

Collection's Review Scoring grid. Draft 2. December 2018- Based UCL Collections Review Rubric, CyMAL (2013) "Why do we have it"- A significance Process and Template and Collections Trust (2014) A guide to selecting a review methodology for collections rationalisation, and adapted to our needs following discussion with MCC Museum staff

**Method:** Assign grade to object for each category based on statements below and enter score into spreadsheet. Grade is assigned based on lowest relevant statement in each section. Add supporting comments in "Reason" column of spreadsheet.

**Decision:** If object scores any **C** or **D** in **Significance, Condition, or Risk**- consider for disposal.

If object scores 2 **D**'s in **Completeness, Display, Engagement or Resource**- consider for disposal.

	<b>Significance &amp; Relevance to Collections Development policy</b>	<b>Risks associated with caring and using the object</b>	<b>Condition and care</b>	<b>Completeness</b>	<b>Potential for display and use</b>	<b>engagement and research</b>	<b>Resource to manage, care, use</b>
<b>A</b>	<ul style="list-style-type: none"> <li>• Of clear national, regional, local or community significance.</li> <li>• Relevant to the Collections Development Policy.</li> <li>• Object known to be unique or rare.</li> </ul>	Low risks of hazards.	<ul style="list-style-type: none"> <li>• Stable material.</li> <li>• Good condition.</li> <li>• No conservation problems.</li> <li>• Minor cleaning needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Either fully complete or the missing elements are not integral to its importance and significance.</li> <li>• Appears to be in its original condition.</li> </ul>	Potential to be: <ul style="list-style-type: none"> <li>• Permanently on display</li> <li>• Star object/"wow" factor.</li> <li>• Strongly identified in the public's mind with the organisation or location.</li> </ul>	<ul style="list-style-type: none"> <li>• Regularly used or strong potential for public engagement</li> <li>• Regularly or strong potential for research use.</li> </ul>	Existing resources are appropriate.
<b>B</b>	<ul style="list-style-type: none"> <li>• Of clear local or community value.</li> <li>• Relevant to the Collections Development Policy.</li> </ul>	•Low risk at present but hazards could be exposed without appropriate collections management.	<ul style="list-style-type: none"> <li>• Stable material but needs monitoring.</li> <li>• Fair condition</li> <li>• Some risk of decay and deterioration.</li> <li>• Some conservation treatment desirable.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete or missing only a small number of parts.</li> <li>• In near original condition, or any adaptations are consistent with its history and use.</li> <li>• Any missing parts do not make it unrecognisable.</li> </ul>	Potential to: <ul style="list-style-type: none"> <li>• Engage visitor interest and stimulate discussion.</li> <li>• Contribute to a permanent or temporary exhibition.</li> </ul>	<ul style="list-style-type: none"> <li>• Potential for use in public engagement,</li> <li>• Potential for research use.</li> </ul>	Small amount of additional resource required.
<b>C</b>	<ul style="list-style-type: none"> <li>• Of assumed but unproven or of little specific local, community or organisational importance but possibly some historical, aesthetic artistic, scientific or social interest.</li> <li>• Outside the Collections' Development Policy.</li> <li>• Similar to other item within Monmouthshire Museums' collections.</li> </ul>	<ul style="list-style-type: none"> <li>•Some hazards exist but these can be safely managed with appropriate PPE.</li> <li>•Size or weight of object requires additional resource to safely move.</li> </ul>	<ul style="list-style-type: none"> <li>• Unstable material.</li> <li>• High risk of deterioration- immediate action required.</li> <li>• Poor condition.</li> <li>• Major areas of loss.</li> <li>• Significant conservation investment required to prepare for use or display,</li> </ul>	<ul style="list-style-type: none"> <li>• Incomplete</li> <li>• Object has been significantly adapted and these changes do not relate to the significant periods of its history.</li> </ul>	<ul style="list-style-type: none"> <li>•No current public focus but may have some potential for this in the future.</li> <li>•Not known to have been used in displays.</li> </ul>	<ul style="list-style-type: none"> <li>• Little potential for public engagement use.</li> <li>• Little potential for research use.</li> </ul>	Significant additional resource required
<b>D</b>	<ul style="list-style-type: none"> <li>• Not considered to have aesthetic, Artistic, historical, scientific or social interest.</li> <li>• Outside the Collections Development Policy.</li> <li>• Duplicate of existing item.</li> </ul>	<ul style="list-style-type: none"> <li>• Caring for or using object presents immediate hazard.</li> <li>• Size or weight of objects presents risk and requires significant additional resource to safely move/provide access.</li> </ul>	<ul style="list-style-type: none"> <li>• Very unstable material.</li> <li>• Beyond repair.</li> <li>• Very poor condition.</li> <li>• Unsustainable conservation investment required.</li> <li>• Poses a risk to other collections.</li> </ul>	<ul style="list-style-type: none"> <li>• Incomplete and its original function or appearance is not clear.</li> <li>• Is unrecognisable.</li> <li>• May be a fake</li> </ul>	<ul style="list-style-type: none"> <li>•Not suitable for display.</li> <li>•No potential for public focus</li> </ul>	<ul style="list-style-type: none"> <li>• No potential for public engagement use.</li> <li>• No potential or research use</li> </ul>	Unsustainable resource required.