

# Spectrum



## The UK Museum Collections Management Standard

### Location and movement control procedure

SPECTRUM 4.0

Collections  
Trust

## **SPECTRUM 4.0**

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# Location and movement control procedure

## *Definition*

The documentation and management of information concerning the current and past locations of all objects or groups of objects in the organisation's care to ensure the organisation can locate any object at any time. A location is a specific place where an object or group of objects is stored or displayed.

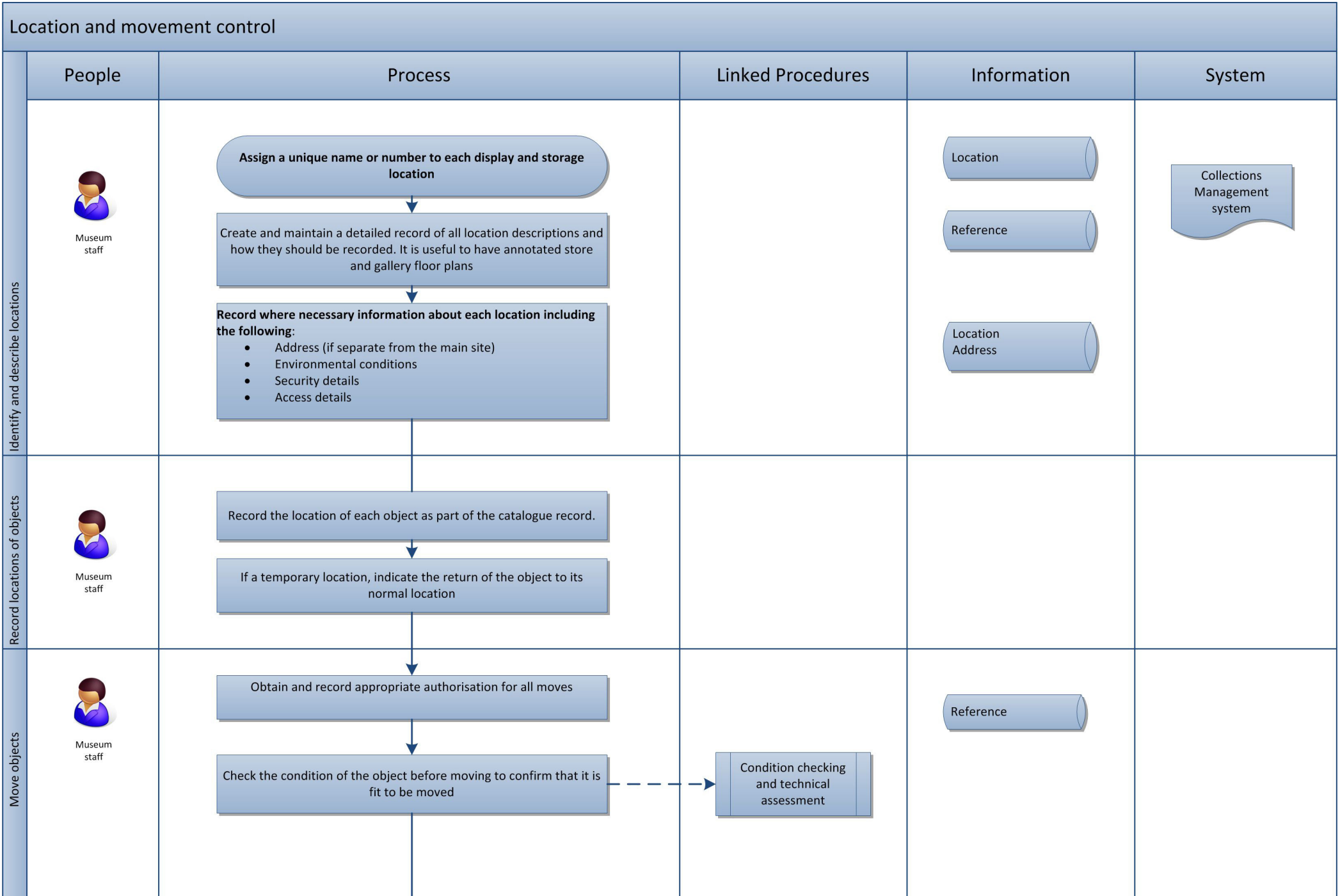
## *Minimum Standard*

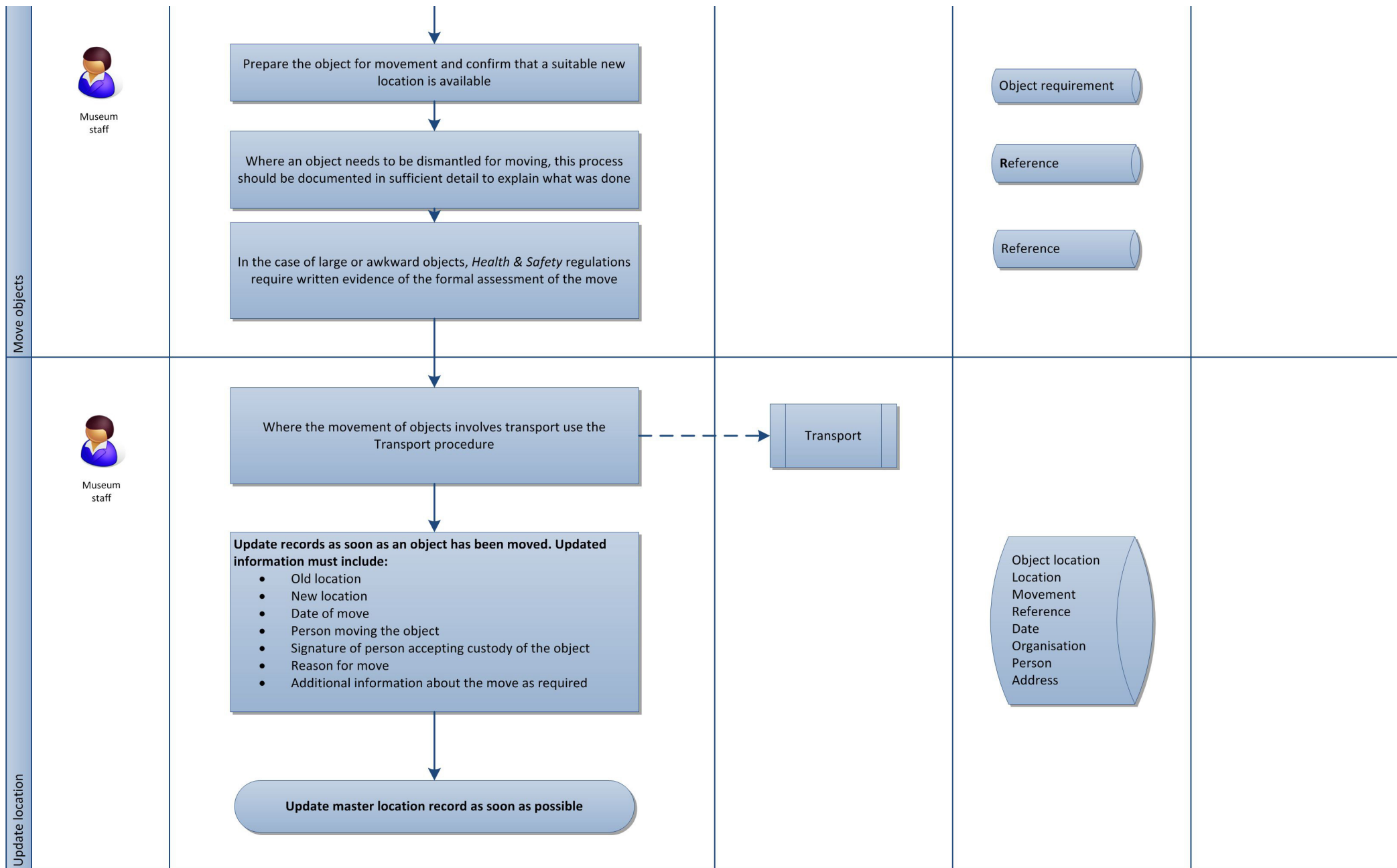
The organisation must have a policy covering the location control of objects. Refer to ***Policy and Legal Context*** chapter for general guidance on collections management policies. See also *Location and Movement Control: SPECTRUM Advice* for more detailed guidance about location and movement control policy decisions.

The procedure for managing and documenting location and movement control must:

- Provide a record of the location where an object is normally displayed or stored;
- Provide a record of the location of an object when it is not at its normal location;
- Enable access to location information by, at the very least, object number and by location name;
- Provide an up-to-date record of the relocation of an object within the physical or administrative boundaries of the organisation;
- Provide an up-to-date record of any movement of an object across the physical or administrative boundaries of the organisation;
- Provide a record of the person responsible for moving an object;
- Provide a record or a statement of the persons responsible for authorising object movement;
- Provide a history of an object's previous locations, while in the organisation's care.

**Location and Movement Control is a Primary Procedure.** This means that in order to meet the documentation requirements for the Museum Accreditation Scheme an organisation must reach the SPECTRUM Minimum Standard for this procedure.





Further detailed guidance on the Location and Movement Control procedure can be found in *Location and Movement Control: SPECTRUM Advice* available on Collections Link  
 Details of the Units of Information required in this procedure can be found in *SPECTRUM 4.0 Appendix 1, Information Requirements*