



Royal Pavilion & Museums, Brighton & Hove

# Collections Care and Conservation Plan 2013

**Name of museum:** The Royal Pavilion & Museums

**Name of governing body:** Brighton & Hove City Council



## **1. Introduction**

The Royal Pavilion & Museums, Brighton & Hove aims to inspire, illuminate and challenge its visitors and virtual users. It does this by caring for and interpreting its outstanding collections and historic sites to support discovery, enjoyment and learning.

RPM has a vital role in the cultural, economic, education and social life of the city, and the health and well-being of its citizens. It celebrates the city and its communities, helping generate civic pride and develop a sense of cultural identity, as well as building respect and understanding of others. It is a cultural industry employing a wide range of creative experts including curators, conservators, decorative artists, designers, artists, makers, teachers, actors and writers. It is a major tourist attraction supporting the city's visitor economy. It plays a role in the knowledge economy through research, creating and disseminating knowledge through exhibition, display, publication, public learning and event programmes. It also provides inspiration, influence and a stepping off point for creative production both locally, nationally and internationally. It operates in a digital world making collections and knowledge available on line and providing a platform for user generated content and debate.

Caring for the collections is a fundamental duty and a core discipline for all museums. The Royal Pavilion & Museums (RPM) as part of Brighton & Hove City Council (BHCC) is committed to ensuring the preservation, understanding of and access to collections and buildings, in order that they are enjoyed and understood by current and future generations. This is achieved through a commitment to pursuing best practice standards in care and conservation for all of RPM's buildings and collections.

The collections are the heart of the organisation, they are both its *raison d'être* and its unique selling point. They number approximately one million items. The Decorative Art, World Art and Natural Science collections are Designated as being of outstanding national and international importance. The management and care of these collections are central to the aims and key activities which underpin the mission of RPM, and support the corporate aims of BHCC (See Forward Plan).

### **1.1 Scope**

This plan applies to all RPM buildings, collections and objects in RPM care, including objects held in the permanent collection, handling collections, and loans in from other organisations or owners. It is designed to support the delivery of RPM Collections Care and Conservation Policy, and to prioritise work for the period of the next 3 years, to achieve the aims of the RPM Forward Plan, in proportion to resources available to RPM and BHCC.

It will:

- Improve and support physical access and safe use of the collections, whilst preserving the buildings and collections for the future
- Define priorities for RPM's core ongoing work and outline specific projects relating to collections care and conservation between 2013 and 2016
- Institute improvements in collections care to ensure that necessary improvements are made over time, and on the basis of priority in line with current best practice standards
- Maximise cost effective and sustainable use of resources in local/regional/global contexts, and prioritise conservation requirements within the framework of resources available



- Support, promote and develop the ethics of conservation across RPM, and inform the public of conservation principles and methods
- Pursue a standard of practice in care and conservation procedures in line with the RPM Collections Care and Conservation Policy and the following standards:
  - Benchmarks in Collections Care for Museums, Archives and Libraries
  - PD5454:2012 Guide for the storage and exhibition of archival materials
  - PAS 197:2009 Code of practice for cultural collections management
  - SPECTRUM 4.0 The UK Museum Collections Management Standard
  - ICON Professional Guidelines and Code of Ethics
  - Code of Ethics and Rules of Practice of the United Kingdom Institute of Conservation of Historic and Artistic Works (UKIC)
  - Health and Safety at Work etc Act 1974

## **2. Ongoing Collections Care and Conservation Work**

### **2.1 Buildings**

**‘Provision of Suitable Building:** to ensure that the building contributes toward providing appropriate environmental conditions for the different elements of the collection’

An ongoing Planned Maintenance programme for the six sites directly managed by RPM is maintained and developed to address the risks and potential threats to collections.

Buildings are maintained to ensure that they are weather proof, appropriate to display and store collections within, and suitable for staff and the public to enter.

The planned maintenance programme is developed under the direction of the Senior Keeper: Conservation & Historic Buildings and undertaken by the Historic Buildings Manager, Historic Buildings Officer, Technical staff, Conservators and external contractors where necessary.

The current work programme includes:

- Repairing the roof of Preston Manor
- Strengthening the Tunnel between Royal Pavilion and Brighton Museum
- Restoring the Royal Pavilion Saloon
- Rationalisation of Conservation Studios

In addition to the planned maintenance programme, each site will close for one week on an annual basis for essential building maintenance in public spaces. Closed Week Management Programmes are managed by Historic Buildings Manager and Historic Buildings Officer, in consultation with Technical, Conservation and Curatorial Teams.

### **2.2 Collections**

**‘Collections Condition Overview** to ensure that awareness of the condition and needs of all items in the collection is maintained’

Periodic reviews are held to evaluate the condition of the collection and summarise priorities for improvements. Five Collections Reviews have been undertaken by RPM since 2009, these are; Natural Sciences, Archaeology, Egyptology, Musical Instruments (European), 2d Local History (including Fine Art: Topographical Prints, Oral History and Photographs).

Each review is undertaken using the methodology from What’s In Store: Collections Reviews in the North West, and includes a review on current collections care completed by a conservation specialist. Review recommendations for improvements to collections care and conservation have been used to inform this plan.



### 2.2.1 Collections Condition Checking: Loans

All loan requests will be assessed individually at RPM Loans Panel.

An object's condition will be checked using condition report forms and recorded on MimsyXG as it leaves and returns to RPM sites. Borrowers will be asked to complete a UK Registrars Group facilities report. For particularly valuable items, additional information regarding display cases and security will be requested using the supplementary templates available from the UK Registrars Group.

Security, environmental, handling and conservation conditions will be stipulated by RPM and agreed with the borrower as part of the loan agreement.

RPM will treat the care and conservation of all incoming loans according to the requirements set out in the loan agreement between it and the lending authority. RPM will notify the lending authority if there is any change in its circumstances which mean that it can no longer meet the requirements set out in this agreement.

If the lending body does not supply a condition report form for each object, RPM will use its own condition report forms and complete these as soon as the object enters RPM premises.

Every object loaned into the museum will continue to have its condition checked and recorded on MimsyXG at point of entry and exit.

### 2.2.3 Collections Care and Conservation Documentation

RPM will continue to retain records of every treatment carried out on an object, by in-house staff or external conservators. Records will be added to an item's catalogue entry according to the procedures set out in RPM Collections Management & Documentation Procedural Manual.

## 2.3 Environmental Monitoring

**'Environmental monitoring:** to alert staff to potentially damaging environmental conditions; an appropriate programme is in place to measure relative humidity, temperature and light levels (visible and ultraviolet), in galleries and stores.'

### 2.3.1 Temperature and Relative Humidity

RPM will continue to monitor and record the temperature and relative humidity (RH) in storage and display areas using thermohygrographs and a Hanwell wireless monitoring system.

Thermohygrographs will be checked and papers changed every 93 days by a Collections Care Assistant. The papers will be examined and fluctuations in relative humidity outside of the prescribed control margins will be noted by the Assistant Conservator and reported to the Senior Keeper: Conservation & Historic Buildings and the relevant Curator. If the results fall outside the desired range, the cause will be investigated and action taken to improve conditions and/or relocate vulnerable collections.

The thermohygrograph papers will be filed in hardcopy format by the Conservation team and kept for five years or more.

The thermohygrograph devices will be calibrated by a Collections Care Assistant every six months.

A Hanwell 4000 series monitoring system will continue to operate across the five main museum sites. Data will continue to be transmitted to a networked computer system available to view by Conservation, Curatorial and Historic Buildings staff, via their desktop computer.

### 2.3.2 Light

RPM will maintain the current programme of light monitoring of both UV and visible light.



Visible light levels and UV emission will continue to be checked using RPM's light and UV meter whenever lighting is changed (lights are moved or new bulbs fitted). Temporary exhibitions and new displays will continue to be checked for light levels on installation by the Senior Technician in consultation with conservation and curatorial staff.

Light dosimeter cards will continue to be placed next to light vulnerable objects in temporary exhibitions and displays as required. These are visually monitored by staff using the gallery spaces, and the relevant Curator or Programmer informed if any significant change, otherwise they are examined at the end of each exhibition period by the Curator and any changes are recorded in the objects catalogue entry in MimsyXG, and action taken as required.

Fluorescent lights will continue to be fitted with UV filters as tubes are changed. Windows fitted with UV filter film will continue to be tested for effectiveness annually and preferably in mid-summer when the light is strongest.

Spot checks of visible and UV light levels are undertaken throughout the Royal Pavilion on a weekly basis by a Collections Care Assistant. Checks are recorded and filed in hardcopy by the Conservation team. Any changes outside the norm are reported to the Senior Keeper, Conservation & Historic Buildings and relevant Curator.

Some areas within the Royal Pavilion and other areas with sensitive and loaned material light levels, will continue to be monitored digitally by Hanwell light monitors, which transfer data to a networked computer system available to view by Conservation, Curatorial and Historic Buildings staff, via their desktop computer.

Light monitoring equipment will continue to be stored and calibrated as recommended by the manufacturer.

## 2.4 Environmental Control

**'Environmental control:** to ensure that collections are not at risk of damage from unsuitable environmental conditions.'

Ongoing programmes to ensure collections are stored and displayed in a managed environment that minimises their rate of deterioration:

- Re-boxing and repackaging into inert material to prevent degradation in store from chemical pollutants.
- Improving collections environment by re-storing the collections into more appropriate storage.
- Biannual review of RPM stores
- RPM will assess all stores across all sites to rationalise and aim to store objects in the most relevant store for the material of which they are constructed,
- Removing from storage areas across all sites all unsuitable packaging.
- Continue the ongoing programme for UV light filtering and visible light reduction, through the introduction and improvements to blinds, and window films.
- Implement actions to remedy any damage, deterioration or areas that do not meet minimum best practice standards as per Benchmarks in Collections Care.
- Minimise the effect of dust on the collections in storage through a programme of re-boxing, and covering collections.
- Revise and review fire safety plan as part of IMG group meetings every six months.
- Continue the programmes of maintenance of environmental control equipment; dehumidifiers, fan coil units; Hanwell light; temperature; RH and dust monitors.
- Develop and implement basic preventative conservation training for all staff
- Develop and implement a training programme in basic object awareness and handling

## 2.5 Housekeeping



**'Housekeeping:** to reduce the likelihood of pest infestation and damage to material from mould or

reduce the likelihood of pest infestation and damage to material from mould or from abrasive or acidic particles, by careful cleaning of collections and the areas in which they are housed.'

### **2.5.1 General Cleaning of display areas**

In order to minimise deterioration to collections RPM will continue to undertake regular cleaning of collections display areas. Each Museum, apart from Royal Pavilion, is closed one day a week to allow for essential cleaning and ongoing maintenance.

Conservators will continue to advise on all polishes, cleaning agents or sprays used in collections areas. They will also continue to advise on dusters and cloths to ensure that synthetic (not feather) dusters are used on walls, lights and ceilings (not objects). Microfibre cloths (dry or dampened with clean water), brushes and vacuum cleaners are used for cleaning the building.

The Housekeeping team will continue to be responsible for general cleanliness of all public and staff areas eg cleaning all walk ways; floors, doors, windows internally, and toilet facilities, and removing rubbish and recycling daily.

Café staff will remain responsible for maintaining the cleanliness of kitchen and food preparation areas within each site. All staff will remain responsible for keeping the distribution of food only to designated areas as appropriate, and being aware of the need for tidying and cleaning up after any activity.

Visitor Services Officers at The Booth Museum, Hove Museum and Preston Manor will continue to visually inspect and clean all public display areas as required each morning before opening to the public.



## **2.5.2 Conservation Cleaning: Objects on Open Display (or in open storage)**

Items on open display continue to be checked by the Curator once every month on the museum's closed day, and are monitored, recorded, and appropriate action taken when damage or dirt is observed. The objects condition is recorded on MimsyXG in the Condition activity.

Collections Care Assistants will maintain a schedule of case cleaning and cleaning of artefacts on open display across all sites. Treatment and any observations will be recorded on MimsyXG.

The Collections Care Assistants will continue to oversee a team of house volunteers at Preston Manor, who clean there for one morning, once a week.

Closed weeks will continue at each site in order to deep clean and access hard-to-reach areas otherwise inaccessible when open to the public.

## **2.5.3 Housekeeping and cleaning of Stores**

Stores are cleaned and maintained under the guidance of Curatorial staff, supported by Conservation and Historic Buildings staff.

RPM is aware that all items should be protected in inert packaging materials in a way which protects the item from chemical or physical damage and will continue to undertake an ongoing programme of re-boxing and re-storage of objects to pursue this minimum standard.

RPM will continue to replace any inappropriate boxes and packing materials with acid-free card and tissue paper, polythene, inert polypropylene boxes and polyethylene foam.

Items too large to be boxed will continue to be covered with acid-free tissue or Tyvek fabric.

A continued programme to ensure that no item is stored on the floor will see very large items stored on padded chocks or a pallet. Smaller items will be stored on shelves which will be lined with inert materials such as Correx, Plastazote or acid-free tissue.

Items on open storage will continue to be monitored and recorded by the Curator, assisted by Collections Care Assistants, and appropriate action taken when damage or dirt is observed. The condition of objects noted will be recorded on MimsyXG in the Condition activity.

## **2.5.4 Pest Monitoring**

### **2.5.4.1 Quarantine**

Any item coming into the museum (this includes new acquisitions, loans, returning items which have been on loan and objects moving between RPM sites) will be kept separate from the collection until it has been fully examined by the relevant Curator or Conservation staff.

Items which have to be stored in the museum awaiting examination will be kept away from the collection or isolated by placing them in a polythene box or wrapping them in polythene sheet. They will be examined as a priority, especially as there is a risk of mould if they are damp.

### **2.5.4.2 Monitoring**

An Integrated Pest Monitoring programme is used at RPM, developed and maintained by the Collections Care Assistants. Sticky pest traps will continue to be placed in the storage and display areas, near entrances and exits, along the floors, near doorways and windows, on window sills and occasionally on shelves, to monitor insect activity especially in dark, quiet areas. Hanging sticky pheromone traps will be used if any moths are seen near vulnerable material such as fur and feathers.

The pest traps will continue to be checked at a minimum monthly between February – June and then every two months for the rest of the year (eg February, March, April, May, June, August, October, December).

Each trap will continue to be examined by a Collections Care Assistant and the results recorded in a spreadsheet accessible by all staff via the networked computer system.



A programme of rodent prevention will continue to be undertaken by specialist contractors.

If pests are found which are potentially harmful to the collection or building, the Collections Care Assistant will continue to inform the Senior Keeper, Conservation & Historic Buildings and the relevant Curator and as appropriate a conservator will be asked for advice which will then be acted upon.

### **2.5.5 Dust**

Items in store are not left exposed to dust if possible. They are protected by being kept in boxes or display cases or covered with Tyvek or cotton sheets or acid-free tissue paper. If items need to be protected with polythene sheet they are first covered with acid-free tissue paper. Covered objects and items in boxes are clearly marked to identify the object inside.

Dust levels across all sites are controlled by

- Good housekeeping
- Keeping external doors and windows closed whenever possible.
- Using fixed mats to trap dust from shoes at entrances
- Keeping the approach to the museum clean
- Sealing off areas where building work is taking place

When objects sensitive to dust or hard to clean such as costume are placed on open display a regular programme of monitoring and cleaning will be undertaken of those specific items.

Hanwell Dust bug monitors are being trialled in the Royal Pavilion, a programme of recording, evaluating the results and maintaining the equipment for this programme will continue to be undertaken by an Assistant Conservator, and the results conveyed to the Senior Keeper, Conservation & Historic Buildings and relevant Curator.

## **3. Mechanisms and Procedures**

Disaster Cupboards are provided on each site and are regularly reviewed and well stocked by a member of the Security Team.

The Collections Care Assistants maintain a general supply of equipment and materials for their own work programmes and advise Curators on further materials or equipment as required.

For 'on-the-spot' issues regarding maintenance the following staff should be contacted:

- Conservation and Building Issues– Senior Keeper, Conservation & Historic Buildings
- Electrical Problems– Senior Technician
- Building repairs, heating, disaster issues such as, water ingress and leaks – Historic Buildings Manager and/or Historic Buildings Officer
- Cleanliness in public areas– Housekeeping Team via Historic Buildings Manager
- Concerns about Collections– relevant Curator
- Collections cleanliness (dust) – Curator and/or Collections Care Assistants
- Pest – Collections Care Assistants
- Environmental Monitoring: RH/ temp/light– Assistant Conservator and/or Collections Care Assistants
- Gallery and Case damage – Curator
- Collections damage – Curator
- Security and disaster issues such as, extreme Flood or a Fire – follow BCP procedures, and inform Duty Manager, Security & Fire Safety Manager, who will in turn inform DMT, Senior





Keeper: Conservation and Historic Buildings, Historic Buildings Manager, Historic Buildings Officer and relevant Curators and Conservators.

All telephone numbers are provided on an internal phone list, held by every member of staff, at the Front desk on each site and at in the RPM security control room.

## 4. Work Plan

The work plan below is designed to detail and improve on the current core programmes of maintenance and collections care described above:

Key Objective	Task	Notes/ Comments/ Requirements/ Risks	Lead Officer	Location	2013-14	2014-15	2015-16
<b>Provision of Suitable Buildings:</b>	Buildings will continue to be regularly inspected for damage and deterioration which could lead to water ingress.		Senior Keeper: Conservation & Historic Buildings in consultation with specialist contractors.	All sites	On-going	On-going	On-going
<b>Provision of Suitable Buildings:</b>	A Floor Loadings Register will be initiated, maintained for each building. Hardcopies will be kept by the Historic Buildings Manager or Officer.	Also stored digitally on MimsyXG and as a simple document viewable by all staff available on the network. The register will be updated on a project by project basis, when the use of a space changes	Curator (Collections Management) with Historic Buildings Manager/ Officer	All sites	On-going	On-going	On-going
<b>Collections Condition Overview</b>	Ongoing programme of collection reviews; will include detailed recommendations for improving collections care for that specific collection.		Relevant Curator and subject specialists		World Art: African collections	collection strand tbc	Collection strand tbc
<b>Collections Condition Overview</b>	Spot checks on stores will be taken after severe weather, or any other risk provoking incidents.		Curators with support from Collections Care Assistants		As required. More frequent in winter months	As required. More frequent in winter months	As required. More frequent in winter months
<b>Collections Condition Overview</b>	Visual condition check of all collections on display, in particular of material vulnerable to pest, or fluctuations in the environment will be undertaken.	Results recorded on MimsyXG. Any concerns will be noted and forward to the relevant Curator for action	Curators with support from Collections Care Assistants		annual closed weeks	annual closed weeks	annual closed weeks
<b>Collections Condition Overview</b>	Visual inspection of collections in storage that are made of material which is vulnerable to pest, or fluctuations in the environment, checked at regular and intervals appropriate to the collection	eg spot checks of fur and feathered material will be undertaken every spring to check for signs of pest activity.	Curator with support from Collections Care Assistants		Spot checks of fur in spring	Spot checks of fur in spring	Spot checks of fur in spring



Key Objective	Task	Notes/ Comments/ Requirements/ Risks	Lead Officer	Location	2013-14	2014-15	2015-16
<b>Collections Condition Overview</b>	A system for visually identifying sensitive and vulnerable material in store; such as fur and feather, will be initiated and maintained.		Curator (Collections Management) with support from all Curators, Assistant Conservators and Collections Care Assistants	Stores at all sites	Offsite store	Brighton Museum and Preston Manor initiated	Booth Museum and Hove Museum initiated
<b>Collections Condition Overview</b>	A visual inspection of stores will happen on a biannual basis.		Curator (Collections Management) with support from all Curators, Assistant Conservators, and Collections Care Assistants	Stores at all sites	-	Store inspection January - February	-
<b>Collections Condition Overview</b>	All photographic items or other objects that require cold storage will be identified by a coloured sticker.	Part of programme for Keep move	Curator (Collections Management) with support from Keep Project Officer, Collections Care Assistants and Assistant Curators		May-August		
<b>Collections Condition Overview</b>	Audits for the improvement of security and location control will be undertaken at regular intervals.	One site per site every 8 weeks?	Security & Fire Safety Manager with support from Curator (Collections Management)	Display and storage areas across all sites	Jan- RP Mar- BMAG May- Booth Jul- PM Aug - Hove Oct- OffStore	Jan- RP Mar- BMAG May- Booth Jul- PM Aug - Hove Oct- OffStore	Jan- RP Mar- BMAG May- Booth Jul- PM Aug - Hove Oct- OffStore
<b>Collections Condition Overview</b>	Re- implement and maintain audits for objects on display	Audit of ten objects on display each week in each site open to the public. Check undertaken by patrolling security officers and input onto MimsyXG.	Security & Fire Safety Manager supported by Security Officers and Curator (Collections Management), Assistant Curators and Collections Care Assistants	All sites- publicly accessible display areas	Once a week	Once a week	Once a week



Key Objective	Task	Notes/ Comments/ Requirements/ Risks	Lead Officer	Location	2013-14	2014-15	2015-16
<b>Collections Condition Overview</b>	Develop and implement a programme of training on data entry into Condition, Conservation and Loan Activity modules on MimsyXG.	for all Curatorial, Programming and Conservation staff, and their volunteers,	Curator (Collections Management)	MimsyXG	Develop training programme and worksheets et guidelines by Dec 2013	Train 10 staff/ volunteers	Train 10 staff/ volunteers
<b>Environmental Monitoring</b>	Implement a programme of spot checking light levels		Collections Care Assistants	All sites and stores	weekly	weekly	weekly
<b>Environmental Monitoring</b>	Implement a programme of calibration of all equipment as recommended by manufacturer	Includes: Novatron, Hanwell, Thermohygraphs etc	Conservator, Collections Care Assistants or external specialists	All monitoring equipment	Annually	Annually	Annually
<b>Environmental Monitoring</b>	Investigate and initiate a programme of recording the results of visible and UV light levels in display areas for all sites.	Currently monitoring taking place but recording for accessibility purposes would benefit from improvement	Collections Care Assistants	All sites/ networked computer etc	RP, PM, and BMAG	RP, PM, BMAG, Booth	RP, PM, BMAG, Booth, Hove
<b>Environmental Monitoring</b>	Implement a programme of recording of the date and specification of the application of UV filters on MimsyXG.	Retrospectively enter details onto MimsyXG if details known and then as new UV filter added	Collections Care Assistants with support from Curator (Collections Management)	All sites and onto MimsyXG	As filters updated	As filters updated	As filters updated
<b>Environmental Monitoring</b>	Implement a procedure to document and make accessible to all staff (via a networked computer) the results of UV filter film testing.		Collections Care Assistants with support from Curator (Collections Management)				
<b>Environmental Monitoring</b>	Implement a review and maintenance programme of UV filters.		Collections Care Assistants				
<b>Environmental Monitoring</b>	Develop and implement training for Collections Care Assistants to enter data of light levels/UV etc onto MimsyXG.		Curator (Collections Management)				



Key Objective	Task	Notes/ Comments/ Requirements/ Risks	Lead Officer	Location	2013-14	2014-15	2015-16
<b>Environmental Control</b>	Re-boxing and repackaging into inert material to prevent degradation in store from chemical pollutants.	Aim to repack 30% of unsuitably stored material by end of 2016.	Curator with support from Collections Care Assistants and Assistant Curators		Re-box 5% each collection	Re-box 10% each collection	Re-box 15% each collection
<b>Environmental Control</b>	Improving collections environment by re-storing the collections into more appropriate storage to achieve minimum standards.	2013 this will involve moving archival and 2 dimensional paper based and photographic collections to new storage at The Keep meeting BS5454 standard	Relevant Curators, Curator (Collections Management), Assistant Conservators and Collections Care Assistants	Material from PM, BMAG, HMAG to The Keep.	Approx. 350,000 items restored to new building	Store assessment after move	Re-store based on assessment
<b>Environmental Control</b>	Review all RPM stores bi-annually, next review is January 2014, using re-org guidelines and making sure to note; heating; etc.	This review will be recorded and made accessible on a network computer.	Curator (Collections Management), in conjunction with the relevant curator	All RPM stores	-	Review all stores- Jan-Feb	-
<b>Environmental Control</b>	RPM will assess all stores across all sites to rationalise and aim to store objects in the most relevant store for the material of which they are constructed, eg best environment; and the stored in the most logistical and practical sense for use and capacity; etc.	Towards the end of 2013, after the movement of material to the Keep, storage space will be released at various RPM sites and an assessment of these areas will take place to re-evaluate the best locations for each type of material.	Curator (Collections Management) with support from all Curators, Assistant Conservators and Collections Care Assistants	All stores across all sites	-	Re-evaluate and review current storage use, with recommendations.	Re-store collections as per recommendations
<b>Environmental Control</b>	Removing from storage areas across all sites all unsuitable packaging.	Individual collections have their own priorities to be assessed and addressed.	Curator (Collections Management) with Curators, Assistant Conservators, Collections Care Assistants and Assistant Curators	all stores all sites	Programme of removing bubble wrap from across all stores.	Remove non acid free tissue, and replace old deteriorating tissue	Remove non archival cardboard (ongoing to 2016-17)



Key Objective	Task	Notes/ Comments/ Requirements/ Risks	Lead Officer	Location	2013-14	2014-15	2015-16
<b>Environmental Control</b>	Continue the ongoing programme for UV light filtering and visible light reduction, through the introduction and improvements to blinds, and window films.	Acting upon recommendations developed from regular light monitoring.	Assistant Conservator	As per yearly plan or as required	New blinds/ UV filters for Preston Manor	New blinds/ UV filters for Pavilion and Booth	New blinds/UV filters for HMAG, and BMAG
<b>Environmental Control</b>	Acting upon the results from the regular collections condition checks remedy damage and deterioration through conservation and restoration as required		Curator	All areas	ongoing	ongoing	ongoing
<b>Environmental Control</b>	Minimise the effect of dust on the collections in storage through a programme of re-boxing, and covering collections.	Aim to minimise dust across 30% of collections needing reboxing/ rehousing etc by end of 2016	Curator with assistance from Collections Care Assistants	All stores	Ongoing – 5% of a collection	Ongoing – 10% of a collection	Ongoing – 15% of a collection
<b>Environmental Control</b>	Revise and review fire safety plan		IMG group	All sites	Every six months	Every six months	Every six months
<b>Environmental Control</b>	Continue the programmes of maintenance of environmental control equipment;	eg dehumidifiers, fan coil units; Hanwell light; temperature; RH and dust monitors.	Historic Buildings Manager, and Officer, Technical staff, and Collections Care Assistants, under the direction of the Senior Keeper: Conservation & Historic Buildings	All sites	Ongoing	Ongoing	Ongoing
<b>Environmental Control</b>	Develop and implement a training programme in basic object awareness and handling	Every new member of staff training to be undertaken within six months of their employment. For long term/ permanent collections staff to renew every five years.	Senior Keeper Collections and Senior Keeper: Conservation & Historic Buildings with support from Curatorial and Conservation Teams	Held on site for staff across all sites. Location rotated	Every six months	Every six months	Every six months



Key Objective	Task	Notes/ Comments/ Requirements/ Risks	Lead Officer	Location	2013-14	2014-15	2015-16
<b>Environmental Control</b>	Develop and implement basic preventative conservation training for all staff including awareness of the simple impact preventative measures; such as keeping windows and doors closed etc.		Senior Keeper Collections and Senior Keeper: Conservation & Historic Buildings with support from Curatorial and Conservation Teams	-	Once a year	Once a year	Once a year
<b>Housekeeping</b>	Induction guidelines developed to help train new café and visitor service staff in the need to be vigilant regarding cleanliness and housekeeping.	Part of staff induction pack currently being developed	Assistant Conservator with assistance as required from Curator (Collections Management)	-	In progress	reviewed	reviewed
<b>Housekeeping</b>	Continue to check the condition of objects on display in galleries	Record findings on MimsyXG and act accordingly to improve the situation and protect the objects.	Relevant Curator	Galleries All sites	monthly basis	monthly basis	monthly basis
<b>Housekeeping</b>	All display and case seals will be checked.	Action to renew seals will be taken promptly if found to be damaged or deteriorating.	Collections Care Assistants to check seals. The Curator responsible informed and will take action..	Galleries All sites	monthly basis	monthly basis	monthly basis
<b>Housekeeping</b>	A programme of entering data of each display case will be entered into the Facilities Module in MimsyXG.	All new cases specifications and details will be retained, and attached or described on MimsyXG	Curators	Galleries All sites	As new cases are created, produced, changed etc	As new cases are created, produced, changed etc	As new cases are created, produced, changed etc
<b>Housekeeping</b>	Implement a regular programme of cleaning storage areas	Initial programme of one/two stores a year and build-up to cleaning every store annually or at a minimum at least bi annually.	Curators with support from Collections Care Assistants	All stores across all sites	'Closed week' style clean' at Offsite store	Preston Manor and Hove stores	Booth and Brighton Museum stores



Key Objective	Task	Notes/ Comments/ Requirements/ Risks	Lead Officer	Location	2013-14	2014-15	2015-16
Housekeeping	All vents in the walls are protected with mesh screens to prevent pest entry.	Check, install and repair as required	Senior Keeper, Conservation & Historic Buildings, Historic Buildings Manager/ Officer with support from Collections Care Assistants	All sites	ongoing	ongoing	Ongoing
Housekeeping	Training for all staff in housekeeping and pest awareness and the simple ways to reduce possible pest infestation; ie keeping any unnecessary windows and doors closed.		Assistant Conservator and Collections Care Assistant	All staff/ all sites	Develop and implement first sessions	Ongoing yearly or twice yearly sessions	Ongoing yearly or twice yearly sessions
Housekeeping	Record locations of pest traps in Facilities Module on MimsyXG to increase transfer of knowledge.		Collections Care Assistant with support from Curator (Collections Management)	All traps/all sites	Dec 2013		
Housekeeping	Implement a programme of checking and cleaning all storage areas, for mould particularly those known to be overfull, and improve air ventilation and circulation through redistribution of boxes to achieve minimum standards.		Curators with Collections Care Assistants	All stores	Preston Manor and Offsite store	Hove and Booth	Brighton and Royal Pavilion
Housekeeping	Open windows are protected with mesh screens to prevent insects flying in.		Collections Care Assistants	All sites, all areas	Brighton and Royal Pavilion	Booth and Preston	Hove and Offsite Store





Key Objective	Task	Notes/ Comments/ Requirements/ Risks	Lead Officer	Location	2013-14	2014-15	2015-16
<b>Housekeeping</b>	All contractors, or partner companies, working within RPM buildings and near collections to undergo training or receive instruction on pest management as appropriate and request that the contractor or company adheres to pest management procedures		Curator (Collections Management)	All sites/ all store	Brighton and Hove	Royal Pavilion	Preston Manor and Booth
<b>Housekeeping</b>	Continue and develop the programme of dust monitoring using Hanwell dust bug monitors		Assistant Conservator and Collections Care Assistants	All sites/ all areas	Royal Pavilion	Preston Manor and Brighton	Booth, Hove and Offsite store

## 5. Bibliography

The documents and publications referred to within or used to develop this plan;

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## 6. Internal Reference Documents

- RPM Collections Care and Conservation Policy, 2013
- RPM Collections Development Policy, 2013
- RPM Collections Documentation Policy, 2013
- RPM Collections Management & Documentation Procedure Manual, 2013
- RPM Disaster & Business Continuity Plan, 2013
- RPM Forward Plan, 2013
- The Keep Collections Statement, 2013



Royal Pavilion & Museums, Brighton & Hove