Appendix 1   **Tamworth Castle**

Care and Conservation Plan 2014 - 2019

Aim 1: To maintain and improve standards of storage and displays. (Preventative Conservation)

Action / Comment	Performance Indicator	Timescale
Consideration given to partitioning mezzanine and ground floor area beneath mezzanine into discrete areas at off-site store.	Partitioning carried out and monitored	December 2015
Continue to implement protection of items on open storage with unbleached calico at the off-site store	Shelved items / picture racking / and clocks covered	December 2014
Replace all UV filters on accessible fluorescent lights at off-site store and Holloway Lodge archive store.	New UV filter on all accessible store lights	December 2014
Continue to re-instate newly boxed archives onto recently installed purpose shelving in Holloway Lodge archive store	All archive storage complete and final locations listed	December 2014
Investigate soft close door hinges for external doors to period display rooms in Tamworth Castle to allow the doors to close automatically	Installation of soft close door hinges to external doors. IPM and dust control	December 2014
Complete Holland blind installation to windows in Oak Room CSS9 (last south facing period room to complete)	Blinds installed on same basis as blinds in other rooms	March 2015
Commence replacing acid free packaging materials for the costume and textile collections	Acid – free tissue and other packaging replaced from the 2010 store move / repacking process.	July 2017
Commence re-boxing larger photographs stored in Holloway Lodge into document cases with dividers instead of costume boxes	Photographs are stored in more accessible form	January 2016
Commence review of smaller photographs and their storage requirements in Holloway Lodge	Photographs are stored in appropriate storage	April 2016

Aim 2: To seek to improve environmental conditions in museum stores and displays.

Action / Comment	Performance Indicator	Timescale
Review Collections store RAW Health Check 2011 with regards to the Environmental controls for off-site industrial unit (other recommendations have been actioned)	Recommendations in RAW Health Check acted upon	March 2015
Comment: Staffordshire Hoard / HLF Project / Capital works impacted on previously intended timescales		
Re-assess the areas at the off –site store for dehumidifiers	Dehumidifiers installed or alternatives found	March 2015
Consideration given to partitioning mezzanine and ground floor area beneath mezzanine at the off-site store (as above)	Partitioning carried out and the environments monitored	December 2015
Continue programme of environmental monitoring for the Castle, off-site store, Holloway Lodge and Stables	Tinytags recordings downloaded to laptop, maintain quarterly log, analyse and report annually	Ongoing
Continue IPM (Integrated Pest Management) programme at off-site store, Holloway Lodge and Stables store.	Continue using bat-proof traps and maintain digital records on laptop	Ongoing
Continue the housekeeping programme for the Castle display areas, off-site store, Holloway Lodge and Stables	Separate logs for all areas. Weekly log of cleaning in Tamworth Castle carried out by trained volunteers under supervision by Collections Officer.	Ongoing
Continue Condition Checking programme for display areas in Tamworth Castle, off-site store, and Holloway Lodge	Condition Checking Forms Provide a digital option accessible on the laptop that can be completed at the same time as the environmental and IPM monitoring	Ongoing
Consider having panel heaters in Holloway Lodge stores to facilitate temperature controls separately from office space. **(Previous point)**	Discuss & obtain quotes	December 2014

Aim 3.1: Manage and improve the state of objects within the collections. (Rationalisation)

Action	Performance Indicator	Timescale
Develop programme of woodworm assessment for large wooden items in off-site store and prioritise needs	Monitoring and possible disposal	Ongoing
Review large items in open storage at off-site store and assess needs on individual basis	Consider disposal of items in accordance with Collections Development Policy	December 2015
Priority rationalisation - dispose of banister rails from demolished local buildings	Check ownership with Tamworth Borough Council (TBC) and dispose of in accordance with Collections Development Policy	December 2015
Priority rationalisation - dispose of duplicated and rusted fire grates	Check ownership with Tamworth Borough Council (TBC) and dispose of in accordance with Collections Development Policy	December 2015
Priority rationalisation - dispose of fire place surrounds from demolished buildings	Check ownership with Tamworth Borough Council (TBC) and dispose of in accordance with Collections Development Policy	December 2015
Priority rationalisation – dispose of unusable doors with no provenance from unknown buildings	Check ownership with Tamworth Borough Council (TBC) and dispose of in accordance with Collections Development Policy	December 2015
Priority rationalisation – dispose of unidentified and unusable fixtures and fittings from modernisation of local buildings	Check ownership with Tamworth Borough Council (TBC) and dispose of in accordance with Collections Development Policy	December 2015
Priority rationalisation – dispose of duplicated items (without Tamworth provenance)	Ownership checked and commence disposal process in accordance with Collections Development Policy	December 2016 – March 2017
Rationalisation – dispose of items with no Tamworth provenance / indiscriminate past collecting - acquired before former Acquisitions and Disposals Policy (2009 – 2014) and any previous policies were in place	Ownership checked and commence disposal process in accordance with Collections Development Policy	December 2016 – March 2017

Aim 3.2: Manage and improved the state of objects within the collections. (Displays)

Action / Comment	Performance indicator	Timescale
Review display cases in Tamworth Story and investigate potential re-use when Tamworth Story is modified	Options considered / investigated and reported on	December 2016
Review and replace supports to objects in Tamworth Story displays	Supports installed	December 2014
Review items on display in Tamworth Story that require monitoring for risk of pests	Continued reviews and checks	December 2014
Review and monitor metal items on display for corrosion	Monitor & remove from display if corrosion worsens	Ongoing
Review rugs on display and replace white polyester felt underlay and anti-slip material	Continue review and replace underlay and anti-slip	Ongoing
Review furniture cups plastazote under furniture feet, throughout Castle where on carpets or rugs	Continue review / replace where required	Ongoing
Continue cleaning terracotta pieces on display in Tamworth Story	Rolling programme of cleaning by trained volunteers with supervision by Collections Officer	Ongoing
Continue to monitor the positioning of rush seat chairs for public use away from the walls in period display rooms to prevent wall damage especially to the panelling (Attached plastazote failed to remain in place / was removed)	Continuous monitoring via visitor services staff and Collections Officer	Ongoing
Mirror plates with security screws / or security wire for the images / mirrors displayed on the walls together with small spacers to allow air flow	Mirror plates / security wire & spacers installed	December 2008?
Comment: Following discussion and considering the nature of the Castle as a Scheduled Ancient Monument it was felt that the upgraded security measures would prove sufficient to eliminate this above action from the plan.		

Aim 4: To train and develop staff in preventative conservation.

Action	Performance Indicator	Timescale
Ensure all curatorial staff continue to receive updated training in preventative conservation as part of their individual training plans	Attend RAW training courses where available. Consult trained conservators where required	Ongoing
Ensure all Tamworth Castle visitor services staff, schools facilitators and volunteers continue to receive instruction in care, handling and packaging of objects	'On the job' training by Collections Officer for new staff and volunteers Regular supervision / updates / handouts / guidelines provided by Collections Officer.	Ongoing
Copyright training for curatorial staff	Updated training where available	Ongoing

Aim 5: Develop appropriate policies and procedures to manage our collections effectively.

Action	Performance Indicator	Timescale
Continue cleaning plan for the Castle displays with an audit of objects on display. See Care and Conservation Policy.	Rolling programme of cleaning and condition checks. Digital record of objects on display	Ongoing
Rolling programme of cleaning together with deep cleans at regular intervals	Recommendations implemented and new storage facilities	Ongoing
Upgraded alarm and CCTV system installed prior to the Staffordshire Hoard touring exhibition being on display in Tamworth Castle	Continuous and upgraded security measures	Ongoing
W t heating system monitored on regular basis for leaks. Dry system recommended in future allowing for budget constraints	Check & consider future options	Ongoing
Heating of museum & stores 24/7 recommended with panel heaters to be more efficient	New storage heaters installed in the Castle. Stores under review	Ongoing
Light control on windows. Cover for cases in Tamworth Story displayed in full light	UV film on Perspex sheets installed. Levels monitored. Plan for modified displays	Ongoing December 2015

Introduction

Purpose
1. Accreditation requires that a museum meets minimum requirements in the documentation and care of its collections. As part of Tamworth Castle's Accreditation a review of the collections was undertaken and significant backlogs were identified in all areas.
2. Accreditation Requirement 2.5:
   'The museum must have plans to improve its collections documentation and documentation systems'
   Creating a written documentation plan, setting out actions, including the timescale, for dealing with any backlog.
3. This backlog policy has been produced by Tamworth Castle and outlines the Castle's target position, providing an accurate statement of the current procedures in place, reviews retrospective procedures and identifies areas for action in a comprehensive Backlog Action Plan.

Scope
4. This policy covers backlogs with the documentation of the collections before moving on to look at backlogs with the care of the collections. Action points relating to documentation and care issues are combined in the action plan. With limited staff resources it is more efficient to address the backlogs in the collection as a whole and combine action points.
5. This policy replaces any former policies, formal and informal, relating to backlogs in the documentation and care of collections at Tamworth Castle. All items that have entered the museum under former policies will now be subject to this policy.
6. Throughout this policy the terms 'object', 'item' or 'artefact' are taken to mean archive material as well as actual objects within the museum collections.
7. The term 'backlog' is taken to mean a procedure which has either not been implemented or has been implemented but no to accreditation standard.

Policy Review Procedure
8. The Backlog Policy will be published and reviewed at least once every five years. The date when the policy is next due for review is August 2014.
9. The Backlog Action Plan is to be updated yearly to ensure that it remains relevant to current priorities. The next review will be due in September 2016.

Authorisation and Responsibility
10. The Collections Officer is responsible for reviewing the Backlog Policy and Action Plan in liaison with The Heritage and Visitor

Services Manager. The final edition requires the authorisation of the Heritage and Visitor Services Manager for all amendments.

11. The Collections Officer and volunteers are responsible for implementing the Backlog Action Plan.

Target Position

12. Tamworth Castle aims to meet the Accreditation standards for documentation and collections management.

13. The minimum standards for the eight SPECTRUM primary procedures will be used to measure the Castle's documentation procedures in the following areas:
    a. Object Entry
    b. Loans In
    c. Acquisitions
    d. Location and Movement Control
    e. Cataloguing
    f. Object Exit
    g. Loans-out

14. The Accreditation standards for collections management will be used to measure the Castle's standards of care in the following areas:
    a. Environmental Monitoring
    b. Housekeeping
    c. Provision of suitable building conditions
    d. Planned programme to institute improvements in collection care
    e. Conservation and collection care advice and services.

Review of Current Documentation Procedures

15. For a detailed overview of current documentation procedures see Tamworth Castle's Documentation Procedural Manual. This outlines Tamworth Castle's policies and procedures relating to the SPECTRUM primary procedures.

16. As part of Accreditation Tamworth Castle has implemented SPECTRUM compliant procedures throughout its collections. Therefore the following review of current documentation procedures will not identify any current procedures that form part of the backlog. All items that enter the museum are documented in accordance with the required standards to ensure that Tamworth Castle's backlog will not expand further.

17. Tamworth Castle's main backlog lies in its retrospective documentation, which has not been carried out to the required standards, resulting in a wide ranging documentation backlog.

Object Entry

18. Museums are expected to take the same care of objects not belonging to their collections as they would of their own objects. They might be held liable for loss of, or damage to, objects whether

solicited or not. Entry records log every item which is left in the care of the museum at the time of its arrival. Entry documentation should be applied to all potential gifts or purchases, and items to be identified, even if they will only remain in the museum for a short time.

19. All items entering Tamworth Castle have a Collections Trust Object Entry form completed in full, including the transfer of title section, a copy of which is given to the depositor with the terms and conditions of deposit.   Each form is given a unique entry number and filed in the Object Entry file in HL1. All items are easily located in Holloway Lodge as they are stored in the Holding Bay pending further action. A log is kept of entry numbers and the fate of items, to allow for easy cross reference.

20. A detailed Object Entry Policy and Procedure within the Documentation Procedural Manual provides more information, including timescales for action, procedures for the return of items and Tamworth Castle's responsibility for items left under its care.

Accessions

21. Accessioning is the formal acceptance of all permanent acquisitions (whether by gift, purchase or bequest) into the museum collection. It is achieved through the following steps:

- **Transfer of Title:** A legal term to describe the formal process of a change of ownership of an object from one person or organisation to another.
- **Accessioning:** The formal inclusion of an object into the institution's collections. It follows transfer of title and includes assigning a number to an object and recording details in an accessions register. An accessions register is the permanent record of all objects which are, or have been, part of the institution's permanent collections. An entry should record details concerning the source, identification and history of each item.
- The accession register is the most important document in a museum. It acts as a formal list of the institution's collections for which staff are accountable. It should last as long as possible and be made from the best quality, high rag content, archival paper. If using a manual system, the volume should have sewn pages and a stout binding. The best quality permanent ink should be used when making entries and unnecessary handling avoided. If a computer system is used for cataloguing accession records could be generated from the computer record in the form of a print-out. These print-outs should be made on archival quality paper and then bound.
- **Security Copy of Accessions Register:** A back-up copy of the Accessions Register should be made and held at an outside location. Ideally copies should be made on microfiche. Photocopying is an acceptable alternative. The Accreditation Standard states that: 'A second, back-up copy of the museum's accession records must be created and maintained.

Both registers must be held securely, with one available to authorised staff for reference and the other stored off-site.

22. Transfer of title for all items is signed on entry to the museum in case the item is later accessioned. Only items that comply with the Castle's collecting policy are accessioned. All accessioned items are given a unique identity number and are recorded in an accessions register in accession number order, a backup copy of the accesion register is maintained in the Castle safe. All information relating to accessioned items is stored in History Files.
23. A detailed Accessions Policy and Procedure within the Documentation Procedural Manual provides more information. See also Tamworth Castle's Collections Development Policy.

Labelling and Marking

24. Labelling and marking should accompany the accessioning procedure. Each item in a museum collection must carry its identity number at all times. Every item can then be identified and its history traced. If this bond between the object and its documentation is broken, the consequences may be serious. At best, time will be wasted because of the need to track down documentation and re-establish the link. At worst, the object will lose its provenance for all time.
25. The accession number is marked or labelled onto the object as soon as it is accessioned using archival quality materials. Guidelines for labelling and marking are contained within the Labelling and Marking Policy and Procedures within the Documentation Procedural Manual.

Location and Movement Control

26. Museums need to log current and past locations of all objects in their care to ensure that they can locate any object at any time. This information should be recorded in the catalogue record. This system should include: location coding, location recording and a means of recording a change of location.
27. Each display area, store, bay and shelf has an identifying location code to enable standardardised location records. See Display & Storage Guide.
28. The location of all items is recorded at every stage of its documentation on object entry forms and catalogue cards/database. This allows for an item's location to be identified from its identifying number. The database also allows for a search by location.
29. If an item is moved from its location for more than one working day the documentation is updated. For temporary moves a movement ticket is completed and the database updated, for permanent moves the catalogue card and database is updated.

30. The Location and Movement Control Policy and Procedures within the Documentation Procedural Manual contain more information, including those responsible for the movement of items and authorising the movement of items.

Cataloguing

31. The requirement of the Accreditation Standard is that there should be at least three indexes giving access to catalogue information. Cataloguing is the assembling together of all primary information about each item in the collection. This information is held in a file of records. These could be cards, loose-leaf sheets or computer records. This file is the collection catalogue. Information in the record is sorted into a set of pigeonholes known as 'fields'. Each discrete piece of information such as the date the item was made or the name of donor is held in a separate field. This may be a box on a catalogue card or an entry on a computer screen. The record should be consistently structured in this way, as it is easier to index than unstructured information. When information is placed in these fields certain rules must be followed to aid indexing. These rules govern the words used, the order in which they are entered and any punctuation which may be required. This regulation of data entry is known as 'terminology control'.

32. As soon as an item is accessioned it is also catalogued. This includes the completion in full of a Collections Trust Simple Catalogue Card, a donor record card and an entry in Tamworth Castle's MODES XML database.

33. This provides an index organised by accession number, an index organised by donor name and the database also allows for searching via location, simple name etc.

34. The Cataloguing Policy and Procedures within the Documentation Procedural Manual contains further information.

Object Exit

35. Exit records should log any item from the reserve collection which leaves the museum premises. The procedure should be applied to all loans-out, temporary transfer of material for conservation, copying etc, permanent transfer to another institution, or the destruction of an object due to damage. The return of an object to its owner (e.g. an unwanted offer of a gift) does not normally require the creation of an exit record. Its removal will be logged on the appropriate Entry form.

36. Any item exiting the museum has a Collections Trust Object Exit form completed in full, this includes those items permanently exiting the museum and those items exiting on loan. The signature of the receiver is obtained in all situations. The second, pink copy of the form, with terms and conditions on the reverse, is issued to the receiver as a receipt.

37. An object exit log is kept of all items leaving the museum and catalogue cards and database entries are updated when an item leaves the museum to ensure the Castle is able to locate accessioned items at all times.
38. The Object Exit Policy and Procedures within the Documentation Procedural Manual contains further information, including who is responsible for the authorisation of object exit.

Loans-In / Loans-Out

39. Museums need to manage and document the process of borrowing objects, for which they are responsible for a specific period of time and for a specified purpose, normally display, but including research, education or photography. They also need to manage and document the process of loaning objects to other institutions for a specific period of time. All loans into museums should be for a fixed period of time with agreed terms and conditions. Museums should not accept items on 'permanent loan'.
40. All Loans-In and Loans-Out are recorded on a Loans-In or Loans-Out Agreement, which is signed by both parties before the loan commences. These documents outline the terms and conditions for the loan and the responsibility for insurance. They also fix the period of the loan, stipulate the reason for loan and stipulate that all items should and will receive the same level of care as Tamworth Castle applies to its accessioned items.
41. Any information about Tamworth Castle requested by a borrower or lender is provided, where this does not contravene the Data Protection Act.
42. Tamworth Castle ensures that all of its Loans-in and Loans-out are reviewed annually and provides and expects to receive annual condition reports on borrowed items.
43. All Loans-in and Loans-out are recorded on Loans-in and Loans-out logs, which record the items on loan, their lender, date of exit / entry and expected date for return. This is to ensure that all loans are maintained up to date.
44. The Loans-In and Loans-Out Policies and Procedures within the Documentation Procedural Manual contains further information.

Retrospective Documentation

45. Tamworth Castle's backlog lies predominantly in its retrospective procedures. Documentation practices at Tamworth Castle have been inconsistent and did not conform to current Accreditation requirements. This section will describe the backlog Tamworth Castle has accumulated in its documentation and recommend changes. However it is important to note that not all of the primary procedural requirements can be applied retrospectively. However, where it is possible to apply the primary procedures retrospectively this will be listed as an action point.

Object Entry

46. Tamworth Castle's retrospective documentation fails to meet the any of the object entry requirements on the retrospective documentation checklist:

   a. *Establish the terms and conditions under which objects will be received for deposit?*
   Until the use of MDA / Collections Trust Object Entry Forms in 1996 depositors were not issued with terms and conditions.
   Action: N/A cannot retrospectively rectify.

   b. *Uniquely identify the newly received object or associated group of objects? For example, by giving each object or group an entry number?*
   There is no evidence that all items were allocated an entry number on entry to the museum.
   Action: Carrying out an inventory of all items under Tamworth Castle's care will allocate those items that have yet to be accessioned a temporary number.

   c. *Ensure the museum is able to account for all objects left in its care? Could you, for instance, find any object easily if asked?*
   Items were not stored in one location when they entered the museum, this resulted in a number of items within the stores that were not accessioned. There is evidence that entry documentation has been left with the item in store or filed randomly. Entry documentation is now stored in filing cabinet 1, HL1. It is expected that there may still be a number of entry records stored in boxes of previous curator's paperwork.
   Action: Carrying out an inventory will identify all the items that Tamworth Castle has within its stores and will enable the Castle to easily locate all items historically left in its care. Sorting any entry records contained within this paperwork and filing them with the current entry records in date order will enable easy access to all of the Castle's entry documentation.

   d. *Provide a receipt for the owner (or depositor acting on behalf of the owner)?*
   Hand written receipts in receipt book format or typed letters thanking the donor for a donation were in use in 1980s-1990s. However there is no evidence that other donors were issued with a receipt.
   Action: N/A, cannot retrospectively rectify.

   e. *Help establish the extent of the museum's liability? What would happen if the object were lost or damaged while in your care?*
   There is no documentation to suggest that the extent of the museum's liability was established to the donor.
   Action: N/A cannot retrospectively rectify.

   f. *Indicate the reason for the receipt of the object? Is it on loan, an enquiry left for identification, on offer as a donation, etc?*
   Some of the documentation records the reason for receipt of the object, but this is patchy.
   Action: N/A cannot retrospectively rectify.

g. *Determine a finite end to the deposit? Do you agree a fixed period for all loans, and ensure that other objects left at the museum are dealt with, one way or another, within a specified time?*
Timescales were not recorded.
Action: N/A cannot retrospectively rectify.

h. *Enable the object to be returned to the owner or depositor as required? Is it clear what steps the museum can take to avoid becoming cluttered up with unwanted items?*
For the minority of items that have entry documentation the contact details of the donor is not consistently recorded.
Action: N/A cannot retrospectively rectify.

i. *Allow for objects and associated records to be checked on entry to ensure that they correspond to any accompanying inventory and/ or transfer of title documentation supplied?*
This has not been carried out to date.
Action: N/A cannot retrospectively rectify.

j. *Help establish legal title to the object in case of subsequent acquisition? If the object is offered for sale or as a donation, do you get a signed statement that the person making the offer is the undisputed owner of the object (or acting on their behalf)?*
For the minority of items that have entry documentation there is little evidence of any signatures from donors, until 2002 authorising transfer of title to the museum.
Action: Where donors can be contacted Tamworth Castle will endeavour to obtain a signature confirming transfer of title.

k. *Capture key information about the object, to be augmented in the future? E.g., factual information, anecdotes, copyright information.*
Any entry documentation that does exist provides little detail, in some cases just a name, date and item name.
Action: N/A cannot retrospectively rectify.

l. *Inform the decision making process?*
The lack of entry documentation suggests that it was not used to inform the Castle's decision making process.
Action: N/A cannot retrospectively rectify.

Accessions
47. Tamworth Castle fails to fully meet all the requirements of the retrospective documentation checklist:

a. *Ensure that written evidence is obtained of the original title to an object and the transfer of the title to your institution? 'Transfer of title' is a legal term to describe the formal process of a change of ownership from one person or organisation to another.*
There is little or no documented evidence that donors held the original title to items.
Action: Where donors can be contacted Tamworth Castle will endeavour to obtain a signature confirming transfer of title.

b. *Ensure that a unique number is assigned to, and physically associated with, all objects?*
Most items were allocated a unique number. However there are instances of duplicated numbers, items not allocated numbers and numbers not recorded.
Action: After conducting an inventory listing every item within the collection, the Accessions Registers and catalogue cards will be compared with the inventory to eliminate anomalies and ensure that all items are recorded with one accession number.

c. *Ensure that an accessions register is maintained, describing all acquisitions and listing them by number?*
An Accessions Register has been maintained since 1976, with all accession numbers from 1897 – 1976 retrospectively recorded in one Accessions Register, subsequent years to date recorded in another Accessions Register.
Action: After comparing the results of the inventory with the Accession Registers anomalies will be rectified. Where numbers have been recorded incorrectly in the Accessions Registers they will be amended. Where items have not been allocated an accession number they will be accessioned with a current accession number. Where numbers have been duplicated, one of the items will be re-accessioned with a new number, making reference to the old number. Where numbers were allocated to items but not recorded in either Accessions Register a new number will be allocated and the item recorded in the current Accessions Register, making reference to the old number.

d. *Ensure that information about the acquisition process is retained? For example, do you keep copies of relevant letters, receipts, etc on file?*
History files have been maintained containing information about the acquisition process. However not all information is stored within the history files.
Action: All paperwork from previous curators will be sorted and filed accordingly to ensure than any information relating to acquisition is stored in one location, within an item's history file.

e. *Ensure that donors are made aware of the terms on which their gift or bequest is accepted by the museum?*
There is no documented evidence, until 2002 when Object Entry Forms were consistently in use, that donors were made aware of any terms or conditions to their gift.
Action: N/A cannot retrospectively rectify.

f. *Ensure that collecting complies with the museum's collecting policy, and does not contravene any local, national or international law, treaty or recognised code of practice?*
There is no evidence that items have been collected illegally or without following ethical requirements. However there are instances of items that have been collected that fall outside of collecting criteria, due to the lack of a contemporary collecting policy.

Action: As part of the inventory process Tamworth Castle will identify items that can be disposed of as being outside of the Collecting Policy. After the inventory has been completed and reconciled, these items will be disposed of using appropriate procedures.

g. *Do you ensure that a copy of the information in the accession register is made, kept up-to-date and stored off-site?*
A back-up copy of the Accessions Registers have not historically been maintained. Tamworth Castle does now have a copy of the Accessions Registers printed on archival quality paper, stored in the Castle safe. As each new page is completed a new copy is made.
Action: Any page in the accessions register where amendments are made must also be re-copied.

h. *Ensure that a unique number is assigned to, and physically associated with, all objects?*
There are items within the collection that share an accession number with another item or have not been allocated an accession number. However, most items are allocated a unique accession number. Not all numbers have been marked or labelled on the item.
Action: Tamworth Castle will conduct an inventory, which will record the accession numbers of all items within the collection. Any items found without an accession number will be allocated a temporary number. The completed inventory will be compared with the Accessions Registers and Catalogue cards to match items temporarily numbered with their original accession numbers. These numbers will then be marked on the item or securely labelled. Any items that are discovered not to have been accessioned will be accessioned with a new accession number and this number will be marked / labelled on the object in accordance with the Labelling and Marking Policy and Procedures contained within the Documentation Procedural Manual.

i. *Have guidelines on preferred marking and labelling methods?*
Tamworth Castle has not had guidelines for marking and labelling methods until 2002. Therefore labelling / marking varies and includes adhesive labels, 'Tippex' and archival pen (with or without Paraloid solution).
Action: Where possible detrimental labelling / marking will be removed and archival quality procedures will be followed instead. Items whose number is not labelled or marked will have their number labelled securely or marked onto the item in accordance with the Labelling and Marking Policy and Procedures contained within the Documentation Procedural Manual.

Location and Movement Control
48. Tamworth Castle fails to meet any of the requirements of the retrospective documentation checklist:
a. *Provide a record of the location where an object is normally displayed or stored?*

Location records have been recorded, however these have not always been updated when locations have changed. Therefore the location records on the catalogue cards and any location lists produced are outdated.

Action: Compile an inventory of every item in the collection, recording its accession number or temporary number and its location. Following this, implement a programme to update the information recorded on catalogue cards and to create a database entry for every item.

b. *Provide a record of the location of an object when it is not at its normal location?*

The movement of items has not been consistently recorded. Movement tickets are now in place.

Action: N/A cannot retrospectively rectify.

c. *Enable you to search for location information by object number and by location name?*

A catalogue card index has always provided the option to search for an item by accession number, but there has never been a location index.

Action: Create a database entry for every item based on the inventory information, which will allow for easy searching by accession number and/or location name.

d. *Provide a record of the movement of an object both within the organisation and outside the organisation?*

The movement of items has not been consistently recorded. Movement tickets are now in place.

Action: N/A cannot retrospectively rectify.

e. *Provide a record of the person responsible for moving an object?*

The movement of items has not been consistently recorded. Movement tickets are now in place.

Action: N/A cannot retrospectively rectify.

f. *Provide a record or a statement of the people responsible for authorising object movements?*

Historically there has been no policy document outlining those responsible for authorising movement. The Location and Movement Control Policy and Procedures within the Documentation Procedural Manual now provide this information.

Action: N/A cannot retrospectively rectify.

Cataloguing

49. Tamworth Castle's cataloguing information is its most comprehensive information, but given that it is severely outdated, it represents one of the Castle's largest backlogs. Tamworth Castle fails to meet the requirements of the retrospective documentation checklist:

a. *Do you have any indexes (manual or computerised) enabling you, for example, to look up: All the objects associated with a particular person or place? All the objects located in a particular place within the museum? All the examples you have of a*

particular type of object? All the objects associated with a particular theme or topic? All the objects of a certain date? Tamworth Castle's maintains an up-to-date index of donors and an-up-to date index of items by accession number. However the information contained on the catalogue cards stored by accession number is incomplete and outdated.

Action: Undertake a comprehensive programme to update the catalogue cards for all items, completing all sections in full. Create a database entry for all items recording as a minimum all of the details recorded on the catalogue cards. This will allow easier searching by object type, accession number, location and donor.

Object Exit

50. Tamworth Castle does not meet any of the requirements of the retrospective documentation checklist for object exit. However, as with object entry, this is an area in which it is difficult to recreate documentation retrospectively:

a. *Ensure that legal requirements and the institution's policy are fulfilled by objects leaving its premises?*
   Tamworth Castle has not knowingly contravened legal requirements relating to object exit. The Castle did not have an exit policy until 2009.
   Action: N/A, cannot retrospectively rectify.

b. *Ensure that you can account for all objects leaving the premises? Including those which have been deposited or loaned and are being returned to the owner?*
   Exit documentation is less than the entry documentation held for items. There is the occasional note, filed amongst loan paperwork providing a date for exit and name of the receiver.
   Action: All paperwork relating to previous curators will need to be sorted and filed accordingly. Any paperwork found relating to object exit will be filed in date order in the Object Exit file in HL1, filing cabinet 1.

c. *Ensure that location information for accessioned objects leaving the premises is kept? Do you know where all your accessioned objects are, whether in the museum or out for any reason?*
   The location records on an item's catalogue cards have not been maintained, therefore the location of many items is unknown.
   Action: Compile an inventory of items to identify what items are currently within the collection and record an up-to-date location for each item. Retrospective documentation cannot be recreated.

d. *Ensure that all objects are despatched with appropriate authorisation? Do you know who is allowed to send or take objects out of the museum?*
   There was no object exit policy recording those responsible for object exit until 2009.
   Action: N/A cannot retrospectively rectify.

e. *Ensure that a signature of acceptance from the recipient is always obtained?*
Exit documentation is scarce and rarely includes the signature of the recipient.
Action: Action: All paperwork relating to previous curators will need to be sorted and filed accordingly. Any paperwork found relating to object exit will be filed in date order in the Object Exit file in HL1, filing cabinet 1.

Loans-In / Loans-Out

51. Documentation relating to Loans-in and Loans-out has also been patchy. Tamworth Castle has failed to meet the requirements of the retrospective documentation checklist for Loans-in:

a. *Establish the purpose for which a loan is being requested?*
The absence of a loan agreement and Loans-in terms and conditions until 2005 has resulted in a lack of information about items received on loan historically, including the purpose in some instances.
Action: For Loans-in that are still current contact the owner and ensure that a new Loans-in Agreement, Loans-in checklist and terms and conditions are completed in full and signed.

b. *Enable at least the same care of the borrowed object as of the permanent collections?*
Loaned items have always been subject to the same conditions of care as items within Tamworth Castle's collection.

c. *Include written agreements signed by both borrower and lender before the loan begins?*
The absence of a Loan Agreement and Loans-in Terms and Conditions until 2005 has resulted in a lack of information about items received on loan historically.
Action: For Loans-in that are still current contact the owner and ensure that a new Loans-in Agreement, Loans-in Checklist and Terms and Conditions are completed in full and signed.

d. *Ensure that the terms and conditions of loan are adhered to?*
All loaned items have been used and cared for in accordance with the lender's terms and conditions.

e. *Ensure that all loans are for fixed periods?*
Loans have been accepted in the past without specifying the term of the loan.
Action: Review loan paperwork and identify current loans that have no end date. Contact the lender and ensure that a new Loans-in Agreement, Loans-in Checklist and Terms and Conditions are completed and signed, including the end date of the loan.

f. *Enable effective control of the loan process?*
The absence of a Loan Agreement and Loans-in Terms and Conditions until 2005 has resulted in a lack of control over the Loans-in process.
Action: N/A cannot retrospectively rectify.

g. *Ensure a written record of the loan is retained?*

The absence of a Loan Agreement and Loans-in Terms and Conditions until 2005 has resulted in a lack of written information about items received on loan.

Action: For Loans-in that are still current contact the owner and ensure that a new Loans-in Agreement, Loans-in Checklist and Terms and Conditions are signed and completed in full.

h. *Enable the provision of information about the borrower and the loan as requested by the lender?*
Tamworth Castle has always provided any information requested by the lender, where this does not contravene the Data Protection Act.

i. *Provide insurance or indemnity cover for the loan period?*
The absence of detailed Loans-in records means that it is unclear whether insurance or indemnity cover for the loan period was established.

Action: For Loans-in that are still current, contact the owner and ensure that a new Loans-in Agreement, Loans-in Checklist and Terms and Conditions are signed and completed in full, including information about insurance and indemnity.

j. *Ensure that up-to-date information about the location of borrowed objects is maintained?*
The locations of loaned items were well maintained when the item was received on loan. However these records have not been well maintained.

Action: Compare the inventory information with the Loans-in files to match up any items on loan. The location information for these items should be updated within the Loans-in file.

k. *Ensure that up-to-date information about the security and physical well-being of borrowed objects is maintained, including the environment and condition of the objects?*
Information recorded about loaned items is patchy.

Action: Copies of any environmental monitoring results and security reviews conducted in areas housing items on loan must be placed into the Loans-In file. It is not possible to retrospectively recreate information. All items on loan should be condition checked annually and their condition updated in the Loans-In file, HL2, filing cabinet 3.

52. Tamworth Castle has failed to meet the requirements of the retrospective documentation checklist for Loans-out:

a. *Ensure that loan requests are assessed according to the institution's policy?*
Tamworth Castle did not have a Loans-Out Policy until 2005.
Action: N/A cannot retrospectively rectify.

b. *Ensure that there are written agreements signed by both borrower and lender before the loan commences?*
The absence of a Loan agreement and Loans-out Terms and Conditions until 2005 has resulted in a lack of written information about items issued on loan.

Action: For Loans-out that are still current contact the borrower and ensure that a new Loans-out agreement, Loans-out

Checklist and Terms and Conditions are signed and completed in full.

c. *Ensure that the loan is for a finite period?*
Loans have been issued in the past without specifying the term of the loan.
Action: Review Loan paperwork and identify current Loans that have no end date. Contact the borrower and ensure that a new Loans-out Agreement, Loans-out Checklist and terms and conditions are completed and signed, including the end date of the loan.

d. *Ensure that the institution maintains and retains a record of all loans, including details of the borrower, the venues, the loan period and the purpose of the loan?*
The absence of a Loan Agreement and Loans-out Terms and Conditions until 2005 has resulted in a lack of written information about items issued on loan.
Action: For Loans-out that are still current contact the borrower and ensure that a new Loans-out agreement, Loans-out checklist and terms and conditions are signed and completed in full.

e. *Enable effective control of the loan process?*
The absence of a Loan Agreement and Loans-out Terms and Conditions until 2005 has resulted in a lack of control over the Loans-out process.
Action: N/A cannot retrospectively rectify.

f. *Ensure that the borrower confirms their intent and ability to provide an acceptable level of care and safekeeping for the object and to conform to the conditions of loan specified?*
The absence of a Loan Agreement and Loans-out Terms and Conditions until 2005 has resulted in a lack of written information about items issued on loan.
Action: For Loans-out that are still current contact the borrower and ensure that a new Loans-out Agreement, Loans-out checklist and Terms and Conditions are signed and completed in full, including the care requirements section.

g. *Ensure that the loaned objects are covered by insurance or indemnity as appropriate?*
The absence of detailed Loans-out records means that it is unclear whether insurance or indemnity cover for the loan period was established.
Action: For Loans-out that are still current, contact the owner and ensure that a new Loans-out Agreement, Loans-out checklist and Terms and Conditions are signed and completed in full, including information about insurance and indemnity.

Retrospective Care Procedures

53. Tamworth Castle has historically failed to meet all of the current Collections Management requirements of the Accreditation Standard.

    a. The Castle has recorded condition details for items on completion of catalogue cards. These details have been randomly updated as and when a catalogue is checked. However it is not possible to re-create lost condition checks for items.
    Action: A condition check programme has been devised and implemented, see Care and Conservation Policy and Plan. Environmental monitoring has been carried out by previous curators. However only temperature and relative humidity were recorded until 2010. The monitoring was inconsistent and patchy and the results have not been analysed. However it is not possible to re-create lost conditions checks for items.
    Action: An environmental monitoring programme with reports has been devised and implemented, see Care and Conservation Policy and Plan.

    b. Environmental control was carried out by previous curators, with the use of dehumidifiers in specific storage areas. However this was not maintained, the dehumidifiers became obsolete and had to be removed. Since April 2010 the object collections have been relocated in an off-site industrial unit store.
    Action: Following two years of consistent environmental monitoring, at the off-site store, an Action Plan has been devised and implemented. The areas highlighted that require action form part of the new Care and Conservation Plan.

    c. The object collections have been relocated to an off-site industrial unit store, in use since April 2010, with corresponding improvements in storage conditions and access. Tamworth Borough Council has responsibility for the maintenance of the building. An Emergency Plan has been put in place for Tamworth Castle, its related buildings and collections.
    Action: See the Care and Conservation Policy and Plan.

    d. Housekeeping, condition checking and integrated pest management are maintained on a rolling programme, with trained volunteers assisting the Collections Officer.
    Action: See the Care and Conservation Policy and Plan.
    See Tamworth Castle cleaning programme (Appendix I)

    e. The museum has always sought external professional advice where gaps have been identified in internal knowledge.

Areas for Action

54. Tamworth Castle has identified significant backlogs in its retrospective documentation. Accreditation compliant procedures and policies have now been implemented to ensure that the size of the backlog is contained and work is ongoing to clear the backlog.
    See Care and Conservation Plan.

Documentation

Sort paperwork belonging to previous curators and file accordingly.

Review object entry paperwork and attempt to fill in any gaps

Update security copy of accessions registers when amendments are made to a page.

Update catalogue card information, database entries and labelling of items

Review Loans-in paperwork and attempt to fill in any gaps

Review Loans-out paperwork and attempt to fill in any gaps

Care

Continue condition check survey

Continue environmental monitoring programme.

Continue housekeeping and pest monitoring programme

Tamworth Castle
Documentation Backlog - Action Plan

> *New timescales had to be developed for this Backlog Action Plan due to the impact that the events and changes at Tamworth Castle and the museum stores had on Castle staff. All staff were required to pick up extra tasks before and during the Staffordshire Hoard touring exhibition, the HLF project, and the capital works on Tamworth Castle and motte between April 2011 and July 2013*

Documentation Actions

Action	Procedure	Performance Indicator	Date	Comments
Make an inventory of all items held in the Castle Collections	List every item on a new spreadsheet noting name, temporary number, accession number, brief description, location, notes Items without a number should be given a temporary number	Inventory completed	May 2009 to Oct 2011	**Completed June 2014**
Use inventory to update existing object card system, with information for missing objects including, location and accession number information	Go through inventory and transfer new information to object cards	All cards are updated with inventory information	Nov 2011	Revised timescale Sept 2014 – Sept 2015

Reconcile the new inventory with existing documentation: Aim is to:
  a) Assign an accession number to objects that previously had no number but which now have a temporary number
  b) Match up objects to specific documentation where documentation was previously inadequate, including checking numbering sequences and matching objects to descriptions
  c) Match documentation to objects that were previously thought lost and have now been located
	Go through all existing documentation: day books, accessions registers, objects cards, catalogues and match each object to a corresponding entry in the new inventory.
	
	Replace temporary numbers with true accessions numbers if a match is found
	
	Ensure documentation is updated with data transferred from old records if required
	
	Ensure objects are recorded with one accession number only
		Log to be kept on inventory when numbers are matched / located, keeping ongoing record of success.	Nov 2011 – June 2012	Revised timescale Oct 2014 – Oct 2016

Action	Procedure	Performance Indicator	Date	Comments
Assess remaining unnumbered items and take a decision if they are to be accessioned or disposed of	Collections Officer and Heritage and Visitor Services Manager to discuss and make recommendations. Full lists to be produced and all decisions documented	Meeting held, items documented and draft report prepared for Cabinet	May 2012	Revised timescale Dec 2016
Accession un-numbered objects that are to remain within the collections	Treat all items as though they are a new acquisition. Complete an entry form but note that the items has been found in store Where possible if any documentation exists, try to contact the donor to obtain a signature confirming transfer of title as part of the entry process. Assign an accession number from within the current year	All items accessioned	June 2012 to Oct 2012	Revised timescale Jan 2017 – Jan 2018
Designate items for disposal	Collate all documentation, and photograph the objects Explore avenues to contact the donors to inform them of the decision to dispose Follow Castle procedures for the disposal of objects	Meeting held, and draft report prepared for Cabinet	June 2012 to Oct 2012	Revised timescale Dec 2016 – March 2017
Collate documentation for which no objects have been found and formally deaccession the objects	Follow Castle de-accession procedures within Collections Development Policy	Commence procedures for de-accessioning	June 2012 to Oct 2012	Revised timescale Jan 2017 – July 2017

Page 246

Action	Procedure	Performance Indicator	Date	Comments
Update the Accessions register with reconciled items and new items found as a result of the reconciliation process	Enter all new accessioned items into the accession register Enter all items into the accession register that may have updated information (e.g. donors, description) from reconciliation process. Amend numbers that have been recorded incorrectly Where numbers have been duplicated, ensure one item is re-accessioned with its original number and cross reference with the most recent/re-accessioned number Re-copy all amended pages of the accessions register to ensure the secure off-site copy is up to date	Accession register completed and up to date.	June 2012 to Oct 2012	Revised timescale Jan 2017 – Jan 2018
Commence a comprehensive programme to update the catalogue information held for all objects including the object cards and introduce a new database system	Update catalogue cards to complete all sections in full Create a new database catalogue for all objects using MODES XML	Catalogues updated and complete	Oct 2012 to Sept 2015	Revised timescale Jan 2017 – Jan 2018
Review object exit documentation including sorting and filing previous paperwork	Check that all documentation can be traced for historic object exits	Documentation sorted and filed. Any new records kept in appropriate files	Oct 2015	Revised timescale Feb 2018 – April 2018

Page 247

Action	Procedure	Performance Indicator	Date	Comments
Review and reconcile outstanding Loans –in and Loans Out	Collate and check through all Loans files. Contact owners where records are incomplete. Aim to reduce loans including re-establishing terms and potential donations and issue new and updated loan agreements if required.	All loans-in and Loans-out agreements filed, current and within date	Oct 2015 to Sept 2016	Revised timescale Feb 2018 – April 2018
Update catalogue for photograph collection	Re-catalogue on MODES XML	Catalogue completed	Dec 2015 – June 2016	

TAMWORTH CASTLE - CONDITION CHECK FORM				
ITEM DETAILS				
Accession Number:		**Simple Name:**		
Location:				
Dimensions w x d x h (mm)			**Number of parts:**	

CONDITION CATEGORY

(Circle as appropriate)

GOOD   FAIR   POOR   UNACCEPTABLE

CONDITION DESCRIPTION

(Describe any major or minor structural damage, surface damage, disfigurement, chemical deterioration, biological attack, harmful old repairs and accretions.

Signed:		**Date:**	
Name:			
Position:			
Organisation:			

Appendix 3

CONSERVATION / CLEANING REPORT FORM – MULTIPLE ITEMS

Location

Date	Cleaning completed	Any comments or changes to items or environment	Next cleaning date	Actioned by

Tamworth Castle Cleaning programme – 2012 - 2015

Room	Cleaning guide	Room guide
NORTH SIDE		
Day Parlour CNS7 State Dining Room CNS6 Ante chamber CNS5	• Hoover the floors, hearth surround & nearest window sills with Henry vacuum cleaner. • Dust furniture with conservation brush or dry cloth, **Use only the conservation brush on the V&A furniture**. • Use polish once a month. • **Don't** use Microfibre cloths in the Ante Chamber as they pick up, and all the herb bits cling to them	• Take care when moving any of the furniture behind the barriers, & ensure it is returned to its correct position. • Other furniture can be moved but take care that chair backs & other furniture are not pushed up against the wall, the plaster on the walls is fragile, and the wood of the furniture can get marked
Tamworth Story CNS9 Landing (between Tamworth Story & Lady's chamber)	• Hoover the floor through in the Tamworth Story. • Clean the glass / Perspex on all the display cases, using the glass spray on blue paper towels – **spraying onto the paper – not the glass** • Clean the glass on the display case on the landing	• **Don't** clean any of the items **on open display:** • Staffordshire Hoard (repros) • Bicycle • Washing machine • Oven • Any graffiti or scribble on anything inform the Collections Officer
Lady's chamber CNS10 Servant's chamber CNS11	• Hoover the floors & window sills with Henry vacuum cleaner. • Dust furniture with conservation brush or dry cloth. **Use only the conservation brush on the V&A furniture in the Lady's chamber** • Use polish once a month • Clean Perspex of display 'cupboard' in Servant's chamber	• Take care when moving any of the furniture behind the barriers, & ensure it is returned to its correct position. • **The furniture in the Servant's chamber is all replica**
Stairs & handrails	• Stairs are best brushed down with a long handled brush or a dust pan & brush, or the Henry vacuum when possible. • Only wipe handrails down with a damp cloth once a fortnight.	• **Don't use any polish or sprays on stairs or handrails as this can make them slippery and creates a hazard**

Page 25

TAMCM / SJRW 2012

Tamworth Castle Cleaning programme – 2012 - 2015

Room	Cleaning guide	Room guide
SOUTH SIDE		
Georgian room CSS1	• Hoover floors, chimney place (including any chimney fall) & window sills with Henry vacuum cleaner. • Dust with conservation brush or dry cloth / polish where necessary the furniture, including the V&A chest of drawers – **taking great care with front of the drawers not to catch the inlay.** • Dust the **dummy board** only with the conservation brush – don't use a cloth on this as it may pull the surface painting • Clean the glass of the display case using the glass spray on blue paper towel - **spraying onto the paper – not the glass**	• Return the fire irons to their original position on the hearth • Ensure the rope barriers are far enough out from the furniture
Corridor area CSS2	• Hoover floor • Clean mirror	• Return any items to their hooks / locations
Nursery CSS3 Closet CSS4 (off the Nursery)	• Hoover floors & chimney place (including any chimney fall) with Henry vacuum cleaner • Dust with brush or dry cloth very carefully in this room because of the number of original objects on display Be particularly careful when dusting the glass display case of miniatures and the table it sits on. **Do not attempt to move this display case to dust underneath - if it becomes essential speak to the Collections Officer first. We have a flat duster brush**	• Return the barriers to their correct location • **Do be careful on the rug in this room – extremely slippery!** • **Don't** hoover the carpet in here with the Henry hoover – this must be done with the **Conservation vacuum only.**

Page 252

Tamworth Castle Cleaning programme – 2012 - 2015

Room	Cleaning guide	Room guide
SOUTH SIDE – Cont'd:		
Breakfast Parlour CSS9	• Hoover the floor and the hearth (including any chimney fall) with the Henry vacuum cleaner. • Do not attempt to hoover the wood part of the fire surround / over mantle without a ladder. • Dust furniture with conservation brush or dry cloth / polish where necessary. • Use polish once a month on the bookcase & chairs • Dust the green sofa very carefully with a dry cloth– avoiding any of the main areas of damage • Only use the conservation brush on the portraits and frames with care – **do not use a cloth**	• Don't move the main table in the room unless necessary– this is a V&A piece and should only be moved by two people • **Do be careful on the rug in this room – extremely slippery!** • **Don't** hoover the carpet in here with the Henry hoover – this has to be done with the **Conservation vacuum only.** • Ensure the barriers are properly stretched out. • **Be very careful with the items under glass domes, hold with one hand whilst dusting dome. Most are not attached to the base!!**

Page 253

Please report to the Collections Officer any signs of dead insects, debris, or piles of woodworm dust immediately, and before you clean them up, as we need to note locations and monitor for any further signs.
Also report to the Collections Officer any deterioration or damage to furniture, or to the fabric of the building that you notice.

Tamworth Castle Cleaning programme – 2012

Room	Cleaning guide	Room guide

SOUTH SIDE – Cont'd:

Room	Cleaning guide	Room guide
Withdrawing room CSS11	- Hoover the floor, and the hearth (including any chimney fall) with the Dyson vacuum cleaner. **Be very careful with the brass fire surround it is V&A** – return it to its correct position - Dust with brush or dry cloth / polish where necessary. **Don't use polish on:** **the black folding screen** **Lady Peel's fire screen in front of fire place** **small sofa (V&A)** **black tipped up table with inlay** **green covered sofa** - Only use a dry cloth on the tea urn in the centre of the table.	**Do be careful on the rug in this room – extremely slippery!** **Don't hoover the carpet in here with either the Dyson or the Henry hoover** – this has to be done with the Conservation vacuum only. - Ensure the barriers are properly stretched out, without catching the black folding screen or being too close to the table at the opposite end. - Ensure the ladder back rush seat chairs are not up against the wall panels as they mark the panelling.
Great Hall CGH	- The floor in here can be swept, hovered and / or mopped. - Any of the weapons and armour should be cleaned with dry cloth / brush or "feather duster" - Always use a stepladder for anything that cannot be reached - The animal heads can be cleaned with the Conservation vacuum cleaner and / or a brush	- The floor gets a lot of usage in here. - Do not stand on the wooden plinth at the far end of the hall – **it is not safe! It is not attached in some places and is part of the panelling. Always use a stepladder.** **Take care with the animal heads as not all are securely attached to the wall.** **The water buffalo over the fireplace is best left alone! The horns are not secured!**

Page 254

Appendix 4

Tamworth Castle
Handling and Moving of Objects
Good Practice Guidelines

Introduction

1. Tamworth Castle ensures that all museum objects are subject to careful and appropriate handling, to minimise the risk of physical damage and to contribute to future accessibility. This requires high standards of practice and supervision at all times.
2. These handling guidelines provide advice on how to handle items correctly.
3. These guidelines apply to all the items in Tamworth Castle's collections, including items temporarily left under the care of Tamworth Castle such as items on loan, or received for identification.
4. These guidelines do not apply to the handling of items within the Handling Collection, although these should also be handled with care to preserve their continued use

When to Handle

5. Items should only be handled when absolutely necessary, as this reduces the risk of damage. Check with the Collections Officer before moving any items.
6. Correct packing reduces the need for additional handling as it should be possible to remove the packing from an item, rather than remove the item from the packing, see Packing/Storage Policy and Procedures.
7. Before handling an item its visible condition should be checked and recorded on the object's documentation (catalogue card / Condition Checking Form and database). An item should only be handled if it is robust enough to withstand handling and there is no evidence of structural weakness or damage. If any part of the item is damaged, do not handle the item, specialist advice should be sought from a conservator.
8. If an item is heavy or large you may need someone to carry it with you or act as a guide. If necessary moving or lifting equipment, such as a tray, box, trolley or powered equipment should be used in accordance with the manufacturer's guidelines, or a specialist should be employed. A risk assessment and method statement will need to be produced before handling large items.
9. Health and Safety should also be considered before handling. An item must only be handled if it can be done so without endangering yourself or others. It might be necessary to warn people along the route or ask them to leave the area.
10. Watches, rings and other jewellery will scratch delicate items, even through gloves and should be removed.

<u>Advance Plan</u>

11. Check with the Collections Officer that it is safe to handle or move an object.
    Before handling an item, a plan must be established as to where the item is going to and how will it get there. It is necessary to plan the route to be taken. Make sure that the object will fit through doors and awkward areas and arrange for the doors to be opened. Ensure the route is clear of all obstructions.
12. Ensure that there is an area prepared at the receiving end for the object. This should be clean, secure and free from obstructions.
13. If the item is going to be moved more than once, you should plan for this by providing it with a secure carrying case or support which is more easily lifted and moved.

<u>Handling Requirements</u>

14. Make sure that all the parts of the object and any associated material or labelling are moved to the new location.
15. Make sure there is no food, drink or smoking in the areas where the object is being taken from and where it is going to.
16. It should be ensured when handling an object that it has sufficient support, if not, find suitable materials to support the object before handling. It might be necessary to place it in a box or on a tray, padded to fit the object.
17. Check that parts of the object do not rub or knock against each other. They may need to be packed separately. If the object is loose in its box, pack it securely using suitable packing materials and methods as described in the Benchmarks in Collections Care.
18. It is important to wearing either cotton or disposable Nitrile gloves every time an item is handled. The skin secretes oils and metabolic wastes including various salts and urea, which react aggressively with all materials. These will leave a permanent mark on the object. For example, fingerprints can quickly eat into polished metal. Gloves also protect the wearer from harmful substances.
19. Gloves are to be changed as they get dirty, ensuring that dirt is not transmitted from one object to another. It is important to wear the right kind of gloves. If the object is dusty or dirty, has a rough surface which could catch on fibres or a very smooth surface which could be slippery, it may be better to wear non-absorbent Nitrile gloves. If it is clean and dry, it may be preferable to wear cotton gloves.

<u>Damage</u>

20. Any damage sustained to an item should be reported to the Collections Officer, and should be noted on the item's documentation, the catalogue card / Condition Checking Form and database record.

<u>Handling Techniques</u>

21. Where possible items should be carried in their boxes.
22. However if the item is not boxed, or has to be handled out of its box, providing one person is able to carry the item without aid, it should be carried with one hand underneath the object and the other around the side for support and control. All parts of the item must be supported.
23. Do not pick up objects by their handles, arms, top or projections, as they may be loose or break off.
24. Occasionally even small or light objects may need two people to carry them safely. If more than one person is carrying the object, share the weight and nominate one person to say when to lift and when to put down. Agree in advance which way to move or turn the object.
25. If possible, keep the item level and make sure al the parts are supported.

<u>Specific Advice</u>

Books
26. To remove a book from a shelf push the books on either side of it further into the self and hold the book firmly with your hand around the spine, with your fingers on one cover and your thumb on the other. Do not pull it from the top of the spine.
27. Nitrile gloves should be worn to handle books to allow you to turn pages. Cotton or Nitrile gloves should be worn when handling books with gold leaf decorations on the covers or spine.
28. If the book is to be opened it must rest on a book pillow and should be opened gradually from the front or back. Do not directly open the book in the middle.
    Snake weights should be used where appropriate to hold pages open.
29. Do not lick your fingers to turn pages. Pages should be turned slowly to prevent damage and handled as little as possible.
30. Scanning of books should be done using the digital 'MiniScan' and the 'MiniScan' book cradle.

Photographs
31. Photographs are highly susceptible to physical damage from improper and frequent handling so they should be handled as little as possible.
32. Cotton gloves should be worn.
33. Where possible photographs are to be left within their archival polyester pockets or sleeves for viewing. If they need to be removed the packing should be removed from the photograph and the photograph placed on a piece of acid free cardboard to provide support.
34. Photographs can be scanned through archival polyester pockets or sleeves.

Archives

35. Nitrile gloves should be worn to handle archive material.
36. Archive material should be left in their archival polyester pockets or sleeves where possible for viewing. If they need to be removed the packing should be removed from the archive material and the material placed on a piece of acid free cardboard to provide support.
37. Archive material in can be scanned through archival polyester pockets or sleeves

Art

38. Before carrying a framed picture, make sure there is no flaking paint and the picture is securely fastened in the frame, and the frame is not damaged. Carry it upright by the sides of the frame or the top and bottom. Do not use the top as a handle to lift it. Do not grip any of the ornate parts of the frame.
39. If there is flaking paint, carry it flat and face up so that you don't lose any paint while moving.
40. Do not touch the canvas or paint surface directly.
41. White cotton or Nitrile gloves should be worn for handling paintings and frames.
42. Carry an unframed picture by the stretcher bars at the back. Do not put your fingers around the stretcher bars because this could cause the paint to crack and flake in that area. Never touch the painted side or the back of the canvas.
43. When putting a painting on the floor ensure that there are padded, wooden blocks or foam blocks in place. These provide a softer surface than the floor and keep paintings off the ground. Do not set the painting down on the corner, always set it down along one complete edge.
44. A large painting must be moved by two people regardless of the weight involved.
45. If transporting glazed paintings the glass should be taped with masking tape. This will hold the glass together should it break and reduce the risk of damage to the work. Do not allow tape to get onto the frame or painting. For small frames one strip of tape vertically in the centre of the glass, one horizontal strip and one strip on each diagonal will be sufficient. Larger paintings will need more.
46. Unstretched paintings, if allowed to move too much, can cause the paint to come away from the surface of the canvas and so require good support.
47. If the paintings are small enough to be moved flat the painting should be moved on a piece of strong mount board.
48. Larger unstretched paintings may need to be rolled to be carried. The roller should be as large in diameter as possible. Rolls should be covered with a layer of padding i.e. Plastazote. Paintings should be rolled painted-side out with an interleaving layer of Tyvek to prevent any transfer of pigment. When rolled the painting should be tied firmly, but not tightly, with cotton tape in several places. If the paint layer is on the inside when the painting is rolled, the paint will become compressed and will develop creases that will remain in the painting after it has been unrolled.

Ceramics, Glass and Enamelware

49. Never lift or carry fragile glass, ceramic or other objects by the handles, rims or any projecting part.
50. Wear Nitrile gloves to handle objects with glazed, polished or highly finished surfaces.
51. Carry small objects with two hands, one hand should support the bottom of the object and the other hand should be placed at the top or side to steady the object.
52. Never carry more than one object at a time.
53. Always move light, fragile objects in a carrying box, with all empty space filled with acid free tissue.
54. Take care when picking up or setting down ceramics and glass. These materials can have hairline fractures that may cause the object to shatter.

Textiles

55. Do not handle textiles unless absolutely necessary, keep handling to a minimum.
56. Wear clean white cotton or Nitrile gloves when handling textiles and make sure your hands are clean.
57. Watches, rings and all other jewellery should be removed to prevent them catching on any textile.
58. When handling flat textiles never pick them up by one corner. Always support the weight of the textile evenly. Small textiles should be carried either on a board or in a box. Larger textiles should be rolled.
59. Costume should never be picked up by the shoulders. Carry costume supported across both arms, or on a large cloth, or sheet of acid free tissue. Ideally costume should be moved in boxes or on a board. If it is on a hanger, hold the hanger in one hand and support the rest of the garment across your other arm, making sure your clothes cannot become entangled. It may help to drape a clean cloth across your arm first.

Metal

60. When handling metal items from silverware to iron tools wear clean, Nitrile gloves.
61. Never lift or carry objects by the handles, rims or any projecting part.
62. Secure and support any moving parts on an object before you move it.

Furniture

63. Carefully examine each piece of furniture before moving it. The feet and bases of cabinets, legs of tables and legs and arms of chairs generally cannot withstand strain.
64. Only move one piece of furniture at a time.
65. Never lift furniture by a projecting part.
66. Never lift a chair by the arms or the back. Chairs should always be lifted by the seat rails.
67. Do not lift a table by its top. Tables should be lifted by their legs where possible, this supports the top from below and avoids straining the joints. If moving a gate legged table more than a couple of feet, close the supported leaves down and carry in the closed position.
68. Never turn a piece of furniture with its top side down, because only the legs or base were designed to carry its weight.

69. Tie unlocked drawers and doors in place with cotton tape, so they cannot open during the move.
70. Avoid touching the upholstered parts of furniture. Wear gloves if you must handle upholstery.
71. Always cover upholstered areas with clean cloth or Tyvek before moving or storing.
72. Remove marble tops and protective glass from tables and cabinets before moving them.
73. Before moving a piece of furniture take off any removable parts.

Authorisation and Responsibility

74. All Tamworth Castle staff, including visitor services staff, school facilitators and volunteers handling the collections are responsible for implementing the Handling and Moving Good Practice Guidelines.
75. The Collections Officer is responsible for providing advice and training on how to handle and move items, and should be consulted before any changes are made to period room settings and storage areas.

Appendix 5

<u>Tamworth Castle</u>
<u>Packing/Storage Policy</u>

<u>Introduction</u>

Purpose
1. This policy reviews the guiding principles for packing or re-packing items and recommended materials.
2. Aspects of this policy that refer to the packing of objects do not apply to items on display. Those aspects of the policy that refer to storage requirements relate to both items situated in stores and items on display.
3. The guidelines recommended are based on best practice advocated by the National Preservation Office for archive material, and the Museum Association's Benchmarks in Collections Care 2.0 (Collections Link)
4. Appropriate packing and storage is vital for the preservation of items under the care of Tamworth Castle. Items can be damaged by insufficient or inappropriate packing and storage materials.
5. Tamworth Castle's overall principle is that items must be protected as much as possible from dirt, dust, pests and damage, without hindering access to the items. Items are not to be over-packed, wherever possible packing should allow items to be viewed without removing them from their packing.

<u>Review of Current Packing/Storage Systems</u>

6. Wherever possible items at Tamworth Castle are stored in plastic 'Really Useful' boxes for ceramics, glass, metal or more robust items. Archival quality card boxes for archive materials, textiles and smaller items. Items stored within containers are wrapped in acid-free tissue paper for protection. This protects the item, but does not allow for easy viewing of the object, requires extra handling to remove the packing to look at the object and does not prevent the objects from moving around within the container.
7. The covering of large items that are too big to be stored in a container, with unbleached calico is under review.
8. Boxes are stored on epoxy powder coated bespoke racking. Large objects on open storage are stored on the same shelving.
9. Terracotta items are stored on pallet racking with wood shelves and pallets.
10. A list of the stores and the type of items located in each of the stores can be found at the end of this document.
11. Archive documents are stored in polyester sleeves or pockets
12. Photographs are stored inside polyester pockets in a filing cabinet with their catalogue cards. However some have been glued onto their catalogue cards. As part of the backlog policy it is intended to address the packing and storage of photographs.

13. Part of the costume collection is hung on three dress rails and covered with calico coverings, the other part is boxed, where items are too fragile or where it is not possible to hang them. Other textiles require boxed storage.

Packing Guidelines

14. Before packing an item it must be checked to ensure that its identifying number has been clearly labelled/marked onto the object in accordance with the Labelling and Marking Policy and Procedures.
15. All items are to be stored in acid-free cardboard boxes (archive material) or 'Really Useful' plastic boxes, depending on the type of item. Exclusions to this include: books and costume, see Packing Procedures.
16. Wrapping items in tissue increases the need to handle the object in order to access it. Therefore there is a strong presumption *against* wrapping items in tissue paper and marking their identifying number on the wrapping, unless absolutely necessary. The objects must be as visible and easily accessible as possible.
17. Where possible Tamworth Castle prefers to leave items *unwrapped* within their storage containers. Unwrapped items are to rest on a nest of acid-free tissue and are not to be stacked. This is to enable easier access to items.
18. Smaller, fragile objects are to be packed individually within small boxes and stored together in a larger box.
19. There is also a strong presumption against stacking objects in boxes, as this hinders access and increases handling of items on the top layer in order to access the lower layers. It also increases the risk of damage from items coming into contact with items above or below them.
20. Only items that will incur damage without individual wrapping are to be wrapped individually in acid-free tissue paper. The identifying number is to be clearly marked on the packaging, preferably using a foil backed label and an archival quality marker pen, not a pencil, as this can easily be rubbed off and is often hard to see.
21. Empty spaces within boxes are to be filled with acid-free tissue, Tyvek paper, or air cushion to ensure that objects cannot move freely inside the box. The presumption should be against using materials such as bubble wrap as this is not archival material.
22. The outside of the boxes are to be clearly labelled with the contents of the box to remove the necessity for opening boxes to identify their contents, and / or a list inside the box.

Storage Guidelines

23. Items are not to be stored on the floor as it provides a tripping hazard and makes them susceptible to water damage from flooding or the aftermath of fire. Instead items are stored on stable metal shelving. Those objects that are too large or heavy for the shelving are stored on wooden pallets.
24. The shelving in the stores is laid out so that there is sufficient space for a person to move around within the stores when they are carrying objects.

25. All objects are stored on clearly labelled metal shelving units within their storage boxes where applicable. For an explanation of the labelling system used for stores shelving, please see Location and Movement Control Policy and Procedures in the Documentation Procedural Manual.
26. Where objects are stored on shelving without a protective container they should be covered over with unbleached calico.
27. Items on display should be stored either within lockable display cabinets or are to be on open display within period room settings. These items will be subject to more stringent condition checks than those items in stores. All display cases are constructed from inert materials that will not cause any deterioration to objects.

Recommended Materials

28. Damage to items is not just physical, damage can also be caused by chemical substances present in the packing materials and so it is important to only use materials recommended by Collections Trust.
29. The following materials are used by Tamworth Castle for packing:
    a. 'Really Useful' boxes are used to store social history objects and archaeology. These are transparent polypropylene multi-purpose boxes, which are acid-free.
    b. Acid-free card boxes are to be used to store textiles, archive material, photographs and documents.
    c. Acid-free card is used to make four-fold envelope flaps to protect damaged books.
    d. Acid-free tissue is used to create padding around objects and wrap particularly sensitive objects.
    e. Plastazote is also used to create padded beds for objects to rest on.
    f. Tyvek is used to provide a protective cover to delicate items.
    g. Unbleached calico fabric is used to provide a protective cover to items that are too large to be stored in a container.
    h. Unbleached cotton tape is used for attaching labels and tying rolls.
    i. Polyester pockets are used for the storage of archive material, photographs and documents.

Castle Displays and Storage Location Guide

Location	Location Description	Previous Location name
	Period Room Displays	
CCY	**Castle Courtyard**	**Courtyard**
CGH	**Castle Great Hall**	**Great Hall**
CNS 1	**Castle North Side Room 1**	**Reception**
CNS 2	**Castle North Side Room 2**	**Dungeon**
CNS 3	**Castle North Side Room 3**	**Norman Exhibition**
CNS 4	**Castle North Side Room 4**	**Bottom of North Stairs**
CNS 5	**Castle North Side Room 5**	**Antechamber**
CNS 6	**Castle North Side Room 6**	**Dining Room**
CNS 7	**Castle North Side Room 7**	**Day Parlour/Royal Bedchamber**
CNS 8	**Castle North Side Room 8**	**Ferrers Room**
CNS 9	**Castle North Side Room 9**	**Tamworth Story**
CNS 10	**Castle North Side Room 10**	**Ladies Chamber/Haunted Bedroom**
CNS 11	**Castle North Side Room 11**	**Servant's Chamber/Chapel**
CNS 12	**Castle North Side Room 12**	**Guard Room**
CNS 13	**Castle North Side Room 13**	**Back Cellar**
CSS 1	**Castle South Side Room 1**	**Georgian Room**
CSS 2	**Castle South Side Room 2**	**Georgian Corridor**
CSS 3	**Castle South Side Room 3**	**Nursery/ Annie Cookes Bedroom**
CSS 4	**Castle South Side Room 4**	**Nursery Closet**
CSS 5	**Castle South Side Room 5**	**Cookes Bedroom**
CSS 6	**Castle South Side Room 6**	**Cookes Bathroom**
CSS 7	**Castle South Side Room 7**	**Top of South Stairs**
CSS 8	**Castle South Side Room 8**	**Footbridge**
CSS 9	**Castle South Side Room 9**	**Breakfast Parlour**
CSS 10	**Castle South Side Room 10**	**Breakfast Parlour Cupboard**
CSS 11	**Castle South Side Room 11**	**Withdrawing Room**
CSS 12	**Castle South Side Room 12**	**Ceramics Cupboard**
CSS 13	**Castle South Side Room 13**	**Shop and Café**
	Display Cases	
CNS 9 C1	**Castle North Side Room 9 Case 1**	**Tamworth Story Torc case**
CNS 9 C2	**Castle North Side Room 9 Case 2**	**Tamworth Story Medieval case**
CNS 9 C3	**Castle North Side Room 9 Case 3**	**Tamworth Story Tudor case**
CNS 9 C4	**Castle North Side Room 9 Case 4**	**Tamworth Story Georgian case**
CNS 9 C5	**Castle North Side Room 9 Case 5**	**Tamworth Story Peel case**
CNS 9 C6	**Castle North Side Room 9 Case 6**	**REMOVED**
CNS 9 C7	**Castle North Side Room 9 Case 7**	**Tamworth Story Gibbs & Canning**
CNS 9 C8	**Castle North Side Room 9 Case 8**	**Tamworth Story Civic Pride case**
CNS 9 C9	**Castle North Side Room 9 Case 9**	**Tamworth Story Coal case**
CNS 9 C10	**Castle North Side Room 9 Case 10**	**Tamworth Story Farming case**
CNS 9 C11	**Castle North Side Room 9 Case 11**	**Tamworth Story Roman case**
CNS 9 C12	**Castle North Side Room 9 Case 12**	**REMOVED**

Storage

Location	Location Description	Previous Location name
	HOLLOWAY LODGE	
HL 1	**HL Ground Floor Room 1**	**Holloway Lodge Office**
HL 2	**HL Ground Floor Room 2**	**Holloway Lodge Photo Store**
HL 3	**HL First Floor Room 3** **Bays 1 – 9 Archive store**	**Holloway Lodge Upper Store Room 1**
HL 4	**HL First Floor Room 4** **Bays 1 – 9 Archive store**	**Holloway Lodge Upper Store Room 2**
	STABLES	
ST1	**Stables Room 1 LHS**	
ST2	**Stables Room 2 RHS**	
ST3	**Stables Upstairs Main Ante-Room 1**	
ST4	**Stables Upstairs first inner room**	
ST5	**Stables Upstairs second inner room**	
	AMINGTON STORE Ground Floor	
AM 1	**Bays A – F Shelves 1 – 4**	**Ceramic & Glass**
AM 2	**Bays A – F Shelves 1 – 4**	**Trades & Business / Domestic / Misc Social History**
AM 3	**Bays A – G Shelves 1 – 4**	**Domestic / Social History / Archaeology**
AM 4	**Bays A – G Shelves 1 - 4**	**Archaeology / Geology / Misc Architectural salvage**
AM 5	**Bays A - C Pallet racking 1 - 3**	**Terracotta / Stoneware/ Architectural salvage / Funeral bier**
AMP1	**Picture rack 1 a & b**	**Tools / Long case clocks**
AMP2	**Picture rack 2 sides a & b**	**Paintings**
AMP3	**Picture rack 3 sides a & b**	**Paintings**
AMP4	**Picture rack 4 sides a & b**	**Paintings**
AMP5	**Picture rack 5 Bays A - H**	**Pictures / smaller paintings**
	AMINGTON STORE Mezzanine	
AM 6	**Bays A – C Shelves 1 - 4**	**TBC Records / Travelling trunks**
AM 7	**Bays A – B Shelves 1 – 4**	**Luggage / Industrial sewing machines**
AM 7	**Bays C – N Shelves 1 – 6 / 4**	**Boxed Costume**
AM 8	**Bays A – C Shelves 1 – 5**	**Boxed toys / toys / prams**
AM 9	**Bays A – B Shelves 1 – 4**	**Armour / mail (boxed)**
AM 9	**Bays C – K Shelves 1 - 6**	**Boxed Costume (temporary location) / TBC Records (boxed)**
	Mezzanine floor	**X 3 dress rails (covered in unbleached calico)**

Storage – continued:

	AMINGTON STORE ZONES	
	Zone 1 (under mezzanine)	**Cine projectors / outsize camera / funeral bier**
	Zone 2 (end wall)	**Stack of removed doors**
	Zone 3 (end of AM 1 / 2)	**Dutch oven**
	Zone 4 (wall end of AM 1 / 2)	**Domestic cleaning / butter churn**
	Zone 5 (in front of pallet racking)	**Textile loom components / Architectural salvage / outsize clock mechanism**
	Zone 6 (between pallet racking & roller shutter door)	**Mangles / weighing machines / farm tools / wooden water pipes / Misc.**
	Zone 7 (opposite side of roller shutter door)	**Textile loom components / hay rack / Misc.**
	Zone 8 (next to entrance door)	**Wooden press / wooden mill cart / Misc. domestic items.**
	Zone 9 (end of mezzanine area)	**Misc. wooden furniture items including desks and school desks / chairs / display cabinets**

Tamworth Castle
Packing/Storage Procedures
### Good Practice Guidelines

Introduction

1. These procedures provide detailed instructions for how to pack and store specific items within the Collections and are to be used in conjunction with the packing / storage guidelines provided in the packing / storage policy.
2. Due to the wide variety of types of item within the Collections it will not be possible to provide detailed instructions on how to pack / store every item. For items not covered below, a decision on the most suitable packing and storage is to be made by the Collections Officer based on the policy guidelines above.
3. The 'Standards in Collections Care' series published by the MGC provides further information about the care and storage of particular types of collections material including archaeology, photographs, geology and larger working objects.
4. Training has been received by staff from the conservators at Staffordshire Record Office on current best practice for the packing requirements of books and archival documents. Photographs and Costume also have individual packing requirements. Procedures are provided for the following:
   a) Books
   b) Archival documents
   c) Photographs
   d) Costume
   e) General guidance for other objects.
5. It is envisaged that these procedures are to be updated as and when required dependent upon any changes in best practice and any extra training received.

Books

6. Unnecessarily over packing books will prevent adequate air flow and unnecessarily under packaging books will increase the risk of further damage. Therefore it is important to accurately assess the condition of each book.
7. For the purposes of these guidelines books will be split into three categories based on their condition. When handling / storing books it will be necessary to decide which category the books fall into and follow the appropriate guidelines.

	Condition	Guidelines
Category 1	• Pages are securely bound, there are no loose pages. • Spine and cover boards fully encase all pages. Damage to spine and cover boards is allowed as long as all pages remain protected and the spine and cover boards are not at risk of detaching from the book.	• Initially store upright on bookshelf with no packing, layer of Tyvek on shelf. • As part of Backlog Policy look to cover all of these books in four-flap enclosures made of acid free paper.
Category 2	• Loose pages • Damage to spine or cover boards which exposes pages. • Loose spine or cover boards, which are at risk of detaching from the book.	• Cover all of these books in four-flap enclosures made of acid free card and stand upright on bookshelves.
Category 3	• Spine is missing • One or both cover boards are missing • A large number of pages are loose	• Cover all of these books in four-flap enclosures made of acid free card and store horizontally on the shelf, with no more than three stacked on top of each other.

8. All category 1 and 2 books are to be stored upright on bookcases with the spine facing outwards. Only those with significant damage will be stored flat, or any large books over 40cm tall. Books that are stored flat must not be stacked more than three high. The binding of a book is such that storing books horizontally on a shelf places undue strain on the spine of the book, which is slightly more raised than the cover boards. See diagram below.
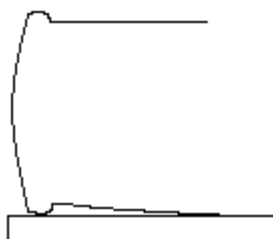
9. Books are not to be wrapped in acid free tissue as this unnecessarily increases handling of the item to remove it from its packing. The four-flap

enclosures are designed so that the book can be removed from the packing rather than the packing removed from the book.

10. Books should only be stored on shelving where they do not project beyond the edge of the shelf.
11. Wherever possible books of the same size should be stored together.
12. Books with clasps, bosses, straps or ties should be covered with a four-flap enclosure to protect any projecting parts and to prevent damage to adjacent volumes.
13. Bound volumes should not stand on their fore-edges, as this will eventually lead to the text block separating from the binding.
14. Cloth and paper bindings should not come into direct contact with leather bindings.
15. Books are to be stored next to each other, upright, in rows on the shelving. This is to ensure that the books are adequately supported. However it is important not to overfill shelving, the books need to stand next to other books but there needs to be enough room to allow for two fingers to be placed either side of a book to remove it. Where there is a gap at the end of a row of books that is not big enough to house a further book it must be filled using acid free tissue or Tyvek.
16. Red rot is present on some of Tamworth Castle's leather bound books. It does not spread from book to book. It weakens the binding of the book and so books with leather rot are to be stored in a four flap enclosure that is buffered with acid free tissue to provide extra padding.

Archival Documents

17. Where possible all archival documents are to be stored flat.
18. Folded items should be unfolded where possible and stored flat, but only where this will not damage items further.
19. Rolled items should remain rolled and stored inside a protective archival quality cardboard tube.
20. Single page archival documents are to be stored in polyester sleeves where size allows. These should be a little larger than the original document. These transparent covers allow for easy use of the document without having to remove it from the packing.
21. Fragile archival documents should be supported with a backing board inside a polyester sleeve.
22. Archival documents of more than one page should not be stored in polyester pockets with three sides sealed as this involves extra handling to remove the item from the pocket for use. Nor should they be wrapped in acid free tissue paper as this involves extra handling to remove the object from the packing. Instead multi-page documents are to be stored in polyester sleeves with two sides sealed to allow for easier access to the document or four flap enclosures made from acid-free card which allow the packing to be removed from the document.
23. Archival documents are to be stored in acid-free cardboard boxes, which are just a little larger than the item itself to prevent excessive movement. Boxes should not be overloaded. Clamshell boxes are to be used to facilitate access for smaller documents.

24. Solander boxes are available for the storage of large items.

Photographs

25. All photographs are to be in polyester sleeves with a piece of mount-board for support and stored in upright document boxes. The identifying number is to be marked in the top left hand corner of the sleeve to enable easy identification within the box.

Costume

26. Costume is stored either in boxes lined with acid free tissue or on hangers on a clothing rail, with a protective unbleached calico dust sheet covering the whole rail and tied on top, thereby preventing any garments from touching the floor. The hangers should be padded and made to measure, see advice below in paragraph 29d.

27. Small textile items or delicate textile items are stored in archival quality cardboard boxes, with an acid free tissue cover to prevent further damage. The acid free tissue should be used to line the box and folded over the top of the items so that it is possible to unfold the tissue from the objects.

General Guidance

28. Plates are to be stored upright with acid free tissue wads in between providing padding. This reduces storage space and results in significantly less damage should the box be dropped.

29. Examples from 'Signposts to Collections Care: A Self-Assessment Pack for Museums Factsheet 3, SWMLAC' follow:

   a. **Small lightweight objects that do not require special conditions**
   o *Use acid-free card boxes.*
   o *Place a layer of soft packing material in the bottom of the box.*
   o *Create a nest for each object from acid-free tissue or Plastazote foam, making sure there is sufficient packing material underneath and around each object.*
   o *Make a soft pad of acid-free tissue or a piece of Jiffy foam to place over the object before closing the box.*
   o *Avoid placing objects in layers. If objects have to be packed in layers, ensure that the objects underneath are robust, and those on top are lightweight. A tray or rigid layer of acid free card between layers will help to spread the weight of the objects above. Remove all the objects from each layer in turn when unpacking the box. Make sure that there is a label inside the box indicating the number of layers present in the box.*
   o *Label the box with all of the contents.*

b. Large or very heavy objects.

o *When boxing an object is not feasible, large or very heavy objects can be protected by raising them off the floor. Place them on wooden pallets, the bottom of shelves of racking or stand them on thick sheets of 'Plastazote' or 'Ethafoam'. The object may need to be raised slightly from the surface on padded blocks, so that you can safely set it down and lift it in future. Large pictures, cannons and stone blocks are frequently stored this way.*

o *Cover them with dustsheets, made from unbleached cotton, 'Tyvek' or 'Jiffy' foam. Label the dustsheets and the objects clearly. If the dustsheets need to be secured, use cotton tape. Do not use any type of adhesive tape, as it will eventually fail and the adhesive will migrate onto the objects leaving a permanent stain.*

o *Tie a label to the dustsheet using cotton tape.*

c. Large flat textiles.

o *When packing large flat textiles in a box, use the largest size box you can manage to minimise the number of folds. Line the box with acid-free tissue and use loose rolls of acid-free tissue to pad inside the folds. If possible, put each item in a separate box.*

o *An alternative to boxing is rolling. This prevents items such as large textiles from becoming damaged by creases from folding. Make sure you have enough space to store the rolls and that all the materials are inert.*

o *Prepare a clean flat area large enough for the textile and the people working on it. Cover an area slightly larger than the textile with acid-free tissue. Lay the textile face down on the tissue.*

o *Select an acid free cardboard tube that is wider than the textile and has the biggest diameter you can manage. Wrap it twice in acid-free tissue and place it on the edge of the acid-free tissue which extends from under the textile. Roll the tube slowly and evenly across the textile, using the tissue to hold it onto the tube as it rotates. This will almost invariably require at least two people.*

o *Cover the tube with an unbleached calico or Tyvek cover tied gently with cotton tape.*

o *Place a wooden dowel which is strong enough to support the weight of the rolled textile inside the tube, making sure that the ends project either side of the tube. Suspend the dowel horizontally so that the roll hangs free and is not pressing the textile against a wall or projection.*

o *If this is not possible, the tube can be placed horizontally on pads, on a shelf.*

o *Label the outside of the roll, including a small picture of the contents if possible.*

d. Costume.

o *When packing costume in a box, use the largest size box you can manage to minimise the number of folds. Line the box with acid-free tissue and use loose rolls of acid-free tissue to pad inside the folds. If possible, put each item in a separate box.*

- o *When hanging costume, custom-fit each hanger to fit the item by padding it out with polyester wadding and making an unbleached calico slip cover to go over the wadding. Label the hanger so that it is simple to identify the correct hanger for each object if they become separated.*
- o *Cover each item of hung costume with a custom-made Tyvek or unbleached calico 'garment bag'. Great care must be taken in the design of the bag so that the object is not damaged when the bag is put on or taken off.*
- o *If several items are hung on one rail a large sheet of Tyvek can be hung to protect them all.*
- o *Label the outside of the box or bag, preferably with a picture of the garment so that it is not necessary to open it up to identify the contents.*