



MUSEUM
ACCREDITATION

Accreditation Scheme for Museums
and Galleries in the United Kingdom

Victoria Art Gallery

Collections

Care &

Conservation

Policy



Victoria Art Gallery

Bath & North East
Somerset Council

Improving People's Lives

July 2024

Name of museum:

Victoria Art Gallery

Name of governing body:

Bath and North East Somerset Council

Date on which this policy was approved by governing body:

Insert date.

Policy review procedure:

The collections care and conservation policy will be reviewed from time to time, at least once every five years.

Date at which this policy is due for review:

July 2029

Arts Council England will be notified of any changes to the collections care and conservation policy, and the implications of any such changes for the future of collections.

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Purpose

- 1.1 The purpose of the Collections Care and Conservation Policy is to set a framework for:
- The preservation of the collections and buildings in the care of the gallery.
 - Preventative and remedial conservation of the collections.
 - The safe use of and access to the collections, within the limits of the gallery's resources.

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Introduction

- 1.2 The policy articulates the key steps that will be taken to ensure the collections are accessible into the future. It forms the basis for the planning and procedures in managing and caring for the collection.
- 1.3 This policy has been written in accordance with the gallery's Statement of Purpose and the Collections Development Policy. The Collections 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, the Emergency Plan and any other plans affecting the collections and the gallery building.

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Context

- 1.4 The gallery aims to improve the care and conditions of all of its collection. The safety and preservation of the collection will be considered from the outset of any plans to alter the displays or storage, to modify the buildings or to allow access to any part of the collections.

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People

- 1.5 The care of the collections is the responsibility of everyone who works in or visits the gallery.
- 1.6 Any concerns regarding the collections should be reported in

writing to the Collections Manager.

- 1.7 The gallery 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 accessioned collection.
- 1.8 The gallery is committed to providing excellent public access to the collection. Public access is provided through displays and exhibitions, use of online resources and public store tours.
- 1.9 Members of the public are welcome to view objects in store by appointment. 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.

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The building

- 5.1 The gallery 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.

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Environmental monitoring and control

- 5.2 Environmental conditions in the display and storage areas will be monitored and adapted to ensure the best possible environment for the collection and in line with current recognised standards.

7

Collections care

- 7.1 The gallery 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 gallery cares for the collections in store, on display and, by setting suitable requirements, on loan.
- 7.2 The details are listed in the Collection Care and Conservation Plan and include:
 - Awareness of vulnerable objects
 - Identifying threats to the collection

- Checking building condition
- Building maintenance
- Inspecting and cleaning the museum
- Housekeeping and cleaning objects on open display
- Condition checking the collection
- Collections Care and Conservation records
- Environmental monitoring including temperature, relative humidity and light
- Environmental control and improving the environment
- Pest monitoring and managing the threat from pests
- Equipment maintenance
- Storage materials and methods
- Display materials and methods
- Transporting objects
- Collection care resources
- Professional advice
- Remedial conservation and working with conservators
- Training for the collection care team

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Remedial conservation

7.3 Only suitably trained and qualified conservators will carry out remedial treatment on objects. The gallery will check the suitability of conservators chosen to work or advise on the collections. A professionally accredited conservator or a conservator listed on the Institute of Conservation's Conservation Register will normally be chosen.

7.4 No item in the collections will be modified or altered until advice has been obtained from a suitably qualified conservator.

7.5 The gallery will keep detailed records of all treatments carried out on objects, including the name and contact details of the person or company.

7.6 Items are prioritised for conservation treatment according to

- Exhibition & display requirements
- Art-historical significance
- Vulnerability to damage and decay

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Loans

9.1 All works that are either borrowed by the gallery or sent out on loan are condition checked on exit and entry. Long term loans out are condition checked every 3 years. Long term loans into the gallery are checked every 6 months, or more frequently depending on object/lender requirements. Exhibition loans in from external lenders are protected by barriers where unglazed, as per Government Indemnity guidelines.

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Standards

7.7 Spectrum 5.1

7.8 Benchmarks in Collections Care for Museums, Archives and Libraries, 2018

7.9 Principles for Lending and Borrowing, 2021, NMDC/TEG

7.10 'Bizot' Group Agreement: Achieving sustainability for galleries and museums, 2013

7.11 Codes of Ethics: ICOM-CC /ICON

7.12 Institute of Conservation's (ICON) Conservation Register



Llywodraeth Cymru
Welsh Government

