

BISHOP'S CASTLE HERITAGE RESOURCE CENTRE (BCHRC)

STORAGE PROCEDURES

FOR INFORMATION ON:

Statutory/legal framework; security; description of store.

Please refer to BCHRC Storage Standards

Deposits and agreements.

Please refer to BCHRC Terms of Acceptance for Deposit Agreement and Deposit Agreement.

PLEASE NOTE: Physical access to the Store will be limited in order to ensure that professional Storage Standards are complied with at all times.

STAGE 1

- A BCHRC Object Entry Form must be filled in. This will normally be filled in by the Depositor with assistance from a BCHRC representative. If the items being deposited will not fit on one Object Entry Form, the next form in sequence should be used in addition.
- The Deposit Agreement Form is filled in by a BCHRC representative. The representative must ensure the Depositor has read and understood the Terms of Acceptance.
- *Items must be inspected*, for possible BCHRC 'unfriendly' contamination, by a BCHRC Representative. *(BCHRC cannot be held responsible for any undetected or undisclosed contamination).*
- The Object Entry Form number/s **must** be entered on the Deposit Agreement Form at Schedule 2.

STAGE 2

MOST ITEMS WILL REQUIRE FREEEZING (in order to eliminate contamination) BEFORE ADMISSION TO THE STORE. Items requiring this process will be treated as follows:

- Wherever possible items will be placed in a 'museums approved' box (this is size dependent).
- All items for freezing must be double-wrapped with approved materials.
- IF items for freezing are despatched to Ludlow Museum (for deep freezing) there is approximately a -1 week turnaround.
- IF items for freezing are dealt with on-site (in a domestic freezer) then the process will take longer – 3 weeks turnaround and 3 days acclimatization).
- IF items can be processed without freezing, go directly to Stage 4.

STAGE 3: RETURN OF FROZEN ITEMS TO BCHRC STORE

- The *Depositor or Depositor's Representative* **must** be present when the items are unpacked.
- Items must be checked against the Object Entry Form.

STAGE 4: LOCATION

- Location **must** be entered onto the Object Entry Form/s and BCHRC's copy of the Deposit Agreement Form to ensure and facilitate correct storage and retrieval,
e.g. Row 6/Bay 4/Shelf 'a' = 6.4.a

STAGE 5: WITHDRAWAL

- **ABSOLUTE WITHDRAWAL:** If part or all of a deposited collection is to be absolutely withdrawn, an Object Exit Form itemising what is being withdrawn will be completed, signed as a receipt by the depositor, or the depositor's representative, countersigned by a BCHRC representative and filed with the original Deposit Agreement Form and Object Entry Form and kept for seven (7) years. The Depositor will be notified of any charges for cataloguing, calendaring or conserving the items to be withdrawn. See Terms of Acceptance Clause 12.
- **TEMPORARY WITHDRAWAL:** If part or all of a deposited collection is to be temporarily withdrawn, an Object Exit Form itemising what is being withdrawn will be completed, the expected date of return noted and signed as a receipt by the depositor or the depositor's representative and countersigned by a BCHRC representative. One copy to go on file with the original Deposit Agreement Form and Object Entry Form and one copy placed in the store in the space the item/s would normally occupy.

STAGE 6: RETURN TO STORE OF TEMPORARILY WITHDRAWN ITEMS

- See Stages 2 & 3. Charges, at cost, for re-freezing will be invoiced to the Depositor if applicable. See Terms of Acceptance Clause 11.
- ANY changes to the number or condition of items returned to the store will be recorded on the original Object Entry Form, signed by the Depositor and countersigned by a BCHRC representative.

ALL BCHRC VOLUNTEER STAFF ARE TRAINED TO ACCEPT DEPOSITED ITEMS