



Combe Mill

Museum Terminology

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Museum Details

Name of museum	Combe Mill
Name of governing body	Combe Mill Society
Approved by governing body on:	xx March 2010
Policy is due for review by:	31 August 2010

Nomenclature

This section sets out the terms and abbreviations we will use in this procedure

Term	Explanation
Accession Register	A bound paper record of all objects which are, or have been, part of the organisations <i>permanent collections</i>
Education handling collections	Collections intended for demonstration or handling, which have not been accessioned and are not part of the <i>permanent collections</i> .
Entry Form	A form used to log the entry of every <i>object</i> left in the care of a museum
Exit Form	A form used to log any <i>object</i> from the <i>permanent collections</i> which leave the organisations premises.
Labelling	Affixing number labels to <i>objects</i>
Marking	Affixing a number to an <i>object</i> in such a way as to prevent accidental removal of the mark but to allow reversibility.
Numbering	Assigning a unique number to an <i>object</i> and its separable parts.
Object	An item which forms part of an organisations collections; permanent (recorded in the accessions register); support; temporary (eg. a loan); or those used for educational handling.
Permanent collections	Formally accessioned <i>objects</i> acquired by an organisation in accordance with a written acquisition policy.
Support collections	Collections which have not been accessioned and are not

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	part of the <i>permanent collections</i> . Support collections may include photographs taken for record purposes, or <i>objects</i> acquired to supplement an exhibition.