Exit 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.

4.7 Please submit the museum’s exit record defined in the Documentation Procedural Manual. Submit a fully completed sample exit record.

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

Requirements

(i) Applicants must have an object exit procedure and written procedures defined in a Documentation Procedural Manual.

(ii) Applicants must be able to account for the exit of each object from the museum premises for whatever reason and whether or not the object belongs to the permanent collections.

(iii) Applicants must ensure that an audit trail is maintained for an object leaving the custody of the museum.

(iv) Location information for accessioned objects must be updated on exit (see Question 4.5).

Guidelines

A. Entry documentation may include provision for signature on return of the object to the owner/depositor.

B. Receipts should be prepared for all objects from the permanent collections exiting the museum (e.g. on loan, conservation).

C. Short term exits where objects are in the care of a member of staff (e.g. lectures) should be recorded.