Module 11: Basic Definitions
Basic Definitions

**Accession:** An accession is an object or a group of objects in the museum’s permanent collection obtained at one time from a single source. The act of accessioning is taking possession and title to the object, placing it in the museum’s permanent collection, and making a record of it.

**Catalog/Collections Management System/Database:** A reference tool and organizational system where permanent collections records are created in a single searchable system.

**Deaccession:** (1) an object that has been removed permanently from the museum’s permanent collection; as well as (2) the process of formal removal of accessioned objects from the museum’s permanent collection.

**Deed of Gift/Gift Agreement:** A written instrument that transfers ownership of an object or objects from a donor to an institution. It must be signed and dated by the donor and contain a signature of acknowledgement of receipt of gift by the institution. An itemized list of the donation should accompany each Deed of Gift.

**Provenance:** The term used for the background and history of ownership for works of art and historical objects.

**Registration:** The whole process of creating, acquiring, and keeping the records for a museum’s permanent collection.