

COMPUTER CONSERVATION SOCIETY ('CCS')
CONDUCT GUIDELINES
FOR CCS PROJECTS AND ORGANISATIONS WHERE THE CCS WORK IS CARRIED OUT

1. Purpose of the Guidelines

- These CCS Guidelines aim to facilitate a successful relationship between CCS Projects and the museum or other institution ('Organisation') where the CCS Project work is being carried out.
- CCS Projects comprise activities in relation to study, conservation, restoration, reconstruction or rebuilding or other work associated with historic computers, computing systems, computer technologies, software and the history of the computer industry, in relation to which the CCS Project member volunteers have appropriate experience and expertise.

2. CCS Objectives

The CCS is a Specialist Group of the British Computer Society, working together with the Science Museum, the Museum of Science and Industry, The National Museum of Computing and Bletchley Park Trust. Its aims are:

- To promote the conservation, restoration and reconstruction of historic computing systems and to identify existing computing systems which may need to be archived in the future;
- To develop awareness of the importance of historic computing systems;
- To develop expertise in the conservation, restoration and reconstruction of historic computing systems;
- To represent the interests of the Society with other bodies;
- To promote the study of historic computing systems, their use and the history of the computer industry;
- To publish information of relevance to these objectives for the information of Society members and the wider public.

3. CCS Projects and the CCS Committee

- In furtherance of the CCS objectives, the CCS Committee establishes, sponsors and supports CCS Projects on terms of reference determined by the CCS Committee, including the purpose, membership and CCS Project leader.
- The CCS Committee values the work of CCS Project members, and encourages and monitors CCS Projects.
- The CCS Committee has the right, on reasonable grounds as it deems necessary:
 - To amend a CCS Project's terms of reference;
 - To require a change of CCS Project leader on reasonable grounds;
 - To require a CCS Project to be stood down temporarily or permanently when its work is completed, or otherwise suspended or terminated, or on any other reasonable grounds.

4. CCS Project leaders

A CCS Project leader is a member of CCS and an ex-officio member of the CCS Committee, ratified annually by the CCS, who agrees:

- To provide reports on the activities and progress of the CCS Project, normally to each Committee meeting, and from time to time for publication in *Resurrection*, the CCS journal;
- To attend at least one CCS Committee meeting each year;
- To comply with, and to ensure to the best of their ability that the CCS Project members comply with these CCS Guidelines, reasonable requests of the Organisation, and the BCS Code of Conduct;
- To work with the CCS Projects Co-ordinator and with any other person appointed by the CCS Committee as a point of contact for the Project.

5. CCS Project members' responsibilities in relation to the Organisation

CCS Project members are expected to comply with all reasonable rules, working policies and procedures of which they are advised by the Organisation, such as those relating to volunteers, visitors,

respect for Organisation staff, health and safety, confidentiality and data protection, accredited museum standards, and any others.

6. Organisation responsibilities in relation to a CCS Project

The Organisation is expected:

- To support the CCS Project members in their work, and do all that is necessary to help CCS Project members to do their work competently, effectively and safely, within the law;
- To recognise any special expertise and experience of CCS Project members;
- To make it clear to CCS Project members of any specified link contact and any special arrangements for contact;
- To advise the CCS and the CCS Project leader in good time of any plans or discussions which may affect the Project
- To ensure that CCS Project members are covered under any Organisation's insurance for work carried out within the Organisation.

7. Agreement

CCS Project members and the Organisation agree to comply with these CCS Guidelines.