Catalogue (Full)

■ 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.

4.13 ■ Please submit details on how the museum’s catalogue is compiled and maintained, and details on the information recorded defined in the Documentations Procedural Manual. Please submit a fully completed sample record.

■ This is a Minimum Standard for Full Accreditation.
Please enclose the relevant additional documents along with your Application Form.

■ Requirements
The catalogue contains information relating to each object in the collection. It is a comprehensive record of all information on an object or group of objects.
(i) Applicants must have a procedure for recording the primary information relating to each object or group of objects. Museums are not required to have this level of information for all objects, but should have a system in place which can be developed and added to.
(ii) Applicants must define a minimum level of information required in each catalogue record (see Guidelines below). This ensures continuity and consistency in what information is recorded and how. This standard must be supported by a written procedure detailed in the Documentations Procedural Manual.

■ Guidelines
A. The minimum catalogue record should include:
   (a) Accession number
   (b) All previous numbers
   (c) Object name
   (d) Title (where appropriate)
   (e) Number of items
   (f) Brief description
   (g) Attribution
   (h) Source/place information
   (i) Provenance
   (j) Acquisition method
   (k) Acquisition source information (e.g. donor etc.)
   (l) Acquisition date
   (m) Price (if applicable)
   (n) Location

B. The catalogue record may include:
(a) A cross-reference to primary documentation using the accession number, entry record and any previous numbers

(b) A basic description to allow identification of the object or group of objects.

(c) An historical archive for the object

(d) Access to collections management information concerning the object (e.g. loans, condition, conservation, valuation)

(e) References to secondary information sources (bibliographic references).

C. Catalogues may be manual or computerised (e.g. catalogue cards, history files, computer records etc).

D. Useful indexes to aid access to catalogue information include:

(a) Object name

(b) Artist/maker/manufacturer

(c) Subject

(d) Source of acquisition

(e) Place information