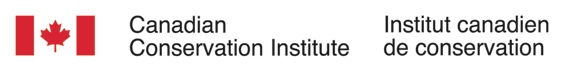




Method:

**II. Worksheets**

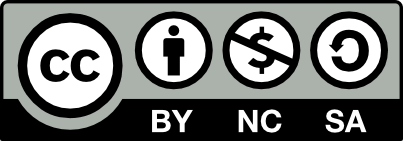


RE-ORG Method: II. Worksheets

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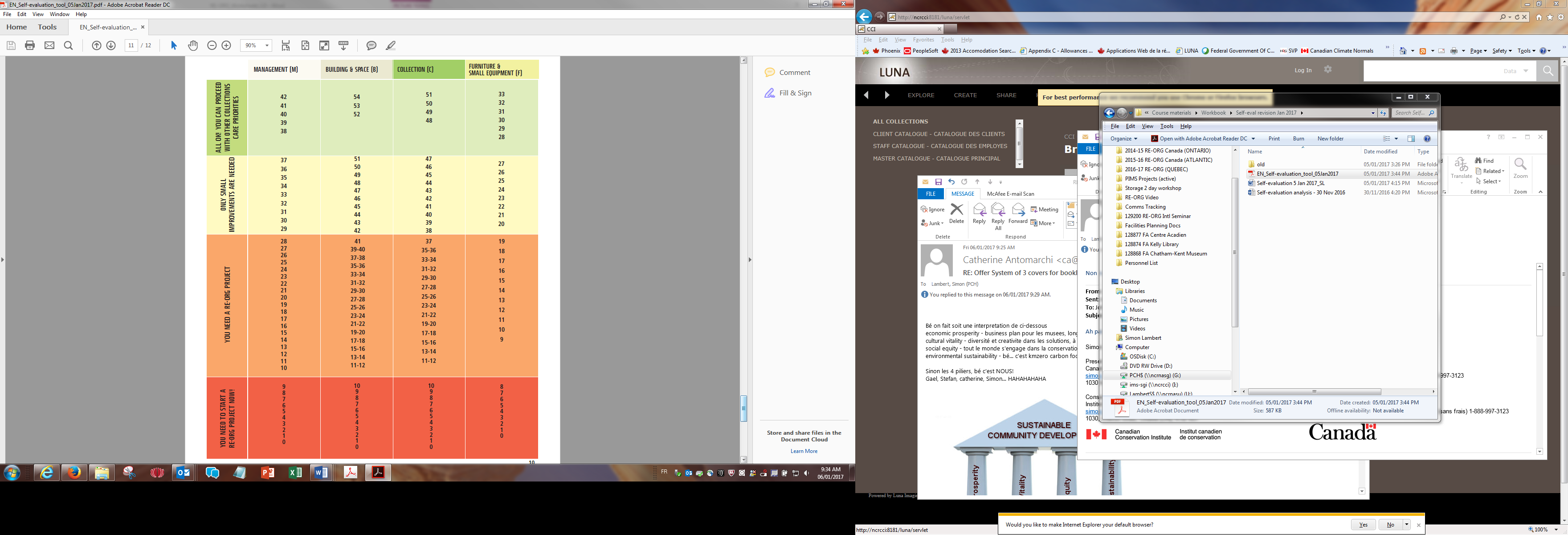
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**Worksheet 1 -** Storage self-evaluation diagnostic table

*Circle your score for each component*

** Worksheet 2 -** List of materials and tools for storage reorganization

*Use this list as a guide to determine what you have or may need to purchase. Note that you will only need these items when you begin Phase 3 or 4, and that individual needs may vary.*

|  |  |  |  |
| --- | --- | --- | --- |
| **For the team members** | **Suggested quantity for 2-5 people** | **Suggested quantity for 18 people** | **Number we have** |
| Coat rack | 1 | 1 |  |
| Coat hangers | 5 | 20 |  |
| Tyvek coveralls | 6 | 19 |  |
| Dust masks | 50 | 120 |  |
| Latex / Nitrile gloves L | 50 | 100 |  |
| Latex / Nitrile gloves M | 100 | 300 |  |
| Latex / Nitrile gloves S | 50 | 60 |  |
| Leather working gloves | 3 | 10 |  |
| Bottle of liquid soap / Hand sanitizer | 2 | 4 |  |
| Rolls of paper towel | 4 | 10 |  |
| First aid kit | 1 | 1 |  |
|  |  |  |  |
| **General tools and supplies** | **Suggested quantity for 2-5 people** | **Suggested quantity for 18 people** | **Number we have** |
| Sheets of white paper | 50 | 200 |  |
| Coloured card stock (various colours) | 10 | 50 |  |
| Sharpened pencils | 10 | 20 |  |
| Sets of markers (4 colours) | 3 | 5 |  |
| Erasers | 2 | 5 |  |
| Packages of sticky notes | 2 | 5 |  |
| Millimeter graph paper | 10 | 30 |  |
| Packages of flip chart paper | 1 | 5 |  |
| Paintbrushes (width range: 1 to 6 cm) | 2 | 4 |  |
| Scissors | 2 | 5 |  |
| Utility knives | 2 | 5 |  |
| Staplers (for paper) | 1 | 2 |  |
| Staple guns | 1 | 2 |  |
| Glue sticks | 1 | 2 |  |
| Rolls of masking tape (width: 2 cm) | 2 | 5 |  |
| Rolls of masking tape (width: 4 cm) | 2 | 5 |  |
| Rolls of transparent adhesive tape (width: 2 cm) | 2 | 5 |  |
| Rolls of invisible (clear matte) adhesive tape (width: 2 cm) | 2 | 5 |  |
| Rolls of packaging tape (width: 5 cm) | 2 | 10 |  |
| Adhesive tape dispensers (width: 2 cm) | 2 | 2 |  |
| Rulers (length: 30 cm) | 2 | 10 |  |
| Tape measure (min. 5 m / 16 ft) | 1 | 5 |  |
| Flashlight | 2 | 5 |  |
| Power bar with 5 sockets | 1 | 3 |  |
| Electrical cords (length: 5 meters) | 1 | 2 |  |
| Work tables | 2 | 5 |  |
| Chairs | 5 | 19 |  |
| Saw horses with boards / planks | 1 | 4 |  |
| Camera | 1 | 1 |  |
| Computer | 1 | 1 |  |
| Clock | 1 | 1 |  |
|  |  |  |  |
| **For collections work in storage** | **Suggested quantity for 2-5 people** | **Suggested quantity for 18 people** | **Number we have** |
| Step ladder, adapted to ceiling height | 1 | 2 |  |
| Platform trucks, 4 wheels | 1 | 1 |  |
| Hand truck, 2 wheels | 1 | 1 |  |
| Rolls of polyethylene sheeting | 1 | 1 |  |
| Rolls of polyethylene foam | 1 | 1 |  |
| Rolls of bubble wrap | 1 | 1 |  |
| Roll dispenser | 1 | 1 |  |
| Large garbage bin (100 L) | 1 | 1 |  |
| Heavy duty garbage bags | 15 | 30 |  |
| Transparent plastic bags (5 L) | 30 | 50 |  |
| Transparent plastic bags (50 L) | 30 | 50 |  |

** Worksheet 3 -** Room data and assessment of major threats to the collection

*Fill one of these sheets for each collection storage room.*

|  |
| --- |
| **Storage room name:** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Number** | **Measurement** | **Comments** | | | | | |
| Location of storage in building |  |  | *Below grade? At grade? Upper floor?* |  |  |  |  |  |
| Length |  |  |  | | | | | |
| Width |  |  |  | | | | | |
| Total storage floor space |  |  | *Multiply length by width* | | | | | |
| Clear height |  |  | *Clear height = maximum height of usable space within the room* | | | | | |
| Pillars / columns in the space |  |  | *How many?* | | | | | |
| Floor finish |  |  | *Concrete, vinyl, carpet, wood, tile, earth, etc.?* | | | | | |
| Mezzanine / floor level changes |  |  |  | | | | | |
| Damp walls |  |  | *Which walls? What could be the source?* | | | | | |
| Water infiltration / leaks |  |  | *Where? What could be the source?* | | | | | |
| Cracks |  |  | *Where? Are they recent?* | | | | | |
| Windows |  |  | *Are they all secured?* | | | | | |
| Doors (exterior) |  |  | *Are they all secured?* | | | | | |
| Doors (interior) |  |  | *Are they all secured?* | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Equipment, devices, building systems** | **Exists?** | | **Quantity** | **Condition** | | **Comments** |
| **Yes** | **No** | **Good** | **May need repairs or inspection** |  |
| ***Climate control*** | | | | | | |
| Ceiling fan | X |  | 3 | 1 | 2 | Replace 2 units |
| Portable fan |  | X |  |  |  |  |
| Portable / window air conditioner | X |  | 2 |  | X | Need cleaning |
| Portable dehumidifier |  |  |  |  |  |  |
| Portable heater |  |  |  |  |  |  |
| Mechanical air ventilation only |  |  |  |  |  |  |
| Heating, Ventilation and Air Conditioning (HVAC) |  |  |  |  |  |  |
| ***Fire protection*** | | | | | | |
| Smoke detector |  |  |  |  |  |  |
| Heat detector |  |  |  |  |  |  |
| Fire alarm system |  |  |  |  |  | *Monitored 24/7? Tested regularly?* |
| Portable extinguisher |  |  |  |  |  |  |
| Automatic sprinkler system |  |  |  |  |  | *What type (dry / wet / pre-action)? Inspected regularly?* |
| ***Security*** |  |  |  |  |  |  |
| Window and door contact switches |  |  |  |  |  |  |
| Motion detectors |  |  |  |  |  |  |
| Camera surveillance |  |  |  |  |  |  |
| Alarm system |  |  |  |  |  | *Monitored 24/7?* |

|  |  |
| --- | --- |
| **Assessment of major threats to the collection** | **Proposed improvements / changes** |
| ***Advice from qualified professionals*** | |
| *Contact your local fire department and ask them to visit your facility to recommend how you could reduce fire risks.* |  |
| *If you have reason to question the structural integrity of your building or if you are concerned about the floor loading capacity (e.g. to support the installation of compact shelving or to be sure you can add further units), contact a structural engineer to determine what can or should be done. Perhaps you have access to people who can advise you in your municipality, on your Board?* See G:\CP-CH\ICC-CCI\CENTRAL RECORDS\5490 TRAINING - FORMATION\Advanced Professional Development Workshops\2014-15 RE-ORG Canada (ONTARIO)\Online platform\icons\Printed-Matter-Book-stack-icon.png***Resource 2 - General floor loading requirements*** |  |
| ***Institutional memory*** | |
| *In the last 30 years, have there been floods or fires in this facility? How many? What was the source? Where did it happen? How many collection objects were affected?* |  |
| ***Visual observation*** | |
| ***Water:*** *Are there any water / drain pipes over this space? What is the approximate total length of these pipes? Are there bathrooms or sources of pressurized water (e.g. kitchens, mechanical rooms) directly above storage?* |  |
| ***Security:*** *Are doors and windows secure and in good condition?* |  |
| ***Mould:*** *Are there signs of mould on walls or in corners? Is the space consistently damp?* |  |
| ***Pests:*** *Are there visible signs of pest infestations?* |  |

|  |
| --- |
| **EVALUATION**  *Based on the information you have collected and the advice you have received from professionals, what are the main issues with regards to the building that should be addressed as part of your reorganization project?* |

** Worksheet 4 -** Assessment of storage furniture and space

*Fill in one of these sheets for each collection storage room. Refer to the workbook and the letters under each column heading for further instructions.*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Unit type** | **Unit ID** | **Height**  **(m / ft)** | **Length**  **(m / ft)** | **Depth**  **(m / ft)** | **Unit footprint  (m2 / ft2)** | **Number of surfaces** | **Storage surface offered**  **(m2 / ft2)** | **Unit fullness (%)** | **Keep**  **as is** | **Keep and modify** | **Donate / discard** |
| *a* | *b* | *c* | | | *d* | *e* | *f* | *g* | *h* | | |
| **Drawer cabinets** | A | 1.5 m | 1 m | 0.8 m | 0.8 m2 | 7 | 5.6 m2 | 100% | X |  |  |
| D | 1.5 m | 1 m | 0.8 m | 0.8 m2 | 7 | 5.6 m2 | 100% | X |  |  |
| T | 1.5 m | 1 m | 0.8 m | 0.8 m2 | 7 | 5.6 m2 | 200% | X |  |  |
| BB | 2 m | 2 m | 1.5 m | 3 m2 | 5 | 15 m2 | 150% |  | X |  |
| CC | 2 m | 1 m | 0.8 m | 0.8 m2 | 6 | 4.8 m2 | 25% | X |  |  |
| DD | 1.5 m | 3 m | 1 m | 3 m2 | 10 | 30 m2 | 80% | X |  |  |
| **Total** | | | | | **9.2 m2** | **42** | **66.6 m2** | **109%** | **5** | **1** | **0** |
| **Open shelves** |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Total** | | | | |  |  |  |  |  |  |  |
| **Cupboards** |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Total** | | | | |  |  |  |  |  |  |  |
| **Racks** |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Total** | | | | |  |  |  |  |  |  |  |
| **Pallets** |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Total** | | | | |  |  |  |  |  |  |  |
| **GRAND TOTAL** | | | | | *i* **9.2 m2** |  | *j* **66.6 m2** | *k* **109%** |  |  |  |

|  |
| --- |
| **EVALUATION**  *Use the information you collected in* **G:\CP-CH\ICC-CCI\CENTRAL RECORDS\5490 TRAINING - FORMATION\Advanced Professional Development Workshops\2014-15 RE-ORG Canada (ONTARIO)\Online platform\icons\Editing-Edit-icon.png*Worksheet 4*** *to determine how many extra units you will need to accommodate the overflow of objects for the units that are too full. You can do this in several ways:*   * ***Unit by unit:*** *Look at the fullness of individual units and determine how many extra units you will need of that type to store all that exceeds 100 % (e.g. 200 % = 1 more unit; 150 % = half a unit). Note that you will have to account for units that are not full (e.g. 25 %), as you could still transfer objects into these.* * ***By unit type:*** *For each unit type (consider them as a group), multiply the total storage surface offered (“total” line of column* f*) by the average unit fullness (“total” line of column* g*); this will tell you how much extra surface you will need in that type of unit. In the example above, 66.6m2 of storage surface exists in the drawer cabinets and these are 109% full. By multiplying 66.6 by 1.09, you obtain 72.6. This means that to “decompress” the units that are over full, you would need approximately 6 m2 of drawer space (72.6 - 66.6). Knowing how much space is offered by your drawer units will tell you how many more units you need. For example the 7-drawer units in the example above offer 5.6 m2 of storage surface. Because an extra 6 m2 must be found, two extra units will be needed.*   ***Note 1:*** *If you noted that some units must be replaced, you will have to add these to your list of extra units needed (G:\CP-CH\ICC-CCI\CENTRAL RECORDS\5490 TRAINING - FORMATION\Advanced Professional Development Workshops\2014-15 RE-ORG Canada (ONTARIO)\Online platform\icons\Editing-Edit-icon.png****Worksheet 10****).*  ***Note 2:*** *In a later step you will also be looking at how many units you need for objects that are currently not in units, so this will affect the number of units that you will need.*  ***Note 3:*** *The total storage surface offered (*j*) will also be useful after your reorganization, to show how much storage surface you created for your collection.* |

** Worksheet 4 -** Assessment of storage furniture and space – empty

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Unit type** | **Unit ID** | **Height**  **(m / ft)** | **Length**  **(m / ft)** | **Depth**  **(m / ft)** | **Unit footprint  (m2 / ft2)** | **Number of surfaces** | **Storage surface offered**  **(m2 / ft2)** | **Unit fullness (%)** | **Keep**  **as is** | **Keep and modify** | **Donate / discard** |
| *a* | *b* | *c* | | | *d* | *e* | *f* | *g* | *h* | | |
| **Drawer cabinets** |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Total** | | | | |  |  |  |  |  |  |  |
| **Open shelves** |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Total** | | | | |  |  |  |  |  |  |  |
| **Cupboards** |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Total** | | | | |  |  |  |  |  |  |  |
| **Racks** |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Total** | | | | |  |  |  |  |  |  |  |
| **Pallets** |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Total** | | | | |  |  |  |  |  |  |  |
| **GRAND TOTAL** | | | | | *i* |  | *j* | *k* |  |  |  |

** Worksheet 5 -** Assessment of administrative framework and management

*Fill in only one of these sheets.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Items** | **No** | **Yes** | **Applied** | | **Comments** | **Proposed improvements / changes** | |
| **No** | **Yes** |
| ***Human resources*** | | | | | |  |  |
| Someone is officially responsible for storage and this is written down |  |  |  |  |  |  | |
| The museum director has the authority to make decisions about the collection and storage conditions |  |  |  |  |  |  | |
| Staff have job descriptions that include duties related to storage |  |  |  |  |  |  | |
| Staff have been adequately trained to carry out all storage-related activities |  |  |  |  |  |  | |
| ***Policies and procedures*** | | | | | | | |
| There are clear acquisition criteria and a collecting mandate that define the scope of what the museum collects |  |  |  |  | *Are there currently portions of the collection that do not match the museum’s mandate?* |  | |
| There is a procedure that describes the sequence of actions to undertake when an object enters the collection |  |  |  |  | *Is it applied by all staff?* |  | |
| There is a procedure that describes how to track the movement of objects when they leave and return to storage |  |  |  |  | *Is it applied by all staff?* |  | |
| There is a policy or procedure to regulate access to the collection by researchers or members of the public |  |  |  |  | *Does this happen inside or outside storage? Supervised or unsupervised?* |  | |
| There is a procedure that describes what to do when objects are infested with pests or mould |  |  |  |  | *Is it known by all staff?* |  | |
| There is an emergency response plan that includes an up-to-date emergency contact list, the first steps for collections salvage and salvage priorities |  |  |  |  | *Is it known by all staff?* |  | |
| ***Practices*** | | | | | | | |
| The storage rooms are cleaned regularly |  |  |  |  | *How often? When was the last cleaning? Who does it?* |  | |
| The collection is inventoried regularly |  |  |  |  | *How often? Rolling inventory or complete inventory?* |  | |
| There is a collection documentation system in place (either paper or computer-based) |  |  |  |  | *Is it up to date?* |  | |
| There is a location system that connects objects to their accession number and their physical location in storage |  |  |  |  |  |  | |
| Relative Humidity (RH) and temperature in the storage room(s) are monitored and analyzed regularly |  |  |  |  | *Are the RH and T monitored constantly? How often is data analyzed?* |  | |
| Research and consultation occurs outside the storage room(s) |  |  |  |  | *Is this space permanent? If not, can you arrange such space when necessary?* |  | |
| Temporary holding and preparation of objects occurs in designated spaces outside the storage room(s) |  |  |  |  | *Is this space permanent?* |  | |
| ***Collections use*** | | | | | | | |
| Number of in-house exhibitions organized yearly (average) |  |  |  |  | *Do you expect this will change in the upcoming years?* |  | |
| Number of objects loaned out yearly (average) |  |  |  |  | *Do you expect this will change in the upcoming years?* |  | |
| Number of open storage tours organized yearly (average) |  |  |  |  | *Size of groups? Do you expect this will change in the upcoming years?* |  | |
| Number of yearly requests from researchers/public to access the collection (average) |  |  |  |  | *Do you expect this will change in the upcoming years?* |  | |
| Time taken to retrieve an object (average). See G:\CP-CH\ICC-CCI\CENTRAL RECORDS\5490 TRAINING - FORMATION\Advanced Professional Development Workshops\2014-15 RE-ORG Canada (ONTARIO)\Online platform\icons\Printed-Matter-Book-stack-icon.png**Resource 7 *- Location spot-check exercise*** |  |  |  |  | *Is this timeframe acceptable?* |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Collection growth** | | | | | | |
| Number of objects acquired yearly (average) |  |  |  |  | *Do you expect this will change in the upcoming years? (how much you collect or what you collect)* |  |
| ***Security*** | | | | | | |
| There is a document that details who has access to storage |  |  |  |  |  |  |
| There is a key control system in place |  |  |  |  |  |  |
| Storage has different keys than the other spaces |  |  |  |  |  |  |
| Access to storage is restricted to collections staff only |  |  |  |  |  |  |

|  |
| --- |
| **EVALUATION**  *Based on the information you have collected, what are the main issues with regards to management and the administrative framework that should be addressed as part of your reorganization project? Remember that these kinds of improvements may occur only after your “physical” reorganization.* |

** Worksheet 6A -** Collection analysis Storage Room:

**ART STORAGE**

*If there are several storage rooms, fill in one worksheet for each room and compile the results for each storage room in Worksheet 6B.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Collection** | | **INSIDE STORAGE ROOM: number of objects in and out of units** | | | | | | | | | | | **OUTSIDE STORAGE ROOM: number of objects**  (and NOT on display) | **Total number of objects** | |
| **Object type** | **Object category**  (see G:\CP-CH\ICC-CCI\CENTRAL RECORDS\5490 TRAINING - FORMATION\Advanced Professional Development Workshops\2014-15 RE-ORG Canada (ONTARIO)\Online platform\icons\Printed-Matter-Book-stack-icon.png**Resource 10 *- The*** **12 object categories**) | **IN a unit**  (use boxes in the row directly below to add unit ID) | | | | | | | | | | **NOT**  **in a unit** | **IN a unit** | **NOT**  **in a unit** |
| A | B | F | H | L | M | N | O | P | Q |
| *a* | *b* | *c* | | | | | | | | | | | *d* | *e* | *f* |
| Paintings | 11 - Small 2-D | 1 | 10 |  |  | 2 |  | *c* | 6 |  | 1 |  |  | 20 |  |
|  | 12 - Large 2-D |  |  |  |  |  |  |  |  |  |  | 8 | 1 |  | 9 |
| Prints | 9 - Flat, small (30 cm) |  |  | 78 |  |  |  |  |  |  |  |  |  | 78 |  |
|  | 9 - Flat, large (100 cm) |  |  |  | 150 |  |  |  |  |  |  | 10 |  | 150 | 10 |
| Sculptures | 1 – Extra heavy |  |  |  |  |  |  |  |  |  |  | 5 | 3 |  | 8 |
|  | 4 – Long |  |  |  |  |  |  |  |  |  |  | 1 |  |  | 1 |
|  | 5 – Heavy |  |  |  |  | 5 |  |  | 3 | 15 |  | 1 |  | 23 | 1 |
| Textiles | 10 – Rolled | 3 |  |  |  |  |  |  |  |  |  |  |  | 3 |  |
| Books | 7 – Small | 34 |  |  |  |  |  |  |  |  |  |  |  | 34 |  |
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| *g* **TOTALS** | | **38** | **10** | **78** | **150** | **7** | **-** | **-** | **9** | **15** | **1** | **25** | **4** | **308** | **29** |

** Worksheet 6A -** Collection analysis – empty Storage Room:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Collection** | | **INSIDE STORAGE ROOM: number of objects in and out of units** | | | | | | | | | | | **OUTSIDE STORAGE ROOM: number of objects**  (and NOT on display) | **Total number of objects** | |
| **Object type** | **Object category**  (see G:\CP-CH\ICC-CCI\CENTRAL RECORDS\5490 TRAINING - FORMATION\Advanced Professional Development Workshops\2014-15 RE-ORG Canada (ONTARIO)\Online platform\icons\Printed-Matter-Book-stack-icon.png**Resource 10 *- The*** **12 object categories**) | **IN a unit**  (use boxes in the row directly below to add unit ID) | | | | | | | | | | **NOT**  **in a unit** | **IN a unit** | **NOT**  **in a unit** |
|  |  |  |  |  | *c* |  |  |  |  |
| *a* | *b* | *c* | | | | | | | | | | | *d* | *e* | *f* |
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** Worksheet 6B -** Collection analysis (summary page)

*Fill in only one of these sheets.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Collection** | | **INSIDE STORAGE ROOMS: number of objects in and out of units** | | | | | | **OUTSIDE STORAGE ROOMS: number of objects**  (and NOT on display) | **Total number of objects** | |
| **Object type** | **Object category**  (see G:\CP-CH\ICC-CCI\CENTRAL RECORDS\5490 TRAINING - FORMATION\Advanced Professional Development Workshops\2014-15 RE-ORG Canada (ONTARIO)\Online platform\icons\Printed-Matter-Book-stack-icon.png**Resource 10 *- The*** **12 object categories**) | **Room:**  ART STORAGE | | **Room:**  ARCHIVAL STORAGE | | **Room\_\_\_\_\_\_\_\_** | | **IN a unit** | **NOT**  **in a unit** |
| **IN a unit** | **NOT in  a unit** | **IN a unit** | **NOT in  a unit** | **IN a unit** | **NOT in  a unit** |
| *a* | *b* | *c* | | | | | | *d* | *e* | *f* |
| Paintings | 11 - Small 2-D | 20 |  | 45 |  |  |  |  | 65 |  |
|  | 12 - Large 2-D |  | 8 |  |  |  |  | 1 |  | 8 |
| Prints | 9 - Flat, small (30 cm) | 78 |  |  |  |  |  |  | 78 |  |
|  | 9 - Flat, large (100 cm) | 150 | 10 |  |  |  |  |  | 150 | 10 |
| Sculptures | 1 – Extra heavy |  | 5 |  | 11 |  |  | 3 |  | 19 |
|  | 4 – Long |  | 1 |  |  |  |  |  |  | 1 |
|  | 5 – Heavy | 23 | 1 |  |  |  |  |  | 23 | 1 |
| Textiles | 10 – Rolled | 3 |  |  |  |  |  |  | 3 |  |
| Books | 7 – Small | 34 |  | 659 | 65 |  |  |  | 693 | 65 |
| Newspapers | 9 - Flat, small |  |  | 1500 | 500 |  |  | 200 | 1500 | 700 |
| Microfilm | 7 – Small |  |  | 245 |  |  |  |  | 245 |  |
| Cassette tapes | 7 – Small |  |  | 318 |  |  |  |  | 318 |  |
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| *g* **TOTALS** | | **308** | **25** | **2767** | **576** |  |  | **204** | **3075** | **804** |

** Worksheet 6B -** Collection analysis (summary page) – empty

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Collection** | | **INSIDE STORAGE ROOMS: number of objects in and out of units** | | | | | | **OUTSIDE STORAGE ROOMS: number of objects**  (and NOT on display) | **Total number of objects** | |
| **Object type** | **Object category**  (see G:\CP-CH\ICC-CCI\CENTRAL RECORDS\5490 TRAINING - FORMATION\Advanced Professional Development Workshops\2014-15 RE-ORG Canada (ONTARIO)\Online platform\icons\Printed-Matter-Book-stack-icon.png**Resource 10 *- The*** **12 object categories**) | **Room:** | | **Room:** | | **Room\_\_\_\_\_\_\_\_** | | **IN a unit** | **NOT**  **in a unit** |
| **IN a unit** | **NOT in  a unit** | **IN a unit** | **NOT in  a unit** | **IN a unit** | **NOT in  a unit** |
| *a* | *b* | *c* | | | | | | *d* | *e* | *f* |
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| *g* **TOTALS** | |  |  |  |  |  |  |  |  |  |

** Worksheet 6C -** Collection analysis (objects with special requirements)

*Fill in only one of these sheets.*

|  |  |  |
| --- | --- | --- |
| **Objects with special storage requirements**  (These objects were counted in the first table. Also consider objects on display, as these should have their own location in storage). | **What and how many?** | **Notes** |
| **Highly valuable to thieves** (attractive, portable, high monetary / resale value) |  |  |
| **Most valuable to institution** (historical, curatorial, monetary, religious, local, regional or national significance, etc.) | Collection of 43 paintings (small) by local artist XYZ, largest in the country | Most important part of the collection |
| **Legal restrictions** (firearms and ammunition, poisonous collections, human remains, etc.) |  |  |
| **Special designation** (some objects of national significance may have certain conditions attached to them that affect how and where they can be stored) |  |  |
| **Health and safety** (fluid specimens, cellulose nitrate, asbestos, radioactive objects, taxidermy specimens, etc.) |  |  |
| **Curatorial restrictions** (Parts of the collection that have to be kept together, for various reasons, e.g. responsibility of the same curator, from the same donor, from the same era or origin, etc.) |  |  |
| **Culturally sensitive objects** (sacred objects, human remains, etc.) |  |  |
| **Particularly vulnerable objects.**  See G:\CP-CH\ICC-CCI\CENTRAL RECORDS\5490 TRAINING - FORMATION\Advanced Professional Development Workshops\2014-15 RE-ORG Canada (ONTARIO)\Online platform\icons\Printed-Matter-Book-stack-icon.png**Resource 8 - *Main collection vulnerabilities*** | Newspapers (acidic), microfilm and cassette tapes are susceptible to chemical degradation at room temperature | Most other objects that are typically vulnerable to RH have been in these conditions for over 30 years, and are therefore not particularly vulnerable to cracking, warping, flaking, etc. |
| **Other (specify)** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Objects with active deterioration** | **What?** | **How many?** | **Where?** (storage locations) |
| Insect / rodent infestations | Textiles | 3 | 5F  (we bagged them) |
| Mould |  |  |  |
| Metal with active corrosion |  |  |  |
| Stone or ceramics with soluble salts |  |  |  |

|  |
| --- |
| **EVALUATION**  *Based on the information you have collected,*   * *How many extra units and of what type will you need to house objects that are a) not in units and b) not in storage?* * *Will you need to design custom storage solutions, or are standard storage units sufficient?* * *Go back to* ***G:\CP-CH\ICC-CCI\CENTRAL RECORDS\5490 TRAINING - FORMATION\Advanced Professional Development Workshops\2014-15 RE-ORG Canada (ONTARIO)\Online platform\icons\Editing-Edit-icon.pngWorksheet 4*** *and make sure to account for the units you said you needed to “keep as is”, “keep and modify” and “donate / discard”.* * *Are there any objects with special requirements that will impact equipment needs (special cabinets, special restricted sections in storage, special security measures, etc.)?* * *Do any objects need to be treated for active deterioration?* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Key components for a functional documentation system** | **Exists?** | | **% complete** | **Evaluation criteria** | **Observations** | **Your recommendations** |
| **No** | **Yes** |
| **Accession register** |  |  |  | * Is it hardback bound? * Are all pages stamped? * Are there dates, accession numbers and object descriptions including dimensions, weight and constituent materials? * Is there a backup copy at another location or in the Cloud? * What percentage of acquired objects are accessioned? |  |  |
| **Accession numbers** |  |  |  | * Are the numbers written on objects themselves? * Are numbers durable, but reversible? * Are they located on parts of the objects that are not immediately visible? * Is there a unique system? |  |  |
| **Location system** |  |  |  | * Is every storage unit identified by a letter or number? * Are empty locations in between storage units also identified by a letter or number? * Are the letters or numbers consecutive throughout the space? * Are storage surfaces (shelves, sides of a rack) identified with a letter or number? * Can the system be expanded if new storage units are added? * Are locations marked clearly and visibly? |  |  |
| **Main card index / Collections database** |  |  |  | * Does the main card index or collections database allow you to find the physical location of every object in storage, starting with its accession number or other entry point into the database or card index? |  |  |
| **Movement register / Movement control function in collections database** |  |  |  | * Is there a system – either paper-based or digital – that allows you to track the location of objects that exit or return to storage? Is it used? |  |  |

**Worksheet 7 -** Evaluation of the documentation system

*Fill in only one of these sheets.*

|  |
| --- |
| **EVALUATION**  *Based on the information you have collected, what are the main issues with regards to the documentation system that should be addressed as part of your reorganization project?* |

** Worksheet 8 -** Assessment of small equipment

*Fill in only one of these sheets.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Equipment type** | | **Exists?** | | **Quantity** | **Comments**  (do you need to purchase new / repair existing?) |
| **No** | **Yes** |
| **Reaching** | Step stool |  |  |  |  |
| Kick stool with wheels |  |  |  |  |
| Step ladder |  |  |  |  |
| Extension ladder |  |  |  |  |
| Double-sided ladder |  |  |  |  |
| Mobile ladder with platform |  |  |  |  |
| Other: |  |  |  |  |
| **Handling** | Tray |  |  |  |  |
| Basket |  |  |  |  |
| Trolley |  |  |  |  |
| Dolly |  |  |  |  |
| Rolling platform |  |  |  |  |
| Hand truck |  |  |  |  |
| Hand pallet truck |  |  |  |  |
| Forklift truck |  |  |  |  |
| Other: |  |  |  |  |
| **Administration** | Desk |  |  |  |  |
| Chairs |  |  |  |  |
| Table lamps |  |  |  |  |
| Computer station |  |  |  |  |
| Broom |  |  |  |  |
| Dry mop |  |  |  |  |
| Duster |  |  |  |  |
| Vacuum (hand-held) |  |  |  |  |
| Heavy-duty vacuum |  |  |  |  |
| Other: |  |  |  |  |
| **Emergency response kit** | Plastic sheeting |  |  |  |  |
| Tyvek suit |  |  |  |  |
| Hardhat |  |  |  |  |
| Gloves |  |  |  |  |
| Safety glasses |  |  |  |  |
| Dust masks |  |  |  |  |
| Blotting paper |  |  |  |  |
| Towels |  |  |  |  |
| Flashlight |  |  |  |  |
| Sponges |  |  |  |  |
| Rubber boots |  |  |  |  |
| Plastic container |  |  |  |  |
| Garbage bags |  |  |  |  |
| Buckets |  |  |  |  |
| Heat gun |  |  |  |  |
| Caution tape |  |  |  |  |
| Pens, markers |  |  |  |  |
| Scissors |  |  |  |  |
| Sealable plastic bags |  |  |  |  |
| First aid kit |  |  |  |  |
| Other: |  |  |  |  |

|  |
| --- |
| **EVALUATION**  *Based on the information you have collected, what are the main issues with regards to the small equipment that should be addressed as part of your reorganization project?* |

** Worksheet 9 -** Condition report template

*This is a* ***suggested*** *template to save you time on reporting. Feel free to adapt it to your own needs. For some museums, the Executive Summary (section 1) may be sufficient, for others, more detailed reporting is required.*

[TITLE PAGE]

`

***Name of museum***

**Storage condition report**

*[photo of the exterior of the building]*

***Author***

***Date***

**Table of contents**

1. **Executive summary p.**
   1. Project overview p.
   2. Main issues identified p.
   3. Recommendations p.
2. **Introduction p.**
3. **Museum profile p.**
4. **Management p.**
   1. Staff and spatial layout p.
   2. Policies and procedures p.
   3. Practices p.
   4. Main issues p.
5. **Collection p.**
   1. Collection description p.
   2. Documentation system p.
   3. Collection use p.
   4. Special cases p.
   5. Main issues p.
6. **Building and Space p.**
   1. General information p.
   2. Circulation within the space p.
   3. Floor space usage p.
   4. Equipment and building systems p.
   5. Assessment of major threats to the collection p.
   6. Main issues p.
7. **Furniture and Small Equipment p.**
   1. Storage furniture p.
   2. Small equipment p.
   3. Main issues p.
8. **Conclusions and recommendations p.**

**Appendices p.**

1. Storage self-evaluation summary (**Worksheet 1**)
2. Room data and assessment of major threats to the collection (**Worksheet 3**)
3. Assessment of storage furniture and space (**Worksheet 4**)
4. Assessment of administrative framework and management (**Worksheet 5**)
5. Collection analysis (**Worksheet 6**)
6. Evaluation of the documentation system (**Worksheet 7**)
7. Assessment of small equipment (**Worksheet 8**)
8. Building survey (optional)
9. Floor plans 2 to 4

**1. Executive summary**

**1.1 Project overview**

The *[storage reorganization project name, if one exists]* of *[name of museum]* spans from *[date]* to *[date]*. A condition report of the storage room(s) was carried out from *[date]* to *[date]* by *[team members]*. This was done by applying the RE-ORG method, developed by ICCROM and UNESCO. Following the condition report, an action plan will be drafted *[dates]*, followed by the project implementation *[dates]*.

**1.2 Main issues identified**

Based on a detailed study of the storage room(s), the main findings of the condition report are the following:

|  |  |
| --- | --- |
| **Management** | |
| Issues identified | Proposed actions |
| *Issue 1* | *Action 1* |
| *Issue 2* | *Action 2* |
| *Issue 3* | *Action 3* |
| **Building and Space** | |
| Issues identified | Proposed actions |
| *Issue 1* | *Action 1* |
| *Issue 2* | *Action 2* |
| *Issue 3* | *Action 3* |
| **Collection** | |
| Issues identified | Proposed actions |
| *Issue 1* | *Action 1* |
| *Issue 2* | *Action 2* |
| *Issue 3* | *Action 3* |
| **Furniture and Small Equipment** | |
| Issues identified | Proposed actions |
| *Issue 1* | *Action 1* |
| *Issue 2* | *Action 2* |
| *Issue 3* | *Action 3* |

**1.3 Recommendations**

To improve conservation conditions and access to the collection, the reorganization team recommends that a full storage reorganization action plan be developed to address:

1. The immediate problems with access to collections by carrying out a physical reorganization of the space
2. Mid-term improvements to re-establish functionality to the storage room(s) in the long term

Such a project will require:

* Additional *temporary / permanent* space
* A dedicated budget
* A reorganization team

**2. Introduction**

The RE-ORG method is divided into four phases: 1) Getting Started, 2) Storage Condition Report, 3) Storage Action Plan, and 4) Storage Reorganization Implementation. It examines four main components of storage: Management, Collection, Building and Space, and Furniture and Small Equipment. One of the first steps in Phase 1 of RE-ORG is a self-evaluation that examines each of the four components and ranks them (see Appendix 1). It was found that *[museum name]***’**s storage room(s) *[Name rooms and highlight results of self-evaluation].*

According to the RE-ORG method, a functional storage room that provides adequate conservation conditions and collections access should meet the following criteria:

1. One qualified member of staff is in charge
2. The storage rooms contain only collection objects
3. Separate spaces are dedicated to support functions: office, workroom, storage of equipment and other materials (non-collection)
4. No object is placed directly on the floor
5. Every object has a designated location in storage and can be located within three minutes
6. Every object can be accessed without moving more than two others
7. Objects are arranged by category
8. Key policies and procedures exist and are applied
9. The building and storage rooms offer adequate protection for the collection
10. Every object is free from active deterioration and is ready to be used for the museum’s activities.

At the moment *[museum name]*’s storage room meets criteria *[list criteria number(s)].*

The following Storage Condition Report is a detailed investigation of the storage room, which includes a description of its key features along with some of the main issues that are affecting collections conservation and access.

*[Insert floor plan 5 (occupation plan) here]*

**3. Museum profile**

The *[museum name]* was established in *[year]* and operates as a *municipal / provincial / national / private* institution *[insert relevant details about organizational or governance structure].* The building that houses the museum was built in *[year]* and *[became a museum in year / opened as a museum].* The building is located *[in an urban / rural setting]* and comprises of *[a basement]* and *[number of floors above grade].* The storage room under examination is located *[in the main building / in a secondary building]* on the *[which floor?]* and comprises *[exactly / approximately]* \_\_\_\_\_ objects.

*[Insert relevant photos here, or in the appendices]*

**4. Management** *[use Worksheet 5]*

Further details are provided in Appendix 4.

**4.1 Staff and spatial layout**

The *[museum name]* has a staff of *[how many staff, full time, part time, volunteers?]*. The storage room is the responsibility of *[name and title]* and has the following dedicated support spaces: *[office, workroom, non-collection storage, etc.]*. This review of management is focused on the key aspects that may have an impact on the organization of storage.

**4.2 Policies and procedures**

The following aspects are covered in the museum’s policies and procedures:

* *official assignment of responsibility for storage*
* *authority of museum director to make decisions about the collection and storage condition*
* *written job descriptions that include duties related to storage*
* *clear acquisition criteria and collecting mandate that define the scope of what the museum collects*
* *sequence of actions to undertake when an object enters the collection*
* *tracking the movement of objects when they leave and return to storage*
* *researchers / members of the public's access to the collection*
* *dealing with objects that are infested with pests or mould*
* *emergency response*
* *security: access to storage, key control*
* *collections documentation*

These policies and procedures *are / are not* applied.

**4.3 Practices**

The following practices are followed by staff:

* *cleaning of storage rooms [Frequency? By whom?]*
* *collections inventory [Frequency? By whom? Date of last inventory?]*

**4.4 Main issues**

The following issues have been identified by the project team as having consequences on conservation and access in storage, and should be addressed during the storage reorganization:

|  |  |  |
| --- | --- | --- |
| Issues identified | Possible consequences | Potential actions required |
| *Here, briefly describe the key issues / deficiencies / problems that you have identified in the “Evaluation” section of the worksheet* | *Here, briefly explain what could be the possible consequences* ***to the collection*** *if these issues remain unaddressed* | *You have not yet prepared your action plan. This will come in Phase 3. However, you may already have some broad ideas of how some of these issues can be resolved.* |
|  |  |  |
|  |  |  |

*[Insert relevant photos here, or in the appendices]*

**5. Collection** *[use Worksheets 5, 6, 7]*

Further details are provided in Appendices 4, 5 and 6.

**5.1 Collection description**

The *[museum name]*’s collection is comprised mainly of *[object types]*. In total, the collection encompasses *[number]* objects, *\_\_\_\_\_*% of which are on display and *\_\_\_\_\_*% of which are in storage. On average, the collection grows by *\_\_\_\_\_* objects every year. There are \_\_\_\_\_\_ objects on the floor and \_\_\_\_\_ objects are presently out of storage and will have to return into the storage room(s).

**5.2 Documentation system**

Overall, *\_\_\_\_\_*% objects are inventoried. The documentation system includes the following components:

* *accession register [% complete]*
* *accession numbers [% complete]*
* *location system [% complete]*
* *main card index / computer database [% complete]*
* *movement register / location tracking function in database [% complete]*

In storage, *each storage unit and each storage surface is identified by a* *number / letter, and storage location codes are all inscribed in the main index / collections database.*

On average, it takes approximately \_\_\_\_\_ minutes to retrieve an object from storage.

**5.3 Collection use**

The *[museum name]* organizes approximately \_\_\_\_\_ in-house exhibitions and loans out \_\_\_\_\_\_ object every year. The museum receives \_\_\_\_\_\_ requests from researchers or members of the public to access the collection. Tours of the storage room(s) are organized *[on demand / yearly / during a doors open event]*.

**5.4 Special cases**

*5.4.1 Objects with special requirements*

In this collection, there are objects with special requirements:

* *highly valuable [what and how many]*
* *legal restrictions [what and how many]*
* *special designation [what and how many]*
* *health and safety [what and how many]*
* *curatorial restrictions [what and how many]*
* *culturally sensitive objects [what and how many]*

*5.4.2 Particularly vulnerable objects*

In this collection, the following object types are particularly vulnerable:

* *to incorrect RH [what and how many]*
* *to incorrect temperature [what and how many]*
* *to pests [what and how many]*
* *to fading [what and how many]*

*5.4.3 Objects showing signs of active deterioration*

*Include type and quantity of:*

* *objects affected by insect or rodent infestations*
* *objects affected by mould*
* *metals with active corrosion*
* *stone or ceramics with soluble salts*

**5.5 Main issues**

The following issues have been identified by the project team as having consequences on conservation and access in storage and should be addressed during the storage reorganization:

|  |  |  |
| --- | --- | --- |
| Issues identified | Possible consequences | Potential actions required |
| *Here, briefly describe the key issues / deficiencies/problems that you have identified in the “Evaluation” section of the worksheet* | *Here, briefly explain what could be the possible consequences* ***to the collection*** *if these issues remain unaddressed* | *You have not yet prepared your action plan. This will come in Phase 3. However, you may already have some broad ideas of how some of these issues can be resolved.* |
|  |  |  |
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*[Insert relevant photos here, or in the appendices]*

**6. Building and Space** *[use Worksheet 3 and 4, and the Building Survey if used]*

Further details are provided in Appendices 2, 3 and 8 (optional).

**6.1 General information**

The *[museum name]* has *[number]* storage rooms. The storage room(s) that *is / are* being assessed as part of this reorganization project *is / are* *[storage room name(s)]* and *is / are* located *[where in the building? basement, attic, ground level, first floor].* *This / These space(s)* *has / have* *[number]* interior doors, as well as *[number]* exterior doors and *[number]* windows.

The *[storage room name(s)]* *is / are* \_\_\_\_ *[m / ft]* long, by \_\_\_\_ *[m / ft]* wide and *has / have* a clear height of \_\_\_\_ *[m / ft]*. The total floor area is \_\_\_\_ *[m2 / ft2]*. There are *no* signs of dampness on the walls *and / or* of water infiltration. The floor is made of *[describe]*. Approximately *[distance]* of *water / drain* pipes run over the space. There are *[number]* *pillars / columns* in the space.

**6.2 Circulation within the space**

Aisles *are clear of any objects allowing easy circulation* / *are severely cluttered preventing easy circulation.*

The floor *is free of collection objects and non-collection items* / *includes several collection objects and non-collection items*, making it *safe / unsafe* for staff to access and work with the collection in this space.

**6.3 Floor space usage**

Of the \_\_\_\_ *[ m2 / ft2 ]*  of total floor space in the storage room, \_\_\_\_ *[ m2 / ft2 - total unit footprint]*  is occupied by storage units, which represents \_\_\_\_ % *[floor space occupation by units]*.

Considering the types of storage units used in this storage room, the maximum amount of floor space that could be occupied by units while still maintaining safe access to collections is approximately \_\_\_\_ *[maximum floor space occupation by units]* %. At the moment, \_\_\_\_ *[floor space usage]* % of this potential amount is being used.

Therefore, *further units can still be added / no further units can be added* to the space.

**6.4 Equipment and building systems**

*6.4.1 Climate control*

The following climate control equipment is present and is in *good / poor* condition:

* *Ceiling fan*
* *Portable fan*
* *Portable / window air conditioner*
* *Portable dehumidifier*
* *Portable heater*
* *Mechanical air ventilation only*
* *Heating, Ventilation and Air Conditioning (HVAC)*

*6.4.2 Fire protection*

The following fire protection equipment is present and is in *good / poor* condition:

* *Smoke detector*
* *Heat detector*
* *Fire alarm system*
* *Portable extinguisher*
* *Automatic sprinkler system*

*6.4.3 Security*

The following security equipment is present and is in *good / poor* condition:

* *Locks on doors and windows*
* *Window and door contact switches*
* *Motion detectors*
* *Camera surveillance*
* *Alarm system*

**6.5 Assessment of major threats to the collection**

*Summarize your findings here*

**6.6 Main issues**

The following issues have been identified by the project team as having consequences on conservation and access in storage and should be addressed in the storage reorganization:

|  |  |  |
| --- | --- | --- |
| Issues identified | Possible consequences | Potential actions required |
| *Here, briefly describe the key issues / deficiencies / problems that you have identified in the “Evaluation” section of the worksheet and the Building survey, if completed* | *Here, briefly explain what could be the possible consequences* ***to the collection*** *if these issues remain unaddressed* | *You have not yet prepared your action plan. This will come in Phase 3. However, you may already have some broad ideas of how some of these issues can be resolved.* |
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*[Insert relevant photos here, or in the appendices]*

**7. Furniture and Small Equipment** *[use Worksheets 4, 6 and 8]*

Further details are provided in Appendices 3, 5 and 7.

**7.1 Storage furniture**

In this storage room the following unit types are used:

* *[number] Drawer cabinets, offering [ m2 / ft2 ] of storage surface for the collection. At this point, it is estimated that they still offer \_\_\_\_% of space.*
* *[number] Open shelves, offering [ m2 / ft2 ] of storage surface for the collection. At this point, it is estimated that they still offer \_\_\_\_% of space.*
* *[number] Cupboards, offering [ m2 / ft2 ] of storage surface for the collection. At this point, it is estimated that they still offer \_\_\_\_% of space.*
* *[number] Racks, offering [ m2 / ft2 ] of storage surface for the collection. At this point, it is estimated that they still offer \_\_\_\_% of space.*
* *[number] Pallets, offering [ m2 / ft2 ] of storage surface for the collection. At this point, it is estimated that they still offer \_\_\_\_% of space.*

Overall these units offer a total of *[ m2 / ft2 ]* of storage surface for the collection, and are \_\_\_\_% full.

Therefore, *[the units can still accommodate more objects / the units are filled to capacity / the units are overcrowded and other units are necessary to alleviate the fullness in the existing ones / several (how many?) objects are not stored in a unit and require a more appropriate storage solution].*

Estimated number and type of extra units required*:* *consider units required for overflow objects and for objects not in units*

**7.2 Small equipment**

An inventory of various types of equipment and supplies to work with collections has been carried out (see Appendix 8), and has confirmed that these are *sufficient / insufficient* and are *not* specifically assigned to the storage rooms.

**7.3 Main issues**

The following issues have been identified by the project team as having consequences on conservation and access in storage and should be addressed in the storage reorganization:

|  |  |  |
| --- | --- | --- |
| Issues identified | Possible consequences | Potential actions required |
| *Here, briefly describe the key issues / deficiencies / problems that you have identified in the “Evaluation” section of the worksheet* | *Here, briefly explain what could be the possible consequences* ***to the collection*** *if these issues remain unaddressed* | *You have not yet prepared your action plan. This will come in Phase 3. However, you may already have some broad ideas of how some of these issues can be resolved.* |
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*[Insert relevant photos here, or in the appendices]*

**8. Conclusion and recommendations**

This detailed investigation of the storage room carried out from *[date]* to *[date]* has highlighted several issues that should be addressed to resolve some of the existing challenges and limitations with regards to space availability, safe access to the collection, and to minimize the largest existing threats to the collection.

To make the necessary improvements, a storage reorganization project is recommended in *[storage room]*.

As a first step, the immediate issues with collections access can be resolved through a physical reorganization of the space, which will likely include *[select all that apply, or add your own]:*

* *the purchase / building / re-use of storage units*
* *the conception of custom storage units or solutions for objects with special requirements.*
* *the reshuffling of collections within the storage room / throughout several spaces in the building to use space more efficiently*
* *the return of all collections to the storage room(s)*
* *the removal of non-collection items from storage*
* *others?*

As a second step, the following mid-term improvements have been identified to optimize access and conservation conditions *[select all that apply, or add your own]:*

* *minor / major building repairs / upgrades such as \_\_\_\_\_*
* *the inventorying of the remaining \_\_\_\_\_% of the collection*
* *the migration of the paper-based records to a collections database*
* *remedial treatments for insect infestations / mould*
* *others?*

Such a project will require:

* Additional *temporary / permanent* space, which may have an impact on the museum’s operations in the *short / long term* by *closing a gallery space temporarily / reallocating existing spaces permanently or temporarily for collections storage*
* A dedicated budget *[within yearly budget / extra budgetary but funded by the museum / requires outside funding]*
* A reorganization team composed of *museum staff / volunteers / students / contract workers*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Location, date Name, signature

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| --- | --- | --- | --- | --- | --- |
| **Storage unit or solution**  **Type / Description** | **Quantity** | **Buy new** | **Find used** | **Build or adapt** | **Intended purpose** |
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** Worksheet 10 -** Storage furniture and small equipment needs

*Fill in only one of these sheets.*

*Fill in only one of these sheets.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Small Equipment**  **Type / Description** | **Quantity** | **Buy new** | **Find used** | **Build or adapt** | **Intended purpose** |
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