

Collection access policy

This policy explains how Historic Royal Palaces makes the collection publicly available. It sets out how this access and its associated risks will be managed and where possible increased in line with professional standards. It also explains how items are lent and borrowed.

Industry standard terms have been used throughout and a glossary can be found at the end of this document

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This policy replaces and updates the Collections Management Policy, 2009



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1 Purpose of Policy

Introduction

Historic Royal Palaces is an independent charity that looks after the Tower of London, Hampton Court Palace, Banqueting House, Kensington Palace, Kew Palace and Hillsborough Castle. Each is symbolic of the United Kingdom, and all have world significance. Once they were only for the privileged: now everyone can visit. They're not just places but palaces: buildings where monarchs and their courts lived, and where history was made. These palaces witnessed many of the defining moments of our nation, and collectively they explain much of the nation's story.

We give these palaces continuing life. We welcome people, we stage events and we entertain.

This policy is part of Historic Royal Palaces (HRP) Collections Management Policy Framework, which consists of:

- Collection Development Policy, 2014
- Collection Information Policy, 2014
- Collection Access Policy, 2014
- Collection Care and Conservation Policy, 2014
- Human Remains Policy, 2014

The purpose of the Collection Access Policy is to ensure we fulfil our responsibilities in relation to access to HRP's collection in line with the HRP Strategic Plan and in proportion to resources available. This policy is intended to state the parameters for the standards we apply as well as our key current terms of reference for best practice.

Historic Royal Palaces comprises five Accredited Museums. The Accreditation Scheme is administered by Arts Council England (ACE) which sets nationally agreed standards for UK Museums.

In line with the Accreditation Scheme, this policy details how we will:

- maintain at least minimum professional standards in access to the HRP collection.
- extend access to the HRP collection and collection information including facilitating physical, sensory and intellectual access on site and virtually and by lending and borrowing.

Our strategy for the physical security of the HRP collection is set out in the HRP Security Instructions and the Collection Care and Conservation Policy, 2014

2 Policy Implementation

Our policies and procedures are informed by relevant legal and ethical frameworks, alongside appropriate national and international standards, as set out in Appendix I.

Managers should ensure that the Collections Management Policy Framework and supporting procedures/plans, as detailed below, are taken account of in the areas for which they are responsible.

- Collection Care and Conservation Plan, 2014
- Collections Management Procedures Manual
- Exhibition Conservation Specification
- Collection Object Security Procedures
- Learning and Engagement Strategy, 2013
- Digital Strategy, 2013
- Domestic Audiences Strategy, 2013
- Documentation Plan, 2014
- Security Instructions
- Major Incident Plan, 2013
- HRP Health Safety & Environmental Management System

3 Statement of Authority, Responsibilities, Cause, Principles and Strategic aims

Statement of Authority

The HRP Royal Charter, 1998 established a Board of Trustees of Historic Royal Palaces. Under the Charter the 'objects of Historic Royal Palaces shall be, for the benefit of the nation:

to manage, conserve, renovate, repair, maintain and improve the palaces to a high standard consistent with their status as buildings of royal, historic and architectural importance; and to help everyone to learn about the palaces, the skills required for their conservation and the wider story of how monarchs and people together have shaped society by providing public access, by exhibition, by events and education programmes, by the preparation of records, by research and by publication and by such other means as are appropriate.'

Responsibilities for the HRP collection

The Board of Trustees has ultimate responsibility for ensuring that the collection at the palaces are maintained and used in accordance with the ordinances of HRP's Royal Charter.

The Chief Executive and Executive Board are responsible for ensuring that the Collections Management Policy Framework is implemented across the departments of HRP and for scheduled review of the policies.

The Director of the Conservation & Learning Department will ensure that the Collections Management Policy Framework is followed effectively by providing appropriate and adequate numbers of staff and financial resources to carry out the Collections Management Strategy. The Director of the Conservation & Learning Department will also advise and guide directors of other HRP departments in any areas where the policies affect their work.

The Collections Management Strategy Board consists of staff who have responsibility for the management of the HRP collection. Together they advise on, produce and implement the policies and strategy and ensure support for and delivery of the objectives and actions for Collections Management in HRP's Strategic Plan, Annual Operating Plans and Major Projects.

Collections Management staff, Collection-curators, conservators and security staff at HRP are responsible for carrying out the objectives of the Collections Management Strategy, to the standards and procedures set out in the Collections Management policy framework and those supporting procedures.

All staff at HRP must be aware of the collection care responsibilities outlined in the Collections Management policy framework and make sure that they carry out their own work without detriment to any objects in our care and without compromise to this policy framework.

Our Cause

To help everyone explore the story of how monarchs and people have shaped society, in some of the greatest palaces ever built.

Principles

Our work is guided by four principles:

Guardianship

We exist for tomorrow, not just for yesterday. Our job is to give these palaces a future as valuable as their past. We know how precious they and their contents are, and we aim to conserve them to the standard they deserve: the best.

Discovery

We explain the bigger picture, and then encourage people to make their own discoveries, in particular, to find links with their own lives and with the world today

Showmanship

We do everything with panache. Palaces have always been places of spectacle, beauty, majesty and pageantry, and we are proud to continue that tradition.

Independence

We have a unique task, and our own point of view. We challenge ourselves to find new ways to do our work. We are an independent charity, not funded by the Government or the Crown, and we are keen to welcome everyone who can support our Cause.

Through these principles, we will keep these palaces alive, so that more and more people can explore their story, and find anchors that make the world a less uncertain place.

Strategic Aims

We have five major strategic aims with which to face the challenges of the future:

- Give the palaces the care they deserve
- Transform the way visitors explore their story
- Have wider impact in the world
- Build one organisation united behind our Cause
- Generate the money to make it all possible

4 Engaging with the HRP collection

Principles

HRP's collection includes both movable and immovable collection items. Information about the HRP collection and associated intellectual property is key to enabling access to the HRP collection.

We aim to enable appropriate kinds of access to all items for which we are legally responsible: HRP collection objects, loans to HRP, Royal Collection in-situ objects, objects on deposit (known collectively as the collection), un-accessioned and previously undocumented objects. Information must be available for inspection by HRP's auditors.

HRP is committed to offering the widest and most appropriate forms of access to the HRP collection, expertise, facilities and services. We are actively working to overcome any physical, intellectual, cultural, attitudinal, digital and financial barriers, through integrating equality and diversity into everything that we do.

All staff responsible for collections management activities will keep abreast of best current practice and new technologies in documentation and use these as appropriate to develop and encourage public access to the HRP collection.

Public access and visitor services for the HRP collection

We maintain and open the palaces in our care for public enjoyment and benefit. Access to these buildings and their collections is by a range of admission charges and membership and educational and community events.

We present a broad range of exhibitions, displays, events and activities which reflect many cultures, societies and artistic practices. We define target audiences and develop interpretation, informed by evaluation, to suit these audiences.

We deliver a wide range of learning programmes which are developed to suit different levels of prior knowledge, cultural and educational backgrounds, interests and learning styles.

Disabled visitor access and special requirements will be considered in the design of any new collection display or exhibition. This accords with our existing policy statement on Visitor Access, which outlines our compliance with the Disability Discrimination Act, 1995.

The HRP collection supports our character and events driven stories connecting visitors across time, transporting them to different eras and are central to supporting our Cause. We recognise the opportunities to provide wider public access to the HRP collection and information relating to it, through a multi-channelled approach, via special access facilities, on site interpretation, on-line and digital applications and other media.

Access to objects not on display is increasingly made available to the public wherever possible and appropriate. Collection store access is facilitated, controlled and monitored by curators or conservators.

Access to the HRP collection is carefully monitored to ensure that the conservation requirements are not compromised or threatened, and to secure the future preservation and continuing public enjoyment of the HRP collection in accordance with the Collection Care and Conservation Policy, 2014.

Educational and visitor interpretation provision relating to the HRP collection comes under the responsibility of HRP Learning & Engagement and Creative Programming & Interpretation teams. All major new or revised initiatives using the collection are created in consultation with our L&E and CP&I teams with the aim of offering the most effective learning to all kinds of visitors.

HRP's L&E Team also maintains its own small handling collection separate from the HRP collection to support their object-based learning initiatives. This is not covered by this policy and its ultimate care is the responsibility of the Head of Learning and Engagement at HRP. All handling collection acquisitions are made in consultation with curatorial staff to complement the objects held in the HRP collection.

Display of the collection

The collection is primarily displayed in the context of re-created historic room settings at the palaces, which are generally interpreted together using a range of methods that complement these important palace buildings and their integral collections.

Our primary aim is to display and explain the palaces, their history and their collections as historical entities rather than adopting a traditional museological approach.

The Pigott Galleries at Kensington Palace have been set up to provide a traditional case-display space allowing the protected display of historic dress exhibitions.

Open display methods have been the key approach at the palaces since their public opening in the 19th century. We continue to be committed to using this method of display where appropriate to collection objects, whilst recognising and addressing the long-term conservation and security issues this presents for certain areas of the collection.

Exhibitions and displays drawn from the permanent collection supplemented by objects from the Royal Collection will be held according to the Approved Interpretation Programme agreed by the relevant Palace Programme Board, in order to increase access to the history of the palaces and their collections. Temporary displays and exhibitions will be supplemented by strategically identified loan objects

Storage

We aim to put as much of the HRP collection on public display as possible. Storage will normally be limited to certain categories of objects unsuitable for continuous display for conservation reasons, categories of object providing a research resource such as architectural fixtures or archaeology, objects removed as a result of re-display and objects awaiting conservation or display in the near future.

We are committed to and are actively working towards achieving 'good' standards for documentation, conservation and safety in collection store areas in accordance with the Collection Care and Conservation Policy and Plan, 2014.

Wider public access to the HRP collection, both on site and remote, will be taken into account in the design and management of collection storage facilities as part of our conservation and collections management plans.

5 Using the collection – Photography and Filming

Commercial or reference photography of items in the HRP collection should only be undertaken by a member of the Curatorial or Conservation and Collection Care teams, a photographer approved by the staff responsible for the HRP Photographic Library or a supervised photographer. Photography of the collection is to be carried out under the supervision of a curator, conservator or collections management staff. For commissioned photography, copyright must be assigned to HRP.

HRP collection objects may only be photographed by visitors when on public display in areas where photography is permitted and photography guidelines adhered to. Permission to photograph or reproduce by any means an object that is on loan to an HRP-managed palace – or is a Royal Collection item in-situ rests solely with the owner of the object.

Permission to reproduce photographs of items in the HRP collection must be obtained in advance from HRP's Photographic Library. The Retail Department is responsible for issuing licences for commercial use of the design of HRP collection objects (providing these are no longer subject to others' copyright) in consultation with the Chief Curator.

Official photographers (including journalists, writers, broadcasters) wishing to take photographs of or film any part of the palaces or the collection, whether inside or out, must obtain approval from the HRP Head of Media and Public Relations (or nominated Press Officer). An official permit, with conditions which may include the use of tripods, will be issued if approval is granted and may only be used for the purpose stated. Any filming activity must adhere to HRP's guidelines for photography and filming and will be supervised by a member of the Conservation and Collection Care team.

6 Lending and Borrowing

We actively lend and borrow historic objects to enhance the presentation of our historic buildings and the HRP collection, as well as to foster mutually beneficial partnerships with the owners of complementary collections.

All loans will be managed according to the relevant procedures as detailed in the Collections Management Procedures Manual.

Loans to HRP

Both short term loans for exhibition and longer term loans – typically three years, will be sought in accordance with the same criteria as for acquisitions in order to enhance the palace displays and historic interiors or for temporary exhibition.

All loans will be subject to the same standards for display, care and security as the HRP collection, as well as ACE's guidelines. We are eligible for insurance cover under the Government Indemnity Scheme. This cover will be applied for whenever possible. Before agreeing any loan with initial conservation requirements from the lender the cost benefits – including staff resources – will be fully reviewed and taken into account.

All loans to HRP must be governed by a written loan agreement, either the lender's loan agreement where this is stipulated, or else by our own 'Loan-in' Agreement. Loans will be agreed for a fixed period, which may be renewed by mutual agreement.

Objects located in the Historic Royal Palaces belonging to HM The Queen remain the responsibility of the Royal Collection Trust, which delegates aspects of its day-to-day care, conservation, security and presentation to HRP. These are not treated as formal loans as they remain within the royal palaces and are governed by the Memorandum of Understanding between HRP and the Royal Household and are defined as objects 'in-situ'. Any actions concerning them are discussed and agreed with the Royal Collection Trust.

Any object deposited with HRP for conservation treatment by our conservators

or for any other purpose not covered by a loan agreement (such as an item offered on approval or for opinion) must be covered by a form of contract or the owner's particular terms and insurance arrangements. Staff members who manage the collection will ensure that all such objects are treated to the same standards of care and security as the HRP collection.

Loans from HRP

As far as possible we will support public exhibitions and museum or gallery displays with short-term loans from the HRP collection as a means of making the HRP collection available to a wider public. The condition of objects and their importance to our own displays and visitor requirements will be taken into account before agreeing to lend.

We will expect loans from the HRP collection to be covered by the Government Indemnity Scheme (or its foreign national equivalents) whenever applicable or by equivalent levels of insurance cover. Borrowers will be required to sign our own 'Loans-out' terms of agreement and to agree any special conditions of loan.

7 Managing risks to the HRP collection

The physical, environmental and security risks to the HRP collection will be regularly assessed by the appropriate collection curators, conservators and security operational staff according to HRP procedures and guidelines. Adequate measures will be taken to prevent loss or damage to the collection at any palace location or during movement between, or at temporary locations outside, the palaces. These should follow current ACE museum standards.

HRP will adopt the minimum security standards for display in all areas according to the ACE national security standards. Levels of higher protection will follow the advice of HRP's own security advisor, the stipulations of individual lenders or the national security advisor at ACE.

HRP has a Major Incident Plan, including salvage and protection procedures for collections at each of its palaces. It is reviewed every 12 months by the HRP Fire, Health & Safety Adviser.

Risk assessments of any potential hazards (e.g. fire, theft, damage) to the HRP collection and by the HRP collection will be made and acted upon by all staff responsible for the display, security, movement, transport and storage of the HRP collection. HRP Collections Management Procedures Manual includes relevant information on display and security. Professional advice or guidelines should be consulted whenever procedures are not yet established or unfamiliar situations arise.

Due diligence

Guidelines issued by the Department of Culture, Media and Sport (DCMS) define due diligence as the necessary precaution that museums take to ensure that they acquire, borrow or lend only ethically acceptable items and reject items that may have been looted or illegally exported.

The Deputy Chief Curator has overall responsibility for ensuring the appropriate due diligence procedures are carried out.

Work on due diligence is assigned to the curator in the case of an acquisition and loan request, as appropriate. Where appropriate, further guidance and advice will be sought from additional curatorial and specialist consultants, such as colleagues from within HRP, other national museums, academic institutions, and major auction houses as well as consulting art loss databases. All staff involved in due diligence checking will have training.

HRP will carry out checks on provenance, ethical status and proof of import into and export out of a particular country of cultural objects in accordance with the legislation and guidelines listed in Appendix 1.

HRP will not acquire or borrow any item unless it is satisfied that the owner/lender has full title and that they or any agent acting for them has full legal authority to enter into an agreement with HRP. HRP will not proceed should there be any doubt over the legality of ownership, removal from the country of origin, or entry into the UK.

Records and documentation of due diligence are to be retained. All relevant correspondence, details of published information, signed loan agreements, lender's evidence and photographic evidence is to be kept on permanent files by our Registrar. This data will be stored in accordance with Spectrum standards and under direction from the National Archives on stewardship of public records.

HRP will respond formally to any bone fide enquiries or claims of ownership regarding object(s) within the HRP collection.

Each item in the collection will be subjected to exactly the same due diligence processes. This policy applies equally to contemporary material as well as historic.

8 Staffing

Expert knowledge of the collection and collection conservation is recognised as essential to its management and care, as well as to increase public education and enjoyment of it. This expertise also provides staff with the authority and essential intellectual material with which to present the collection within their palace contexts, in line with our Cause and Principles.

Collection research material will be organised according to curatorial guidelines and made accessible to colleagues, professional enquirers and to the public, with due acknowledgement where material is published or otherwise distributed. Research is included in individual collections curators' job descriptions and team work plans.

All staff at HRP who work with the HRP collection will be given appropriate training on HRP's Collections Management approach and procedures to ensure that the highest standards are maintained and that all staff understand their responsibilities towards the HRP collection.



Appendix 1:

Legal, Ethical and Standards Framework

HRP's Collections Management Policy Framework is informed by legislation, ethical codes and appropriate sectoral standards.

A. Legislation applying to all Collections Management Policies

- HRP's Royal Charter, 1998, as amended 2006
- The Public Records Acts, 1958, as amended 1967
- The Data Protection Act, 1998
- The Freedom of Information Act, 2000
- Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, UNESCO, 1970
- The Requirements of HM Customs & Revenue
- Copyright Act, 1911 and 1956
- Copyright and Related Rights Regulations, 2003
- Copyright, Designs and Patents Act, 1988
- Dealing in Cultural Objects (Offences) Act, 2003

- Disability Discrimination Act, 1995 (as amended)
- Equality Act, 2006
- Human Rights Act, 1998
- Race Relations Act, 1976
- Racial and Religious Hatred Act, 2006
- Sex Discrimination Act, 1975
- Health and Safety at Work Act, 1974
- Management of Health and Safety at Work Regulations, 1999
- The Environmental Information Regulations, 2004
- COSHH: Control of Substances Hazardous to Health Regulations, 2002
- Treasure Act, 1996

B. Ethical codes applying to all Collections Management Policies

- Code of Ethics for Museums, ICOM, 2006 (including the ICOM 'Red List')
- Code of Ethics for Museums, Museums Association, 2008
- Combating Illicit Trade: Due Diligence Guidelines for Museums, Libraries and Archives on collecting and borrowing Cultural Material, DCMS, 2005
- DCMS Code of Practice Guidance for the Care of Human Remains in Museums, October 2005
- UK Export Licensing for Cultural Goods - Procedures and guidance for exporters of works of art and other culture goods, DCMS, 1997
- Statement of Principles issued by the National Museum Directors Conference on spoliation of works of art during the Holocaust and World War II period, 1998

C. Sectoral standards applying to all Collections Management Policies

- Spectrum: UK Museum Collections Management Standard
- PAS197:2009: Code of practice for cultural collections management, BSi and Collections Trust
- Accreditation Standard, Arts Council England, 2011

D. Memoranda of Understanding applying to all Collections Management Policies

- MoU with The Royal Household, 2010
- MoU with the Royal Armouries, 2010
- MoU with the Royal Fusiliers Museum, 2010
- MoU with the Chapel Royal HCP, 2011
- MoU with the Royal Mint Museum, 2011

E. Collection Information Policy

- Spectrum: UK Museum Collections Management Standard v0.4
- ISAD(g): General International Standard Archival Description, International Council on Archives, 2007
- Anglo-American Cataloguing Rules ('AACR', Joint Steering Committee, 2nd ed., 2002 revision): international library documentation standard. In process of supersession by Resource Description and Access ('RDA', 2010, revisions through 2013)

- MARC ('machine-readable cataloguing') data standards (Library of Congress, 1999, revisions through 2013)
- Art and Architecture Thesaurus, The J.Paul Getty Trust

F. Collection Access Policy

- Loans between National and Non-national Museums – New standard and practical guidelines, National Museum Directors' Conference, 2003
- Display Case supplement, UK Registrars' Group
- Standard Facilities Report, UK Registrars' Group
- Standard Facilities Report Security Supplement, UK Registrars' Group
- Government Indemnity Scheme Guidelines for Transport, July 2012.

G. Collection Care and Conservation Policy

- PAS 198:2012 Specification for managing environmental conditions for cultural collections
- Benchmarks in Collections Care for Museums, Archives and Libraries, 2007
- Statement of Principles issued by the National Museum Directors Conference on environmental conditions for lending, 2010
- 'Bizot' Group Agreement: Achieving sustainability for galleries and museums, 2013
- PD 5454:2012 Guide for the storage and exhibition of archival materials
- Codes of Ethics: ICOM-CC /ICON
- Institute of Conservation's (ICON) Conservation Register 2013



Glossary

Accessioning: The process of formally recording the admission of a new object or group of objects into the collection.

Accession Register: A bound paper record of all objects which are, or have been, part of the organisation's permanent Collection.

Accreditation: The scheme administered by Arts Council England (ACE) which assigns accredited status to museums and organisations with collections management that meets the standards set out in ACE's publication: The Accreditation Standard.

Acquisition: The legal process of transferring ownership of an object from one person or organisation to another.

Agents of Decay: The ten ways in which a collection can be damaged include; thieves, vandals, displacers, fire, water, pests, contaminants, radiation (light), incorrect temperature or humidity and disassociation. The Framework for the Preservation of Museum Collections, published by the Canadian Conservation Institute, lists mitigating actions based on building features, portable fittings and procedures which can protect an object or collection.

Agents of Decay Strategy Board:

An HRP Board which meets biannually to steer collection risk management. It aims to reduce the probability and impact of physical and environmental risk to the collection, whilst balancing conservation and commercial use. Led by conservators, the Board is made up of senior staff from the curatorial team, surveyors, maintenance, visitor services and operations.

Archaeological archive: The objects, information, images, records and plans created through an archaeological excavation.

Cataloguing: The process of documenting an object on the Collections Management System.

CCC: Conservation and Collection Care, HRP's conservation team.

CM Team: Collections Management Team responsible to ensure we have governance policies and procedures in place for the management of the collection.

CMS: Collections Management System. HRP's collection database jointly managed with the Royal Collection Trust.

Collection access: Means of making use of, engaging with, communicating with or lending objects or information.

Collection development: Adding to, researching, reviewing and removing items from HRP's collections in accordance with our policies.

Collection information: Information and knowledge collected, created, held and maintained about an object, group of objects, events or activities associated with objects in the collection.

Collections management: The strategies, policies, processes and procedures related to collections development, information, access and care.

Collection risk management: The process of identifying and quantifying conservation-related risks to the collections; and planning and implementing mitigation measures to reduce those risks.

Conservation records: Reports and photographs recording the condition and treatments carried out on all objects, including testing of materials to be used in the treatment or display and any investigations relevant. Working notes, time and cost estimates and material lists are also part of these records.

Conservation science: The interdisciplinary research field encompassing all technological and scientific work that can benefit conservation.

De-accessioning: the process of formally removing an object from the collection.

Designated collection: A group of objects identified as a pre-eminent collection of national and international importance held in England's non-national museums, libraries and archives. The Designation Scheme is administered by Arts Council England (ACE).

Disposal: The legal process of removing an object from the collection – by destruction, transfer or sale.

Documentation: The information, images and records held about objects. It also refers to the process of creating the records.

Government Indemnity Scheme: A scheme under which the government is responsible for the payment of compensation, in the event of loss or damage to items which are on loan to a collections-holding organisation in the UK. Borrowing organisations do not have to pay any premiums under the scheme, but they are required to accept a minimum liability.

HRP: Historic Royal Palaces.

HRP collection: those items owned by Historic Royal Palaces and containing the permanent and support collections.

Handling collection: Objects intended for demonstration or handling which have not been accessioned and are not part of the permanent collection. Managed by the Learning & Engagement Team.

'In-situ': Objects managed by the Royal Collection Trust and displayed at an HRP-managed property in their original locations. Collection Care is managed according to a Memorandum of Understanding reviewed and renewed at regular intervals.

KPI: Key Performance Indicator – CCC has defined four KPIs for environmental risk management – relative humidity, visible light, ultraviolet light and dust.

Loan: An object (or a group of objects) belonging to another organisation or individual given to HRP for a fixed term subject to a separate contract, usually for display or exhibition purposes.

Loan Agreement: A contract between HRP and the owner detailing the terms and conditions of the loan which includes the fixed term period.

Object: An item which forms part of HRP's collection: permanent (recorded in the accession register); support; temporary (e.g. a loan); or those used for educational handling.

Object files: Paper filing system containing original documents related to permanent collection objects which complements and backs up the online database.

Permanent collection: Formally accessioned objects acquired by HRP in accordance with a written acquisition policy.

Preventive conservation: The mitigation of environmental, physical, chemical and biological risks to the collections and decorative interiors within HRP's care, informed by the Agents of Decay framework.

RCDC: Royal Ceremonial Dress Collection. A Designated collection formed of HRP owned and loan items managed by HRP.

Safeguarding: The process of planning and supervising an activity taking place in proximity to historic collections and/or interiors in order to prevent or reduce the risk of damage occurring as a result.

SOIE: State of the Interior Estate: an Excel-based survey tool that quantifies and prioritises conservation treatments for the entire collection in HRP's care, established in 2004.

Source: The owner or creator of an object prior to its addition to the collection.

Support collection: Objects which have not been accessioned and are not part of the permanent collection. Support collections may include replica or reproduction items, or objects acquired to supplement an exhibition.

The collection: Those items owned by HRP (permanent or support collections), under the care of the Royal Collection Trust and in situ at the HRP-managed palaces or on loan from the Royal Armouries, and many other lenders.

Top Ten conservation campaigns: A list of the top ten most vulnerable objects, exterior or interior decorative features in the collection, drawn up in 2006, and reported on annually to enable Trustees to monitor progress made in conserving the collection against the investment of staff and financial resource (£1.7m over ten years, excluding salary).

Transfer of Title: A legal term to describe the formal process of a change of ownership of an object from one person or organisation to another.

Treatment conservation: Treatments carried out on HRP and RC objects in the care of HRP. Textiles are conserved by in-house textile conservators while all other conservation treatments are commissioned externally.