

Glossary: SPECTRUM 4.0

The glossary lists terms which have a particular meaning in the context of SPECTRUM.

<i>Accession Register</i>	A bound paper record of all objects which are, or have been, part of the organisation's permanent collections.
<i>backup</i>	A second copy of information, held on a computer or in a manual system.
<i>bequest</i>	An object left or given to an organisation under the terms of a will.
<i>classification</i>	The systematic arrangement of objects or collections based on characteristics, such as type, form, origin or function.
<i>code of practice</i>	A document agreed between two or more bodies, giving general guidance on standards and/or procedures. A code of practice is normally non-statutory and has no status in law.
<i>data</i>	Information stored on a computer or manual system.
<i>database</i>	A system allowing the recording, organisation and retrieval of data. Although it is normally understood to be software on a computer, the term may equally be applied to manual systems.
<i>documentation</i>	Gathering and recording information about objects, their histories and associations and the processes they undergo within the organisation. The purpose of documentation is to account for, manage and use objects to achieve the stated aims and objectives of the holding organisation.
<i>education handling collections</i>	Collections intended for demonstration or handling, which have not been accessioned and are not part of the permanent collections.
<i>entry form</i>	A form used to log the entry of every object left in the care of a museum.
<i>exit form</i>	A form used to log any object from the permanent collections which leaves the organisation's premises.
<i>field</i>	A named subdivision of a record containing a specifically defined piece of information within a system, for example 'Artist's name', 'Simple name' or 'Denomination'.
<i>Health & Safety</i>	A phrase used to refer to the laws concerning health and safety at work.
<i>Index</i>	The provision of access to information on an automated or manual system using specially prepared lists of terms linked to the specific fields where each term can be found, enabling quicker retrieval.
<i>labelling</i>	Affixing numbered labels to objects.

<i>legal environment</i>	Legal considerations that may need to be taken into account before and during a procedure.
<i>manual system</i>	A recording system which uses pen and paper rather than computers. Catalogue cards, index cards and accession registers are examples of manual systems.
<i>marking</i>	Affixing a number to an object in such a way as to prevent accidental removal of the mark but to allow reversibility.
<i>metadata</i>	Structured information about any kind of resource, which is used to identify, describe, manage or give access to that resource.
<i>Museum Accreditation Scheme</i>	The scheme administered by The Museums, Libraries and Archives Council (MLA) which assigns accredited status to museums meeting the standards set out in MLA's publication: The Accreditation Standard.
<i>numbering</i>	Assigning a unique number to an object and its separable parts.
<i>object</i>	An item which forms part of an organisation's collections: permanent (recorded in the accession register); support; temporary (e.g. a loan); or those used for educational handling.
<i>permanent collections</i>	Formally accessioned objects acquired by an organisation in accordance with a written acquisition policy.
<i>record</i>	A group of fields relating to a particular object or transaction.
<i>security copy</i>	A copy of information. The term is often used with reference to accession registers, when a copy of the register is kept in case of damage to the original.
<i>support collections</i>	Collections which have not been accessioned and are not part of the permanent collections. Support collections may include photographs taken for record purposes, or objects acquired to supplement an exhibition.
<i>system</i>	The operational means by which data is recorded. A system can be computerised or manual.
<i>terminology control</i>	The facility to restrict and monitor the terms or words which may be recorded in a specific field. See termlist and authority list.
<i>termlist</i>	A list of the approved standard terms or words which may be used to record information in a specific field where terminology control is required, e.g. a list of materials used to construct objects, or a list of object names.
<i>thesaurus</i>	A structured vocabulary of terms or words for use in a specific field where terminology control is required. The structure of the thesaurus enables relationships to be maintained between different terms, including general and specific terms (e.g. wood- softwood-pine) as well as synonyms (e.g. pullover, jumper and sweater).
<i>transfer of title</i>	A legal term to describe the formal process of a change of ownership of an object from one person or organisation to another.
<i>unsolicited gift</i>	An object that has arrived as a gift, without consultation between the donor and the organisation. It may arrive by post, or may be left at the front door.



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