

Collections in storage are at risk



A method to reorganize museum storage



95%
of museum objects are kept in storage



Billions of objects are kept away from public sight



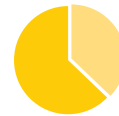
An international survey conducted by ICCROM and UNESCO identified the following issues:



1 in 4 museums have incomplete documentation systems



1 in 4 museums find it difficult to circulate in storage



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



1 in 2 museums have insufficient storage units

ICCRROM-UNESCO International Storage Survey 2011 (www.iccrrom.org/section/preventive-conservation/re-org)

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.

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) or CCI (pch.ICCservices-CCIServices.pch@canada.ca) for more information.



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.