SLOVENSKI STANDARD
SIST EN 17820:2023

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Ohranjanje kulturne dediščine - Specifikacije za upravljanje premičnih zbirk kulturne dediščine

Conservation of Cultural Heritage - Specifications for the management of moveable cultural heritage collections

Erhaltung des kulturellen Erbes - Festlegungen für das Management von beweglichem Kulturerbe

Conservation du patrimoine culturel - Spécifications pour la gestion des collections relevant du patrimoine culturel mobilier

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ICS:

97.195	Umetniški in obrtniški izdelki. Kulturne dobrine in kulturna dediščina	Items of art and handicrafts. Cultural property and heritage

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EUROPEAN STANDARD

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English Version

Conservation of Cultural Heritage - Specifications for the management of moveable cultural heritage collections

Conservation du patrimoine culturel - Spécifications pour la gestion des collections relevant du patrimoine culturel mobilier

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EUROPEAN COMMITTEE FOR STANDARDIZATION
COMITÉ EUROPÉEN DE NORMALISATION
EUROPÄISCHES KOMITEE FÜR NORMUNG

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European foreword

This document (EN 17820:2023) has been prepared by Technical Committee CEN/TC 346 "Conservation of Cultural Heritage", the secretariat of which is held by UNI.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by December 2023, and conflicting national standards shall be withdrawn at the latest by December 2023.

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Introduction

All organisations that hold moveable cultural heritage collections, such as archives, libraries, museums and galleries, have a responsibility to manage these collections in a planned and systematic manner so that they continue to be preserved and accessible. This document sets out a framework for managing collections, beginning with an organization's purpose in holding them, followed by the policies it seeks to meet and the core procedures that need to be established. It promotes ongoing evaluation and review of these policies and procedures.

Many cultural heritage institutions have developed their own approaches to managing their collections. Some countries regulate this in law for government institutions and other public organisations, setting uniform quality levels and often referring to widely recognized codes of practice (for example the *Code of Ethics for Museums* of the International Council of Museums). This document aims to complement these regulations and codes by providing a framework and operational specifications for good practice. The document is formed of an introductory normative Principles section followed by normative annexes which contain the principal core policies and procedures that all cultural heritage institutions with collections apply as a minimum, in addition to any local and national policies required of them.

1 Scope

This document specifies a framework and standards for managing cultural heritage collections. It is intended for use by collecting organisations such as archives, libraries, museums and galleries. It is applicable to all types of moveable cultural heritage, whether in physical or digital formats. It promotes core essential policies and procedures that all such organisations seek to apply as a minimum and encourages a cycle of continuous review and improvement.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

EN 15946, *Conservation of cultural property - Packing principles for transport*

EN 16095, *Conservation of cultural property - Condition recording for movable cultural heritage*

EN 16648, *Conservation of cultural heritage - Transport methods*

EN 16790, *Conservation of cultural heritage - Integrated pest management (IPM) for protection of cultural heritage*

EN 16853, *Conservation of cultural heritage - Conservation process - Decision making, planning and implementation*

EN 16893:2018, *Conservation of Cultural Heritage - Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections*

EN 17429, *Conservation of cultural heritage - Procurement of conservation services and works*

ISO 21110, *Information and documentation — Emergency preparedness and response*

3 Terms and definitions

For the purposes of this document, the following terms and definitions.

ISO and IEC maintain terminology databases for use in standardization at the following addresses:

— ISO Online browsing platform: available at https://www.iso.org/obp/

— IEC Electropedia: available at https://www.electropedia.org/

3.1
accessibility
opportunity to engage with an object physically and/or intellectually

[SOURCE: EN 15898:2019, definition 3.1.11]

3.2
accession
process of recording the inclusion of an object or group of objects into a collection

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3.2.1
accession record
written record of the admission of an object or group of objects into a collection

Note 1 to entry: An accession record is often in the form of a register or a section of a documentation software package which must be reviewed and updated and maintained permanently.

3.2.2
de-accession
process of recording the removal from the accession record of an object or group of objects

3.3
acquisition
process of obtaining legal title and/or responsibility for an object

3.4
appraisal
process of deciding whether an object or group of objects has continuing value in accordance with the collecting organisation's mission statement

Note 1 to entry: For example, an object can have value as evidence or as an historical resource, which would justify its retention.

3.5
benefits sharing
fair and equitable sharing of benefits arising from the use of collection resources and related traditional knowledge (see also 3.22 rights management)

[SOURCE: United Nations Convention on Biological Diversity (1992)]

3.6
business continuity
capability of the organization to continue delivery of products or services at acceptable levels following a disruptive incident

[SOURCE: ISO 22300:2018, definition 2.3.10]

3.7
catalogue
structured list of information about or relating to objects within a collection, sometimes referred to as a finding aid

3.8
collecting organisation
organisation that collects, cares for and provides access to cultural objects for education, learning, entertainment, legal or evidential purposes

Note 1 to entry: For the purposes of this document, natural heritage collections are included.

3.9
collection
group of objects having shared or combined significance

Note 1 to entry: The term "collection" is mainly used within "moveable cultural heritage" and can often refer either to the whole collection held by an organization or a sub-collection within it.

Note 2 to entry: It is the intention of the collecting organization to preserve and maintain the collection together.

[SOURCE: EN 15898:2019, definition 3.1.5 - note 1 modified, note 2 added]

3.10
competent person
someone who has the necessary training, knowledge, experience, expertise and skills, sufficient to complete their allotted task

3.11
conservation
measures and actions aimed at safeguarding cultural heritage while respecting its significance, including its accessibility to present and future generations

Note 1 to entry: Conservation includes preventive conservation, remedial conservation and restoration.

[SOURCE: EN 15898:2019, definition 3.3.1 modified — Notes 2 and 3 to entry have not been included.]

3.12
emergency preparedness
measures and actions taken in advance to mitigate the effects of possible destructive events and to prepare for an effective response

Note 1 to entry: This includes drawing up a disaster response plan.

Note 2 to entry: The effective emergency response contains series of decisions and/or actions taken in context of emergency, planned or not.

[SOURCE: EN 15898:2019, definition 3.4.6]

3.13
emergency planning
development, implementation and maintenance of agreed procedures to prevent, reduce, control, mitigate and take other actions in the event of an emergency

3.14
impact assessment
means of measuring the effect of organisational activities against the overall mission and judging the significance of changes brought about by those activities

3.15
object
single manifestation of tangible cultural heritage

Note 1 to entry: For the purposes of this document, the term object includes both physical and digital objects.

[SOURCE: EN 15898:2019, 3.1.3, modified — Note 1 to entry has been adjusted for this document.]

3.16
legal title
rights of ownership that are specified or recognized by law or that could be successfully defended in a court of law

3.17
mission statement
strategic statement setting out an organisation's purpose and objectives and how these are supported by a cultural heritage collection

3.18
policy
overall intentions and direction of an organisation as formally expressed by the organisation's governing authorities

Note 1 to entry: A policy provides a framework for action and for the setting of objectives.

Note 2 to entry: A policy can be written in the form of a statement.

[SOURCE: EN ISO 9000:2005, definition 3.2.4 modified — "intentions" and "it's top management" have been replaced by "overall intentions" and "the organization's governing authorities"]

3.19
procedure
specified way to carry out an activity or a process

Note 1 to entry: The procedures referred to in this standard should be written, maintained and reviewed periodically.

3.20
provenance
history of an object covering its origins (including geography, creator, etc.), various owners and, if relevant, its movement across borders

3.21
removal
permanent transfer of an object out of a collection

Note 1 to entry: Also referred to as disposal.

Note 2 to entry: Before an object can be permanently transferred from a collection it has to be de-accessioned.

3.22
rights management
documenting, protecting and administrating those rights that fall under legal and other statutory requirements which are associated with objects, reproductions and information

Note 1 to entry: See also Annex F.

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3.23
risk assessment
process of identification, analysis and evaluation of threats to objects or collections that might alter significance, and the probability of their occurrence

[SOURCE: EN 15898:2019, definition 3.4.5 modified — Note 1 has been deleted, 'to objects or collections' added]

3.24
risk management
overall process of risk identification, risk analysis and risk evaluation

[SOURCE: ISO Guide 73:2009, definition 3.4.1]

3.25
significance
combination of the all the values assigned to an object, ensemble or collection

[SOURCE: EN 15898:2019, definition 3.1.7]

3.26
significance assessment
assessment of how important an object, group of objects or collection is to the organisation and other stakeholders

3.27
user
individual who engages with the services of a collecting organisation or directly with a cultural heritage object

3.28
value
aspect of importance that individuals, communities or society assign(s) to an object, ensemble or collection in a particular context

Note 1 to entry: Values can be of different types, for example: artistic, symbolic, historical, social, economic, scientific, educational, technological, functional, etc.

Note 2 to entry: The assigned value can change according to circumstance, e.g. how the judgement is made, the context and the moment in time. Value should always be indicated by its qualifying type.

Note 3 to entry: Objects can have different values to different people and communities.

[SOURCE: EN 15898:2019, definition 3.1.6 modified — Notes 2 and 3 to entry added]

4 Principles for managing collections

4.1 Overview and responsibilities

a) An organization that wishes to hold, take responsibility for and provide access to cultural heritage collections shall operate within a clear management framework as specified by this document. It shall define its purpose in the form of a mission statement and from this set out its policies towards developing its collections, managing information about them, using and accessing them and protecting them from threats. It shall ensure that these policies are considered, written and approved