

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.