

Hertford Museum Conservation and Collection Care Policy



HERTFORD MUSEUM

Inspiring Generations

Adopted by the Trustees of Hertford Museum on.....

Signed.....

Review date.....

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1. Statement of purpose

This policy has been written in accordance with the museum's Statement of Purpose and the Collections Development Policy. All staff (paid and volunteer) have read and agreed to abide by the policy.

The Care and Conservation Plan sets out the way the policy will be put into action and should be read in conjunction with the Forward Plan, Emergency Plan and any other plans affecting the collection and the museum buildings.

The purpose of the Care and Conservation Policy is to set a framework for:

- The preservation of the collections and buildings in the care of the museum,
- Preventative and remedial conservation of the collections
- The safe use of and access to collections, within the limits of the museum's resources

2. Context

The museum aims to improve the care and conditions of all its collection in accordance with Benchmarks in Collections Care, Signposts or other approved standards within the limits of its resources.

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.

3. Personnel

The care of the collections is the responsibility of everyone who works in or visits the museum.

Any concerns regarding the collections should be reported in writing to the Curator.

The museum trains all staff and volunteers who handle the collections in the course of their work. No untrained personnel are allowed to handle items from the collection.

Researchers or other visitors working with the collections will be briefed on how to handle the items they are working on and will be supervised at all times.

The museum has access to advice from professional conservators through the Hertfordshire Museum Development Officer.

Any problems or concerns relating to the care of the collection are referred by the Curatorial Team to an appropriately qualified conservator.

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.

No item in the collections will be modified or altered until advice has been obtained from a suitably qualified conservator.

Only suitably trained and qualified conservators will carry out interventive treatment on objects.

The museum will keep detailed records of all treatments carried out on objects, including the name and contact details of the person or company.

4. The Buildings

The museum recognises that the maintenance of its buildings 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 the following buildings:

Building	Hertford Museum, 18 Bull Plain
Used for	Exhibitions, storage, collections work and main office.
Owned by	Hertford Museum Trust
Responsible for upkeep	Hertford Museum Trust

Building	Museum Store, the Seed Warehouse, Maidenhead yard
Used for	Storage, collections work, conservation
Owned by	Hertford Town Council
Responsible for upkeep	Hertford Town Council

The museum carries out regular inspections of all buildings which are not its responsibility and notifies the body responsible about any remedial or maintenance work required.

Maintenance of the buildings used by the museum is included in the Forward Plan.

5. The Collections

The museum is aware of the risks to the collection from environmental factors, poor handling, storage and display materials and methods, and of the need to record the condition of the collection. The museum cares for the collections in store, on display and, by setting suitable requirements, on loan.

The details are listed in the Conservation and Collection Care Plan and include:

- monitoring and improving environmental conditions
- managing the threat from pests
- housekeeping
- conservation cleaning of objects on open display
- documentation of the condition of the collection and of any treatments carried out on objects
- storage materials and methods
- display materials and methods
- transport methods