



# National Galleries Scotland Storage Management Policy

## Version/Date

Senior Management Team: Collections approved this policy: 12<sup>th</sup> February 2014

## Principles

NGS provides storage spaces for objects and object-parts or groups of objects in our collections that are not on display, including objects that are being prepared for loan or exhibition; reserve collections; objects that are not normally displayed but are of interest for academic, educational or technical interest; new acquisitions during the process of expanding the collections.

Making use of storage space also enables us to change displays, which allows public access to a more extensive selection of objects and helps to maintain public interest in the collection; and allows us to digitise objects, which provides access to a wider audience.

We control the environment in storage spaces to protect objects for the future; and we make use of the spaces in an efficient and sustainable way.

## Definitions

**Storage space:** An appropriate, clean, watertight, pest-free, accessible space to be used for preserving objects and object-parts that are not on public display.

**Storage management:** The provision of suitable storage spaces, using low-energy, sustainable methods to provide environments suitable for different types of object; and the maintenance of records related to storage locations, to environment and to security.

## Legislation and ethics

Storage management is an essential component of evidence required for audit and accountability, and for accessibility.

Relevant statutory requirements and codes of ethics include:

- National Heritage Act 1980: Section 16 (as amended by the Museums and Galleries Act 1992, 'The Green Guidelines')
- British Standards Institute: PAS 197, Code of Practice for Collections Management, 2009
- British Standards Institute: PAS 198, Specification for managing environmental conditions for cultural collections 2012
- British Standards Institute: PD:5454: 2012: Guide for the storage and exhibition or archival materials (2012)
- UK H&S Executive: Control of substances hazardous for Health (COSHH)
- Museums Association: Collections for the Future (2005)
- Museums Association: Effective Collections (2012)



## Standards

This policy is part of the Collections Management set of policies that form a requirement of PAS197 and Spectrum as part of the UK Museum Accreditation Scheme.

## Control measures

NGS plans where to store objects, whether temporarily or for longer periods, based on the needs of the objects. We store objects in prescribed, secure areas; and only authorised persons have access to storage areas.

We maintain the storage spaces at a temperature and humidity suitable for the preservation of the objects in that location, using low-energy, sustainable methods to provide environments suitable for different types of object. We conduct regular environmental monitoring. We use storage methods that preserve and extend the physical integrity of objects and which protect objects from light, dust, handling, and movement.

We are working to improve the storage design and method in order to ensure the most efficient use of the space whilst allowing safe and secure access. We also carry out regular audits of objects and storage locations in order to review whether objects are in the most appropriate storage space.

We are committed to digitising the NGS collections in order to facilitate virtual access to the collections and to reduce handling of objects in storage.

We record all storage details. We hold all information centrally and securely on an industry-standard database (MIMSY). Only authorised persons can maintain storage records.

## Related policies

The following are related NGS policies:

- Object Entry and Pre-Entry Policy
- Loans In and Loans Out Policy
- Acquisition Policy
- Inventory Control Policy
- Location and Movement Control Policy
- Art Handling Policy
- Conservation and Care Policy
- Risk Management Policy
- Physical Audit Policy
- Record Audit Policy
- Damage and Loss Policy