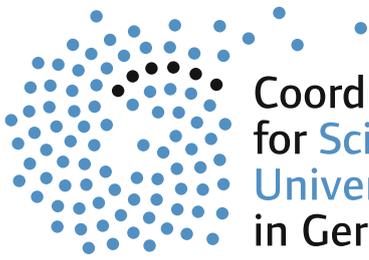


Coordination Centre
for Scientific
University Collections
in Germany



Status Determination of
University Collections



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The status determination of university collections serves to determine the current state of your collection or collections. It has been designed as an aid for formulating statements about the relevance of the collection(s), and on their usability and utilization. A status determination is essential to create a collection concept.

The catalogue of questions presented here was formulated at a workshop of the Coordination Centre for University Collections in Germany in collaboration with representatives of German collections who are currently active at university level.

The questionnaire can either be edited to match your needs, or filled out straight away in the form provided. The fictitious example given illustrates how to fill out the questionnaire and obviates the necessity of providing lengthy or ambiguous explanations.

The Coordination Centre for University Collections is committed to the Status Determination as a continuing project, not only to ensure its continuing adoption, but also to guarantee its growth and development in response to feedback from those who use it.

If you wish to contribute to the development of this questionnaire please contact us:
kontakt@wissenschaftliche-sammlungen.de.

Questionnaire

The questionnaire contains a fictitious example to illustrate how to fill it out.

Questionnaire is completed by

Name:

Email:

Phone:

URL:

Date:

1 Name of the collection

What is the current name of the collection?

The Coin Collection

Specify any other name(s) of the collection in the past, and other commonly used names for the collection. In which period was it called this way?

Carl August von Hochhaus Collection, from 1880 to 1960, after that it was referred to as the coin collection of the archaeological institute.

2 Organisational unit

Which institute, faculty, or facility manages the collection?

Institute of Archaeology

Where is the collection housed? (building, room or rooms, etc.)

University Ave. 1, Room 1024

3 Ownership

Who is the legal owner of the collection?

The university; for some parts of the collection ownership is not clarified.

Does the collection contain any items on loan (individual objects and/or parts of the collection)? Who owns them?

Permanent loan of Ancient Greek copper coins of Attica; owner: Association for the Preservation of the Coinage of Attica.

Do proofs of ownership exist? (deeds of gift, wills, purchase contracts, loan agreements, etc.)

Purchase contract for the Carl August von Hochhaus Collection (university archive); loan agreement with the Association for the Preservation of the Coinage of Attica.

4 Description of the collection

What are the objects, or groups of objects, in the collection? (wet specimens, historic wall charts, models, historic instruments, etc.)

Genuine Ancient Greek coins of Attica, Athens

How many objects are there, approximately?

Exactly 215

What is the relevance of the collection/objects? Are they, for example, type specimens or reference material? Is it possible to derive unique characteristics of the collection due to the relevance of its objects? Describe briefly the relevance and unique characteristics.

- *A part is reference material of Attica coinage, due to the high quality of each single object the collection can be considered as exceptional.*
- *It is the only complete collection of genuine Attica coinage, the finds are from a location that is no longer accessible.*

What thematic, scientific, and/or cultural focus does the collection have?

Numismatics, cultural history of the ancient world and materials science (see 8 Collection activities/use).

Please describe the general state of preservation of the collection.

Excellent; the coins are under the care of a conservator, have been professionally cleaned, and are stored in special boxes.

List important dates in the history of the collection.

<i>Date</i>	<i>Event</i>
1880	Acquisition of the Hochhaus Collection
1885	First inventory of the holdings in a book (which still exists)
1910-1920	Several new accessions (gifts)
1950-1960	Prof. Walter catalogues the entire collection

Provide information about the provenance of the collection. (acquisition, donation/gift, collected by the owner of the collection, loan, etc.)

Acquisition (Hochhaus Collection); loan (collection of the Association)

Have acquisitions stopped, or are objects still being acquired?

Collection is no longer ongoing because it is complete.

5 Personnel

Who is responsible for the collection? Specify names and contact details.

The person in charge is always the holder of the chair of archaeology, right now it is Professor Revers, Archaeological Institute, Greek street 12, email: revers@archi.universitaet.de, phone: 2020 4546.

How many working hours are devoted to the collection per month?

Approximately 10 hours.

6 Budget

Does a budget for the collection exist?

Yes

No

Who controls the budget?

The current incumbent of the chair.

Are the funds earmarked? Specify the purpose.

Fund are earmarked for the conservation and maintenance of the collection (externally, by professional staff from the Museum of Graeco-Roman Antiquity)

7 Usability

Has the collection been documented? What percentage of the objects has been documented? What kind of data has been recorded?

100 % of the collection has been documented; the records contain the description, weight, diameter, and material of the coins.

In what form does the documentation/indexing exist?

Analogue inventory books and a digital database.

Has the collection been systematically researched and indexed? Specify briefly in what form.

Yes, on every single artefact there is data on the appearance of the coin, its value, date, possible use, duration of use, market value, geographic distribution (according to location found), etc.

Has the collection been digitized? In what form are data and digital content available? Is there access to data and digital content?

- *All the data is available in an online database.*
- *There are at least four high-resolution photographs per coin, which are available on request.*
- *Records contain reduced images which, however, permit identification of the coins on the computer.*

Is access to the collection guaranteed?

Yes

No

Specify briefly accessibility. Is the entrance barrier-free? Is there a fee for admittance?

- *Coins are accessible in the institute by prior arrangement, but must remain in the collection room.*
- *Collection room is on the 4th floor, no lift available.*

What are the opening hours of the collection?

Collection can only be visited by prior arrangement with the chair holder.

Are workspaces and/or rooms available for collection-based activities?

Yes

No

How are the workspaces and/or rooms equipped for collection-based activities?

One room has a microscope.

8 Collection activities/use

Is the collection used for research? If yes, specify.

Yes, at the moment for materials research within the project 'Alloys over the course of time'.

Is the collection used for academic teaching? If yes, specify.

Yes, for tutorials on coin identification.

Is the collection involved in exhibitions? Specify.

No, but it would certainly be possible.

Is the collection involved in any activities in the field of education? (for instance, exhibitions, teaching, public relations/outreach, school projects, supporting young researchers)

The collection is used regularly by school students for a variety of projects.

Are lectures given on the collection?

Not at the moment, but lectures are scheduled within the planned research project.

Does the collection participate in externally funded projects or are any projects with external funding planned? Please give the title of the project, starting date, duration, and applicant.

The materials research project mentioned above is supported by the German Science Foundation. Title: 'Alloys over the course of time', beginning: 2011, duration: 3 years, applicant: Technical University Berlin in collaboration with the Federal Institute for Materials Research and Testing.

Have any publications appeared in the past five years based on the collection?

Karl Sommer, Attic Copper Coins: Relicts of an Epoch. In: Coins – what else. Journal of numismatics, no. 3, 2012, pp. 64–89.

Karl Sommer, Coins reversed: An Idea becomes accepted. In: Handbook of Numismatist, 9ed., forthcoming, Autumn 2014.

Can you quantify the collection use? (for example, the number of users, guided tours per year, loans per year, enquiries)

- *Approximately ten enquiries per year from scholars all over the world.*
- *We offer a guided tour during the Long Night of the Sciences event.*
- *We process around fifteen applications for loans per year.*

Is there any important collaboration (on a local/regional/national/international level) in connection with the collection?

Yes, we collaborate regionally with the Association for the Preservation of the Coinage of Attica, and internationally with the University of Athens.

9 Miscellaneous

When assessing the collection, what else should definitely be taken into consideration?

The Institute of Archaeology is getting a new building, and we will probably be moving towards the end of next year. This means that the collection will not be accessible for at least two months.

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Imprint

Status Determination of University Collections
published by

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November 2015