

CARE AND CONSERVATION POLICY

COTSWOLD MUSEUM SERVICE – CORINIUM MUSEUM, CIRENCESTER RESOURCE CENTRE, NORTHLEACH

COTSWOLD DISTRICT COUNCIL

Date approved by the governing body: October 2017

Date Policy is due for renewal: September 2022

1. Statement of Purpose: To collect, preserve, and interpret collections from the Cotswold District for public engagement.

2. Aim of the Cotswold Museum Service Care and Conservation Policy

The Care and Conservation Policy aims to:

- ensure the preservation of the collections and buildings in the care of the museum, including preventive and interventive conservation.
- to maximise the safe use and access to the collection while minimising risks to the objects and to the user.

3. CMS Care and Conservation Policy

- The policy applies to all collections and objects in the care of Cotswold Museum Service (CMS) including loans.
- All staff (paid and volunteer) have read and agreed to abide by the policy.
- The collections will be stored and/or displayed at all times in conditions appropriate to their long term survival. CMS will pursue 'best practice' in its care and conservation procedures in accordance with Benchmarks in Collection Care, within the limits of its resources.
- The Collections Team in consultation with the Director agree an annual Care and Conservation Plan to identify conservation priorities for the collection.
- The Care and Conservation Policy will be reviewed every five years. The Policy was reviewed in 2017.
- 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. Any concerns regarding the collections should be given to the Collections Team and passed to Collections Development Officer.
- The museum has access to the regional Conservation Development Officer for regular advice. Any problems or concerns relating to the care of the collection are referred to the Conservation Development Officer or another appropriately qualified conservator.
- 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 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.

- CMS trains volunteers who are to work with the collections. No untrained volunteer is allowed to handle items from the collections. The Collections Team will determine the range and type of work done on collections by volunteers and trainees.
- The Care and Conservation Policy should be read in conjunction with the following policies and manuals relating to the collections:

Collections Development Policy
 Care and Conservation Plan
 Documentation Policy
 Documentation Plan
 Normal Operating Procedure
 Emergency Operating Procedure
 Volunteer Policy
 Gloucestershire Archaeological Archive Standard
 Human Remains Policy
 Documentation Procedures Manual
 Collections Audit Procedure
 Collections Risk Assessment

3.1 Buildings

CMS will seek to ensure that all collections are housed in buildings that meet agreed minimum standards of construction and condition. CMS will maintain appropriate levels of care of the building fabric, and maintain appropriate levels of security and insurance on all buildings used for the storage, interpretation, research and conservation of museum collections. Security procedures and guidelines are in place and enforceable.

CMS will ensure key control, security, fire and other protection systems are tested, inspected and serviced. Arrangements exist for restricting access to some storage areas and implementing appropriate supervision arrangements where and when necessary.

The collection is stored and displayed in the following buildings with the exception of those on loan elsewhere:

Building	Used for	Owner	Upkeep carried out by
Corinium Museum Cirencester GL7 2BX	Public building, display & storage	Cotswold District Council	Cotswold District Council
Resource Centre Northleach GL54 3JH	Storage facility	Cotswold District Council	Cotswold District Council

3.2 The Collections

Collections can be damaged if they are kept in unsuitable environmental conditions. The internal storage and display areas of the buildings are monitored to achieve conditions that will reduce damage and prolong the life of the collections. CMS 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 details are listed in the Conservation and Collection Care Plan and include:

- taking the necessary steps, through the use of appropriate monitoring and control practice, materials, and equipment, to ensure that the museum collections are not subjected to unsuitable environmental conditions in respect of temperature, relative humidity, light, dust and gaseous and particulate pollutants;
- cleaning, housekeeping and pest management programmes are maintained and incorporate best practice and use of Benchmarks in Collections Care standards.;
- documentation of the condition of the collection and of any treatments carried out on objects;
- provides storage and display conditions to meet current preservation and conservation standards to safeguard the collection;
- ensures that transport methods safeguard the condition of the collection
- providing appropriate level of training to those who have direct contact in object handling (staff, trainees and volunteers).

3.3 Emergency Preparedness

An Emergency Plan is maintained, appropriate to the collections and building, to ensure an effective emergency response in the event of a disaster such as fire, flood, or other major incident. The plan includes provision of procedural documentation to provide staff training in disaster protection and response, and the identification of external bodies whose services may be used in specific emergency situations.

The review of this policy has been undertaken by the Collections Development Officer in consultation with the Director and Collections Team.