



Combe Mill

Conservation and Collection Care

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Museum Details

Name of museum Combe Mill
Name of governing body Combe Mill Society
Approved by governing body on: xx March 2010
Policy is due for review by: 31 August 2010

Conservation and Collection Care

Machinery –

A written schedule shall be maintained to define when regular maintenance is required
A procedure shall exist for the routine maintenance of each type of machine.
Only authorised persons shall perform such maintenance
For repairs, a method statement shall be written and approved before work begins

Artefacts and tools –

A written schedule shall be maintained that defines when collections of tools and artefacts shall be inspected for condition
Records shall be maintained that such condition checks have been carried out.
Such checks shall be performed at least once every three years.

Documents –

A written schedule shall be maintained that defines when Mill documents and Trade Catalogues shall be inspected for condition
Records shall be maintained that such condition checks have been carried out.
Such checks shall be performed at least once every xx years.

Mill building –

A written schedule shall be maintained that defines when the Mill structure and fabric shall be checked for adequacy in protecting the contents, volunteers and visitors.
Such checks shall be performed at least once each year.

Repairs Policy

All items that are registered as 'working' on the Acquisition Register may be repaired to keep them in working order provided that:

1. any maintenance or repair is overseen by the Society Member who is recognised as an authority on the item, such members being listed on the Acquisition Register and reviewed from time to time by the Directors in consultation with their Curatorial Adviser
2. repairs are done in a controlled manner, as follows:
 - a. photographs of the item (or damaged part) shall be taken for the record
 - b. the proposed method of repair shall be written down and agreed before work is carried out.
 - c. the method shall include a statement of the materials and techniques to be used in doing the repair
 - d. materials and methods used shall be appropriate to those in existence at the time the item was manufactured
 - e. the repair shall be done according to the agreed method
 - f. photographs of the repaired item or part shall be taken for the record
 - g. the fact of the repair having been done shall be logged in the Acquisition Register (name and date).

Maintenance Policy

All items that are registered as 'working' on the Acquisition Register may be maintained to keep them in working order provided that:

1. any maintenance is overseen by the Society Member who is recognised as an authority on the item, such members being listed on the Acquisition Register and reviewed from time to time by the Directors in consultation with their Curatorial Adviser
2. maintenance is done in a controlled manner, as follows:
 - a. the proposed maintenance method shall be written down and agreed before work is carried out.
 - b. the method shall include a statement of the materials and techniques to be used
 - c. materials and methods used shall be appropriate to those in existence at the time the item was manufactured
 - d. maintenance shall be done according to the agreed method
 - e. the fact of the maintenance having been done shall be logged in the Acquisition Register (name and date).

The cleaning of items is considered in the same way as for their maintenance.

Register of Authorities

A register is maintained of the names of volunteers that are recognised as having the required skill and expertise to operate, maintain and repair the various items in the museum. This also covers their competency to train other volunteers.

The decision on the names appearing on the register is made by a majority of the Directors.