



museum of
farnham

Collections Care and Conservation Policy

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Name of museum:

Museum of Farnham

Name of governing body:

Farnham Maltings and Waverley Borough Council

Date on which this policy was approved by the governing body:

19.05.2025

Policy review procedure:

The Collections Care and Conservation Policy will be reviewed every five years.

Date at which this policy is due for review: on or by 30.05.2030

This policy has been written in accordance with the museum's statement of purpose. All relevant staff and volunteers have read and agreed to abide by this policy.

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1 Introduction

1.1 Mission

The Museum of Farnham's mission is to connect people to the cultural heritage and history of Farnham, using the collections and historic site that we care for.

1.2 Purpose of this document

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 collection
- The safe use of and access to collections, within the limits of the museum's resources

1.3 Context of this document

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.

2 The People

The overall care of the collections is the responsibility of everyone who works at the museum. Any concerns regarding the collections should be reported in writing to the Museum Manager or Collections and Exhibitions Officer.

The Collections and Exhibitions Officer is responsible for setting and ensuring the standards of collections care to be maintain. These procedures will be carried out by the Collections and Exhibitions Officer and collection volunteers.

The museum trains all members of 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 collection will be briefed on how to handle the items they are working on, and will be supervised at all times by the Collections and Exhibitions Officer or a collections volunteer.

Any problems or concerns relating to the care of the collection are referred by an 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.

Decisions around museum objects undergoing conservation work will be authorised by representatives of the museum and governing bodies, as listed below. An agreement between the members of this party must be made prior to conservation work being carried out.

- Collections and Exhibitions Officer
- Museum Manager
- CEO of Farnham Maltings
- Representative from Waverley Borough Council
- Representative from Farnham Town Council (from April 2025)

3 The Buildings

3.1 The museum recognises that the maintenance of its buildings is fundamental to the preservation of both the building and collection, and endeavours to keep the buildings in a suitable condition.

3.2 The museum's collection is stored and displayed in the following buildings:

- Willmer House, The Museum of Farnham
- Biffa Waverley Municipal Depot
- HM Coroner's Court (temporary storage 2023 to 2026)

3.3 The governing body responsible for the upkeep of the buildings is Waverley Borough Council.

3.4 The museum carries out regular inspections of all buildings housing the collection and notifies the body responsible about any remedial or maintenance work required.

4 The Collection

4.1 The museum cares for the collections in store, on display, and on loan. 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 collections are suitably insured with costs paid by Waverley Borough Council.

4.2 It is currently unknown of the number, if any, of the objects in the collection are or should be in working condition. Please see the [Care of Working Objects Policy](#).

4.3 There is currently one item in the collection that requires immediate specialised care and conservation. Please see the [Care and Conservation Plan](#).

5 Condition Checking and Technical Assessment

5.1 The following checks are necessary to uphold the best possible care of objects in the museum collection

- Environmental recording (E.G. temperature, humidity, light)
- Integrated pest management
- Cleaning checks
- Security checks
- Storage checks
- Condition checks

5.2 These standards will be carried out by the Collections and Exhibitions Officer, the Museum Manager, and volunteers, and will be monitored by the Collections and Exhibitions Officer.

5.3 Significant information collected when performing the above checks must be reported to the Collections and Exhibitions Officer as soon as possible to investigate any potential issues that may impact the care of the collection. Security or Health and Safety aspects must be reported to the Museum Manager as soon as possible to investigate any potential issues that may impact the care of the building.

5.4 When conservation work has been agreed to be carried out, the following information must be documented.

- Damage to the object in the form of a condition report and photographs
- Information regarding the type of the treatment
- Reasons for the treatment (E.G. to put an object back on display)
- Potential risks to the object of undergoing the treatment
- Continued care advice

Additional information advised by the conservator may also be provided.

5.5 Please see the [Collections Care and Conservation Plan](#) for how the museum plans to assess and manage collection environments.

6 Damage and Loss

6.1 Conservation treatment may be considered for the following reasons. This list is not exhaustive, but is noted to demonstrate possible reasons for the museum's collection undergoing specific conservation treatment.

- Damage to an object that limits its ability to be displayed in the museum galleries and in exhibitions
- Significant pest damage
- Damage to an object that is of high significance or rarity

6.2 If objects in the museum are damaged or suspected lost, the Collections and Exhibitions Officer should be informed immediately to take required action. Security aspects will be supported by the Museum Manager.

6.3 Representative(s) from Farnham Maltings and Waverley Borough Council will navigate situations that attract any media interest.

7 Emergency Planning for Collections

7.1 In the case of an emergency whereby the collection is at risk, the Emergency Plan must be followed. This will be led by the Collections and Exhibitions Officer.

7.2 To aid the efficiency of salvaging significant objects in the collection, objects to be salvages first in the instance of an emergency will be marked as 'Priority Salvage'. A list of these objects will be included in the [Emergency Plan](#) and in each storeroom where these priory objects are held.

7.3 Copies of the Emergency Plan will be kept at the following locations:

- Museum of Farnham
- Waverley Borough Council
- Farnham Maltings
- Biffa Waverley Municipal Depot
- Residential home of the Collections and Exhibitions Officer
- Residential home of the Museum Manager

A digital copy will be kept on the Museum Shared Data drive.