

ABERDEENSHIRE HERITAGE

ENTRY POLICY

Purpose

1. Entry is defined as the management and documentation of items entering the responsibility and care of Aberdeenshire Heritage, either permanently or for a temporary period.
2. The term “entry” is used throughout this Policy with this meaning and no other.
3. Entry refers solely to the movement of items which are entering the responsibility of Aberdeenshire Heritage and is not intended to mirror Aberdeenshire Heritage’s Loans In Policy, which also governs the movement of unaccessioned material.
4. The purpose of the Policy is to enable Aberdeenshire Heritage to be accountable for all items entering Aberdeenshire Heritage, which may be on short-term loan for identification or copying, on longer-term loan for exhibitions, or intended to be accessioned into the permanent collections. The Policy defines the permitted reasons for entry, to define the authorisation levels for permitting entry and to define the minimum level of documentation required.

Scope

5. This Policy applies to:
 - a. All sites and branches of Aberdeenshire Heritage.
 - b. Accessioned items or significant parts of accessioned items which currently form part of the permanent collections, and which are leaving Aberdeenshire Heritage for any reason.
 - c. Items on loan to Aberdeenshire Heritage when they are returned to their owners, or which leave Aberdeenshire Heritage temporarily for any reason.
 - d. Items being moved by a contractor from one site or branch to another, or from one branch to a non-Aberdeenshire Heritage destination.
6. Entry is always the result of material coming into Aberdeenshire Heritage’s care; the nature of the entry determines which specific subsequent procedures come into effect and any special conditions which may apply. The activities which will most commonly result in Entry are:
 - a. Donations or gifts
 - b. Bequests
 - c. Transfers from other museums
 - d. Transfers from other Aberdeenshire Council departments
 - e. Loans in for exhibitions
 - f. Short-term loans in for identification
 - g. Short-term loans in for copying

Liability, Insurance and Indemnity

7. In all circumstances, the liability for damage and security when items come into the care of Aberdeenshire Heritage falls upon Aberdeenshire Heritage once the Aberdeenshire Heritage Entry Form has been completed and signed by an authorised Aberdeenshire Heritage staff member.

Authorisation

8. Only authorised staff may approve the Entry of an item to Aberdeenshire Heritage.

9. Authorised staff are:

- Principal Museums & Heritage Officer
- Curatorial Officers
- Curatorial Assistants
- Administrative Assistants
- Documentation & Conservation staff

Documentation

10. Every entry transaction must be supported by an authorised Aberdeenshire Heritage business document appropriate to the case. For example, an artefact entering Aberdeenshire Heritage on loan must have completed Loan In documentation.

11. Aberdeenshire Heritage will document the entry of items to Aberdeenshire Heritage in order to track them and to maintain a link between the item and any information about it. The information that must be recorded is:

- a. Entry reference number (usually site Daybook number)
- b. Brief description of items
- c. Condition note
- d. Information about any hazards associated with the material
- e. Reference to appropriate file containing additional details (e.g. loan-in file, acquisition file)
- f. Reason for entry
- g. Authorising signature of Aberdeenshire Heritage
- h. Date of entry

12. This information will be recorded on an Entry form.

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

13. Entry information will be retained in perpetuity by Aberdeenshire Heritage, in electronic or manual form.

Exceptions

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

Review

15. This Policy is subject to review every five years. The next date for review is October 2013. The Policy may be reviewed at an earlier date if necessary.