

REGULATIONS

for the Registration, Documentation, and Sharing of Museum Collections
Stutthof Museum in Sztutowo. German Nazi Concentration and Extermination Camp (1939-
1945).

§ 1. General Provisions

1. The legal basis for establishing the rules for the registration, documentation, and sharing of the collections of the Stutthof Museum in Sztutowo, hereinafter referred to as the Museum, is constituted by: the Museums Act of November 21, 1996 (consolidated text in the Journal of Laws of 2018, item 720, as amended), the Act on the Protection and Care of Monuments of July 23, 2003 (consolidated text in the Journal of Laws of 2017, item 2187, as amended), the Regulation of the Minister of Culture of August 30, 2004 on the scope, forms, and methods of registration of monuments in museums (Journal of Laws of 2004, No. 202, item 2073), the Regulation of the Minister of Culture and National Heritage of May 15, 2008 on the conditions, manner, and procedure for the transfer of museum items (Journal of Laws of 2008, No. 91, item 569), the Museum's Statute (Directive of the Minister of Culture and National Heritage of April 23, 2018, Official Journal of MKiDN item 22), and these Regulations.
2. Artifacts kept in the Museum are registered, and the documentation must accurately reflect the actual state of the collections.
3. The method of acquiring items for the museum collections from donations, purchases, deposits, or transfers is determined by the "Regulations of the Committee for Acquiring Museum Items at the Stutthof Museum in Sztutowo."
4. The procedure for acquiring items for the museum collections from organized archaeological excavations or artifact searches is specified in the "Regulations for the Transfer of Archaeological Materials to the Stutthof Museum in Sztutowo."
5. The transfer of archaeological artifacts discovered or found accidentally on the former camp site requires a "Tripartite Protocol of Transfer of Archaeological Artifact," signed by the "donor," the Pomeranian Regional Conservator of Monuments, and the Museum (Appendix No. 1).

6. For objects accepted into the collection, appropriate contracts are prepared: sales, donation, or deposit agreements, in accordance with the templates provided in Appendix Nos. 2A-C of these Regulations. The documents are made in two copies (one for the donor and one for the collection custodian).

§ 2. Registration of Museum Items

1. The registration of museum items involves an entry made in the following documentation: the museum inventory book, the deposit book, and auxiliary registers.
2. The Museum maintains the following inventory books for specific groups of museum items:
 1. Artistic inventory book – Painting – MSt-I-1
 2. Artistic inventory book – Graphics – MSt-I-2
 3. Artistic inventory book – Sculpture – MSt-I-3
 4. Artistic inventory book – Decorative Arts/Illegal Camp Items – MSt-I-4
 5. Artistic inventory book – Numismatics – MSt-I-5
 6. Artistic inventory book – Others – MSt-I-9
 7. Artistic-Historical inventory book – Looted Items – MSt-II-1
 8. Artistic-Historical inventory book – Textiles – MSt-II-2
 9. Artistic-Historical inventory book – Footwear – MSt-II-3
 10. Artistic-Historical inventory book – Camp Equipment – MSt-II-4
 11. Artistic-Historical inventory book – Instruments of Terror – MSt-II-5
 12. Artistic-Historical inventory book – Exploitation of Remains – MSt-II-6
3. The Museum maintains the following deposit books for specific groups of deposits:
 1. Artistic deposit book – Painting – MSt-ID-1
 2. Artistic deposit book – Graphics – MSt-ID-2
 3. Artistic deposit book – Sculpture – MSt-ID-3
 4. Artistic deposit book – Decorative Arts/Illegal Camp Items – MSt-ID-4
 5. Artistic deposit book – Numismatics – MSt-ID-5
 6. Artistic-Historical deposit book – Looted Items – MSt-IID-1
 7. Artistic-Historical deposit book – Textiles – MSt-IID-2
 8. Artistic-Historical deposit book – Footwear – MSt-IID-3
 9. Artistic-Historical deposit book – Camp Equipment – MSt-IID-4
 10. Artistic-Historical deposit book – Instruments of Terror – MSt-IID-5
 11. Artistic-Historical deposit book – Exploitation of Remains – MSt-IID-6

12. Artistic-Historical deposit book – Others – MSt-IID-7

4. The registration mentioned in §2 point 1 is conducted in both paper and electronic form, allowing for the identification of each museum item. Electronic records are maintained using the "Muzeo. Museum Management Support System."
5. Entries in the documentation specified in §2 point 1 must include identifiable data for the artifact: author or maker (if known), origin, acquisition value, date and place of creation, material, technique, dimensions, and weight, if applicable, as well as specific characteristics. If data cannot be determined, the term "unknown" should be entered.
6. Paper documentation entries must be made legibly and permanently. Corrections are made only in red ink and signed by an authorized employee.
7. An inventory card is created for each museum item and deposit, containing identification data as defined in §2 point 5, as well as information on storage location, object value at the time of the card's preparation, marking according to §5, visual documentation, conservation work, and all object movements. Inventory cards are maintained electronically via the "Muzeo" software, with the capability to generate paper printouts.

§ 3. Maintenance of Inventory Books and Deposit Books

1. Inventory and deposit books are maintained in traditional paper form or as printed computer records, signed on the back by the collection custodian. They must have numbered and bound pages, with the ends sealed. The number of pages is certified by the Museum Director, with a clause and signature on the cover.
2. Entries in the inventory book must be made within 60 days of acquisition.
3. Each museum item and deposit is listed under a separate number in the inventory or deposit book.
4. A set of movable objects forming a whole is marked with a main inventory number followed by a sub-number. Complex objects are marked with an alphabetic sub-letter. These numbers are not shown in the inventory, only directly on the objects.
5. Items lost due to theft or disappearance are not removed from the inventory book earlier than three years after the date of legal conclusion of the investigation by the appropriate authorities.
6. Destruction of an inventory item can only be recorded with the consent of the Minister of Culture and National Heritage.

§ 4. Maintenance of Auxiliary Registers

1. The following items are entered into the auxiliary registers:
 1. So-called mass material originating from archaeological research (fragments of ceramics, glass, textiles, wood, leather, nails, and metal scrap), which cannot be included in the statistics on the number of museum items due to its fragmentary nature.
 2. Items in poor condition due to the fragile nature of the material.
 3. Items of minimal scientific, artistic, or historical value.
 4. Contemporary replicas of historical artifacts in the fields of crafts, sculpture, painting, and graphics, which are part of interior decorations or serve exhibition purposes.
 5. Other items for which there is no substantive justification for entry into the inventory.
 6. Numismatic items: commemorative medals, souvenir pins, decorations, as well as urns and commemorative plaques, etc.
2. The Museum maintains the following auxiliary registers:
 1. MSt-RII-1 – maintained for all replicas of historical artifacts and numismatics,
 2. MSt-RIII-4 – maintained for items obtained from archaeological research, camp equipment, and exhibition items,
 3. MSt-RIV-1 – maintained for urns,
 4. MSt-RIV-2 – maintained for commemorative plaques,
 5. MSt-RIV-3 – maintained for badges and souvenir pins,
 6. MSt-RIV-5 – others.
3. Due to the poor condition and fragile nature of the material, objects entered into the auxiliary registers are not subject to valuation.
4. The template for the auxiliary register book maintained in a Microsoft Excel spreadsheet is provided in Appendix No. 3.

§ 5. Marking of Objects

1. A museum item entered into the inventory book receives, whenever possible, a permanent marking in the least visible place, consisting of the owner's designation and the inventory book number. In special cases, the marking may be affixed to the museum item in a way that is as durable as possible.

2. An object registered in the auxiliary register receives an identifier—consisting of the auxiliary register symbol and a consecutive number, which is applied to the object according to the principles outlined in point 1.
3. Deposits receive temporary markings, e.g., using paper tags, labels (Japanese tissue paper, cellulose paper without lignin, neutral pH) attached with an acrylic resin-based adhesive. It is also acceptable to write the inventory number on the packaging of the object.
4. When marking museum items, the following rules must be followed:
 1. Inventory numbers may only be applied to museum objects by a conservator or the collection custodian.
 2. The inventory number should be physically associated with the object, as it provides the essential information necessary for identifying the inventoried museum item.
 3. The inventory number should be applied using a method that is safe for the object, does not cause damage, and is durable enough not to be accidentally removed.
 4. The inventory number should be placed so that it does not interfere with the viewing/interpretation of the object, while also being positioned in a place that is easily locatable without unnecessary handling.
 5. If the object consists of multiple separate or easily detachable parts, each part should be marked with its own inventory number.
 6. The signatures are applied in black and white. Red color is used when identifiers are crossed out, e.g., for objects removed from the inventory or returned from deposits.
 7. Old inventory numbers should not be removed, as they are a source of information about the object's history. They should be crossed out in a way that allows them to be read.
 8. If, for conservation reasons, it is necessary to remove old numbers, they must first be documented photographically.
 9. If the inventory number must be removed during conservation work, the responsible conservation workshop is obliged to reapply it.
 10. If the object is stored in packaging, the inventory number should also be applied to the packaging material.

11. In case of any doubts regarding the method, material, or placement of the number, consultation with the appropriate conservator is required.
5. Depending on the material of the object, its technology and technique of manufacture, size, and condition, the following methods of marking are used: inscriptions, labels, patches, tags, and markers.
6. The marking kit should include:
 1. Pencils of hardness B and 2B,
 2. Pigment inks, pigment ink pens (e.g., Pigma Micron by Sakura),
 3. Acrylic paints for medium-porosity objects, oil paints for low-porosity objects, white oil-based pens (e.g., Pen-touch by Sakura),
 4. Brushes,
 5. Tags made of Tyvek and acid-free paper,
 6. Japanese tissue paper,
 7. Solutions of acrylic resins: Paraloid B-72 (20% dissolved in acetone), Paraloid B-67 (20% dissolved in lacquer thinner),
 8. Solvents,
 9. Needles, threads, Tyvek strings, cotton ribbons,
 10. Scissors, tweezers, funnels, cotton pads, cotton swabs, conservation cloths, cotton gloves, protective masks.

§ 6. Inventory

A committee-based verification of the compliance of the inventory documentation with the actual state of the collection should be conducted every 5 years from the date of the previous inspection or upon the change of the person materially responsible.

§ 7. Lending of Museum Objects – External Exhibitions

1. Museum institutions or other entities must submit a written request to the Director of the Museum regarding the possibility of borrowing museum objects. The request should include: the purpose of the loan, the duration of the exhibition, the approximate date of return, and the conditions of display (e.g., security personnel, monitoring, burglary alarm, fire alarm).
2. The Director of the Museum, after consulting with the collection custodian, prepares a response regarding the feasibility of lending the requested museum objects.

3. If the Director approves the loan, the collection custodian drafts a loan agreement, which includes: the purpose and location of the loan, the duration of the transfer, the required transportation and storage conditions, along with an attached list of objects and visual documentation, according to the template in Appendix No. 4. The agreement is prepared in two identical copies, one for each party.
4. The lending and return of museum objects occur after both parties sign a handover protocol, prepared in two copies. The handover protocol includes a list of the loaned museum objects with their descriptions.

§ 8. Lending of Museum Objects – Internal Exhibitions Organized by the Museum

1. To obtain permission for the loan of museum objects for the purpose of organizing internal exhibitions, a written request must be submitted to the Director of the Museum. The request should include: the name of the exhibition curator, a list of the museum objects intended for loan with their inventory numbers, the dates of the loan and return, the location and conditions of display, and the title of the exhibition.
2. The request, once approved by the Director of the Museum, must be forwarded to the collection custodian.
3. The loan and return of museum objects are carried out after both parties sign a handover protocol, prepared in two copies (for the exhibition curator and the collection custodian). The handover protocol includes a list of the loaned museum objects with their descriptions.
4. If the display period for the museum objects extends beyond the agreed term, the borrowing party must submit a written request to the Museum's Directorate for an extension of the return date.
5. In the event of any damage, destruction, or missing museum object upon return, this must be noted in the handover protocol and confirmed with signatures from both parties. The collection custodian must immediately notify the Museum's Directorate of such an incident. Detailed remarks about the condition or quantity of the museum objects are documented separately.
6. The collection custodian is obligated to record all movements of museum objects in the museum inventory cards as well as in the movement books of artistic and historical museum objects.

§ 9. Inspection of Objects Stored in the Collection Storage and Exhibitions

1. The collection custodian is responsible for ensuring the appropriate conditions for storing objects in the collection storage. The Director is authorized to inspect the storage facilities. The collection custodian or other persons appointed by the Director are authorized to inspect the exhibition spaces where museum objects are displayed.
2. The purpose of inspecting the collection storage and objects on display in the Museum is to check: the security of museum objects against theft or vandalism, the proper conditions for storing and displaying the objects (temperature, humidity, lighting), and the secure closure of display cases. The inspection is recorded in the “Inspection Log” kept in the collection storage and in each exhibition space.