



Blake Museum

Blake Museum, Bridgwater Collections Care and Conservation Policy

Name of museum: Blake Museum, Bridgwater

Name of Governing body: Bridgwater Town Council

Date on which this policy was approved by the governing body: 16 March 2015

Date on which this body is due for review: March 2018

Statement of Purpose

The Blake Museum Bridgwater is established:

- to rescue from loss and destruction the relics of our ancestors;
- to collect, preserve, conserve and to show relics of history relating (principally but not exclusively) to Bridgwater and its immediate surroundings;
- to show visitors that Bridgwater is not indifferent to its own history;
- to interest visitors in what has happened in Bridgwater since it was granted its first Royal Charter in the reign of King John;
- to give the townspeople of Bridgwater pride in their past;
- to reveal that great events have taken place within the town and adjacent areas and set them in the context of the history of England;
- to honour the lives of great men and women who have lived or been associated with the town, and, in particular but not exclusively, Robert Blake.

Introduction

This policy guides the work the museum does in the field of collection conservation, and the museum's Collections Care and Conservation Plan will help deliver the statements made in this policy.

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

Personnel

The care of the collections is the responsibility of everyone who works in or visits the museum.

Any concerns regarding the collections should be reported in writing to the Hon Curator.

The museum trains all staff and volunteers who handle the collections in the course of their work. No untrained personnel are allowed to handle items from the collection.

Researchers or other visitors working with the collections 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 collection are referred by the Hon. Curator to the CDO or another appropriately qualified conservator.

The museum 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.

No item in the collections 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

The Buildings

The museum recognises that the maintenance of its buildings is fundamental to the preservation of both the building and collection and endeavours to keep the buildings in a suitable condition. The museum's collection is stored and displayed in the following buildings. The body responsible for the upkeep of the buildings is listed.

Building	Used for	Owner	Upkeep carried out by
5 Blake Street	Museum collections	Bridgwater Town Council	Bridgwater Town Council and The Friends of Blake Museum
The Old Mill	Storage, mainly of archaeological objects.	As above	As above
Bridgwater Town Hall	Storage of Photo negatives	As above	Bridgwater Town Council.

Ethics and legislation: The museum will be mindful of the requirements of

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

Standards: The museum is committed to using standards laid down in *Benchmarks for Collection Care 2*, (2014)

Collections Care and Preventive Conservation: The museum is committed to using the sector guidance laid down in *Benchmarks for Collection Care 2*, (2014)

Reference to other plans and policies: This policy is to be read in conjunction with

- Emergency Plan
- Forward Plan
- Collections Care and Conservation Plan

Professional Conservation Advice: The museum is committed to use a professional conservator for remedial conservation, or for conservation to be carried out under the supervision of a professional conservator approved by ICON and listed on the Conservation Register.

Signature: Graham Granter
Chair of MSC

Date: 16 March 2015

Certified: Alan Hurford
Town Clerk

Date: 16 March 2015