



Care and Conservation Policy

Version number: 1.0
Date: October 2025

Document Information and Approvals

Policy title: Care and Conservation Policy

Review frequency: 4 Years

Review due date: October 2029

Service owner: Venues & Community Commercial Services

Corporate Plan Theme: Effective Council

Document Approvals

Each revision requires the following approvals:

- Non-administrative updates: Strategic Leadership Team /Community & Wellbeing Committee.
- Administrative updates: Curator

	Title	Date Approved	Signature
Head of Service	Interim Assistant head of Venue & Community commercial Services		<i>HoS signature</i>
Strategic Leadership Team	Strategic Leadership Team		<i>CEX signature</i>
Committee	Community and Wellbeing		N/A

Revision History

Version No.	Revision Date	Revisor	Previous Version	Description of Revision

Impact Assessment and Consideration

Assessment Type	Required / Not Required	Date Completed	Impact Assessments and Considerations Comment	Completed By
Finance	Not required			
Legal	Required			

Equality Impact Assessment	Not required			
Counter-fraud	Not required			
Health and safety	Not required			
Data Protection Impact Assessment	Not Required			
Climate Change	Not required			

1. Introduction

- 1.1. Caring for the collections is a fundamental duty for all museums. Our policy for the care of the collections is based on a combination of preventative and remedial conservation, both designed to ensure preservation.
- 1.2. Preventative conservation covers the measures necessary to retard or minimise deterioration of museum objects. The necessary preventive measures are based on an understanding of how objects react to their environment and deteriorate physically or chemically. Remedial conservation involves a treatment to an object to bring it to a more acceptable condition or state in order to stabilise it or enhance some aspects of its cultural value.
- 1.3. We will pursue best practice in our preservation and conservation procedures as established in such documentation as BS 5454 'Recommendations for Storage and Exhibition of Archival Documents', the MLA Benchmarks in Collection Care, and SPECTRUM procedures.
- 1.4. We will receive advice from a conservator on the museum's approach to remedial conservation.

2. Aims and Objectives

A primary aim of the Museum is to conserve its collections. We will care for the collections by providing the best conditions for the preservation of all objects through:-

- 2.1. Providing an optimum possible climate of temperature, relative humidity, light levels, etc., in a pollution and pest free environment that achieves a satisfactory compromise between the long-term preservation of the objects and accessibility to public and staff.
- 2.2. Providing storage and display conditions to meet current preservation and conservation standards in order to maintain all collections in a state of protection and security at all times.
- 2.3. Carrying out assessments of the collections prior to acquisition, loan and display, assessing objects on inward loan and regularly monitoring the condition of all objects
- 2.4. Prioritising conservation requirements within the framework of resources available.

- 2.5. Achieving the highest standards of conservation through the use of professional, qualified staff.
- 2.6. Documenting all conservation measures undertaken while objects are in our care.
- 2.7. Promoting best practice in handling and care of objects and minimising the risks to their long-term preservation.

3. Emergency Procedures

- 3.1. We will take measures over and above those necessary for the day-to-day protection of collections, to provide emergency arrangements and facilities in the event of disastrous damage (as from flood, fire etc.).

These measures include:

- provision of Emergency Plan for all collections
- provision of appropriate training in disaster protection and response
- providing suitable equipment and materials in Disaster Cupboards
- identifying external bodies whose services may be used in specific emergency situations

4. Conclusion

- 4.1 In all matters regarding the acquisition and use of the objects, we will consider that the care and conservation of the collections is paramount.