

## 4.5 Object Location (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.

4.5 ■ 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)

4.6 ■ 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 recorded 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.