



National Galleries Scotland

Object Entry and Pre-Entry Policy

Version/Date

Senior Management Team: Collections approved this policy: 12th February 2014

Principles

NGS is accountable and liable for all objects or groups of objects in our care.

We have a responsibility to make a realistic and open assessment of any object before it reaches us, to indicate its condition, and to fulfil our obligations to ensure that a vendor, donor or lender holds valid and legal title and has the rights of ownership of the object before we can accept it.

Creating an accurate, consistent, transparent and accessible record for each object on its entry at NGS enables us to provide evidence for audit, accountability, location tracking and access.

Definitions

Object Entry: The efficient, responsible and legal management of all objects or groups of objects arriving at NGS, including accurate and accessible documentation. Object entry applies to objects in the permanent collection, acquisitions, temporary deposits, loans, or re-entry of objects from external locations.

Arrival: Whenever an object enters NGS, including the arrival or return of accessions, temporary or long-term loans, items on approval, purchased objects, temporary deposits for opinion, study or examination, artworks in transit or short-term storage, gifts and bequests, and any unsolicited objects.

Legislation and ethics

Object entry and pre-entry is an essential component of evidence required for due diligence, for audit and accountability, and for accessibility.

Relevant statutory requirements and codes of ethics include:

- National Heritage Act 1980: Section 16 (as amended by the Museums and Galleries Act 1992)
- Part 6, Section 136 of the Tribunals, Courts and Enforcement Act 2007
- Freedom of Information (Scotland) Act 2002
- Museums Association: Code of Ethics for Museums 2008
- Code of Practice on Archives for Museums and Galleries, Third edition 2002
- ICOM Code of Ethics for Museums 2013

Standards

This policy is part of the Collections Management set of policies that form a requirement of PAS197 and Spectrum as part of the UK Museum Accreditation Scheme.



Control measures

NGS carries out an initial assessment to ensure the object can realistically be accepted for entry at NGS, to demonstrate why we are assuming responsibility for the object, and to provide a condition report. We aim to carry this out before the object arrives whenever possible.

The assessment identifies:

- Terms and conditions under which the object is to be deposited and received, and returned if applicable. This includes rights to the use of the object, and identifies any information that is to be safeguarded as confidential or sensitive.
- Legal ownership and title to the object.
- Period of the loan, deposit or research, including estimated return date.
- Current valuation for insurance and Government Indemnity (GIS).
- Current condition of the object, both prior to transit and on arrival.

If an object arrives for which we have not yet carried out a formal pre-entry assessment, for example an unsolicited arrival, we must have formal evidence of legal title to the object before we can accept it, and the assessment will be carried out as soon as possible after Entry.

When an object or group of objects arrives at NGS, we issue a formal receipt, and assign it a unique identifier or identify it as the re-entry of an identifiable object from the NGS collection.

We hold all information about objects centrally and securely on an industry-standard database (MIMSY). This forms part of our requirements for identification, location and audit. It is the responsibility of all staff actively to contribute to their care, and also to provide access to them. There are control protocols for entering data, and only authorised persons can amend and update locations.

Only suitably qualified persons can carry out a formal condition assessment, which will form part of the provenance and entry record. This assessment ensures that only objects suitable to NGS collections are accepted for entry, taking also into consideration any potential hazards posed by the objects, any financial implications, and the requirements of the Government Indemnity Scheme.

We are committed to carrying out regular collections audits.

Related policies

The following are related NGS policies:

- Loans In and Loans Out Policy
- Acquisition Policy
- Inventory Control Policy
- Location and Movement Control Policy
- Art Handling and Technical Assessment Policy
- Art Transport Policy
- Conservation and Care Policy
- Rights and Reproduction Management Policy



- Insurance and Indemnity Management Policy
- Risk Management Policy
- Physical Audit Policy
- Storage Policy
- Object Exit and Despatch Policy
- Damage and Loss Policy
- De-accession and Disposal Policy
- Retrospective Documentation Policy
- Due Diligence Policy