Objects on the Move:
Planning and Transporting Collections

- Planning
- Risk Assessment
- Team Building
- Communications
Planning

Risk assessment: determine what needs to be done to protect the collection (and the building, if it is historic)

- Identify risk type
- Identify risk location
Risks

- Vibration
- Water penetration
- Physical breach of building interior or secured locations
- Fire
- Pests
- Security: theft, vandalism, etc.
- Service disruptions
- Pollution
Collections Information

- Material types and vulnerabilities: what do you have?
- Location: where is it?
  - Proximity to planned construction
- Installation methods: how has it been installed
- Interior conditions (temperature/relative humidity; zoning)
Building Information

- Site
- Construction
- Physical Condition
- Systems
- Layout and floor plans
Environmental Information

- Ambient conditions
  - Temperature/Relative Humidity
  - Sunshine
  - Wind
  - Precipitation
- Interior conditions
  - Temperature/RH
To Move or Not to Move: That is the Question

- Do the risks of moving outweigh the risks of leaving the materials in-situ?
Who should be involved?

- Museum Staff
  - Curatorial/Registration/Conservation
  - Administration
  - Facilities
- A/E Personnel
- Construction Management
- Contractors
Communications

- Regularly scheduled meetings and others as needed
  - Construction Manager
  - Facility Manager
  - Security Manager
  - Curatorial Staff
- Added functions when needed
  - Finance
  - Contractor’s rep.
  - IT
Communications/Information Resource Sharing

- E-mail
- Phone calls
- Documentation of communications
- Published schedules
  - Calendars
  - Progress reports
- Photographic Documentation
  - New
  - Historic photographs from archives
Team Building

- Communications
- Information sharing
  - About the project
  - About other organizational activities and commitments
- Advance planning
- Scheduling for staff balance
  - Vacations
  - Sick leave
  - Family events
- Positive issues resolution
## Planning and Scheduling

<table>
<thead>
<tr>
<th>Project</th>
<th>Projected Start Date</th>
<th>Projected end date</th>
<th>Status</th>
<th>Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare galleries</td>
<td>1/3/05</td>
<td>1/7/05</td>
<td>Complete</td>
<td>Staff &amp; contractors</td>
</tr>
<tr>
<td>Budget rev. &amp; prep.</td>
<td>1/3/05</td>
<td>1/21/05</td>
<td>In progress</td>
<td>Staff</td>
</tr>
<tr>
<td>Deinstall &amp; pack bronze sculpture</td>
<td>1/11/05</td>
<td>1/14/05</td>
<td>Scheduled</td>
<td>Rigging contractor; crate by Fine Art packer</td>
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<tr>
<td>Pack Galleries</td>
<td>1/11/05</td>
<td>1/28/05</td>
<td>In progress</td>
<td>Fine Art packer</td>
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<tr>
<td>Assess mosaic in lobby</td>
<td>2/17/05</td>
<td>2/17/05</td>
<td>Scheduled</td>
<td>KS; WCJ; contractors</td>
</tr>
</tbody>
</table>
Prepare Collections

- Confirm inventory
- Conduct condition assessment & identify vulnerable surfaces & elements
- Plan handling & moving
- Clean the objects
- Stabilize vulnerable surfaces & elements
Prepare Galleries

- Interior finishes: floors, walls, historic elements, etc.
- Establish and confirm security controls: systems, locks, staffing, documentation, authorized personnel
Prepare & Test Collections
Management Controls

- Documentation systems:
  - Database
  - Equipment (IT needs)
  - Paperwork
  - Photography

- Personnel

- Confirm collections inventory
Lessons Learned

- Never assume anything
- Communicate, communicate, communicate: formal & informal
- Establish realistic timelines, budget and personnel requirements
- Be flexible
- Have back-up plans: there is more than one way to accomplish the task