

Blake Museum Bridgwater

Documentation Procedure Manual 2015

1 Introduction

This manual sets out the sequence of steps to be followed from the deposit of an Object in the Museum to its accessioning and addition to the Museum Collections.

The procedures described here are intended to meet or exceed the SPECTRUM 4 Primary Procedures.

2 Accepting Objects

- 2.1 Only a member of the Curatorial Team may accept an object into the Museum for assessment.
- 2.2 Custodians should refer a potential depositor to a member of the Curatorial Team. They must not accept an object or objects into the Museum. The Members of the Curatorial team attend every Monday and Thursday.
- 2.3 The member of the Curatorial Team may decide to accept or decline the Object into the Museum.
- 2.4 If the member of the Curatorial Team decides to decline to object then it must be returned to the potential depositor in person forthwith.
- 2.5 If the member of the Curatorial Team decides to accept the object then an Object Entry Form must be completed accordance with the procedure 3 below. The entry is done in the presence of the donor so they can be given a copy as a receipt

3 Object Entry

- 3.1 Only an Object which complies with the current Museum Acquisition Policy may be taken to the Museum and given an Entry Form.
- 3.2 Information about the object and its depositor shall be typed by a member of the Curatorial team in the numbered Entry Form Template.
- 3.3 Three copies of the Form shall be printed and signed by the depositor and a member of the Curatorial Team. Two copies shall be retained by the Museum and the other passed to the depositor.
- 3.4 One completed Entry Form shall be placed in the Entry File for the Honorary Curator's decision on whether or not the Object shall be Accessioned.
- 3.5 The Object may be Accessioned in accordance with the Accessioning Procedure (4 below).
- 3.6 The Curator may decide that the item is not to be Accessioned. If the Object is not to be Accessioned, then it may be
 - (a) retained for the Learning Collection
 - (b) retained for other purposes
 - (c) returned to the depositor
 - (d) disposed of in accordance with the terms of entry.

4 Database Entry

4.1 Objects shall be entered on the FilemakerPro database generally in the order that they have been received as shown by the sequential number on the Entry Form.

4.2 The minimum information to be entered for each object is that contained on the Entry Form.

4.3 Where appropriate, an image (scanned or photographed) should be made and included in the record.

4.4 Additional information should be added where appropriate and in consultation with the Chief Cataloguer and the Curatorial Team.

4.5 Abbreviations and formats are set down in Appendix 1 to this manual.

4.6 The record should include the initial of the in-putter and date that the entry was made.

4.7 When the record is complete, the Entry Form should be placed in the permanent file.

4.8 The object shall be given a unique reference number. This number shall be permanently associated with the object in the manner described in the Marking of Objects, Appendix 2. This number will be the Global Organisation Accession Number. For new accessions, this will take the form BWRAB : 20xx/y/z where xx is the last two digits of the year, y is numeric in the range 1 to 30 assigned to the data in-putter and z is any sequential digit.

Any of the curatorial team may catalogue, but it is normally done by the Chief Cataloguer.

The catalogue is backed up, automatically on a separate hard drive. In addition, copies are made on pen drive so the curatorial team may have copies on their home computers for reference.

5 **History Files**

A copy of every record must be printed out and placed in the History file, together with the third Entry Form and any further information concerning provenance, conservation, historical background, correspondence and any other related material.

6 **Accessions Register**

A duplicate of the records added should be printed out on archival quality paper and kept securely. The copy is made at the time the object is catalogued and filed by the chief cataloguer. When sufficient printed records have been accumulated, they should be bound as a set and placed securely in the strong room of the Town Hall.

7 **Backlog**

There is no backlog of cataloguing. Occasionally uncatalogued items have been found which are catalogued as required.

8 **Objects Loaned Out**

These are subject to the conditions set out in the Blake Museum, Acquisitions and Disposal Policy, 2015, section 13 Details are recorded on the Exit form template and 2 printed copies are made. One is sent with the object, another with the History

file. Both are signed by the Blake Museum curator, and the representative of the borrower.

9 **Object movement within the museum**

When an object is temporarily moved out of store for display, the details are recorded on a Item Removal Slip, the top yellow part is placed in the box housing the object. The white duplicate is placed in the Removal Slip file located in the office, and the location details are amended on the computer catalogue. When the object is returned, the yellow slip is removed and filed in the Removal Slip file and the computer catalogue amended.

10 **Disposals**

These are subject to the conditions set out in the Blake Museum, Acquisitions and Disposal Policy, 2015, section 12

Signature
Chair of MSC

Date.....

Certified.....
Town Clerk