

## A method to reorganize museum storage

### 1. Collections in storage are at risk



95%

of museum objects are kept in storage



Billions of objects are kept away from public sight



An international survey conducted by ICCROM and UNESCO identified the following issues:



**1 in 4 museums** have incomplete documentation systems



**1 in 3 museums** are unclear about who is responsible for storage



**1 in 4 museums** find it difficult to circulate in storage



**1 in 2 museums** have insufficient storage units

ICCROM-UNESCO International Storage Survey 2011 ([www.iccrom.org/section/preventive-conservation/re-org](http://www.iccrom.org/section/preventive-conservation/re-org))

### 2. RE-ORG is the answer

RE-ORG is a **step-by-step method for planning and implementing a storage reorganization project.**



**RE-ORG**

focuses on the creative and safe use of existing resources

is user friendly

is adaptable to diverse collections and contexts

boosts communication and teamwork

offers systematic, efficient and cost-effective solutions



Initially developed in 2011 by ICCROM and UNESCO, RE-ORG has been revised and reformatted in collaboration with the Canadian Conservation Institute (CCI).



**The Method has been applied successfully by 83 museums in 27 countries and on 5 continents.**

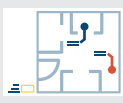
### 3. How does RE-ORG work?



**The first step of the RE-ORG Method is the Self-Evaluation tool.**

It helps you decide whether your institution needs to embark on a RE-ORG project by obtaining a snapshot view of the situation and identifying the most important problems.

The RE-ORG Method helps you cover all aspects



**Building & Space**

Determine if you have enough space, if it is safe or if you need alternative solutions.



**Furniture & Small Equipment**

Assess your current storage furniture and equipment, and estimate what is needed to store your collections more efficiently.



**Management**

Scrutinize your policies and procedures, and define roles and responsibilities.



**Collection**

Collect information to refine decisions about space and equipment needs.

Use these **"ten quality criteria"** to focus your teamwork and planning



1

One qualified member of staff is in charge.



2

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

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.

### 4. Give RE-ORG a try!

1

**Try it on your own!** Use the RE-ORG Method Kit and the RE-ORG Toolbox to reorganize your collections in storage and provide advice to others. Also, connect with us on social media!

2

Involve your institution and partner with ICCROM to organize a RE-ORG initiative in your municipality, region or country. This includes on-site training.



The RE-ORG Method, tools and resources are downloadable from ICCROM's website (<http://www.iccrom.org/section/preventive-conservation/re-org/>)

Contact ICCROM ([iccrom@iccrom.org](mailto:iccrom@iccrom.org)) or CCI ([pch.ICCservices-CCIServices.pch@canada.ca](mailto:pch.ICCservices-CCIServices.pch@canada.ca)) for more information.