

4.1 Entry Record (Interim)

■ Documentation: General Requirement

The Museum Standards Programme requires that all applicants have a Documentations 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.