



# **POLICY**

# **CONSERVATION AND PRESERVATION**

THE SIR HENRY ROYCE FOUNDATION  
ARBN 080 511 253

*October 10, 2020*  
*Version 1*

### 1. Distribution List

This document and any updates will be distributed electronically or by post to the following parties:

The Sir Henry Royce Foundation Trustees

### 2. Responsible Officer

The overview of this Policy will be a function of the Board of Trustees and will be reviewed annually.

### 3. Archivist

For ease of simplicity within this policy document reference is made to the “Archivist” to define the responsibility for the implementation of this policy. It is to be understood that this term “Archivist” is a generic term to describe the person responsible at each of The Foundation’s facilities. In particular:

Bill Allsep House	Honourary Archivist Gilbert Ralph
Lionel Gell School of Instruction For Rolls-Royce and Bentley	Peter Jordan-Hill
Geebung Museum	Curator Barry Sparks
Coolum Showroom	Frank Carroll

## CONSERVATION AND PRESERVATION POLICY

### 1. PURPOSE AND SCOPE

This policy is concerned with the conservation (remedial treatment) and long-term preservation of the objects and archives held by the Sir Henry Royce Foundation, to ensure the survival of the collections for the benefit of present and future generations.

### 2. ACKNOWLEDGEMENT

The Sir Henry Royce Foundation acknowledges its duty to preserve and maintain the objects and archives in its care.

### 3. POLICY

#### 3.1 Preventive Preservation

The objects and archives in the collection will be preserved principally by preventive methods:

- Appropriate storage systems
- Acid-free storage materials
- Minimal handling
- Digital imaging
- Regular cleaning.

#### 3.2 Environmental Monitoring

The Archivist will develop a program of environmental monitoring in line with current archival standards, with regard to:

- Temperature (°C)
- Light levels (lux)
- Ultraviolet radiation levels (uv)
- Relative humidity (rh).

#### 3.3 Integrated Pest Management

The Archivist will develop and implement a program of integrated pest management for the control of:

- Vermin
- Insect pests
- Mould growth / foxing.

### **3.4 Condition Reports**

The Archivist will prepare condition reports for all the significant objects and documents in the collection.

All objects and documents requested for loan will have condition reports prepared for them before they are sent out.

Condition reports may form the basis of a conservation priority list.

### **3.5 Objects in Transit**

Objects in transit will be:

- Fully documented.
- Packed appropriately for safe transport.
- Carried by approved carriers with experience in handling museum / archival objects.

### **3.6 Treatments, Repairs and Cleaning**

Where conservation treatments are required before an object or document can be used for study, exhibition or loan, the following principles should be observed:

- All treatments, repairs and cleaning of objects will be carried out under the supervision of the Archivist.
- Certain objects, as identified by the Archivist, may be cleaned in-house using commercial products.
- All other cleaning of objects should be carried out by recognized conservation specialists.
- Basic repairs may be carried out in-house using approved conservation materials.
- All other treatments and advanced repairs should be carried out by recognized conservation specialists.
- Materials used should be safe, stable, tested, and reversible, and should not compromise the integrity of the object.

### **3.7 Temporary Treatments**

Objects found to need specialised treatment and repair may be given temporary or holding treatments until such time as the required work can be carried out. Such treatments may include phase boxing, light adhesives, tissue and mylar wrapping.

Commercial pressure-sensitive adhesive tapes must not be used for temporary treatments.

### **3.8 Disaster Response Plan**

The Archivist will develop and maintain a disaster response manual for the recovery of material in case of an adverse event (natural, accidental, or malicious).

### **3.9 Duties and Responsibilities**

Responsibility for the above duties lies with the Archivist.