

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 Documentation 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 Documentation 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/manufacture
 - (c) Subject
 - (d) Source of acquisition
 - (e) Place information