

PRESERVATION AND CONSERVATION ORGANIZATIONS

American Institute for Conservation of Historic and Artistic Works

Preservation of Electronic Media. 28th Annual Meeting of the American Institute for Conservation of Historic and Artistic Works (AIC)

6/8/00-6/13/00, Philadelphia PA

Description: The general session, entitled "Preservation of Electronic Media," will commence on the morning of Friday, June 9th with the keynote address. The keynote speaker is *MAXWELL L. ANDERSON*, Director, Whitney Museum of American Art, New York, NY with a lecture entitled **Cupped Hands in the Stream: Digital Media's Challenge to Collecting Institutions.**

Featured lectures include:

- ♦ Between Cinema and a Hard Place: The Conservation and Documentation of a Video Installation by Gary Hill, Pip Laurenson, Conservator of Media Arts, The Tate Gallery, London, England
- ♦ Technological Evolution of Video, Jim Lindner, President, VidiPax, New York, NY
- ♦ Accelerated Life Expectancy Estimation of Data Storage Media: How Long Will It Last, and How Do You Know?, William p. Murray, Reliability Engineer, Maplewood, MN
- ♦ Immaterial Culture: Collecting in the 21st Century, Abby smith, Council on Library Information Resources, Washington, DC
- ♦ Documentation as Conservation: The Process of Becoming and Sustaining Art, Judith Van Baron, Vice President for External Affairs, Savannah College of Art and Design, Savannah, GA
- ♦ Collecting Video Art: What are the Minimum Accession Requirements?, Sarah Stauderman, Conservator, VidiPax, New York, NY
- ♦ Digital Information Lasts Forever - or Five Years, Whichever Comes First, Jeff Rothenberg, Senior Computer Scientist, Rand Corporation, Santa Monica, CA
- ♦ The Effects of Moisture Content on Cultural Materials, Marion Mecklenburg, Smithsonian Center for Materials Research and Education, Washington, DC and Sheila Fairbrass, Surface Measurements Systems, Cooperburg, PA
- ♦ Laser Technologies and Digital Analysis for the Documentation, Assessment and Treatment of Historic Structures and Sites, Guy Munsch, Architectural Conservator, Philadelphia, PA
- ♦ On-line Artifactual Treatment Documentation Management System and Multimedia Training Production, Marc Reeves and Anna Stenstrom, The Goldsmith Conservation Laboratory, New York Public Library, New York, NY
- ♦ Computerized Information System for Preservation Management, James M. Reilly, Douglas Nishimura, Edward Zinn and Maria Fernanda Valverde, Image Permanence Institute, Rochester Institute of Technology, Rochester, NY
- ♦ The Use of Handheld Computers in Preservation and Conservation Settings, Andrew Robb, Library of Congress, Washington, DC and Jeanne Drewes, Michigan State Libraries, Lansing, MI
- ♦ The Application of Digital Image Analysis to Performance Assessment of Coatings on Outdoor Bronze and Copper, Tara Shedlosky and E. Rene de la Rie, National Gallery of Art, Washington, DC and Lynn Brostoff, Research Center on the Materials of the Artist and Conservator
- ♦ John Singer Sargent as Muralist, Architect and Sculptor: Examination and Treatment of the Rotunda and Grand Staircase at the Museum of Fine Arts, Boston, Lydia Vagts, Cambridge, MA and Pamela Hatchfield, Museum of Fine Arts, Boston, MA
- ♦ The Application of Image Analysis to Thin-Section Examination in Objects and Architectural Conservation, Elizabeth Goins and Chandra Reedy, University of Delaware, Newark, DE
- ♦ Imaging Zapruder's JFK Assassination Film: A Hybrid Approach to Preservation and Presentation, Joseph Barabe, Director of Scientific Imaging, McCrone Associates, Westmont, IL

<http://aic.stanford.edu>

Contact: AIC. Phone: 202-452-9545 Email: infoaic@aol.com

Amigos Library Services

Advanced Book Repair Issues.

3/9/99-, Little Rock AR (with Arkansas State Library)

3/25/99-, Socorro NM

6/10/99-, Little Rock AR (with Arkansas State Library)

8/12/99-, Little Rock AR (with Arkansas State Library)

Instructor(s): Sharla Richards, Amigos Library Services; , ;

Description: Developed as a follow-up to *Basic Book and Paper Repair*, this advanced class covers more complex general collection repair treatments and activities, and options and resources for conservation treatment of special collection materials. The workshop provides demonstration and hands-on practice for a number of treatments, including spine repair, endsheet replacement, and recasing. Equipment and materials needed for advanced repairs are discussed and demonstrated, as well as organization of the repair unit for performing repairs efficiently. It is recommended that participants attend *Basic Book and Paper Repair* (or a similar course) prior to registration. Due to the intensive hands-on nature of this course, class size is limited. Registrant's qualifications must be approved by instructors. *The Imaging and Preservation Services are funded in part by a grant from the Division of Preservation and Access of the National Endowment for the Humanities.*

Contact: Tom Clareson. Phone: 800/843-8482. Email: clareson@amigos.org

Archival Preservation.

3/29/99-, Victoria TX (with Texas Historical Records Advisory Board)

3/30/99-, Austin TX (with Texas Historical Records Advisory Board)

4/6/99-, Midland TX (with Texas Historical Records Advisory Board)

4/8/99-, Nacagdoches TX (with Texas Historical Records Advisory Board)

4/9/99-, Liberty TX (with Texas Historical Records Advisory Board)

4/14/99-, Arlington TX (with Texas Historical Records Advisory Board)

4/16/99-, Canyon TX (with Texas Historical Records Advisory Board)

4/20/99-, Waco TX (with Texas Historical Records Advisory Board)

5/10/99-, Edenburg TX (with Texas Historical Records Advisory Board)

5/12/99-, Wichita Falls TX (with Texas Historical Records Advisory Board)

Instructor(s): Brenda Gunn, State Bar of Texas Archives; Tom Clareson, Amigos Library Services;

Contact: Tom Clareson. Phone: 800/843-8482. Email: clareson@amigos.org

Basic Book and Paper Repair.

3/18/99-, Houston TX

5/18/99-, Amarillo TX

6/16/99-, Los Angeles CA (with Los Angeles Preservation Network)

7/20/99-, Denver CO (with Bibliographical Center for Research)

9/28/99-, Los Angeles CA (with Los Angeles Preservation Network)

10/5/99-, San Diego CA (with (San Diego Disaster Recovery Network (SILDRN))

12/7/99-, Socorro NM

Instructor(s): Sharla Richards, Amigos Library Services; , ;

Description: This two-day course is designed to provide information and hands-on experience in basic book and paper repair techniques for general (non-rare) library collections. Participants learn about treatment decisions, repair options, supplies, and practice a variety of repair techniques in the supervised, hands-on portions of the workshop. Discussion topics include book and paper structure, selection and treatment decisions, supplies and equipment, enclosures, and paperback reinforcements. Hands-on exercises will include page cleaning and mending, hinge tightening, and endsheet replacement. *The Imaging and Preservation Services are funded in part by a grant from the Division of Preservation and Access of the National Endowment for the Humanities.*

Contact: Tom Clareson. Phone: 800/843-8482. Email: clareson@amigos.org

Digital Imaging for Photographic Collections In development.

This workshop will focus on issues specific to imaging of photographic collections and development of image databases, and will cover in-depth: selection of appropriate items and collections; determining acceptable image quality for nontextual materials; color and grayscale imaging; indexing, organizing, and networking image databases; and rights management. *The Imaging and Preservation Services are funded in part by a grant from the Division of Preservation and Access of the National Endowment for the Humanities.*

Contact: Tom Clareson. Phone: 800/843-8482. Email: clareson@amigos.org

Emergency Preparedness & Recovery.

3/2/99-, Houston TX (with Rice University)

6/21/99-, San Antonio TX

6/23/99-, State University AR (with Arkansas State University)

11/3/99-, Edinburg TX (with University of Texas - Pan American, UT System Digital Library)

Instructor(s): Tom Clareson, Amigos Library Services; , ;

Description: Libraries, archives, and museums must be prepared to protect staff, users, collections and facilities in the event of an emergency -- from minor crises to community-wide disasters. This two-day workshop helps prepare for and limit various types of damage through risk assessment, disaster planning, and recovery procedures. Several disaster plans are provided as models, and each institution creates a framework for its own plan. Day One focuses on identifying hazards and developing the disaster plan, and is intended for the current or potential disaster team leader. Day Two addresses response and recovery, including hands-on salvage activities. Because it is important for several members of a staff to be familiar with these techniques, the Day Two session is open to two additional staff members of an institution at no extra charge. Topics include risk assessment and management, disaster planning, elements and development of a written plan, area resources for emergency management and response, disaster response, activities during and after a disaster, and salvage techniques for library and archival materials. *The Imaging and Preservation Services are funded in part by a grant from the Division of Preservation and Access of the National Endowment for the Humanities.*

Contact: Tom Clareson. Phone: 800/843-8482. Email: clareson@amigos.org

Emergency Recovery.

9/28/99-, Stockton CA (with 49-99 Cooperative Library System/Central Association of Libraries)

11/2/99-, Austin TX (with University of Texas, UT System Digital Library)

Instructor(s): Tom Clareson, Amigos Library Services; , ;

Contact: Tom Clareson. Phone: 800/843-8482. Email: clareson@amigos.org

Grant Proposal Writing.

9/1/99-, Florence AZ (with AZ Department of Library, Archives & Public Records)

9/14/99-, Phoenix AZ (with AZ Department of Library, Archives & Public Records)

9/16/99-, Flagstaff AZ (with AZ Department of Library, Archives & Public Records)

9/21/99-, Tombstone AZ (with AZ Department of Library, Archives & Public Records)

9/22/99-, Parker AZ (with AZ Department of Library, Archives & Public Records)

Instructor(s): Tom Clareson, Amigos Library Services; , ;

Description: In an era of scarce financial and human resources, librarians and archivists often look for alternative funding sources. This two-day course surveys the types of state, federal, and private foundation grants available, and provides practice in researching and writing grant proposals. Topics include types of grants, types of funders, parts of a grant, writing practice, the review process, and resources.

Contact: Tom Clareson. Phone: 800/843-8482. Email: clareson@amigos.org

Insider Information: Environmental Monitoring and Control..

11/30/99-, Huntsville TX (with Sam Houston State University)

Instructor(s):

Description: This one-day training session explores the information and instruments libraries, archives, museums, and other cultural institutions use to monitor and control heat, humidity, light, and other damaging environmental hazards. Aspects of construction and renovation projects which can improve the preservation environment are discussed. This course is designed for administrators and staff with preservation responsibility in libraries, archives, museums, and other cultural institutions. Attendance by physical plant personnel is suggested. Topics include identifying environmental hazards, environmental monitoring and control options, equipment, renovating existing buildings, planning new buildings, and remote storage facilities. The Imaging and Preservation Services are funded in part by a grant from the Division of Preservation and Access of the National Endowment for the Humanities.

Contact: Tom Claeson. Phone: 800/843-8482. Email: clareson@amigos.org

Introduction to Imaging & Imaging Technology in Libraries and Archives.

4/7/99-, Dallas TX

4/13/99-, Independence MO (with Missouri Library Network Corporation)

5/12/99-, San Antonio TX (with Council of Research and Academic Libraries (CORAL))

6/7/99-, Mesa AZ (with AZ Department of Library, Archives & Public Records)

6/10/99-, Flagstaff AZ (with AZ Department of Library, Archives & Public Records)

6/14/99-, Tucson AZ (with AZ Department of Library, Archives & Public Records)

7/12/99-, Houston TX (with University of Texas, UT System Digital Library)

Instructor(s): Steve Smith, Amigos Library Services; , ;

Description: This workshop provides an overview of digital imaging, and gives a concrete demonstration of the technology and process of imaging and effect these have on the creation of high quality digital images. The workshop covers selection of appropriate materials, guidelines and benchmarks for image quality, file formats, headers and compression. A hands-on introduction to digital imaging hardware, software, and storage media and devices is a core component of the workshop. Participants will compare different technologies and workstation configurations; examine workflow and outsourcing conversion issues; and explore search and retrieval, indexing, metadata and image networking. *The Imaging and Preservation Services are funded in part by a grant from the Division of Preservation and Access of the National Endowment for the Humanities.*

Contact: Tom Claeson. Phone: 800/843-8482. Email: clareson@amigos.org

Introduction to Preservation Issues.

4/29/99-, San Francisco CA (with Society of California Archivists)

10/6/99-, Las Vegas NV (with Nevada Museums Association)

Instructor(s): Tom Claeson, Amigos Library Services; , ;

Description: Are you concerned about improving the care and use of your institution's collections? If preservation a responsibility of your job that includes a wide range of other activities? If so, this workshop can provide you important information on how materials deteriorate and what you can do to limit (and not contribute to) this process. If you are planning a formal preservation program, or wanting to learn the principles of preservation to strengthen your collection's care, this workshop discusses the challenges and opportunities you face. Topics include causes and effects of deterioration of library and archival materials, care and handling issues, storage issues, furniture and supplies, preservation planning, staff and patron awareness and education, regional resources, and preservation suppliers. *The Imaging and Preservation Services are funded in part by a grant from the Division of Preservation and Access of the National Endowment for the Humanities.*

Contact: Tom Claeson. Phone: 800/843-8482. Email: clareson@amigos.org

Outsourcing Preservation: Using External Services

Activities such as binding, microfilming, preservation photocopying, deacidification, and conservation are often performed by contract services or library staff other than the person with administrative responsibility for preservation. This two-day course focuses on outsourced preservation activities and explains how to best utilize external services. Topics include identifying resources for preservation services, benefits of outsourcing preservation activities, selection criteria for specific preservation options, developing specifications, costs, contracts, negotiations, and evaluating the work of contractors. *The Imaging and Preservation Services are funded in part by a grant from the Division of Preservation and Access of the National Endowment for the Humanities.*

Contact: Laura Kimberly. Phone: 800/843-8482. Email: kimberly@amigos.org

Preservation of A/V Materials

This full-day course covers the diverse group of materials and formats collectively known as audio/visual media -- videotapes, audiotapes, motion picture films and film strips, LPs, CDs, and CD-ROMs. Participants are taught the various causes of damage and deterioration to audio/visual materials, and way to minimize damage through proper storage, care, and handling. Information on different formats, repair and reformatting options, and security of audio/visual media are also addressed. *The Imaging and Preservation Services are funded in part by a grant from the Division of Preservation and Access of the National Endowment for the Humanities.*

Contact: Laura Kimberly. Phone: 800/843-8482. Email: kimberly@amigos.org

Preservation of New Technology/New Technology for Preservation.

6/17/99-, Lakewood CO (with Colorado Preservation Alliance)

Instructor(s): Steve Smith, Amigos Library Services; , ;

Description: Remember eight-inch floppy disks? Punch cards? If you are responsible for preserving electronic records and feel overwhelmed by the task, or if you are considering the viability of scanning as a means of preserving paper-based records, this workshop is for you. Day One focuses on preserving electronic records, discussing mechanisms of deterioration for various formats of electronic storage media, and exploring options and strategies for ensuring long-term availability of electronic records. Day Two covers use of digital imaging as a means of preserving paper-based materials. Building on information from Day One, this section covers imaging basics, defines preservation-quality images, and explores selection, copyright, and access issues. *The Imaging and Preservation Services are funded in part by a grant from the Division of Preservation and Access of the National Endowment for the Humanities.*

Contact: Tom Claeson. Phone: 800/843-8482. Email: claeson@amigos.org

Preserving Your Historical Records: An Archival Holdings Maintenance Workshop.

9/9/99-, Amarillo TX (with Mason & Hanger Corporation)

10/12/99-, Roswell NM (with New Mexico Preservation Alliance)

10/14/99-, Silver City NM (with New Mexico Preservation Alliance)

10/19/99-, Farmington NM (with New Mexico Preservation Alliance)

10/21/99-, Santa Fe NM (with New Mexico Preservation Alliance)

Instructor(s): Blythe Lee, Amigos Library Services; Sharla Richards; Tom Claeson, Amigos Library Services

Description: This workshop will cover the basics of proper care and storage of archives and manuscript collections, including an overview of the causes of deterioration; selection of folders, boxes, and other housing materials; processing of archives; providing storage for oversized materials, maps, and photographs; proper handling and exhibition practices; basic paper repair techniques; and the development of holdings maintenance policies, guidelines and practices. *The Imaging and Preservation Services are funded in part by a grant from the Division of Preservation and Access of the National Endowment for the Humanities.*

Contact: Tom Claeson. Phone: 800/843-8482. Email: claeson@amigos.org

Reference Skills: From Questions to Answers

What does it take to become an effective reference provider? What skills must a new reference provider cultivate in preparation for staffing a busy reference desk? If your inquiring mind wants to know, register for this full-day workshop and learn the various proficiencies necessary to provide the best information service for your library patrons. Through lecture, hands-on activities, and group discussions, this workshop will equip you with practical tips and techniques you can put to use right away at the reference desk. Topics include customer service, reference interview, bibliographic instruction, when and why to select a reference tool, and evaluation of various reference sources including print, online, and Internet. This workshop is designed both for those new to the library world and for experienced staff members who would like to polish their skills.

Contact: Laura Kimberly. Phone: 800/843-8482. Email: kimberly@amigos.org

Telecom Basics for Librarians

Do you understand the technical vocabulary of your LAN administrator or Internet service provider? What does it mean when your Web browser can't find a DNS entry for a Web page? What is the *TCP/IP* in OCLC's new methods for access? Today's computers depend on access to remote information resources in order to realize their full usefulness. What is involved in making it possible for computers to communicate with each other? This half-day workshop will familiarize you with the building blocks of networks and Internet access. Among the topics to be covered: the OSI reference model, IP addresses, DNS, network topologies, communications protocols, the Internet, and telecom hardware.

Contact: Laura Kimberly. Phone: 800/843-8482. Email: kimberly@amigos.org

Web Publishing: Beyond the Basics

You have your own page on the World Wide Web and have mastered the basics of HTML coding, but you want to go further. This full-day, hands-on workshop goes beyond the basics to explore more advanced HTML techniques. Topics include use of backgrounds and colors, the mail-to link, tables and forms including check boxes, radio buttons, and pop-up menus, the Webmaster toolkit (HTML editors, syntax checkers, etc.), Web style guidelines and practices, and converting existing documents to HTML. *Attendees should have familiarity with basic HTML. Web Publishing: The Basics or its equivalent is a prerequisite.*

Contact: Laura Kimberly. Phone: 800/843-8482. Email: kimberly@amigos.org

Web Publishing: Introduction to Style Sheets

HTML was not designed to control layout or presentation, and doesn't do it well. Most Webmasters use a variety of tricks or "hacks" to get around this problem. A more elegant solution does exist. Cascading Style Sheets (CSS) is a separate language that allows complete control of presentation elements of all kinds, from font faces, sizes and colors to indenting, paragraphing, precise object placement, layering and more. This workshop provides a basic introduction to CSS language as well as an understanding of both the advantages and possible disadvantages of this important technology. *Participants should be comfortable with using HTML tagging directly. Web Publishing: The Basics, or equivalent experience is a minimum prerequisite.*

Contact: Laura Kimberly. Phone: 800/843-8482. Email: kimberly@amigos.org

Web Publishing: Principles of Site Design

What makes a good Web site? While there may be as many opinions as there are Webmasters, good design principles DO apply. Through examination of existing sites, review of recognized Web style guides, and focused discussion, participants will come to conclusions about just what those principles are. Some questions to be addressed include: To frame or not to frame? Code the content or code the structure? What is the "3 click" rule and should it apply to your site? What is the role of CSS (cascading style sheets)? And where do we draw the line between glitzy and boring? Bring your questions, your opinions, and your common sense. *Participants should have familiarity with basic HTML. Web Publishing: The Basics, or equivalent experience is a prerequisite.*

Contact: Laura Kimberly. Phone: 800/843-8482. Email: kimberly@amigos.org

Web Publishing: The Basics

Ready to create your own Web page? Then sign up for this full-day class. Through a series of exercises, participants get hands-on experience in designing Web presentations, including use of basic HTML tags, hyper-text links, and placing graphics. Learn ways to conceptualize and design information you want to display. Additional topics include Web publishing conventions and practices, storyboarding, and discussion of HTML editors. *Attendees should have a solid understanding of the World Wide Web, Netscape, and Internet.*

Contact: Laura Kimberly. Phone: 800/843-8482. Email: kimberly@amigos.org

When to Repair, Replace, Rebind; or Even to Digitize.

3/15/99-, Corsicana TX (with Northeast Texas Library System)

3/17/99-, Quitman TX (with Northeast Texas Library System)

3/23/99-, Paris TX (with Northeast Texas Library System)

Instructor(s): Sharla Richards, Amigos Library Services; , ;

Description: Brochure/catalog attached

Contact: Tom Clareson. Phone: 800/843-8482. Email: clareson@amigos.org

Campbell Center for Historic Preservation Studies

Book Collections Maintenance & Repair Workshop.

7/26/00-7/29/00, Mount Carroll IL

Instructor(s): Gary Frost,

<http://www.campbellcenter.org/courses/collcare7.htm#bookrepair>

Contact: . Phone: Email: campbellcenter@internetni.com

Care of Book Collections.

9/21/00-9/23/00, Mount Carroll IL

Instructor(s): Betsy Palmer Eldridge,

Description: This three-day course in the care of bound volumes is designed for museum curatorial staff and library preservation managers, who are responsible for book collections, whether on exhibit or as a part of a research collection, but who have little or no experience with the technical aspects of book structure and materials. The emphasis will be on leather, cloth, and paper bindings from the 19th and 20th centuries. The course will cover the range of problems most often encountered, and will discuss a variety of currently accepted solutions.

The topics covered will include: 1.Terminology, structures, and materials; 2.Recognizing deterioration problems and formulating solutions; 3.Protective housings for damaged items; 4.Maintenance problems; 5.Guidelines for exhibition of bound volumes; 6.Disaster recovery procedures.

The course will combine slide lecture and hands-on practica in examination and assessment of condition, using representative samples of binding structures and materials, including leather, cloth, and pamphlet bindings. Examples of these book materials and structures will be provided by the Center and the instructor, however, participants are encouraged to bring additional examples for

discussion..

<http://www.campbellcenter.org/courses/collcare7.htm#bookcare>

Contact: Campbell Center for Historic Preservation Studies. Phone: (815) 244-1173 Email: campbellcenter@internetni.com

Care of Oversize Paper Artifacts.

9/21/00-9/23/00,

Instructor(s): Mary Todd Glaser,

Description: This three-day course is intended to assist curators, librarians, and archivists in addressing the care of oversize and unusual paper materials, including maps, posters, architectural drawings and plans, large volumes, wallpapers, and globes.

Course work will include:

1. Review of the basics for the care of paper collections including causes of deterioration, and safe storage and handling practices;
2. Storage options for oversize paper objects; furnishings, enclosures, roll storage, and sectioning when appropriate;
3. A brief history of architectural plans including photoreproductive processes;
4. Case histories: rehousing large collections of oversized plans;
5. The special problems of wallpaper, very large books including scrapbooks and albums, and three-dimensional or unusual paper objects;
6. Surveying collections and establishing priorities;
7. Working with a conservator and treatment case histories;
8. Simple treatment you can do in-house. Hands-on training in flattening rolled or folded items, surface cleaning, repair of simple tears, and polyester film encapsulation.

Participants are asked to bring one or more items for examination and discussion. It is desirable to have a basic understanding of caring for paper based collections. Background readings in this area will be provided..

<http://www.campbellcenter.org/courses/collcare9.htm#oversize>

Contact: Campbell Center for Historic Preservation Studies. Phone: (815) 244-1173

Care of Photographic Collections.

8/10/00-8/12/00, Mount Carroll IL

Instructor(s): Gary Albright,

Description: This course will familiarize participants with the chemical and physical structure of historic and contemporary photographic materials, the history and development of these photographic processes, and techniques for their identification.

Processes to be discussed and identified will include: 1. Daguerreotype; 2. Ambrotype; 3. Tintype; 4. Salted paper; 5. Albumen; 6. Collodion-Chloride; 7. Silver gelatin; 8. Platinum; 9. Glass plate and film base negatives.

The course will also cover causes and effects of deterioration, examination and documentation of condition, including recognizing and assessing chemical and structural damage, and guidelines and standards for storage, exhibition, and use of photographic collections. Participants are encouraged to bring items for discussion and examination..

<http://www.campbellcenter.org/courses/collcare5.htm#photocare>

Contact: Campbell Center for Historic Preservation Studies. Phone: (815) 244-1173 Email: campbellcenter@internetni.com

Care of Works of Art on Paper.

7/12/00-7/15/00, Mount Carroll IL

Instructor(s): Harriet Stratis,

Description: This four-day course is intended to familiarize participants with the nature and properties of paper and media which affect the permanence and durability of works of art on paper. Lecture

sessions will concentrate on materials and media, including:

- 1.The components of paper: fiber, size, fillers, and coatings;
- 2.The significance of paper-making procedures;
- 3.Media, including pencil, ink (both manuscript and printing inks), watercolor and gouache, tempera, pastel, chalk, charcoal, and oil paint;
- 4.Examination and documentation of condition;
- 5.Standards for environment, storage, handling, and exhibit.

Workshop sessions will provide participants with hands-on practica in a number of curatorial treatments which can be safely carried out by non-conservators.

Sessions will include: 1.Dry cleaning to remove surface dirt and extraneous markings;

2.Humidification and flattening of brittle, folded, or rolled items; 3.Preparation of paste and selection of appropriate mending materials; 4.Repair of simple tears and losses.

Participants are encouraged to bring a variety of items for discussion and examination. Mock-ups will be provided for initial workshop sessions. All objects treated must be provided by participants. They should not be extremely fragile, or larger than 18"x24"..

<http://www.campbellcenter.org/courses/collcare6.htm#works>

Contact: Campbell Center for Historic Preservation Studies. Phone: (815) 244-1173 Email: campbellcenter@internetni.com

Collections Care Core Curriculum (Section I: Environmental Monitoring & Control, Section II: Materials, Examination, & Documentation).

6/14/00-6/28/00, Mount Carroll IL

Instructor(s): Sue Maltby, et al.

Description: The Collections Care Core Curriculum is designed for curatorial staff with the wide ranging collection care responsibilities and varied collections typical of small to mid-size museums and historical societies. The course is intended to provide an understanding of the nature of materials and the causes and effects of deterioration as a foundation which will enable participants to make informed decisions regarding the collection care problems of their own institutions. The program is based on the curriculum developed by the Bay Foundation/NIC pilot projects, and has been offered by the Center since 1990.

Sections I & II of the Core Curriculum will be offered as one course (a total of thirteen days of class time). Section III, which covered Planning and Fundraising, will continue to be offered, but as a separate class, without the prerequisite of Sections I & II.

NOTE: Thanks to a grant from the National Endowment for the Humanities for continued support of the collections care program, scholarships for 50% of the course fee will continue to be available in 2000. Please consult the Financial Assistance section. Section I will provide an in-depth study of the monitoring and control of the museum environment, and an introduction to the effects of the museum environment on the organic and inorganic materials covered in Section II.

Course work will include:

- 1.An introduction to the effects of light, temperature, relative humidity, and airborne pollutants on museum collections;
- 2.The characteristics and measurement of light, including light sources and their properties, the cumulative effect of light, and recommended light levels for varying museum collections;
- 3.Measuring, monitoring, and control of temperature and relative humidity, including the interrelationship of temperature and RH, the effects of fluctuations on museum collections, recommended standards for temperature and RH, and methods of control for overall and localized spaces;
- 4.Air quality including particulate and gaseous pollutants, sources, measurement, and monitoring;
- 5.Integrated pest management including both insects and micro-organisms, covering identification, prevention, and a review of current acceptable techniques for eradication including non-chemical methods, and an evaluation of the effectiveness and toxicity of traditional pesticides, fumigants, and fungicides.

The class will combine lecture and practicum sessions on the evaluation and use of a variety of equipment including light meters, psychrometers, recording and non-recording hygro-thermographs, indicator strips, and air quality monitoring devices. Methods for the modification and control of environments, including the avoidance of destructive micro-climates and the creation of beneficial ones, will also be covered. Participants are encouraged to bring a few slides or photos that illustrate their collections care problems.

Section II is designed to provide a foundation for collection care decision making based on an understanding of the chemical and physical properties of materials, their interaction, and the effects of environment on those materials. The section is divided into sessions dealing with the care of inorganic and organic materials, with shorter sessions on the care of paintings, paper, and photographic collections.

The course will include both slide lecture and practica sessions covering:

1. Inorganic materials, including the physical and chemical properties and technology of fabrication as they affect the care of glass, ceramics, metal, and stone;
2. Organic materials, including the physical and chemical properties of items made of plants and plant fibers (wood, cotton, linen, etc.) and protein (wool, silk, leather, ivory, etc.);
3. Paintings, including structure (support, ground, paint, film, varnish) and the assessment and description of the physical condition;
4. Paper based materials, including fiber, fillers, coatings sizes, media, and manufacturing techniques as they affect paper's permanence and durability;
5. Photographic materials, including both negatives and prints, with a review of the various historic processes found in museum collections and the causes of deterioration.

Each materials section will include practica sessions on the assessment of the nature and extent of damage and deterioration, techniques for examination, description and documentation of condition, and guidelines for storage, handling, and exhibit for each type of material..

<http://www.campbellcenter.org/courses/collcare1.htm#section1>

Contact: Campbell Center for Historic Preservation Studies. Phone: (815) 244-1173 Email: campbellcenter@internetni.com

Exhibit Design for the Small Museum.

7/31/00-8/3/00, Mount Carroll IL

Instructor(s): Earl Lock,

Description: This course will cover basic principles of design for exhibits, exhibit cases, and various exhibit components. The class is intended to meet the needs of those with little or no design experience, working in small museums with limited resources.

The course will combine lectures, demonstrations and workshop sessions, and will include:

1. Review of basic elements and principles of design involved in the exhibit design process, including color, shape, balance, variety, repetition, and unity;
2. Discussion of the basic concepts involved in the exhibit development process;
3. Discussion of the advantages of making scale drawings, and the value of accurately reading and understanding blueprints and detail drawings;
4. Making accurate small scale models for use in the planning and layout of exhibit components;
5. Review of typography for labels and exhibit components;
6. Lighting and environmental concerns;
7. Discussion of the educational value of interactive exhibits, and the process of developing, designing, prototyping, and maintaining interactive exhibit components.

Participants are encouraged to bring a selection of slides of their exhibit spaces, and should be prepared to discuss some of the specific exhibit design problems currently faced by their institutions..

<http://www.campbellcenter.org/courses/collcare4.htm#exhibit>

Contact: Campbell Center for Historic Preservation Studies. Phone: (815) 244-1173 Email: campbellcenter@internetni.com

Funding Collections Care: A Grant Writing Workshop.

8/17/00-8/19/00, Mount Carroll IL

Instructor(s): TBA ,

Description: This three-day workshop is intended for curatorial staff of small to mid-sized museums, and is designed to help secure funding to meet a range of collections care needs. The class will combine lecture and practica sessions.

Course work will include: 1.Prioritizing needs; 2.Identifying funding sources; 3.Stake driving
4.Putting together the grant request; Precis, budget, narrative; 5.Reviewing grant proposals; 6.Building on success.

Participants are encouraged to bring with them copies of grant proposals (successful or unsuccessful) submitted by their institutions.While the class is intended to build on the collections care core curricula, the core curriculum is not a prerequisite..

<http://www.campbellcenter.org/courses/collcare4.htm#exhibit>

Contact: Campbell Center for Historic Preservation Studies. Phone: (815) 244-1173 Email: campbellcenter@internetni.com

Matting Workshop.

6/14/00-6/17/00, Mount Carroll IL

Instructor(s): Caesar Citraro,

Description: This four-day workshop is intended to provide participants with hands-on experience in museum-quality matting.

The course will include: 1.Basic principles of archival matting, hinging, and framing for storage, exhibition, and loans; 2.Selection of hinging and matting materials; 3.Various matting structures, including standard 4-ply window, recessed window mats for pastels, chalk and charcoal, and double sided window mats; 4..Mat cutting practicum, using various types of mat cutters; 5. Paste making; 6.Working with mock-ups, participants will practice various hinging techniques, including pendant hinges, T-bar hinges, floating and pass through hinges, and archival corners; 7.Matting and hinging practicum for participant samples.

Participants should bring at least three works of art on paper representing different matting problems for discussion and for the workshop sessions..

<http://www.campbellcenter.org/courses/collcare6.htm#matting>

Contact: Campbell Center for Historic Preservation Studies. Phone: (815) 244-1173 Email: campbellcenter@internetni.com

Preservation of Archival Collections.

8/23/00-8/26/00, Mount Carroll IL

Instructor(s): Hilary A. Kaplan,

Description: This four-day course will provide a foundation for making long term preservation decisions about the variety of materials housed in archives. Emphasis is placed on practical, preventive, and cost effective measures through interactive presentations, case studies, slides, samples, and training in holding maintenance techniques.

Course work will include 1.An overview of archives collections including paper based and machine readable formats; 2.Preservation problems and factors influencing preservation; 3.Deciphering preservation terminology; 4.Selecting housing and storage materials; 5.Guidance in security, handling, and use of archives holdings, including paper; 6.Environmental guidelines for storage and exhibition; 7.Disaster preparedness; 8.Holdings maintenance-philosophy and techniques; 9.Reformatting technologies; 10.Conservation treatment parameters..

<http://www.campbellcenter.org/courses/collcare7.htm#archival>

Contact: Campbell Center for Historic Preservation Studies. Phone: (815) 244-1173 Email: campbellcenter@internetni.com

Pulp Repairs of Tears & Losses in Paper.

9/20/00-9/23/00, Mount Carroll IL

Instructor(s): Bill Crusius,

Christina Marusich,

<http://www.campbellcenter.org/courses/consref1.htm#pulp>

Contact: Campbell Center for Historic Preservation Studies. Phone: (815) 244-1173 Email:

campbellcenter@internetni.com

Charleston Archives, Libraries and Museums (CALM)

Helping Genealogists.

2/19/00-2/19/00, Charleston SC

Description: .

Contact: Sharon Bennett. Phone: 843/722-2996 ext 243 Email: librarch@bellsouth.net

Conservation Center for Art and Historic Artifacts (CCAHA) , partially funded by NEH. Cosponsored by The Balch Institute, Delaware Valley Archivists Group (DVAG), Philadelphia Area Consortium of Special Collections Libraries (PACSL), et al.

Water, Water, Everywhere: Good Decision Making When Recovering Water-Damaged Paper Collections.

3/22/00-, Philadelphia PA

Instructor(s): Betty Fiske, Paper Conservator, Winterthur Museum, Garden and Library

Glen Ruzicka, Director of Conservation, CCAHA

Description: The goal of this one-day program is to provide a basic understanding of the decisions involved in organizing recovery of water-damaged paper collections. Tools for assessing damage, evaluating available resources, and selecting recovery methods will be illustrated through lectures, slides, and emergency scenarios. Scenarios will include small- to mid-sized emergencies involving a variety of paper-based collections. Priority setting, handling issues and drying methods and procedures for recovering damaged paper collections will be reviewed..

<http://www.ccaha.org>

Contact: Preservation Services Office. Phone: 215.545.0613 Email: ccaah@ccaah.org

Conservation Center for Art and Historic Artifacts (CCAHA)

Be Prepared - Managing a Mold Outbreak.

12/7/99-, Brooklyn NY (with Brooklyn Public Library)

6/16/99-, Cleveland OH (with Cleveland Public Library)

Description: Lectures and case studies will provide participants with an understanding of why mold blooms occur, as well as strategies for prevention and recovery..

<http://www.ccaha.org>

Contact: CCAHA Preservation Services Office. Phone: 215-545-0613

Be Prepared - Managing a Mold Outbreak.

5/25/99-, Richmond VA. (with The Library of Virginia)

<http://www.ccaha.org>

Contact: Preservation Services Office, CCAHA. Phone: 215-545-0613 Email: CCAHA@hslc.org

International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCRUM), Smithsonian Center for Materials Research and Education (SCMRE)

Preservation Principles for Paper-based collections: Fundamentals and Future Directions in a Digital World.

6/28/99-8/1/99, Washington DC

Description: .

Contact: ICCROM Training & Fellowship Office. Phone: Email: training@iccrom.org

Northeast Document Conservation Center is principal organizer. Funding is provided by the National Endowment for the Humanities.

Managing Preservation.

10/13/99-9/22/00, Andover MA

Instructor(s): Steve Dalton, NEDCC

Karen Brown, NEDCC

Description: This is a program designed for an audience of no more than 20 people. It is expected that all participants will attend all of the sessions throughout the year. The subject matter for the five coordinated workshops is as follows: 1.) Fundamentals of Preservation; 2.) Emergency Preparedness; 3.) Collections Maintenance; 4.) Selection for Preservation; 5.) Preservation Administration.

Contact: Steve Dalton. Phone: (978) 470-1010 Email: dalton@nedcc.org

Preservation Options in a Digital World : To Film or To Scan.

3/28/00-3/30/00, Providence RI

Instructor(s): Susan Wrynn, NEDCC

Becky Ryder, University of Kentucky

Description: This three-day workshop covers the essentials of planning and implementing a preservation reformatting project. Special emphasis will be given to the strengths and weaknesses of two technologies, digital imaging and preservation microfilming. Guest speakers will address digital topics..

www.nedcc.org

Contact: Susan Wrynn. Phone: (978) 470-1010 ext. 239 Email: wrynn@nedcc.org

Northeast Document Conservation Center is the principal organizer. Co-sponsors include: The Andrew W. Mellon Foundation, the University of Washington Libraries, and the National Park Service.

"School for Scanning: Issues of Preservation and Access for Paper-based Collections".

9/18/00-9/20/00, Seattle WA

Instructor(s): Paul Conway, Yale University Library

Steve Puglia, National Archives and Records Administration

Description: Topics covered include: building digital libraries; digital products and process; what is metadata, content selection for digitization; text and image scanning, quality control and costs; technical primer; managing digital assets; metadata for asset management; digital preservation; legal issues; and the research agenda..

www.nedcc.org

Contact: Steve Dalton. Phone: (978) 470-1010 Email: dalton@nedcc.org

Northeast Document Conservation Center is the principal organizer. The program is funded in part by NCPTT. All field service activities at NEDCC are supported by the National Endowment for the Humanities.

"Preservation 101".

1/24/00-3/3/00,

Instructor(s): Karen Brown, NEDCC

Description: This is a six-week introductory on-line course. The audience is limited to 150 people..

www.nedcc.org

Contact: Karen Brown. Phone: (978) 470-1010, ext. 223 Email: kebrown@nedcc.org

Northeast Document Conservation Center was the principal organizer. Co-sponsors include: The National Endowment for the Humanities, The Andrew W. Mellon Foundation, the Chicago Historical Society, and the National Park Service.

"School for Scanning: Issues of Preservation and Access for Paper-based Collections".

Instructor(s): Clifford Lynch, Coalition for Networked Information

Steve Puglia, National Archives and Records Administration

Description: Topics included: developing institutional infrastructures to support digital initiatives; content selection for digitization; text and image scanning; quality control and costs; metadata; copyright and other legal issues; digital preservation; multi-versioning; technical primer; case studies.

www.nedcc.org

Contact: Steve Dalton. Phone: (978) 470-1010 Email: dalton@nedcc.org

Palmetto Archives, Libraries & Museums Council on Preservation (PALMCOP)

Annual Meeting: New Building and Renovation Projects.

11/12/99-11/12/99, Columbia SC

Instructor(s): Pat Morris, SCDAH

David Lyon, College of Charleston

Description: Various details of a new building project or a renovation project..

Contact: Pat Morris. Phone: 803/896-6112 Email: morris@scdah.state.sc.us

Basic Book Repair.

4/15/00-4/15/00, Columbia SC

Instructor(s): Harlan Greene, Charleston County Library

Description: .

Contact: Pat Morris. Phone: 803/896-6112 Email: morris@scdah.state.sc.us

Preservation in Exhibits.

Columbia SC

Description: Annual meeting topic for fall meeting is Exhibits and preservation concerns. The date is not yet set, but it will be held in the fall..

Contact: Pat Morris. Phone: 803/896-6112 Email: morris@scdah.state.sc.us

Palmetto Archives, Library, and Museum Council on Preservation (PALMCOP) & USC College of Library and Information Science

Disaster Planning and recovery.

2/25/00-3/10/00, Columbia SC

Description: Two day workshop on Disaster recovery. Offered at least every other year and on demand (by PALMCOP)..

www.libsci.sc.edu/ce/pangold9900.htm

Contact: Pat Morris. Phone: 803/896-6112 Email: morris@scdah.state.sc.us

Security of Patrons and Collections.

3/24/00-3/24/00, Columbia SC

Instructor(s): Harlan Greene, Charleston Co. Public Library

Description: .

www.libsci.sc.edu/ce/pangold9900.htm

Contact: Pat Morris. Phone: 803/896-6112 Email: morris@scdah.state.sc.us

South Carolina State Library Preservation Project

Various programs related to preservation.

Various SC

Instructor(s): Harlan Greene, Charleston Co. Public Library

Description: The statewide program is sponsored by the state library. It offers information and training and will sponsor a website through the State Library's Web Page.

Contact: Harlan Greene. Phone: 843/805-6968 Email: greenegH@ccpl.or

Southeastern Library Network (SOLINET), Society of Georgia Archivists

Preservation Planning for Archives.

5/17/00-5/17/00, Macon GA

Instructor(s): Pam Hackbart-Dean, Univ. of GA

Description: Surveying, selecting and holdings maintenance, fundamental preservation procedures often incorporated into arrangement and description duties, are acknowledged as essential components of archives preservation management. These exemplify a practical approach to preserving materials housed in repositories, which can create a dominant impact on an institution, regardless of its size or scope. The emphasis will be on stabilizing archival records, in order to extend their life, by determining the preservation needs of the institution, by developing a systematic methodology for preservation priorities, and by improving the housing and storage materials and practices..

www.soga.org

Contact: Tina Mason. Phone: 800/999-8558 Email: tina_mason@solinet.net