

Appendix 8 – Glossary

Term	Definition / context / description
Accession number	<p>Unique number assigned to every item in the collection. This number is often marked directly on the object meaning it can be easily identified and associated with digital and manual records. Each number contains a 5-letter prefix “MDA” code unique to Aberdeen City Council and has been applied to all items in the collection since its introduction in the late 1960s by the (then) Museums Documentation Association (now Collections Trust). Registered MDA codes for ACC collections are:</p> <p>ABDAG (Aberdeen Art Gallery) – no longer used for new acquisitions</p> <p>ABDMS (Aberdeen Museums) – primary code used</p>
Accession register	<p>The permanent record of all objects which are, or have been, part of the permanent collections.</p>
Collections	<p>Any item entered in the Accession Registers of (the) Museums and Gallery, whether as gift, or purchase, together with any item not entered in the Accession Registers, but in the possession of (the) Museums and Gallery at (a specified date), which was donated or purchased with the intention that it should become part of the Collections.</p>
Collections management database	<p>Digital relational database containing any information available to assist in the management of the collection including means to identify said item wherever possible, record of provenance / ownership and current and past storage or display locations</p>
Collections Development Policy	<p>Sets out the principles, standards and legislation for responsible and ethical acquisition (and disposal) of collections.</p>
Deaccession	<p>Remove from the collection, through a rigorous process following industry guidelines, with appropriate approvals</p> <p>An item may remain in the ownership of ACC, but put to other purposes such as use in education where it is expected to deteriorate until disposal</p> <p>A record of the item is retained in perpetuity.</p>
Disposal	<p>By transfer to another accredited museum, gift, sale, or as a last resort - destruction</p>
Documentation	<p>Process where details relating to the history, donor, insurance valuation, transfer of legal title, acquisition method and physical description of the object is recorded manually and (since the late 1980s/early 1990s) digitally</p>

Term	Definition / context / description
Historic loss	Items recorded as missing prior to the development of the digital database records
Museums & Gallery	The Museums and Gallery is defined as those premises, staff and collections of Fine Art, Decorative Art, Maritime History, Science, Technology and Industry, Archaeology, Numismatics and Social History which may from time to time be under the control of the Service manager - archives, gallery and museums
Review and rationalisation	<p>Collection reviews are focussed research projects to give officers a clearer understanding of the scope of the collection, its documentation, storage and conservation needs, and recommend ways to develop that collection further.</p> <p>This may include public consultation, acquisition, disposal, documentation or storage improvements, curatorial research, exhibition or engagement, and conservation</p>
Reconciled	The digital record now reflects the status of the item. Specific details recorded within the spreadsheet
Resolved	Item only exists when the artist creates the piece for display; the right to re-create and display the item(s) are held by the collection
Transfer	Legal transfer of title / ownership to a new owner (such as a donor transferring title to ACC as part of acquisition, or ACC to another organisation as part of disposal)