4.1 Entry Record (Interim)

Documentation: General Requirement

The Museum Standards Programme requires that all applicants have a Documentation Procedural Manual. This manual defines procedures related to documenting the collection.

A Procedural Manual is a set of clear instructions that describe how a museum records, maintains, and secures information it holds about its collections. It sets out the documentation procedures and practices of a museum so that information about its documentation system is available to all museum staff, ensuring accountability, consistency and continuity of practice. A Procedural Manual must be reviewed on a regular basis to maintain its currency.

4.1 Please submit the museum’s entry record procedure defined in the Documentation Procedural Manual. Submit a fully completed sample entry record.

This is a Minimum Standard for Interim Accreditation.
Please enclose the entry record procedure and the relevant fully completed sample records along with your Application Form.

Requirements
The entry record system is a system to record the entry of all objects into the museum except loans.

(i) Applicants must have an object entry procedure and written procedures defined in a Documentation Procedural Manual.
(ii) Applicants must have an entry record for all objects deposited in its care after implementation of the entry record procedure.
(iii) Each entry record must have an entry unique number assigned to the object or group of objects (the entry number is different from the accession number).

Guidelines
A. The entry record should:
   (a) Establish an audit trail for the object/s for accountability purposes.
   (b) Enable relevant information to be associated with the object/s (e.g. transfer of title documentation).
   (c) Establish ownership and legal title to the object/s.
   (d) Establish the terms and conditions of the museum for the acceptance of the object/s.
   (e) Establish the extent of the museum’s liability.
   (f) Establish the purpose and method of the object/s deposit.
   (g) Establish a timescale for review of the object (e.g. date of return of the object to owner).
   (h) Record a brief description of the object/s.
   (i) Record the number of objects.
   (j) Record non-intrinsic information relevant to the object (e.g. history of object).
   (k) Enable return of object/s to owner/depositor.
   (l) Provide a receipt for the owner/depositor.
   (m) Be signed and dated by both depositor/owner and museum representative.

B. The entry record number is not, nor should it become, the accession number.

C. Loan of objects to the museum should be dealt with under separate procedures (see Question 4.10).

D. This may be a convenient time to get title transferred.