

Universeum Working Group on Recent Heritage of Science
http://www.universeum.it/working_groups.html

CHECKLIST FOR THE PRESERVATION AND ACCESS OF RECENT HERITAGE OF SCIENCE

This document aims at providing a simple checklist for the preservation and access of recent material heritage of science. It was produced in the Workshop of UNIVERSEUM Working Group on Recent Heritage of Science (WHRHS) that took place in Athens, 12 May 2015. It directed at everyone involved in the process of preserving objects and collections (scientists, technicians, museum and heritage professionals, etc).

It needs to be read in the light of two other documents produced by the Working Group: **Selection Criteria** and **Minimum Requirements** for recent heritage of science, accessible on UNIVERSEUM website.

Keep the following steps in mind:

1. **Be proactive all the time:** identify researchers, laboratories and the current state of scientific activities/research questions of your University already before they become history.
2. **Identify people:** locate the specialists that generate, operate and will assist you with the objects. Work with them throughout the preservation and access process.
3. **Identify the objects/modules or groups of objects no longer in use or at terminal stages of their cycles:** understand these objects and their material and conceptual contexts.
4. **Start a basic cleaning of the objects:** apply decontamination techniques and make a diagnosis of any hazardous materials.

5. **Make a basic selection of objects:** this will be based on conservation/hazardous and basic identification and should be done with practitioners (scientists, technicians, students). At this stage, you can use the Universeum document *Selection criteria for recent material heritage of science*.
6. **Reassemble the collection:** document objects' biographies, use oral history techniques. At this stage, it is important to be aware of the objects' origins and context; make a checklist of research questions that you can use to enrich the documentation of every object. Again, refer to Universeum document *Selection criteria for recent material heritage of science*. This requires the collaboration of practitioners too.
7. **Make a second selection of objects:** base this selection on documentation made in point 6.
8. **Make a minimal catalogue/inventory:** At this stage, use museum standards for registration, even if minimal (number, identification, classification, description, photography, labeling, biography). Use paper or digital records.
9. **Prepare preservation:** prepare preservation, whether on display or storage. Use the Universeum document *Minimum requirements for preservation and access of recent heritage of science*.

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17 January 2016