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EIFFTAIDD



Swansea University
Prifysgol Abertawe

The Egypt Centre

Documentation Procedural Manual

Name of museum: The Egypt Centre

Name of governing body: Cultural Collections Committee, Academic Services, Swansea University

Date on which this policy was approved by governing body: 03/03/2022

Approval given by: Lori Havard, Associate Director: Head of Libraries, Academic Services, Swansea University

Policy Review Procedure: The Documentation Procedural Policy will be published and reviewed at least once every five years

Date on which this policy is due for review: 03/03/2027

1. Introduction

This Documentation Procedure Manual is a requirement 2.7 (Documentation Procedures) of the Accreditation Standard and the procedures detailed within it are written in accordance with SPECTRUM 5.0 standards.

The manual is to give guidance to those responsible for the management of objects in the permanent collections to ensure the safe, secure, and effective management of the objects in the collection. It supports any training that may be given to staff, volunteers, or interns who are with the Egypt Centre and working with object management. It also serves as a document outlining the variety of tasks carried out by teams within the Egypt Centre, especially the Curator and Collections Access Manager, and it is available to any member of staff. It was compiled by Carolyn Graves-Brown (Curator) in 2004 and was last reviewed and updated in December 2021. In 2005, a section on the history of documentation at the museum was added by the Curator. The manual will be regularly updated whenever any new forms are introduced and all staff will be informed regarding any changes to procedures.

Information about the collection is currently recorded in a variety of formats:

- Digitally on the collections management system, MODES
- The Egypt Centre online catalogue (Abaset)
- Paper based records in the object files
- Day books
- Old inventory cards

2. Aims

The aim of the Documentation Policy is to ensure that the Egypt Centre fulfils its responsibilities in relation to security, management, and access of the collection. It aims to:

- Improve accountability for the collection and the management of related data
- Maintain at least minimum professional standards in documentation and seek to attain the very highest standards wherever possible
- Extend access to collection information
- Strengthen the security of the collection

The Egypt Centre is committed to maintaining at least the minimum level of collections documentation that allows it to identify and locate all items for which it is legally responsible, including loans.

3. Ethics and Legislation

Collections information will be recorded in compliance with all legal requirements, including the Data Protection Act (2018), GDPR (EU/2018), and the Freedom of Information Act (2000). Collections information will be acquired, stored, managed, and used in compliance with the Museum Association's Code of Ethics for Museums and to SPECTRUM 5.0 Standards.

4. Documentation Standards

4.1. SPECTRUM 5.0 Standards

The Egypt Centre is committed to following SPECTRUM 5.0, the UK Collections Management Standard, and to meeting the minimum standards for the SPECTRUM 5.0 primary procedures in relation to:

- Object Entry
- Object Exit
- Acquisition
- Location and Movement Control
- Cataloguing
- Loan In
- Loan Out
- Retrospective Documentation

For all new acquisitions and through programmes of retrospective cataloguing and collections auditing, the Egypt Centre aims to ensure that:

- Every object has documentary proof of legal title that also meets ethical standards
- Every object has an accurate record in the appropriate Accessions Register
- Every object has an accession number which uniquely identifies the object with that register entry
- Every object has an accession number that is labelled or otherwise marked on the object
- Every object has a robust link with all associated documentation
- Every object has an accurate and up-to-date record of location

All staff responsible for recording and documenting collections information must firstly receive the necessary training in the relevant data standards and Collections Management System (CMS), DACE, to enable accurate and consistent input and retrieval of collection information. Staff will not be granted access to the CMS if they have not received this training.

4.2. Minimum and Target Levels for Documentation

All staff responsible for recording collections information must comply with the Egypt Centre's guidelines for first and second level documentation. Objects are catalogued using MODES. The table below defines the Egypt Centre's minimum, mandatory level for documentation (Level 1) compared to its ideal, target level for documentation (Level 2). This is compared to minimum SPECTRUM 5.0 and Accreditation standards, for which it exceeds both. All objects must adhere to the Egypt Centre's minimum Level 1 documentation. For all new acquisitions and through targeted, annual programmes of more detailed documentation in specific collection areas, the Egypt Centre aims to raise the standard of collection information to its target Level 2.

Fields	Minimum requirement (level 1)	Target (level 2)	SPECTRUM Minimum	Accreditation Minimum
Object number	✓	✓	✓	✓
Mark or Label object	✓	✓	✓	✓
Current location	✓	✓	✓	✓
Simple name	✓	✓	✓	
Object description	✓	✓	✓	
Previous number(s)	✓	✓		
Number of parts	✓	✓		
Material	✓	✓		
Acquisition details	✓	✓		
Donor	✓	✓		
Dimensions		✓		
Curator's notes		✓		
Provenance		✓		
Key words		✓		
Condition report(s)		✓		
Previous owner(s)		✓		
Auction details		✓		
Object condition		✓		
Welsh label		✓		
Image		✓		
Reproduction details		✓		
Bibliography		✓		

4.3. Object Entry (including Loans In)

An Entry Form (see Appendix 1) must be completed for any object which enters the care of the museum. An Entry Form should be raised regardless of the reason for entry—e.g., gift, loan, or identification. (NB: For Loans In, the loaning body will have a loan agreement form. This is to be kept in the Entry Form file in the Egypt Centre Office). Groups of objects brought by a single donor/lender can all be listed on one form. Objects from more than one donor/lender need to have a separate form for each donor/lender.

If you are not a museum curator, remember to inform a the Curator (Carolyn Graves-Brown, Assistant Curator (Wendy Goodridge), or the Collections Access Manager (Kenneth Griffin) that an object has come in. Make sure to also record this in the diary.

Form No.

Each Entry Form should have a unique entry number. E.g., 2021.1. (starting with the year). The next number to be used can be found by referring to the Enquiry Book in the Egypt Centre Office, which needs to be filled in. If you are unsure, leave it blank and it can be filled in later. If you take a form away, remember to leave a note or a photocopy of the form in the Enquiry Book to ensure the number you have used is not used by anyone else.

Depositor/Owner

If the depositor is not the owner, please complete both the depositor/received from and owner section. Home addresses rather than work addresses should be noted, particularly as they are usually more permanent, unless the donation is from an organisation rather than the individual. It is important to try to establish and record ownership of copyright at the time of object entry. Further information about copyright can be found at www.mda.org.uk.

Nature of Enquiry

Details of deposited material should be recorded in this section. Please complete this as thoroughly as possible. Include information about the history of the object and its owners as this may be the only opportunity we have to find out about the objects from the depositor. Please write everything as clearly as possible so that all members of staff are aware of the object's significance. Please pay particular attention to the condition of the object at the point of entry, making sure the depositor checks and agrees with what you have written. If at any time in the future a depositor makes a claim against the museum regarding the condition of an object this is the only proof we have of the object's condition when it entered the care of the Egypt Centre. Continue on a second entry form if more space is needed, ensuring that you relate the two forms to each other. E.g., 1 of 2, 2 of 2.

Entry/Reason for Entry

Record reason for entry. E.g., loan/gift/identification/purchase. Complete a price for purchases and an insurance value, where known, for loans in and identifications. Fill in the agreed return date. It is extremely important to obtain written confirmation of the depositor's wishes in the event that the items are not accepted into the collection. Museums are unable to keep objects indefinitely due to limited resources. Therefore, if objects have not been collected within thirty days the objects will be disposed of.

Always consult the University's normal source of legal advice when establishing terms and conditions of a deposit, or if you are in any doubt as to the ownership or legal status of an object. Please make sure that depositors are aware of these conditions.

A signature must be obtained for all objects whether they are entering the collection permanently, as an identification or on loan. This is to ensure that the depositor agrees with everything that has been recorded. A member of the museum staff must also sign and date the form.

Action/Return of Object to Owner

A member of staff and the depositor/owner must sign this section when objects are returned.

Filing of Entry Documentation

Three copies of each entry form are needed. One form stays with the object until it has been accessioned, one form goes to the depositor, one form goes in the Entry Form file.

Entry Number Marking

All incoming objects should be placed in a bag with their entry number as an interim measure. NB: This is not an accession number. Entry numbers are a distinct sequence of

number to keep track of objects entering the museum. An accession number is only given when the object has been formally accepted into the museum collection.

4.4. Acquisition

All accessions catalogued prior to or during March 2014 were printed out from the computer catalogue and then each page signed and dated by a curator. These were then bound.

Accessions since that date are entered in the accessions register by a member of the curatorial team. We believe there is no retrospective documentation required (it is possible that less than 2% is required and these should be shown as the collection is audited).

Because of the nature of documentation prior to 1997, it was difficult to determine the acquisition status of some objects. Therefore, items which were thought to have been part of the Wellcome transfer in 1971 were catalogued as “assumed loan: Wellcome Trustees” and given the accession date of 15.2.1971. Only those items where it seemed almost certain that they had come from the Trustees, had a Wellcome slip or label, or a Wellcome number, were catalogued as “loan: Wellcome Trustees” (the items were treated as a loan although we have had an assurance that they will not be asked for by the Trustees). It could not be assumed that all items with a “W” prefix were from the Wellcome Trustees, as, for example, an old catalogue card for W1260 stated that this object came from the British Museum.

How to make an entry in your Accession Register

Accessioning is the process by which objects are formally accepted into the museum collection, following a decision made after object entry and in accordance with the collecting policy. It includes all the steps from allocating a unique accession number, making an entry in the accession register, to marking and/or labelling the object. Accession registers must be filled in using permanent ink e.g., Pilot Drawing Pens (0.1–0.8) or Pigma Micron 03 Archival Ink Pen. These are kept in the Curator’s office.

Accession Numbering

The accession number is the unique identifying number for all objects within the permanent collection. Objects can only be accessioned when they have been accepted by the Curator, Assistant Curator, or Collections Access Manager.

Accession Register

Make your new entry in the accession register. Use an archival ink pen and take care to write as clearly as possible. Complete all fields: Received from should include name and address; method of receipt e.g., gift.

Marking and Labelling

Each object must be marked and/or labelled with its accession number. This is a link between the object and the information about it. It is not a security mark in case the object is stolen. For marking and labelling procedures follow the collections trust factsheet, which can be downloaded at: <https://collectionstrust.org.uk/resource/labelling-and-marking-museum-objects-booklet/>.

The mark should be durable, safe (i.e., will not cause the object damage), and ultimately reversible. The mark should be in a place where it is easy to find but does not intrude on the aesthetics of the object. The numbers should be marked as clearly as possible and be in proportion to the size of the object. At the Egypt Centre two main methods are used:

1. Labels are printed on acid free paper using a laser printer, which are then attached to an object with Paraloid B-72 diluted with acetone. The top of the label is then sealed with the same Paraloid solution. This is particularly useful if the surface of the object is uneven or porous and requires less manual dexterity than marking objects by hand. It is not used on crumbling objects. Additionally, textiles are not marked but placed in labelled bags or boxes. Labelling and marking is done with the advice of the Council of Museums in Wales.
2. Photographic prints and paper archives are marked using a medium soft pencil using light pressure.

4.5. Location and Movement

A museum must have a policy regarding the documentation and management of information concerning location and movement control of all the objects in its care. It should include:

1. Location plans (ideally, all such areas should be allocated numbers in order to make finding items easier).
2. List of persons responsible for moving objects.
3. How movement is recorded?
 - a. How is movement recorded temporarily? E.g., location change forms.
 - b. If the change is permanent, how is it recorded? E.g., catalogue record.

Location plans of the galleries are available on the S-drive under admin. They are also in Appendices 6–7. There are currently two Egypt Centre stores: Rooms 4A and 8 in the basement of the Taliesin. Since 2020, all of the objects previously in Room 8 have now been transferred to Egypt Centre store (Room 4A), with the former now functioning as the museum's archive room.

Location Change Forms

Objects moved within the museum for a short period of time should be logged on a Location Change Form. Copies are kept in the original location. Additionally, an object condition form is filled out each time an object is moved, even if only for a short period of time (see Appendix 2). This is kept in the object file.

When an object is moved permanently it must be entered on the MODES catalogue (the main copy of the catalogue is held by the Collections Access Manager). The relevant sheet for the item is printed out, before and after movement of object, and is signed. Changes on the catalogue should only be done by curatorial staff. These catalogue sheets are then placed in the object file.

Audit Checks

These are carried out by the Collections Access Manager or by volunteers under the supervision of the Collections Access Manager. They can be carried out as part of the condition check. They consist of checking the location of the object, ensuring that it is identifiable, and briefly checking its condition. The audit check differs from the condition check in that it does not necessarily require a full condition sheet to be filled in. Instead, the date is put on the condition check field on the main MODES database. A MODES catalogue entry is printed out, signed, and dated, before being filed in the object file.

4.6. Exit Procedure (Including loans out)

If an object is being returned to its owner, the owner should sign the entry form to acknowledge receipt of their items. If an object is loaned out, a loan out form must be filled out and a copy given to the borrower. If an accessioned object is disposed of, a member of the curatorial staff must write a report giving reasons for disposal.

If a non-accessioned object is disposed of, the exit book must record why and how the item was disposed of. Those lending objects must be informed of the Egypt Centre's decision to dispose of items and time given for them to reply (thirty days). In all cases, the Exit Book must be filled in. This is kept in the main Egypt Centre office.

Items Returning to Owner

Most objects will be "exited" because they are being returned to someone who has lent us an item. In this case, the loan form needs to be signed in order to acknowledge that the item is received by its owner. Additionally, the Exit Book should be filled in and the Entry Number added.

Completing a Loan Out Form

This is for loans out. I.e., objects belonging to the Egypt Centre that are lent to outside bodies. An Exit Form must be filled in for all objects that leave the museum. See Appendix 3 for loans out form.

Each Exit Form should have a unique number. E.g., 2021.1 (exit). The next number to be used can be found by referring to the Exit Form File. If you are unsure, leave it blank and it can be completed later. If you take a form away, remember to leave a note or a photocopy of the form in the file so that the number you have used is not taken by anyone else.

Name of Borrower

Please complete the details of the person who is removing the object and the person who is receiving it. Addresses will usually be business rather than home. Often the remover and receiver will be the same person.

Accession Number, Insurance Value, etc.

Accession numbers and descriptions should be recorded to ensure that all parties are clear as to which objects are being loaned. It is extremely important that conditions are noted in the event that any dispute arises when the object is returned. Please also note the reason for exit, insurance value, and whether the object is to be returned.

Disposal

Please note that the Egypt Centre has a strong presumption against disposal of accessioned items (see Forward Plan 2022). For accessioned items, the Curator, Assistant Curator, or Collections Access Manager will write a report on why and how the object was disposed of. This will then be put in the object file. The report will include a description of the object, its value, any witnesses to disposal, etc.

For non-accessioned items, an attempt must be made to contact the lender. This should be recorded in the Exit Book and/or in the daybook or letters out file.

5. History of Documentation

The Situation Prior to 1997

The collection has been partially catalogued on a number of occasions. There is a card index, but, unfortunately, parts of this are missing. Individual objects were sometimes given two or more numbers. In addition, a number of objects were not labelled, thus making it difficult to match objects to numbers. The subject indexes were not complete and entry and exit records seem to be lacking. An attempt had been made prior to 1997 to catalogue the collection using the MODES cataloguing system. As this simply involved inputting information from the old card system, it was not satisfactory.

The Situation After 1997

In August 1997, with the appointment of the first Curator, an attempt was made to re-catalogue the collection. This was done with the advice of other museums and Egyptologists. Cataloguing was done using MODES Plus and later MODES for windows. In 1997, it was estimated that there were around 2000 artefacts in the Centre. However, currently, there are 5837 catalogued objects.

Prior to the immediate setting up of the Egypt Centre display, which took place in the months between August 1997 and May 1998 and was undertaken by the Curator and volunteers, it was necessary to catalogue many items quickly. Items had been placed for research in a room in the Classics Department, which not only subjected them to light damage but other environmental and security hazards. They had thus moved out ASAP. Volunteers were co-opted to help in the cataloguing process. Mr. V. A. Donohue, a researcher, had catalogued some of the items and at this stage (c. October 1997) so it was decided to copy his catalogue onto MODES without checking against the objects (these were later checked and changes made where necessary). Those objects that were catalogued in this way had the field recorder cataloguer: Donohue, A. This was later changed when the items themselves were checked. It was also discovered that some of the old documentation and even some objects had been removed from the museum by the researcher. They were brought back to the Centre piecemeal. The result is that the catalogue, although better than the previous ones, was not perfect. In 2002, an audit of the cataloguing system was carried out by the University Finance Department. This proved satisfactory in that all objects that the Department tested were located.

The Numbering System

If the item already had a number clearly identified with it, this was retained. Prior to 1997, it seems that most objects with “W” numbers belonged to the Wellcome collection. “C” stood for a coin, “GR” for a classical items, “I. Gibbs” meant these came from the Gibbs collection. “LIH” meant these items came from Ivor Hutchins. The Curator has been unable to trace him, though has been told that these items originally came as a donation.

Where “W” or other numbers had been given to objects by previous cataloguers but the objects could not be specifically identified, they were retained in the cataloguing system in the hope that at a future date information may come to light regarding them. Objects, which could not be matched to previous “W” or other numbers, were given new “EC” numbers. Where objects had clearly already been given two or more “W” or other numbers, the lowest “W” number was retained. Other “W” numbers were recorded in the “Previous Number” field. Finally, if objects which were given “EC” numbers subsequently could be matched with “W” numbers, the “EC” number was put in “Previous Number” field. Thus, the old numbering system was retained where possible and some “W” numbered items do not have objects allocated to them.

Items from Armant were labelled “AR”. It is possible that these did not come though the Wellcome Collection but rather were from the Petrie collection (when the Wellcome material came from the Petrie Museum in 1971, it is possible that other items were mixed in the group which belonged to the Petrie Museum rather than the Wellcome Collection).

Items taken on loan after 2014 were given an “L” number.

Identification of Objects

Since April 1999, all items have been identifiable by an individual record number. There is a brief description, location, measurements, etc., of the object in the MODES catalogue. Indexes are in the process of being completed on the computer. They include donor’s name, date of accession, location, conservation records, provenance, dates and periods to which the objects belong, material of which objects are manufactured, photography numbers, etc. Additionally, there has been a programme of systematically photographing the collection. Photographs of items within the collection are being digitised and added to the computer catalogue. This involves scanning the images or slides and saving them on the S-drive, which is backed up externally.

Objects may also be identified by the numbers physically attached to or written on them. Objects are in the process of being marked when their correct number has been identified. Accession numbers are written on objects in an area which would not interfere with their aesthetic appreciation for display (see Section 4.4).

The academic descriptions of the objects are important, but not as vital as the location, donor, descriptions, etc. Retrieval of this information began once the initial documentation was complete. The process of acquiring information on the objects is infinite. The catalogue will, therefore, be added to as information is received. However, there are notable gaps in the information available. For most of the items the provenance is unknown. The flint work and textiles, for example, will need research so that they can be adequately catalogued.

The Computer Catalogue

At least one copy of the computer catalogue is held off the Museum premises for security purposes, on the University's infrastructure. Previous copies of the catalogue are held on the University server at: Egypt Centre/ADMIN/Documentation/ACCESSION registers. This is largely for audit purposes. The most up to date copy of the catalogue is held on the C-drive computer in the office of the Collections Access Manager, with weekly backups being made and added to the S-drive. In May 2002, a complete printout of the catalogue was requested by the Management Committee to be given to the Secretary of the Management Committee (later held by the finance department of Swansea University) to be used for audit purposes. This was produced and handed over. A copy called "catalogue" (dated April 2002) is on the University S-drive, as noted above.

Identification of Donors and Lenders

It seems that a number of items are on long-term loan. The Curator has written to all individuals who have loaned items in order to change these to fixed-term loans (prior to 2000). It transpires that some items were never loans but donations, and other lenders have reclaimed their objects.

Unfortunately, it may now be impossible to trace donors and provenances for some of the items. However, over 99% of objects are attributable to donors/lenders. This is an improvement on 1997 where the Curator estimates that only 85% were attributable to specific donors.

Appendix 1: Entry/Enquiry Form

Egypt Centre Entry/Enquiry Sheet	Entry/Enquiry Number:
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Name of **depositor**

Address of depositor

.....

Telephone Number.....

Name of **owner** of object (if different from above).....

Address of owner.....

.....

Telephone Number.....

NATURE OF ENQUIRY

For objects note any damage and where and when the object was found, names of any people who previously owned it, etc. (continue on a second entry sheet if necessary).

.....

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.....

.....

.....

REASON FOR ENTRY

The above item has been passed to the Egypt Centre for:

loan - I offer to loan the object(s) above to the museum formonths.

identification – I leave the above object(s) to the museum and will collect this/these no later than 4 weeks from today.

donation – I offer to donate the object(s) listed above to the museum.

sale – I offer to sell the above object(s) to the museum as a price of £.....

Purchase price and/or insurance value of object if known £.....

Signature of lender/enquirer.....

Signature (Egypt Centre) Date item deposited.....

DONATIONS/SALES (tick where appropriate)

I, **the owner**, confirm that I have undisputed title to the object listed above, with the full power to dispose of the object as I wish. I have read and understood the Conditions of Deposit (separate sheet).

I, **the depositor**, am acting on behalf of the owner. I confirm that the owner authorises me to act on their behalf and that the owner has undisputed title to the object(s) and the power to dispose of it/them as they wish. I have read and understood the Conditions of Deposit (separate sheet).

The title of the object(s) listed above item subject to the conditions overleaf, is hereby transferred to the museum

Signed (owner/depositor):

Date:

RETURN OF OBJECT TO OWNER

I, the depositor/owner, acknowledge return of the object(s) described above in satisfactory condition.

Date of actual return

Signature of lender on return

Signature for Egypt Centre on return

.....
Print name

.....
Print name

CONDITIONS OF DEPOSIT

General

The museum will take the same care and precautions for the protection of items loaned or donated, whilst they are in its custody, as it does for those in the permanent collections. Except in the case of negligence, the museum does not accept liability for loss of, or damage to, or deterioration in, the item(s) described overleaf.

When item(s) are left at the museum one part of the form will be given to the depositor as a receipt.

Enquiries and identifications

Museum staff cannot accept responsibility for any opinion that may be expressed on items submitted for examination. Museum staff are not authorised to give valuations or assist in disposal of private property.

It is the depositor's responsibility to collect item(s) described overleaf and left for identification within 4 weeks of deposition. In the event of the item(s) not being collected within that period, the museum reserves the right to dispose of the item as it thinks fit after a period of 3 months from the date of the form.

Donations

The museum has a collecting policy limiting those items which it may acquire. Not all offers of loans, donations, or sales can be taken up. If the museum does not accept an offer, the owner will be advised in writing. In the event of items not being collected within 4 months of the date of this form, the museum reserves the right to dispose of the item(s) as it thinks fit.

In the case of acceptance of item described overleaf as a donation or for sale, the owner transfers to the museum all rights to the item, together with any rights of copyright or reproduction.

This form acts as a first receipt for material offered on loan; if accepted, loan items will be subject to a separate loan agreement and donations will be acknowledged by letter.

Special Conditions

If special conditions, additional to the above, are agreed between the museum and owner, these should be recorded on a separate sheet to which the owner and an authorised museum representative must both be signatories.

Museum File

Depositor/Owner Receipt

Museum (to accompany object(s))

Appendix 2: Object Condition Report

		Egypt Centre Object Condition Report		 Swansea University Prifysgol Abertawe	
Object number:				Location:	
Examiner:				Date:	
Packing materials:				Date of last report:	
Changes since last report:					
Reason for report:		<input type="checkbox"/> Accession <input type="checkbox"/> Loan <input type="checkbox"/> Inventory <input type="checkbox"/> Handing session <input type="checkbox"/> Audit <input type="checkbox"/> Other:			
Object name:					
Brief description of object:					
Materials:					
Stickers or previous numbers present					
Measurements:		<i>Height:</i>		<i>Width:</i>	
		<i>Circumference:</i>		<i>Length:</i>	
		<i>Diameter:</i>		<i>Depth:</i>	
Number of parts (add details):		One			
Object condition:		<input type="checkbox"/> Very poor (Very unstable and weak condition) <input type="checkbox"/> Poor (Unstable and damaged) <input type="checkbox"/> Fair (Some minor damage but largely stable condition) <input type="checkbox"/> Good (In stable condition, but some signs of usage or age) <input type="checkbox"/> Excellent (As if newly produced)			
Details of damage:		Major structural damage: <input type="checkbox"/> Major tear(s) <input type="checkbox"/> Large hole(s) <input type="checkbox"/> Severe damage <input type="checkbox"/> Other		Surface damage: <input type="checkbox"/> Flaking or lifting of paint <input type="checkbox"/> Surface losses <input type="checkbox"/> Dented or chipped <input type="checkbox"/> Other	
		Minor structural damage: <input type="checkbox"/> Crack(s) <input type="checkbox"/> Small tear(s) <input type="checkbox"/> Small hole(s) <input type="checkbox"/> Dent(s) <input type="checkbox"/> Loose element(s) <input type="checkbox"/> Other		Disfigurement: <input type="checkbox"/> Scratch(es) <input type="checkbox"/> Stain(s) <input type="checkbox"/> Abrasion(s) <input type="checkbox"/> Discolouration(s) <input type="checkbox"/> Other	

	<i>Chemical damage:</i> <input type="checkbox"/> Crumbling <input type="checkbox"/> Friable <input type="checkbox"/> Grease <input type="checkbox"/> Corrosion <input type="checkbox"/> Other	<i>Accretions:</i> <input type="checkbox"/> Dirt <input type="checkbox"/> Salt <input type="checkbox"/> Dust <input type="checkbox"/> Other	
	<i>Biological damage:</i> <input type="checkbox"/> Insect <input type="checkbox"/> Rodent <input type="checkbox"/> Mould <input type="checkbox"/> Other	<i>Repairs:</i> <input type="checkbox"/> Adhesive <input type="checkbox"/> Tape <input type="checkbox"/> Other	
Specific conditions: <i>(please number accompanying photo(s) if appropriate to indicate area of damage)</i>	The coffin clamp is in a stable condition		
Recommendations for conservation of object:	<input type="checkbox"/> Priority action required <input type="checkbox"/> Action required but not a priority <input type="checkbox"/> Monitor <input type="checkbox"/> No action required		
Recommendations for handling session:	<input type="checkbox"/> Suitable for safe handling <input type="checkbox"/> Not suitable for safe handling <input type="checkbox"/> Suitable for viewing only		
Handling requirements:			
Signature:		Date:	

Please attach additional pages of images with any necessary annotations indicating any areas of concern

Appendix 3: Loans Out Form

Egypt Centre Loans Out

The Egypt Centre
Swansea University
Singleton Park
Swansea University
Swansea, SA2 8PP

Loan Reference

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Borrower's Loan Coordinator:
Organisation: Address:
Telephone:
Email:

Borrower's Venue:
Exhibition:
Dates:
Delivery Date:
Return Date:
Fees (if any): £

Special Requirements:

The above named Borrower accepts the loan of objects listed overleaf upon the terms and conditions set out overleaf.

Signed by and on behalf of the Borrower:
Official Title:
Date:

Signed by and on behalf of the Egypt Centre:
Official title:
Date:

Object(s)	Accession Number	Photograph Number	Insurance Valuation

Terms and Conditions of Loan of Egypt Centre Objects

The Egypt Centre is happy to loan objects and recognises that loans can be considered part of its work. However, it also needs to safeguard the object, the credibility of the Egypt Centre, and take into account financial and resource implications of outgoing loans. Therefore, the following conditions will apply to outgoing loans:

- Object(s) must be insured by the borrower while at loan destination and in transit.
- Items will only be loaned to institutions with similar aims to the Egypt Centre.
- If Egypt Centre objects are to be displayed by other institutions, they must be labelled with the words "On loan from The Egypt Centre, Swansea University".
- The Egypt Centre is to photograph the object(s) before being loaned out.
- The Egypt Centre retains copyright for any images of the object(s)
- Loans will be for a specific period of time not to exceed one year.
- The Borrower agrees to return the object(s) in the same state of repair and condition as that in which they were received.
- The Borrower shall not carry out any restoration, cleaning conservation, or other work to the object(s) unless directed to do so by the Egypt Centre.
- The Borrower may not loan out object(s) to a third party.

Appendix 4: Standard Facilities Report

Egypt Centre, Swansea University

Singleton Park, Swansea, SA2 8PP

01792 295960

STANDARD FACILITIES REPORT

The form is intended for use in all kinds of museums and galleries, irrespective of type of collection or size. For this reason, not all questions will be relevant to every borrower. Please complete the form as fully and as accurately as possible, adding any other information which you feel may be relevant. Please return the form as quickly as possible and retain a copy for future use.

Loan Reference:
Egypt Centre Loan Co-ordinator:
E-mail:

Loan Venue
Address
Contact
Position
Telephone
Email
Purpose of Loan/Title of Exhibition
Dates at this Venue
Date Form Completed

BUILDING

Are your premises purpose-built galleries/museums/other? (if other, give details)?								
When were your premises completed?								
What type of building materials are used in the construction of the building	Brick	Concrete	Glass	Safety Glass	Steel	Stone	Wood	Other (please provide details)
Exterior Walls								
Interior Walls								
Ceilings								
Structural Supports								
Do you have any construction or refurbishment work in progress or planned within the next 3 years. If YES please give details	YES/NO							
Have your premises ever been independently security audited? If YES, give details (by whom, date, etc.).	YES/NO							
Does your institution have a procedure in place to deal with emergencies? (e.g. a disaster plan) If YES please give date	YES/NO							
In the event of an emergency who would be authorised to remove items from danger?								
Is smoking permitted anywhere in the building? If YES, please state where and how this is controlled	YES/NO							
Do you make routine inspections for rodent, insect, and micro-organism problems? If YES, please supply brief details	YES/NO							

EXHIBITION AREAS

When was the proposed loan venue opened or last refurbished?	
What methods are used to secure loans to walls, partitions, plinths etc.?	
How do you regulate the number of visitors in exhibition areas?	
Is the consumption of food or drink ever permitted, and are events (concerts, receptions, dance etc.) ever permitted in exhibition areas?	YES/NO
Do you use barriers or other methods of physical protection for material on display? If Yes, please supply details	YES/NO
How is the exhibition area routinely managed during an exhibition with regard to: <ul style="list-style-type: none"> • lamp replacement • cleaning of floors & display cases • cleaning of items on open displays etc. • checking of equipment 	

ENVIRONMENTAL CONDITIONS

Temperature and Humidity

Do you monitor temperature and relative humidity on a regular basis:	
In the exhibition area?	YES/NO
In display cases?	YES/NO
If Yes, please supply details	
What ranges of temperature and relative humidity are maintained over the year?	
How is temperature and relative humidity controlled in the exhibition area?	
How is temperature and relative humidity controlled in display cases?	
Are these control methods in operation 24 hours per day?	
Do you maintain the same environmental conditions in your storage, unpacking or packing areas as are maintained in exhibition areas?	YES/NO
Do you have the means of controlling atmospheric pollutants (e.g. dust filters)? If YES, please supply details of method used	YES/NO

Lighting

How are exhibition areas lit overall?	
What type of light is used to illuminate individual loans in exhibition areas?	
And inside display cases?	
Do you monitor light on a regular basis throughout exhibition periods?	YES/NO
Do you monitor light on a regular basis when installing and dismantling exhibitions?	YES/NO
What range of visible and UV light can be maintained in exhibition areas?	
Are you able to limit the levels of visible and UV light falling on sensitive objects?	
How many hours per week will the items be exposed to light? (include hours when closed to the public)	
How do you control daylight?	
Please supply construction details of display cases to be used (construction materials, display materials, types of seal etc.)	

ACCESS

Are there any restrictions to vehicle access to your premises (low archways, tight corners, size/weight restrictions etc.)? If YES, please supply details	YES/NO
Do you have a covered loading bay? If NO, where do you take delivery of loans?	YES/NO
Do you have a goods lift? If YES, what are its interior dimensions/load capacity? If NO, how do you move loans between differing floor levels?	YES/NO
What is the maximum size of object/packing case that can be brought into the exhibition space by the normal route?	

SECURITY

Has your building/exhibition space been assessed by the UK Museums and Galleries Security Advisor? If NO, who else has advised?	YES/NO
Is there as 24 hour human security presence in the building? If NO, how is security managed out of hours, and who provides it?	YES/NO
Are security staff directly employed by your organisation? How many are on duty? a) in the building b) in the exhibition area	YES/NO
If alarms are in use, where do they sound? a) During public hours b) Out of hours	
What is the response time to an alarm activation? a) When the building is open to the public b) At other times, especially at night.	
Do you have close circuit television? If YES, please give details of coverage, monitoring procedures, and recording methods.	
How are the display cases secured against unauthorised entry? Please supply details of locks or other security devices to be used in the Display Cases section.	
Do you have barriers or other methods of physical protection for material on open display? If YES, please describe.	

DISPLAY CASES (Please complete a CASE DATA SHEET for each display case needed)

What type of glazing is used in your display cases?	
How are the cases accessed?	
How many locks per opening?	
How are the cases fixed to the floor/wall?	
Are wall cases fixed to a structural wall? If NO, to what are they fixed?	YES/NO

HANDLING

Who carries out the packing/handling of loans?	
What training etc. have they received?	
Where do you unpack/repack loans prior to and after display?	
Where are cases, packing materials etc. stored?	
Who is responsible for completing incoming/outgoing condition reports?	
Are regular checks made for dust and damage? If YES, by whom and how often?	YES/NO

Packing and Transport

Outwards

Dispatched from	Dispatched to	Name of Carrier	Packing provided by
			Museum Borrower Other

Return

Dispatched from	Dispatched to	Name of Carrier	Packing provided by
			Museum Borrower Other

Insurance

The cost of insuring the object(s) will be met as specified as follows:

Carried by the Museum, and recharged to the borrower in £ sterling	
Carried by the Borrower	
Waived by the Museum	
Other requirements:	
The name and address of the insurer:	

Acknowledgment

The credit for use on exhibit label and in any catalogue will be

The Egypt Centre, Swansea University

Costs

The costs of the loan will be met as follows:

	Museum	Borrower	Other (specify)	Estimated cost £
Photography				
Fee				
Packing				
Transport				
Courier				
Other (specify)				

Signed: _____
Name: _____
Position: _____
Date: _____

When returning this facilities form please include: (Tick as appropriate)

- Floor plans of each of the exhibition spaces to be used clearly indicating each separate space.
- Copies of RH/temp traces for exhibition spaces/areas in which you propose to display loans taken over a period of the previous year equivalent to that of the loan period.
- Case data sheet for each case.
- Any other information you feel might be helpful.

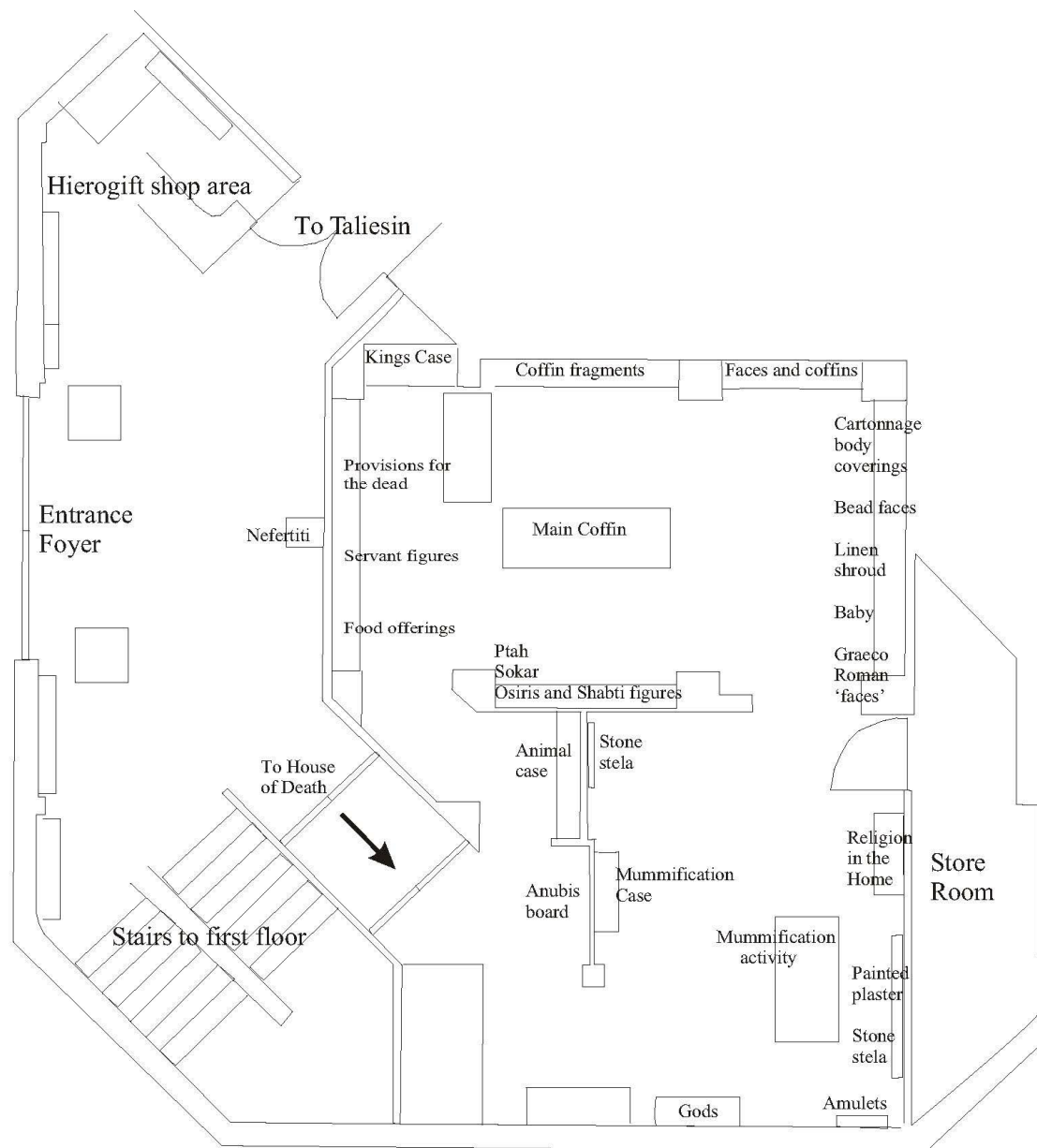
Appendix 5: Case Data Sheet

CASE DATA SHEET

(One for each display case. Please make further copies if necessary)

Case Number	
Type	Free standing Wall case Table case <i>Please delete as necessary</i> Other (please describe)
<p>Dimensions in mm</p> <p>External</p> <p>Internal (of the section containing objects only)</p>	<p>Length</p> <p>Depth</p> <p>Height (inc. Plinth)</p> <p>Length</p> <p>Depth</p> <p>Height</p> <p>Door(s) width x height</p>
Details of objects from your own or other collections sharing this case with those from the Egypt Centre	
<p>Please indicate by accession numbers how each Egypt Centre object is to be displayed</p> <p>Please enclose a sketch or drawing showing the position of a objects, supports, internal panels, and labels</p>	<p>Flat on base of case</p> <p>Flat on plinth</p> <p>On a slope(please state approx angle)</p> <p>Vertical</p> <p>Other (please describe)</p>
Please give details of any lamps or lighting	<p>Type of lamp</p> <p>Number</p> <p>Voltage/Wattage</p> <p>Position relative to case</p> <p>Distance from the objects</p>
Please give details of case alarms	
<p>Can this case be climate controlled?</p> <p>If Yes, how is this achieved?</p> <p>Can maintenance be carried out without opening the case?</p>	<p>Yes/No TEMP / HUMIDITY / LIGHT</p> <p>Yes/No</p>

Appendix 6: Ground Floor Plan

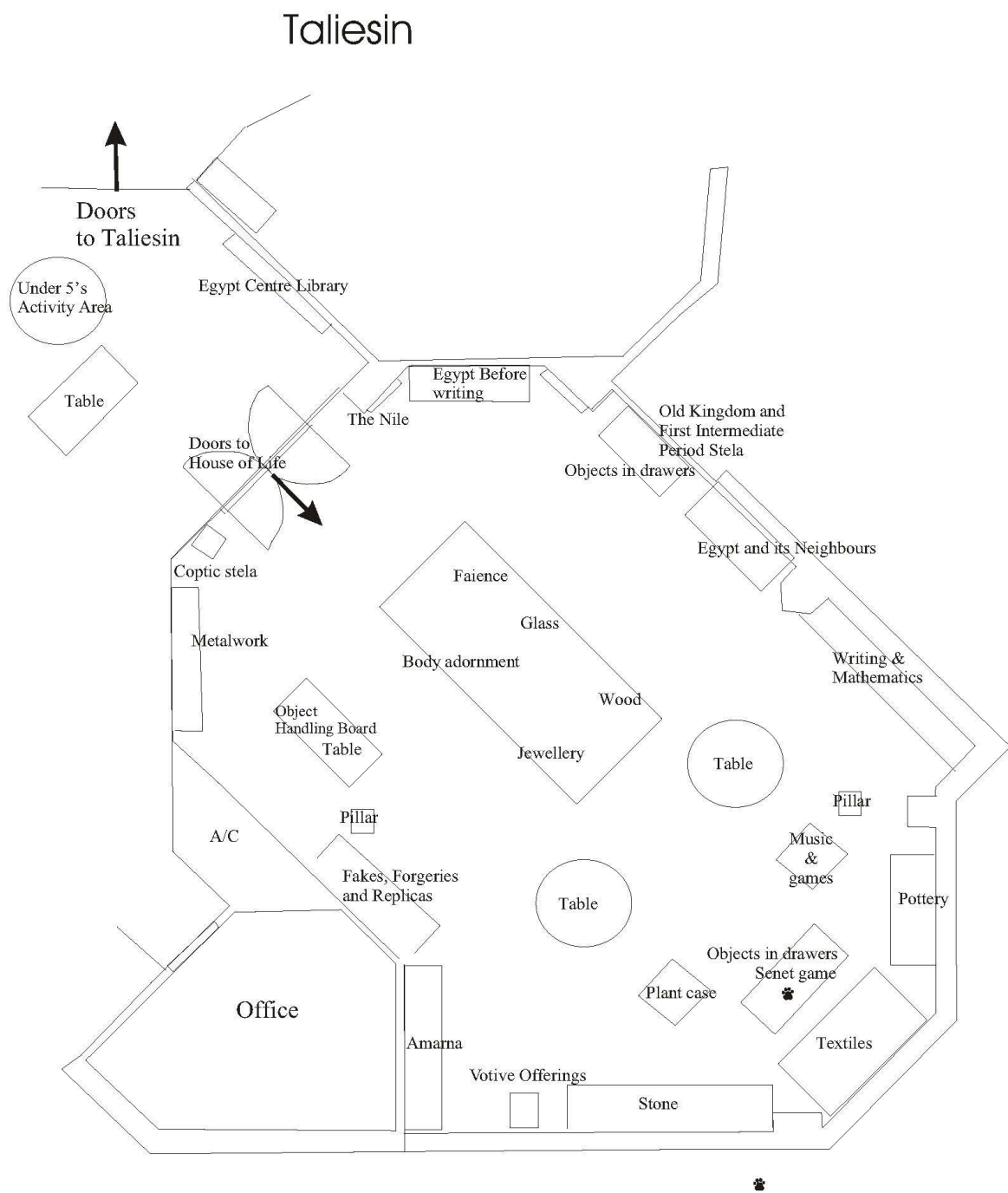


Egypt Centre Ground floor plan



Hands-on activities

Appendix 7: First Floor Plan



Egypt Centre First floor plan