

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