



CMPToolkit Glossary

A collection of key terms and resources for completing the CMPToolkit questionnaire.

Acquisition (n.)– an entity that has been obtained by the organization, but has not necessarily had ownership formally transferred

Accession (n.)– an entity that is physically, legally, and intellectually controlled by an organization; acquisitions are not necessarily accessions

Appraisal (n.)– the process by which an organization determines whether materials are of permanent value to the collection; values to consider may include evidential value, informational value, administrative value, and use value

Cataloging (v.)– the process of preparing materials for access by labeling, marking, re-housing, and creating formal descriptions for objects or collections

Deaccessioning (v.)– the removal of a collection object from physical and intellectual custody

- The Society of American Archivists provides guidelines for reappraisal and deaccessioning of archival collections
<https://www2.archivists.org/node/16060>
- The American Alliance of Museums provides guidelines for deaccessioning and disposal of museum collections <https://www.aam-us.org/programs/resource-library/collections-stewardship-resources/deaccessioning-disposal/#:~:text=The%20practice%20of%20deaccessioning%20an,disposed%20of%20by%20various%20means.>

Emergency Preparedness and Response Plan (n.)– a document that includes the identification of risks to an organization and its collections, procedures and systems to mitigate those risks, collection priorities, and steps for response and recovery to limit damage.

Found-in-Collection (n.)– an entity that is physically controlled by an organization but has no documentation or evidence that supports ownership

- Found in Collections is a resource for reconciling undocumented museum collections <https://www.foundincollections.com/>

General Facilities Report (n.)- detailed information about an institution including the building, fire protection and security, environment, handling procedures, insurance, and loan history; facilities reports are often requested by loaning institutions to determine whether borrower's meet the requirements for loan

- The American Alliance of Museums has a generally accepted template for a General Facility Report available for purchase <https://www.aam-us.org/ProductCatalog/Product?ID=891>

Integrated Pest Management (IPM) (n.)- a holistic approach to pest management that includes monitoring, housekeeping, and the identification of pests; IPM avoids the use of chemical pesticides and focuses on prevention rather than remediation

Intellectual Property (n.)- a type of property representing works of the mind governed by copyright, patent, and trademark law

- The World Intellectual Property Organization publishes a guide called Managing Intellectual Property for Museums <https://www.wipo.int/publications/en/details.jsp?id=166>

Preservation Plan (n.)- a document that identifies collections care activities and dictates their planning, funding, and staffing

Restricted Gift (n.)- a donation that limits the organization's discretion in managing the entity

Registration (n.)- the process of entering information about an entity into a recordkeeping system

Risk Assessment (n.)- the evaluation of the possibility of incurring loss, damage, or injury and a determination of the amount of risk that is acceptable for a given situation or event

Off-site storage (n.)- a facility for storing collections that is separate from where those collections are used