



National Galleries Scotland

Location and Movement Control Policy

Version/Date

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

Principles

NGS maintains up-to-date location information for all objects or groups of objects in our care.

We aim to ensure that objects in our care are available to individuals wishing to inspect them in connection with study or research, and to increase access to the collection.

Maintaining location and movement control records enables us to provide evidence for audit and conservation reviews, handling and movement statistics, research and bibliographical references.

Definitions

Location and Movement Control: The documentation and management of information concerning current and past locations of all objects or groups of objects in our care. This includes artworks in the permanent collection, temporary deposits, and loans.

Location: Internal: a specific, defined, unique place within NGS. External: the individual or institution that currently has responsibility for the object or group of objects.

Movement: Internal: movement between NGS locations, including to/from storage or conservation, and temporary moves. External: movement and transit for UK or international loans, or when objects are de-accessioned or disposed of, or in the event of disaster.

Legislation and ethics

Location and movement control 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
- Museums Association: Code of Ethics for Museums 2008
- 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 location information centrally and securely on an industry-standard database (MIMSY). Only authorised persons can update location information.

Only authorised persons can approve object movements, to ensure that only appropriate movements are made, taking into consideration the security and suitability of the new location and the reason for the movement, and to minimise handling.

Before an object is to be moved we ensure that the condition of each object is fit to move, and carry out a risk assessment where appropriate.

We aim to record all location movements within 24 hours.

We are committed to carrying out regular audits of location details.

Related policies

The following are related NGS policies:

- Object Entry Policy
- Loans In and Loans Out Policy
- Acquisition Policy
- Inventory Control Policy
- Art Handling and Technical Assessment Policy
- Art Transport Policy
- Conservation and Care Policy
- Risk Management Policy
- Insurance and Indemnity Management Policy
- Physical Audit Policy
- Record Audit Policy
- Storage Management Policy
- Object Exit and Despatch Policy
- Damage and Loss Policy
- De-accession and Disposal Policy
- Retrospective Documentation Policy
- Due Diligence Policy