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Preparing for Travel

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Creating a Safe Environment at Home

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Selecting a Storage Facility

4



Monitoring the Value of the Collection

5



Keeping an Inventory

Step 1:
Transportation
Preparing for Travel

Trucks should have dual drivers, climate control, alarm system & GPS tracking

Request for condition reports before packing & after unpacking

Check if the art shippers will use third parties and temporary storage locations during transit

Check on options for insurance cover for local and international transit

Work with professional art shippers & handlers who are experienced in packing and transporting, as well as providing advice on customs and taxes

Step 2:
Display & Maintenance
Creating a Safe Environment at Home

Temperature: 21 - 24°C
Humidity: 45 - 55%

Use proper artificial lighting and do not display artwork directly under light or sunlight

Avoid displaying artwork where there is busy human traffic

Mount fragile artwork securely

Install fire alarms or smoke detectors

Do not install water sprinklers above artwork as water will cause some damage

Outdoor sculptures should be able to withstand the elements

Install glass break sensors for windows & skylights

Install burglar alarms, CCTV cameras & motion detectors at all points of entry

Ensure the proper maintenance of artwork made from unusual mediums

Step 3:
Storage
Consider these factors when selecting a storage facility

ABC Paint Company

No hazardous adjacent exposure

XYZ Art Storage

Acceptable building construction and physical condition

Sufficient fire/security protection and temperature/humidity control

Artwork needs to be elevated on racks

Acceptable inventory management

Experienced staff in handling artwork of all forms

Step 4:
Monitoring Updated Values

Ensure the valuation of the art collection is **up-to-date** to avoid inadequate insurance coverage in the event of a claim

Step 5:
Database
Keeping an inventory

Create and regularly update a database of the collection

Store duplicates (in hard and soft copies) of database, invoices, appraisals and authenticity certificates in different locations

Include full descriptions of all artworks in the database

i. Title	v. Source
ii. Artist, Medium	vi. Date of purchase
iii. Dimensions	vii. Current location
iv. Year of creation	

Photograph the artwork