



The Private Wardrobe Office

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ESTABLISHING PROFESSIONAL STEWARDSHIP FOR THE PRIVATE WARDROBE
Documentation | Evidence | Preservation | Continuity
London

Private Wardrobe Office Documentation Standard

CS 006 — Collection Acquisition Standard

Version: 1.0

Purpose

To establish the standards governing the introduction of new garments, accessories and related objects into the collection, ensuring that every acquisition is consistently assessed, documented, preserved and incorporated into the collection record.

The acquisition process shall maintain the integrity, continuity and completeness of the collection from the point of entry.

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01 — Internal Movement

Each object shall be assessed upon receipt to verify its identity, completeness and suitability for inclusion within the collection.

The assessment shall consider:

- Object identity
- Physical condition
- Construction
- Material composition
- Completeness
- Visible defects or damage
- Preservation requirements

Any observations shall be recorded within the collection documentation.

02 — Documentation

Each acquisition shall be supported by complete collection records.

Documentation shall include, where applicable:

- Unique Identification Number
- Acquisition date
- Acquisition method
- Supplier or maker
- Brand or designer
- Object description
- Material composition
- Size
- Colour
- Purchase or provenance information
- Initial condition assessment

Documentation shall be completed before the object is placed into active use.

03 — Classification

Every acquisition shall be classified according to the established collection hierarchy.

Classification shall include:

- Collection category
- Subcategory
- Preservation classification
- Intended storage location
- Archive designation (where applicable)

Classification shall remain consistent with the Collection Inventory Standard.

04 — Photography

Each acquisition shall be visually documented at the time of entry.

Photography shall:

- Accurately represent the object
- Support future identification
- Record its condition upon acquisition
- Form part of the permanent inventory record

Images shall meet the standards established within the Collection Inventory Standard.

05 — Preservation Requirements

Initial preservation requirements shall be determined before the object enters the active collection.

Assessment shall consider:

- Storage requirements
- Handling requirements
- Environmental considerations
- Specialist conservation needs
- Immediate preventive measures

Objects requiring specialist intervention shall be identified before use or storage.

06 — Integration

Following completion of assessment and documentation, the object shall be incorporated into the collection.

Integration shall include:

- Assignment of inventory location
- Inclusion within the collection management system
- Allocation of preservation classification
- Availability for stewardship, movement and future review

The object shall thereafter be managed in accordance with all applicable Collection Standards.

Compliance

All acquisitions managed by the Private Wardrobe Office shall comply with this standard.

Any exception to these requirements shall be documented and authorised to preserve the integrity, traceability and continuity of the collection.