

## Collections Trust Resources supporting the Accreditation Documentation Requirement

### 2.7 The SPECTRUM Primary Procedures must be in place, and contained in a Procedural Manual”

1. SPECTRUM: *the UK Collections Management Standard*.

Free to download from the Collections Trust website at [www.collectionstrust.org.uk](http://www.collectionstrust.org.uk). To download you need to register as a User on the site. **LOG IN/REGISTER** is at the top of every page. Here you will find [SPECTRUM](#) with much supporting information

2. Each of the Primary Procedures has a current (2014) supporting [factsheet](#). These have been mapped to the Accreditation standard.

#### The SPECTRUM Primary Procedures

- |   |   |
|---|---|
| ➤ <a href="#">Object entry</a>                  | ➤ <a href="#">Acquisition</a>                 |
| ➤ <a href="#">Location and movement control</a> | ➤ <a href="#">Cataloguing</a>                 |
| ➤ <a href="#">Object exit</a>                   | ➤ <a href="#">Loans in</a>                    |
| ➤ <a href="#">Loans out</a>                     | ➤ <a href="#">Retrospective documentation</a> |

3. There are many further supporting resources listed on the Collections Trust [Accreditation pages](#).

4. [Documentation: a Practical Guide](#) is an in depth look at the Primary Procedures, and contains examples of completed forms. Available to purchase in a printed or digital format.

5. Forms and registers are available to buy at <http://www.collectionstrust.org.uk/shop/forms-registers>

6. A current (2014) factsheet, [Developing a Documentation Procedural Manual](#) lists what you might want to consider for your Procedural Manual.

### 2.3 A Documentation Policy

7. Each of the [Primary Procedures fact sheets](#) contain detailed information about the decisions you may need to make when defining your Documentation Policy.

8. The [Collections Management Policies](#) factsheet provides an overview of policy development.

### 2.5 A Documentation Plan

9. It is useful to have an overview about [Collections Management Planning](#)

The [Documentation Planning Pack](#) is an excellent place to start. It takes you through the planning procedure, concentrating on ensuring that you have a basic accountable documentation system in place. Note - this fact sheet is out of date, but still contains very useful guidance – it is due to be revised by the end of March 2016.

[Greendale Museum Documentation Plan](#) at is a fictitious Documentation Plan for a fictitious museum. Note - this fact sheet is out of date, but still contains very useful guidance – it is due to be revised by the end of March 2016.



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The Collections Trust is the professional association for collections management. Established in 1977, it is a UK-based charity that works worldwide with museums, libraries, galleries and archives to improve the management and use of their collections

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