



Fig. 3: Contributions of Exhibit Team Members to Preservation

Exhibit Conservation Guidelines

TEAM MEMBER	GOAL 1. OBJECTS ARE ENSURED PRESERVATION MEASURES IN THE EXHIBIT'S PLANNING AND DESIGN	GOAL 2. OBJECTS ARE WELL DOCUMENTED FOR COLLECTIONS MANAGEMENT AND TO FACILITATE EXHIBIT WORK	GOAL 3. OBJECTS ARE HANDLED AND TRANSPORTED IN A SAFE MANNER THROUGH-OUT THE EXHIBIT PROCESS	GOAL 4. OBJECTS ARE SAFELY INSTALLED AND ADEQUATELY SUPPORTED WHILE ON EXHIBIT
Conservator	<ul style="list-style-type: none"> <input type="checkbox"/> advises on the selection of objects <input type="checkbox"/> reviews exhibit design and advocates changes necessary to meet conservation criteria 	<ul style="list-style-type: none"> <input type="checkbox"/> provides written condition reports for objects <input type="checkbox"/> establishes written conservation criteria <input type="checkbox"/> assists in documenting loan objects 	<ul style="list-style-type: none"> <input type="checkbox"/> provides handling guidelines for objects <input type="checkbox"/> may serve as courier for special objects <input type="checkbox"/> advises on method of transport 	<ul style="list-style-type: none"> <input type="checkbox"/> tests new materials <input type="checkbox"/> discusses safe mounting techniques with curator, designer and preparator <input type="checkbox"/> may construct special mounts and supports
Curator/Planner	<ul style="list-style-type: none"> <input type="checkbox"/> considers condition and preservation needs of object in selection <input type="checkbox"/> facilitates decisions regarding object replication or rotation <input type="checkbox"/> reviews conservation criteria and design 	<ul style="list-style-type: none"> <input type="checkbox"/> documents special requirements for handling and mounting <input type="checkbox"/> oversees the holding area for objects and/or the installation of objects 	<ul style="list-style-type: none"> <input type="checkbox"/> follows the handling guidelines <input type="checkbox"/> institutes methods that limit the need for handling objects 	<ul style="list-style-type: none"> <input type="checkbox"/> discusses the most appropriate presentation of the object <input type="checkbox"/> advises on treatment and mounting options
Designer	<ul style="list-style-type: none"> <input type="checkbox"/> incorporates conservation criteria into initial design <input type="checkbox"/> works recommendations by conservator and other team members to modify initial design 	<ul style="list-style-type: none"> <input type="checkbox"/> provides floor plans and schedules which include object identification and location <input type="checkbox"/> carefully records object dimensions to ensure adequate space 	<ul style="list-style-type: none"> <input type="checkbox"/> follows the guidelines incorporating any concerns into the design <input type="checkbox"/> utilizes sketches, photographs, or scale models to limit the need for handling 	<ul style="list-style-type: none"> <input type="checkbox"/> includes presentation and mounting of objects in the design <input type="checkbox"/> provides final drawings for object locations and mounting requirements
Preparator	<ul style="list-style-type: none"> <input type="checkbox"/> incorporates conservation criteria into mount design and execution 	<ul style="list-style-type: none"> <input type="checkbox"/> never removes an object identification without instruction 	<ul style="list-style-type: none"> <input type="checkbox"/> follows the handling guidelines <input type="checkbox"/> takes thorough notes, sketches, and patterns to limit the number of times objects must be handled 	<ul style="list-style-type: none"> <input type="checkbox"/> designs and fabricates the mounts according to special conservation and presentation requirements <input type="checkbox"/> observes handling guidelines
Registrar	<ul style="list-style-type: none"> <input type="checkbox"/> relates any criteria set by lenders <input type="checkbox"/> advises on security requirements <input type="checkbox"/> maintains and documents a current list of exhibit objects 	<ul style="list-style-type: none"> <input type="checkbox"/> ensures an accession number is affixed to each object <input type="checkbox"/> tracks movement of objects, maintains a location files 	<ul style="list-style-type: none"> <input type="checkbox"/> depending on the institution may oversee the holding area for objects and/or installation of objects <input type="checkbox"/> oversees the transport of both lent and owned objects 	
Manager	<ul style="list-style-type: none"> <input type="checkbox"/> encourages mediation to achieve a successful balance between conservation and other criteria <input type="checkbox"/> ensures sufficient conservation funds 	<ul style="list-style-type: none"> <input type="checkbox"/> facilitates cooperation to ensure that documentation is complete and current 	<ul style="list-style-type: none"> <input type="checkbox"/> ensures that key responsibility such as for handling guidelines, providing a holding area, and overseeing installation of objects is assigned to team members 	<ul style="list-style-type: none"> <input type="checkbox"/> ensures installation schedule is realistic <input type="checkbox"/> facilitates cooperation to meet schedule and ensure safe installation of objects