



**Birds Lane, Neatishead, Norwich, Norfolk NR12 8YB**

**Tel. 01692 631485**

## **RAF AIR DEFENCE RADAR MUSEUM (ADRM) CARE AND CONSERVATION POLICY 2018**

**APPROVED: July 4th 2018**

**REVIEW DUE: July 2020**

### **1. Introduction**

1.1 This policy has been written in accordance with the museum's Statement of Purpose and the Collections Development Policy.

1.2 All staff (paid and volunteer) have read and agreed to abide by the policy.

1.3 The 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, Emergency Plan, and any other plans affecting the collection of artefacts and the museum buildings.

1.4 Caring for the artefacts is a fundamental duty of all museums. This policy includes a combination of preventative and remedial conservation measures, designed to ensure long-term preservation.

- Preventive conservation covers the measures necessary to slow down or minimise deterioration of museum objects and specimens and structures
- Remedial conservation involves a treatment to an object or specimen to bring it to a more acceptable condition or state in order to stabilise it or enhance some aspects of its cultural or scientific value.

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1.5 The purpose of the Care and Conservation Policy is to set a framework for:

- The preservation of the artefacts and buildings in the care of the ADRM
- Preventative and remedial conservation of the artefacts
- The safe use of and access to the artefacts, within the limits of the ADRM's resources

### **2 Ethics and Legislation**

2.1 When carrying out any work the ADRM will be sure to adhere to the:

- Museum Association Code of Ethics
- Health and Safety at Work Act 1974
- COSHH Regulations 2002

2.2 The safety and preservation of the artefacts will be considered from the outset of any plans to alter the displays or storage or modify the buildings.



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### **3 Standards**

3.1 The ADRM aims to improve the care and conditions of all its artefacts in accordance with Benchmarks in Collections Care, Signposts or other approved standards within the limits of its resources.

### **4 Artefacts Care and Preventative Conservation**

#### **4.1 Personnel**

- The care of the artefacts is the responsibility of everyone who works in or visits the museum.
- Any concerns regarding the artefacts should be reported in writing to the Manager Curator.
- The museum trains all staff and volunteers who handle the artefacts in the course of their work. No untrained personnel are allowed to handle any item/s from any collection.
- Researchers or other visitors working with the artefacts will be briefed on how to handle the items they are working on and will be supervised at all times.
- The museum has access to the regional Conservation Development Officer (CDO) for regular advice.
- Any problems or concerns relating to the care of the artefacts are referred by the Manager Curator to the CDO or another appropriately qualified conservator.
- The museum will check the suitability of conservators chosen to work or advise on any artefact. A professionally accredited conservator or a conservator listed on the Conservation Register will normally be chosen.
- No item in any collection/s will be modified or altered until advice has been obtained from a suitably qualified conservator.
- Only suitably trained and qualified conservators will carry out interventive treatment on objects.
- The museum will keep detailed records of all treatments carried out on objects, including the name and contact details of the person or company.



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## 4.2 The Buildings

The museum recognises that the maintenance of its buildings is fundamental to the preservation of both the building and any collection and endeavours to keep the buildings in a suitable condition. The museum's artefacts are stored and displayed in the following buildings (the body responsible for the upkeep of the buildings is ADRM): -

**The ADRM is the owner of all the buildings on the site and is responsible for all upkeep:**

1. The Annex Building contains entrance, exhibition rooms, cafe, toilets (Public) & store room and crew room (Museum staff)
2. The Main Building contains exhibition rooms and toilets (Public) and Stores and offices (staff only) on the ground floor. On the First floor are library, toilets, store rooms and a meeting room (staff only at present)
3. The former Fire Station building (linked to main building) includes Stores and Offices toilets, workshop (staff only) and Exhibition room (Victor Cockpit)  
The museum carries out an regular inspections of all buildings and carries out any remedial or maintenance work required.

## 4.3 The Collections

- The museum is aware of the risks to the artefacts from environmental factors, poor handling, storage and display materials and methods, and of the need to record the condition of each artefact. The museum cares for the artefacts in store, on display and, by setting suitable requirements, on loan.
- **The details are listed in the Conservation and Collection Care Plan and include:**
  - 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.