**MUSEUM *of* RICHMOND**

**Care and Conservation Policy, 2017**

**Date for review: 2019**

Caring for, preserving and conserving collections is at the heart of what we do, we will ensure that our collections are stored, displayed and made accessible in a safe and sustainable way.

This policy for the care of the Museum of Richmond’s collection is based on best practice in preventative and remedial conservation to ensure long-term preservation of the collections.

Preventative conservation covers the measures necessary to slow down or minimise deterioration of objects. Remedial conservation involves a treatment to an object to bring it to a more acceptable condition in order to stabilise it or enhance some aspect of its cultural value.

Caring for the collections is the responsibility of all staff and volunteers when working with objects but is the direct responsibility of the Curator who will keep up-to-date with current best practice and disseminate this to staff and volunteers. The Curator will undertake preventative conservation such as basic object cleaning, environmental and pest monitoring and training volunteers and staff in basic collections care such as object handling. The Curator is also responsible for liaising with freelance conservators and only ICON registered specialist conservators will be used for remedial conservation works.

We will care for our collection and aim to provide the best conditions for the preservation of all objects by:

* Providing the best environmental conditions for objects, within the resources available, that achieves a satisfactory compromise between the long-term preservation of the objects and accessibility to public and staff
* Providing storage and display conditions to meet preservation and conservation standards in order to maintain objects in a state of protection and security at all times
* Undertaking a regular Intergrated Pest Management (IPM) and environmental monitoring (ie temperature, relative humidity and light levels for objects on display) schedule in the Museum gallery and store.
* Begin undertaking a schedule of spot checks on stored objects.
* Ensuring that curatorial staff have appropriate training and experience in order to promote best practice in the handling and care of objects
* Seeking advice when necessary from a conservator on the museum’s approach to collections care activities, within the resources available
* Ensuring that remedial work is only carried out by or under the supervision of an ICON registered conservator
* Ensuring that any conservator that is contracted to provide advice or services should be ICON registered.
* Documenting all conservation measures undertaken while the objects are in our care.

Useful references:

* The Museum of Richmond’s Emergency Plan
* “Benchmark in Collection Care”, MLA, 2011.