



Royal Pavilion & Museums, Brighton & Hove

Collections Care and Conservation Policy 2013

Name of museum: The Royal Pavilion & Museums

Name of governing body: Brighton & Hove City Council

Date on which this policy was approved: Summer 2013

Date at which this policy is due for review: no later than Summer 2017

*This policy replaces RPM Collections Management Plan Section 6 Conservation Policy, written 1998, revised 2006, and will be implemented in light of a restructure and review of the conservation team due to be executed April 2013

1. Statement of purpose

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) are committed to ensuring the preservation, knowledge 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. As a lead member of the southern region and a major Arts Council England grant holding museum, RPM has a role as an exemplar on care and conservation matters.

RPM's approach to collections care and conservation is illustrated in this policy, which is designed to achieve the aims set out in the RPM Forward Plan and to be in proportion to resources available to RPM and BHCC.

RPM Forward Plan states, as strategic aims:



- Connecting people with museums and changing lives
- Developing and caring for cultural, scientific and natural resources (collections and buildings)
- Building a sustainable and resilient organisation
- Exercising leadership

All four strategic aims are supported by the RPM Collections Care and Conservation Policy, especially in the areas of the following key activities:

- Public programming
- Learning and community engagement
- Digital engagement
- New galleries
- City-wide initiatives
- Accreditation standards
- Maintaining and presenting the collections and buildings
- Developing the collections to maintain the contemporary record
- Sustainable use of all resources – sites, collections and assets
- Improving RPM's profile and brand
- Workforce, volunteer development and succession planning
- Developing and sustaining partnerships
- Developing processes to support the organisation deliver efficiently and effectively
- Leading museum development in the south east
- Supporting museum development through sharing our expertise
- Developing and championing diversity
- Developing dispersed leadership

This policy is designed to

- ensure that RPM promotes physical access and safe use of the collections, whilst preserving the buildings and collections for the future
- ensure that all staff at RPM pursue best practice in care and conservation procedures in accordance with this 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
- ensure that RPM maximises cost effective and sustainable use of resources in local, regional and global contexts, and prioritises conservation requirements within the framework of resources available
- support and promote the ethics of conservation, and educate the public and staff about conservation principles and methods

This policy applies to all RPM collections and objects in RPM care. This includes objects held in the permanent collection, handling collections and loans in from other organisations or owners.

This policy is supported by procedures detailed in the RPM Collections Management & Documentation Procedure Manual, and a plan of action illustrated in the RPM Collections Care and Conservation Plan.

2. Preventative Conservation

Preventative conservation covers the measures necessary to retard or minimise deterioration of museum objects, specimens and structures. This is the planned and controlled change to the environment and surroundings of an object to reduce or eliminate, as far as possible, the known aspects of that objects deterioration. The necessary preventative measures are based on a thorough understanding of how objects and specimens react to their environment and how they will deteriorate physically or chemically.

2.1 Staffing and authorisation

- This policy relates to all staff of RPM.
- It is the responsibility of all RPM staff to be aware of the buildings and collections in which they work, and to work with knowledge of the sensitivities of this under the direction of the Collections and Conservation Teams.
- All actions relating to collections will be authorised by the relevant Curator and/or Head of Collections, Interpretation & Learning. These actions include (but are not exhaustive to): the movement, handling, remedial and preventative conservation; and the use of and entry to galleries, stores and other areas where collections are stored, displayed or used at all RPM sites.
- The Collections and Conservation Teams are committed to training and raising awareness of collections care issues.

- All guidelines and information relating to collections care practices and procedures will be held on a central computer network and be accessible to all staff.
- RPM will employ qualified and experienced staff to implement this policy.
- RPM will maintain a list of approved external specialist conservation providers and contractors will be maintained and constantly reviewed, being updated every two years.
- Any new contractors will be vetted as per standard vetting procedures prior to employment.
- RPM will seek to benefit from close partnership with local archive services e.g. East Sussex Record Office, in the care of archives and other paper-based collections with the aim of pursuing best practice as per PD5454.
- RPM commits to maintaining sufficient numbers of qualified staff in the areas of security, conservation and curatorship in direct correlation to the significance and preservation needs of the buildings and collections.

2.2 Training, learning and dissemination

- A Care of Collections training programme and guidelines will be developed and used for the induction of all relevant new members of staff.
- All RPM staff will be made aware of the specific requirements of working within a museum environment, including issues around moving and handling objects, within the first six months of employment.
- RPM staff with direct contact with collections will receive basic training in object handling within the first month of employment.
- The RPM Conservation Team will provide training in conservation and collections care appropriate to the needs of all relevant staff, trainees and volunteers, using external providers where appropriate.
- RPM will continue to develop links with professional conservation training institutions or organisations.
- The RPM Conservation Team will share expertise and disseminate information about conservation and the preservation of material culture, and the natural and built environments and actively take part in the further training on conservation issues of permanent staff and others, including students, interns, trainees and volunteers.
- RPM will make available selected conservation services, training and advice to museums in the south east region and other relevant stakeholders.

2.3 Planning

- RPM will review the RPM Forward Plan in order to balance the available resources of the collections care team against the needs of the collections and buildings.
- RPM will survey, benchmark and visually inspect buildings and conditions in which collections are kept to produce a Collections Care and Conservation Plan, in line with RPM Forward Plan, and act upon it.

The RPM Collections Care and Conservation Plan will be optimised by assessment and reduction of risks to buildings and collections, with priorities decided in the light of their needs and significance. The plan will include schedules for preventative and remedial conservation, and define priority areas for improvement in line with Benchmarks in Collections Care and other relevant standards.

- RPM acknowledges that standards of care may vary according to the significance, rarity/replaceability, fragility, and access demand for any individual object, or any collection, and in accordance with any owner requirements for items on loan.
- When planning developments, repair programmes and changes of use to any RPM buildings, RPM will ensure best practice, cost-effective and sustainable measures are taken for the benefit of collections and buildings. This will be undertaken in consultation with relevant staff and users, stakeholders, and in line with any statutory requirements e.g. English Heritage Listed Building Consent.
- Where RPM concludes that it is unable to provide adequate care or accommodation, or if better care of and/or access to collections and buildings can be provided by other organisations, rationalisation will be considered using the RPM Collections Development Policy and RPM Disposal Procedures based on the Museums Association's Disposal Toolkit in order to follow best practice.

2.4 Funding

- RPM may seek external funding for specific conservation projects as agreed by the RPM Departmental Management Team (DMT).
- Conservation costs generated by capital projects should be identified and either paid for out of project funds or recognised as part of RPM match funding.
- When acquiring large collections, RPM will seek endowments for their ongoing housing, care and conservation.

2.5 Systems

- RPM collections and buildings are safeguarded through the effective management of the following systems and programmes:

- Building Maintenance programme, including quinquennial reviews
 - Building Management System
 - Mechanical and Electrical Maintenance programme
 - Intruder alarms, buildings and specific case alarms
 - Fire and Evacuation Systems
 - Environmental Monitoring Systems – Hanwell, Ridout, and thermo-hygrographs
 - Integrated Pest Management monitoring programme
 - Collections Management System – MimsyXG
 - The Keep Inventory Management System – IMS
 - Digital Asset Management System – Asset Bank
- All relevant systems will be covered by service contracts as appropriate and inspected periodically.
 - All programmes of maintenance will be resourced and undertaken by experienced staff.

2.6 Buildings

- RPM recognises that the maintenance of a building’s fabric and services is fundamental to the preservation of both buildings and collections and will seek to secure adequate funding and promote good services in these areas.
- RPM will seek to ensure that all collections are housed in buildings that meet agreed minimum standards of construction and condition as per PD5454 and Benchmarks in Collections Care.

2.7 Security

- RPM aims to provide buildings and maintain security systems that meet current preservation and conservation standards in order that all collections are kept in a state of high protection and security at all times.
- Collections should be stored or displayed in prescribed secure areas in accordance with RPM Security Policy and the Museums and Galleries Commission's Security Guidance Notes.
- For transport and the loan in and out of collections, a security risk assessment and a UKRG Standard Facilities Report of the destination venue will be undertaken by the Curator, with assistance from the Security & Fire Safety Manager as appropriate.
- RPM will invigilate exhibition and display areas when open to the public.

2.8 Storage

- RPM aims to pursue best practice with its collections in store through the use of buildings, rooms, shelving, and packaging that provides the optimum climate of temperature, relative humidity, and light levels, etc in a pollution- and pest-free environment in accordance with BS5454, PD5454, and Benchmarks in Collections Care.
- RPM will survey its stores bi-annually and score them overall using the ICCROM Storage Evaluation Tools.
- RPM restricts access to collection areas such as stores, conservation workshops and inside display cases to the relevant curatorial or conservation staff, to minimise risk to both objects and staff. The rules and regulations pertaining to the individual stores, conservation workshops and display must be adhered to. Other staff requiring entry to these areas must seek authorisation from the relevant Curator prior to activity.
- Access to RPM archives will be authorised by the relevant Curator, unless outsourced to a third party organisation for management, as with the agreement with East Sussex County Council and the East Sussex Record Office.

2.9 Housekeeping

- RPM will maintain an established housekeeping programme that follows benchmarking action plans. Staff will be trained to clean storage and display areas in a way that is not detrimental to the collections, the fabric of the building, the historic or restored interiors, and to any fixed decoration.
- RPM will minimise the use of chemical-based cleaning products and using dedicated materials and equipment in vulnerable areas.

2.10 Pest Monitoring

- RPM commits to monitoring all display, storage and conservation areas for the presence of pests. RPM will control and aim to eradicate all pests. Any activity that could encourage pest infestation will be assessed for risk prior to commitment.
- RPM will establish and maintain programmes of cleaning, housekeeping and pest management, including segregation and quarantine, which pursue best practice and follow published standards.
- RPM will inform all contractors or partner companies working within RPM buildings and near collections of minimum standards and stipulate that the contractor or company adhere to pest management procedures.
- Any pest treatment carried out by RPM will comply with relevant and current health and safety legislation.

2.11 Acquisition of Collections

- All proposed acquisitions will be assessed before acquisition against the RPM Collections Development Policy and discussed at the Collections Development Panel (held monthly), where the cost implications of conservation and long-term care can be discussed, identified and resourced.
- RPM staff will be required to carry out conservation assessments of the collections prior to acquisition, loan and display, assessing objects on inward loan and regularly monitoring the condition of all specimens.
- New acquisitions and incoming materials will be held in quarantine pending full inspection. All incoming materials should be examined for signs of infestation, dampness or mould. Remedial action is taken promptly to deal with any identified problems.

2.12 Handling, Transport of Collections

- RPM will promote best practice in handling and care of objects, and minimise the risks to their long-term preservation.
- RPM acknowledges that to minimise risk of damage to collections, the handling and use of objects is decided by, and restricted to, curators and conservators, except where express permission has been given by the Curator responsible for the collection.
- Movement of large or awkward items will be planned in advance by the Curator having taken advice from the Conservation Team or external specialist, and requires a risk assessment and method statement prior to movement. The risk assessment and method statement should be written by a trained specialist and documented on MimsyXG.
- Specialist trained staff and contractors will be used to handle and transport large, heavy, awkward or fragile objects.
- All RPM objects, and loaned objects, will be suitably crated or wrapped before transport, as specified by the Curator or a conservator.
- RPM objects transported abroad will be accompanied by a courier, who will either be a member of RPM collections or conservation staff or a delegated representative from another museum.
- An assessment will be made by the Curator, in conjunction with the Security & Safety Manager as required, that the level of security is appropriate for any item to be transported or housed offsite.

2.13 Use of Collections and Buildings

- RPM aims to maximise intellectual access to collections by sharing understanding of their physical nature and needs.

- At RPM in general it is taken as read that all accessioned collections objects are non-operated or non-working unless specified in their accompanying documentation and on MimsyXG. A working, historical machinery item or object presents as a special case for consideration of conservation matters and should be assessed in line with Benchmarks in Collections Care.
- If an object or machinery is to be regularly ‘moved, worked or played’ and is considered as a working object, then a maintenance and operating log will be established in accordance with the Museums and Galleries Commission Care of Collections Guidelines No 4, 1994.
- A change to the use of an object, room or building will be authorised by the relevant Curator or Head of Collections, Interpretation & Learning after a documented review by a specialist conservator.
- RPM will work with an awareness that in some cases both accessioned and non-accessioned collections or the building may be made so accessible that the object or building fabric is used and handled until it wears out or is destroyed by its use. The level of use is to be decided at the discretion of the relevant Curator and the Head of Collections, Interpretation & Learning after undertaking a risk assessment and method statement to ensure that the use or function of an object or area should not outweigh the limitations, significance and value of the object or area.
- To preserve the internal fabric of historic buildings and the collections held within them and to maintain health and safety for the public, the number of people allowed in each building and each room at any one time will be restricted and monitored.
- Building and room number restrictions will be set by the Senior Keeper: Conservation & Historic Buildings, documented on MimsyXG Facilities module and reviewed every five years. Any changes to this will be discussed and minuted at Museum Operations meeting, held monthly and chaired by a member of DMT.
- Within a reading or research room or any access to collections, public users are asked to abide by the guidelines set out by the Curator or designated staff member, or by written instructions and reading room practices advertised. Procedures for non-compliance with the advertised practices will be strictly enforced.

2.14 Displays and Exhibitions

- RPM aims to present collections in the best possible condition.
- RPM will seek to ensure that all collections are housed, mounted and displayed in buildings, rooms, cases, and on mounts that meet agreed minimum standards of construction and condition, in the knowledge that occasionally, at the discretion of the Curator, the opportunity for use may outweigh the risk to collections.

- RPM aims to pursue best practice to provide optimum climate of temperature, relative humidity, light levels, security etc in a pollution- and pest-free environment that achieves a satisfactory compromise between long-term preservation of objects and specimens, and accessibility to public and staff.
- RPM staff will be committed to best practice in collections care. When new displays and exhibitions are planned, the conservation implications are considered at an early stage to achieve a satisfactory compromise between long-term preservation of collections and their accessibility to the public. This includes, but is not exhaustive to, the selection of objects; assessment of condition; selection of furniture, materials, mounting and presentation aids; and the commissioning of any necessary remedial treatment of individual objects.
- When employing external specialists for display, design, mounting and art handling work, RPM is committed to employing suitably experienced and/or qualified professionals.
- RPM will work with the awareness that some decisions on use of collections could prejudice the future research value of an object.
- Displays, exhibitions events, functions and filming in RPM historic buildings will be organised and undertaken by Curators, Programmers and other relevant staff with an understanding of the need for preservation and the limitations that can working in a historic building can bring. A risk assessment, method statement and discussion with the relevant Curator and Senior Keeper: Conservation and Historic Buildings will be required in line with procedures set out in RPM Collections Management and Documentation Procedure Manual.

2.15 Loans

- RPM is committed to increasing access to the collections through facilitating the process of loans (see RPM Loans Policy in RPM Collections Management & Documentation Procedure Manual)
- RPM will assess and agree loan requests (both incoming and outgoing) at the Collections Loans Panel chaired by Head of Collections, Interpretation & Learning and held monthly.
- RPM's assessment of loan suitability will be based upon a risk assessment made by the relevant Curator and, if necessary, the advice of a conservator.
- RPM will ensure that lenders' conservation requirements can be met before agreeing to borrow objects for use at RPM sites.
- RPM insists that all objects borrowed and loaned will be condition-checked on arrival and departure by a Curator or their agreed representative.

- RPM is committed to maintaining records of the loan and exhibition processes, which include retaining the risk assessment form, condition report form, object entry and exit forms, any quarantine conditions, and insurance details, all in accordance with SPECTRUM standards.
- Where appropriate RPM will apply the conditions described in the Government Indemnity Scheme and where possible apply the conditions described in the Museum and Galleries Commission Standard for Touring Exhibitions.

2.16 Environmental Monitoring and Control

- RPM aims to pursue best practice to provide optimum climate of temperature, relative humidity, light levels, etc in a pollution-free environment that achieves a satisfactory compromise between long-term preservation of objects and specimens and accessibility to public and staff.
- RPM commits to minimising any risk of damage due to any physical, chemical, biological and environmental factors to collections or buildings.
- RPM commits to minimum standards that aim for all displays, storage and areas that contain collections will be environmentally monitored. (See RPM Collections Management & Documentation Procedure Manual for control factors and methods used).
- A programme of analysis and interpretation of the collected environmental data will occur and be documented, and acted upon to provide stable and appropriate collection environments. The documented records will be retained for a minimum of five years.
- RPM understands that active* and passive** control of the internal environment of buildings is vital to the preservation of the contents. For reasons of economy and sustainability RPM aims to use passive controls over active or mechanical controls wherever feasible, and conservation advice will be sought whenever changes are planned.
- RPM will inform all contractors or external companies working within RPM buildings and near collections of the minimum standards, and request that the contractor or company adhere to this policy.
- A record is kept of maintenance and calibration of all environmental control equipment.

*Active – heating, cooling, humidification, de-humidification, mechanical ventilation and lighting

**Passive – solar controls, natural ventilation and natural lighting

2.17 Surrogates and New Media

- RPM will aim to preserve some fragile or heavily-used material or objects through the making and use of surrogate copies. The selection for this will be by the Curator and based on an assessment of current and potential for use.
- Fragile items should be assessed by the Curator and a specialist conservator or staff trained in handling and preservation awareness before a surrogate is made.
- The condition of surrogates should be monitored and reviewed every two to five years as appropriate.
- For digital copies, the metadata should be recorded to provide all necessary details of the material's content, layout, format, mode, and density essential to its present and future accessibility.

2.18 Documentation

- RPM will document all activities and conservation measures covered by this policy, to the standards outlined in SPECTRUM.
- Every collections object should have a unique identifier and have a record on MimsyXG.
- All visual references, images, photographs of collection objects and activity associated with objects or buildings should be archived and documented on MimsyXG. If in a digital form they should be both stored on Asset Bank and recorded on MimsyXG.
- All condition and conservation reports will include reference to all visual documentation including photographs, and all reports should be recorded on MimsyXG, and hard copies must be filed with reference to the unique acquisition number in fireproof cabinets.
- RPM will seek to record the condition of collections on MimsyXG, according to their nature and significance, and aims to update records at intervals of not more than seven years.
- RPM will retain a record of the agreed access level for objects on MimsyXG. These records will be used as a basis for selection of handling collections and levels of use. Please see Section 2.13 Use of Collections and Buildings, bullet point 2, for further guidance.

2.19 Emergency planning, procedures and response

- RPM employs an Incident Management Group (IMG) which meets every six months to review the RPM Disaster & Business Continuity Plan (BCP), the organisation's disaster preparedness and emergency plans, in light of any incidents that have occurred, or potential changes across all RPM sites. This

group is formed of curatorial and conservation staff, and staff that represent each department at RPM.

- RPM provides appropriate and regular training to all staff in disaster protection and response.
- RPM provides suitable equipment and materials in Disaster Cupboards at all sites, at all times and this is reviewed every 3 months.
- Disaster response information, Appendix Q of the RPM Disaster & Business Continuity Plan, is located in all collection holding areas.
- The RPM Disaster & Business Continuity Plan identifies external bodies whose services may be used in specific emergency situations.
- Risk assessments are made of hazards and these hazards are regularly monitored, and any incidents are acted upon.
- In the event of disastrous damage (as from flood, fire etc), RPM will take measures over and above those necessary for the day-to-day protection of collections, and put in place emergency arrangements and facilities.
- The relevant Curator, Senior Keeper: Conservation & Historic Buildings and Head of Collections, Interpretation & Learning must be notified immediately of any incident involving collections.
- All response teams will include at least one curator and one conservator, who will lead and supervise the handling and care of collections in the aftermath of an emergency.

2.20 Damage

- RPM is committed to minimising damage to objects, buildings and historic or decorated interiors, through use of preventative conservation and conforming to minimum standards. If damage is found by a member of staff (other than the relevant Curator) they must endeavour to inform and seek advice immediately from the relevant Curator or the Senior Keeper: Conservation & Historic Buildings.
- Where damage occurs to an object it is the responsibility of the Curator of each collection to ensure that a remedial assessment is taken promptly and implemented as appropriate. This assessment should be fully documented on MimsyXG to SPECTRUM standards. A record of such damage will also be monitored and filed by the Senior Keeper: Conservation & Historic Buildings.
- Where damage occurs to a building, or the fabric of the building interior, it is the responsibility of the Senior Keeper: Conservation & Historic Buildings, in conjunction with the Security & Fire Safety Manager as appropriate, to ensure that through prompt action the buildings and collections are made secure and safe, to protect the building, the collections, staff and public.

- It is the responsibility of all RPM staff to be vigilant to any potential, perceived, or real damage to buildings and collections.
- An annual report of all damage occurring to buildings and collections is collated and reported to DMT to inform the RPM Forward Plan.

3. Remedial Conservation

Remedial conservation is the active and possibly invasive treatment of an object, specimen, interior, or building to stabilise its condition, or enhance some aspect of its cultural or scientific significance for study and interpretation. The necessary remedial measures are based on a thorough understanding of how objects and specimens were originally constructed and construed, their previous conservation treatments, and the understanding and ability of the conservator to apply an appropriate technique.

Restoration involves the rebuilding of a building, area, object, specimen, image or recording, or a part of these, after the original has been damaged or destroyed, so as to restore it to its original condition. The necessary restoration measures are based on a thorough understanding of how objects and specimens etc were originally constructed and construed, their previous treatments and an understanding of the damage that has occurred.

3.1 Remedial Conservation Treatment

- RPM will conserve its collections and cultural property to the highest possible standard in accordance with best practice guidelines and the RPM Conservation Practice Procedures.
- RPM will work with the awareness that some conservation treatments could prejudice the future research value of an object. The emphasis of all remedial work will be on conservation. Restoration will only be undertaken when it is necessary for the aesthetic, historical or educational interpretation of the object.
- RPM observes that objects, and fabric of RPM buildings, will be selected for conservation treatment in consultation with all relevant parties: curator, project team, owner museum, exhibition team. Clear objectives for the remedial conservation of an object will be discussed and agreed between the Curator and the Conservator, and the criteria will include current object condition as well as the object's use requirements. In some circumstances it is advisable to have the objective in writing.
- RPM recognises that some objects may require further and more in-depth consideration before conservation work is undertaken on them, such as human remains or other objects which are significant for their spiritual

connotations. Please see RPM Care and Treatment of Human Remains Policy for further details.

- RPM agrees that it is the responsibility of the Conservator to determine the appropriate treatment to achieve the agreed objective, after the decision to conserve the object has been taken by the relevant Curator in consultation with the specialist conservator.
- RPM will employ in-house conservators or specialists to care and preserve the collections and cultural property where appropriate. Where there is no in-house expertise, outside agencies will be employed. Where remedial work is contracted out, conservators accredited by the Institute of Conservation (ICON), or those with demonstrable expertise in their specialist field, will normally be selected.
- Only trained conservators will carry out remedial treatment. Treatments may be carried out in RPM premises by less experienced conservators under the supervision of the RPM in-house conservation team.
- RPM endorses the use of volunteers, and as such they may be employed in basic object cleaning, as directed by and always under the supervision of a suitably qualified curator or member of the conservation team. Anything more than this should not be attempted unless specifically authorised and supervised by a Conservator.
- RPM aims to achieve the highest standards of conservation through the use of professionally experienced and qualified staff and state-of-the-art practice and materials.
- Work undertaken by RPM Conservators will conform to the standards set down in RPM Conservation Practice Procedures, best practice standards as outlined in the UKIC: Code of Ethics and Rules of Practice and ICON Professional Guidelines and Code of Ethics.

3.2 Restoration

- RPM will restore and reconstruct objects or cultural property where appropriate in order to promote or enhance their aesthetic, historical or educational value in accordance with RPM Conservation Practice Procedures and the best practice standards (as detailed above).
- All reconstruction undertaken by RPM will be based upon historical, literary, graphic, pictorial, archaeological, cultural, and scientific evidence, and on the basis of an assessment of significance.
- RPM is aware that restoration of its historic buildings and their interiors may require the authorization or involvement of other bodies, such as; English Heritage and other interested stakeholders such as the Royal Collection as applicable.

- Clear objectives for reconstruction will be discussed between the Curator and the Conservator before restoration is undertaken. It is advisable to have this in writing, and the work must be documented on MimsyXG to SPECTRUM standards.

4. Bibliography

The documents and publications referred to within this policy are:

- Dawson, A. Benchmarks in Collections Care for Museums, Archives and Libraries 2.0. London: Collections Trust, 2011
- Dawson, A. and Hillhouse, S. SPECTRUM 4.0 The UK Museum Collections Management Standard, London: Collections Trust, 2011
- Museums Association, Disposal Toolkit: Guidelines for Museums, London: Museums Association, 2008
- Museums Association, Code of Ethics, London: Museums Association, 2008
- Museums and Galleries Commission Care of Collections Guidelines No 4, London: Museum and Galleries Commission, 1994
- PAS 197:2009 Code of practice for cultural collections management, London: British Standards Institution, 2009
- PAS 198:2012 Specification for managing environmental conditions for cultural collections, London: British Standards Institution, 2009
- PD5454:2012 Guide for the storage and exhibition of archival materials, London: British Standards Institution, 2012
- www.reorg.info UNESCO and ICCROM Storage Evaluation Tool, Version 1.0, 2011
- www.artscouncil.org.uk Department for Culture, Media & Sport, Government Indemnity Scheme: Guidelines for Non-national institutions, London: Arts Council England, 2012
- www.collectionslink.org.uk Museums and Galleries Commission Security Guidance Notes
- www.collectionslink.org.uk Museums and Galleries Commission: Standards for Touring Exhibitions, 1995
- www.collectionslink.org.uk Museums and Galleries Commission: Standards in Museum Care for Large and Working Objects, London: Museum and Galleries Commission, 1994
- www.icon.org.uk Code of Ethics and Rules of Practice, United Kingdom Institute of Conservation of Historic and Artistic Works (UKIC), 1996



- www.icon.org.uk ICON Professional Guidelines and Code of Ethics, Brussels, 2002
- www.legislation.gov.uk Health and Safety at Work etc Act, 1974, London: Health and Safety Executive, 1974

Internal documents:

- RPM Collections Care and Conservation Plan, 2013
- RPM Collections Development Policy, 2013
- RPM Collections Documentation and Information Policy, 2013
- RPM Collections Management & Documentation Procedure Manual, 2013
- RPM Disaster & Business Continuity Plan, 2013
 - Appendix Q: Emergency Guidelines
 - Appendix S: Salvage Priority Guidelines
- RPM Forward Plan, 2013
- BHCC Sustainability Policy, 2013, & RPM Sustainability Action Plan, 2013
- RPM Security Policy
- The Keep Collections Statement, 2013