

DISEWORTH HERITAGE TRUST

Care and Conservation Policy

1. Statement of Purpose

1.1 Diseworth Heritage Trust aims to interpret and document the culture and heritage of Diseworth and surrounding villages for the education and enjoyment of the public, through the use of accessible collections, temporary displays, presentations and events, and making use of internet facilities in accordance with the standards approved by the Arts Council and to ensure these facilities are accessible, useful and relevant to all members of the public.

2. Purpose of this policy

2.1 This policy outlines the museum's approach to the care and conservation of collections.

2.2 Through this policy the museum acknowledges that maintaining high standards of collections care are critical to the running of an effective museum.

3. Who is this policy for?

3.1 This policy is relevant to all volunteers at Diseworth Heritage Centre, in particular anyone at the Centre who is involved in the care and conservation of the Centre's collections.

4. Standards in Collections Care

4.1 The Trust is committed to the museum Accreditation Standard and will care for its collections in line with the requirements of the Standard.

4.2 The Trust will maintain and use its collections in line with recognised standards within the constraints of its budget and other resources; notably those set out by Benchmarks in Collections Care for Museums, Libraries and Archives and BS5454/PD5454 Recommendations for the storage and exhibition of archival documents.

4.3 Documentation of collections will be carried out in accordance with the Collections Trust SPECTRUM standard and the museum's documentation policy.

5. Monitoring and Review of Collections

5.1 The Trust will undertake a regular programme of inspection to monitor the condition of the collections.

5.2 The Trust will maintain a list of particularly vulnerable objects and ensure that these are regularly checked for damage or degradation.

5.3 Where problems are discovered, professional advice and support will be sought.

6. Preventive Conservation

6.1 The Trust will undertake control measures to ensure objects are kept in a suitable environment.

6.2 Diseworth Heritage Trust will regularly monitor and record the temperature and relative humidity of all spaces housing collections. Records will be analysed regularly and steps taken to rectify any issues as far as is practicable.

6.3 The Trust will monitor levels of light and ensure these are appropriate for collections on display and in storage. When objects are in storage, exposure to light will be eliminated as far as is practicable.

6.4 The Trust will undertake regular housekeeping in all areas housing collections.

- 6.5 The Trust will undertake a regular programme of pest monitoring in areas where collections are stored and displayed.
- 6.6 The Trust will ensure that buildings are maintained in a condition that is appropriate for the storage and display of collections.
- 6.7 Objects brought into the Centre will be isolated from other items in the collection until they have been visually inspected for infestation or other conservation issues.

7. Remedial Conservation

- 7.1 Professional remedial conservation advice will be sought when expertise is not available within the Trust's management committee or volunteers.
- 7.2 Diseworth Heritage Trust will regularly review collections to establish whether any remedial conservation work is necessary.
- 7.3 Advice will be sought from a relevant collections care expert before undertaking any remedial conservation work, if this knowledge is not available within the Trust.
- 7.4 Remedial conservation work will only be undertaken under the supervision of a qualified conservator, if this expertise is not available in the Trust.
- 7.5 In selecting private or freelance conservators to undertake conservation work, the Trust will search the Institute of Conservation's (ICON) Conservation Register.
- 7.6 Where available the Trust will use a professionally accredited conservator.
- 7.7 The museum will also seek recommendations from other accredited museums and require written references before commissioning a conservator.

8. Advice and support

- 8.1 The Trust will take regular advice from a collections care specialist.
- 8.2 Advice may also be sought from the museum's Museum Mentor, Leicestershire County Council Museum Development Officer and regional museum development programme.

9. Communication

- 9.1 This policy will be made readily available to all volunteers at the Diseworth Heritage Centre.
- 9.2 All volunteers working to support care and conservation of the Centre's collections must be aware of, and adhere to this policy.

10. Other relevant policies

- 10.1 Information on collections care in the event of an emergency can be found in the museum's emergency plan.
- 10.2 Information on planned collections care interventions can be found in the museum's Care and Conservation Plan and Forward Plan.

11. Review

This policy will be reviewed yearly by the Trust's Management Committee which will submit any required changes to the Trustees for approval.

Review date: **Diseworth Heritage Trust AGM 2016**