SAMPLE DOCUMENT

Type of Document: Conservation Plan
Date: 2008

Museum Name: Please Touch Museum
Type: Children’s or Youth Museum

Budget Size: $5 million to $9.9 million
Budget Year: 2008

Governance Type:
Private, Nonprofit Organization
Accredited: Yes

Notes on strengths or special features:
The document addresses the following topics:

- Mission statement
- History of museum
- Overview of museum’s collections
- Summary of planning process
- Planning assumptions
- Summary of external & internal opportunities & challenges
- Statement of purpose/Overall objective
- Goals & Strategies
  - Responsible parties
  - Cost
  - Time line
- Evaluation methods/measures of success
- How the plan will be implemented, monitored, updated
- Other: Guidelines for Selection of Preservation Priorities

Bibliography

This document includes both the Preservation Plan and the Implementation Plan for Collections Preservation. The table of contents makes this document easy to use.

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PRESERVATION PLAN

Enriching the Lives of Children by Creating Learning Opportunities Through Play

Working Copy
2006-2008
SAS
# PRESERVATION PLAN for PLEASE TOUCH MUSEUM

Enriching the Lives of Children by Creating Learning Opportunities Through Play

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Prepared under the
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Conservation Center for Art and Historic Artifacts

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PRESERVATION PLAN for PLEASE TOUCH MUSEUM
Enriching the Lives of Children by Creating Learning Opportunities Through Play

I. Introduction

Mission of Institution

“Enriching the lives of children by creating learning opportunities through play” is the mission of the Please Touch Museum. The core values for the museum are “caring for children, fun, creativity, learning and innovation. Founded in 1976, the Please Touch Museum is one for the few children’s museum to be a collecting institution.

Sustaining itself through two relocations and one expansion, the first museum in the nation designed for children ages seven and younger is now planning to expand, giving Philadelphia and the surrounding area even more of the quality experiences they have come to expect from the Please Touch Museum. Please Touch Museum is moving to Memorial Hall because it offers three times more space for more exciting exhibits and display areas, a connection to a new community and the opportunity to rehabilitate Memorial Hall, a national treasure from the Centennial Exhibition. The additional space provides an opportunity to extend our audience target age to twelve years old.

Preservation Mandate

The Please Touch Museum is accredited by the American Association of Museums (AAM). As a stipulation of this accreditation, the museum must uphold the AAM Code of Ethics which states, “Museums make their unique contribution to the public by collecting, preserving, and interpreting the things of this world.” Attending to the preservation needs of the collections is an essential function of the Please Touch Museum. The Museum will be seeking renewal of accreditation status in 2008.

History of Preservation Activities

Since its founding in 1976, Please Touch Museum has followed general museum practices and documented, organized and housed its collection using basic museum standards. A few general surveys and inventories were conducted in the beginning years, however it was not until 1992 that the first professional Preservation Survey/Preservation Needs Assessment took place. Since that time, some early 20th century children’s books have been restored (1999) and a Conservation Assessment Program (CAP) review was conducted on the collections and the building structure (1999/2000). In 2003, with the planning for the new facility at Memorial Hall underway, the (then) newly-hired curator began to plan for the redevelopment of the storage facilities, including planning for conservation and overall collections management. Grants for hiring an intern to help with data entry and storage reorganization were sought and received, the professional museum software was purchased and utilized
and reorganization plans implemented. In 2005, an IMLS Conservation Project Support Grant for a detailed survey of objects from the Historic Childlife Collection and an overview survey of the Contemporary Toy Collections was received and as a result over 300 objects were individually documented and given a preservation priority. The survey is the basis for the current development of the Preservation Plan for Collections being created in conjunction with the Conservation Center for Art and Historic Artifacts, Philadelphia, PA.

Conservation Project, Collection Assessment; Institute of Museum & Library Services, 2006  
Museum Project Grant, Pennsylvania Historical & Museum Commission, 2005  
Museum Project Grant, Pennsylvania Historical & Museum Commission, 2004  
Conservation Assessment, Collections and Structure; Institute of Museum & Library Services, 1999  
Conservation of early 20th century children’s books; Pennsylvania Historical & Museum Commission 1999  
Preservation Survey, Preservation Needs Assessment; Conservation Center for Art & Historic Artifacts, 1992

II. Description of Collection

As a first museum experience, Please Touch Museum introduces young children to museum collections and the role they play in learning within a museum. They show linkages across traditional disciplines (e.g., mixing arts and science and history) and illuminate commonalities and differences among cultures and time periods. Collections displays prompt intergenerational discussion of history and the past. Collections objects serve to provide tangible and authentic manifestations of the stories and environments young visitors will be exploring. Representation of Philadelphia children’s culture, past and present, are most easily conveyed through using collections in exhibits. In addition, collections objects serve as a jumping off point from the familiar, seen by the child in their everyday life, to the novel. Novelty can be found in other cultures, the meaning or use of an object back in history, even a surprising discovery of an object. Collections will be considered as not just traditional artifacts, but also audio, video, photos, and even reproductions of the original objects (that are not able to be touched).

A. Childlife Collections and Archives

Within childlife, toys will be the primary collection focus. Artifacts representative of worldwide cultures, childlife in the Philadelphia region, and art will be acquired based on program and exhibit needs.

1) Current Categories for Contemporary Toy Collection

a) Artistic self expression (arts, crafts, musical)  
b) Cognitive—games and puzzles  
c) Developmental—infant and preschool  
d) Personages—dolls, action figures, plush, action figures and accessories  
e) Big muscle—ride on, active  
f) Real world—cars, trucks, playsets, construction  
g) Transformational—iconic and fad

Objects are acquired based on toy industry standards and our core organizational theme of play, regardless of age.

a) Three initial screens for all categories:  
   • best selling toys  
   • play value  
   • cultural value

b) Within a category, further develop collecting screens unique to that category  
Example for dolls: Fashion/Barbie/classic, entertainment, special issue

c) Timeframe is post-WW II (1945 to present) due to relevance to current multigenerational audience.
d) Certain contexts within exhibit areas may mandate additional screens
Example, the Resource Room’s toy presence: prephonics/prenumbers; socialization (roleplaying); arts and crafts (manipulation).

2) Historical Childlife and Childlife Archives primarily relating to programs and exhibits

B. Art Collection
Following the Art Framework these will be Observational Art, Parallel Art, or Interactive Art. Commissioned art that falls into the categories of Observational and Parallel Art will in most cases be accessioned into the collection. Criteria that will determine whether a piece is accessioned or not include:
1. Intrinsic value to the Museum
2. Historic value
3. Individual artist background (career)

The accessioning of murals installed in the museum will be determined on a case by case basis, evaluated on
1. Merit
2. Installation (panels vs. directly on wall)
3. Associations with Philadelphia regional arts organizations (i.e. Mural Arts Program, Philadelphia Youth Corps Mural Arts)

C. Centennial era (1870-1880)
The priority will be to obtain these on loan; however, we will seek artifacts and memorabilia that tell the story of the family and child’s experience at the Centennial; these are contextual to exhibits only; some non-copyrighted items may be acquired to serve as templates for reproduction and use in interactive exhibit experiences.

D. Institutional archives
Documents, objects and materiel relating to the history and development of Please Touch Museum.

E. Memorial Hall (1874-current)
The Memorial Hall building is owned by the city of Philadelphia and is under the jurisdiction of the Fairmount Park Commission. As part of the lease with the city of Philadelphia (80 years, 2005-2085), the Please Touch Museum is charged with the restoration, maintenance and management of the structure during that time. A trust fund has been established to make sure the standards as outlined in the lease are maintained during the residency of the Please Touch Museum. Objects and ephemera associated with the history of Memorial Hall will be acquired and maintained as part of the history of the building and Please Touch Museum. These may include, but are not limited to: photographs, postcards, drawings, plans and design materials.
III. Summary of Collection Needs

The Please Touch Museum will move to Memorial Hall in spring of 2008. Planning and preparing for the move is a priority, including renovating of Memorial Hall, preparing the collection to move, providing for the safety of the collection until the move, installing new exhibits, and refining the collection policy to reflect the current mission of the Museum.

There is a need to rethink and review the scope of collecting in light of the changing mission for the Please Touch Museum. The audience age is now extended to twelve years old and the Centennial section of the new exhibit will be for all ages. In addition, the toy industry has changed methods for ranking top selling toys, so new ways to determine which toys to collect is needed. Staff is working with a toy expert to review methods of collecting. There are items in the collection that should be deaccessioned because they no longer support the mission or they are not in condition for research or exhibition.

The provision of access and tools to manage the collection and institutional records underpins all of the stewardship and preservation activities that an institution undertakes. The completion of the cataloging of the collection in Past Perfect is a priority and an essential tool for managing the collection during the move. Items received since 2000 have not been cataloged and differing number systems that have been used need to be rectified. A records management program has recently been established to ensure that the institutional records are transferred to the archives.

Several plans need to be developed, including an exhibitions policy and an emergency preparedness and response plan. Although a new emergency response and preparedness plan will be needed after the move to Memorial Hall, it is a good practice to have one in place before the move that takes into consideration the potential hazards that might be encountered in the move. An exhibition policy should be developed that establishes a rotation schedule for sensitive materials, a housekeeping schedule and procedure list, light level requirements, and exhibit materials and exhibit furniture specifications. The planning for the new exhibition spaces should be based on the criteria set for exhibiting items outlined in the exhibition policy.

Specialized planning is needed to prepare Memorial Hall for housing and exhibiting the Please Touch Museum’s collection. The preservation needs of the collection are essential factors to consider in designing exhibits and storage spaces, providing a zoned heating ventilating and air conditioning (HVAC) system that meets conservation standards, and designing fire protection, suppression, and security systems. Some of the exhibiting storage furniture will be replaced with compact shelving. The planning of the new storage spaces needs to take into consideration the long-term particular preservation needs of the plastics in the collection, such as the need for cold storage. The move to Memorial Hall is a unique opportunity to upgrade exhibit and storage conditions for the collection.

Key to a successful move of the collection is the development of a detailed plan for moving, reshelving, and reinstalling of the objects and archives. Some of the large exhibit pieces will require individualized attention for safe travel and installation. Other activities needed to be completed before the move is setting of criteria for packing items for travel, rehousing some of the collection for safe travel, preparing condition reports for the iconic objects, and repair of game boxes and packaging for toys.

Most toys are made with limited expectation of useful life, materials used deteriorate in irreversible ways and toys are assembled in ways that do not lend them easy to repair. The Please Touch Museum faces the challenge of preserving a collection that consists of plastics and other 20th and 21st century materials. The preservation and conservation of these materials are not clearly understood, so staff must have an ongoing relationship with
specialized conservators to determine best practices. The provision of cold storage for the plastic items from the 40’s and 50’s is integral for their long-term preservation. In addition, the broadcast tapes for the Captain Noah television program exhibit the vinegar syndrome, indicating that they are significantly deteriorated. These tapes would benefit from cold storage, as well as reformatting for playback. A recent IMLS grant provided funding for a collection survey examining approximately 300 three-dimensional objects in the Historical Childlife Collection as well as conducting an overview survey of the Contemporary Toy Collection based on categories of like materials. The conservator looked at current conditions, reviewed plans for collections storage and exhibition at Memorial Hall, and made a series of recommendations for storage, the move, general collections care, and ongoing plans and procedures.

It is easy to get so focused on a collection move that the day to day needs of the collection are not met. Environmental conditions in the current storage area are not ideal, so monitoring of conditions is essential to know when conditions are unacceptable. For example, there is an area that leaks after a heavy rainstorm so improvements to the building must be made now in order to protect the collection, so no damage occurs.

Critical to the management of the collections is having sufficient amount of professional staff and funding. Although grants are valuable sources of funding to complete a discrete project, a consistent source of funding in an annual budget supports the day to day management of the collection.

IV. Preservation Objectives and Goals

Introduction

A Preservation Program for the Please Touch Museum encompasses all of the activities that assist in prolonging the life of materials, including environment, security and fire systems, pest control, housekeeping, and storage conditions, as well as handling, binding, repair, reformatting, and conservation treatment. Investment in environmental controls, fire protection, and security systems benefits the whole collection and will significantly aid in the lessening of chemical deterioration of the collection, as well as the potential of loss through fire or theft. Implementation of a Preservation Program can be accomplished in stages.

Establishment of appropriate storage and exhibition conditions is a priority for historic and cultural collections. Collections should be stored and exhibited in ways that minimize damage. Provision of a stable environment, appropriate light levels, proper storage materials, and appropriate furniture is crucial for ensuring the long-term preservation of historic and cultural collections.

Also key to effective preservation planning is the establishment of intellectual control of existing holdings. The staff’s knowledge of the nature, scope, and quantity of collections guides many of the decisions involved in preservation planning, including selecting and prioritizing materials for preservation, and determining needs for resources, such as staffing, funding, and supplies. Staff’s familiarity with the content of collections also provides information about their value for research, as well as their historical, artifactual, or aesthetic value. The staff’s understanding of the value and potential use of collections helps to determine both the priorities for preservation action and the appropriate preservation methods to use.

As part of the Preservation Program, a comprehensive Preservation Plan for the collections provides guidelines and decisions for collection storage furniture and enclosures, cleaning, rehousing, rebinding, repair, reformatting (microfilm, preservation photocopy, negative duplication, digital images), deacidification, and conservation treatment for the collection. This program should establish preservation priorities. All storage and treatment
decisions should be based on the comprehensive Preservation Plan for the collection. Criteria for selection of materials for a preservation activity should be developed to provide a framework for this decision-making.

A. **Mission and Collection Management**

**Objective**
The mission of the Please Touch Museum is to collect, preserve, interpret, exhibit, and make available for research the artifacts and records that reflect the history of American child life and enrich the lives of children 0 to 11 by creating learning opportunities through play.

**Goal 1**
Mission for the renovation of Memorial Hall should include the preservation of Memorial Hall and the provision of appropriate secure and environmental conditions within the building for the long-term preservation of the collections.

**Strategy 1**
Collections staff maintains frequent communication with the Construction Manager to ensure all the established specifications for building renovation are met, building schedules are known and the collection needs are considered in decisions about the renovations for Memorial Hall.

**Strategy 2**
Create a plan for the long-term preservation of Memorial Hall adhering to the New Orleans Charter.

**Goal 2**
All of written procedures and policies needed to manage the collection are in place and regularly reviewed.

<table>
<thead>
<tr>
<th>Plan/Policy/Procedure</th>
<th>Date</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collections Plan Outline</td>
<td></td>
<td>To be reviewed bi-annually</td>
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<tr>
<td>Collections Management Policy 2003</td>
<td></td>
<td>To be reviewed annually</td>
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<tr>
<td>Emergency Preparedness and Recovery 2006 D</td>
<td></td>
<td>To be reviewed annually</td>
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<tr>
<td>Records Retention Schedule 2004</td>
<td></td>
<td>To be reviewed annually</td>
</tr>
<tr>
<td>Preservation Plan 2007</td>
<td></td>
<td>To be reviewed annually</td>
</tr>
<tr>
<td>Exhibition Plan</td>
<td></td>
<td>To be reviewed bi-annually</td>
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<tr>
<td>Housekeeping Policy</td>
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<td>To be reviewed annually</td>
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<tr>
<td>Pest Management Policy</td>
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<tr>
<td>Long-Range Plan</td>
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<td>To be reviewed bi-annually</td>
</tr>
<tr>
<td>Collections Move Plan 2007</td>
<td>2007</td>
<td>Length of Move</td>
</tr>
</tbody>
</table>

**Goal 3**
The collection development policy reflects the new mission.

**Strategy 1**
To update the collection develop policy to extend the age of the audience to eleven years old.
Goal 4
Deaccession materials that do not reflect the mission of the Museum.

Strategy 1
Review existing collection to determine if they are items in the collection that no longer reflect the mission.

Strategy 2
Develop a deaccessioning plan.

Goal 5
Enhance the holdings of the collection to reflect the current mission.

Strategy 1
Continue to develop contemporary plan to ascertain future collection needs and to identify gaps in the collection holdings.

Goal 6
To maintain an archives of the institutional records of the Please Touch Museum.

Strategy 1
To use the collections software to process the collection.

Strategy 2
To institutionalize the transfer of records from offices to the archives following the established retention schedule for records.

Goal 7
Maintain a relationship with the Children’s Museum in Pittsburgh, PA to house a copy of all collection records.

Goal 8
A Preservation Awareness Program is in place to highlight and promote the preservation of the collections.

Strategy 1
Provide written guidelines for researchers and staff about appropriate use and handling of collection materials.

Strategy 2
Develop policies and procedures to ensure that all staff is aware of the need to safeguard collections items no matter where they are exhibited or stored.

Strategy 3
Include preservation as a component of the Please Touch public relations efforts to ensure that the preservation concerns for the collections are continually brought to the attention of decision-makers, members, and visitors.

Strategy 4
Have a brochure on caring for family toys.
B. Environmental Conditions

Objective 1
To maintain environmental conditions in collection storage areas that meet conservation standards for the long-term preservation of the collection.

Objective 2
To provide safe environmental conditions for the collections on exhibition.

Goal 1
Maintain environmental conditions in storage and exhibition areas that meet desired set points.

Strategy 1
Monitor conditions in Memorial Hall before collections are moved in.

Strategy 2
Maintain an environmental monitoring program in storage areas to document temperature and relative humidity and regularly analyzes results so conditions can be appropriately adjusted.

Strategy 3
Maintain a close relationship with the Facility Staff so problems are quickly reported and the specific environmental needs for the collections are clearly understood and are a Museum priority to maintain.

Goal 2
Have an environmental control system in Memorial Hall that can meet conservation standards in collections storage areas and stable conditions in exhibition areas.

Strategy 1
Have as a priority goal for the renovation of Memorial Hall the installation of environmental control systems that can maintain environmental conditions needed to preserve the collections.

Strategy 2
When an environmental control system design is prepared, have the plans and specs reviewed by a consultant in order to determine the ability of the proposed system to provide an environment that meets conservation standards. The consultant should be familiar with designing systems for historic buildings, museums, libraries, and archives.

Goal 3
Maintain light levels in storage and exhibition areas that meet the standards in the National Park Services Guidelines in the Museum Handbook Part I.

Strategy 1
Prepare a lighting plan for Memorial Hall
Strategy 2
Purchase light monitoring equipment.

Strategy 3
Monitor light levels.

Goal 4
Maintain clean and pest free conditions in all collection storage and exhibition areas.

Strategy 1
Maintain an ongoing cleaning program for exhibit cases displaying permanent collections.

Strategy 2
Maintain an ongoing cleaning program for collections storage areas.

Strategy 3
Maintain an integrated pest management program.

Strategy 4
Provide a dedicated and segregated area where all incoming collections are introduced into the building so they can be inspected.

Strategy 5
Identify an area where infested materials can be quarantined in the current location and have an area where infested materials can be quarantined in Memorial Hall.

Background

Effective climate control systems, along with regular system maintenance and routine monitoring of environmental conditions, are needed to meet the preservation needs of the Please Touch Museum. Areas where rare collections are stored and exhibited should receive the highest priority for the provision of stable environmental conditions that meet conservation standards. The provision of these environmental conditions should be an institutional policy.

Most preservation investments affect items one by one or in groups, however, the heating, ventilating and air conditioning (HVAC) system provides an environmental situation that impacts on the care for the whole collection. Only the provision of good environmental control will slow down the deterioration process and is a critical strategy that can help the ongoing preservation of the collection.

All light is damaging to the collections and damage is cumulative over time and irreversible. Light initiates and accelerates chemical reactions that cause weakening, brittleness and discoloration of paper, leather, and adhesives. Light also causes fading. The provision of light levels that meet conservation standards should be an institutional policy in order to avoid unnecessary damage from exposure to light. Efforts to consistently implement this policy should be considered a priority goal.

Many of the collections at the Museum are food sources for insects and rodents including cockroaches, silverfish, various beetles and book lice, mice and rats. In order to prevent damage to the collection, the
tolerance level for a pest infestation must be extremely low. Through the implementation of an Integrated Pest Management Program, Please Touch Museum can prevent unnecessary damage from pests.

C. **Facilities**

**Objective**
To maintain a facilities management program that provides schedules and guidelines for inspection and preventive maintenance for the building and mechanical systems, including an integrated pest management program, and timetable for replacement and upgrades to the building structure and systems.

**Goal 1**
Complete the Standard Facilities Report form the registers committee of the American Association of Museums for Memorial Hall.

**Goal 2**
Maintain the current building so collections are protected and are housed and exhibited in safe conditions.

**Strategy 1**
Collections staff is in regular communication with the facilities staff to ensure the building is well maintained.

**Goal 3**
Establish an ongoing facilities management program for Memorial Hall.

**Strategy 1**
Collections staff is in regular communication with the facilities staff to ensure the building is well maintained and regular inspections and maintenance is conducted.

**Goal 4**
Ensure that all systems in Memorial Hall are tested and sustained until collections are moved into Memorial Hall.

**Background**

It is important to be aware of the interdependent roles that the building, environment, security and fire systems, as well as pest control and housekeeping programs, play in the preservation of the Museum’s collection. This routine inspection is crucial for identifying potential building hazards. Once hazards are identified, measures to correct the problems and minimize potential risks should be undertaken immediately.

All relevant staff should become familiar with building, environmental, and internal protection systems, and storage needs of the collection to understand their relationships and to foresee potential hazards. Any project planned for the building must take into consideration the historic nature of the Museum’s collections.
During any upgrading of systems, repairs, or renovations, large or small, considerable damage can occur to collections from inadequate safety precautions and lack of supervision of contractors. The Please Touch Museum must have as a first priority the safety of the staff and the collections. Collections are particularly vulnerable during renovation work, by direct damage from accidents or disasters, by the deposition of dust and debris, and by theft. Staff should be aware of construction schedules and should closely supervise construction in order to anticipate potential problems.

D. Security and Disaster Preparedness

Objective:
To safeguard the Please Touch Museum emergency preparedness systems and procedures will be in place, including internal and external security systems and procedures, fire detection and suppression systems, an emergency response and recovery plan, evacuation routes, emergency supplies on-site, and staff training in emergency procedures.

Goal 1
Complete and implement an Emergency Response and Recovery Plan to facilitate quick, efficient, and effective response at the time of an emergency.

Strategy 1
Annually update the Emergency Response and Recovery Plan including call lists and vendor lists.

Strategy 2
Annually meet with facilities staff and safety committee to identify mitigation needs and to develop and review strategies for emergency response.

Strategy 3
Have an emergency response team in place that meets on a regular basis.

Strategy 4
Maintain a stock pile of supplies to respond to a small emergency.

Goal 2
Maintain relationships with first responders, such as Fire and Police departments, Fairmount Park Commission and Philadelphia’s emergency management department. In the event that the city of Philadelphia needs to respond to a large-scale emergency, the Office of the Managing Director will take the lead. The city of Philadelphia maintains a website on Philadelphia Emergency Preparedness and Response. [www.phila.gov/ready](http://www.phila.gov/ready) The website maintains a list of information, up-to-date news, emergency procedures, and other public safety agencies. The Museum will periodically review the site for any updates.

Strategy 1
Meetings with first responders should include collections staff.

Goal 3
Have staff trained in emergency response and salvage techniques to enable them to make informed decisions.
Strategy 1
Review annually with staff the Emergency Response and Recovery Plan.

Strategy 2
Annually hold an in-house training session on recovery methods.

Strategy 3
Send staff to workshops or training sessions on emergency response and recovery.

Strategy 4
Build relationships with conservators who can assist at the time of an emergency and provide training for staff.

Strategy 5
Have an orientation session to review emergency response plans and security procedures after moving to Memorial Hall.

Goal 4
Have a comprehensive fire protection program for Memorial Hall including the installation of a centrally monitored fire protection and suppression system.

Goal 5
Provide for security of the building and collections.

Strategy 1
Maintain a log book that records when staff enters and exits the storage area.

Strategy 2
Collections staff should escort and monitor maintenance staff and contractors in storage areas.

Strategy 3
Install the appropriate security systems in Memorial Hall and secure collections in storage and exhibition.

Background

In order to limit damage to the collection by mutilation, vandalism, or loss by visitors and staff, appropriate security procedures and systems need to be in place. The presence of strict and consistent security procedures can serve as an important public relations tool by promoting an atmosphere of safety in the Museum and the Museum’s good stewardship in safeguarding the collection.

Although many of the risks for fire can be mitigated, there are uncontrollable events that can cause a fire, such as human error and arson. The need for adequate fire detection and suppression throughout the Museum is critical because of the speed and totality of the destruction and loss of materials that can occur in a fire. If there is a fire, loss to the collection may not be replaceable.
An Emergency Preparedness and Response Plan is an integral part of a comprehensive Preservation Program. The preparation of a plan has several benefits, including identification of areas of risk and hazards, establishment of procedures and systems to mitigate potential risks, determination of collection priorities, and development of procedures for quick response to limit damage to collections. Preparation, mitigation, and quick and appropriate response are cost-effective approaches. Response to a small or major disaster should be as quick as possible. It is essential that the Please Touch Museum maintain procedures that allow for quick and coordinated response and decision-making. In addition, regular contact with first responders, such as the Police and Fire departments ensures that the Museum’s unique needs and value of the collections and building are understood.

E. Space and Storage

Objective
To have all of the collections stored in a stable environment and on appropriate storage furniture with adequate space for collection storage and use.

Goal 1
To have sufficient space to house the collections in Memorial Hall.

   Strategy 1
   Conduct a long-term space needs assessment to project the space needs for the Please Touch Museum for the next 20 years and to determine the storage space requirements for housing all the record of permanent retention in Memorial Hall.

Goal 2
To have sufficient storage furniture to house the collections in Memorial Hall.

   Strategy 1
   Purchase compact shelving for the collections in storage.

Goal 3
To have cold storage for fragile materials.

   Strategy 1
   Identify location for cold storage on-site or off-site.

Background

The design of collections storage areas must take into account the space requirements for storage furniture and use of the collections, so there are sufficient aisles and landing places. Dedicated storage areas are ideal for they to aid in collection security and provision of desired environmental conditions for the collection, so systems and procedures do not need to be compromised with the dual function of serving both the comfort needs of humans and the preservation needs of the collection.

The preferred materials for collections storage furniture are those constructed of powder-coated metal or galvanized or stainless steel. New purchases of shelves, rolling and wire rack systems, or flat files should be of these materials. Baked enamel furniture has occasionally been known to produce harmful off-
gassing. This is less of a concern for older furniture, so it is not necessary to replace existing furniture unless problems are detected. All shelving units should be properly braced.

Ideally, flat files should be metal with a powder finish, or galvanized or stainless steel. Shallow drawers are preferred so that contents of the drawers do not become overfull and limit ease of retrieving items. Review the manufacturers’ specifications to ensure that the unit is not made with unacceptable materials, such as vinyl dust covers. Avoid units that have flat metal panels or rods that hold materials in place, because they can cause unnecessary pressure and damage to enclosed items.

**F. Collections: Exhibition**

**Objective**
Collections are exhibited in ways that minimize damage and take into account the preservation needs of the objects, including light levels, environmental conditions, and exhibit furniture and materials.

**Goal 1**
Prepare an exhibitions policy.

**Goal 2**
Objects placed on exhibition are in good condition.

**Strategy 1**
All objects placed on exhibit are evaluated to ascertain object condition, conservation treatment needs and an overall assessment of the safety of items in terms of environment, light levels, security and display furniture and materials is conducted.

**Strategy 2**
Reformat Captain Noah broadcast tapes for upcoming exhibition.

**Goal 3**
Conservation-grade materials are used in all exhibits.

**Background**
Exhibitions are integral to the mission of Please Touch Museum. Quality exhibits reflect the good stewardship activities that take place behind the scenes and enhances the interpretation of the collections to the public.

An exhibition policy establishes selection criteria for materials to be placed on exhibition, a rotation schedule for sensitive materials (such as art on paper, photographs and textiles), housekeeping schedule and procedure list, light level requirements, security, and exhibit materials and exhibit furniture specifications. All exhibit materials, such as synthetic adhesives, paints, and fabrics, should be chemically stable and must not emit any damaging gasses. Exhibition case should meet conservation-grade standards.

Items placed on permanent exhibit are to be considered expendable. Documentation on the length of time an item is on exhibition, helps prevent valuable and fragile materials from being placed on exhibition too often. A conservation evaluation for all fragile and rare materials placed on exhibition should be
conducted to ascertain object condition, conservation treatment needs, and an overall assessment of the safety of items in terms of environment, light levels, security and display furniture and materials.

When historic collections materials are loaned to another institution for exhibition, continue to write condition reports, i.e. noting the condition of the item prior to the loan and evaluating and documenting its condition upon return. Ensure that the preservation needs will be accounted for while on exhibit. Follow the AAM Guidelines for Exhibiting Borrowed Objects.

G. Collections: Overall

Objective
To provide for the long-term preservation of the Please Touch Museum and maintain the collection for handling for use by repairing, conserving, or reformatting of materials.

Goal 1
Collections priorities are established that assist in determining the order in which individual items or parts of the collections should receive a preservation activity, such as rehousing, reformatting, cleaning, repair, and conservation treatment.

Strategy 1
Based on the recent conservation collection assessment, establish criteria for deciding what level of treatment is needed to provide a systematic approach for treatment, cleaning, repair, rehousing, and reformatting options.

Strategy 2
Determine which collections should have an up-to-date appraisal. An appraisal provides useful information to factor into decisions about storage location, priority for conservation treatment, and priority for salvage in an emergency.

Strategy 3
Prepare guidelines for determining salvage priorities in the event of an emergency.

Goal 2
Develop a comprehensive plan for housing objects and their packaging.

Strategy 1
Systematically rehouse the collection in appropriate housing systems and materials.

Goal 3
Maintain a housekeeping plan for the collections.

Strategy 1
Prepare a housekeeping plan and schedule for exhibition and storage areas.
H. Individual Collections

- **Savery** (objects): Over 300 objects encompass the collection of one Philadelphia family from the late 19th century to the middle of the 20th century. Many older objects in the collection are in need of preservation attention. A number of objects were accessioned based on the fact that they were part of the family-named collection and not because of their value (these include broken toys or parts of toys that are not a candidate for exhibit due to their extreme poor condition).

- **Captain Noah** (objects, textiles, archives): PTM is the home of the Captain Noah and His Magical Ark television program set, props, archives and archival video. The large number of film documentation is in a series of different formats and is in need of preservation in the next five years since the film/video is deteriorating. Most objects have yet to be catalogued and determinations for their level of preservation.

- **Please Touch Museum Institutional Archives** (objects, textiles, archives): PTM archives encompass several hundred linear feet of plans, programs, photographs and materials generated by the museum in its over 30 year history. The development of museum exhibits and programs is a treasure of early childhood learning and receives a number of requests for research each year.

- **Walworth** (Cereal Box premiums/archives): Mainly archival in nature, this unique collection spans over 20 years of cereal box “prize” development by John Walworth. This includes designs, drawings, and samples of packaging material of mid-twentieth century children’s cereal.

- **Star Wars** (objects): The majority of the collection was donated by Joel Spivak, a prominent local Philadelphia historian and restoration specialist. The collection includes mainly objects—Star Wars action figures and related items made of plastic. This collection is currently under review for additional “historic” and contemporary objects to be added.

- **Max Pine Pencil Sharpener Collection** (objects): With almost 1,000 pencil sharpeners in the collection, the primary material for these objects is plastic. The objects are very small and are in need of rehousing and more complete documentation.

- **Alice in Wonderland Collection** (objects, archival material, art): Most of the objects in the Alice in Wonderland collection were acquired from Kitty Minehart, a Philadelphia area theatre director. Objects include a very rare European paper cut-out print from the 1870s depicting Alice sitting in a chair; flip books, puzzles, books, figurines and plastic souvenirs. The variety of objects poses some storage and exhibition challenges.

I. Moving the Collections

Objective
To have a well-executed, efficient, and safe move of the collection to Memorial Hall.

**Goal 1**
To create a detailed moving plan.

**Strategy 1**
Identify items in the collection that must be packed and carted by a professional art handler.

**Goal 2**
Prepare the collection to be safely packed for moving.

**Goal 3**
Have sufficient staffing to pack and reinstall the collection.
J. Resources

Objective
To have sufficient resources for the Please Touch Museum provision proper processing, housing and exhibiting collections, ongoing collecting, collections maintenance and repair, and time to assist researchers.

Goal 1
To develop strategies to fund an ongoing Preservation Program through annual budget allocations and grant awards.

Strategy 1
To ask for money in the annual budget.

Goal 2
Develop strategies to fund collection growth.

Strategy 1
Develop a budget to sustain collection growth for acquiring new items and retrospective purchasing.

Goal 3
To support a processional staff who can manage and services the collections.

Strategy 1
To identify the staffing needs to move the collection to Memorial Hall.

Strategy 2
Identify staffing needs for ongoing management of the collection.

Strategy 3
To develop a position that serves as a resource play and manages the resource center and archives.

Goal 4
To support staff training so they can continue to update their skills and be informed about new techniques and methodologies that are important for the preservation of the collection held by the Please Touch Museum.

Background

In order to implement a Preservation Program an institution must have sufficient amount and appropriately trained staff skilled in place along with sufficient and predictable funding.

As part of the commitment to collections care, Please Touch Museum must support sufficient staffing levels. The staffing requirements that are necessary to carry out the plan will need to be evaluated continually. Staffing levels may need to change if there is a project to catalog or rehouse the collection; preparation and packing of the collection for moving; and increased holdings, exhibition schedules, and use.
All staff must be appropriately trained and professional staff should lead the collection care activities. Student assistants and volunteers can be valuable resources, if the staff has the time to provide proper training and consistent supervision. The staff should carefully consider which jobs are appropriate for student assistants and volunteers.

With adequate funding, the Please Touch Museum can accomplish the preservation goals that are identified. A variety of strategies to provide the needed financial support should be developed. All possible funding sources should be explored, such as redistributing regular budget allocations; seeking additional support from the institution, corporate sponsors or a Friends group; applying for various local, regional and national grants; and seeking private donations.

It is imperative that there be an annual preservation budget for supporting collections care activities, including purchase of supplies and equipment, cleaning, and repair. Grant funding should be sought for special projects, but the institution should maintain the ongoing preservation activities. Funders are supportive of institutions that are committed to collection care as demonstrated in their annual budgets.

V. Guidelines for Selection of Preservation Priorities

The selection of an appropriate treatment option involves a balance of factors including the condition of an item, available treatment options, use, storage conditions, exhibition needs, intrinsic value, historical and research value, and significance to the collection as defined by a written collection development policy. Cost of treatment options and available funds are also factors to include in the decision. Treatment options include no treatment, housing/rehousing, repair, reformatting (microfilming, preservation photocopying, negative duplication, and digital imaging), deacidification, cleaning, remedial conservation treatment, and full conservation treatment. Reformatting alone retains the intellectual content of a collection and reduces damage from handling, but otherwise neglects the further preservation needs of the original cultural material.

Collections objects at Please Touch Museum are used as a springboard for beginning conversations between the adult and child visitors. Their main focus is to engage the visitor and start that conversation/communication. They also tell the story of childhood—an important ingredient in telling stories, making connections and relevant to an individual's personal experience. As a result, all objects do not have to be brand new or pristine. Objects that are important in a person’s lifetime should be in a warm or familiar environment. They also speak to history, and a beginning comprehension to history and time for young children.

- Preservation of objects at Please Touch Museum is about stabilization. Toys throughout history were meant to be used—so they do not have to be completely pristine, but rather clean and stabilized and not destroying itself. The goal is not perfection, but maintenance. Many of the materials in toys have a limited lifespan. Left alone, they will deteriorate on their own. It is the memories that last a lifetime.

- Preservation of objects at Please Touch Museum is about leading by example. A goal in preservation of objects is leading by example...teaching. PTM takes care of their “things,” children can take care of their “things.” Even museum “props” in exhibits are guided by the mantra of “part of play is putting away.”

- Preservation of objects at Please Touch Museum is about modern material preservation. The bulk of the collection is plastic. PTM can become a leader in the preservation of contemporary materials. As a result, PTM will become a resource for curators, academics as well as a resource for condition issues of objects for the toy industry and beyond.
Most of the collection does not warrant individual treatment. Proper housing and environment are central to this plan and may be the only preservation step taken for the majority of the collection. This will result in the need for archival enclosures, sufficient storage furniture, and staffing to carry out the work. As routine collections management is carried out, treatment needs may change. Individual item treatments will be determined by use in exhibitions, recommendations enumerated in sub-collection assessments, and by emergency or other identified needs.

VI. Background Resources


NPS Museum Handbook Part I-III.


IMPLEMENTATION PLAN FOR
COLLECTIONS PRESERVATION

Enriching the Lives of Children by Creating Learning Opportunities Through Play
IMPLEMENTATION PLAN for COLLECTIONS PRESERVATION
Enriching the Lives of Children by Creating Learning Opportunities Through Play

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Prepared under the
Advanced Stewardship Program of the
Conservation Center for Art and Historic Artifacts

with support from the
William Penn Foundation
IMPLEMENTATION PLAN for COLLECTIONS PRESERVATION

Enriching the Lives of Children by Creating Learning Opportunities Through Play

Introduction

Since its founding in 1976, Please Touch Museum has followed general museum practices and documented, organized and housed its collection using basic museum standards. A few general surveys and inventories were conducted in the beginning years, however it was not until 1992 that the first professional Preservation Survey/Preservation Needs Assessment took place. Since that time, some early 20th century children’s books have been restored (1999) and a Conservation Assessment Program (CAP) review was conducted on the collections and the building structure (1999/2000). In 2003, with the planning for the new facility at Memorial Hall underway, the (then) newly-hired curator began to plan for the redevelopment of the storage facilities, including planning for conservation and overall collections management. Grants for hiring an intern to help with data entry and storage reorganization were sought and received, professional museum software was purchased and utilized and reorganization plans implemented. In 2005, an IMLS Conservation Project Support Grant for a detailed survey of objects from the Historic Childlife Collection and an overview survey of the Contemporary Toy Collections was received and as a result over 300 objects were individually documented and given a preservation priority. The survey is the basis for the current development of the Preservation Plan for Collections being created in conjunction with the Conservation Center for Art and Historic Artifacts, Philadelphia, PA.

The Implementation Plan for Collections Preservation at Please Touch Museum is the outline of strategies to accomplish the goals of the Preservation Plan for Collections. The two documents work together toward one result—the care and preservation of the collections.
<table>
<thead>
<tr>
<th>Objective</th>
<th>Responsibility</th>
<th>Target for Completion</th>
<th>Current status</th>
</tr>
</thead>
<tbody>
<tr>
<td>The mission of the Please Touch Museum is to collect, preserve, interpret, exhibit, and make available for research the artifacts and records that reflect the history of American child life and enrich the lives of children 0 to 12 by creating learning opportunities through play.</td>
<td></td>
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</tbody>
</table>

**Goal 1**
Mission for the renovation of Memorial Hall should include the preservation of Memorial Hall and the provision of appropriate secure and environmental conditions within the building for the long-term preservation of the collections.

a) Collections staff maintains frequent communication with the Construction Manager to ensure all the established specifications for building renovation are met, building schedules are known and the collection needs are considered in decisions about the renovations for Memorial Hall. 
Curator
Current -2008 (Opening in fall of ’08)
Ongoing

b) Create a plan for the long-term preservation of Memorial Hall adhering to the New Orleans Charter.
Curator with VP/Operations
Current - 2008
Ongoing

**Goal 2**
All of written procedures and policies needed to manage the collection are in place and regularly reviewed.

a) Review annually:
- Collections plan
- Records Retention Plan
- Exhibition Plan
- Housekeeping Plan
- Pest Management Policy.
Curator
annually
Ongoing

b) Write remaining plans.
Curator
Disaster plan 2007
Ongoing

Curator
Preservation Plan 2007
Ongoing

c) Review Collections Plan Outline.
Curator
biannually
Ongoing

d) Review Long-Range plan.
Curator
biannually
Ongoing

e) Continually review Collections Move Plan.
Curator
Length of the move
Ongoing

**Goal 3**
The collection development policy reflects the new mission.

a) To update the collection, develop policy to extend the age of the audience to 11 years old.
Curator
DRAFT; review by Collections Committee

b)
c)
### MISSION AND COLLECTION MANAGEMENT (continued)

<table>
<thead>
<tr>
<th>Goal 4</th>
<th>Deaccession materials that do not reflect the mission of the Museum.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Review existing collection to determine if they are items in the collection that no longer reflect the mission.</td>
</tr>
<tr>
<td>b)</td>
<td>Develop a deaccessioning plan.</td>
</tr>
</tbody>
</table>

**Goal 5**
Enhance the holdings of the collection to reflect the current mission.

| a)     | Continue to develop contemporary plan to ascertain future collection needs and to identify gaps in the collection holdings. | Curator | Ongoing |

**Goal 6**
To maintain an archives of the institutional records of the Please Touch Museum.

| a)     | To use the collections software to process the collection. | Curator | Ongoing |
| b)     | To institutionalize the transfer of records from offices to the archives following the established retention schedule for records. | Curator | Ongoing |

**Goal 7**
Maintain a relationship with the Children’s Museum in Pittsburgh, PA to house a copy of all collection records.

| a)     | Site Visit to Pittsburgh | Curator/Operations | Fall 2007 | TBD |
| b)     | Establish timetable for annual record swap | Curator/Operations | Fall 2007 | DRAFT |
| c)     | Copies of records sent to Pittsburgh | Curator/Operations | Annually (?) | TBD |

**Goal 8**
A Preservation Awareness Program is in place to highlight and promote the preservation of the collections.

<p>| a)     | Provide written guidelines for researchers and staff about appropriate use and handling of collection materials. | Curator | March 2008 | DRAFT |
| b)     | Develop policies and procedures to ensure that all staff is aware of the need to safeguard collections items no matter where they are exhibited or stored. | Curator | January 2008 | DRAFT |
| c)     | Include preservation as a component of the Please Touch public relations efforts to ensure that the preservation concerns for the collections are continually brought to the attention of decision-makers, members, and visitors. | Curator/VP/External Affairs | January 2008 | DRAFT |
| d)     | Have a brochure on caring for family toys. | Curator/External Affairs | Fall 2008 | DRAFT |</p>
<table>
<thead>
<tr>
<th>ENVIRONMENTAL CONDITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective 1:</strong> To maintain environmental conditions in collection storage areas that meet conservation standards for the long-term preservation of the collection.</td>
</tr>
<tr>
<td><strong>Objective 2:</strong> To provide safe environmental conditions for the collections on exhibition.</td>
</tr>
<tr>
<td><strong>Responsibility</strong></td>
</tr>
<tr>
<td>----------------------</td>
</tr>
<tr>
<td>Goal 1</td>
</tr>
<tr>
<td>Maintain environmental conditions in storage and exhibition areas that meet desired set points.</td>
</tr>
<tr>
<td>a) Monitor conditions in Memorial Hall before collections are moved in.</td>
</tr>
<tr>
<td>b) Maintain an environmental monitoring program in storage areas to document temperature and relative humidity and regularly analyzes results so conditions can be appropriately adjusted.</td>
</tr>
<tr>
<td>c) Maintain a close relationship with the Facility Staff so problems are quickly reported and the specific environmental needs for the collections are clearly understood and are a Museum priority to maintain.</td>
</tr>
<tr>
<td>Goal 2</td>
</tr>
<tr>
<td>Have an environmental control system in Memorial Hall that can meet conservation standards in collections storage areas and stable conditions in exhibition areas.</td>
</tr>
<tr>
<td>a) Have as a priority goal for the renovation of Memorial Hall the installation of environmental control systems that can maintain environmental conditions needed to preserve the collections.</td>
</tr>
<tr>
<td>b) When an environmental control system design is prepared, have the plans and specs reviewed by a consultant in order to determine the ability of the proposed system to provide an environment that meets conservation standards. The consultant should be familiar with designing systems for historic buildings, museums, libraries, and archives.</td>
</tr>
<tr>
<td>Goal 3</td>
</tr>
<tr>
<td>Maintain light levels in storage and exhibition areas that meet the standards in the National Park Services Guidelines in the Museum Handbook Part I.</td>
</tr>
<tr>
<td>a) Prepare a lighting plan for Memorial Hall.</td>
</tr>
<tr>
<td>b) Purchase light monitoring equipment.</td>
</tr>
<tr>
<td>c) Monitor light levels.</td>
</tr>
<tr>
<td>Goal 4</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Maintain clean and pest free conditions in all collection storage and exhibition areas.</td>
</tr>
<tr>
<td>b) Maintain an ongoing cleaning program for collections storage areas.</td>
</tr>
<tr>
<td>c) Maintain an integrated pest management program.</td>
</tr>
<tr>
<td>d) Provide a dedicated and segregated area where all incoming collections are introduced into the building so they can be inspected.</td>
</tr>
<tr>
<td>e) Identify an area where infested materials can be quarantined in the current location and have an area where infested materials can be quarantined in Memorial Hall.</td>
</tr>
<tr>
<td>f)</td>
</tr>
</tbody>
</table>
**FACILITIES**

**Objective:** To maintain a facilities management program that provides schedules and guidelines for inspection and preventive maintenance for the building and mechanical systems, including an integrated pest management program, and timetable for replacement and upgrades to the building structure and systems.

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Target for Completion</th>
<th>Current status</th>
</tr>
</thead>
<tbody>
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<td></td>
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</table>

**Goal 1**
Complete the Standard Facilities Report form the registers committee of the American Association of Museums for Memorial Hall.

a) Implement filling out SFR for collections and Operations

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Target for Completion</th>
<th>Current status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curator/Operations/Exhibits</td>
<td>September 2007</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

b) 

c) 

**Goal 2**
Maintain the current building so collections are protected and are housed and exhibited in safe conditions.

a) Collections staff is in regular communication with the facilities staff to ensure the building is well maintained.

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Target for Completion</th>
<th>Current status</th>
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</thead>
<tbody>
<tr>
<td>Curator/Director of Operations</td>
<td>Monthly</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

b) 

c) 

**Goal 3**
Establish an ongoing facilities management program for Memorial Hall.

a) Collections staff is in regular communication with the facilities staff to ensure the building is well maintained and regular inspections and maintenance is conducted.

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Target for Completion</th>
<th>Current status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curator &amp; Director of Operations</td>
<td>Monthly—Annual Review</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

b) 

c) 

**Goal 4**
Ensure that all systems in Memorial Hall are tested and sustained until collections are moved into Memorial Hall.

a) HVAC/plumbing/electric review

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Target for Completion</th>
<th>Current status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations</td>
<td>Monthly – Fall 2008</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

b) 


## SECURITY AND DISASTER PREPAREDNESS

### Objective:
To safeguard the Please Touch Museum emergency preparedness systems and procedures will be in place, including internal and external security systems and procedures, fire detection and suppression systems, an emergency response and recovery plan, evacuation routes, emergency supplies on-site, and staff training in emergency procedures.

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Target for Completion</th>
<th>Current status</th>
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</table>

#### Goal 1
Complete and implement an Emergency Response and Recovery Plan to facilitate quick, efficient, and effective response at the time of an emergency.

- **a)** Annually update the Emergency Response and Recovery Plan including call lists and vendor lists. (Curator/Director of Operations) December 2007
- **b)** Annually meet with facilities staff and safety committee to identify mitigation needs and to develop and review strategies for emergency response. (Curator) Ongoing
- **c)** Have an emergency response team in place that meets on a regular basis. (Curator/Director of Operations) Ongoing
- **d)** Maintain a stock pile of supplies to respond to a small emergency. (Curator) Ongoing

#### Goal 2
Maintain relationships with first responders, such as Fire and Police departments, Fairmount Park Commission and Philadelphia’s emergency management department.

- **a)** Meetings with first responders should include collections staff. (Curator/Director of Operations) Ongoing

#### Goal 3
Have staff trained in emergency response and salvage techniques to enable them to make informed decisions.

- **a)** Review annually with staff the Emergency Response and Recovery Plan. (Curator/Operations) Ongoing
- **b)** Annually hold an in-house training session on recovery methods. (Curator/Operations) Ongoing
- **c)** Send staff to workshops or training sessions on emergency response and recovery. (Administration) Ongoing
- **d)** Build relationships with conservators who can assist at the time of an emergency and provide training for staff. (Curator) Ongoing
- **e)** Have an orientation session to review emergency response plans and security procedures after moving to Memorial Hall. (Curator/Operations) Ongoing
**SECURITY AND DISASTER PREPAREDNESS (continued)**

### Goal 4
Have a comprehensive fire protection program for Memorial Hall including the installation of a centrally monitored fire protection and suppression system.

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</thead>
<tbody>
<tr>
<td>a)</td>
<td>Create plan for fire program</td>
<td>Operations</td>
<td>Fall 2008</td>
</tr>
<tr>
<td>b)</td>
<td>Maintain and regularly test fire protection program</td>
<td>Operations</td>
<td></td>
</tr>
</tbody>
</table>

### Goal 5
Provide for security of the building and collections.

<p>| | | | |</p>
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</thead>
<tbody>
<tr>
<td>a)</td>
<td>Maintain a log book that records when staff enters and exit the storage area.</td>
<td>Curator</td>
<td>Immediate</td>
</tr>
<tr>
<td>b)</td>
<td>Collections staff should escort and monitor maintenance staff and contractors in storage areas.</td>
<td>Curator</td>
<td>Immediate</td>
</tr>
<tr>
<td>c)</td>
<td>Install the appropriate security systems in Memorial Hall and secure collections in storage and exhibition.</td>
<td>Curator/Operations</td>
<td>Spring 2008</td>
</tr>
</tbody>
</table>
**SPACE AND STORAGE**

<table>
<thead>
<tr>
<th>Objective: To have all of the collections stored in a stable environment and on appropriate storage furniture with adequate space for collection storage and use.</th>
<th>Responsibility</th>
<th>Target for Completion</th>
<th>Current status</th>
</tr>
</thead>
</table>

**Goal 1**
To have sufficient space to house the collections in Memorial Hall.

a) Conduct a long-term space needs assessment to project the space needs for the Please Touch Museum for the next 20 years and to determine the storage space requirements for housing all the record of permanent retention in Memorial Hall.

<table>
<thead>
<tr>
<th></th>
<th>Curator</th>
<th>December 2007</th>
<th>Ongoing</th>
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</thead>
</table>

b)  

**Goal 2**
To have sufficient storage furniture to house the collections in Memorial Hall.

a) Purchase compact shelving for the collections in storage.

<table>
<thead>
<tr>
<th></th>
<th>Curator/Exhibits</th>
<th>Spring 2008</th>
<th>Ongoing</th>
</tr>
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</table>

b) Install compact shelving

<table>
<thead>
<tr>
<th></th>
<th>Curator/Operations</th>
<th>Spring 2008</th>
<th>Ongoing</th>
</tr>
</thead>
</table>

**Goal 3**
To have cold storage for fragile materials.

a) Identify location for cold storage on-site or off-site.

<table>
<thead>
<tr>
<th></th>
<th>Curator/Operations</th>
<th>December 2007</th>
<th>Ongoing</th>
</tr>
</thead>
</table>

b) Contract for emergency space

<table>
<thead>
<tr>
<th></th>
<th>Operations</th>
<th>December 2007</th>
<th>Ongoing</th>
</tr>
</thead>
</table>
## EXHIBITIONS

<table>
<thead>
<tr>
<th>Objective 1</th>
<th>Collections are exhibited in ways that minimize damage and take into account the preservation needs of the objects, including light levels, environmental conditions, and exhibit furniture and materials.</th>
<th>Responsibility</th>
<th>Target for Completion</th>
<th>Current status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal 1</td>
<td>Prepare an exhibitions policy.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Draft Exhibition Plan</td>
<td>Curator</td>
<td>September 2007</td>
<td>DRAFT</td>
<td></td>
</tr>
<tr>
<td>b) Review Exhibition Plan</td>
<td>Curator/Exhibits</td>
<td>October 2007</td>
<td>DRAFT</td>
<td></td>
</tr>
<tr>
<td>c) Approval of Exhibition Plan</td>
<td>Board</td>
<td>December 2007</td>
<td>DRAFT</td>
<td></td>
</tr>
<tr>
<td>Goal 2</td>
<td>Objects placed on exhibition are in good condition.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) All objects placed on exhibit are evaluated to ascertain object condition, conservation treatment needs and an overall assessment of the safety of items in terms of environment, light levels, security and display furniture and materials is conducted.</td>
<td>Curator</td>
<td>Spring 2007</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reformat Captain Noah broadcast tapes for upcoming exhibition.</td>
<td>Curator</td>
<td>Winter 2007</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Goal 3</td>
<td>Conservation-grade materials are used in all exhibits.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Maintain list of conservation materials</td>
<td>Curator</td>
<td></td>
<td>Ongoing</td>
<td></td>
</tr>
</tbody>
</table>
**COLLECTIONS OVERALL**

<table>
<thead>
<tr>
<th>Objective:</th>
<th>Responsibility</th>
<th>Target for Completion</th>
<th>Current status</th>
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<tbody>
<tr>
<td>To provide for the long-term preservation of the Please Touch Museum and maintain the collection for handling for use by repairing, conserving, or reformatting of materials.</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Goal 1**

Collections priorities are established that assist in determining the order in which individual items or parts of the collections should receive a preservation activity, such as rehousing, reformatting, cleaning, repair, and conservation treatment.

| a) | Based on the recent conservation collection assessment, establish criteria for deciding what level of treatment is needed to provide a systematic approach for treatment, cleaning, repair, rehousing, and reformatting options. | Curator | December 2007 | Ongoing |
| b) | Determine which collections should have an up-to-date appraisal. An appraisal provides useful information to factor into decisions about storage location, priority for conservation treatment, and priority for salvage in an emergency. | Curator | Spring 2008 | Ongoing |
| c) | Prepare guidelines for determining salvage priorities in the event of an emergency. | Curator | Summer 2008 | Ongoing |

**Goal 2**

Develop a comprehensive plan for housing objects and their packaging.

| a) | Systematically rehouse the collection in appropriate housing systems and materials. | Curator | February 2008 | Ongoing |
| b) | | | |
| c) | | | |

**Goal 3**

Maintain a housekeeping plan for the collections.

| a) | Prepare a housekeeping plan and schedule for exhibition and storage areas. | Curator | December 2007 | DRAFT |
| b) | | | |
| c) | | | |
## MOVING THE COLLECTION

**Objective:** To have a well-executed, efficient, and safe move of the collection to Memorial Hall.

<table>
<thead>
<tr>
<th>Goal 1</th>
<th>To create a detailed moving plan.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Write and review Moving Plan</td>
</tr>
<tr>
<td></td>
<td>Curator/Exhibits</td>
</tr>
<tr>
<td></td>
<td>September 2007</td>
</tr>
<tr>
<td></td>
<td>DRAFT</td>
</tr>
<tr>
<td>b)</td>
<td>Identify items in the collection that must be packed and carted by a professional art handler.</td>
</tr>
<tr>
<td></td>
<td>Curator</td>
</tr>
<tr>
<td></td>
<td>December 2007</td>
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<tr>
<td></td>
<td>Ongoing</td>
</tr>
<tr>
<td>c)</td>
<td>Contract with professional handler and prepare timetable for moving</td>
</tr>
<tr>
<td></td>
<td>Curator</td>
</tr>
<tr>
<td></td>
<td>January 2008</td>
</tr>
<tr>
<td></td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal 2</th>
<th>Prepare the collection to be safely packed for moving.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Purchase supplies for packing, barcoding, labeling, etc.</td>
</tr>
<tr>
<td></td>
<td>Curator</td>
</tr>
<tr>
<td></td>
<td>December 2007</td>
</tr>
<tr>
<td></td>
<td>Ongoing</td>
</tr>
<tr>
<td>b)</td>
<td>Update collections records with packing/moving information</td>
</tr>
<tr>
<td></td>
<td>Curator</td>
</tr>
<tr>
<td></td>
<td>December 2007</td>
</tr>
<tr>
<td></td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal 3</th>
<th>Have sufficient staffing to pack and reinstall the collection.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Draft grants for additional staff assistance</td>
</tr>
<tr>
<td></td>
<td>Curator</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Ongoing</td>
</tr>
<tr>
<td>b)</td>
<td>Use museum staff (trained for emergencies) to assist with move issues.</td>
</tr>
<tr>
<td></td>
<td>Curator/Operations</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>c)</td>
<td>Issue call for collections intern(s)</td>
</tr>
<tr>
<td></td>
<td>Curator/HR</td>
</tr>
<tr>
<td></td>
<td>Fall 2007</td>
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<tr>
<td></td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
## RESOURCES

**Objective:** To have sufficient resources for the Please Touch Museum provision proper processing, housing and exhibiting collections, ongoing collecting, collections maintenance and repair, and time to assist researchers.

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Target for Completion</th>
<th>Current status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To develop strategies to fund an ongoing Preservation Program through annual budget allocations and grant awards.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) To ask for money in the annual budget.</td>
<td>Curator/ VP Exhibits</td>
<td>September 2007</td>
</tr>
<tr>
<td>b) Work with Development to draft grant applications for collections projects</td>
<td>Curator/ Development</td>
<td>Ongoing</td>
</tr>
<tr>
<td><strong>Goal 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop strategies to fund collection growth.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Develop a budget to sustain collection growth for acquiring new items and retrospective purchasing.</td>
<td>Curator/ VP Exhibits</td>
<td>Annually</td>
</tr>
<tr>
<td>b)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Goal 3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To support a processional staff who can manage and services the collections.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) To identify the staffing needs to move the collection to Memorial Hall.</td>
<td>Curator/ VP Exhibits/ Admin</td>
<td>Fall 2007</td>
</tr>
<tr>
<td>b) Identify staffing needs for ongoing management of the collection.</td>
<td>Curator/ VP Exhibits</td>
<td>Fall 2007</td>
</tr>
<tr>
<td>c) To develop a position that serves as a resource play and manages the resource center and archives.</td>
<td>Curator</td>
<td>?</td>
</tr>
<tr>
<td><strong>Goal 4</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To support staff training so they can continue to update their skills and be informed about new techniques and methodologies that are important for the preservation of the collection held by the Please Touch Museum.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Identify preservation/collection related classes, workshop and symposia</td>
<td>Curator</td>
<td>Ongoing</td>
</tr>
<tr>
<td>b) Register and attend collections workshop(s)</td>
<td>Curator</td>
<td>Ongoing</td>
</tr>
<tr>
<td>c)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>