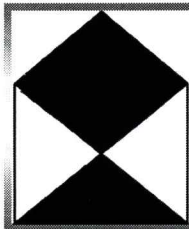


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CANTERBURY DISASTER SALVAGE TEAM

"Working Towards Saving Cultural Collections"

NEWSLETTER

MEMBERS

Roslynn Bell, University of Canterbury; Lynn Campbell, Christchurch City Art Gallery; Cynthia Cripps, Canterbury Museum; Jill Durney, Macmillan Brown Library; Rosemary O'Neill, Christchurch City Libraries; Graham Penwell, Lincoln University Library; Tony Sellwood, RNZAF Museum; (Pending) NZ Historic Places Trust Pouhere Taonga

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Cynthia Cripps, Editor

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April 2004 Workshop Summary
April 2005 Workshop Notice

**An Ounce of Prevention is...Worth its Weight in Gold
Mitigating Risks to Heritage Collections**

16 April 2004

Workshop Summary

Framework for Preservation of Museum Collections (poster), Canadian Conservation Institute

Agents of Deterioration

1. Direct Physical Forces
2. Thieves, Vandals, Displacers
3. Fire
4. Water
5. Pests
6. Contaminants
7. Radiation (eg. light)
8. Incorrect Temperature
9. Incorrect Relative Humidity
10. Custodial Neglect

Stages of Response

1. Avoid
2. Block
3. Detect
4. Respond
5. Recover/Treat

Using Storage to Mitigate Risk

*Cynthia Cripps
Canterbury Museum*

Direct Physical Forces

- make aisle and manoeuvring spaces wide enough (minimum 1m, more for areas containing larger collection items)
- make objects secure in shelving to prevent movement during an earthquake and don't overcrowd
- train staff in handling, packing/rehousing, exhibiting and transporting objects

Thieves, Vandals, Displacers

- Ensure that light reaches all corners and keep work areas out of store areas
- Identify and isolate high priority collections
- Maintain an accurate recording system (database, movement registers, shelf markers)

Fire

- Consult a professional service or your local fire department conforming to legislation relating to sprinklers, alarms, extinguishers, etc.
- Place electrical fittings outside storage hardware and close cabinets when not in use

CORRESPONDENCE TO: The Canterbury Disaster Salvage Team, c/o The Christchurch City Art Gallery, PO Box 2626, Christchurch, 8001, Phone (03) 3650 915, Fax (03) 365 3942

- Train staff in the use of fire extinguishers
- Keep storage areas clear of rubbish, combustibles and store flammable hazardous materials away from collections

Water

- Locate sources of flooding and isolate from collections (eg pipes, sprinklers, mechanical rooms, rising damp)
- Keep a gap below storage units (minimum of 100mm)
- Install water alarms
- Use boxes, plastic sheet, or enclosed shelving

Pests

- Ensure regular housekeeping
- Inventory and identify high risk items – inspect regularly and isolate in a box or special made cover to keep insects out (or in and away from other items in the store)
- Implement an integrated Pest Management programme

Contaminants

- Use conservation quality housing materials
- Isolate potential sources (eg pipes, mechanicals, other objects)
- Provide 'buffering' via boxes, tissue paper, closed cabinets
- HVAC systems with filters to remove pollutants

Radiation - Light

- Use light fixtures that don't produce ultra violet(UV), or use a filter to remove UV
- Have separate banks of lighting if possible to light up only the areas needed and keep lights off as much as possible
- Remove sunlight and use boxes and opaque covers for sensitive material

Incorrect Temperature

- Avoid placing storage units near sources of heat (eg electrical equipment, heaters)
- Keep light fixtures out of cabinets and shelving
- Leave an air space between shelving and exterior walls
- Provide 'buffering' by using boxes, enclosed cabinets
- Insulation and an HVAC system to control fluctuations

Incorrect Relative Humidity

- Avoid placing storage in basements, attics, near windows or exterior walls
- Keep storage units 100mm off the floor (air circulation)
- Use vapour barriers on exterior walls, basement floors
- Insulation and an HVAC system to control fluctuations
- Provide 'buffering' by using boxes, enclosed cabinets

Custodial Neglect

- Involve all staff, including management in developing a storage plan and procedures
 - Get agreement on goals (eg British Museum Standard of "Just noticeable change within 50 years")
- Ensure all staff, volunteers, board trustees, and local government are educated in the importance of proper storage for preserving the collections

Risk Management - General Introduction¹

What is risk management?

A risk is any exposure to potential loss or damage that can impact on your organisation. Risk management is just systematically identifying threats (risks) to your organisation and developing ways to minimise those occurring. You are already practicing risk management to some degree, but it is important that you formalise what you do.

¹ Based on material from the *Recreation & Sport* website of the Office for Recreation and Sport (ORS), South Australia State (<http://www.recSPORT.sa.gov.au/rim.shtml>).

Risk management involves developing a system of policies, processes and procedures. You cannot eliminate all risks, but you can manage them appropriately. Risk management needs to become a part of the culture of your organisation, rather than being seen as something separate. Even if the process used is informal, it should be documented and based on a known system.

How do you manage risk?

There are three main stages in risk management namely: identification, assessment and treatment.

In summary the ten steps to develop a risk management plan are:

1. Make a commitment as an organisation to risk management.
2. Identify all possible threats and risks.
3. Assess the level of each risk.
4. Decide to accept or treat each risk.
5. Determine treatment options for all unacceptable risks.
6. Formalise your risk management action plan.
7. Implement your treatment options.
8. Communicate information to everyone affected.
9. Review your risk management action plan after six months.
10. Identify any new risks and update your plan.

Risk Management Standard- NZ Standard 4360

Graeme Nicholas

Christchurch City Council

It is currently a draft revision of the 1999 standard. HB184 "Risk Management Guidelines" has specific guidance on implementing the standard.

4 sections

1. Scope , application & Definitions
2. Risk Management process overview
3. The Risk Management process
4. Establishing effective risk management

The risk management process NZ standard 4360

- Communicate and Consult stakeholders
- Establish Context / Criteria: objectives / expectations
- Identify the risks to objectives
- Analyse risks/ opportunities : in terms of significance by consequence and likelihood.
- Evaluate risks against criteria
- Develop treatment options.
- Monitor effectiveness of controls over time

A Risk Management Plan is a description of :

- What we want to achieve and why
- Risks faced in achieving it
- How we will deal with those risks and their priorities.
- How we will know if we are succeeding

Insurance for Cultural Collections

Simon Ross

Jardine Lloyd Thompson Ltd

Most traditional insurance cover does not suit the specialised needs of cultural institutions. It is important to talk with an insurance broker to find out what suits best as policies can vary depending on insurance supplier. Particular attention should be paid to the basis of settlement and exclusions. Recently, cover has been developed for cultural institutions (the third type listed below).

3 main types

1. Material Damage
2. All Risks
3. All Risks Fine Arts

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**CANTERBURY DISASTER TEAM
PRESENTS**

DESIGN YOUR OWN DISASTER PLAN

When: April 8th 2005

Where: University of Canterbury Computer Suite

This workshop is designed to get you up and running with the production of your own disaster manual.

**There will be five free places for small institutions
Contact Lynn Campbell for information and application forms.**

Phone 03 9417380

Email campbell@ccc.govt.nz

Post P O Box 2626, Christchurch

