

RAF AIR DEFENCE RADAR MUSEUM (ADRM) CARE AND CONSERVATION POLICY 2015

APPROVED: *28th September 2015*

REVIEW DUE: *September 2016*

1. Introduction

- 1.1 This policy has been written in accordance with the museum's Statement of Purpose and the Collections Development Policy.
- 1.2 All staff (paid and volunteer) have read and agreed to abide by the policy.
- 1.3 The Care and Conservation Plan sets out the way the policy will be put into action and should be read in conjunction with the Forward Plan, Emergency Plan, and any other plans affecting the collection and the museum buildings.
- 1.4 Caring for the collections is a fundamental duty of all museums. This policy includes a combination of preventative and remedial conservation measures, designed to ensure long-term preservation.
 - Preventive conservation covers the measures necessary to slow down or minimise deterioration of museum objects and specimens and structures
 - Remedial conservation involves a treatment to an object or specimen to bring it to a more acceptable condition or state in order to stabilise it or enhance some aspects of its cultural or scientific value.
- 1.5 The purpose of the Care and Conservation Policy is to set a framework for:
 - The preservation of the collections and buildings in the care of the ADRM
 - Preventative and remedial conservation of the collections
 - The safe use of and access to collections, within the limits of the ADRM's resources

2 Ethics and Legislation

- 2.1 When carrying out any work the ADRM will be sure to adhere to the:
 - Museum Association Code of Ethics
 - Health and Safety at Work Act 1974
 - COSHH Regulations 2002
- 2.2 The safety and preservation of the collection will be considered from the outset of any plans to alter the displays or storage or modify the buildings.

3 Standards

- 3.1 The ADRM aims to improve the care and conditions of all its collection in accordance with Benchmarks in Collections Care, Signposts or other approved standards within the limits of its resources.

4 Collections Care and Preventative Conservation

4.1 Personnel

- The care of the collections is the responsibility of everyone who works in or visits the museum.
- Any concerns regarding the collections should be reported in writing to the Manager Curator.
- The museum trains all staff and volunteers who handle the collections in the course of their work. No untrained personnel are allowed to handle items from the collection.
- Researchers or other visitors working with the collections will be briefed on how to handle the items they are working on and will be supervised at all times.
- The museum has access to the regional Conservation Development Officer (CDO) for regular advice.
- Any problems or concerns relating to the care of the collection are referred by the Manager Curator to the CDO or another appropriately qualified conservator.
- The museum will check the suitability of conservators chosen to work or advise on the collections. A professionally accredited conservator or a conservator listed on the Conservation Register will normally be chosen.
- No item in the collections will be modified or altered until advice has been obtained from a suitably qualified conservator.
- Only suitably trained and qualified conservators will carry out interventive treatment on objects.
- The museum will keep detailed records of all treatments carried out on objects, including the name and contact details of the person or company.

4.2 The Buildings

- The museum recognises that the maintenance of its buildings is fundamental to the preservation of both the building and collection and endeavours to keep the buildings in a suitable condition. The museum's collection is stored and displayed in the following buildings. The body responsible for the upkeep of the buildings is listed.

Building	Used for	Owner	Upkeep carried out by
Annex	Exhibitions (Public)	ADRM	ADRM
Main Building	Exhibitions (Public) and Stores	ADRM	ADRM
Fire Station	Stores and Office	ADRM	ADRM

- The museum carries out regular inspections of all buildings and carries out any remedial or maintenance work required.

4.3 The Collections

- The museum is aware of the risks to the collection from environmental factors, poor handling, storage and display materials and methods, and of the need to record the condition of the collection. The museum cares for the collections in store, on display and, by setting suitable requirements, on loan.

- The details are listed in the Conservation and Collection Care Plan and include:
 - monitoring and improving environmental conditions including temperature, relative humidity, light and dust
 - managing the threat from pests
 - housekeeping
 - conservation cleaning of objects on open display
 - documentation of the condition of the collection and of any treatments carried out on objects
 - storage materials and methods
 - display materials and methods
 - transport methods

- The museum does not contain any working historic items as such but all vehicles are cared for in an appropriate manner by qualified mechanics etc. so as to ensure they remain in as fair condition as possible.