

Care and Conservation Policy

Kingston Museum

Revised October 2016



THE ROYAL BOROUGH OF
KINGSTON UPON THAMES

Governing Body: Royal Borough of Kingston upon Thames

The governing body within the Council is the Place Directorate. Policies are approved by the Director of Place and were approved on:

Roy Thompson

Director of Place

Date at which policy due for review: October 2020

Introduction

Kingston Museum has developed this Care and Conservation Policy to acknowledge that the museum holds collections in trust for the benefit of the public on a long term basis and to set out our ambition to care for and conserve the objects in these collections to the highest standard possible. This policy is also referenced in the Forward Plan, Collections Development Policy, Documentation Policy and Emergency Plan.

Preventative Conservation

Preventative conservation of the collection is the responsibility of the curator(s) who will care for the collections according to the Care and Conservation Plan which is reviewed every three years. They will regularly review the collections on permanent display, the stored collections, and any items going out on display or on loan to other institutions.

Remedial Conservation

The curator(s) will identify any remedial conservation of objects that is required and seek a specialist conservator to carry out the work.

Standards and Frameworks

Kingston Heritage Service staff will ensure that the relevant standards and frameworks for storage and conservation of the collection are met. These include Benchmarks in Collection Care, SPECTRUM, BSI PAS 198 'Specification for managing environmental conditions for cultural collections', which applies to Kingston Museum, and BSI PD5454 'Recommendations for storage and exhibition of archival documents', which applies particularly to Kingston History Centre archival material.

Priority collections

The Muybridge Collection, consisting mainly of c. 2000 glass slides and 67 glass discs, objects which are over 120 years old, is a priority for both preventative and remedial conservation. We are aware of the significance and fragility of this collection and continue to identify ways in which funds could be raised in order to carry out the conservation work, as recommended in a 2006 condition survey report undertaken by a specialist photography conservator (funded by the Getty Foundation).

Criteria for selecting conservators to work on the museum's collection

The museum is currently in the fortunate position of employing one curator, Seoyoung Kim, who is also an accredited conservator. She is able to carry out day-to-day care of the collections, undertake condition checking and mounting and framing, and to give general advice on conserving the collection to the required standards.

In circumstances where the museum requires a freelance conservator to work on the collection, for example to carry out specialist conservation treatment on objects, we will employ only accredited, experienced conservators whose names are included on the Conservation Register operated by the Institute of Conservation (ICON).

Staff training

Only staff who have gained a Museum Studies qualification, or who have equivalent experience, may assist with conservation tasks. Volunteers who have completed the 10 week collections care course, or similar training, led by Museum of London may work with the collection under the supervision of museum curators or freelance conservators. Both external and internal handling and other aspects of collections care training will be organised when required.