

**COLLECTIONS MANAGEMENT GRID – Reviewing Significance 2.0**

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**Remember: The Collections Management Grid requires that you apply the lowest rating that could be applied to any single item within the review unit to the whole review unit**

|                    | <b>F SECURITY / EMERGENCY PLANNING</b>   | <b>G DISPLAY / STORAGE AREA &amp; UNITS</b>  | <b>H PACKING &amp; DISPLAY MOUNTS</b>   | <b>I ENVIRONMENTAL MONITORING / CONTROL</b>  | <b>J CONDITION ASSESSMENT</b>   | <b>K OWNERSHIP</b>  | <b>L DOCUMENTATION / CATALOGUE</b>   |
|--------------------|--|--|---|--|---|---|--|
| <b>1 EXCELLENT</b> | <ul style="list-style-type: none"> <li>Locked room - controlled access</li> <li>Cabinets / drawers / showcases locked</li> <li>Security grade showcase glass</li> <li>Regular security patrols</li> <li>Intruder alarm</li> <li>Smoke alarm</li> <li>Flood detection alarm</li> <li>Alarms linked out of hours to external security service(s)</li> <li>Threat from external / internal water penetration minimised</li> <li>No material stored at floor level</li> <li>Appropriate fire extinguishers</li> <li>Emergency plan in place</li> <li>Emergency equipment kit accessible / clearly marked</li> <li>Staff trained in emergency recovery</li> <li>Location plan available with 'star' items for emergency recovery clearly marked</li> <li>Contract / partnership arrangements in place for emergency recovery / temporary storage</li> </ul> | <ul style="list-style-type: none"> <li>Dedicated room for stored museum collections</li> <li>Racking / storage units customised / purpose built from inert materials</li> <li>Units numbered &amp; labelled</li> <li>No overcrowding</li> <li>Individual objects easily / safely retrievable</li> <li>Adequate trolleys etc for safe movement within &amp; between museum spaces</li> <li>Equipment / Provision for moving large/heavy objects</li> <li>No material above safe reaching height</li> <li>Solid showcases with secure shelves</li> <li>Showcases made from inert materials</li> <li>Showcases dust proof</li> <li>Area health &amp; safety compliant</li> <li>Dedicated handling / inspection areas for staff &amp; researchers</li> </ul> | <ul style="list-style-type: none"> <li>All objects boxed / dust protected</li> <li>All objects adequately secured / in single layer within boxes to enable easy viewing without over- handling</li> <li>Inert, conservation grade housing &amp; packing materials</li> <li>Objects on display protected / well secured / supported using customised mounts where required</li> <li>Conservation grade display mounting materials</li> </ul> | <ul style="list-style-type: none"> <li>Temperature / RH constantly monitored &amp; checked daily</li> <li>Temperature controlled &amp; stable at optimum level for stored material</li> <li>RH controlled &amp; stable at optimum level for stored material</li> <li>Adequate airflow</li> <li>Dust exclusion &amp; filtration for airborne pollutants</li> <li>Light &amp; UV monitored &amp; controlled</li> <li>Regular, frequent cleaning cycle</li> <li>Integrated pest management system in place</li> </ul> | <ul style="list-style-type: none"> <li>Regular inspection / condition checks</li> <li>Material stable</li> <li>Material clean</li> <li>Material in adequate condition for display / handling / research</li> <li>No immediate interventive conservation requirements</li> </ul>   | <ul style="list-style-type: none"> <li>All items documented, formally accessioned into collection or registered as incoming loans</li> <li>All material owned by MoDiP/ WCH</li> <li>Proof of purchase / transfer of title fully documented</li> <li>All acquisition correspondence held &amp; readily retrievable</li> <li>All inward / outward loans fully documented, with clear, time- limited purpose</li> </ul>               | <ul style="list-style-type: none"> <li>All objects marked with unique identifier</li> <li>All items inspected &amp; intrinsic information added to catalogue</li> <li>All acquisition &amp; associated records checked &amp; information added to catalogue</li> <li>Documented above Museums Accreditation standard minimum</li> <li>Information held on computerised database accessible to all museum staff</li> <li>Catalogue information available to external researchers &amp; general public on site &amp; online</li> <li>Supporting paper based documentation secure &amp; readily retrievable</li> <li>Documentation procedural manual regularly updated</li> </ul> |
| <b>2 GOOD</b>      | <ul style="list-style-type: none"> <li>Locked room - controlled access</li> <li>Regular security checks</li> <li>Intruder alarm</li> <li>Smoke alarm</li> <li>Alarms linked out of hours to external security service(s)</li> <li>Threat from external / internal water penetration minimised</li> <li>No material stored at floor level</li> <li>Appropriate fire extinguishers</li> <li>Emergency plan in place</li> <li>Location plan available</li> </ul>  | <ul style="list-style-type: none"> <li>Dedicated room for stored museum collections</li> <li>Racking / storage units customised / purpose built</li> <li>Units numbered &amp; labelled</li> <li>Minimal overcrowding</li> <li>No material stored above safe reaching height</li> <li>Adequate trolleys etc for safe movement within &amp; between museum spaces</li> <li>Individual objects safely retrievable</li> <li>Solid showcases with secure shelves</li> <li>Area health &amp; safety compliant</li> <li>Adequate handling / inspection areas for staff &amp; researchers</li> </ul>   | <ul style="list-style-type: none"> <li>All objects boxed / dust protected</li> <li>Boxes not overcrowded</li> <li>Objects wrapped / protected within boxes</li> <li>Inert, conservation grade housing &amp; packing materials</li> <li>Objects on display protected / secured / supported</li> <li>Conservation grade display mounting materials</li> </ul>   | <ul style="list-style-type: none"> <li>Temperature / RH monitored &amp; checked frequently (e.g. weekly)</li> <li>Temperature controlled &amp; stable at level acceptable for stored material</li> <li>RH controlled &amp; stable at level acceptable for stored material</li> <li>Adequate airflow</li> <li>Dust exclusion / protection from airborne pollutants</li> <li>Light &amp; UV controlled</li> <li>Regular cleaning cycle</li> <li>Regular pest monitoring &amp; management programme</li> </ul>        | <ul style="list-style-type: none"> <li>Regular inspection / condition checks</li> <li>Material stable</li> <li>Some cleaning needed</li> <li>Material in adequate condition for handling / research</li> <li>No immediate interventive conservation requirements</li> <li>Minor cleaning or repair: stable &amp; not at risk</li> </ul> | <ul style="list-style-type: none"> <li>All items documented, formally accessioned into collection or registered as incoming loans</li> <li>Most material owned by MoDiP / WCH</li> <li>Proof of purchase / transfer of title largely documented – some gaps</li> <li>Most acquisition correspondence held &amp; retrievable</li> <li>All inward / outward loans fully documented, most with clear, time- limited purpose</li> </ul> | <ul style="list-style-type: none"> <li>All objects marked with unique identifier</li> <li>Most items inspected &amp; intrinsic information added to catalogue</li> <li>Most acquisition &amp; associated records checked &amp; information added to catalogue</li> <li>Documented to above Museums Accreditation minimum</li> <li>Material listed on computerised database</li> <li>Catalogue information available to all museum staff</li> <li>Catalogue information available to external researchers &amp; general public on site or online</li> <li>Supporting paper based documentation held</li> <li>Documentation procedural manual maintained</li> </ul>              |

|                  | <b>F SECURITY / EMERGENCY PLANNING</b>  | <b>G DISPLAY / STORAGE AREA &amp; UNITS</b>  | <b>H PACKING &amp; DISPLAY MOUNTS</b>  | <b>I ENVIRONMENTAL MONITORING / CONTROL</b>  | <b>J CONDITION ASSESSMENT</b>   | <b>K OWNERSHIP</b>   | <b>L DOCUMENTATION / CATALOGUE</b>   |
|------------------|---|--|--|--|---|--|--|
| <b>3 FAIR</b>    | <ul style="list-style-type: none"> <li>Locked room - controlled access</li> <li>Intruder alarm</li> <li>Smoke/fire alarm system</li> <li>Threat from external / internal water penetration minimised</li> <li>Appropriate fire extinguishers</li> </ul> | <ul style="list-style-type: none"> <li>Dedicated space within store for museum collections (could be in shared store)</li> <li>Solid / adequate racking / storage units</li> <li>Units numbered &amp; labelled</li> <li>No severe overcrowding</li> <li>Some objects stored at floor level or above safe reaching height</li> <li>Individual objects safely retrievable</li> <li>Solid showcases with secure shelves etc</li> <li>Some provision for safe handling / inspection by staff &amp; researchers</li> <li>Area checked for health &amp; safety compliance – modifications planned</li> </ul> | <ul style="list-style-type: none"> <li>All objects dust protected</li> <li>Objects in boxes wrapped / protected</li> <li>Some overcrowding in boxes</li> <li>Largely inert, conservation grade housing &amp; packing materials</li> <li>Most objects on display protected / supported</li> <li>Largely inert, conservation grade display mounting materials</li> </ul> | <ul style="list-style-type: none"> <li>Temperature / RH checked regularly</li> <li>Temperature controlled &amp; stable within range acceptable for stored material</li> <li>RH not controlled, but within range acceptable for stored material</li> <li>Light level controlled</li> <li>Dust exclusion</li> <li>Occasional cleaning</li> <li>Occasional pest monitoring &amp; proactive control</li> </ul> | <ul style="list-style-type: none"> <li>Occasional inspection / condition checks</li> <li>Material currently stable, but needs monitoring</li> <li>Cleaning and/or minor conservation work needed before use</li> <li>Some objects incomplete, damaged or poorly restored</li> </ul> | <ul style="list-style-type: none"> <li>Most items documented, formally accessioned into collection or registered as incoming loans</li> <li>Most material owned by MoDiP / WCH</li> <li>Proof of purchase / transfer of title records incomplete</li> <li>Some acquisition correspondence held</li> <li>All inward / outward loans documented, &amp; time limited</li> </ul> | <ul style="list-style-type: none"> <li>Most objects marked with unique identifier</li> <li>Documented to Museums Accreditation standard minimum</li> <li>Most material listed on computerised database</li> <li>Catalogue information available to all 'collections staff'</li> <li>Catalogue information available to external researchers &amp; general public via staff</li> <li>Some supporting paper based documentation held secure</li> </ul> |
| <b>4 POOR</b>    | <ul style="list-style-type: none"> <li>Room locked when unoccupied and/or storage cabinets &amp; drawers locked</li> </ul>  | <ul style="list-style-type: none"> <li>Storage area shared (with non museum collection items)</li> <li>Unsuitable or insufficient racking</li> <li>Some, overcrowding / access restrictions</li> <li>Some material stored at floor level</li> <li>Showcases inadequate</li> <li>Very limited space for handling / inspection</li> <li>Area not checked for health &amp; safety compliance</li> </ul>   | <ul style="list-style-type: none"> <li>Vulnerable objects dust protected</li> <li>Most objects wrapped / protected within boxes</li> <li>Overcrowding in boxes</li> <li>Some use of non conservation grade housing &amp; packing materials</li> <li>Some objects on open display / secured</li> </ul>  | <ul style="list-style-type: none"> <li>Temperature / RH checked occasionally</li> <li>Temperature held within range acceptable for stored material</li> <li>RH uncontrolled</li> <li>Daylight excluded</li> <li>Very occasional cleaning</li> <li>Occasional pest monitoring &amp; reactive control</li> </ul>   | <ul style="list-style-type: none"> <li>Some material appears unstable</li> <li>Some objects incomplete or severely damaged</li> <li>Interventive conservation work required before any use permitted</li> </ul>   | <ul style="list-style-type: none"> <li>For many items no proof of purchase / transfer of title recorded</li> <li>Some items not formally accessioned, but proved/known to be owned by organisation</li> <li>Minimal acquisition correspondence held</li> <li>Some objects held on 'indefinite loan', no renewal schedule</li> </ul>  | <ul style="list-style-type: none"> <li>Some objects marked with unique identifier</li> <li>Not fully documented to Museums Accreditation minimum, but programme to address documentation backlog in place / on schedule</li> <li>Catalogue not accessible to most staff</li> <li>Not fully listed on computerised database</li> <li>Minimal paper documentation</li> </ul>   |
| <b>5 V. POOR</b> | <ul style="list-style-type: none"> <li>Unlocked and/or or shared space</li> <li>Cabinets &amp; drawers not locked</li> </ul>  | <ul style="list-style-type: none"> <li>No dedicated storage area</li> <li>Inadequate / unsuitable storage racking,</li> <li>Inadequate showcases or objects on unprotected open display</li> <li>Overcrowding / objects not accessible,</li> <li>Inadequate space for handling / inspection</li> <li>Not health &amp; safety compliant</li> </ul>  | <ul style="list-style-type: none"> <li>Not all objects dust protected</li> <li>Objects inadequately wrapped / protected within boxes</li> <li>Overcrowding</li> <li>Non conservation grade housing &amp; packing materials</li> <li>Objects on open display / unsecured / unsupported</li> </ul>   | <ul style="list-style-type: none"> <li>Unstable &amp; unmonitored temperature &amp; RH</li> <li>Daylight &amp; dust not excluded</li> <li>No pest control or monitoring</li> </ul>   | <ul style="list-style-type: none"> <li>Very unstable material – immediate action required</li> <li>Beyond repair</li> <li>Could pose risk to other objects</li> </ul>   | <ul style="list-style-type: none"> <li>Many items not accessioned,</li> <li>Provenance not documented</li> <li>Loans not fully documented</li> </ul>   | <ul style="list-style-type: none"> <li>Most object not marked with unique identifier</li> <li>Not fully documented to Museums Accreditation minimum, no programme to address documentation backlog.</li> <li>Existing documentation not accessible to most staff</li> </ul>  |