



ABERDEENSHIRE COUNCIL'S MUSEUMS SERVICE ENTRY POLICY

Policy Summary

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| Policy Status | Approved and finalised by the committee on <i>04/09/2025</i> |
| Responsible Officer | Amy Miller, Museum Development Co-ordinator |
| Policy Sponsor | Chris Murphy, Service Manager, Live Life Aberdeenshire |
| Authorised By | Area Committee – Communities Committee |
| Policy Review Date | 04/09/2030 |

1. Policy Statement

Aberdeenshire Museums Service maintains, develops, researches, conserves, and provides access to historic and artistic collections held in trust for by Aberdeenshire Council for future generations.

The Entry Policy enables the Museums Service to be accountable for all items entering the Museums Service, which may be intended for accessioning into the permanent collections, on short-term deposit for identification or digitisation, on longer-term loan for exhibitions, for conservation treatment or temporary storage. 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.

2. Scope of Policy

This policy applies to:

- 2.1 Operations at Live Life Aberdeenshire Museums facilities including the Discovery Centre / Museum HQ, Aberdeenshire Farming Museum, and Banchory Museum.
- 2.2 Material belonging to other individuals or organisations which enters the care of the Museum Service for any reason.
- 2.3 Items on loan to the Museums Service, when the items exit the care of the owner or depositor and enter the care of the Museum Service.
- 2.4 Items being moved by a contractor from one site or branch to another, or from one branch to a non – Aberdeenshire Council Museums Service destination.
- 2.5 Entry is always the result of material coming into the Museums Service'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. Purchase
- d. Transfers from other museums
- e. Transfers from other Aberdeenshire Council departments
- f. Loans in for exhibitions
- g. Short-term deposits for identification
- h. Short-term deposits for digitisation

3. Policy Principles & Equalities

- 3.1 As a responsible custodian of public collections, the Museums Service is required to review its museum policies every five years. This is an essential element of fulfilling the nationally agreed standards of our accreditation status.
- 3.2 This suite of documents covers a range of requirements and are presented to Communities Committee for approval as the governing body.
- 3.3 Approval of these policies is essential to maintain Spectrum museum documentation procedural standards and fulfil national requirements set by Museums Galleries Scotland (MGS).
- 3.4 The intervening period since the last review has seen significant changes for Aberdeenshire Museums Service; notably the appointment of a new professional team and a multi-million-pound investment from the UK Government in a new museum representing the whole of Aberdeenshire. As a team we now have a far better understanding of our facilities and collections and this knowledge has resulted in a refocus as we plan for the next five years.
- 3.5 During the development and review of policies, Officers and Elected Members are legally required to comply with the Public Sector Equality Duty and the Fairer Scotland Duty.

4. Purpose

- 4.1 Entry is defined as the management and documentation of items entering the responsibility and care of Aberdeenshire Council's Museums Service, either permanently or for a temporary period.
- 4.2 The term "entry" is used throughout this Policy with this meaning and no other.
- 4.3 Entry refers solely to the movement of items which are entering the responsibility of the Museums Service and is not intended to mirror the Museums Service's Loans In Policy, which also governs the movement of unaccessioned material.
- 4.4 The purpose of the Policy is to enable the Museums Service to be accountable for all items entering the Museums Service, which may be on short-term loan for identification or copying, on longer-term loan for exhibitions, or intended to be accessioned into the



- 4.5 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.

5. Liability, Insurance and Indemnity

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

6. Authorisation

Only authorised staff may approve the Entry of an item to Aberdeenshire Council's Museums Service.

Authorised staff are:

- a. Museums Development Co-ordinator
- b. Museum Curator
- c. Museum Conservator
- d. Museum Guides
- e. Museum Supervisor
- f. Museum Administrators

7. Documentation

- 8.1 Every entry transaction must be supported by an authorised Museums Service business document appropriate to the case. For example, an artefact entering the Museums Service on loan must have completed Loan In documentation.
- 8.2 As per Spectrum 5.0, Aberdeenshire Council's Museums Service will document the entry of items to the Museums Service 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 Council's Museums Service
- h. Date of entry

- 8.3 This information will be recorded on an Entry form.

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



Entry information will be retained in perpetuity by Aberdeenshire Council's Museums Service, in electronic or manual form.

9. Exceptions

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

10. Supporting Policies and Documents

The following guidance documents have assisted in the creation of this policy:

- [Collections Trust Spectrum standard for museum collections management](#)
- [Museums Association Code of Ethics](#)
- [Museum Accreditation Standard](#)
- [Standing Conference on Archives and Museums' Code of Practice on Archives for Museums and Galleries in the United Kingdom](#)
- [ICON Professional Standards and Judgement & Ethics](#)
- [UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property](#)
- [Guidance for the Care of Human Remains in Scottish Museum Collections](#)

- [Statement of Principles relating to the Spoliation of Works of Art during the Nazi, Holocaust and World War II period](#)
- [CITES multilateral treaty](#)

11. Council Strategic Priorities

| Pillar | Priority | How does the policy reflect the Council's strategic Priorities? |
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| A sustainable economy | We will support a strong and diverse economy by attracting people of working age to our region, complementing our highly skilled local workforce. | This policy helps to deliver Council priorities Connected Communities, Living Well Locally as the Museum Service and its policies underpin access to high quality cultural experiences with an increased sense of place and local connection that promote positive social interactions, lifelong learning, improve wellbeing and reduce mental health issues in all ages. |
| Connected communities | We will work with communities and partners to enhance the sense of connection among our places. This includes supporting communities to come up with innovative solutions to ensure our places are resilient and vibrant. | |
| Living well locally | We will encourage and support our residents to lead healthy and active lives and contribute meaningfully to their communities. We will make proactive choices that will allow us to | |



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| | cater to the needs of our increasingly ageing population. | |
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12. Policy Revision

| Version Number | Revision Date | Committee Approval Date | Summary of Changes |
|----------------|---------------|-------------------------|---|
| 2.0 | 12/05/2025 | 04/09/2025 | <p>Section 4, Purpose: Changes made to to now include: accessioning into the permanent collections, on short-term deposit for identification or digitisation, on longer-term loan for exhibitions, for conservation treatment or temporary storage.</p> <p>Section 6, Scope: Purchase has been added as an activity that will result in object entry.</p> <p>Section 9, Authorisation: The staff authorised to approve entry of objects has been reduced to the Museum Development Co-ordinator, Curator and Conservator, to improve the management and documentation of the objects that are entering the collection.</p> <p>Section 11, Documentation: Spectrum standard 5.0 has been updated to 5.1 to align with the most recent version of the standard. To ensure that the link between the object and the associated information is maintained, the following sections have been added to mandatory entry record:</p> <ul style="list-style-type: none"> • Name and contact information of depositor and/or owner presenting the material for entry • Brief description of items, including provenance information, valuation, and/or legal & licensing requirements (where relevant) • Number of items • Initial location of material • Authorising signature of owner/depositor |



13. Policy Distribution

| Name | Designation | Organisation |
|-------------------|---|--|
| Allan Rae | Head of Service, Communities, Wellbeing and Partnerships | Aberdeenshire Council |
| Chris Murphy | Service Manager, Programme Development | Aberdeenshire Council |
| Saskia Gibbon | Cultural Engagement Manager | Aberdeenshire Council |
| Douglas Henderson | Senior Insurance Officer | Aberdeenshire & Aberdeen City Councils |
| Jacob O'Sullivan | Museum Development Manager – Collections & Interpretation | Museums Galleries Scotland |
| | Current Lenders | Various |
| | Potential Lenders | Various |
| | Potential Donors | Various |

[ENDS]