



Project to define professional functions and standards in archaeological practice

National Occupational Standards for Archaeological Practice

Accredited Standards

Section G

21st March 2003

Dr Stephen Carter
Alastair Robertson



Summary of Units and Elements

Ref	Unit & Element titles
G	Manage archaeological collections
AG1	Develop strategies for the maintenance and use of a collection
AG1.1	Determine the scope and potential development of a collection
AG1.2	Plan the acquisition and disposal of items and collections
AG1.3	Develop a loan policy
AG2	Prepare the accommodation of items
AG2.1	Identify the accommodation requirements of items
AG2.2	Organise the preparation of facilities to accommodate items
AG3	Acquire and dispose of items and collections
AG3.1	Establish criteria and procedures for acquisition and disposal
AG3.2	Assess items and collections for their contribution to the organisation
AG3.3	Initiate procedures for acquisition and disposal of items and collections
AG3.4	Negotiate the transfer of rights over items and collections
AG4	Lend and borrow items
AG4.1	Establish criteria and procedures for lending items
AG4.2	Evaluate a request for the loan of an item
AG4.3	Agree the loan of an item to a borrower
AG4.4	Agree the loan of an item from a lender

Unit AG1 Develop strategies for the maintenance and use of a collection

Elements

AG1.1 Determine the scope and potential development of a collection

AG1.2 Plan the acquisition and disposal of items and collections

AG1.3 Develop a loan policy

Unit Commentary

This unit is for archaeologists who have responsibility in an organisation for the maintenance and use of collections. A museum is the most obvious situation where this function will occur but collections are maintained by many other organisations for educational and research purposes. It is important in all cases to develop a strategy for how an organisation's collection will be developed and maintained.

This unit covers determining how the collection should develop, and involves reviewing what is already in the collection, and what the options are for developing it. It looks at planning how the scope of the collection can be realised either through acquisition and/or disposal, and developing a loan policy which covers items which are borrowed or loaned to other organisations.

AG1 Develop strategies for the maintenance and use of a collection

AG1.1 Determine the scope and potential development of a collection

Performance Required

This will involve:

- a) Reviewing the acquisition and disposal policies of the organisation thoroughly and presenting them in a suitable document
- b) Identifying the **scope** and **significance** and the strengths and weaknesses of the existing collection
- c) Assessing the effectiveness of the acquisitions and disposals criteria
- d) Assessing the impact of current and future use of the collection
- e) Evaluating the relationship between the existing collection and the requirements of the organisation's policies
- f) Investigating thoroughly the options for adding to the collection
- g) Taking fully into account the acquisition and disposal policies of other organisations
- h) Identifying clearly any **potential developments** and the resource implications for the organisation, and assessing them for their impact on current and future collections

Occupational Context

1 Scope of the collection

- quantity
- quality
- geographical area
- historical period,

2 Significance of the collection

- historical, importance
- cultural importance
- scientific importance.

3 Potential developments

- anticipated use
- availability of other items
- funds
- personnel
- facilities.

Knowledge Requirements

You need to know and understand how to:

- Evaluate the effectiveness of policies and procedures

You need to know about:

- How acquisitions and disposals contribute to the maintenance of the collection
- The criteria that are used in determining the strengths and weaknesses of the collection
- The policies of the organisation
- National guidelines on selection, retention and dispersal of collections
- The options that are available for the expansion of the collection
- What other organisations are doing in relation to acquisition and disposal
- The resource implications that have affected the organisation
- The new developments that might impact on the organisation

AG1 Develop strategies for the maintenance and use of a collection

AG1.1 Determine the scope and potential development of a collection

Required Skills

You should demonstrate:

- How to evaluate the effectiveness of acquisition and disposal policies and procedures
- How to assess the use of the collection
- How to evaluate the relationship between the collections and the overall objectives of the organisation

Evidence Required

You should provide evidence that you can determine the scope and potential development of a collection

The candidate should be questioned, based upon the documentation provided, to explore how they:

- determine the scope and potential development of a collection.

The scope of the collection will cover areas such as quantity, quality, geographical area and historical period, and the significance of the collection should cover its historical, cultural or scientific importance.

Evidence Rules

The candidate must have been involved in developing a loan policy on at least one occasion

AG1 Develop strategies for the maintenance and use of a collection

AG1.2 Plan the acquisition and disposal of items and collections

Performance Required

This will involve:

- a) Reviewing regularly the **acquisition and disposal policies** of the organisation and providing guidance on acquisitions and disposals
- b) Identifying the acquisition and disposal activities of other **relevant organisations**
- c) Assessing fully the effects of new acquisitions and disposals on the organisation
- d) Identifying the **resources available for acquisitions** and establish priorities according to the organisation's policies
- e) Identifying potential acquisitions and disposals

Occupational Context

1 Acquisition and disposal policies

- criteria used
- impact on the organisation
- impact on the funding bodies supporting the organisation
- impact on the users of the collections

2 Relevant organisations

- museums
- universities
- other educational institutions
- commercial organisations

3 Resources available for acquisitions

- grants
- organisation's own funds
- bequests

Knowledge Requirements

You need to know and understand how to:

- Evaluate the effectiveness of policies and procedures
- Generate resources for acquisitions or disposals

You need to know about:

- The acquisition and disposal policies of the organisation
- National guidelines on the selection, retention and dispersal of collections
- What other cultural heritage organisations are doing in relation to acquisition and disposal
- The previous and likely effects of acquisitions or disposals on the organisation
- The resources that are likely to be needed for acquisitions or disposals
- The consequences of the different types of acquisition, e.g. gift, bequest, purchase
- The ethical considerations in relation to acquisitions and disposals
- The insurance requirements of the collection
- The types of acquisitions that could be seen as unethical and why
- The types of disposals that could be seen as unethical and why
- The sources of information on potential acquisitions or disposals
- Who should be informed of potential acquisitions or disposals
- Why it is important to have a plan for acquisitions and disposals

AG1 Develop strategies for the maintenance and use of a collection

AG1.2 Plan the acquisition and disposal of items and collections

Required Skills

You should demonstrate:

- How to review acquisition and disposal policies and effects
- How to assess the effects of new acquisitions and disposals

Evidence Required

You should provide evidence that you can plan the acquisition and disposal of items and collections

The candidate should be questioned, based upon the documentation provided, to explore how they:

- plan the acquisition and disposal of items and collections.

You must account for the history of acquisition and disposal of items, and provide a clear plan for the items and collections in the future.

Evidence Rules

The candidate must have been involved in developing a loan policy on at least one occasion

AG1 Develop strategies for the maintenance and use of a collection

AG1.3 Develop a loan policy

Performance Required

This will involve:

- a) Reviewing the loan **policy** of the organisation regularly and determining general criteria for lending and borrowing items
- b) Identifying the lending and borrowing activities of associated organisations
- c) Assessing fully the **effect on the organisation** of lending and borrowing items
- d) Identifying clearly the **resource requirements** for implementing the loan policy
- e) Specifying clearly the categories of borrower and the purposes of loans to be considered
- f) Ensuring the loan policy covers incoming loans and outgoing loans
- g) Establishing clear **standards of care** for items loaned to borrowing organisations
- h) Establishing procedures for monitoring and reviewing the loan policy

Occupational Context

1 Policy

- national organisations
- international organisations
- private individuals.

2 Effect on the organisation

- staff
- time
- funds
- interruption of research
- denuding of displays

3 Resource requirements

- staffing
- insurance (in transit / on loan)

4 Standards of care

- display conditions
- storage conditions
- environmental controls
- how the objects should be handled
- how the objects should be transported

Knowledge Requirements

You need to know and understand how to:

- Evaluate the effectiveness of policies and procedures
- Ensure that the policy can work in practice
- Generate standards of care for items

You need to know about:

- The loan policy of the organisation
- National guidelines on the selection, retention and dispersal of collections
- What other organisations are doing in relation to lending and borrowing
- The effect that lending or borrowing has on the organisation
- The resources that are used for lending and borrowing
- The different procedures for loans that are for research rather than display purposes
- Why a loan policy is important

AG1 Develop strategies for the maintenance and use of a collection

AG1.3 Develop a loan policy

Required Skills

You should demonstrate:

- How to prepare borrowing and lending procedures
- How to specify standards of care for items

Evidence Required

You should provide evidence that you can develop a loan policy

The candidate should be questioned, based upon the documentation provided, to explore how they:

- develop a loan policy that covers both incoming and outgoing loans.

You will develop a new or an existing policy covering relationships with national and international organisations as well as private individuals.

The loan policy should also establish priorities that will assist where conflicting requests are received.

Evidence Rules

The candidate must have been involved in developing a loan policy on at least one occasion

Unit AG2 Prepare the accommodation of items

Elements

AG2.1 Identify the accommodation requirements of items

AG2.2 Organise the preparation of facilities to accommodate items

Unit Commentary

This unit is for archaeologists who need accommodation for items for a range of reasons, e.g. research, display, or conservation. It is for people who have responsibility within organisations to determine how accommodation allocated to them will be organised.

The accommodation for items has to be prepared so that the items can be displayed, stored or used, for example for research. This requires a specification of the accommodation requirements of items, and then the preparation of the accommodation has to be organised to ensure that the specification is achieved. This unit covers identifying the accommodation requirements and organising the preparation of the facilities.

AG2 Prepare the accommodation of items

AG2.1 Identify the accommodation requirements of items

Performance Required

This will involve:

- a) Identifying, assessing and accurately recording the **needs of users** and the way the item is likely to be used
- b) Ensuring the proposed arrangements take full account of technical and resource constraints
- c) Consulting with specialists where necessary to determine the conservation and security needs of items
- d) Identifying the environmental conditions necessary to maintain the condition of items
- e) Identifying accurately the space requirements of the existing and potential collection
- f) Identifying a preferred option to meet requirements and ensuring the specification contains sufficient detail for work to proceed
- g) Assessing and implement documentation requirements

Occupational Context

- 1 Needs of users**
 - physical access
 - intellectual access
 - access to documentation
- 2 Accommodation requirements**
 - floor space
 - services
 - equipment
 - power
- 3 Protecting items against**
 - extremes of temperature
 - humidity
 - light
 - theft
 - damage

Knowledge Requirements

You need to know and understand how to:

- Assess the existing space requirements of the collection
- Select a preferred option, including the criteria for selection
- Draw up a specification of the work that is needed

You need to know about:

- Who are the different users of the items
- What handling procedures and equipment might be required
- The technical and resource constraints affecting the work
- The types of environmental conditions that have to be considered
- How space requirements differ according to the use of items
- The protection requirements of the items
- Why it is important to confirm conclusions with specialists

AG2 Prepare the accommodation of items

AG2.1 Identify the accommodation requirements of items

Required Skills

You should demonstrate:

- How to identify and assess the needs of users and the way the item is likely to be used
- How to specify environmental conditions
- Calculate space requirements

Evidence Required

You should provide evidence that you can identify the accommodation requirements of items

The candidate should be questioned, based upon the documentation provided, to explore how they:
Identify the accommodation requirements of items

Evidence Rules

The candidate should have been involved in organising the preparation of facilities to accommodate items on at least 2 occasions

AG2 Prepare the accommodation of items

AG2.2 Organise the preparation of facilities to accommodate items

Performance Required

This will involve:

- a) Identifying and obtaining the resources that are necessary to prepare the facilities
- b) Checking that the **components** installed during the preparation of facilities meet specifications and are suitable for the items
- c) Consulting with specialists where necessary to determine the conservation needs of items
- d) Confirming that none of the materials used in the installation pose a threat to the items
- e) Preparing the facilities according to the specified requirements and completing them according to the agreed timescales and budgets
- f) Seeking and proposing alternative solutions where the requirements for access, environmental monitoring or security of items cannot be met
- g) Recording information relating to the preparation of facilities accurately and passing it to the appropriate people

Occupational Context

1 Components

- displays
- supports
- furniture
- fittings
- lighting
- heating
- access to and use of immediate area

Knowledge Requirements

You need to know and understand how to:

- Identify and obtain resources for the activity
- Assess whether facilities meet the specification

You need to know about:

- How much information on objectives is needed by others
- The specifications for the facilities
- What components should be installed in the location
- The threats to the item from materials, and how these can be avoided
- The agreed timescales and budgets
- Where relevant specialist help may be found
- What information is needed by others
- The health and safety requirements relating to the accommodation of items

AG2 Prepare the accommodation of items

AG2.2 Organise the preparation of facilities to accommodate items

Required Skills

You should demonstrate:

- Budgeting
- Scheduling
- How to devise alternative solutions where requirements for access, monitoring or security cannot be met

Evidence Required

You should provide evidence that you can organise the preparation of facilities to accommodate items

The candidate should be questioned, based upon the documentation provided, to explore how they: supervise the preparation of facilities to accommodate items.

Evidence Rules

The candidate should have been involved in organising the preparation of facilities to accommodate items on at least 2 occasions

Unit AG3 Acquire and dispose of items and collections

Elements

- AG3.1 Establish criteria and procedures for acquisition and disposal**
- AG3.2 Assess items and collections for their contribution to the organisation**
- AG3.3 Initiate procedures for acquisition and disposal of items and collections**
- AG3.4 Negotiate the transfer of rights over items and collections**

Unit Commentary

This unit is for archaeologists who have a high level of responsibility within organisations to determine which items and collections should be acquired or disposed of to meet strategic requirements.

Organisations usually have a strategy for how a collection will be developed and maintained. To implement this strategy, items and collections have to be acquired and disposed of. This requires criteria to be set for deciding which items and collections should be acquired or disposed of, and criteria for how these decisions are to be implemented. This unit covers establishing acquisition and disposal criteria to meet the strategic requirements of the organisation. It also looks at negotiating acquisitions and disposals leading to transfer of ownership or other rights and obligations.

AG3 Acquire and dispose of items and collections

AG3.1 Establish criteria and procedures for acquisition and disposal

Performance Required

This will involve:

- a) Reviewing the acquisition and disposal policy of the **organisation** alongside other relevant sector guidelines
- b) Ensuring the criteria clearly outline the circumstances in which items can be acquired or disposed of
- c) Establishing procedures for identifying the condition of an item
- d) Establishing clear priorities for different methods of disposal
- e) Identifying and clearly specifying the resources available
- f) Specifying clearly the limits of authority for acquiring and disposing of items
- g) Ensuring the acquisition and disposal procedures collect and recording all details required by the organisation
- h) Establishing procedures for monitoring and reviewing the acquisition and disposal criteria

Occupational Context

1 Organisation

- museums
- universities
- local government archaeological units
- central government archaeological units
- independent archaeological organisations
- private collections
- public collections

Knowledge Requirements

You need to know and understand how to:

- Specify criteria and procedures for acquisition and disposal
- Set spending limits and other resource constraints
- Confirm standards of care for items
- Evaluate the effectiveness of procedures

You need to know about:

- The acquisition and disposal policies of the organisation
- National guidelines on the selection, retention and dispersal of collections
- The factors that need to be included in the criteria and procedures for acquisition and disposal
- The criteria and procedures that are needed for all the main types of acquisition
- Who should be aware of the criteria and procedures
- The information that is required during acquisition and disposal
- Relevant codes of ethics which refer to acquisition and disposal
- Why it is important to develop clear criteria for the acquisition and disposal of items

AG3 Acquire and dispose of items and collections

AG3.1 Establish criteria and procedures for acquisition and disposal

Required Skills

You should demonstrate:

- How to identify the condition of items
- How to determine priorities for different methods of disposal
- How to establish procedures for monitoring and reviewing acquisition and disposal criteria

Evidence Required

You should provide evidence that you can establish criteria and procedures for acquisition and disposal

The candidate should be questioned, based upon the documentation provided, to explore how they:

- establish criteria and procedures for acquisition and disposal.

Evidence Rules

The candidate should have been involved in negotiating the transfer of rights over items and collections on at least 2 occasions

AG3 Acquire and dispose of items and collections

AG3.2 Assess items and collections for their contribution to the organisation

Performance Required

This will involve:

- a) Collecting and recording all relevant **information** on the items or collections
- b) Assessing items or collections for their actual and potential contribution to the organisation
- c) Assessing the items or collections against the organisation's criteria for acquisitions and disposals
- d) Identifying clearly the resource implications of acquisitions and disposals
- e) Identifying clearly the options for acquisition or disposal and assess them against organisational policies and relevant standards
- f) Recording clearly the results of assessments of the items or collections

Occupational Context

1 Information relating to items

- condition
- value (to the collection / for insurance)
- description
- conservation needs
- location
- availability
- restrictions (e.g. health & safety)
- validation
- legal title
- provenance
- item history
- identification
- projected life span of item

Knowledge Requirements

You need to know and understand how to:

- Identify the resources required for acquisitions and disposals

You need to know about:

- The information that is required to assess the contribution of items and collections
- What is normally expected during the acquisition process
- The history of similar acquisitions or disposals
- Who the important contacts are for acquisitions
- The impact of the main types of acquisition or disposal
- The resources that are normally required for acquisitions and disposals
- The insurance implications of the items and collections
- The possible implications of disposal through sale, transfer and sampling

AG3 Acquire and dispose of items and collections

AG3.2 Assess items and collections for their contribution to the organisation

Required Skills

You should demonstrate:

- How to collect and record all relevant information on the items or collections
- How to assess their actual or potential contribution to the organisation
- How to assess the costs for acquiring or disposing of material

Evidence Required

You should provide evidence that you can assess items and collections for their contribution to the organisation

The candidate should be questioned, based upon the documentation provided, to explore how they: assess items and collections for their contribution to the organisation.

Evidence Rules

The candidate should have been involved in negotiating the transfer of rights over items and collections on at least 2 occasions

AG3 Acquire and dispose of items and collections

AG3.3 Initiate procedures for acquisition and disposal of items and collections

Performance Required

This will involve:

- a) Identify clearly the **resources** required to implement the acquisition or disposal
- b) Secure and clearly record approval for acquisition or disposal according to organisational procedures
- c) Specify clearly any terms and conditions for the acquisition or disposal
- d) Inform all who may have an **interest in acquiring an item** that it is to be disposed of
- e) Ensure that priority for the disposal of items is in line with the disposal policy
- f) Specify clearly the parameters for negotiation
- g) Agree the use of resources and inform the appropriate people

Occupational Context

1 Resources

- time
- money
- staff

2 Interest in acquiring an item

- museums
- educational institutions
- research institutions

Knowledge Requirements

You need to know and understand how to:

- Specify and interpret terms and conditions for acquisitions and disposals

You need to know about:

- How to record the results of assessing items or collections
- Who may have an interest in acquiring an item that is to be disposed of
- The resources that are normally required for acquisitions and disposals
- The organisational procedures for acquisitions and disposals
- Who has authority to grant approval
- The insurance requirements
- What room for manoeuvre there is during negotiation
- Who should be informed that the acquisition or disposal is being undertaken
- Why disposal is necessary
- What methods of acquisition and disposal would be seen as unethical and why

AG3 Acquire and dispose of items and collections

AG3.3 Initiate procedures for acquisition and disposal of items and collections

Required Skills

You should demonstrate:

- How to secure approval
- How to specify the priorities and parameters for disposal of items
- How to justify the decision to the effect that the disposal is both necessary and ethical

Evidence Required

You should provide evidence that you can initiate procedures for acquisition and disposal of items and collections

The candidate should be questioned, based upon the documentation provided, to explore how they:

- initiate procedures for acquisition and disposal of items and collections.

In the case of disposal, evidence should be provided of a gift or an exchange.

In the case of an acquisition, evidence should be provided of a purchase, a bequest or a gift.

Evidence Rules

The candidate should have been involved in negotiating the transfer of rights over items and collections on at least 2 occasions

AG3 Acquire and dispose of items and collections

AG3.4 Negotiate the transfer of rights over items and collections

Performance Required

This will involve:

- a) Informing all relevant people of the legal rights and responsibilities of the organisation
- b) Conducting **negotiations** with the appropriate people within clearly established parameters
- c) Adopting an appropriate and constructive negotiation style
- d) Conducting negotiations in a manner that maintains goodwill between individuals and the relevant organisations
- e) Evaluating offers against specified criteria
- f) Agreeing and formally recording all relevant details of the transfer

Occupational Context

1 negotiations

- formal
- informal

2 Negotiations must cover

- sales
- purchases
- transfers
- exchanges
- gifts

Knowledge Requirements

You need to know and understand how to:

- Maintain goodwill during negotiation
- Evaluate offers, either acceptances or rejections
- Record the results of the negotiation for different types of acquisition or disposal

You need to know about:

- The requirements and legal rights of the organisation in relation to acquisition and disposal of items and collections
- National guidelines on the selection, retention and dispersal of collections
- The options that were available during negotiation
- Who the appropriate people are with whom to conduct negotiations
- The different negotiation styles, and how one is selected
- The cost of acquisition and the annual display, storage and maintenance of items

AG3 Acquire and dispose of items and collections

AG3.4 Negotiate the transfer of rights over items and collections

Required Skills

You should demonstrate:

- How to conduct negotiations
- How to evaluate offers
- How to assess the costs of acquiring, displaying, storing and maintaining acquisitions

Evidence Required

You should provide evidence that you can negotiate the transfer of rights over items and collections

The candidate should be questioned, based upon the documentation provided, to explore how they:

- negotiate the transfer of rights over items and collections

Evidence Rules

The candidate should have been involved in negotiating the transfer of rights over items and collections on at least 2 occasions

Unit AG4 Lend and borrow items

Elements

AG4.1 Establish criteria and procedures for lending items

AG4.2 Evaluate a request for the loan of an item

AG4.3 Agree the loan of an item to a borrower

AG4.4 Agree the loan of an item from a lender

Unit Commentary

This unit is for archaeologists who have responsibility within organisations to assess which items can be lent to others and for liaising with users of the collection.

Organisations routinely lend and borrow items to and from other organisations and individuals. There have to be some criteria and procedures for the lending and borrowing of items, set within the context of the organisation's overall policy on collection management. Once the criteria and procedures are established, any request from a potential borrower for a loan has to be measured against them and the loan can then be negotiated. When items are borrowed, the situation is reversed. This unit covers establishing criteria for lending items so that the candidate and others have clear guidelines to follow; evaluating requests from borrowers for the loan of items; agreeing (however simply) what happens when items are lent to others; and agreeing (however simply) what happens when items are borrowed from others.

AG4 Lend and borrow items

AG4.1 Establish criteria and procedures for lending items

Performance Required

This will involve:

- a) Determining the **categories of borrower** and the purposes of borrowing
- b) Estimating and agreeing the **resources required** to provide a lending service
- c) Establishing **criteria** which express the standard conditions for lending items
- d) Establishing **procedures** for identifying the current condition of an item
- e) Establishing procedures for assessing risk to items
- f) Ensuring the lending procedures collect and record all the details required by the organisation
- g) Specifying clearly the limits of responsibility for lending items
- h) Establishing procedures for monitoring and reviewing the lending criteria

Occupational Context

- 1 Categories of borrower**
 - museum curators
 - educational institutions
 - researchers
- 2 Resource requirements**
 - staffing
 - insurance (in transit / on loan)
- 3 Criteria and procedures should cover**
 - decision-making
 - authorisation
 - recording
 - monitoring of the loan

Knowledge Requirements

You need to know and understand how to:

- Establish standard conditions for lending items and collections
- Specify procedures and criteria for loans
- Evaluate the effectiveness of procedures

You need to know about:

- The loan policy of the organisation
- National guidelines on the selection, retention and dispersal of collections
- How procedures can be used to identify potential risks to the item
- The information that is required during lending and borrowing
- The job roles in the organisation, and how to specify limits of responsibility
- The potential threats to objects from their environment
- Why a loan policy is necessary
- Who should receive copies of the loan policy

AG4 Lend and borrow items

AG4.1 Establish criteria and procedures for lending items

Required Skills

You should demonstrate:

- How to describe the current condition of an item
- How to assess risk to an item
- How to specify the limits of responsibility for lending items
- How to develop procedures for monitoring and reviewing lending criteria

Evidence Required

You should provide evidence that you can establish criteria and procedures for lending items

The candidate should be questioned, based upon the documentation provided, to explore how they:

- establish criteria and procedures for lending items. The criteria and procedures should cover the decision-making, authorisation, recording and monitoring of the loan, and should be aimed at protecting the loaned items from risks caused by theft and accidental or malicious damage.

Evidence Rules

The candidate should have been involved in lending and borrowing a range of items over a period of time, typical to their area of work activity

AG4 Lend and borrow items

AG4.2 Evaluate a request for the loan of an item

Performance Required

This will involve:

- a) Identifying clearly any risks to the item with advice from specialists where necessary
- b) Establishing the purpose of the loan with the borrower
- c) Specifying clearly the borrower's intended use of the item
- d) Identifying clearly the environment in which the loan will be maintained
- e) Identifying the **costs** of the loan and the liability for those costs
- f) Establishing arrangements for monitoring the loan
- g) Checking that the terms of the loan fall within the organisation's lending criteria

Occupational Context

1 Costs include

- handling
- insurance
- transportation
- security
- environment
- conservation
- monitoring visits

Knowledge Requirements

You need to know and understand how to:

- Minimise potential threats
- Monitor loans, and how this differs according to the type of borrower

You need to know about:

- The loan policy, procedures and criteria of the organisation
- National guidelines on the selection, retention and dispersal of collections
- The likely purposes of loans
- The potential risks to items from the method of transportation, the borrower's staff and the means of display
- The impact the purpose of the loan has on the evaluation of the request
- The information that is required during lending
- The likely differences between different types of borrower, and the duration of the loan
- The cost factors associated with a loan
- The insurance requirements

AG4 Lend and borrow items

AG4.2 Evaluate a request for the loan of an item

Required Skills

You should demonstrate:

- How to assess risks to the item
- How to make sure that the item is properly insured
- How to determine the purpose of the loan from the borrower
- How to determine the borrowers intended use of the item
- How to assess the environment in which the item will be maintained
- How to assess the costs and liability for the loan
- How to establish arrangements to monitor the loan

Evidence Required

You should provide evidence that you can evaluate a request for the loan of an item

The candidate should be questioned, based upon the documentation provided, to explore how they:

- evaluate a request for the loan of an item. You must demonstrate that you have identified any potential risks of damage or theft that arise from the method of transportation, the borrower's staff and the means of display.

The costs of the loan must include handling, insurance, transportation, security, environment, conservation and monitoring visits.

Evidence Rules

The candidate should have been involved in lending and borrowing a range items over a period of time, typical to their area of work activity

AG4 Lend and borrow items

AG4.3 Agree the loan of an item to a borrower

Performance Required

This will involve:

- a) Establishing and agreeing the lending **terms** with the appropriate people
- b) Conducting negotiations with the borrower within your area of authority
- c) Presenting the conditions of the loan to the borrower in a clear and precise manner
- d) Agreeing with the borrower who will be responsible for the costs of the loan
- e) Agreeing a method of monitoring the transportation, installation and ongoing condition of the loaned items
- g) Agreeing and formally recording all relevant details of the loan

Occupational Context

1 Terms of the loan

- cost
- income generation
- insurance
- duration
- location
- display
- proposed use of the items

Knowledge Requirements

You need to know and understand how to:

- Encourage and enable team members to take responsibility for monitoring and controlling activities against budgets

You need to know about:

- The requirements and legal rights of the organisation in relation to lending items
- How to specify the loan terms, and how to present these to the borrower
- What room for manoeuvre there is during negotiation
- Under what circumstances it would be necessary to refuse a loan
- The responsibilities of the lender and borrower
- Who the appropriate people are with whom to conduct negotiations
- The potential problems that may affect the loan
- The potential reasons for a loan
- Why it is important to formally record agreements with the borrower
- Your organisation's requirements

AG4 Lend and borrow items

AG4.3 Agree the loan of an item to a borrower

Required Skills

You should demonstrate:

- How to conduct negotiations
- How to formally record all relevant details

Evidence Required

You should provide evidence that you can Agree the loan of an item to a borrower

The candidate should be questioned, based upon the documentation provided, to explore how they:

- agree the loan of an item to a borrower

Evidence Rules

The candidate should have been involved in lending and borrowing a range items over a period of time, typical to their area of work activity

AG4 Lend and borrow items

AG4.4 Agree the loan of an item from a lender

Performance Required

This will involve:

- a) Explaining clearly the purpose of the loan to the lender
- b) Identifying the lender's borrowing conditions and correctly evaluating the organisation's ability to meet them
- c) Identifying clearly the environment in which the item will be maintained
- d) Identifying any potential risks to the item and feasible methods to minimise them
- e) Conducting negotiations with the lender within your area of authority
- f) Agreeing and formally recording all relevant details of the loan

Occupational Context

N/A

Knowledge Requirements

You need to know and understand how to:

- Establish and specify the terms of the loan
- Assess whether the organisation can meet the lender's terms
- Provide details of the accommodation for the loaned item
- Maintain goodwill during negotiation
- Consider offers, either acceptances or rejections
- Record the results of the negotiation for different types of borrowing

You need to know about:

- The concerns of the lending organisation, and how these can be addressed
- What it is reasonable to expect in terms of monitoring the loaned item
- What room for manoeuvre there is during negotiation
- Who the appropriate people are with whom to conduct negotiations
- Why the loaned item is needed

AG4 Lend and borrow items

AG4.4 Agree the loan of an item from a lender

Required Skills

You should demonstrate:

- How to identify the lender's borrowing conditions
- How to evaluate the organisation's ability to meet the lender's borrowing conditions
- How to identify the environment in which the item will be maintained
- How to assess risks to the item and methods of minimising them
- How to conduct negotiations maintaining the goodwill of all interested parties

Evidence Required

You should provide evidence that you can agree the loan of an item from a lender

The candidate should be questioned, based upon the documentation provided, to explore how they:

- negotiate the loan of an item from a lender.

Evidence Rules

The candidate should have been involved in lending and borrowing a range items over a period of time, typical to their area of work activity