Session 1
SPECTRUM

Gordon McKenna (UK)
Monika Hagedorn-Saupe (DE)
Axel Ermert (DE)
Aleandre Matos (PT)

CIDOC Conference, Tbilisi, Georgia
26th September 2017

The History of Spectrum, a UK-based standard
&
How it became to be used internationally

CIDOC Conference, Tbilisi, Georgia
26th September 2017

Developing Spectrum

Development History

- 1970s Information Retrieval Group of MA
- 1977 Museum Documentation Association
- 1991 MDA Data Standard
- 1994 SPECTRUM
- 1997 SPECTRUM 2.0
- 2005 SPECTRUM 3.0
- 2009 Collections Trust - SPECTRUM 3.2
- 2011 SPECTRUM 4.0
- 2013 SPECTRUM Digital Asset Management (DAM)

Developing Spectrum

- **Collectively**
  - Spectrum's developers are its users
- **Pragmatically**
  - Reflect real-life issues in real museums
- **Inclusively**
  - Practical approach, with the Minimum Standards an achievable goal for all
  - Allow different museums work in different ways
- **Realistically**
  - Perfection was never going to be achieved
  - Spectrum would be a process, added to and refined over time

SPECTRUM   PRACTICE
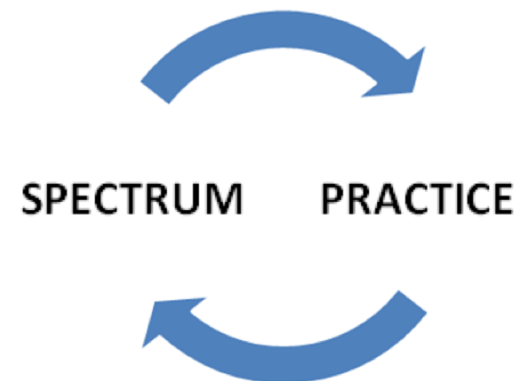
The benefits….

- A synthesis – the 'distilled wisdom of a community'
- A language to describe the work we do
- Consistency – record and share information about collections' management and use
- A way to define practice and skills, a way to share knowledge, share work
- Improved collections management practice – more creative use of collections
- A benchmark for improvement
- An advocacy tool
- In the UK, supports the Museum Accreditation Standard

Spectrum 5.0

An Overview

Procedures – SPECTRUM 4

- Pre-entry
- Object entry
- Loans in
- Acquisition
- Inventory control
- Location and movement control
- Transport
- Cataloguing
- Object condition checking and technical assessment
- Conservation and collections care
- Risk management
- Insurance and indemnity management
- Valuation control
- Audit
- Rights management
- Use of collections
- Object exit
- Loans out
- Loss and damage
- Deaccession and disposal
- Retrospective documentation

Procedures – SPECTRUM 4

Spectrum

- ~~Pre-entry~~
- Object entry
- Loans in
- Acquisition
- Inventory control
- Location and movement control
- ~~Transport~~
- Cataloguing
- Object condition checking and technical assessment
- Conservation and collections care
- Risk management
- Insurance and indemnity management
- Valuation control
- Audit
- Rights management
- Use of collections
- Object exit
- Loans out
- Loss and damage
- Deaccession and disposal
- Retrospective documentation

Procedures – Spectrum 5

Spectrum

- Object entry
- Acquisition and accessioning   [name change]
- Location and movement control
- Inventory   [new-ish]
- Cataloguing
- Object exit
- Loans in (borrowing objects)   [name change]
- Loans out (lending objects)   [name change]
- Documentation planning   [new-ish]

- Condition checking and technical assessment   [name change]
- Collections care and conservation   [name change]

- Valuation   [name change]
- Insurance and indemnity   [name change]
- Emergency planning for museums   [new-ish]
- Damage and loss   [name change]
- Deaccessioning and disposal   [name change]
- Rights management
- **Reproduction**   [new]
- Use of collections   [changed]
- **Collections review**   [new]
- Audit

Procedure structure (1)

- Definition
- Scope
- The SPECTRUM Standard
  - Policy
  - Minimum requirements
    - Why they are important

Definition

Logging all objects coming into your care for whatever reason, including loans, enquiries and potential acquisitions.

Scope

This procedure provides a receipt for objects left with you, sets out your terms for accepting responsibility, gives the object an identifying number, and captures key information right away. It is especially important if you accept enquiries and potential acquisitions at the front desk and someone else will follow up later. Anyone who might receive an object in this way should know what to do and how to record the information you need.

You should take the same care of all objects you are responsible for, whether or not they belong to your museum. You might be held liable if you lose or damage such objects, even if you did not ask for them to be left with you (eg they arrive unexpectedly in the post). You need to record their arrival before you decide what to do with them.

In this procedure we use the term 'owner' to mean the person depositing the object with you, but this will not always be the case. If the depositor is someone else, make sure they have authority to act on the owner's behalf.

This is a Spectrum primary procedure. UK museums must meet the standard set out below to fulfil the requirements of the Museum Accreditation Scheme.

The Spectrum standard

You should have a **policy** on why and how you receive objects and other material such as associated archives. This could either be a standalone document or part of a wider collections management policy. Either way, in deciding your policy you will most likely need to consider these questions:

- In what circumstances will you accept objects into your care?
- Who is authorised to do this?
- What are your terms and conditions for accepting deposited objects?
- How long, and in what form, is enquiry information held?

You should also have a written **procedure** that explains the steps to follow when objects arrive at your museum. Spectrum's suggested procedure is a useful starting point, but however you do it, your own procedure should meet the following minimum requirements:

Minimum requirement	Why this is important
You can account for all objects left in your care.	You do not lose track of objects left with you for a short time as enquiries.
You have clear terms and conditions for accepting objects into your care.	You do not end up being responsible for unwanted objects.
You record why objects have been left with you.	You do not wrongly process a loan as an acquisition.
You schedule the default return of objects to the owner if they are not to be acquired or loaned.	You can plan for the return of objects. You do not end up looking after objects whose status is unclear.
You record who legally owns objects left with you.	You can deal with the right person if you want to acquire an object and obtain legal title to it.
You assess and mitigate any potential risks to people or other objects from incoming objects.	You can quarantine items potentially infested with pests that could damage your existing collections.
You record as much significant information about newly-arrived objects as you can, to be added to in the future.	You do not lose the opportunity to find out about provenance or likely copyright holders while their owner is in your museum and ready to talk.
Both you and owners know your liability for loss or damage while objects are in your care.	Owners are aware of the limits of any claim they may make if anything goes wrong. You do not take on liabilities that might create financial risks.
You provide a receipt for owners and get a signature to show they accept your terms and conditions.	It is clear to owners that you have accepted care of objects they have left with you. Owners cannot later claim they did not accept your terms and conditions.
You can uniquely identify newly-arrived objects.	You do not mix up objects that look similar.

Procedure structure (2)

Spectrum

Suggested procedure [written]
- **Steps** – what you need to do
  - **Links** to *Units of information* including **advice** on how to record information
    - Actors – Use a standard for of name
    - Date – Use a standard format
    - Various – Use a standard term source
- **Guidance** notes
  - Form of records

Suggested procedure

Preparing for object entry (if known in advance)

Prepare for the arrival of the objects at your museum.

You will often use this procedure during the course of other, linked procedures, particularly:

- *Acquisition and accessioning*.
- *Loans in (borrowing objects)*.

Preparing for the arrival of acquisitions or loans you are expecting might be as simple as briefing the people who will be involved in the procedure and making sure suitable storage space is available. In the case of archaeological archives and material from other fieldwork, preparations may start several years before the objects arrive. See **Note 1**.

If you need to arrange transport for the objects go to *Location and movement control*.

If you need to update your insurance and indemnity cover go to *Insurance and indemnity*.

Creating an entry record and receipt

Make a record of the objects as soon as they arrive.

See **Note 2** for information about what form your object entry records should take. Record the following information as needed. See **Note 3** for guidance on what to do with large groups of items.

Loan in information (if relevant)

- If a *Loan in reference number* has been allocated, record this on the entry form (if not use the *Entry number*).

Object identification information

- *Brief description* of the objects, including any accompanying information (eg production or usage).

Object description information

- Brief statement of condition and completeness (identify the composite parts of objects which might appear as one thing) - *Condition note* and *Completeness note*.

Object entry information

- *Entry number* (unless a *Loan in reference number* has been allocated).
- Name and address details of the current owner:

Guidance notes

Note 1: Material from archaeological investigations or other types of fieldwork

Making arrangements to receive archaeological archives (eg when the archaeologists have finished researching excavated material) or other kinds of fieldwork (eg natural science expeditions) can potentially be complicated and need to be negotiated years in advance of the material arriving at your museum. For guidance on the issues involved and recommended standards see relevant resources listed under this procedure on the Collections Trust website.

Note 2: Object entry records

Information for *Object entry* is usually managed on paper, rather than digitally, as it requires signatures and receipts. Records can be:

- Object entry forms.
- Object entry files.
- Day books.

Object entry forms

Pre-printed object entry forms are available from the Collections Trust. These carbonless forms are available either from stock, or pre-numbered and overprinted with your organisation's name and address. They are printed on the reverse with standard terms and conditions for deposit. The forms are in triplicate:

- The top (white) copy of the form should be filed immediately into an 'entry file', where it serves as your master record.
- The second (pink) part of the form should be given to the depositor as a receipt for the objects. This part of the form should be presented when items are returned to the owner/depositor.
- The third (blue) part of the form should be kept with the deposited objects.

Object entry file

The object entry file contains your master copy of deposited object information, filed in numerical order, with no gaps in the sequence. If you are using Collections Trust forms, this file will contain the white copies of the form, which carry the original signature of the owner/depositor. The object entry file is an important archive and should be kept safe. It should be clear from the file which objects have entered your premises and what eventually happened to them.
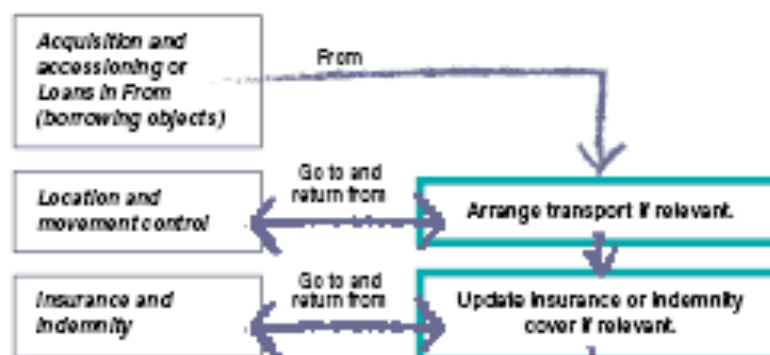
Day books

Some organisations use a book, usually known as a 'day book' or 'entry book', which usually records the date, the object, the name and address of the depositor, and the owner or depositor's signature. (Note that the day book is not an accession register, which is used to formally record the acquisitions into your long-term collection.)
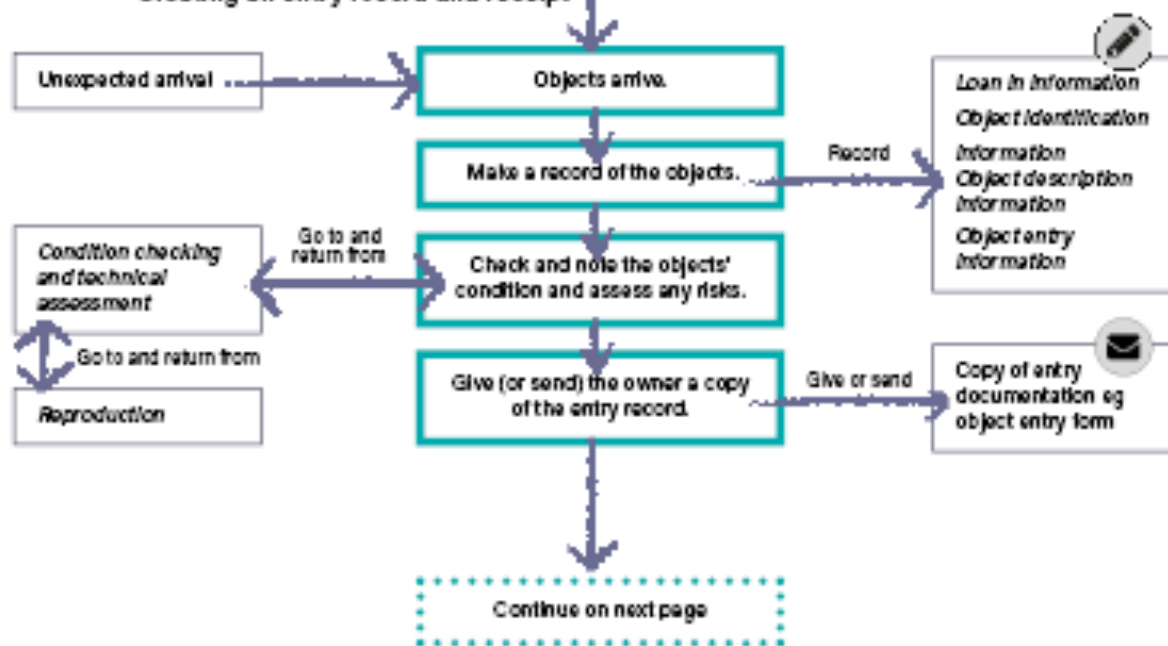
Procedure structure (3)

Workflow
- Reflects suggested procedure steps
- Simplified
- Shows
  - Inputs
  - What to record

Object entry

Preparing for object entry (if known in advance)

Acquisition and accessioning or Loans in From (borrowing objects)	From

Location and movement control	Go to and return from	Arrange transport if relevant.

Insurance and indemnity	Go to and return from	Update insurance or indemnity cover if relevant.

Creating an entry record and receipt

| Unexpected arrival | Objects arrive. | Loan in information
Object identification information
Object description information
Object entry information |
| --- | --- | --- |

	Make a record of the objects.	Record

Condition checking and technical assessment	Go to and return from	Check and note the objects' condition and assess any risks.

Reproduction	Go to and return from	Give (or send) the owner a copy of the entry record.	Give or send	Copy of entry documentation eg object entry form

Continue on next page

Information groups

- Information needed to:
  - Support procedures
  - Describe objects, reproductions and texts
  - Actor – persons, organisations, people
- Contains:
  - Description of group
  - Units of information in the group

Acquisition information

Use to record an acquisition event. Reference the object(s) involved using their *Object number* unit in the *Object identification information* group.

Units of information:

Accession date
Acquisition authoriser (Per)
> *Acquisition authorisation date*

Acquisition date
Acquisition funding
> *Acquisition funding source* (Org, Per)
>> *Acquisition funding source provisos*

Acquisition method
Acquisition note
Acquisition provisos
Acquisition reason
Acquisition reference number
Acquisition source (Peo, Per, Org)
Group purchase price
Object offer price
Object purchaser offer price
Object purchase price
> *Original object purchase price*

Original object purchase price denomination
Transfer of title number

Rights information

Use to record the rights associated with objects, reproductions, or texts created for a use, whoever holds them. Reference an object using the Object number unit, a reproduction using the Reproduction number unit, or a text the Text reference number in the Object use information group.

Units of information:

Right reference number
Right type
Right holder (Org, Peo, Per)
> *Right holder's contact* (Org, Per)

Right begin date
Right end date
Right note

Units of information

Contains:

- Definition
- How to record
- Examples
- Use
- Information group

Title

Definition	The name assigned to an object or group of objects by the artist/creator or collector at the time of origin or subsequent titles either specifically assigned or generally understood to refer to it.
How to record	Always record the *Title* with punctuation and capitalisation exactly as given. If an object is titled 'Untitled' record this as the title. Model names and numbers can be regarded as titles. Record the capitalisation as used by the artist or manufacturer.
Examples	Silver Shadow; Barbie; Virgin and child
Use	The same *Title* can be assigned to one or more objects. An object can have more than one *Title*. A *Title* can be used for a named collection where the *Record type* indicates that the record is describing a collection.
Information group	Object identification information

Spectrum

In action in the UK
&
Worldwide

Supporting Spectrum in the UK

- Based on current practise
- Supports Museum Accreditation
- Software developed using it (compliance)
- Advice (local and specific)
- Training
- Website
- Publications
- Terminology (thesauri)

Abroad? You should have all these!

+ translation & localisation

Using Spectrum abroad

1. Knowing about it
2. Reading (in English) (c 7,000 licences)
3. Implementing in institutions
4. Software (done 'in secret') – *Spectrum Partners*
5. Translating and localisation – slow or quick
6. Supporting - nationally

Translating and localisation

Issues:
- Lead organisation
- Network to help and oversee
- Skill to translate
- Awareness of localisation needs
- Budget (no budget = long time)
- Working with Collections Trust
- Aftercare?

Thanks!

Any Questions?

Gordon McKenna

Standards Manager

gordon@collectionstrust.org.uk

Details on how it was done

Over to my colleagues