

## **ABERDEENSHIRE COUNCIL MUSEUMS SERVICE**

### **ENTRY POLICY**

#### **Purpose**

1. Entry is defined as the management and documentation of items entering the responsibility and care of Aberdeenshire Council's Museums Service, either permanently or for a temporary period.
2. The term "entry" is used throughout this Policy with this meaning and no other.
3. Entry refers solely to the movement of items which are entering the responsibility of the Museums Service and is not intended to mirror the Museums Service's Loans In Policy, which also governs the movement of unaccessioned material.
4. The purpose of the Policy is to enable the Museums Service to be accountable for all items entering the Museums Service, which may be intended for accessioning into the permanent collections, on short-term deposit for identification or digitisation, on longer-term loan for exhibitions, for conservation treatment or temporary storage. The Policy defines the permitted reasons for entry, to define the authorisation levels for permitting entry and to define the minimum level of documentation required.

#### **Scope**

5. This Policy applies to:
  - a. All sites and branches of Aberdeenshire Council's Museums Service.
  - b. Material belonging to other individuals or organisations which enters the care of the Museum Service for any reason.
  - c. Items on loan to the Museums Service, when the items exit the care of the owner or depositor and enter the care of the Museum Service.

- d. Items being moved by a contractor from one site or branch to another, or from one branch to a non – Aberdeenshire Council Museums Service destination.
6. Entry is always the result of material coming into the Museums Service's care; the nature of the entry determines which specific subsequent procedures come into effect and any special conditions which may apply. The activities which will most commonly result in Entry are:
- a. Donations or gifts
  - b. Bequests
  - c. Purchase
  - d. Transfers from other museums
  - e. Transfers from other Aberdeenshire Council departments
  - f. Loans in for exhibitions
  - g. Short-term deposits for identification
  - h. Short-term deposits for digitisation

### **Liability, Insurance and Indemnity**

7. In all circumstances, the liability for damage and security when items come into the care of Aberdeenshire Council's Museums Service falls upon the Museums Service after the Museums Service Entry Form has been completed and signed by an authorised Aberdeenshire Council Museums Service staff member.

### **Authorisation**

8. Only authorised staff may approve the Entry of an item to Aberdeenshire Council's Museums Service.
9. Authorised staff are:
- Museums Development Co-ordinator
  - Museum Curator
  - Museum Conservator

### **Documentation**

10. Every entry transaction must be supported by an authorised Museums Service business document appropriate to the case. For example, an artefact entering the Museums Service on loan must have completed Loan In documentation.
11. As per Spectrum 5.1 Aberdeenshire Council's Museums Service will document the entry of items to the Museums Service in order to track them and to maintain a link between the item and any information about it. The information that must be recorded is:
- a. Entry reference number
  - b. Name and contact information of depositor and/or owner presenting the material for entry

- c. Brief description of items, including provenance information, valuation, and/or legal & licensing requirements (where relevant)
- d. Number of items
- e. Condition note, to include any hazards or risks posed by the object
- f. Information about any hazards associated with the material
- g. Reference to appropriate file containing additional details (e.g. loan-in file, acquisition file)
- h. Initial location of material
- i. Reason for entry
- j. Authorising signature of owner/depositor
- k. Authorising signature of Aberdeenshire Council's Museums Service
- l. Date of entry

12. This information will be recorded on an Entry form.

**How long, and in what form, Entry Information is held**

13. Entry information will be retained in perpetuity by Aberdeenshire Council's Museums Service, in electronic or manual form.

**Exceptions**

14. There are no exceptions to this Policy, other than those explicitly defined in the Scope section.

**Review**

15. This Policy is subject to review every five years. The next date for review is 31 March 2030. The Policy may be reviewed at an earlier date if necessary.

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12 May 2025