

# Policy

## Art Collection Conservation



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**To outline responsibilities and methodology for the preservation and conservation of the City of Kwinana’s Art Collection.**

Adopted:	14/09/2011 #394
Last reviewed:	11/07/2012 #163
Legal Authority:	Local Government Act Section 2.7 – The Role of Council [Insert other relevant legalisation here]

## **Policy:**

In accordance with its Art Collection Policy, the City of Kwinana recognises its responsibilities to preserve and conserve its art collection. Council will endeavour to provide the best possible physical environment, preventative maintenance programs and conservation services to meet its responsibilities to the collection. The ability of the City of Kwinana to undertake appropriate care of the collection will be determined by resources.

Priority will be given to area of preventative conservation and priority listed artworks. The Conservation Policy is to be read in conjunction with the Art Collection Policy.

## **Responsibilities:**

The City of Kwinana will designate a suitably qualified person to determine conservation priorities and the extent of conservation treatments to be carried out. Responsibility for decisions on conservation matters will rest with the Cultural Development Coordinator, assisted by the Local History Librarian.

Wherever possible Council will consult with qualified experts in the field of conservation before taking any course of action which may affect the physical state of the objects. Where appropriate, the Building Assets Team will assist with the maintenance works.

Decisions as to how and where objects will be stored, exhibited or loaned rest with the Cultural Development Coordinator, following professional conservation advice where necessary.

## **Treatment of objects/maintenance of the collection:**

City of Kwinana will ensure that cleaning, repair or conservation of any object and artwork in its collection is carried out only by qualified personnel. As a general rule conservation and stabilization of items is preferred over the restoration of items.

It is the preferred policy that any treatment of objects and artworks be done in such a manner as to maintain the historic and artistic integrity of that item. It is not the aim to restore items to pristine condition.

Where possible any conservation treatment should be reversible. Only suitable materials and approved methods should be used.

All treatments should be documented for future reference.

### **Staff awareness and training:**

The City of Kwinana will ensure that sufficient training is provided to staff in order for them to implement preventative care of collection programs.

The City of Kwinana will ensure that key employees of Council are aware, or are made to be aware of the importance of conservation and every aspect of preventative conservation, especially handling and good housekeeping.

The City of Kwinana will provide in-house training for key employees in the handling and preventative care of objects and artworks. Where further training is deemed necessary the City will provide financial or other support for staff participation in outside training programs. Only staff with appropriate training will be permitted to handle objects and artworks.

### **Security, risk management, disaster preparedness:**

The City of Kwinana will take every precaution against damage or loss to the collection through fire, flood, water damage, theft, vandalism, accident and damage from insect pests and vermin. This includes objects while on display, in storage or in transit.

Procedures will be established and support will be provided to prevent the above damage or loss occurring.

The City of Kwinana will establish procedures for care of artifacts and artworks in the event of physical emergencies such as fire, flood, accident, etc, and ensure that all staff are thoroughly familiar with these procedures.

### **Storage, handling and monitoring:**

The City of Kwinana, understanding that the preservation of the Permanent Collection is its responsibility, will endeavour to provide suitable storage and care for the collection at all times.

When required, the City of Kwinana will provide space for storage which must be regularly cleaned, monitored and maintained.

Storage shelves, containers and packing materials must not be harmful to the objects and artworks. Where possible inert, acid free materials will be used.

The City of Kwinana will conduct periodic checks on the collection, both on exhibit and in storage, in case items undergo a change in physical condition.

## **Documentation:**

The City of Kwinana will ensure that all objects and artworks in the collection are correctly documented with respect to ownership, incoming and current condition, and need for conservation treatment.

Any conservation work carried out on an item will be documented for future reference. The location of every item in the collection will be recorded.

Regimes for periodic conservation tasks will be documented and adhered to.

## **Loans of objects and artworks:**

### Outgoing Loans

Potential borrowers must be investigated to ensure that the standards of exhibition, storage and handling they can provide are equivalent to the City of Kwinana's standards.

The conditions under which such loans are made must be outlined on the loan form.

Only those items in sound physical condition will be lent. No item likely to suffer damage while on loan will be lent.

The Cultural Development Coordinator is responsible for authorizing and regulating the loan of items.

The borrower is responsible for the continued well-being of the objects or artworks.

Condition reports on all incoming and outgoing material should be made as a means of determining changes to objects.

The City of Kwinana will ensure that all objects and artworks loaned to other institutions will be protected from damage both in transit and in the borrowing institution.

### Incoming Loans

Items borrowed for short term display will be looked after as per the City of Kwinana Conservation Policy.

No conservation treatment will be carried out on borrowed items. If such treatment is necessary this will not be undertaken before permission has been received from the lending individual or institution.