

THE UNIVERSITY OF MANCHESTER

Policy document for the strategic development of

THE MANCHESTER MUSEUM



DOCUMENTATION POLICY

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THE MANCHESTER MUSEUM

DOCUMENTATION POLICY

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DOCUMENTATION POLICY

1 THE MISSION OF THE UNIVERSITY OF MANCHESTER

"The pursuit of excellence through the advancement of research, scholarship, teaching and learning."

- 1.1 An underpinning corporate aim of the University is *"to make a significant contribution to the educational, cultural and economic life of the city and region..."*

2 THE MISSION OF THE MANCHESTER MUSEUM

"The Manchester Museum encourages the widest possible access to the international collections entrusted to its care, and by doing so seeks to illuminate and document the diversity of the natural world and the lives of past and present peoples."

3 PRINCIPLES OF COLLECTIONS MANAGEMENT

The first of the five Corporate Aims that support the mission of The Manchester Museum, define Collections Management as *"the ethical acquisition, organisation and preservation of objects, specimens and associated information that form the collections held in trust by the University of Manchester"*.

4 AIM OF THE MANCHESTER MUSEUM DOCUMENTATION POLICY

The aims of The Manchester Museum Documentation Policy are that for each object in its collection:

- the Museum has documentary proof of legal title that also meets ethical standards;
- there is an accurate record in the appropriate Accessions Register;
- there is an accession number which uniquely identifies the object with that register entry;
- that number is labelled or otherwise marked on the object;
- there is a robust link with all associated documentation;
- the Museum has an accurate and up-to-date record of location;
- all documentation procedures meet SPECTRUM standards (<http://www.mda.org.uk/spectrum.htm>);

5 THE MUSEUM'S DOCUMENTATION POLICY

- 5.1 The Museum will ensure that these aims are met for all new acquisitions and will plan to achieve them for all collections and objects acquired prior to this policy.
- 5.2 This policy is to be read in association with the Museum's *Acquisition and Disposal Policy, Conservation, Learning, Exhibitions and Access Policies* and together with these to inform the Museum's *Strategic Plan*.

- 5.3 This policy applies to all collections in the Museum, including the Education Handling Collection.
- 5.4 With the exception of Accessioning, Labelling and Marking and Collection Material Sampling sections, this Policy also applies to every object and collection on loan to the Museum.
- 5.5 The Documentation Policy will be reviewed every two years, with the first review in 2004.
- 5.6 To comply with national Registration requirements, the Museum will have a Documentation Plan to support this policy. Each department will work with the Museum Registrar to write their plan within 6 months of the policy's approval by The Manchester Museum Committee. These plans will be reviewed annually and incorporated into the Museum's Strategic Plan.

6 THE PROCEDURAL POLICY

Each procedure is to be read in association with the relevant forms and procedures as appearing in the appendices, which may be revised and added to periodically. The relevant appointed officers of the Museum will carry out these procedures.

6.1 Object Entry

- 6.1.1 Every object coming under the control of the Museum, either when deposited or collected by an individual acting as a representative of the Museum, will be recorded on the Entry/Exit Form and signed by the depositor – copies will be distributed as stated on the form.
- 6.1.2 Where practical each object will be digitally photographed and recorded on the CMS for internal management of its movement around the Museum.
- 6.1.3 When appropriate the receiving department will consult with the Conservation Department; for example where there is a significant risk of infestation.
- 6.1.4 For objects of high, or potential, value, the Keeper will pass on the insurance valuation to the Museum Registrar upon deposit of the objects.
- 6.1.5 See **Appendix 1 – Entry/Exit Form.**

6.2 Object Exit – *via* Museum Reception

- 6.2.1 For objects leaving the Museum *via* the Reception Desk, the depositor will be informed in writing by Reception within five days of their receipt of the object from the Keeper.
- 6.2.2 Objects can only be returned to the depositor on presentation of their copy of the Entry/Exit form and subsequent signing of the appropriate exit section.
- 6.2.3 See **Appendix 1 – Entry/Exit Form.**

6.3 **Object Exit – via Departments**

- 6.3.1 Objects entering the Museum directly to a department may be returned by the same means as their arrival; e.g. by post with the relevant accompanying documentation.

6.4 **Object Exit – Disposal/Destruction**

- 6.4.1 The Museum retains the right to dispose of any deposited, non-accessioned object within three months of its original deposit if the depositor has been informed in writing that it is ready for collection, but has not attempted to collect it.
- 6.4.2 The Museum retains the right to dispose of any deposited object in the interests of conserving our own collections, for example, infestation.

6.5 **Accession Records - Transfer of Title**

- 6.5.1 All objects being accessioned will have an associated Transfer of Title form signed and dated by the rightful owner, or their representative.
- 6.5.2 In the case of purchase from a dealer, saleroom, etc. a traceable receipt is acceptable in place of the Transfer of Title form.
- 6.5.3 Official transfer agreements between legal parties (e.g. Governments, other museums and universities) are also acceptable in place of the Transfer of Title form. In some cases this may initially take the form of a printed email, but will be followed by a signed letter of confirmation; for example, confirmation the Museum may keep natural science specimens following identification by the Museum.
- 6.5.4 See **Appendix 2 – Transfer of Title Form**.

6.6 **Accession Records – Registers**

- 6.6.1 Every accession will be recorded in the appropriate Accession Register within one month of acceptance for the collection.
- 6.6.2 From the date of the acceptance of this policy by The Manchester Museum Committee, the record created by the Museum's Collections Management System (CMS – see Definitions Section 7) will be treated as the Accessions Register for the Museum.
- 6.6.3 A report will be printed from the CMS on archival quality paper and bound as the Accession Register; this will be done twice a year to present it to The Manchester Museum Committee.

6.7 **De-Accession Records**

- 6.7.1 De-accessioning objects and collections will be carried out in accordance with the Museum's *Acquisition and Disposal Policy* and the Museums Association's *Code of Ethics for Museums*.
- 6.7.2 The Accession Register will be amended to record the date and circumstance leading to the de-accessioning.
- 6.7.3 The relevant record will be amended on the CMS, with the record **retired**, not deleted.
- 6.7.4 If no record exists on the CMS, due to departmental documentation backlogs, then a record will be created.

6.8 Conservation

- 6.8.1 Any object about to undergo conservation treatment, as defined in the Museum's Conservation Policy, will have an appropriate Catalogue record in the CMS.
- 6.8.2 A conservation record will be made for each object treated, examined, etc. in accordance with the Museum's *Conservation Policy*.

6.9 Object Location and Movement Control

- 6.9.1 Any object leaving its normal location for a period exceeding ten working days will have that location change recorded in the CMS.
- 6.9.2 Any object leaving the University premises for **any period** will have that location change recorded.
- 6.9.3 See **Appendix 3 – Object Movement Form**.

6.10 Objects on Display

- 6.10.1 All objects on display in the Museum will be accessioned, unless covered by a loan agreement with another institution/individual.
- 6.10.2 All objects on display will have a security image taken prior to display.
- 6.10.3 Any object removed from display will be replaced by a card giving the reason for removal, the identity of the current user and the expected date of return.
- 6.10.4 Whenever feasible, an image of the object will replace the object for the duration of its absence.
- 6.10.5 The Conservation Department, and if appropriate, the Education Department and Front of House, will receive prior notification of an object's removal from display.
- 6.10.6 See **Appendix 3 – Object Movement Form**.

6.11 Incoming Loans

- 6.11.1 Incoming loans will be accompanied by either a Museum Entry/Exit form, or the equivalent form from the loan institution.
- 6.11.2 Each loan will be recorded on the CMS; upon return to loan institution, the CMS record will be **retired**, not deleted.
- 6.11.3 For all loans of exceptional value insurance valuation and photographs of each loan object will be passed on to the Museum Registrar not less than six weeks prior to the commencement of the loan period.
- 6.11.4 The Conservation Department will be informed of potential pest-introduction risks prior to the arrival of the loan.
- 6.11.5 See **Appendix 1 – Entry/Exit Form**.

6.12 **Outgoing Loans**

- 6.12.1 All outgoing loan objects will have a Museum Loan Form signed and approved by the Keeper of the curatorial department, in consultation with the Conservation Department.
- 6.12.2 If the loan is being despatched by post, then the form will be sent with it. Otherwise, the Museum will have a signed copy of the form **prior** to the object leaving the Museum.
- 6.12.3 All objects leaving the Museum on loan will have their details, and that of the loan, recorded on the CMS.
- 6.12.4 For all loans of exceptional value, at least one photograph will be taken prior to its leaving the Museum.
- 6.12.5 Where the site details of the object is known to be sensitive, the Museum will add the condition that this data is not to be published.
- 6.12.6 See **Appendix 4 – Natural Science Loan Form**.
- 6.12.7 See **Appendix 5 – Humanities Loan Form**.

6.13 **Labelling and Marking**

- 6.13.1 Each object will be marked or otherwise uniquely labelled with its Manchester Museum Accession Number.
- 6.13.2 Labelling will follow agreed national and international standards, currently those recommended by mda (the UK Museums Documentation Association) and approved by the Conservation Department.

6.14 **Collection Material Sampling**

- 6.14.1 The Museum will introduce a Collection Material Sampling Form and associated procedures by the next review of this policy.
- 6.14.2 All requests to take samples from objects will be made on the Collection Material Sampling Request Form.
- 6.14.3 All requests for sampling will be approved by the Keeper of the curatorial department, in consultation with the Conservation Department.
- 6.14.4 For requests for samples from human remains, the approval of a specially convened committee comprising the Keeper of the department, the Keeper of Conservation and the Director will be sought. The only exception to this is for requests to the Mummy Tissue Bank, where separate guidelines and procedures are already in place.
- 6.14.5 It is a condition of approval of the request that the Museum will receive copies of any publication/research arising from the use and examination of the objects.
- 6.14.6 See **Appendix 6 – Mummy Tissue Bank Materials Transfer Agreement** and **Appendix 7 – Mummy Tissue Bank Researcher's Agreement**.

6.15 Photography

6.15.1 All photography within the Museum by non-employees of the Museum, or those not contracted or otherwise commissioned by the Museum will be recorded on the approved form.

6.15.2 Photography can only be granted on this form for personal use; defined as being for souvenir, pleasure, teaching, research, lecture and thesis.

6.15.3 For any other use a request should be made in writing to the Museum Registrar.

6.15.4 See **Appendix 8 – Photography For Personal Use Form.**

6.16 Archive

6.16.1 An archive copy of each Transfer of Title and Entry/Exit Form will be given to the Museum Registrar upon Accessioning or return of the object respectively.

6.16.2 An archive copy of Loan Forms will be given to the Museum Registrar upon return of the object.

6.16.3 Manchester Computing, in consultation with the Museum Registrar, will take 6-monthly archive copies of the CMS in addition to the nightly backups.

6.17 Backlog Documentation

6.17.1 Details of each department's documentation backlog will form part of the Documentation Plan.

7 DEFINITIONS

Acquisition	The process by which the University acquires legal title to an object, which thereby enters the Museum's collections.
Object	A museum object is a material thing, which has been selected because of its historic, scientific or other cultural significance, together with its associated documentation. This includes made artefacts and scientific specimens, both of which derive from human activity.
Collection	A collection is an assemblage of acquired objects held and safeguarded in the public domain. Collections exist in all the Museum's curatorial departments, in the Education Department, and elsewhere in the Museum.
Collections Management System (CMS)	The method of capturing, recording, storing and retrieving the data associated with the objects forming the collections. The current software used in the implementation of the CMS is KE EMu.
Catalogue Record	The minimum standard required using the Museum's CMS. For all departments these fields are: Museum Department, Accession Number, and Current Location. For the Natural Sciences the following fields are also required: Taxonomy, Number of Specimens. For the Humanities the following fields are also required: Physical Description, Object Name.

De-accession	The process, including documentation, that accompanies the disposal of an object from the Museum's collections
Disposal	The act of the Museum's formally relinquishing possession of an object in the collections. For objects in the collections this will be carried out in accordance with the Museum's Acquisition and Disposal Policy.
Value	This refers to the scientific and wider cultural value of an object to society, as well as the financial.

Appendix 1

THE MANCHESTER MUSEUM - THE UNIVERSITY OF MANCHESTER

OBJECT ENTRY AND EXIT FORM

No.....

Depositor: Address: Telephone Number: Email Address:	Owner (if different): Address: Telephone Number: Email Address:
DESCRIPTION OF OBJECT/COLLECTION (Please include any information you may have regarding history, location and circumstances of find, national grid reference, etc. as well as any questions you would like the Museum to answer)	
Total number of items:	
INSURANCE VALUATION (Only to be used for items on loan to the Museum) £.....	
REASON FOR ENTRY (tick as applicable and sign) <input type="checkbox"/> Offer of Donation - I offer to donate the object(s) listed above and their copyright to the Museum's governing body unconditionally. <input type="checkbox"/> Offer of Sale - I offer to sell the object(s) listed above to the Museum's governing body (price sought £.....) <input type="checkbox"/> Offer of Loan - I offer to loan the object(s) listed above for the use of the Museum's governing body until/...../..... <input type="checkbox"/> Identification - I leave the object(s) listed above for identification and acknowledge that if not collected within three months from date of deposit, the Museum may dispose of the object(s) as it sees fit. NOTE: The Museum reserves the right to decline any or all of the above items if offered as a potential donation, sale or loan. The Museum may subject the object(s) listed above to conservation and/or other treatments in order to ensure stability, or to answer the enquiry. I confirm that the information given on this form is correct to the best of my knowledge and belief, and that I accept the terms and conditions described above and overleaf. Signed..... Name (please print)..... Date.....	
MUSEUM SIGNATORY Receipt of the object(s) described above is hereby acknowledged Signed..... Name (please print)..... Date Image Taken? Yes/No (Please delete as appropriate) Passed To..... Date	KEEPER'S COMMENTS <input type="checkbox"/> Offer Accepted <input type="checkbox"/> Offer Declined (Please state reasons overleaf) <input type="checkbox"/> Identified (Please enter comments overleaf) Signed..... Name (please print)..... Date
<u>Returned to Reception</u> Signed..... Name (please print)..... Date	<u>Depositor Informed</u> Signed..... Name (please print)..... Date

RETURN OF OBJECT(S) TO OWNER (Tick as applicable and sign) •I the owner (or a person authorised to act on behalf of the owner) acknowledge the return of the object(s) described above in a satisfactory condition following <input type="checkbox"/> identification <input type="checkbox"/> the end of the period of loan <input type="checkbox"/> the Museum's governing body declining to accept the donation, loan or purchase of the object(s). Signed..... Countersigned (for Museum)..... Name (please print) Name (please print)..... Date.....	
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CONDITIONS OF DEPOSIT

WHITE Copy - Archive copy

PINK Copy - Depositor's copy

BLUE Copy - Keeper's copy

GENERAL

The Museum will take the same care and precautions for the protection of the item(s) described overleaf, whilst they are in its custody, as it does for those in its permanent collections, including subjecting the item(s) conservation and/or other treatments in order to stabilise the item(s), or to answer the enquiry. Except in the case of negligence on the part of itself, its officers or employees, the Museum's governing body does not accept liability for loss of, or damage to, or deterioration in, the item(s) described overleaf. **No valuation indicated verbally or written on this form at the time of deposit will be admitted by the Museum.**

When item(s) are left at the Museum for whatever reason, the second (pink) part of this form will be given to the depositor as a receipt. **This must be presented when the item(s) are returned to the owner or their representative.** Both it and the Museum file part of the form (white) will be signed by the person receiving the items to acknowledge their receipt in a satisfactory condition. The owner (or the owner's representative) and the Museum will retain their respective parts of the form. The third (blue) copy will remain with the relevant Keeper.

ENQUIRIES & IDENTIFICATIONS

Neither the Museum's governing body, nor its officers nor employees, can accept any liability whatsoever for an opinion that may be expressed on items submitted for examination. Opinions may be given only to the owner of an item or to the representative of the owner.

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

It is the depositor's responsibility to collect item(s) described and left for identification within three months of the date of the form. In the event of the item(s) not being collected within that period, the Museum's governing body reserves the right to dispose of the item(s) as it thinks fit **after a period of three months** from the date of the form.

LOANS

This form acts as a first receipt for material **offered** for loan. If accepted, loan items may be subject to a separate loan agreement, to which additional conditions (including a specific return date and agreed valuation) will apply. Loans are never accepted for an indefinite period, but may be renewed.

ACQUISITIONS

This form acts as a receipt for material **offered** for donation or sale. The Museum has a collecting policy which limits those items which it may acquire. Not all offers of donations or sales can be accepted. If the Museum's governing body does not accept such an offer, the owner will be advised in writing. In the event of items not being collected within **four months** of the date of this form, the Museum's governing body reserves the right to dispose of the item(s) as it thinks fit.

In the case of acquisition by the Museum's governing body of the item(s) described overleaf by gift or sale, the owner (or a person authorised to act on behalf of the owner) transfers to the Museum's governing body absolute ownership of those items, together with any rights of copyright or reproduction held by the owner in respect of those items, without condition other than that the governing body will hold the items on trust for use by its Museum for education purposes to the public benefit and in accordance with those provisions of Resource's Museum Registration scheme in force at the time of the gift or sale. In such cases the Museum requires a separate **Transfer of Title** form to be completed.

KEEPER'S COMMENTS/IDENTIFICATION:

Appendix 2

THE MANCHESTER MUSEUM - THE UNIVERSITY OF MANCHESTER

TRANSFER OF TITLE FORM

Depositor: Address: Telephone Number: Email Address:	Owner (if different): Address: Telephone Number: Email Address:
DESCRIPTION OF OBJECT/COLLECTION (Include all relevant information regarding history, location and circumstances of find, previous ownership, etc)	
Entry/Accession Numbers assigned:	
Total number of items:	Price Paid £.....
PHYSICAL CONDITION	
<p> •I the owner (or a person authorised to act on behalf of the owner) confirm that I have undisputed title to the object(s) listed above and their copyright with full power to dispose of the items and transfer such title and copyright to the Museum's governing body. •The title in the object(s) listed above and subject to the conditions overleaf is hereby transferred to the governing body of the Museum. I confirm that the information given on this form is correct to the best of my knowledge and belief, and that I accept the terms and conditions described overleaf. </p>	
Signed..... Name (please print)..... Date.....	
MUSEUM SIGNATORY Receipt of the object(s) described above is hereby acknowledged	
Signed..... Name (please print)..... Date.....	

CONDITIONS OF DEPOSIT

WHITE Copy - Archive copy PINK Copy - Depositor's copy BLUE Copy - Keeper's copy

GENERAL

When item(s) are left at the Museum for whatever reason, the second (pink) part of this form will be given to the depositor as a receipt.

ACQUISITIONS

In the case of acquisition by the Museum's governing body of the item(s) described overleaf by gift or sale, the owner (or a person authorised to act on behalf of the owner) transfers to the Museum's governing body **absolute** ownership of those items, together with any rights of copyright or reproduction held by the owner in respect of those items, without condition other than that the governing body will hold the items on trust and in accordance with those provisions of Resource's Museum Registration scheme in force at the time of the gift or sale.

TRANSFER OF TITLE: Assignment of Copyright

The owner (or a person authorised to act on behalf of the owner) hereby assigns the Manchester Museum the entire copyright and all other property rights of any written words supplied by the owner whether vested, contingent or future in the items listed overleaf and all rights of actions and all other rights of whatever nature in and to the items listed overleaf whether now known or in the future created to which the owner is now or may at any time after the date of this contract be entitled by virtue of or pursuant to any of the laws in force in any part of the World.


TRANSFER OF TITLE: Waiver of Moral Rights

The owner (or a person authorised to act on behalf of the owner) irrevocably and unconditionally waives all rights to which the owner is now or may in the future be entitled in respect of the items listed overleaf pursuant to Section 77, 80 and 84 copyright designs and patents act 1988 and any other moral rights to which the owner may be entitled under any legislation now existing or in the future enacted in any part of the World.

The Museum is grateful for your generous gift. So that we can accept your gift we ask you to sign a form, called a transfer of title form. We can only accept your gift without conditions. This means that your gift will become the Museum's property and you and your family will not be able to claim the gift back. In addition, we will not have to consult you about any use we make of your gift. This includes how it is displayed and whether it is lent to other museums. If, in exceptional circumstances, we no longer require it, we will dispose of it in accordance with the guidelines of the Museums Association, which favour transfer to another museum. Our collections are large and this means that very few gifts are put on permanent public display. When not on display they are carefully stored and are available for research and education purposes.

Appendix 3

Object Movement Form

<p>Accession Number: _____</p> <p>Description: _____</p> <p>Reason For Removal: _____</p> <p>Expected Return Date: ____/____/____</p> <p>Removed By (Print): _____</p> <p>Signed: _____ Date: ____/____/____</p>	
<p>Informed: Conservation <input type="checkbox"/> Keeper <input type="checkbox"/> Education <input type="checkbox"/> FoH <input type="checkbox"/> Registrar <input type="checkbox"/></p>	

Appendix 4

THE MANCHESTER MUSEUM - THE UNIVERSITY *OF* MANCHESTER

No.....

NATURAL SCIENCES - LOAN FORM

BORROWER: Please sign all copies of this loan form in the space provided below. Return the blue copy to the Manchester Museum upon receipt of the specimen(s) to The Manchester Museum, The University of Manchester, Oxford Rd, Manchester, M13 9PL. Please retain the pink copy for your own files.													
Borrower: name and address												Date of loan	
												Date of return	
Contact at borrowing institution						Tel. no.		e-mail					
Manchester Museum Keeper						Tel. no.		e-mail					
Manchester Museum Contact						Tel. no		e-mail.					
Inventory number(s)			Object description(s) (Attach extra sheets if necessary)								Value(s)		
CONDITIONS APPLYING TO THE LOAN <div style="float: right;">The conditions listed overleaf and circled below</div>													
1a	1b	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	{Lux.max	11	
	12	13}											
{°C 14}		{%rh 15}	16	17	18	19	20	21	22	23	24	and	
the following:													
I agree to accept the specimens described above on loan from the Manchester Museum under the conditions specified in this form. This Agreement is governed and interpreted according to English law. Signed _____ Date _____ The Manchester Museum agrees to lend the specimens described above on acceptance by the borrower of the stated conditions.													

CONDITIONS OF LOAN

Definitions:

"The Museum" means The Manchester Museum, The University of Manchester

"The Keeper" means the appropriate Keeper responsible for the specimens.

"The Specimens" means the items described overleaf.

"The Borrower" means the approved person or institution to whom the Specimens are to be lent by the Museum.

Authorisation: Authority to lend specimens from the permanent collections is delegated to the Director, who in turn delegates this responsibility to keepers for most loans. Major loans, or loans of more than twelve months are reported to the Manchester Museum Committee for approval. All loans are included as departmental statistics in the University's Annual Report.

Period of Loan: The loan shall be for the period specified overleaf. If the Borrower wishes to extend the period of loan he/she must apply in writing to the Keeper at least one month before the original loan period expires.

Preservation of Specimens: At all times the Borrower shall take all necessary steps to preserve the specimens in good and substantial repair and condition to the satisfaction of the Keeper and shall comply with all instructions given by him/her for such purposes. The obligation of the Borrower shall commence immediately the objects are removed from the Museum by the Borrower and shall continue until such time as the specimens are restored to the Keeper's possession. The Borrower must not dissect, section, clean, stain or in any way alter, treat or sample specimens or their mounts, preservatives or containers without prior written permission from the Museum.

Insurance arrangements: The Borrower shall bear all expenses in connection with the loan including the cost of packing, transport and 'point to point' insurance. The Borrower undertakes to take out an insurance policy to cover all loss or damage to the specimens to the value stated overleaf. The value will be reviewed annually.

Transport: Specimens must be returned by the same, or better, agreed method as that by which the specimens were received. Specimens should be packed in leak-proof airtight containers. Note that material sent by air will be exposed to low temperatures and pressures during the flight. A return address slip must always be included inside the package. The Borrower must send a letter advising the Museum that the material is being returned. The Borrower shall apply one of conditions 1a-1b

1a Specimens destined for abroad must be handled by a private courier as recognised by the MGC or similar body.

1b Type and Status specimens must be sent by registered post or by a private courier as recognised by the MGC or similar body in the UK.

2 The Museum reserves the right to withdraw the specimens at any time during the period of the loan. In particular, failure to comply with the conditions of the loan may result in the specimens being recalled.

3 Reasonable access to the specimens on loan must be provided by the Borrower to officers of the Museum for the purpose of inspection. This may be at the Borrower's expense.

The Borrower must confirm or re-determine specimens whenever possible. New information must be entered on fresh labels, signed and dated; original labels must never be removed, obscured or defaced.

4 The Museum must be informed immediately of the loss of the specimens or of any damage to them of whatever nature including any such discovered on first receipt/delivery.

6 The Borrower shall not cause, permit or suffer any specimens to be subject to any distress, execution or other legal process.

7 The Borrower may not lend the specimens to any third party nor may the specimens be removed from specified display/research premises without the prior written permission of the Museum.

8. All specimens and preparations made from them remain the property of the Museum unless the Borrower obtains written permission from the Museum before retaining any duplicate specimens.

9 An acknowledgement to 'The Manchester Museum, The University of Manchester' must be given in all exhibition labels and publication entries for the specimens. The Borrower must not assign their own number or letters to any catalogue/accession number. The Borrower must provide the Manchester Museum with a specified quantity of the resulting publications.

10 The specimens are and shall remain the property of the Museum and nothing in these conditions of loan shall be deemed to confer on the Borrower any interest whatsoever in the specimens. All rights including copyright remain the property of the Museum. Photographs or other reproductions of the specimens must not be made for commercial purposes by the Borrower or other bodies or persons without the prior written permission of the Museum.

Security and Environment: Any of the following conditions may be applied. For conditions 11 – 15 details will be specified for individual loans on the advice of the Museum's conservation department. The specimens must be housed in a secure building in areas adequately protected against extremes of temperatures, humidity, light and vibration.

11 Light levels must not exceed the specified level.

12 Daylight must be excluded.

13 Ultraviolet light must be excluded.

14 The temperature must be kept within the specified range. Rate of change to be as minimal as possible.

15 The relative humidity must be kept within the specified range. Rate of change must be minimal.

16 Specialised materials will be required for the mounting and display of the specimens.

17 The specimens must be under regular surveillance by the Borrower's staff whilst open to the public.

18 The specimens must be under regular surveillance by the Borrower's staff 24 hours a day.

19 The specimens must be in an area monitored by an alarm system.

20 The specimens must be exhibited behind a barrier and out of reach of the public.

21 The specimens must be exhibited in a locked showcase.

22 The specimens must travel in a fitted packing case to be made at the Borrower's expense.

23 The specimens are to be handled as little as possible and protective gloves must be worn.

24 No photographs may be taken.

Date of Return

Keeper's signature

Appendix 5

THE MANCHESTER MUSEUM - THE UNIVERSITY *OF* MANCHESTER

No.....

HUMANITIES - LOAN FORM

BORROWER: Please sign all copies of this loan form in the space provided below. Return both the white and blue copies to the Manchester Museum, University of Manchester, Oxford Rd, Manchester, M13 9PL. Please retain the pink copy for your own files.													
Borrower: name and address					Date of loan					Date of return			
					Purpose of loan/Title of exhibition								
Borrower's reference					Manchester Museum File no.								
Contact at borrowing institution					MM Keeper of object(s)					Tel. no.			
Tel. no. ext.					MM Loan Co-ordinator					Tel. no.			
Inv./Acc. number(s)		Object description(s) (attach extra sheet(s) if necessary)								Value(s)			
CONDITIONS APPLYING TO THE LOAN													
The conditions listed overleaf and circled below													
1a	1b {Lux.max	1c	1d	1e	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩
11	12	13	14	15	16	17	18	19	20	21	22	23	24
25	26	and the following:											
I agree to accept the object(s) described above on loan from the Manchester Museum under the conditions specified in this form. This Agreement is governed and interpreted according to English law.													
Signed _____ Date _____													
The Manchester Museum agrees to lend the object(s) described above on acceptance by the borrower of the stated conditions.													
Signed _____ Date _____													

CONDITIONS OF LOAN

Definitions:

"The Museum" means The Manchester Museum, The University of Manchester

"The Keeper" means the appropriate Keeper responsible for the specimens.

"The Specimens" means the items described overleaf.

"The Borrower" means the approved person or institution to whom the Specimens are to be lent by the Museum.

Authorisation: Authority to lend specimens from the permanent collections is delegated to the Director, who in turn delegates this responsibility to keepers for most loans. Major loans, or loans of more than twelve months are reported to the Manchester Museum Committee for approval. All loans are included as departmental statistics in the University's Annual Report.

Period of Loan: The loan shall be for the period specified overleaf. If the Borrower wishes to extend the period of loan he/she must apply in writing to the Keeper at least one month before the original loan period expires.

Preservation of Specimens: At all times the Borrower shall take all necessary steps to preserve the specimens in good and substantial repair and condition to the satisfaction of the Keeper and shall comply with all instructions given by him/her for such purposes. The obligation of the Borrower shall commence immediately the objects are removed from the Museum by the Borrower and shall continue until such time as the specimens are restored to the Keeper's possession. The Borrower must not dissect, section, clean, stain or in any way alter, treat or sample specimens or their mounts, preservatives or containers without prior written permission from the Museum.

Insurance arrangements: The Borrower shall bear all expenses in connection with the loan including the cost of packing, transport and 'point to point' insurance. The Borrower undertakes to take out an insurance policy to cover all loss or damage to the specimens to the value stated overleaf. The value will be reviewed annually.

Transport: Specimens must be returned by the same, or better, agreed method as that by which the specimens were received. Specimens should be packed in leak-proof airtight containers. Note that material sent by air will be exposed to low temperatures and pressures during the flight. A return address slip must always be included inside the package. The Borrower must send a letter advising the Museum that the material is being returned. The Borrower shall apply one of conditions 1a-1b

1a Specimens destined for abroad must be handled by a private courier as recognised by the MGC or similar body.

1b Type and Status specimens must be sent by registered post or by a private courier as recognised by the MGC or similar body in the UK.

2 The Museum reserves the right to withdraw the specimens at any time during the period of the loan. In particular, failure to comply with the conditions of the loan may result in the specimens being recalled.

5 Reasonable access to the specimens on loan must be provided by the Borrower to officers of the Museum for the purpose of inspection. This may be at the Borrower's expense.

The Borrower must confirm or re-determine specimens whenever possible. New information must be entered on fresh labels, signed and dated; original labels must never be removed, obscured or defaced.

6 The Museum must be informed immediately of the loss of the specimens or of any damage to them of whatever nature including any such discovered on first receipt/delivery.

6 The Borrower shall not cause, permit or suffer any specimens to be subject to any distress, execution or other legal process.

7 The Borrower may not lend the specimens to any third party nor may the specimens be removed from specified display/research premises without the prior written permission of the Museum.

8 All specimens and preparations made from them remain the property of the Museum unless the Borrower obtains written permission from the Museum before retaining any duplicate specimens.

9 An acknowledgement to 'The Manchester Museum, The University of Manchester' must be given in all exhibition labels and publication entries for the specimens. The Borrower must not assign their own number or letters to any catalogue/accession number. The Borrower must provide the Manchester Museum with a specified quantity of the resulting publications.

10 The specimens are and shall remain the property of the Museum and nothing in these conditions of loan shall be deemed to confer on the Borrower any interest whatsoever in the specimens. All rights including copyright remain the property of the Museum. Photographs or other reproductions of the specimens must not be made for commercial purposes by the Borrower or other bodies or persons without the prior written permission of the Museum.

Security and Environment: Any of the following conditions may be applied. For conditions 11 – 15 details will be specified for individual loans on the advice of the Museum's conservation department. The specimens must be housed in a secure building in areas adequately protected against extremes of temperatures, humidity, light and vibration.

11 Light levels must not exceed the specified level.

14 Daylight must be excluded.

15 Ultraviolet light must be excluded.

14 The temperature must be kept within the specified range. Rate of change to be as minimal as possible.

15 The relative humidity must be kept within the specified range. Rate of change must be minimal.

16 Specialised materials will be required for the mounting and display of the specimens.

17 The specimens must be under regular surveillance by the Borrower's staff whilst open to the public.

18 The specimens must be under regular surveillance by the Borrower's staff 24 hours a day.

19 The specimens must be in an area monitored by an alarm system.

20 The specimens must be exhibited behind a barrier and out of reach of the public.

21 The specimens must be exhibited in a locked showcase.

22 The specimens must travel in a fitted packing case to be made at the Borrower's expense.

23 The specimens are to be handled as little as possible and protective gloves must be worn.

25 No photographs may be taken.

Date of Return

Keeper's signature

Appendix 6

THE UNIVERSITY OF MANCHESTER THE MANCHESTER MUSEUM

THE EGYPTIAN MUMMY INTERNATIONAL TISSUE BANK MATERIALS TRANSFER AGREEMENT

THIS AGREEMENT dated _____ is made
BETWEEN:

THE VICTORIA UNIVERSITY OF MANCHESTER acting through the
MANCHESTER MUSEUM whose administrative offices are at Oxford Road, Manchester
M13 9PL, United Kingdom ("the Museum"); and

_____ whose administrative offices are at
_____ ("the Depositor").

RECITALS

- A An Egyptian Mummy International Tissue Bank ("the Bank") was established in 1997 and is maintained as a distinct collection within the Museum for Egyptologists and scientists from all nations.
- B The Bank consists of a collection of tissue samples as comprehensive as possible derived from Egyptian mummies held world-wide.
- C The purpose of the Bank is to collect and preserve mummy tissue so that it is available for scientific research that furthers the understanding and knowledge of Egyptology and Bio-Medicine.
- D The aim of the Museum in maintaining the Bank is to treat mummy tissue with dignity, care and respect for human remains and with a sense of responsibility to the Depositors of the tissue in the Bank.

NOW IT IS AGREED as follows:

DURATION

- 1. This Agreement shall be initially for a period of ten (10) years from the date of signature unless prematurely terminated in accordance with Clause 6. This Agreement shall be automatically renewed for further ten (10) year period until notice in writing to the contrary is given by either Party in accordance with Clause 6.

ADMINISTRATION OF THE BANK

- 2. The Bank is under the direct supervision of the Keeper of Egyptology at the Museum ("the Supervisor").

The Supervisor shall be responsible for the day-to-day decisions relating to the tissues in the Bank, including but not limited to the allocation of the mummy tissues for research; the maintenance of accurate records relating to the deposit of the mummy tissues and the consultation with research scientists and scholars of several nationalities from the relevant disciplines (collectively known as "Honorary Advisors") where appropriate.

COLLECTION, PRESERVATION AND STORAGE

- 3. The Supervisor shall use all reasonable endeavours to ensure that proper procedures are implemented and maintained for the collection, preservation and storage of the mummy tissues. Such procedures will be the subject of a periodic quality assurance audit by the Honorary Advisors and any recommendations will be considered for implementation.

The tissue samples will be afforded the same standard of care, storage, preservation and distribution as the Museum would apply to any other collection entrusted to the guardianship of the Museum.

Notwithstanding the provisions of this clause, neither the University nor its employees, servants or agents shall be held liable for damage to the mummy tissues.

A system of record keeping shall be maintained which shall be compliant with the United Kingdom's Spectrum Data Standards. The system shall provide information about the source, original context, condition and use of the sample(s) of mummy tissues deposited in order to provide accurate records for further research studies.

Each mummy tissue sample shall be assigned a unique identification number to enable it to be traced from the time it is received throughout the research study process. All published research relating to a mummy tissue sample shall cite the identification number.

TRANSFER OF SAMPLES

4. The Museum shall publish a standardised procedure for the collection and handling of the mummy tissue samples ("the Manual"). Each Depositor will be issued with a copy of the Manual and should observe and comply with provisions contained therein. The Museum reserves the right to request that the Supervisor or a nominee be permitted to observe or assist with the collection of sample(s) of mummy tissue for the Bank.

Unless agreed otherwise, the Depositor shall be responsible for arranging adequate insurance cover and an appropriate secure means of transporting the sample(s) of mummy tissue to the Museum.

The Depositor shall supply all available information known to the Depositor relating to each sample in the format set out in the Manual.

The Depositor will hold the Museum and its employees harmless from any loss, claim, damage or liability of any kind which may arise from or in connection with this Agreement or the use, handling or storage of the sample(s) of mummy tissue.

The Supervisor shall on request (but no more frequently than every two years) submit a written report to the Depositor on the condition and use of the mummy tissue sample(s).

OWNERSHIP

5. At the time of transfer of sample(s) of mummy tissue to the Museum, the Depositor shall verify to the Museum by documentary evidence that legal title to the sample(s) vests in the Depositor and that the transfer has been duly authorised.

The Museum acknowledges that the sample(s) of mummy tissue shall remain the property of the Depositor unless otherwise agreed in writing. The Depositor agrees to grant the Museum a royalty free, non-exclusive, world-wide licence to use the sample(s) of mummy tissue for the maintenance of the Bank.

The Depositor accepts that although the Museum will exercise all due diligence, skill and care in the curation of the tissue in the Bank, the analytical procedures undertaken for purposes of research in keeping with the aim of the Bank may be destructive and all or part of the sample(s) may be lost. In such circumstances the Depositor agrees to hold the Museum harmless from any liability arising therefrom.

The Depositor acknowledges and agrees that the transfer of sample(s) of mummy tissue and the supporting information to the Bank shall be deemed as permission to the Museum to distribute the tissue sample(s) or part sample(s) to a third party for the purposes of approved research in keeping with the provisions set out in Section 6 below. Where the Museum receives a request for such a transfer the Depositor will be informed in writing.

If commercially useful developments result from any use of the sample(s) of mummy tissue in the Bank, the Parties agree to notify each other promptly to negotiate on fair and reasonable terms and conditions independent of this Agreement.

ALLOCATION OF SAMPLE(S)

6. All requests for permission to access the mummy tissue sample(s) held in the Bank will be carefully considered by the Supervisor and, if deemed appropriate, in consultation with the Honorary Advisors. Each application will be considered on its own merits and an assessment of the contribution it is likely to make towards the advancement of understanding and knowledge of Egyptology and Bio-Medicine.

If the permission is granted by the Museum and the sample(s) of mummy tissue allocated for research the following conditions will apply:

- (a) The procedures set out in the Manual must be complied with.
- (b) Any publications resulting from research based on the sample(s) of mummy tissue provided shall cite the identification number and name the source of the sample(s).
- (c) Copies of any publications shall be forwarded to the Supervisor, who will forward a copy of the same to the Depositor.
- (d) The sample(s) of mummy tissue and preparations made in the course of the research shall be returned to the Bank immediately upon completion of the research and, in any event, within a maximum of two years.

The Supervisor shall use all reasonable endeavours to ensure the above conditions are observed and complied with, but shall not be responsible for enforcement.

TERMINATION

7. This Agreement may be terminated by either Party giving six (6) months' notice in writing.

Upon termination of this Agreement the Museum shall, as soon as reasonably practicable, return to the Depositor all sample(s) of mummy tissue supplied.

CESSATION OF THE EXISTENCE OF THE BANK

8. In the event of a decision to disband the Bank, the Museum shall notify the Depositor within six (6) months of the decision. The Museum shall return to the Depositor within the six (6) months period all sample(s) of mummy tissue transferred to the Bank.

GOVERNING LAW

9. This Agreement shall be governed by English Law. The English Courts shall have non-exclusive jurisdiction to deal with any dispute which has arisen out of or in connection with this Agreement, unless the University voluntarily submits itself to the jurisdiction of some other tribunal.

The sample(s) of mummy tissue will be sent to the Museum as soon as possible after the receipt of the signed Agreement with any required permits and/or licences.

SIGNED on behalf of
THE MANCHESTER MUSEUM

Name:

Position:

Signature:

SIGNED on behalf of

Name:

Position:

Signature:

Appendix 7

THE UNIVERSITY OF MANCHESTER THE MANCHESTER MUSEUM

THE EGYPTIAN MUMMY INTERNATIONAL TISSUE BANK

RESEARCHER'S AGREEMENT

An Egyptian Mummy International Tissue Bank ("the Bank") was established in 1997 and is maintained as a distinct collection within Manchester Museum ("the Museum") for Egyptologists and scientists from all nations. The Bank consists of a collection of tissue samples as comprehensive as possible derived from Egyptian mummies held by institutions world-wide. The purpose of the Bank is to collect and preserve mummy tissue so that it is available for scientific research that furthers the understanding of Egyptology and Bio-Medicine.

The aim of the Museum in maintaining the Bank is to treat mummy tissue with dignity, care and respect for human remains and with a sense of responsibility to the Depositors of the tissue in the Bank. To ensure that the Museum is able to secure its aim, the following terms and conditions will apply to any person ("the Researcher") wishing to have access to the Bank:

APPLICATION FOR THE USE OF TISSUE SAMPLES

1. All applications for the use of the mummy tissue samples from the Bank for research and investigation purposes shall be submitted in writing to the Keeper of Egyptology at the Museum ("the Supervisor") for approval, such approval not to be unreasonably withheld.

Each application will be considered on its own merits, based principally on an assessment of the contribution it is likely to make towards the advancement of understanding and knowledge of Egyptology and Bio-Medicine.

DURATION

2. If permission is granted by the Supervisor, this Agreement shall be initially for a period of twelve (12) months from the date of signature, unless prematurely terminated in accordance with Clause 6. This Agreement may be renewed at the sole discretion of the Supervisor for a further twelve (12) months period.

COLLECTION, PRESERVATION AND STORAGE OF THE TISSUE SAMPLES

3. The Museum shall publish a standardised procedure for the collection and handling of the mummy tissue samples ("the Manual"). Each Researcher will be issued with a copy of the Manual and should observe and comply with provisions contained therein. Details of such procedures will be supplied to the Supervisor for review and any recommendations will be considered for implementation.

The Supervisor shall use all reasonable endeavours to disseminate all information made available to the Bank relating to conservation treatment(s) used on the said sample(s) of mummy tissue and relevant dangers resulting therefrom and precautions required. The Museum shall not be responsible for any injury sustained by a Researcher or any other individual handling the samples(s) of mummy tissue forming part of the Bank.

Each mummy tissue sample has been assigned a unique identification number which must be cited by the Researcher in all publications in which the mummy tissue sample is referred to. A system of record keeping shall be maintained by the Researcher which shall be compliant with the United Kingdom's Spectrum Data Standards.

TRANSFER OF SAMPLES

4. The Researcher shall be responsible for arranging adequate insurance cover and an appropriate secure means of transporting the sample(s) of mummy tissue from the Museum and all associated costs and expenses. The Supervisor shall supply all available information known to the Museum relating to each sample in the format set out in the Manual.

The Researcher shall not assign, loan or in any other way make available the sample(s) of mummy tissue to any other party for any purpose, without obtaining the prior written consent of the Supervisor.

The Researcher will hold the Museum, the Supervisor and its employees harmless from any loss, claim, damage or liability, of any kind which may arise from or in connection with this Agreement or the use, handling or storage of the sample(s) of mummy tissue.

OWNERSHIP

5. The Researcher acknowledges that the sample(s) of mummy tissue shall remain the property of the depositing institution. The Researcher agrees that by virtue of this Agreement the Researcher may only use the sample(s) of mummy tissue for the research and investigation purposes as detailed and approved by the Supervisor.

PUBLICATION

6. The Researcher will not independently publish the Manual, any procedures or results from work undertaken under this Agreement for financial gain or otherwise without the permission of the Supervisor.

Any publications resulting from research based on the sample(s) of mummy tissue provided shall cite the identification number and name the source of the sample(s). Two copies of every publication shall be forwarded to the Supervisor, who will retain one copy with the Bank and forward a copy of the same to the depositing institution.

The Researcher agrees to notify the Supervisor and provide full details of all the results (including negative ones) obtained during the Researcher's work under this Agreement for eventual inclusion in the Bank's records.

COMPLETION

6. On completion of the Researcher's investigation, any and all fractions of the sample(s) remaining shall be returned to the Museum. Special preparations of the sample(s) (such as cytological slides, SEM preparations etc.) shall also be deposited back with the Museum.

TERMINATION

8. This Agreement may be terminated by either Party giving three (3) months' notice in writing.

Upon termination of this Agreement the Researcher shall at his/her cost and expense immediately return to the Museum all sample(s) of mummy tissue supplied by an appropriate secure means of transport and arrange adequate insurance cover.

CESSATION OF THE EXISTENCE OF THE BANK

9. In the event of a decision to disband the Bank, the Museum shall notify the Researcher within six (6) months of the decision. The Researcher shall immediately at his/her cost and expense return to the Museum all sample(s) of mummy tissue issued under this contract by an appropriate secure means of transport and arrange adequate insurance cover.

GOVERNING LAW

10. This Agreement shall be governed by English Law. The English Courts shall have non-exclusive jurisdiction to deal with any dispute which has arisen out of or in connection with this Agreement, unless the University voluntarily submits itself to the jurisdiction of some other tribunal.

After the receipt by the Museum of this signed Agreement the Researcher will contact the Museum with any required permits and/or licences and to arrange the transfer of the sample(s) of mummy tissue.

SIGNED by the Supervisor on behalf of
THE MANCHESTER MUSEUM

Name:

Position:

Signature:

Date:

SIGNED by
THE RESEARCHER

Name:

Institution & Position:

Signature:

Date:

Appendix 8

PERSONAL USE PHOTOGRAPHIC FORM

If you wish to take photographs for personal use* using a hand-held camera or video-camera at The Manchester Museum, please complete this form. The use of flash is prohibited. Tripods and other free-standing equipment can only be permitted with prior written agreement with the Registrar of The Manchester Museum.

Name:		
Address:		
Email:		
Telephone Number:		
Galleries, collections or other areas (Please state):		
Reasons for taking photographs (eg. lecture, teaching, thesis, reference, souvenir, pleasure, etc.):		
DECLARATION:		
I declare that the photograph/s I have taken at The Manchester Museum are for the stated use only and will not be reproduced for sale or used in any other form without prior written agreement with the Registrar of The Manchester Museum.		
Signed.....	Name (please print).....
Date.....		
MUSEUM SIGNATORY:		
Signed.....	Name (please print).....
Date.....		

* The Manchester Museum defines 'personal use' as being for souvenir, pleasure, teaching, lecture, research and thesis. No other use is permitted without prior written agreement with the Registrar of The Manchester Museum.