

## “A Smashing Day on Packing & Handling”

Tuesday 14<sup>th</sup> October – 10.00am to 15.30pm  
Lecture Room, St. John's Hall, Penzance

To be led by Alison Bevan & Jeremy Rice (Penlee House Gallery & Museum) and Tamsin Daniel (formally V&A and Royal Cornwall Museum)

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The biggest risk to our collections is ourselves ~ but with training and help in identifying pit-falls (!) your collections can be in safer hands and you'll feel more confident to handle any situation.

This day will concentrate on packing artefacts and paintings ~ whether for loan or just to move things around your own building, or for safe storage. We'll be looking at condition checking: how to assess the vulnerability of the item, whether any measures need to be taken to reduce the risk to the item in transit or while on display, and finally how to create a condition report and facilities report. We'll then be looking at all the issues around packing, handling and transportation ~ including what to expect lenders to require of you. There will be practical sessions on different types of packing and the sorts of materials commonly used and we'll end by looking at 'disaster management'!

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### **FREE to anyone working or volunteering in a museum in the South West**

If you are interested in attending the work-day, please return the enclosed booking form by the 29<sup>th</sup> September 2008. To keep this workshop really hands-on, we have to keep the numbers low, so please do book your place as soon as possible.

This workshop is part of a series of Skill-sharing Workdays, on a range of topics, throughout the region brought to you by the South Western Federation of Museums & Art Galleries.

With kind support from MLA South West and made possible with Renaissance Funding.

For more information on this workday, please contact:

**Ed Bremner** (Federation Co-ordinator) on [co-ordinator@swfed.org.uk](mailto:co-ordinator@swfed.org.uk) – 01822 832574

**Alison Bevan** (Federation Vice-chair) on [vice-chair@swfed.org.uk](mailto:vice-chair@swfed.org.uk)

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Lecture Room, St. John’s Hall, Penzance, Cornwall

10:00 **Tea & coffee**

10:30 **Session A – Condition Checking – Alison Bevan**

What to look for in assessing an item; What’s old, What’s new, What’s worrying; terminology, recording and how to communicate what you see to another person; creating or completing a condition report; facility reports and lender expectations

11:15 Practical session & hand-out of templates

11:30 **Session B – Packing paintings – Jeremy Rice**

Practical session looking at how to prepare a framed, glazed and unglazed painting for packing or just moving; handling issues; packing techniques; discussion around transportation

12:45 **Lunch (provided)**

13:30 **Session C – Packing the Rest – Tamsin Daniel**

Practical Session on packing or just moving ceramics, textiles and all the rest; handling issues; packing materials and techniques; discussion around transportation

14:45 **Session D – Couriering & Disasters - All**

A practical session working with the images that you created in the morning; optimising images, creating surrogates and entering in Image Management System

15:00 **Tea & Coffee**

Including final discussions

15:30 **Close**

## Further information from:

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