KULTURRÅDET
Arts Council
Norway

# SPECTRUM 4

Trondheim

27.11.2012

“Now in its 4th edition, the SPECTRUM Standard is used by more than 7,000 museums in 40 countries worldwide to improve the management, sustainability and use of their Collections.”

# SPECTRUM

Standard for samlingsforvaltning og dokumentasjon

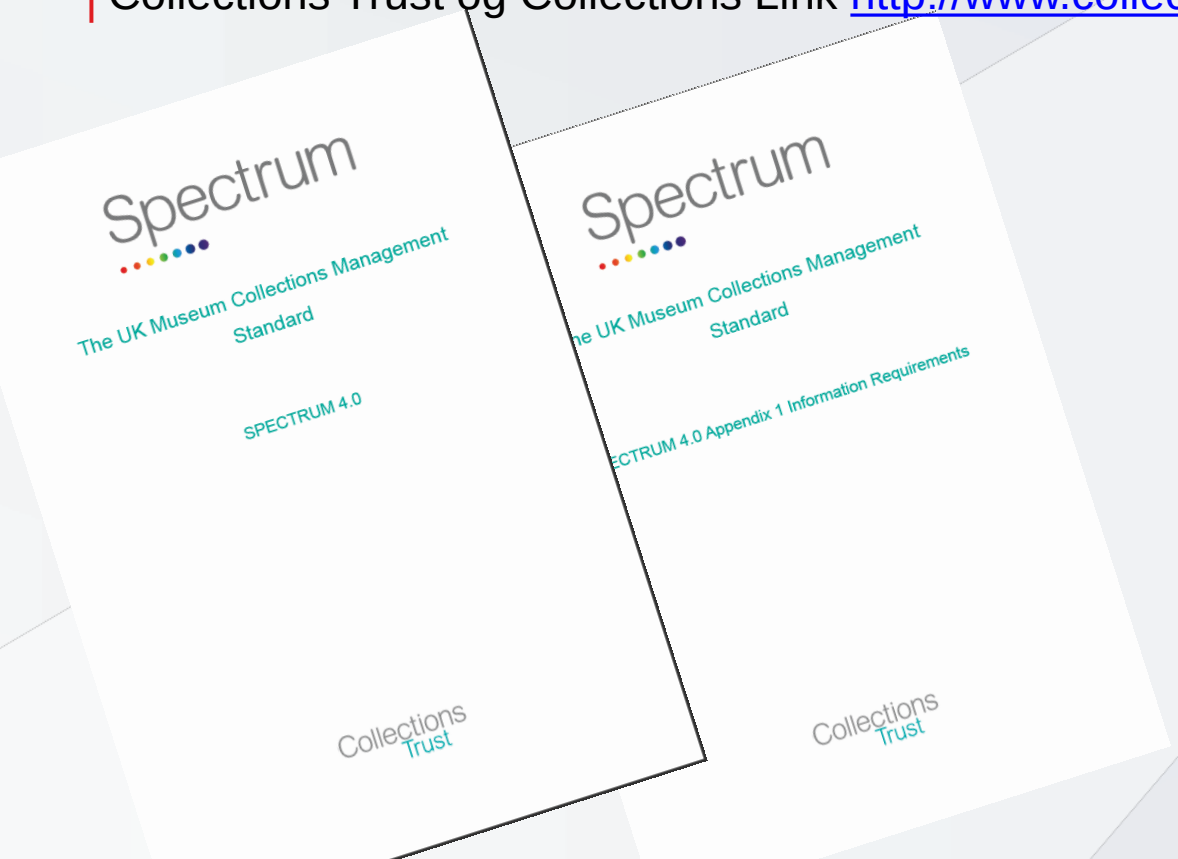
- Spectrum ++
- Arbeidsrutiner
- Råd og veiledninger
- Dokumentasjonen, informasjonselementer og -grupper
- Dypdykk i en av prosedyrene: *aksesjon*

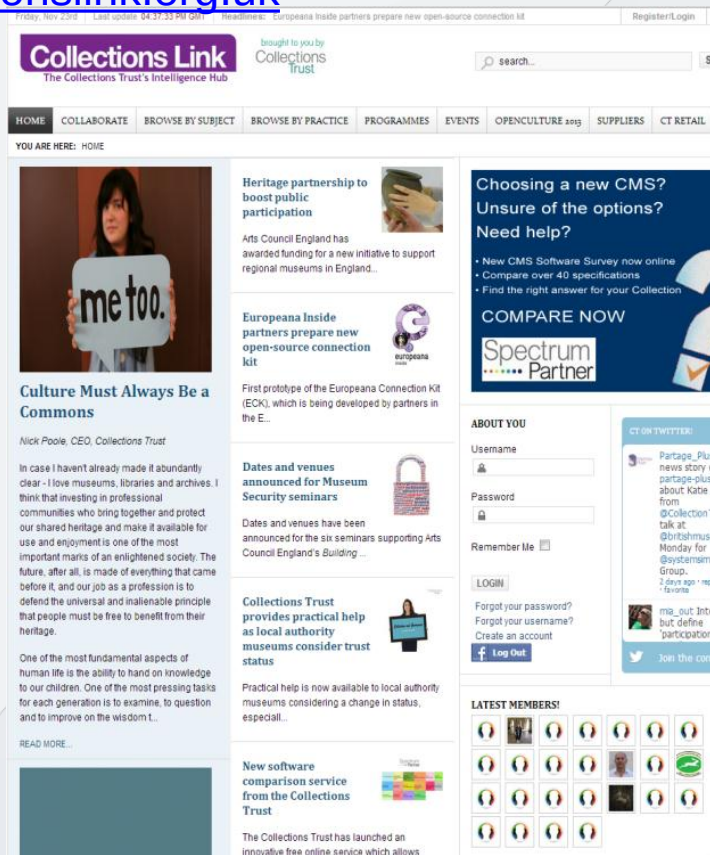
- Hvorfor standarder?

**“SPECTRUM represents a common understanding of good practice for collections management in museums. It contains detailed procedures for managing the processes that an object goes through during its lifecycle in a museum.”**

# SPECTRUM ++

- Beskriver arbeidsoppgaver (**prosedyrene**)
- Stiller krav til dokumentasjonen og sier hvilken informasjon som skal med (**appendikset**)
- Viser til en rekke  andre ressurser (**standarder, konkrete råd og veiledninger**)
- Collections Trust og Collections Link http://www.collectionslink.org.uk



Collections Trust

# Towards a Standards Framework

- BSI PAS 197 *Code of Practice for Collections Management*
- Museum Accreditation
- *SPECTRUM 4.0*
- *Benchmarks in Collections Care 2.0*
- BSI PAS 198 *Code of Practice for Environmental Management*
- *Revisiting Collections* and *Reviewing Significance*
- Guidelines on *Sustainable Digital Content*
- *Digital Content Supply Chain* model for museums

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# SPECTRUM-prosedyrene

## Prosedyrene - selve standarden

- 21 prosedyrer, alle beskrevet og illustrert med:
  - definisjon
  - minimumsstandard
  - arbeidsflytkart

# Location and movement control procedure

## *Definition*

The documentation and management of information concerning the current and past locations of all objects or groups of objects in the organisation's care to ensure the organisation can locate any object at any time. A location is a specific place where an object or group of objects is stored or displayed.

## *Minimum Standard*

The organisation must have a policy covering the location control of objects. Refer to ***Policy and Legal Context*** chapter for general guidance on collections management policies. See also *Location and Movement Control: SPECTRUM Advice* for more detailed guidance about location and movement control policy decisions.

The procedure for managing and documenting location and movement control must:

- Provide a record of the location where an object is normally displayed or stored;
- Provide a record of the location of an object when it is not at its normal location;
- Enable access to location information by, at the very least, object number and by location name;
- Provide an up-to-date record of the relocation of an object within the physical or administrative boundaries of the organisation;
- Provide an up-to-date record of any movement of an object across the physical or administrative boundaries of the organisation;
- Provide a record of the person responsible for moving an object;
- Provide a record or a statement of the persons responsible for authorising object movement;
- Provide a history of an object's previous locations, while in the organisation's care.

**Location and Movement Control is a Primary Procedure.** This means that in order to meet the documentation requirements for the Museum Accreditation Scheme an organisation must reach the SPECTRUM Minimum Standard for this procedure.

Types of people with a role in the procedure

The steps of the process, including decision points

Other procedures you may need to refer to

Lists of information requirements relevant to the procedure

All the procedures are part of your Collections Management system

Acquisition

Object Assessment

| People | Process | Linked Procedures | Information | System |
|---|---|---|---|---|
| Museum staff | Make decision to acquire based on agreed policy and process.<br>Plan for receipt of object<br>Carry out condition check | Object entry<br>Object condition checking and technical assessment | Reference | Collections Management system |
| Museum staff | **Obtain unambiguous title to the object. This must contain:**<br>• Formal title of the organisation that is acquiring the object<br>• Name and address of previous owner<br>• Brief description of object | | Acquisition<br>Object identification<br>Reference<br>Date<br>Organisation | |

| | |
|---|---|
| Pre-entry procedure | Forberedelse til inntak |
| **Object entry procedure** | **Inntak** |
| **Loans in procedure** | **Innlån** |
| **Acquisition procedure** | **Aksesjon** |
| Inventory control procedure | Inventarkontroll |
| **Location and movement control procedure** | **Plassering og forflytninger** |
| Transport procedure | Transport |
| **Cataloguing procedure** | **Katalogisering** |
| Object condition checking and technical assessment procedure | Tilstandsvurdering |
| Conservation and collections care procedure | Konservering og bevaring |
| Risk management procedure | Riksikohåndtering |
| Insurance and indemnity management procedure | Forsikring og skadedekning |
| Valuation control procedure | (Penge)verdivurdering |
| Audit procedure | Revisjon |
| Rights management procedure | Rettighetshåndtering |
| Use of collections procedure | Bruk av samlingene |
| **Object exit procedure** | **Utlevering av gjenstander** |
| **Loans out procedure** | **Utlån** |
| Loss and damage procedure | Tap og skader |
| Deaccession and disposal procedure | Deaksesjon og avhending |
| **Retrospective documentation procedure** | **Retrospektiv dokumentasjon** |

# Pre-entry procedure

## *Definition*

The management and documentation of the assessment of potential acquisitions before their arrival at the organisation.

## *Minimum Standard*

The organisation must have a policy covering the pre-entry requirements of objects and any related documentary archive. Refer to ***Policies and Legal Context*** for general guidance on collections management policies.

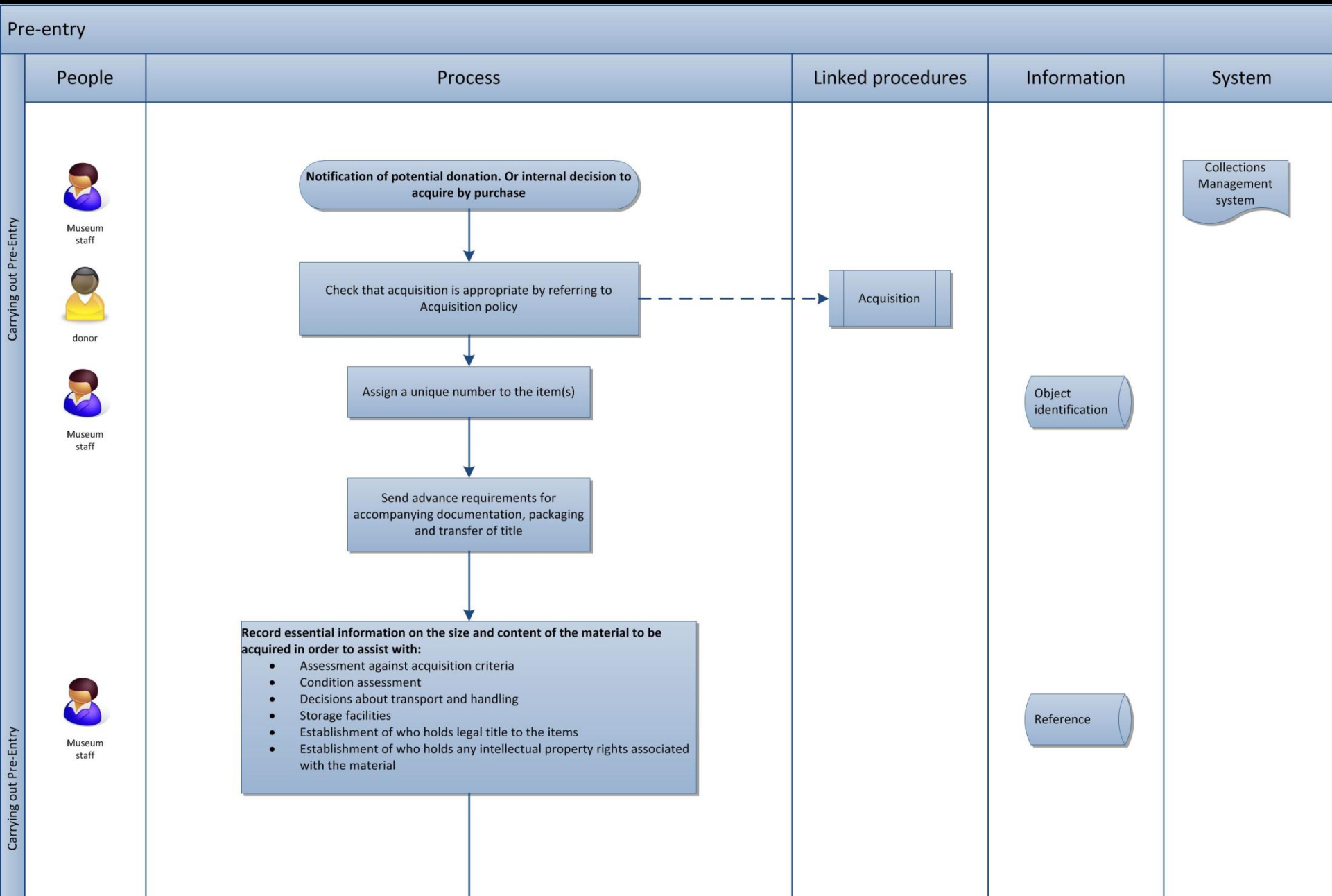
The procedure for managing and documenting Pre-entry must:

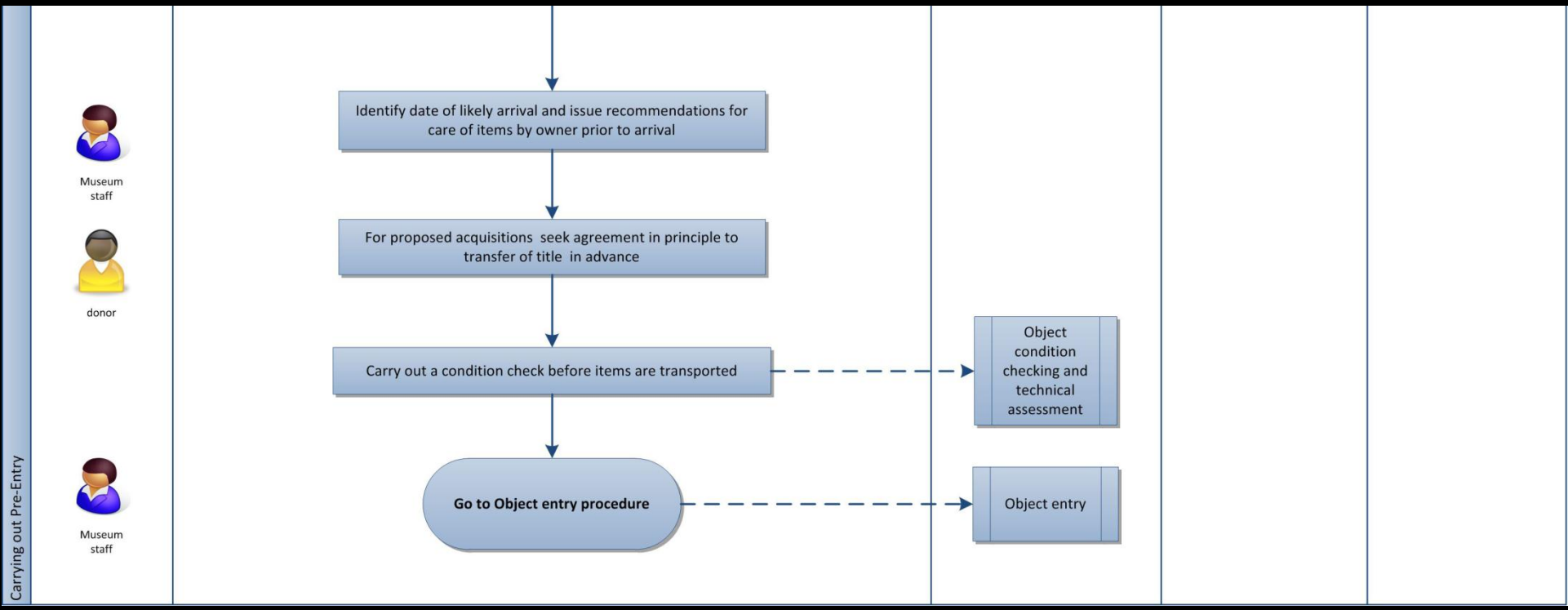
- Clarify the organisation's acquisition policy and conditions for deposition of objects and documentary records to the potential depositor;
- Ensure that the organisation is fully aware of the quantity and type of material that is on offer;
- Assess the impact on the organisation of acquiring the items, in terms of space, manpower, financial, legal and conservation issues;
- Ensure that a global organisation accession number has been assigned to the site (for fieldwork) or collection(s) (for bequests or purchases) if necessary;
- Ensure that an expected date of deposition and responsibility for the items in transit is agreed with the depositor.

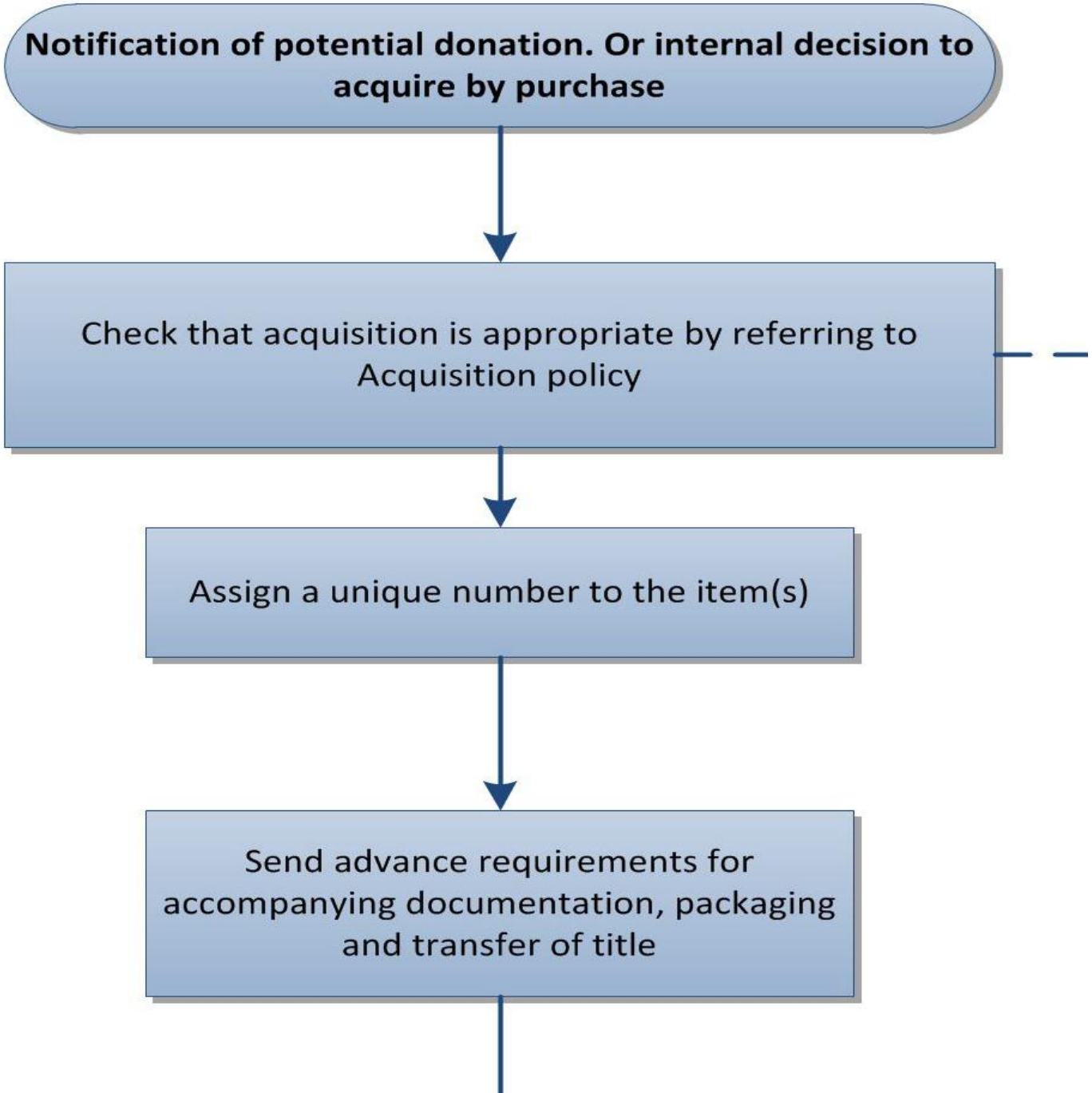
# Forberedelse til inntak

- er giver e.l. informert om museets innsamlingspolitikk og praksis?
- har vi full oversikt over materialet, hva og hvor mye er det?
- har vi vurdert hvilke ressurser materialet vil kreve?
- har materialet fått et aksesjonsnummer som referanse for videre dokumentasjon etc.?
- er det avtalt en dato for overlevering?

# Før inntak - arbeidsflytskjema

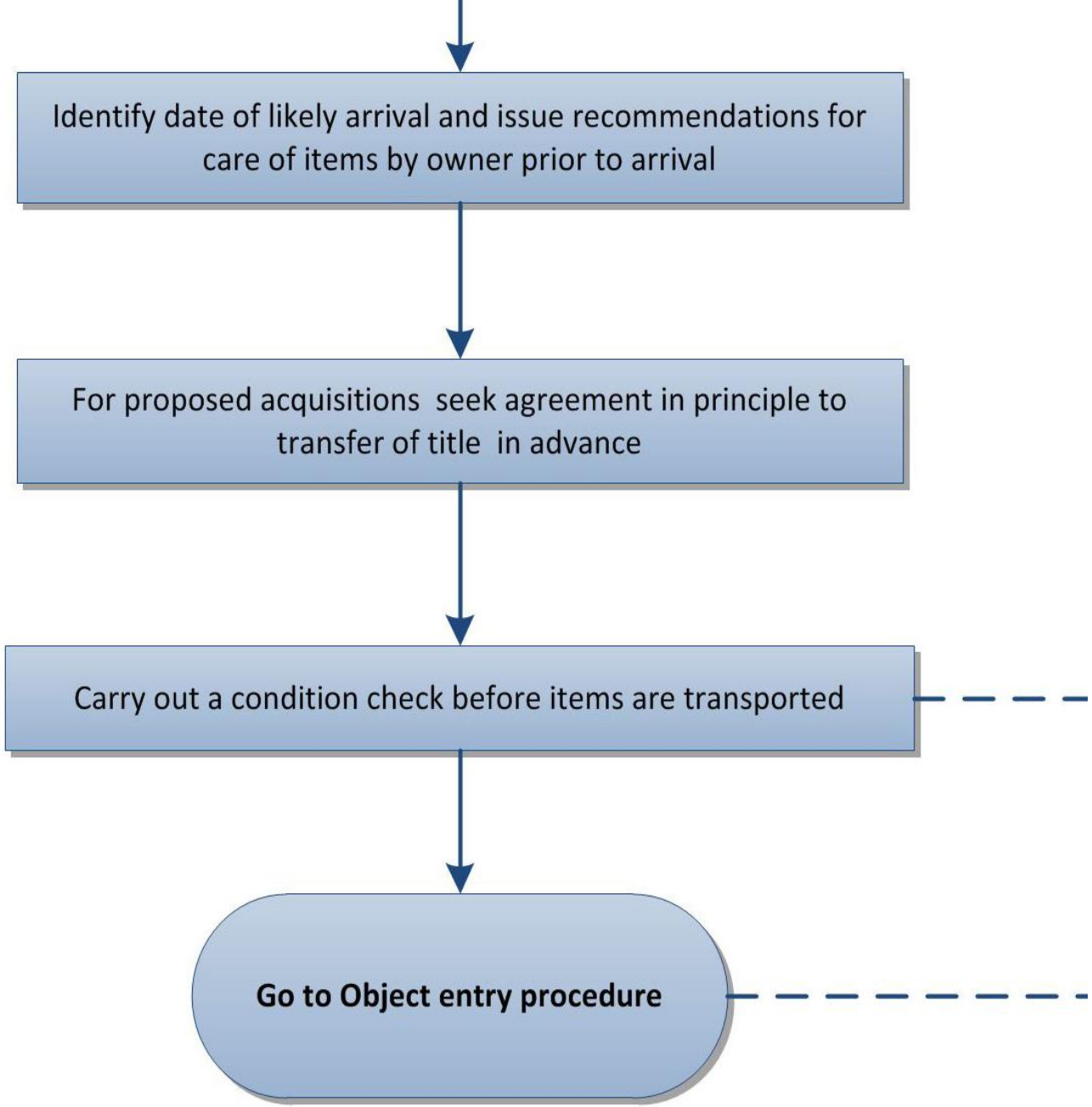



Carrying out Pre-Entry
Museum staff
donor
Museum staff
Identify date of likely arrival and issue recommendations for care of items by owner prior to arrival
For proposed acquisitions seek agreement in principle to transfer of title in advance
Carry out a condition check before items are transported
Go to Object entry procedure
Object condition checking and technical assessment
Object entry


Notification of potential donation. Or internal decision to acquire by purchase
Check that acquisition is appropriate by referring to Acquisition policy
Assign a unique number to the item(s)
Send advance requirements for accompanying documentation, packaging and transfer of title

**Record essential information on the size and content of the material to be acquired in order to assist with:**

- Assessment against acquisition criteria
- Condition assessment
- Decisions about transport and handling
- Storage facilities
- Establishment of who holds legal title to the items
- Establishment of who holds any intellectual property rights associated with the material


Identify date of likely arrival and issue recommendations for care of items by owner prior to arrival
For proposed acquisitions seek agreement in principle to transfer of title in advance
Carry out a condition check before items are transported
Go to Object entry procedure

# Object entry procedure

## *Definition*

The management and documentation of the receipt of objects and associated information which are not currently part of the collections. Any object which does not currently have an object number assigned by the receiving organisation must be dealt with within this procedure.

## *Minimum Standard*

The organisation must have a policy covering the receipt and deposit of objects. Refer to ***Policy and Legal Context*** for general guidance on collections management polices. See also *Object Entry: SPECTRUM Advice* for guidance about object entry policy decisions.

The procedure for managing and documenting Object entry must:

- Establish the terms and conditions under which objects are being received for deposit;
- Uniquely identify the newly received object or associated group of objects;
- Ensure the organisation is able to account for all objects left in its care;
- Provide a receipt for the owner or depositor;
- Help establish the extent of the organisation's liability;
- Indicate the reason for the receipt of the object;
- Determine a finite end to, or programme for review of, the deposit;
- Enable the object to be returned to the owner or depositor as required;
- Allow for objects and associated records to be checked on entry to ensure that they correspond to any accompanying inventory and/or transfer of title documentation supplied;
- Establish who has legal title to the object in case of subsequent acquisition;
- Capture key information about the object, to be augmented in the future;
- Inform the decision making-process.

**Object entry is a SPECTRUM Primary Procedure**. This means that in order to meet the documentation requirements for the Museum Accreditation Scheme an organisation must maintain the SPECTRUM Minimum Standard for this procedure.

# Inntak

- er alle betingelser og vilkår ved depositum klare?
- er alle objektene unikt identifisert?
- kan vi gjøre rede for alle objekter vi har ansvar for – og er det klart hvilket ansvar vi har påtatt oss?
- har giver (e.l.) fått kvittering?
- kan objektet returneres til giver (e.l)?
- har vi sikret oss nøkkelinformasjon om objektene?
- har depositumavtalen en sluttdato, evt. en dato for revisjon?
- har vi sjekket at materiale som er ankommet, faktisk er det man har avtalt skal komme?

# Loans in procedure

## *Definition*

Managing and documenting the borrowing of objects for which the organisation is responsible for a specific period of time and for a specified purpose, normally exhibition/display, but including research, conservation, education or photography/publication.

## *Minimum Standard*

The organisation must have a policy covering the borrowing of objects. Refer to ***Policies and Legal Context*** chapter for general advice on collections management policies. See also *Loans in: SPECTRUM Advice* for guidance about Loans in policy decisions.

The procedure for managing and documenting loans in must:

- Establish the purpose of the loan;
- Enable at least the same care of the borrowed object as if it were part of the permanent collections;
- Include written agreements signed by both borrower and lender before the loan commences, as appropriate to the collection;
- Ensure that the terms and conditions of loan are adhered to;
- Ensure that all loans are for fixed periods;
- Ensure a written record of the loan is retained;
- Enable effective control of the loan process;
- Enable the provision of information about the borrower and the loan as requested by the lender;
- Provide insurance or indemnity cover for the loan period;
- Ensure that up-to-date information about the location of borrowed objects is maintained;
- Ensure that up-to-date information about the security of borrowed objects is maintained;
- Ensure that up-to-date information about the physical well-being of borrowed objects is maintained, including the environment and condition of the objects.

**Loans in is a SPECTRUM Primary Procedure**. This means that in order to meet the documentation requirements for the Museum Accreditation Scheme an organisation must reach the SPECTRUM Minimum Standard for this procedure.

# Innlån

- har vi beskrevet hvorfor vi låner objektet(ene)?
- behandler vi de lånte objektene som våre egne?
- har vi en skriftlig lånekontrakt?
- har lånet en bestemt varighet?
- har vi en skriftlig registrering av lånet (record?)
- er lånet forsikret?
- har vi oppdatert informasjon om plassering og sikkerhet?
- har vi oversikt over oppbevaeringsforhold og tilstand?

# Acquisition procedure

## *Definition*

Documenting and managing the addition of objects and associated information to the collections of the organisation and their possible accession to the permanent collections.

## *Minimum Standard*

The organisation must have a policy covering the acquisition of objects, which should include a collecting policy. Refer to the ***Policies and Legal Context*** chapter for general guidance on collections management policies. Refer to *Acquisition: SPECTRUM Advice* for guidance on acquisition policy.

The procedure for managing and documenting acquisitions must:

- Ensure that written evidence is obtained of the original title to an object and the transfer of the title to the acquiring organisation;
- Enable the reconciling of acquisition records with objects as part of retrospective documentation, audit and inventory activity;
- Ensure that a unique number is assigned to, and physically associated with, all objects;
- Ensure that accession registers are maintained, describing all acquisitions and listing them by number;
- Ensure that information about the acquisition process is retained;
- Ensure that donors are made aware of the terms on which their gift or bequest is accepted by the organisation;
- Ensure that collecting complies with the organisation's collecting policy, and does not contravene any local, national or international law, treaty or recognised code of practice;
- Ensure a copy of the information in the accession register is made and kept up to date.

**Acquisition is a SPECTRUM Primary Procedure.** This means that in order to meet the documentation requirements for the Museum Accreditation Scheme an organisation must reach the SPECTRUM Minimum Standard for this procedure.

# Aksesjon

- er eierskapsforholdene dokumentert, inkludert overdragelsen til museet?
- er dokumentasjonen av ervervelsen tatt vare på og tilgjengelig for senere katalogisering, revisjon etc?
- er alle objektene merket fysisk med unike numre?
- er aksejonsregistreret oppdatert for alle aksesjoner?
- er giver (e.l.) gjort kjent med museets vilkår og betingelser for inntak?
- er objektet lovlig for oss å samle på og faller det inn under museets policy for innsamling / samlingsutvikling?

# SPECTRUM Advice factsheets

SPECTRUM Advice factsheets support SPECTRUM 4.0. They give further advice and guidance on the implementation of SPECTRUM Procedures.

SPECTRUM 4.0 Advice

You can download the following SPECTRUM 4.0 Advice documents here:

- Object entry SPECTRUM 4.0

- Acquisition SPECTRUM 4.0

- Labelling and marking museum objects SPECTRUM 4.0

- Numbering SPECTRUM 4.0

- Cataloguing SPECTRUM 4.0

- Loans in SPECTRUM 4.0

- Loans out SPECTRUM 4.0

- Location and movement control SPECTRUM 4.0

- Retrospective documentation and Making an Inventory SPECTRUM 4.0

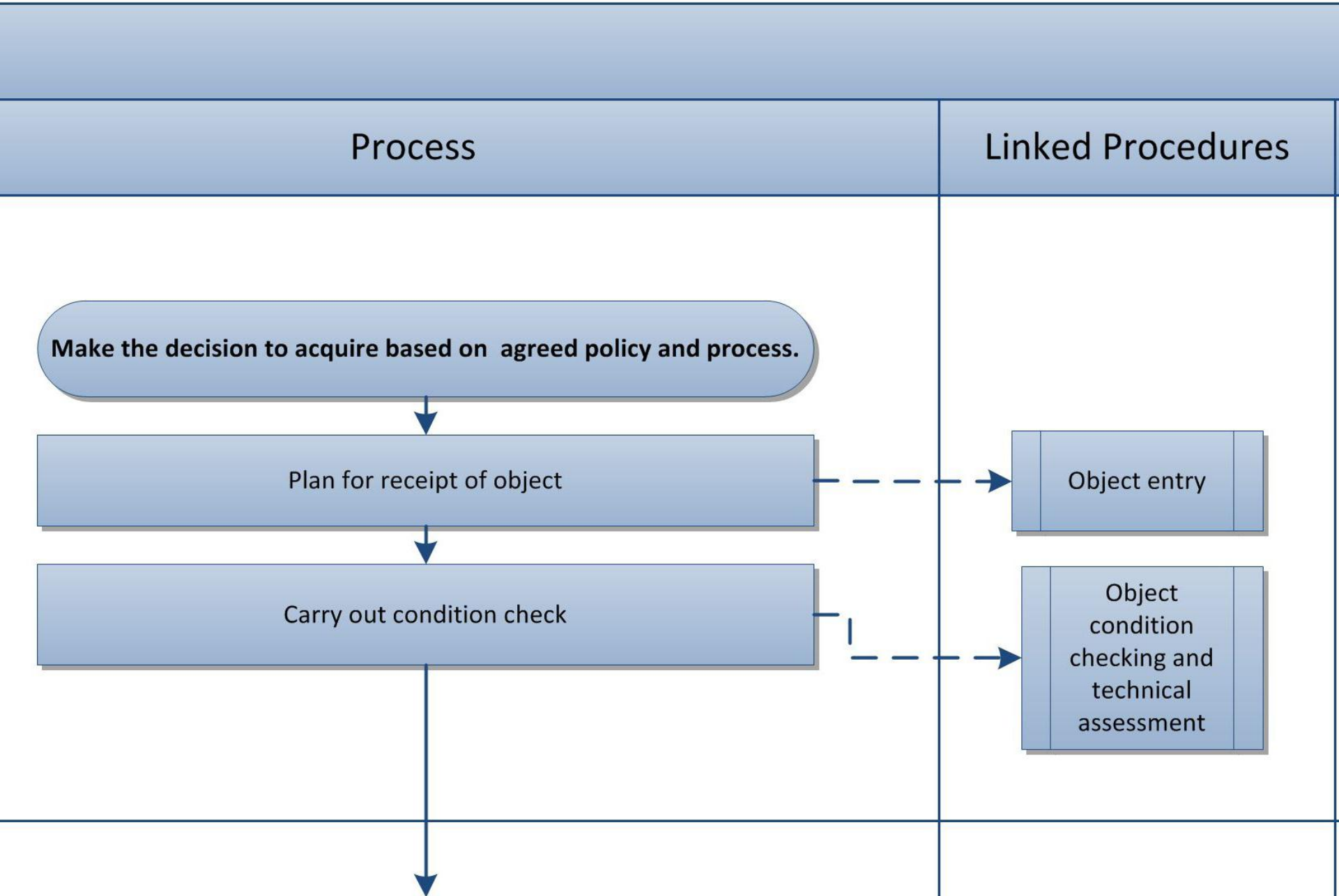
- Bulk accessioning SPECTRUM 4.0

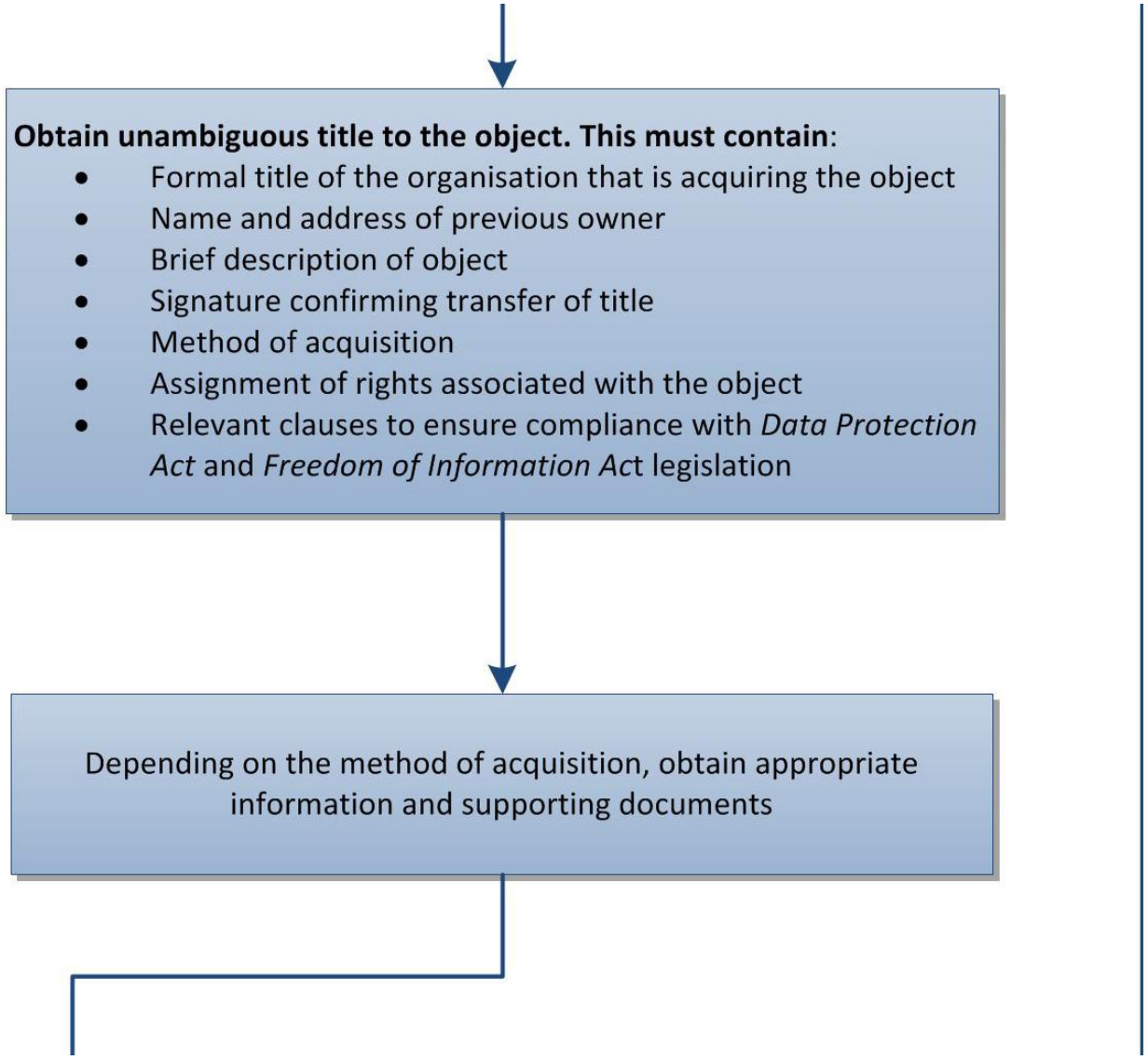
- Object exit SPECTRUM 4.0

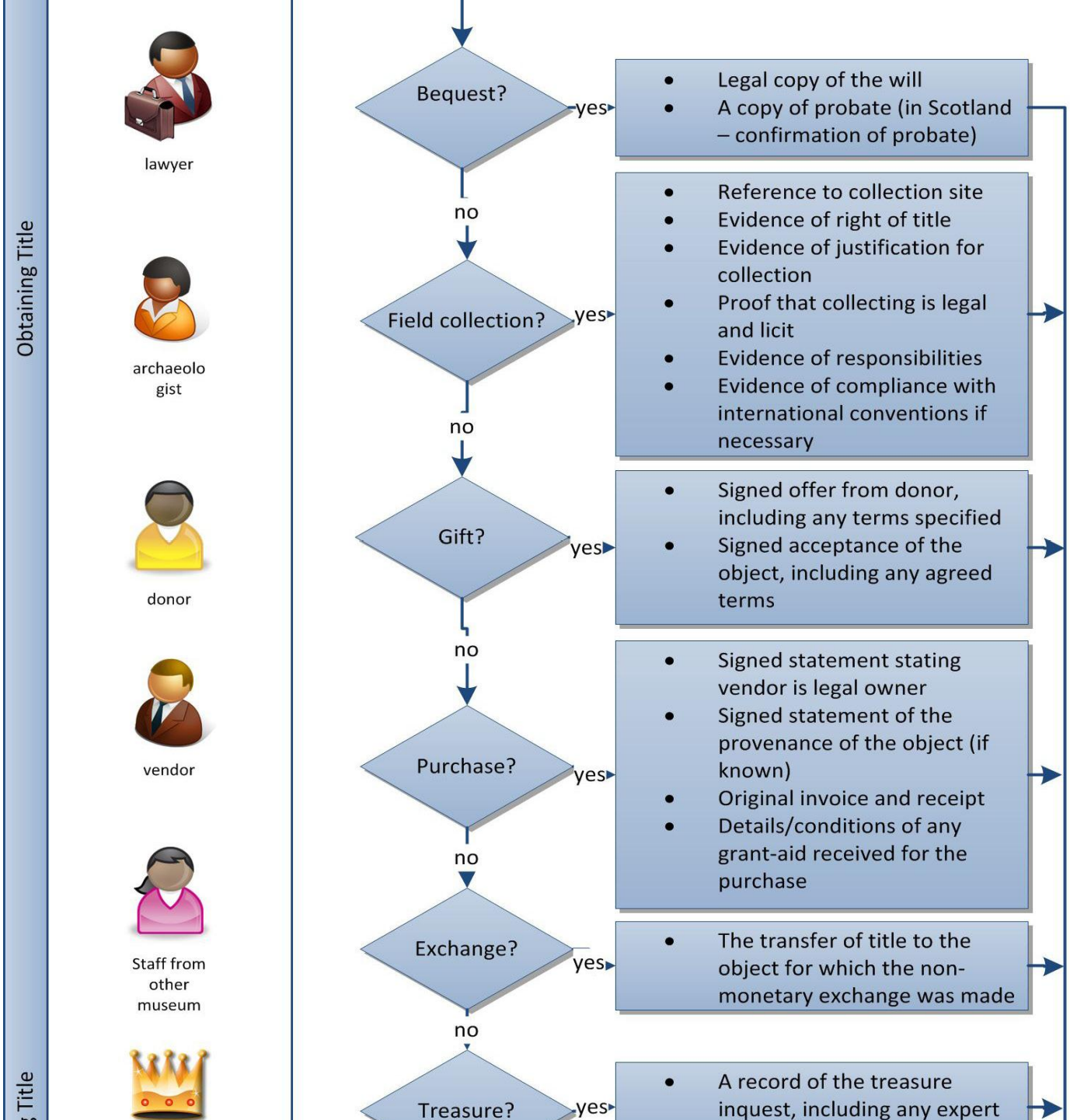
- Glossary for SPECTRUM 4.0

- Sources of Help and Advice for SPECTRUM 4.0

# Flytdiagram for aksesjoner




Obtain unambiguous title to the object. This must contain:
• Formal title of the organisation that is acquiring the object
• Name and address of previous owner
• Brief description of object
• Signature confirming transfer of title
• Method of acquisition
• Assignment of rights associated with the object
• Relevant clauses to ensure compliance with Data Protection Act and Freedom of Information Act legislation
Depending on the method of acquisition, obtain appropriate information and supporting documents


Obtaining Title
lawyer
archaeolo gist
donor
vendor
Staff from other museum
Bequest?
yes
Legal copy of the will
A copy of probate (in Scotland – confirmation of probate)
no
Field collection?
yes
Reference to collection site
Evidence of right of title
Evidence of justification for collection
Proof that collecting is legal and licit
Evidence of responsibilities
Evidence of compliance with international conventions if necessary
no
Gift?
yes
Signed offer from donor, including any terms specified
Signed acceptance of the object, including any agreed terms
no
Purchase?
yes
Signed statement stating vendor is legal owner
Signed statement of the provenance of the object (if known)
Original invoice and receipt
Details/conditions of any grant-aid received for the purchase
no
Exchange?
yes
The transfer of title to the object for which the non-monetary exchange was made
no
Treasure?
yes
A record of the treasure inquest, including any expert

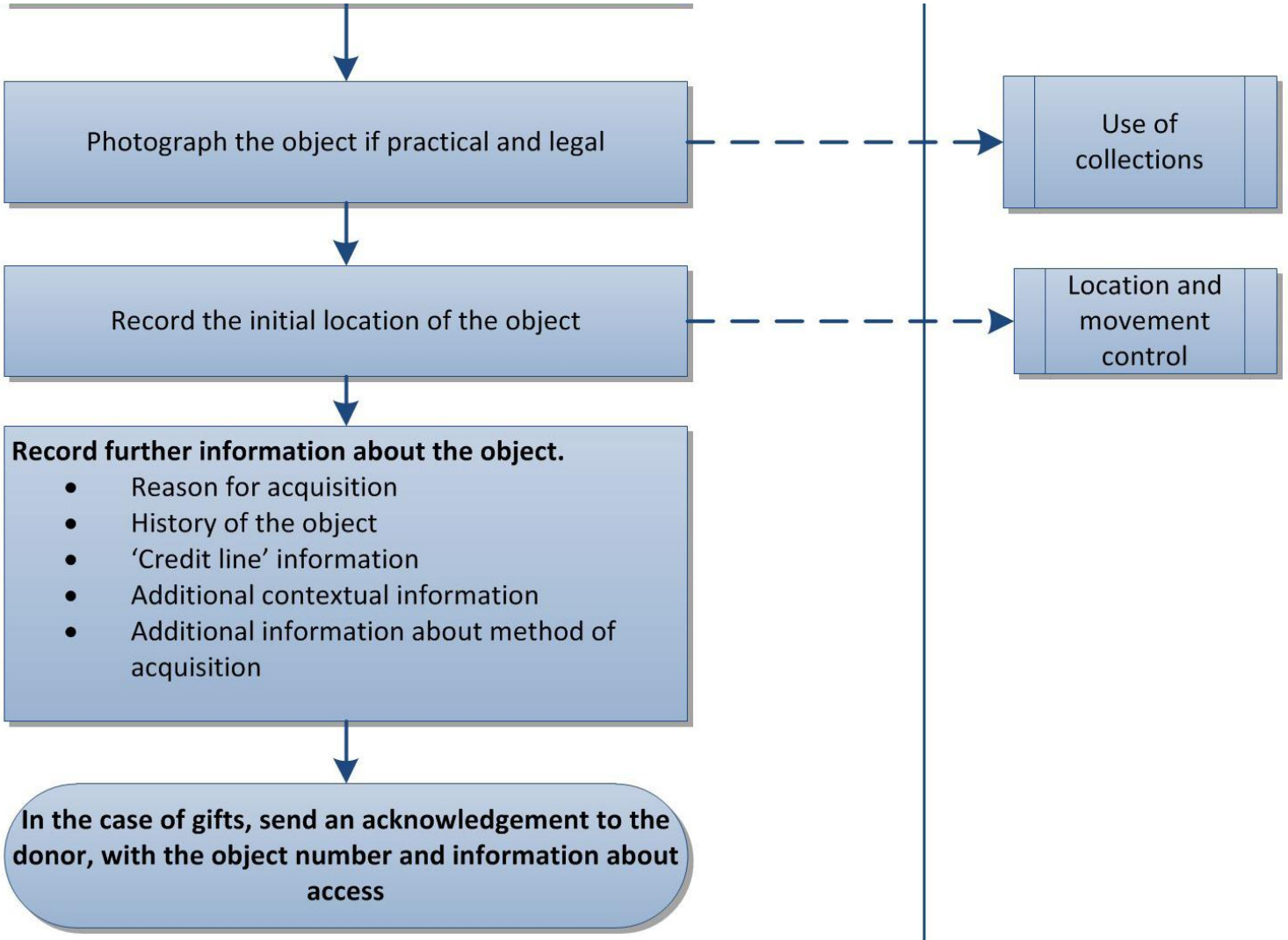
Assign a unique number to the object

**Record the following information in the Accession Register:**

- The object number
- Brief description with enough information to identify the object
- Date of entry in the register
- Method of acquisition
- The source (name, address)
- Date of acquisition
- Entry form number
- Transfer of title form number if separate from entry form
- Any conditions pertaining at the time of acquisition

Mark and/or label object with unique number

http://www.collectionslink.org.uk/discover/site-information/1417-labelling-and-marking-paper-objects-in-museum-collections-


Photograph the object if practical and legal
Use of collections
Record the initial location of the object
Location and movement control
Record further information about the object.
Reason for acquisition
History of the object
'Credit line' information
Additional contextual information
Additional information about method of acquisition
In the case of gifts, send an acknowledgement to the donor, with the object number and information about access

# Inventory control procedure

## *Definition*

The maintenance of up-to-date information accounting for and locating all objects for which the organisation has a legal responsibility. This may include objects on loan, unaccessioned or previously undocumented items, temporarily deposited objects and support collections.

## *Minimum Standard*

The organisation must have a policy covering the inventory control of objects. Refer to ***Policies and Legal Context*** chapter for general guidance on collections management policies.

The procedure for inventory control must:

- Enable accountability for any object, at any time;
- Enable the provision of up-to-date information about all objects in the care of the organisation - including loans in and out, temporarily deposited objects and other unaccessioned objects;
- Provide a reference to ownership of each object;
- Provide the current location of each object.

# Inventarkonktroll

- Kan vi gjøre rede for alt vi har ansvar for?
- Vet vi hvem som eier det vi forvalter?
- Vet vi til en hver tid hvor alt er?

# Location and movement control procedure

## *Definition*

The documentation and management of information concerning the current and past locations of all objects or groups of objects in the organisation's care to ensure the organisation can locate any object at any time. A location is a specific place where an object or group of objects is stored or displayed.

## *Minimum Standard*

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The procedure for managing and documenting location and movement control must:

- Provide a record of the location where an object is normally displayed or stored;
- Provide a record of the location of an object when it is not at its normal location;
- Enable access to location information by, at the very least, object number and by location name;
- Provide an up-to-date record of the relocation of an object within the physical or administrative boundaries of the organisation;
- Provide an up-to-date record of any movement of an object across the physical or administrative boundaries of the organisation;
- Provide a record of the person responsible for moving an object;
- Provide a record or a statement of the persons responsible for authorising object movement;
- Provide a history of an object's previous locations, while in the organisation's care.

**Location and Movement Control is a Primary Procedure.** This means that in order to meet the documentation requirements for the Museum Accreditation Scheme an organisation must reach the SPECTRUM Minimum Standard for this procedure.

# Plassering og forflytninger

- er alle objekter registrert med fast plassering?
- er alle midlertidige plasseringer registrert?
- finner jeg informasjon om plasseringer både ved hjelp av objektnummer og plassnavn i palsseringsregisteret?
- har vi oppdaterte registreringer / poster som dokumenterer eventuelle omplasseringer, eller interne forflytninger av objekter?
- har vi dokumentert hvem som er ansvarlig for å flytte et objekt?
- har vi definert og dokumentert hvem som har autorisasjon til å initiere forflytninger, eller eventuelt hvor slikt ansvar er delegert?
- kan vi frembringe en oversikt over et hvilket som helst objekts alle plasseringer mens det har vært i vår varetekt?

# Transport procedure

## *Definition*

The management and documentation of the transport of objects for which the organisation is partially or fully responsible.

## *Minimum Standard*

The organisation must have a policy relating to the transport of objects. Refer to ***Policies and Legal Context*** chapter for general guidance on collections management policies.

The procedure for documenting and managing transport must:

- Ensure that all transport is carried out in compliance with the organisation's transport policy;
- Ensure that, in the case of borrowed objects, the requirements of the lender and their insurance policy (e.g. Government Indemnity) are met;
- Ensure that all legal obligations are complied with, including any customs requirements, CITES, airfreight security legislation, and firearms regulations;
- Ensure that a condition check of the object is carried out (and recorded) prior to transport arrangements being made;
- Ensure that a method statement for the move is prepared, including a risk assessment and emergency plan;
- Ensure that appropriate insurance/indemnity arrangements are in place prior to the transport;
- Record and maintain an audit trail of the reasons for the move, mode of transport, dates of the transport, and details of those carrying out the transport.

# Transport

- er all transport i henhold til museets transportpolicy?
- ved innlån, følger vi alle eksterne krav til transport (forsikringsvilkår, andre utlåners krav osv.)?
- er alle juridiske forpliktelser ivaretatt og følger vi loven (toll, flysikkerhet, import og eksport, våpen etc.)?
- har vi vurdert og dokumentert tilstanden til objektet før transporten planlegges og gjennomføres?
- er transportmetode, risikoanalyse og kriseplan på plass?
- er forsikringen i orden?
- er transporten dokumentert?

# Cataloguing procedure

## *Definition*

The compilation and maintenance of key information, formally identifying and describing objects. It may include information concerning the provenance of objects and also collections management documentation e.g. details of acquisition, conservation, exhibition and loan history, and location history. It need not bring together in one location everything known about an object, but should provide cross-references to any other relevant information source known to the organisation.

## *Minimum Standard*

The organisation must have a policy covering the cataloguing of objects. Refer to **Policies and Legal Context** chapter for general guidance on collections management policies. See also *Cataloguing: SPECTRUM Advice* for guidance about cataloguing policy decisions.

Cataloguing information must:

- Provide a level of description sufficient to identify an object or group of objects and its differences from other, similar objects;
- Provide an historic archive relating to an object or cross-references to sources where information can be found;
- Be held in a system that allows convenient access, e.g. using indexes or free-text retrieval.

**Cataloguing is a SPECTRUM Primary Procedure**. This means that in order to meet the documentation requirements for the Museum Accreditation Scheme an organisation must reach the SPECTRUM Minimum Standard for this procedure.

# Katalogisering

- er alle objekter, eller grupper av objekter, beskrevet slik at jeg kan skille dem fra andre, liknende objekter?
- har jeg informasjon, eller referanser til informasjon om alle objekter eller grupper av objekter?
- er informasjonen søkbar og tilgjengelig?

# Object condition checking and technical assessment procedure

## *Definition*

The management and documentation of information about the make-up and condition of an object, and recommendations for its use, treatment and surrounding environment.

## *Minimum Standard*

The organisation must have a policy covering the condition checking of objects. Refer to ***Policies and Legal Context*** chapter for general guidance on collections management policies.

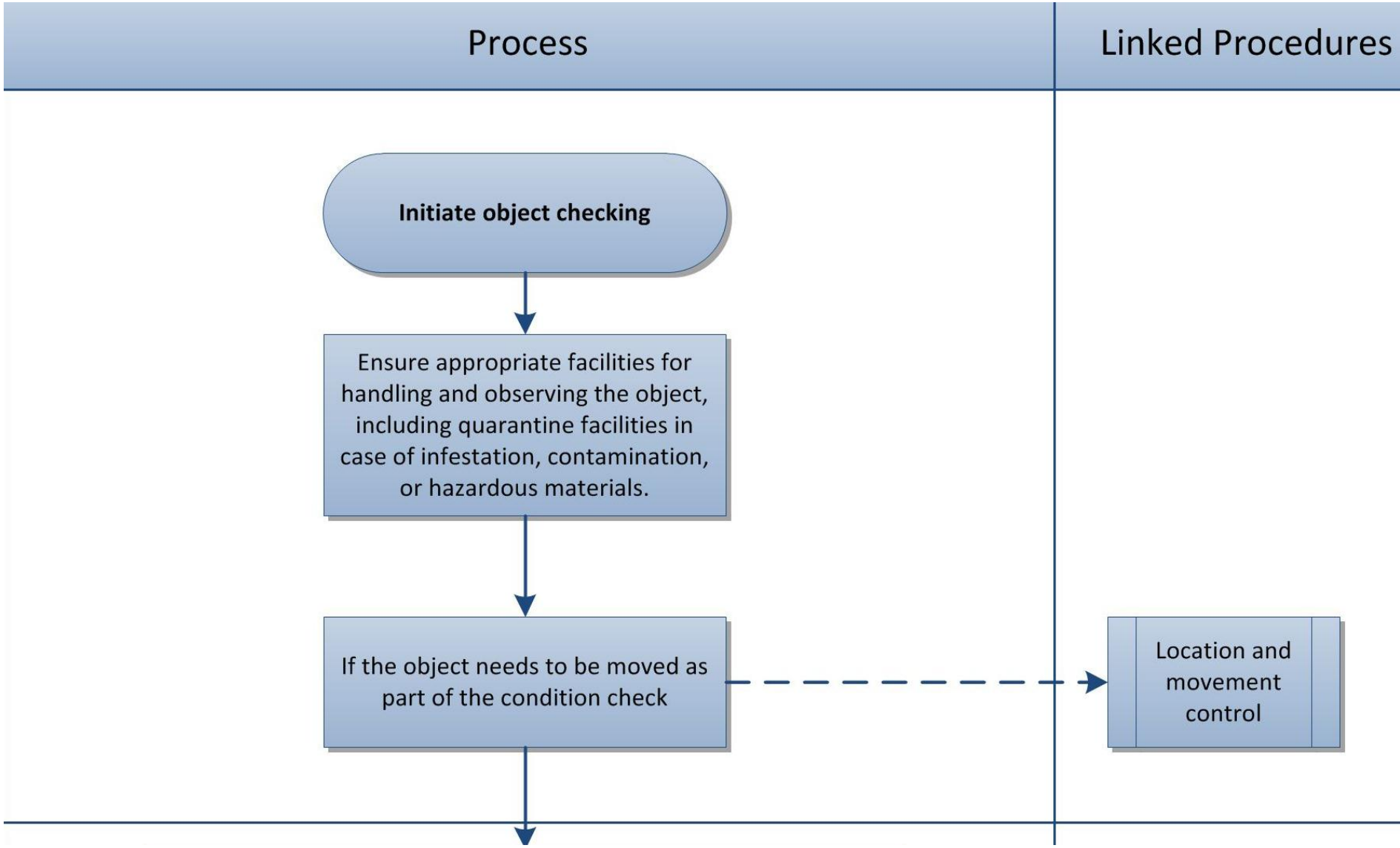
The procedure for managing and documenting condition checking must:

- Ensure that the documentation of condition checks is completed by trained persons;
- Ensure that all condition check documentation is up-to-date;
- Ensure all information is documented and is accessible via the object number;
- Ensure that individual and collective responsibilities within the organisation for condition checking are clearly defined and identified;
- Ensure that the date, name of the condition checker and the reason for checking is recorded;
- Ensure condition checking is carried out whenever a change to the object, its use or surrounding environment occurs;
- Enable the condition of an object to be monitored over time;
- Ensure that a set procedure is followed when object condition 'danger signals' are observed;
- Ensure a condition check happens as part of the following procedures: *Object entry, Loans in, Acquisition, Conservation and collections care, Use of collections and Deaccession and disposal.*

# Tilstandsvurdering

- blir tilstandsvurdering og dokumentasjon gjort av personer med kompetanse på dette?
- er dokumentasjonen oppdatert?
- er all informasjon og dokumentasjon mulig å gjenfinne via inventarnummer?
- er ansvar og oppgaver knyttet til tilstandsvurderinger klart fordelt i organisasjonen?
- ved tilstandsvurderinger, er navn på person som utfører og årsak til tilstandsvurderingen registrert?
- kan vi følge endringer i tilstanden til objektene?
- har vi en rutine som iverksettes dersom tilstandsvurderinger avdekker behov for strakstiltak?

# Tilstandsvurdering - arbeidsflyt

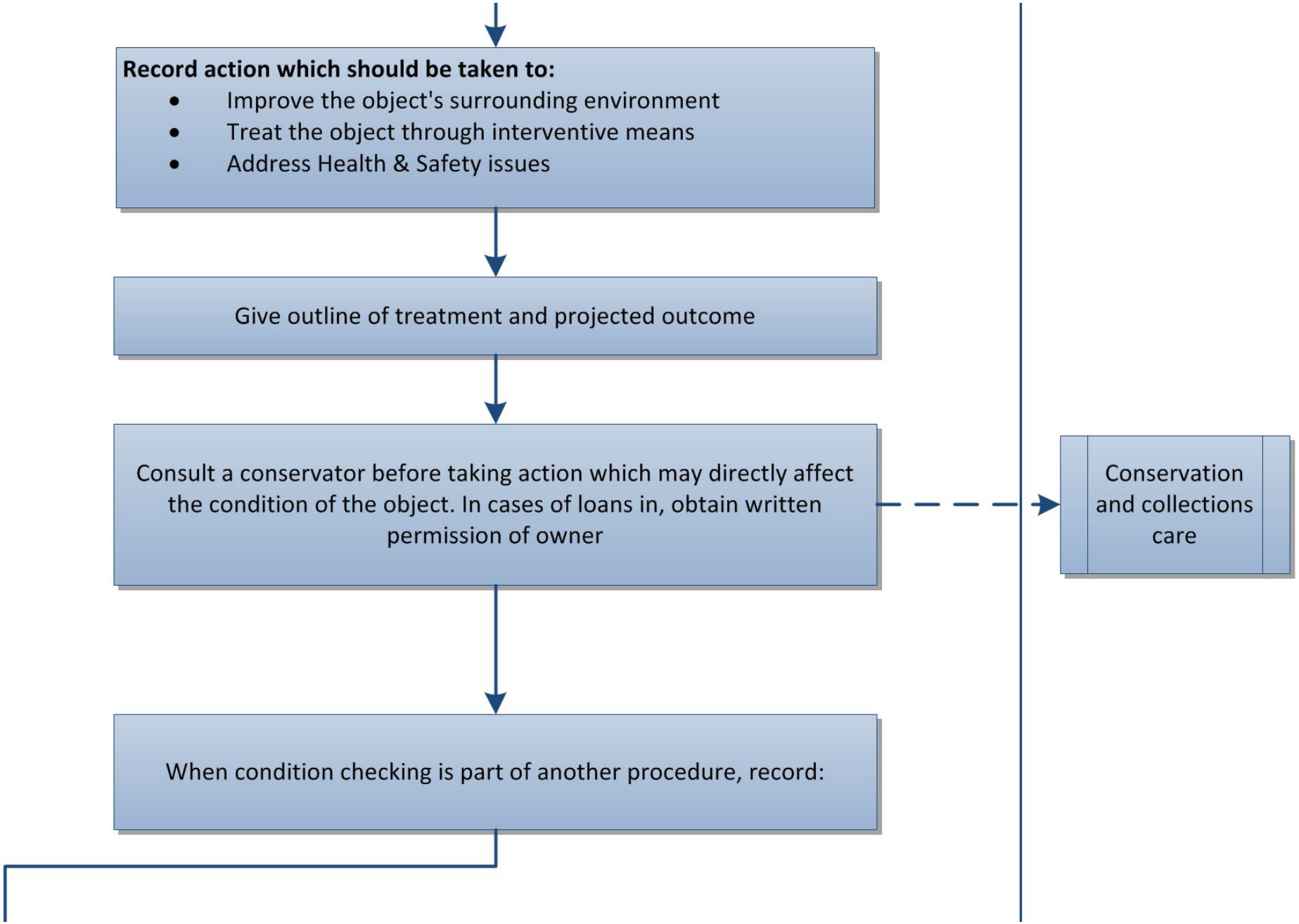


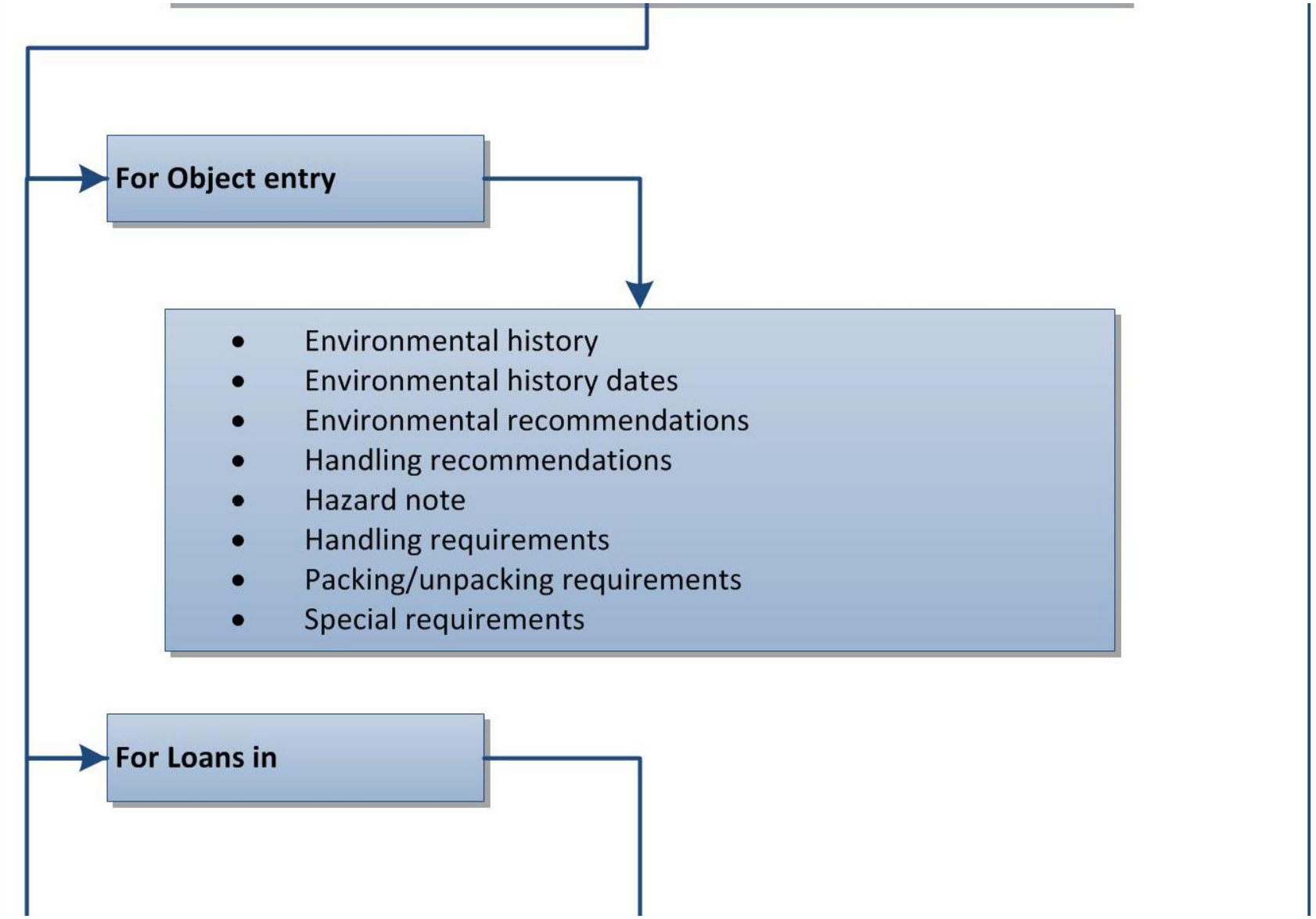
**Refer to:**

- Previous condition checks and technical assessments carried out on the object
- Health & Safety information about the object
- Handling guidelines
- Information about the object's environmental, storage and display history

**Record on entry record catalogue record or separate record:**

- Object number
- Condition details e.g.. brief comment about condition or conservators assessment as appropriate
- Date of the condition check/assessment
- Name of the condition checker/technical assessor
- Method used in the condition check/assessment
- Reason for the condition check/assessment


Record action which should be taken to:
Improve the object's surrounding environment
Treat the object through interventive means
Address Health & Safety issues
Give outline of treatment and projected outcome
Consult a conservator before taking action which may directly affect the condition of the object. In cases of loans in, obtain written permission of owner
Conservation and collections care
When condition checking is part of another procedure, record:


For Object entry
Environmental history
Environmental history dates
Environmental recommendations
Handling recommendations
Hazard note
Handling requirements
Packing/unpacking requirements
Special requirements
For Loans in

# Conservation and collections care procedure

## *Definition*

The documentation and management of information about interventive and preventive conservation activities.

## *Minimum Standard*

The organisation must have a policy covering the management and documentation of care of collections including the conservation (interventive and preventive) of objects. Refer to ***Policies and Legal Context*** chapter for general guidance on collections management policies.

The procedure for managing and documenting conservation must:

- Ensure all conservation information is accessible via the object number, and is up-to-date;
- Ensure appropriate authorisation is received prior to conservation taking place;
- Ensure details of all interventive conservation work and preventive conservation measures are recorded, with the name of the person who performed the work, the organisation to which they belong and the date on which it took place;
- Ensure catalogue record is updated if any new information is established or information lost as a result of conservation;
- Ensure that after conservation treatment, call-back condition checks or periodic care activities are scheduled by date.

# Konservering og bevaring

- er all informasjon om konservering av objektet oppdatert og tilgjengelig via inventarnummeret?
- har konservator autorisasjon/tillatelse etc. til å sette i gang?
- har vi registrert
    - alle detaljer om det som er gjort med objektet?
    - tiltak for preventiv konservering?
    - hvem som har utørt arbeidet og hvor de er ansatt?
    - når arbeidet ble utført?
- blir katalogen oppdatert med ny informasjon som avdekkes, eller eventuelt informasjon som går tapt i konserveringen?
- har vi satt datoer for oppfølging etter behandlignen? (FDV…)

# Risk management procedure

## *Definition*

The management and documentation of information relating to potential threats to an organisation's collections and the objects for which it is temporarily responsible. It includes the provision of information enabling preventative measures to be taken as well as documentation supporting disaster planning.

## *Minimum Standard*

The organisation must have policies covering risk management, disaster planning and recovery planning. Refer to ***Policy and Legal Context*** chapter for general guidance on collections management policies.

Documentation should support the following functions which should be carried out by the organisation:

- A risk assessment on objects in its care;
- The establishment of building codes and priority codes identifying items for immediate removal from the disaster area;
- The maintenance of an information file of individuals and organisations to approach in the event of a disaster (to be reviewed annually);
- The training of staff and volunteers in the management of risk and in disaster recovery;
- Accountability for objects during and after a disaster.

# Risikohåndtering

- har vi risikovurderinger?
- har vi et plassregister koblet med prioriteringskoder som gjør det mulig å redde ut det mest verdifulle materialet i tilfelle katastrofe?
- har vi oppdatert kontaktinformasjon for dem som skal kontaktes ved en krise (årlig oppdatering kreves?)

# Insurance and indemnity management procedure

## *Definition*

Documenting and managing the insurance needs of objects both in an organisation's permanent collection and those for which it is temporarily responsible.

## *Minimum Standard*

The organisation must have a policy covering the insurance of objects including the indemnification of objects under the terms of the Government Indemnity Scheme. Refer to ***Policy and Legal Context*** chapter for general guidance on collections management policies.

The procedure for managing and documenting insurance must:

- Ensure that all the objects in an organisation's care are appropriately insured within the terms of legal and statutory requirements;
- Ensure that all the objects in an organisation's care are appropriately insured within the terms of the organisation's policy;
- Ensure that all insurance policies are reviewed regularly and renewed as required;
- Ensure that current insurance liabilities are up-to-date;
- Enable indemnification of all eligible objects in the organisation's custody and while in transit;
- Ensure that the appropriate minimum liability sum or excess is available to be paid if required.

# Forsikring og skadedekning

- er alt forsikret som skal være forsikret?
- revideres forsikringspolicyen jevnlig?
- er forsikringsansvaret oppdatert?
- osv.

# Valuation control procedure

## *Definition*

The management of information relating to the financial valuations placed on individual objects, or groups of objects, normally for insurance/indemnity purposes.

## *Minimum Standard*

The organisation must have a policy covering the valuation of objects. Refer to ***Policies and Legal Context*** chapter for general guidance on collections management policies.

The procedure for managing and documenting valuations must:

- Ensure that valuation information is available as required to support the organisation's needs;
- Ensure that policies and procedures used for valuation are approved and applied consistently;
- Ensure that valuation information is treated as confidential and not released to anyone without the appropriate authority;
- Ensure that valuations are updated as and when required.

# (Penge)verdivurdering

- har vi opplysninger om verdi tilgjengelig, dersom det trengs?
- har vi gode rutiner og metoder for verdisetting – og følges de opp med konsekvens?
- behandles opplysninger om pengeverdi konfidensielt?
- er alle verdivurderinger oppdatert?

# Audit procedure

## *Definition*

The examination of objects or object information, in order to verify their location, authenticity, accuracy and relationships.

## *Minimum Standard*

The organisation must have a policy covering the auditing of the collections and related information. Refer to ***Policies and Legal Context*** chapter for general guidance on collections management policies.

The procedure for managing and documenting audits must:

- Ensure that the organisation maintains, manages and documents a regular review of the objects in its collections and the information relating to them;
- Ensure that the audit of objects is based on the physical presence of the objects;
- Ensure that all relevant object-related documentation is updated as required in a timely manner;
- Ensure that remedial action is taken as required, following discovery of missing objects, wrongly or inadequately documented objects, or undocumented objects;
- Ensure that, wherever possible, inventory checks are conducted or witnessed by a person not responsible for their custody or record-keeping.

# Revisjon

- har vi regelmessige gjennomganger av samlinger og dokumentasjon?
- tar revisjonen alltid utgagnspunkt i de fysiske objektene?
- oppdaterer vi dokumentasjonen knyttet til objektene jevnlig?

# Rights management procedure

## *Definition*

The management and documentation of the rights associated with the objects and information for which the organisation is responsible for, in order to benefit the organisation and to respect the rights of others.

## *Minimum Standard*

The organisation must have a policy covering the management and documentation of rights. Refer to ***Policies and Legal Context*** chapter for general guidance on collections management policies.

The procedure for managing and documenting rights associated with the material (e.g. objects and photographs) for which the organisation is responsible for must:

- Ensure that the organisation has taken account of relevant rights legislation, and monitors changes;
- Ensure that fully documented research into all associated rights is carried out as soon as new material is acquired;
- Record, and monitor changes, full details of all associated rights;
- Ensure that any contract negotiations, for the use of intellectual property rights (IPR) assets, is carried out, taking into account the issues of: legal entity, legal restrictions, funders' requirements and the tax situation;
- Ensure that the rights of others are respected by the organisation and any other third party users;
- Ensure that the rights of the organisation are respected by others;
- Ensure that there is an awareness of material sensitive to publication right (and other rights), and that any publication rights remain the property of the organisation and are not accidentally lost;
- Ensure that when the organisation creates new material it records the associated rights;
- Ensure that when the organisation commissions works, all IPRs are assigned to the organisation.

# Rettighetshåndtering

- forholder organisasjonen seg til gjeldende lover og regler, og følger man opp eventuelle endringer?
- er vi sikre på at alt som har med rettigheter å gjøre undersøkes og dokumenteres ved inntak av nytt materiale?
- Gjør vi hva vi kan for at at andres rettigheter ivaretas når materialet vi forvalter brukes av tredjeparter?
- er vi bevisst (og har en policy) på, hvordan vi gjør med sensitiv informasjon?
- sikrer vi oss rettigheter til alt vi bestiller av arbeid fra andre?

# Use of collections procedure

## *Definition*

The management and documentation of all uses of and services based on collections and objects in the organisation. These include exhibition and display, education handling collections and the operation of objects, research and enquiries, reproduction and the commercial use of objects and associated documentary archives. Users include staff (and volunteers) or the public, whether in person, by letter, telephone or any other means of communication.

## *Minimum Standard*

The organisation must have a policy covering the use of collections. Refer to ***Policies and Legal Context*** for general guidance on collections management policies.

The minimum standard for use of collections must:

- Enable the use of objects by internal and external users for such purposes as research, display and operation;
- Enable effective control of access to the collections and information associated with them;
- Enable the planning and scheduling for the use of objects;
- Ensure continuous accountability for objects and associated documentary records;
- Add significant information derived from research to the catalogue, and make important results public through publication, exhibition or other means as and when appropriate;
- Maintain a record of use and users associated with the collections;
- Ensure that details of use are accessed by a relevant object number.

# Bruk av samlingene

- gjør vi det faktisk mulig å bruke samlingene i forskning og formidling, både internt og eksternt?
- har vi skikkelig kontroll med tilgangen til samlinger og informasjon (jf. forsikrningssummer, plasseringer etc.)?
- greier vi å planlegge og tidfeste fremtidig bruk av samlingene?
- sikrer vi at all kunnskap som genereres gjennom bruk av samlingene, registreres eller refereres ved hjelp av objektnumre og publiseres eksternt dersom det er av stor interesse?
- holder vi oversikt over all bruk av samlingene, hva de brukes til og hvem som bruker dem?

# Object exit procedure

## *Definition*

The management and documentation of objects leaving the organisation's premises.

## *Minimum Standard*

The organisation must have a policy covering the exit of objects belonging to the museum. Refer to the ***Policies and Legal Context*** chapter for general guidance on collections management policies. See also *Object exit: SPECTRUM Advice* for guidance on writing an object exit policy statement.

The procedure for documenting and managing object exit must:

- Ensure that legal requirements and the organisation's policy are fulfilled when objects leave its premises;
- Ensure that the organisation is able to account for the exit of all objects from its premises, including those which have been deposited as offers or for identification or loaned;
- Ensure that location information for accessioned objects leaving the organisation's premises is maintained;
- Ensure that all objects leave with appropriate authorisation;
- Ensure that a signature of acceptance from the recipient is always obtained when transferring custody of an object between parties. Where the first recipient is a courier it may also be necessary to get a signature from the person or organisation to which it is being delivered.

**Object exit is a SPECTRUM Primary Procedure.** This means that in order to meet the documentation requirements for the Museum Accreditation Scheme an organisation must reach the SPECTRUM Minimum Standard for this procedure

# Utlevering av gjenstander

- er vi sikre på at alt er i henhold til policy og jus når objekter tas ut av museet?
- har vi oversikt og dokumentasjon av alt som har forlatt museet?
- er alle utleveringer autoriserte?
- har vi en signatur fra den som har mottatt objektet ved utlevering?

# Loans out procedure

## *Definition*

Documenting and managing the loan of objects to other organisations or individuals for a specific period of time and for a specific purpose, normally exhibition/display, but including research, conservation, photography and education.

## *Minimum Standard*

The organisation must have a policy covering the assessment of loan requests and a standard set of conditions which borrowers must meet. Refer to ***Policies and Legal Context*** chapter for general guidance on collections management policies. See also *Loans out: SPECTRUM Advice* for more detailed guidance about Loans out policy decisions.

The procedure for documenting and managing loans out must:

- Ensure that all loan requests are assessed according to the organisation's policy;
- Ensure that there are written agreements signed by both borrower and lender before the loan commences;
- Ensure that the loan is for a finite period;
- Ensure that the organisation retains a record of all loans, including details of the borrower, the venues, the loan period and the purpose of the loan;
- Enable effective control of the loan process;
- Ensure that the borrower confirms their intent and ability to provide an acceptable level of care, security and safekeeping for the object and to conform to the conditions of loan specified;
- Ensure that the loaned objects are covered by insurance or indemnity as appropriate for the duration of the loan period.

**Loans out is a Primary Procedure.** This means that in order to meet the documentation requirements for the Museum Accreditation Scheme an organisation must reach the SPECTRUM Minimum Standard for this procedure.

# Utlån

- behandles alle forspørsler om lån i tråd med museets utlånspolicy?
- har vi skriftlige avtaler mellom oss og låner?
- er låneperioden klart definert?
- har vi registrert alle utlån, med opplysninger om låntaker, utstillingsarealer, formål med lånet og utlånsperiode?
- sørger vi for effektiv oppfølging og kontroll med låneprosessen?
- har vi forsikret oss om at låntaker klarer å ta vare på gjenstandene?
- er alt forsikret slik det skal?

# Loss and damage procedure

## *Definition*

Managing and documenting an efficient response to the discovery of loss of, or damage to, object(s) whilst in the care of the organisation.

## *Minimum Standard*

The organisation must have a policy covering the response to the loss of or damage to objects. Refer to ***Policies and Legal Context*** for general guidance on collections management policies.

The procedure and documentation for loss and damage must:

- Enable the organisation to take all reasonable steps to prevent further loss or damage;
- Ensure that all decisions and actions in the organisation's response to damage or loss are fully documented.

# Tap og skader

- er organisasjonen i stand til å ta nødvendige grep for å hindre videre ødeleggelse?
- er vi sikre på at alle beslutninger og handlinger som gjøres i forbindelse med tap eller skade på samlingene blir fullt ut dokumentert?

# Deaccession and disposal procedure

## *Definition*

The management of disposal (the transfer, or destruction of objects) and of deaccession (the formal sanctioning and documenting of the disposal).

## *Minimum Standard*

The organisation must have a policy covering the disposal and deaccession of objects. Refer to ***Policies and Legal Context*** for general guidance on collections management policies.

The procedure and documentation for deaccession and disposal must:

- Ensure that the decision to dispose is carefully considered and that all relevant evidence and opinions are sought according to the organisation's policy;
- Ensure that all relevant evidence and opinions are sought according to statutory legal requirements;
- Ensure that the organisation makes every effort to determine title to objects involved and that they are free from relevant special conditions attached to the original acquisition;
- Ensure that the decision to dispose does not rest with an individual and the action is formally approved by a governing body;
- Ensure that preference for transfer be given to recognised organisations (e.g. Accredited museums in the UK);
- Ensure that title to the object is transferred to any receiving organisation;
- Ensure that objects disposed of are marked as such on the accession register;
- Ensure that items to be destroyed are disposed of in a responsible manner (e.g. unwanted archaeological material will not mislead future archaeologists);
- Ensure that all decisions and actions are fully documented.

# Deaksesjon og avhending

- er beslutningen om avhending velfundert – har alle sider ved saken blitt behandlet?
    - eierskap?
    - spesielle føringer eller heftelser?
- er beslutningen tatt av styret (ikke individer i organisasjonen)?
- har vi undersøkt om andre, fortrinnsvis akkrediterte museer vil ha objektet?
- er eierskapet formelt overdratt?
- er aksesjonsregistreret oppdatert med at objektet er ført ut av samlignen?
- er vi sikre på at materiale som destrueres blir destruert på rett måte?
- er hele prosessen dokumentert?

# Retrospective documentation procedure

## *Definition*

The improvement of the standard of information about objects and collections to meet SPECTRUM Minimum Standards by the documentation of new information for existing objects and collections.

## *Minimum Standard*

The organisation must have a policy on retrospective documentation. Refer to ***Policies and Legal Context*** chapter for general guidance on collections management policies. See also *Retrospective Documentation: SPECTRUM Advice* for guidance about Retropsective documentation policy decsions.

The procedure for retrospective documentation must:

- Define the purposes of the organisation's documentation system. The primary purpose should be to establish accountability and access;
- Define the organisation's understanding of the backlogs it has;
- Work towards reducing its backlog;
- Review progress on reducing the backlog on a regular basis;
- Work towards an overall improvement in the quality of information held about objects and collections;
- Review progress on the overall improvement in the quality of information on a regular basis.

**Retrospective Documentation is a SPECTRUM Primary Procedure.** This means that in order to meet the documentation requirements for the Museum Accreditation Scheme an organisation must reach the SPECTRUM Minimum Standard for this procedure.

# Retrospektiv dokumentasjon

- har museet et klart mål med dokumentasjonssystemet, hva det skal brukes til og hva det skal levere? (primært bør det være å sikre etterettelighet og tilgang – altså bør man sette seg mål om å nå et (eller flere) definert(e) nivå(er))
- har museet en klar forståelse av restansen sin – hvordan definerer man restanse?
- jobber museet for å redusere restansen – (og virker det?)
- jobber museet for en generell forbedring av informasjonen om samlinger og objekter?
- sjekker museene planmessig den generelle kvaliteten på informasjonen om samlinger og objekter for å spore eventuell forbedring?

**Define the purpose of your museum's documentation system and create a documentation or information policy (or review your existing policy)**

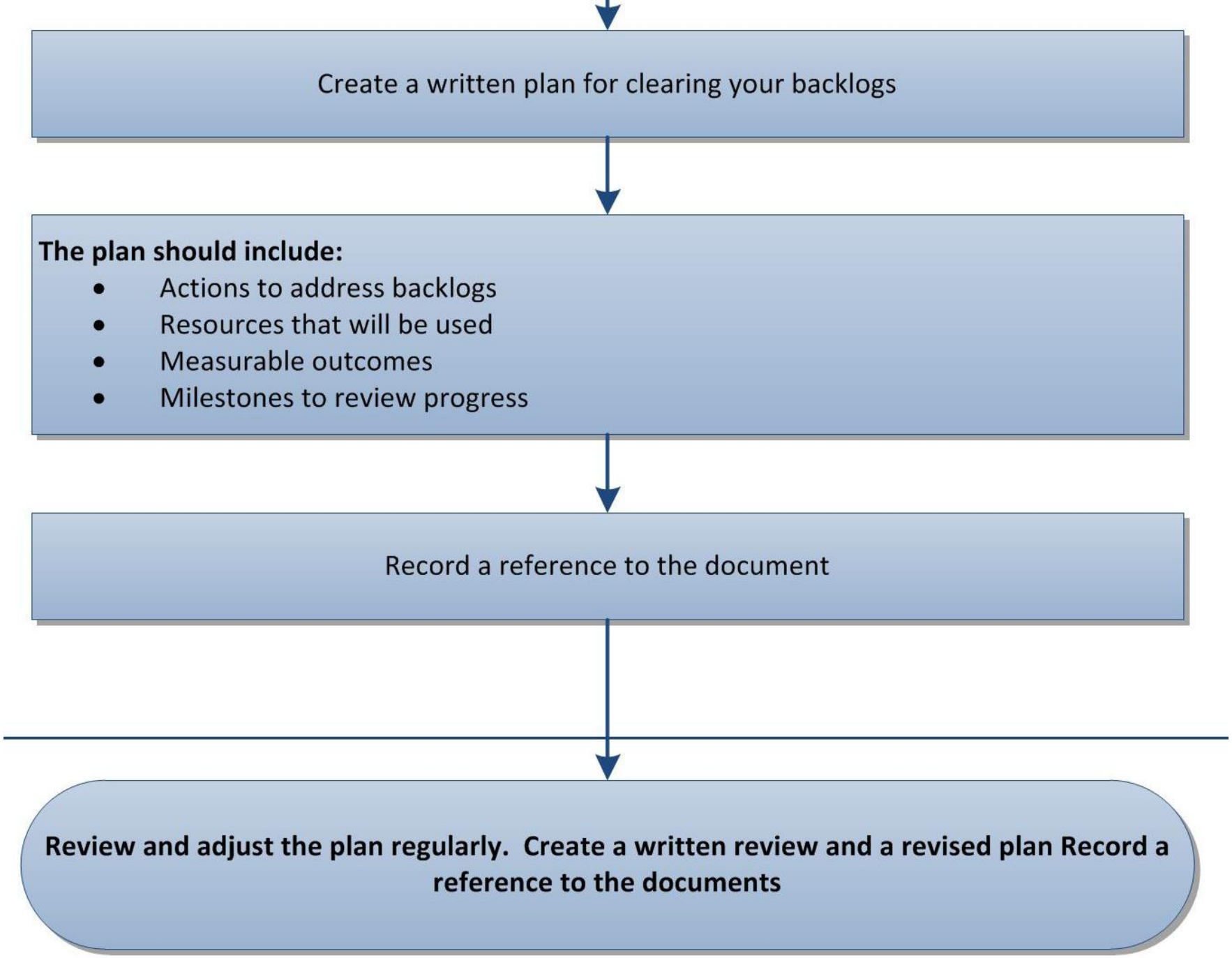
**When defining the purpose/creating the policy you will need to consider the following:**

- Who the clients/users of the documentation system are
- Who operates the systems
- What the organisation is aiming to achieve
- The organisation's mission statement
- The needs of the governing body
- The legal restraints, Accreditation scheme requirements, and funders requirements

**Research and define your backlogs. These might include the following types of backlog:**

- Procedural – incomplete procedures
- Core information – basic inventory of all objects
- Accessioning – backlog of unaccessioned material
- Cataloguing – You may have a definition of a minimum catalogue entry defined in your policy
- Museum Accreditation – Check the requirements of the Accreditation scheme
- Cultural diversity – you may wish to apply the Revisiting Collections methodology to part of your collections documentation system.

Create a written definition of the types of backlogs in your museum
Record a reference to the document


Create a written plan for clearing your backlogs
The plan should include:
• Actions to address backlogs
• Resources that will be used
• Measurable outcomes
• Milestones to review progress
Record a reference to the document
Review and adjust the plan regularly. Create a written review and a revised plan Record a reference to the documents

## Mottak av gjenstander

| | |
|---|---|
| Pre-entry procedure | Forberedelse til inntak |
| Object entry procedure | Inntak |
| Loans in procedure | Innlån |
| Acquisition procedure | Aksesjon |

## Logistikk

| | |
|---|---|
| Location and movement control | Plassering og forflytninger |
| Transport procedure | Transport |

## Katalogen

| | |
|---|---|
| Inventory control procedure | Inventarkontroll |
| Cataloguing procedure | Katalogisering |
| Audit procedure | Revisjon |
| Retrospective documentation | Retrospektiv dokumentasjon |
| Rights management | Rettighetshåndtering |

## Konservering

| | |
|---|---|
| Object condition checking … | Tilstandsvurdering |
| Conservation and collections care | Konservering og bevaring |

## Sikkerhet, forsikring

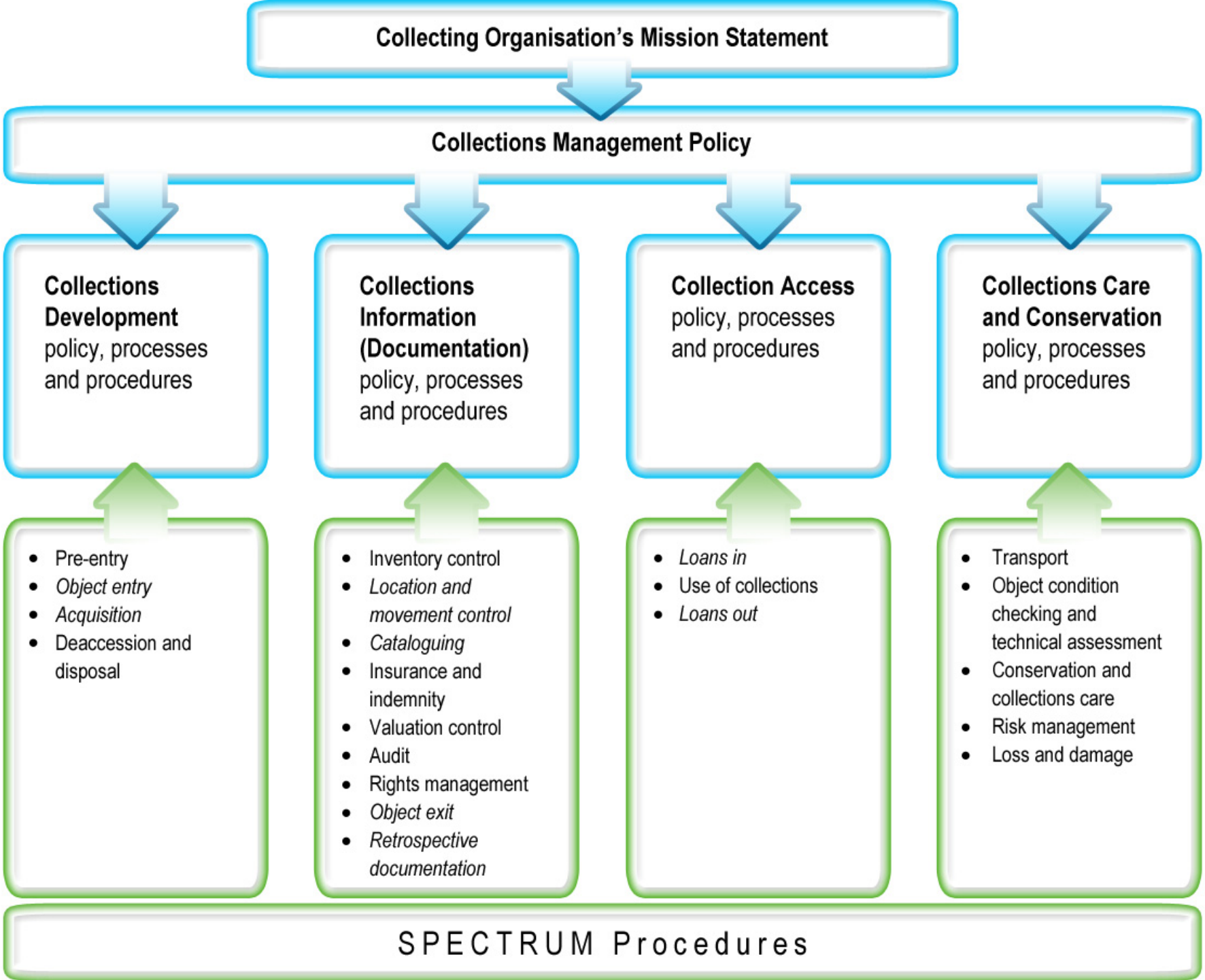
| | |
|---|---|
| Risk management procedure | Riksikohåndtering |
| Insurance and indemnity management | Forsikring og erstatn. |
| Valuation control procedure | (Penge)verdivurdering |
| Loss and damage procedure | Tap og skader |

## Objekter ut

| | |
|---|---|
| Object exit procedure | Utlevering av gjenstander |
| Loans out procedure | Utlån |
| Deaccession and disposal | Deaksesjon og avhending |

## Use of collections procedure

## Bruk av samlingene


Collecting Organisation's Mission Statement
Collections Management Policy
Collections Development policy, processes and procedures
Collections Information (Documentation) policy, processes and procedures
Collection Access policy, processes and procedures
Collections Care and Conservation policy, processes and procedures
Pre-entry
Object entry
Acquisition
Deaccession and disposal
Inventory control
Location and movement control
Cataloguing
Insurance and indemnity
Valuation control
Audit
Rights management
Object exit
Retrospective documentation
Loans in
Use of collections
Loans out
Transport
Object condition checking and technical assessment
Conservation and collections care
Risk management
Loss and damage
SPECTRUM Procedures

# Når er det nok?

Er dette å systematisere og dokumentere seg i hjel (nju pøbblikk mænitsjment)

- hva skal være innarbeidet som daglige rutiner
- autorisasjon, bestemmelser osv innarbeidet i organisasjonen
- hva skal være ferdigdelegert, ligge i stillingsbeskrivelser etc.?
- hvem kan flytte eller bestille flyttinger
- hvem kan gjøre tilstandsvurderinger
- hvem bestemmer at noe skal tas inn?

Kan systemene vi bruker være selvdokumenterende?

.

Teori og praksis!

# Appendikset - «feltkatalogen»

## Informasjonsgrupper og enheter

- **Units of information** - These are the lowest level of information-recording and may represent data in one field of a system (it is possible that a unit of information to be represented in other ways, e.g. the name of a field, or instructions on how to record data in a field)

- **Information groups** - These are sets of units of information brought together to enable the recording of: an object (both physically and with regard to events in its history); events that take place in the organisation (e.g. an Audit); persons, organisations, peoples and places associated with objects and events.

## Informasjonsgrupper

- Object groups - 17 stk. f.eks.: *beskrivelse* og *historikk*
- Process groups - 17 stk., f.eks.: *innlån* og *utlån*
- Address information
- Date information
- Location information
- Organisation information
- People information
- Person information
- Place information
- Record management groups - 3 stk.
- Reference information

# Units of information

This section describes fully all the units of information required throughout the procedures. Each unit of information is listed in alphabetical order and contains the following information:

## Unit name

| | |
|---|---|
| *Definition* | A brief description of the unit of information. |
| *How to record* | Basic guidelines on how to record the unit of information. |
| *Examples* | Samples of the information which might be recorded. The examples are not exhaustive; they are there to illustrate the kind of information which might be recorded. A semicolon is used to separate a list of examples. |
| *Use* | The relationship between this and other units of information and how often it can be recorded within any one record. |
| *Information group* | The information group that the unit of information appears in |

Object groups

## *Object audit information*

Use to record the object aspects of an audit. See Audit information group for the process aspects. Link to relevant Audit information using the Audit reference number unit.

## *Object collection information*

Use to record information about the field collection of objects, e.g. during an archaeological excavation.

## *Object condition and technical assessment information*

Use to record the object aspects of a condition or technical assessment. See *Condition check/technical assessment information* group for the process aspects. Link to relevant *Condition check/technical assessment information* using the *Condition check/technical assessment reference number* unit.

## *Object conservation and treatment information*

Use to record the object aspects of a conservation or treatment process. See *Conservation and treatment information* group for the process aspects. Link to relevant Conservation and treatment information using the Conservation reference number unit.

## *Object description information*

Use to record the categories of the description of an object. Which units an organisation uses depends on the requirements of the organisation and on the type of object.

## *Object history and association information*

Use to record the historic use and associations of an object.

## *Object identification information*

Use to record the ‘core information’ about an object or group of objects.

## *Object location information*

Use to record the where an object is located. See Location information for the place itself.

## *Object owner’s contribution information*

Use to record information about an object contributed by the previous owner of an object. See *Use of collections information* group for the process aspects. Link to the relevant *Use of collections information* using the Research/use of object reference number or Exhibition reference number unit.

## *Object production information*

Use to record the aspects of the creation of an object.

## *Object requirement information*

Use to record the various requirements an object has while in the care of the organisation and others.

## *Object rights information*

Use to record the rights associated with objects, whoever holds them. Reference the object using the Object number unit in the Object identification information group.

## *Object rights in information*

Use to record rights for the use of an object obtained by the organisation from others. Reference the object using the Object number unit in the Object identification information group.

## *Object rights out information*

*Use to record rights for the use of an object granted by the organisation to others. Reference the object using the Object number unit in the Object identification information group.*

## *Object use information*

Use to record the object aspects of a use of an object. See Use of collections information group for the process aspects. Link to the relevant Use of collections information using the Research/use of object reference number or Exhibition reference number unit.

## *Object valuation information*

Use to record the object aspects of a valuation. See Valuation information group for the process aspects. Link to the relevant Valuation information using the Valuation reference number unit.

## *Object viewer’s contribution information*

Use to record information about an object contributed by a viewer of an object. See Use of collections information group for the process aspects. Link to the relevant Use of collections information using the Research/use of object reference number or Exhibition reference number unit.

# Common Procedural Units

This group lists the full set of generalised units that can be used to describe a procedure in SPECTRUM. The groups below give particular units for a procedure.

**Units of information:**

Authoriser (Per)
Authorisation date
Cost
Cost note
Procedure begin date
Procedure end date
Procedure manager (Org, Per)
Procedure note
Procedure title
Reason
Request
Request date
Requester (Org, Per)
Requested action date
Scheduled begin date
Scheduled end date
Status
Status date
Status review date

*Acquisition information*

*Audit information*

*Condition check/technical assessment information*

*Conservation and treatment information*

*Disposal information*

*Indemnity information*

*Insurance information*

*Loan in information*

*Loan out information*

*Loss/damage information*

*Movement information*

*Object entry information*

*Object exit information*

*Process information*

*Valuation information*

*Use of collections information*

**Create a record for each object or group of objects. Make sure these records are accessible by object number**

**Catalogue entry must include:**

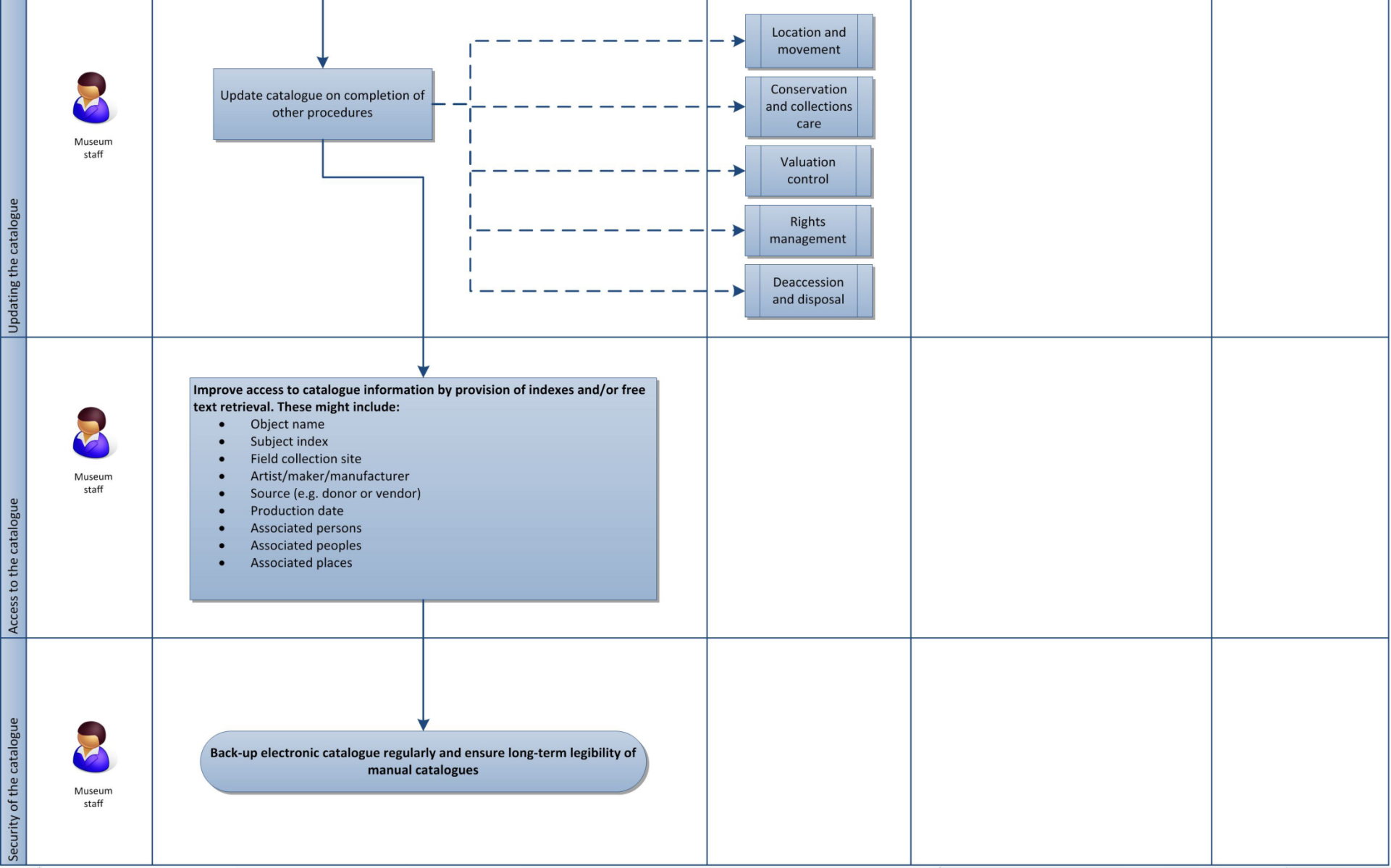
- Object number
- Object name
- Number of items or parts
- Brief physical description
- Acquisition method, date and source
- Location information
- Reference to images

**Depending on the information available catalogue should also include :**

- Curatorial responsibility
- Information about creation of the record (date, info. source)
- Identification information
- Object description info.
- Field collection information
- Content and subject information
- Product information
- Other historical information
- References to published bibliographic information
- References to collections management information

Object identification
Acquisition
Object location
Reference
Date
Organisation
People
Person
Location
Address

Object identification
Object description
Object production
Object history and association
Owners contribution
Viewers contribution
Reference
Date
Organisation
People
Person
Place
Amendment history



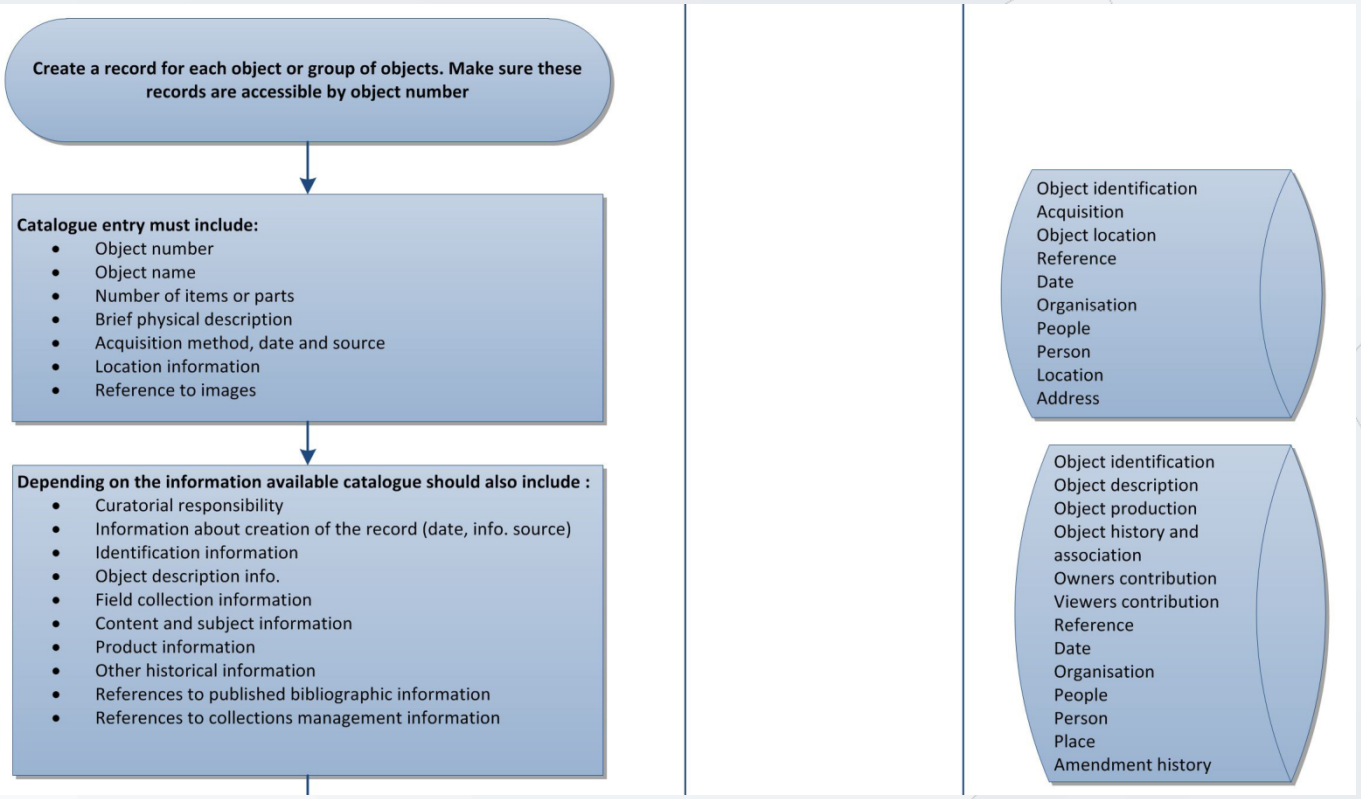

Further detailed guidance on the Cataloguing procedure can be found in the *Cataloguing: SPECTRUM Advice* available on Collections Link

Details of the Units of Information required in this procedure can be found in SPECTRUM 4.0 *Appendix 1, Information Requirements* available on Collections Link

Cataloguing: SPECTRUM Advice

# Informasjonsgrupper og enheter

## katalogisering



**Catalogue entry must include:**

- Object number
- Object name
- Number of items or parts
- Brief physical description
- Acquisition method, date and source
- Location informatic
- Reference to image

Object number

Object name

Number of objects

Brief description

## Acquisition method

| | |
|---|---|
| ***Definition*** | The means by which title to an object is formally transferred to the organisation. |
| ***How to record*** | Use a single term, without punctuation or capitalisation. Maintain a list of standard terms. |
| ***Examples*** | gift; purchase. |
| ***Use*** | Record once only for an object or group of objects. |
| ***Information group*** | ***Acquisition information*** |

**Depending on the information available catalogue should also include :**

- Curatorial responsibility
- Information about creation of the record (date, info. source)
- Identification information
- Object description info.
- Field collection information

Object identification
Object description
Object production
Object history and association
Owners contribution
Viewers contribution
ce
ation
ment history

# Object identification information

Use to record the 'core information' about an object or group of objects.

**Units of information:**

***Object number***
***Other number***
***Other number type***
***Brief description***
***Comments***
***Distinguishing features***
***Number of objects***
***Object name***
***Object name currency***
***Object name level***
***Object name note***
***Object name system***
***Object name type***
***Object name/title langu***
***Responsible department/sectio***
***Title***
***Object name/title langu***
***Title translation***
***Title type***

## Object name

## Object name currency

## Object name level

## Object name note

## Object name system

## Object name type

## Object name/title language

| | |
|---|---|
| ***Definition*** | The language used for the Object name, Other name or Title given to an object. |
| ***How to record*** | Use a single term, using punctuation only where it forms a part of the name and capitalisation for proper names. Maintain a list of standard terms. |
| ***Examples*** | French; German |
| ***Use*** | Record once only for an Object name, Other name and Title. |
| ***Information group*** | ***Object identification information*** |

“Denne boken har sitt utspring i en tekst av [Jorge Luis] Borges, i den latter som ved lesningen av den ryster alt det tanken er fortrolig med – det vår tanke er fortrolig med, den tanke som bærer vår tids og vår geografis merke; en latter som rokker ved alle de velordnede overflater og inndelinger som for oss bringer orden og fornuft i vrimmelen av skapninger, en latter som får den tusenårige håndhevelsen av skillet mellom det Samme og det Andre til å vakle, og som for lang tid fremover foruroliger. Teksten siterer “et visst kinesisk leksikon” hvor det heter at dyr inndeles i følgende grupper: **“a) dyr som tilhører Keiseren, b) balsamerte dyr, c) tamme dyr, d) pattedyr, e) sirener, f) fabeldyr, g) løshunder, h) de dyr som inneholdes i herværende klassifikasjon, i) som løper rundt som gale, j) som er utallige, k) som tegnes med en svært fin pensel av kamelhår, l) etcetera, m) som nettopp har knust vannkrukken, n) som på lang avstand ser ut som fluer.”**. I forbløffelsen over denne taksiomien er det én ting vi fatter umiddelbart: Det som ved denne belærende fabelens hjelp holdes frem for oss som det fortryllende eksotiske ved en fremmed tanke, er vår egen tankes grense – den rene umuligheten av å tenke dette“

Foucault *Om tingens orden*,1996:7

# Nytteverdi(?)

# Kulturrådet

## - som utviklingsaktør

- **Utvikling gjennom forvaltning – mål og resultat**
  - Tildelingsbrev
  - Statistikk
  - Rapportering
  - Analyse

- **Utvikling i prosjekter – virkemidler og prosess**
  - Metodikk, IKT-verktøy
  - Kompetanse, kurs
  - Standarder, veiledninger

- **SPECTRUM som en samlende faktor?**

# … som verktøy?

Hvordan kan vi bruke SPECTRUM som utviklingsverktøy?

- Felles definisjoner (forventninger, rapportering og statistikk)
- Systematisert beskrivelse av feltet (informasjon og kompetanse)
- Mal og mål for prosjektutvikling (metodikk, veiledninger, IKT)
  - Konserveringsmodul / Statistikkverktøy / Primuskurs – med SPECTRUM + tilliggende ressurser som kravspesifikasjon…
- Knagger for mer spesialiserte metoder, standarder osv
  - Jf SPECTRUM Advice og Practical guidelines

# …museene

## Museenes nytte av SPECTRUM?

**Faglig ressurs i seg selv**

- Informasjon og kunnskap
- Overføringsverdi for kompetansekrav og arbeidskraft
- Overføringsverdi for metodikk og verktøy
- Bestillerkompetanse for verktøy
- Tilgang på et fellesskap nasjonalt og internasjonalt

**SPECTRUM bakt inn i praksis og systemer?**

- SPECTRUM kan omsettes effektive IKT-verktøy
- Flytdiagrammene kan brukes til å innføre, effektivisere og kvalitetssikre praksis i museene?