## Exhibit Conservation Guidelines

<table>
<thead>
<tr>
<th>TEAM MEMBER</th>
<th>GOAL 1. OBJECTS ARE ENSURED PRESERVATION MEASURES IN THE EXHIBIT’S PLANNING AND DESIGN</th>
<th>GOAL 2. OBJECTS ARE WELL DOCUMENTED FOR COLLECTIONS MANAGEMENT AND TO FACILITATE EXHIBIT WORK</th>
<th>GOAL 3. OBJECTS ARE HANDLED AND TRANSPORTED IN A SAFE MANNER THROUGHOUT THE EXHIBIT PROCESS</th>
<th>GOAL 4. OBJECTS ARE SAFELY INSTALLED AND ADEQUATELY SUPPORTED WHILE ON EXHIBIT</th>
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| Conservator   | - advises on the selection of objects  
- reviews exhibit design and advocates changes necessary to meet conservation criteria | - provides written condition reports for objects  
- establishes written conservation criteria  
- assists in documenting loan objects | - provides handling guidelines for objects  
- may serve as courier for special objects  
- advises on method of transport | - tests new materials  
- discusses safe mounting techniques with curator, designer and preparator  
- may construct special mounts and supports |
| Curator/Planner | - considers condition and preservation needs of object in selection  
- facilitates decisions regarding object replication or rotation  
- reviews conservation criteria and design | - documents special requirements for handling and mounting  
- oversees the holding area for objects and/or the installation of objects | - follows the handling guidelines  
- institutes methods that limit the need for handling objects | - discusses the most appropriate presentation of the object  
- advises on treatment and mounting options |
| Designer      | - incorporates conservation criteria into initial design  
- works recommendations by conservator and other team members to modify initial design | - provides floor plans and schedules which include object identification and location  
- carefully records object dimensions to ensure adequate space | - follows the guidelines incorporating any concerns into the design  
- utilizes sketches, photographs, or scale models to limit the need for handling | - includes presentation and mounting of objects in the design  
- provides final drawings for object locations and mounting requirements |
| Preparator    | - incorporates conservation criteria into mount design and execution | - never removes an object identification without instruction | - follows the guidelines  
- takes thorough notes, sketches, and patterns to limit the number of times objects must be handled | - designs and fabricates the mounts according to special conservation and presentation requirements  
- observes handling guidelines |
| Registrar     | - relates any criteria set by lenders  
- advises on security requirements  
- maintains and documents a current list of exhibit objects | - ensures an accession number is affixed to each object  
- tracks movement of objects, maintains a location files | - depending on the institution may oversee the holding area for objects and/or installation of objects  
- oversees the transport of both lent and owned objects | |
| Manager       | - encourages mediation to achieve a successful balance between conservation and other criteria  
- ensures sufficient conservation funds | - facilitates cooperation to ensure that documentation is complete and current | - ensures that key responsibility such as for handling guidelines, providing a holding area, and overseeing installation of objects is assigned to team members | - ensures installation schedule is realistic  
- facilitates cooperation to meet schedule and ensure safe installation of objects |