

Object entry forms

Object entry forms support the Spectrum Object entry procedure (a primary procedure) and are used whenever an object enters the museum.

This 2018 revision of the Collections Trust object entry form takes into account recent changes to data protection law. Depositors now indicate that they have been made aware of the museum's privacy notice, and also acknowledge that the museum will capture, store, edit and transit information associated with acquired objects in line with that privacy notice.

We have also taken out the previous wording that, by default, required donors/vendors to assign to the museum any copyright they might hold in acquired object. Instead, it is suggested that agreements about assigning or licensing relevant copyright should be documented separately.

Objects may come into the museum as potential donations or sales, and as loans. Sometimes objects may enter the museum for identification and are returned to the depositor/owner after a short period of time. The object entry form allows the museum to capture signatures, and record details about all objects entering the museum. In the case of donations and sales, this form is the first step in transferring ownership of the object and its associated intellectual property to the museum, if the museum decides to accept the object.

The forms are double-sided, with conditions of deposit on the back. Each form is in carbonless triplicate:

- The top copy of the form (white) is filed in the museum's entry file.
- The second copy (blue) is kept with the object.
- The third copy (pink) is given to the depositor as a receipt.

Object exit forms

Object exit forms support the Spectrum Object exit procedure (a primary procedure). They are used whenever an object from the long-term collections leaves the museum, or on the return of a loan to its owner.

This 2018 revision of the Collections Trust object exit form takes into account recent changes to data protection law. Those signing the form now indicate that they have been made aware of the museum's privacy notice.

Objects may leave the museum for a variety of reasons, including as loans or for disposal. Object exit records should be created and maintained whenever an object leaves the museum. The object exit form allows the museum to capture signatures (of the person removing the object and of the person at the museum authorising its removal) and record further details about the object leaving the museum.

Each form is double-sided with further information on the reverse. Each form is in carbonless triplicate:

- The top copy of the form (white) is filed in the museum's exit file.
- The second copy (yellow) is given to the person removing the object.
- The third copy (blue) can be filed in a loans file or an object history file as appropriate.

Transfer of title forms

Transfer of title forms support the Spectrum Acquisition procedure (a primary procedure). They are used to transfer the ownership of an object from the owner to the museum if this has not already been done using the object entry form.

This 2018 revision of the Collections Trust transfer of title form takes the opportunity to bring the wording of the agreement and conditions in line with that of the object entry form. This takes into account recent changes to data protection law. Those signing the form now indicate that they have been made aware of the museum's privacy notice, and also acknowledge that the museum will capture, store, edit and transit information associated with acquired objects in line with that privacy notice.

Object movement tickets

Showing all 1 result

Object Movement Ticket

Object Number	
Object Name	
Old Location	
New Location	
Reason	
Moved by : date	Y