

Collection Assessment Grading Rubricⁱ Matrix

Method:

Assign grade to object for each category in **both** Tables, based on the statements and record scores into spreadsheet (e.g. Object, number Grades: 1.C1,2.D, etc. Grade is assigned on lowest relevant statement in each section. Add notes / reason column to record any observations.

Decision:

- If object scores an **A** or **B** (Green text) under **4.**: it is **NOT** Considered for Disposal
- If object scores **C2** or **D** (Red text) under **1.** or **2.**: **Consider** for Disposal
- If object scores **TWO D's** (Red text) under **3.** **4.** or **5.**: **Consider** for Disposal

Condition and Care Table: *If object scores Red: Consider for Disposal)*

Green	- Stable material. Monitoring may be required - Good or Fair condition - No conservation problems / low risk of decay - Some conservation treatment may be desirable
Yellow	- Unstable material - High risk of deterioration – immediate action required - Poor condition - Major areas of loss - Significant conservation investment required to prepare for use or display
Red	- Very unstable material - Deteriorated beyond repair - Very poor condition - Unsustainable conservation investment required - Poses risk to other collections

	1. Significance & Relevance to Collections Policy	2. Risks Associated with caring for & Using Object	3. Completeness	4. Potential for Display, Use, Engagement & Research	5. Resource to Manage, Care, Use
A	- Of clear national, regional, local or community significance - Relevant to Branch/Museum Collections Policy - Object known to be unique or rare	Low risk of hazards	- Either fully complete or missing elements are not integral to importance & significance. - Appears to be in original condition.	Potential to be: - Permanently on display - Star object/'WOW' factor - Strongly identified in public's mind with organisation or location - Regular use of/or strong potential for research & public engagement	Existing resources are appropriate Can be managed, stored and used using in-house resources.
B	- Of clear local or community value - Relevant to Branch/Museum Collections Policy	Low risk at present but hazards could be exposed without appropriate Collections management	- Complete or missing only a small number of parts - In near original condition or any adaptations are consistent with history and use - Any missing parts do not make it unrecognisable	Potential for: - Engage visitor interest/engagement & stimulate discussion - Used for a permanent or temporary exhibition - Research use	Museum / Branch unable to meet management, storage or use needs. Small amount of additional resource required. Would need to source small amount of additional funds beyond in-house resources to store, display or conserve.

	1. Significance & Relevance to Collections Policy	2. Risks Associated with caring for & Using Object	3. Completeness	4. Potential for Display, Use, Engagement & Research	5. Resource to Manage, care, Use
C	C1 - Named local donor with local address and has assumed but unproven local or community story/connection <u>and</u>: organisational, historical, aesthetic, artistic, scientific or social interest. - Outside Collections Policy but has great relevance to other items within Branch/Museum Collections or illustrates significant stories which are not already represented. C2 - Named local donor with local address but no information related to use, origin etc. - Of assumed but unproven or of little specific local, community or organisational importance – but possibly some historical, aesthetic, artistic, scientific or social interest. - Sits outside of Collections Policy. - Similar to other items within Branch/Museum Collection	- Some hazards exist but can be safely managed with appropriate PPE. - Size or weight of object requires additional resource to safely move.	- Incomplete - Object has been significantly adapted, and these changes do not relate to the significant periods of its history	- No current public focus but may have some potential for this in the future. - Not known to have been used in displays. - Little potential for public engagement use. - Little potential for research use.	Museum / Branch unable to meet management, storage or use needs. Significant additional resource required. - Would need to raise additional funds to preserve or display. - Once necessary conservation done, object can be kept in the long term with limited additional resource commitment
D	- Not considered to have aesthetic, artistic, historical, scientific or social interest. - Outside of Collections Policy. - Duplicate of existing item.	- Caring for or using object presents immediate hazard. - Size or weight of object presents risk and requires significant additional resource to safely move/provide access to.	- Incomplete and its original function or appearance is not clear. - Is unrecognisable. - May be a fake.	- Not suitable for display. - No potential for public focus. - No potential for public engagement use. - No potential for research use.	Museum / Branch unable to meet management, storage or use needs. Unsustainable resource required. - High level of conservation needed. - Unsustainable resource needed to store, manage and use in the long term even if conservation is performed.

¹ Adapted 07/2025 from Monmouthshire Museum Rubric 2022p1