
Overview

This standard is for archaeologists who have a high level of responsibility within organisations to determine which items and collections should be acquired or disposed of to meet strategic requirements.

Organisations usually have a strategy for how a collection will be developed and maintained. To implement this strategy, items and collections have to be acquired and disposed of. This requires criteria to be set for deciding which items and collections should be acquired or disposed of, and criteria for how these decisions are to be implemented. This standard covers establishing acquisition and disposal criteria to meet the strategic requirements of the organisation. It also looks at negotiating acquisitions and disposals leading to transfer of ownership or other rights and obligations.

**Performance
criteria**

You must be able to:

Establish criteria and procedures for acquisition and disposal

- P1 Identify and apply relevant technical and ethical standards
- P2 Review the acquisition and disposal policy of the organisation alongside other relevant sector guidelines
- P3 Ensure the criteria clearly outline the circumstances in which items can be acquired or disposed of
- P4 Establish procedures for identifying the condition of an item
- P5 Establish clear priorities for different methods of disposal
- P6 Identify and clearly specify the resources available
- P7 Specify clearly the limits of authority for acquiring and disposing of items
- P8 Ensure the acquisition and disposal procedures collect and record all details required by the organisation
- P9 Establish procedures for monitoring and reviewing the acquisition and disposal criteria

Assess items and collections for their contribution to the organisation

- P10 Collect and record all relevant information on collections
- P11 Assess items or collections for their actual and potential contribution to the organisation
- P12 Assess the items or collections against the organisation's criteria for acquisitions and disposals
- P13 Identify clearly the resource implications of acquisitions and disposals
- P14 Identify clearly the options for acquisition or disposal and assess them against organisational policies and relevant standards
- P15 Record clearly the results of assessments of the items or collections

Initiate procedures for acquisition and disposal of items and collections

- P16 Identify clearly the resources required to implement the acquisition or disposal

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Acquire and dispose of items and collections

P17 Secure and clearly record approval for acquisition or disposal according to organisational procedures

P18 Specify clearly any terms and conditions for the acquisition or disposal

P19 Inform all who may have an interest in acquiring an item that it is to be disposed of

P20 Ensure that priority for the disposal of items is in line with the disposal policy

P21 Specify clearly the parameters for negotiation

P22 Agree the use of resources and inform the appropriate people

Negotiate the transfer of rights over items and collections

P23 Identify who holds the rights to items and collections

P24 Inform all relevant people of the legal rights and responsibilities of the organisation

P25 Conduct negotiations with the appropriate people within clearly established parameters

P26 Adopt an appropriate and constructive negotiation style

P27 Conduct negotiations in a manner that maintains goodwill between individuals and the relevant organisations

P28 Evaluate offers against specified criteria

P29 Agree and formally recording all relevant details of the transfer

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Knowledge and understanding

You need to know and understand:

- K1 Relevant technical and ethical standards
- K2 How to specify criteria and procedures for acquisition and disposal
- K3 How to set spending limits and other resource constraints
- K4 How to confirm standards of care for items
- K5 How to evaluate the effectiveness of procedures
- K6 The acquisition and disposal policies of the organisation
- K7 National guidelines on the selection, retention and dispersal of collections
- K8 The factors that need to be included in the criteria and procedures for acquisition and disposal
- K9 The criteria and procedures that are needed for all the main types of acquisition
- K10 Who should be aware of the criteria and procedures
- K11 The information that is required during acquisition and disposal
- K12 Relevant codes of ethics which refer to acquisition and disposal
- K13 Why it is important to develop clear criteria for the acquisition and disposal of items
- K14 How to identify the resources required for acquisitions and disposals
- K15 The information that is required to assess the contribution of items and collections
- K16 What is normally expected during the acquisition process
- K17 The history of similar acquisitions or disposals
- K18 Who the important contacts are for acquisitions
- K19 The impact of the main types of acquisition or disposal
- K20 The resources that are normally required for acquisitions and disposals
- K21 The insurance implications of the items and collections
- K22 The possible implications of disposal through sale, transfer and sampling
- K23 How to specify and interpret terms and conditions for acquisitions and

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disposals

- K24 How to record the results of assessing items or collections
- K25 Who may have an interest in acquiring an item that is to be disposed of
- K26 The resources that are normally required for acquisitions and disposals
- K27 The organisational procedures for acquisitions and disposals
- K28 Who has authority to grant approval
- K29 The insurance requirements
- K30 What room for manoeuvre there is during negotiation
- K31 Who should be informed that the acquisition or disposal is being undertaken
- K32 Why disposal is necessary
- K33 What methods of acquisition and disposal would be seen as unethical and why
- K34 How to maintain goodwill during negotiation
- K35 How to evaluate offers, either acceptances or rejections
- K36 How to record the results of the negotiation for different types of acquisition or disposal
- K37 The requirements and legal rights of the organisation in relation to acquisition and disposal of items and collections
- K38 National guidelines on the selection, retention and dispersal of collections
- K39 The options that were available during negotiation
- K40 Who the appropriate people are with whom to conduct negotiations
- K41 The different negotiation styles, and how one is selected
- K42 The cost of acquisition and the annual display, storage and maintenance of items

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