



## **Oseredok Conservation Policy**

### **Purpose**

Oseredok Ukrainian Cultural and Educational Centre holds in public trust collections of historic, artistic and ethnographic significance in its library, archives, museum and art gallery, as well as objects received on loan from other institutions and individuals, and is responsible for their care and preservation and will provide the best possible physical environment, preventive maintenance programs and conservation services in accordance with the highest standards and procedures in the heritage field.

### **Definitions**

Conservation is the application of science to the examination, maintenance, and treatment of artifacts or specimens. Its principal aim is to stabilize artifacts and specimens in their present state. It encompasses both preventive conservation and conservation treatments.

Preventive conservation consists of non-intrusive actions taken to slow or stop deterioration and to prevent damage.

Conservation treatments involve interventions causing changes in the physical properties or structure of the objects.

Restoration involves the removal or modification of existing material, or the addition of new material in order to reinstate earlier known aesthetic, historical or scientific values.

### **Ethics**

In its conservation activities, Oseredok will be consistent with established professional standards and ethics as stated in the Code of Ethics and Guidance for Practice for Those Involved in the Conservation of Cultural Property in Canada (The International Institute for Conservation, Canadian Group, 1989).

### **Priorities**

Preventive conservation provides the most effective use of resources for the preservation of Oseredok collections. The application of preventive conservation measures will take precedence over conservation treatments. Conservation treatments will take precedence over restoration.

All physical interventions to an artifact or to other materials within Oseredok's collections will be based on sufficient research to identify and safeguard the historical values concerned. The history and evidence of past use of the item will be respected. Contributions from all periods of the item's existence will be taken into account when deciding the appropriate level of intervention. Any physical intervention

will be fully documented, including the reason for it, what the intervention was, who performed it, and when it was carried out.

Priority to be given to preventative care of Oseredok collections and their permanent display over the preparation of collections for exhibition or loan.

### **Standards for Collection Care**

The Curator of Collections, based on international and national standards and recognized best practices, will develop a set of guidelines and procedures relating to collections care, including:

- Care and handling of collections (including procedures for transportation, loan, exhibition, and public programs involving collections)
- Indoor temperature and relative humidity requirements for collections
- Exhibit lighting, pollutant control, and object support
- Collections storage (supplies, equipment, and facilities)
- Pest management (including the Integrated Insect Pest Management Program)
- Acquisition, deaccession, inspection, and condition assessment of collections
- Scientific and technical examination, analysis, and experimentation for conservation
- Conservation treatment only as necessary to preserve the integrity of the collections and public and scholarly access and complete documentation of these treatments
- Emergency response and collections salvage as per Oseredok Emergency Response and Business Continuity Plan
- Sustainable and safe conservation materials and techniques (e.g. reversible)

### **Responsibilities**

All Oseredok Board, Committees, and staff members have the duty to ensure the long-term preservation of the collection. The primary responsibility lies with the Executive Director. Functional responsibility for preservation policy framework and activities is delegated to the Curator of Collections.

The Board of Directors is responsible for:

- Providing the facilities and equipment to achieve and maintain environmental standards suitable for mixed collections.
- Providing the facilities and equipment to achieve and maintain storage standards suitable for mixed collections.
- Providing the infrastructure for the long-term digital preservation of the collections.
- Ensuring security and protection of the collections from external and internal risk factors.
- Securing access to professional conservation specialists for conservation and restoration treatments.

The Consultative Committee on Collections is responsible to advise the Board of Directors on collection issues related to the library, art gallery, archives, and museum. The Committee offers the Board

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suggestions related to the organization and management of the collections, including an appraisal of materials and de-accessioning.

The primary responsibility lies with the Executive Director. Functional responsibility for conservation policy framework and activities is delegated to the Curator of Collections.

The Curator of Collections is responsible for:

- Developing a set of conservation guidelines and procedures based on international and national standards and best practices (i.e. Collections Risk Assessment, Environmental Monitoring and Control, Conservation Training, Integrated Insect Pest Management, Object Handling and Display, Storage, Digital Preservation).
- Establishing and maintaining a high standard in conditions of storage, display, use and handling of the collection.
- Providing safe and secure environments that will not contribute to the deterioration of artifacts on display and in storage.

All Oseredok staff members are responsible for:

- Any staff member who discovers a preservation problem must report it immediately to the Curator of Collections.
- Any staff member who has physical access to the collection must use appropriate care and handling techniques.
- Any staff member who provides physical access to the collection to a non-staff member is responsible for ensuring that the person understands and agrees to use appropriate care and handling techniques.

All Oseredok volunteers and visitors are responsible for:

- Following established guidelines and procedures related to collections care and conservation practices.

The specific guidelines and procedures to support this policy are detailed in the set of conservation guidelines and procedures:

- Conservation Training
- Object Handling and Display
- Digital Preservation
- Storage
- Collections Risk Assessment
- Environmental Monitoring and Control
- Integrated Insect Pest Management