



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

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

Prepare Collections

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



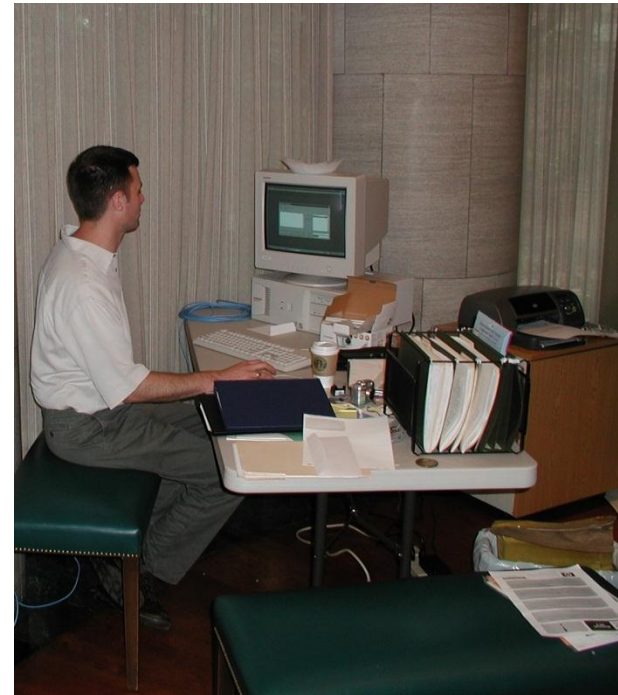
Prepare Galleries



- 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