

Contents

Preface	xi
Acknowledgements	xiii
Part 1 Collections management: overview and principles	1
1 What is collections management?	3
Fundamentals	3
Know what you have and where to find it.....	3
A brief history	5
An international perspective	8
Summary	9
References	9
2 Legal requirements	11
Fundamentals	11
Artists' resale rights.....	14
Copyright	15
Customs and excise	17
CITES and cultural objects.....	23
Cultural goods and taxation in the UK.....	23
Immunity from seizure	26
Summary	28
References	28
3 Ethical considerations	31
Fundamentals	31
Deaccessioning and disposal.....	32
Due diligence.....	36
Provenance	40
Summary	41
References	42

4 Practical aspects	43
Fundamentals of collection care	43
Risk management	44
Insurance and indemnity	47
Security	55
Emergency response	60
Summary	63
References	64
Part 2: Collections management: processes	65
5 Documentation	67
Fundamentals	67
Policy	68
Procedures	70
Information systems	73
Documentation plan	75
Cataloguing	77
Marking and labelling	82
Condition reports	86
Inventories	90
Retrospective documentation	91
Summary	92
References	93
6 Movement	95
Fundamentals	95
<i>Moving objects within a building</i>	96
Handling	96
Planning and risk assessment for moves	98
Procedures	103
Equipment	104
<i>External moves</i>	108
Planning and risk assessment	108
Packing for transport	111
Transport	113
Documentation	118
Summary	120
References	120

CONTENTS

7 Storage	123
Fundamentals	123
Storage buildings	123
Storage systems	128
Environmental conditions	132
Inventory	136
Hazardous materials	138
Integrated pest management (IPM)	140
Summary	143
References	143
8 Acquisitions	145
Fundamentals	145
Policy	145
Legal and ethical requirements	147
Contract	149
Procedures	151
Collections impact	154
Catalogue information	156
Provenance	157
Shared or co-owned works	158
Fractional gifts	161
Multiple copies, editioned works and e-media	163
Commissions	165
Unclaimed loans and unwanted gifts	166
Summary	167
References	167
9 Loans	169
Fundamentals	169
Rights and responsibilities	170
Loans policy	171
Due diligence for loans	175
Loans procedure	177
Facilities report	179
Conditions of loan	181
Valuations	183
Loan agreement	184

MUSEUM COLLECTIONS MANAGEMENT

Insurance and indemnity	186
Long-term loans.....	189
Condition inspection.....	191
Couriers.....	193
Packing and transport.....	195
Return	197
Documentation for loans	198
Summary	200
References	200
10 Exhibitions and displays.....	201
Fundamentals	201
Due diligence policy for loans	202
Installation	203
In-house displays.....	207
Loans in	208
Exhibitions	210
Insurance	218
Travelling exhibitions.....	220
Exhibition costs	223
Summary	227
References	227
11 Access	229
Fundamentals	229
Options for providing access.....	229
Policy	231
Risk assessment	233
Study rooms	234
Access to stores	239
Virtual access.....	239
Summary	242
References	242
Bibliography.....	245
Index.....	251