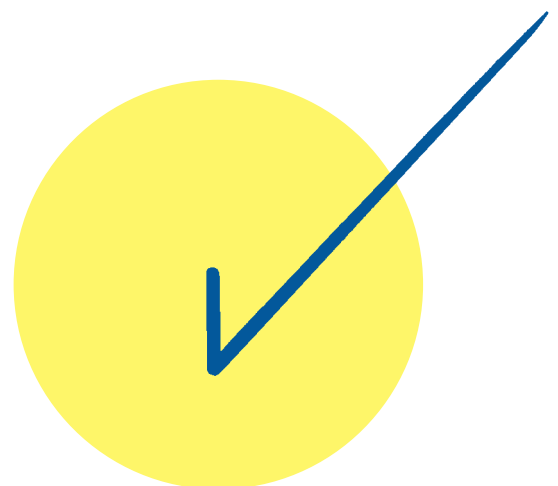# Benchmarks in Collection Care
# for Museums, Archives and Libraries

A Self-assessment Checklist

# Contents

*Resource provides the strategic leadership, advocacy and advice to enable museums, archives and libraries to touch people's lives and inspire their imagination, learning and creativity.*

Current news, developments and information on our activities are available to view or download from our website:

www.resource.gov.uk

Copies of this publication can be provided in alternative formats. Please contact Resource Publications on 020 7273 1458.

# Preface

Museums, archives and libraries aim to provide the greatest possible level of access to their collections. In order that their use and enjoyment are assured well into the future, it is crucial that these collections are cared for properly. This is, however, a complex and sometimes daunting task, particularly when resources are tight and members of staff have to meet the changing needs of users in many other ways. It is important to realise that providing effective care for the collections is an element of almost every aspect of managing the institution.

Resource has built on earlier work and developed a benchmarking scheme that is simple to use but not simplistic, and which can be applied to all three of its domains. In so doing, it recognises that stewardship is central to the development and use of collections, and is the foundation for its ambition to ensure sustainable access to the cultural heritage.

As well as being a basic planning tool, the scheme will help to raise awareness and enable information to be gathered against clearly defined benchmarks that are common to all. Above all, it seeks to encourage users by highlighting areas where significant achievements have already been made, as well as those which may need more attention.

I am confident you will find *Benchmarks in Collection Care* clear and practical, and that it will make an important contribution to the long-term care of your collections.

*Peter Winsor, Resource*

# Introduction

This handbook aims to set out clear and realistic benchmarks for the care of museum, archive and library collections. *Benchmarks in Collection Care* will help institutions identify how well they are caring for their collections, give an indication of where and what improvements might be needed, and provide a practical framework for measuring future progress.

## What are Benchmarks for Collection Care?

A wide range of standards, guidelines and benchmarks has evolved to assist in assessing preservation needs and measuring levels of collection care. Most have been developed within the context of the individual domains, but recognition of similarities and key issues has led to a high level of collaboration and sharing of expertise.

Benchmarks are standards of practice that have developed from a review of a wide range of institutions and then codified to provide others with an indication of what can be achieved at various levels.

## How the Scheme works

The benchmarks are at three distinct levels and are presented within three separate columns. Each change in level builds on the preceding one and generally subsumes it. The three levels of collection care are:

- **Basic Practice**
  A minimum level of practice which all museums, archives and libraries should be able to achieve.

- **Good Practice**
  A standard that is achievable by the majority of institutions.
  This level represents a consensus of current professional good practice, tempered by realistic expectations.

- **Best Practice**
  The highest standard to which a museum, archive or library can aspire. It reflects a consensus of professional practice, much of which is enshrined in published standards, such as BS 5454:2000 *Recommendations for storage and exhibition of archival documents* or the Museums & Galleries Commission's *Standards in the Museum Care of Collections* series (still in print).

These three levels are used to evaluate the quality of practice in nine broad areas:

- Policy
- Buildings
- Storage
- Housekeeping
- Handling and Use of Collections
- Environmental Monitoring and Control
- Conservation
- Surrogate Copies and New Media
- Emergency Preparedness

The benchmarks describe the quality and breadth of collection care activities. They are not dependent on the size or type of institution, the nature of the collections or on staffing levels, although these factors inevitably influence how individual institutions approach collection care.

We believe that the highest level should be aspired to and achieved by any well-managed institution.

*Resource welcomes comments on this scheme. Please write to*
*Peter Winsor at Resource, 16 Queen Anne's Gate, London SW1H 9AA.*

# Using the Scheme

## Why carry out an Assessment?

The aims of the benchmark scheme are to raise awareness of the range of collection care issues and to indicate defined steps to achieve best practice. Working through the columns will enable current and future levels of achievement for your institution to be identified.

The outcome can be used, for example:

- as part of the forward-planning process;
- in initial work for development grant or project funding applications;
- to make a case for additional resources from the governing body; or
- in highlighting the importance of collection care within an institution.

## Scope of the Scheme

The benchmarks are intended to guide an institution on the steps that need to be taken to make improvements. Other documents set out in detail the standards that directly relate to collection care, for example BS 5454:2000 *Recommendations for storage and exhibition of archival documents*. The benchmarks are a management tool and should be used in conjunction with the standards and technical specifications listed in the Resources section.

There are other issues that overlap with collection care, such as health and safety, procurement or outreach, which are beyond the scope of this handbook. However, they must also be taken into account when considering the stewardship of the collection.

Institutions also need to consider factors such as the significance of the collections, the way the institution uses them and the varied needs of users.

## How to use the Scheme

This handbook has been designed as a self-assessment checklist. The staff of the institution should work through the three separate benchmark columns to assess the current levels of achievement.

The checklist can be used for the institution as a whole or for separate collections or buildings. In each section a series of entries is listed for each of the three practice levels. Each entry should be evaluated to establish whether or not the institution matches this level of practice. If it does not, the institution will need to consider if it wishes to improve practice and achieve a higher level of collection care. What is important is that the organisation identifies where it currently is in the scheme and where it wants to be.

These benchmarks are designed for use by a wide variety of institutions and it is hoped that they will be equally useful to all. Although every institution should aim to achieve and maintain best practice, this may not be practicable or achievable in every area. The institution should use the assessment to help set its priorities for improvements and to identify areas where improvements can most readily be made.

## Who should do the Assessment?

Clearly, an evaluation of collection care will be most useful if key members of staff are included; to be effective, the work should be done by, or at least in consultation with, all key staff involved.

Those carrying out the assessment should have access to all policy statements and other documentation relating to the management of the collections. They should represent all relevant interests and different levels within the institution. The working group should ideally include staff responsible for conservation and preservation, and a representative group of other staff, including those with responsibility for areas such as buildings, finance, personnel or cataloguing. Private sector conservators could also be contracted in to assist with the assessment.

A more formal assessment might be required to meet the organisation's needs, or as part of a local or regional assessment programme. This may involve the use of an independent adviser.

## How long will it take?

The length of time needed to carry out an initial evaluation varies, and is dependent upon the size of the collection(s) and the number of people participating in the evaluation.

The scheme will be most successful if the assessment is seen as a periodic activity; to review current practice at regular intervals and monitor any progress.

## How to implement the Scheme

After an agreed copy of the self-assessment has been completed, you should produce an action plan outlining areas that need attention and detailing recommendations for the short, medium and long term.
The action plan should include a summary of achievements or examples of good practice identified by the assessment, and prioritise deficiencies identified by the basic benchmark practice level. Progress should be reported regularly to the management committee.

Once an action plan has been produced, the institution may wish to send a copy of it to a similar institution for peer review. By seeking another institution's views, you may gain useful insights into errors or omissions, or create the opportunity to discuss common concerns.

Most importantly, seeking independent comments on your self-assessment may help to validate the assessment in the eyes of funding bodies if the results are used to inform a grant application.

## Finding out more

This handbook provides details of organisations, books, leaflets and other resources that you may find useful. Most of the organisations listed provide free information leaflets which are often available on their websites. You will also be able to consult many of the standards documents in public libraries.

# Using the Checklist

## How to use the Checklist

The checklist has been designed as a toolkit for periodic self-evaluation. Pages may be photocopied and handed to all those taking part in the assessment.

Each entry is followed by a 'check-box', an area for the assessor's comments and staff 'action' initials (marked A). The boxes may prompt a suitable mark – such as:

✓ or ✗ or ?

Once an agreed copy has been completed, the three columns will enable all participants to see at a glance where the institution is – or wants to be. An example of a completed section is shown overleaf.

## Should every entry be completed?

Some of the entries in the checklist relate specifically to certain types of collection material in an institution. An icon denotes that an entry relates specifically to: museum **M**, archive **A**, or library **L**. Institutions should consider if they hold more than one type of material, for example some museums collect archives.

Institutions should offer a consistent level of care for all their collections and so should consider whether or not the specific points in the handbook are relevant to them. Where they are satisfied that they have no material of the type indicated, it is not necessary to work on the relevant items. Equally, some activities are not carried out by every institution, for example undertaking microfilming projects or organising exhibitions. In these cases there is no need to work through these items.

# 3
# Storage

## 3.2
## Storage Furniture

*(Sample entries)*

**3.2.1**
All shelving is stable, well-fitted and strong enough to take the required load.

✓

_____
_____
_____
_____ A _____

**3.2.2**
Material can be reached from the highest shelf safely or, if not, appropriate equipment is available for the safe retrieval of material from high shelves or racking.

✓

*Kick stool provided* _____
_____
_____
_____ A _____

**3.2.3**
Clear instructions for the use of mobile shelving are displayed.

✗

*Not yet – guidelines to be drawn up soon – due by 05/02* _____

_____ A *JS*

**3.2.9**
Information is sought from a conservator or collection care adviser on the design, construction and composition of storage furniture.

?

*Not happened in past. To be considered next time new shelves installed* _____
_____ A _____

**3.2.10**
All shelving is deep enough to support stored items fully.

✗

*Include in review* _____
_____
_____
_____ A *HB*

**3.2.11**
Storage arrangements allow air to circulate freely.

✓

_____
_____
_____
_____ A _____

**3.2.15**
Shelving provides safe and effective storage for the whole of the collection, regardless of size or shape.

✗

*Review storage needs of collection and carry out survey. Discuss at next planning meeting 10/02, to include in next year's job plans* A _____

**3.2.16**
Similar-sized (unusual format) books are stored together.

✗

*Not possible at moment – no action*
_____
_____
_____ A _____

**3.2.17**
All storage furniture and materials have been tested to ensure that they are as inert as possible and do not give off vapours which are harmful to items in direct contact or close proximity.

✗

*Find out more about inert materials, and report at next team meeting 06/01* _____
_____ A *L D*

*3.2.4*

The acceleration and braking of mobile shelving is such that items cannot slide or fall off shelves.

✅

_____
_____
_____
_____ *A* _____

*3.2.5*

All collection items stored on mobile shelving are housed completely within the depth of the shelves.

✅

*Note items in Bay 3 are*
*overhanging – to tidy up, due by*
*O5/O2*
_____ *A HB*

*3.2.6*

The height of cabinets and plan chests does not impede the retrieval or replacement of material.

✗

*But we're looking into how to*
*organise this – to*
*complete review by O7/O2*
_____ *A HB*

*(etc.)*

*3.2.12*

Anti-tip devices are fitted to ensure that sudden braking, acceleration or uneven loading of mobile shelving does not cause them to tip.

✅

*Manufacturer's information*
*was checked and these are included*

_____
_____ *A* _____

*3.2.13*

There is sufficient space between the floor and the lowest shelf or pallet to reduce the risk of damage from flooding, and to allow for cleaning.

✅

_____
_____
_____
_____ *A* _____

*3.2.14* Ⓜ

Shelving and drawers are padded to prevent damage to objects.

✅

_____
_____
_____
_____ *A* _____

*3.2.18* Ⓐ

Wherever appropriate, archive material is stored according to format.

✗

*Not applicable* _____

_____
_____
_____ *A* _____

# Contributors

This handbook is based on the work of four key individuals, who between them have produced three distinct benchmark documents, for the museum, library and archive domains.

Peter Winsor first developed *Levels of Collections Care: A self-assessment checklist for UK museums*, which used the Museum Registration Scheme as its framework. This was published in 1998 by the Museums & Galleries Commission (MGC) and distributed to museums throughout the UK by the network of Area Museum Councils. This work was the inspiration for the Library and Information Commission (LIC) to fund a project to develop a self-assessment scheme for library collections. Helen Lindsay and Nancy Bell worked on the scheme, published in 2000 as the LIC Report 55: *Benchmarks in collections care for UK libraries* and presented at a National Preservation Office conference in April of the same year. At the same time, the MGC merged with the LIC to create a new cross-sector organisation called Resource: The Council for Museums, Archives and Libraries. Recognising the value of the self-assessment benchmarking methodology, Resource commissioned Jonathan Rhys-Lewis to develop a version for archive collections.

Initially, Resource planned to standardise the format of the three domain-based versions and publish them in a single volume. Nancy Bell, Helen Lindsay and Jonathan Rhys-Lewis did much work to create such a document. However, it was decided that since there were so many common threads running through the three schemes, a single scheme that was applicable to all three domains was feasible and should be developed. Jane Henderson was commissioned to synthesise this single cross-domain self-assessment framework and the new text was edited by Susan Hughes and Peter Winsor.

This handbook, therefore, represents the work of these individuals, but they in turn acknowledge the help given by many other professionals who contributed their time, enthusiasm and expertise. The following list contains the key contributors and their employing institutions at the time that their advice was given.

| | |
|---|---|
| Jane Arthur | West Midlands Regional Museums Council |
| Toby Bainton | Standing Conference of National and University Libraries |
| Wilma Bouwmeester | Scottish Museums Council |
| Valerie Bott | Museums & Galleries Commission |
| Rosemary Bower | East Midlands Museums Service |
| May Cassar | Museums & Galleries Commission |
| Simon Chaplin | Prism Grant Fund |
| Liz Chapman | Taylor Institution Library |
| Richard Childs | West Sussex County Archives |
| Helen Cox | Yorkshire and Humberside Museums Council |
| Janet Davies | MGC/V&A Purchase Fund |
| Laura Drysdale | Resource: The Council for Museums, Archives and Libraries |
| Stephen Douglass | Hertfordshire Museums |
| Susan Edwards | Glamorgan Record Office |
| Martin Elliot | Museum consultant |
| Dr Helen Forde | Public Record Office |
| Richard Golland | Imperial War Museum |
| Jane Henderson | Council of Museums in Wales/Independent conservator |
| Mark Hingley | Society of Archivists' Preservation and Conservation Group |
| David Hill | South West Museums Council |
| John Holmes | National Library of Wales |
| Alison Horsbaugh | National Archives of Scotland |
| Jill Hughes | Taylor Institution Library |
| Susan Hughes | Independent researcher and editor |
| Hugh Jacques | Dorset Record Office |
| Norman James | Historical Manuscripts Commission |
| Deborah Jenkins | London Metropolitan Archives |
| Iwan Jones | National Library of Wales |
| Steven Jones | Public Records Office |
| Serena Kelly | Victoria and Albert Museum |
| Lesley Anne Kerr | West Midlands Regional Museums Council |
| Val King | Museums & Galleries Commission |
| David Knott | Reading University Library |
| C R Lally | Putney Public Library |
| Emmeline Leary | Museums & Galleries Commission |
| Canon Iain Mackenzie | Worcester Cathedral Library |
| Christina Mackwell | Lambeth Palace Library |
| Vanessa Marshall | National Preservation Office |
| Simon Matty | Library and Information Commission |
| Carole Milner | Museums & Galleries Commission |
| George Monger | Independent conservator |
| Adrienne Muir | Library and Information Commission |
| Deirdre Mulley | South Eastern Museums Service |
| Diana O'Sullivan | Horniman Museum |
| Ylva Player-Dahnsjö | University of Dundee |
| Crispin Paine | Committee of Area Museum Councils |
| Phil Parkes | Cadw: Welsh Historic Monuments |
| Linda Ramsay | National Archives of Scotland |
| Liz Ritchie | Northern Ireland Museums Council |
| Helen Shenton | British Library |
| Sarah Slade | Scottish Museums Council |
| Vanessa Trevelyan | Museums & Galleries Commission |
| Alison Walker | National Preservation Office |
| Jerry Weber | Warwickshire Record Office |
| Penny Wilkinson | North of England Museums Service |
| Chris Woods | Dorset Record Office |

# Terminology

The following definitions are based on those devised by consultants who advised Resource in the preparation of its Stewardship Framework document.

**Benchmark**

A defined level of performance set by consensus or peer review as a recommended mark of attainment. Benchmarking may be used to establish a set of procedures or to define levels of practice.

**Collection**

A body of acquired objects or items, together with associated information, held in title by the collecting organisation; or the accumulated items held by a collector. In UK archival terminology, commonly used as an alternative to fonds. As well as material held within the building, a collection may include the building itself or the site.

**Collection care**

A broad concept that encompasses a range of activities that have an impact on the preservation of a collection. In the context of a museum, archive or library, these may include: institutional policies as they relate to the protection and care of the collections, buildings, security, storage, training, cleaning, preservation, environmental monitoring and control, exhibitions and loans, conservation, the provision of surrogate copies and disaster planning.

**Collection care assessment**

A descriptive evaluation of performance. In the context of a museum, archive or library, a collection care assessment is used to evaluate the overall provision of collection care by examining the policies, practices and conditions of the institution.

**Collection management**

All activities related to the care of a collection, from the time a digital or physical document or object is acquired until its eventual disposal. Collection management covers documentation (registration, accessioning, cataloguing); digitisation; handling (storage, conservation, display); loan and disposal/deaccession of material.

**Conservation**

Hands-on intervention techniques applied to the physical forms of museum, archive and library materials and objects to achieve chemical and physical stabilisation, in order to extend their useful life and ensure their continued availability.

**Conservator**

A person with specialist training and experience in conservation to the level required for professional practice by the conservation professional bodies. Internationally referred to as Conservator-Restorer for the sake of clarity, as national nomenclature varies.

| | |
|---|---|
| Condition survey | An analysis of the overall condition of a collection. The survey can be a sample-based analysis or a full item-by item survey that assesses the condition of individual items. For a large collection, a statistically valid sample may be the most effective means of gathering information. The results can be used to help decide how best to direct resources or to prioritise conservation programmes. |
| Courier | A member of staff or professionally trained person responsible for the transport of collection materials between institutions. |
| Digital | A term describing electronic media used to generate, store, display, manipulate and deliver textual, numerical and graphical data. Increasingly used to denote electronic as opposed to paper-based documents and images. |
| Emergency preparedness | Being prepared to implement practices that will speed the response and recovery phases after a disaster or emergency. More generally, refers to the entire process of planning and equipping for a potential disaster. It includes anticipating the types of incidents that might occur and having procedures in place to deal with them. |
| Institution | Normally, the body which holds the legal title to collections and refers to these in its statement of purpose. Collections may be held by institutions for which the holding and preservation of collections is not their central function, for example universities. In this case, the term 'institution' refers to the specific unit with responsibility for the collections, for example a university library. |
| Preservation | All managerial, financial and technical considerations applied to retard deterioration that prevent damage and extend the useful life of materials and objects in collections to ensure their continued availability. These considerations include monitoring and controlling appropriate environmental conditions; providing adequate storage and physical protection; establishing exhibition and loan policies and proper handling procedures; providing for conservation treatment, emergency planning and the creation and use of surrogates. |
| Restoration | Procedures intended to return material or objects to a known or assumed state, usually with the addition of non-original material. |
| Standards | Documents containing technical specifications or precise criteria to be used as rules, guidelines, or definitions of characteristics, to ensure that material, products, processes and services are fit for their purpose. |
| Stewardship | The whole range of demands and responsibilities associated with the management of cultural heritage collections. |
| Storage | The physical housing of all collections, whether on public display or in non-public stores. |
| Users | All those who may derive benefit from the services provided by a museum, archive or library. |

# Resources

## Organisations

### UK BODIES OFFERING ADVICE AND INFORMATION

**The Conservation Register**
c/o UKIC
109 The Chandlery
50 Westminster Bridge Road
London
SE1 7QY
Tel: 020 7721 8246
Email: ukic@ukic.org.uk
Website: www.ukic.org.uk
A selective listing of conservators and conservation practices.

**Historical Manuscripts Commission (HMC)**
Quality House
Quality Court
Chancery Lane
London
WC2A 1HP
Website: www.hmc.gov.uk
HMC provides advice on matters relating to archives' preservation, care, cataloguing and accessibility for research. Its website has an archives resource page and many useful links.

**mda (formally the Museum Documentation Association)**
Jupiter House
Station Road
Cambridge
CB1 2JD
Tel: 01223 366097
Website: www.mda.org.uk
Advice, publications and training on information issues related to managing museum collections.

**National Preservation Office (NPO)**
The British Library
96 Euston Road
London
NW1 2DB
Tel: 020 7412 7725
Website: www.bl.uk/services/preservation
The NPO provide free leaflets, publications, videos, posters and advice.

**Public Record Office (PRO)**
Kew
Richmond
Surrey
TW9 4DU
Website: www.pro.gov.uk
The Public Record Office provides advice and guidance to records
managers across central Government. This covers the entire life cycle of
public records, in whatever format, from creation through to destruction
or transfer to the Public Record Office. The website also contains a
section devoted to information for archives and archive professionals.

**Resource: The Council for Museums, Archives and Libraries**
16 Queen Anne's Gate
London
SW1H 9AA
Tel: 020 7273 1444
Website: www.resource.gov.uk

## IN SCOTLAND

**National Archives of Scotland**
HM General Register House
Edinburgh
EH1 3YY
Website: www.nas.gov.uk/

## IN WALES

**The Convenor**
**Cyngor Archifau Cymru: Archive Council in Wales**
Details of the current contact can be obtained from the local record office
or from the Historical Manuscripts Commission.

## IN NORTHERN IRELAND

**Public Record Office of Northern Ireland**
66 Balmoral Avenue
Belfast
BT9 6NT
Website: www.proni.nics.gov.uk/

## INTERNATIONAL SOURCES OF INFORMATION

**Canadian Conservation Institute (CCI)**
Website: www.cci-icc.gc.ca
Leaflets, publications and general information can be found
on the website.

**Conservation on Line (CoOL)**
Website: www.palimpsest.stanford.edu
Full database of articles and reports on conservation and preservation.
Extensive links to related organisations and conservation
professional bodies.

European Commission on Preservation and Access (ECPA)
PO Box 19121
NL-1000 GC
Amsterdam
Netherlands
Tel: +31 (20) 551 0807
Fax: +31 (20) 620 4941
Email: ecpa@bureau.knaw
Website: www.knaw.nl/ecpa
Publications and information available, much of it free.

North East Document Conservation Centre (NEDCC)
Website: www.nedcc.org/plam3/manhome.htm, with additional
information leaflets at www.nedcc.org/leaf.htm
This site includes *Preservation of Library and Archive Material:
A Manual*, a comprehensive, 433-page tome that can be searched
online or downloaded using Adobe Acrobat.

Smithsonian Centre for Material Research and Education
Website: www.si.edu/scmre/collcare.html
The Smithsonian's site has a Guidelines section that contains a large
number of factsheets.

## Standards

— British Standards Institute (BSI)
Group Headquarters
389 Chiswick High Road
London
W4 4AL
Tel: 020 8996 9000
Fax: 020 8996 7400
Website: www.bsi-global.com

BS 5444:1983
*Specifications for preparation for microfilming*
London: BSI (all items listed).

BS 1153:1992
*Recommendations for the processing of silver-gelatine-type microfilm*

DISC PD0013:1999
*Records Management: A guide to disaster prevention and recovery*

BS 5454:2000
*Recommendations for the storage and exhibition of archival
documents*

BS 4971:2002
*Repair and allied procedures for the conservation of documents*

— International Organisation for Standardisation (ISO)
1, rue de Varembe
CP 56, CH-1211
Geneva 20
Switzerland
Telephone: 41 (22) 749 0111
Website: www.iso.ch

ISO 11108:1996
*Information and documentation. Archival paper. Requirements for permanence and durability*
Geneva: ISO (all items listed).

ISO 14523:1999
*Photography. Processed photographic material. Photographic activity test for enclosure materials*

## Publications

Adcock, E, (Ed) (1998)
*IFLA Principles for the Care and Handling of Library Material*
Paris: IFLA-PAC.

Anderson-Smith, M *et al* (1997)
*Disaster Preparedness: Guidelines for archives and libraries*
London: Society of Archivists Scottish Region.

Ashley-Smith, J (1999)
*Risk Assessment for Object Conservation*
Oxford: Butterworth-Heinemann.

— Bell, N (1999)
*Preparing Funding Applications for Preservation and Conservation Projects*
London: NPO.

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*Benchmarks in Collections Care for UK Libraries*
(LIC research report 55), London: Library and Information Commission.

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*Environmental Management: Guidelines for museums and galleries*
London: Routledge.

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*Cost/benefits Appraisals for Collection Care: A practical guide*
London: MGC (available from Resource).

Chapman, P (1990)
*Guidelines on Preservation and Conservation Policies in the Archives and Libraries Heritage*
(PGI-90/WS/7) Paris: UNESCO.

xviii

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*Guidelines for the Commissioning and Undertaking
of Conservation Work*
London: Conservation Forum.

Cox, H (1999)
*The Application and Use of Standards in the Care and Management
of Libraries and Archives*
London: NPO.

Davies, S (1996)
*Producing a Forward Plan: Guidelines for good practice*
London: MGC (available from Resource).

Dunn, F I (1994)
*Security (Best Practice Guideline 2)*
London: Society of Archivists.

Eden, P *et al* (1998)
*A Model for Assessing Preservation Needs in Libraries*
London: British Library Research and Innovation Centre.

Feather, J and Eden, P (1997)
*National Preservation Policy: Policies and practices in archives
and record offices*
London: British Library Research and Innovation Centre.

Foot, M (2001)
*Building Blocks for a Preservation Policy*
London: NPO.

Forde, H (1991)
*The Education of Staff and Users in the Proper Handling and Care
of Archival Materials*
(PGI-91/WS/17), Paris: UNESCO.

Fox, L (1996)
*Preservation Microfilming: A guide for librarians and archivists*
Chicago: American Library Association.

Graham, R and Prideaux, A (2000)
*Insurance for Museums: Guidelines for good practice*
London: MGC (available from Resource).

—  Historical Manuscripts Commission (1999)
*Record Repositories in Great Britain*
London: PRO (copies may be seen at all local authority record offices
and many larger libraries).

(2001)
*HMC Standard for Record Repositories*
London: The Royal Commission on Historical Manuscripts (copies may
be obtained from the HMC, or online at www.hmc.gov.uk/pubs).

Institute of Paper Conservation (c.1998)
*The Care and Repair of Paper Artefacts*
Worcester: IPC.

International Council on Archives (1997)
*Guidelines on Disaster Prevention and Control in Archives*
Paris: International Council on Archives.

Jones, M and Beagrie, N (2001)
*Preservation Management of Digital Material: A handbook*
London: Resource and British Library.

Keene, S (Ed) (1996)
*Managing Conservation in Museums*                                    xix
Oxford: Butterworth-Heinemann.

Kitching, C, Edgar, H and Milford, I (2001)
*Archival Documents: Guide to the interpretation of BS 5454:*
*2000, Storage and exhibition of archival documents*
PD 0024, London: British Standards Institution.

— Longhurst, A E F (2000)
*Improving Museum Security: Guidelines for good practice*
London: MGC (available from Resource).

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*Security Manual for Museums, Archives and Libraries*
London: Resource.

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*Establishing a Preservation Programme*
Paris: International Council on Archives.

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*Developing and Training Staff in Museums and Galleries*:
*Guidelines for good practice*
London: MGC (available from Resource).

— Museums & Galleries Commission (1993)
*Managing Your Museum Environment*
London: MGC (all items listed). Available from Resource.

(1994)
*Standards in the Museum Care of Larger and Working Objects*

(1995)
*Standards in the Museum Care of Musical Instruments*

(1995)
*Registration Guidelines: Registration scheme for museums*
*and galleries in the United Kingdom*

(1998)
*Effective Exhibitions*: *Guidelines for good practice*

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# Benchmarks in Collection Care – Checklist

# Identification Information

**Institution**

_____

**Collection(s) and location(s)**

_____
_____
_____
_____
_____
_____
_____
_____

**Collection Status**
○ Owned by institution
○ On loan
○ Deposited
○ Legal deposit
○ Uncatalogued
○ Closed
○ Documented
○ _Other_

_____

**Assessor**
Name, Position, Institution (if different)

_____
_____
_____

Date

_____

# Contents

# 1
# Policy

Preservation planning is about informed decision-making. Having policies in place makes this easier.

## 1.1
## Collection Care

*1.1.1*

The institution's statement of purpose makes a commitment to the preservation of its collections.

◯

_____
_____
_____
_____ A ____

*1.1.2*

The institution is planning to write a preservation policy within one year.

◯

_____
_____
_____ A ____

*1.1.4*

The institution has a written preservation policy.

◯

_____
_____
_____ A ____

*1.1.5*

A collection assessment has been carried out to identify preservation priorities and these are used to inform a preservation programme.

◯

_____
_____
_____
_____ A ____

*1.1.9*

Preservation priorities are included in the aims and objectives of all forward planning.

◯

_____
_____
_____ A ____

*1.1.10*

Those responsible for preservation are included in the decision-making team of the institution.

◯

_____
_____
_____ A ____

4

*1.1.3*

BS 5454:2000 is used as the basis for the development of a preservation policy for archival and library special collection material.

◯

_____
_____
_____
_____ *A* _____

*1.1.6*

Those responsible for preservation are consulted about relevant policy-making decisions.

◯

_____
_____
_____
_____ *A* _____

*1.1.7*

There is an action plan to carry out the priorities identified as necessary to improve collection care within a specified time period.

◯

_____
_____
_____
_____ *A* _____

*1.1.8*

The institution is working towards achieving standards set out in BS 5454:2000 for the care of archival and library special collection material.

◯

_____
_____
_____
_____ *A* _____

*1.1.11*

There is an annual review of collection care strategy, which contributes to the revision of policies and programmes, ensuring a planned approach to improvements in overall collection care.

◯

_____
_____
_____
_____ *A* _____

*1.1.12*

The governing body/management committee receives a written five-yearly report on the general condition of the collection, which includes a description of areas of concern or specific problems and an action plan containing recommendations on how the situation can be improved.

◯

_____
_____
_____
_____ *A* _____

*1.1.13*

The standards of BS 5454:2000 are met or exceeded for archival material.

◯

_____
_____
_____
_____ *A* _____

*1.1.14* Ⓜ

Objects are cared for in accordance with recommendations in the relevant MGC *Standards in the Care of Collections* series (where applicable).

◯

_____
_____
_____
_____ *A* _____

## 1.2
## Acquisition and Disposal

*1.2.1*

The institution has a written policy covering acquisition, retention, accessioning, de-accessioning or disposal and which includes a review mechanism. This policy states any limitations on collecting, imposed by factors such as inadequate staffing, storage (quality or capacity) or conservation resources.

◯

_____
_____
_____
_____ *A* _____

*1.2.5*

The preservation needs of material acquired for permanent retention are assessed prior to acceptance or immediately on accession.

◯

_____
_____
_____
_____ *A* _____

*1.2.9*

The institution has a system in place for monitoring the use of its collections. This information is used to inform preservation and conservation planning.

◯

_____
_____
_____
_____ *A* _____

*1.2.2*

Records are kept of the use/status of items in the collection.

◯

_____
_____
_____
_____ *A* _____

*1.2.3*

Non-core material in the collection, which would not now be collected by the institution, is identified, and its retention is assessed and reviewed.

◯

_____
_____
_____
_____ *A* _____

*1.2.4*

The preservation needs of non-core material in the collections have been assessed by an appropriate specialist, at least once in the last five years. The assessment includes information on specialist storage, conservation, packing and transportation.

◯

_____
_____
_____
_____ *A* _____

*1.2.6*

Advice is sought from a conservator or collection care adviser when drafting or revising a policy related to acquisition, retention, accessioning, de-accessioning or disposal.

◯

_____
_____
_____
_____ *A* _____

*1.2.7*

Only items that the institution has the resources to care for in the long term are collected or accepted on loan.

◯

_____
_____
_____
_____ *A* _____

*1.2.8*

The institution has a written policy on the use of objects for handling/schools loan collections, the provision of non-accessioned objects and use of surrogates or replicas.

◯

_____
_____
_____
_____ *A* _____

*1.2.10*

The institution, in revising its acquisition and disposal policies, addresses any inadequacies in conservation and collection care that have been identified.

◯

_____
_____
_____
_____ *A* _____

*1.2.11*

The use and status of objects is reviewed periodically and any change approved by the governing body/management committee.

◯

_____
_____
_____
_____ *A* _____

## 1.3
## Staff and Volunteers

*1.3.1*

The institution receives regular advice from a conservator or collection care adviser on all aspects of its collection care activities.

◯

_____
_____
_____
_____ *A* _____

*1.3.2*

Staff employed to conserve collections, either in-house or contracted, have been trained in conservation practices and are aware of up-to-date conservation techniques.

◯

_____
_____
_____
_____ *A* _____

*1.3.3*

The institution supports published professional standards for staff qualification, accreditation and CPD and this is reflected in the recruitment policy.

◯

_____
_____
_____
_____ *A* _____

*1.3.9*

The individual(s) assigned responsibility for collection care activities have these duties identified in their job description(s).

◯

_____
_____
_____
_____ *A* _____

*1.3.10*

All consultants working on collection care related issues have a written brief.

◯

_____
_____
_____
_____ *A* _____

*1.3.11*

The institution has a written policy on the use of volunteers for collection care activities.

◯

_____
_____
_____
_____ *A* _____

*1.3.13*

The institution has assessed the need for conservation staff and has made arrangements to meet this need in full.

◯

_____
_____
_____
_____ *A* _____

*1.3.14*

All contracted-out conservation work is undertaken on the basis of *Guidelines for competitive tendering and professional practice*.

◯

_____
_____
_____
_____ *A* _____

*1.3.4*

Any conservator or conservation practice that is contracted to provide advice or services should normally be included on the Conservation Register and, where available, a professionally accredited conservator is used.

◯

_____
_____
_____
_____ *A* _____

*1.3.5 – 1.3.7*

There is at least one member of staff responsible for the following activities. *Identify by name.*

*1.3.5*

• Preservation of the collections.

◯

_____
_____
_____
_____ *A* _____

*1.3.6*

• Co-ordinating activities relating to the storage of collections.

◯

_____
_____
_____
_____ *A* _____

*1.3.12*

Specifications for externally contracted work, such as binding, re-packaging or boxing, are drawn up in consultation with a conservator or collection care adviser.

◯

_____
_____
_____
_____ *A* _____

*1.3.7*

• Monitoring and controlling the environment.

◯

_____
_____
_____
_____ *A* _____

*1.3.8*

Either a member of staff within the institution or the identified contractor's contact is responsible for undertaking or supervising the production of surrogate copies. *Identify by name*.

◯

_____
_____
_____
_____ *A* _____

## 1.4
## Training and Awareness

*1.4.1*

Staff training needs in the field of collection care are assessed regularly.

◯

_____
_____
_____
_____ *A* _____

*1.4.8*

Current and future collection care training, education and awareness-raising needs are identified.

◯

_____
_____
_____
_____ *A* _____

*1.4.14*

Training needs and provision are reviewed as part of the institution's planning cycle.

◯

_____
_____
_____
_____ *A* _____

*1.4.2*

All members of staff are aware of security procedures and guidelines.

◯

_____
_____
_____
_____ *A* ____

*1.4.3*

Collections are only cleaned by staff or volunteers who have received appropriate training.

◯

_____
_____
_____
_____ *A* ____

*1.4.4*

Staff responsible for the storage of collections are aware of the risks to the collection from inappropriate environmental conditions.

◯

_____
_____
_____
_____ *A* ____

*1.4.9*

Information on collection care practices is available to all staff in the form of regular practical training sessions, published literature and in-house documentation.

◯

_____
_____
_____
_____ *A* ____

*1.4.10*

Staff or contract cleaners who clean storage areas and storage furniture have received training.

◯

_____
_____
_____
_____ *A* ____

*1.4.11*

Staff are able to recognise the signs of infestation, dampness and mould and act promptly according to agreed procedures when these are discovered.

◯

_____
_____
_____
_____ *A* ____

*1.4.15*

The institution has in place guidelines on the behaviour of contractors/service providers on site.

◯

_____
_____
_____
_____ *A* ____

*1.4.5*

All new staff receive training in the handling and transportation of collections as part of their induction training.

◯

_____
_____
_____
_____ *A* _____

*1.4.6*

Staff who handle collections have received training in the handling and transportation of collections, including unusual and delicate items, at least once in the last five years.

◯

_____
_____
_____
_____ *A* _____

*1.4.7*

Staff responsible for exhibitions and loans understand the importance of following agreed guidelines for the display of collections.

◯

_____
_____
_____
_____ *A* _____

*1.4.12*

Relevant staff receive training in exhibition and loan procedures.

◯

_____
_____
_____
_____ *A* _____

*1.4.13* 🅐 🅜

Repository and curatorial staff receive regular training in preservation packaging procedures.

◯

_____
_____
_____
_____ *A* _____

## 1.5
## Budget

*1.5.1*

The institution has identified resources for preservation and conservation.

◯

_____
_____
_____
_____ *A* _____

*1.5.2*

The institution has identified resources for collection care related training.

◯

_____
_____
_____
_____ *A* _____

*1.5.3*

The institution has identified resources for maintenance of buildings, plant and equipment.

◯

_____
_____
_____
_____ *A* _____

*1.5.6 – 1.5.7*

The institution's budget makes annual provision for:

*1.5.6*

• The preservation and conservation of its collections.

◯

_____
_____
_____
_____ *A* _____

*1.5.7*

• Financial support of staff CPD and specialisation.

◯

_____
_____
_____
_____ *A* _____

*1.5.8 – 1.5.9*

Resources are made available to carry out improvements identified in:

*1.5.8*

• The storage assessment report.

◯

_____
_____
_____
_____ *A* _____

*1.5.13*

An annual review of the institution's resources, facilities and activities is used to identify and prioritise collection care projects.

◯

_____
_____
_____
_____ *A* _____

*1.5.14*

The institution has resources in place for a comprehensive operational and maintenance programme for its buildings, services and plant.

◯

_____
_____
_____
_____ *A* _____

*1.5.4*

The institution has identified resources for cleaning and housekeeping.

◯

_____

_____

_____

_____ *A* ____

*1.5.5*

The institution has reviewed the resources needed for insurance cover.

◯

_____

_____

_____

_____ *A* ____

*1.5.9*

• Environmental monitoring and control assessment reports.

◯

_____

_____

_____

_____ *A* ____

*1.5.10 – 1.5.11*

Resources are made available for the costs involved in:

*1.5.10*

• Emergency preparedness.

◯

_____

_____

_____

_____ *A* ____

*1.5.11*

• Monitoring and periodic migration of digital information.

◯

_____

_____

_____

_____ *A* ____

*1.5.12*

The institution has identified a budget, if required, for insurance costs.

◯

_____

_____

_____

_____ *A* _____

# 2
# Buildings

A suitably constructed, well-maintained building is fundamental to the protection of collections.

## 2.1
## Fabric

*2.1.1*

The building is of robust construction and all floors, especially in storage areas, can safely support the load.

○

_____
_____
_____
_____ *A* _____

*2.1.2*

Buildings used to house collections are regularly inspected. All potential threats to collections from, for example, leaky roofs, poor wiring, internal pipework, blocked gutters and ill-fitting windows or doors, are identified and assessed.

○

_____
_____
_____
_____ *A* _____

*2.1.5*

The building in which the collection is housed is wind-proof and watertight, and can provide basic protection for the collection.

○

_____
_____
_____
_____ *A* _____

*2.1.6*

A schedule for the routine maintenance of buildings and utilities is in place.

○

_____
_____
_____
_____ *A* _____

*2.1.10*

A building management plan has been drawn up and is frequently reviewed to update priorities and track progress on implementing recommendations.

○

_____
_____
_____
_____ *A* _____

*2.1.11*

Reports on the condition of the building are used in planning improvements or major developments, and in revising forward plans.

○

_____
_____
_____
_____ *A* _____

*2.1.3*

Plant and equipment is inspected periodically by staff.

◯

_____
_____
_____
_____ A _____

*2.1.4*

Buildings that are unoccupied for parts of the year are visited and inspected regularly.

◯

_____
_____
_____
_____ A _____

*2.1.7*

An architect, surveyor or other competent person produces a regular report outlining the state of the buildings, and an action plan is in place to implement recommendations.

◯

_____
_____
_____
_____ A _____

*2.1.8*

Potential access points for vermin, insects and dust, including pipes, cracks and electrical/air ducts, are identified and sealed.

◯

_____
_____
_____
_____ A _____

*2.1.9*

Staff responsible for collections are notified in advance of any building works, to enable them to brief contractors working on site.

◯

_____
_____
_____
_____ A _____

*2.1.12*

Records are kept of all building work, maintenance and inspections.

◯

_____
_____
_____
_____ A _____

*2.1.13*

A preservation advisory panel or advisory service is consulted in planning any building work.

◯

_____
_____
_____
_____ A _____

## 2.2
## Security

*2.2.1*

Security procedures and guidelines are in place and enforceable.

◯

_____
_____
_____
_____ *A* ____

*2.2.2*

A security assessment is made at regular intervals and all risks, particularly to the perimeter of the building, are noted.

◯

_____
_____
_____
_____ *A* ____

*2.2.3*

All access points to the building such as doors, lifts, staircases, skylights, windows and ventilation risers can be made secure.

◯

_____
_____
_____
_____ *A* ____

*2.2.8*

Access to keys and security codes is strictly controlled.

◯

_____
_____
_____
_____ *A* ____

*2.2.9*

An intruder detection system is in place.

◯

_____
_____
_____
_____ *A* ____

*2.2.10*

An annual security assessment, including recommendations for improvement, is presented to senior managers and kept under review to determine whether recommendations have been implemented.

◯

_____
_____
_____
_____ *A* ____

*2.2.11*

Intruder detection alarms are linked to the police or other appropriate monitoring service.

◯

_____
_____
_____
_____ *A* ____

*2.2.4*

All doors with access to storage areas are strongly constructed, close-fitting and equipped with locks for which the issue of keys can be controlled.

◯

_____
_____
_____
_____ *A* _____


*2.2.5*

Doors leading out of closed-access areas are fitted with locks that may be opened from the inside without a key, but can be opened from the outside only with a key.

◯

_____
_____
_____
_____ *A* _____


*2.2.6*

Access to storage areas is restricted to relevant staff and other authorised persons accompanied by them.

◯

_____
_____
_____
_____ *A* _____

*2.2.7*

Arrangements exist for maintaining appropriate levels of security while external contractors are working on site, especially outside normal office hours.

◯

_____

_____

_____

_____ *A* _____

# 3
# Storage

Keeping storage areas clean, well-organised and pest-free, and protecting collections with appropriate packaging, is the most cost-effective way of reducing physical damage to collections.

## 3.1
## Storage Areas

*3.1.1*
A conservator or collection care adviser has given advice on the storage of all collections within the last five years.

◯

_____
_____
_____
_____ *A* _____

*3.1.2*
An assessment has been made of current storage facilities, with the findings presented to managers.

◯

_____
_____
_____
_____ *A* _____

*3.1.11*
A conservator or collection care adviser regularly gives advice on the storage of collections.

◯

_____
_____
_____
_____ *A* _____

*3.1.12*
There is a plan near the entrance showing the layout of the store.

◯

_____
_____
_____
_____ *A* _____

*3.1.17*
There is sufficient space to accommodate current and projected storage requirements.

◯

_____
_____
_____
_____ *A* _____

*3.1.18*
Items with special preservation requirements have been identified, and appropriate environmental conditions provided.

◯

_____
_____
_____
_____ *A* _____

*3.1.3*

There is sufficient space to carry and move items in aisles and between bays.

◯

_____
_____
_____
_____ *A* _____

*3.1.4*

Items are not placed directly on the floor.

◯

_____
_____
_____
_____ *A* _____

*3.1.5*

Collections are kept tidy on shelves and in cabinets.

◯

_____
_____
_____
_____ *A* _____

*3.1.13*

Doorways and aisles are of sufficient width to allow passage of large items and trolleys/transporters.

◯

_____
_____
_____
_____ *A* _____

*3.1.14*

Large items, such as rolled documents and textiles stored on shelves, are supported along their entire length and do not project into the gangways.

◯

_____
_____
_____
_____ *A* _____

*3.1.15*

Items are positioned securely on shelves or in drawers, but not packed so tightly that they might cause physical damage.

◯

_____
_____
_____
_____ *A* _____

*3.1.19* **A**

Storage areas for archival or library special collection material meet or exceed the requirements of BS 5454:2000.

◯

_____
_____
_____
_____ *A* _____

*3.1.6*

Storage areas designated for collections are used solely for that purpose and do not have non-collection material stored there.

◯

_____
_____
_____
_____  *A* _____

*3.1.7*

A clear, flat workspace is available in storage areas for working with items.

◯

_____
_____
_____
_____  *A* _____

*3.1.8*

Books and volumes are not stored on their fore-edge or spine.

◯

_____
_____
_____
_____  *A* _____

*3.1.16*

Oversize books are stored flat, where possible, and stacked no more than two high.

◯

_____
_____
_____
_____  *A* _____

*3.1.9*

Books are not kept stacked in piles for prolonged periods.

◯

_____
_____
_____
_____ *A* _____

*3.1.10* 🅐

Storage areas provide the minimum standard conditions appropriate to the material stored, as set out in the PRO's advisory documents.

◯

_____
_____
_____
_____ *A* _____

## 3.2
## Storage Furniture

*3.2.1*

All shelving is stable, well-fitted and strong enough to take the required load.

◯

_____
_____
_____
_____ *A* _____

*3.2.9*

Information is sought from a conservator or collection care adviser on the design, construction and composition of storage furniture.

◯

_____
_____
_____
_____ *A* _____

*3.2.15*

Shelving provides safe and effective storage for the whole of the collection, regardless of size or shape.

◯

_____
_____
_____
_____ *A* _____

*3.2.2*

Material can be reached from the highest shelf safely or, if not, appropriate equipment is available for the safe retrieval of material from high shelves or racking.

◯

_____
_____
_____
_____ *A* _____

*3.2.3*

Clear instructions for the use of mobile shelving are displayed.

◯

_____
_____
_____
_____ *A* _____

*3.2.4*

The acceleration and braking of mobile shelving is such that items cannot slide or fall off shelves.

◯

_____
_____
_____
_____ *A* _____

*3.2.10*

All shelving is deep enough to support stored items fully.

◯

_____
_____
_____
_____ *A* _____

*3.2.11*

Storage arrangements allow air to circulate freely.

◯

_____
_____
_____
_____ *A* _____

*3.2.12*

Anti-tip devices are fitted to ensure that sudden braking, acceleration or uneven loading of mobile shelving does not cause them to tip.

◯

_____
_____
_____
_____ *A* _____

*3.2.16*

Similar-sized (unusual format) books are stored together.

◯

_____
_____
_____
_____ *A* _____

*3.2.17*

All storage furniture and materials have been tested to ensure that they are as inert as possible and do not give off vapours which are harmful to items in direct contact or close proximity.

◯

_____
_____
_____
_____ *A* _____

*3.2.18* **A**

Wherever appropriate, archive material is stored according to format.

◯

_____
_____
_____
_____ *A* _____

*3.2.5*

All collection items stored on mobile shelving are housed completely within the depth of the shelves.

◯

_____

_____

_____

_____ *A* _____

*3.2.6*

The height of cabinets and plan chests does not impede the retrieval or replacement of material.

◯

_____

_____

_____

_____ *A* _____

*3.2.7*

Cabinet and plan chest drawers are not overfilled and are able to open freely without risk to the material they hold.

◯

_____

_____

_____

_____ *A* _____

*3.2.13*

There is sufficient space between the floor and the lowest shelf or pallet to reduce the risk of damage from flooding, and to allow for cleaning.

◯

_____

_____

_____

_____ *A* _____

*3.2.14* Ⓜ

Shelving and drawers are padded to prevent damage to objects.

◯

_____

_____

_____

_____ *A* _____

*3.2.8* Ⓜ
Large objects are stored on racks or pallets.

◯

_____
_____
_____
_____ *A* ____

## 3.3
## Storage Enclosures

*3.3.1*
Supplies of archival quality packaging are readily available in a range of sizes.

◯

_____
_____
_____
_____ *A* ____

*3.3.2*
Containers used for physical protection are strong enough to withstand handling and the weight of the items they contain.

◯

_____
_____
_____
_____ *A* ____

*3.3.7*
There is a packaging programme to provide storage enclosures for collections and/or individual items identified as requiring physical protection.

◯

_____
_____
_____
_____ *A* ____

*3.3.8*
Rolled documents and textiles are supported by being rolled around a rigid cylinder made from, or covered with, archival quality material.

◯

_____
_____
_____
_____ *A* ____

*3.3.14*
The institution has a continuing programme to replace non-archival quality folders and boxes with archival-quality enclosures, if required.

◯

_____
_____
_____
_____ *A* ____

*3.3.15*
All materials, regardless of format, receive appropriate physical protection.

◯

_____
_____
_____
_____ *A* ____

*3.3.3*

Boxes and folders fit the items they contain.

◯

_____
_____
_____
_____ *A* _____

*3.3.4*

Archival quality linen tape is always used to secure rolled materials in at least two places, incorporating a label, and wrapped around the roll without causing creasing.

◯

_____
_____
_____
_____ *A* _____

*3.3.5*

Documents are not folded or otherwise modified to fit their enclosure.

◯

_____
_____
_____
_____ *A* _____

*3.3.9*

Rolled documents and textiles are protected by archival-quality rigid containers or bags.

◯

_____
_____
_____
_____ *A* _____

*3.3.10*

Rolled documents and textiles are stored no more than two high.

◯

_____
_____
_____
_____ *A* _____

*3.3.11*

Small objects, such as loose seals or coins, are contained in boxes or trays.

◯

_____
_____
_____
_____ *A* _____

*3.3.6*

Rolled items are protected from dust.

◯

_____
_____
_____
_____ *A* _____

*3.3.12*

Large books stored next to small ones are protected by a folder, book-shoe, sleeve or box.

◯

_____
_____
_____
_____
_____ *A* _____

*3.3.13*

The special requirements for storing photographic media have been identified and the appropriate conditions and materials are available.

◯

_____
_____
_____
_____
_____ *A* _____

## 3.4
## Labelling and Marking

*3.4.1*

Labels at the end of bays and shelves are clear and accurate.

◯

_____
_____
_____
_____ *A* _____

*3.4.6*

All bays, cabinets, shelves and boxes are clearly numbered and labelled with light- and water-resistant ink.

◯

_____
_____
_____
_____
_____ *A* _____

*3.4.11*

A review is undertaken at least every five years to ensure that all labelling and marking is carried out to the required standard.

◯

_____
_____
_____
_____
_____ *A* _____

*3.4.2*

Boxes, bags and folders are clearly marked to indicate their contents.

◯

_____
_____
_____
_____ *A* ____

*3.4.3*

A 2B pencil is used for all labelling and numbering of archival material.

◯

_____
_____
_____
_____ *A* ____

*3.4.4* ❶

Security stamping ink used on library material is not water-soluble.

◯

_____
_____
_____
_____ *A* ____

*3.4.7* ❶ ❹

Advice has been sought from a conservator or collection care adviser on the use of an appropriate adhesive to stick labels to books and enclosures.

◯

_____
_____
_____
_____ *A* ____

*3.4.8* ❶

Advice has been sought from a conservator or collection care adviser on the least damaging and most durable attachment of security labels, such as bar codes and magnetic strips, to books and enclosures.

◯

_____
_____
_____
_____ *A* ____

*3.4.9* ❶

Bookplates used in books of special value, are made of lignin-free, alkaline paper and attached with a stable, reversible adhesive.

◯

_____
_____
_____
_____ *A* ____

*3.4.12* Ⓜ

All items are labelled or marked according to mda guidelines.

◯

_____
_____
_____
_____ *A* ____

*3.4.5* Ⓜ

All items held are labelled or marked with a unique number.

◯

_____
_____
_____
_____ *A* _____

*3.4.10* Ⓜ

A programme of permanent marking to mda (Museum Documentation Association) guidelines is in place.

◯

_____
_____
_____
_____ *A* _____

## 3.5
## Non-standard Material

*3.5.1*

Items with special storage needs are identified.

◯

_____
_____
_____
_____ *A* _____

*3.5.2*

Non-standard sized material can be removed and replaced easily and safely from all cabinets and shelving, with appropriate access equipment available if required.

◯

_____
_____
_____
_____ *A* _____

*3.5.3*

Storage systems for oversize material are designed to facilitate access to the items they hold.

◯

_____
_____
_____
_____ *A* _____

*3.5.5*

All oversize volumes are stored flat.

◯

_____
_____
_____
_____ *A* _____

*3.5.4*

Non-standard sized items receive the same standard of care as the rest of the collection.

◯

_____

_____

_____

_____ *A* _____

# 4
# Housekeeping

Effective management of pests and mould relies on early detection. Careful cleaning of collections, and the areas in which they are housed, will reduce the likelihood of pest infestation and damage to material from mould or from abrasive or acidic particles.

## 4.1
## Housekeeping

*4.1.1*
All storage areas and storage furniture are cleaned and inspected regularly.

◯

_____
_____
_____
_____ *A* _____

*4.1.2*
Advice has been sought from a conservator or collection care adviser as to the appropriate techniques, materials and equipment to use when cleaning storage areas and storage furniture.

◯

_____
_____
_____
_____ *A* _____

*4.1.7*
All parts of the building are cleaned and inspected regularly.

◯

_____
_____
_____
_____ *A* _____

*4.1.8*
Storage areas are monitored for the presence of insects and rodents, and traps are regularly checked. Trapped insects are identified.

◯

_____
_____
_____
_____ *A* _____

*4.1.13*
A written cleaning specification for storage and display areas is in place.

◯

_____
_____
_____
_____ *A* _____

*4.1.14*
An integrated pest management programme has been implemented.

◯

_____
_____
_____
_____ *A* _____

*4.1.3*

The consumption, disposal and storage of foodstuffs are confined to areas well away from collections.

◯

_____
_____
_____
_____  *A* _____

*4.1.4*

All items which show signs of pest infestation are kept isolated from the rest of the collection until treated.

◯

_____
_____
_____
_____  *A* _____

*4.1.5*

All incoming material and acquisitions are examined for signs of infestation, dampness or mould. Remedial action is taken to deal with any problems identified.

◯

_____
_____
_____
_____  *A* _____

*4.1.9*

Records of monitoring and treatments for pest infestation, whether of individual items, collections or buildings, are stored centrally.

◯

_____
_____
_____
_____  *A* _____

*4.1.10*

A conservator or collection care adviser is consulted if pest infestation, dampness or mould is found.

◯

_____
_____
_____
_____  *A* _____

*4.1.11*

Advice is taken from a conservator or collection care adviser before pest treatment is undertaken on items, collections or buildings.

◯

_____
_____
_____
_____  *A* _____

*4.1.6*

Any pesticide treatment carried out complies with the relevant health and safety legislation.

◯

_____
_____
_____
_____  *A* _____

*4.1.12*

All incoming items are placed in a quarantine area on arrival in the institution prior to inspection for pest infestation and mould, and any necessary treatment.

◯

_____
_____
_____
_____  *A* _____

# 5
# Handling and Use of Collections

Careful handling is a key element in collection care. Any handling can cause damage, while poor handling will rapidly lead to an item becoming unusable. Care taken when using the collections will ensure that they remain accessible to future users.

## 5.1
## Handling and Moving Procedures

*5.1.1*

Written guidelines for safe handling and transportation of material are available to all staff.

◯

_____
_____
_____
_____ *A* ____

*5.1.2*

All items taken out of a building are physically protected.

◯

_____
_____
_____
_____ *A* ____

*5.1.8*

Protective enclosures, such as folders or boxes, are used when moving collections within the building.

◯

_____
_____
_____
_____ *A* ____

*5.1.15*

Advice is taken from specialists when large or unusual items are to be moved.

◯

_____
_____
_____
_____ *A* ____

*5.1.3*

Items from the collection which are to be moved off-site, including items travelling with a courier, are packaged so as to prevent damage.

○

_____

_____

_____

_____ *A* _____

*5.1.4*

Equipment is available for gaining access to and for moving heavy, bulky and less accessible items.

○

_____

_____

_____

_____ *A* _____

*5.1.5*

Trolleys used to transport collections are stable and easy to manoeuvre, and fully support the material they carry.

○

_____

_____

_____

_____ *A* _____

*5.1.9*

Information is circulated to all staff on the damage that can be caused to collections by the use of stationery products such as Sellotape™, gummed tapes, rubber bands, paper clips and Post-it™ notes.

○

_____

_____

_____

_____ *A* _____

*5.1.10*

A system is in place for recording damage to collections reported by staff, readers or researchers.

○

_____

_____

_____

_____ *A* _____

*5.1.11*

An assessment is made by a member of staff, or someone acting on the institution's behalf, that the level of security is appropriate for any item to be transported or housed off-site.

○

_____

_____

_____

_____ *A* _____

*5.1.6*

All items sent off-site are handled, transported and housed in conditions no worse than those found in the home institution.

◯

_____
_____
_____
_____ *A* _____

*5.1.7*

All mechanical apparatus used for moving material is fitted with an emergency stop mechanism.

◯

_____
_____
_____
_____ *A* _____

*5.1.12*

Records are kept of all serious accidents resulting in damage to collections

◯

_____
_____
_____
_____ *A* _____

*5.1.13*

Fragile or special items carried in a hoist or conveyor box are put into individual protective boxes or folders.

◯

_____
_____
_____
_____ *A* _____

*5.1.14*

The bases of boxes or trays used to carry collections on a conveyor or hoist are padded.

◯

_____
_____
_____
_____ *A* _____

## 5.2
## Reading and Research Room Practice

*5.2.1*

Guidelines on good practice when handling collections are displayed prominently in reading-rooms and study areas.

◯

_____
_____
_____
_____ *A* _____

*5.2.2*

Notices prohibiting smoking, eating and drinking in reading-rooms and study and storage areas are prominently displayed.

◯

_____
_____
_____
_____ *A* _____

*5.2.3*

Areas where special collection and unique material is used are actively invigilated by trained staff.

◯

_____
_____
_____
_____ *A* _____

*5.2.4*

A written notice of the penalties resulting from non-compliance with advertised practices is prominently displayed.

◯

_____
_____
_____
_____ *A* _____

*5.2.5*

Procedures are in place for dealing with non-compliance with rules, and staff are trained to deal with difficult situations.

◯

_____
_____
_____
_____ *A* _____

*5.2.6*

Book supports and weights, and instructions for their use, are available to all readers.

◯

_____
_____
_____
_____ *A* _____

*5.2.12*

All new readers and researchers are given written instructions on handling collections and reading-room practices.

◯

_____
_____
_____
_____ *A* _____

*5.2.13*

Procedures and penalties for non-compliance with advertised practices are strictly enforced.

◯

_____
_____
_____
_____ *A* _____

*5.2.7*

Readers are required to use pencils for note-taking when consulting library special collection or unique material.

◯

_____

_____

_____

_____ *A* _____

*5.2.8*

Items requiring special protection when being handled are clearly marked, preferably by a label on the protective enclosure.

◯

_____

_____

_____

_____ *A* _____

*5.2.9*

Researchers are provided with suitable gloves for handling any item identified as requiring this protection.

◯

_____

_____

_____

_____ *A* _____

*5.2.10*

Researchers are required to use cotton or disposable gloves to handle photographs, unless the photographs are protected by a clear plastic sleeve.

◯

_____
_____
_____
_____ *A* _____

*5.2.11*

Work surfaces are of adequate size to support the material fully while it is in use.

◯

_____
_____
_____
_____ *A* _____

## 5.3
## Exhibitions

*5.3.1*

The condition of all material is noted before it is displayed and any changes are noted afterwards.

◯

_____
_____
_____
_____ *A* _____

*5.3.9*

A programme is in place for routine checking of all items on display.

◯

_____
_____
_____
_____ *A* _____

*5.3.18*

A conservator maintains responsibility for items included in exhibitions and for the display of all collections.

◯

_____
_____
_____
_____ *A* _____

*5.3.2*

A programme to check the condition of vulnerable items on display is in place.

◯

_____
_____
_____
_____ *A* _____

*5.3.3*

Display cases are robust, secure and constructed from materials that will not harm their contents.

◯

_____
_____
_____
_____ *A* _____

*5.3.4*

Physical access by staff to items on display is kept as simple as possible without compromising security.

◯

_____
_____
_____
_____ *A* _____

*5.3.10*

A conservator or collection care adviser has provided written advice as to appropriate display techniques and materials, which is available to staff setting up exhibitions.

◯

_____
_____
_____
_____ *A* _____

*5.3.11*

Written condition assessments are made by, or in consultation with, a conservator or collection care adviser, for all material to be exhibited.

◯

_____
_____
_____
_____ *A* _____

*5.3.12*

A conservator or collection care adviser works with other staff to ensure that all items have individual specifications for appropriate support.

◯

_____
_____
_____
_____ *A* _____

*5.3.5*

Archive and library material is not on indefinite display. Where possible, facsimile copies are used.

◯

_____
_____
_____
_____ *A* _____

*5.3.6*

The weight of all items on display is supported evenly.

◯

_____
_____
_____
_____ *A* _____

*5.3.7*

Books are not displayed open at an angle greater than 30 degrees from the horizontal, and the angle of opening does not strain the binding structure.

◯

_____
_____
_____
_____ *A* _____

*5.3.13*

Materials and techniques used in the construction of exhibitions are approved by a conservator or collection care adviser as safe for the purpose, or have been tested by a recognised method.

◯

_____
_____
_____
_____ *A* _____

*5.3.14*

Exhibition areas are invigilated when open to the public.

◯

_____
_____
_____
_____ *A* _____

*5.3.15*

Access is possible to allow periodic cleaning and maintenance of 'dead' areas beneath and behind exhibition furniture.

◯

_____
_____
_____
_____ *A* _____

*5.3.8*
Book supports are designed to fit the profile of the book at the display opening. Text block pages are restrained using a safe material such as polyethylene strips.

◯

_____
_____
_____
_____ *A* ____

*5.3.16*
Light fittings can be reached without the need for access via the interior of the display case.

◯

_____
_____
_____
_____ *A* ____

*5.3.17*
Items are exhibited only in areas designed or designated for that purpose, which can be isolated from other areas.

◯

_____
_____
_____
_____ *A* ____

## 5.4
## Lending Items

*5.4.1*
Items are assessed to establish their suitability for loan.

◯

_____
_____
_____
_____ *A* ____

*5.4.5*
The institution has written procedures and agreements for loans.

◯

_____
_____
_____
_____ *A* ____

*5.4.9*
A written condition report is made on all material after an exhibition.

◯

_____
_____
_____
_____ *A* ____

*5.4.2*

A written condition report is made in consultation with a conservator or collection care adviser before the loan is approved.

◯

_____
_____
_____
_____ _A_ _____

*5.4.3*

A site report is received from the borrower before the loan is agreed. This should include details of handling and security in transit, flood risk and arrangements for environmental and light control, security and fire detection and suppression at the exhibition site and temporary storage areas.

◯

_____
_____
_____
_____ _A_ _____

*5.4.4*

Couriers are issued with written guidance before transporting items from the collection. All movements are documented and receipts are signed by authorised staff.

◯

_____
_____
_____
_____ _A_ _____

*5.4.6*

Photographic documentation for all material is included as part of the loan procedures.

◯

_____
_____
_____
_____ _A_ _____

*5.4.7*

A trained courier accompanies material that is to travel by road, rail, sea or air. On arrival, the courier confirms that all the loan conditions have been met.

◯

_____
_____
_____
_____ _A_ _____

*5.4.8*

The loan agreement for any item specifies the conditions under which it should be handled, transported, displayed and stored, and its condition is assessed and reported to the owner.

◯

_____
_____
_____
_____ _A_ _____

*5.4.10*

Where appropriate, the institution applies the conditions described in the Government Indemnity Scheme.

◯

_____
_____
_____
_____ _A_ _____

*5.4.11* Ⓜ

The institution applies the conditions described in the MGC Standard *Touring exhibitions*.

◯

_____
_____
_____
_____ _A_ _____

## 5.5
## Operating or Playing Objects

### 5.5.1
No object is operated or played unless the governing body/management committee has formally approved this activity.

◯

_____
_____
_____
_____ *A* _____

### 5.5.2
The institution has a written policy on who can operate or play objects that have been designated as suitable.

◯

_____
_____
_____
_____ *A* _____

### 5.5.3
Information or instructions relating to operating or playing objects is retained in the object conservation file.

◯

_____
_____
_____
_____ *A* _____

### 5.5.4
A record is kept of all operating (playing, running or working) of objects.

◯

_____
_____
_____
_____ *A* _____

### 5.5.5
An individual operating/playing log is maintained and kept with the object's documentation.

◯

_____
_____
_____
_____ *A* _____

# 6
# Environmental Monitoring and Control

Collections can be damaged if they are kept in unsuitable environmental conditions. Monitoring the environment will alert staff to damaging conditions so that these can be improved.

## 6.1
## Monitoring and Equipment – General

*6.1.1*
The bulk of the collection is housed to protect it from extreme environmental conditions.

◯

_____
_____
_____
_____ *A* _____

*6.1.2*
Any environmental data collected, such as spot measures of temperature and humidity or light levels, is recorded and retained.

◯

_____
_____
_____
_____ *A* _____

*6.1.5*
A programme is in place to measure relative humidity, temperature and light levels (visible and ultraviolet) in galleries and stores.

◯

_____
_____
_____
_____ *A* _____

*6.1.6*
The institution has determined the level of control of the environment (temperature, RH, light and pollutants) it wishes to achieve for all areas housing collections.

◯

_____
_____
_____
_____ *A* _____

*6.1.11*
Records are kept of all environmental monitoring and collated monthly.

◯

_____
_____
_____
_____ *A* _____

*6.1.12*
Records are maintained in a systematic way and retained for a minimum of five years.

◯

_____
_____
_____
_____ *A* _____

*6.1.3*

Simple measures such as closing doors, moving lights, providing entrance mats and controlling temperature and light levels are taken to improve the environment.

◯

_____
_____
_____
_____ *A* _____

*6.1.4*

Monitoring equipment is stored and calibrated as recommended by the manufacturer.

◯

_____
_____
_____
_____ *A* _____

*6.1.7*

Controlled environments are established for some vulnerable items.

◯

_____
_____
_____
_____ *A* _____

*6.1.8*

A record is kept of calibration and maintenance of all environmental monitoring equipment.

◯

_____
_____
_____
_____ *A* _____

*6.1.9*

A maintenance programme for environmental control equipment (including UV filter replacement) is in place.

◯

_____
_____
_____
_____ *A* _____

*6.1.13*

Environmental monitoring records are examined periodically and a summary prepared.

◯

_____
_____
_____
_____ *A* _____

*6.1.14*

A record is kept of all special events held in the institution, including film-making, concerts or social events.

◯

_____
_____
_____
_____ *A* _____

*6.1.15*

The environmental conditions of the display cases, exhibition and storage areas are kept stable within defined levels.

◯

_____
_____
_____
_____ *A* _____

*6.1.10*

Staff have management control over operational settings of all environmental control equipment/plant.

◯

_____
_____
_____
_____ *A* ____

*6.1.16*

Appropriate environmental conditions are established for all items according to their requirements.

◯

_____
_____
_____
_____ *A* ____

*6.1.17*

The environmental monitoring and control needs of the collection are reviewed at regular intervals.

◯

_____
_____
_____
_____ *A* ____

## 6.2
## Temperature and Relative Humidity

*6.2.1*

Material is displayed and stored away from heating, air-conditioning vents and windows.

◯

_____
_____
_____
_____ *A* ____

*6.2.2*

The temperature and relative humidity levels in areas where collections are held are monitored and documented.

◯

_____
_____
_____
_____ *A* ____

*6.2.5*

The temperature and RH requirements of different materials in the collections are met.

◯

_____
_____
_____
_____ *A* ____

*6.2.3*

An evaluation has been made to consider the benefits of and the technical options for controlling temperature and relative humidity, with recommendations presented to senior managers.

◯

_____

_____

_____

_____ *A* _____

*6.2.4*

Items arriving in the collection are allowed time to acclimatise gently in areas where they will be stored or exhibited.

◯

_____

_____

_____

_____ *A* _____

## 6.3
## Light

*6.3.1*

The overall exposure of all light-sensitive material to light is reduced as much as possible.

◯

_____

_____

_____

_____ *A* _____

*6.3.4*

Light levels are monitored through seasonal variations in all areas housing collections.

◯

_____

_____

_____

_____ *A* _____

*6.3.9*

There is a central automatic or zoned switching system to ensure that lights are kept off in storage areas when unoccupied.

◯

_____

_____

_____

_____ *A* _____

6.3.2

Blinds, shutters, curtains and/or ultraviolet filters are used to reduce visible and ultraviolet light in all areas housing collections.

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_____
_____
_____ *A* _____

6.3.3

Sunlight does not fall directly on any light-sensitive material while on display.

○

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_____
_____
_____ *A* _____

6.3.5

Shutters or blinds in reading or research rooms are used by staff to regulate light levels.

○

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_____
_____
_____ *A* _____

6.3.6

Fluorescent tubes are fitted with ultraviolet filtering sleeves or low-UV fluorescent tubes are used. Tubes and sleeves are checked regularly and replaced when they become ineffective.

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_____
_____
_____ *A* _____

6.3.7

Potentially harmful electric light sources are not placed close to collections.

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_____
_____
_____ *A* _____

6.3.10

The overall exposure to light of collections during exhibitions is kept within defined limits.

○

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_____
_____
_____ *A* _____

*6.3.8*

Materials particularly at risk from light damage, such as photographs, newspapers, textiles, watercolours or manuscript inks, have been identified, and exposure to visible and ultraviolet light has been reduced as much as possible.

○

_____
_____
_____
_____ *A* _____

## 6.4
## Gaseous and Particulate Pollutants

*6.4.1*

Items in the collection are protected from excessive dust.

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_____
_____ *A* _____

*6.4.2*

All windows and doors can be closed so that the building provides some protection from airborne pollutants, both gaseous and particulate.

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_____ *A* _____

*6.4.3*

An evaluation of the risks to the collection from airborne pollution has been made, with recommendations presented to managers.

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_____ *A* _____

*6.4.4*

All internal building surfaces are finished with a seal to reduce dust.

○

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_____
_____ *A* _____

*6.4.6*

An assessment is made of potential atmospheric pollutants and a programme of spot checks is in place.

○

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_____ *A* _____

*6.4.5*

Products used by cleaning and maintenance staff exclude those which give off gas or fumes potentially hazardous to collections (e.g. chlorine, hydrogen peroxide) and this is specified in contracts if appropriate.

◯

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_____
_____ *A* ____

*6.4.7*

If the evaluation finds that air pollution is having a significant impact on the condition of collections, an air filtration system is installed, or other measures are taken to protect collections.

◯

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_____
_____
_____ *A* ____

*6.4.8*

Any technical improvements are developed in conjunction with an appropriately qualified engineer.

◯

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_____
_____ *A* ____

# 7
# Conservation

Conservation makes an essential contribution to the continuing survival and accessibility of collections and aims to stabilise items both physically and chemically. Conservators examine, document and undertake both preventive and interventive treatments.

## 7.1
## Programme

*7.1.1*

Priorities for conservation of the collections have been identified.

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_____
_____ *A* _____

*7.1.2*

Items and collections requiring physical protection have been identified.

○

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_____
_____
_____ *A* _____

*7.1.4*

The institution has a written conservation programme based on defined conservation priorities for the collections.

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_____
_____ *A* _____

*7.1.5*

Conservation priority setting is underpinned by condition assessments.

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_____
_____ *A* _____

*7.1.9*

The conservation programme is regularly reviewed to set and monitor clear targets, and to check whether previous recommendations have been implemented.

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_____
_____ *A* _____

*7.1.10* Ⓜ

The documentation procedure manual lists standard conservation and related procedures and provides guidance on recording.

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_____
_____ *A* _____

*7.1.3*
Results of all inspections or surveys of collections are recorded.

◯

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_____ *A* _____

*7.1.6*
Conservators work in conjunction with other staff to identify priorities for conservation treatments.

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_____
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_____ *A* _____

*7.1.7*
Sensitive or vulnerable items in the collections are identified and this information recorded centrally.

◯

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_____
_____ *A* _____

*7.1.8*
The institution keeps records of collection care programmes such as re-boxing.

◯

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_____
_____
_____ *A* _____

*7.1.11* Ⓜ
The institution has a programme to obtain any relevant conservation treatment records of objects not currently held in the collection.

◯

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_____
_____
_____ *A* _____

## 7.2
### Implementation
(See also Section 1.3 Staff and Volunteers and Section 1.4 Training.)

*7.2.1*
Any commercial conservation/binding company undertaking preservation or conservation services is provided with written specifications and a contract.

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_____ *A* _____

*7.2.2*
The institution keeps records, including photographs, of both in-house and external conservation or rebinding treatments.

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_____ *A* _____

*7.2.3*
Conservation treatment records are linked to the institution's main documentation cataloguing scheme.

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_____ *A* _____

*7.2.4*
Conservators employed or contracted to work on collections are asked to show that the treatments and techniques they use are in line with current professional practice.

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_____ *A* _____

*7.2.5*
A quality control system is in place to evaluate the work undertaken by commercial conservation or binding contractors.

◯

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_____ *A* _____

*7.2.6*
Any cleaning and minor repair of collections is carried out by conservators or others working under the instruction of a conservator.

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_____
_____ *A* _____

*7.2.9*
Conservation records are held and updated on a database.

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_____
_____ *A* _____

*7.2.10*
Records are produced to archival standards and are stored in an environment designed to ensure their long-term preservation.

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_____
_____ *A* _____

*7.2.11* ●
Conservation procedures are recorded as part of the MARC record.

◯

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_____ *A* _____

*7.2.7* **Ⓐ Ⓛ**

Records are kept of all commercial binding work, including details of the materials and techniques used.

◯

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_____ *A* ___

*7.2.8* **Ⓜ**

Documentation records for condition-checking, conservation or other relevant procedures conform to *Spectrum: the UK museum documentation standard (mda).*

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_____
_____ *A* ___

# 8
# Surrogate Copies and New Media

Providing surrogate copies will reduce handling and thus reduce the risk of physical damage.

## 8.1
## Procedures

*8.1.1*

The institution has assessed appropriate techniques and equipment for making preservation copies of fragile or heavily used material.

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_____
_____ *A* _____

*8.1.2*

The selection of items or collections for surrogacy includes an assessment of the level of current and potential use.

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_____
_____ *A* _____

*8.1.10*

Audio-visual machine-readable records (i.e. reel-to-reel, video) are not acquired unless the institution has, or plans to obtain and maintain, the necessary equipment to use them.

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_____
_____ *A* _____

*8.1.11*

The existence of surrogate copies is indicated by the retrieval system.

◯

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_____
_____
_____ *A* _____

*8.1.15*

The condition of master microfilms is checked every two years by inspection of a sample.

◯

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_____
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_____ *A* _____

*8.1.16*

The procedures, standards and innovations of digital preservation technology are regularly reviewed.

◯

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_____ *A* _____

*8.1.3*

A system is in place to provide users with surrogate copies rather than the originals.

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_____ *A* _____

*8.1.4*

All equipment used to produce surrogate copies, such as cameras or computers, is protected from dust.

◯

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_____ *A* _____

*8.1.5*

Fragile items are assessed by a conservator or collection care adviser before surrogate copies are made.

◯

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_____ *A* _____

*8.1.12*

Commercial contractors hired to produce surrogate copies can demonstrate good handling practices and quality control measures, and have been given written specifications.

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_____ *A* _____

*8.1.13*

A quality control check is made of all surrogate copies and collections returned from commercial contractors.

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_____ *A* _____

*8.1.14* ●

A surrogate copy is not produced by the institution if a surrogate created to preservation standards is available for purchase from another source.

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_____
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_____ *A* _____

*8.1.17*

The institution has a preservation microfilm programme.

◯

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_____
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_____ *A* _____

*8.1.6*

The process of re-formatting is not undertaken if this is likely to cause damage to original material, such as further weakening of an already fragile binding structure. In such cases, preparatory conservation work is included as part of the filming programme.

◯

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_____
_____
_____ *A* _____

*8.1.7*

The preparation and selection of items for surrogate copying is carried out by staff trained in handling and preservation awareness.

◯

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_____
_____ *A* _____

*8.1.8*

The production of surrogate copies is carried out by staff trained in quality control, handling collections and preservation awareness.

◯

_____
_____
_____
_____ *A* _____

*8.1.9*

For digital copies, metadata provides all necessary details of the material's content, layout, format, mode and density of recording and other technical information essential to its present and future accessibility.

◯

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_____
_____
_____ *A* _____

## 8.2
## Photocopying

*8.2.1*

Written guidelines for photocopying and photocopying services are available to users.

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_____ *A* _____

*8.2.2*

The institution has identified material that can safely be photocopied by users.

◯

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_____ *A* _____

*8.2.4*

Photocopying is carried out by staff trained in safe handling practices.

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_____ *A* _____

*8.2.5*

Photocopies made for permanent retention are printed on lignin-free, alkaline-buffered paper.

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_____ *A* _____

*8.2.7*

The frequency of copy requests for individual items is monitored and popular items are either produced as indexed master copies on permanent paper or prioritised for microfilming.

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_____ *A* _____

*8.2.3*

The institution does not allow self-service photocopying of fragile or light-sensitive material.

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_____ *A* _____

*8.2.6*

Books and items larger than the available copier platen are not photocopied.

○

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_____
_____ *A* _____

*8.2.8*

Photocopiers with edge platens, which allow the book page to be copied with the book open and supported at an angle of less than 120°, are available.

○

_____
_____
_____
_____ *A* _____

## 8.3
## Preservation Microfilm

*8.3.1*

Only silver-gelatine, polyester-base 35mm roll microfilm is used for archival master negatives.

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_____ *A* _____

*8.3.6*

Master negative copies are kept off-site.

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_____
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_____ *A* _____

*8.3.7*

All items filmed are included in the Register of Preservation Microforms at the British Library and the European Register of Microform Masters.

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_____
_____ *A* _____

*8.3.8*

The existence of a microfilm copy is recorded on the catalogues and finding aids.

○

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_____ *A* _____

*8.3.9*

A master negative copy, a print duplicate negative and a user positive copy are produced for each preservation microfilm.

○

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_____
_____
_____ *A* _____

*8.3.2*

Silver-gelatine, polyester-base film is processed to archival standards and tested to ensure quality control. Quality control includes testing to ensure that residual processing chemicals have been removed and inspection for blemishes, legibility and completeness.

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_____  *A* _____

*8.3.3*

A master negative copy and a user positive copy are produced for each preservation microfilm.

◯

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_____
_____
_____  *A* _____

*8.3.4*

The institution has sought specialist advice about the storage of microfilm.

◯

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_____  *A* _____

*8.3.10*

Master copies kept off-site are stored in a facility that meets national environmental, security and access standards.

◯

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_____
_____  *A* _____

*8.3.11*

All preservation microfilm is produced to archival standards.

◯

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_____  *A* _____

*8.3.5*

Microfilm and microfiche readers are well maintained.

○

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_____
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_____ *A* _____

## 8.4
## Modern Media –
## CD-ROM, film-based media, computer and optical media disks, video, laser discs and audio cassettes

*8.4.1*

Information on the specific storage, environmental conditions, handling and labelling requirements of modern media has been made available to staff responsible for their storage.

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_____
_____
_____ *A* _____

*8.4.2*

Modern media for retention are security-protected against accidental and deliberate erasure, for example by removal of protective tabs.

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_____
_____ *A* _____

*8.4.3*

The specific storage, environmental and labelling requirements of modern media are provided by the institution.

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_____ *A* _____

*8.4.4*

Current information on technological innovations relating to the preservation, storage and retention of modern media is regularly provided to staff working in these areas.

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_____
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_____ *A* _____

# 9
# Emergency Preparedness

Advance planning is crucial to an effective emergency response and salvage of collections following a disaster such as flood, fire or other major incident.

## 9.1
## Prevention and Recovery

*9.1.1*

The institution has a firm plan to write an emergency preparedness plan, which includes a strategy for prevention and risk assessment within one year.

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_____ *A* _____

*9.1.2*

At least one individual or preferably a team is responsible for implementing the plan.
*Identify by name.*

◯

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_____
_____
_____ *A* _____

*9.1.8*

The institution has a written emergency preparedness plan which includes strategies for disaster prevention and the salvage of collections.

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_____
_____ *A* _____

*9.1.9*

Copies of all emergency details and contingency plans are kept at a separate, accessible location. Further copies are kept by relevant members of staff or departments.

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_____ *A* _____

*9.1.17*

Emergency response rehearsals are carried out at least once a year.

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_____ *A* _____

*9.1.18*

An early warning detection system has been installed in any building at high risk from water damage.

◯

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_____ *A* _____

*9.1.3*

Risk assessments have been made of hazards from, for example, water pipes, drains and inflammable materials, and priorities have been acted upon.

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_____
_____ *A* _____

*9.1.4*

A security copy of the accession register/ catalogue data files is stored at a separate building or location.

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_____
_____ *A* _____

*9.1.5*

A report of any flood or fire, however minor, is made to managers together with any recommendations for improvement in prevention and response arrangements.

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_____ *A* _____

*9.1.10*

At least one member of staff is responsible for revising the plan on an annual basis. *Identify by name.*

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_____ *A* _____

*9.1.11*

Automatic fire detection devices are fitted in reading/research rooms and storage areas.

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_____ *A* _____

*9.1.12*

Staff are trained in emergency response procedures, including the use of fire extinguishers.

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_____
_____ *A* _____

*9.1.19*

Staff have carried out joint familiarisation exercises with representatives of the emergency services.

◯

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_____ *A* _____

*9.1.20*

Materials, paints, and coatings used for interior decoration or storage furniture are of a standard that will minimise the emission of harmful substances, including soot and smoke, in the event of fire.

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_____
_____
_____
_____ *A* _____

*9.1.6*

Areas used for display, including individual display cases, are protected against theft, vandalism, fire and flood.

◯

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_____
_____  *A* _____

*9.1.7*

Following any disaster or near disaster, Resource's Incident Report Form is completed and returned.

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_____  *A* _____

*9.1.13*

Floor plans are available which identify the key features of the building and its contents.

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_____  *A* _____

*9.1.14*

The local police and fire services have advised on emergency planning both verbally and in writing.

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_____  *A* _____

*9.1.15*

Disaster recovery equipment and materials are available.

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_____
_____
_____  *A* _____

*9.1.16*

The institution has details of suppliers of specialist equipment and services for use in an emergency.

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_____  *A* _____