

## Caring for your collections: Housekeeping checklist

### Continuously and/or daily monitor

- Temperature
- Relative humidity
- Light
- Access/security
- Quarantine check new material or donations as they come in
- Check air quality, i.e. dust, odours etc. and report anything unusual to maintenance or 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 pest/trap log
- 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; 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 (if necessary) storage furniture
- Work towards improving environmental conditions within building (as funds permit and are made available), to achieve Museum, Library and Gallery Standards (as funds permit and are made available)

*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.*

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### 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 (eg. bay and shelf no.)	No. and type of pests captured (see key below)	New trap placed (Date)

**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