

## 4.2 Accessions Record and Secure Copy (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.

4.2 ■ Please submit the procedure defined in the Documentation Procedures Manual giving the procedures to accession acquisitions to the permanent collection. Submit a fully completed sample record.

■ This is a Minimum Standard for Interim Accreditation. Questions 4.3 and 4.4 also relate to this Minimum Standard.

Please enclose the accession record procedure and relevant fully completed sample records along with your Application Form.

### ■ Requirements

The Accessions Register is the permanent record of all the objects in the collection, past or present.

- (i) Applicants must have a written procedure defined in a Documentation Procedural Manual to accession acquisitions (whether by gift, purchase or bequest) to the permanent collection.
- (ii) Applicants must have a written procedure for marking objects defined in the Documentation Procedure Manual.
- (iii) Each object must be assigned a unique identifier (accession number) and this identifier should be attached to or marked on the object.
- (iv) Applicants must have a permanently bound Accessions Register/s.
- (v) Applicants must ensure that title has been transferred for all objects prior to accessioning.
- (vi) Applicants must define the accessioning authority.
- (vii) The accessioning authority must ensure the integrity of the accession records.
- (viii) The applicant must ensure security of both the original register/s and copies. These must be kept securely in separate locations.

### ■ Guidelines

- A. For accountability purposes, the applicant should define the authority required for the accessioning of objects to the permanent collection. This may be the governing authority or authority may be delegated (see Question 1.5 on Collection Policy).
- B. Accessions Registers may be hand-written or created from a computerised database.
- C. When Accessions Registers are created from a computerised system they must be printed on archival quality paper with a durable print medium and signed and dated by the accessioning authority.
- D. Accessions Registers should be compiled on a yearly basis.
- E. It is preferable that the Accessions Register(s) should be securely kept, preferably in a fire-proof safe.

- F. A minimum Accessions Record should include:
- (a) Accession number, unique identifier for each object.
  - (b) Brief description of object/s.
  - (c) Number of objects.
  - (d) Reference to acquisition documentation (e.g. entry form number and transfer of title).
  - (e) Method of acquisition.
  - (f) Source.
  - (g) Date of entry to accessions register.
  - (h) Signature of accessioning authority (see Question 1.5 on Collection Policy).

4.3 ■ Please describe the secure back-up copy of the Accessions Register(s)? Give details of the storage location used.

■ This is a Minimum Standard for Interim Accreditation.

■ Requirement

- (i) The applicant must ensure the security of the back-up copy the Accession Register(s). Back-ups must be kept securely in a separate location to the original.

■ Guidelines

- A. A hard copy of the Accessions Register(s) should be securely kept, preferably off-site.

4.4 ■ How are objects marked when accessioned?

■ This is a Minimum Standard for Interim Accreditation.