

# Cataraqui Archaeological Research Foundation

## Conservation Policy

Goal: To protect all artifacts entrusted to the Foundation and to ensure that they are adequately preserved and protected so that future generations will be able to enjoy the collection.

Objectives:

A To ensure proper handling of artifacts by the Foundation's staff:

- a) Foundation staff is to be trained in the proper handling of artifacts.
- b) Fragile items should not be kept in display cases for extended periods of time but in accepted inert display cases for short exhibitions only.
- c) Hands-on displays are to utilize facsimile items and/or those items no longer of significance to the Foundation's collection and mandate.
- d) Safe packing, careful unpacking and transporting procedures.
- e) Staff will exhibit ethical behaviour with all artifacts and archival materials.

B A safe storage area will be provided for artifacts to include:

- a) An area for the storage of artifacts only with adequate shelving and storage facilities, dark and large enough for future acquisitions.
- b) Organized by project and easily accessible. Access will be restricted to the Curator and/or a person(s) designated by the Curator.
- c) To be kept clean at all times.

C Care must be taken for the safety of artifacts in display. Requirements:

- a) Suitable-size display cases for artifacts, no overcrowding in display area.
- b) Fragile items to be adequately supported when on display, with lighting appropriate for the protection of fragile and light sensitive artifacts.
- c) Artifacts and display cases must be kept clean at all times.

D Security measures for the protection of the collection will be in place:

- a) Protection of artifacts from water damage, nothing stored on the floor, sturdy storage boxes with plastic sheeting over all.
- b) Appropriate protection from vandalism and theft through internal security system and motion sensors will be in place in addition to daily review of the Centre by staff or designated volunteers.
- c) Standard procedures for all emergencies apply as outlined in the procedures of the Foundation and in the Centre itself.

E Conservation/Preservation measures

- a) A professional Conservator, appropriate to the genre of the collection piece requiring attention, will be sought and consulted when a collection piece requires immediate attention
- b) No staff will undertake any conservation, only preservation of any collected artifacts