**Collections Management Checklist**

**The aim of this document is to provide a simple checklist to determine the state of collections management procedures in your museum. Most of the questions require simple yes or no responses with others requiring additional basic information. The responses to these questions can help to shape the museum’s priority areas for collection care and collection development.**

**This is a self-completion toolkit which will assist in gathering together key information on collections management within your museum which is key for effective collections care and access.**

**You might wish to review the completed document with a senior museum colleague, your local Museum Development Officer or your museum’s Accreditation Mentor to identify priority areas for action. Alternatively you might undertake a self-assessment review using the ACE Guidelines for Museum Accreditation and other sector standards like PAS 197:2009 and PAS 198:2012 from which many of these questions are derived. The Collections Trust Spectrum 5.0 provides a more structured approach for in depth review.**

**After this it will be possible to identify an action plan to implement any improvements which may be required and changes which should be included in the museum’s Collection Development Policy and Business Plan.**

| SITE/PROPERTY/MUSEUM |  |
| --- | --- |
| Site Name |  |
| Person Completing Checklist |  |
| Date |  |

1. **Documentation**

**Primary Documentation**

|  |  |  |  |
| --- | --- | --- | --- |
| Does your museum use? | | Yes | no |
| Receipt and Deposit forms | |  |  |
| Acquisition/ Transfer of Title forms | |  |  |
| A conservation grade Accession Register with entries in permanent black ink | |  |  |
| Loans out forms | |  |  |
| Disposal Forms | |  |  |
| Are these based on the Collections Trust (MDA) forms or are they to the museum’s own design and content? | |  |  |
| A Day Book | |  |  |
| A printed Accession Register produced from the Collections Management Database | |  |  |
| Location/movement records | |  |  |
| Any additional Information: |  | | |

**Policy documents and guidelines**

|  | | Yes | no |
| --- | --- | --- | --- |
| Are you familiar with the museum’s collections management policy and/or plan as adopted by its trustees/elected members and where to find them? | |  |  |
| Are you familiar with the ACE Accreditation Standard’s requirements for collections? | |  |  |
| Are your familiar with the requirements of Spectrum 5.0 Primary Procedures? | |  |  |
| Do you know where to get additional advice? | |  |  |
| Additional Information |  | | |
| Are there types of museum object which are excluded from routine collections management procedures, e.g. archives, ephemera, archaeological material? | |  |  |
| Please describe any such material and how it is managed. |  | | |

1. **Records Management**

**Additional Documentation**

| Does the museum maintain? | | Yes | no |
| --- | --- | --- | --- |
| Object Files | |  |  |
| Donor Files | |  |  |
| Loans In files | |  |  |
| Loans out files | |  |  |
| Any additional information: |  | | |

| Does the museum have? | | Yes | no |
| --- | --- | --- | --- |
| A duplicate copy of its Accession Register? | |  |  |
| In what format? |  | | |
| A collections management database? | |  |  |
| If so which one? |  | | |
| Is the software current with routine updates? | |  |  |
| Is it regularly used? | |  |  |
| Who uses it? |  | | |
| Is there a duplicate copy of its database records? | |  |  |
| If so where/how is it held? |  | | |
| Any additional information: |  | | |
|  | | Yes | No |
| Accession Register | |  |  |
| Acquisition forms | |  |  |
| Duplicate acquisition forms | |  |  |
| Manual indexes | |  |  |
| Correspondence files | |  |  |
| Are they kept in a secure location? | |  |  |
| Where? |  | | |
| Who is responsible for the museum’s collection documentation and other records? |  | | |
| How is personal and other sensitive data kept securely? |  | | |
| Any Additional Information: |  | | |

1. **Marking and Labelling**

|  | | Yes | no |
| --- | --- | --- | --- |
| Are all accessioned objects permanently marked with their Accession Number in an appropriate way? | |  |  |
| How? |  | | |

| policy documents and guidelines | | Yes | no |
| --- | --- | --- | --- |
| Are you familiar with the museum’s marking and labelling guide, the requirements of SPECTRUM 5.0 and are these followed in marking and labelling practice? | |  |  |
| Any Other Information: |  | | |

1. **Acquisition/Disposal process**

|  | | Yes | no |
| --- | --- | --- | --- |
| Are you familiar with the museum’s Collections Development Policy (CDP) and refer to it when considering potential acquisitions? | |  |  |
| When was the CDP last revised? |  | | |
| Does the museum have an Acquisitions Committee or similar body which reviews potential acquisitions and disposals? | |  |  |
| What is the decision making process for proposing a new acquisition to the museum’s collection? Please provide brief details: |  | | |

1. **Authorization /governance**

|  | | Yes | no |
| --- | --- | --- | --- |
| Do the museum’s trustees/elected members receive regular information requesting their approval to acquire items for the collection? | |  |  |
| Are arrangements in place for the trustees/elected members to approve any proposed de-accessioning and disposal from the collections? | |  |  |
| How is this done? |  | | |

1. **Audit**

|  | | Yes | no |
| --- | --- | --- | --- |
| Are collections audits undertaken? | |  |  |
| How frequently? |  | | |
| When was the last one? |  | | |
| If an audit has been undertaken, please describe briefly what has been done |  | | |

1. **Preventative Collections Care**

|  |  |
| --- | --- |
|  |  |
| How is the long term care of the collections managed? |  |

1. **Environment**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | Yes | no |
| Is the temperature and relative humidity of storage and display areas monitored? | |  |  |
| How? |  | | |
| How often? |  | | |
| What happens to the data? |  | | |
| Are there any known problem areas which need to be addressed? | |  |  |
| If so, please describe briefly |  | | |
| Are the light sources in display and storage areas monitored and managed? | |  |  |
| How? |  | | |
| How often? |  | | |
| What happens to the data? |  | | |

| How ARE the damaging effectS of light reduced? | | Yes | no |
| --- | --- | --- | --- |
| Blinds | |  |  |
| Ultra violet screening | |  |  |
| Are there any known problem areas which need to be addressed? | |  |  |
| If so, please describe briefly |  | | |
| Covers | |  |  |
| U.V Baffles | |  |  |
| LED Lighting | |  |  |
| Are there any known problem areas which need to be addressed? | |  |  |
| If so, please describe briefly |  | | |

| How does the museum monitor and manage potential pest problems? | | Yes | no |
| --- | --- | --- | --- |
| Blunder insect traps (sticky traps) | |  |  |
| Baited rodent traps | |  |  |
| Quarantining objects | |  |  |
| Use of insecticides e.g. proprietary woodworm killer | |  |  |
| Careful conservation use of deep freezing | |  |  |
| Good housekeeping | |  |  |
| Regular checks | |  |  |
| The museum does not do any of this | |  |  |
| Are there any known problem areas which need to be addressed? | |  |  |
| If so, please describe briefly |  | | |

1. **Housekeeping**

| What are the housekeeping/ cleaning regimes for in display and storage areas? | | Yes | no |
| --- | --- | --- | --- |
| Cleaning | |  |  |
| How often? |  | | |
| Deep cleaning | |  |  |
| How often? |  | | |
| How often are the display areas and display case contents checked for any signs of deterioration? | | | |
| Weekly | |  |  |
| Monthly | |  |  |
| Annually | |  |  |
| When we change the displays | |  |  |
| Never | |  |  |
| Are there any known problem areas which need to be addressed? | |  |  |
| If so, please describe briefly |  | | |

1. **Collection Storage Sundries and Materials**

| What sort of racking/storage furniture e.g. drawers is used in stores? | | Yes | no |
| --- | --- | --- | --- |
| Painted metal | |  |  |
| Solid wood | |  |  |
| Composition, including MDF | |  |  |
| Other – please specify |  | | |

| What sort of boxes/ storage containers are used? | | Yes | no |
| --- | --- | --- | --- |
| Archive museum quality boxes | |  |  |
| Archive/museum quality polycarbonate (plastic) boxes | |  |  |
| Acid fee tissue paper | |  |  |
| Other – please specify |  | | |

| Other inert enclosures | | Yes | no |
| --- | --- | --- | --- |
| Secol sleeves | |  |  |
| Archival quality folders/enclosures/mounts | |  |  |
| Silversafe enclosures for photographic material | |  |  |
| Other – please specify |  | | |

| Non museum/archive quality STORAGE MATERIALS | | Yes | no |
| --- | --- | --- | --- |
| Second hand goods boxes e.g. cardboard, wood, plastic | |  |  |
| Newspaper | |  |  |
| Non inert polymers e.g. cellophane, bubble wrap etc. | |  |  |
| Second-hand textiles, rags etc. | |  |  |
| Other – please specify |  | | |

| Storage areaS | | Yes | no |
| --- | --- | --- | --- |
| Are any objects stored directly in the floor? | |  |  |
| Are there any known problem areas which need to be addressed? | |  |  |
| If so, please describe briefly |  | | |

1. **Specialist advice**

| Does the museum receive external specialist advice about its collection? | | Yes | no |
| --- | --- | --- | --- |
| From in house specialists e.g. conservator or registrar | |  |  |
| From the Museum Accreditation Mentor | |  |  |
| From conservator(s) | |  |  |
| From Museum Development Officer (MDO) | |  |  |
| Other sources of advice – please specify |  | | |

1. **The Building**

|  | | Yes | no |
| --- | --- | --- | --- |
| Is the building managed in such a way as to prevent risk to collections? | |  |  |
| Is it kept in a wind and watertight condition? | |  |  |
| Is there a planned maintenance programme? | |  |  |
| Is there a Quinquennial review and action plan for the building? | |  |  |
| If so, when was this undertaken |  | | |
| Are there any known problem areas which need to be addressed? | |  |  |
| If so, please describe briefly |  | | |

1. **Security**

|  | | Yes | no |
| --- | --- | --- | --- |
| Is the building secure? | |  |  |
| Are the collection storage areas secure? | |  |  |
| What security arrangements are in place? |  | | |
| Does the building or part of the building meet  Government Indemnity Scheme (GIS) standards? | |  |  |
| Which areas? |  | | |
| When was the last review of security arrangements undertaken? |  | | |
| Are there any known problem areas which need to be addressed? | |  |  |
| If so, please describe briefly |  | | |

1. **Emergency Planning**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | YES | No |
| Does the Museum have a current Collections Emergency Plan? | |  |  |
| When was this last reviewed? |  | | |
| How is it implemented e.g. desk exercises, training etc.? |  | | |

1. **Outdoor Storage**

|  | | Yes | no |
| --- | --- | --- | --- |
| Are any collection items stored in the open air? | |  |  |
| Are any collections items stored under temporary covers e.g. sheeting? | |  |  |
| Are any collections items stored in open sided structures? | |  |  |
| If so, please describe briefly: |  | | |

1. **Condition surveys**

|  | | Yes | no |
| --- | --- | --- | --- |
| Are collection condition surveys/audits undertaken? | |  |  |
| How frequently? |  | | |
| When was the last one? |  | | |

1. **Collection Care Plans**

|  | Yes | no |
| --- | --- | --- |
| Do significant objects in the collection have Conservation & Care plans? |  |  |
| What objects or types of object have Conservation and Care Plans? |  | |

| Any additional information on the management of your museum’s collections? |
| --- |
|  |

**Museum Development Yorkshire, 2020**