Spectrum

**Collections management
from basics to international implementation**

CIDOC Conference, Tbilisi, Georgia
25th September 2017

Basic information

Spectrum

Coffee break: 11:15–11:30

Yard, Georgian National Museum

Lunch: 13:00–14:00

Restaurant "Shemoikhede Genatsvale" (corner, 10, Pushkin str.) - Please follow the CIDOC 2017 staff/volunteers while heading to the restaurant.

Coffee break: 15:30–15:45

Yard, Georgian National Museum

Toilets

Fire exits

Workshop Overview

|	
10:30–11:15	Introductions
11:15–11:30	Break
11:30-12:00	Why?
12:00-13:00	Defining the museum system
13:00-14:00	Lunch
14:00-15:00	What happens to objects
15:00-15:30	Developing Spectrum
15:30–15:45	Break
15:45-16:15	Developing Spectrum (discussion)
16:00-17:00	Localising Spectrum

Introductions

Introductions

- Your name
- A fun or unusual fact about yourself
- Your organisation
- Your job title
- Your experience generally (role (if any) in collections management)
- What you hope to aim to get from this workshop

Me

- Gordon McKenna
- Collections Trust (formerly MDA)
- Standards Manager (though had other roles)
- Experience:
  - Archaeological science
  - Museums
  - ICT
  - Spectrum
  - Terminologies
  - International work
- From the workshop:
  - Sparked interest in Spectrum
  - Met the hopes of the attendees
  - Had a good time

A fun or unusual fact about yourself
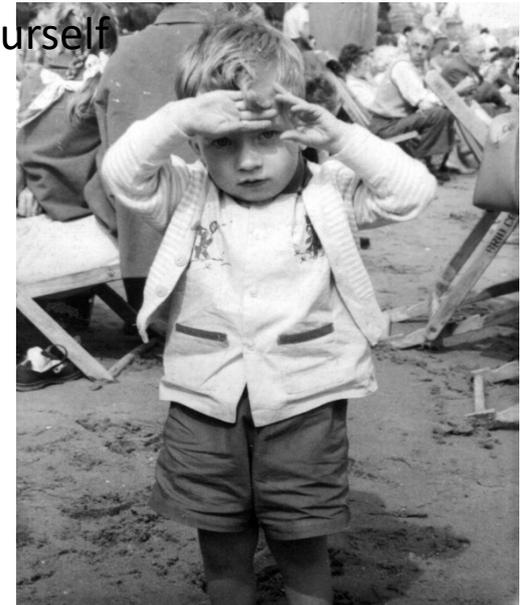
Your introductions

- Your name

- A fun or unusual fact about yourself

- Your organisation

- Your job title

- Your experience generally (role (if any) in collections management)

- What you hope to aim to get from this workshop

Why

An Example (UK Collection)

"A Catte"

Some Connections

Creator

Current owner
x11 Great grand daughter

Better Known As….

Mary, Queen of Scots

Elizabeth II

Making connections ...

I am going tell you stories that connect:

- **The UK's most popular poem: IF (Work)**

- **The First World War (Event)**

- **The Guards Division (Organisation)**

- **The fictional Harry Potter (Person?)**

- **The city of Cologne (Place)**

- **The warship SMS Gneisenau (Physical thing)**

National story Part 1

®Deutsche Fototech - Preview Scan

IF you can keep your head when all about you
Are losing theirs and blaming it on you,
If you can trust yourself when all men doubt you,
But make allowance for their doubting too;
If you can wait and not be tired by waiting,
Or being lied about, don't deal in lies,
Or being hated, don't give way to hating,
And yet don't look too good, nor talk too wise:

......

If you can talk with crowds and keep your virtue,
Or walk with Kings - nor lose the common touch,
if neither foes nor loving friends can hurt you,
If all men count with you, but none too much;
If you can fill the unforgiving minute
With sixty seconds' worth of distance run,
Yours is the Earth and everything that's in it,
And - which is more - you'll be a Man, my son!
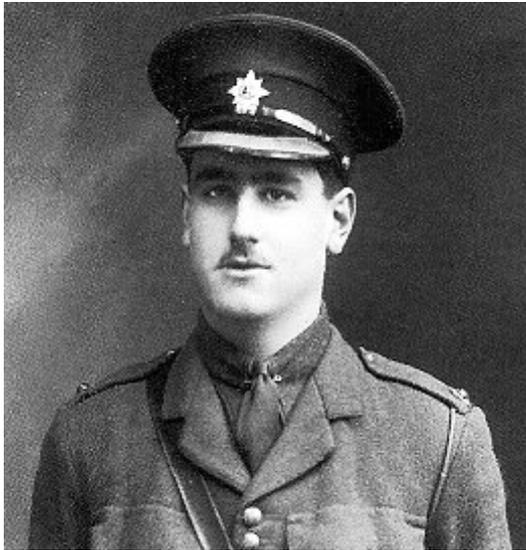
Personal story Part 1

Personal story Part 2

Does he look familiar?

A European Example

Louis Le Prince
(1842-1890)

'*Rounday Garden Scene*'

'*Leeds Bridge*'

The Task

What the User Sees:

The Beautiful Content

The Reality:

The Hard Work

# The Nightmare

Group trying to provide access to cultural information without standards

Does this look familiar?

Which Metadata?

Spectrum
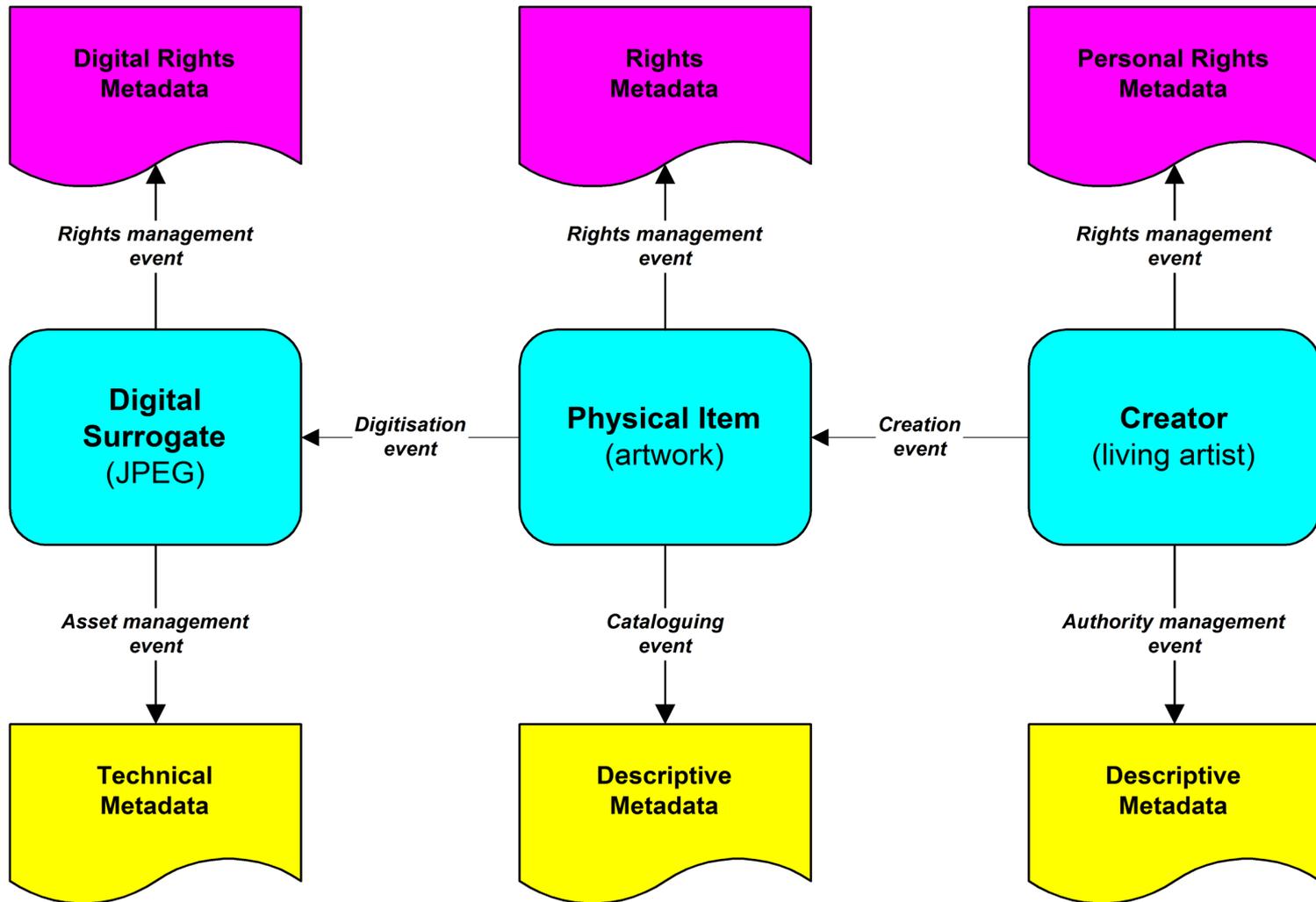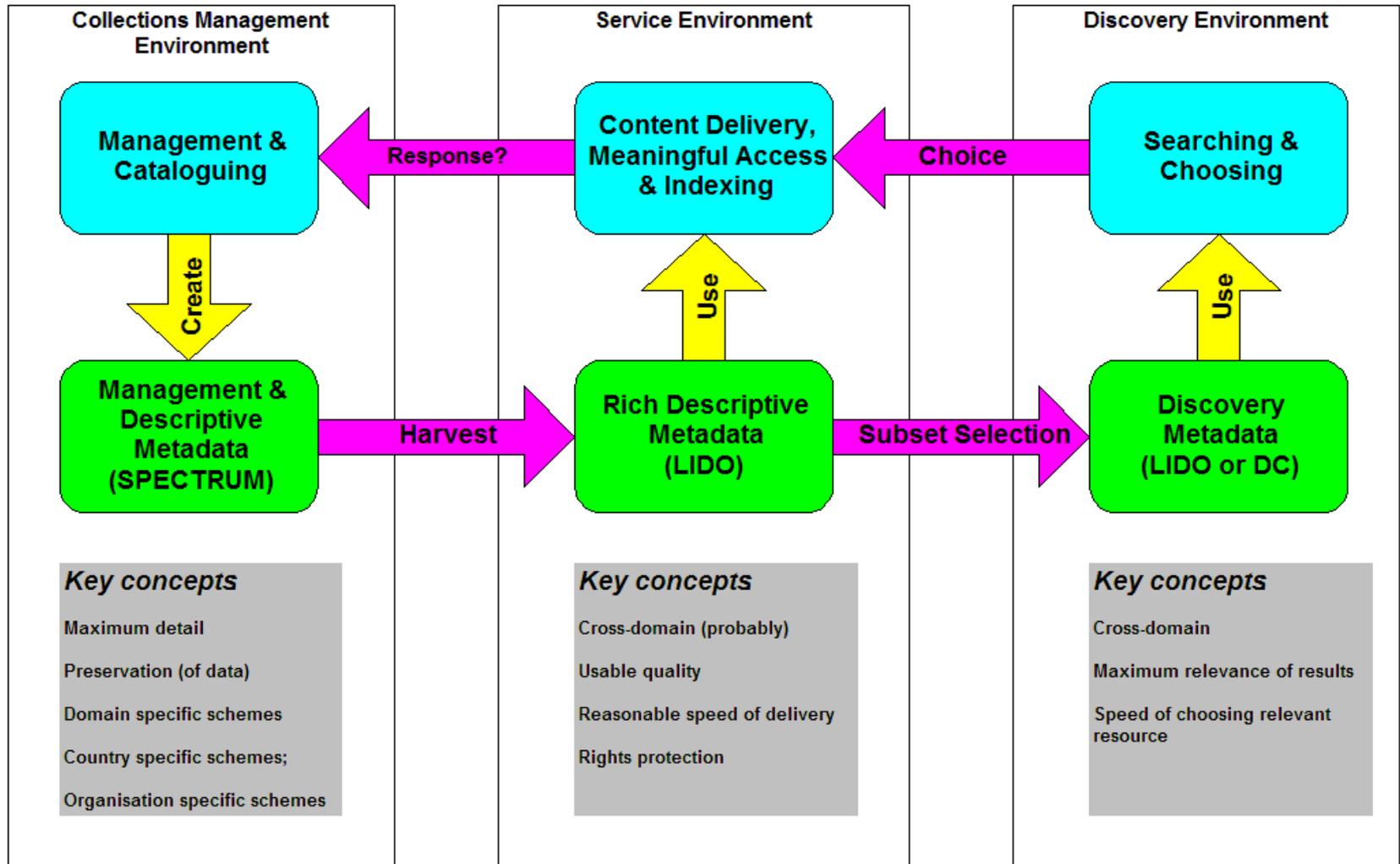
Environments

Defining the museum system

— Working in groups

— Reporting back

— Discussion

Aspects of the system

- **Transformation** – What are you trying to do
- **Worldview** – Why are you trying to do it
- **Environment** – Constraints
- **Owners** – Actual & virtual
- **Actors** – Who is making it happen
- **Clients** – Who is it for

Policy Framework – BSI PAS 197

- **Mission statement** – Informs
- **Collections management policy:**
  - Collections development
  - Collections information
  - Collections access
  - Collections care and conservation
- **Met by procedures and processes**

Spectrum

What happens to objects

–Working in groups

–Reporting back

–Discussion

Describe

- What happens to objects **before** they enter the museum - events
- What happens to objects **after** they enter the museum - events
- What information is needed to **describe** objects
- **What is an object**

Object Events

- Acquisition
- Carrier production
- Commissioning
- Completion
- Creation
- Designing
- Destruction
- Excavation
- Execution of design
- Exhibition
- Expression creation
- Finding (Activity)
- Marketing
- Modification

Move of object
Part addition
Part removal
Performance
Planning
Production
Provenance
Publication event
Restoration
Transfer of custody
Transformation
Use
Work conception

Procedures

- Object entry
- Acquisition and accessioning
- Location and movement control
- Inventory
- Cataloguing
- Object exit
- Loans in (borrowing objects)
- Loans out (lending objects)
- Documentation planning

- Condition checking and technical assessment
- Collections care and conservation

- Valuation
- Insurance and indemnity
- Emergency planning for collections
- Damage and loss
- Deaccession and disposal
- Rights management
- Reproduction
- Use of collections
- Collections review
- Audit

Some information groups

- Object identification
- Object description
- Object production
- Object field collection
- Object history and association

Developing Spectrum

Genesis of SPECTRUM

- Editor – Alice Grant (from V&A)
- Organic growth- Founded of best practise
- Aims: Practical; Non-prescriptive
- Community participation – Road tested
- Results:
  - Large A4 Binder
  - *SPECTRUM Essentials*
  - Factsheets
  - Training
  - Promotion

SPECTRUM 2

- Editor – Geoff Cowton (Wordsworth Trust)
- Review Committees
- Results:
  - Some changes to Procedures and Units of information
  - Large A4 Binder and foldout
  - No updated *SPECTRUM Essentials*
  - Updated Factsheets
  - Updated Training
  - Promotion

10 Year 'Interregnum'

- *Standards in Action* Series:
  - Guide to SPECTRUM
  - IT Guide
  - Archaeology
  - Archives
- *Facts and Artefacts* (2 editions)
- *SPECTRUM Knowledge* (Use of collections procedure)
- Museum Registration arrived
- Total worldwide sales – c300

SPECTRUM 3

- Review Committees looking at:
  - Digital material (what needed to be added)
  - Units of information (review)
  - Changes and new content (most of the work)
- Editors – Efthymia Patsatzi & Gordon McKenna
- Results:
  - Procedures (additions, mergers, re-namings)
  - Changes to structure of Procedures and less links!
  - Information groups embedded in Procedures
  - Changes to Units of information (additions mainly)
  - SPECTRUM Terminology (webpages)
  - Free (for non-commercial use) PDF download (buy printout)

SPECTRUM 3.1 & 3.2

Spectrum

- Additional content:
  - *Revisiting Collections* work ('user-generated' information)
  - Cultural Property changes

- SPECTRUM in XML
  - Better PDF
  - Data interchange schema
  - Change management easier
  - Enables management of different versions easier

- Licences – 0ver 5000

SPECTRUM 4

- Workflows

- Separate appendix

- Licences – Over 7000

Principles

- **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
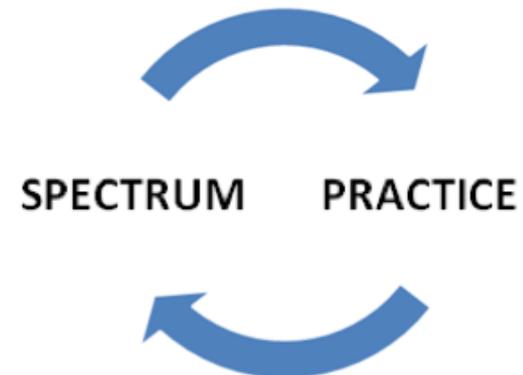
The benefits….

- 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

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

- ~~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

- 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)

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                    From
(borrowing objects)
```

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

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

Creating an entry record and receipt

```
Unexpected arrival                   Objects arrive.
```

```
                                     Make a record of the objects.        Record      Loan in information

                                                                                        Object identification
                                                                                        information
                                                                                        Object description
                                                                                        information
                                                                                        Object entry
                                                                                        information
```

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

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

Supporting Spectrum in the UK

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

Localising Spectrum

– Working in groups
– Reporting back
– Discussion

Questions

- What do you need to do it?
- Who is going to do it?
- How long is it going to take?
- Are you interested?

Collections Trust Suggests

- 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