3.11, 3.12 Storage (Interim)

3.11 Please give details of the collection storage areas (on-site and off-site) and describe how objects are protected. Include details on:
- All storage locations on-site and off site
- The store plan(s) and how artefacts are organised.
- How different sized objects and material types are stored.
- Any variations in environmental conditions between the exhibition spaces and the storerooms/storage areas.
- The monitoring and cleaning routine for storage areas.
- Any objects stored off-site or areas such as offices and how they are protected.

This is a Minimum Standard for Interim Accreditation (Safeguarding the Condition of the Collection).

3.12 Please describe the types of storage material used. Include details on:
- Type of materials used to fit out the storage areas (e.g. shelving, racking, cabinets)
- Housing materials used to protect the collection while in storage and during handling (e.g. boxes, folders, plastic sheeting, crates)

This is a Minimum Standard for Interim Accreditation (Safeguarding the Condition of the Collection). This Minimum Standard also relates to Question 3.11 above.

Guidelines
A. Please see Section 3.6 of Caring for Collections: A Manual of Preventative Conservation for further details

B. It is recommended that:
(a) All newly purchased storage materials are of archival quality.
(b) All non-archival storage materials are being replaced on a phased basis.
(c) Participants should seek advice from a conservation professional if unsure which housing materials are appropriate for different collection types.
(d) All photocopying and printer equipment be accommodated separately from storage areas.