

DRAFT
7/2013

VHS Museum Terms Glossary

ACCESSION: To formally accept an item into the permanent or teaching collection or the museum archives, and complete all necessary documents such as the Deed of Gift.

ACCESSION NUMBER: A unique two-part number assigned to each collection as it enters the Museum (see "Numbering").

CATALOG: To describe completely the physical appearance, condition, history, measurements, etc., of an object.

CATALOG CARD: A sequentially-numbered card which contains general information about an object including catalog number, description, historical significance, measurements, donor, and condition. Because of the computerization of collection, records in the card catalog end in the late 1980s.

CATALOG NUMBER: A unique number added to the accession number in order to distinguish objects from one another in a collection.

COLLECTIONS DATABASE: A computerized record of the Museum's permanent collection which contains all objects. Chenhall's *Nomenclature* is used to assign object names for all collections.

CONDITION REPORT: A statement indicating the exact condition of an object at the time of the report. It is usually created when an object goes on loan. The report is also the Museum's record of the state of an object before its custody is transferred to the borrower/lender. The report is initialed and dated by the examiner.

COLLECTIONS MANAGEMENT POLICY: A statement which formalizes the Museum's mission and collections parameters, its responsibility to the collections, and the appropriate actions that may be taken regarding collections. The policy is a public statement of the Museum's professional standards regarding objects in its care.

DEACCESSION: To formally remove an item from the permanent collection. A list of the objects under consideration is prepared by the curator and presented to the Museum Committee of the BoT. They vote in favor or against each item on the list.

DEACCESSION FILE: A sequentially numbered group of individual files for each deaccessioned object. The file may include all cards (master, subject, donor) and the worksheet. Deed of Gift and correspondence remain in the Gifts & Loans files.

DONOR FILE: An alphabetical index containing each Donor's name and their donations to the Museum.

DEED OF GIFT: A binding agreement signed and dated by the donor(s), in which they officially relinquish all rights and ownership of an item to the Museum.

ITEM PLACED IN THE CUSTODY OF THE MUSEUM: An object that is not owned by the Museum but has been left temporarily in the Museum for purposes other than loan (e.g., for identification, examination, for possible gift or purchase). A **temporary receipt** is completed with a copy given to the depositor.

LOAN: The temporary transfer of collection item(s) from or to the Museum for stated purposes (e.g., exhibition, research). The transfer does not involve a change of ownership.

LOAN FORM: A formal agreement between the Museum and the borrower/lender which lists the loan dates, what is on loan, and the stated conditions of the loan, and is signed and dated by the borrower and the lender.

LOAN FILES: Incoming and outgoing – Files where loan forms are kept during the duration of the loan. When the loan is over, the signed forms are kept and put in “Loans – returned” folders which are organized by year.

MINARET: The first computerized collections database used by the VHS museum. MARC based, it was not user friendly and was used between 1995 and 2001 when the data was mapped and transferred to Past Perfect.

NEGATIVE COLLECTION: An informal collection of strip negatives, usually generated by VHS staff, of Museum and organizational events, exhibits, and collections.

PAST PERFECT: Collections database that has been used by the VHS museum since mid 2001. Currently we are using Version 5.0 and the very detailed manual is kept on the registrar’s desk.

PERMANENT COLLECTION: A formal collection of objects pertinent to Vermont history or sometimes history in general, which is considered the nucleus of the Museum’s collection. The objects are assigned catalog numbers and are properly cared for as stated in the Collections Management Policy.

REGISTRATION: The overall function of creating, controlling, and maintaining information, about all objects in the care, custody, and control of the Museum.

REGISTRATION RECORD: The sequentially numbered pages which contain a brief description of each accession and donor information as well as a checklist to indicate whether and when records were generated and returned for each accession. The pages are filed in a folder, each year is clipped together. Each year a new set of pages begins with #1 and ends with the last gift of the year. This system began in the early 1970s. They are kept on the registrar’s desk.

RESEARCH COLLECTION: An informal collection of books, periodicals, swatch books, directories, clippings, etc., that provides historical information on the state, local families, genealogy, collectibles, reproductions and resource guides, etc. These materials are housed in curator’s office, the registrar’s office and the central work room and have either been donated by individuals, purchased or generated by the Museum.

TEACHING OR EDUCATION COLLECTION: An informal collection of objects used for education programs primarily by the Education staff. These objects may be handled by VHS staff and sometimes by the general public. Generally they are considered to be expendable. To date there is no inventory or record of what is in the boxes.

TEMPORARY RECEIPT: A form which lists object(s) temporarily placed in the custody of the museum for research, photographing, or donation consideration. The owner of the object(s) must understand the listed conditions and sign and date the form. Owner receives a copy and VHS retains one. If item is returned, both parties sign off and paperwork is filed in “Receipts, returned”. If VHS is offered item and chooses to keep it, a Deed of Gift is generated and sent to donor.