

## 3.21 Care of Collections Strategy (Full)

3.21 ■ Please submit the museum's Care of Collections Strategy.

■ This is a Minimum Standard for Full Accreditation.

Please enclose formally approved documents along with your Application Form. This standard also relates to question 2.3

### ■ Requirements

- (i) Applicants must submit a Care of Collections Strategy for the museum.
- (ii) Applicants must submit evidence that the Care of Collections Strategy has been formally approved by the governing body. A signed and dated minute from the governing body will fulfil this requirement. It should clearly indicate the formal adoption of the Care of Collections Strategy by the governing body.

### ■ Guidelines

- A. The Care of Collections Strategy is a plan of action which has been prompted by an evaluation of the museum's activities in each of the following areas:
  - (a) Exterior and interior condition of the building and maintenance schedule
  - (b) Environmental conditions
  - (c) Environmental monitoring
  - (d) Objects
  - (e) Handling and access
  - (f) Storage
  - (g) Exhibition
  - (h) Disaster planning
  - (i) Training
- B. Applicants are advised to read carefully the requirements and guidelines for the minimum standards in Caring for the Collection (Section 3 above) prior to their evaluation of the current situation in their museums. To conduct the evaluation, a template is given in the **Care of Collections Situation Review** Factsheet. This template follows the book: *Caring for Collections: A Manual of Preventive Conservation*. Page references are given.
- C. After the evaluation has been completed, the Care of Collections Strategy should be developed through an internal process of discussion and review involving a number of key members of staff. It needs to be directly linked to the Institution's Strategic Management Plan (SMP) (see Question 2.3). The aims and objectives identified should act as a declaration of intent with respect to the preservation of the collections over a period of years. The timescale and costs related to achieving objectives should be indicated. The Factsheet: **Writing a Care of Collections Strategy** gives a template for writing the Strategy.
- D. The aims and objectives of the Care of Collections Strategy should link to the museum's Strategic Management Plan. The implementation of actions deriving from the aims and objectives of the included in the museum's Annual Action Plan. The Factsheet **Writing a Care of Collections Strategy** gives a template for writing the Plan.

Please see Factsheet 5: **Writing a Care of Collections Strategy** and Factsheet 6: **Care of Collections Situation Review** for further details.