

**PRESERVATION POLICY
FOR INSTITUTIONAL COLLECTIONS**

Preservation Policy

for Institutional Collections

Co-ordinated by:

Museu de Astronomia e Ciências Afins - CNPq/MCT
Museu da República - IPHAN/MinC

Preservation Policy

for Institutional Collections

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FOREWORD

The Museum of Astronomy and Related Sciences and the Museum of the Republic are giving out this Preservation Policy for Institutional Collections to all institutions and professionals dedicated to the preservation of cultural property.

Produced in response to in-house demand from both these institutions, which safeguard the scientific and social heritage of Brazil, this venture attracted other institutions and professionals, first in Rio de Janeiro and later from other parts of Brazil. Little by little its scope expanded both in terms of the number of people involved as well as the interest shown by institutions of acknowledged expertise in this area, to the point of justifying this publication.

This booklet is the outcome of many months of hard work by a team of archivists, museologists, restorers, historians and other specialists with ample experience in areas associated with the conservation, dissemination and study of collections and holdings, who volunteered to prepare this publication. The number of participants and their enthusiastic involvement went far beyond initial expectations. To a large extent, this was due to their perceived need to draw up guidelines for operating policies targeting the specific requirement of their institutions.

With this document we hope to launch a broader-ranging discussion that will heighten the awareness of institutions responsible for collections to the need for tighter normatization of their procedures. A preservation policy designed for these institutions should consist largely of ways of providing back-up for their social functions, ensuring that future generations become familiar with the referentials of their past.

Concern over the conservation of collections, and the nation's heritage in general is still somewhat incipient in Brazil, depending frequently on the isolated dedication of professionals and institutions. Initiatives of this type could well act as a spur not only for institutions responsible for safeguarding the nation's heritage, but also for other spheres of decision, alerting them to the need for preserving cultural property of all kinds, viewed as one of the mainstays of national identity.

We wish to place on record our thanks to everyone who took part in this work in some way, with suggestions, criticisms, ideas or encouragement. We particularly note the efforts of the Organising Committee that undertook this task, bringing it to fruition with dedication and efficiency.

Rio de Janeiro, December 1995.

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INTRODUCTION

The purpose of this document is to act as a basis for each cultural institution to create its own preservation policy. It is not intended to be conclusive. In fact, based on the experience of its professionals in the preservation field, it intends to launch a process of wide-ranging discussion, aimed at upgrading these policies.

From 1989 onwards, the Department of Information and Documentation of the Museum of Astronomy and Related Sciences launched a series of studies designed to structure a preservation policy that would act as a guideline for actions targeting the conservation of its collection.

The lack of documents guiding and/or standardising actions focused on preserving the integrity of cultural property of a global nature prompted this Museum to open a discussion with other professionals in similar areas, in partnership with the Museum of the Republic, in order to formulate a policy that would help other institutions in preparing general criteria and norms, while focusing on the principal aspects that characterise the preservation of cultural property.

Professionals working in areas covered by preservation were invited to participate, dividing into study groups: safekeeping of collections; conservation; documentation; selection; acquisition; technical processing; research; access; dissemination; training; restoration; and security.

This task began in July 1995, with a pre-set calendar. A co-ordinator was appointed for each group, who scheduled regular meetings for its members. Professionals in other States took part by fax, through the co-ordinators. The documents submitted by each study group were forwarded to the General Co-ordination Committee after forty five days work. This Committee then compiled the final document, which is presented here, having been submitted to the study groups for final approval.

General Co-ordination Committee

Preservation Policy

GENERAL PRINCIPLES

1. Preservation is not an end in itself. We only preserve so that the information contained in cultural property can help humankind redeem its identity and history, thus fostering full exercise of citizenship and citizens' rights.
2. We perceive preservation as being not the perpetuation of cultural property, but rather a way of halting the deterioration process thereof.
3. Although this policy is slanted towards the preservation of collections held by cultural institutions, we feel that the preservation of cultural property *in situ* should also be encouraged, meaning at the place where they were generated or to which they belong. For areas where the preservation of cultural property is the responsibility of members of communities (private archives, eco-museums, community museums, community libraries), the transfer of methods and techniques that extend the life of these collections is also highly recommendable.
4. Broad-ranging dissemination of a preservation policy inside the institutions will ensure conditions for heightening awareness of the importance of every professional in the institution as an agent of preservation regardless of specific functions.
5. The institution should provide adequate working conditions on its premises. Should human, physical or material resources be lacking in some way, the institution should do its utmost to sign agreements and pacts covering joint efforts with other similar institutions, setting up exchanges that will underwrite satisfactory development of these projects.

SPECIFIC PRINCIPLES

1- CONSERVATION

1.1. General Principles

- 1.1.1. In the preservation of collections, conservation should be considered as one of the top-priority measures;
- 1.1.2. Conservation efforts should be carried out only by trained professionals, guaranteeing the use of appropriate techniques that ensure the integrity of the cultural property.
- 1.1.3. The conservation of a collection should not be treated as an isolated issue. As this is an inter-disciplinary matter, it should be mainly based on Cupertino among professionals qualified in various areas, in order to establish systematic, integrated and efficient actions.
- 1.1.4. Conservation requires the preparation of action and maintenance programs that are closely integrated.
- 1.1.5. The maintenance programs should take into consideration:
 - a) physical, chemical and structural characteristics of the cultural property, and the quantity thereof;
 - b) optimal conditions for conserving the cultural property;
 - c) human, financial and material resources available;
 - d) areas appropriate for storage, technical processing, consultation, research and display.
- 1.1.6. Actions that involve conservation and safekeeping of collections should not damage the cultural property.

1.2. Specific Principles

1.2.1. The institution should prepare standards for housing, taking into consideration:

- a) nature and constitution of the cultural property;
- b) format and dimension of the cultural property;
- c) condition of conservation of the cultural property;
- d) internal and external degradation factors of a cultural property;
- e) quality of the casing materials;
- f) storage systems planned.

1.2.2. Casing and storage equipment

- a) Storage and display materials should have stable chemical and/or physical properties, as they are in contact with the items in the collection, and should comply with technical specifications regarding their harmlessness;
- b) In the case of procedures for preparing elements for assembly and protection of the cultural property, reversible processes should be used, that offer no risk to the conservation thereof;
- c) Specific storage equipment should be used for each type of material.

1.2.3. **Environments and Conditions**

- a) Technical standards and criteria regarding relative humidity, temperature, lighting, pollution and even the display and storage of the collection should always be based on optimal conditions for the conservation of this cultural property;
- b) Standards covering temperature and relative humidity should be established in function of internal climatic stabilisation, human comfort and conservation of the collections. This concern should also be respected during transportation and loan of the cultural property to another place, following the recommended limits;
- c) As the optimal temperature and relative humidity differ for each type of support, it is recommended that averages for these limits should be established and determined for mixed storage areas of the collection, according to the type of material and storage environment, as well as equipment available and maintenance scheduling;

- d) When setting appropriate levels for temperature and relative humidity, consideration should be given to climatic differences in the various parts of the country;
- e) When controlling lighting levels in the indoor environment and for display of the collection, the intensity of the light rays should be taken into consideration in function of the object and the conservation thereof, in order to eliminate harmful rays, reducing general lighting levels, and avoiding light falling directly on the cultural property;
- f) The institution should create standards to reduce or hamper the entry of pollutants into areas of safekeeping, display and/or consultation of the collection, taking into consideration access by people, the equipment available and regular maintenance;
- g) An inspection should be scheduled regularly of the storage building and display areas, so that problems with regard to pollution and pest infestation do not contribute to the degradation of the collections;
- h) With regard to pest infestation, the institution should plan and implement purging programs (fumigation, inert gases, freezing,) as well as housekeeping and inspection of the collection, in order to ensure control over pests and prevention of biological attack. These measures should be ongoing, in order to avoid undermining the effectiveness of the treatment and action;
- i) The selection of the storage site should take the following factors into consideration:
 - remoteness from areas of risk for the security and conservation of the cultural property, etc.;
 - easy access for people, transportation, public utilities (fire brigade, police force) among others;
 - investments in the structure of the building, as well as maintenance, reform, climatisation, etc..

1.2.4. Housekeeping, technical processing, handling and consultation.

- a) Standards and criteria covering matters of cleaning, technical processing, reproduction, handling and use of the cultural property should rank conservation as top priority, with particular emphasis on training and guidance of the professionals involved;
- b) In the process of setting these norms, the participation of all professionals involved is important, in the discussion and definition of criteria, in order to guarantee the application thereof;

1.2.5. Transportation

- a) The institution should develop standards and criteria for the internal and external movement of the cultural property;
- b) In the preparation of these norms, the following factors should be taken into consideration:
 - structure, type of material, size and weight of the cultural property;
 - condition of conservation;
 - specific packing appropriate to its conservation;
 - equipment and means of transportation used;
 - security.
- c) When planning and handling transportation and/or loan, the following should be taken into consideration:
 - type of housing/packing used for the move;
 - value of the cultural property;
 - destination and origin of the cultural property, and the climatic conditions of its environment;
 - route for its trip;
 - equipment and means of transportation available and required;
 - need for register/documentation of the cultural property, and loan thereof;
 - need to monitor and supervise these actions;
 - security of the cultural property.
- d) With regard to loans, the standards should include items on normatization and specification of packing, handling conditions and the condition of conservation of the cultural property, among others.

2 - DOCUMENTATION

- 2.1. With regard to preserving its collection, the institution should make provision for documentation, which plays a relevant role, and is directly responsible for the maintenance of institutional heritages and collections;

- 2.2. All cultural properties may be taken as being a document by themselves, as the bearer of the necessary information, but it is the technical documentation produced on the basis of the cultural property, the set of knowledge about it, that keeps it active and within its context;
- 2.3. Standards and routines should be established for preparing the documentation system covering the collection; the institution should appoint a professional trained for this task;
- 2.4. The institution should establish standards that allow standardisation of the documentation at the in-house level, as well as approach similar institutions with a view to implementing a nation-wide standardisation system, respecting specific characteristics.

3 - SELECTION AND ACQUISITION

- 3.1. The selection of cultural property for the collections - the process that precedes acquisition - should be based on principles and standards that are relevant to institutional objectives, complying with the acquisitions policy outlined previously.;
- 3.2. The institution should set up a permanent Steering Committee responsible for selecting items to be acquired for the collection, consisting of a team of staff members from various administrative units. This committee should be assigned the responsibility of issuing a technical report legitimising the entry of the item into the collection of the institution;
- 3.3. The institution should gather all possible information about the cultural property it is acquiring, as well as setting up the necessary legal tools to prove provenance at any time;
- 3.4. During the selection process, and with the cultural property actually in the institution, it should receive a provisional identification code which guarantees its control during the acquisition process;

- 3.5. The institution should establish its acquisition policy in compliance with its philosophy, profile, and history, as well as its existing collection, and work carried out and under way with the public. This will ensure that it makes a positive contribution to maintaining the proposed objectives, leading to pertinent acquisitions and discarding those that are inappropriate, shaping the selection of the collection that will enter the institution. This task should be carried out by a group representing the various administrative units in the institution;
- 3.6. The acquisition policy should be structured in a way that minimises the subjectivity of the collection acquisition processes. This is why it should not be prepared solely by the Steering Committee or a single employee;
- 3.7. The juridical system under which the system falls, as well as the legal regulations pertinent thereto, are determining factors in defining criteria and forms of acquisition;
- 3.8. The acquisition policy should clearly explain the criteria that will regulate its discard policy. In this case, the standard should also be clearly defined, in order to avoid items being discarded in an inconsistent manner that may in future give rise to doubts about their legality;
- 3.9. Any discards should be handled with solidly-based professional ethics. The institution should also set up a committee for this task, consisting of staff members from the various administrative units;
- 3.10. The institution should be alert to legal regulations with regard to the processes for discarding or unlisting a cultural property, particularly in cases of divestment or transfer.

4 - TECHNICAL PROCESSING

- 4.1. The institution should establish standards and criteria that allow standardisation of technical processing procedures, particularly when carried out by various administrative units;

- 4.2. Conventions or standardisation systems already established at the national or international level should be implemented by the institution, respecting its specific characteristics, in order to streamline access by outside researchers and exchange of information;
- 4.3. The institution should define and outline in procedures handbooks the way in which register and cataloguing should be handled in an appropriate manner;
- 4.4. All technical documentation covering a cultural property should refer back to its identification code, making it easier to retrieve information, even when located in different administrative units of the institutions;
- 4.5. The institution should plan and carry out an annual check of its collection, through its inventory, in order to ensure tighter control and better regular identification of items that may be lost, mislaid or stolen;
- 4.6. It is of vital importance that the institution should do its utmost to adopt standardised terminologies as a pre-requisite for computerisation in networks.

5 - RESEARCH

- 5.1. Research activities should be encouraged and developed in institutions, so that preservation guarantees easy retrieval of information and the nation's heritage over time. Research activities should not be assigned to a single administrative unit in the institution;
- 5.2. Research should be viewed as a major agent in heightening the awareness of the importance of preservation of the nation's heritage;
- 5.3. The institution should establish programs or lines of research that guide its activities. These programs should be sufficiently flexible to adapt to temporary needs that may further higher institutional interests. Projects should further various lines of research, either separately or simultaneously;

5.4 In parallel to the other purposes of research, studies should be carried out of new preservation methods and techniques, as well as for the conservation and restoration of cultural property; preservation by itself already offers a vast field for research.

6 - ACCESS

6.1 Access to cultural property and its information content is the right of all citizens, and should thus be guaranteed, with the exception of the limitations laid down under law and the standards of each institution;

6.2. The institutions responsible for collections should prepare standards regulating access to cultural property, stressing the following aspects:

- a) Free access areas and restricted access areas should be outlined;
- b) Access to the original collection should be controlled in order to guarantee its preservation.

6.3. In order to safeguard the physical integrity of rare cultural property or items in a delicate condition of conservation, without restricting access thereto, effective reproduction means and techniques should be planned, tested and used;

6.3.1. The institution should study, test and use means for reproducing its cultural property, taking into account the type of materials to be reproduced;

6.4. In the case of access to confidential information, a Deed of Commitment should be signed between the user and the institution, in order to establish levels of responsibility with regard to the use of such information.

7 - DISSEMINATION

- 7.1. The institution should develop tools that foster dissemination of cultural property and the information contained therein;
- 7.2. Broad-ranging dissemination of knowledge produced by research carried out by the institution should be guaranteed through all available means, so that preservation and research activities do not lose their meaning;
- 7.3. Dissemination tools should be assessed periodically, in order to check their effectiveness.

8 - TRAINING AND QUALIFICATIONS

- 8.1. Staff should be encouraged to further their scientific and academic qualifications;
- 8.2. The institution should structure training and qualification programs for all its staff in the preservation area, providing encouragement and financial assistance for participation in congresses, seminars, courses, etc..
- 8.3. Should there be no properly-qualified professionals on its staff, the institution should have recourse to similar institutions that can offer assistance in preservation activities as well as transfer the necessary techniques and knowledge;
- 8.4. Training and Qualification Programs
 - 8.4.1. The organisation and planning of Training and Qualification Programs should take staff formation into consideration:

a) Permanent staff - training should be wider-ranging and operate at greater depth, taking theoretical and practical concepts into consideration. Training should also provide the technician staff with information on:

- nature of materials - each material (support) features specific characteristics that requires different types of care in preservation;
- causes of damage to the materials - each material is liable to suffer different types of deterioration in function of its structure, as well as physical, chemical and biological factors;
- practices and procedures for the maintenance of cultural property - the technical staff should be provided with information on the hazards to which the collection is exposed, and take steps to protect it;
- the stages through which the collection must pass until it is available for dissemination. This knowledge leads to definition of precautions needed for preservation at each stage;
- security of the collection - the entire staff should be trained in aspects involving security, both permanent and temporary.

b) Temporary staff - training should be slanted towards acquisition of specific skills linked to all activities carried out by the institution to preserve its collection;

8.4.2. Technical staff should transfer basic information to the user on preservation of collection. Training programs may also be developed for users, focusing on appropriate procedures for the use and handling of collections;

8.4.3. All technical staff should also be preservation agents.

8.5. The Training and Qualifications Program should be permanent, with a regular appraisal scheduled to check its effectiveness.

9 - RESTORATION

9.1. Restoration should be an act of exceptional character, with conservation being the first option;

- 9.2. The task of restoration is totally subordinate to the cultural property to be restored; technique, skills, know-how and material are all at the service of the cultural property;
- 9.3. The institution should prepare criteria for standardising and assigning priority ranking to restoration procedures, respecting their specific characteristics. A collection should not be restored or treated prior to establishing these criteria, in compliance with the technical and scientific norms and professional ethics codes with which technical staff in this area must comply;
- 9.4. These criteria should include:
 - a) early technical documentation on the cultural property and its condition of conservation;
 - b) technical documentation for the procedures, in order to record the intervention and the products used;
 - c) recommendations regarding the conditions for storage and use of cultural property after treatment;
 - d) priority ranking in function of the intrinsic value, condition of conservation, intervention procedures, mastery of technique and other factors.
- 9.5. Restoration procedures should only be carried out by a trained professional, guaranteeing the use of compatible techniques that ensure the integrity of the cultural property;
- 9.6. Priority should be assigned to treatment for stabilisation and consolidation of the cultural property, in order to restore its functionality, when interrupted by a structural or aesthetic problem;
- 9.7. The institution should outline its ethical principles, taking into consideration certain basic aspects, followed by international codes such as:
 - a) respect for the historical, aesthetic and physical integrity of the cultural property;
 - b) use of stable and/or reversible materials;
 - c) knowledge and use of effective, compatible techniques in treatment;
 - d) awareness of the limits of the exercise of the profession;
 - e) better quality work.
- 9.7.1. Compliance with the Code of Ethics is the responsibility of the restoration professional.

- 9.7.2. Restoration should be a task carried out up to the limits of the intervention necessary to preserve the cultural property;
- a) responsible intervention is a vital quality for carrying out restoration, as it directly affects the cultural property, its owner/custodian, and society at large.

10 - SECURITY

- 10.1 Security should monitor all activities involving the collection, staff, users and the building housing the institution;
- 10.2. The institution should outline a Security Policy that is both clear and objective, for widespread dissemination among all its administrative units;
- 10.2.1. Standards and criteria established in this Policy should comply with the characteristics of the institution;
- 10.2.2. Responsibility should be described in such a way as to avoid any clash in spheres of competence;
- 10.3. Once the Security Policy is established, its stages should be strictly followed, as failure to comply with one norm may well undermine the entire policy;
- 10.4. In the person of its managers and supervisors, the institution should be keenly aware of its responsibilities with regard to the security and protection of its staff, users, visitors in general, the building and its collections;
- 10.5. The institution should establish norms for investigation and punishment in cases of theft and vandalism, among others, seeking Cupertino with legal organisations. These norms should be based on the legislation in effect;

- 10.6. The institution should prepare specific protection and rescue programmes for any event which may threaten its buildings, collections, visitors and staff. Consideration should be given to the action to be taken in the case of theft, vandalism, accident, panic and fire, and include evacuation plans and support procedures.
- 10.7. The institution should provide guidance for its staff regarding the confidentiality of information involved in its security;
- 10.8 An institution has three direct subjects for protection: people, collection and building;

10.8.1. People

- a) the institution should prepare basic security and health protection programs for use in emergencies, laying down clear-cut guidance for immediate treatment;
- b) the institution should have a highly visible sign-posting system within its entire perimeter, clearly outlining the circulation limits for different types of employees and users;
- c) the security staff should be trained to administer the circulation of people within the institution, avoiding unnecessary crowding of certain areas;
- d) the security staff should be responsible for alert guard services monitoring situations of risk for the collection, the public and other staff members, taking action as soon as any problem is detected;
- e) the institution should prepare a special scheme for use of the building under exceptional circumstances, outside its normal working hours, and for events.

10.8.2. Collection

- a) The institution should establish specific standards and criteria controlling the entry, exit and movement of the collection, as well as its materials and equipment, both internal and external;
- b) all institutions should periodically check their collections, both on regular exhibition and in storage areas;

10.8.3. Building

a) Access control:

- the institution should prepare a clearly-defined, well-disseminated security flow chart ranging from internal circulation with specification of areas through to the location of fire-extinguishers, emergency exits and internal movement of materials;
- the institution should control its staff, service suppliers and users, even in groups, in all areas, through badges, buttons or any other means of individual identification;
- the circulation areas should be clearly defined through sign-posting;
- users inside restricted areas of access should mandatorily be accompanied by a member of the technical staff;
- in high security areas, the institution should make plans for monitoring by electronic equipment and constantly-trained human resources;
- emergency exits should remain open during the working hours of the institution, and should have a constant supervision plan.

b) Key Cabinet

- the institution should establish norms and routines for key control, based on adequate ways of recording and controlling key circulation;
- the institution should have a sealed spare key cabinet;
- no key should leave the institution under any circumstances whatsoever.

10.9. Fire Protection

10.9.1. The institution should schedule training sessions and procedures offering protection to the entire staff, advising them of the resources available;

10.9.2. Protection programs should be compatible with the area of the institution, its collection and its staff;

10.9.3. All protection programs should include fire-detection devices, fire-alarms and fire-fighting systems;

10.9.4. Programs should comply with the requirements of local authorities, seeking mutual Cupertino;

- 10.9.5 Should there be no specific local norms covering protection for institutional collections, international norms should be followed;
- 10.9.6 The institution should plan and implement measures to avoid risk and propagation of fire. Prevention and combat mechanisms should be compatible with the type of building and collection, and should not depend exclusively on human intervention.

GLOSSARY

The terms used in this Glossary were defined specifically for this document.

ACCESS: means the scope, range, methods and techniques facilitating consultation handling and use of collections, as preserved, by the user.

ACQUISITION: act or effect of acquiring; regardless of the manner in which this takes place - purchase, exchange, legacy, field collection, other collection or transfer - the acquisition shall only be effective when the institution takes over permanent safekeeping of the cultural property, as well as definitive responsibility for such.

ADMINISTRATIVE UNIT: any sector, department or other division appearing on the organisation chart of an institution.

BACK-UP PLAN: emergency system designed to ensure rapid removal of collections.

CASING: individual casing of a cultural property, for safeguarding and protection purposes.

CATALOGUING: standardised description of each cultural property in a collection, through the data generally contained in the cultural property itself, organised in such a manner that it can be located and used for consultation, loan, exhibition, reference, etc.

COLLECTION: set of cultural property in the permanent safekeeping of an institution.

CONSERVATION: observation, study and control of the causes of degradation of cultural property, leading to the adoption of preventative measures to minimise or eliminate deterioration of the collection.

CULTURAL PROPERTY: expression that includes most of the material objects associated with cultural tradition. For this publication, basically portable cultural property was taken into consideration (works of art, books, manuscripts, archaeological finds, scientific collections, and other). This term does not cover non-tangible cultural properties, as they are represented in institutional collections through the supports that document them.

DISCARD: process of eliminating or suppressing any cultural property from the collection.

DISSEMINATION: diffusion, propagation and popularisation using the media to publicise the cultural property and its informational content, as well as the result of

research carried out in cultural institutions.

DOCUMENT: any basis of knowledge that is materially set and arranged in such a manner that it can be used for consultation, study, tests, etc.

DOCUMENTATION: expresses only the action of documenting, meaning the use of the set of knowledge and techniques that will allow the processing (technical treatment) of the cultural properties or their data. It starts with location and continues through identification, acquisition, analysis, storage, retrieval, circulation and preservation of specialised information for users. **For the purposes of this work, the term documentation does not mean a set of documents, in the sense of a collection.**

EMERGENCY PLAN: plan designed to ensure rapid removal of persons and collections, including measures of a practical order (i.e., immobilise elevator, emergency telephone numbers, emergency exits).

EVACUATION PLAN: emergency plan designed to ensure rapid removal of people, setting clearly-defined escape routes that, if possible, lead directly to outside areas.

GRADUATE COURSE: formal academic studies in courses given by recognised institutions.

INVENTORY: individualised list of the cultural properties of an institution containing the items registered in its respective descriptions and conditions of conservation, in order to ensure the safeguarding thereof. Faithfully reflects the physical location of each of item.

KEY CABINET: fitting or fixture for keeping the keys of any institution.

HOUSING: protection, separation or isolation of cultural property from its environments.

PACKING: individual or collective casing of cultural property, for transportation purposes.

PRESERVATION: a term that covers all actions that lead to ensuring the integrity of information and meaning of a cultural property, through management and protection thereof.

QUALIFICATION: supply work-tools for specific areas through theoretical and practical knowledge. Empowerment may take place through specialisation and/or training.

REGISTER: identification of each cultural property acquired by the institution, assigning it a numerical or alphanumerical code number, together with general identification information, handled through record sheets, books or computerised records.

RESEARCH: in the broader sense, covers research carried out to supplement technical documentation. In the stricter sense, consists of an activity designed to resolve problems, in which a specific method is used to investigate and analyse these situations, also seeking something new in the knowledge process.

RESTORATION: measure that restores the integrity of the cultural property through direct intervention techniques.

SECURITY: systems that may or may not be preventative for combating and avoiding damage to the institution, including safeguards and protection of the collection, staff, users and the building itself.

SUPPORT: any material (paper, wood, metal, etc.) that contains an imprint of data in its various forms, which may be two or three dimensional.

TECHNICAL DOCUMENTATION: the set of information produced from documentation and research of the cultural property.

TECHNICAL PROCESSING: treatment to which all cultural property is subject when acquired for the collection, in order to provide input for retrieval and access, as well as the information recorded therein, fast and accurately. Starts on receipt of the acquisition and includes register, analysis (classification, cataloguing, indexing) physical preparation (marking, coding) and storage.

TRAINING: empowering people through education to carry out technical activities requiring specific skills.

BRAZIL
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