

The Lanman Museum

Collection Care & Conservation Policy

Approved by The Trustees on 2nd June 2023

This Policy will be reviewed by The Trustees in June 2028.

Statement of Purpose

This policy has been written in accordance with the Museums Statement of Purpose and The Collections Development Policy. All Volunteers have read and agreed to abide by the policy. The Collections Care and Conservation Plan which sets out the way that the policy will be put into action and should be read in conjunction with The Forward Plan and all other plans affecting the collection and the environs thereof.

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

- The preservation of the collection in the care of the Lanman Museum (LM)
- Preventative and remedial conservation of the collection.
- The safe use of and access to the collection within reasonable limits of the Museum's resources.

Context

The LM aims to maintain and improve where possible the care and conditions of all its collection in accordance with **Benchmarks in Collections Care** and/or any other approved standards or processes that are within the remit and resources of the museum.

- The safety and preservation of the collection must take priority from the outset.
- When any plans or projects are considered to alter displays or
- Changes in storage or to areas in which the collection is displayed.
- Allowing access to all areas of the museum.

People

The care of the collection is the responsibility of everyone who works in or visits the museum. Any concerns regarding the collection and its environs should be reported to the trustees.

The LM trains all volunteers who handle any part of the collection in the course of their work. No untrained personnel are allowed to handle items from the accessioned collection. Researchers or other visitors requiring access to the collection will be briefed on how to handle items they wish to access and will be always supervised.

The museum did have access to the regional Conservation Development Officer (CDO) for regular

advice. However, given the changes occurring it is not possible at present to forecast how this will be handled in the future. (<https://www.museums.cam.ac.uk/blog/2023/03/22/changes-to-regional-conservation-support/>)

The museum Trustees will check the suitability of conservators chosen to work or advise on the collections. A professionally accredited conservator or a conservator listed on the Conservation Register will normally be chosen.

Where items in the collection require to be modified or altered, the advice and services of a suitably trained and qualified conservator will be obtained where deemed appropriate. The museum will keep detailed records of all treatments carried out on objects, including the name and contact details of the person or company.

All decisions regarding training and supervision of volunteers is the responsibility of the Trustees. This policy sets out the requirements that the museum needs to have in place to maintain the collection under its care in the best possible condition commensurate with facilities and workforce available.

Levels of resource and expertise available place a limitation on what can reasonably be achieved at any given period.

It is intended that this policy puts into place the relevant plans and procedures of a high level of efficiency to enable the running and maintenance of the museum and above all its collection to the highest possible professional standards. To this end it is necessary that this policy along with all relevant plans, procedures and protocols are reviewed on a regular basis and updated and improved where deemed necessary.

Buildings

The museum has no control over the building in which the room displaying the collection is housed (Framlingham Castle). This also applies to the office which is in the same building. The museum also has a storage facility which is maintained by the owner. The body responsible for the upkeep of the buildings is listed. (see leases in 3.1)

Building	Used for	Owner	Upkeep carried out by
Room in Framlingham Castle	Display	Pembroke College	English Heritage
Office in Framlingham Castle	Office/storage	Pembroke College	English Heritage
Unit 7 Yew Tree Farm Earl Soham	Storage	B & H Hinton	B & H Hinton

The museum carries out a regular inspection of all buildings which are not its responsibility and notifies the body responsible about any remedial or maintenance work required.

Collection

The museum 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 Collection Care and Conservation Plan and include:

- Awareness of vulnerable objects
- Identifying threats to the collection
- Checking building condition
- 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, light and dust
- 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 those involved in collection care

The Collection: Working Items

The museum contains several clocks which are regularly maintained by a trustee with some expertise in the area, experts are called on for more complex matters such as any restoration that may be required.