

Policy #9: Preservation

Preservation, conservation, and interpretation of the collection's artifacts is the Museum's primary mission. Through three floors of exhibition space and a storage area, the artifacts will be preserved and cared for to industry standards. When in storage or on display, the items receive the same care in order to preserve them for generations to come. Only trained museum employees and volunteers will handle objects to reduce and avoid damage and only under direction of the Curator. The environment will be monitored by electronic dataloggers throughout the museum, processing room, and storage areas. The Curator will check all dataloggers once every 2 to 4 weeks to ensure environmental conditions meet or are as close as possible to proper industry standards. If there is an anomaly, appropriate measures will be taken. Conservation including scheduled artifact cleanings may only be performed by or under supervision of the Curator.

Any damage to artifacts will be immediately reported through the Curator to the Collections Committee Chairperson and recorded by the Curator for entry into the Museum catalog. Such damage reports will include at minimum the date, time, location, and circumstances of the damage or, if unknown, the date, time, location, and circumstances of the discovery of the damage. Photographs of the damage shall also be taken and kept with the report.