

# COLLECTION STORAGE ROOMS

The protection of collection storage rooms, or those rooms where accessioned art work, rare books, or "on loan" artwork is stored shall be secured in a special manner that affords a higher level of protection from both internal and external threats. These rooms are commonly referred to as "vaults," and should be protected as such.

A detailed list of recommended features is found in "Suggested Guidelines for Museum Security", Section 14 (revised 2002). The following guidelines should serve as a summary of methods and procedures for consideration by this institution:

1. Walls shall be floor to the slab above, with no penetrations. Walls shall be of such construction as to deter entry by breaking through drywall or other surfaces.
2. Entry doors shall be of metal or solid core wooden construction.
3. Window glass should be avoided in any room where collection materials are stored. Where present, glass should be bullet resistant, and frames protected from removal by mechanical means or by force.
4. The collection storage area shall restrict access by any other than specifically authorized persons. The desired means of control is by electronic access controlled doors. Where the use of electronic locks is not practical, mechanical locking systems utilizing hardened steel locking cores, and restricted key issue is recommended.
5. A manual sign-in sheet should be utilized where electronic locks reporting to a computerized database are not available.
6. Access controlled doors may be activated/opened by use of electronic card readers, combination touchpad/card readers, biometric scanning devices, or other electronic means which scrutinize users to determine proper levels of authority.
7. Any doors accessing collection storage shall be protected by concealed magnetic door sensors, or high security (bias) type door sensors.
8. Seismic sensors may be considered where wall or ceiling penetration is possible.
9. Dual technology or better motion sensors should be within the collection storage area to deny the possibility of "stay behinds," and to detect movement of any kind when the room is secured.
10. Video surveillance cameras should be placed to observe activity at the room's entry(s), and within the room itself to observe as much activity as possible.