Seirbheisean Dualchais
Outer Hebrides Heritage Services

Museum & Tasglann nan Eilean

Comhairle nan Eilean Siar

Care and Conservation Plan

2025-2030

Museum & Tasglann nan Eilean
Museum & Archive

Museum & Tasglann nan Eilean
Lews Castle
Stornoway
Isle of Lewis
Outer Hebrides
HS2 0XS

Museum nan Eilean
Lionacleit

Museum nan Eilean
Sgoil Lionacleit
Lionacleit
Isle of Benbecula
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HS7 5PJ

Comhairle nan Eilean Siar

Approved:

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Introduction

1. This plan sets out the actions required to implement the Care and Conservation Policy for the collections held by Museum nan Eilean (MnE). It should be read in conjunction with the Forward Plan, Emergency Plan and any other plans affecting the collection and the museum buildings.
2. This plan covers Museum nan Eilean Stornoway (including the Archive and Archive Store), Museum nan Eilean Lionacleit, and the museum stores at Marybank and Torlum.

Overview of current Collections Care and Conservation

3. The plan sets out how the museum currently undertakes Collection Care and Conservation. Collection Care activities are carried out by the Conservation Officer, who reports recommendations for action on a quarterly basis, or sooner if appropriate, to the Museum Development Officer. Conservation of the collection is carried out by or supervised by appropriately trained and experienced conservators.
4. Records of Collection Care activities are kept in the museum CMS (currently Axiell Collections). The museum retains records of every treatment carried out on objects, by in-house staff or external conservators. Records are added to an object's catalogue entry according to the museum's Documentation Manual procedures.

Responsibilities

5. Responsibilities to ensure that the following collections care measures are in place, communicated and acted upon:

Measure	**Responsibility**
Documentation of the condition of collections and any treatment carried out	Conservation Officer
Monitoring and improving the environment	
Integrated pest management	
Housekeeping	
Conservation cleaning of objects in open display	
Storage materials and methods	Conservation, Collections or Museum Development Officer
Transport	
Loans in	
Loans out	

Buildings

6. Museum nan Eilean Stornoway is a purpose-built facility that opened in 2016 which has objects from the museum collection on permanent display. In addition, objects on long-term loan from National Museums Scotland and the British Museum are also exhibited as part of the permanent core exhibitions. Further objects on a one-year loan from seven Comainn Eachdraidh are also displayed. These objects will be rotated with objects from other Comainn Eachdraidh from the Outer Hebrides when needed. The permanent exhibition include archaeology, social history and works of art on the themes of Land, Sea, Working and Community Life.
7. The Archive store primarily houses the archive collection of Tasglann nan Eilean (CnES archive service) in the same building. However, where there is space available, the more sensitive objects from the MnE collections at Marybank, including art, textile, and paper objects, have been partially relocated to the premises as a temporary measure.
8. Marybank Museum Store houses the collection of MnE with special emphasis on the history, archaeology, and culture of Lewis and Harris.
9. Museum nan Eilean Lionacleit has objects on a temporary exhibition basis. The premises comprises an exhibition space and an office. The museum is located inside the Sgoil Lionacleit building beside the library.
10. Torlum Museum Store houses the collection of MnE with special emphasis on the history, archaeology, and culture of the Uists, Benbecula, Barra and the smaller islands.

Building Needs

11. CnES Suitability Surveys have consistently shown that both museum stores at Marybank and Torlum are no longer fit for purpose. Both buildings were repurposed from other uses and were therefore never purposely designed with museum collections in mind. The buildings do not have insulation and are not fully sealed making it very difficult to control the environmental conditions and to successfully manage pests which both pose a risk to the collections. The issues also lead to high electricity costs, and the museum will not be able to meet net zero targets due to lack of energy efficiency.
12. Proposals for two new Collections Resource Centres have been created by the Heritage Team, and they are in the process of securing political support from within the Governing Body to progress the projects and to submit external funding bids. Not only would this create energy efficient and sustainable buildings, but it would also help the museum to meet conditions for Collection Care as set by Accreditation ensuring the safety of the collections into the future.

13. As set out in our Forward Plan an application to external funders for a Feasibility Study and Options appraisal will be submitted in 2025 with the aim for completion by 2030.

Collection Needs and Vulnerable Objects

14. The Conservation Officer and Collections Officer (alongside other trained staff) record the collection condition, check objects selected by random sampling across the displayed and stored collections, do additional checks on objects being displayed or returned to storage, and annual checks on vulnerable or significant objects. The results are recorded on forms that are inputted into the CMS (Axiell).
15. A copy of the form used is available at Appendix [reference].
16. Changes in the condition of any object are notified to the Conservation Officer for action in line with the museum's Forward Plan.
17. Every object loaned from the collection has its condition checked and recorded when it leaves and when it returns to the museum. A copy of the form used is available at Appendix [reference].
18. The museum is aware that the following objects and collections have needs or are vulnerable:

Objects or Collection type	**Need or Vulnerability**	**Required actions**
Archaeological and historical metal objects with active corrosion	Requires very dry conditions (less than 40% RH)	Kept in sealed polythene boxes with silica gel which is checked every six months and dried out when necessary
Wooden items (e.g. threshing machine, Eishken gig)	Items that are too large to be sealed in plastic are vulnerable to woodworm infestation	Properly controlled and sealed stores – unlikely in present buildings and not having a large freezer for treating large wooden objects – Collections Resource Centre proposals
Taxidermy	Target for pests	Properly controlled and sealed stores – unlikely in present buildings – Collections Resource Centre proposals
Textiles	Target for pests	As above
Artworks	Large objects that cannot be fitted in the temporary storage	As above

	at the Archive store and there are not suitable storage solutions for them at present	

Monitoring and improving Environmental Conditions

Temperature and Relative Humidity

19. The museum monitors and records the temperature and relative humidity (RH) in the storage and display areas.
20. The museum aims to maintain conditions which are as stable as possible, within the range 18 – 20°C and 45 – 60% RH.
21. Special conditions are required for the archaeological and historical metal objects, which require an environment of less than 40% RH.
22. If the conditions fall outside the desired range, the cause is investigated, and action taken to improve conditions.
23. The current system:
    - Museum nan Eilean Stornoway: Both temperature and relative humidity (RH) are controlled by air handling units (AHU) by Trend Building Environment Monitoring System. Regular monitoring of the environment is carried out using an independent system by Signatrol. The set points for the exhibition spaces and the Museum and Archive store are 45-50% RH (+-2% over 24 hours and 18-20C (+- 2C over 24 hours).
    - Museum nan Eilean Lionacleit: Currently, the museum is heated by electrical heater in the main exhibition areas, together with portable dehumidifiers to help control both temperature and relative humidity. Access doors aren't sealed from the outside, not protecting the collections from insects, including possible pests. Spot readings from portable thermohygrometers are taken weekly.
    - Marybank museum store: The building in divided into two main areas, a 'controlled' space comprising part of the ground floor and a mezzanine, which is heated with electrical heaters, and an 'uncontrolled' area without any heating. There is a wall dehumidifier on the mezzanine, and several portable dehumidifiers both on the ground floor and mezzanine of the 'controlled' area. There isn't any type of control on the 'uncontrolled' area of the building, which is more than 50% of total area. Access doors aren't sealed from the outside, not protecting the collections from insects, including possible pests. Spot readings from portable thermohygrometers are taken weekly.

- Torlum museum store. The storage area of the building is heated with electrical wall heaters and there is a wall dehumidifier. Access doors aren't sealed from the outside, not protecting the collections from insects, including possible pests. Spot readings from portable thermohygrometers are taken sporadically.

24. Readings are recorded in the museum share drive at Environmental Monitoring. Signatrol data is exported monthly in .csv files.
25. The readings are examined by the Conservation Officer and reported to the relevant staff and stakeholders.
26. Data loggers are calibrated by Signatrol annually.
27. Objects that require extremely dry environments are kept in well-sealed display cases or acrylic, polythene or similar inert material boxes with enough silica gel. Objects which require a strictly controlled RH are kept in similar containers with enough conditioned silica gel. The silica gel is checked by the Conservation Officer every six months and replaced with reconditioned silica gel when necessary.
28. The equipment which controls the environment (BEMS) is checked, repaired, and maintained by CnES Property Maintenance Delivery.
29. As of January 2025, new dataloggers were purchased to upgrade the Spydaq Signatrol system already in place. All four locations will benefit of wi-fi dataloggers to monitor both temperature and relative humidity.

Light

30. No objects are exposed to direct sunlight. Objects are protected from unnecessary exposure to light, e.g. when the museum is closed. Storage areas are kept dark when not in use.
31. Ultraviolet light is excluded as much as possible. All windows are either blocked off or fitted with UV filter film. Lights are replaced with UV-free alternatives such as LED bulbs wherever possible.
32. The current system:
    - Museum nan Eilean Stornoway: All gallery spaces are lit by LED spotlights mounted on ceiling hanging rails. Lighting in permanent display cases is by fibre-optic side lightning. Lighting in temporary display cases is by overhead fibre-optic lightning. There are no windows in the Archive Store. Lightning is by overhead fluorescent lights switched off when the room is not in use
    - Museum nan Eilean Lionacleit: Exhibition gallery is lit by LED spotlights mounted on ceiling hanging rails. Lighting in permanent display cases is by fibre-optic side lightning. Lighting in temporary display cases is by overhead fibre-optic lightning.
    - Torlum and Marybank museum stores: On both venues, there are no windows in the collection storage areas. Lightning is by overhead fluorescent lights switched off when the

room is not in use. In working areas, blinds are kept down when working of collections, either the workroom in Torlum and the Conservation Lab in Marybank.

33. Monitoring is carried out as necessary using light meters.
34. Light-sensitive material is not left on permanent display.
35. The museum aims to keep light exposure for very light-sensitive material to below 150,000 lux-hours per year and for less sensitive material to below 300,000 lux-hours per year. The museum will remove objects from display if light exposure is considered to be too high.
36. Archive material is kept in the archive store except when being used for research or exhibition purposes.

Dust

37. Objects are not left exposed to dust if possible. They are protected by being kept in boxes or display cases or covered with Tyvek or cotton covers or acid-free tissue paper. If objects need to be protected with polythene sheet or bubble wrap, they are first covered with acid-free tissue paper. Covered objects and objects in boxes are clearly marked to identify the object inside.
38. Dust levels in the museum are controlled by
    - Good housekeeping
    - Keeping external doors and windows closed whenever possible.
    - Using mats to trap dust from shoes at entrances
    - Keeping the approach to the museum clean
    - Sealing off areas where building work is taking place

Managing the Threat of Pests

Quarantine

39. Any object coming into the museum, archive, or store (even returning museum objects which have been on loan) will be kept separate from the collection until has been fully examined by a member of staff.
40. Objects that must be stored in the museum awaiting examination will be kept away from the collection or isolated by placing them in a polythene box on a pad of acid-free tissue or wrapping them in a polythene sheet lined with acid-free tissue. They will be examined as quickly as possible, especially as there is a risk of damage if they are damp.
41. A quarantine procedure has been implemented in MnE Stornoway for incoming items. This applies to items from external parties and from both museum stores. Items suitable for freezing are bagged and frozen before being allowed into stores or exhibition spaces. Items unsuitable for freezing are

inspected and bagged for monitoring. Items which had previously been moved into the Archive Store without having been frozen are being retrospectively frozen as a further preventative measure.

Monitoring

42. An insect pest monitoring programme has been implemented across the museums, archive, and stores.
43. The current system:
    - MnE Stornoway: Blunder traps have been installed in the exhibition and back-of-house collections areas. These are monitored by museum staff monthly. Rodent traps have been installed in the back-of-house collection areas and around the perimeter of the building. These were installed and are monitored every two to three months by Rentokil.
    - MnE Lionacleit: Blunder traps have been installed in the exhibition and back-of-house collections areas. These are monitored by museum staff monthly. In addition, blunder traps were also installed in the adjacent Library space to monitor ingress of insects via library.
    - Torlum and Marybank museum stores: Blunder traps have been ai all areas storing collections and working spaces. These are monitored by museum staff monthly
44. A list of blunder traps with its location is made. The traps are numbered. Each trap is examined by the Conservation Officer in good light using a magnifying lens. The results are recorded in the museum share drive at Monitoring - IPM - all sites.xlsx. an example of the record sheet is available in Appendix [Reference].

Prevention

45. All staff are trained to be aware of the risk of pests and know how to report any observed pests or suspected pest damage. Areas where vulnerable parts of the collection are kept are identified and labelled so that staff are aware to take extra care in these areas. Impermeable gloves are worn when handling objects to reduce the possibility of mould growth and pest attack.
46. No food or drink is kept in any area where the collections is stored or displayed, although both museum stores do not have the dedicated areas for food and drink consumption. For Torlum, a confined area in the workroom is used, as well as the office in Marybank. Waste bins are emptied daily. Good housekeeping keeps the museum, archive and stores clean, reducing the risk of infestation by pests.
47. Areas which are full of boxes and objects are deep cleaned every year. All boxes and objects are removed from shelving, the shelving and walls wiped clean with microfibre cloths and then the objects are replaced.
48. Good ventilation is important for preventing mould and pest infestation. When possible, storage areas are opened regularly to encourage air flow. Objects are stored in a way to allow air movement

around them. When possible, boxes are kept at least 100mm (4 inches) away from walls. When possible, objects are not left on the floor or stacked against external walls.

49. Any mouldy or pest infested packing material is thrown out promptly. Any information on it is recorded first.

Housekeeping

50. No polishes, cleaning agents or sprays are used in the museum without the advice of a conservator.
51. Synthetic (not feather) dusters are used on walls, lights and ceilings (not objects). Microfibre cloths (dry or dampened with clean water), brushes and vacuum cleaners are used for cleaning the building.
52. Housekeeping does not include cleaning objects on open display

53. MnE Stornoway

Area	Floors	Worksurfaces	Bins	Windows	Deep cleaning
Displays	Cleaning staff, four times a week	N/A	Cleaning staff, five times a week	N/A	Annually – Mondays during low season
Archive	Cleaning staff, twice a month	N/A			
Storage	Cleaning staff, once a month		Cleaning staff, once a week	Cleaning staff, once a year	
Staff areas	Cleaning staff, five times a week			Cleaning staff, once a month	Cleaning staff, annually
Building	Maintenance schedule of Property Maintenance Delivery (CnES)				

54. MnE Lionacleit

Area	Floors	Worksurfaces	Bins	Windows	Deep cleaning
Displays	Cleaning staff, four times a week	N/A	Cleaning staff, five times a week	N/A	Annually
Staff areas	Staff, ad hoc basis				
Building	Maintenance schedule of Property Maintenance Delivery (CnES)				

55. Marybank Museum Store

Area	Floors	Worksurfaces	Bins	Windows	Deep cleaning
Storage	Cleaning staff, ad hoc basis			N/A	Annually
Staff areas	Cleaning staff, once a week			Cleaning staff, ad hoc basis	
Building	Maintenance schedule of Property Maintenance Delivery (CnES)				

56. Torlum Museum Store

Area	Floors	Worksurfaces	Bins	Windows	Deep cleaning
Storage	Staff, ad hoc basis				Annually
Staff areas	Staff, ad hoc basis				
Building	Maintenance schedule of Property Maintenance Delivery (CnES)				

Conservation Cleaning of Objects on open display (or in open storage)

57. Wherever possible, objects are displayed in secure, suitable cases and stored in appropriate boxes. Where this is not possible, objects on open display or in storage are carefully monitored and recorded and proper action taken when damage or dirt is observed. Objects are not cleaned regularly, only when they require it, to prevent unnecessary abrasion and damage to the surface.
58. Delicate objects including oil paintings, gilded frames, decorated wood surfaces, musical instruments, and clocks, should only be cleaned by a conservator.
59. More robust surfaces may be cleaned using the brush vacuum method:
    - Examine the object carefully and make sure that it is safe to clean
    - Choose a suitable soft brush and make sure the metal ferrule is covered with masking or electrical tape.
    - Cover the crevice nozzle of a vacuum cleaner with a piece of soft net or tights, held in place with a rubber band.
    - Taking care not to touch the object with the vacuum cleaner hose or other apparatus, gently brush the loose dust off the object into the nozzle of the vacuum. Do not touch the object with the nozzle.
    - Examine the object again, record your treatment of it and any observations.

Documentation

60. The museum keeps records of all condition checks carried out on objects and of any treatments carried out on objects in hard copy, the museum shared drive, and the museum CMS (Axiell). Any

conservator carrying out treatments on objects from the collection is required to supply copies of the treatment records in a format suitable for the museum's recording system. The details of the condition checks carried out on the collection are set out in Vulnerable objects and Loans in sections of this Plan.

61. Condition reports, treatment proposals, and records of treatments carried out on archival materials, are recorded in hard and digital copies which are retained in the Archive Conservation folder in the archive shared drive. The information will be transferred to the archive database by the Archive staff.

Storage Materials and Methods

62. The museum is aware that all objects should be protected in inert packaging materials in a way which protects the object from chemical or physical damage.
63. The museum replaces any inappropriate boxes and packing materials with more appropriate materials such as acid-free tissue paper or spider tissue, Tyvek fabric, polythene foam or polyester wadding covered with scoured cotton calico, and boxes made from acid-free card, polythene, inert styrene or polypropylene as detailed in Signposts Factsheet No 2 Materials for Storage and Display (downloaded from the Collections Trust website). Please see Forward Plan for details of the conservation budget each year for repacking.
64. Objects which are too large to be boxed are covered with acid-free tissue or Tyvek fabric.
65. No object is stored on the floor. Large objects are stored on padded chocks or a pallet. Smaller objects are stored on shelves which are lined with Jiffy polythene foam or acid-free tissue.

Display Materials and Methods

66. The museum uses secure display cases whenever possible.
67. New cases are chosen following the Signposts Factsheet No 2 Materials for Storage and Display and the Guidance Note Choosing New Display Cases (downloaded from the Collections Trust website).
68. Older cases are sealed with Moistop film or Dacrylate 103-1 varnish before reuse.
69. Cases are lined with acid-free board, scoured unbleached calico, or scoured polyester cotton cloth or polythene foam. Mounts are made with materials as listed in Signpost Factsheet No 2.
70. Mounts are constructed to provide support for the object and protect it from physical damage during display and handling.
71. No object is permanently changed by its attachment to a mount (e.g. by drilling or using adhesive). Mounts are suitable padded and sealed to protect the object (e.g. metal hooks or pins are sealed with an inert varnish or heat shrink polythene tubing).

72. Objects on open display are checked by the Conservation Officer every six months and their condition recorded in paper forms and imputed in the museum CMS (Axiell). Objects on open display are secured using the least damaging method possible.

Handling Methods

73. Only trained people are allowed to handle objects from the collection.
74. The handling of some objects may be restricted owing to the presence of hazards or principles of cultural sensitivity.
75. For the safety of both objects and people, impermeable gloves are worn by everyone handling accessioned museum objects.

Transport Methods

76. Objects are carried between rooms and buildings in suitably padded containers.
77. Sufficient documentation is generated to go with objects before they are transported.
78. Objects are never left unattended in vehicles or non MnE locations, except in transit during ferry crossings where vehicles are locked on deck with no public access. Objects must be transported or couriered under the supervision of suitable trained MnE staff.
79. Changes of location longer than part of a day are recorded in writing at the end of each working day, according to the procedures set out in the museum's Documentation Procedural Manual.

Loans in

80. The museum treats all incoming loans according to the requirements set out in the loan agreement between it and the lending body.
81. The museum will notify the lending body if there is any change in its circumstances which mean that it can no longer meet the requirements set out in this agreement.
82. If the lending body does not supply a Condition Check Form for each object, the museum will use its own Condition Check Forms as at Appendix [reference].

Loans out

83. All requests for loans from the collection will be assessed individually before a decision is reached. The condition of the objects, the location, environment and security of the venue, transport and personnel involved will all be reviewed.
84. Every borrower will be asked to fill out a *Facilities Report* using the template available from the *UK Registrars Group*.

85. For particularly valuable objects, additional information regarding display cases and security may be requested using the supplementary templates available from the *UK Registrars Group*.
86. Security, environmental, handling and conservation conditions are stipulated by the museum and agreed with the borrower as part of the loan agreement.
87. If agreed, the condition of the object to be loaned will be recorded using the Condition Check form available at Appendix [reference], and with photographs showing all parts of the object and with existing damage clearly marked. This form is part of the loan agreement, and a copy will accompany the object when it leaves the building.
88. Every object is checked against the original condition report when it is returned to the museum. The loan details and the outcome of the check are recorded on the object's catalogue entry according to the museum's Documentation Procedural Manual.

Workforce training

89. It is the museum's policy that only people who have received training should handle or work with objects from the collections.
90. Such training can be in-house induction, provision of clear guidance, and factsheets and posters.

Plans for improvement

91. Action Plan for 2025-2030:

Action	Timetable	Staff	Resources
Conservation Planning			
Implement Good Practice – Benchmarks 3.0	Jan-2026	Conservation Officer with the relevant staff	Benchmarks survey
Implement Best Practice – Benchmarks 3.0	Jan-2028	Conservation Officer with the relevant staff	Benchmarks survey
Preventive Conservation			
Implement a light monitoring routine	Oct-2025	Conservation Officer	Light monitoring equipment and relevant information
MnE Stornoway – Deep clean	Jan-2025 (then annually)	Conservation Officer	Conservation cleaning materials, permissions

			from NMS and BM as necessary
Archaeological metals – Monitor microclimates	Jan-2025 (then every six months)	Conservation Officer	Archaeological metals register
Marybank – Deep clean	Mar-2025 (then annually)	Conservation Officer, Collections Officer	Conservation cleaning materials
Torlum – Deep clean	Apr-2025 (then annually)	Conservation Officer, Museum Development Officer, Collections Officer	Conservation cleaning materials
Update the Asbestos Register	Nov-2025 (then ongoing)	Conservation Officer	Asbestos training, asbestos register
Update the Hazmat Register	Nov-2025 (then ongoing)	Conservation Officer	Hazmat register
Archive – Basic condition survey	Mar-2026	Conservation Officer, Archivist	Access to catalogue
Archive – Deep clean	Mar-2026	Conservation Officer, Archives Officer, Archivist	Conservation cleaning materials
Complete freezing of all items in the archives	Apr-2027	Conservation Officer, Archivist, Archive Officer	Freezing register
Marybank – Basic condition survey	Jun-2029	Conservation Officer, Collections Officer	Access to Axiell
Torlum – Basic condition survey	Jun-2029	Conservation Officer, Museum Development Officer	Access to Axiell
Marybank - Survey Archaeology collections	Jun-2029	Conservation Officer, Collections Officer	Access to Axiell
Torlum - Survey Archaeology Collections	Jun-2029	Conservation Officer, Museum Development Officer	Access to Axiell

Interventive Conservation			
Archive - Identify items that need conservation	Ongoing	Conservation Officer, Archivist, Archives Officer	
Museum – Identify items that need conservation	Ongoing	Conservation Officer, Collections Officer, Museum Development Officer	
CPD			
Staff training	As required		Workshops/courses, guidelines, and manuals

Appendix A: Collections Care Scheduling

92. MnE Stornoway

Area	Task	Frequency	Staff	Description
Relative Humidity and Temperature	Monitoring	Monthly	Conservation / Collections Officer	Download Signatrol data. Check Trend. Identify issues as necessary
	Adjust heating	As necessary		Using Trend or contact Tech Services
Light	Check Land case	Oct-Dec		Spot checks in front of case when light is low on horizon in early morning
	Close Long Gallery blinds		Visitor Assistants	Close blinds when light is directly hitting the cases
IPM	Check traps	Monthly	Conservation Officer / or other trained staff	Check and record data. Identify issues and mitigate, as necessary.
	Check objects	Ongoing		Identify active insect infestations, record any evidence.
	Treat objects / spaces	As necessary		Treat using appropriate method
Dust / Dirt	Cleaning open display	Annually (winter)	Conservation Officer with trained staff	Basic clean and condition checking

93. Marybank

Area	Task	Frequency	Staff	Description
Relative Humidity and Temperature	RH monitoring	Monthly	Conservation / Collections Officer	Download Signatrol data. Identify issues and mitigate, as necessary.
	Empty dehumidifiers	Three times a week	Anyone	Located in all controlled areas and quarantine room.
	Dehumidifiers maintenance	Every six months	Conservation / Collections Officer	Clean equipment. Replace or clean filters, order new, as necessary.
	Adjust heating	As necessary		Adjust storage heaters, especially at the beginning of summer and winter
IPM	Check traps	Monthly	Conservation Officer / or other trained staff	Check and record data. Identify issues and mitigate, as necessary.
	Check objects	Ongoing		Identify active insect infestations, record any evidence
	Treat objects	As necessary		Trear using appropriate method
	Treat spaces	Weekly		Spray Constrain around doors
Dust / Dirt	Deep cleaning	Annually		Stores (once first deep clean is completed)

94. MnE Lionacleit

Area	Task	Frequency	Staff	Description
	Monitoring	Weekly	Conservation / Museum	Spot readings in all areas. Record, mitigate as necessary

Relative Humidity and Temperature	Adjust heating	As necessary	Development Officer / Visitor Assistant MnE Lionacleit	Manual adjustments
Light	Check cases	As necessary	Conservation / Museum Development Officer	Spot checks during installations
IPM	Check traps	Every quarter	Conservation Officer / or other trained staff	Check and record data. Identify issues and mitigate, as necessary.
	Check objects	Ongoing		Identify active insect infestations, record any evidence.
	Treat objects / spaces	As necessary		Treat using appropriate method
Dust / Dirt	Cleaning open display	Annually (winter)	Conservation Officer with trained staff	Basic clean and condition checking

95. Torlum

Area	Task	Frequency	Staff	Description
Relative Humidity and Temperature	RH monitoring	Ad hoc	Conservation/ Museum Development Officer	Spot readings in all areas. Record, mitigate as necessary
	Dehumidifiers maintenance	Every six months	PMD	Clean. Replace or clean filters, order new as necessary
	Adjust heating	As necessary	Conservation/ Museum Development Officer	Adjust storage heaters, especially at the beginning of summer and winter
IPM	Check traps	Every quarter	Conservation Officer / or other trained staff	Check and record data. Identify issues and mitigate, as necessary.
	Check objects	Ongoing		Identify active insect infestations, record any evidence
	Treat objects	As necessary	Conservation Officer	Treat using appropriate method
	Treat spaces	As necessary		Spray Constrain around doors
Dust/ Dirt	Deep cleaning	Annually	Conservation/ Museum Development Officer	Stores (once first deep clean is completed)

96. Emergency and Disaster Planning

Area	Task	Frequency	Staff	Description
Disaster Kits	Check contents	Annually and after use	Anyone	Check contents against list. Replace, as necessary. Check batteries in torches.
	Check contact details	Bi-annually or as necessary		Update contact details. Circulate to other relevant parties. Provide

Site and Service Recovery Plan				updated plants to Recovery Team Members.
	Review plan	Annually or as necessary	Recovery Team Members	Amend procedures and contacts, as appropriate. Provide updated plans to Recovery Team Members.
Disaster Training	Test plan	Annually		Test procedures against scenario.

Appendix B: Condition Report Form

Object ID	
Description	
Location	
Materials	
Dimensions	
Condition rate	**1**: Very good condition. No conservation required **2**: Good condition. Structure stable. Minimal conservation required **3**: Poor condition. Structure unstable. Conservation required **4**: Very poor condition. Structure very unstable. Conservation required urgently **5**: Recommend deaccession
Condition	
Treatment proposal	
Recommendation	

Report by	

Appendix C: Outgoing Loan Condition Report Form

Outgoing Loan Reference	**Accession Number**
Exhibition Title	
Lender	
Period from/to	

Object
Materials
Description
Object Condition

Handling requirements
Mounting requirements

Environmental range							
Temp.:		**RH:**		**Lux:**		**UV**:	
Environmental sensitivity							

Signatures

Sign to confirm that the object condition is as stated – changes in condition must be annotated on the report and image, initialled and dated

On arrival	
Conservator/Representative:	
Notes on condition on arrival:	
Borrower Representative:	

Re-examination			
Date	**Borrower Representative**	**MnE Representative**	**Condition**

On departure
Conservator/Representative:

Borrower Representative:	

Appendix D: Quarantine Procedure

Insect pests cause deterioration of museum and archive materials, particularly organic materials such as wool, wood textile and paper objects. They can also eat trough materials such as plastic to get to other materials.

Distinct types of insect pests affect varied materials and favour distinct types of environments. They can spread rapidly and may have a devastating effect on collections. A summary of insect pest identification references can be found in the following link

To ensure the museum and archive collections are adequately protected from this ongoing threat, it is necessary to quarantine all objects entering museum premises to prevent entry of insect pests into the museum buildings and to prevent cross-contamination between buildings, collections or objects.

All objects and their packaging should be isolated and inspected for insect pests as a preventive measure, as soon as possible upon entering any museum building. This includes objects from external parties, on incoming loan, objects returning from loan, objects from Marybank or Torlum, packaging and exhibition materials.

These quarantine procedures also apply to objects and archive material already in store or on display.

General procedure

1. Object is inspected for insect pests. If there is no evidence of insect pests, the object may be moved to museum or store. If evidence of insect pests is found, the object is isolated and quarantined.
2. The object is either treated immediately or kept in isolation to check for active insect activity. This may take a few months. If insect activity is found, the object is treated.
3. The object is cleaned to remove evidence of previous insect activity before being moved to museum or store. This prevents previous insect activity from being misidentified in the future
4. Record the condition of all objects and related treatments. A record should be made if there is no evidence of insect pests for future reference

Inspection and isolation

General procedure for all museum premises

Objects and archive material suitable for freezing should be sealed in plastic packaging, preferably before arrival at the museum, or straight away upon arrival. This includes any packaging materials.

Objects or archive material must be completely sealed in plastic before being moved through any museum premises to prevent the potential spread of insect pests. This includes objects already in store identified with an infest pest infestation.

Objects and materials that cannot be frozen immediately should be stored sealed in plastic.

Objects should only be stored in plastic in the short term as this places the object in a microclimate that may cause damage to the object. Furthermore, some insects can eat through plastic.

Objects and archive materials must never be stored directly in the floor.

Notify the Conservation Officer of any incoming objects, preferably in advance of arrival.

For external objects:

- Plastic packaging must be labelled with the SY/SL number
- The number of packages (ie. 1 of 3)
- The blue entry form should be kept with the object(s)

Museum nan Eilean Stornoway & Archive

Objects and archive material should only be admitted to the building through the loading bay

If objects or archives have been admitted through the front door, they must be completely sealed in plastic before being moved through the Archive Store.

Before freezing, objects and archive materials can be stored temporarily:

- Objects in the locked cupboard in the quarantine room
- Archive material in the record sorting room

The quarantine room and the record sorting room should not be used as store areas indefinitely.

The workroom should not be used for object or archive storage as this area does not have appropriate environmental controls and is not secured.

The workroom should not be used for object or archive storage as this area does not have appropriate environmental controls and is not secured

Freezing

When an object is removed from the freezer to room temperature, moisture from the air condenses on the cold surface of the object. This is primarily a problem with inorganic materials, such as metals, glass and ceramics. However, it may also affect organic materials. Condensation on the surface of an object can cause corrosion of metals or cockling and staining of paper, among other things.

For this reason, objects are sealed in plastic prior to freezing. The air inside the bag will also contain moisture so this is eliminated as far as possible from the packaging before sealing. After removal from the freezer, objects are left packed for 24 hours to allow them to come to room temperature.

In general, materials suitable for freezing include organic materials such as paper, card, textiles, wood and bone. Materials not suitable for freezing include inorganic materials such as metals, ceramics, glass, stone and liquids. Photographs, AV materials and parchment are also not suitable for freezing

Composite materials that are primarily composed of organic materials with a minor component of inorganic material may be suitable for freezing. For example, a paper leaflet with metal stapples or a leather saddle with metal stirrups.

In the latter case it would be best to wrap acid free tissue around the metal stirrups before packing in plastic. The paper will absorb any moisture from the air remaining in the bag when the packaged object is removed from the freezer.

If in any doubt the suitability of an object for freezing, contact the Conservation Officer.

A chest freezer is available for use in the Quarantine Room at the museum (Stornoway). This is limited to smaller objects.

There are several ventilated crates that can be stacked in the freezer. These should not be over filled, as a cold air must be allowed to circulate freely around the objects. Ensure that these are stacked correctly to prevent damage to contents. The crates should be used to place objects in and subsequently remove them from the freezer. Objects should be left in the crates to thaw.

The freezer is currently in use almost constantly and operates on a weekly basis. Objects are placed in the freezer on Friday afternoon and are removed the following Friday afternoon. The objects are then allowed to defrost for 24 hours before being unpacked and moved.

Procedures for freezing

1. Object must be sealed in polythene sheeting or a polygrip bag
2. Packing must be labelled with the accession number or the entry number
3. The freezer should be plugged in/switched on approximately 12 hours before use to ensure it is at the correct temperature before use
4. Objects suitable for freezing must be frozen at –35C, or cooler, for one week
5. The freezer must not be opened for any reason during this time
6. Objects are removed from the freezer and allowed to thaw for 24 hours within the sealed plastic packaging
7. Record object details and dates of freezing in the register, located in shelf in Quarantine Room
8. Objects can then be unwrapped
9. Objects should be cleaned with a brush and vacuum to remove any remnants of insect pests before being placed on exhibition or in store
10. A record of the dates of freezing and any evidence of insect pest activity must be noted in the CMS

Appendix E: IPM Form

Location:		**Date of inspection:**	**Inspected by:**
Trap	**Location**	**Insects Identified**	**Notes**
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Appendix F: Conservation Contacts

Supplier	Person	Contact
NMS	Jilly Burns, Partnerships Officer	0131 247 4394
National Records of Scotland	Linda Ramsay	0131 270 3305 / 07870457112
Scottish Conservation Studio	Will Murray	0131 331 5875
High Life Highland Archive Service	Richard Aitken, ACR Archive records	01463 256438 / 07825 116513 / 07905 100591
High Life Highland Museum Service	Jeanette Pearson, ACR Museum objects	01463 237114 / 015340 672236
Harwell Document Restoration Services	Priority User Basic – PU1051	0800 019 9990 / 01235 434373
AOC Conservation Unit	edinburgh@aocarchaeology.com	01314 403593