

**Triggered Events (Int and Ext) and influences**

Trigger eg. Exhibition idea comes to department from a curator

**Process**

**Exhibition**

**Documents**

Resources

Existing documentation including condition reports, exhibition history

Movement

Treatment

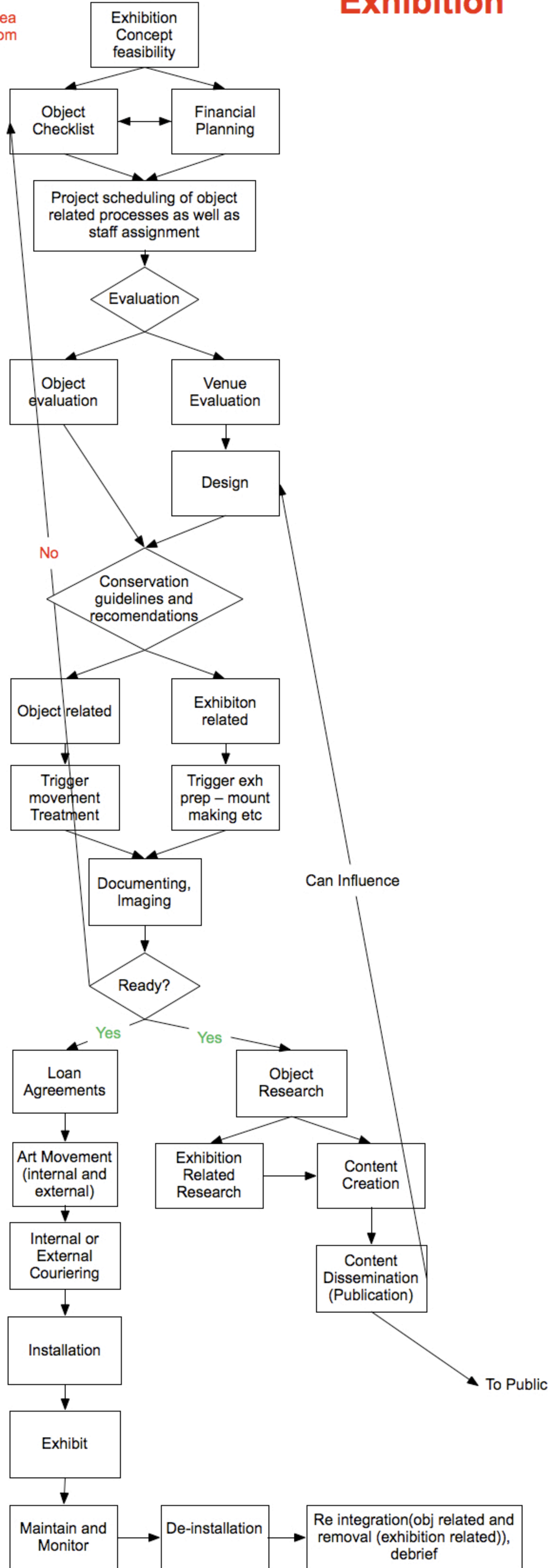
Photography

Loans

Movement

Environmental Monitoring+

Movement



Object List in-house and/or loans in

Schedule

Condition Report

Exhibition checklist

Documentation of treatment

Mounts

Database entry, Photography

Loan agreements, Installation instructions

Catalogue, Guided tours, gallery talks, interpretative information

Condition reports, environmental threats documented

# EXHIBITION!

begin → in house show

- 2 Receipt of checklist
- 1 Planning Meeting / Feasibility
- 1 Condition Assessment / Receipt - Revisions
- 2 Project Schedule 3
- 4 Vendor Identification / Staff Assignment
- 5 Movement
- 5 Treatment - Proposal, Execution, documentation
- 6 Technical Study 6b  
(Approval / Proposal) *→ MOVE TO No. 2*
- 8 Mounts - (Specification, (Budgeting), Fabrications
- 12 De-installation + Re-condition report
- 12 Return to Storage 13

# Environmental ~~to~~

- 7 11 Monitoring Preparations 9
- 7 Photography (For Publication)
- 10 File Documentation (end) 14
- 10 Installation

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## Exhibition 1: Discussion Summary

There was a great deal of discussion over how conservators fit into the exhibition planning process. The group decides to describe the series of events that would take place in the development of an exhibit created from the institutional holdings and that would not travel. The general consensus over the events involved and the sequencing is as follows:

### Planning / Meeting / Determining feasibility

Curators float idea for an exhibition and discuss with exhibition staff. Meetings are held to develop checklists and determine feasibility of creating the exhibit with the objects involved. The process is iterative in that multiple meetings may be held.

#### Inputs:

- Existing documentation including condition reports, exhibition history.
- Outputs: exhibition checklist

### Creation of Project Schedule / Receipt of checklist

Project schedule is developed. This will undergo tweaks throughout project but final date is fixed early on. Checklist of items is delivered to conservators.

### Condition Assessment

The condition of items on the checklist is assessed by direct inspection and consultation of condition reports

### Vendor Selection / Staff assignment

If no conservation staff exists, vendor selection is made, otherwise conservation staff is assigned to project based on appropriate skill sets

### Movement

Objects are moved to curatorial divisions, conservation departments, preparator's department, etc. Movements of objects occur throughout the project lifecycle.

### Treatment Proposal / Approval / Execution / Documentation

- OUTput: Items requiring conservation treatments are identified. Treatment proposals are generated,
- Output: Approvals are secured for items that can be included in the exhibition.
- Treatments on items requiring conservation are executed. This includes the full set of processes that are involved in the treatment and documentation of treatments, including condition photography for Before, During After, treatments.
- Output: Documentation of treatments

### Photography for publication

Photography for publication is carried out. This is distinguished from treatment documentation photographs, standard condition photographs etc, that would have occurred in previous step

### Mounts

Fabrication of mounts for all types of objects. According to specifications of conservator or done under supervision of conservator.

### Gallery preparation

Establishment of correct environmental conditions for objects on display

### Installation

Installation of exhibition

### Environmental monitoring

This process is continuous throughout exhibition period.

Outputs: humidity/ temperature/ light level readings, cumulatively monitored

### De-installation

Outputs: condition reports

Output: Cumulative exposure to environmental threats documented

Packaging/return to storage

Output: movement records, exhibition history

### Return of items to storage

### File documentation

Put all documentation of exhibition history including all forementioned outputs in file. This is the end of the process.

### Related notes:

The confirmation of an object's suitability for exhibition and/or loan often depends on the institutional memory of a senior conservator. As a result, an object can be denied approval for exhibition and/or loan for many years with no documented reason.

Group did not include 'crating issues' in our model related to exhibitions

# EXHIBITION



## Exhibition 2: Discussion Summary

We decided initially we would begin to get our stakeholders together—curators, conservators, security, pr & marketing

- Generate an object checklist (in-house and/or loans in)
- Conservators would assess condition of objects on list decide yes/or no
- Treatment plan, how many conservators and how long
- Display and environmental conditions, security and mounting (involve design at this point) – which would loop nicely back to
- What resources and budgets do we need?
- Final object list determine
- Treatment begins

Documentation this is generated as part of the process:

- Documentation
- Treatment records
- Photographs
- Catalogue
- Guides and tours, gallery talks for all levels and all ages
- Interpretive information

Timeline—3 years, 2 years

Workflow steps at the end of the exhibition

- Don't forget deinstallation and reverse process (comment: they walk backwards and talk backwards)
- In terms of the whole full process that debrief is really important – one of our problems is we have debriefs but nothing happens

## Another outline of the process

Types of exhibitions

- All in-house
- Partial loans and in-house
- All loans (canned show)
- Outgoing loans – to some other institution
- Similarities
  - condition assessment and reporting
  - review of checklist
  - more...

Meet to discover nature of exhibition

- General environmental parameters therefore which conservators
- Object checklist (frequently delayed in coming)
- Scheduling activities / planning
  - ID conditions, ID testing, ID cases, ID specification

- Choose personnel / fit work into other existing schedules
- Venue determination
- Report back on feasibility / viability of objects for exhibition
- Finalize list
- Register the incoming objects (into lab)
- Schedule / assign
  - Couriers / movement
  - Mount makers
  - Outside conservators
  - Develop custom design packing and shipment
  - Pick up outbound from lab to other points
  - Fine tune HVAC controls and working with lighting people
  - Review exhibition design / ID potential problems for visitor access / security
  - Outreach to media re inside stories
- Treatment – address the issues of each object
  - Re-house
  - Mat
  - Installation instructions
  - Security
  - Propose budgeting and scheduling
  - Condition objects
  - Assist artists in preparing their works
- Recommendations for future actions unrelated to the exhibition
- Installation
  - Direct involvement with difficult objects
  - Triage
  - Follow up with final installation
    - Lighting levels e.g. – cumulative light exposure
    - Security walk through
- Maintain exhibition
  - Dusting
  - Swapping out objects, i.e., light levels, turning pages
  - HVAC alarm response – general response
- De-installation
  - Condition report and re-house
  - Return objects to wherever

**Triggered Events (Int and Ext) and influences**

Trigger eg. Exhibition idea comes to department from a curator, as a result of research and/or directly from conservator.

**Exhibition**

**Documents**

Resources

Existing documentation including condition reports, exhibition history

Conservation guidelines and recommendations

Movement

Treatment

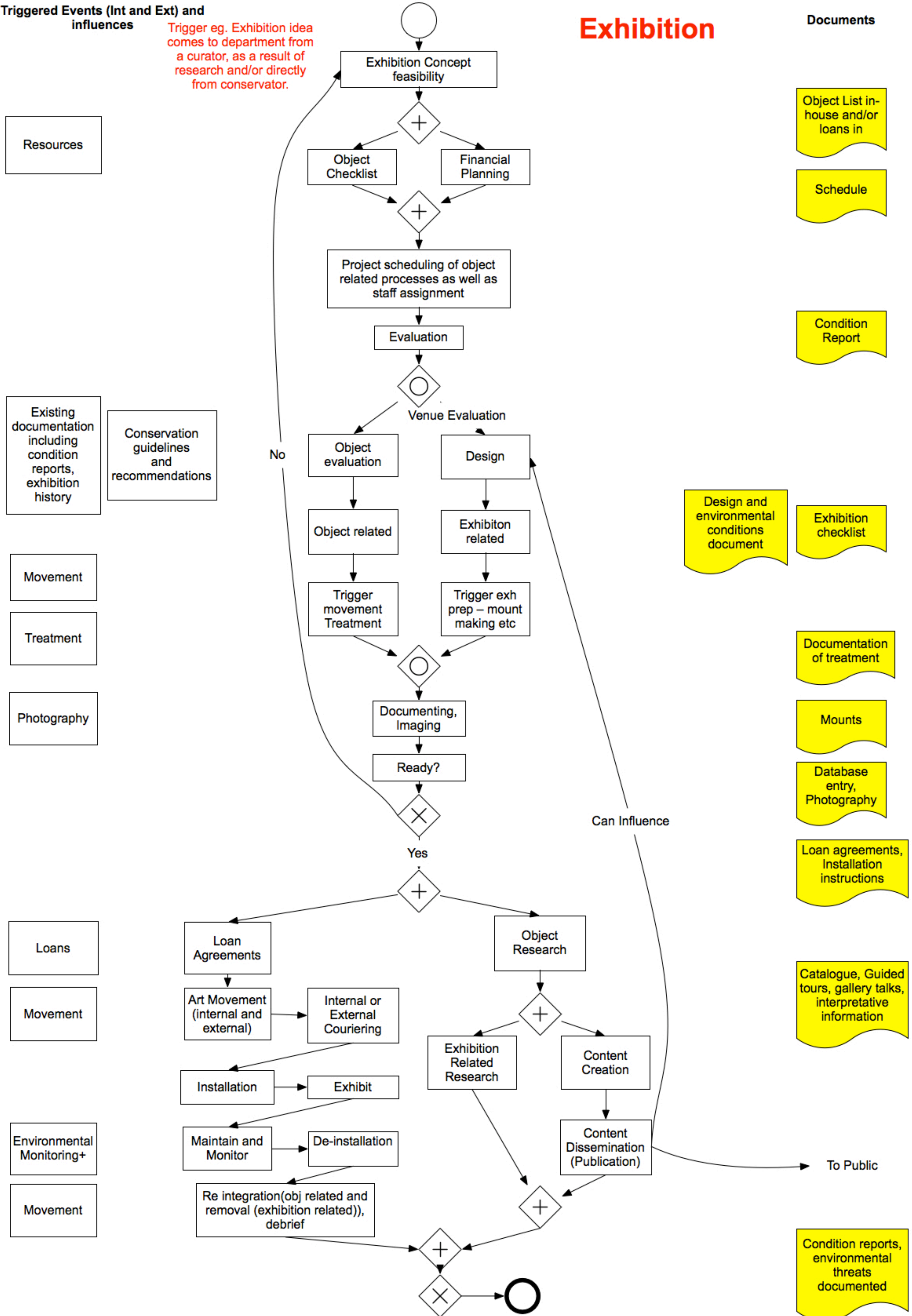
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Object List in-house and/or loans in

Schedule

Condition Report

Design and environmental conditions document

Exhibition checklist

Documentation of treatment

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Database entry, Photography

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To Public

Condition reports, environmental threats documented