

Caring for your collections: Housekeeping checklist

Continuously and / or daily monitor

- ☐ Temperature
- ☐ Relative humidity
- ☐ Light
- ☐ Access / security
- ☐ Quarantine check (for mould and pests) any new collection material or donations that arrive.
- ☐ Check air quality (i.e. dust, odours and mould). Organise for technicians to attend or report to maintenance / management.

Weekly

- ☐ Vacuum and clean floors thoroughly, especially around cabinets/drawers and shelves.
- ☐ Dust tops of shelves and cabinets.
- ☐ Ensure cabinets are locked and safe.

Monthly

- ☐ Check pest traps, identify insects and record findings on a pest/trap log, refer over page.
- ☐ Open cabinets / drawers and check collection items looking for evidence of damage and/or items not stored correctly.
- ☐ Check items on exhibition display; remove sensitive paper-based items; page turn books and/or rotate items.
- ☐ Check and monitor known leak/water entry points for recent damage or moisture.

Annually

- ☐ Ensure air conditioning filters and duct work are clean and changed. Organise technicians, contact building maintenance or management.
- ☐ Thoroughly check physical cabinets and collection materials. Check for rust and / or off-gassing from furniture and photocopiers in close proximity.
- ☐ Check collection material for pests, mould, handling damage and deterioration.

5-10 years

- ☐ Check and change storage boxes and enclosures, if they show signs of ageing deterioration, wear and tear.
- ☐ Review and replace storage furniture, if necessary.
- ☐ Work towards improving environmental conditions within the building (as funds permit and are made available) to achieve Museum, Library and Gallery Standards. Refer to the [Australian Institute for Conservation of Cultural Material \(AICCM\) Environmental Guidelines](#)

The procedures described here have been used by State Library of Queensland in the care of its collections and are considered suitable by State Library as described; however, State Library will not be responsible for damage to your collections should damage result from the use of these procedures.

Need further information?

(07) 3840
7810 | <http://www.slq.qld.gov.au/preservation>

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Trap log – Integrated Pest Management Programme

(IMPORTANT: Ensure traps with pests in them are replaced so the same pests are not counted again.)

| Location: | | | | | |
|------------------|--------------------|----------|---|--|------------------------------|
| Date trap placed | Date of inspection | Trap no. | Exact trap location (e.g. bay and shelf no.) | No. and type of pests captured (see key below) | New trap placed (Date) |
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Key: A = Ant; C = Cockroach; Ci = Cigarette Beetle; CA = Carpet Beetle; CR = Cricket; S = Silverfish; SP = Spider; BL = Booklice; G = Gecko; L = Lizard;
R = Rat; M = Mouse; VF = Vinegar Fly; U= Unidentified insect