Object Assessment Criteria

(Note: multiple scoring is possible e.g. an object may be both physically numbered and carry a readable tie-on label. The scoring is thus 6+4 = 10) Lowest scores of 16 – highest scores of 70.

Physical condition : storage
1. externally with no protection
2. externally under cover
3. internally, but overcrowded and/or badly stored
4. internally with all round access and/or adequate shelving

Physical condition : environment
(protection against infestation from eg. woodworm, bird droppings, etc)
1. no protection
2. partial protection
3. within controlled environment

Physical condition : security
1. no secure protection
2. partial protection, e.g. fence or zoning
3. secure protection within controlled building

Physical condition : premises ownership
1. on site/in building not owned by museum body
2. museum owns site/building in which the object is stored
3. object is stored within museum premises
4. object is within dedicated display area or reserve collection area (s) of museum building

Physical condition : object ownership
1. no known ownership
2. ownership by museum body assumed but not documented
3. item on loan, fixed period
4. item on loan, indefinite
5. ownership by museum body documented

Physical condition : object completeness
1. object is badly broken/deteriorated and key items are missing
2. object has deteriorated but is substantially intact
3. object is reasonably complete
4. object is in overall good condition

Documentation : object recognition
1. object has no allocated number
2. no label on object
3. tie-on label in poor condition
4. tie-on label, readable
5. waterproof label
6. object physically numbered/marked

Documentation : inventory
1. no documentation
2. basic inventory/list only
3. detailed inventory, manual
4. computerised catalogue entry
5. fully integrated entry, e.g. with conservation records, location index, etc.

Documentation : photography
(Note: the record is assumed to be "hard copy" but could alternatively be digital photography and/or computer stored records)
1. no photographic record
2. basic record only, stored elsewhere
3. photo housed as part of museum documentation records
4. full photographic record of object details, stored as part of main records and complete with negatives

Preservation: conservation treatment
1. no remedial conservation undertaken
2. object forms part of passive conservation environment
3. object has been part of a fumigation programme more than five years previously
4. active remedial conservation during past five years
5. active remedial conservation during past five years with suitable records of earlier programmes of treatment
6. fully conserved with access to full conservation records

Preservation : restoration
(Note 1 : this section assumes that unrestored objects have a collections management priority over restored objects, and that "unrestored" means in the condition in which the object came to the end of its working/useful life as an object/implement.
Note 2 : restoration might have been undertaken in order to use or demonstrate the object or merely for the personal interest of the owner or others)
1. object fully restored with nothing "original" surviving. No documentation of replacement parts, etc.
2. object fully restored with nothing "original" surviving, and fully documented including replacement parts, etc.
3. some remedial restoration (including re-painting) for aesthetic reasons only, but with no documentation
4. some remedial restoration (including re-painting) for aesthetic reasons only and fully documented
5. no restoration

Object significance : provenance
1. no known history
2. basic provenance information, e.g. name of donor
3. fully associated with named place

Object significance : associations
1. no record of use
2. known history of use
3. potential still exists to create oral or written records of use
4. oral or written records of use already in museum collection

Object significance : manufacture
1. no knowledge of maker or supplier
2. known maker or supplier but outside collecting area
3. known maker or supplier local to collecting area
4. local maker or supplier with other products in the museum/collection

Object significance : definition of significance
1. Local
2. Regional
3. National
4. part of a Designated Collection

Presentation & Display
1. object has never been displayed
2. object unlikely to be displayed in next 10 years
3. object unlikely to be displayed in next 5 years
4. object earmarked for display within 5 years
5. object on display
6. **previously in use / on display** (TAMCM)

Collection Development Options

Option A :
A: The Core Collection
Objects are kept within the Museum Reserve Collections of objects, remaining un-restored (or not further restored), but are subject to a planned remedial conservation programme and are as fully researched and documented as possible.

Options B – D : Alternative Uses
B The Working or Use Collection
Objects are put to working use or demonstration use at or on behalf of the Museum. This option requires sufficient restoration to satisfy e.g. Health & Safety Requirements, functionality, and should take account of presentation issues of object presentation/restoration within the museum environment.

C Education and Handling Collection
Objects are included for educational reference material only, including loans. There is an implied deterioration through usage over time.

D Set Dressing
Objects are used as "set dressing" for the on-site activities of the museum, following the principle of ultimate disposal by the "back to nature" route.

Options E - F : Dispersal
To be adopted only in accordance with the requirements of the Registration of Museums Scheme and the Codes of Conduct of the Museums Associations, including a full recording process.

E Dispersal
Objects are sold (privately or by auction) or given away to others.

F Disposal
Objects are disposed of, scrapped or cannibalised for reference material or res

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