appointment of its first Director in February 2000. MACE's high level mission statement reads:

MACE is an accessible organisation connecting people with the preserved moving image heritage of the Midlands.

1.2 Objectives of collecting

The public moving image archives, of which MACE is one, are defined as *“repositories for the custody and preservation of, and access to, the history of our times as recorded on film, videotape and other moving image formats. Such archives contain works made by amateur and professional producers for cinema, television and other purposes. These archives encompass the history and culture of moving image media and respect the integrity of the works above any commercial or short term exploitation. These institutions operate for the public good on a ‘not for profit basis’.”* (Moving History: Towards a Policy for the UK Moving Image Archives; The UK Film Archive Forum, 2000)

Thus MACE's objective is the promotion of greater understanding and appreciation of the culture and heritage of the Midlands by the ongoing development of a collection of Midlands related moving images, ensuring its preservation, and creating the widest possible range of access opportunities to it for the benefit of the people of the Midlands and beyond.

1.3 Purpose of Policy

The policy is produced to provide guidelines within MACE and to promote a professional approach by its staff and to engender a wider understanding of our work. All publicly funded organisations should aspire to meet the standards set for the management of public collections. Consequently this document together with policies for preservation, documentation and access form a collection management policy document against which standards MACE can be measured thus providing confidence in MACE for depositors and stakeholders. These documents are publicly on MACE's website.

1.4 Limitations to collecting

MACE recognises the limiting factor of resources in its collecting activities and will not undertake to collect materials if by so doing they are put at risk.

2. Acquisition Policy

2.1 What to collect and the purpose of MACE

MACE is established to select and acquire, preserve and make accessible, a collection of moving images, however recorded, be it on film, videotape, digital or some other media, which in some way significantly contribute to our understanding of the history and culture of the Midlands. Such a collection not only documents the region, its changing topography and the many cultures and experiences of its population, but also contributes to documenting the history and development of the moving image itself within the region. The images collected come from the widest possible range of sources. They may be produced by amateurs or professionals, they may be for theatrical or non-theatrical distribution, or not intended for any public distribution at all, or they may be made for television.

2.2 Relationships with other bodies

MACE is aware that there are already other bodies at national, regional and local levels that are also collecting moving images which fall within the broad remit of MACE's collecting areas.

The acquisition decisions of MACE will be informed by this knowledge. MACE will work with other bodies whose collecting policies overlap with its own to ensure that the most appropriate preservation and access outcomes are achieved for Midlands related material.

2.3 Policy for rejected items at point of offer

Where moving image material offered to MACE for consideration falls outside its selection criteria, MACE will indicate to the donor the most appropriate alternative collection to which they should be offered. In this regard MACE will work closely with its regional and national partners.

2.4 Cultural diversity and equal opportunity

MACE is committed to creating a collection which reflects all aspects of life and experience in the Midlands. MACE does not limit its definition of cultural diversity to particular ethnic groups or sexual orientations but seeks to be genuinely inclusive, and proactive where appropriate, in its collecting activity.

2.5 Commitment to document

The act of acquisition requires that formal documentation is maintained by MACE relating to the deposit of material in its care.

Agreements will be signed with all depositors covering all the terms and conditions of the deposit.

3. Selection criteria

MACE does not seek to collect everything. MACE's professional staff will be informed by this policy in making their selection decisions. Staff at MACE carrying out selection do not have a monopoly of wisdom and will, where desirable or necessary, engage with and be advised by appropriate individuals or organisations in making decisions. All acquisition decisions will be finalised and signed off by a member of the senior team.

To be selected material will need to:

- fall within the scope outlined in section 3.1
- be of sufficient standard to warrant inclusion
- be in physical condition such that they are useable in the context of the archive
- use the medium to make a particular contribution to the understanding of the history and culture of the midlands

3.1 Scope

MACE collects moving image materials which can inform our understanding of the history and culture of the midlands. This is interpreted as:

- material directly depicting life, place or activity within the geographical region
 - material produced by film and TV production companies based in the region
 - material which, though not depicting the region, was produced by an organisation in, or significantly associated with, the region
 - material which, though not depicting the region, was produced by an individual based in or associated with the region or taken by a family living in the region and which informs our broader understanding of regional culture
 - material created by artists in and of the region
 - material whose subject matter, though not directly about the region relates in some significant way to it
 - material which, though it has no relationship to the region, forms part of a collection which has an overall regional significance
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- MACE will collect fictional and animated material produced within the region.
 - MACE will consider all types of moving image technologies appropriate for inclusion.
 - MACE will collect moving image materials from all periods of production from the 1890s to the present time.
 - MACE will develop relationships with appropriate bodies to ensure that material of significance to the regional collection is not overlooked

4. Related materials

MACE recognises the importance of collecting, preserving and making available documentation and other related materials in order to provide context and understanding for moving image collections. Where appropriate, MACE will collect related materials (photographs, programmes, fliers and posters, scripts, published and unpublished papers) and examples of related audio-visual technology.

5 Disposal policy

5.1 General attitude to disposal

Given that selection criteria have been in place from the outset and that the principle of MACE is to collect according to those criteria, there is a general presumption against removing all copies of a work which has been through the selection process and has been acquired into the collection.

This is distinct from productions which may be held in multiple copies of different photographic types, positives, negatives, intermediates etc, videotape or digital formats where MACE may retain a copy of a work in its collection but dispose of copies not required for preservation or access. Further, it may be that, where new copies have been acquired or created, copies held on obsolete formats become unplayable. At this point MACE may seek to dispose of obsolete copies.

5.2 Reasons for disposal

- Unnecessary duplication of copies or photographic or other elements
- Items falling outside the criteria of the collection
- Items to be returned to the depositor (though the deposit agreement makes provision for MACE to copy such items as are withdrawn. Such withdrawal should itself be only in the most exceptional of circumstances)
- Deterioration of a copy beyond usability and where the item has not been copied for preservation
- Deterioration to the point where such a copy presents a risk to the collection or to the health of staff.

5.3 Methods of disposal

MACE will act according to the wishes of the depositor where possible but will always seek to ensure that, if appropriate, a film is retained in a collecting institution where the best interests of its preservation and accessibility are served.

Disposal methods may therefore be:

- Return to depositor
- Transfer to another film archive or appropriate repository
- Destruction – where the physical state of a title has declined beyond usability

James Patterson, Director
(Reviewed and revised 2012)