

# Appendix H: Conservation Assessment Handout

Sometimes the person who completed the CAP application is the only one at the museum who knows what a conservation assessment is. Some assessors take along the following handout describing the conservation assessment process, what to expect, and how it can benefit a museum. They distribute the handout to volunteers, staff, and board members they meet on site. It often stimulates questions and information sharing. This document is available for download from [www.heritagepreservation.org/CAP/assessors.html](http://www.heritagepreservation.org/CAP/assessors.html).

## THE CONSERVATION ASSESSMENT



The Conservation Assessment is a tool designed to help institutions learn about their current ability to offer collection care and conservation standards that measure up to the current professional standards established within the profession. The assessment report offers prioritized recommendations for long-, medium-, and short-term collection care and forms the baseline information for the development of a long-term conservation plan.

The assessment report is an overall discussion of the policies, practices, and conditions within an institution that impact collection survival, including the following areas:

1. General Institutional Information
2. Staffing
3. Sites and Structures
4. Climate Control and Environment
5. Temperature/Relative Humidity
6. Pollutants and Particulates
7. Illumination
8. Pest Control and Housekeeping
5. Collections and Collections Policies
6. Exhibitions
7. Storage of Collections
8. Emergency Preparedness
9. Safety and Security

The assessment is conducted through a pre-visit questionnaire, an on-site visit, and the completion of a written report describing, summarizing, and prioritizing the findings of the investigation. The goal of the assessment is to assist and inform the on-site staff and to recommend priority actions to improve collection care and conservation for the collection.

Your museum's assessment has been funded by the Institute of Museum and Library Services and administered by Heritage Preservation through the Conservation Assessment Program.