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Museum Process Description:

Acquisition of an object

prepared for:
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<http://network.icom.museum/cidoc/>

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Acquisition of an object

1. Introduction

Documentation, the management of information about collections, is the key to unlocking the potential of our museums. It is not only a means of managing an object in a collection, but also a way of turning that object into a working artefact.

Each museum needs a collections management system in order to perform procedures or processes properly.

2. Objective

Objective of this document is to describe the procedure "Acquisition" - the entry of an object into a museum.

This description corresponds to step 2a of the following Modeling Procedure Steps:

- Step 1 Develop a process landscape
- Step 2a Describe target process
- Step 2b Describe needed sub processes
- Step 3 Elaborate high level BPMs in BPMN 2.0
- Step 4 Elaborate low level BPMs in BPMN 2.0

3. Format

We will present the process "Acquisition" in the form of a Process Chain.

A **Process chain** (PC) is a sequence of subprocesses linked together.

4. Process

The process landscape can be taken from SPECTRUM¹ where 21 procedures (**bold**:main procedures) are defined:

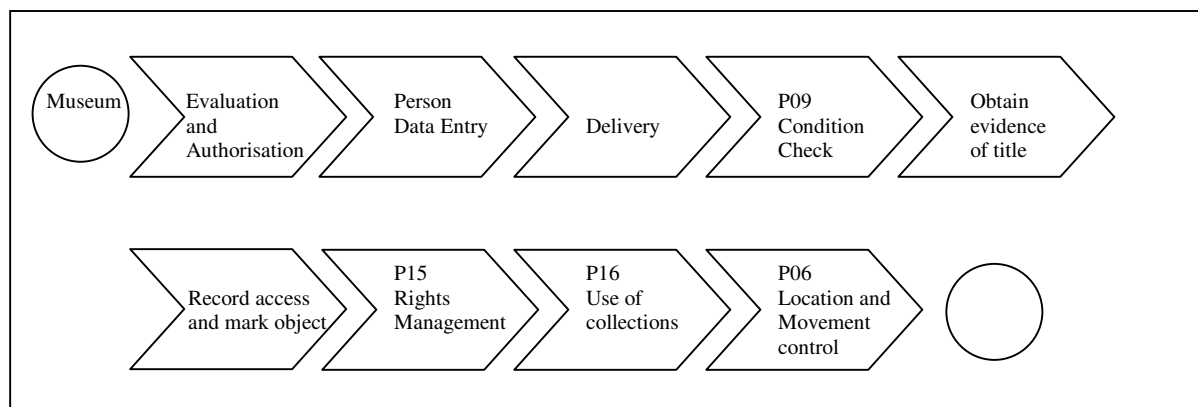
P01 Pre-entry	P11 Risk management
P02 Object entry	P12 Insurance and indemnity management
P03 Loans in	P13 Valuation control
P04 Acquisition	P14 Audit
P05 Inventory control	P15 Rights management
P06 Location and movement control	P16 Use of collections
P07 Transport	P17 Object exit
P08 Cataloguing	P18 Loans out
P09 Object condition checking and technical assessment	P19 Loss and damage
P10 Conservation and collections care	P21 Retrospective documentation

As an example the target process to be modelled will be the „acquisition process“. This process can be derived from the description of different steps of the SPECTRUM procedures, eg (only some steps for demonstration used):

- P04** acquisition:
Step 3: evaluate and authorise acquisitions
- P02** object entry:
Step 3: prepare for the arrival of an object
Step 4: make record of the object
Step 5: check the condition and make a record
Step 6: give a copy of the recorded information
Step 7: send them a copy of the receipt
- P09** condition check:
Step 4: prepare the area
Step ...
- P...**

Also steps not included in SPECTRUM could be added as appropriate and necessary.

The "Acquisition Process" should be modelled as a chain of subprocesses:



¹ <http://www.collectionslink.org.uk/programmes/spectrum> (access: 2012-05-12)

- **Museum**
The Museum has to start the process by declaring that an object will be accepted.
- **Evaluation and Authorisation**
The Museum has to decide whether to acquire the object for the permanent collections, handling collections, auxiliary collections or research collections. In this part of the process you have to evaluate and authorise the acquisition of the new object.
- **Person Data Entry**
In this subprocess the depositor has to enter detailed information about his person using a Data Entry Mask.
- **Delivery**
Delivery is the first subprocess in our process. In this subprocess the museum gets a notification from a depositor that an object is available. A decision will be made by the museum whether the object is accepted or not. If the object is accepted, the depositor sends the object to the museum. The museum has to make a record of the object and send a receipt to the depositor.
- **Condition Check**
This is the management and documentation of information about the make-up and condition of an object, and recommendations for its use, treatment and surrounding environment.
At the end of this subprocess a record of information has to be made. Record as much detail of condition of the object as possible.
- **Obtain evidence of title**
In this part of the process you should try to obtain unambiguous evidence of title of the object as well as additional documentation of the object. Record all the new information.
- **Record access and mark object**
Each object must obtain a unique identification number. The organisation should have a policy for deciding the format of its number. Acquire all available information of the object and make a record.
- **Rights management**
The management and documentation of the rights associated with the objects and information for which the organisation is responsible for, in order to benefit the organisation and to respect the rights of others.
Carry out and record proper research into the rights associated with objects and other material. Obtain or grant a licence for the use of the object. Monitor the use of works which are sensitive to publication right.
- **Use of collections**
This is the management and documentation of all uses of and services based on collections and objects in the organisation. These include exhibition and display, education handling collections and the operation of objects, research and enquiries, reproduction and the commercial use of objects and associated documentary archives.

Before the museum authorises the use of an object for a certain purpose it has to thoroughly evaluate the request. After a decision has been made the preparation and implementation of the proposed use begins. At the end of this subprocess stands the closure of use. Any obtained information must be recorded.

- **Location and movement control**

A location is a specific place where an object or group of objects is stored or displayed. This part of the process contains all information concerning the current and past locations of all objects in the museum. It makes sure that any object can be located at any time.

Each display or storage location has to obtain a unique name or number and description. There should be only one place to record an object's location, e.g. as part of the entry record, the catalogue record, or in a separate location record.

Before an object will be moved, first obtain and record an appropriate authorisation. Make a record.

5. References

Wikipedia, <http://www.wikipedia.org>, last visited 27.04.2012

SPECTRUM - The UK Museum Documentation Standard 3.2, Collections Trust, 2009