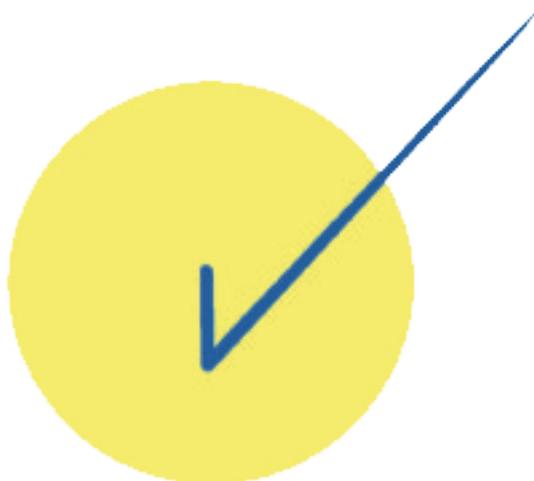


Benchmarks in Collection Care for Museums Archives and Libraries

A Self-assessment Checklist



Benchmarks in Collection Care 2.1

Published by Collections Trust (2018; minor updates to 2011 edition)

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Collections Trust gratefully acknowledges the Benchmarks 2.0 Working Group, and all the contributors to Benchmarks 1.0, including Jane Henderson, Peter Winsor, Helen Lindsay, Nancy Bell and Jonathan Rhys-Lewis.

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Performance Area

Score

Comments

partly not
met met met

1 Policy

A Collections Management Policy, which is written in the context of a mission statement, is the first step to informed decision-making about the care and preservation of a collection.

Objectives, plans and procedures for collections care are drawn from your Collections Management Policy. Continuous review of this framework will improve performance over time.

1.1 Your organisation has a written mission statement which sets out your purpose in relation to your collection, and contains a commitment to the preservation and care of your collections.

1.2 Your organisation has a written Collections Management Policy, or statement, in place, or a set of linked policies or statements, which reflect(s) your mission statement, and current collections care standards, and include(s):
 * Collections Development
 * Collections Information
 * Collections Access
 * Collections Care and Conservation
 Your policy refers to the legal, statutory and ethical requirements that underpin the management of a collection. If you do not have a Collections Management Policy in place, covering the areas above, you have a schedule to produce one.

1.3 You have some written objectives, plans and procedures in place, to support your Collections Management Policy, or a schedule for their creation. The plans you have include an Emergency Preparedness Plan, or a schedule to produce one.

1.4 You have defined roles and responsibilities relating to the implementation of your collections management objectives, plans and procedures and these form part of the induction of all new staff and volunteers

1.5 You are able to direct resources (financial, human, technological) to support the implementation of your Collections Management Policy

Performance Area

Score

Comments

partly not
met met met

1.6 Staff training and awareness-raising needs in the field of collection care are assessed regularly, and your organisation has identified resources for collection care related training

1.7 Your organisation regularly receives advice from a conservator or collection care adviser on all aspects of collection care and your staff and volunteers have an awareness of the competencies required to care for the collection

1.8 Your organisation ensures that any contracted conservation work is provided by a professionally accredited conservator and that this is reflected in your recruitment policy

1.9 Anyone employed in collection care activities, including conservation, is provided with job descriptions, written specifications and contracts as appropriate

1.10 Your organisation has a written Collections Management Policy or statement, in place, or a set of linked policies or statements, which reflect(s) your mission statement, and current collections care standards, and include(s):

- * Collections Development
- * Collections Information
- * Collections Access
- * Collections Care and Conservation

or consist of linked policies covering the equivalent subject areas.

Your policy refers to the legal, statutory and ethical requirements that underpin the management of a collection.

BASIC Policy

GOOD Policy

Performance Area

Score

Comments

partly not
met met met

1.11 Your entire Collections Management Policy is supported by written objectives, plans and procedures, which are informed by regular collection assessments

1.12 You have individuals in your organisation who are responsible for the implementation of your objectives, plans and procedures relating to your collections management activities

1.13 Your organisation provides information on collection care practices to all staff in the form of regular practical training sessions, published literature and in-house guidelines, and resources staff CPD and specialisation

1.14 You have a competent member of staff, who has been trained in conservation practices, who is responsible for the care of the collection and ensures that all collections management activity is performed by trained and competent persons

1.15 Staff responsible for preservation are included in the decision making team of your organisation

1.16 Your organisation regularly reviews your mission statement to ensure that it is appropriate to the nature and scale of your collection, and to your activities and services

1.17 Staff responsible for preservation are consulted about policy making decisions

Performance Area

Score

Comments

partly not
met met met

1.18 Your organisation regularly reviews your Collections Management Policy, objectives, plans and procedures to ensure that they are appropriate to your mission statement, the nature and scale of your collections, and to your activities and services.

1.19 Your organisation regularly reviews the legal, statutory and ethical requirements relating to your collections when reviewing your Collections Management Policy

1.20 An individual in your organisation ensures is responsible for measuring the performance of your Collections Management Policy and its underpinning objectives, plans and procedures, and for making recommendations for improvement

1.21 Your organisation regularly reviews the resources available to implement your Collections Management Policy, and makes recommendations for development to your governing body

1.22 Your organisation regularly identifies and reviews training needs and provision associated with the care of the collection, as part of your planning cycle



Performance Area

Score

Comments

partly not
met met met

2 Buildings

Suitably constructed, secure and well maintained buildings are fundamental to the protection of the collection

Fabric

2.1 All buildings housing collections are of robust construction and all floors can safely support the load

2.2 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

2.3 Plant and equipment is inspected periodically by staff

2.4 Buildings housing collections that are unoccupied for parts of the year are visited and inspected regularly

Security

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

Performance Area

Score

Comments

partly not
met met met

2.6 Security procedures and guidelines are in place and enforceable.

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

2.8 All doors with access to storage areas are strongly constructed, close-fitting and equipped with locks

2.9 Doors leading out of closed access areas are fitted with automatic door closers and security devices to allow entry only by key or other secure means

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

2.11 Arrangements exist for maintaining appropriate levels of security while contractors, plant and scaffolding are on site especially out of normal operating hours

2.12 Access to keys and security codes for key pads is strictly controlled



Performance Area

Score

Comments

partly not
met met met

Fabric

2.13 Buildings housing collections are wind-proof and watertight and provide basic protection _____

2.14 A schedule for the routine maintenance of buildings housing the collection and utilities is in place _____

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

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

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

Security

2.18 An intruder detection system is in place _____

2.19 Keys are drawn from secure holding and returned, both against signature _____

Performance Area

Score

Comments

partly not
met met met

Fabric

2.20 The organisation has a building management plan, which is reviewed and updated as part of the organisation's planning cycle

2.21 Reports on the condition of the buildings housing the collection are used in planning improvements or major developments, and in revising forward plans

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

Security

2.23 Security is regularly assessed and recommendations for improvement are presented to your governing body

2.24 Intruder alarms are linked to an alarm monitoring station to attract police or other suitable response

2.25 Closed-circuit television is in operation and views entry points to the building and any areas or items considered high risk

2.26 Rooms are zoned separately with alarm technology operated by a third party to allow access, but otherwise remaining secure



Performance Area

Score

Comments

partly not
met met met

2.27 Security fencing, alarms and a guarding presence deter or detect anyone climbing onto or gaining access to unauthorised areas

2.28 Automatic key-lockers are used to allow restricted access to keys and to alert if unauthorised removal of keys from premises is attempted

Performance Area

Score

Comments

partly not
met met met

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

Storage Areas

3.1	There is sufficient space to carry and move items in aisles and between bays, and storage arrangements allow air to circulate freely	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ _____ _____ _____
3.2	Collections are not placed directly on the floor	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ _____ _____ _____
3.3	Collections are kept tidily on shelves, in cabinets, on pallets	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ _____ _____ _____
3.4	Boxes, bags and folders are clearly marked to indicate their contents	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ _____ _____ _____
3.5	Storage areas designated for collections are used solely for that purpose and are not used to store non-collection material	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ _____ _____ _____
3.6	A clear, flat workspace is available in storage areas for working with collections items	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ _____ _____ _____



BASIC Storage

Performance Area

Score

Comments

partly not
met met met

3.7 Books and volumes are not stored on their fore-edge or spine, or stacked in piles for prolonged periods

3.8 (Archives) Your organisation is working towards implementing the storage standards described in The National Archives *Standard for Record Repositories*

3.9 Heavy items are stored on lower shelves

3.10 Transport or industrial items are stored in defined, accessible areas and given protection from wind and rain

Storage Furniture

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

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

3.13 The acceleration and braking of mobile shelving is such that items cannot slide or fall off shelves. Anti-tip devices are fitted to ensure that sudden braking, acceleration or uneven loading of mobile shelving does not cause them to tip

Performance Area

Score

Comments

partly not
met met met

3.14 All items stored on shelves are housed completely within the depth of the shelves

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

3.16 Large objects are stored on racks or pallets

Storage Enclosures

3.17 Supplies of archival quality packaging are readily available in a range of sizes

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

3.19 Items are packed and cushioned in boxes using archival packaging

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

Performance Area

Score

Comments

partly not
met met met

3.21 Documents are not folded or modified to fit their enclosure

3.22 Items are protected from dust and dirt

Storage Areas

3.23 There is a plan near the storage entrance showing the layout of the store. Signage on bays and shelves is clear and accurate. Instructions for the use of any storage equipment such as mobile shelving are clearly displayed

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

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

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

3.27 Items are positioned securely on shelves or in drawers but not packed so tightly that they might be damaged

Performance Area

Score

Comments

partly not
met met met

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

Storage Furniture

3.29 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 and inspection

3.30 If appropriate, shelving and drawers are padded to prevent damage to objects

Storage Enclosures

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

3.32 Rolled items, such as documents and textiles, are supported by being rolled around a rigid cylinder made from, or covered with, archival quality material, and stored no more than two high

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



Performance Area

Score

Comments

partly not
met met met

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

3.35 The special requirements for storing photographic, film and digital media, have been identified and the appropriate storage conditions and materials are used

Storage Areas

3.36 Items with special storage requirements have been identified and appropriate storage provided

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

Storage Furniture

3.38 Your organisation has safe, effective and appropriate storage for the whole of the collection, regardless of type, size or shape

3.39 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

Performance Area

Score

Comments

partly not
met met met

Storage Enclosures

3.40 The organisation has a continuing programme to replace non-archival quality folders and boxes with archival-quality enclosures _____

3.41 All items, regardless of format, receive appropriate physical protection _____



Performance Area

Score

Comments

partly not
met met met

4 Housekeeping

Careful and appropriate cleaning of collections, and the areas in which they are displayed and stored, will reduce the likelihood of pest infestation and damage from mould, damp and dust

4.1	Staff understand the risks to the collection of pest infestation, recognise the most harmful species and understand the need to control pests	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
4.2	All storage and display areas, and storage and display furniture are cleaned and inspected regularly	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
4.3	Your organisation has sought appropriate advice as to the appropriate techniques, materials and equipment to use when cleaning storage and display areas, and storage and display furniture	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
4.4	The consumption, disposal and storage of foodstuffs are confined to areas well away from collections	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
4.5	All items which show signs of pest infestation are kept isolated from the rest of the collection until treated	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
4.6	All incoming material and incoming items are examined for signs of infestation, dampness or mould. Remedial action is taken to deal with any problems identified and advice is sought before any interventive treatment is undertaken	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>

Performance Area

Score

Comments

partly not
met met met

4.7 Storage and display areas are monitored for the presence of pests. Traps are regularly checked and trapped pests are identified

4.8 Records are kept of the locations of pest traps, the pests trapped and action taken

4.9 Light fittings can be reached without the need for access via the interior of display cases

4.10 Display cases allow access to 'dead' areas beneath and behind

4.11 A written cleaning specification for all storage and display areas is in place

4.12 Records of monitoring for pest infestation, mould and damp are stored centrally, and can be compared with environmental monitoring data collected

4.13 A conservator is consulted if pest infestation, dampness or mould is found

4.14 All incoming items are placed in a quarantine area on arrival prior to inspection for pest infestation and mould

BASIC Housekeeping

GOOD Housekeeping

Performance Area

Score

Comments

partly not
met met met

4.15 Your organisation has implemented an integrated pest management programme for all collections and buildings

4.16 Your integrated pest management programme is regularly updated and reviewed, and recommendations are made to managers

partly not
met met met

5 Handling and Use of Collections

Careful handling is a key element in collections 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 they remain accessible to future users

Handling and Moving Procedures

5.1	Written guidelines for safe handling and transport of items are available to all staff, and a risk assessment (to both person and object) is always carried out when handling and moving large or heavy objects	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
5.2	All items taken out of a building are physically protected	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
5.3	Items from the collection which are to be moved off-site, including items travelling with a courier, are packaged so as to prevent damage	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
5.4	Equipment is available for gaining access to and for moving heavy, bulky and less accessible items	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
5.5	Trolleys used to transport collections are stable and easy to manoeuvre, and fully support the items they carry	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
5.6	All items sent off-site are handled, transported and housed in conditions no worse than those found in the home organisation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>



Performance Area

Score

Comments

partly not
met met met

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

Reading and Research Room Practice

5.8 Guidelines on good practice when handling collections are displayed prominently in any area where collections are handled by users

5.9 Notices prohibiting smoking, eating and drinking are prominently displayed in any area where collections are consulted

5.10 Reading and Research Rooms are actively invigilated by trained staff, who offer assistance to users when handling items

5.11 Users are required to use pencils for note-taking when consulting collections

5.12 Readers and researchers are required to use suitable gloves for handling any item, including photographs, identified as requiring this protection

5.13 You provide flat work surfaces of adequate size to support items fully while in use

Performance Area

Score

Comments

partly not
met met met

Exhibitions

5.14 The condition of all items is noted before they are displayed and any changes are noted after display

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

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

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

5.18 Archive and library material is not on indefinite display

5.19 Where relevant, for example when displaying photographs, surrogate copies are used

5.20 Where relevant, the weight of all items on display is supported evenly



Performance Area

Score

Comments

partly not
met met met

5.21 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

5.22 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

Lending and Borrowing Items

5.23 Items are assessed to establish their suitability for loan

5.24 The organisation has written procedures and agreements for loans

5.25 A written condition report is made for all items before loan. If the item is vulnerable or valuable the report is written in consultation with a conservator or curatorial adviser

5.26 A written condition report is made on all returned loan items

5.27 A site report is completed by the borrowing organisation before the loan is agreed, giving details of handling and security in transit, risk and environmental control while on loan, and security. Both parties work through areas of concern and come to agreement. (Museums complete the UKRG's Standard Facilities Report)

Performance Area

Score

Comments

partly not
met met met

5.28 All movements of borrowed and loaned items are documented and receipts are signed by authorised staff

5.29 Authorised staff for both lender and borrower sign a single agreement governing the loan. The agreement gives a contact person at each organisation, and states the period and purpose of the loan

Operating or Playing Items

5.30 No item is operated or played unless the organisation's governing body or senior management has formally approved the activity

5.31 The organisation has a written policy on who can operate or play items that have been designated as suitable

Labelling and Marking

5.32 A 2B pencil is used for all numbering of archival material, paper and photographic material

5.33 (Libraries) Security stamping ink used on library material is not water soluble

5.34 (Museums) Items, or groups of items, are labelled and/or marked with a unique number using an appropriate technique which does not harm or alter the object, and which is removable

Performance Area

Score

Comments

partly not
met met met

Handling and Moving Procedures

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

5.36 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 _____

5.37 Records are kept of any damage to collections when it happens or when it is discovered _____

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

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

Reading and Research Room Practice

5.40 All new users are given written instructions on handling collections and reading-room practice _____

5.41 Staff are proactive in monitoring user activities, and intervene when necessary to offer advice in handling collections _____

Performance Area

Score

Comments

partly not
met met met

5.42 Special equipment is provided for handling certain items, including gloves, books supports, weights and polyester sheets

5.43 A system for providing users with surrogate copies is in place for heavily used or fragile items

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

Exhibitions

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

5.46 Your organisation has sought advice concerning appropriate display techniques and materials, which is available to staff setting up exhibitions

5.47 Written assessments are made by or in consultation with a conservator, or collection care adviser, for all vulnerable items to be displayed

5.48 Exhibition areas are invigilated when open to the public

Performance Area

Score

Comments

partly not
met met met

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

Lending and Borrowing Items

5.50 Photographic records of items to be loaned are made

5.51 In the limited circumstances where a courier is needed to accompany vulnerable or valuable items, the courier receives guidance on the items being transported and the planned route and itinerary. On arrival, the courier confirms that all the loan conditions have been met

5.52 The loan agreement for any item specifies the conditions under which it should be handled, transported, displayed and stored – keeping restrictions to a practicable minimum. Upon arrival at the borrowing organisation, the condition of the loan item is assessed and reported to the lender

Operating or Playing Items

5.53 Every object to be worked has an operating manual, and is worked only in accordance with that manual, which is retained with the item's documentation

5.54 Every time an object is worked a written record is made and kept with the items documentation

Performance Area

Score

Comments

partly not
met met met

Labelling and Marking

5.55 (Archives and libraries) Appropriate adhesive is used to stick labels to books and enclosures

5.56 (Libraries) The least damaging and most durable methods of attaching security labels, such as bar codes and magnetic strips, to books and enclosures are used. Bookplates used in books of special value are made of lignin-free, alkaline paper and attached with a stable, reversible adhesive

Handling and Moving Procedures

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

5.58 Archives and libraries comply with "Good handling principles and practice for library and archive materials" from the Preservation Advisory Centre (previously the National Preservation Office)

Reading and Research Room Practice

5.59 Reading rooms have a special area for viewing oversize books and large items

GOOD Handling and Use

BEST Handling and Use

Performance Area

Score

Comments

partly not
met met met

Exhibitions

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

Lending and Borrowing Items

5.61 Where appropriate, the organisation applies the conditions described in the Government Indemnity Scheme

5.62 (Museums) The organisation implements the Museum Association's *Effective Collections: Smarter Loans Guidelines*

Operating or Playing Items

5.63 (Museums) Your organisation implements the ABTEM *Guidelines for the Care of Larger and Working Historic Objects*

Labelling and Marking

5.64 All items, or groups of items, are labelled and/or marked enabling you to locate items easily

partly not
met met met

6 Environmental Monitoring

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

Monitoring and Equipment - General

6.1 The need for the environmental monitoring of collections is understood, all galleries and stores are visited regularly and environmental monitoring equipment is in use

6.2 All people carrying out monitoring are trained in the use of equipment available

6.3 Any environmental data collected is recorded and retained

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

Temperature and Relative Humidity

6.5 The temperature and Relative Humidity requirements of different materials in the collection are understood



Performance Area

Score

Comments

partly not
met met met

6.6 Monitoring equipment is in use where risks from temperature and relative humidity have been identified

Light

6.7 The light level requirements of different materials in the collections are understood

6.8 Monitoring equipment is in use where risks from light have been identified

Airborne Pollution - Gaseous and Particulate

6.9 The risks of airborne gaseous and particulate pollution on collections are understood

Vibration

6.10 The risks of vibration to collections from sources such as building works are understood

Performance Area

Score

Comments

partly not
met met met

Monitoring and Equipment - General

6.11 A programme for the calibration and maintenance of environmental monitoring equipment is in place

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

Temperature and Relative Humidity

6.13 A year round programme is in place to monitor and record temperature and relative humidity levels in all galleries and stores housing collections and recommendations are presented to managers

Light

6.14 A year round programme is in place to monitor and record light levels (visible and ultraviolet) in all galleries and stores housing collections and recommendations are presented to managers

Airborne Pollution - Gaseous and Particulate

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

Performance Area

Score

Comments

partly not
met met met

6.16 A programme of spot checks for gaseous and particulate pollution is in place

Vibration

6.17 An evaluation of the potential risks from vibration has been made, and recommendations presented to managers

6.18 A programme of vibration monitoring is undertaken for collections at risk

Monitoring and Equipment - General

6.19 Your organisation regularly reviews the environmental monitoring needs of the collection and recommendations are made to managers in the context of your environmental monitoring records and evaluations

6.20 Environmental monitoring records are maintained in a systematic way and retained for a minimum of five years

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

Performance Area

Score

Comments

partly not
met met met

Temperature and Relative Humidity- currently no 'Best' benchmarks

Light- currently no 'Best' benchmarks

Airborne Pollution - Gaseous and Particulate

6.22 Methods are used to monitor pollutants over longer periods, recorded and complied. Risks are evaluated and presented to managers for action



Vibration- currently no 'Best' benchmarks

Performance Area

Score

Comments

partly not
met met met

7 Environmental Control

Collections can be damaged if they are kept in unsuitable environmental conditions. Controlling the environment will reduce damage and prolong the life of collections

Control and Equipment - General

7.1 Staff are aware of and understand the need to control environment _____

7.2 The bulk of the collection is housed to protect it from extreme environmental conditions _____

7.3 Simple measures such as closing doors, moving lights, providing entrance mats and controlling temperature and light levels, are taken to improve the environment of stores and display areas _____

Temperature and Relative Humidity

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

Light

7.5 The overall exposure of all light-sensitive material is reduced as much as possible _____

Performance Area

Score

Comments

partly not
met met met

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

7.7 Blinds, shutters, curtains and/or ultraviolet filters on windows are used to reduce visible and UV light in all areas housing collections. UV filters are checked and replaced when they become ineffective

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

Airborne Pollution - Gaseous and Particulate

7.9 Items in the collection are protected from excessive dust

7.10 All windows and doors can be closed so that the building provides some protection from airborne pollutants

Vibration

7.11 Collections are physically stable on their shelves or supports

Performance Area

Score

Comments

partly not
met met met

Control and Equipment - General

7.12 The organisation has determined the level of control of the environment (temperature, RH, light, pollutants and vibration) it wishes to achieve for all areas housing collections _____

7.13 Controlled environments are maintained for vulnerable items _____

7.14 Staff have control of operational settings of all environmental control equipment _____

7.15 A programme for the calibration and maintenance of environmental control equipment is in place _____

7.16 A record is kept of the calibration and maintenance of all environmental control equipmen _____

Temperature and Relative Humidity

7.17 Items arriving in the collection are allowed time to acclimatise gently in areas where they will be stored or displayed _____

Performance Area

Score

Comments

partly not
met met met

Light

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

7.19 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 _____

Airborne Pollution - Gaseous and Particulate

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

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

Vibration

7.22 If vibration from sources (eg percussive drilling from building works) is identified as being a significant risk then alternative methods are considered, vibration damped or objects moved _____



GOOD Environmental Control

Performance Area

Score

Comments

partly not
met met met

Control and Equipment - General

7.23 Your organisation regularly reviews the environmental control needs of the collection and recommendations are made to managers in the context of your environmental monitoring records and evaluations

7.24 Environmental conditions of display cases, exhibition and storage areas are kept stable within defined levels

Temperature and Relative Humidity- currently no 'Best' benchmarks

Light

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

7.26 The overall exposure to light of collections during exhibitions and use is kept within defined limits

Airborne Pollution - Gaseous and Particulate

7.27 If 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

Vibration

7.28 If vibration is identified as being a significant risk over a long period (eg. during a building project) a control regime is developed in conjunction with an appropriately qualified engineer

Performance Area

Score

Comments

partly not
met met met

8 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 preventative and interventive treatments

Conservation Programme

8.1 Priorities for the conservation of the collections have been identified

8.2 Items and collections requiring physical protection have been identified

8.3 Results of all inspections or surveys of collections are recorded

Implementation of a Conservation Programme

8.4 The organisation keeps records, including photographs, of both in-house and external conservation treatments

8.5 Conservation records are held and linked to the organisation's main documentation cataloguing system



BASIC Conservation

Performance Area

Score

Comments

partly not
met met met

Conservation Programme

8.6 The organisation has a written conservation programme based on defined conservation priorities for the collections and condition assessments _____

8.7 Your organisation takes appropriate advice to identify priorities for conservation treatment _____

8.8 Sensitive or vulnerable items in the collections are identified and this information recorded centrally _____

8.9 The organisation keeps records of collection care programmes such as re-boxing _____

Implementation of a Conservation Programme

8.10 A quality control system is in place to evaluate the work undertaken by commercial conservation contractors _____

8.11 Any cleaning and minor repair of collections is carried out having taken appropriate conservation advice _____

8.12 (Archives and libraries) Records are kept of all commercial binding work, including details of the materials and techniques used _____

Performance Area

Score

Comments

partly not
met met met

8.13 (Museums) Documentation records for condition-checking, conservation or other relevant procedures conform to *SPECTRUM: the UK museum collections management standard*

Conservation Programme

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

8.15 (Museums) The documentation procedure manual lists standard conservation and related procedures and provides guidance on recording

Implementation of a Conservation Programme

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

8.17 (Libraries) Conservation procedures are recorded as part of the MARC record

GOOD Conservation

BEST Conservation

Performance Area

Score

Comments

partly not
met met met

9 Surrogates

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

Principles

9.1	The organisation has assessed appropriate techniques and equipment for making surrogate copies of fragile or heavily used material	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
9.2	The selection of items or collections for surrogacy includes an assessment of the level of current and potential use	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
9.3	A system is in place to provide users with surrogate copies rather than the originals	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
9.4	All equipment used to produce surrogate copies, such as cameras or computers, is protected from dust	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
9.5	Fragile items are assessed by a conservator or collections care adviser before surrogate copies are made	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
9.6	The process of re-formatting collections items is not undertaken if this is likely to cause damage to original material. In such cases, preparatory conservation work is included as part of the re-formatting work	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>

Performance Area

Score

Comments

partly not
met met met

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

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

9.9 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

Photocopying and Scanning

9.10 Written guidelines for photocopying, scanning and other copying services are available to users

9.11 The organisation has identified material that can safely be photocopied or scanned by users

9.12 The organisation does not allow self-service photocopying of fragile or light-sensitive material

Performance Area

Score

Comments

partly not
met met met

Preservation Microfilm

9.13 Only silver gelatin, polyester base 35 mm roll film is used for archival masters _____

9.14 Silver gelatin, 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 _____

9.15 A master negative, duplicate negative and a positive (user copy) are produced for each preservation microfilm _____

9.16 The organisation has sought specialist advice about the storage of microfilm _____

9.17 Microfilm and microfiche readers are well maintained _____

New Media - computer media storage devices, video, laser discs and audio tapes

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

9.19 New media for retention are security-protected against accidental and deliberate erasure, for example by removal of protective tabs _____

Performance Area

Score

Comments

partly not
met met met

Principles

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

9.21 The existence of surrogate copies is recorded in the catalogues and finding aids

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

9.23 (Libraries) A surrogate copy is not produced by the organisation if a surrogate created to preservation standards is available for purchase from another source

Photocopying and Scanning

9.24 Photocopying and flat bed scanning is carried out by staff trained in safe handling procedures

9.25 Photocopies and print outs made for permanent retention are printed on lignin-free, alkaline buffered paper

9.26 Books and items larger than the available copier/scanner platen are not photocopied with this equipment



GOOD Surrogates

Performance Area

Score

Comments

partly not
met met met

Preservation Microfilm

9.27 Master negative copies are kept off-site

New Media - computer media storage devices, video, laser discs and audio tapes

9.28 The specific storage, environmental and labelling requirements of new media are provided by the organisation

Principles

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

9.30 The organisation has a preservation microfilm programme

Photocopying and Scanning

9.31 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 or digitisation

Performance Area

Score

Comments

partly not
met met met

- 9.32 Copiers/scanners with edge platens, which allow the book to be copied, open at an angle of less than 120 degrees are available

Preservation Microfilm

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

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

- 9.35 All preservation microfilm is produced to archival standards

New Media - computer media storage devices, video, laser discs and audio tapes

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

Performance Area

Score

Comments

partly not
met met met

10 Emergency Preparedness

Your organisation should take basic steps to prevent disaster from hazards such as fire and flood. Planning is crucial to the effective response and salvage of collections should a disaster occur

Prevention

10.1	All staff have a basic awareness of the potential risks to the collection from hazards	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
10.2	Your organisation has assessed risks to the collections from hazards such as water pipes, drains and inflammable materials, and identified any collections which are particularly vulnerable	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
10.3	Your organisation has implemented precautionary measures, including smoke detectors, against identified hazards. All alarm systems are tested regularly	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
10.4	Adequate drainage is provided in buildings where there is a risk of flooding	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
10.5	Primary documentation (eg catalogues and Accession records) is kept in fireproof cabinets; back-ups are actively maintained and kept in a different building	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
10.6	Areas used for display and storage, including individual display cases, are protected against theft, vandalism, fire and flood	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>

Performance Area

Score

Comments

partly not
met met met

10.7 The premises are equipped with fire fighting equipment as recommended by the Fire Officer, fire extinguishers are fully charged, accessible and regularly tested

Planning and Recovery

10.8 Your organisation has a written Emergency Plan which includes steps to be taken in an emergency, measures to salvage the collections, emergency telephone numbers, the location of supplies that might be needed in an emergency and floor plans of buildings. If you do not have an Emergency Plan in place, you have a schedule to produce one

10.9 At least one individual in your organisation is responsible for the development of your Emergency Plan, communication with all staff about emergency preparedness and the implementation of emergency procedures

10.10 You have identified high priority objects and documents that would need to be salvaged in an emergency

10.11 Current emergency contact details are posted in a central location

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

Performance Area

Score

Comments

partly not
met met met

Prevention

10.13 As far as possible no pipes or tanks are permitted in new buildings in areas here collections are kept; every effort is made to exclude pipework from such areas in old buildings

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

10.15 Buildings are designed or adapted to minimise the risk of fire and to prevent its spread

10.16 No collections item that can be raised (if necessary on a pallet, with lifting gear) is placed lower than 6" (150mm) above the floor

Planning and Recovery

10.17 Your organisation has a written Emergency Plan which includes steps to be taken in an emergency, measures to salvage the collections, emergency telephone numbers, the location of supplies that might be needed in an emergency and floor plans of buildings

10.18 Your Emergency Plan is regularly tested and reviewed, and recommendations for improvement are presented to your governing body

Performance Area

Score

Comments

partly not
met met met

10.19	Copies of your Emergency Plan are kept at a separate, accessible location	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/>
10.20	Your Emergency Plan is available to all staff in the form of a Handbook	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/>
10.21	Your Emergency Plan is implemented and maintained by several members of staff with defined roles and responsibilities	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/>
10.22	Staff attend regular training in emergency response procedures as described in your Emergency Plan	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/>
10.23	The local police and fire services have advised on emergency planning both verbally and in writing	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/>
10.24	You have consulted the Emergency Plans and response materials developed by similar organisations	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/>



GOOD Emergency Preparedness

Performance Area

Score

Comments

partly not
met met met

Prevention

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

Planning and Recovery

10.26 You have a written Recovery Plan, which describes the processes needed to return to normal after an emergency

10.27 Emergency response rehearsals are carried out jointly with representatives of the emergency services

10.28 Representatives from your organisation regularly meet with fire officers to discuss your emergency preparedness

ISBN 978-190064-223-1



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