



BISHOP'S
WALTHAM
MUSEUM

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: 25/03/2025

Date at which this policy is due for review: 25/03/2030

1.0 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.

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

- The preservation of the collections 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.

3.0 Context

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

3.2 The safety and preservation of the collection will be considered from the outset of any plans to alter the displays or storage, to modify the buildings or to allow access to any part of the collections.

4.0 People

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

4.2 Any concerns regarding the collections should be reported to the Collections Manager.

4.3 All staff and volunteers who handle the collections in the course of their work receive training. Trustees take training courses from Collections Trust or South East/West Museum Development, and volunteers are trained by the Collections Manager. No untrained personnel are allowed to handle items from the accessioned collection.

4.4 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.

4.5 The museum has access to regional Conservation Development Officer (CDO) of South West Museum Development for regular advice.

4.6 Any problems or concerns relating to the care of the collection are referred by the Collections Manager to the CDO or another appropriately qualified conservator.

4.7 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.

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

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

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

5.0 The Building

5.1 Bishop's Waltham Museum collections are housed in the Farmhouse, a Grade II listed building within the Scheduled Ancient Monument of Bishop's Waltham Palace. Its maintenance, heating and lighting is the responsibility of English Heritage.

5.2 The museum notifies English Heritage about any remedial or maintenance work required under the terms of its Maintained Property Agreement, and is not permitted to undertake work themselves without consent.

6.0 The Collections

6.1 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 museum is working towards completing a new integrated Pest Management plan for the Care and Conservation Plan.

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

- Awareness of vulnerable objects

- Identifying threats to the collection
- Checking building condition
- Building maintenance
- Inspecting and cleaning the museum
- Housekeeping and cleaning objects on open display
- Condition checking the collection
- Collections Care and Conservation records
- Environmental monitoring including temperature, relative humidity, light and dust
- Environmental control and improving the environment
- Pest monitoring and managing the threat from pests
- Equipment maintenance
- Storage materials and methods
- Display materials and methods
- Transporting objects
- Collection care resources
- Professional advice
- Remedial conservation and working with conservators
- Training for the collection care team