



Seirbheisean Dualchais
Outer Hebrides Heritage Services

Museum nan Eilean

Comhairle nan Eilean Siar

Documentation Plan

2025 – 2030



Museum
nan Eilean

Stornoway

Museum nan Eilean

Lews Castle

Stornoway

Isle of Lewis

Outer Hebrides

HS2 0XS



Museum
nan Eilean

Lionacleit

Museum nan Eilean

Sgoil Lionacleit

Lionacleit

Isle of Benbecula

Outer Hebrides

HS7 5PJ



Comhairle nan Eilean Siar

Approved:
Review date:

Introduction

Documentation planning is an integral part of our museum's collections management activity. Successful documentation planning enables us to:

- Develop collections that are relevant to our Collections Development Policy
- Manage collections more effectively and efficiently so that they can be used by our audiences
- Manage information about the collections so that Museum nan Eilean is accountable and able to improve information about the objects in our care
- Demonstrate to Comhairle nan Eilean Siar, funders and users of collections that the management of collections information is integral to the delivery of heritage services to the public
- Manage and mitigate risks to the collections

Documentation planning is an ongoing activity in the museum; collections information is continuously being collected and improved.

This plan has been written in relation to our:

- Collections Development Policy
- Collections Documentation Policy
- Care & Conservation Policy
- Forward Plan

Staff Resource

Museum nan Eilean, Stornoway staff comprises: Conservation Officer, Visitor Services Officer, Collections Officer. Museum nan Eilean, Lionacleit staff comprises: Museum Development Officer. Visitor Assistants across both locations are available to assist with documentation duties on a limited basis.

The action plan acknowledges the limited capacity of the current Heritage Team, as well as the ongoing building management issues at Marybank museum store, Museum nan Eilean, Stornoway, Torlum museum store and Museum nan Eilean, Lionacleit.

The Heritage Manager post is an unfilled post, and although it is still in the establishment it is currently not funded. Two Heritage Officer posts were disestablished in 2019 and we are currently looking for external project funding to fill these roles. The lack of these posts impacts our team's capacity to deliver the documentation plan and is reflected in our timescales.

This plan has taken into account the effects of the cyber-attack which resulted in the loss of access to our Collections Management System (CMS) for 14 months.

Action Plan

Action	Timetable	Staff	Resources
Staff training: <ul style="list-style-type: none"> • Documentation procedures • Documentation Manual • CMS (Axiell) 	As required March 2025	Collections Officer Museum staff and Axiell	Entry forms, accession register, CMS Access to CMS
New CMS operational	March 2025		
Add all collections activity between June 2023 and March 2025 (cyber attack) to CMS (new acquisitions, location changes, conservation records, loans)	Aug 2025	Conservation Officer Collections Officer	CMS, paper records
Torlum inventory	Jan 2026	Museum Development Officer Visitor Assistant, Lionacleit Conservation Officer Collections Officer	Day books, condition reports, accession register, CMS, wifi in Torlum
Accession or return objects with entry forms	Jan 2026	Collections Officer / Committee	None required

Reconciliation of objects with unknown ownership	Mar 2026	Collection Committee / CEUT	CMS, paper records
Accessioning or disposal of objects as a result of Torlum inventory	Dec 2026	Collections Committee	CMS, paper records
Reconcile all historic files, entry forms, miscellaneous notes and correspondence relating to accessioned collections	June 2027	Collections Officer Conservation Officer Visitor Assistants	Access to computer with CMS
Reconciliation of unaccessioned objects and temporary numbers at Marybank store	Jan 2030	Collections Officer Conservation Officer	Packing materials Access to computer with CMS
CMS updates for new entries: <ul style="list-style-type: none"> • Archaeological assemblages • New acquisitions • New handling • Temporary numbers • Treasure Trove allocations Digitised entry forms	Ongoing	Collections Officer Conservation Officer Museum Development Officer Visitor Assistant, Lionacleit	Access to computer with CMS
Digital preservation (ensuring digital files don't become obsolete)	Ongoing	Museum staff	