RE-ORG

Step-by-Step Storage Reorganization for Small Museums

ICCROM

UNESCO
United Nations
Educational, Scientific and
Cultural Organization

Institut canadien
de conservation
Canadian
Conservation Institute

Canada

CCI's Mission

CCI's mission:

* CCI advances and promotes the conservation of Canada's heritage collections through its expertise in conservation science, treatment and preventive conservation. CCI works with heritage institutions and professionals to ensure these heritage collections are preserved and accessible to Canadians now and in the future.

CCI offers:

* Expert services
* Training and professional development opportunities
* Conservation resources, including online and print publications and tools

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  www.cci-icc.gc.ca

Institut canadien
de conservation   Canadian
Conservation Institute

Canada

ICCROM

International Centre for the Study of the Preservation and Restoration of Cultural Property, Rome

- Intergovernmental organization

- Created by UNESCO in 1956

- 134 Member States

- USA: 1971 || Canada: 1978

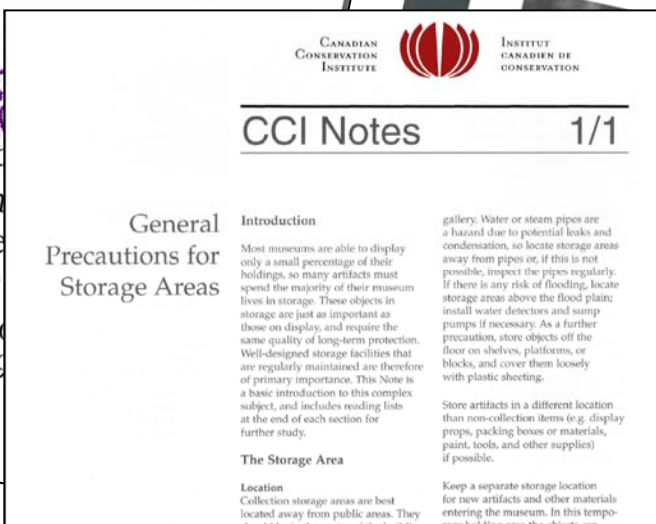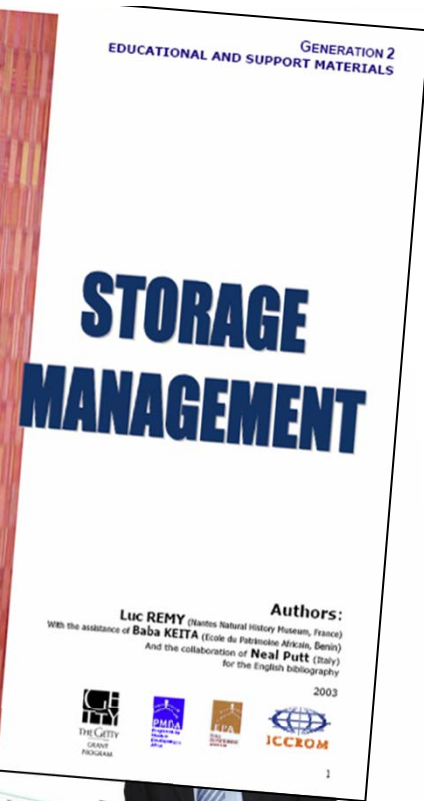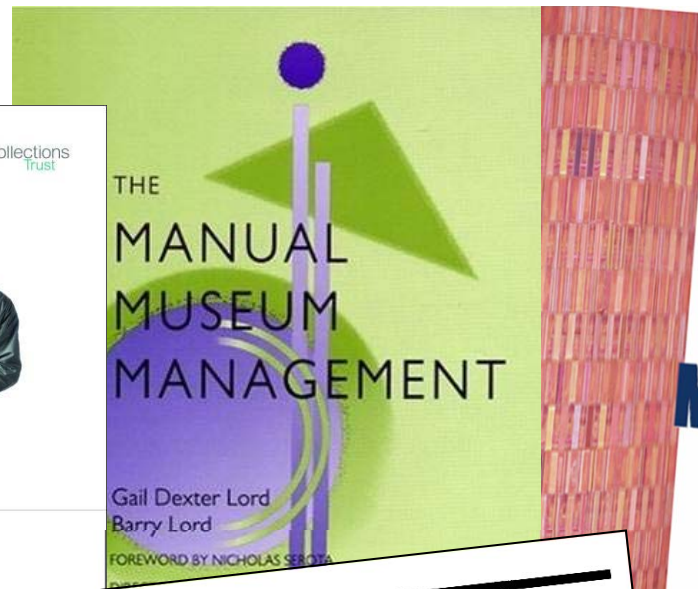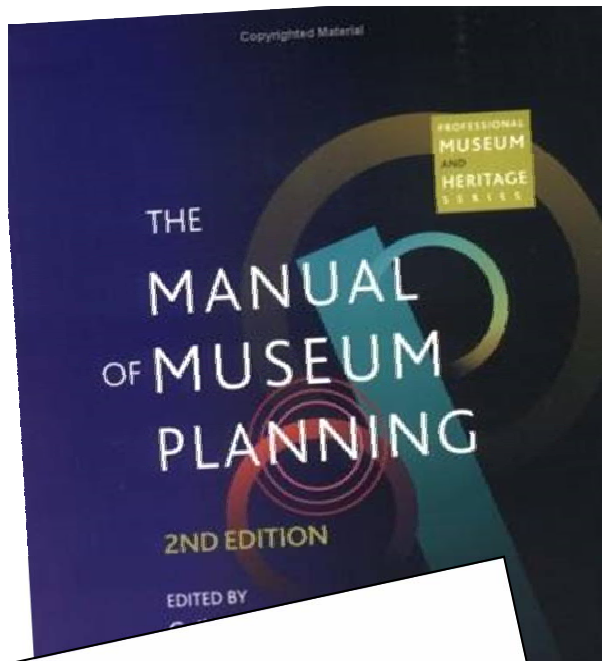# Storage planning

COLLECTION

EMPTY SPACE

Storage Reorganization

COMPLETE CHAOS

CREATING ORDER WITHIN THE SAME SPACE

THE MANUAL OF MUSEUM PLANNING

2ND EDITION

EDITED BY

PROFESSIONAL MUSEUM AND HERITAGE SERIES

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Collections Management

a practical guide

THE MANUAL MUSEUM MANAGEMENT

Gail Dexter Lord
Barry Lord

FOREWORD BY NICHOLAS SEROTA

GENERATION 2
EDUCATIONAL AND SUPPORT MATERIALS

STORAGE MANAGEMENT

Authors:

Luc REMY (Nantes Natural History Museum, France)
With the assistance of Baba KEITA (Ecole du Patrimoine Africain, Benin)
And the collaboration of Neal Putt (Italy)
for the English bibliography

2003

SPECTRUM

The UK Museum Documentation Standard

NATIONAL PARK SERVICE
DEPARTMENT OF THE INTERIOR

Conserve O Gram

Number 3/9

May 1999

MUSEUMS & GALLERIES COMMISSION

MUSEUM MANAGEMENT

BSi
British Standards

Collections Link

JUST PRACTICAL ADVICE

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INSTITUT CANADIEN DE CONSERVATION

CCI Notes 1/1

General Precautions for Storage Areas

Introduction

Most museums are able to display only a small percentage of their holdings, so many artifacts must spend the majority of their museum lives in storage. These objects in storage are just as important as those on display, and require the same quality of long-term protection. Well-designed storage facilities that are regularly maintained are therefore of primary importance. This Note is a basic introduction to this complex subject, and includes reading lists at the end of each section for further study.

The Storage Area

Location
Collection storage areas are best located away from public areas. They should be in the centre of the building

gallery. Water or steam pipes are a hazard due to potential leaks and condensation, so locate storage areas away from pipes or, if this is not possible, inspect the pipes regularly. If there is any risk of flooding, locate storage areas above the flood plain; install water detectors and sump pumps if necessary. As a further precaution, store objects off the floor on shelves, platforms, or blocks, and cover them loosely with plastic sheeting.

Store artifacts in a different location than non-collection items (e.g. display props, packing boxes or materials, paint, tools, and other supplies) if possible.

Keep a separate storage location for new artifacts and other materials entering the museum. In this temporary holding area the objects can

Canada, 2010

93% storage full in 10 years

37% storage inadequate

CAMDO DMAC   COLLECTIONS SURVEY
2008/2009

Canadian Art Museum
Directors' Organization

Organisation des Directeurs
des Musées d'Art du Canada

(43 museums)

USA, 2011

Smithsonian Institution
Office of the Inspector General

In Brief

Collections Stewardship of the National Collections at the
National Museum of American History - Inventory Controls
Report Number A-10-03-1, February 8, 2011

Why We Did This Audit

This is the first of two reports
covering stewardship of the
national collections at the National
Museum of American History
(NMAH) and one in our series
covering collections at the
Smithsonian. Our overall audit
objectives were to determine
whether (1) physical security is
adequate to safeguard the
collections, (2) inventory controls
are in place and working adequately
to ensure that the collections are
properly accounted for, and (3)
collections are properly preserved

What We Found

We found that inventory control measures are not in place or are
inadequate.

We found that NMAH could strengthen inventory control practices to
improve stewardship and broaden access to the collections. Based on
our lim̲i̲t̲e̲d̲ ̲r̲e̲v̲i̲e̲w̲, we found that of the 2,21̲... ... of
the 2,21̲ about 10 percent, were missing. ...
NMAH ...ts
policies. NMAH also did not maintain complete inventory records, and
those records often contained inaccurate information. NMAH's
electronic inventory records accounted for only about half (46 percent)
of its accessioned objects. NMAH does not have an accurate count of its
collections.

Russia, 2008

Les collections de musées

« plus de 50 000 pièces sont aujourd'hui manquantes »

L'affaire avait fait grand bruit à l'époque : à l'été 2006, plus de deux cents pièces de la collection tage de avaient disparu, suivi d'un vol d'une valeur de plusieurs millions de dollars, quelques jours plus tard, aux Archives nationales de _____. Devant l'ampleur des disparitions, le vice-premier ministre de l'époque, un certain Dmitri Medvedev, avait lancé un vaste programme de recension des collections des trois mille six cents musées publics de la Fédération

Ce travail colossal devrait être terminé d'ici à la fin de l'année, mais déjà 80 % des collections ont été recensées, selon le ministère de l'intérieur. Surprise : « Plus de cinquante mille pièces

UK, 2008

Overcrowding: biggest obstacle to opening storage to the public

USA, 2005

"it is troubling that only **11%** of institutions have adequate storage facilities for all their collections"

- Heritage Health Index

A PUBLIC TRUST AT RISK:
THE HERITAGE HEALTH INDEX REPORT ON THE STATE OF AMERICA'S COLLECTIONS

A Project of Heritage Preservation with the Institute of Museum and Library Services

Collections in storage at risk

International Museum Storage Survey 2011

1490 museums
136 countries
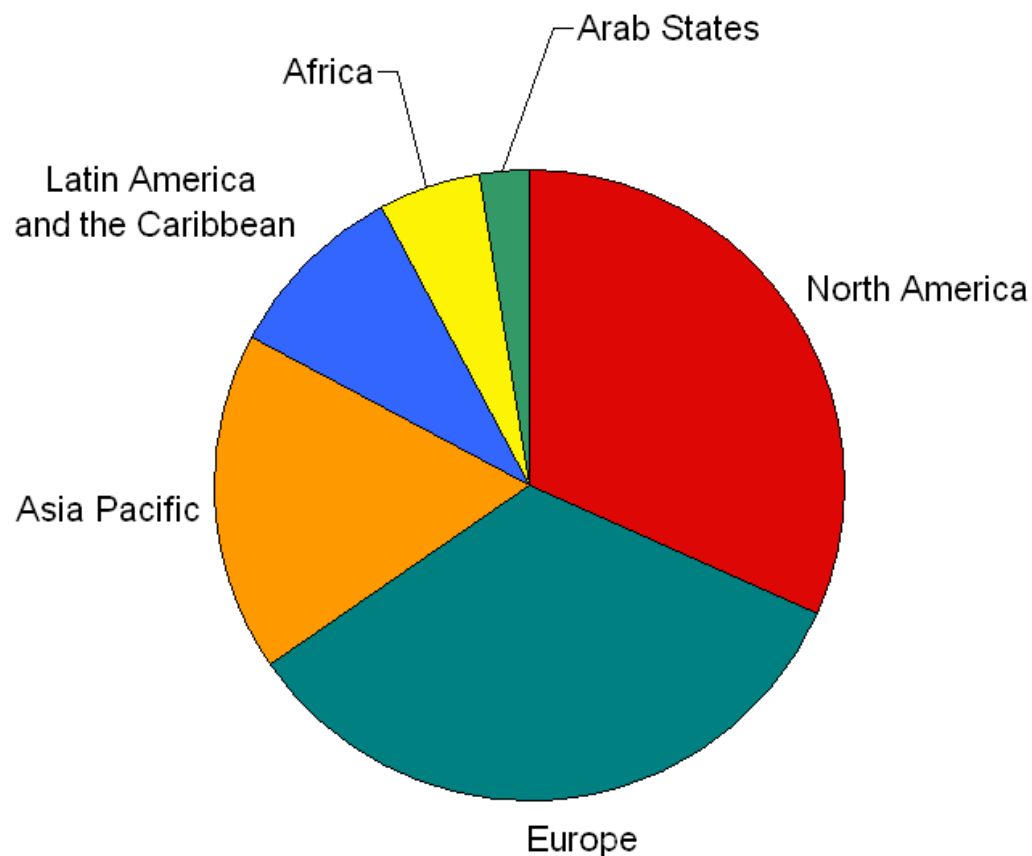
Collections in storage at risk

International Museum Storage Survey 2011

Worldwide (1490)	**USA** (383)	**CAN** (86)
50% Overcrowded storage units	48%	53%
40% Lack of management support	38%	38%
30% Unclear who is responsible	21%	21%
25% No location system	22%	22%
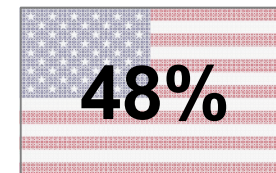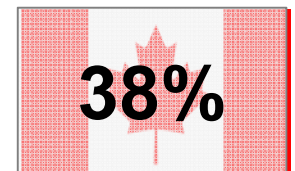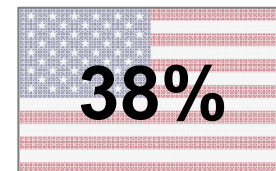
66% Not enough space

ICCROM-UNESCO International Storage Survey 2011
Summary of results

ICCROM
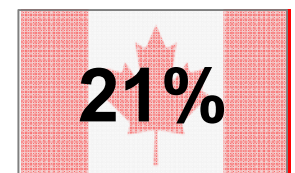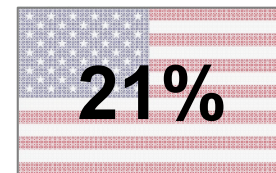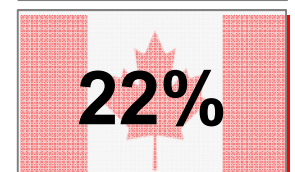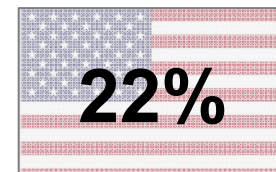
1 in 4 museums
Circulation in storage: difficult or impossible

The following problems were identified by survey respondents as "major" or "drastic" [i]

2 in 3 museums [ii]
- Lack of space

1 in 2 museums
- Lack of storage units
- Overcrowded storage units

2 in 5 museums
- Lack of management support for storage - related activities
- Lack of trained staff
- Large backlog of objects to be accessioned
- Storage units not adapted to the types of objects

1 in 3 museums
- Unclear responsibility of storage
- Unclear procedures for storage management
- Lack of regular cleaning
- Building in a poor state of repair

1 in 4 museums
- No object movement register
- No accession register (or not up to date)
- No location codes for storage units or aisles
- No main catalogue (paper or computerized)
- Objects directly on the floor

1 in 5 museums
- Unsecured doors and windows
- Recorded damage due to flooding, earthquakes, hurricanes or fires
- Large amounts of non-collection items in storage (rubbish, exhibition panels, packing materials, display showcases, personal effects of staff, etc.)
- Many objects stored outside designated storage areas (hallways, offices, etc.)
- Active pest infestation

1 in 10 museums
- Object theft

1490 responses
136 countries
3 months

Survey dates: June-September 2011

Selection criteria: anyone who works within a museum was invited to answer the survey. Invitations were sent through ICCROM and UNESCO networks and by personal contact to ICOM National Committee chairs. The survey was also publicized on the websites of national and international conservation or museum-related associations.
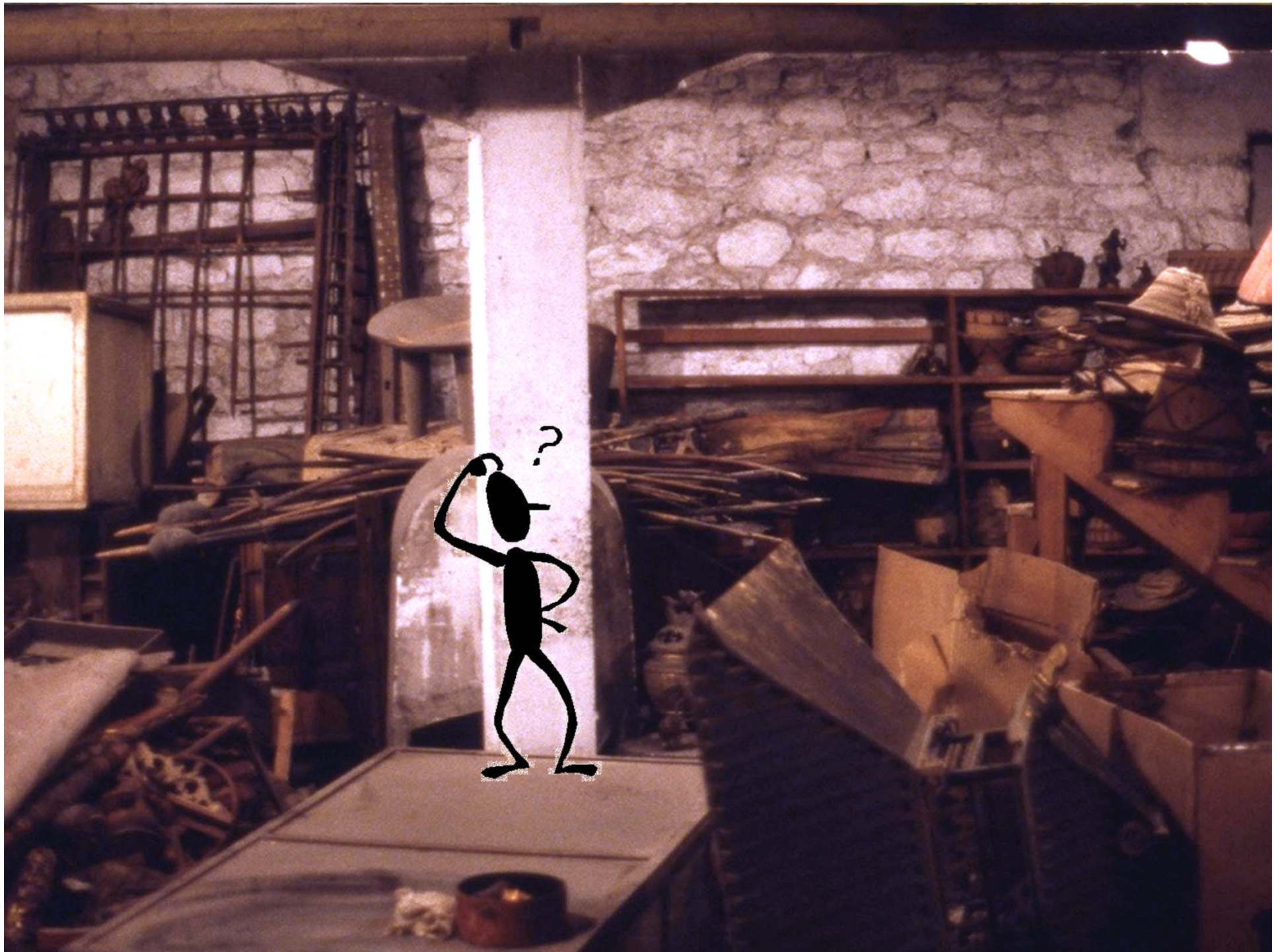
Note: This survey provides a snapshot of the situation in 1490 museums worldwide. As a little over 25% of the replies came from North America, these results were analyzed individually and compared to the rest of the world. There was found to be no significant difference in the numbers. This confirms that the results shown here represent the situation of the museums surveyed in <u>all</u> countries.

[i] In the survey, "major" was described as requiring several months' work, while "drastic" was used to indicate extreme cases.
[ii] Actual percentages were rounded off to the closest group.

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www.re-org.info
online platform for museum storage reorganization

Access the survey summary:

http://www.iccrom.org/wp-content/uploads/RE-ORG-StorageSurveyResults_English.pdf

DOCUMENTATION	STORAGE

Practical guide

School of African Heritage
(ÉPA), Benin

**Step-by-step
methodology**

15 professionals
15 countries

RE-ORG

STORAGE TASK FORCE
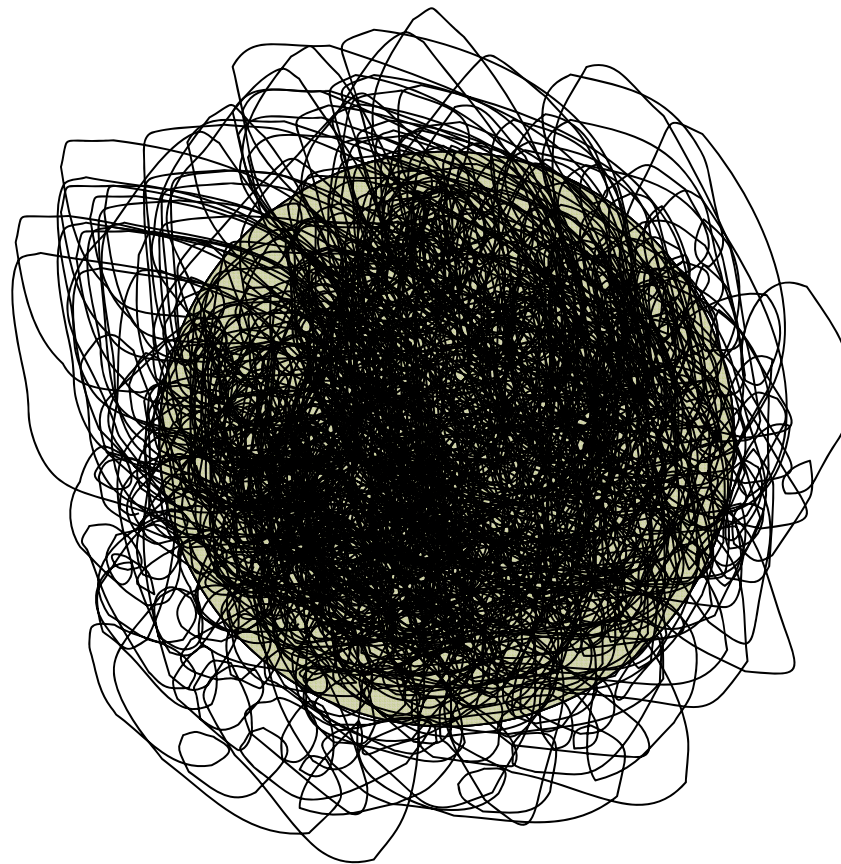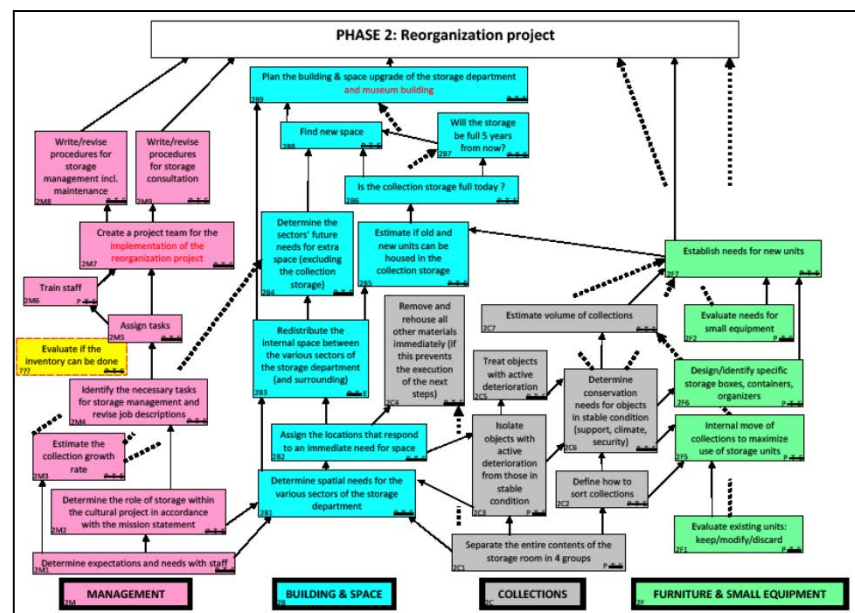
ICCROM
Member States / Etats membres
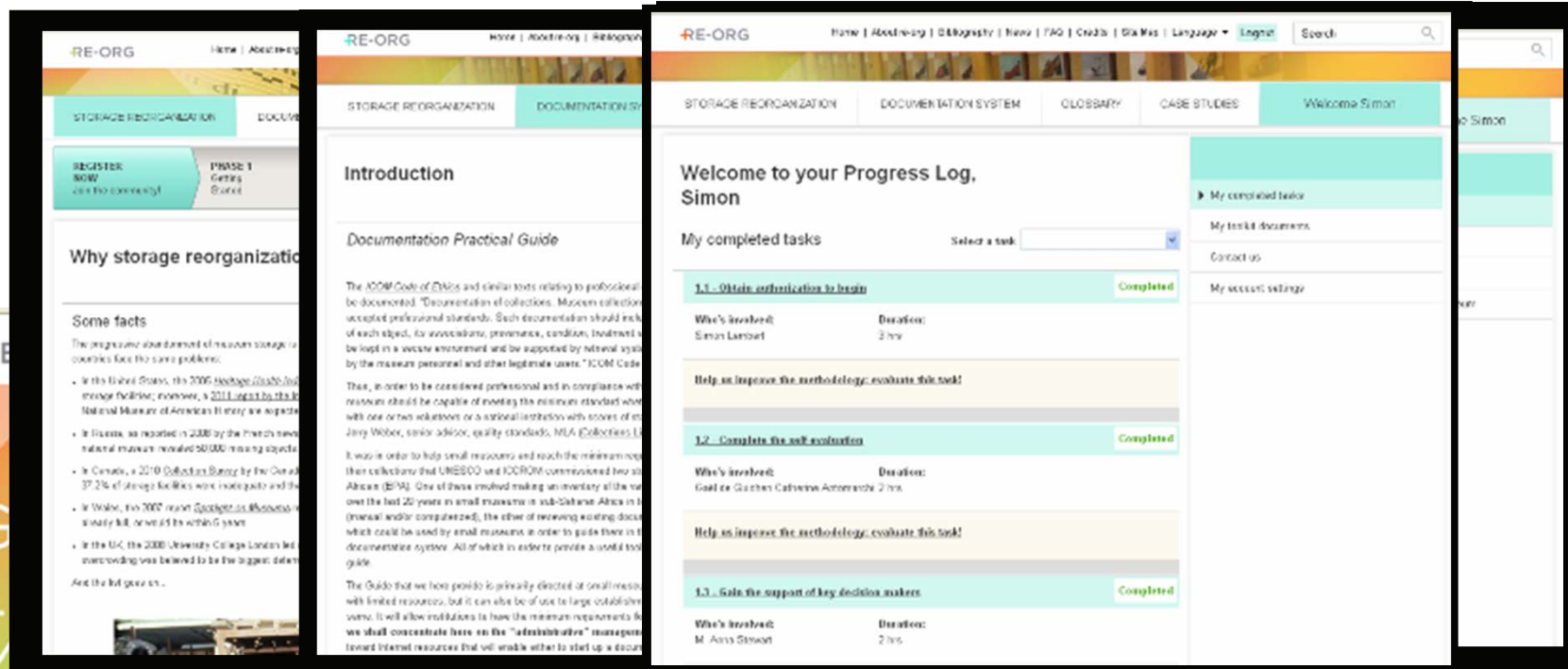
Collection size

Now

1970s

Building & Space

Management

Collection

Furniture & Small
Equipment

RE-ORG

STORAGE REORGANIZATION | DOCUMENTATION SYSTEM | GLOSSARY | CASE STUDIES | Welcome Simon

How to make storage accessible and safe for objects?

Our step-by-step methodology will walk you through the process of making improvements

START REORGANIZING →

How to make documentation systems functional again?

Our guide tackles the most common problems with existing documentation systems

READ THE PRACTICAL GUIDE →

RE-ORG welcomes you on its new platform for endangered museum collections!

RE-ORG offers tools for those entrusted with the protection of museum collections for the benefit of future generations. Join the community and make a difference! It's easy... and it's entirely free!

NEW: RE-ORG Online Discussion Group

JOIN THE RE-ORG COMMUNITY →

Why storage reorganization?

🖶 Print

Some facts

The progressive abandonment of museum storage is not only an issue affecting developing countries. All countries face the same problems:

- In the United States, the 2005 *Heritage Health Index* showed that only 11% of institutions had adequate storage facilities; moreover, a 2011 report by the Inspector General said 10% of inventoried items at the National Museum of American History are expected to be missing.

- In Russia, as reported in 2008 by the French newspaper *Le Monde*, the inventory control of a large national museum revealed 50,000 missing objects.

- In Canada, a 2010 Collection Survey by the Canadian Art Museum Directors' Conference showed that 37.2% of storage facilities were inadequate and that 93% of storage areas would be full within 10 years.

- In Wales, the 2007 report *Spotlight on Museums* revealed that 67% of museum storage areas were already full, or would be within 5 years.

- In the UK, the 2008 University College London led research *Collections for People* showed that overcrowding was believed to be the biggest deterrent to opening up storage to the public.

And the list goes on...

AN OVERVIEW OF RE-ORG
Here's why you should join!

▸ Why storage reorganization?

How does the methodology work?

What outcomes can you expect?

Login or create your account

Evaluate your storage!
Self-evaluation Tool

See what members of the RE-ORG community have to say:

"Museum storage is considered as the "materialized memory" of our history. So we better keep it in

STORAGE REORGANIZATION | DOCUMENTATION SYSTEM | GLOSSARY | CASE STUDIES | Login to my account

Join the RE-ORG community, it's free!

🖨 Print

The Storage Reorganization Methodology was developed for professionals who want to improve access to and conservation of museum collections. This step-by-step tool is designed to help you assess your situation, identify your needs, and make meaningful improvements to storage.

By registering, you'll be able to keep track of the process in your very own Progress Log and you'll have immediate access to all forms and guidelines developed to assist you in this process. Don't miss out! Create your account in one easy step today!

Username

Password

☐ Remember me

I forgot my password
I forgot my username

ACCESS MY RE-ORG ACCOUNT →

Or, join the community by creating your account

First Name *

Surname

Username *

email *

▶ Join the RE-ORG community, it's free!

📋 **Evaluate your storage!**
Self-evaluation Tool

REGISTER NOW Join the community!	PHASE 1 Getting Started	PHASE 2 Storage Condition Report	PHASE 3 Storage Reorganization Project	PHASE 4 Storage Reorganization Implementation

Gain the support of key decision makers

1.3

🖳 Print

Advice/remarks

- It might be useful to map stakeholders that may have influence on, or interest in, the project.

- You must involve decision makers throughout the process, keep them informed of progress and convince them of the importance of reorganization for the museum and its potential benefits for the public.

- Remember that storage reorganization can cause strong reactions:

  - Space is always a sensitive issue. Modifications to anyone's work environment may cause some to protest (openly or by blocking progress).
  - Inventory controls can reveal that considerable portions of the collection are missing. This can be an embarrassment to decision makers and sometimes, it may even jeopardize the progress of the reorganization.

The final product(s) of this task will be used for: *1.4*	Team members involved in this task	Duration
	S. Lambert	2 hrs

When you've done this task, save it!   **DONE**

My tasks for this phase

Introduction

1.1 - Obtain authorization to begin

1.2 - Complete the self-evaluation

▶ 1.3 - Gain the support of key decision makers

1.4 - Assemble required materials and skills

1.5 - Build a team and prepare for Phase 2

Evaluate your storage!
Self-evaluation Tool

- Completed Documentation System Evaluation form

How to proceed

1. Consider each of the five essential elements of the basic documentation system, using the results from section C of the Self-evaluation (1.2):

   - **Accession register**;
   - **Accession number** (for individual objects);

Before and After: Zambia

Before and After: The N
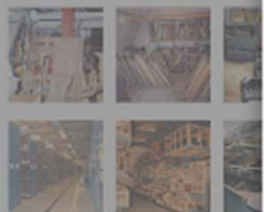
Before and After: Color

Before and After: Zimbabwe

See what members of the RE-ORG community have to say:

"Museum storage is considered as the "materialized memory" of our history. So we better keep it in good order to make available for use - and accessible to future generations. This methodology helps."
Martina Griesser-Stermscheg, *University of Applied Arts Vienna, Austria*

"The storage reorganization methodology is similar to making a wise investment with expectations of good returns and open up development for collections management in storage areas."
Ali, *Senior Curator, Kenya Ports (PA) Museum, Kenya*

"I am particularly grateful for the possibility of using this methodology as a didactic tool, and teaching present and future professionals a meaningful one of the key segments of collections management."
Aleksandra Nikolić, *Central Institute for Conservation, Belgrade, Serbia*
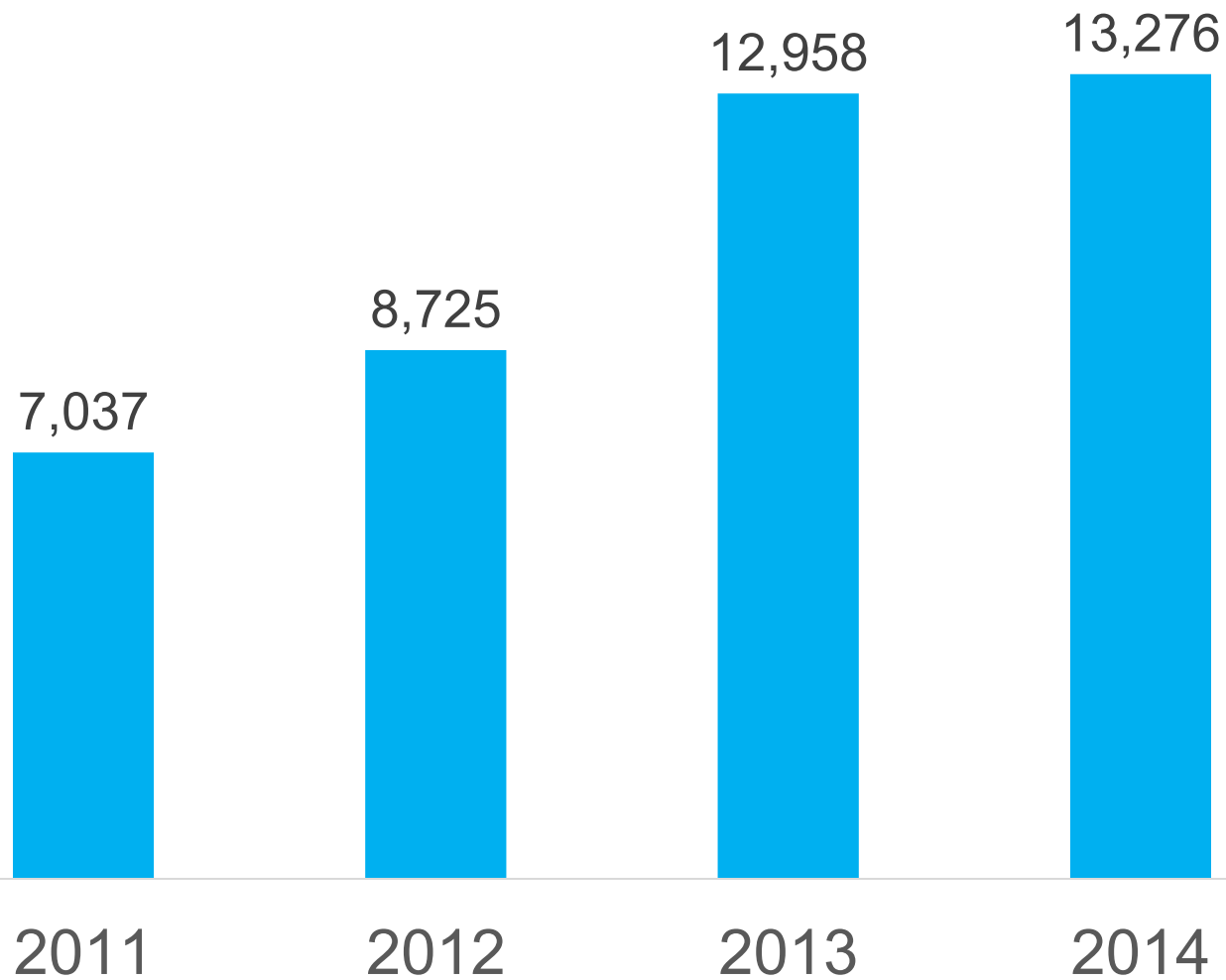
"Using this step-by-step methodology is not only easy and efficient, but also fun and friendly. I believe this tool can solve many recurring problems in the area of collections management."
Mojdeh Momenzadeh, *Independent Preventive Conservator, London, UK*

BEFORE: The Netherlands (1980s)

SELF-EVALUATION TOOL FOR MUSEUM STORAGE

43 questions

http://re-org.info/en/download/243/34/16

MANAGEMENT (M)

M.1 SOMEONE IS OFFICIALLY RESPONSIBLE FOR EAC

- 6 Yes and his/her duties are written down in th
- 2 Yes, but there is no job description
- 0 No

M.2 SUFFICIENT STAFF HAVE BEEN ALLOCATED TO T

- 3 Yes
- 0 No

M.3 STAFF HAVE BEEN ADEQUATELY INSTRUCTED AN
TRAINED TO CARRY OUT ALL STORAGE-RELATED ACT

- 3 Yes
- 0 No

M.4 WRITTEN PROCEDURES FOR STORAGE ACTIVITIE
MENT, CLEANING AND MAINTENANCE, VISITOR ACC

- 3 Yes, there are procedures for all of these acti
- 2 There are procedures for most of these activi
- 1 For less than half
- 0 No, there are no written procedures for thes

M.5 ACCESS TO STORAGE AREAS IS RESTRICTED AND

- 3 Entrance to storage is monitored
- 1 Entrance is not monitored but it is restricted
- 0 Entrance is not monitored and not restricted

BUILDING & SPACE (B)

BUILDING AND THE EXTERIOR

B.1 THE BUILDING IS LOCATED IN AN AREA WITH N

- 6 The building is not at risk of flooding
- 4 The building is at low risk of flooding
- 2 The building is at risk of flooding
- 0 Floods occur regularly in the storage area

B.2 THE BUILDING PROVIDES ADEQUATE PROTECTI
AGAINST RAIN AND EXTERNAL WEATHER EXTREM

- 6 Yes, the building protects the collection fr
- 4 The building has minor flaws
- 2 The building is in overall good condition, b
- 0 The building is in very poor condition and

B.3 DOORS AND WINDOWS ARE SECURE (SECURIT

- 3 All doors and windows are secure
- 1 Some doors and/or some windows are sec
- 0 None of the doors or windows are secure

STORAGE AREAS AND THE BUILDING

B.4 THE STORAGE AREAS ARE ALL SITUATED IN ON

- 6 Yes, the storage areas are all in the same l
- 4 The storage areas are in different location
to the museum's activities
- 2 The storage areas are dispersed throughou
- 0 Objects are also stored in hallways, offices

COLLECTION (C)

DOCUMENTATION SYSTEM

C.1 THERE IS AN ACCESSION REGISTER AND IT RE
EACH OBJECT'S ACCESSION NUMBER AND DATE

- 6 Yes, an accession register exists and the n
objects are recorded within it
- 4 An accession register exists and it record
- 2 An accession register exists and it records
- 1 An accession register exists and it records
- 0 There is no accession register

C.2 EACH OBJECT HAS A UNIQUE ACCESSION NU
IS MARKED ON THE OBJECT AND IN THE ACCESSIO

- 6 Yes, this is the case for all the objects
- 4 For more than half the objects
- 2 For less than half the objects
- 0 No object is marked with its number and

C.3 THE DOCUMENTATION FOR EACH OBJECT INC

- 6 Yes, the documentation includes the dime
- 4 For more than half the objects
- 2 For less than half of the objects
- 0 No, for none of the objects

C.4 THE DOCUMENTATION FOR EACH OBJECT INC

- 3 Yes, each object's documentation includes
- 2 For more than half of the objects
- 1 For less than half of the objects
- 0 No, for none of the objects

FURNITURE & SMALL EQUIPMENT (F)

STORAGE FURNITURE

F.1 NO OBJECT IS PLACED DIRECTLY ON THE GROUND

- 6 There are no objects placed directly on the ground
- 4 A few objects are placed directly on the ground, for specific reasons
- 2 Most of the objects are placed directly on the ground, without justification
- 0 All the objects are on the ground

F.2 MOST STORAGE UNITS CAN ACCOMMODATE THE GROWING COLLECTION

- 6 For the next five years
- 4 For the next two years
- 2 The storage units are already full
- 0 The storage units are overcrowded

F.3 THE DIMENSIONS OF THE STORAGE UNITS ARE ADAPTED TO THE DIMENSIONS OF THE OBJECTS

- 3 Yes, for all the storage units
- 2 For most of the storage units
- 0 The dimensions of the storage units are not adapted to the dimensions of the objects

F.4 THE STORAGE FURNITURE HAS EITHER BEEN TREATED FOR PEST RESISTANCE OR IT IS
MADE WITH PEST-RESISTANT MATERIALS

- 3 Yes
- 1 Most storage units are pest proofed
- 0 No, most of the storage units are vulnerable to pests

SMALL EQUIPMENT, PADDING & MOUNTS

F.5 SPECIFIC CARTS, TRAYS, LADDERS HAVE BEEN SPECIFICALLY ASSIGNED TO EACH STORAGE AREA

- 3 Yes, such equipment is always present in each storage area
- 1 Some equipment exists in the museum, but none has been specifically
assigned to the storage area(s)
- 0 No, there is no such equipment

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P-14

MANAGEMENT (M)

M.1 SOMEONE IS OFFICIALLY RESPONSIBLE FOR EACH STORAGE AREA

6 Yes and his/her duties are written down in the job description

2 Yes, but there is no job description

0 No

M.2 SUFFICIENT STAFF HAVE BEEN ALLOCATED TO THE STORAGE AREAS

3 Yes

0 No

M.3 STAFF HAVE BEEN ADEQUATELY INSTRUCTED AND ARE TRAINED TO CARRY OUT ALL STORAGE-RELATED ACTIVITIES

3 Yes

0 No

M.4 WRITTEN PROCEDURES FOR STORAGE ACTIVITIES (E.G. OBJECT RETRIEVAL, OBJECT MOVE-MENT, CLEANING AND MAINTENANCE, VISITOR ACCESS) EXIST AND ARE KNOWN BY ALL STAFF

3 Yes, there are procedures for all of these activities

2 There are procedures for most of these activities

1 For less than half

0 No, there are no written procedures for these activities

M.5 ACCESS TO STORAGE AREAS IS RESTRICTED AND MONITORED

3 Entrance to storage is monitored

1 Entrance is not monitored but it is restricted to museum staff

0 Entrance is not monitored and not restricted to staff

CONGRATULATIONS! NOW, RATE YOUR STORAGE

	MANAGEMENT (M)	BUILDING & SPACE (B)	COLLECTION (C)	FURNITURE & SMALL EQUIPMENT (F)
GREAT! THE SITUATION SEEMS FINE	30 29 28 27 26 25 24	54 53 52 51 50 49 48 47 46 45 44 43 42	54 53 52 51 50 49 48 47 46 45 44 43 42	33 32 31 30 29 28 27 26
SMALL IMPROVEMENTS ARE NEEDED	23 22 21 20 19 18 17 16	41 40 39 38 37 36 35 34 33 32 31 30 29 28	41 40 39 38 37 36 35 34 33 32 31 30 29 28	25 24 23 22 21 20 19 18 17
YOU NEED A REORGANIZATION PROJECT	15 14 13 12 11 10 9 8	27 26 25 24 23 22 21 20 19 18 17 16 15 14	27 26 25 24 23 22 21 20 19 18 17 16 15 14	16 15 14 13 12 11 10 9
YOUR COLLECTION IS AT SERIOUS RISK	7 6 5 4 3 2 1 0	13 12 11 10 9 8 7 6 5 4 3 2 1 0	13 12 11 10 9 8 7 6 5 4 3 2 1 0	8 7 6 5 4 3 2 1 0

MUSEUM: ASSESSOR'S NAME: DATE OF ASSESSMENT:

47 institutions across Canada, 2013-14

Management

Building & space

Collection

Furniture & Small Equipment
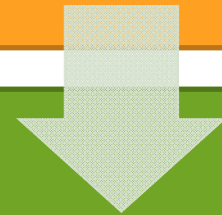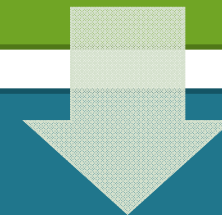
RE-ORG Key Criteria for Good Storage

1. One trained member of staff is in charge
2. Key policies and procedures exist and are applied
3. The building and storage area offer adequate protection for the collection
4. The storage area has dedicated support spaces (office, workroom, non-collection storage)
5. The storage area contains only objects that are accessioned
6. No object is placed directly on the floor
7. Every object has been assigned a specific location in storage
8. Every object can be physically located within three minutes
9. Every object can be retrieved without moving more than two other objects
10. Every object is in stable condition, ready to be used for the museum's activities

RE-ORG

Case study

Indira Gandhi National Centre for the Arts, New Delhi

February 2011

Before

Before

Before

	MANAGEMENT (M)	BUILDING & SPACE (B)	COLLECTION (C)	FURNITURE & SMALL EQUIPMENT (F)
GREAT! THE SITUATION SEEMS FINE	30 29 28 27 26 25 24	54 53 52 51 50 49 48 47 46 45 44 43 42	54 53 52 51 50 49 48 47 46 45 44 43 42	33 32 31 30 29 28 27 26
SMALL IMPROVEMENTS ARE NEEDED	23 22 21 20 19 18 17 16	41 40 39 38 37 36 35 34 33 32 31 30 29 28	41 40 39 38 37 36 35 34 33 32 31 30 29 28	25 24 23 22 21 20 19 18 17
YOU NEED A REORGANIZATION PROJECT	15 14 13 12 11 10 9 8	**[X]** 25 24 23 22 21 20 19 18 17 16 15 14	27 26 25 24 23 22 21 20 19 18 17 16 15 14	16 15 14 13 12 11 10 9
YOUR COLLECTION IS AT SERIOUS RISK	7 6 **[X]** 2 1 0	13 12 11 10 9 8 7 6 5 4 3 2 1 0	**[X]** 10 9 8 7 6 5 4 3 2 1 0	**[X]** 6 5 4 3 2 1 0

Phase 2

Condition Report

Before

Collection on the ground

Wooden crates (masks)

Non-collection and
materials to discard

Condition report summary

Management

- Unclear responsibilities
- Unclear procedures
- Lack of training (handling)

Building & Space

- Undefined functional spaces

Collection

- All objects on the ground
- Many non-collection items
- No location system

Furniture & Small Equip.

- No storage furniture

Action plan
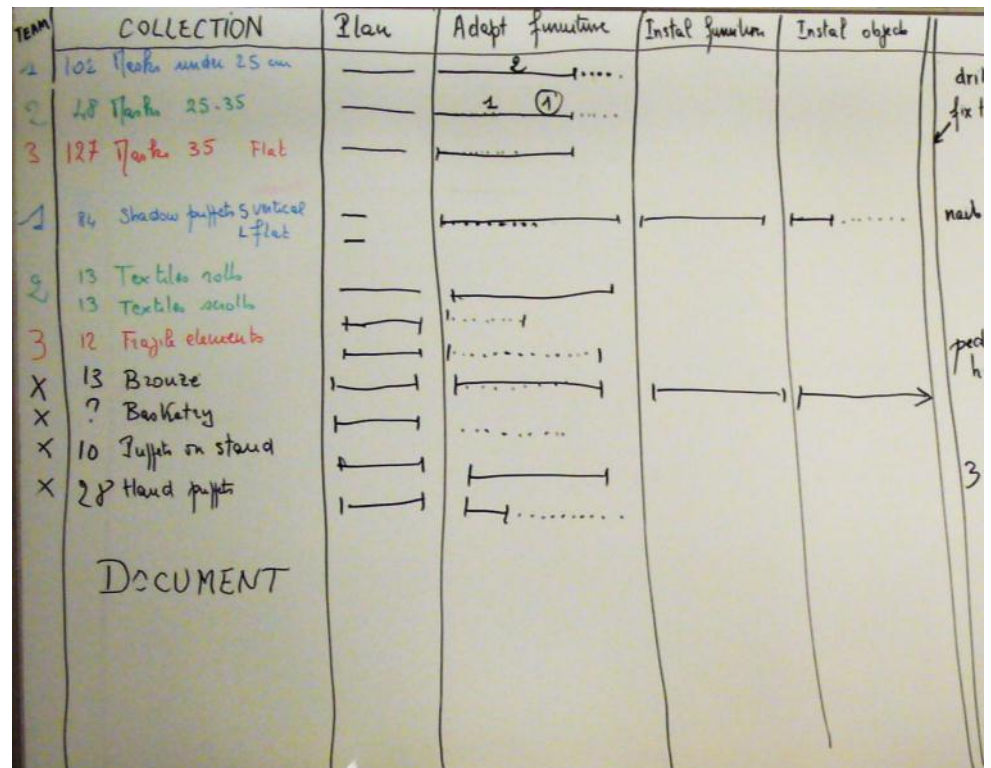
Management → *To tackle later…*

Building & Space → **Define functional spaces**
A) Collections storage
B) Loading unloading
C) Exhibition prep area
D) Research
→ **Storage fullness: 50%**

Collection → **Create location system**
→ **Bring collection back in storage**
→ **Kick all non-collection items out!**

Furniture & Small Equip. → **Recycle and reuse storage furniture**

Phase 4 Implementation

Collection of baskets — **Before**

Collection of baskets

After

Collection of 63 shadow puppets — Before

Collection of 63 shadow puppets   During

Collection of 63 shadow puppets — During

Collection of 63 shadow puppets   During

During

After

Collection of 14 metal objects **Before**

Collection of 14 metal objects

After

After

Collection of 18 rolled textiles   Before

Rolled textiles and manuscripts

After

Collection of 29 hand puppets **Before**

After

Collection of 277 masks

Before

During

During

Collection of 277 masks   During

After

Collection of 277 masks

After

Collection of 277 masks

After

8 large and fragile objects   **Before**

End of the 4th day!

Before
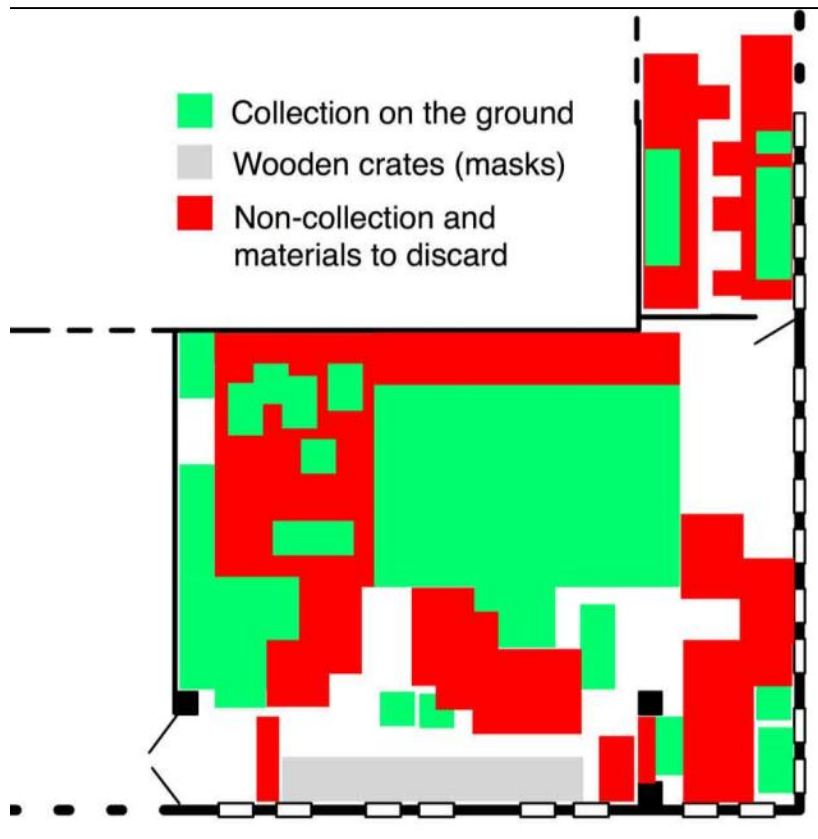
After
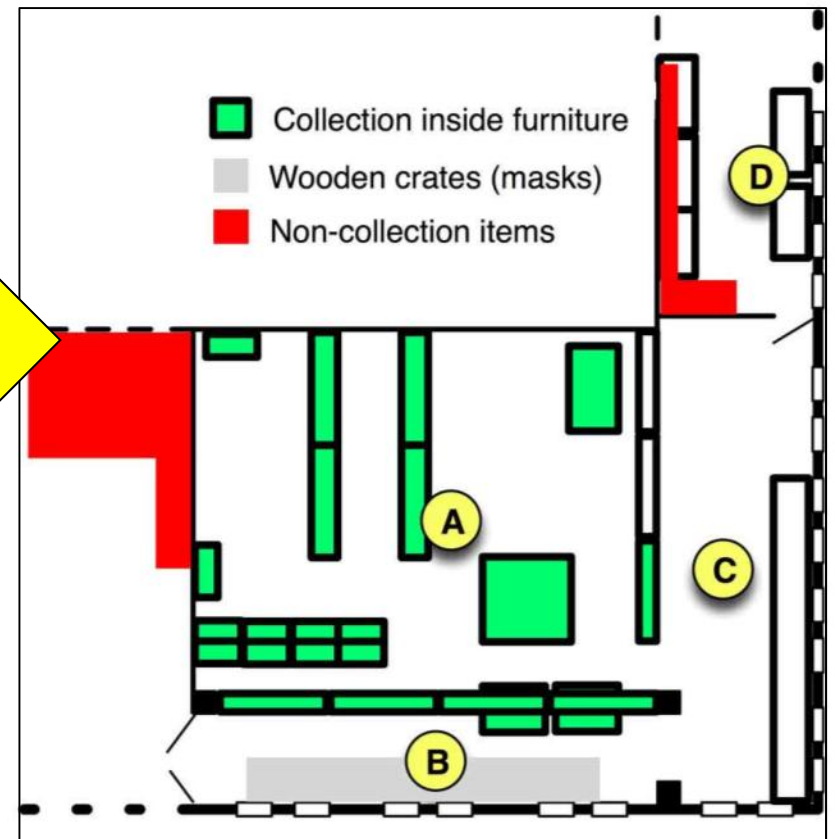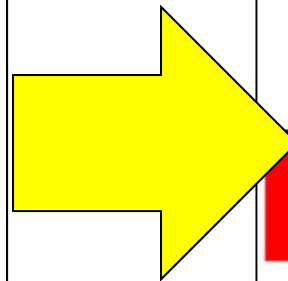
Collection on the ground
Wooden crates (masks)
Non-collection and materials to discard

Collection inside furniture
Wooden crates (masks)
Non-collection items

A

B

C

D

Collection inside furniture
Wooden crates (masks)
Non-collection items

Collection inside furniture
Wooden crates (masks)
Non-collection items
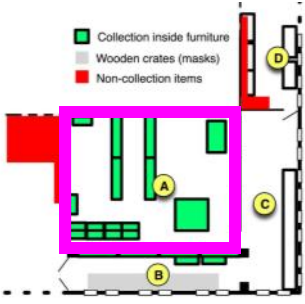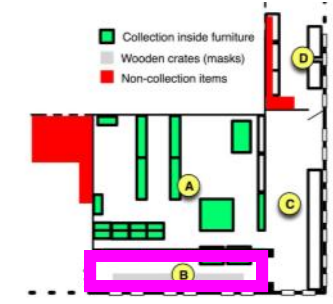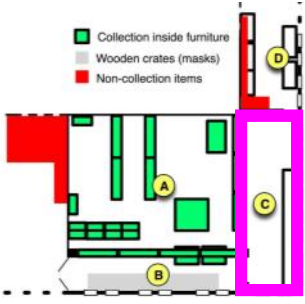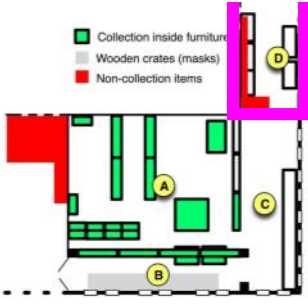
Day 1

Phase 2
Condition Report

Day 2

Phase 3
Action plan

Days 3 & 4

Phase 4
Implementation

- **Motivated team of 10 people**
- **4 days' work**
- **Cost: $400**

RE-ORG Key Criteria for Good Storage

1. One trained member of staff is in charge
2. Key policies and procedures exist and are applied
3. The building and storage area offer adequate protection for the collection
4. The storage area has dedicated support spaces (office, workroom, non-collection storage)
5. The storage area contains only objects that are accessioned
6. No object is placed directly on the floor
7. Every object has been assigned a specific location in storage
8. Every object can be located within three minutes
9. Every object can be physically retrieved without moving more than two other objects
10. Every object is in stable condition, ready to be used for the museum's activities

In 4 days

	MANAGEMENT (M)	BUILDING & SPACE (B)	COLLECTION (C)	FURNITURE & SMALL EQUIPMENT (F)
GREAT! THE SITUATION SEEMS FINE	30 29 28 27 26 25 24	54 53 52 51 50 49 48 47 46 45 44 43 42	54 53 52 51 50 49 48 47 46 45 44 43 42	33 32 31 30 29 28 27 26
SMALL IMPROVEMENTS ARE NEEDED	23 22 21 20 19 18 17 16	41 40 39 38 37 36 35 34 33 32 31 30 29 28	41 40 39 38 37 36 35 34 33 32 31 30 29 28	25 24 23 22 21 20 19 18 17
YOU NEED A REORGANIZATION PROJECT	15 14 13 12 11 10 9 8	27 26 ✖25 24 23 22 21 20 19 18 17 16 15 14	27 26 25 24 23 22 21 20 19 18 17 16 15 14	16 15 14 13 12 11 10 9
YOUR COLLECTION IS AT SERIOUS RISK	7 6 ✖5 ... 2 1 0	13 12 11 10 9 8 7 6 5 4 3 2 1 0	✖ 10 9 8 7 6 5 4 3 2 1 0	6 ✖5 4 3 2 1 0

Before

After

27th General Assembly 2011

Resolution 22.2

Long-term program for capacity building for storage reorganization based on RE-ORG materials

All countries invited to join hands with ICCROM to develop this program

RE-ORG INTERNATIONAL

Projects for Collections Documentation and Storage

ICCROM

133 countries contacted

61 replied

38 interested

2014-2015

CANADA (Ontario)
Canadian Conservation Institute

Canadian Conservation Institute   Institut canadien de conservation

SOUTHEAST EUROPE
Central Institute for Conservation in Belgrade

CENTRAL INSTITUTE FOR CONSERVATION IN BELGRADE

ICCROM

CANADA (Atlantic)
Canadian Conservation Institute

Canadian Conservation Institute | Institut canadien de conservation

BELGIUM & LUXEMBOURG
The Royal Institute for Cultural Heritage

IRPA KIK

CHINA

State Administration of Cultural Heritage (SACH)

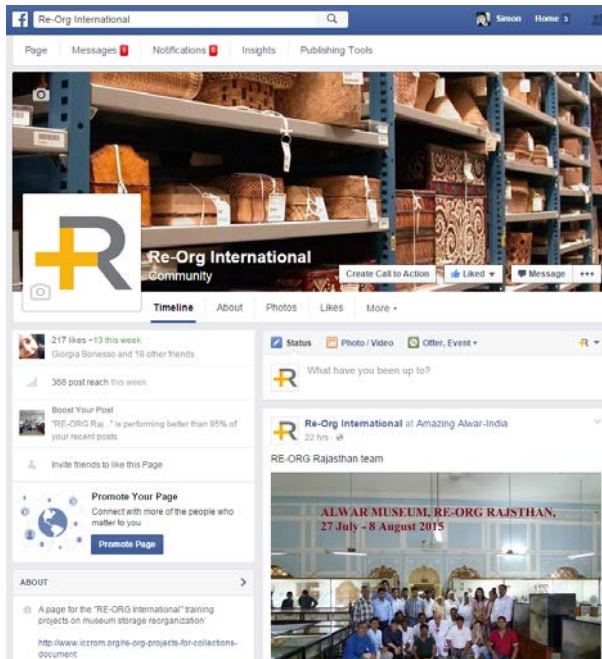Chinese Academy of Cultural Heritage (CACH)

INDIA

Alwar Museum, Rajasthan
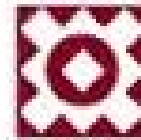
NEW CALEDONIA

Centre Culturel Tjibaou

https://www.facebook.com/reorgstorage

@REORG_storage

RE-ORG

WORKBOOK

version 2.0

ICCROM · CENTRAL INSTITUTE FOR CONSERVATION IN BELGRADE · Canadian Conservation

Based on the RE-OR
Developed by UNESCO an
http://www

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3. Overall storage full...

ⓘ Overall storage fullness

150%   60%

Average unit   Average room
fullness   height usage
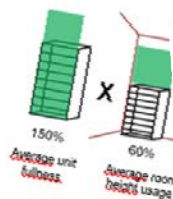
Storage fullness is a measure of o
overcrowded (or 13% too full).

3.1 Calculate the average unit fullness

Step 1: Take a copy of the furniture fl

Step 2: Examine each storage unit on
unit on the plan (see example below). It

Step 3: Calculate the average: Add up a
(forget about the % … just add up the nu
divide by the number of units. For example
units that are full 100%, 50% and 300%; w
values (100 + 50 + 300 = 450, and divide by
average unit fullness in this case would be 1
means that the units are 50% too full.

❓ **What do you mean by unit fullness?** To estim
(%), imagine that the unit is well organized and op
access to collections (a maximum of 2 objects m
another). For example, a unit might seem 100% fu
closer look, you see that more than 2-3 objects hav
to access another… this means it is "overfull" –
twice as full as it should be (200%)? Ask y
Conversely, perhaps the objects are too far apart on the shelves
and could be compressed to maximize shelf usage (i.e. what
appears to be 100% is actually 50%)? This is a quick visual
judgment made in a few seconds based on instinct; once you
have done a couple of units, you will soon become an expert at
estimating fullness!

B - Ask yourself: "When I said 45 m² was the total floor space in section 1 above, did I subtract the *unusable floor* space from that amount? In other words, did I take into account the workstation that *has to be* in storage and that is therefore not usable for collection storage? No? Well in that case, I must subtract it here. If the workstation occupies about 3 m², the value in column B now becomes 42 m² (45 - 3 = 42)." Objects on the floor and non-collection items do not count as unusable space because we will find a solution later for these.

D - This means that the value in column D is now 36% (15 ÷ 42 = 0.36). Clearly, having your workstation inside your storage area is reducing the amount of space you can use for collection storage! This is how it now looks:

A Storage area name	B Total *usable* floor space (m²)	C Total floor space used by units (m²)	D Floor space occupation by units (%) C ÷ B	E Maximum floor space occupation by this type of unit (%) Appendix 2	F Floor space usage (%) D ÷ E
Example: Human history storage	42 m²	15 m²	36%		

E - In Appendix 2, you can see that in a storage area with open shelv
person (small objects that are not heavy), units can be expected to fil
50% in some cases… this is why we used 50% in the quick exercise

45%
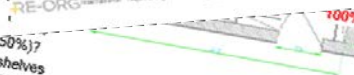35%
45%

F – Now, to figure out how much of the *usable* floor space the c

❓ **What to do about "overflow" objects?** In many cases, ther
as a "temporary" solution.

100%

Is this one 100% full?   …or 50% full?

Ope
it co
add a
is we
you c
a singl

100%
100%
200%
200%
200%

Even if you add
to decompress t
the top 2 shelve
100% full…

…and the other a
to be at least 20
(a very conservati

When you calculate
average (100% + 100
+ 200% + 200%) ÷ 5
full

RE-ORG: International

Together, making storage safer for collections

RE-ORG: Canada (Ontario)

Private Group active 1 month, 2 weeks ago

This group is reserved to the participants of the Canadian RE-ORG training program, organized by the Canadian Conservation Institute (CCI) and the Ontario Museums Association (OMA).

Your email status is ✉ **Daily Digest** (change)

Group Admins

Group Mods

Activity | Forum | Course info | Document sharing 43 | Members 21 | Send Invites

Email Options | Media 38 | Manage

RSS

Show: — Everything — ⌄

What's new in RE-ORG: Canada (Ontario), Simon?

⊕ **Attach Files**

Post Update

Simon Lambert uploaded the file: 3-day workshop pictures! to RE-ORG: Canada (Ontario) 2 weeks, 1 day ago

You can download the original powerpoint with the image files here: http://bit.ly/1P08hgV

Welcome Simon Lambert

Logout

Who's Online

Groups

Newest | Active | Popular

RE-ORG: SEE
active 2 weeks, 3 days ago

RE-ORG: Canada (Ontario)
active 1 month, 2 weeks ago

RE-ORG Trainers
active 3 months, 1 week ago

RE-ORG: Maghreb
active 5 months, 1 week ago

Learning objectives

- Implement a storage reorganization project from start to finish

- Advise other museums on how to plan a storage reorganization project

- Organize a public outreach activity to showcase the benefits of well-organized storage areas to the community

- Organize a dissemination activity for other professionals in their network

RE-ORG Canada (Ontario)

Timeline

Oct. 2014 ──────────────────────────► Oct. 2015

4 days

4-day workshop

RE-ORG Canada (Ontario)

Brant Museum & Archives

Institut canadien de conservation   Canadian Conservation Institute

Canadä

RE-ORG Canada (Ontario)

Anticipated results - October 2015

- Visible improvements in 7 museums

- Plan developed for 6 smaller museums

- Provincial storage advisory network

- 6 public outreach activities

- 6 professional dissemination activities

Want to know more?

RE-ORG International:
collections@iccrom.org

RE-ORG Canada:
cci-icc.services@pch.gc.ca

RE-ORG website:
www.re-org.info

Webinar

"Your Storage RE-ORG Project – Planning For It and Funding It"

Date: Tuesday, August 25, 2015

Time: 12:00 p.m. – 1:00 p.m. (E.S.T.)

Register: https://members.museumsontario.ca/

Simon Lambert

Preservation Development advisor

1030, chemin Innes |1030 Innes Road

Ottawa ON K1A 0M5 Canada

simon.lambert@pch.gc.ca

Tél. | Tel.: 613-998-3721

Télécopieur | Fax: 613-998-4721

Sans frais | Toll Free: 1-866-998-3721

www.cci-icc.gc.ca

Institut canadien de conservation   Canadian Conservation Institute

Canada