

67 All Collections activities generate documentation relating to the Object history, identification, condition, location, and others. Maintaining this documentation is an ongoing responsibility of all M+ staff but in particular, the Curatorial, Registration and Collections Management, Archives and Library and Conservation Teams.

68 The main repository for documentation shall be the Collection Management System (CMS), which is the authoritative source of information on all Objects belonging to the Collection. The information on the CMS is complemented with hard-copy files that relate to the different collection management activities.

69 M+, through its Curatorial and C&E Departments, will maintain accurate and up-to-date records on the identification, location and condition of all Objects in the Collections, as well as of ongoing activities such as exhibitions, Loans, and research and correspondence with donors, artists and scholars. These records shall be kept in an organised and coherent filing system, and records suitable for transfer to the Institutional Archives should be identified, appraised and transferred on a regular basis. All original agreements relating to Acquisition, Loan or Custody of Object(s) in the M+ Collections shall be kept by the C&E Department.

70 In general, documentation in relation to the Collection will be available to view for research purposes by researchers from outside M+ and for (external or internal) audit purposes, considering any sensitivities around commercial confidentiality and the security of the Collections.

7.2 Object identification

71 All Objects in the care of M+ will have a CMS record and Object Number.

72 All Objects and archives will be catalogued according to the accepted international museum, archival and library standards.

7.3 Inventory and Location Control

73 It is the responsibility of the Registration Team to maintain an accurate inventory and location data of the Collections and Objects on Loan to M+. Inventory records shall contain an up-to-date specific record of location, whether temporary or permanent, for all Objects for which M+ Ltd. is accountable. Object location records will be retained so to create a history of locations of each Object. On a rolling basis, the Registration Team will conduct random spot checks of locations using a list generated from the CMS.

7.4 Institutional Archive

74 M+ will work towards the establishment of an Institutional Archive with the purpose to document the origin, development, activities, and achievements of M+ as an institution. In fulfilment of this mission, the Institutional Archive shall identify, preserve, and make accessible M+'s records of enduring value.

75 The Institutional Archive will be preserved, stored and catalogued according to international standards, and will be made available to M+ staff and other qualified researchers. In general, restrictions shall be imposed only on certain sensitive documents or series, particularly those relating to commercial terms of Acquisitions and donations such as those involving confidentiality provisions, Trustee activities, current transactions, and personnel matters, in order to protect personal data privacy rights and the interests of M+ Ltd., M+ Collections Ltd., the M+ Collection Trust and WKCD.

8. ACCESS TO THE COLLECTION

76 M+ aims to make the Collections as widely available to the public as possible for present and future generations. Safe access to the Collections for research and for public enjoyment will be facilitated through permanent galleries, collections and temporary exhibitions and the research centre in M+, publications, the website and other on-line environments, and electronic media.

9. RIGHTS AND REPRODUCTIONS

77 When acquiring an Object for the Collections, M+ shall seek to ensure that copyright is either assigned or licensed to M+ Ltd. within the legal framework of the Hong Kong Copyright Ordinance (Cap. 528).

78 In addition to this, as part of the Procedures Manual, M+ will define a specific procedure to regulate issues related to the rights and reproduction of the Collections and ensure awareness of the M+ staff of their responsibilities and obligations in relation to these rights.

79 As part of management processes for the Collections, it is M+'s aim to acquire IPR and appropriate IPR licences in respect of its activities and the Objects in its care wherever possible, and otherwise to manage related risk responsibly.

80 It is M+'s aim to create a comprehensive, high-quality visual record of the Collections and

APPENDIX I

SOURCES OF INTERNATIONAL STANDARD PROVISIONS

1. ICOM – International Council of Museums
 - a. CIDOC – International Committee for Documentation
 - b. CIMAM – international Committee for Museums and Collections of Modern Art
2. ICA – International Council on Archives
3. AIC – American Institute of Conservation
4. ECCO – European Confederation of Conservator-Restorers' Organisations
5. CAPC – Canadian Association of Professional Conservators