

ABERDEENSHIRE COUNCIL MUSEUMS SERVICE

EXIT POLICY

Purpose

1. Exit is defined as the management and documentation of items accessioned by Aberdeenshire Council's Museums Service, or on loan to it, leaving the responsibility and care of the Museums Service, either permanently or for a temporary period.
2. The term "exit" is used throughout this Policy with this meaning and no other.
3. Exit can refer to the movement of the Museums Service's accessioned items, items on loan to it which are leaving its responsibility, and items which are being deaccessioned-
4. The purpose of the Policy is to enable Aberdeenshire Council's Museums Service to be accountable for all items leaving the Museums Service, to define the permitted reasons for exit, to define the authorisation levels for permitting exit and to define the minimum level of documentation required.

Scope

5. This Policy applies to:
 - All sites and branches of Aberdeenshire Council's Museums Service.
 - Accessioned items or significant parts of accessioned items which currently form part of the permanent collections, and which are leaving the Museums Service for any reason.
 - Items on loan to Aberdeenshire Council's Museums Service when they are returned to their owners, or which leave the Museums Service temporarily for any reason.

- 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. This Policy does **not** generally apply to:
- Material moved internally from one Aberdeenshire Council Museums Service site / branch to another by Museums Service staff.
 - The movement of educational resources or gallery furnishings.
 - Material moved out of any of the Museums Service's sites / branches in the event of disaster or other major incident. In these instances the Aberdeenshire Council Museums Service Disaster Plan procedure will be followed.
7. Exit is always the result of another Aberdeenshire Council Museums Service transaction, and other procedures will dictate the exact point at which Exit comes into effect and any special conditions which may apply. The activities which will most commonly result in Exit are:
- Loans in (return to owner of borrowed material or temporary movement off site for any reason).
 - Loans out (despatch of Aberdeenshire Council Museums Service material).
 - Location and Movement Control.
 - Collections Care and Conservation taking place at an external site.
 - Deaccession and Disposal.
 - Creation of surrogate copies and digitisation taking place at an external site.

Liability, Insurance and Indemnity

8. In all circumstances, the liability for damage and security when items leave Aberdeenshire Council's Museums Service falls upon the Museums Service until the receiving institution, organisation, individual or their authorised agent accepts the item and signs Aberdeenshire Council's Museums Service's Exit Form acknowledging responsibility for the item.
9. If the Museums Service is not using its own transport, the contractors or shippers chosen must be approved by Aberdeenshire Council's Museums Service, except in the case of a returning Loan In item when the lender has specified a contractor.
10. In certain circumstances a member of the Museums Service staff will be required to accompany an item as courier to ensure it reaches its destination safely.
11. When items leave the care of Aberdeenshire Council's Museums Service for any reason steps must be taken to ensure that insurance or indemnity cover is adequate, whether items are to be transported at the Museums Service's or the recipient's risk.

Authorisation

12. Only authorised staff may approve the Exit of an item from Aberdeenshire Council's Museums Service and/or the permanent collections.
13. Authorised staff must ensure that all necessary permissions have been granted before authorising an Exit transaction, liaising with the Documentation section.
14. Authorised staff are:
 - Museums Development Co-ordinator
 - Museum Curator
 - Museum Conservator

Documentation

15. Every exit transaction must be supported by an authorised Aberdeenshire Council Museums Service business document appropriate to the case. For example, an artefact leaving the Museums Service on loan must have completed Loan Out documentation.
16. As per Spectrum 5.1 Aberdeenshire Council's Museums Service will document the exit of items from 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. Exit or other transaction reference number
 - b. Any unique identifying numbers for the items
 - c. Brief description of items, including valuation
 - d. Condition note
 - e. Information about any hazards associated with the material
 - f. Reference to appropriate file containing additional details (e.g. loan-in file, acquisition/disposal file)
 - g. Reason for exit
 - h. Method of despatch
 - i. Aberdeenshire Council's Museums Service courier (if used).
 - j. Authorising signature of Aberdeenshire Council's Museums Service.
 - k. Date of exit
 - l. Destination name, address and telephone number
 - m. On delivery – signature of authorised receiver
 - n. On delivery – date of receipt
 - o. If appropriate – on return – signature of receiving Aberdeenshire Council's Museums Service staff
 - p. If appropriate – on return – date of return to Aberdeenshire Council's Museums Service staff
17. This information will be recorded on an ***Exit Form***.

18. Information from the completed Exit Form, including the current location of exited objects, will be recorded in our collection management system and paper forms will be filed in accordance with the Location and Movement Control Procedure.
19. Aberdeenshire Council's Museums Service may also be expected to provide one or more of the following documents, not necessarily related to its own systems and procedures:
 - a. Customs clearance
 - b. Export licences
 - c. Shipping instructions/forms
 - d. Insurance certificate
 - e. Packing/Unpacking instructions
 - f. Condition check forms

How long, and in what form, Exit Information is held

20. Exit information will be retained in perpetuity by Aberdeenshire Council's Museums Service in electronic or manual form.

Exceptions

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

Review

22. 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.

Amy Miller
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