

# Care and Conservation Policy 2016-2021

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**Name of museum:** The View (Epping Forest Collection)

**Name of governing body:** Epping Forest and Commons Committee on behalf of The City of London Corporation: Conservators of Epping Forest

**This policy was approved by the governing body:** 26 January 2016 (tbc)

**This policy is due for renewal:** 25 January 2021

## Introduction

This policy has been written in accordance with our Statement of Purpose and Collections Development Policy.

The Care and Conservation Plan sets out the way the policy will be put into action and should be read in conjunction with our Forward Plan, Emergency Plan and any other plans affecting the collections.

This policy will guide the work of Epping Forest Collection in the field of collections care and conservation.

Caring for the collections is a fundamental duty for all museums and is necessary to achieve our mission to encourage access to our collection and increase knowledge, understanding and enjoyment of the Forest.

This policy includes a combination of preventative and remedial conservation measures, designed to ensure long-term preservation.

## Ethics and legislation

Epping Forest Collection will adhere to the Museums Association Code of Ethics throughout the care and conservation process.

Epping Forest Collection will also adhere to the Health and Safety at Work etc. Act 1974 and Control of Substances Hazardous to Health (COSHH) Regulations 2002 during collections care and conservation.

## Preventative conservation

Preventative conservation covers the measures necessary to slow down or minimise deterioration of museum objects and specimens or structures.

Epping Forest Collection will undertake preventative conservation, based on an understanding of how the objects in the collection react to their environment physically and chemically, including housekeeping, environmental monitoring, pest management and ensuring appropriate storage standards.

Data collected in the course of preventative conservation, including pest incidents and environmental monitoring, will be documented.

## Remedial conservation

The View (Epping Forest Collection) has access to professional conservation advice through the ACE funded Collection Care Development Officer, based at Museum of London.

Remedial conservation will be undertaken where appropriate. Those objects on permanent display, regularly accessed or required for upcoming events or exhibitions will be prioritised owing to limited resources.

Only suitably and trained qualified conservators will carry out remedial treatments on objects. As a minimum, the conservator will need to be listed in the Conservation Register.

In line with the Documentation Policy, records will be kept of all remedial conservation interventions.

### **Personnel**

The care of the collections is the responsibility of everyone who works in The View and associated sites. The Forest Centres Officer: Heritage and Interpretation shall have overall responsibility for collections care and conservation. Any concerns regarding the collections should be reported in writing to the Forest Centres Officer: Heritage and Interpretation.

### **Buildings**

The View (Epping Forest Collection) recognises the importance of maintaining the buildings where the collections are both stored and displayed. The View and associated sites are managed by Visitor Services, Epping Forest, in conjunction with the Assets Manager, Epping Forest and City Surveyors Department, City of London Corporation. Defects will be reported to the Asset Manager.

### **Collections**

The View (Epping Forest Collection) 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 museum cares for the collections in store, on display and, by setting suitable requirements, on loan.

The details are listed in the Conservation and Collection Care Plan and include:

- monitoring and improving environmental conditions including temperature, relative humidity, light and dust
- managing the threat from pests
- housekeeping
- conservation cleaning of objects on open display
- documentation of the condition of the collection and of any treatments carried out on objects
- storage materials and methods
- display materials and methods
- transport methods.