4.5 Object Location (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.

   **4.5 Please submit the object location record procedure defined in the Documentation Procedural Manual. Submit a fully completed sample record.**

   - **This is a Minimum Standard for Interim Accreditation. Question 4.6 also relates to this Minimum Standard.**
     Please enclose object location procedure and the relevant fully completed sample records along with your Application Form.

   - **Requirements**
     Object location provides an audit trail for all objects in the collection.
     (i) Applicants must have an object location record procedure and written procedures defined in a Documentation Procedural Manual.
     (ii) Applicants must have a location record for all objects.

   - **Guidelines**
     A. Each object should have a record detailing the normal location.
     B. Location information should be accessible by object number and by location name.
     C. Location records should be kept in a secure place.

4.6 Movement Control (Interim)

- **Please submit the object movement record procedure defined in the Documentation Procedural Manual. Submit a fully completed sample record.**

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

   - **Requirements**
     Object movement control provides an audit trail for all objects in the collection.
     (i) Applicants must have an object movement record procedure and written procedures defined in a Documentation Procedural Manual.
     (ii) Applicants must have up to date records of all object movements.
Guidelines

A. Movement of objects to temporary locations should be re-coded at the time of movement.

B. The movement record should include:
   (a) Accession number of the object
   (b) Previous location
   (c) New location
   (d) Person moving the object
   (e) Date of the move
   (f) Signature of the mover

C. When manually recorded movement records are transferred to computerised systems the manual record should be annotated at time of update and updates should be regular.