

FOCUS ON COLLECTIONS CARE

EUGENE, OREGON

**Hosted by the Jordan Schnitzer
Museum of Art, University of Oregon**

OCTOBER 19–21, 2011

**A series of workshops for institutions
with material-based collections**



BALBOA ART CONSERVATION CENTER

P.O. Box 3755
San Diego, CA 92163-3755

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WESTERN REGION FIELD SERVICE

The Western Region Field Service Program (WRFSP) supports preservation efforts at collections-based institutions throughout BACC's four-state western region: Arizona, California, Oregon, and Washington. Launched in 2000 with major support from the National Endowment for the Humanities, the program currently provides museums and historical organizations across a 370,000-square-mile area with the following services:

- Workshops on basic preservation theory and practice
- On-site preservation planning surveys
- Consultation on specific preservation issues
- Reference and technical inquiry response service

ABOUT BACC

The Balboa Art Conservation Center (BACC) is a nonprofit regional conservation center devoted to the preservation of material culture in the areas of art and history. BACC serves both institutions and private clients in the western region—Arizona, California, Oregon, and Washington. Our twenty members, as well as the private and institutional clients that utilize BACC on an independent basis, benefit from their access to our highly trained, professional staff. Our approach to collections care issues is comprehensive and broad based. The services we offer cover a wide spectrum, from environmental evaluation and storage design, to the formulation and implementation of complex treatments for works on paper and paintings, to technical analysis and support for art historical study.



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ENROLLMENT

Please send completed registration form and check (made payable to BACC) to:

Balboa Art Conservation Center
Attn: WRFSO
P.O. Box 3755
San Diego, CA 92163-3755

NOTES

Lunch is not provided.

Refunds will be given until 14 days prior to the workshop date.

If you have special needs, or require further information, please contact BACC immediately at 619-236-9702.

STIPENDS

Financial assistance of \$100 will be made to defray registration costs for one participant in each workshop per day. To be eligible, individuals must work for a nonprofit institution with historical or cultural collections that are accessible to the public. The institution must have a total annual operating budget of \$500,000 or less. BACC will also offer additional stipends to staff of tribal museums and institutions.

Applicants for both the general stipend and tribal museum/institution stipend must submit a one-page letter that addresses the institution's need for staff training in this subject, commitment to preserving cultural collections and making them accessible to the public, and readiness to address these needs. The letter should also include a brief description of the collections held by the institution. Applications should be sent to BACC and postmarked by Wednesday, September 28, 2011. Recipients will be notified by Wednesday, October 5, 2011.

Surveying and Assessing Collection Needs

PRESENTER: Janet Ruggles, BACC Chief Conservator of Paper

Surveying and assessing an institution’s collection care needs is an important step in the development of a preservation plan. Participants will learn about different types of surveys and assessments, and how best to evaluate institutional needs and shape the resultant plan. Funding sources for surveys and how a survey can be used as a funding tool for implementation strategies will be discussed. Practicum includes use of equipment and testing methods to monitor environmental conditions as well as procedures for analysis of results. This workshop is designed to provide guidance and resources for participants to assess immediate and future preservation needs of collections.

Preservation of Audiovisual Materials

PRESENTER: Rebecca Elder, Book and Paper Conservator, Adjunct Field Services Officer, Amigos Library Services

Preserving audiovisual collections presents a unique challenge to libraries, archives, and museums. The wide variety of A/V formats—videotapes, audiotapes, motion picture films, filmstrips, LPs, CDs, and DVDs—requires special attention to avoid deterioration due to everything from daily use to storage problems. This workshop covers identification of different A/V formats; causes of damage and deterioration; how to minimize damage; proper storage, care, and handling; repair and reformatting options; and security of A/V media.

Creating an Emergency Preparedness and Response Plan for Collections

PRESENTER: Kara West, BACC Assistant Director for Field Services

This informative workshop will discuss practical measures to consider when developing an institution’s emergency plan for collections, including how to prevent and prepare for an emergency and the components of a comprehensive response and recovery plan. Handouts are provided to assist participants in drafting a tailored Emergency Preparedness and Response Plan for their institution.

Care of Collections: Costumes and Costume Accessories

PRESENTER: Margaret Geiss-Mooney, Textile/Costume Conservator

Costumes and costume accessories found in museum collections are diverse and made with a variety of materials. They can include women’s, men’s, and children’s clothing as well as uniforms, shoes, purses, and hats. This workshop will cover specific factors to consider when caring for three-dimensional costumes and costume accessories, including handling procedures, and display and storage guidelines. Participants will address environmental issues, such as temperature, relative humidity, and pollutants, and discuss practical strategies for improvements. Practicum includes a safe method for crease and wrinkle removal, and labeling how-tos. Participants will be provided with guidelines to consider when selecting and working with a conservator.

Environmental Systems: From Understanding to Effectiveness

PRESENTER: Kristin Smith, Research Scientist, Image Permanence Institute

Because heat and humidity have been identified as the primary factors that govern the occurrence and rate of collection decay, environmental management is a critical component of collection care. In this workshop, participants will learn the basic principles of how to manage collection environments for preservation. The impact of the environment on deterioration, environmental monitoring procedures, HVAC systems, data analysis, and optimization of temperature and relative humidity as a practice of preventive conservation will be discussed.

Disaster Recovery for Wet Collections: The First 24–48 Hours

PRESENTERS: Kara West, BACC Assistant Director for Field Services; Janet Ruggles, BACC Chief Conservator of Paper; and Alexis Miller, Associate Conservator of Paintings

Disaster response requires quick action and immediate decisions, while recovery requires expertise and time. Both require preparation and staff training. Participants in this workshop will work with conservators on recovery methods for a variety of collection types and will gain hands-on experience through a wet recovery drill.

Care of Collections: Paintings and Painted Surfaces

PRESENTER: Alexis Miller, BACC Associate Conservator of Paintings

This workshop will cover the specific factors to consider while caring for paintings and works with painted surfaces, whether you are establishing new procedures or making improvements to existing policies. Participants will address environmental issues, such as temperature, relative humidity, and pollutants, and discuss practical strategies for improvements. Storage and display options, “best practices” for handling and transporting, and housekeeping procedures will be covered. Participants will also learn practical remedial care methods and will be provided with guidelines to consider when selecting and working with a conservator.

Creating and Maintaining Digital Collections

PRESENTER: Anne Sauer, Director and University Archivist, Digital Collections and Archives, Tufts University; in collaboration with the Northeast Document Conservation Center

This workshop explores the issues that cultural institutions face when planning digitization projects. What are the benefits and responsibilities of doing so? What new approaches to a collection are made possible through digitization? Participants will be walked through the questions they should ask when considering and planning digital projects, and will be given the basic guidelines for digitizing collections. This workshop is designed for those responsible for the design and management of digitization projects in institutional settings with little or no experience as well as those with some experience looking to improve the efficiency and quality of their projects.

Individual Emergency Preparedness Consultations—FREE

Participants in either **Creating an Emergency Preparedness and Response Plan for Collections** or **Disaster Recovery for Wet Collections** will have the opportunity to schedule a private consultation with BACC staff to discuss emergency preparedness. Whether you need a new plan, want to update an existing plan, or have questions about the effectiveness of your plan, this is a great opportunity to receive assistance tailored to your unique institutional needs.

Please check the workshop you plan to attend. You may choose only one for each day. Each workshop allows for a limited number of participants. Registration deadline is Wednesday, September 28, 2011.

Wednesday, October 19, 9 a.m.–4 p.m.

- Surveying and Assessing Collection Needs**
- Preservation of Audiovisual Materials**
- Creating an Emergency Preparedness and Response Plan for Collections**

Thursday, October 20, 9 a.m.–4 p.m.

- Care of Collections: Costumes and Costume Accessories**
- Environmental Systems: From Understanding to Effectiveness**
- Disaster Recovery for Wet Collections: The First 24–48 Hours**

Friday, October 21, 9 a.m.–4 p.m.

- Care of Collections: Paintings and Painted Surfaces**
- Creating and Maintaining Digital Collections**
- YES, please sign me up for a free Individual Emergency Preparedness consultation!**

COST TO ENROLL	PROFESSIONAL	STUDENT
1 workshop	\$100	\$50
2 workshops	\$185	\$95
3 workshops	\$250	\$125

NAME _____

POSITION _____

INSTITUTION _____

ADDRESS _____

ADDRESS _____

PHONE _____

FAX _____

EMAIL _____