



Collection Management Guideline for University Gallery

Purpose

University Gallery is an important platform for the university to record, display, and inherit university culture and achievements. This guideline aims at defining the purpose and scope of University Gallery's collection, establishing the principles and methods of collection, and setting up a code of conduct of collection management to standardize the implementation of collection-related work in order to assist in relevant research, display, promotion and other projects.

Collection scope

1. University-related archives and items, including items that represent the history and display the spirit of the University of Macau, and those related to distinguished people, campus planning, achievements, scientific research outcomes, exchange activities, campus life and etc.
2. Other items with historical value or art souvenirs donated by groups or individuals.

Acquisition Method

Archives and items collected by University Gallery are classified as permanent collections and temporary collections. The former include transfer, donation, and reproduction, while the latter include hosting and borrowing. When the archives or items are in use, the name of the provider will be displayed.

1. Transfer

Non-current documents and items from departments of the university, after being evaluated by the Collection Committee composed of relevant persons in the university, are confirmed as items in the scope of collection and will be handed to University Gallery for permanent collection.

2. Donation

Refer to "University Gallery Donation Rules."



3. Reproduction

3.1. When an archive or item is closely related to the university history, University Gallery must obtain the consent of the holder to reproduce it so as to enrich the collection of the gallery.

3.2. The usage right and obligation of the replica are determined by the agreement between University Gallery and the holder.

3.3. University Gallery will send an appreciation letter to holder who permits the reproduction of the archive or item.

3.4. University Gallery has the right to research, display, photograph, and publish its replica.

4. Hosting

4.1. University Gallery accepts hosting of relevant university archives and items.

4.2. Ownership of the hosted archive or item belongs to the original holder. Other relevant right and obligation are determined by the agreement between University Gallery and the holder.

4.3. Regarding to the hosted item, University Gallery has the right to research, display, photograph, and publish.

5. Borrowing

5.1. University Gallery may use the borrowed item to research and display for short-term or long-term.

5.2. The ownership of the borrowed item still belongs to the original holder. Other relevant right and obligation are determined by the agreement between University Gallery and the holder.

5.3. University Gallery will provide an appreciation letter to the provider to express our gratitude.

6. Other

Preliminary Work

Relevant organization or individual shall be contacted for the acquisition of archive or item. After checking the acquired or borrowed archive or item, a sheet with basic information about this archive or item shall be prepared.



Evaluation of Collection

The Collection Committee provides opinions in specific collection principles, objectives and planning, university history evaluation instructions, and collection value. After being evaluated by the committee, a decision will be made whether to collect this item. Experts are invited to provide advice when necessary.

1. Item excluded from collection

Return to the original provider;

2. Item confirmed to be a collection

2.1. Set up a record

2.1.1. Create a record number for entry, to signify the item is now a collection; if it is a permanent collection, a collection number needs to be created.

2.1.2. Scanning or photo shooting the collection.

2.1.3. Describing the collection (including its shape, characteristics, historical value, etc.)

2.2. Preservation and Maintenance

2.2.1. Before the collection is put into storage, it must be dewormed or observed.

2.2.2. Producing protection boxes, nameplates, marking the collection number and relevant information.

2.2.3. The collection is stored on shelf.

2.2.4. Adopt precautionary preservation measures, storage environmental control, and repair work if necessary.