



OLD POLICE CELLS MUSEUM

Collections Care and Conservation Policy

Approved by the Trustees
This policy will be reviewed by

Date: 20 January 2020
Date: January 2025

Statement of purpose

This policy has been written in accordance with the museum's Statement of Purpose and the Collections Development Policy. All staff (paid and volunteer) have read and agreed to abide by the policy. The Collections Care and Conservation Plan sets out the way the policy will be put into action and should be read in conjunction with the Forward Plan, the Emergency Plan and any other plans affecting the collections and the museum buildings.

The purpose of the Collections Care and Conservation Policy is to set a framework for:

- The preservation of the collections and buildings in the care of the museum,
- Preventative and remedial conservation of the collections
- The safe use of and access to collections, within the limits of the museum's resources

Context

The museum aims to improve the care and conditions of all its collection in accordance with Benchmarks in Collections Care, Signposts or other approved standards within the limits of its resources.

The safety and preservation of the collection will be considered from the outset of any plans to alter the displays or storage, to modify the buildings or to allow access to any part of the collections.

People

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 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 accessioned 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 Preventive Conservation Officer from the South East Museums Development Team for regular advice.

Any problems or concerns relating to the care of the collection are referred by the Curator to the Preventive Conservation Officer 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 remedial 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 is housed within Brighton Town Hall whose upkeep is the responsibility of Brighton and Hove City Council. The museum recognises that the maintenance of the Town Hall, most significantly the historic police cells and adjacent areas that house the displays and collections, are fundamental to the preservation of the museum building and collection and endeavours to keep the areas it is responsible for in a suitable condition. The museum's collection is stored and displayed in the following areas of the Town Hall. The body responsible for the upkeep of these areas is listed.

Building	Used for	Owner	Upkeep carried out by
Brighton Town Hall	Entry point to Museum entry	Brighton and Hove City Council	Brighton and Hove City Council
Brighton Town Hall foyer	Display case of museum objects	Brighton and Hove City Council	Brighton and Hove City Council
Old Police Cells Museum	Display of collection	Brighton and Hove City Council	Volunteers and Curator



Old Police Male Cell 5	Storage	Brighton and Hove City Council	Volunteers and Curator
Back work rooms	Conservation area, object entry procedures	Brighton and Hove City Council	Volunteers and Curator
Basement	Tours and event hire	Brighton and Hove City Council	Brighton and Hove City Council with volunteers and Curator

Brighton and Hove City Council has a Buildings Plan for the upkeep of all buildings which are its responsibility.

The museum carries out a weekly inspection of all areas in the Town Hall which are not its responsibility but impact on the Museum and its collections and notifies the body responsible about any remedial or maintenance work required.

The Collections

The museum is aware of the risks to the collection from environmental factors, poor handling, storage and display materials and methods, and of the need to record the condition of the collection. The museum cares for the collections in store, on display and, by setting suitable requirements, on loan.

The details are listed in the Collection Care and Conservation Plan and include:

- Awareness of vulnerable objects
- Identifying threats to the collection
- Checking building condition
- Building maintenance
- Inspecting and cleaning the museum
- Housekeeping and cleaning objects on open display
- Condition checking the collection
- Collections Care and Conservation records
- Environmental monitoring including temperature, relative humidity, light and dust
- Environmental control and improving the environment
- Pest monitoring and managing the threat from pests
- Equipment maintenance
- Storage materials and methods
- Display materials and methods
- Transporting objects
- Collection care resources
- Professional advice
- Remedial conservation and working with conservators
- Training for the collection care team



The Collection: Working Items

The museum has a Police Lamp that is currently on display and functioning. Separate details about its care are included in the objects database.