



THE UNIVERSITY OF
MELBOURNE

Grimwade Centre for
Cultural Materials
Conservation

RECORD KEEPING

The documentation of collection items is an important part of collection management.

Accurate recordkeeping is an important part of managing a collection. Good records can be a valuable resource for researchers and the general public.

The type of information recorded in a collection catalogue includes:

- Item details:
 - description (and image/s) of the materials used in its construction
 - description (and image/s) of the physical appearance and condition
 - record of the provenance (where it came from)
 - record of historical information (i.e., who made it, personal stories connected to it, related archival records, etc.)
 - its significance (i.e., historical or material)
- Catalogue number
- Location of each item - storage, on display, on loan, in conservation lab. Be sure to provide detailed descriptions (i.e., rack number, drawer number, gallery room, loan details).
- Condition and conservation reports
- Preservation requirements
- Acquisition/Deaccessioning information
- Loan details
- Security information

For information relating to how to condition report an object, see *CONDITION REPORTING Fact Sheet*.

For information relating to how to correctly record registration numbers, see *WRITING REGISTRATION NUMBERS Fact Sheet*.

For information relating to how to correctly store recorded data see *STORING RECORDS Fact Sheet*.

RESOURCES



Managing your collection – For community-based organisations, Public Records Office Victoria, available online:

<http://go.unimelb.edu.au/6hwi>



Small Museums Cataloguing Manual, Australian Museums and Galleries Association (AMaGA) Victoria, available online:

<http://go.unimelb.edu.au/8hwi>



reCollections – Caring for Collections Across Australia – Managing Collections, Heritage Collections Council, available online:

<http://go.unimelb.edu.au/32wi>

IMPORTANT CONSIDERATIONS

The information you document about an object should be protected. Access to personal information such as donors or acquisition history should remain private, and special care should be used when documenting restricted or culturally sensitive objects to ensure material is not publicly accessible.

SUMMARY

Good record keeping helps with access, security, preservation planning (i.e., storage and display) and, if required, determining conservation treatment.