



Office Manual

1 Office & Loft Area location details

- 1.1. Main Loft (Housing the Cook Collection) to the right of stairs going up containing the data storage drawers
- 1.2. Corridor
- 1.3. Main Office
- 1.4. Rear Loft to left for storing both catalogued items and those awaiting cataloguing (now undergoing inclusion with the main office 2015/16).

2 Access Details

The doors at the top of the stairs are unlocked using the general Museum key. The Main Office is opened by the special key No 3 held in the keybox in Reception. There is an emergency exit from the area: exiting the office turn left along the corridor through the door into the top of the mill area of the barn. Light switch is on door frame to right inside barn. This area is on two levels, beware two big steps down to lower level. Bear left and beware low beams until arrival at moveable steps down leading into the barn itself. (Always check that the movable steps are in place before attempting to descend. They are moved on open days and are sometimes not replaced until needed). First entry should always be made to the Office and Loft area by way of the stairs by the Crossley engine shed so that the door at the end of the corridor is also accessible when the room is occupied. There are also secondary emergency exits **requiring ladder escapes** in the Rear Loft on the right end wall and in the Main Loft at the far end under the clock mechanism.

Lighting: - The right hand side room and loft lights switches are inside the entry door to the right on the door frame. The corridor lights have a switch at both ends. There is a socket outlet above the door of first entry. The Rear Loft has light switches on the right hand side of the accessway on the corridor side. Emergency lighting is provided in the office in case of a power cut. This must never be switched off other than occasionally for test purposes.

3 Main Loft to the right of stairway

- 3.1. To the right, cabinet of drawers containing papers listed in WORD file **PMuseum** (for removal to new office area 2015/16).
Main display space for Cook Collection

4 Corridor outside of office

4.1. Stored copies of 'A Country Life' in bags and old computer equipment.

5 The Main Office, room to left of stairway.

The office contains: -

5.1. Safe – plan reference 'M'

5.2. Filing Cabinets - plan reference 'F'

5.3. Computers - plan reference 'C'

5.4. Catalogues and Ephemera Shelves – plan reference 'E'

5.5. First left, large metal fire proof cabinet safe containing:

5.5.1. Videos

5.5.2. Computer books & manuals

5.5.3. CD's and back-up discs

5.5.4. Museum's acquisition register

5.5.5.. Photograph collection

5.5.6. Important museum booklets.

5.5.7. Red and Blue display books (details in '**MasterDocuments**' file **PMuseum**)

5.5.8. Last copies of 'In Pitstone Green There is a Farm'

5.6. Three metal filing cabinets

Contents listed in WORD file **Filing Cabinets**. Above filing cabinets various books.

5.7. Computers and equipment including printers and scanners.

5.8. Other storage facilities within the Office

5.8.1. Plan Chest containing maps. Contents listed on_ laptop.

5.8.2. Shelves: - Archived material, boxes of small items, Mr West Archive material, Pitstone Memorial Hall Archive and other items. David Wray slides.

5.8.3. Work bench

5.8.4. Storage rack containing catalogues and ephemera collection together with minutes and past expenditure/income files.

6 Rear Loft – to left of stairway: -

6.1. Catalogued items in store (on metal shelves)

6.2. Items with entry numbers on shelves round the walls

6.3. A small number if items awaiting identification

7 Media used in the Museum (Ref only)

Paint for all Museum doors:- Permoglaze Undercoat – BP22

Permoglaze Gloss – 04D45 Both obtainable from Gibbs & Dandy, Dallow Rd. Luton

8 Tasks to be carried out

8.1. Record all acquisitions on entry form and in the ModesFiling system

8.1.1. Any item entering the museum intended for display purposes must be first entered on the appropriate entry form. Reference must be made to the Acquisition & Disposal Policy document to determine the acceptability of any item that is offered. The second stage is to enter the details of the item in the Red Book (Accession Register) held in the office safe. The next sequential item number is

then obtained from this book for entry into the appropriate section of the Modes Filing system.

8.1.2. Every item entering the museum must have the identification number, determined in 8.1.1, attached in some way to that item. The method used will be at the discretion of the person carrying out the task but in general the number should be placed in an easily found position although not obtrusive, using white or black drafting ink, whichever is most appropriate. On larger items of machinery an enamel paint, applied with a fine brush, can be used. Where an item does not have a suitable surface on which a painted number would not be permanent, then a brass, copper or acrylic label can be attached with galvanised iron or copper wire, and with the number impressed in the label.

Documents and other similar paper items should have their numbers written on the reverse face or at the bottom of the sheet using a 2B pencil. Fabric items can have a numbered cloth label attached with a light cord. The number wherever attached, by whatever method, must in no way damage or deface the item.

8.1.3 From time to time potential artefacts will arrive at the museum. These may be delivered when no person present is acquainted with details of the accession process, the deliverer may be in a hurry, or indeed they may just be left at the door at the mercy of the elements. Arrival of these items must be recorded in the black notebook located on the refrigerator in reception by the person accepting them or finding them.

As many of the following details as possible should be noted in the book:-

- i) The date
- ii) Name, address, telephone number of deliverer
- iii) What the item(s) was used for, its name, its age, its history
- iv) Where the item(s) is being stored temporarily
- v) Name of person accepting delivery or finding
- vi) If the deliverer is the owner he/she should be asked to sign a short statement in the black book saying that the item(s) are a donation and that they are his/hers to give.

Periodically the archivist will examine the black notebook and, seeking advice as necessary as to the item's potential, will accession and number the item, or arrange its disposal.

8.2. Document the photographic collection held by the museum

8.2.1. To scan all photographs at a resolution of 300dpi and '.tiff' format for computer storage. To store all photographs in suitable folders, numbered and with thumbnail photographs on front sheets for ease of identification.

8.2.2. Using Excel spreadsheet, create a global database of all the photographic collection grouping them into pre-defined categories for quick and easy retrieval.

8.3 Loans in and out

As a matter of principle the museum does not normally accept items on loan but some artefacts have been accepted in the past and documentation exists to cater for these and other items that may be accepted in the future, in extreme cases. Items, usually limited to duplicates, are loaned out to other organisations using the appropriate forms.

8.4. Record the Disposal of any item on a 'disposal form' stating why the item was disposed of, the date of disposal, and its first intended destination after disposal. If the item is being given to, or sold to, a recipient as having any potential use or value, the recipient must sign the document to say that he/she accepts the item, which may or may not be fit for any intended purpose, and he/she takes full responsibility for any consequences of any sort following its removal from the Museum site.

8.5 Maintain archive collection of documentation stored in drawers, in cabinet in main loft.

8.6. Strive to reduce any backlog that exists in the cataloguing of artefacts, numbering of items still awaiting accession into the museum and checking that all existing items on display are numbered, with the correct details as given in 'Modes'. This is an ongoing exercise the current details of which are available in the latest version of the Forward Plan. Held in the '**MasterDocuments**' directory.

8.7. Ensure that all documentation is backed up and held in a location or locations away from both the office and the office building. It is acceptable, and often desirable, that additional back up copies be kept on personal computers belonging to Society officers for off-site reference and work.

9 Location details

For reference purposes each building or location within a building is given a reference letter designation. The following table identifies which location corresponds to which letter or group of letters.

A	RECEPTION & TOILETS
B	MICROCOSM 1
C	MICROCOSM 2
D	COUNTRY KITCHEN
E	FARMING & VILLAGE LIFE
F	BLACKSMITHS
G	HOMES & GARDEN
H	WHEELWRIGHTS
I	SHOESHOP
J	CARPENTERS
K	PLUMBERS
L	BRUSH SHOP
M	OWEN BARN
N	RACK SAW
O	BIG BARN
P	CROSSLEY GAS ENGINE
Q	COW SHED
R	NEW GRAIN BARN
S	NISSAN HUT
T	LOWER MILL BARN
U	BLACK SHED
V	VINTAGE WIRELESS ROOM
W	MUSEUM SHOP
X	PRINTING SHOP
Y	CART SHEDS
Z	JEFF'S WORKSHOP
AA	OFFICE
BB	SMALL LOFT STORE
CC	MAIN LOFT
DD	UPPER MILL BARN
EE	MEETING ROOM
FF	CONCRETE WORKSHOP
GG	NEW WORKSHOP

HH	ARCHAEOLOGY
II	MODELS ROOM
JJ	GREEN SHED
KK	COMBINE HAVESTER SHED
LL	MODEL RAILWAY
MM	TRACTOR SHED

Issue 2 May 2007

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