



**Fig. 2: Checklist for Conservation Involvement**

## Exhibit Conservation Guidelines

EXHIBIT DEVELOPMENT		EXHIBIT PRODUCTION	
Planning Phase	Design Phase	Fabrication Phase	Assembly & Installation
<p>1. Exhibit Object Selection</p> <ul style="list-style-type: none"> <li>✓ pre-exhibit condition survey</li> <li>✓ treatment needs assessment</li> <li>✓ conservation criteria for objects</li> <li>✓ exhibit duration limits for objects and rotation schedule</li> <li>✓ use of reproductions</li> <li>✓ loan requirements</li> <li>✓ transport requirements</li> <li>✓ planning of safe holding areas</li> <li>✓ safe photographic procedures</li> </ul>	<p>1. General Exhibit Design</p> <ul style="list-style-type: none"> <li>✓ use of open display vs. cases</li> <li>✓ overall floor plan</li> <li>✓ object layout</li> <li>✓ selection of macro vs. micro-climate environmental control</li> <li>✓ use of protective barriers and stanchions</li> <li>✓ selection of safe construction materials</li> <li>✓ basic design of object mounts</li> </ul>	<p>1. Exhibit Case Inspection</p> <ul style="list-style-type: none"> <li>✓ use of stable materials within display chamber</li> <li>✓ testing of case seal</li> <li>✓ testing of case ventilation</li> <li>✓ assessment of case access</li> <li>✓ assessment of environmental controlling chamber</li> <li>✓ assessment of physical security</li> <li>✓ evaluation of prototypes</li> </ul>	<p>1. Case Installation</p> <ul style="list-style-type: none"> <li>✓ control of construction dust and debris</li> <li>✓ installation of furniture, graphic/text panels</li> <li>✓ final inspection of cases</li> <li>✓ performance testing of cases</li> <li>✓ provision of exhibit maintenance manual</li> </ul>
<p>2. Space Selection</p> <ul style="list-style-type: none"> <li>✓ environmental conditions assessment</li> <li>✓ environmental requirements for the room vs. microclimates</li> <li>✓ room lighting assessment</li> <li>✓ risk and security assessment</li> </ul>	<p>2. Aesthetic Coordination</p> <ul style="list-style-type: none"> <li>✓ selection of safe decorative material and surface finishes</li> <li>✓ object appearance (amount of treatment)</li> <li>✓ appearance and geometry of object mounts</li> </ul>	<p>2. Case Furniture &amp; Panels</p> <ul style="list-style-type: none"> <li>✓ application of safe construction materials</li> <li>✓ ability to support objects over time</li> <li>✓ ability to safely attach object mounts</li> </ul>	<p>2. Object Installation</p> <ul style="list-style-type: none"> <li>✓ provision of sufficient time to safely install</li> <li>✓ object handling guidance</li> <li>✓ controlled storage of objects</li> <li>✓ installation of mounts</li> </ul>
<p>3. Financial Planning</p> <ul style="list-style-type: none"> <li>✓ cost of conservation reviews</li> <li>✓ cost of upgrading environmental conditions</li> <li>✓ cost of using conservation-grade materials and cases</li> <li>✓ cost of conservation treatment</li> <li>✓ special exhibit mounting costs</li> </ul>	<p>3. Exhibit Case Design</p> <ul style="list-style-type: none"> <li>✓ use of ventilated or sealed cases</li> <li>✓ degree of case seal</li> <li>✓ design of microclimate environmental control</li> <li>✓ access to display, lighting and maintenance chambers</li> </ul>	<p>3. Object Mounting</p> <ul style="list-style-type: none"> <li>✓ object handling guidance</li> <li>✓ construction material stability</li> <li>✓ adequate physical support</li> <li>✓ safe fastening methods</li> <li>✓ mount removability for maintenance/emergencies</li> </ul>	<p>3. Climatic Adjustment</p> <ul style="list-style-type: none"> <li>✓ installation of micro-climate equipment</li> <li>✓ adjustment of equipment</li> <li>✓ installation of monitoring equipment</li> <li>✓ staff instruction in exhibit maintenance</li> </ul>
<p>4. Scheduling Key Activities</p> <ul style="list-style-type: none"> <li>✓ preparation of exhibit space and object assessments</li> <li>✓ treatment of objects</li> <li>✓ construction of mock-ups and prototypes</li> <li>✓ testing of new materials</li> <li>✓ fabrication inspections</li> <li>✓ special object mounts/supports</li> <li>✓ careful installation and adjustment of exhibit environment</li> </ul>	<p>4. Lighting System</p> <ul style="list-style-type: none"> <li>✓ development of appropriate lighting plan</li> <li>✓ separation of task lighting</li> <li>✓ establishment of restricted illumination levels</li> <li>✓ ultra violet filtration method</li> <li>✓ reduction of infrared radiation</li> <li>✓ light chamber heat dissipation</li> <li>✓ production of lighting mock-ups</li> </ul>	<p>4. Lighting Installation</p> <ul style="list-style-type: none"> <li>✓ testing of overall room lighting</li> <li>✓ evaluation of specific room fixtures and lamps</li> <li>✓ testing of exhibit case lighting</li> </ul>	<p>4. Lighting Adjustment</p> <ul style="list-style-type: none"> <li>✓ setting of exhibit lighting to restricted levels</li> <li>✓ evaluation of heat build-up</li> <li>✓ metered documentation of final object lighting</li> </ul>