GLOSSARY

Accessioning
The formal inclusion of an acquisition as part of the permanent collection of the museum by means of a unique accession number in the accessions register, called the catalogue (see Cataloguing: Historic use), and physically marking the object with that number as it is entered into the catalogue.

Accession number
The control number assigned to each individual object in the catalogue, unique to that object, with the purpose of identifying that object.

Accountability
The duty of a museum to take responsibility for and to control every object in its collections, i.e. to hold, preserve and safeguard the collections, by meeting basic documentation requirements, such as an accessions register and a formal inventory, by observing a scheduled programme to check the locality of every object in the collection and by implementing standard conservation measures.

Acquisition
Addition to the collection (additional object or group of objects).

Acquisitioning
The entry documentation of or recording of an acquisition with its initial entry into the museum in an acquisitions entry register.

Acquisition number
The number assigned to an acquisition in the acquisitions entry register, usually a temporary number. (This number differs from the accession number.)
**Anthropology/**

*anthropological*

Name used interchangeably with ethnography/ethnographical and ethnology/ethnological for the division at the Transvaal Museum dealing with the collection of objects used by the black people of southern Africa.

**Audit**

See collections audit.

**Catalogue**

1. **Historic use:** *Accessions register* (a bound volume with numbered pages) used for the formal permanent inclusion of an acquisition in the museum’s collection by means of a unique accession number (Afrikaans: *Grootboek*).

2. **Publication** listing and describing objects in an exhibition or collection.

3. Sometimes used as synonym for *Aquisitions entry register*.

**Cataloguing**

1. **Historic use:** The formal inclusion of an acquisition in the museum’s collections by means of a unique accession number in an accessions register, called the catalogue (used in this meaning in the text).

2. **Current use:** Compiling and maintaining details, either manually or by computer, with regard to each acquisition by means of a permanent and structured/uniform record, for collections management use, such as access to and auditing of the collection. Categories of information such as identification, associated and inherent information, management information and information obtained by research are used in cataloguing.

3. **Classification** or arrangement of similar objects (see Classification).

4. Creating and maintaining a manual card index system consisting of the object records and added entries, using catchwords.
**Catchword**
Approved standard terms, usually in an alphabetical list, used consistently in cataloguing and indexing

**Classification**
1. **Historic use:** Recording of details of an object with regard to country of origin, date of origin, material, production technique, characteristics, condition, history, donation or other means of procurement, date of donation or procurement (as defined by Kotie Roodt-Coetzee)
2. The identification and placement of an object with other objects of like kind in a systematic arrangement based on various aspects such as material, function, origin, collection, even academic discipline
3. List of similar object types grouped together and separate from dissimilar ones.

**Code**
A group of letters, indicating a specific catalogue or collection, used as prefix to the accession number to distinguish that object from another object with the same number

**Collection**
1. The body of acquired objects and information about the objects in the care of the museum
2. Objects associated with each other for some reason (for example association with a place, a person, an event or the nature of the objects). A museum may have one collection, or many such collections
3. A collection of items accumulated by a collector

**Collections audit**
Assessment or verification of control measures over the collections existing in a museum to demonstrate accountability

**Conservation**
Procedures or actions taken to retard the deterioration of objects or to prevent damage to them, including environmental control, good housekeeping, the correct use, handling and packaging of objects, and treatment
De-accessioning  The formal process of permanently removing an object from the collection by documenting in the catalogue (accessions register)

Department  One unit (usually associated with an academic discipline or auxiliary science) in the curatorial organization of the Transvaal Museum, used interchangeably with the terms division and section

Division  See department

Documentation  1. The process of documenting each object in a collection in a museum by acquisitioning, classification, cataloguing, field records, labelling and indexing.
   2. The physical records or documents pertaining to the collection

Documentation system  The procedures used to manage the documentation or information of the collection

Donation  Addition to the collection by means of a gift to be accessioned into the collection

Ethnography  See anthropology

Ethnology  See anthropology

Entry form  Proof of an acquisition (usually a donation, but also for other reasons such as identification) with its initial entry into the museum, and given to the presenter/donor by the museum, the details of which are usually recorded in an acquisitions entry register or entry form book

Field records  Documenting objects outside the museum, for example on location during a field trip
**Historiographer**  
Name used by G.S.H. Rossouw to designate his position as curator of the history division at the Transvaal Museum.

**Historiography**

1. **Historic use:** Name given to the catalogue, i.e. the Historiography Catalogue (H.C.), by G.S.H. Rossouw, for the history collection in the Transvaal Museum; still used for the cultural history collection at the National Cultural History Museum (not to be confused with the use of the term in the academic sense: see below)

2. **Current use:** The study of the development of historical method, historical research and writing: any body of historical literature

**Index**

Directory acting as a guide to information about the collection, usually in alphabetical order, and often including details of where to find the objects, usually on cards, i.e. a manual system, but also on computer files

**Inventory**

1. An itemized list of objects for which a museum assumes responsibility

2. The process of locating these objects and recording the location

**Label**

1. Information about the object, such as the accession number, the object name and the donor’s name, usually on a card or a label, attached to the object

2. Information about the object on display, usually on a card or a label

**Lender**

A person or an institution who loans objects to the Museum

**Loans**

1. **Loans-in:** Objects temporarily loaned to the Museum by a lender for a stated purpose, such as research or exhibition

2. **Loans-out:** Objects temporarily loaned out by the Museum for a stated purpose, such as research or exhibition
**Location control**  
The recording of the movements of an object in a museum to and from its permanent location in the museum’s storage. For example, an object could be moved for exhibition, research or loan purposes, within the museum or to other institutions outside the museum.

**Marking**  
Affixing the accession number on an object permanently (but in such a manner that it could be reversed), using a technique that will not cause damage to the object.

**Movement of objects**  
The movement of an object in a museum to and from its permanent location in the museum’s storage (see location and storage control).

**Objects**  
The variety of items in museum collections, for example, furniture, ceramics, photographs, tools, manuscripts and documents.

**Register**  
1. Book (a bound volume with numbered pages) used to enter an acquisition into the museum, called an acquisitions entry register.
2. Book (a bound volume with numbered pages) used for the formal permanent inclusion of an acquisition in the museum’s collection by means of a unique accession number, also called a catalogue or accessions register.

**Registration**  
Synonym for accessioning.

**Restoration**  
1. Synonym for conservation.
2. Actions taken to change the object to represent the original or a known earlier state.

**Section**  
See department.

**Standard terms**  
The controlled use of standard terms or catchwords, usually contained in an approved alphabetical list to enable the recording of information in a consistent manner.
Storage control

The recording of the permanent location of an object in the museum’s storage and its removal from this location (see also location control)
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  No 5   TM 1/43 - TM 1/51
  No 6   TM 1/52 - TM 1/53
  No 7   TM 1/53 - TM 1/59 KR
  No 8   TM 1/54
  No 9   TM 1/55   Jan - Sept
  No 10  TM 2/55   Okt - Dec
  No 11  TM 1/56
  No 12  TM 1/57
  No 13  TM 1/58
  No 14  TM 1/59
  No 15  TM 1/60
  No 16  TM 1/61   Jan - Jun
  No 17  TM 2/61   Jul - Dec
No 18 TM 1/62
No 19 TM 1/63
No 20 TM 1/64

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