

Spectrum



The UK Museum Collections Management Standard

Object entry 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.

Object entry procedure

Definition

The management and documentation of the receipt of objects and associated information which are not currently part of the collections. Any object which does not currently have an object number assigned by the receiving organisation must be dealt with within this procedure.

Minimum Standard

The organisation must have a policy covering the receipt and deposit of objects. Refer to **Policy and Legal Context** for general guidance on collections management policies. See also *Object Entry: SPECTRUM Advice* for guidance about object entry policy decisions.

The procedure for managing and documenting Object entry must:

- Establish the terms and conditions under which objects are being received for deposit;
- Uniquely identify the newly received object or associated group of objects;
- Ensure the organisation is able to account for all objects left in its care;
- Provide a receipt for the owner or depositor;
- Help establish the extent of the organisation's liability;
- Indicate the reason for the receipt of the object;
- Determine a finite end to, or programme for review of, the deposit;
- Enable the object to be returned to the owner or depositor as required;
- Allow for objects and associated records to be checked on entry to ensure that they correspond to any accompanying inventory and/or transfer of title documentation supplied;
- Establish who has legal title to the object in case of subsequent acquisition;
- Capture key information about the object, to be augmented in the future;
- Inform the decision making-process.

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

Object Entry

Create a receipt and entry record

Create a receipt and entry record

People



Museum staff

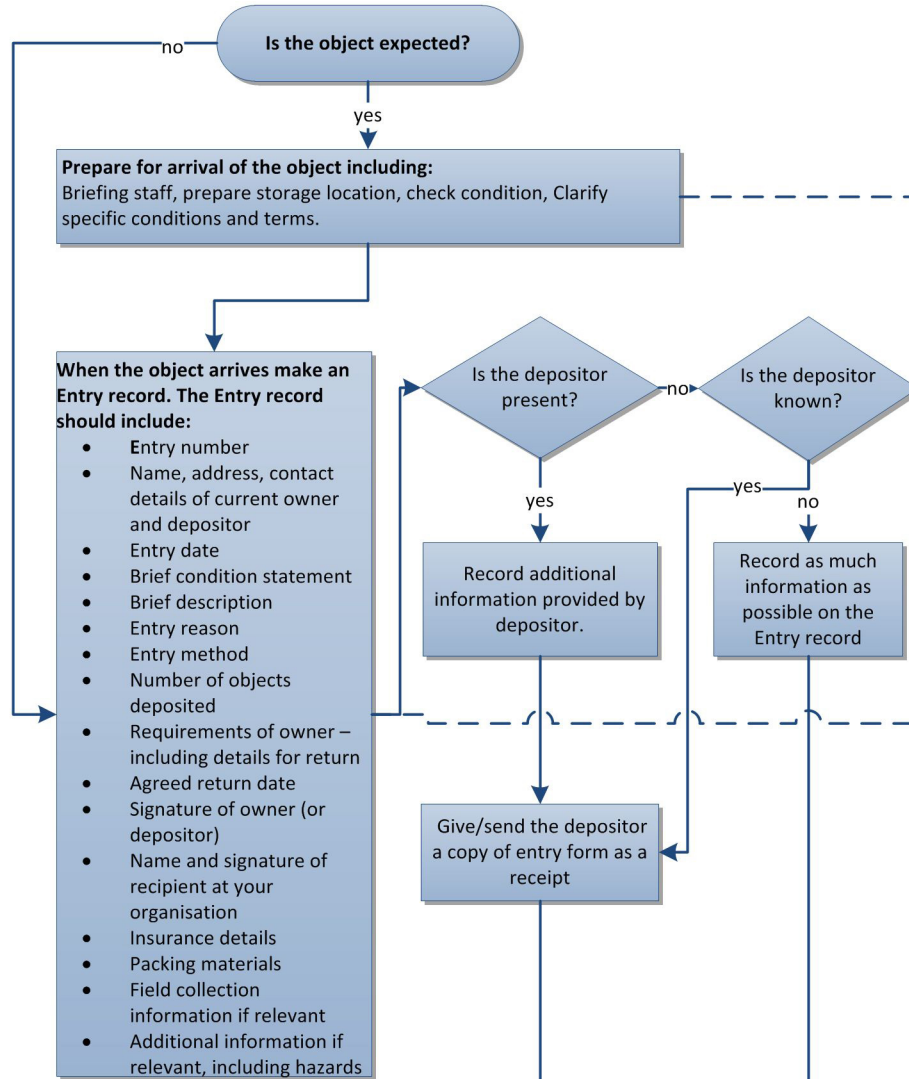


depositor or



Museum staff

Process



Linked procedures

Pre-entry

Object condition checking and technical assessment

Information

Object entry

Object identification

Valuation

Insurance

Object collection

Date

Organisation

People

Person

Address

Object identification

Condition and technical assessment

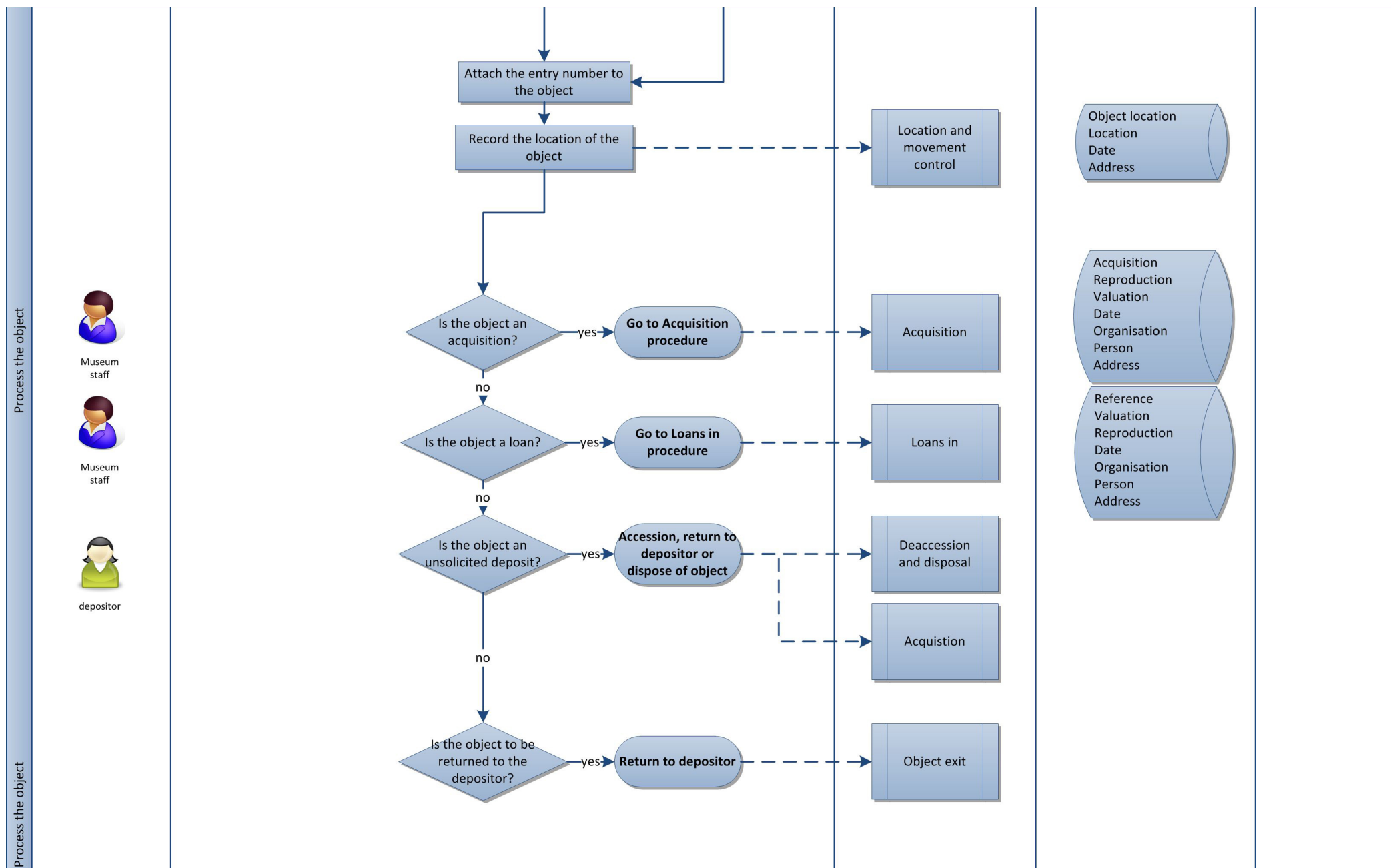
Date

Person

Address

System

Collections Management system



Further detailed guidance on the Object Entry procedure can be found in *Object Entry: 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