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# **A Checklist for Museum Collections Management Policy**

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## To the Reader

The following is a checklist for cultural-historical and art museums concerning issues and details to be considered when preparing a Collections Management Policy for a museum. It presents only one possible structure, order and content for presenting the museum's collection mission, offering a tool to help formulate the museum's own policy in this area. The checklist is intended as a flexible tool of which only a part can be used, or to which other aspects of importance for the museum's work can be added. The order of presentation and headings can be altered. Collections Management Policy is always drawn up from the perspective of the museum in question.

The Collections Management Policy checklist has been drafted with practical needs in mind. The more integrated and accessible the practices, processes and terminology of the collection activities in museums, the easier it will be to engage in other forms of collaboration between museums. Collections Management Policy defines the museum's collection mission and the specific policies, reasons, practices, processes and details of maintaining collections. Where necessary, it can describe earlier practices, the present situation and future goals of the collection mission. Collections Management Policy both lays down aims and procedures and serves as a manual and set of instructions for realizing the collection mission. Collections Management Policy can be implemented in two versions, one of which can be public and the other internal instructions for the museum, including matters not to be made public. Collections Management Policy is approved by the administration of the museum and implemented in its organization.

The checklist is presented in two forms: a written itemization with headings and instructions for writing and a visual map of concepts underling the issues concerned and their mutual relationship instead of listing them in consecutive order. The checklist is accompanied by an index of terms prepared in association with the Finnish Museum 2015 Project. In addition, *ICOM / CIDOC International Guidelines for Museum Object Information: The CIDOC Information Categories* (1995) has been used in preparing the English translation.

The Collections Management Policy checklist has been prepared by Project Manager Maija Ekosaari from Museum Centre Vapriikki, Curator Sari Jantunen and Collections Manager Leena Paaskoski both from Lusto, the Finnish Forest Museum within SAKU Project funded by the Finnish Ministry of Education and Culture in 2011 –2013. It is based on the published collections management policies of several cultural historical and art museums in Finland and the authors' own views and experiences of the work with collections. The checklist has been commented on by several professionals of the museums sector and it has been tested in museums of different type and size. The Collections Management Policy checklist has been published in Finnish in association with the Museum 2015 Project in 2013.

Leena Paaskoski, Sari Jantunen and Maija Ekosaari

## ... and to the Writer

By the time the English translation (by Jyri Kokkonen and the authors) was finished, tens of Finnish museums had started writing their Collections Management Policies. From their experiences I would like to share four points with you.

Make this YOUR museum's policy. Adapt it to your operating environment. Write it from your perspective to your staff, clientele and stakeholders.

Define terminology that is familiar in your country and museum. Use the terminology consistently. Use existing definitions but make sure they describe what you do. This is a good occasion to introduce new concepts to your organization –or to make existing practices explicit.

The itemized list is just one model how the finished document may be arranged. It is not the order in which your writing project should be carried out. As when writing an article, you often write the Introduction and Summary the last.

Write the policy with your colleagues who do the job concerned. Use their expertise to make this a policy the entire staff can commit to. We hope your collections management policy becomes a tool rather than a decoration.

We hope the checklist will save your time and let you concentrate on the content rather than the form. Use this as a way to make visible all the work your department is doing with the museum collections.

We welcome your comments and feedback.

Tampere, Finland 1.10.2014

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## Introduction

What is a Museum Collections Management Policy? Describe the aims and purpose of your museum's Collections Management Policy, processes of preparation and approval, and the personnel involved. Mention if the museum has previous Collection Management Policies in writing or describe other courses of action in this area. If Collections Management Policy has been implemented both publicly and as a version within the museum, the differences and functions of these versions are described. A description is given of how Collections Management Policy is checked and updated and how it is utilized in the practical work of the museum.

## The museum's collection mission

### Definition of the museum's collection mission

What is the museum's mission concerning its collections? Give a definition of this mission and its general aims.

#### The museum object

What does the work specifically concern? Define the museum object in relation to museum work and the musealisation process, i.e. how an object becomes a museum object.

#### Significance and benefits

Why is this work carried out? Describe the purpose, significance and benefits of work concerning collections.

#### Clientele

For whom is collection-related work carried out? Define the clientele of collection work at a general level.

#### Assessment, metrics and impact

How are collection work and its results and impact evaluated? List existing methods and metrics of assessing work or ones that are to be adopted.

### Attributes of the collection mission

What factors delimit and define the museum's collection mission and its implementation? Describe the parameters of the museum's collection mission, e.g. ethics of museum work; museum-related legislation; national, international and bilateral agreements; the museum's own regulations, overall mission, strategy etc.; division of tasks among memory organizations and the origins, history of acquisitions and structure of the museum's collections that affect future definitions of the collection mission.

#### Museum legislation

How does the national and international legislation concerning museums affect the collection mission?

#### Code of Ethics for Museums (ICOM 2005)

How is the Code of Ethics for Museums taken into account in the collection mission?

### International agreements

How do possible international agreements affect the museum's collection mission?

### The museum's regulations and strategy

How do the museum's own regulations and strategy or similar instructions delimit and define the collection mission?

### The history and present state of the museum collections

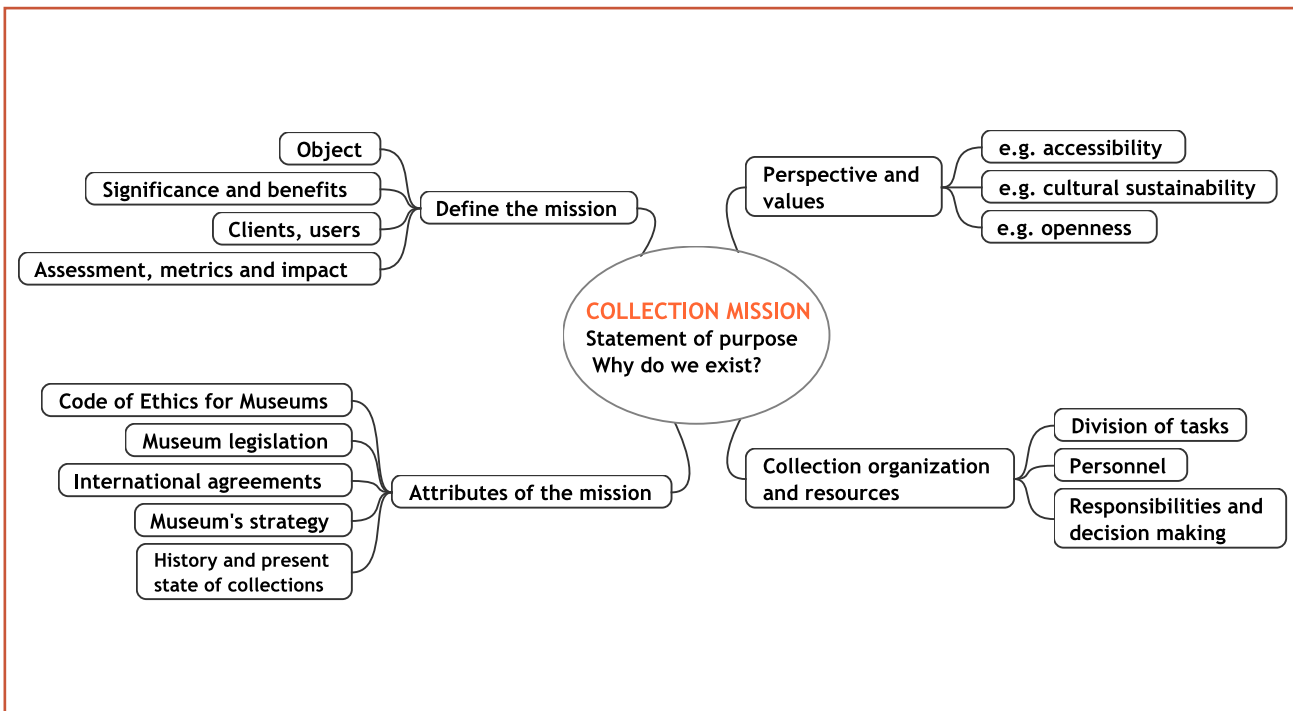
What is the history and present state of the museum's collections? Describe the starting points for implementing the collection mission now and in the future.

## Perspectives and values of the collection mission

What perspectives and values are taken into account and emphasized in the museum's collection work? The described perspectives and values are jointly shared by the museums sector or specific to individual museums, such as openness, accessibility, sustainable development, cultural sustainability, client centredness, multiculturalism, internationality.

## The museum's collection organization and resources

How is the implementation of the collection mission organized within the museum and what resources are allocated for it? Describe the museum's collection organization, resources available for collection work and the division of tasks, responsibilities and decision-making process within the collection organization.



## Collecting and accessioning

### Areas and emphasis of collections

What themes, object types, geographic areas or historical periods are particular focuses of the museum's collection work? List special focuses if the museum gives priority to certain objects and areas in its collecting activities. Where necessary also describe changes in collecting focus during the history of the museum.

What is the museum's area of collecting? Define the museum's geographic, chronological and thematic area of collecting in sufficient detail. A thematic area of collecting can mean a specific area of subject matter or e.g. an individual. Also note any change to the definition of the collecting area if the museum's older collections were acquired on different ground.

### Types of objects

What types of objects are collected by the museum? List collected object types and possible focuses or emphases among them in sufficient detail.

### Collection criteria and evaluation

What criteria are applied in the museum's choices of collection objects? How are objects evaluated for example with regard to properties relating to their acquisition, condition or context? How will the definition of a museum objects ideal state possibly be applied in the collection stage?

### Acquisition methods and procedures and related decisions

In what ways does the museum make acquisitions to its collections? What acquisition procedures are in force in the museum? How are potentially collectable objects evaluated before decisions for acquisitions and how are the given reasons recorded? Describe the methods of acquisition that are used (e.g. active acquisition, acquisition boards, the role of experts, commissioned works etc.). List and record the persons responsible for the acquisition decision and the acquisition process.

### Ways of collecting

In what different ways is the collecting implemented? List and define the methods your museum practices, e.g. participative collecting, object-type collecting, phenomenon-specific documentation, prospective, retrospective and contemporary documentation.

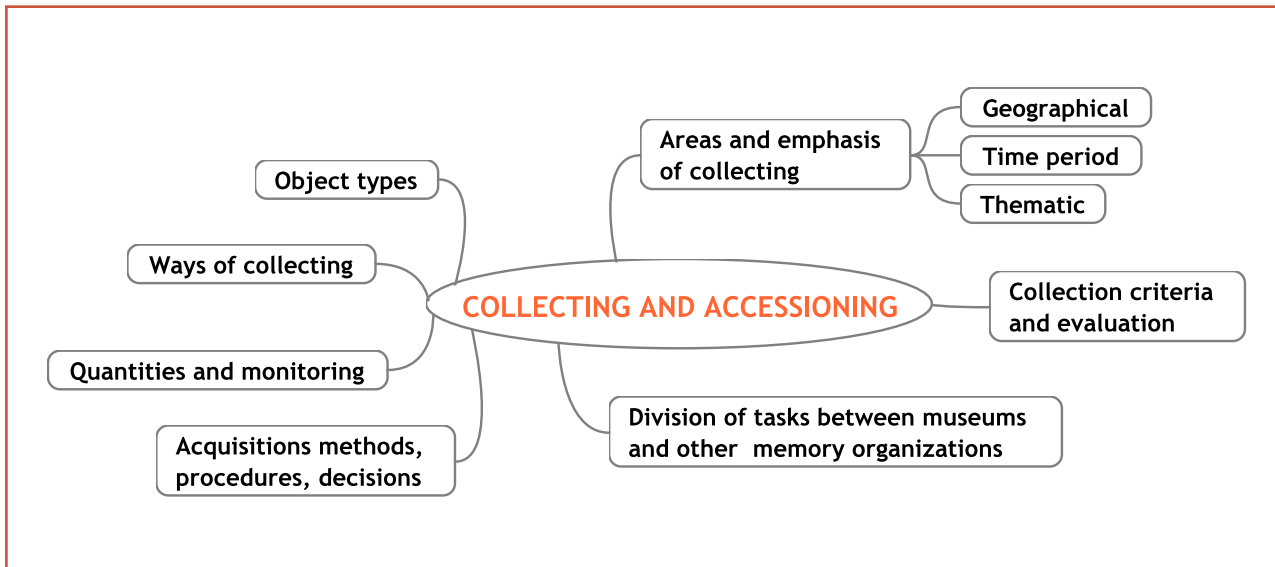
### Numbers of acquired items and monitoring

What are the annual numbers of acquisitions and acquired objects? List possible quantitative and qualitative acquisition goals and reasons why acquisitions are not made for collections. Describe the monitoring of acquisitions.

### Division of tasks in collecting and documenting between memory organizations and museums

How does the museum collaborate in collecting and documenting work with other museums and cultural memory organizations? What division of tasks is followed or what kind of division of tasks should be negotiated in the future? Describe the effects of collaboration between museums and the division of responsibilities between museums, archives and libraries on collecting.





## Administering and managing collections

### Arrangement of collections

What principles or systems of arrangement and classification are used in your museum?

#### Organization of collections

How are the museum's collections organized e.g. according to object types or function? E.g. artefact collection, collection of photographs, archive collection, library collection or museum collections, pedagogic collection. Describe the organization of collections and related grounds for it.

#### Value classification

Does your museum apply value classification or other methods for establishing the value and significance of objects? If so, please specify. Describe the value classification and its criteria and the practical instructions for classification or other methods for defining the value and significance of items. You may also give reasons for not applying value classification.

#### Deaccessioning

What is the museum's deaccession policy? Does the museum apply life-span concepts to objects? Describe the grounds for deaccession and related decision-making, how deaccession is carried out, where and how deaccessions are recorded and how information on deaccessioned objects is kept.

### Accessions to collections

How are new objects added to collections? Describe collection accessioning as a process.

#### Accessioning decisions and reception of objects

How and by whom are the museum's accessioning decisions made? How are objects received? List procedures related to accession decisions and the object entry. In the public version procedures are given at a general level and/or as a process diagram. Procedures are to be described in more detail in the related manual (or attachments).

#### Registration

How is a new accession registered in the museum collections? Describe the practices and stages of registration. In the public version procedures are given at a general level and/or as a process diagram. Procedures are to be described in more detail in the related manual (or attachments).

#### Donations and Depositions

What kinds of donations and depositions your museum accepts? What kinds of agreements does the museum enter into? What terms and conditions apply to donations and depositions? List agreement practices. Describe which terms and conditions exist accessioning different object types to the collections and give reasons for them. In the public version procedures are given at a general level and in more detail in the related manual (or attachments).

#### Naming and numbering objects

How are objects or collections named and numbered? Describe procedures for naming and numbering different object types, collections and single objects. In the public version procedures are given at a general level and in more detail in the related manual (or attachments).

## Cataloguing and digitization

How and when are the cataloguing and digitization of collections and objects carried out? Describe cataloguing and digitization as a process.

### The nature and sources of catalogued information

What kind of catalogued information is produced in the museum and in what manner? Describe the nature of the museum's catalogued information (metadata, contextual and background information) and the sources of used information at a general level. Is crowd sourcing or community sourcing applied in compiling catalogued information? What research or interpretations are involved in the cataloguing process?

### Cataloguing methods

What cataloguing methods are used for collections and objects in the museum? Describe different methods that are possibly used and their terminology, e.g. identification, research, registration, basic, detailed, and inventory cataloguing. In the public version procedures are given at a general level and in more detail in the related manual (or attachments).

### Keywords and classification

What keyword indexes, ontologies and classification systems are used in the museum? Describe the keyword indexes, ontologies and classification systems that are in use, the ways in which they are used, and their possible further development. In the public version this matter is described at a general level and in more detail in the related manual (or attachments).

### Cataloguing and digitization instructions

How are instructions provided for cataloguing and digitization? Describe the museum's cataloguing and digitization instructions and e.g. object photography and scanning instructions and how the national cataloguing instructions (if applicable) are used and applied in the museum. In the public version this matter is described at a general level and in more detail in the related manual (or attachments).

## Collections management system (CMS)

What is the museum's collections management system (CMS)? Account the electronic or manual CMS or systems and any systems that were previously in use. Describe the system's data security measures.

### System description and technical documentation

Describe the system in detail and in technical terms, or attach its technical documentation to the Collections Management Policy document.

### Standards

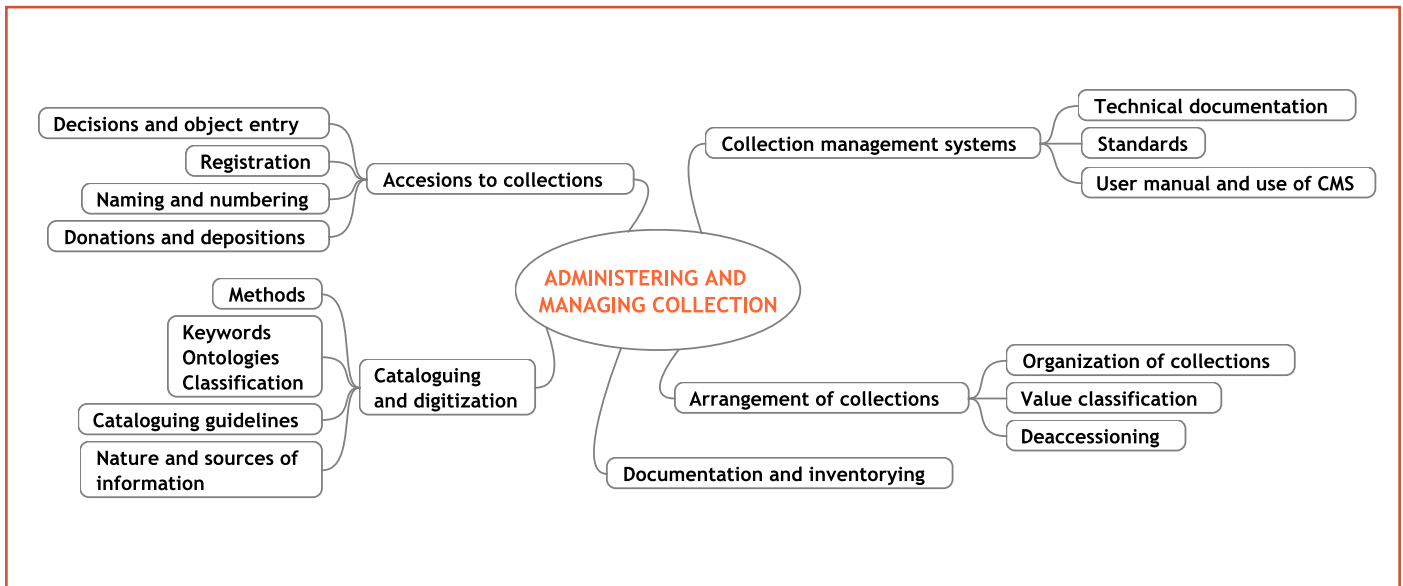
What data or other standards are followed in collections management and the CMS? Describe and give reasons for applied standards or possible plans for adopting standards.

### Use of the system

How and in what areas of collection-related work is the CMS used? Describe the functions and forms of use of the system. The CMS instruction can be appended to the Collections Management Policy document.

### Documentation and inventorying of the collections

How are the collections and objects documented and inventoryed in the various stages of museum work? Describe e.g. what kind of periodic inventorying campaigns museum has and how exhibitions based on museum's collections are documented. Describe if there are other particular documentation practices e.g. with communities and users. How are the location information of objects and changes of location recorded? What kind of management procedures museum enforces concerning locations and relocation?



## Collections Care

### Conservation

What is your museum's conservation policy? Describe conservation goals and practices, the museum's conservation facilities and the practical aspects of conducting conservation work. Where necessary describe the conservation process.

#### Target level of collections care

What is the level of collections care at which the museum aims? Define the goals of collections care as permitted by available resources at a general level and/or with specific reference of materials or bodies of material.

#### Evaluating and documenting the condition of the collection and related conservation plans

Why, how, when and by whom the condition of the collection evaluated and how are observations documented? Describe the benefits or consequences of evaluating the condition of the collection and how evaluation is carried out in practice and how the results are recorded. Also describe the situation where the condition of the collection is evaluated and whether evaluation is continuous and scheduled. What possible material-specific plans for active conservation does the museum have? Describe conservation plans customized to different materials and/or groups of objects and give reasons why they are needed.

#### Preventive and active conservation

What are preventive and active conservation measures? Define these terms from the museum's perspective and note who (professional position rather than a person's name which can change) are responsible at the museum for conservation or whether outsourced services are used. Describe in the manual for practical work (or its attachments) what tools and materials are used in conservation. Describe the museum's conservation facilities, their equipment and possible targets regarding facilities in the future.

### Storage

#### Storage space and conditions

What are the museum's storage facilities and their ambient conditions (e.g. temperature, RH, lighting)? How are they maintained? Describe the museum's available storage facilities (size, construction and shelving materials, storage solutions, solutions maintaining and ensuring security etc.), storage conditions and possible future targets regarding storage facilities and conditions. Also describe the surveillance and cleaning of the facilities and note whose (professional position) tasks include responsibility for storage facilities and their upkeep, or whether e.g. outsourced services are used. The storage facilities and conditions, or a selection of this information, can also be given as an attachment in the form of a facilities and conditions report.

#### Storage materials and protection

What kinds of storage materials are used to protect museum objects and why? Explain the suitability of materials for various types of museum objects. Give protection instructions specific to materials and collections of objects in the manual (or its attachments).

#### Digital long-term preservation

How and where are digitized museum collections or digitized information on the collections kept? List the principles, procedures and instructions for digitized long-term storage in the manual or its attachments (e.g. file formats).

## Security

How is the security of the collections attended to? Describe risks concerning the use, storage and e.g. data security of the collections and measures taken to minimize them.

### Risk mapping and risk management

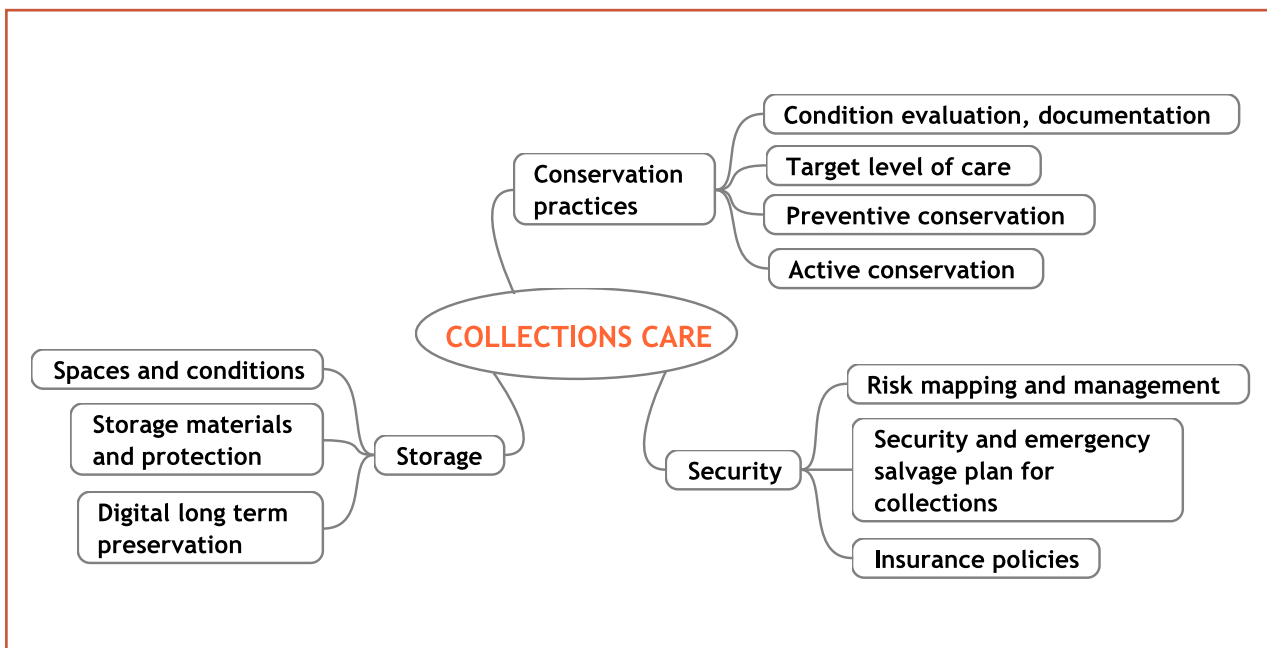
What risks and negative scenarios are related to the collections and the implementation of the collection mission? Describe the risk mapping of the museum's collection, major observed risks and the museum's risk management plan.

### Security and emergency salvage plan for the collections

How is the physical and data security of the collections ensured and what actions are carried out in crisis situation? Who is responsible for security? List and describe persons responsible for security and emergency salvage, related measures and resources. Include a prepared security and salvage plan for the collections as an attachment to the Collections Management Policy document.

### Insurance policies

How are the collections insured and how are insured values defined for collections, parts of collections and museum objects? What facilities or situations are covered by insurance? Note insurance procedures and situations and the principles of defining and revising insured values.



## The Accessibility and Use of Collections

### Accessibility of collections and collections-related services and the mobility of collections

How is the accessibility of collections implemented and what collection-related services are offered to your museum's clientele? How does the museum promote the mobility of collections and what matters must be kept in mind in the mobility of collections? Describe the museum's collections services and clients' opportunities to study and use the collections. Describe state guarantees of indemnity concerning the mobility of collections, insurance, agreements and long-term loans of collection objects.

### Users of the collections and clientele

Who use the museum's collections? Whose interests are served by existence of collections activities? Who or what parties are the clientele of collections activities? Describe the main user groups from the perspective of the museum's collections activities. In the charting of users you can also consider in addition to individual users the parties paying for the museum's activities or work (e.g. the local municipality, the state). Cf. collection mission/Clients.

#### The museum's own organization

How does the museum use its own collections? Describe the museum's own organization as users of collections and collections services.

#### Other cultural memory organizations

How are the collections or collections services used by other cultural memory organizations? Describe other cultural memory organizations as users of the collections and collections services.

#### Stakeholders and funding parties

What is the role of the museum's stakeholders and funding parties as users? Describe these groups as clients of the collections and collections services.

#### Others

What other client and user groups do the museum's collections activities have? List and describe other users e.g. researchers, students and private citizens or itemize user groups in further detail under specific headings.

#### Foreign and non-[insert your language here] speaking users

Do the collections have foreign and/or non-[insert your language here] speaking users that need to be taken into consideration when planning of developing collections services (e.g. multilingual services)? Describe possible user groups of this kind.

### Ways of using the collections

#### Use in exhibitions

How are collections, objects and collection-related information used in the museum's own and other exhibitions? Describe the principles and possible restrictions of using museum material for exhibitions and related recommendations (e.g. the sensitivity of materials for certain ambient conditions defining their period of continuous display).

#### Museum-pedagogical use

How can collections, objects and collection-related information be used in museum-pedagogical activities?

#### Use in publications

How can collections, objects and collection-related information be integrated in publications and what objects or information can be made public?

#### Research use

How can collections, objects and collection-related information be used as research materials? How is the research use of the collections promoted?

#### Commodification and commercial use

How can collections, objects and collection-related information be commodified and used commercially?

#### Internet-based and mobile use

How can collections, objects and collection-related information be utilized in the internet and mobile applications? Describe use in various media and client interfaces (e.g. museum's own webpages, Europeana, mobile applications for tourists) and the degree to which collections information and images are open data (see Creative Commons license).

### Collections based services

What services related to or based on the collections are provided by the museum? Describe the museum's existing collections services and possible plans for new services. Which individuals or parties produce the services and how are they maintained? Collections services can include the following:

#### Client interfaces for collections

What client interfaces does the museum provide or maintain for its collections?

#### Visual materials services

What collections-based visual materials services does the museum provide or maintain?

#### Information services

What information services does the museum provide?

#### Research materials services

How can the museum's collections be used as research material and what are the related services?

#### Other services

What other collections-based services does the museum provide? These can be listed under separate headings.

### Permits and fees for using collections

What permits does the use of the collections possibly require? What fees are for different forms of use? Describe the museum's policies for permits and fees for the use of collections, e.g. research permits, publication permits and the pricing of use of different services. Various application forms, agreements and price lists possibly in use to support managing the permissions can be attached to the Collections Management Policy document.



## Restrictions on the use of collections

What restrictions are placed on the use of the museum's collections? Describe used restrictions and give the reasons for them. The use of collections can be restricted for example by:

### Legislation on personal data and identity protection

How do legislation on personal data and identity protection restrict the use of collections? Cf. Attributes of the collection mission / Museums legislation.

### Copyright legislation and permission for use

How does copyright legislation restrict the use of collections and what permission for use of the collections can be given within the bounds of copyright legislation? Cf. Attributes of the collection mission / Museums legislation.

### Terms of donation agreements

In what ways is the use of the collections possibly restricted in various cases in agreements on the donation of materials? Describe the terms and restrictions of earlier agreements of this kind and existing agreement procedures from the perspective of restrictions.

### Other restrictions

What other factors possibly restrict the use of museum collections?

## Loans, depositions and placement

What procedures does the museum have for loans, depositions or outside placement of collections? Describe the different procedures, their stages and details as processes.

### Policy regarding loans, depositions and placement

What policy does the museum follow in matters of loans, depositions and placement of materials from its collections? To whom, where and for what purposes are collections lent, deposited or placed? To whom, where and for what purposes collections are not loaned out? What does the museum itself receive as loans, depositions or placements and why?

### Conditions and instructions

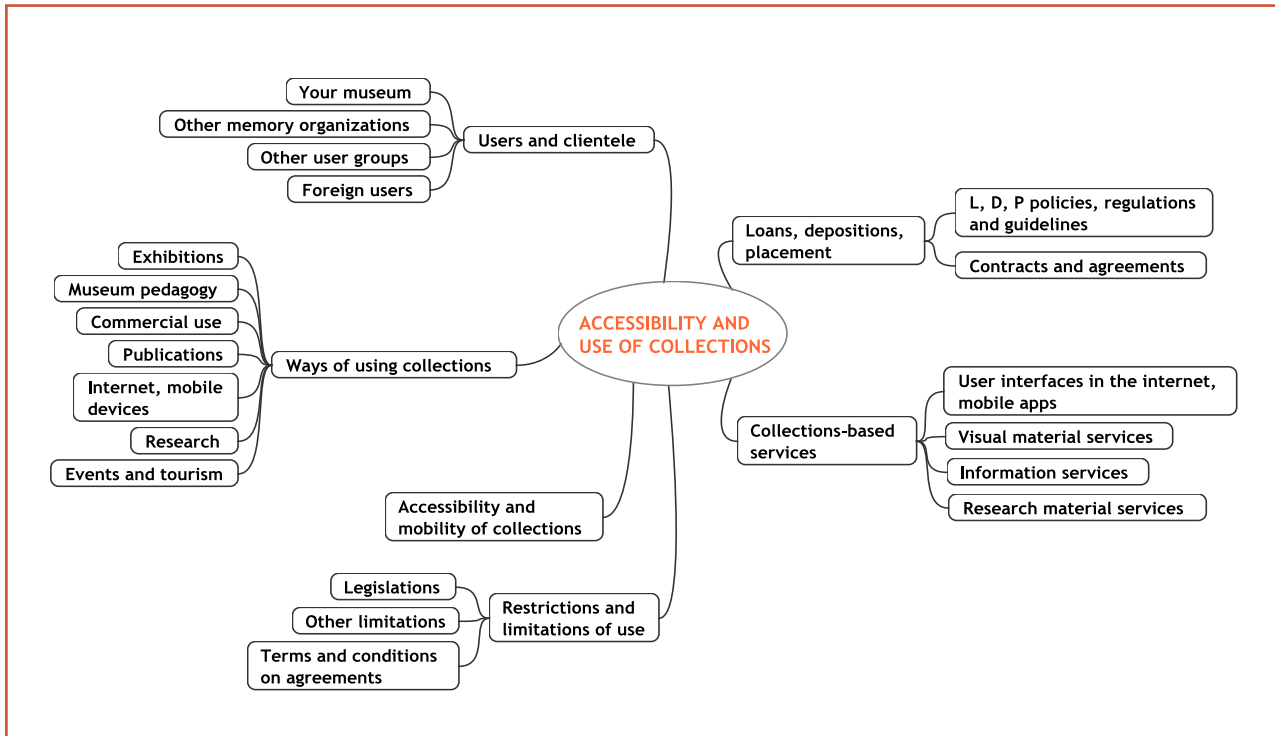
What conditions apply to loans, depositions and placement from the museum or to be received by it? List the conditions and other necessary instructions for the various procedures.

### Agreements

What agreements are made in processes of loan, deposition and placement? Who is responsible for the agreements? Describe the museum's procedures regarding agreements. Agreement forms can be attached the Collections Management Policy document.

### Measures concerning loans, deposition and placement

What measures are taken by the museum in connection with loans, depositions and placement either from the museum or received by it? Describe these measures and the systems or procedures of managing loans, deposition and placement.



## Attachments to the Collections Management Policy document

Attachments to the Collections Management Policy document can include all process description and documents concerning the collection mission, such as the museum’s instructions for cataloguing and digitization, cataloguing forms, agreement templates and price lists for collections-related services.

## Terminology

Term	Definition
<b>Accession</b>	<p>Receiving new material into a museum's collections.</p> <p><i>The formal act of entering an object into the collections of a museum. Once an object has been accessioned it has a status beyond that of merely being the property of the organization and can only be disposed of by referring to the governing body of the organization, e.g., the Trustees or Director. (CIDOC)<sup>1</sup></i></p>
<b>Acquisition</b>	The transfer of ownership (title) of an object to the organization.
<b>Analysis of significance</b>	A constant process of examining values and meanings of a museum object or a collection.
<b>Area of responsibility in collecting and documentation</b>	The museum's area of responsibility in collecting and documentation is a specific thematic area, a geographic region or historical period regarding which the museum collects and documents material.
<b>Cataloguing</b>	<p>Cataloguing is the recording of data on objects in the collections of museums. In cataloguing all information on the object or references to it is recorded according to jointly agreed rules.</p> <p>In cataloguing, objects are distinguishing other similar objects and made recognizable. Cataloguing produces systematic information on individual objects and larger entities that can be utilized in different ways.</p> <p><i>The compilation and maintenance of primary information by systematically describing objects in the collection, and the arranging of this information into an object catalog record. (CIDOC)</i></p>
<b>Cataloguing information</b>	Information recorded in the museum's cataloguing process. Metadata on the object or collection concerned (administrative, descriptive and contextual information) are cataloguing information.
<b>Classification</b>	The grouping of material into similar entities with the aid of classification systems. Classification is used to place material in its cultural context.
<b>Classification system</b>	Classification systems are code-based and hierarchic systems for organizing information. Classification systems generally codes divided into main and subordinate classes (sub-classes) with related descriptions in the form of text OR with related verbal descriptions. Classification system group together shared features of objects.

<sup>1</sup> ICOM / CIDOC International Guidelines for Museum Object Information: The CIDOC Information Categories (1995) [Web material] Available at: [http://network.icom.museum/fileadmin/user\\_upload/minisites/cidoc/DocStandards/guidelines1995.pdf](http://network.icom.museum/fileadmin/user_upload/minisites/cidoc/DocStandards/guidelines1995.pdf)

<b>Client</b>	User of collections or collections-related service or a party that has assigned the collection mission (e.g. the Ministry of Culture and Education, an owner organization)
<b>Collecting</b>	A musealisation process carried out by a museum making an object, item of information or phenomenon part of the cultural heritage and the museum collections
<b>Collection</b>	An assembled and arranged group of objects with related information or other documented material the storage, care and study of which is the responsibility of the museum.
<b>Collection development</b>	Collection development is the process of building or improving a collection. It is a process whereby each object accessioned, and each candidate for discard, is carefully evaluated in terms of the needs it meets and its place in the collection.
<b>Collection mission</b>	The underlying concept of collection work carried out in a museum (Statement of purpose), answering the questions of what, how, for whom and why. The collection mission is defined in the Collections Management Policy.
<b>Collection/ documentation plan</b>	A collection / documentation plan based on the museum's purpose, tasks and goals defines its principles of collection/documentation: what materials are included in the museum's collections and in what ways. Underlying the collection/documentation plan is a detailed chronological, geographical and content-related definition and delimitation of the museum's area of operation.
<b>Collections administration</b>	Administration or management of objects, collections and related information.
<b>Collections history</b>	A description of the history of the founding, collecting, acquisition, management, storage and use of museum collections.
<b>Collections management</b>	A mode of operation for museums comprising accessioning and the supervision, care and use of collections. Collections management is described in Collections Management Policy.  <i>Ensuring the effective documentation, preservation, and access to objects in a museum collection.(CIDOC)</i>
<b>Collections management system (CMS)</b>	The information system applied in collections management by the museum.
<b>Collections mobility</b>	The loaning of objects and collections among museums in accordance with joint principle and a loan. See e.g. <a href="http://www.lending-for-europe.eu/">http://www.lending-for-europe.eu/</a>

<b>Collections Management Policy</b>	A Collections Management Policy is a document prepared by a museum on aims, courses of action and principles of Collections Management Policy and the forms of operation and methods applied in their implementation. A Collections Management Policy document describes the museum's collections management and its related processes.
<b>Condition survey</b>	Investigation and documentation of the physical condition of an object or collection.
<b>Conservation</b>	Measures ensuring the preservation of an object or collection and related information.
<b>Conservation target level</b>	Level of the physical condition of an object that is to be preserved with conservation measures or to be achieved to permit the use of the object.
<b>Contemporary documentation / collecting</b>	The recording and collecting of phenomena, information and objects of the present or recent past for museum collections.
<b>Contextual information</b>	Related term: Background information  Information on the context of an object or collection.
<b>Core information</b>	The minimum information that should be recorded of an object when it is catalogued into a Collection Management System. Core information records the main items of information on the cultural heritage of an objects and its significance. Core information makes it possible to keep and identify the object and to distinguish it from other objects.
<b>Crowd sourcing / Community sourcing</b>	A dispersed model of problem solving and production in which the commissioning party (museum) utilizes the communities skills for a set task, e.g. to obtain contextual information on museum collections.  In community sourcing where the commissioning party works with individuals and groups already known, e.g. local historians or club of steam engine enthusiast.
<b>Cultural memory organizations</b>	Private and public organizations which preserve cultural heritage and documented information, and keep it accessible for the researchers and anyone interested now and in the future.  Archives, libraries and museums (ALM—or Galleries, Libraries, Archives and Museums, GLAM) in particular, are cultural memory organizations. In addition to national heritage they collect and preserve important international information resources and provide services based on their collections.

<b>Data standard</b>	<i>A statement of what data should be recorded, how data should be recorded, and how data should be supported by a system in order to retain its full meaning. A data standard should enable consistency and predictability in the organization and recording of data, whatever the type of system or data structure used.(CIDOC)</i>
<b>Deposition</b>	The transfer of the possession of an object or collection, as a long-term loan to the museum. In a deposition, the right of use passes to the museum and the object or collection becomes part of the museum’s collections. Proprietary right (=ownership) is not transferred and there may be restrictions on use. The museum bears liability for damages There is a written agreement on rights of possession, use and loans to third parties.
<b>Description</b>	Part of the process of cataloguing museum objects, in which the information for identifying an individual object is recorded in the catalogues. Description is an action in which the object in question is described in such a manner as to permit its information to be retrieved and identified and its properties to be evaluated on the basis of the data recorded in the description. It can be based on attaching predefined values to the object (e.g. choice of values given in a menu) or freely drafted verbal description. A description can also be a photograph or video clip of the object.
<b>Digitization</b>	The conversion of analogue material (e.g. a document printed on paper or a film recorded magnetic tape) into a digitized form.
<b>Documentation (noun)</b>	<i>The records which document the creation, history, acquisition by the museum and subsequent history of all objects in a museum collection. Such records include provenance and provenience documents, acquisition documents, conservation reports, cataloguing records, images, and research papers, both created by the holding institution and by previous owners or independent researchers, etc. Also used for the process of gathering this information. (CIDOC)</i>
<b>Documentation (verb)</b>	The recording of an object, item of information or phenomenon.
<b>Documentation standards</b>	Documentation standards contain definitions of or instructions for information to be given in the description of materials. Some documentation standards also prescribe the manner of recording information.
<b>Donation</b>	The transfer of the rights of possession use and/or ownership of an object to a museum.
<b>Geographic information</b>	Basic geodetic information related to data, bodies of data and objects. It is information on an area that gives the location of a site or object as a direct or indirect reference to a given place or geographic region. This information is given as numerical data in a coordinate grid (location on the globe).  Cf. Location

<b>Ideal state of an object</b>	<p>The (physical) state of an object that its keeper (museum) regards to be most significant. The ideal state is always one of the object's actual historical states.</p>
<b>Identification cataloguing</b>	<p>The cataloguing of an object in such detail that it can be identified and distinguished from other similar objects.</p>
<b>Inventory</b>	<p>1) Archaeological inventory</p> <p>Archaeological inventory or inventory survey means the systematic investigation of archaeological remains. This work entails inspections of previously known sites and surveying for new, or previously unknown, sites. Archaeological inventories are carried in connection with land-use projects for example in connection with local planning and the construction of routes of communication and energy grids. Inventories make it possible to include archaeological sites in official protection and research, and they can also be utilized for purposes of tourism and education. (National Board of Antiquities, Finland)</p> <p>2) Inventories of the built environment</p> <p>Inventories of the built environment or the cultural landscape concern environments and settings that are in use and lived in. They are also a method for carrying out investigations required by legislation on land use and building.</p> <p>Inventories of the built environment include evaluation, which always has a social dimension. The sites and locations to be inventoried can be inhabited, possibly with an owner, inhabitant or other users. The expertise of these stakeholders is also taken into account in these inventories. See also Participatory documentation.</p> <p>The built environment can also be researched without inventories, although inventory work is usually a starting point. (The Regional museum of Pirkanmaa, Tampere, Finland)</p> <p>3) Inventories of museum collections</p> <p>The inventorying of collections means the inspection and listing of material in the possession of a museum. In this connection, measurements can be checked and the condition of objects can be charted.</p> <p>Inventories carried out at regular intervals are known as periodic inventories.</p>
<b>Inventory cataloguing</b>	<p>The recording of minimum information on objects in museum collections according to jointly agreed rules.</p>
<b>Keyword indexing</b>	<p>The description of objects with the aid of keywords. Keyword lists and ontologies are used to describe the objects and searching information. Keyword lists and ontologies are recognized and updated national or international thesauri e.g. Art and Architecture Thesaurus (AAT).</p>

<b>Life-span</b>	<p>Physical life-span: The duration of an object as a physical entity from its manufacturing to its destruction.</p> <p>Cultural life-span: The duration of an object as a cultural entity. In the various stages of the cultural life-span the object appears as an idea, ready but unused, as object with a history of use and finally as a destroyed but documented or remembered object.</p>
<b>Location</b>	<p>Information on the location in the collections of an object, sample, observation, site description or other material or body of information belonging to the natural or cultural heritage collected or documented by a museum, and the locational information concerning its manufacture, birth or emergence, discovery and/or use. Information of this kind is. e.g. a storage designation or a note that the object is in an exhibition.</p> <p>Location is <u>not</u> necessarily geographic information given in coordinates.</p> <p>Cf. Geographic information</p>
<b>Long-term loan</b>	<p>An object or collection loaned by agreement from one museum to another for a long period with rights of ownership and possession remaining with the party lending out the material.</p>
<b>Long-term preservation</b>	<p>Preserving objects or information on them for a minimum period of 10 years or permanently.</p>
<b>Metadata</b>	<p>Data describing the context, content and structure of information and its management and handling throughout its whole life-span. Metadata can be used e.g. for the retrieval, localization and identification of material.</p>
<b>Musealisation (process), heritage making</b>	<p>A process in which an object, item of information or phenomena is made part of cultural heritage through identification, isolation and signification.</p>
<b>Object</b>	<p>Any part of the physical world that can – and is wanted to – be preserved in its own setting, removed from it, or in documented form.<sup>2</sup> An object can be digitized. Objects can be individual items, composed of several parts or they can form entities. A museum object is an expression of culture: subject to the processes of accession, research, keeping, preservation and use in a museum, which is part of the cultural heritage in the museum context.</p>
<b>Object type</b>	<p>Museum object type based on the appearance or content of an object. Object types include e.g. artefacts, works of art, photographs, archive material, material of natural history. The type primarily served the general grouping of materials for purposes of search and retrieval.</p>

<sup>2</sup> van Mensch, Peter 1992. Towards a methodology of museology. Phd Thesis, University of Zagreb, 1992. [Web material] Available at: [http://www.muuseum.ee/et/erialane\\_areng/museoloogiaalane\\_ki/ingliskeelne\\_kirjand/p\\_van\\_mensch\\_towar/](http://www.muuseum.ee/et/erialane_areng/museoloogiaalane_ki/ingliskeelne_kirjand/p_van_mensch_towar/)



<b>Ontology</b>	<p>Information processing classifications that have been particularly used in computing. They are an integral part of the semantic web of the Internet, with which programs (robots, bots) can locate or identify content of the right group more efficiently. Ontologies can be understood as conceptual models itemizing the concepts of a given subject area and describing the relationships of these concepts in a logical that computers can understand. Ontologies can be used e.g. for the more unequivocal and uniform description of contents. This can applied in so-called smart semantic web services.</p>
<b>Open Data / Open Knowledge</b>	<p>Data that can be freely used, reused and redistributed by anyone - subject only, at most, to the requirement to attribute and share alike.</p> <p>Availability and Access: the data must be available as a whole and at no more than a reasonable reproduction cost, preferably by downloading over the internet. The data must also be available in a convenient and modifiable form.</p> <p>Reuse and Redistribution: the data must be provided under terms that permit reuse and redistribution including the intermixing with other datasets.</p> <p>Universal Participation: everyone must be able to use, reuse and redistribute - there should be no discrimination against fields of endeavour or against persons or groups. For example, 'non-commercial' restrictions that would prevent 'commercial' use, or restrictions of use for certain purposes (e.g. only in education), are not allowed.</p> <p><a href="http://opendatahandbook.org/en/what-is-open-data/">http://opendatahandbook.org/en/what-is-open-data/</a></p>
<b>Participative collecting/ documentation</b>	<p>The participation of the community in the museum's work of collecting/documentation. See also Crowd sourcing / community sourcing.</p>
<b>Phenomenon-specific documentation</b>	<p>The documentation of a chosen phenomenon of the past or present for the collections of a museum.</p>
<b>Placement</b>	<p>The placing of an object or collection outside the museum for a set period or for the time being.</p>
<b>Preventive conservation</b>	<p>Preventive conservation seeks to minimize future damage to and destruction of an object. The measures concerned are indirect and they do not alter the materials of the object.</p> <p>Preventive conservation focuses on the storage, exhibition and transport conditions of collections and their security and the proper handling of objects in the various stages of museum work.</p>
<b>Process</b>	<p>A series of events in which something develops, evolves or changes.</p>

<b>Prospective collecting</b>	A form of collection management where museum and a company/industry agree on future preservation of objects in use. It enriches the object information by documenting the use of the object in its pre-acquisition phase.
<b>Registration</b>	A procedure with which an object is given a place in the museum collections. Registration records e.g. the object's (inventory) number, its main information for identification, background and acquisition information and possibly required references to other documents.
<b>Remedial conservation</b>	Remedial conservation seeks to halt the destruction of materials or to reinforce the structure of an object. These measures directly apply to the materials of an object, which may result in changes to its appearance.
<b>Research cataloguing</b>	More detailed than identification cataloguing, recording researched information on the object and its context.
<b>Retrospective collecting</b>	Collecting and documenting past phenomena.
<b>Risk mapping</b>	The charting and detailed definition of risks to objects, collections or related information, and the planning of risk control.
<b>Statement of significance</b>	A regularly updated summary of values and meanings of a museum object or a collection produced in an analysis of significance.
<b>Technical documentation</b>	<p>Technical description of a museum information system at such a detailed level that a programming professional can, if necessary, search for information from the system with query languages and work on the system on the basis of existing documentation. It contains information e.g. on programming development methods that have been used, a description of version management, the database structure and information on the user-specific settings.</p> <p>System description and technical documentation include at least:</p> <ul style="list-style-type: none"> <li>• the applied software development methods and technologies</li> <li>• description of the software version management</li> <li>• database structure showing relations between data structures and types, lengths and purpose of data fields</li> <li>• annotated examples of database queries, with which the most typical information of basic use can be sought and recorded.</li> <li>• manner of implementation of client-specific settings or properties in relation to basic properties</li> <li>• descriptions of the interfaces of the software, including what information can be accessed, types of data and extent</li> </ul>
<b>Transfer of title</b>	A legal term to describe the formal process of a change of ownership of an object from one person or institution to another. (CIDOC)

<p><b>User Interface</b></p>	<p>The visual part of computer application or operating system through which a user interacts with a computer or a software. It determines how commands are given to the computer or the program and how information is displayed on the screen. Three main types of user interfaces are (1) Command language: the user must know the machine and program-specific instructions or codes. (2) Menus: user chooses the commands from lists displayed on the screen. (3) Graphical user interface (GUI): user gives commands by selecting and clicking on icons displayed on the screen. (www.businessdictionary.com)</p>
<p><b>Value classification</b></p>	<p>A method by which the museum with given criteria or proceeding from certain perspectives evaluates an object its museum value and suitability to the museum's collections profile and classifies it in relation to its future care, storage and use, and the rest of the museum collection.</p>
<p><b>Word lists</b></p>	<p>List of terms the relations of which have not been defined as in commonly used and recognized keyword lists and ontologies. See Keyword indexing.</p>

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