

## Care and Conservation Policy

**Name of museum: Bishop's Waltham Museum**

**Name of governing body: Bishop's Waltham Museum Trust**

**Date on which this policy was approved by governing body: 14/08/2014**

**Date at which this policy is due for review: 08/2017**

### Statement of purpose

This policy has been written in accordance with the museum's Statement of Purpose and the Collections Development Policy. Trustees and volunteers have read it 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.

### Context

The museum aims to improve the care and conditions of all its collection in accordance with Benchmarks in Collections Care within the limits of its resources. (Assessment in policy folder)

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.

### 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 to the Registrar

All the volunteers who handle the collections in the course of their work receive a basic object handling training. 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 a curatorial advisor for regular advice.

Any problems or concerns relating to the care of the collection are referred by the Registrar to the museum mentor for advice.

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 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.

### **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. However, the museum does not own or lease the building - the site is in under the guardianship of English Heritage and English Heritage is responsible for the upkeep of the building.

The museum carries out quarterly inspection of the building and notifies English Heritage about any remedial or maintenance work required. English Heritage carries out an annual inspection.

### **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 on loan.

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

- monitoring and improving environmental conditions including temperature, relative humidity, light and dust
- 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

The museum does not have separate policy for the care of historic working items as the Padbury regulator is the only working items in the collection. It is regularly wound (every two weeks) and when attention is required a clock repairer is called in. The clock is on loan and is as part of the Educational Institute's Parish Treasure Collection.