

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).**

■ **Requirements**

- (i) Applicants must have a routine in place which offers adequate protection to the objects in storage.
- (ii) Monitoring and cleaning routines must include storage areas as well as display areas.

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.