

# Broome Historical Society Museum

## Conservation Policy

### **Mission Statement**

We aim to collect, preserve and provide a place for objects relating to broome and foster research into the various aspects of Broome's history.

### **Statement of Intent**

This conservation policy aims to maintain objects in a stable condition and to preserve the evidence that is contained in the objects through their construction, materials, fabric and evidence of their active life for the benefit of museum users.

It aims to guide the care of the objects and to prevent changes that may reduce those values. Deterioration caused by use of an object is part of the object's story, and is different to deterioration caused by neglect once in the museum's care.

This policy is in three parts to ensure that any work carried out on an object can be managed within these guidelines.

This document will be reviewed annually.

### **Preventive conservation**

1. All objects shall be provided with a safe and benign environment whether in storage, on display or in transit
2. While displayed within an exhibition no object shall be exposed to risk or damage:
  - a. No labels to be fixed to objects
  - b. All objects to be fully supported
  - c. Objects not to be altered or forced to fit inappropriate showcases or supports
  - d. All objects to be handled in an appropriate manner
3. Objects to be loaned to other institutions will fit within the parameters set out in the Inward/Outward Loan Document that includes guidelines for travel, storage and display. (Attachment 1)
4. All museum workers to be provided with guidelines and procedures for the handling and relocation of objects (Attachment 2)
5. Cleaning of objects to be done in accordance with guidelines established by the Collection Manager
6. Inspection of objects on display and in storage for evidence of insects, mould and other damaging agents to be done in a regular 6 month time frame (December and May)

## **Conservation Work**

Conservation work, which is stabilisation not restoration, shall only be done to an object:

1. In accordance with advice from a recognized conservator
2. This work shall include the provision of safe storage or display conditions and appropriate support
3. Documentary evidence of the process before, during and after is to be recorded as part of every project
4. Record any treatment work on the object's catalogue record

## **Restoration work**

Restoration work will only be done:

1. In accordance with advice from a recognised conservator
2. After the consideration of what will be lost by undertaking the work such as materials, workmanship and the significance of the object
3. After the work has been considered against the needs of other objects for conservation; if the allocated funds for the restoration work are considered a higher priority than other conservation work that will be of a greater benefit for a larger number of objects ie – it may be better to build a shed to protect 20 objects than to fully restore one object
4. When adequate housing for the restored object can be provided to ensure that the work done will not rapidly deteriorate
5. If the project includes the provision of storage or display conditions and appropriate support

## **Guidelines & Procedures for the Handling and Relocation of Objects**

Objects are most vulnerable to damage when they are being moved – even over short distances. Planning and care minimizes risk and reduces the chance of accidents happening.

Accidents do occur so it is important to:

- Handle objects with care
- Provide adequate support to objects
- Plan your movements – don't rush
- Ensure the route is clear; and
- Ensure there is a space to place the item when you arrive.

### **Always**

- Use both hands when carrying an object, so that you can properly support it
- Make sure you have enough people to lift an object safely.
- Wear the appropriate gloves to protect the objects

### **Don't**

- Try to carry too many things at once
- Try to save time by stacking things on top of each other to move them
- Speed – avoid abrupt stops and jerks.

For detailed information on the handling and moving of the following objects refer to the

***recollections* Caring for Collections across Australia. Handling, Transportation, Storage and display.**

This text is stored in the Shed work area (Yellow bookcase)

Subjects covered are:

- Books
- Photographs
- Paintings
- Electronic media
- Textiles
- Ethnographic objects
- Metal objects
- Outdoor machinery
- Furniture; and
- Ceramics, glass and enamelware