



POLICY STATEMENT

CARE & CONSERVATION POLICY

[Policy Reference: No CMCI0/003]

CARE & CONSERVATION (Policy Reference: No. CMCIO/003)

Definitions:

“CMCIO” – Crawley Museums CIO

“ICON” – Institute of Conservation (www.conservationregister.com)

“SEMDP” - South East Museums Development Programme (mdse.org.uk)

This document will set out and define CMCIO Care and Conservation Policy and its impact on the collection. It will list the museum’s current Care and Conservation areas which follow relevant SPECTRUM Procedures and Accreditation Guidelines.

Care and Conservation of the Collection

CMCIO is responsible for ensuring that all items under its care are safe from damage caused by environmental conditions, insects, light or any other sources.

Items which require expert conservation will not normally be accepted.

CMCIO aims to provide adequate storage conditions for all the items in its collection following correct procedures to protect and conserve individual items. Items which cannot be stored safely or correctly will not be accepted.

CMCIO is currently updating an Emergency Plan, which is to be reviewed every 5 years.

Relevant Procedures for each section of Care and Conservation will be written as needed.

CMCIO will follow the guidelines set out in both SPECTRUM and Benchmarks in Collections Care as methods for identifying areas for continuing development in order to care for the collection in the best possible way.

Outside Assistance for Care and Conservation

CMCIO regularly liaises with the SEMDP about issues that affect the ongoing Care and Conservation of the Collection. In addition to this, SEMDP members have visited the CMCIO on a number of occasions to advise on the conditions and monitoring of the collection and the buildings. The report that is written as a result of this visit, is used alongside the guidelines of SPECTRUM and Benchmarks in Collections Care to help the continuing development of the Care and Conservation of the collection.

In the event that an item in the CMCIO collection is required to have Remedial Conservation work, advice will be sought both from the Museums Development Officers for Surrey and Sussex, as well as Spence and Fry the SEMDP Preventive Conservation Consultant, towards the type of individual that will be able to complete the work, ensuring that they are either a professionally accredited conservator, or on the Conservation Register operated by ICON or preferably, both.

References:

PREVENTIVE CONSERVATION - is to prevent or minimise the risk of irreversible damage to cultural artefacts as a result of the environmental factors to which they are exposed, such as relative humidity (RH), temperature, light, atmospheric and air pollutants, vibrations, etc. PC strategies for collections include the implementation of environmental recommendations to ensure the long-term stability of cultural objects and to establish adequate control procedures to monitor these conditions.

SOUTH EAST MUSEUM DEVELOPMENT – is funded by Arts Council England, Museum Development South East is a partnership between Norfolk Museums Service and Brighton & Hove Museums, building on our joint track record of delivering regional museum development support. Our mission is to support and develop a thriving and inclusive museums sector which reflects the distinctive cultural heritage of the South East.

Our team is based across the South East. They provide advice and support, deliver training and small grants programmes, and create opportunities for museums to connect with each other.

SPECTRUM - The primary Spectrum procedures are a set of guidelines that most museums use to manage their collections effectively and make them accessible. These procedures are essential for museums wanting to meet the requirements of the Accreditation scheme

THE INSTITUTE OF CONSERVATION (ICON) - is the professional charitable body, representing and supporting the practice and profession of conservation. It has around 2500 members worldwide, including professional conservators, scientists and teachers involved with the care of heritage objects and buildings.

This Policy Document can be amended as and when required, with a review of every 5 years.

Approved by the Board of Trustees of Crawley Museums	
Chair's signature:	
Name:	Paul Castle
Date:	
Date of next review:	March 2029