

# Liskeard & District Museum

## Care and Conservation Policy

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Approved by Liskeard Town Council: xx/xx/xxxx

This policy will be reviewed in: xx/xxxx

### 1. Introduction

1.1 This policy has been written in accordance with the museum's Statement of Purpose, Collections Development Policy and Forward Plan. All staff will be trained in the policy as part of their induction.

The Care and Conservation Plan sets out how the policy will be implemented.

### 2. Purpose

2.1 The purpose of the Care and Conservation Policy is

- to preserve the collections and buildings in the care of the museum by employing intervention and preventative conservation.
- to enable the safe use of and access to collections, within the limits of the museum's resources
- to support the aims of the museum

2.2 The museum aims to improve the care and condition of all its collection (resources allowing) in accordance with Benchmarks in Collections Care. The safety and preservation of the collection will be considered from the outset of any plans to alter the displays or storage or modify the buildings. The care of the collections is the responsibility of everyone who works in or visits the museum. A collection care audit is requested to be carried out by the CDO and any recommendations implemented within the constraints of the museum's budget. The Collection Care Audit will help to inform the Museum's Forward Plan.

### 3. Resources

3.1 The museum regularly consults the regional Conservation Development Officer for advice. Any problems or concerns relating to the care of the collection are referred to the CDO or another appropriately qualified conservator. No item in the collection will be modified or altered until advice has been obtained from a suitably qualified conservator. Any initial concerns regarding the collections should be given to the Museum Mentor. The Museum has access to the regional Conservation Development Officer for regular advice and any problems relating to the care of the collections are referred to the CDO or another appropriately qualified conservator.

3.2 The museum will check the suitability of conservators chosen to work or advise on the collections. A professionally accredited conservator or a conservator listed on the Conservation Register will normally be chosen. The museum will keep detailed records of all treatments carried out on objects, including the name and contact details of the person or company.

3.3 The museum has a library of current conservation manuals and materials from training sessions. Object handling is included in Induction training and Museum staff

attend external conservation training whenever it is available. Untrained staff only handle objects under supervision.

#### **4. The Building**

4.1 The museum recognises that the maintenance of its building is fundamental to the preservation of both the building and collection and endeavours to keep the buildings in a suitable condition. The museum's collection is stored and displayed in Foresters Hall which is entirely owned by Liskeard Town Council and is shared with the Tourist Information Centre.

4.2 The Museum Management Committee works with the Council's Facilities Management Team to ensure the upkeep of the building.

#### **5. The Collections**

5.1 There are risks to the collection from environmental factors, poor handling, inappropriate storage or display and the use of inappropriate materials or methods.

5.2 The condition of objects will be recorded on entry and in annual audits of the displays and stores

5.3 Changes in condition and conservation measures should be recorded on the object records database (MODES). Decisions on conservation will be carried out as per the stipulations in Para. 3 above.

5.4 The museum will organise itself to ensure that essential collection care is carried out through good housekeeping. The following practices will be included in the Care and Conservation Plan:

- monitoring temperature and relative humidity
- monitoring UV levels and light damage
- taking remedial action when environmental problems are identified
- checking dust levels
- managing the threat from pests
- cleaning objects on open display
- using correct storage materials and methods
- using correct display materials and methods
- moving objects in an appropriate way

#### **6. Finance**

6.1 Where there are budgetary considerations affecting action on conservation the Council will take into account its obligations as owner of the Collection in its decision-making. Museum reserves acquired from donations and shop sales may be used for essential conservation measures.