

In keeping with its mission, the Greater Sudbury Heritage Museums recognizes its responsibility to preserve and protect the assets of the Museums. The Greater Sudbury Heritage Museums will demonstrate stewardship of its collections by following procedures that will ensure their long-term preservation.

The Greater Sudbury Heritage Museums understand that conservation is necessary to maintain its collections and that the processes involved in conservation encompass both preservation and restoration. It is also understood that conservation is of the highest priority and that the safekeeping of the collections is of the utmost importance. The Museums will provide the best possible physical environment, conduct preventive maintenance programs and implement conservation services to meet this responsibility within the resources available to the museums.

The Greater Sudbury Heritage Museums understand by definition, that preservation means the protection of the collections. Preservation of the collections includes protection from: harm; extremes of temperature and relative humidity; excessive light and ultraviolet radiation; incorrect storage and display methods; careless handling; dust; dirt; pests and other problems which may result from an inadequate physical storage environment and untrained staff.

The Greater Sudbury Heritage Museums understand that restoration is an attempt to overcome the damages that time and harmful conditions can cause. Restoration includes cleaning, mending, removal of corrosion and tarnish, replacement of missing parts and other processes. While preservation can and should be carried out by all museum staff, restoration requires a professional conservator or supervised staff with specialized training.

The Greater Sudbury Heritage Museums is committed to the development of preventive conservation strategies to preserve its collections. To accomplish the standards set out in the Conservation Policy, the Greater Sudbury Heritage Museums recognize the importance of establishing decision making priorities which may affect the conservation of the collections.

The priorities of the Conservation Policy begin with the physical environment which the collections are housed. It is recognized that older buildings present challenges in providing appropriate environments for collections while striving to preserve the authenticity of the historic structure. Budgets will be developed for Council's consideration that ensure that appropriate resources are allocated to provide space suitable for housing museum collections with appropriate control of relative humidity, temperature, lighting and air cleanliness. Ongoing maintenance programs will ensure the regulation and upkeep of mechanical systems, building cleaning and pest control programs.

It is the responsibility of the Curator, in consultation with City staff and the Greater Sudbury Heritage Museums Board to establish priorities for the conservation of the collections and to ensure that sufficient space is allocated to artifact storage areas and workrooms. The Curator together with City staff will ensure that all individuals involved in the conservation and preservation of the collections receive sufficient instruction in conservation treatment.

The Greater Sudbury Heritage Museums will ensure that responsibility for the care of the collections is designated to appropriately trained staff, who will consult with qualified experts in the field of conservation before taking any course of action which may affect the physical state of the artifacts.

The Greater Sudbury Heritage Museums will provide in-house training for all staff and volunteers, in the handling and preventive care of artifacts. Where further training is deemed necessary, the Greater Sudbury Heritage Museums will provide (financial or other) support for staff participation in external training programs within available resources. Only staff with appropriate training will be permitted to handle artifacts.

The Greater Sudbury Heritage Museums will ensure that designated staff assess the artifacts in terms of durability for the intended use. (e.g. displays, interpretation, loans, or hands-on activities)

The Greater Sudbury Heritage Museums will develop standards and procedures and will designate appropriate responsibility for handling, storage, exhibition, packing and transport of its artifacts in order best to preserve the collections.

The Greater Sudbury Heritage Museums will provide storage areas and artifact workrooms sufficient to accommodate the size and material composition of the collections.

The Greater Sudbury Heritage Museums will provide storage space for the collections which will be orderly, clean, environmentally controlled and will allow adequate physical access to the artifacts. Access will be restricted to the Curator or designate. The storage area will be used only for the storage of museum artifacts.

The Greater Sudbury Heritage Museums will attempt to achieve optimum environmental standards for the preservation of the collections in all physical areas where artifacts are housed.

The Greater Sudbury Heritage Museums will provide the facilities and equipment to achieve and maintain these standards and will delegate responsibility for the regulation and maintenance of these standards and systems to qualified personnel. The Greater Sudbury Heritage Museums will meet municipal, provincial and federal legislative requirements that have an impact on the conservation of its collections.

The Greater Sudbury Heritage Museums will establish procedures and provide support for the protection of the collections from damage or loss through fire, flood, water damage, theft, vandalism, accident as well as damage from insect pests and vermin.

The Greater Sudbury Heritage Museums will establish procedures for the care of artifacts in the event of physical emergencies such as fire, flood, accident or any other event. A predesignated emergency work area will be established. The Curator will ensure that all staff are thoroughly familiar with these procedures.

The Greater Sudbury Heritage Museums will ensure that all artifacts in the collections, whether owned or borrowed are correctly documented with respect to ownership, incoming and current condition as well as any need for conservation treatment.

The Greater Sudbury Heritage Museums will ensure that all artifacts lent to other institutions will be protected from damage both in transit and in the borrowing institution.

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The Greater Sudbury Heritage Museums will ensure that cleaning, repair or restoration of any artifact in its collections is carried out only by qualified personnel and in such a manner as to maintain the historic and artistic integrity of that artifact.

The Greater Sudbury Heritage Museums will review the Conservation Policy on a regular basis taking into account any changes in legislation or changes in the condition of the collections.