

Spectrum



The UK Museum Collections Management Standard

Acquisition procedure

SPECTRUM 4.0

Collections
Trust

SPECTRUM 4.0

© 2011 Version 4.0 Collections Trust

Editors: Alex Dawson and Susanna Hillhouse

The Collections Trust is a registered charity, No. 273984

The work of the Collections Trust is supported by: The Museums, Libraries and Archives Council and Museum Galleries Scotland

The non-commercial use of this version of SPECTRUM is governed by general licences for individuals and organisations. See: <http://www.collectionslink.org.uk> for details.

Please contact the Collections Trust if you wish to use SPECTRUM for commercial purposes.

The Collections Trust asserts its right of trademark in 'SPECTRUM', 'SPECTRUM 4.0' and all derivatives.

Every effort has been made to ensure that the information provided in this publication is accurate. However, the publishers and the editors make no guarantees for the currency and accuracy of information and cannot accept any legal responsibility or liability for any errors or omissions from the publication or the consequences thereof. Products and services that are referred to in this book may be either trademarks and/or registered trademarks of their respective owners. The publishers and editors make no claim to these trademarks.

Acquisition procedure

Definition

Documenting and managing the addition of objects and associated information to the collections of the organisation and their possible accession to the permanent collections.

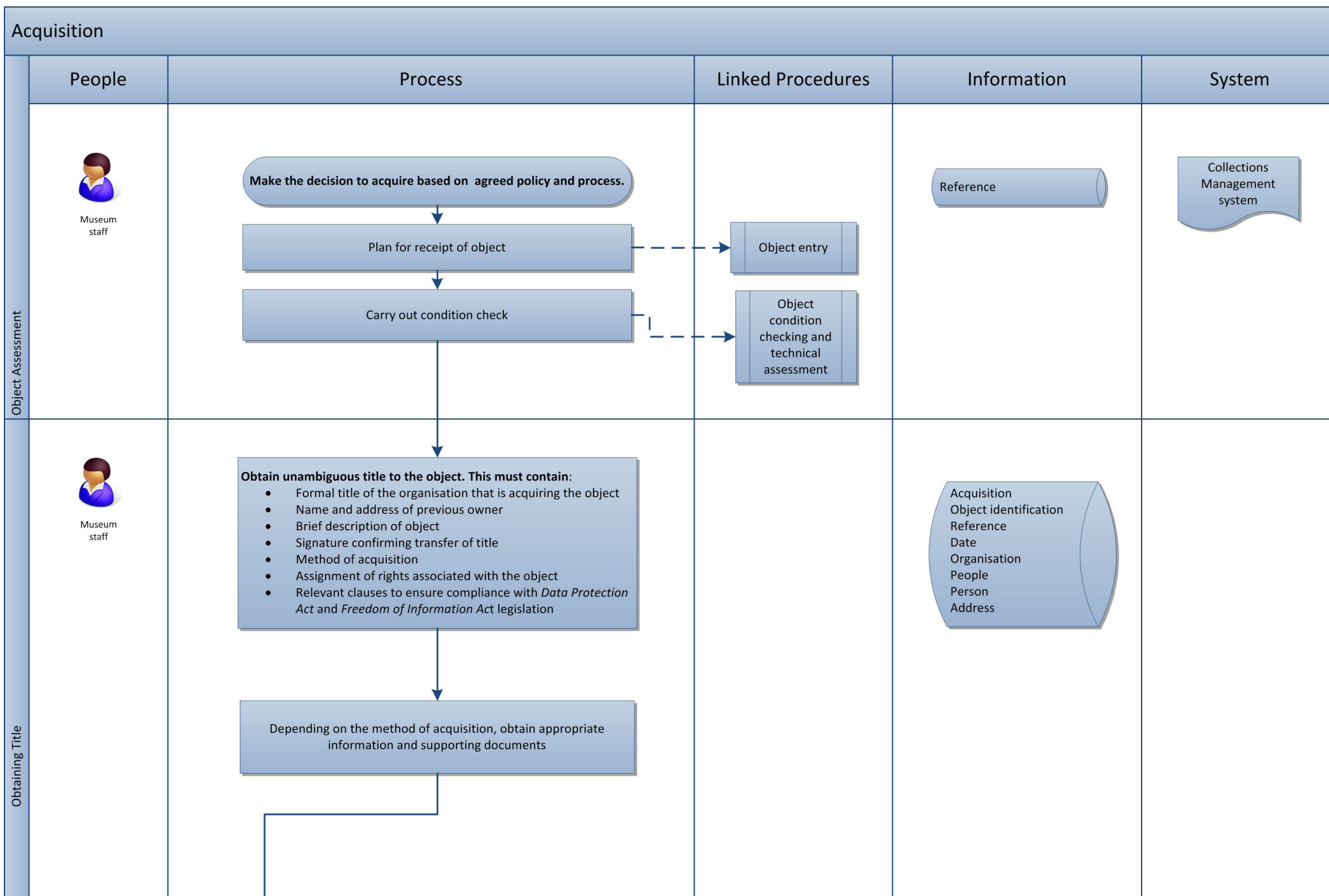
Minimum Standard

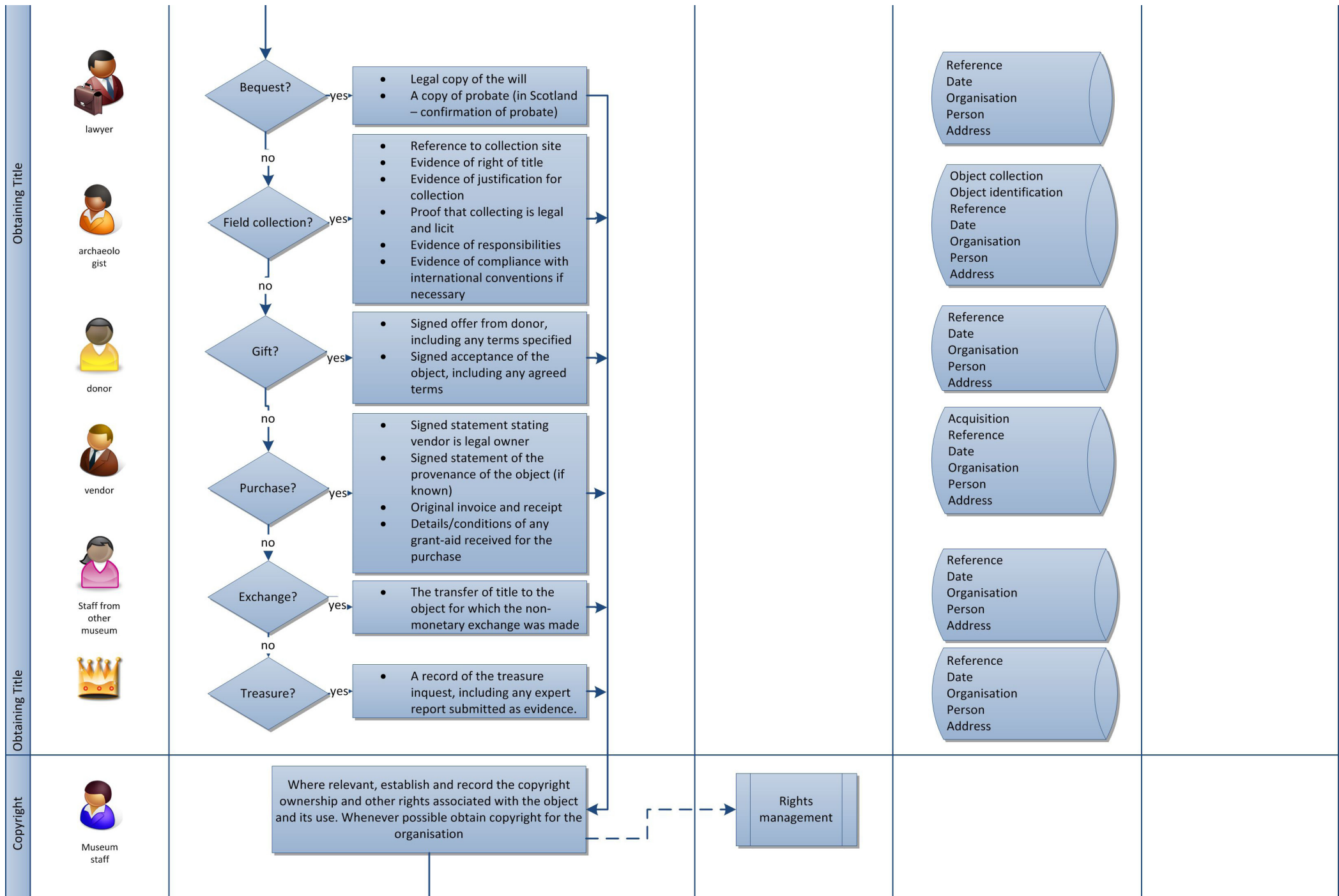
The organisation must have a policy covering the acquisition of objects, which should include a collecting policy. Refer to the ***Policies and Legal Context*** chapter for general guidance on collections management policies. Refer to *Acquisition: SPECTRUM Advice* for guidance on acquisition policy.

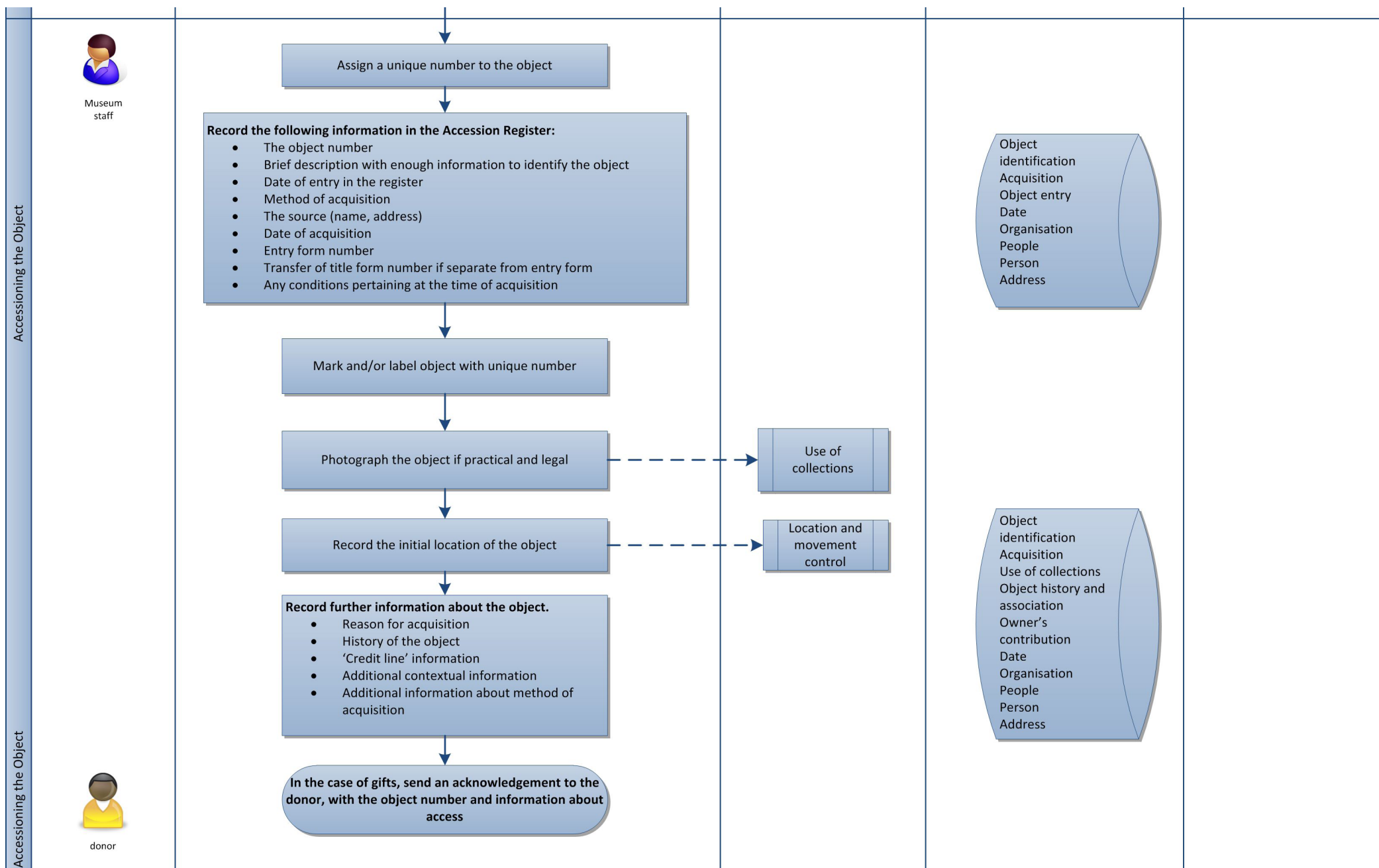
The procedure for managing and documenting acquisitions must:

- Ensure that written evidence is obtained of the original title to an object and the transfer of the title to the acquiring organisation;
- Enable the reconciling of acquisition records with objects as part of retrospective documentation, audit and inventory activity;
- Ensure that a unique number is assigned to, and physically associated with, all objects;
- Ensure that accession registers are maintained, describing all acquisitions and listing them by number;
- Ensure that information about the acquisition process is retained;
- Ensure that donors are made aware of the terms on which their gift or bequest is accepted by the organisation;
- Ensure that collecting complies with the organisation's collecting policy, and does not contravene any local, national or international law, treaty or recognised code of practice;
- Ensure a copy of the information in the accession register is made and kept up to date.

Acquisition is a SPECTRUM Primary Procedure. This means that in order to meet the documentation requirements for the Museum Accreditation Scheme an organisation must reach the SPECTRUM Minimum Standard for this procedure.







Further detailed guidance on the Acquisition procedure can be found in *Acquisition: SPECTRUM Advice* available on Collections Link

Details of the Units of Information required for this procedure can be found in *SPECTRUM 4.0 Appendix 1, Information Requirements* available on Collections Link