# THE ROYAL AIR FORCE MUSEUM’S POLICY FOR COLLECTIONS INFORMATION

## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction</td>
<td>2</td>
</tr>
<tr>
<td>2. Definitions</td>
<td>2-3</td>
</tr>
<tr>
<td>3. Aims and Objectives</td>
<td>4</td>
</tr>
<tr>
<td>4. Collections Information Policy</td>
<td>5</td>
</tr>
<tr>
<td>5. Collections Management Activities</td>
<td>5-12</td>
</tr>
<tr>
<td>6. Access to Collections Information</td>
<td>12-13</td>
</tr>
<tr>
<td>7. Security of Information</td>
<td>13</td>
</tr>
<tr>
<td>8. Resources</td>
<td>13</td>
</tr>
<tr>
<td>9. Appendices</td>
<td>14-27</td>
</tr>
</tbody>
</table>
THE ROYAL AIR FORCE MUSEUM’S POLICY FOR COLLECTIONS INFORMATION

Name of Museum: Royal Air Force Museum

Name of governing body: Trustees of the Royal Air Force Museum

Delegated authority given to the Senior Leadership Team (SLT) by the Board of trustees for Collections related Policies and Procedures

Date on which this policy was approved via SLT delegation: 27 February 2017

Date at which this policy is due for review: 2 years after approval

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Introduction

1. The Museum has a unique opportunity to help the RAF to celebrate its Centenary in 2018 while improving our story telling and building up our resilience into the 21st century.

Therefore, three strategic priorities will shape our activities for the next five years:

1. Interpret the RAF story
2. Focus the Collection
3. Invest in the RAF Museum

2. The RAF Museum recognises the importance of Collections Information for the Museum to achieve its strategic priorities through collections management activities and to enable public access.

PAS 197:2009 defines collections information as ‘information an organisation collects, holds and maintains about its collections and/or collected items’.

This policy sets out the ways in which the Museum generates Collections Information and how it manages this process.

Definitions

3. The following sets out definitions for terms and activities this policy seeks to address:

Collections Management - Strategies, policies, processes and procedures relating to a collection’s development, information, access and care.¹

Acquisition – the process by which the Museum acquires legal title to an object which thereby enters the Museum’s collections.

Object – a Museum object is a material thing which has been selected because of its historic, scientific, or other cultural significance together with its associated documentation.

¹ PAS 197: 2009; © Collections Trust - p. 2.
**Collection** – A collection is an assemblage of acquired objects held and by the Museum for the public interest.

**Collections Management System (CMS)** – one of the methods of capturing, recording, storing and retrieving the data associated with the objects forming the collections. The current software used in the implementation of the CMS is Vernon CMS.

**Catalogue record** – the minimum standard required using the Museum’s CMS as defined in SPECTRUM 4.0. The RAF Museum has a two tier level of cataloguing, Full Catalogue and Inventory:

**Full catalogue** - Catalogue is defined in SPECTRUM² as: ‘The compilation and maintenance of key information, formally identifying and describing objects. It may include the provenance of objects and also collections management documentation, e.g. details of acquisition, conservation, exhibition and loan history.’ The Museum uses the status Full Catalogue in order to register those objects or groups of objects which have been fully recorded on the CMS. These records incorporate more detail than Inventory level and include such details as measurement details, condition, valuations, history, more detailed descriptive information including information relating to intellectual property rights and any known hazards and more in depth subject indexing.

**Inventory** - Inventory is defined in SPECRUM³ as: ‘The maintenance of up-to-date information accounting for and locating all objects for which the organisation has a legal responsibility. This may include objects on loan, unaccessioned or previously undocumented items, temporarily deposited objects and support collections.’ This includes sufficient information about an item to make it identifiable – including Object Number; Object Name; Title; Brief Description – and traceable through Current Location; Cataloguer; Catalogued Date; Object Status.

**Accessioned** – Accessioned objects are those that have been formally accepted into the core collection. Accessioned objects fall into two sub-classes:

- Old Accessions (1965-1998) which are recorded on the CMS at Inventory level
- New Accessions (1998-present) which are recorded on the CMS at Full Catalogue level

**Unaccessioned** – Unaccessioned objects have not been formally accepted into any of the Museum’s collections but most have arrived at the Museum via Loan-in or through donation. In many cases the acquisition details for these objects are unknown. Around two thirds of the collections on the Museum’s premises were identified as being unaccessioned in a survey in 2009. These objects are currently being recorded through the Museum’s Unaccessioned Inventory project, which commenced in 2010. The Museum will exercise great care when administering unaccessioned objects because of the ambiguity surrounding their status.

**Deaccession** – The process including documentation that accompanies the disposal of an object from the Museum’s collections.

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**Disposal** – The act of the Museum formally relinquishing possession of an object from the collections. For objects in the collections this will be carried out in accordance with the Museum’s Collections Development Policy.

**Value** – this refers to the scientific and wider cultural value of an object to society as well as the financial.

**Core Collection** - is preserved by the Museum in perpetuity for long-term public access, engagement and research. The Core Collection includes both accessioned and unaccessioned objects.

**Auxiliary Collection**
The Auxiliary Collection includes:

- Loans-in – managed by the Collections team and documented through Collections Management forms and the CMS;

- Interpretive – contextual items used to support temporary and permanent exhibitions and managed by the Collections team in conjunction with the Head of Exhibitions & Interpretation;

- Surrogates – copies of items held within the Core Collection, managed by the Collections team and documented on the CMS;

- Handling – replica or duplicate original items handled or worn by members of the public and managed by the Access and Learning department through Collections Management forms and spreadsheet catalogue.

**Aims and Objectives**

4. The aim of the Museum’s Collections Information Policy is that for every object or group of objects in the Collection the Museum has:

   a) documentary evidence of legal title, whether held under the Museum’s title or by individuals or organisations that lend material to the Museum;

   b) all objects labelled or marked with accession numbers that uniquely identify them, and can be correlated with the information recorded on the CMS and in the Accession Register;

   c) effective links between objects and all other associated records documentation;

   d) accurate object records in the form of a Collections Management System (CMS) and Accession Register;

   e) an accurate and up-to-date record of location and movement transactions;

   f) an accurate and up-to-date record of inward and outward loan agreements and disposal/dispersal activity
5. Collections will be recorded in accordance with written policies and procedures (see item 10) and documentation standards in the form of Cataloguing Rules and Style Guide. The Cataloguing Rules are based on SPECTRUM standards.

6. The Museum will maintain a Documentation Plan to support this policy. This plan will be reviewed annually as part of the business planning cycle.

7. The major objective of the Documentation Plan will be the documentation of all objects or groups of objects held in the Museum’s custody – both accessioned and unaccessioned collections.

8. The Museum will abide by the relevant legislation and sector codes and standards [see Appendix A].

9. The Museum will ensure that these aims are met for all new acquisitions and aim to achieve them for all collections and objects acquired prior to this policy.

10. This Collections Information Policy should be read in conjunction with the following policies and procedures:
    a) Acquisition & Disposal Policy and Procedures;
    b) Entry Policy and Procedure;
    c) Exit Policy and Procedure;
    d) Loans-In Policy and Procedure;
    e) Loans-Out Policy and Procedure;
    f) Accessioning Policy and Procedure;
    g) Labelling & Marking Policy and Procedures;
    h) Movement & Transportation Policy and Procedure;
    i) Collections Care and Conservation Policy and Procedure;
    j) Use of Collections Policy and Procedure;
    k) Digitisation Policy and Procedure.

11. This policy applies to all objects in the permanent Core Collection.

12. With the exception of Accessioning and Labelling and Marking policies, this Policy also applies to every object and collection on loan to the Museum.

13. To comply with ACE Accreditation requirements, the Museum will have a Collections Information Plan to support this policy. Collections’ team members will work with the Head of Collections Services to write their plan. These plans will be reviewed at agreed intervals to ensure its continued relevance and to update the Plan accordingly.

**Collections Management Activities**

14. The following sets out the standards, as per SPECTRUM, the Museum will follow for each Collections Management Activity with regards to the physical and born digital collections.

15. **Object Entry**

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**Definition**
The management and documentation of the receipt of objects and associated information which are not currently part of the collections. Any object which does not currently have an object number assigned by the receiving organisation must be dealt with within this procedure.

**Minimum Standard**
The procedure for managing and documenting Object entry must:

- Establish the terms and conditions under which objects are being received for deposit;
- Uniquely identify the newly received object or associated group of objects;
- Ensure the organisation is able to account for all objects left in its care;
- Provide a receipt for the owner or depositor;
- Help establish the extent of the organisation’s liability;
- Indicate the reason for the receipt of the object;
- Determine a finite end to, or programme for review of, the deposit;
- Enable the object to be returned to the owner or depositor as required;
- Allow for objects and associated records to be checked on entry to ensure that they correspond to any accompanying inventory and/or transfer of title documentation supplied;
- Establish who has legal title to the object in case of subsequent acquisition;
- Capture key information about the object, to be augmented in the future;
- Inform the decision making-process.

See: Entry Policy and Procedure
Use: Entry Form [Appendix B]

16. **Object Exit**

**Definition**
The management and documentation of objects leaving the organisation’s premises.

**Minimum Standard**
The procedure for documenting and managing object exit must:

- Ensure that legal requirements and the organisation’s policy are fulfilled when objects leave its premises;
- Ensure that the organisation is able to account for the exit of all objects from its premises, including those which have been deposited as offers or for identification or loaned;
- Ensure that location information for accessioned objects leaving the organisation’s premises is maintained;
- Ensure that all objects leave with appropriate authorisation;
- Ensure that a signature of acceptance from the recipient is always obtained when transferring custody of an object between parties. Where the first recipient is a courier it may also be necessary to get a signature from the person or organisation to which it is being delivered.

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See: Exit Policy and Procedure
Use: Exit Form [Appendix C]

17. **Acquisition**

*Definition*
Documenting and managing the addition of objects and associated information to the collections of the organisation and their possible accession.

*Minimum Standard*
The procedure for managing and documenting acquisitions must:

- Ensure that written evidence is obtained of the original title to an object and the transfer of the title to the acquiring organisation;
- Enable the reconciling of acquisition records with objects as part of retrospective documentation, audit and inventory activity;
- Ensure that a unique number is assigned to, and physically associated with, all objects;
- Ensure that accession registers are maintained, describing all acquisitions and listing them by number;
- Ensure that information about the acquisition process is retained;
- Ensure that donors are made aware of the terms on which their gift or bequest is accepted by the organisation;
- Ensure that collecting complies with the organisation’s collecting policy, and does not contravene any local, national or international law, treaty or recognised code of practice;
- Ensure a copy of the information in the accession register is made and kept up to date.

See: Collections Development Policy and Procedures
Use: Transfer of Title for Acquisition Form [Appendix D]

18. **Loans-in**

*Definition*
Managing and documenting the borrowing of objects for which the organisation is responsible for a specific period of time and for a specified purpose, normally exhibition/display, but including research, conservation, education or photography/publication.

*Minimum Standard*
The procedure for managing and documenting loans in must:

- Establish the purpose of the loan;
- Enable at least the same care of the borrowed object as if it were part of the permanent collections;

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• Include written agreements signed by both borrower and lender before the loan commences, as appropriate to the collection;
• Ensure that the terms and conditions of loan are adhered to;
• Ensure that all loans are for fixed periods;
• Ensure a written record of the loan is retained;
• Enable effective control of the loan process;
• Enable the provision of information about the borrower and the loan as requested by the lender;
• Provide insurance or indemnity cover for the loan period;
• Ensure that up-to-date information about the location of borrowed objects is maintained;
• Ensure that up-to-date information about the security of borrowed objects is maintained;
• Ensure that up-to-date information about the physical well-being of borrowed objects is maintained, including the environment and condition of the objects.

See: Loans-In Policy and Procedure
Use: Loan-In Form [Appendix E]

19. **Loans-out**

*Definition*
Documenting and managing the loan of objects to other organisations or individuals for a specific period of time and for a specific purpose, normally exhibition/display, but including research, conservation, photography and education.

*Minimum Standard*
The procedure for documenting and managing loans out must:

• Ensure that all loan requests are assessed according to the organisation’s policy;
• Ensure that there are written agreements signed by both borrower and lender before the loan commences;
• Ensure that the loan is for a finite period;
• Ensure that the organisation retains a record of all loans, including details of the borrower, the venues, the loan period and the purpose of the loan;
• Enable effective control of the loan process;
• Ensure that the borrower confirms their intent and ability to provide an acceptable level of care, security and safekeeping for the object and to conform to the conditions of loan specified;
• Ensure that the loaned objects are covered by insurance or indemnity as appropriate for the duration of the loan period.

See: Loans-Out Policy and Procedure
Use: Outward Loan Form [Appendix F]

20. **Location and Movement Control**

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8 Spectrum: The UK Museum Collections Management Standard; © 2011 Version 4.0 Collections Trust - p. 78.
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 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.

See: Movement & Transportation Policy and Procedure

21. Cataloguing

Definition
The compilation and maintenance of key information, formally identifying and describing objects. It may include information concerning the provenance of objects and also collections management documentation e.g. details of acquisition, conservation, exhibition and loan history, and location history. It need not bring together in one location everything known about an object, but should provide cross-references to any other relevant information source known to the organisation.

Minimum Standard
Cataloguing information must:

• Provide a level of description sufficient to identify an object or group of objects and its differences from other, similar objects;
• Provide an historic archive relating to an object or cross-references to sources where information can be found;
• Be held in a system that allows convenient access, e.g. using indexes or free-text retrieval.

See: Cataloguing Rules & Accessioning Policy and Procedure

22. **Retrospective Documentation**

*Definition*
The improvement of the standard of information about objects and collections to meet SPECTRUM Minimum Standards by the documentation of new information for existing objects and collections.

*Minimum Standard*
The procedure for retrospective documentation must:

- Define the purposes of the organisation’s documentation system. The primary purpose should be to establish accountability and access;
- Define the organisation’s understanding of the backlogs it has;
- Work towards reducing its backlog;
- Review progress on reducing the backlog on a regular basis;
- Work towards an overall improvement in the quality of information held about objects and collections;
- Review progress on the overall improvement in the quality of information on a regular basis.

See: Accessioning Policy and Procedure

23. **Deaccession and Disposal**

*Definition*
The management of disposal (the transfer, or destruction of objects) and of deaccession (the formal sanctioning and documenting of the disposal).

*Minimum Standard*
The procedure and documentation for deaccession and disposal must:

- Ensure that the decision to dispose is carefully considered and that all relevant evidence and opinions are sought according to the organisation’s policy;
- Ensure that all relevant evidence and opinions are sought according to statutory legal requirements;
- Ensure that the organisation makes every effort to determine title to objects involved and that they are free from relevant special conditions attached to the original acquisition;
- Ensure that the decision to dispose does not rest with an individual and the action is formally approved by a governing body;
- Ensure that preference for transfer be given to recognised organisations (e.g. Accredited Museums in the UK);
- Ensure that title to the object is transferred to any receiving organisation;
- Ensure that objects disposed of are marked as such on the accession register;

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• Ensure that items to be destroyed are disposed of in a responsible manner (e.g. unwanted archaeological material will not mislead future archaeologists);
• Ensure that all decisions and actions are fully documented.

See: Collections Development Policy and Procedures
Use: Transfer of Title for Disposal Form [Appendix G]

24. **Conservation and Collections Care**

*Definition*
The documentation and management of information about interventive and preventive conservation activities.

*Minimum Standard*
The procedure for managing and documenting conservation must:

• Ensure all conservation information is accessible via the object number, and is up-to-date;
• Ensure appropriate authorisation is received prior to conservation taking place;
• Ensure details of all interventive conservation work and preventive conservation measures are recorded, with the name of the person who performed the work, the organisation to which they belong and the date on which it took place;
• Ensure catalogue record is updated if any new information is established or information lost as a result of conservation;

See: Collections Care and Conservation Policy and Procedure

25. **Use of Collections**

*Definition*
The management and documentation of all uses of and services based on collections and objects in the organisation. These include exhibition and display, education handling collections and the operation of objects, research and enquiries, reproduction and the commercial use of objects and associated documentary archives. Users include staff (and volunteers) or the public, whether in person, by letter, telephone or any other means of communication.

*Minimum Standard*
The minimum standard for use of collections must:

• Enable the use of objects by internal and external users for such purposes as research, display and operation;
• Enable effective control of access to the collections and information associated with them;
• Enable the planning and scheduling for the use of objects;

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• Ensure continuous accountability for objects and associated documentary records;
• Add significant information derived from research to the catalogue, and make important results public through publication, exhibition or other means as and when appropriate;
• Maintain a record of use and users associated with the collections;
• Ensure that details of use are accessed by a relevant object number.

See: Use of Collections Policy and Procedure

26. **Digitisation**

The Museum is developing its procedures for documenting the digitisation of its Collection. The Museum will purchase a Digital Asset Management System (DAMS) to work alongside the CMS as part of its RAF Centenary Programme.

See: Digitisation Policy and Procedure

27. **Labelling and Marking**

Labelling and Marking is part of the SPECTRUM 4.0 procedure for Acquisition. The Museum will ensure each accessioned item, object enclosure or group of items is marked / labelled with a unique identifying number in a way that is as permanent as possible but does not damage the object.

See: Labelling & Marking Policy and Procedure

**Access to Collections Information**

28. The Museum must provide public access to collections and collections information, while ensuring that security and preservation of the collections are not compromised, within available resources.

29. The Museum will aspire to enable access to collection information for staff, volunteers, researchers and other users.

30. Access to collections information is an essential component in providing full public access to objects, by enabling the public to view information relevant to the creation and use of an object.

31. Access may be made through manual or computerised systems, specifically at present the Museum’s collection management system (Vernon CMS).

32. Appropriate security measures must be built into computerised systems that are made available to the public. Possible measures may include maintaining a public access database on a separate server, or the use of firewalls.

33. Providing access to detailed catalogue information, including images, increases access while reducing unnecessary handling of original objects, and will be encouraged.
All relevant legislation relating to Freedom of Information, Data Protection and Copyright will be adhered to.

**Security of Information**

34. Collections information is recorded on the Museum’s collection management system (Vernon CMS). This is backed up daily.

35. The Museum will endeavour to make sure all information held in accession registers and object history files is referenced on the collection management system.

36. Public access to collections information must not compromise security and privacy protection. Donor information, location, valuation and other sensitive areas will not be made available to the public. Access to this information will be disabled on the collection management system when viewed by non-members of staff.

All documentation referenced in sections 15-27 will be archived.

**Resources**

37. Collections Information activities are currently undertaken by the Collections team and volunteers. The Museum aims to dedicate adequate resources, in terms of staffing, professional expertise and equipment, in order to meet its responsibilities for maintaining Collections Information standards.

This will include seeking partnerships with other organisations and funding bodies.
APPENDIX A

List of legislation applicable:

British Library Act 1972
Control of Substances Hazardous to Health Regulations 2002
First Protocol 1954 and Second Protocol 1999
Convention on Biological Diversity, CBD, 1992
Copyright Act 1911
Copyright Act 1956
Copyright and Related Rights Regulations 2003
Copyright, Designs and Patents Act 1988
Copyright (Visually Impaired Persons) Act 2002
Data Protection Act 1998
Equallity Act 2010
Equality Legislation Northern Ireland Act 1998
Freedom of Information Act 2000
Freedom of Information (Scotland) Act 2002
Government of Wales Act 1998
Health and Safety at Work etc Act 1974
Human Rights Act 1998
Isle of Man Public Records Act 1999
Law of Property Act 1922 and Law of Property Amendment Act 1924, together with the
Legal Deposit Libraries Act 2003
Local Government Act 1972
Management of Health and Safety at Work Regulations 1999
Museums and Galleries Act 1992
National Heritage (Scotland) Act 1985
National Library of Scotland Act 1926
National Library of Wales, Royal Charter 1907 and supplemental charters 1911, 1978 and 2006
Parochial Registers and Records Measure 1978 (No.2) as amended by the Church of
England (Miscellaneous Provisions) Measure 1992 (No. 1)
Privacy and Electronic Communication Regulations 2013
Public Libraries Consolidation (Scotland) Act 1887
Public Records Act 1958, as amended 1967
Public Records (Jersey) Law 2002, as amended 2006
Race Relations Act 1976 (as amended)
Racial and Religious Hatred Act 2006
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
Sex Discrimination Act 1975
The British Museum Act 1963
The Environmental Information Regulations 2004
The Local Government (Access to Information) Act 1985
The Local Government (Records) Act 1962
Collections Information Policy

The Public Records Act (Northern Ireland) 1923
The Public Records (Scotland) Act 1937 and subsequent supplementary legislation
Treasure Act 1996
UNIDROIT Convention on Stolen and Illegally Exported Cultural Objects, UNIDRIOT, 1995

List of sector codes and standards

Archives and Records Association Code of Conduct
Archive Service Accreditation Standard 2013
Code of practice for archivists and records managers under Section 51(4) of the Data Protection Act 1998
Code of Practice issued by the Secretary of State for Constitutional Affairs under section 45 of the Freedom of Information Act 2000, 2004
Arts Council England Accreditation Scheme
Museum Association Code of Ethics 2016
PAS197: code of practice for cultural collections management 2009
PAS198: specification for managing environmental conditions for cultural collections 2012
Standard for Access to Archives 2008
## APPENDIX B

### Entry Form

Tick appropriate address box:
  
  Tel: 020 8205 2266   Fax: 020 8200 1751

- Royal Air Force Museum Cosford, Shifnal, Shropshire TF11 8UP.
  
  Tel: 01902 376 200   Fax: 01902 376 211

- Royal Air Force Museum Stafford, No. 6 Site, MoD Stafford, Beaconside, Stafford ST18 0AQ.
  
  Tel: 01785 258 200   Fax: 01785 220 080

We recommend that you keep the pink part of this form in a secure place. It would help the Museum if it could be produced in the event of any query concerning the object(s).

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<tr>
<th>Owner’s name</th>
<th>Depositor’s name (if different)</th>
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<tr>
<th>Quantity</th>
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<th>Reason for Entry (see reverse of sheet)</th>
<th>Valuation £ (for insurance purposes)</th>
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<td>1         2         3       4</td>
<td>1        2      3      4      5       6   7</td>
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Notes (including file ref, and other relevant form nos as applicable):

Was the entry solicited?  
Tick box:  Yes [ ]  No [ ]

If so, which Museum Officer arranged the entry?  
Name:  

If other conditions have been written on the back of the form, tick this box [ ]

ONLY TO BE COMPLETED FOR POTENTIAL ACQUISITIONS: The articles listed on this form have been left with the Museum for assessment only, ownership has not been transferred. In the event that the Museum decides not to retain the items listed (due to duplication, condition or non-relevance) please tick and initial one of the following:

- [ ] disposed of for the benefit of the Museum in whatever way
- [ ] returned to the owner or their representative

Depositor: I AGREE THAT THE INFORMATION GIVEN ON THIS FORM IS CORRECT. I HAVE READ AND ACCEPT THE CONDITIONS OVERLEAF:

Name………………………………..Signature……………………………………Date………………………………

Museum signatory: I acknowledge receipt of the object(s) described above on behalf of the Museum

Tick box: Examined [ ] Unexamined [ ]

Name…………………………Signature……………………….….Department……………………Date……………

Agreed date for collection by Depositor of an unsolicited deposit brought in for identification:

Current location of object(s) **White copy only**

Form RAFM DCM3 (2014) Copy 1 (white) Departmental Records: Copy 2 (blue) with object: Copy 3 (pink) Depositor/Owner
CONDITIONS OF ENTRY

Liability and Risk
The Museum undertakes that the same care and precautions will be taken for the safe custody of this object as for the safe custody of objects within the Museum’s permanent collection. However, the Museum does not accept liability for loss of, or damage to, or deterioration in, the object(s) described overleaf.

Enquiries and Identifications
The Museum does not accept any responsibility for any opinion that may be expressed on objects submitted for examination. Opinions will only be given to the owner of an object or to the representative of the owner. Museum staff are not authorised to give valuations, to assist in the disposal of private property or to express opinions regarding the merits of commercial organisations.

Return of the object(s) deposited
If the Museum declines to acquire an unsolicited deposit offered for acquisition it will inform the Depositor within six weeks of the entry date. The Depositor has a further six weeks from that time to collect the object. An unsolicited deposit brought in for identification should be collected within six weeks of the entry date. In the event of any objects not being collected by the specified date, the Museum reserves the right to pass them to an appropriate museum, along with all related documentation, or to dispose of them in accordance with the Acquisitions and Disposals Policy.

Items for copying by the Museum - Copyright
In the case of an object entering the Museum for copying, the Depositor grants to the Trustees of the Museum permission to make copies of the object for record purposes and understands that such copies will be the property of the Trustees. The Depositor also grants permission to the Trustees for the production of further copies for sale to third parties.

Data Protection
The Board of Trustees of the Royal Air Force Museum is registered under the Data Protection Act 1998 and will keep your personal details in accordance with this Act. By entering into this agreement you consent to the processing of your personal details by us for the sole purpose of managing the object(s) concerned.

Other conditions as agreed between the depositor and the appropriate curatorial Keeper:

ENTRY TERMS

Possible methods of entry:
1. Delivered by Depositor;
2. Posted by Depositor;
3. Posted anonymously;
4. Collected by Museum from Depositor.

Possible reasons for entry:
1. Museum object returning from loan-out;
2. Entry of an object for potential acquisition;
3. Entry of an acquisition;
4. Entry of a loan-in;
5. Entry of an object for examination or identification;
6. Entry of an object for copying by the Museum;
7. Museum object returning from contractors.
# APPENDIX C

## Exit Form

Tick appropriate address box:

  Tel: 020 8205 2266   Fax: 020 8200 1751
- Royal Air Force Museum Cosford, Shifnal, Shropshire TF11 8UP.
  Tel: 01902 376 200   Fax: 01902 376 211
- Royal Air Force Museum Stafford, No. 6 Site, MoD Stafford, Beaconside, Stafford ST18 0AQ.
  Tel: 01785 258 200   Fax: 01785 220 080

We recommend that you keep the pink part of this form in a secure place. It would help the Museum if it could be produced in the event of any query concerning the object(s).

<table>
<thead>
<tr>
<th>Recipient’s details</th>
<th>Carrier’s details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Institution</td>
<td>Address</td>
</tr>
<tr>
<td>Address</td>
<td>Postcode</td>
</tr>
<tr>
<td>Telephone</td>
<td>Telephone</td>
</tr>
</tbody>
</table>

RAF Museum Authoriser

Method of Exit (see reverse of sheet)

- 1
- 2
- 3
- 4

Is RAF Museum giving title to the object(s) listed?

- No ☐
- Yes (complete Transfer of Title for Disposal) ☐

Reason for Exit (see reverse of sheet)

- 1
- 2
- 3
- 4
- 5
- 6

Enter Form numbers as relevant/applicable.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description of object(s)</th>
<th>Object no.</th>
<th>Entry no.</th>
<th>Loan In no.</th>
<th>Loan Out no.</th>
<th>ToTfA no.</th>
<th>ToTfD no.</th>
</tr>
</thead>
</table>

Instructions/Attachments:

- Handling:
- Packaging:
- Customs:
- Condition:
- Insurance/indemnity:
- Other:

RAF Museum Authoriser:

Name……………………………… Signature………………………………… Date…………………………

RAF Museum Signatory:

Name……………………………… Signature………………………………… Date…………………………

Recipient or carrier: I acknowledge receipt of the object(s) described above and accept responsibility for them:

Tick box: Examined ☐ Unexamined ☐

Name……………………………… Signature………………………………… Date…………………………

CONDITIONS OF EXIT

Risk and Responsibility for objects exiting from the Museum
Exit forms will be signed at the place of hand-over of objects to the recipient, which may be at the Museum’s premises or at the point of delivery. The Exit form thus acts as the Museum’s official signed receipt, showing that objects are now the responsibility of the recipient.

When the exit of an object is being affected by means of Museum transport, the risk for the object becomes that of the recipient as soon as the recipient or his agent signs the Exit form.

When the exit of an object is being affected by means of the recipient’s transport, the risk for the object becomes that of the recipient as soon as he signs the Exit form.

When the exit of an object is being affected by postal means, the Museum will complete the Exit form and send it to the Recipient, who is kindly requested to sign and return the white and blue copies immediately to the Museum. The risk for the objects during transit is with the Post Office.

These terms apply unless overridden by the terms of the Royal Air Force Museum’s Loan-In, Loan-Out, Entry or Disposal Policies.

Data Protection
The Board of Trustees of the Royal Air Force Museum is registered under the Data Protection Act 1998 and will keep your personal details in accordance with this Act. By entering into this agreement you consent to the processing of your personal details by us for the sole purpose of managing the object(s) concerned.

EXIT TERMS

Methods of exit:
1. By the Post Office (ordinary service);
2. By independent carrier, or special postal service;
3. Delivery by Museum;

Reasons for exit:
1. Return of “entry” object;
2. Return to owner of loan-in;
3. Despatch of loan-out;
4. Despatch of object to external contractor;
5. Despatch of disposal/ dispersal;
6. Return to owner of object temporarily loaned to Museum for copying purposes.
APPENDIX D

**Transfer of Title for Acquisition Form**

Tick appropriate address box:

  Tel: 020 8205 2266   Fax: 020 8200 1751
- Royal Air Force Museum Cosford, Shifnal, Shropshire TF11 8UP.
  Tel: 01902 376 200   Fax: 01902 376 211
- Royal Air Force Museum Stafford, No. 6 Site, MoD Stafford, Beaconside, Stafford ST18 0AQ.
  Tel: 01785 258 200   Fax: 01785 220 080

We recommend that you keep the pink part of this form in a secure place. It would help the Museum if it could be produced in the event of any query concerning the object(s).

The Trustees of the Royal Air Force Museum gratefully acknowledge the acquisition into the collection of the object(s) described below:

<table>
<thead>
<tr>
<th>Owner's name:</th>
<th>Address</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner’s Agent:</td>
<td>Address</td>
<td>Postcode</td>
</tr>
</tbody>
</table>

**Acquisition Method:**

| Entry number(s): | Date: |

**Object no.**

| Description of object(s) – including any relevant Service Numbers |

In order to complete the Transfer of Title from you to the Museum, we would be grateful if you would:

(a) read the relevant notes overleaf and then
(b) sign this form to confirm that all details are correct and that you accept the conditions overleaf.

Please retain the pink copy of the form for your files and return the white and blue copies to the Museum.

Museum Officer: **Name:** _________________ **Signature:** _________________ **Date:** ___________

**Owner / Agent:** **Name:** _________________ **Signature:** _________________ **Date:** ___________

By signing the above, copyright has not been assigned to the Museum. Therefore please can you confirm:

(a) Do you hold copyright in any of these object(s)?
(b) If so, and you are happy to assign copyright to the Museum, please enter details and sign the declaration below:

Details:

I hereby assign the above copyright to the Trustees of the RAF Museum:

**Signature:** _________________ **Date:** ___________

If you are not the copyright holder but you know who the copyright holder is, please give details below:

Form RAFM/DCM2 (2014) Copy1 (White) Department: Copy2 (Blue) Registrar: Copy3 (Pink) Owner/Agent.
TRANSFER OF TITLE

CONDITIONS AND NOTES

The owner (or an agent acting on behalf of the owner) transfers ownership of the object(s) specified overleaf to the Museum, without any conditions.

In signing the Transfer of Title overleaf, the owner (or an agent acting on behalf of the owner) states that to the best of his/her knowledge the article(s) being donated to the RAF Museum are free from explosives and other known hazardous materials.

If the object(s) are a donation the owner confirms that he or she was the absolute owner of the object(s) and that they are given to the Museum as an absolute and perpetual donation.

If the object(s) have been purchased, the owner confirms that he or she was the absolute owner of the object(s) or had full power to sell the object(s) prior to the purchase.

If the object(s) are a bequest, the executor confirms that their acquisition by the Museum was at the wish of the deceased, and enclose a copy or extract of the relevant will and probate act.

DATA PROTECTION

The Board of Trustees of the Royal Air Force Museum is registered under the Data Protection Act 1998 and will keep your personal details in accordance with this Act. By entering into this agreement you consent to the processing of your personal details by us for the sole purpose of managing the object(s) concerned.
**APPENDIX E**

We recommend that you keep the pink part of this form in a secure place. It would help the Museum if it could be produced in the event of any query concerning the artefact(s).

<table>
<thead>
<tr>
<th>Loan No.</th>
<th>Sheet Of</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAFM/DCM/2/6/28/1</td>
<td>1</td>
</tr>
</tbody>
</table>

**LOAN-IN FORM**

<table>
<thead>
<tr>
<th>Lender's name</th>
<th>Address for collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postcode</th>
<th>Address for return</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone/Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lender's ID No. or RAF Museum Accession No.</th>
<th>Description of artefact(s)</th>
<th>Valuation in UK pounds (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note of any hazards associated with the artefact(s) (Tick as appropriate)

<table>
<thead>
<tr>
<th>No known hazards</th>
<th>Hazard sheet attached</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Start date of loan | End date of loan

Reason for loan

Credit line for display label/catalogue

Terms and conditions applying to the loan are those listed overleaf: (Tick as appropriate)

those on the lender's loan agreement (copy attached): Additional conditions - copy attached: (Tick as appropriate)

Copyright owner, where known

Further details attached

I agree to lend the artefacts described above to the Royal Air Force Museum, and agree to the stated conditions.

Name:……………… Position:………………

Signed:……………… Date:………………

The Royal Air Force Museum accepts the loan of the artefacts described above, on acceptance by the lender of the stated conditions.

Name:……………… Position:………………

Signed:……………… Date:………………


Version 2: February 2017

22
TERMS AND CONDITIONS OF LOAN

1. The Museum will:

a) accept responsibility for agreed expenses connected with the loan.

b) prepare a condition report on the artefact(s) both at the point at which responsibility for them passes from the owner/their agent to the Museum at the commencement of the loan-in and a revised condition report at the point at which responsibility is returned to the owner/their agent at the termination of the loan-in.

c) apply the same standards of care and security to loaned material as to its own collection.

d) allow visitors the same access to loaned artefacts on display as to its own collection.

e) notify the lender immediately if any artefact is damaged while in the Museum’s custody. The Museum will accept responsibility for such damage if it is proved beyond reasonable doubt that the Museum has been negligent in the care of the artefact; in such cases the Museum will bear the burden of any repairs/replacement.

f) accept liability for the artefact, at a valuation to be agreed between the Museum and the lender prior to the loan.

g) make all reasonable attempts to establish the copyright status of any artefact loaned, where applicable.

h) acknowledge the lender in any caption or exhibition brochure, unless otherwise instructed by the lender.

i) provide, on request, free-of-charge two copies of any published exhibition brochures which contain an entry referring to the loaned artefact.

j) permit the lender reasonable access to the loaned material, by prior appointment, for inspection.

k) inform the lender that the period of the loan is nearing completion by writing three months before the end of the loan period.

l) arrange collection/despatch of the artefact at the end of the loan period.

m) make all reasonable efforts to trace the lender at the end of the loan period, but reserve the right to dispose of artefacts when four months have elapsed.

n) reserve the right to remove loaned artefacts to a place of safety in case of emergencies.

o) reserve the right to terminate a loan with a minimum of three months’ written notice.

p) give the lender three months’ notice if it wishes to renew the loan.

2. The Museum will not:

a) be responsible for damage caused by Acts of God, war, hostilities, acts of terrorism, negligence by the lender or his agents or claims by third parties claiming entitlement to the artefact.

b) carry out repairs, restoration or conservation without the prior written consent of the lender.

c) allow any borrowed artefact to be operated, worn, entered into or climbed on without the lender’s/owner’s prior written consent.

d) lend on to any third party an artefact which is on loan to the Museum.

3. The lender is required to:

a) keep the Museum advised of any change in ownership of the artefact.

b) give the Museum six months’ written notice if they wish to reclaim the artefact within the loan period.

Data Protection

The Board of Trustees of the Royal Air Force Museum is registered under the Data Protection Act 1998 and will keep your personal details in accordance with this Act. By entering into this agreement you consent to the processing of your personal details by us for the sole purpose of managing the object(s) concerned.
# APPENDIX F

## Loan Form

**Tick appropriate address box:**

  - Tel: 020 8205 2266  Fax: 020 8200 1751
- Royal Air Force Museum Cosford, Shifnal, Shropshire TF11 8UP.
  - Tel: 01902 376 200  Fax: 01902 376 211
- Royal Air Force Museum Stafford, No. 6 Site, MoD Stafford, Beaconside, Stafford ST18 0AQ.
  - Tel: 01785 258 200  Fax: 01785 220 080

We recommend that you keep your copy of this form in a secure place. It would help the Museum if it could be produced in the event of any query concerning the artefact(s).

<table>
<thead>
<tr>
<th>Loan no.</th>
<th>Loan No.</th>
</tr>
</thead>
</table>

| Borrower’s name: | «Borrower_Name_Only» |
| Address: | «Borrower_Address» |
| RAF Museum Curator contact: | «Curator_Name_Only» |
| Tel no: | «Loan_Purpose» |

| Borrower contact: | «Borrower_Contact» |
| Tel: | «Borrower_Phone» |
| Loan start date: | «Start_Date» |
| Loan end date: | «End_Date» |

Borrower’s ref: **Blank**

This loan will be reviewed on «Loan_Review_Date».

**Objects on loan (Object Number - Description; Part of Object; Valuation):**

«Objects_on_Loan_part_and_value»

**Supporting material accompanying the loan:**

«Supporting_Material_Accompanying_the_Loa»

Total insurance valuation:  

*Loan agreement continues on page two*
Conditions applying to the loan:
1. «Agreement_Conditions_Full_Details»

Details of additional conditions:
«Agreement_Notes»

I agree to accept the objects described above on loan from the Royal Air Force Museum, and agree to the stated conditions.

<table>
<thead>
<tr>
<th>Name:</th>
<th>..........</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>..........</td>
</tr>
<tr>
<td>Signed:</td>
<td>..........</td>
</tr>
<tr>
<td>Date:</td>
<td>..........</td>
</tr>
</tbody>
</table>

The Royal Air Force Museum agrees to lend the objects described above on acceptance by the borrower of the stated conditions.

<table>
<thead>
<tr>
<th>Name:</th>
<th>..........</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>..........</td>
</tr>
<tr>
<td>Signed:</td>
<td>..........</td>
</tr>
<tr>
<td>Date:</td>
<td>..........</td>
</tr>
</tbody>
</table>
APPENDIX G

**Transfer of Title for Disposal/Dispersal**

Tick appropriate address box:
  - Tel: 020 8205 2266  Fax: 020 8200 1751
- Royal Air Force Museum Cosford, Shifnal, Shropshire TF11 8UP.
  - Tel: 01902 376 200   Fax: 01902 376 211
- Royal Air Force Museum Stafford, No. 6 Site, MoD Stafford, Beaconside, Stafford ST18 0AQ.
  - Tel: 01785 258 200   Fax: 01785 220 080

We recommend that you keep the pink part of this form in a secure place. It would help the Museum if it could be produced in the event of any query concerning the object(s).

<table>
<thead>
<tr>
<th>Recipient's details</th>
<th>Recipient's Agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Institution</td>
<td>Address</td>
</tr>
<tr>
<td>Address</td>
<td>Postcode</td>
</tr>
<tr>
<td>Telephone</td>
<td>Telephone</td>
</tr>
</tbody>
</table>

The Trustees of the RAF Museum are the absolute owners of the object(s) listed below and they are gifted to the recipient as an absolute and perpetual donation subject to the conditions shown below and/or attached on extra sheets. Enter Form numbers as relevant/applicable.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description of object(s)</th>
<th>Object no.</th>
<th>Entry no.</th>
<th>ToTa no.</th>
<th>Exit no.</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

File ref:

Any known hazards and handling recommendations:

**Conditions of gift:**
- The recipient accepts title to the object(s) specified above.
- The object(s) will enter the permanent collection of the receiving institution.
- The recipient will not dispose of the object(s) to raise funds; any future disposal will be in a manner consistent with this gift with equivalent conditions attached.
- Additional conditions are attached. Number of additional sheets, signed by both Museum and Recipient:

Museum signatory:
- Name………………………………
  - Signature…………………………..
  - Date…………………………

Recipient signatory:
- Name………………………………
  - Signature…………………………..
  - Date…………………………

Copyright owner:

Copyright details:

Copyright is transferred to the Recipient/Recipient Institution (delete as appropriate):
- Name………………………………
  - Signature…………………………..
  - Date…………………………

NOTES

Transfer of Title to the Recipient
The Trustees of the RAF Museum are the absolute owners of the object(s) listed overleaf and they are gifted to the recipient as an absolute and perpetual donation subject to the conditions shown and/or attached on extra sheets. The decision to donate is taken by the RAF Museum's Acquisitions and Disposals Committee.

In signing the Transfer of Title overleaf, the RAF Museum states that the object(s) being donated are, to the best of its knowledge, free from explosives and other known hazardous materials unless stated otherwise.

The RAF Museum will provide all known details of copyright pertaining to the donated objects in the allotted space overleaf and will transfer copyright by signing this section of the form where it is free to do so.

If disposal of the donated material is considered in the future, the RAF Museum should be contacted wherever possible.

Data Protection
The Board of Trustees of the Royal Air Force Museum is registered under the Data Protection Act 1998 and will keep your personal details in accordance with this Act. By entering into this agreement you consent to the processing of your personal details by us for the sole purpose of managing the object(s) concerned.