

**APPENDIX 4**

**WILLIAMSON ART GALLERY & MUSEUM  
DOCUMENTATION REPORT**

**(DRAFT)**

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## 1. General Issues

### 1.1 Methodology

This report looks at the Documentation of all accessioned collections at the Williamson Art Gallery & Museum. Documentation procedures have been assessed against the relevant standards and necessary actions, resources and timescales discussed.

### 1.2 Overall Conclusions and Recommendations

Documentation at the museum already meets many of the standards required for Accreditation. In particular, the inventory work undertaken in 1984 appears to have dealt successfully with many of the retrospective documentation issues. The main areas where actions are needed are:

- Dealing with the relatively recent accessioning backlog, dating from 1997.
- Purchasing an up-to-date collections database
- Checking that the documentation produced by 1984 inventory work on the collections is still up to date.

1.3 Please note that MDA (Museums Documentation Association) has recently changed it's name to Collections Trust and will be referred to as such in this report.

## **2. Current Documentation**

### *Procedures needed for Accreditation*

Accredited museums must meet the documentation requirements set out by the MLA Accreditation scheme. These are drawn from the standards in SPECTRUM: The UK Museum Documentation Standard, published by Collections Trust.

At present Accreditation requires that the following procedures meet SPECTRUM minimum standards:

- (i) SPECTRUM Procedure Object Entry
- (ii) SPECTRUM Procedure Acquisition, including the maintenance of an accession register, the maintenance of a security copy of the accession register, and the implementation of good labelling and marking standards.
- (iii) SPECTRUM Procedure Location and movement control
- (iv) SPECTRUM Procedure Cataloguing
- (v) SPECTRUM Procedure Object exit
- (vi) SPECTRUM Procedure Loans in
- (vii) SPECTRUM Procedure Loans Out
- (viii) SPECTRUM Procedure Retrospective Documentation

### **2.1 Object entry**

#### SPECTRUM Procedure Object entry

Museums are expected to take the same care of objects not belonging to their collections as they would of their own objects. They might be held liable for loss of, or damage to, objects whether solicited or not. Entry records log every item which is left in the care of the museum at the time of its arrival. Entry documentation should be applied to all potential gifts or purchases, and items to be identified, even if they will only remain in the museum for a short time.

#### *Current situation at the Williamson Art Gallery:*

There are several forms that are used for items being brought into the Art Gallery. These include Museum Enquiry forms, Collections Trust Transfer of Title forms and Loans in forms.

## Recommendations:

2.1.1 The museum should start to use Collections Trust Entry Forms. These can be purchased from Collections Trust at <http://www.mda.org.uk/mansys>. Prices are as follows:

Plain stock forms -

- For MDA members: £43.00 (+VAT) per 100
- For Non-members: £48.00 (+VAT) per 100

Forms overprinted with museum address only -

For Collections Trust members:

- 300\* forms £220.00 (+VAT)
- 400 forms £255.00 (+VAT)
- 500 forms £285.00 (+VAT)
- 600 forms £320.00 (+VAT)
- 700 forms £355.00 (+VAT)

For Non-members:

- 300\* forms £255.00 (+VAT)
- 400 forms £295.00 (+VAT)
- 500 forms £320.00 (+VAT)
- 600 forms £355.00 (+VAT)
- 700 forms £390.00 (+VAT)

Forms overprinted with museum address **and** numbering -

For Collections Trust members:

- 300\* forms £250.00 (+VAT)
- 400 forms £290.00 (+VAT)
- 500 forms £320.00 (+VAT)
- 600 forms £350.00 (+VAT)
- 700 forms £380.00 (+VAT)

2.1.2 When should forms be filled in:

- A form needs to be filled in for every item entering the museum at the time it is left. This includes all potential gifts or purchases, loans and items to be

identified. If the curator goes out to visit the owner to collect something, then they should take a form with them and complete it before returning to the museum.

- Forms must still be filled in for unsolicited items that arrive at the museum and when depositors leave without filling in a form. It is important to be able to account for all material that has entered the museum and to record if items arrived unsolicited or if the depositor's name and address isn't known.

#### 2.1.3 Filing Entry forms:

- Top (white) copy

Goes immediately into an "entry file" where it becomes the museum's master record. A good quality loose-leaf binder can be used to hold these master copies. So that you have a complete record of every object that has entered the museum it is very important that the forms are filed in numerical order without any gaps in the sequence. If a form is removed for any reason, for example to send to a depositor retrospectively, a note or photocopy of the form should be put into the file. It is also useful to record when an object has been accessioned, passed to another museum or otherwise disposed of.

- Second (pink) copy

Given to the depositor as a receipt. When this is done, you should draw attention to the museum's terms and conditions for accepting deposits, printed on the back of the form. This part of the form must be presented when items are returned to the owner or their representative. It can then be filed with the top copy as a record that the material has been returned to the depositor.

- Third (blue) copy

Remains with the material whilst it is being processed. If the material is later accessioned then the third copy can be filed as a security copy in the "object history file". If the item is returned it can be filed in a "returned entries file" or it can be thrown away.

#### 2.1.4 Enquiry forms:

At present the museum uses its own form to record enquiries. It can continue to use these for enquiries where items are not left at the museum.

#### 2.1.5 Temporary exhibitions:

Items entering the museum for temporary exhibition can be recorded on the Collections Trust Entry forms. It is also acceptable to use an in-house designed form for temporary exhibitions. It is also important to draw up terms and conditions for items on loan for temporary exhibition. For more information see section 2.6 Loans in (below).

For more information:

Collections Trust fact sheet *Entry Records*

([http://www.collectionslink.org.uk/manage\\_information/doc\\_object\\_entry/doc\\_entry\\_factsheet](http://www.collectionslink.org.uk/manage_information/doc_object_entry/doc_entry_factsheet))

Holm, Stuart. *Facts and Artefacts*, 2nd Edition (Chapter 6, "Entry documentation")

Cambridge: mda, 1998

Collections Trust fact sheet *Disposing of objects you may not own*

([http://www.collectionslink.org.uk/manage\\_information/doc\\_disposal/disposing\\_of\\_objects](http://www.collectionslink.org.uk/manage_information/doc_disposal/disposing_of_objects))

## 2.2 Acquisition

### SPECTRUM Procedure Acquisition

Accessioning is the formal acceptance of all permanent acquisitions (whether by gift, purchase or bequest) into the museum collection. It is achieved through the following steps:

- Transfer of Title: A legal term to describe the formal process of a change of ownership of an object from one person or organisation to another.
- Accessioning: The formal inclusion of an object into the institution's collections. It follows transfer of title and includes assigning a number to an object and recording details in an accessions register. An accessions register is the permanent record of all objects which are, or have been, part of the institution's permanent collections. An entry should record details concerning the source, identification and history of each item

The accession register is the most important document in a museum. It acts as a formal list of the institution's collections for which staff are accountable. It should last as long as possible and be made from the best quality, high rag content, archival paper. If using a manual system, the volume should have sewn pages and a stout binding. The best quality permanent ink should be used when making entries and unnecessary handling avoided. If a computer system is used for cataloguing accession records could be generated from the computer record in the form of a print-out. These print-outs should be made on archival quality paper and then bound.

#### *Current situation at the Williamson Art Gallery:*

At present very few items are being accessioned and there is a considerable accessioning backlog. This will be looked at in section 3 Retrospective documentation.

#### *Recommendations:*

- 2.2.1 Current accession register:
  - The current accession register meets SPECTRUM and Accreditation standards.
  - An archival quality pen should be used for all entries.

- Tippex should not be used. If a mistake is made it should be crossed out and annotated with the date and initials of the person making the entry

2.2.2 Transfer-of-title of title will be covered by using the Collections Trust Entry forms.

2.2.3 Past accession registers:

Although past accession registers do not always meet current standards there is very little that can be done about this. One of the museum's old accession registers is in a loose-leaf file. This could be bound to make the register more secure.

2.2.4 All accession registers should be stored in a fire-proof cabinet

2.2.5 Labelling and marking. A draft of the new Collections Trust labelling and marking guidelines is included in Appendix 1

2.2.6 History files:

The museum has a system of Object History Files for related information filed in accession number order. There is also a system for filing additional information by artist name. These two systems should be cross referenced where information about the same item is stored in two files.

2.2.7 Accessioning procedure:

It is vitally important that the accessioning backlog does not grow. The museum has two options to stop this happening:

1. restrict collecting
2. accession all new acquisitions as soon as possible

The museum will need to work out a policy on the maximum time permitted to elapse between the entry of an object and the completion of the accessioning procedure.

For more information:

**Collections Trust** fact sheets

*Accession Records*

([http://www.collectionslink.org.uk/manage\\_information/doc\\_acquisition/acquisition\\_factsheet](http://www.collectionslink.org.uk/manage_information/doc_acquisition/acquisition_factsheet))

*Protecting your Records*

([http://www.collectionslink.org.uk/manage\\_information/doc\\_protect\\_records](http://www.collectionslink.org.uk/manage_information/doc_protect_records))

*Numbering* ([http://www.collectionslink.org.uk/manage\\_information/doc\\_numbering](http://www.collectionslink.org.uk/manage_information/doc_numbering))

*Bulk accessioning and the SPECTRUM standard*

([http://www.collectionslink.org.uk/manage\\_information/doc\\_acquisition/bulk\\_factsheet](http://www.collectionslink.org.uk/manage_information/doc_acquisition/bulk_factsheet))

Holm, Stuart. *Facts and Artefacts*, 2nd Edition (Chapter 7, "Accessioning")

Cambridge: mda, 1998

Museums Association *Ethical Guidelines on Acquisition*

## **2.3 Security Copy of Accession Register**

*SPECTRUM Procedure Acquisition*



A back-up copy of the accession register should be made and held at an outside location. Ideally copies should be made on microfilm or fiche. Photocopying is an acceptable alternative.

The Accreditation guidelines state that:

*“A second, back-up copy of the museum’s accession records must be created and maintained. Both registers must be held securely, with one available to authorised staff for reference and the other stored off-site. Where accession information is wholly computerised, it must be supported by a copy of key accession information produced in an alternative medium which meets proven archival standards. Updates must be made to the stored copy at regular intervals so that the two copies remain consistent.”*

*Current situation at the Williamson Art Gallery:*

Accession registers have been digitally photographed and stored on cd-rom. Copies are kept in another building

Recommendations:

- 2.3.1 As cd-rom is not a proven long-term archival format they should be checked regularly to ensure that they are not deteriorating.

For more information:

**Collections Trust** fact sheet *Protecting Your Records*

([http://www.collectionslink.org.uk/manage\\_information/doc\\_protect\\_records](http://www.collectionslink.org.uk/manage_information/doc_protect_records) )

## **2.4 Location and movement records**

SPECTRUM Procedure Location and movement control

Museums need to log current and past locations of all objects in their care to ensure that they can locate any object at any time. This information should be recorded in the

catalogue record. This system should include: location coding, location recording and a means of recording a change of location.

#### *Current situation at the Williamson Art Gallery:*

Location information is stored on card index and in the museum's dbase cataloguing system. Location records are considered to be reasonably accurate and up-to-date. When items are moved an object movement card is put in the place of the moved item.

#### *Recommendations:*

##### 2.4.1 Location and movement control procedure:

- There are two stages to Location and movement control:
  - 1) Reporting the move: The person who moves an item must record the details of the move
  - 2) Updating the catalogue: An object's location should be recorded in the catalogue. This record must be updated as soon as possible to record the new location.
- At present object movements are not always recorded in the museum database. When a new database is introduced it will be important that all object moves are recorded in this system. A procedure will need to be set up so that object moves can be recorded in the database.
- Object movement tickets are available from Collections Trust (see <http://www.mda.org.uk/mansys>) However, it is not necessary to use these as an object movement form can easily be produced in-house. It should include the following information:
  - old location
  - new location
  - date of move
  - person moving the object
  - reason for the move

##### 2.4.2 Location records audit:

A check of all location records should be carried out as part of the retrospective documentation project. See section 3.4 Retrospective documentation for more information

For more information:

**Collections Trust** fact sheet *Location and Movement Control*

([http://www.collectionslink.org.uk/manage\\_information/doc\\_loc\\_move/doc\\_loc\\_factsheet](http://www.collectionslink.org.uk/manage_information/doc_loc_move/doc_loc_factsheet))

Holm, Stuart. *Facts and Artefacts*, 2nd Edition (Chapter 10, "Location records and movement control")

Cambridge: mda, 1998

Holm, Stuart. *Cataloguing Made East*, 2<sup>nd</sup> Edition, Cambridge: mda, 2002

## 2.5 Cataloguing and indexing

### SPECTRUM Procedure 6 Cataloguing

The requirement of Accreditation is that catalogue records have to be kept and that there should be at least one index to this information.

Cataloguing is the assembling together of all primary information about each item in the collection. This information is held in a file of records. These could be cards, loose-leaf sheets or computer records. This file is the collection catalogue.

Information in the record is sorted into a set of pigeon-holes known as 'fields'. Each discrete piece of information such as the date the item was made or the name of donor is held in a separate field. This may be a box on a catalogue card or an entry on a computer screen. The record should be consistently structured in this way, as it is easier to index than unstructured information. When information is placed in these fields certain rules must be followed to aid indexing. These rules govern the words used, the order in which they are entered and any punctuation which may be required. This regulation of data entry is known as 'terminology control'.

#### *Current situation at the Williamson Art Gallery:*

The museum has a comprehensive card index system and a dbase database for cataloguing. Much of the collection is catalogued on dbase although some areas are more comprehensive than others.

#### *Recommendations:*

2.5.1 The museum should purchase a museum collections management system. Although it is possible to use an in-house database this is not ideal and a database specifically designed for museum cataloguing is preferable. There are two main reasons for this:

- It will be SPECTRUM compliant. A list of SPECTRUM compliant systems can be found on the Collections Trust website at <http://www.mda.org.uk/software>
- A museum collections management system will be developed and supported by the company. Any developments to an in-house system would have to be carried out by the museum and will use limited time and resources.

#### 2.5.2 Database options:

The museum has two main options for a cataloguing system:

1. CALM

This is already used by Wirral Archives. Using this system would allow direct sharing of records with Wirral Archives and in-house support would be available. However, CALM is expensive.

## 2. MODES XML or MODES for Windows

MODES is a widely used and well supported cataloguing system. It is also relatively inexpensive. Prices can be found at

<http://www.modes.org.uk/index.asp?page=prices>

### 2.5.3 Data transfer:

As a considerable part of the collection has already been catalogued in database it is important that this data should be transferred into whichever new system is purchased. This can be carried out by the software supplier.

### 2.5.4 Card indexes:

It is important that all the information held in the card indexes should also be transferred into the new database. See section 3 Retrospective Documentation for more information.

### 2.5.5 Cataloguing procedure:

When a new database has been purchased all new acquisitions should be catalogued as soon as possible. The museum will need to work out a policy on what will be a “core” catalogue record. The following information should be included:

- Accession number
- Simple object name
- Number of items
- Brief description
- Acquisition method, date and source information
- Location information
- Recorder

The following information will also usually be important:

- Classification
- Production place, person and date
- Association place, person, date
- Entry number

For more information:

**Collections Trust** fact sheets *Cataloguing*

([www.collectionslink.org.uk/manage\\_information/doc\\_cataloguing/doc\\_cataloguing\\_factsheet](http://www.collectionslink.org.uk/manage_information/doc_cataloguing/doc_cataloguing_factsheet)) and *Indexing and Retrieval*

([http://www.collectionslink.org.uk/manage\\_information/doc\\_cataloguing/indexing\\_factsheet](http://www.collectionslink.org.uk/manage_information/doc_cataloguing/indexing_factsheet))

Holm, Stuart. *Facts and Artefacts*, 2nd Edition (Chapter 8, "Cataloguing")

Cambridge: MDA, 1998

Holm, Stuart. *Cataloguing Made Easy*, 2<sup>nd</sup> Edition, Cambridge: MDA, 2002

## 2.6 Loans

SPECTRUM Procedure Loans in

SPECTRUM Procedure Loans out

Museums need to manage and document the process of borrowing objects, for which they are responsible for a specific period of time and for a specified purpose, normally display, but including research, education or photography. They also need to manage and document the process of loaning objects to other institutions for a specific period of time.

All loans into museums should be for a fixed period of time with agreed terms and conditions. Museums should not accept items on "permanent loan".

*Current situation at the Williamson Art Gallery:*

The museum has very few loans in or loans out. There are some items on long term loan in.

*Recommendations:*

### 2.6.1 Loans in

- Loans in to the museum should be initially recorded using the Entry form.
- A separate loan agreement is also needed. An Collections Trust standard loan agreement can be found at [http://www.collectionslink.org.uk/manage\\_information/loanspack](http://www.collectionslink.org.uk/manage_information/loanspack)
- Loans in to the museum should not be accessioned as they are not part of the permanent collection. A separate numbering system should be used for loans. This could be a simple running number system with an "L" prefix.
- For long term loans already in the museum the owners should be contacted to discuss possible donation or fixed term loan agreements.

### 2.6.2 Loans out

- Loans out from the museum should be initially recorded using the Exit form
- A separate loan out agreement is also needed. Example from the Imperial War Museum can be found at [http://www.collectionslink.org.uk/manage\\_information/loanspack](http://www.collectionslink.org.uk/manage_information/loanspack)

For more information:

Collections Trust Loans pack

([http://www.collectionslink.org.uk/manage\\_information/loanspack](http://www.collectionslink.org.uk/manage_information/loanspack) )

Collections Trust fact sheets *Loans In*

([http://www.collectionslink.org.uk/manage\\_information/doc\\_loans\\_in/loans\\_in\\_factsheet](http://www.collectionslink.org.uk/manage_information/doc_loans_in/loans_in_factsheet) )

and *Loans Out*

([http://www.collectionslink.org.uk/manage\\_information/doc\\_loans\\_out/loans\\_out\\_factsheet](http://www.collectionslink.org.uk/manage_information/doc_loans_out/loans_out_factsheet)

)

Collections Trust fact sheet *Disposing of objects you may not own*

([http://www.collectionslink.org.uk/manage\\_information/doc\\_disposal/disposing\\_of\\_objects](http://www.collectionslink.org.uk/manage_information/doc_disposal/disposing_of_objects)

)

## 2.7 Exit

SPECTRUM Procedure 16 Despatch

Exit records should log any item from the permanent collection which leaves the museum premises. The procedure should be applied to all outward loans, temporary transfer of material for conservation, copying etc., permanent transfer to another institution, or the destruction of an object due to damage. The return of an object to its owner (e.g. an unwanted offer of a gift) does not normally require the creation of an exit record. Its removal will be logged on the appropriate entry form.

*Current situation at the Williamson Art Gallery & Museum:*

At present there is no Exit procedure.

*Recommendations:*

2.7.1 Introduce an Exit procedure using Collections Trust Object exit forms.

For more information:

**Collections Trust** fact sheet *Exit Records*

([http://www.collectionslink.org.uk/manage\\_information/doc\\_object\\_exit/object\\_exit\\_factsheet](http://www.collectionslink.org.uk/manage_information/doc_object_exit/object_exit_factsheet))

Holm, Stuart. *Facts and Artefacts*, 2nd Edition (Chapter 11, "Exit documentation")  
*Cambridge: mda, 1998*

## 3. Retrospective Documentation

SPECTRUM Procedure Retrospective Documentation

The ultimate aim of retrospective documentation should be to have every item in the permanent collection accessioned, labelled or marked, catalogued and the storage location recorded. However, Accreditation recognises that this is a very long-term process and the first stage is to establish basic accountability for collections. Museums initially have to carry out an inventory to establish what they have and where it is. The Accreditation Guidelines state:

*4.4.3 When addressing backlogs, a museum should have an accession record and a location record for all items, or groups of items, in its collection. If it does not, then it must start by making an inventory of all items in its care. The inventory will enable an overview of the museum's position relating to documentation backlogs to be established and should be completed within a short time span. Each inventory entry must contain an accession number (if this has already been allocated) or temporary number, a simple object name or brief description, and the object's location. Every un-numbered item, or groups of items, listed in the inventory must be labelled with a temporary number. More information about making an inventory can be found in mda's Documentation for Accreditation Pack which is available on the mda website.*

*4. Having created an inventory, the museum must then compare the inventory with existing documentation records to identify and resolve any anomalies and see if any unnumbered items match existing documentation.*

The Accreditation requirements are based on Collections Trust's normally recommended process for dealing with retrospective documentation. This requires that museums carry out an inventory of the collections using the following process:

stage 1: Carry out an inventory of the collection by working systematically through the stores recording the location of every object. When an object has an accession number a record should be made using this number. If the object is not marked with an accession number, it should be given a temporary identity number. For example, a simple running number sequence prefixed by a T.

stage 2 Reconciliation with existing paperwork: Go back to the documentation and enter information for missing objects from the accession registers into the computer database. The location would be recorded as "not located", or other preferred terminology.

Stage 3 Reconcile the new inventory with existing documentation: An inventory usually results in objects with accession numbers that match information in the accession registers, objects with temporary numbers and records for objects when no objects have been found.

The usual procedure is then to go systematically through any existing documentation, such as old accession registers and catalogues trying to match each object described in the old records with a corresponding entry in the new inventory.

Stage 4 Rationalisation and disposal

*Current situation at the Williamson Art Gallery:*

Some basic principles for retrospectively documenting the Williamson Art Gallery collections:

- An inventory of the collections has been carried out in 1984. As part of this work un-numbered items were allocated with a temporary number. This appears to have been a comprehensive inventory of the collection and most items seem to have either an accession number or temporary inventory number. As a result of this inventory location records also seem to be for the most part accurate.

As this inventory work has already been carried out it is not necessary for the museum to undertake an inventory at this point. However, the inventory will need to be checked. (see section 3.4 below)

- The main retrospective documentation problem is backlog of unaccessioned items dating back to 1997.
- A major problem in dealing with the accessioning backlog is lack of storage space. The museum will need to address this issue before any work on dealing with the backlog can begin.

#### *Recommendations:*

3.1 Purchase new collections database and arrange for transfer of existing data  
(see section 2.5.1-2.5.3 Cataloguing, above)

3.2 Data cleaning  
Cleaning and checking of transferred data.

Estimated timescale: 2-3 weeks

3.3 Manual transfer of remaining records:  
There are approximately 5,000 records not in the existing database. These will need to be manually entered into the new database from the accession registers. Basic accession data only should be entered. Location information will also need to be entered from the catalogue cards.

Estimated timescale: 300 records per day, 4 weeks

3.4 Check locations:

3.4.1 Working from the information in the new database check each location to confirm that objects are stored in the right place. If additional items are found the new location should be entered into the record. This task will be considerably speeded up if done using a laptop in the store.

Estimated timescale 6 weeks



geology  
recorded by 3.4.2 Some items will only need to be listed in bulk. For example, with the collections items do not need to be listed individually but can be the drawer or even the cabinet that items are stored in.

3.4.3 If it is necessary to create new records then only essential inventory information need be recorded as follows:

SPECTRUM recommended standard for inventory information:

Record number\*  
Simple name\*  
Classified name  
Brief description\*  
Location and date\*  
Notes (e.g. that it requires urgent conservation)  
Recorder and date

(\* = essential)

3.4.4 At the end of the process any unlocated items will need to be found.

Estimated timescale 2 weeks

3.5 Backlog of unaccessioned items

3.5.1 Undertake review of storage and create additional storage space

3.5.2 Accession the backlog of unaccessioned items. Items should be entered into the accession register and then catalogued on the collections database. The museum will need to decide on an appropriate level of information to be recorded at this stage.

Estimated timescales approximately 500 items, accessioning 30  
per day 4 weeks

3.6 Accessioning unaccessioned items found during the 1984 inventory

Estimated timescale 7 weeks

3.7 Audit of loans and items from temporary exhibitions

3.8 Manual transfer of remaining information from catalogue cards and further cataloguing of collections.

Estimated timescale this is a longer term aim and should be completed within 5 years.

## 7. Documentation Procedural Manual

The *Accreditation Standard* requires that:

**4.2.3** *The museum must have an up-to-date Documentation Procedural Manual to guide the work of staff involved in documentation at all levels. Such a manual will set out the documentation practices and procedures of a museum in order that information about documentation systems, both manual and computerised, may be available to all museum staff, ensuring consistency and continuity of practice. It must be reviewed on a regular basis to maintain its currency.*

*Current situation at Ribchester Roman Museum :*

There is no procedural manual

*Recommendations:*

7.1 Produce a procedural manual based on the Collections Trust Procedural Manual Template. See

[http://www.collectionslink.org.uk/manage\\_information/procedural\\_manual\\_template](http://www.collectionslink.org.uk/manage_information/procedural_manual_template)

## 8. Documentation Plan

Procedure	Work to be carried out	Section in report	Staff	Timescale
Object Entry	Purchase Collections Trust Object Entry Forms and review the Object Entry procedure	2.1.1 - 2.1.5	Curator and Senior Keeper	by end March 2011
Acquisition	Review the Accessioning procedures	2.2.1 – 2.2.7	Curator and Senior Keeper	By end March 2011
Location and movement control	Review Location and movement control procedure after purchase of new database and transfer of data	2.4.1	Curator and Senior Keeper	by end June 2011
Cataloguing	Purchase new database and arrange transfer of data	2.5.1-2.5.3	Curator and Senior Keeper	By end June 2011
	Review Cataloguing procedure	2.5.5	Curator and Senior Keeper	By end June 2011
Loans	Introduce a loans-in agreement	2.6.1	Curator and Senior Keeper	By end March 2011
	Introduce a loans-out agreement	2.6.2	Curator and Senior Keeper	By end March 2011
Exit	Introduce an Exit procedure	2.7	Curator and Senior Keeper	By end March 2011

Retrospective Documentation	Purchase new database and arrange transfer of data	3.2	Curator and Senior Keeper (?)	2-3 weeks, completed by July 2011
	Transfer of remaining records	3.3	Temporary documentation post	4 weeks, completed by July 2011
	Checking storage locations	3.4	Temporary documentation post working with Curator and Senior Keeper	8 weeks, completed by July 2011
	Review of storage and dealing with accessioning backlog from 1997	3.5	Temporary documentation post working with Curator and Senior Keeper	Completed by April 2012
	Accessioning of unaccessioned items from 1984 inventory	3.6	Temporary documentation post working with Curator and Senior Keeper	7 weeks, completed by April 2012
	Audit of loans and uncollected items from exhibitions	3.7	Temporary documentation post working with Curator and Senior Keeper	Completed by April 2012
	Transfer of remaining data from catalogue cards	3.8	Curator and Senior Keeper	Completed by April 2016