

# **Trowbridge Museum Collections Care and Conservation Policy**

**Approved:**

**Review date: April 2025**

**This plan sets out the actions required to implement the Collections Care and Conservation Policy. It should be read in conjunction with the Forward Plan, Emergency Plan, Safety Manual and Security Review and any other plans affecting the collection and the Museum building.**

The Museum has access to conservation advice from Wiltshire's Museums Development Officer and is able to seek advice from Wiltshire Council's Conservation and Museums Advisory Service (CMAS) when required, as well as the ability to apply for work on specific projects.

## Contents

<b>1. Monitoring and improving environmental conditions including temperature, Relative Humidity (RH), light and Dust</b>	<b>4</b>
<b>2. Managing the threat from pests</b>	<b>6</b>
<b>3. Housekeeping</b>	<b>7</b>
<b>4. Conservation Cleaning of objects on open display</b>	<b>8</b>
<b>5. Documentation of the condition of the collection and of any object conservation</b>	<b>9</b>
<b>6. Storage materials and methods</b>	<b>9</b>
<b>7. Display materials and methods</b>	<b>10</b>
<b>8. Handling materials and methods</b>	<b>10</b>
<b>9. Transport methods</b>	<b>11</b>
<b>10. Loans out</b>	<b>11</b>
<b>11. Loans in</b>	<b>12</b>
<b>12. Workforce training</b>	<b>12</b>
<b>13. Appendices</b>	<b>13</b>
<b>1. Loans form</b>	
<b>2. Condition check form</b>	
<b>3. Pest monitoring form</b>	
<b>4. Useful contacts</b>	
<b>5. Cleaning programme</b>	

## **I. Monitoring and Improving Environmental Conditions**

### **Temperature and Relative humidity**

The Collections Officer and Museum Assistant monitors and records the temperature and relative humidity (RH) in the Storage and display areas.

The museum aims to maintain conditions that are as stable as possible, within the range 16 - 20°C and 45 – 55% RH as appropriate for mixed collections.

If the results fall outside the desired range, the cause is investigated, professional advice is sought and action taken to improve conditions.

Special conditions are required for some of the archaeological objects, particularly metal; these objects are kept in the controlled environment of the Store and are sealed in Stewart boxes with clear indicating silica gel to create a dry microclimate. The boxes are checked every 6 months to see if the gel needs replacing.

There are radiators in the Store which stop the temperature falling too much in winter and a humidifier and dehumidifier can be used if the RH becomes either too high or too low. The Collections Officer and Museum Assistant check both machines, when operational, regularly.

The environment in the Store is also maintained using air conditioning to keep the temperature at a steady 18°C and a humidifier or dehumidifier are used if the RH exceeds acceptable limits or if the atmosphere becomes too dry. A hygrothermograph is positioned near the Teasel Gig on the Lower Gallery

A digital temperature and RH meter is used in the Lower Gallery in the Spinning Jenny display, as required by the Science Museum from whom the machine is on loan.

To maintain stable conditions in the rest of the Museum, heating can be controlled in winter, and in the summer there are a number of electric fans to reduce heat on the Gallery. Windows and doors in the offices can be opened to create airflow around the Gallery if necessary.

Environmental data has been kept dating back to 2001. Environmental reports are kept in the metal filing cabinet in the Workroom, as are the RH and temperature graphs.

Where necessary, the non-digital devices can be calibrated by the conservators at CMAS. This tends to be done every two years and is one of the services that can be requested via the CMAS yearly visit.

### **Light**

All doors and windows in the Museum Galleries can be securely closed. There are also pull-down blinds available across the back wall of the Lower Gallery by the large machines (except where the air vent goes through the window next to the Spinning Mule). The windows nearest to vulnerable objects such as the Spinning Jenny are blocked off completely.

Light levels on the Lower Gallery recorded by CMAS were found to be within acceptable limits.

Museum staff understand that it is important to change displays containing vulnerable materials, such as textiles and organics, to reduce the amount of time they are exposed to light. The gallery lights are kept switched off when the building is closed to the public. The most sensitive textile exhibit, the silk “Queen Caroline Flag” is kept in a special case with a screen that only lifts when a button is pressed and drops automatically on a timer. Storage areas are kept dark when not in use.

Lights in cases have all been replaced with LED lighting. Light sensitive material is not left on permanent display, and during temporary exhibitions, objects on display are protected using Secol sleeves, kept in cases with the lights switched off, or displayed on lower shelves, as far away from sources of light and heat as possible. If the exhibition is lengthy (although none exceeds 5 months), items are checked for signs of fading or dryness.

The museum aims to keep light exposure for very light sensitive material to below 150,000 lux hours per year and for less sensitive material to below 300,000 lux hours per year. The museum will remove items from display if light exposure is deemed to be too high.

## **Dust**

Items are not left exposed to dust if possible. They are protected by being kept in boxes or display cases or covered with Tyvek or cotton sheets or acid-free tissue paper. If items need to be protected with a polythene sheet they are first covered with acid-free tissue paper. Covered objects and items in boxes should be clearly marked to identify the object inside.

Dust levels in the museum are managed by implementing the following:

### A regular cleaning schedule

The Collections room is cleaned weekly. The main Store is cleaned an aisle at a time by the Museum Assistants on a rolling programme. The Store is regularly monitored and any build-ups of dust are removed.

Most of the items on display are behind or under glass. A rolling programme for cleaning the machine areas and inside the exhibition cases has been instituted and carried out by the Collections Officer, Museum Assistants and a museum volunteer (see Appendix 2). This includes cleaning the machine areas at least once a year.

The gallery itself, including floors and exhibition cases, is cleaned 5 days a week and the offices once a week by the cleaners. The insides of exhibition cases in the Temporary Exhibition gallery are cleaned by staff each time displays are changed, as is the Friends case

### Reducing amount of airborne dust

Staff keep doors and windows closed whenever possible and close internal doors (there are no external doors as such, as the museum is encapsulated within the Shires Shopping Centre; the only exceptions are fire escape doors, which are only opened in an emergency). The museum’s air ducting system is serviced yearly and has removable and cleanable air filters. The air conditioning in the offices and the Store is also serviced annually.

#### Keeping the approach to the museum clean

The stairs leading up from the shopping centre into the museum are cleaned by the cleaners once a week and any drink spillages or food waste are cleaned up immediately by staff or by shopping centre staff on request.

#### Keeping objects on open display clean

Every effort is made to prevent the build-up of dust and dirt on the galleries. More delicate items such as the Spinning Jenny and the long case clock are dusted by the Collections Officer and Museum Assistant (see cleaning schedule, Appendix 8).

## **2. Managing The Threat From Pests**

### Quarantine

Any item coming into the museum (even returning items which have been on loan) will be kept separate from the collection until they have been fully examined by the Collections Officer.

Items which have to be stored in the museum awaiting examination will be kept away from the collection or isolated by placing them in a polythene box or wrapping them in a polythene sheet. They will be examined as quickly as possible. Items being quarantined are kept in the Isolation Room just off the Collections Room.

### Monitoring

Sticky traps are placed by the Dobcross and the open fabric display on the Upper Gallery and by the Spinning Jenny and in the Store on the Lower Gallery. This is to monitor insect activity especially in corners and dark, quiet or hidden areas. Since much of the collection consists of woollen textiles, staff are particularly vigilant with regard to the presence of living moths.

The traps are checked monthly and a copy of the completed **Pest Record form** is given to the Museum Manager and Collections Officer. The traps are numbered on the record form with a clear description of their location. Each trap is examined by the Collections Officer or Museum Assistant in good light using a magnifying lens. An example of the record sheet is available in Appendix 3. Displays behind glass are examined monthly for insect incursion and on-going box checks should pick up any problems in the Store.

If pests are found which are potentially harmful to the collection or building, a conservator from CMAS will advise on the best course of action (pest treatment is available as required from the service).

### Prevention

No food or drink is kept or consumed in any area where the collections are stored or openly displayed.

Good housekeeping keeps the museum clean, reducing the risk of infestation by pests. Every month the Museum Assistant checks the sticky traps. The open displays of cloth are also checked once a month and are beaten or shaken to discourage infestation. Windows and

doors are kept shut whenever possible and the door to the Store is also kept shut, whether or not there are staff working in there.

Gloves can be worn when handling objects to reduce the possibility of mould growth and pest attack but freshly washed and clean hands are acceptable. When handling metal objects gloves are always worn.

The Store is deep cleaned every year on a rolling programme. All boxes and items are removed from shelving, the shelving wiped clean with microfibre cloths and the tops of the boxes or uncovered objects dusted using a feather duster or the brush attachment on a hand-held mini vacuum cleaner. The floor of the Store is also hoovered.

Good ventilation is important for preventing mould and pest infestation, so to this end the museum has been using air conditioning in its Store for many years. Items are stored in a way to allow air movement around them and the boxes are on metal shelves in a system of roller racking, the edges of which are kept at least 75mm (3 inches) away from walls. The only items stacked against external walls are large and robust, and are protected by Tyvek sheeting.

Any mouldy or pest infested packing material is securely bagged and disposed of promptly. Objects which may contain active pests are either sealed in airtight boxes or bags and wooden items are placed on top of black card so any frass from active woodworm can be easily detected.

### **3. Housekeeping**

Polishes, cleaning agents or sprays are used on the Gallery only when absolutely necessary, and then under the guidance of a member of staff.

Microfibre cloths (dry or dampened with clean water), mops and a vacuum cleaner are used for cleaning the Gallery.

Housekeeping does not include cleaning objects on open display.

Storage areas:

- a. The floor in the Store is deep-cleaned as part of the rolling programme for cleaning (see Appendix 8) .
- b. Shelves and ledges are wiped down with microfibre cloths by the Collections Team.
- c. No rubbish bins are kept in the Store. The one in the Collections room is emptied once a week.

Essentially the Store at Trowbridge Museum is a sealed unit, only used for the retrieval or placement of objects. When not in use, the lights are switched off and the door shut. No staff members spend more than 10 minutes in there at any one time, and the windows are never opened.

Display areas:

- d. Floors are cleaned by the cleaners 5 days a week.
- e. Cases are wiped with microfibre cloths by the cleaners weekly
- f. Shelves are wiped down with microfibre cloths by the Collections Officer and Museum Assistant as part of the rolling programme for cleaning (see Appendix 8)
- g. The rubbish bin behind the Shop counter is emptied weekly by the cleaners and the bins in the picnic area are emptied by the Museum Assistants daily.
- h. The areas are deep-cleaned by the Collections Officer and Museum Assistant as part of the rolling programme for cleaning (see Appendix 8)

Offices and work areas:

- i. Floors are cleaned by the cleaners; the Gallery floor is vacuumed 5 days a week and the offices once a week on a rolling programme.
- j. Rubbish bins are emptied weekly by the cleaners
- k. Dusting is done by the Assistant Curator whenever needed.

#### **4. Conservation Cleaning of objects on open display (or in open storage)**

Wherever possible, items are displayed in secure, suitable cases and stored in appropriate boxes. Where this is not possible, items on open display or in storage are carefully monitored and recorded and appropriate action taken when damage or dirt is observed.

Delicate items including the fire engine, the Spinning Jenny and the clocks are cleaned by the Collections Officer or Museum Assistant under advice from a conservator.

- Objects in open displays such as the haberdashery, Stumpy, Teasel, and the open fabric display are cleaned using the brush vacuum method:
  - the object is carefully examined to make sure that it is safe to clean
  - a soft pony-hair brush with its metal ferrule protected with masking tape is used to remove loose dust
  - a hand-held vacuum cleaner with a piece of muslin held in place over the nozzle with a rubber band is used to suck up the loosened dust
  - care is taken not to touch the object with the vacuum cleaner hose or other apparatus
  - the object should then be checked after cleaning and any changes note.

#### **5. Documentation of the condition of the collection and of any object conservation**

The museum retains records of any work carried out on objects by external conservators. Records are stored together in a folder in the fireproof cabinet in the Collections Room and the basic information is appended to the item's catalogue entry according to the procedures set out in the museum's Documentation Procedures Manual.

Every object borrowed from the collection has its condition checked and recorded when it leaves and returns to the museum. A copy of the Trowbridge Museum Loan Form is available as Appendix I.

The condition of the collection is checked by the Collections Officer as part of the continuous box check on the MODES database. A folder detailing all objects considered to be in poor condition or fragile is updated every year and any changes in the condition of any object are relayed to the Collections Officer and Exhibitions Officer and Museum Manager for action in line with the museum's Forward Plan.

## **6. Storage Materials and Methods**

The museum is mindful that all items should be protected in inert packaging materials in a way which protects them from chemical or physical damage.

The museum aims to pack items individually where appropriate. Acid free boxes, Stewart boxes and crystal boxes are used for external packing. Protective materials include Secol sleeves of appropriate size for flat objects (usually paper, photographs and prints), archival quality sealable bags and acid free tissue paper and foam. Hanging Secol sleeves are used for smaller photographs, which are kept in a metal filing cabinet. Please see Forward Plan for details of conservation budget each year for packing materials.

- Items which are too large to be boxed are covered with acid-free tissue or Tyvek fabric.
- A few large, robust items are stored on the floor in the Store (OP shelves) as well as on the L and M shelves.
- Banners should be rolled if possible, and interleaved with acid free tissue. Clothing items should either be suspended from padded hangers on the rack in the Store or padded with acid free tissue paper and stored in appropriate costume boxes. Long playing records should be stored in the large blue cube boxes, on their edges, as should bonnets or hats that would otherwise be at risk of being crushed. Large prints, photographs and artwork should be stored flat in Secol sleeves or interleaved with acid free tissue paper and stored in the Plan Chest designated **P**. Care should be taken not to allow these shelves to become overfull or too heavy.
- Large paintings and framed items are stored on the N shelves interleaved with board.

## **7. Display Materials and Methods**

The museum uses only securely lockable display cases.

New cases are chosen in accordance with the *Signposts Factsheet No 2 Materials for Storage and Display* and the *Guidance Note Choosing New Display Cases* produced by Wiltshire County Council (now CMAS).

Mounts are made with materials as advised in *Signpost Factsheet No 2*. These are constructed to provide support for the object and protect it from physical damage during display and

handling. Smaller objects are supported either on museum quality Perspex mounts from Dauphin or on acid free board or Plastazote and where pins are used, these have been sheathed in catheter tubing.

Some items, such as the samplers conserved in 2014, have been mounted onto acid free board or framed so they can be more easily displayed. All mountings used in the museum can be removed without damaging the object.

Items on open display are checked by the Collections Officer three times a week and any changes to their condition is recorded in a note on MODES. Items on open display are secured using the least damaging method possible.

## **8. Handling Materials and Methods**

Direct handling of Museum objects should be avoided where possible.

It is advisable to remove any jewellery which could come into contact with the object's surface. Also remove watches (unless these are covered by the gloves).

It is understood that sometimes gloves cannot be worn because they reduce the sensitivity of the handler's fingers and may therefore lead to accidental damage. However, with metal items in particular, gloves should always be worn.

When handling items, they should never be held far above a flat surface (i.e. hold them over a table, not over the floor) in case they are dropped. A layer of Jiffy foam on the table can also protect against damage.

Do not hold any item by an appendage (e.g. the handle of a cup); preferably cradle the item from the bottom in both hands when moving it. Hold items firmly but carefully, to reduce the risk of damage.

With larger items, it is advisable to have more than one person involved in moving them. This may also be the case with fragile items like historic dresses. When dealing with costume, it is sensible to create a tissue paper support for it to go underneath so that when it is lifted out of its box, it does not need to be touched directly.

There are transparent drawers stacked under the sink in the Collections Room which can be used to temporarily house objects while they are being recorded.

If in doubt about how to handle any item, refer to the Collections Officer for advice.

## **9. Transport Methods**

Any items which need to be removed temporarily from the museum are condition checked, recorded and packed in suitably padded containers made from archival quality materials.

Any item taken out of the Store is brought out in its box and kept with it if possible. Items going on display are either decanted into clear plastic drawer trays with padding between

them if needed or carried to the point of display in their boxes. Staff are advised not to carry more than one box or tray at a time. They also need to check their route is clear and to prop open any swing doors on the way or seek assistance.

Items to be displayed should not be left on the Gallery unattended. Staff are advised not to locate any boxes or trays behind them when they are working on cases. If there are a large number of boxes or trays which need to be transported to the Temporary Exhibition Gallery, they should be placed on the wheeled trolley from the Store. Again, the trolley should not be piled high, nor should any boxes or trays stick out to either side of the trolley for fear they might be knocked.

Items should always travel with sufficient documentation.

Items leaving the museum must never be left unattended in vehicles.

Changes of location longer than part of a day are recorded on MODES, according to the procedures set out in the museum's Documentation Procedure Manual.

## **10. Loans out**

All requests for loans from the collection will be assessed individually before a decision is reached. The museum will only lend items to organisations other than Accredited museums under exceptional circumstances. The condition of the items, the location, environment and security of the venue, transport and personnel involved will all be reviewed.

Where it is deemed necessary, the borrowing organisation will be asked to fill out a Facilities Report using the template available from the *UK Registrars Group*.

For particularly valuable items, additional information regarding display cases and security may be requested using the supplementary templates available from the *UK Registrars Group*.

Security, environmental, handling and conservation conditions are stipulated by the museum and agreed with the borrower as part of the loan agreement and recorded on the Trowbridge Museum Loan Form (Appendix I).

If the condition of the item to be loaned will be recorded on the above form, and if deemed helpful, photographs showing every angle and with existing damage clearly marked will be appended. A copy of the form will accompany the object when it leaves the building.

Every item is checked against the original condition report when it is returned to the museum. The loan and the outcome of the check is recorded on the item's catalogue entry in MODES according to the museum's Documentation Procedure Manual.

## **11. Loans in**

The museum treats all incoming loans according to the requirements set out in the loan agreement between it and the lending authority or individual.

The museum will notify the lender if there is any change in its circumstances which mean that it can no longer meet the requirements set out in this agreement.

If the lending body does not supply a Condition Check Form for each object, the museum will use its own Condition Check Forms as at Appendix 2.

Temporary loans from individuals are recorded on the museum's deposit forms; the lender must keep the yellow copy of the form and bring it with them for countersigning when their item is returned to them. The lender must countersign the museum's white copy of the Deposit Form, which will then be transferred from the black Deposit Book to the appropriate red folder in the metal cupboard in the Collections Room.

All Museum loans were reviewed in 2021 and are due for updating in 2024 (most loan agreements have a 10 year lifespan). The exception to this is the Spinning Jenny on loan from the Science Museum, which needs to be reviewed and renewed every 3 years and is next due for review in 2022.

## **12. Workforce Training**

It is the Museum's policy that only people who have received appropriate training should handle items from the collections. This training is generally given by the Collections Officer and anyone handling the Museum's objects is under constant supervision by the Collections Team. Museum staff are able to take advantage of free training days related to collections matters run by the South West Federation of Museums and Galleries and CMAS.

Volunteers can shadow the Collections Officer doing tasks such as pest monitoring and when they need to view objects, this is always done under trained supervision, keeping the actual handling of objects to a minimum.

**Appendix I**

**Trowbridge Museum Loan Form**

Borrower's name

Borrower's address

Telephone

Fax

Email

Address for collection and return of object (if different from above)

Exhibition title and dates

Lender's Name

Lender's address

Telephone

Fax

Email

Address for collection and return (if different from above)

Loan Object

Name of maker (if known)

Title of object

Date of object

Inventory Number

Full description

Condition

Dimensions

Is the object framed/cased?

Is the object glazed, under Perspex or under glass?

Does the object have any support or base?

Does the work have a travel/storage crate?

Does the work have a backing board?

Other information (any special transport, handling, display, installation, audio visual requirements?)

Display

Transportation

Installation

PLEASE NOTE:

Credit Line- please indicate lender's name along with any credit or copyright line for exhibition label, catalogue and other publications

Insurance- Value of object (this should be a fair estimate of the value that the object might reach if sold on the open market at the time of the loan)

Source/basis of valuation

Objects will be insured by borrower:

Name of broker

Premium (if known)

Provenance- I declare that as Lender (.....) I am the legal owner or authorized agent of the legal owner, having full Authority to make this loan, that the above information is correct and that I have read and accept the conditions of the Agreement.

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.....

Please supply details of provenance and previous owners

Image availability/Copyright information

Image availability- is the Lender the copyright owner or authorized agent of the copyright owner of the work?

If not, do you know the owner of the copyright? Please give contact details.

Photography, copyright permission and Reproduction Rights

Unless permission is refused below, it is understood that the signing of this loan agreement indicates that the Lender has no objection to the photographing and/or reproduction of the above object in any media for catalogue, website, educational, publicity, marketing and commercial purposes. Where the Lender is not the copyright owner, their agent or representative will seek to secure separate permission from the copyright holder when necessary. All photography and filming will be supervised by a member of the.....staff.

Press- Does the Lender agree to the photography and/or filming of this object whilst on loan for Press purposes?

Marketing- Does the Lender agree to .....reproducing this object in marketing materials?

Educational use- Does the Lender agree to the photography and/or filming of this object whilst on loan for educational purposes?

Catalogue- Does the Lender agree to the reproduction of this object in a catalogue?

Merchandise- Does the Lender agree to the reproduction of this object as an exhibition sale item (e.g. postcard, stationery?)

**I agree to lend the above object (s) on the conditions stated above and in the Schedule to the Agreement (attached).**

**Signature.....**

**Print name**.....

**Title**.....

**Date**.....

**I accept the above object(s) on loan on behalf of**  
.....

**Signature**.....

**Print name**.....

**Title**.....

**Date**.....

**Please complete, sign and return form to**

Nikki Ritson, Collections and Exhibitions Officer, Trowbridge Museum, The Shires, Court Street, Trowbridge, WILTSHIRE BA14 8AT

This form will be then be countersigned and a copy returned to you for your records.

**Appendix 2**

**Condition check forms**

CONDITION CHECK - CONTROL SHEET

Gallery Area

Object names:

Accession. Nos.

Dates To Be Checked (month/year)

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Objects in the above area should be checked and the date crossed out when the form is completed. "Dates To Be Checked" should be taken from the "Future Monitoring" section of Condition Check form.

All other objects should be briefly checked and a Condition Check form completed if condition causes concern. Add object details to above list.

CONDITION CHECK FORM

Actioned By :

.....

Date :

Object Name and Data : General

Accession Number.....

Description

Location

Storage/Display Conditions

Object Data : Condition Code (see below)

Detail (Vis. Appearance)

(Stability)

(Damage)

(Other)

Photograph Ref. No.

Recommendations-

Work Required

Usability/Handling

Storage/Display Requirements

Future Monitoring (& add to control sheet)

**Condition Codes :**

**Good.** The Object is in good conservation condition and/or is stable.

**Fair.** Fair condition, disfigured or damaged but stable; needs no immediate action.

**Poor.** Poor condition and/or unstable; action desirable; use should be limited.

**Unacceptable.** Completely unacceptable condition and/or severely weakened and/or highly unstable and/or actively deteriorating and/or affecting other objects; immediate action should be taken.

### Appendix 3

#### Insect traps throughout the museum

Number	Date Checked	Location	Catch
Trap 1		Vermin trap - Museum Store by door	
Trap 2		Sticky trap - Museum Store Furthest Corner by banners	
Trap 3		Sticky trap - Museum Store OP2 (former Open Store Area)	
Trap 4		Moth trap – Museum Store clothing rail	
Trap 5		Sticky trap- Isolation Room	
Trap 6		Sticky trap- Upper Gallery next to basket of open fabric display	
Trap 7		Sticky trap- Dobcross Loom in Upper Gallery	
Trap 8		Sticky trap- Spinning Jenny Lower Gallery	
Comments/action needed			

## Appendix 4

### Useful contacts

[www.collectionslink.org.uk](http://www.collectionslink.org.uk)

#### **Heather Perry**

Museums Development Officer, Wiltshire

Conservation & Museums Advisory Service

Wiltshire and Swindon History Centre, Cocklebury Road, Chippenham, Wiltshire SN15

3QN

T. 01249 705523

#### **Laura Weill** (queries re. Spinning Jenny loan)

Assistant Registrar

Science Museum

Exhibition Road

London

SW7 2DD

Tel: +44 (0)20 7942 4139

email: [laura.weill@sciencemuseum.ac.uk](mailto:laura.weill@sciencemuseum.ac.uk)

web: [www.sciencemuseum.org.uk](http://www.sciencemuseum.org.uk)

#### **Tim Burge**

Collections Consultant

[hello@timburge.org](mailto:hello@timburge.org)

#### **Harwells-** heritage salvage and Conservation Company

<http://www.hdrs.co.uk/>

#### **Helena Jaeschke**

Conservation Development Officer Royal Albert Memorial Museum Queen Street EXETER

EX4 3RX Tel: 01392 665951. Mob: 07792 213 21

## Appendix 5

### Trowbridge Museum Conservation Cleaning Programme

#### Introduction

Whilst cleaning of the Museum Store is a continuous process, it is recognised that a prioritised schedule needs to be created to ensure that all objects on show, whether on display or exhibited in cases, are deep cleaned to a high standard. This will ensure there is no build up of dirt (which might encourage pest infestation), or damaging pollutants.

#### Cosmetic cleaning

The Museum's cleaners undertake cosmetic cleaning of the Galleries 5 days a week.

#### Prioritising deep cleans

Priorities are based on three criteria:

how long ago the display/item was last cleaned,

the condition of the object,

the vulnerability of the object, based on the materials from which it is made.

Where displays are changed regularly, the cases are cleaned once the old display is taken down, and before the new one goes up. This means that:

the Temporary Exhibition Gallery is cleaned at least 3 times a year,

the Museum Friends case is cleaned at least once a year and all display cases and cabinets are cleaned as items are changed (every 12-18 months).

Aside from these, the other displays that need deep cleaning are:

**Carding machine, Spinning Mule and Dobcross loom** – once a year, 1 person, 2 days

**Main Store** aisles L, M, O and items at the back of the Store not on shelves – once a year unless specifically needed, 1 person 1 day or 2 people half a day,

**Spinning Jenny** – Collections and Exhibitions Officer to check every month. Deep clean once a year, 1 person, half a day,

**Teasel gig** – once a year, 2 people, 1 day,

**Fulling machine** – once a year, 1 person, 1 day,

**Fire engine** – (regularly cleaned cosmetically), once a year, 1 person, 2 hours,

**Hand loom** - once a year, 1 person, one day