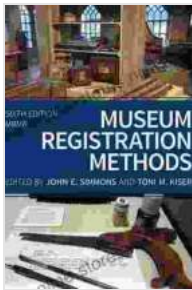


# Museum Registration Methods: AAML Standards and Best Practices

Museum registration is the process of recording and tracking the objects in a museum's collection. It is a critical function that ensures the proper care and management of these objects, and it plays a vital role in the museum's ability to fulfill its mission of preserving and interpreting cultural heritage.



## Museum Registration Methods (American Alliance of Museums) by John E. Simmons

★★★★☆ 4.7 out of 5

Language : English  
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The American Alliance of Museums (AAML) has developed a set of standards and best practices for museum registration. These standards are designed to help museums develop and implement effective registration systems that meet the needs of their collections and their users.

## AAML Registration Standards

The AAML Registration Standards are a set of minimum requirements that all museums should meet in order to ensure the proper registration of their collections. These standards cover a wide range of topics, including:

- Accessioning and deaccessioning procedures
- Object identification and description
- Collection management
- Access to and use of collection data

The AAML Registration Standards are based on the following principles:

- **Accuracy:** Registration data should be accurate and complete.
- **Consistency:** Registration data should be recorded in a consistent manner.
- **Transparency:** Registration data should be accessible to authorized users.
- **Integrity:** Registration data should be protected from unauthorized access and modification.

## Accessioning

Accessioning is the process of adding an object to a museum's collection. The accessioning process typically involves the following steps:

1. **Identification:** The object is identified and its provenance is documented.
2. **Description:** The object is described in detail, including its physical characteristics, condition, and any other relevant information.
3. **Valuation:** The object is valued for insurance purposes.

4. **Assignment of an accession number:** The object is assigned a unique accession number that will identify it throughout its time in the museum's collection.

The accessioning process is critical for ensuring the proper care and management of museum objects. It provides a record of the object's provenance and condition, and it helps the museum to track the object throughout its time in the collection.

## **Deaccessioning**

Deaccessioning is the process of removing an object from a museum's collection. The deaccessioning process typically involves the following steps:

1. **Review:** The museum's collection management committee reviews the object and determines whether it meets the museum's deaccessioning criteria.
2. **Approval:** The museum's governing board approves the deaccessioning.
3. **Disposal:** The object is disposed of in a manner that is consistent with the museum's ethical guidelines.

The deaccessioning process is a difficult one, but it is sometimes necessary to remove objects from a museum's collection. The museum's collection management committee should carefully consider all of the factors involved in a deaccessioning decision, and it should only deaccession objects that no longer meet the museum's mission or that are no longer in good condition.

## Object Management

Object management is the process of caring for and maintaining museum objects. This includes:

- **Preventive conservation:** Taking steps to prevent damage to objects, such as controlling temperature and humidity levels and providing proper storage.
- **Conservation treatment:** Repairing and restoring objects that have been damaged.
- **Documentation:** Keeping detailed records of all conservation treatments and other activities related to the care of objects.

Object management is essential for ensuring the long-term preservation of museum objects. By taking proper care of its objects, a museum can ensure that they will be available for future generations to enjoy.

## Collection Management

Collection management is the process of managing a museum's collection of objects. This includes:

- **Acquisition:** Acquiring new objects for the collection.
- **Accessioning:** Adding new objects to the collection.
- **Deaccessioning:** Removing objects from the collection.
- **Object management:** Caring for and maintaining objects in the collection.
- **Documentation:** Keeping detailed records of all collection activities.

Collection management is a complex and challenging process, but it is essential for ensuring the proper care and management of museum collections. By developing and implementing effective collection management policies and procedures, museums can ensure that their collections are preserved for future generations.

## Access to and Use of Collection Data

Museums have a responsibility to make their collection data accessible to the public. This data can be used for a variety of purposes, including:

- **Research:** Scholars can use collection data to conduct research on a variety of topics, such as art history, cultural anthropology, and natural history.
- **Education:** Educators can use collection data to develop educational programs for students of all ages.
- **Public engagement:** Museums can use collection data to engage the public with their collections and their mission.

Museums should make their collection data accessible through a variety of means, such as online databases, publications, and exhibitions. By making their collection data more accessible, museums can share the wealth of knowledge that



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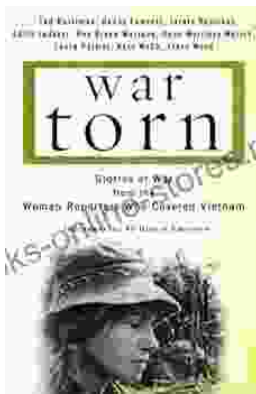
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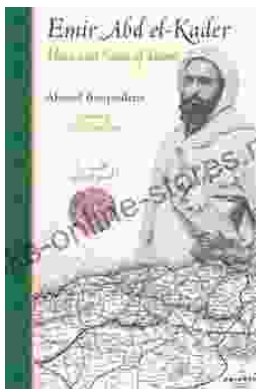
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