National Galleries Scotland
Inventory Control Policy

Version/Date

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

Principles

NGS is accountable for all the objects and groups of objects in our care at all times. We maintain inventory records about these objects in order to provide up-to-date information about them, including ownership, location, condition and history.

As part of our commitment to provide accurate information about our collections to the widest possible public we use details from the Collections Management database to provide collections information for the NGS Corporate Plan and Annual Review, for Freedom of Information enquiries, and on the NGS website.

Definitions

Inventory control: The maintenance of the NGS Collections Management's single, centralised, industry-standard database, MIMSY XG.

Inventory record: Accurate, relevant, up-to-date and accessible information to account for and locate all objects for which NGS has a legal responsibility and duty of care. This includes objects in our permanent collections, temporary deposits, loans, and any other objects which are or have been in the care and custody of NGS

Legislation and ethics

Inventory Control records provide evidence for audit and accountability, for due diligence checks, 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)
- National Heritage (Scotland) Act 1985
- Part 6, Section 136 of the Tribunals, Courts and Enforcement Act 2007
- Freedom of Information (Scotland) Act 2002
- Data Protection Act 1998
- 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

We hold all our records centrally and securely on an industry-standard database (MIMSY). Only authorised persons can maintain database records, following NGS standards and procedures to ensure consistent, accurate and efficient documentation.

We enter an inventory record when the object enters NGS care, or in advance where possible, for example when we have confirmed ownership and status of an object before accession. The inventory record includes standardised core details, for example the object's name, number, description, attribution, status (for example acquired, deposited, on loan), location. We record other essential information as soon as available, including due diligence checks and condition, credit-line and copyright, and any special terms and conditions.

We update the inventory record to reflect changes to the object, for example to its condition or location, and we aim to record all location movements within 24 hours.

All objects, whether part of the permanent collection or temporarily in NGS care, are clearly and unambiguously labelled so they can be referenced to the inventory control database record.

We are committed to carrying out regular audits of inventory control records, and have an ongoing plan to manage retrospective documentation.

Website protocols ensure the details that are published on the NGS website conform to security and ethical requirements.

Related policies

The following are related NGS policies:

- Object Entry and Pre-Entry Policy
- Loans In and Loans Out Policy
- Acquisition Policy
- Cataloguing Policy
- Location and Movement Control Policy
- Art Handling and Technical Assessment Policy
- Art Transport Policy
- Conservation and Care Policy
- Rights and Reproduction Management Policy
- Valuation Control Policy
- Record Audit Policy
- Storage Management Policy
- Object Exit and Despatch Policy
- De-accession and Disposal Policy
- Retrospective Documentation Policy