

From the Arts Council England/Collections Trust

[This is a BLANK template. Adapt this document to correspond to your own guidelines, working practices, logo and policies.]

[This model plan has been developed to guide museums through the process of developing a Collections Care and Conservation Plan. Please consider all the statements carefully and amend them to make sure they are accurate and relevant and that the museum carries out the actions as described.]

Replace the words in [square brackets] with the information requested. Where the word [person] appears, it is best to use a person's role (e.g. curator, volunteer documentation officer) rather than a person's name. It may be helpful to refer to the museum's staffing structure or diagram to identify the roles.

Section 13 of the Plan gives you the opportunity to list the steps you are going to take to improve practice. Prioritise, set a timescale and state who is responsible for carrying the project forward. Remember to include these objectives in your museum's Forward Plan.

The Plan is a working document and must be available to all staff (paid and volunteer) working with the collections. It can be added to and annotated during the course of its lifetime to create a reference manual which sets out how you care for and conserve your collections.]

[*museum name*]

[*name of author and date*]

Care and Conservation Plan

Introduction

This plan sets out the actions required to implement the Care and Conservation Policy. It should be read in conjunction with the Forward Plan, Building Plan and Emergency Plan and any other plans affecting the collection and the museum buildings.

The museum has access to conservation advice from the regional Conservation Development Officer (CDO) and refers all concerns to an appropriate conservator.

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Temperature and relative humidity

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