National Galleries Scotland
Location and Movement Control

Principles

NGS maintains securely on our central, industry standard database (MIMSY) up-to-date location information including confidential information for all objects or groups of objects in our care. Only authorised persons have access.

NGS is committed to exhibiting and interpreting the objects and groups of objects in our care and to increasing access to the Collection. We aim to ensure that objects in our care are available to individuals wishing to inspect them in connection with study or research, or special association.

When we move or transport objects, we make arrangements for their care and protection taking into account their condition and any potential risks and the type of equipment and transport that is most suitable for each situation.

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 the movement and 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.

**Handling**: The skilled, safe and highly coordinated handling of objects or groups of objects in our care as an integral part of our Collections management, research and public programmes.

**Movement**:
Internal: movement between NGS locations, including to/from display, 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 control and movement are essential components of evidence required for due diligence, for audit and accountability and risk management. Art transport forms part of our duty
of care for objects to ensure preservation and access and to meet nationally agreed standards of best practice.

Relevant statutory requirements and codes of ethics include:

- Convention on Illicit Trade of Endangered Species of Wild Flora and Fauna (CITES) 1973
- Health and Safety at Work Act 1974
- National Heritage Act 1980: Section 16 (as amended by the Museums and Galleries Act 1992)
- Manual Handling Operations Regulations 1992 (as amended)
- National Heritage Act 1980: Section 16 (Government Indemnity) amended 1992
- Data Protection Act 1998
- Control of Substances Hazardous to Health (COSHH) 2002
- Freedom of Information Scotland Act 2002
- NMDC Loans between national and non-nationals - New standards and Practical Guidelines 2003
- Part 6, Section 136 of the Tribunals, Courts and Enforcement Act 2007
- Museums Association: Code of Ethics for Museums 2015
- Tribunals Courts and Enforcement Act 2008
- Immunity from Seizure 2008
- UKRG Standard Facilities Report 2008 (as amended)
- Arts Council England Accreditation Standard 2011
- Government Indemnity Guidelines 2016
- General Data Protection Regulations 2016
- ICOM Code of Ethics for Museums 2017 (latest)
- BS4971 Conservation and Care of Archive and Library Collections 2017
- BS EN16893 Conservation of Cultural Heritage 2018 – Specifications for rooms intended for storage
- ISO 14001 Environmental Management 2018
- ISO 45001 Guidance on Occupation Health and Safety Management Systems Requirements 2018
- ISO 55000 Asset Management Standard 2018
- UKRG Courier Training Framework
- DFT/CAA Air Cargo Regulations

**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 clearly and professionally document all art movement and transport. We hold all location information centrally and securely on an industry-standard database (MIMSY). Only authorised persons may update location information.

All NGS locations where objects may be located have a unique location name including stores, servers, the NGS grounds and loan venues.

Only authorised persons may 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. This includes an assessment of access, object movement, display and storage facilities at external loan and exhibition venues and ensuring appropriate insurance/indemnity is in place ‘nail to nail’.

When planning, undertaking or coordinating art movement or transport NGS always complies with government indemnity transport, security and environmental conditions. All road, air and sea transport is pre-planned. Authorised persons will accompany the object in transit when this is deemed necessary for the safety of the object and to manage any potential risks. NGS is an accredited institution for Air Cargo Regulations.

We aim to record all location movements on MIMSY within 24 hours.

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

Related policies

The following are related NGS policies:

01 Object Entry
02 Acquisition and Accessioning
03 Location and Movement Control
04 Inventory
05 Cataloguing
06 Object exit
07 Loans in (borrowing objects)
08 Loans out (lending objects)
09 Documentation Planning
10 Condition Checking and Technical Assessment
11 Collections Care and Conservation
12 Valuation
13 Insurance and indemnity
14 Emergency Planning for Collections
15 Damage and Loss
16 De-accessioning and Disposal
19 Use of Collections
20 Collections Review
21 Audit

Also the following NGS documents

NGS Business Continuity Plan
NGS Collection Care Framework
NGS Collections Development Framework
NGS Disaster Contingency Plan
NGS Estates Management Strategy
NGS Environmental Management Programme 2018-2022
NGS Partnership Framework
NGS Public Programme Framework
NGS Risk Management Policy
NGS Research Policy and Framework

For NGS Rights and Reproduction Policies: SEE NGS Trading Company Policies