

Collections Care & Conservation Planning Toolkit

What's in your collections care and conservation plan?

KNOWLEDGE

- What is the current condition of your collection?
- What materials does your collection include (textile, wood, metal, papers)?
- Have you identified any vulnerable items?

PREVENTION

- Do you know what can damage your type of collections on display and in storage (humidity, pests, lights, materials, etc)?
- Does your building protect your collection?

MAINTENANCE

- What procedures and practices do you have in place to protect the collections and buildings?
- How often do checks take place?

PLANNING

- What can you do to improve the conditions for your collection in the short-, mid-, long-term?
- Do you need to access professional advice?

RESOURCES

- What training, access to professional advice and finances are available to you?

Know your Collections Care and Conservation Plan

Make it **ACTIVE**: used by all levels of staff/volunteers and supported by your governing bodies and conservation providers

Make it **SIMPLE**: focus on your collection needs

Make it **FLEXIBLE**: easy to update and review

Make it **REALISTIC**: works with your resources and knowledge

Make it **PROGRESSIVE**: include an action plan to improve the collections care