

1. Scope

This document outlines a framework for collections care and conservation/preservation work in order to ensure the longevity of the materials in our care. This document should be read alongside the related documents.

The University of Brighton Design Archives (UoBDA) consists of twentieth-century paper-based materials, with very few exceptions. The role of UoBDA is to preserve and make available, now and in the future, the unique and irreplaceable collections of design organisations and individual designers in its custody. UoBDA operates from its Grand Parade (GP) premises in Brighton. Collections are appraised, accessioned, sorted, catalogued and indexed for ease of access, given a conservation and/or preservation assessment and digitised where necessary or desirable. A separate policy is in place for the preservation of records in digital format.

2. Related and supporting documents

University of Brighton (UoB) Health & Safety Policy 2016

UoB Emergency/Disaster Plan/s

UoB Harwell Information

UoB Insurance policy

UoBDA Digital Preservation Policy

UoBDA Visitors Form

UoBDA Collection Care Procedures

UoBDA Cataloguing Plan

UoBDA Conservation Record

UoBDA Loans and Exhibitions Policy

UoBDA Loans and Exhibitions Procedure

UoBDA Conditions of Access

BS EN 16893: 2018 Conservation of Cultural Heritage – Specifications for location, construction and modification of buildings and rooms intended for the storage or use of heritage collections

BS 4971: 2017 Conservation and care of archive and library collections

PAS197: 2009 Code of practice for cultural collections management

Collection Trust: Benchmarks in collection care

Collection Trust: Condition checking and technical assessment

British Library's Preservation Advisory Centre: Preservation Assessment Survey for Libraries and Archives

3. Definitions

For the purposes of this document:

Collection Care is the management of all possible risks to the collections in order to maximise their useful life, done without direct physical intervention or treatment. It refers to the retention and maintenance of material over time and includes physical forces, theft and vandalism, fire, water, pests, pollutants, light, environmental controls and cleaning and handling guidelines for researchers, as outlined in our Visitors Form. Collection care is implemented in reference with *BS EN 16893:2018 Conservation of Cultural Heritage – Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections* and *PAS197:2009 Code of Practice for Cultural Collections Management*.

Conservation is defined as an active and interventional protection of a section or an individual item in an archive collection. It includes re-packaging and re-housing materials in line with *BS 4971:2017 Conservation and care of archive and library collections* while maintaining the integrity of the documents. When individual item conservation is required, UoBDA uses fully reversible professional conservation processes and techniques in order to prevent further deterioration. These measures should not affect the integrity of the original and are only performed if deemed necessary.

4. Standards and principles

We aim to comply with *BS EN 16893:2018 Conservation of Cultural Heritage – Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections* and *BS4971:2017 Conservation and care of archive and library materials*. UoBDA also consults Collection Trusts' *Benchmarks in Collections Care 2.0* and *Condition Checking and Technical Assessment*, as well as British Library's Preservation Advisory Centre's *Preservation Assessment Survey for Libraries and Archives*.

Health and Safety issues are dealt with in accordance to the UoB *Health and Safety Policy*, published in October 2016.

UoBDA are aware, and comply with, the code of ethics of the professional bodies of Institute of Conservation (ICON) and Archives and Records Association (ARA).

5. The building and security

In various stages of development, UoB has been a part of Brighton since 1859, becoming a University in 1992. The first phase of the GP purpose-built building opened in 1961, with Phase II completed in 1967 and Phase III in 1969. UoBDA accommodation are in the basement of the 'Fourth Wing', fronting onto the street, Grand Parade, and opened in 1998. UoBDA have occupied their main space, B58, since then, subsequently taking over additional spaces within the same area.

Building work over the summer of 2019 provided UoBDA with enhanced facilities for both visitors and staff with separate archival stores, office and research/teaching space.

The UoB recognises that the maintenance and upkeep of its GP building is fundamental to the stewardship of the UoBDA collections. Any problems or concerns are reported to the UoB Estates and Facilities Management (EFM) via a central online system or by telephone, details of which can be found on UoB Staffcentral (<http://staff.brighton.ac.uk>).

6. Collection care

UoBDA are aware of the risks posed to the collections from poor handling, environmental factors, storage and methods of working. We are also aware of the importance of monitoring and recording the conditions of our collections. We endeavour to provide our materials with the necessary conditions within the framework of our buildings and storage areas, and convey these requirements to the UoB's senior management and in relevant documents. Materials are kept off floors and boxed in archival quality materials incrementally.

Researchers and UoBDA staff are briefed about the correct handling of archival materials. For researchers, the briefing is outlined in the Conditions of access form, requiring a signature, as well as by in-person briefing. Photographic materials are always viewed while wearing powder-free exam gloves.

The UoBDA have a systematic housekeeping programme, as outlined in UoBDA Conservation and collection care procedures, for all the spaces we occupy. This helps to restrict the build-up of particulate pollution and dust.

The budget for collections care varies by year and is dependent on prioritising plans in accordance with forward planning. These plans are heavily related to the UoBDA Cataloguing plan, as well as on external lenders' contributions to the annual budget.

7. Pest management

In an archive environment, pest management is looked at with preventive and protective measures in mind. This approach is not based on the use of chemicals, but involves various measures used in combination, commonly termed as Integrated Pest Management (IPM).

The aim is to provide safe and practical methods to prevent pest damage to the building and collections by using as much local information and expertise as possible, encouraging participation from all members of staff. Conditions of storage facilities housing archival collections and clear housekeeping schedules play a key role in preventative measures against pests.

8. Housekeeping

UoBDA ensures, and aids by its actions, that the collections are preserved securely and permanently. Health and safety training is to be undertaken by everyone involved in housekeeping processes. The main issues to be taken into consideration are means of safe access, manual handling, equipment training where necessary and an awareness of the risk of repetitive strain injuries.

9. Conservation

Interventional conservation treatments are only taken if necessary for the integrity of the item. This decision is made in consultation with the Preservation and Digital Resources Coordinator (PDRC) and the Archivist and/or Deputy Curator.

All conservation and preservation methods are undertaken according to guidelines laid out in *B54971:2017 Conservation and care of archive and library collections*.

Conservation methods must safeguard the original items and should be capable of being reversed without causing damage. Nothing in original texts or images should be obscured and the extent of conservation work must always be evident. In accordance with these principles, the PDRC may add new materials to the originals but these must be purchased from approved conservation suppliers and must not be incompatible to the item itself. All processes carried out must be properly documented using the Conservation Record Form and all details of the item prior to conservation treatment recorded and photographed.

The budget for conservation varies by year and is dependent on prioritising plans in accordance with forward planning. These plans are heavily related to UoBDA cataloguing plan, as well as on external lenders' contributions to the annual budget.

10. Staff training and communicating conservation

All UoBDA staff are appropriately trained with relevant experience or qualifications in connection with their job titles and are required to maintain the currency of their skills.

All staff are trained in the safe and proper handling of documents, which gets communicated to all researchers, teaching staff and volunteers. Nominated members of staff also receive instruction in emergency response treatment of the materials and are required to communicate this to other members of the team, as well as liaising with staff at building management level and the local Fire Department.

A University-wide Business Impact Assessment is underway through 2018-19 to update the University's provision for contingency planning, in this area, meeting the institutional responsibility for this area, while the UoBDA's Emergency Response procedures (in development in 2019) detail a response for the specific requirements of this area. Staff liaise closely with colleagues elsewhere on the Grand Parade site;

in the School of Humanities; and in Estates across the wider university, to ensure our plan fits and communicates with this wider work.

11. Emergency response

The UoB has a separate University-wide Emergency Plan.

Currently two members of staff are trained in emergency response and all UoBDA staff receive training on how to handle documents in case of an emergency. A Disaster Preparedness Kit is currently stored in the reception area (final location to be confirmed) and UoBDA staff have been trained in the use of its contents. A 'Grab Plan' has been laminated and is housed in the Premises Information Box located at Grand Parade site, to which the local Fire Services and UoB HUB Manager has a key to. All members of UoBDA staff are equally responsible for salvage of materials and salvage teams and contacts are all detailed in the UoBDA Disaster Plan.

The Regulatory Reform (Fire Safety) Order (RRFSO) required that all UoB staff are trained in fire safety upon commencement of employment at UoB. All staff are required to complete the mandatory online fire and health and safety training, which is refreshed every three years. All members of UoBDA staff are trained Fire Wardens.

12. Loans and exhibitions

UoBDA regularly lends materials to exhibitions held on UoB premises and elsewhere. Borrowers must agree to the UoBDA Exhibitions and Loans Policy prior to the approval of the loan. The UoBDA Collection Care Procedures stipulates the appropriate display materials and methods for exhibiting materials from the UoBDA collections.

UoBDA are covered by the UoB Insurance Policy. We aim to move specialist art movers for all transfers and expect these movers to have an insurance policy for transportation of materials. UoBDA PDRC is on hand to supervise installation and de-installation of exhibition materials if deemed necessary.

13. Review and revision

This document will be reviewed every three years or when deemed necessary.

Document Control

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Approved by:	Professor Catherine Moriarty, Curatorial Director
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Version History

Version	Version date	Summary of Changes
V1	June 2017	New policy and plan in writing (draft)
V2	December 2017	Some subheadings added and others filled in more
V3	January 2018	Edits added as per comments from the UoBDA team
V3.1	January 2018	Edits and comments by Louise Ray received
V4	February 2018	Edits implemented and document contents re-arranged and added to
V5	February 2018	Policy separated from procedures. This document now titled Conservation and collection care policy.
V5.1	March 2019	Changes to British Standards incorporated into the document and small edits made
V5.2	April 2019	Small edits made to document
V5.3	May 2019	Further edits made and notes made on action points
V5.4	June 2019	Small edits made
V5.5	October 2019	Small edits made

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