
Postgraduate Certificate in Museum Transportation Logistics

Inventory Control and Storage

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Inventory control and storage are essential components of museum transportation logistics, ensuring that collections are properly managed, preserved, and accessible for exhibition or research purposes. This glossary provides a comprehensive overview of key terms related to inventory control and storage in the context of museum operations.

1. Accession Number

- **Definition:** An accession number is a unique identifier assigned to each object or group of objects entering a museum's collection. This number helps track the provenance, history, and location of items within the inventory.
- **Related Terms:** Cataloging, Provenance, Collection Management
- **Example:** The accession number 12345 was assigned to a rare artifact donated to the museum last month.

2. Barcode

- **Definition:** A barcode is a visual representation of data encoded in a machine-readable format, typically used for inventory tracking and management. Barcodes are scanned using specialized equipment to access information about museum objects.
- **Related Terms:** RFID, Inventory Management, Scanning Technology
- **Example:** The barcode on the artifact's label allows museum staff to quickly identify and locate the object in storage.

3. Climate-Controlled Storage

- **Definition:** Climate-controlled storage refers to facilities equipped with temperature and humidity regulation systems to maintain optimal conditions for preserving sensitive museum collections. This helps prevent damage from environmental fluctuations.
- **Related Terms:** Preservation, Conservation, Environmental Monitoring
- **Example:** The museum stores delicate textiles in a climate-controlled vault to protect them from deterioration.

4. Collection Management System

- **Definition:** A collection management system (CMS) is a software platform used by museums to catalog, track, and manage inventory data. CMSs facilitate efficient organization and retrieval of information related to museum collections.
- **Related Terms:** Database, Digital Asset Management, Cataloging

- **Example:** The museum recently implemented a new collection management system to streamline inventory control and storage processes.

5. Condition Report

- **Definition:** A condition report is a detailed assessment of an object's physical state, documenting any damage, deterioration, or changes over time. Condition reports are crucial for monitoring the preservation of museum collections.
- **Related Terms:** Conservation, Documentation, Object Handling
- **Example:** The conservator conducted a thorough condition report on the painting before it was transported for exhibition.

6. Deaccessioning

- **Definition:** Deaccessioning is the process of removing objects from a museum's collection, typically through sale, exchange, or disposal. This decision is made based on curatorial considerations, relevance, or ethical concerns.
- **Related Terms:** Repatriation, Ethics, Collection Development
- **Example:** The museum's board of trustees approved the deaccessioning of several artifacts to focus on a more cohesive collection theme.

7. Hazardous Materials Storage

- **Definition:** Hazardous materials storage refers to designated areas within a museum facility for safely storing objects or substances that pose health or environmental risks. Proper protocols and safeguards are essential for managing hazardous materials.
- **Related Terms:** Safety Regulations, Chemical Handling, Emergency Preparedness
- **Example:** The museum's conservation lab has a separate storage area for hazardous chemicals used in the treatment of artifacts.

8. Object Handling Guidelines

- **Definition:** Object handling guidelines are established protocols for safely moving, transporting, and storing museum objects. These guidelines ensure the preservation and integrity of collections during handling activities.
- **Related Terms:** Collections Care, Risk Management, Training
- **Example:** Museum staff must follow strict object handling guidelines when preparing artifacts for loan to external institutions.

9. Packing Materials

- **Definition:** Packing materials are supplies used to protect museum objects during transportation, storage, or exhibition. Common packing materials include archival tissue, foam padding, and custom crates designed for specific objects.
- **Related Terms:** Packing List, Cushioning, Storage Containers
- **Example:** The museum's registrar ordered specialized packing materials for the upcoming loan of

fragile ceramics to a temporary exhibition.

10. Pest Management

- **Definition:** Pest management involves strategies for preventing, monitoring, and controlling infestations of insects, rodents, or other pests that can damage museum collections. Regular monitoring and treatment are essential for maintaining a pest-free environment.
- **Related Terms:** Integrated Pest Management (IPM), Monitoring Devices, Preventive Conservation
- **Example:** The museum's facilities team conducts monthly inspections for signs of pest activity in storage areas.

11. Provenance Research

- **Definition:** Provenance research is the investigation of an object's ownership history, documenting its origins, previous owners, and exhibition history. This research helps establish authenticity, legality, and cultural significance of museum objects.
- **Related Terms:** Due Diligence, Authentication, Repatriation
- **Example:** The curator conducted extensive provenance research on a painting to confirm its attribution to a renowned artist.

12. Remote Storage Facility

- **Definition:** A remote storage facility is an off-site location used by museums to store overflow collections, archival materials, or objects not currently on display. Remote storage provides additional space while maintaining proper environmental conditions.
- **Related Terms:** Off-Site Storage, Access Protocols, Retrieval Requests
- **Example:** The museum's remote storage facility houses rare books and manuscripts from the library's special collections.

13. Restricted Access Area

- **Definition:** A restricted access area is a secure section of a museum facility where limited entry is allowed to authorized personnel only. Restricted access areas may contain sensitive objects, valuable collections, or hazardous materials.
- **Related Terms:** Security Protocols, Key Control, Surveillance
- **Example:** Only trained conservators have access to the restricted area where the museum's most valuable artworks are stored.

14. Storage Environment Monitoring

- **Definition:** Storage environment monitoring involves tracking and analyzing temperature, humidity, light levels, and other environmental factors in storage areas to ensure optimal conditions for preserving museum collections. Monitoring equipment alerts staff to fluctuations that could harm objects.
- **Related Terms:** Data Logging, Preservation Standards, Conservation Guidelines
- **Example:** The museum's registrar uses data loggers to monitor temperature and humidity levels in the textile storage room.

15. Tracking System

- **Definition:** A tracking system is a software or hardware solution used to monitor the movement, location, and status of museum objects throughout the collection management process. Tracking systems help streamline inventory control and storage operations.
- **Related Terms:** RFID, Barcoding, Inventory Management
- **Example:** The museum's tracking system allows staff to quickly locate objects for exhibition loans or research requests.

16. Vulnerability Assessment

- **Definition:** A vulnerability assessment is an evaluation of risks and threats to museum collections, storage facilities, or transportation processes. Identifying vulnerabilities allows museums to implement security measures and disaster preparedness plans.
- **Related Terms:** Risk Management, Emergency Response, Security Protocols
- **Example:** The museum conducted a vulnerability assessment to address potential risks to its historic building and valuable collections.

This glossary provides a comprehensive overview of key terms related to inventory control and storage in the context of museum transportation logistics. Understanding these terms is essential for museum professionals involved in managing collections, preserving objects, and ensuring efficient operations within museum facilities.