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## Overview

This standard is for archaeologists who have responsibility in an organisation for the maintenance and use of collections. A museum is the most obvious situation where this function will occur but collections are maintained by many other organisations for educational and research purposes. It is important in all cases to develop a strategy for how an organisation's collection will be developed and maintained.

This standard covers determining how the collection should develop, and involves reviewing what is already in the collection, and what the options are for developing it. It looks at planning how the scope of the collection can be realised either through acquisition and/or disposal, and developing a loan policy which covers items which are borrowed or loaned to other organisations.

Performance  
criteria

*You must be able to:*

**Determine the scope and potential development of a collection**

- P1 Identify and apply relevant technical and ethical standards
- P2 Review the acquisition and disposal policies of the organisation thoroughly and present them in a suitable document
- P3 Identify the scope and significance and the strengths and weaknesses of the existing collection
- P4 Assess the effectiveness of the acquisitions and disposals criteria
- P5 Assess the impact of current and future use of the collection
- P6 Evaluate the relationship between the existing collection and the requirements of the organisation's policies
- P7 Investigate thoroughly the options for adding to the collection
- P8 Take fully into account the acquisition and disposal policies of other organisations
- P9 Identify clearly any potential developments and the resource implications for the organisation, and assess them for their impact on current and future collections

**Plan the acquisition and disposal of items and collections**

- P10 Review regularly the acquisition and disposal policies of the organisation and provide guidance on acquisitions and disposals
- P11 Identify the acquisition and disposal activities of other relevant organisations
- P12 Assess fully the effects of new acquisitions and disposals on the organisation
- P13 Identify the resources available for acquisitions and establish priorities according to the organisation's policies
- P14 Identify potential acquisitions and disposals

**Develop a loan policy**

- P15 Review the loan policy of the organisation regularly and determine general criteria for lending and borrowing items

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### Develop strategies for the maintenance and use of a collection

- P16 Identify the lending and borrowing activities of associated organisations
- P17 Assess fully the effect on the organisation of lending and borrowing items
- P18 Identify clearly the resource requirements for implementing the loan policy
- P19 Specify clearly the categories of borrower and the purposes of loans to be considered
- P20 Ensure the loan policy covers incoming loans and outgoing loans
- P21 Establish clear standards of care for items loaned to borrowing organisations
- P22 Establish procedures for monitoring and reviewing the loan policy

**Knowledge and understanding**

*You need to know and understand:*

- K1 Relevant technical and ethical standards
- K2 How to evaluate the effectiveness of policies and procedures
- K3 How acquisitions and disposals contribute to the maintenance of the collection
- K4 The criteria that are used in determining the strengths and weaknesses of the collection
- K5 The policies of the organisation
- K6 National guidelines on selection, retention and dispersal of collections
- K7 The options that are available for the expansion of the collection
- K8 What other organisations are doing in relation to acquisition and disposal
- K9 The resource implications that have affected the organisation
- K10 The new developments that might impact on the organisation
- K11 How to evaluate the effectiveness of policies and procedures
- K12 How to generate resources for acquisitions or disposals
- K13 The previous and likely effects of acquisitions or disposals on the organisation
- K14 The resources that are likely to be needed for acquisitions or disposals
- K15 The consequences of the different types of acquisition, e.g. gift, bequest, purchase
- K16 The ethical considerations in relation to acquisitions and disposals
- K17 The insurance requirements of the collection
- K18 The sources of information on potential acquisitions or disposals
- K19 Who should be informed of potential acquisitions or disposals
- K20 Why it is important to have a plan for acquisitions and disposals
- K21 How to evaluate the effectiveness of policies and procedures

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### Develop strategies for the maintenance and use of a collection

K22 How to generate standards of care for items

K23 The loan policy of the organisation

K24 What other organisations are doing in relation to lending and borrowing

K25 The effect that lending or borrowing has on the organisation

K26 The resources that are used for lending and borrowing

K27 The different procedures for loans that are for research rather than display purposes

K28 Why a loan policy is important

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Develop strategies for the maintenance and use of a collection

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**Original URN**

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**Relevant  
occupations**

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**Suite**

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