



Components of an Environmental Management Policy for Collections

Establish an Environmental Management Team

- Establish a team of staff/volunteers that are stakeholders in the environmental management of the museum/archives/library. Team members may include curator, collections manager, registrar, conservator, facilities manager, HVAC contractor, etc.
- Determine how the team will function and where responsibility for various tasks will lay.

Outline system capabilities

- Identify the type of HVAC systems serving the collections facility.
- Document the temperature and relative humidity ranges that the system was designed to maintain
- If there are multiple air handlers, identify which air handler(s) serves the collections areas.
- Include drawings that show locations of ductwork, thermostats, air supply and return vents. Also indicate on drawings any area that can affect environmental conditions, such as sources of heat or moisture, or windows.

Establish set points

- Based on the capabilities of the HVAC system, establish set points for temperature and relative humidity for any area where collections are stored or exhibited. Note: Seasonal set points may need to be established to account for system capabilities.
- Determine if sensitive collections materials will be maintained in specialized storage environments or microclimates.
- Determine the acceptable amount of monthly drift for temperature and relative humidity.

Systems maintenance schedule

- Establish a regular maintenance schedule for environmental systems. Some inspections may need to happen monthly while other tasks may be based on seasonal environmental fluctuations.

Monitoring methods and protocols

- Outline what equipment will be used to monitor the environment.
- Document placement of environmental monitoring equipment.
- Establish a schedule for recording, downloading, or reading environmental data.
- Determine how data will be analyzed to determine if set points are being met.

Protocols for adjustment to systems

- Determine how adjustments to systems will be made should environmental monitoring determine that systems are functioning at sub-optimal conditions and set points are not being met.
- Establish who on the Environmental Management Team has the authority to adjust systems.