

COMPUTER USE POLICY AT PITSTONE AND IVINGHOE

MUSEUM

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Preamble: The museum has four working computers on site. All are located in the museum office. Three of these computers are linked to the internet. 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 spread sheet generation for internal purposes. All professional programmes used on site have been properly licensed and any spread sheet data created remains the property of PIMS. Two of the computers are desk top “tower” computers and two are laptops.

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

- Site manager
- Museum secretary
- Intranet generation volunteer
- Archivist

Because there are so few regular users there seems to be no problem of access and the possibility of the introduction of mistakes and errors on the system are consequently limited. It is accepted 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 disc or by memory stick. 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 Security: The main programme for the keeping of the museum archive of artefacts, papers, photographs and other images is *Modes Compact*. This is a professionally accepted programme in the museum context. In order to minimise confusion over data entry, this is the only official programme that records the museum archives and only one person enters the data into this programme. All information concerning the acquisition of museum material intended for display or research is fed to the data entry clerk, who then has the sole responsibility of keeping this record. This record is then used to generate room by room spreadsheet data of artefacts kept at the museum.

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).

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

Working Practice: For the day to day checking of artefact locations and subsequent movements, it will be realised that *Modes Compact* is rather unwieldy. A consequence of this is the generation of spread sheet data extracted from *Modes*, which can then be used by the relevant personnel before being returned in order that

information can be updated. In this way, the aim is to ensure an accurate record of all the material the museum holds. The process is on going and measurably up to date.

There exists an older set of accessible data that has been created internally which is listed under the title ***Pitstone Archives*** and which is subdivided into Artefacts, Photograph Collection, Slide Collection and Papers and Documents. A more recent set of such data is being prepared as part of the museum intranet. These files can be interrogated and provide a rapid access system that stands separate from ***Modes Compact*** and which can be used to support it. Alongside the ***Pitstone Archives*** programme, there is another called ***Pitstone Masters***. This is a simple set of Word documents which gives access to the museum constitution, policies, committee minutes and the like, together with some sound files recording the recollections of founder members of the society.

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.

Adopted by Executive Committee

Chairman