

# UCC Curatorial Collections Policy

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## Contents

1. Statement of Purpose .....	2
2. The Mission of UCC Curatorial Collections.....	2
3. Collections Context.....	3
4. Collections Definitions and Types.....	4
5. Themes and Priorities for Future Collecting .....	5
6. Themes and Priorities for Rationalisation and Disposal.....	6
7. Limitations on Collecting .....	7
8. Documentation .....	8
9. Acquisitions and Accessions .....	9
10. Deaccessions and Disposals .....	10
11. Conservation .....	12
12. Loans .....	12
13. Spoliation.....	13
14. Restitution and Repatriation .....	13
15. Procedural Policies .....	14
16. Policy Review Procedure.....	14
17. References .....	14
Appendix 1: Procedural Manuals .....	16

## 1. Statement of Purpose

- 1.1 The UCC Curatorial Collections Policy informs the management, curation, and development of the University College Cork Curatorial Collections. The purpose of this policy is to establish procedures and guidelines for the acquisition, deaccession and loans (in and out) of the Curatorial Collections, as well as themes and priorities and limitations on collecting. A list of the procedural policies to be developed and their purpose is included in Appendix 1. These policies shall not replace local or national law, statute or regulation under which the University is legally or ethically bound to operate.
- 1.2 These guidelines cover the UCC Curatorial Collections, excluding the collections of the University Archives, Library Special Collections & Archives, the University Art Collection, and collections under the care of various Schools (e.g. the Geology and Zoology collections in the School of Biological, Earth and Environmental Sciences). The UCC Curatorial Collections are under the management of the University Curator, Heritage Services, Buildings & Estates.
- 1.3 UCC Curatorial Collections is the primary repository within UCC for objects relating to the history of UCC as well as developing collections and research programmes that contribute to UCC's mission to research, teaching and public service. The University also operates a University Archives Service (OCLA) which is responsible for the protection, preservation and access to the University Archives as set down in the UCC Archives policies and procedures. At the date of writing, the University Art Collection (the 'Gallery Collection') is cared for under a service level agreement with ArtGallery (UCC) DAC, which operates the Lewis Glucksman Art Gallery.
- 1.4 The University Curator will, in following professional best practice, serve the University by responsible stewardship of financial, material, and intellectual resources; by pursuit of the goals and mission of the University with respect for the diversity of ideas, cultures, and beliefs; and by integrity of scholarly research. In addition, (s)he will serve the museum profession by promoting and practising excellence, honesty, and transparency in all professional activities.

## 2. The Mission of UCC Curatorial Collections

- 2.1 The overall strategic objectives of the UCC Curatorial Collections are aligned in support of the *University College Cork Strategic Plan 2017-22* where the stated goals are to:
  - 01 Implement an academic strategy to deliver an outstanding, student-centred teaching and learning experience with a renewed, responsive and research-led curriculum at its core.

- 02 Be a leading university for research, discovery, innovation, entrepreneurship, commercialisation and societal impact.
  - 03 Create value for our community through an international outlook and informed and creative engagement on local and global issues.
  - 04 Attract, develop, support and retain staff of the highest quality, thereby ensuring a diverse staff who are enabled to reach their full potential.
  - 05 Strengthen our infrastructure and resource base.
- 2.2 The UCC Curatorial Collections will make a tangible contribution to UCC's mission to provide an intellectually stimulating learning environment. As part of this remit, in recent years a number of display cases have been placed strategically around the campus; this policy will be continued where possible. The stewardship of these cases is the responsibility of the University Curator who will curate the displays and take due regard to the proper care and safeguarding of objects.
- 2.3 The UCC Curatorial Collections will support and engage with the University's ambitions for interdisciplinary approaches to research, teaching and knowledge exchange.
- 2.4 To this end, the core mission will be to care for and develop the UCC Curatorial Collections, and to share and communicate knowledge about them. Supporting this mission will be the development of recognised professional standards and procedures; these are outlined in Appendix 1.

### **3. Collections Context**

- 3.1 The UCC Curatorial Collections broadly relate to the historical artefacts that are unique to the University's institutional history, teaching and research fields, staff and graduates. The Collections have been formed since the foundation of the Queen's University in 1845 and the opening of Queen's College, Cork in 1849. Today the UCC Curatorial Collections contain over 9,000 objects encompassing the fields of archaeology; historic and more modern scientific instruments; ethnology; pathology teaching aids; fine and applied art, silver, furniture, numismatics and miscellaneous items. Many of the objects contained in the Curatorial Collections were acquired in the nineteenth century as teaching collections to support the disciplines of Medicine, Engineering, Physics, Astronomy, Geology, Zoology, Classical Studies, Archaeology and other relevant disciplines.

## 4. Collections Definitions and Types

### 4.1 Definitions

“UCC Curatorial Collections”: the archaeological, historical, medical, scientific and other objects in the care of the University Curator, also including related supporting documentation, acquired and conserved because of their scientific and cultural significance and value.

“Object”: refers to, but is not restricted to, all collection materials, including specimens, artefacts, photographs, film, and works of art.

“Supporting documentation”: includes, but is not limited to, archival and library materials whether in physical or digital form, field records, notebooks, maps, photographs, and exhibits and props.

### 4.2 Collections Types

UCC Curatorial Collections categorises its holdings into two collection types, each of which receives a different level of care and supporting documentation.

#### A. Permanent Collection

The objects in the permanent collection make up the bulk of the holdings in UCC Curatorial Collections. These are collections of intrinsic value to the history of UCC; whether they be objects of art, history, science, or culture that support the mission of the University; and are held and curated on a permanent basis. These objects will be fully accessioned and catalogued to the highest standards. They also receive the highest level of care and security. Nearly all objects in the permanent collection are made available for research, publication, loan, and exhibition, if conditions are met. Some objects may be labelled as culturally sensitive, too fragile, or are subject to donor or owner-imposed restrictions; these objects should be fully documented as such.

#### B. Objects Held in Trust

UCC Curatorial Collections may have within their holdings objects that are not owned by the University, but are being stored under special trust agreements or contracts. These objects are cared for as determined by their specific agreements and are often subject to different access, research or display restrictions.

#### Ancillary Materials

These do not form part of the UCC Curatorial Collections and include office furniture and furnishings, IT equipment, and also past exhibitions materials which relate to the delivery of curatorial services. These items are not accessioned into the permanent collection and are not used for display, research or loan.

## 5. Themes and Priorities for Future Collecting

5.1 The collecting area for the UCC Curatorial Collections management service will be University College Cork, including its teaching and research fields; objects relating to its past and present staff and students; and areas and themes represented by existing collections.

### General themes and priorities

5.2 As a University collection with a large historical component, the UCC Curatorial Collections are international in scope and not limited to particular time periods, localities or even material types. However, geographic and temporal criteria shall apply within specific collection areas as stated in section 5.5 below.

5.3 UCC Curatorial Collections collecting programmes will be focussed on specific areas of the collections, particularly those relating to the University's history, staff and alumni, and connect to known research, teaching and/or exhibition activity. These programmes will be subject to reporting and annual review by the University Curator. For all areas of the collection, the existence of good quality associated data will be an important criterion when considering the acquisition of objects or pre-existing collections.

5.4 The University first opened to students in 1849. Consequently, UCC Curatorial Collections will acquire items relating to its foundation and history as well as items relating to significant staff and alumni of the University and their work.

### Collection-specific themes and priorities

5.5 The following named collections are the main spheres of current collecting interest within the UCC Curatorial Collections. No new areas of major interest will be developed unless recommended in writing by the University Curator and approved by the Director, Buildings and Estates, and subject to sufficient storage, curatorial skills and resources.

#### *5.5.1 University History*

The principal areas of collecting activity are to be: objects relating to the institutional history, buildings used by the University, and staff and alumni of the University that significantly enhance the history and knowledge about the University.

#### *5.5.2 Scientific Instruments*

Collecting is limited to items with a significant association with the history of research or teaching at the University.

### 5.5.3 *Anatomy and Medical /Dental*

Collecting is limited to items related to eminent medical figures associated with the University and with Cork city, and the teaching collections used in the Medical /Dental Schools.

### 5.5.4 *Mineralogy and Petrology, Palaeontology, Zoology (including entomology)*

The principal areas of collecting activity include Irish rocks and minerals, especially those representing the geology of Munster, and non-Irish material which particularly complements the existing collections but with a UCC connection.

### 5.5.5 *Archaeology and Ethnography*

The principal areas of collecting activity includes material from excavations in Ireland, subject to national legislation, and if it is complementary to the existing collection.

*See §9 for information about the Acquisitions and Accessions procedure.*

## **6. Themes and Priorities for Rationalisation and Disposal**

6.1 Responsible, curatorially-motivated disposal can take place as part of the University's long-term Collections Policy. The University accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items from the UCC Curatorial Collections.

6.2 Suggested rationalisation programmes would include:

- following inventory or audit, rationalisation of the UCC Curatorial Collections may take place with duplicate or severely damaged objects being disposed as per the Deaccessions and Disposals procedural manual.
- items damaged beyond reasonable conservation or repair; items infested or contaminated beyond reasonable treatment or conservation and likely to put at risk others in the collection.
- objects containing materials (for example, asbestos, radioactive substances) that present an unacceptable level of risk to health and safety, where their significance is not such as to warrant the processes and costs involved in decontamination or provision of specialist, segregated storage, or this is not found to be possible without unacceptable remaining risk.
- former University teaching collections (including instruments and equipment) which are incompatible with current teaching methodologies; duplicates of minor importance (e.g. office furniture, lab equipment, etc.). A sample of each object would be included in the UCC Curatorial Collections but the remainder would be disposed as per the Deaccessions and Disposals procedural manual.

- minor items of none or remote connection to the core collections and collecting areas, including ancillary materials (see under §4.2).
- re-identified objects when accurate identification shows the item to have little or no importance or connection to the core collections and collecting areas.

*See §10 for information about the Deaccessions and Disposals procedure.*

## 7. Limitations on Collecting

7.1 UCC Curatorial Collections recognises its responsibility, in acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of professional curatorial standards. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

7.2 UCC Curatorial Collections will consider the long-term costs of caring for the collections. A conservation and collections care assessment will be made before all acquisitions are approved and the storage and immediate conservation requirements of proposed new acquisition(s) will be taken into consideration.

7.3 UCC Curatorial Collections will not acquire:

- Modern normal anatomy human tissue specimens. These are dealt with by the anatomists licenced to practice in Ireland by the Medical Council, under the Anatomy Act 1832 or later statutes. UCC Curatorial Collections has no input into this and does not receive material from these processes.
- Modern pathological tissue specimens.
- Archive materials (including photographs) other than those relating directly to existing collections or documenting items in the collections. These will be preferentially offered to the University Archive Services (OCLA), Boole Library Special Collections or the Cork City and County Archives where appropriate.
- Non-historical art items, including but not limited to paintings and prints. Any offer of donations of these should be directed to the University Art Collection or other museum or art gallery collection where appropriate.
- Items that should be directed to other repositories (see §7.4, 7.5). UCC Curatorial Collections will not compete with other institutions as this would obstruct the desired collegial relationship with others.

### Collection policies of other institutions

7.4 UCC Curatorial Collections will take account of the collecting policies of museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

7.5 Note should be taken of the following museums / repositories with which the UCC Curatorial Collections will have key collecting relationships: Cork Public Museum; the Crawford Gallery of Art; the National Museum of Ireland; the National Library of Ireland; the National Archives of Ireland; the National Gallery of Ireland; Cork City & County Archives, or similar, where appropriate.

## 8. Documentation

*See also Appendix 1, 'Documentation'*

8.1 It is vital that curatorial collections are documented according to accepted professional standards. This documentation should be established such that objects can be located and identified; its associations, provenance, condition and any conservation treatment should be recorded also. This data should be supported by retrieval systems and kept in a secure environment. As far as possible primary records (e.g. deeds of gift, receipts) should be duplicated so that the originals are handled as little as possible. The originals should be stored in a different building to the duplicates. The absence of appropriate documentation may result in a failure to locate objects, to establish its ownership or otherwise compromise the proper standard of care for the object.

8.2 Thus, in order to be considered professional and in compliance with the required standards, the documentation of the UCC Curatorial Collections should meet the minimum standard of the Museum Standards Programme for Ireland (MSPI), <http://www.heritagecouncil.ie/projects/museum-standards-programme-for-ireland>. The MSPI standard includes the creation of:

an Entry Record, an Accessions Record and Secure Copy, an Object Location Record System, an Object Movement Record System, an Exit Record System, a Plan for Documentation Backlog, Loan Agreements and Records and a Catalogue.

Standard works relating to museums registration and collections management practice should be consulted (see §17 References for examples).

8.3 The inventory of the UCC Curatorial Collections was completed in 2018 and a list of objects with accompanying photographs stored in a database. As much as possible, information from previous catalogues or lists have also been included in each object record. In addition, a trawl for information about gifts to the University has begun, with the information being added to the relevant object records – this work should be continued so as to have as complete a record as possible with regard to legal title.



## 9. Acquisitions and Accessions

See also Appendix 1, 'Acquisitions and Accessions', 'Documentation'

9.2 It is a Curator's duty to offer professional guidance and expertise in terms of what should be acquired or disposed of so as to ensure that the University Curatorial Collections do not suffer in any way as a result of these processes.<sup>1</sup>

9.1 UCC Curatorial Collections acquires objects for its permanent collection through a number of means, including: donation, purchase, bequest, exchange, or transfer. Objects proposed for acquisition must be reviewed and approved by the Director, Buildings & Estates, as per the University Signing Authority and Approval Policy, sections 9.3 and 9.4. New acquisitions should add to or complement the existing collections. These objects must support the mission of the University, should be structurally stable, and be capable of being stored, preserved, and used in perpetuity. In addition, this policy's limitations on collection (see §8) should be considered, particularly with regard to other institutions' collecting policies.

9.3 The policy and procedures relating to the acquisition of items should be set out fully in an Acquisitions and Accessions procedural manual.

9.4 Acquisitions outside the current policy will only be made in exceptional circumstances, and then only after proper consideration by the Director, Buildings & Estates, having regard to a conservation and collections care assessment (§7.2) and the interests of other collecting institutions (see §7.4).

9.5 With regard to decisions to be made within the framework of this Collections Policy as to which new collections, proposed by the University Curator or others, would be accepted into the permanent collection **within the parameters of the Collections Policy**, the University Curator will be required to seek permission from the Director, Buildings & Estates, within the framework of the University's 'Signing Authority and Approval Policy'<sup>2</sup>:

<i>Accessions</i>	<i>Signing Authority &amp; Approval Policy</i>	<i>Approval Authority committing the University</i>	<i>Signing Authority</i>	<i>Records Held</i>
Gifts valued at less than €10,000	Section 9.3	Director, B&E, with notification to Bursar (who will inform Finance Cttee)	Director, B&E	University Curator

<sup>1</sup> AAM Code of Ethics for Curators (2009).

<sup>2</sup> <https://www.ucc.ie/en/media/support/ocla/policies/>

<i>Accessions</i>	<i>Signing Authority &amp; Approval Policy</i>	<i>Approval Authority committing the University</i>	<i>Signing Authority</i>	<i>Records Held</i>
Gifts valued at more than €10,000	Section 9.4 Internal Auditor to be advised	Finance Committee	Director, B&E, and Bursar	University Curator

## 10. Deaccessions and Disposals

See also Appendix 1, 'Deaccessions and Disposals', 'Documentation'

- 10.1 As a University, the UCC Curatorial Collections are held in trust for society and for a long-term purpose in relation to its stated objectives. The University therefore accepts the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of any items in the University's Curatorial Collections. UCC Curatorial Collections will ensure that the disposal process is carried out openly and with transparency. The same careful assessment must be applied to objects or specimens recommended for deaccessioning as for those proposed for accessioning. Deaccessioned material will be documented fully, clearly justified, disposed of appropriately, and be free from problems of ownership, conflict of interest, and ethical and legal issues.
- 10.2 Deaccessioning is the process of de-registering an accessioned object or specimen from the UCC Curatorial Collections permanent collection and amending the documentation relating to that object or specimen. The ability to deaccession and dispose of material from the permanent collection is an integral component of an effective collection management programme that allows for the proper care and use of a collection. An object or specimen that is deaccessioned is then disposed of in accordance with the Deaccessions and Disposals procedural manual in addition to any guidelines relating to a particular object issued by the Director, Buildings & Estates.
- 10.3 UCC can only dispose of property to which it has clear and unrestricted title, that is, property given, donated, bequeathed or otherwise demised to the University in accordance with the University's Audit and Accounting practices. In the event of a disposal, UCC will confirm that it is legally free to dispose of an item; agreements on disposal made with donors will be taken into account. For material donated without restriction, the donor retains no legal rights.
- 10.4 A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the UCC Curatorial Collections or for reasons of health and safety) will be the responsibility of the Director, Buildings & Estates, following the

written recommendation of the University Curator, following advice received from professional experts where available and not of the University Curator acting alone.

10.5 All proposals to dispose will, in the first instance, require the support of the University Curator acting together with the written advice of external professional experts for objects valued at more than €1,000. Other factors including the public benefit, the implications for the UCC Curatorial Collections and other collections held by UCC, other organisations collecting the same material or in related fields, and stakeholders such as donors, researchers, local and source communities and others served by the University will be considered.

10.6 With regard to decisions to be made within the framework of this Collections Policy to adjudicate collection deaccessions as recommended by the University Curator and made **within the parameters of the Collections Policy**, the University Curator will be required to seek permission from the Director, Buildings & Estates, within the framework of the University’s ‘Signing Authority and Approval Policy’<sup>3</sup>:

<i>Deaccessions</i>	<i>Signing Authority &amp; Approval Policy</i>	<i>Approval Authority committing the University</i>	<i>Signing Authority</i>	<i>Records Held</i>
Items valued at less than €5,000 and of limited or no historic value to the University	Section 13.3	Director, B&E, on written recommendation of University Curator	Relevant UMT(S) Member	University Curator
Items valued at more than €5,000 and/ also of significant historic value but not to the University	Section 13.3	Director, B&E, on written recommendation of University Curator; and Bursar	Relevant UMT(S) Member	University Curator

<sup>3</sup> <https://www.ucc.ie/en/media/support/ocla/policies/>

## 11. Conservation

See also Appendix 1, 'Conservation', 'Documentation'

11.1 The objects in the UCC Curatorial Collections are preserved for the aims outlined in §2 above. The purpose of preservation is therefore to minimise the reduction of this benefit caused by deterioration or damage to objects. Therefore, to ensure that the collections are preserved, it is the policy of the University that while conservation treatment will be necessary to allow objects to be used where possible, the UCC Curatorial Collections should be preserved by reducing the potential for deterioration and damage rather than through treatment and repair. That is, **preventive conservation** methods are applied in preference to interventive conservation treatments. Preventive conservation aims to reduce damage and deterioration to collections by improving their environment whether through improved handling, rehousing, regular surveying, integrated pest management or disaster planning.

11.2 In addition, given limitations on resources, a business case must be made for **interventive** conservation based on criteria set out in a Conservation procedural manual. In such cases, in addition, as part of the case for such conservation measures a significance assessment should be conducted, which assesses the historic and cultural significance of the object (see *Significance 2.0* published by Collections Council of Australia). 'Significance assessment' is the process of studying and understanding the meanings and values of objects and collections. The results of the analysis are synthesised in a statement of significance, which is a readable summary of the values, meaning and importance of the object(s).

## 12. Loans

See also Appendix 1, 'Loans', 'Care of Collections', 'Documentation'

12.1 Loans are temporary transfers of objects from one institution to another in which there is no transfer of ownership. Inward and outward loans for the purposes of exhibition, research (including destructive sampling, conservation, or study), or education are standard curatorial practice. Relationships with other institutions will be developed with a view to encouraging connections where possible within curatorial constraints. UCC Curatorial Collections will exercise the same care of objects received on loan as it does in safekeeping its own objects.

12.2 The borrowing and lending of objects and specimens require specific procedures as set out in the Loans procedural manual to assure appropriate management of collection material. Loans involve the temporary physical transfer of material between UCC and

other responsible institutions. All loans will be contracted for a defined period of time and for the stated purposes of exhibition, research, analysis or education.

- 12.3 All requests for loans, in and out, must be made in writing and documented fully. Loans from the UCC Curatorial Collections will be evaluated by the University Curator, the Director, Buildings & Estates, and any expert advice sought. Loan agreements must be signed by all parties and must be accompanied by condition, security and display reports. The condition report should be a detailed written description of the observable physical condition of a collection item. Such a report records specific features of the object or specimen and should include photographic documentation. Collection material is condition reported when it arrives or leaves for loan, is slated for exhibition or conservation treatment, or as circumstances warrant. If an item is damaged, its condition report will help to determine when and what damage occurred, and may assist with party disputes and insurance claims.

## 13. Spoliation

- 13.1 Spoliation, in a curatorial context, is the wrongful taking of works of art and cultural property during the Nazi regime in the period 1933-1945 from their owners. These items were later sold and resold, some finding their way to collections in museums and galleries. Despite efforts following World War II to return looted and stolen property, many works of art still require restitution.
- 13.2 In cases where there is a suspicion of spoliation, UCC Curatorial Collections will carry out due diligence in a transparent manner in consultation with experts in the field. Due regard will be made to Irish national policy.
- 13.3 Sources of information to be considered include: International Council of Museums (ICOM), 'Spoliation of Jewish Cultural Property' webpage, <http://archives.icom.museum/spoliation.html>, which contains an extensive range of useful resources.

## 14. Restitution and Repatriation

*See also Appendix 1, 'Restitution and Repatriation', 'Human Remains', 'Deaccessions and Disposals', 'Documentation'*

- 14.1 With regard to restitution and repatriation of objects (including human remains) in the UCC Curatorial Collections, proper care and consideration must be taken. Decisions will be made on a case by case basis taking into account all ethical

implications, available guidance and within its legal position. Due regard will be made to Irish national policy.

## 15. Procedural Policies

15.1 In order to establish a professional curatorial standard, the accompanying procedural policies as listed in Appendix 1 are being developed. These procedural policies will set down the processes for each procedure and will include examples of forms and other documentation that are to be retained for collections management purposes.

## 16. Policy Review Procedure

16.1 This UCC Curatorial Collections Policy will be published and reviewed from time to time, at least once every five years. The date when this Policy is next due for review is noted on the cover page.

16.2 The procedural policies listed in Appendix 1 should also be subject to review on a periodical basis (at least once every five years).

16.3 The University Auditors will be notified of any changes to this UCC Curatorial Collections Policy, and the implications of any such changes for the future of existing collections.

## 17. References

American Association of Museums, Curators Committee. *Code of Ethics for Curators*.

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Heritage Council. *Museum Standards Programme for Ireland: Standards and Guidelines*, 2<sup>nd</sup> ed., 2015.

[http://www.heritagecouncil.ie/content/files/museum\\_standards\\_programme\\_standards\\_guidelines\\_1mb.pdf](http://www.heritagecouncil.ie/content/files/museum_standards_programme_standards_guidelines_1mb.pdf)

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- University College Cork. 'UCC Strategic Plan 2017-2022', <https://www.ucc.ie/en/media/support/strategicplanning/UCC-Strategic-Plan-2017-2022.pdf> [accessed 02/01/2018]
- Winkworth, Kylie. 'Summary of the process and criteria for assessing significance' (June 2002), <http://www.centralnswmuseums.orangemuseum.com.au/wp-content/uploads/2015/08/Assessing-the-significance-of-an-object.pdf> [accessed 19/11/2018]
- Winkworth, Kylie. 'Deaccessioning notes for Sustainable Collections Project' (January 2008) <http://www.centralnswmuseums.orangemuseum.com.au/wp-content/uploads/2015/08/Deaccessioning-notes-Jan-2008.pdf> [accessed 19/11/2008]

## Appendix 1: Procedural Manuals

In order to create a functioning curatorial environment, procedural policies should be developed. The *Museum Standards Programme for Ireland* states that:

“A Procedural Manual is a set of clear instructions that describe how a museum records, maintains, and secures information it holds about its collections. It sets out the documentation procedures and practices of a museum so that information about its documentation system is available to all museum staff, ensuring accountability, consistency and continuity of practice. A Procedural Manual must be reviewed on a regular basis to maintain its currency.” [p27]

Although there is no museum at UCC under the care of the University Curator, the standards and best practices of the museum community will be adhered to.

Examples of standards for the care of particular types of collections have been published by the Museums & Galleries Commission (UK):<sup>4</sup> the collection types presently include geological, musical instruments, photographic, costume and textile, biological and archaeological.

### Procedural Manuals

Title	Content
<b>1. Documentation</b>	to include entry record, accessions record and secure copy, object location record system, object movement record system, exit record system, plan for documentation backlog, loan agreements and records, catalogue. Advantage should be taken of the various cataloguing standards for different classes of object that are available, e.g. <i>Cataloging Cultural Objects (CCO): a guide to describing cultural works and their images</i> . <sup>5</sup> Refer to UCC Curatorial Collections Policy, section 8.
<b>2. Acquisitions and Accessions</b>	sets out the procedures in relation to acquisitions (the act of gaining legal title to a collection item or group of items) and accessioning (the formal process used to acquire legally and to record a collection item), within the scope of the UCC Curatorial Collections Policy (section 8 and 9).
<b>3. Deaccessions and Disposals</b>	the process and procedures whereby deaccessioning (the process used to formally approve and record the removal of a collection item or group of items from the collections) and disposal (the act of physically

<sup>4</sup> Download at: <https://collectionstrust.org.uk/spectrum-resources/conservation-and-collections-care/>.

<sup>5</sup> Published as Murtha Baca, Patricia Harpring, Elisa Lanzi, Linda McRae, Ann Baird Whiteside. *Cataloging Cultural Objects: A Guide to Describing Cultural Works and Their Images* (ALA Editions, 2006); online at: [http://cco.vrafoundation.org/index.php/toolkit/cco\\_pdf\\_version/](http://cco.vrafoundation.org/index.php/toolkit/cco_pdf_version/).



removing a collection item or group of items from the collections) will take place (see UCC Curatorial Collections Policy, sections 8 and 10).

**4. Conservation**

the principles according to which UCC will conserve the objects in the collection including policy with regard to preventive conservation and conservation treatment within a framework of research and sustainability (see UCC Curatorial Collections Policy, section 11).

**5. Loans**

the process and procedures concerning the temporary transfer of possession of a collection item(s) for an agreed-upon purpose, and on the condition that the collection item(s) shall be returned at a specified time once the purpose of the loan has been fulfilled (see UCC Curatorial Collections Policy, section 12).

**6. Care of Collections**

to include care of collection strategy, condition assessment, building maintenance routine and schedule, pest control measures, training in care of collections, evidence of monitoring and controlling the collections environment, storage, display (see also Human Remains), disaster plan.

**7. Human Remains**

outlines the principles governing the respectful and lawful holding, display, study and care of human remains.

**8. Access and Use**

to include long- and short-term displays, consistent approach to labelling, budget for displays, evaluation of displays and exhibitions, exhibition policy, access policy, annual action plan.

**9. Restitution and Repatriation**

restitution is the process by which cultural objects are returned to an individual or a community; repatriation is the process by which cultural objects are returned to a nation or state at the request of a government (see UCC Curatorial Collections Policy, section 14).

More information about the Museums Standards Programme for Ireland is available at:

<http://www.heritagecouncil.ie/projects/museum-standards-programme-for-ireland>.