

Appendix 4 – Rationalisation Scoring Grid

Collection’s Review Scoring grid. Adapted Version 2022- Based on 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.” Adapted to our needs following discussion with MCC Museum staff in 2018, and again in 2022.

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. The scoring grid for Condition and Care has been presented separately from the rest of the table for ease of use.

Decision:

If object scores any C2 or D in Significance, or C or D in Risk- consider for disposal.

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

If object scores Red in Condition and Care – consider for disposal

If object scores an A or a B in Display & Engagement it is not considered for disposal

	Condition and Care
• Green	• Stable material. Monitoring may be required • Good or Fair condition. • No conservation problems or low risk of decay • Some conservation treatment may be desirable.
• Yellow	• Unstable material. • High risk of deterioration- immediate action required. • Poor condition. • Major areas of loss. • Significant conservation investment required to prepare for use or display,
• Red	• Very unstable material. • Deteriorated beyond repair. • Very poor condition. • Unsustainable conservation investment required. • Poses a risk to other collections.

	Significance & Relevance to Collections Development policy	Risks associated with caring and using the object	Condition and Care	Completeness	Potential for display, use, engagement and research	Resource to manage, care, use
A	- Of clear national, regional, local or community significance. - Relevant to the Collections Development Policy. - Object known to be unique or rare.	Low risks of hazards.	See table above	- Either fully complete or the missing elements are not integral to its importance and significance. - Appears to be in its original condition.	Potential to be: - Permanently on display - Star object/“wow” factor. - Strongly identified in the public’s mind with the organisation or location. - Regularly used for research or strong potential for public engagement - Regularly used for research or strong potential for research use.	Existing resources are appropriate. Can be managed, stored, and used using in house resources
B	- Of clear local or community value. - Relevant to the Collections Development Policy.	Low risk at present but hazards could be exposed without appropriate collections management.	See table above	- Complete or missing only a small number of parts. - In near original condition, or any adaptations are consistent with its history and use. - Any missing parts do not make it unrecognisable.	Potential to: - Engage visitor interest and stimulate discussion. - Contribute to a permeant or temporary exhibition. - Potential for use in public engagement, - Potential for research use.	Museum unable to meet management, storage, or use needs. Small amount of additional resource required. Would need to source a small amount of additional funds beyond in house resources to store, display, or conserve.
C	C1 - Named local donor with local address and has : Assumed but unproven local or community story/connection and: organisational, historical, aesthetic artistic, scientific or social interest. - Outside the Collections’ Development Policy but has a great relevance to other items within Monmouthshire collections or illustrates significant Monmouthshire stories which are not already represented. C2 - Named local donor with local address but no information related to use, origin etc. - Of assumed but unproven or of little specific local, community or organisational importance but possibly some historical, aesthetic artistic, scientific or social interest. - Outside the Collections’ Development Policy. - Similar to other item within Monmouthshire Museums’ collections.	- Some hazards exist but these can be safely managed with appropriate PPE. - Size or weight of object requires additional resource to safely move.	See table above	- Incomplete - Object has been significantly adapted and these changes do not relate to the significant periods of its history.	- No current public focus but may have some potential for this in the future. - Not known to have been used in displays. - Little potential for public engagement use. - Little potential for research use.	Museum unable to meet management, storage, or use needs. Significant additional resource required - Would need to raise additional funds to preserve or display it. - Once necessary conservation is performed, the object can be kept in the long-term with limited additional resource commitment.
D	- Not considered to have aesthetic, artistic, historical, scientific, or social interest. - Outside the Collections Development Policy. - Duplicate of existing item.	- Caring for or using object presents immediate hazard. - Size or weight of objects presents risk and requires significant additional resource to safely move/provide access.		- Incomplete and its original function or appearance is not clear. - Is unrecognisable. - May be a fake	- Not suitable for display. - No potential for public focus. - No potential for public engagement use. - No potential for research use	Museum unable to meet management, storage, or use needs. Unsustainable resource required. - High level of conservation needed. - Unsustainable resource needed to store, manage, and use in the long-term even if conservation is performed.