

PITSTONE AND IVINGHOE MUSEUM SOCIETY

COMPUTER USE POLICY

Introduction:

The museum has five working computers on site all are located in the museum office. Three of these computers (one tower and two laptops) are connected to the internet.

The two remaining tower computers are not connected to the internet. The operating systems being historical in nature are used to connect printers and scanners that would not otherwise be of use. Both of these computers may also be used to access copies of MODES (Museum Object Data Entry System) data files for research.

It is assumed that all users of the computing facilities at the museum possess a working knowledge of the Microsoft Office Suite and, in particular, both Word and Excel. In addition to this, all operators should be versed in spreadsheet generation for internal purposes. All professional programmes used on site have been properly licensed and any spreadsheet data created remains the property of PIMS.

Users:

Access to the site computers is at the discretion of the museum manager. Currently the main users are

- Museum secretary
- Museum Archivist
- IT Administrator

It is appreciated that much work takes place behind the scenes using personal computers at home. Files created at home are mostly transferred to the site computers either by memory stick or via an internet iCloud it is the responsibility of the individual to do all that he/she can in order to protect against the transmission of virus programmes between home and the museum site.

Data Integrity:

The Archivist is the sole point of contact for all information concerning the acquisition of museum material intended for display or research.

Modes Compact has been the primary program for recording data relating to artefacts, papers, slides and photographs. The learning curve required and the need reduce confusion over data entry is such that only one person enters the data into this programme. The support for MODES Compact was suspended some years ago, has been balanced by the transition to spreadsheets which in turn are visualised by the use of an intranet.

There is now a single master spreadsheet of all artefacts, recording the current location. The use of spreadsheets has increased and now accounts for all records other than slides and photos which for the moment are recorded on MODES. It should be noted that information from spreadsheets can be exported and imported into Modes if required.

The working records for recording and administration tracking are spreadsheets, which together with all artefact photographs, are integrated in a secure data cloud (off site) and are synchronised with the internet connected computers were required. The master records are effectively continuously being backed up at multiple locations.

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All users of the museum computer facilities are expected to behave responsibly toward both the hardware and sensitive information that might be contained within. There is no requirement to sign any agreement to this effect, the museum works on trust generated within a small and tight-knit group.

Any and all data generated by the museum remains the sole property of the museum.

Accessibility:

A requirement for museum data and archives to be accessible to a wider audience has been identified. Based on the master record spreadsheets for artefacts, a recent set of such data is being prepared as part of the museum intranet titled The Heritage Park Intranet.

It should be noted that the intranet does not utilise ‘cookies small (data files recorded on the viewer computer) or other tracking devices, and no personal data on visitors is retained.

These files can be interrogated and provide a rapid access system that reflects the master spreadsheets. Included within the intranet and as part of the archive records, a set of PDF (Portable Document Format) files provide access to the museum constitution, policies, committee minutes and newsletters. The intranet has replaced the data file sets previously known as Pitstone Archives and Pitstone Masters

The society membership secretary is responsible for keeping an up to date list of members together with their contact details. This list is for internal use only and is not for circulation to third party commercial interests and accords with the Data Protection Act (2018). The membership details are retained by the membership secretary as sole custodian.

Adopted by Executive Committee

Chairman