

Manitoba Crafts Museum and Library CONSERVATION POLICY



Revised: Spring 2022

Adopted: September 7, 2022

Responsibility: Board of Directors

To be reviewed: 2nd quarter 2024

1.0 INTENT

This policy defines the standards and principles by which the Collections of the Manitoba Crafts Museum and Library (MCML) will be preserved and managed. MCML shall ensure the long-term protection of its Collections from damage or loss through fire, flood, water damage, vandalism, theft, pests, and improper environmental conditions.

2.0 PRINCIPLES

- 2.1 MCML recognizes that preventive conservation is the most effective means of preserving its Collections and is committed to establishing, monitoring and maintaining accepted environmental standards, upholding recognized standards in the care and handling of its Collections, and approving procedures and funding to protect its Collections to the fullest extent possible.
- 2.2 Preservation of the Collections shall be overseen by the Board of Directors. Conservation of objects in the Collections shall be the responsibility of all staff and volunteers of MCML as delegated by a Curator or those staff whose responsibility it is to care for the Collections. All conservation measures taken by staff and volunteers shall be governed by a respect for the physical, historical, conceptual and aesthetic integrity of the artifact.
- 2.3 MCML shall take all reasonable actions to mitigate deterioration and to prevent damage to objects in its Collections. These actions may include,

but are not limited to safeguarding, examining, documenting, conserving, preserving, restoring and reconstructing objects.

3.0 PRECEPTS

3.1 Handling

- 3.1.1 MCML shall follow standards and procedures for artifact handling, storage, exhibition, packing and transport to best preserve the Collections, as defined by the Association of Manitoba Museums.
- 3.1.2 MCML shall provide in-house training for all staff and volunteers on the subject of handling and preventative care of artifacts and other material in its Collections. MCML shall provide support for staff to participate in appropriate training programs, as required.

3.2 Storage and Documentation

- 3.2.1 MCML shall provide a clean, orderly, and safe storage facility for all objects in its Collections
- 3.2.2 Access to the storage room shall be restricted to MCML staff, members of the Board of Directors and volunteers, as may be required.
- 3.2.3 The storage room shall be used only for the storage needs of the Collection.
- 3.2.4 MCML shall ensure that all artifacts in the Collection are correctly and adequately documented, including condition assessment.

3.3 Environment

- 3.3.1 MCML accepts the responsibility to establish, monitor and maintain standards for temperature, humidity and lighting within its storage facilities.
- 3.3.2 MCML shall attempt to achieve optimum conditions for the preservation of its Collections, recognizing that environmental factors such as humidity, temperature, visible light, and ultraviolet light can adversely affect the condition of artifacts and other materials within the Collections.

3.3.3 MCML shall own equipment to monitor environmental conditions of the Collections and use this equipment on a regular basis. A record of all measurements taken within the storage facility and galleries shall be maintained. Records of environmental conditions shall be maintained.

3.4. Disaster Planning

3.4.1 MCML shall follow procedures for the care of artifacts in the event of physical emergencies such as fire, flood, accident, and ensure that all staff are familiar with these procedures, as established under the Code of Ethics and the Disaster Management Policy.

3.5. Authority

3.5.1 MCML shall designate a qualified person responsible for determining conservation priorities and the nature and extent of the conservation treatments to be performed.

3.5.2 The Curator is the qualified person responsible for managing preventive conservation and active conservation.

3.5.3 MCML shall consult with and be guided by the advice of experts, when necessary, to ensure that cleaning, repair and restoration of any artifact in its Collections is carried out to maintain the integrity of the artifact.

3.6. Treatments

3.6.1 All repairs or alterations of artifacts and other objects in the Collections shall be documented.

3.6.2 MCML shall maintain Condition Reports on all artifacts on which a treatment has been applied.

4.0 POLICY REVIEW

MCML shall review this policy on a regular basis, at least once every three years.

President

Manitoba Crafts Museum and Library

Conservation Policy