



Bradford Police Museum Care and Conservation Policy

Date: 15.12.2023

Review 15.12. 2028

Statement of purpose

This policy has been written in accordance with the museum's Statement of Purpose and the Collections Development Policy. All staff (paid and volunteer) have read and agreed to abide by the policy. The Collections Care and Conservation Plan sets out the way the policy will be put into action and should be read in conjunction with the Forward Plan, the Emergency Plan, and any other plans affecting the collections and the museum buildings.

The purpose of the Collections Care and Conservation Policy is to set a framework for:

- The preservation of the collections and buildings in the care of the museum,
- Preventative and remedial conservation of the collections
- The safe use of and access to collections, within the limits of the museum's resources

Context

The museum aims to improve the care and conditions of all its collection in accordance with recognised benchmarks in Collections Care, within the limits of its resources.

The safety and preservation of the collection will be considered from the outset of any plans to alter the displays or storage, to modify the buildings or to allow access to any part of the collections.

People

The care of the collections is the responsibility of everyone who works in or visits the museum.

Any concerns regarding the collections should be reported in writing to the museums Volunteer Curator.

The museum trains all staff and volunteers who handle the collections in the course of their work. No untrained personnel are allowed to handle items from the accessioned collection.

Researchers or other visitors working with the collections will be briefed on how to handle the items they are working on and will be supervised at all times.

The museum has access to the Museum Development Yorkshire and the Collections Trust for regular advice.

Any problems or concerns relating to the care of the collection are referred by the Curation Team and Museum Director to the Volunteer Curator.

The museum will check the suitability of any professional conservators chosen to work or advise on the collections. A professionally accredited conservator or a conservator listed on the Conservation Register will normally be chosen.

No item in the collections will be modified or altered until advice has been obtained from a suitably qualified conservator.

Only suitably trained and qualified conservators will carry out remedial treatment on objects.

The museum will keep detailed records of all treatments carried out on objects, including the name and contact details of the person or company.

The Buildings

The museum recognises that the maintenance of its buildings is fundamental to the preservation of both the building and collection and endeavours to keep the buildings in a suitable condition.

However, the museum does not own the building but holds the area by licence. The collection is stored or displayed in rooms in a Ground Floor Wing of Bradford City Hall (See museums forward plan).

The museum collection is displayed in the part of the building shown on the map at Appendix A.

In addition to the main collection the museum owns and maintains a historic vehicle collection which is located and maintained at Keighley Bus Museum. Of the historic vehicle collection only a solitary one motor cycle on display in the main gallery of the Museum.

The conservation and care of the vehicle fleet is the responsibility of the vehicle fleet manager.

The museum's collection is stored and displayed in the following buildings. The body responsible for the upkeep of the buildings is listed.

Building	Used for	Owner	Upkeep carried out by
Bradford City Hall	Civic Affairs and council management	Bradford City Council	Bradford City Council
Keighley Bus Museum	Storage of buses	Keighley Bus Museum	Keighley Bus Museum

The museum carries out an annual inspection of all buildings which are not its responsibility and notifies the body responsible about any remedial or maintenance work required.

The Collections

The museum is aware of the risks to the collection from environmental factors, poor handling, storage and display materials and methods, and of the need to record the condition of the collection. The museum cares for the collections in store, on display and, by setting suitable requirements, on loan.

The details are listed in the Collection Care and Conservation Plan and include:

- Awareness of vulnerable objects
- Identifying threats to the collection
- Checking building condition
- Building maintenance
- Inspecting and cleaning the museum
- Housekeeping and cleaning objects on open display
- Condition checking the collection.
- Collections Care and Conservation records
- Environmental monitoring including temperature, relative humidity, light and dust
- Environmental control and improving the environment
- Pest monitoring and managing the threat from pests
- Equipment maintenance
- Storage materials and methods
- Display materials and methods
- Transporting objects
- Collection care resources
- Professional advice
- Remedial conservation and working with conservators.
- Training for the collection care team

The Collection: Working Items

The museum does currently contain working historic items.

The majority of the working historic items constitute part of the historic vehicle fleet – of which except for one motor cycle displayed in the Gallery is kept at Keighley Bus Museum. The care and conservation of the historic vehicle fleet is the responsibility of the museum's vehicle fleet manager.

The Gallery contains a variety of radios and television sets which are maintained by qualified volunteers with training. Any items not working have been identified as not requiring repair at this point in time due to a wish to have them display only – this includes two remote controlled cars which were used to teach children Road Safety