



National Galleries of Scotland

Art Handling and Technical Assessment Policy

Version/Date

Senior Management Team: Collections approved this policy: 12th February 2014

Principles

NGS carries out skilled, safe and highly co-ordinated handling and technical assessment of objects or groups of objects in our care, as an integral component of our collections management. We monitor and expand on the audit trail of the object, and record technical and handling notes for future reference.

This enables us to ensure the long-term preservation of all objects or groups of objects in our care, to provide evidence for audit and conservation reviews, handling and movement statistics, research and bibliographical references, and to increase public access to the collection.

Definitions

Art Handling and Technical Assessment: The safe handling, protection and movement of objects, informed by technical knowledge, skills and documentation.

Legislation and ethics

Handling and technical assessment are essential components for preservation, access, determining object-history, and to meet nationally agreed standards of best practice.

Relevant statutory requirements and codes of ethics include:

- National Heritage Act 1980, Section 16 (as amended by the Museums and Galleries Act 1992)
- EN 15946:2011 Conservation of Cultural Property – packing principles for transport
- UK H&S Executive: Control of substances hazardous for Health (COSHH)
- AAM Registrars Committee: Code of Practice for Couriering Museum Objects, 1986

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

Only authorised persons can handle or assess objects.

Before an object is to be handled the condition of each object must be fit to move. Where appropriate, a suitably qualified person carries out a risk assessment.

NGS are committed to regular training to ensure all those involved in handling and technical assessment have up-to-date skills and knowledge, and will apply these skills, in order to maintain or improve the preservation, storage or display of objects.



We have maintenance contracts for equipment and vehicles used in handling and assessment.

Related policies

The following are related NGS policies:

- Object Entry and Pre-Entry Policy
- Loans In and Loans Out Policy
- Inventory Control Policy
- Location and Movement Control Policy
- Conservation and Care Policy
- Risk Management Policy
- Insurance and Indemnity Management Policy
- Physical Audit Policy
- Storage Management Policy
- Damage and Loss Policy