

Bolton Library and Museum Services

Object Entry Policy

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1. Introduction

This policy relates to the entry of objects into the care of Bolton Library and Museum Services. Objects come into our care for a variety of reasons including loans and potential acquisitions.

2. Purpose of the Document

The purpose of this policy is to establish a framework for managing objects that come into the care of Bolton Library and Museum Services. It sets out our terms for accepting responsibility for an object, whether as a permanent acquisition or a temporary loan.

3. Terminology and Definitions

The Object Entry policy applies to all objects left in the care of Bolton Library and Museum Services. Any object which is not already part of the permanent collections is subject to this policy on entering the museum, aquarium or archive. This includes proposed donations or sales, enquiries/ identifications and loans (where the Loans In policy is also applicable).

For the return of objects from the permanent collections to Bolton Library and Museum Services (including Loans Out), please refer to the Exit and Loans Out policies.

TMS (The Museum System) is a database that the museum uses to manage all aspects of its collection management processes including Object Entry.

4. Duties and Responsibilities of Individuals and Groups

Any member of staff who accepts an object on behalf of Bolton Library and Museum Services is responsible for creating an entry record and adhering to this policy. This includes Museum Access Officers, Education and Programming Assistants, and Customer Services staff. Volunteers are not authorised to accept objects on behalf of the service.

5. Object Entry Policy

5.1. Object Entry Policy Statement

Bolton Library and Museum Services follows national standards that cover the entry of objects and other material into its care. We have a duty to provide the same level of care for all objects for which we are responsible, whether that is a loan or an item that becomes a permanent part of the collections. For this reason, it is essential that we have a clear set of guidelines for how and why we take on responsibility for objects and other material.

5.2. Conditions of Entry

Objects come in the care of the service for a variety of reasons including loans and new acquisitions.

Loans are covered by the Loans In policy and can only be accepted if they have been approved at one of the monthly Collection Management meetings.

Deposits of objects for loan or permanent acquisition will only be accepted by prior arrangement with a member of the Collections team – all other deposits will be refused until such an arrangement can be made.

Objects can no longer be taken in for enquiries except under special circumstances and by arrangement with a member of the Collections team. Members of the public who bring in objects for enquiry purposes will be asked to make an appointment with the relevant Museum Access Officer.

Objects will be accepted by post/courier by prior arrangement, providing the owner/sender accepts full liability for any damage/loss which may occur in transit and for any costs incurred. Where objects are sent by post/courier without prior arrangement Bolton Library and Museum Services reserves the right to return the object immediately. If the object is accepted as a deposit (i.e. new acquisition or a loan), an Entry form will be sent by email to the owner/sender for completion in advance (see next section for more information about the use of the Entry form).

Bolton Library and Museum Services reserves the right to refuse deposits. Deposits will not be accepted if:

- the condition of the object poses a threat to the permanent collections and/or members of staff/the public
- the object contravenes Health and Safety or Control of Substances Hazardous to Health (COSHH) regulations
- the size, weight or condition of the object precludes it from being moved/stored safely or securely

Deposits will also not be accepted if a member of staff suspects that the object may have been:

- obtained illegally
- acquired in or exported from its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws
- obtained in contravention of the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property
- obtained in contravention of the 1995 UNIDROIT Convention on Stolen or Illegally Exported Cultural Property
- obtained in contravention of the Wildlife and Countryside Act
- obtained in contravention of the Convention on International Trade in Endangered Species (CITES)
- obtained in contravention of the Treasure Act
- obtained in contravention of the Firearms Act
- Contravenes the Government's Guidance for the Care of Human Remains in Museums
- They do not meet the terms of Boltons Human remains policy

Live animal specimens will be examined/identified by the Museum Access Officer – Natural History if available, but live animals will not be accepted for deposit.

Dead animal specimens will be examined/identified by the Museum Access Officer – Natural History if available and may be deposited if approved by the Collections team. Dead animals will not be accepted for deposit by Customer Services staff if no Museum Access Officer is available to advise.

Bolton Library and Museum Services will take the same care and precautions for the protection of objects left in its care as it does for those in its permanent collections. Except in the case of negligence on the part of Bolton Library and Museum Services, its officers or

employees, Bolton Council does not accept liability for loss of, or damage to, or deterioration in, any object left in its care.

When an object is left in the care of Bolton Library and Museum Services for whatever reason, a copy of the Entry form will be given to the depositor as a receipt. This must be presented when the object is returned to the owner or their representative. Both it and the museum copy of the form will then be signed by the person receiving the object to acknowledge its receipt in a satisfactory condition. The owner (or the owner's representative) and the museum will retain their respective copies of the form. Bolton Library and Museum Services will not return objects if the receipt is not presented.

Members of museum staff are not authorized to give valuations, to assist in the disposal of private property, or to express opinions regarding the merits of business firms.

The Entry form will act as a first receipt for material offered for donation. If accepted, donated objects will be subject to the Transfer of Title agreement on the Entry form (see Development Policy & Acquisition Procedure Notes).

The Entry form will act as a first receipt for material offered for loan. If accepted, loan objects will be subject to a separate loan agreement, to which additional conditions will apply (see Loans In policy and procedure).

If special conditions (additional to those printed on the reverse of the Entry form) are agreed between Bolton Library and Museum Services and the owner/depositor, these will be recorded on a separate sheet, to which the owner/depositor and an authorized museum representative must both be signatories.

Bolton Library and Museum Services has a Development Policy which limits objects it may acquire. Not all offers of loans, donations or purchases can be accepted.

If the original owner of a loaned object cannot be contacted, advice will be sought from Bolton Council's legal department, with a view to either acquiring the object or disposing of it. Any further action will only be undertaken after a period of due diligence, where reasonable efforts to trace the original owner have failed.

If the owner of an object has died since the object was loaned, the executor will be contacted, if known. If current legal ownership of the object is in any doubt, and/or authorized signatures are not obtainable, advice will be sought from Bolton Council's legal department.

6. Security

Museum entry documentation is in the form of an electronic printable, auto-updating Entry form, which is saved in a shared drive. Hard copies of the form are put into the object history file and entry form folder in the Collections Office.

Aquarium: New organisms coming into the aquarium are documented on the Aquarium stock tracker spreadsheet and in the daybook.

Archives: Archives are accessioned at the point of entry. The relevant information for archive accessions is recorded using a paper system and an industry standard archive management software system.

Loan object waiting to go on display will be locked away in one of the museum stores.

Objects awaiting catalogued will be store in a locked cupboard in the Conservation Lab or in the lab itself if too large to go in the object cupboard. The Conservation Lab will be kept locked when members of staff are not present.

7. Data Protection Act 2018

It is necessary for name and address data to be recorded on the museum Entry form or the archives deposit form as part of the contract between the service and other parties. Access to personal information about living individuals held on the TMS system will be restricted. The processing of personal data will comply with the principles of the Data Protection Act 2018.

8. Monitoring and Review

Museum Access Officers, Collections, Archives, Local Studies & Aquarium, Team Leader: Museum Access, and the Senior Management Team are responsible for monitoring compliance with this policy.

The Policy will be subject to regular review, usually every 5 years or sooner in line with any new guidance that may be published.