

## Introduction

This document introduces the various documentation (forms) used by the museum, to process objects arriving to, moving around and finally out of the responsibility of the museum.

These forms record the signatures and data required to manage legal transfer of title and intellectual rights of and to the objects.

Where appropriate, information coming under the General Data Protection Requirements (GDPR), the agreement to such requirements is recorded.

## 1 Tracking Numbers

### 1.1 Use

When an object first arrives on to the Museum site, it is not normally known whether they will be accepted by the museum in accordance with the Acquisition and Disposal Policy or returned to the Owner. Until such times as a decision is reached a temporary number is allocated to the Form, and a Label, which should be securely attached to the Object.

Tracking number set starting "T0000" is for use by the Archivist only.

Tracking number set starting "T2000" located in reception for use by all staff.

### 1.2 Register

The register consists of pre-numbered printed sheets, which show the next number available, a space for a simple description, the name of the person receiving the item and the date the number was used.

## 2 Control Forms

### 2.1 Object Entry form 010

The Object Entry form is used to capture signatures and record details about all objects entering the museum. In the case of donations, or purchases, this form is the first step in transferring ownership of the object and its associated intellectual property to the museum, should the museum decide to accept or purchase the object.

Objects may be allocated a tracking number whilst the object(s) are accessed or investigated. The outcome, transfer of title or return to Owner, where applicable is recorded

### 2.2 Loan In form 020

The Loans In form is used to record, control any object(s) that are loaned to, or borrowed from, other persons or bodies. In accordance with the museum Acquisition and Disposal Policy Borrowed items are always for an agreed fixed term. The expression Permanent Loan is not accepted.

### 2.3 Loan Out form 030

The Loan Out form is used to authorise, record and control the loan of object(s) from the museum to other persons or bodies. Loans out are always for a fixed term.

### 2.4 Object Movement form 040

This form used to process the move of an object from one location to another within the museum. The form may also be used to correct the location record in the accession records and catalogue / intranet.

## 2.5 Object Investigation form 050

The form may be used to ticket an object that has been found on the museum's premises with no identification. The form records the investigation process stages from being found to accession or disposal. Such objects may have lost the appropriate identification tag / marking or may have been anonymously deposited on site.

## 2.6 Object Exit form. 060

The Object Exit form is used to authorise the removal of objects from the accession register and or the museum site. Such objects are no longer the responsibility of the museums governing body and are to be removed from the museum premises. This form is also used where objects entry is anonymous and has not been recorded on any other forms. High value anonymous items should be photographed and allocated a tracking number.