

Appendix D

COLLECTIONS DEVELOPMENT PLAN:

CARE AND CONSERVATION OF THE COLLECTIONS POLICY

1. INTRODUCTION

Collections care is central to Aberdeen art Gallery and Museums' (AAGM) mission and we are committed to ensuring that the collections are displayed, stored and looked after in a secure and sustainable manner. A diverse range of material is held by AAGM and the requirements of different objects will be taken into account when considering their future preservation.

Our policy of collections care combines preventive and remedial conservation. Preventive conservation involves making sure that the environment in which the collections are kept contributes to their preservation. At the same time we undertake to review the collections in order to identify items which would benefit from remedial or interventive conservation in order to ensure their future stability.

The purpose of this policy is to set out guidelines for the conservation of the collections in the care of AAGM, to maximise access to the collections whilst promoting their long-term preservation and to support the Service Plan of AAGM. It also outlines the principles of preventive and remedial conservation so that all staff are aware of these aims.

2. AIMS AND OBJECTIVES

3. Link to the Service Plan

The Museums and Galleries **Documentation Policy** relates specifically to Aberdeen city Council Local Outcome Improvement Plan (LOIP) in the following areas:

Outcome: We will work with partners and the community to develop iconic tourism attractions to capitalise on non-business tourism and leisure markets and stimulate diverse cultural offerings.

Change Activity:

Increase opportunities for creating and participating in high quality cultural experiences by further development of the culture programme and the cultural infrastructure required to deliver it.

And

Outcome: Engage partners to expand and improve provision of post school learning and employment opportunities for young people.

Change Activity:

Improve pathways to cultural learning and volunteering to increase participation in accredited volunteer programmes.

Outcome: We will deliver a £30M refurbishment of Aberdeen Art Gallery

Change Activity:

Modernise and improve Art Gallery, Cowdray Hall and memorial Court, increasing exhibition space, creating a world class visitor experience resulting in greater number of visitors reporting positive experiences.

We will also continue to use Benchmarks in Collections Care to improve our standards.

4. Preventive Conservation

- Monitor the temperature and humidity in all display and storage areas.
- Monitor light and UV levels in areas where light-sensitive objects are displayed.
- Keep records of the temperature, relative humidity, light and UV levels.
- Control the environment according to the data gathered by monitoring.

- Good housekeeping – keep display and storage areas clean and free from air-borne pollution.
- Implement an Integrated Pest Management Policy.
- Use inert materials for display and storage – make sure these materials are compatible with the objects
- Be aware of possible risk of damage from vibration and take measures to ensure safety of objects.
- Promote best practice in handling and moving objects and ensure that all staff are trained in correct procedures.

5. Remedial Conservation

- Assess condition of items prior to acquisition and record conservation requirements.
- Check condition of new acquisitions and enter a survey report into the relevant fields of the collections database.
- Collections review to identify items requiring remedial conservation.
- Programme of items to be sent to external accredited conservator.
- Document all condition reports and conservation treatments.

6. EMERGENCY RECOVERY PLAN

We have an emergency plan in place to be used in the eventuality of any unforeseen disaster. This clearly details:

- what staff on duty should do in the event of an emergency
- external emergency service numbers
- internal emergency team numbers
- instructions for procedure after emergency services have vacated the building
- external phone numbers for professional help

- location and contents of emergency boxes
- salvage record forms
- instructions for salvage team with contact details for external professional conservators
- instructions for recovery team.

7. EXHIBITIONS AND LOANS

- Assess the condition of an item before agreeing to lend it and, if necessary, seek the advice of an external conservator.
- Condition-check loans out before they leave the premises and on arrival at borrowers' venue. If considered appropriate items on loan will be accompanied by a courier. Check loans in on arrival and document all findings.
- Before agreeing to borrow an object, ensure that lenders' requirements relating to environmental conditions and security can be met.
- Assess condition of objects prior to inclusion in new displays or temporary exhibitions. Items in poor condition will be checked by a conservator in order to assess their suitability for display.

8. RESOURCES AND BUDGETS

- Institutions requesting items on loan are asked to pay for condition assessments and to contribute to any conservation required or re-glazing of paintings.
- Applications are made to Museum Galleries Scotland for grant aid to conserve works on a rolling programme and for capital projects such as up-grading of the environmental monitoring system.
- AAGM's conservation budget is supplemented by external grants where possible.