

; 01/09/13 3:36 PM
;
;;;LEARNINGTIMES

A WINDOW JUST BELOW DONIA'S
PICTURE.

FEEL FREE TO USE THAT TO ENTER
ANY QUESTIONS THROUGHOUT THE
SESSION AS WELL AS IF YOU ARE
HAVING ANY TECH NICKAL
DIFFICULTIES.

I'LL BE MONITORING THE Q AND A
FOR TECHNICAL ISSUES.

WOOL BE KEEPING AN EYE ON THE
WINDOW FOR QUESTIONS.

JUST BECAUSE OF THE SIZE OF THE
GROUP WE'RE GOING TO DO Q AND A
MODERATED
MODERATED.

WE'LL PROBABLY A, ANSWER THOSE
SUBSET, THOSE THAT PERTAIN TO
THE WIDEST MAJORITY OF THE
AUDIENCE AS WELL AS WHAT WE HAVE
TIME FOR JUST GIVEN THE SIZE OF
CROWD.

SO, YEAH F YOU WANT TO PLAY
AROUND WITH THAT AND PRACTICE
AND -- THAT WOULD BE GREAT.

IT LOOKS LIKE MOST FOLKS ARE
HEARING EVERYTHING OKAY.

THERE'S A COUPLE OF SOUND ISSUES
WHICH I'LL TAKE A LOOK AT.

AND, YEAH, WE'RE GOING TO GET
STARTED IN JUST A MOMENT.

KRISTEN IF YOU WANT ME -- IF YOU
ARE READY TO GO, WE'RE A MINUTE
AFTER THE HOUR.

IF YOU ARE READY TO GO, WE CAN
BEGIN I'LL JUST START THE
RECORDING.

>> THAT WOULD BE GREAT.

MY NAME IS KRISTEN LAISE,
EVERYONE.

I APPRECIATE YOU JOINING US
TODAY.

YOU HAVE JOINED US IN THE
COLLECTING THE COLLECTIONS
ONLINE UNIVERSITY SPACE.
WE'VE BEEN HOSTING WEB FAR INS
FOR A -- WEBINARS AND THIS IS
OUR FIRST ONLINE CLASS.
THIS IS A NEW SERIES OF ON LINE
CORVES ABOUT THE PRESERVATION OF
ARCHIVAL AND HISTORICAL
COLLECTIONS.

IT'S BEEN MADE POSSIBLE BY THE
LAURA BUSH 21ST CENTURY GRANT.
YOU'VE MET HOPE ALREADY.
SHE'S THE PRODUCER FROM LEARNING
TIMES AND THEY ARE HELPING US
WITH THE WEB SITE, THE
REGISTRATION AND PRODUCING THESE
WEBINAR SNCHES I WANTED TO
REITERATE OUR SCHEDULE FOR THE
FIRST COURSE CALLED COLLECTIONS
CARE BASICS.

YOU'VE JOINED US TODAY FOR
AGENTS OF DETEARORRATION AND THE
NEED FOR COLLECTIONS CARE.
WE'LL GET TO THAT IN A MINUTE
AFTER I GET THROUGH HOUSEKEEPING
ITEMS.

OUR NEXT CLASS IS TOMORROW AT
2:00 EASTERN AND WE'LL GO THREE
CLASSES NEXT WEEK AND THEN THE
FOLLOWING WEEK ONE LAST CLASS.
SO I HOPE YOU'LL BE ABLE TO JOIN
US FOR THOSE.

THEY ARE ALL GOING TO BE 90
MINUTES AND WE'RE JUST SO
EXCITED THERE'S BEEN SO MUCH
INTEREST IN THESE COURSES.
WE HAVE 260 OF YOU LOGGED IN
TODAY.

AND BECAUSE THERE ARE SOX YOU
LIKE HOPE MENTIONED, WE'RE NOT
PUBLISHING YOUR HELLOS OVER IN
THE Q AND A BUT WE'RE WATCHING
THAT FOR QUESTIONS YOU MIGHT
HAVE AND WE'LL HELP YOU WITH
THOSE.

AND WE WILL BE GIVING YOU POLL

QUESTIONS TO LEARN MORE ABOUT
YOU TODAY.

I'D LIKE TO START THAT NOW.

YOU'LL SEE ON THE SCREEN TWO
POLLS COME UP.

IF YOU COULD ANSWER THE
QUESTIONS, JUST LIKE TO GET A
SENSE OF THE GROUP.

IF YOU PARTICIPATED IN ANY OF
THE CONNECTING THE COLLECTIONS
WEBINRS IN THE PAST AND I'LL ASK
WHAT KIND OF INSTITUTION YOU ARE
WITH.

LET ME MAKE THIS A LITTLE
SMALLER.

LET'S SEE IF WE CAN GET THESE
BOTH UP AT THE SAME TIME.

I NEED MOVE SOME THINGS AROUND.
GIVE ME A MINUTE.

YOU'LL SEE SOME MORE APPLICABLE
OPTIONS.

JUST A SEC.

I HOPE YOU CAN SEE BOTH OF
THESE.

IF NOT, I'M SURE YOU'LL LET US
KNOW.

AND BE ASSURED THAT YOU WILL
BE -- WHEN YOU CAME INTO THE
MEETING ROOM WE GOT YOUR NAME SO
WE WILL BE CHECKING ATTENDANCE
AND D THANK YOU FOR SAYING
HELLO.

THAT'S GREAT BUT WE'LL BE
CHECKING ATTENDANCE THAT WAY AND
IN A MINUTE, I'LL BE BRINGING
OVER OUR CHAT BOX IF YOU ARE
WITH A GROUP.

YOU CAN TELL US WHO ELSE IS
WATCHING WITH YOU TODAY.

LOOKS LIKE WE HAVE A NICE MIX OF
INSTITUTIONS, A VARIETY OF
TYPES.

WE HAVE PARTICULARLY MADE THIS
COURSE RELEVANT TO PEOPLE AT
LIBRARIES AND HISTORIC
SOCIETIES.

HOPEFULLY IF YOU'VE JOINED US

FROM A MUSEUM IT WILL BE USEFUL
FOR YOU AS WELL.
BUT WE'VE BEEN DOING A LOT OF
OUTREACH ON A LOT OF MUSEUM
TOPICS AND COLLECTING THE
COLLECTIONS ONLINE COMMUNITY.
WE WANTED TO FOCUS IN ON THE
CARE OF ARTIFACTS THAT ARE FOUND
IN LIBRARIES AND HISTORIC
COLLECTIONS.
SO I THINK WE HAVE A GOOD
ATTENDANCE IN THESE POLLS.
I'M GOING TO CLOSE THESE TO THE
SIDE.
BUT I WANT TO TELL YOU A FEW
MORE ITEMS ABOUT THESE COURSES
AND ASK FOR YOUR ASSISTANCE IN
HELPING US.
WE -- BECAUSE WE HAVE IMLS
FUNDING, WE DO NEED TO SHOW THEM
THAT THIS HAS BEEN EFFECTIVE AND
THAT WE HAVE REACHED PEOPLE WITH
THIS.
THIS IS THE REASON WHY WE'VE HAD
A COUPLE STEPS IN THE
REGISTRATION PROCESS.
WE HOPE YOU HAVE REGISTERED ON
THIS PAGE ON THE CONNECTING TO
COLLECTIONS.ORG UNDER THE ONLINE
COURSES.
WE DO NEED THIS BECAUSE WE NEED
TO KNOW WHO YOU ARE.
IT WAS ABOUT A 3-PAGE
QUESTIONNAIRE.
IF YOU HAVE NOT REGISTERED ON
THAT, PLEASE DO GO BACK ON THE
SITE AFTER WE SCK TODAY AND --
CONCLUDE TODAY AND FILL OUT THAT
INFORMATION.
YOU WILL NOTICE THAT THIS IS
CLOSED AND HOPEFULLY YOU CAN
REGISTER FOR SOMETHING ELSE OR
TALK TO US AND WE'LL WORK THAT
OUT.
IN ADDITION, WE'VE ASKED FOR
YOUR PERMISSION FORM TO BE
COMPLETED AND SENT IN TO US.

WE HOPE YOU'VE DONE THAT AS WELL.

IF THIS SEEMS STRANGE TO SOME OF YOU, MIGHT SEEM UNUSUAL TO ASK YOUR SUPERVISOR FOR PERMISSION BUT WE DID HAVE A REASON BEHIND THIS.

WE'RE NOT JUST A BOARD OF BUREAUCRATS IN WASHINGTON. WE WANTED TO HELP YOU COMMUNICATE WITH YOUR SUPERVISOR TO MAYBE GET RELIEF FROM YOUR REGULAR ACTIVITIES TO THAT YOU COULD WATCH THESE WEB FAR INS. WE -- WE WANTED TO MAKE SURE YOU HAD AMPLE TIME TO LISTEN AND DO YOUR HOMEWORK.

WE REQUIRED THIS SIMILAR CONTINUING EDUCATION COURSE AND FOUND IT WAS AN EXCELLENT WAY FOR INDIVIDUALS TO START CONVERSATIONS ABOUT COLLECTIONS CARE AND THE NEEDS FOR COLLECTIONS CARE AND THE INTEREST OF STAFF MEMBERS AND VOLUNTEERS TO LEARN MORE ABOUT THIS TOPIC.

SO IT'S REALLY A STEP TO BE HELPFUL.

AND WE DO ASK THAT YOU SUBMIT IT AGAIN, BE IN TOUCH WITH US IF YOU HAVE A QUESTION.

AND THEN WE CERTAINLY WELCOME YOU TO JOIN THE ONLINE COMMUNITY.

YOU MIGHT HAVE SEEN THE LOG IN ON THE HOME PAGE.

YOU DIDN'T NEED TO LOG IN TO JOIN THIS WEBINAR TODAY BUT WE DO ENCOURAGE YOU TO JOIN THE COMMUNITY.

WE HAVE OVER 2200 MEMBERS AND IT'S GROWING EVERY MINUTE. ACROSS THE COUNTRY THESE ARE COLLECTIONS CARE PROFESSIONALS, PRESERVATION AND EXPERTS. WE HAVE GREAT DISCUSSIONS.

WE OFTEN OFFER FREE WEBINARS AND WE THINK IT'S GROWING INTO A VERY USEFUL RESOURCE FOR THE FIELD.

AND SO YOU ARE CERTAINLY NOT REQUIRED TO JOIN THE ONLINE COMMUNITY, BUT WE ENCOURAGE THAT AND THEN YOU MAY HAVE NOTICED IN OUR PUBLICITY THAT WE'RE OFFERING A CERTIFICATE FOR YOUR PARTICIPATION IN THIS TODAY. YOU ARE NOT REQUIRED TO WORK TOWARDS A CERTIFICATE, BUT AGAIN, WE'VE JUST LEARNED FROM COLLEAGUES THAT HAVING DOCUMENTATION OF ATTENDING A CONTINUING EDUCATION OPPORTUNITY IS USEFUL FOR PEOPLE.

WE'RE OFFERING THIS OPPORTUNITY. THAT MEANS WE HAVE A LITTLE BIT OF HOUSEKEEPING WE HAVE TO DO. SO IF YOU ATTEND ALL SIX WEBINARS AND COMPLETE ALL SIX HOMEWORK ASSIGNMENTS YOU EARN OUR COLLECTIONS CARE BASIC COURSE CERTIFICATE.

IF YOU HAVE TO MISS A WEBINAR, LET US KNOW.

WE'LL GET YOU THE LINK FOR THE RECORDING.

WE'RE RECORDING THESE BUT WE'RE NOT POSTING THE RECORDINGS ON THE WEB SITE UNTIL THE COURSE CONCLUDES.

YOU KNOW, YOU HAVE REGISTERED, YOU'VE GONE THROUGH THE STEPS TO REGISTER AND WE WANT TO HONOR THAT BUT NOT JUST MAKING IT PUBLICLY AVAILABLE RIGHT AWAY. BUT EVENTUALLY IT WILL BE ALL ON THE WEB SITE.

YOU'LL SEE ON THE WEB SITE THE HOMEWORK ASSIGNMENTS.

WE'LL TALK ABOUT THAT IN A MINUTE.

IF YOU COMPLETE THOSE THEN WE'LL CHECK THAT OFF.

AND THEN MAKE SURE WHEN YOU ENTER THE MEETING ROOM AND WHEN YOU DO THE HOMEWORK ASSIGNMENTS, LET US KNOW YOUR FIRST AND LAST -- THIS SEEMS OBVIOUSLY BUT LET US KNOW YOUR FIRST AND LAST NAME AS YOU REGISTER.

IT HELPS US DOUBLE CHECK, CHECK YOU IN AS HAVING ATTENDED AND DONE THE HOMEWORK.

THAT IS JUST ANOTHER THING TO THINK ABOUT.

I'LL BE BRINGING BACK AT THE END OF SESSION THE CHAT BOX.

IF YOU ARE WATCHING WITH A GROUP SO ONLY ONE OF YOU HAS ENTERED THE MEETING ROOM BUT WE'LL BRING OVER A CHAT BOX SO HANG ON AT THE END SO YOU CAN RECORD THE OTHER PEOPLE IN YOUR PARTY THAT HAVE WATCHED WITH YOU.

AND WE JUST WANT TO MAKE SURE IF YOU DO MISS A WEBINAR, IF YOU ARE A LITTLE LATE WITH YOUR HOMEWORK TRY TO GET IN ALL IN BY JANUARY 31 BECAUSE OUR NEXT COURSE BEGINS IN FEBRUARY.

I'VE CONFERENCED A COUPLE TIMES ALREADY OUR HOME PAGE FOR THIS CLASS.

WE HAVE EVERYTHING IN ONE PLACE, THE SCHEDULE LINKS TO THE HOMEWORK ASSIGNMENTS, SUGGESTED READINGS AND ADDING -- ADDITIONAL RESOURCES.

IF OTHER RESOURCES COME UP DURING THE CONVERSATION TODAY, WE'LL PUT THAT THERE.

WE'LL PUT THE POWERPOINT FROM THE PRESENTATION THERE JUST AS A DOCUMENT SO YOU CAN HAVE ALL THOSE AS NOTES AND ANYTHING THAT IS HELPFUL.

AS WE GO ALONG IF THERE'S THINGS THAT ARE HELPFUL TO POST WE'RE FLEXIBLE AND CAN DO THAT A FEW LITTLE NOTES ON HOMEWORK.

THEY ARE REALLY -- HOMEWORK IS REALLY TOO HARSH A WORD. TEN MINUTES MAYBE, MIGHT BE A SHORT ANSWER QUIZ, A QUESTION. SOMETHING TO LET US KNOW THAT YOU ARE OUT THERE, YOU ARE LISTENING AND THAT WE'RE COMMUNICATING THE INFORMATION IN A USEFUL MANNER.

IT'S ALMOST A PASS FAIL SITUATION.

WE WON'T BE GIVING YOU INDIVIDUAL FEEDBACK ON YOUR HOMEWORK BUT WE'LL TALK ABOUT HOW EVERYONE HAS A GROUP DID IN THE FOLLOWING WEBINARS.

IF YOU HAVE ADDITIONAL QUESTIONS YOU CAN E-MAIL THAT AT INFO AT HERITAGEPRESERVATION.ORG.

ACADEMY OF CERTIFIED ARCHIVISTS HAS APPROVED THIS COURSE TO BE ELIGIBLE FOR FIVE CREDITS.

IF YOU ARE A CERTIFIED ARCHIVIST THIS WILL APPLY AND YOU CAN CHECK THEIR WEB SITE FOR MORE INFORMATION.

SO I HOPE THAT HELPS ANSWER SOME OF THE LOGISTICAL QUESTIONS.

IF I HAVEN'T ANSWERED YOUR QUESTIONS OR IF I'VE MANAGED TO CONFUSE YOU FURTHER, FEEL FREE TO TYPE THOSE.

IN WE WENT PUBLISH THOSE TO THE GROUP BUT I'LL LOOK AT THEM AND WE CAN ANSWER THEM AT THE END OF DOANA'S PRESENTATION.

WITHOUT FURTHER ADO, I WANTED TO PRESENT OUR INSTRUCTOR FOR TODAY.

IT'S DONIA CONN AND SHE'S BEEN WORKING IN BOOK CONSERVATION AND PRESERVATION TRAINING.

SHE'S AT THE SIMMONS COLLEGE LIBRARY OF INFORMATION SCIENCE.

SHE RECENTLY WAS AT THE NORTHEAST DOCUMENT CONSERVATION CENTER WHERE THEY HANDLED

WORKSHOPS AND WEBINARS ON
PRESERVATION AND DIGITIZATION.
WITH THAT I'LL BRING OVER
DONIA'S PRESENTATION.
AND, AGAIN, WELCOME, EVERYONE.
>> THANK YOU, KRISTEN.
I WANT TO ADD MY WELCOME TO ALL
OF YOU.
IT'S TERRIBLY EXCITING FOR ME TO
HAVE SO MANY OF YOU ON HERE.
IT GOES TO SHOW THAT
PRESERVATION IS STILL IMPORTANT
IN MANY INSTITUTIONS.
SO AS SOMEBODY WHO TEACHES
PRESERVATION AT THE LIBRARY
SCHOOL LEVEL IT'S GOOD TO KNOW
THAT THERE ARE STILL MANY
INSTITUTIONS OUT THERE THAT
STILL COMPARE WITH THIS ISSUE.
SO WHAT WE'RE GOING TO TODAY IS
TAKE AN OVERVIEW OF WHAT WE'RE
TALKING ABOUT THROUGHOUT THE
COURSE TODAY.
AND THEN REALLY USE THIS
OPPORTUNITY AS LAYING THE
GROUNDWORK FOR WHAT ALL THE
OTHER WEB WEBINARS ARE TALKING
ABOUT.
IT MAY BE BASIC ANDRE PET ACTIVE
FOR -- BASIC AND REPETITIVE FOR
SOME OF YOU.
BUT I WANT US ON THE SAME LEVEL
SO WE UNDERSTAND WHAT IS GOING
ON ESPECIALLY IN THE LATER WEB
NARS.
I WANT TO JUST START OFF WITH A
FEW DEFINITIONS BECAUSE
BASICALLY WE'RE A BROAD RANGE OF
PEOPLE ON THESE WEBINARS AND WE
ALL WORK IN CULTURAL HERITAGE ON
SOME LEVEL BUT LIBRARIES AND
ARCHIVES AND MUSEUMS, ADDING IN
MUNICIPALITIES AND HISTORICAL
SOCIETIES WE OFTEN SPEAK A
SLIGHTLY DIFFERENT LANGUAGE.
IF ANY OF HAVE YOU TRAVELED TOLL
BRITAIN, WE ALL IS SPEAK ENGLISH

BUT WE HAVE MANY DIFFERENT WORDS
FOR DIFFERENT BASIC THINGS.

WE WANT TO LAY THE GROUNDWORK
FOR IS FIRST OF ALL WHAT DO WE
MEAN BY SOME OF THESE TERMS?

I'M GOING TO START WITH
COLLECTIONS CARE BECAUSE IT'S
HE'LLY KIND OF THE AREA THAT
BRANCHES OFF DIFFERENTLY
ESPECIALLY BETWEEN MUSEUMS,
LIBRARIES AND ARCHIVES.

REALLY COLLECTIONS CARE IS THE
RANGE OF ACTIVITIES, AS YOU CAN
SEE, THAT PRESERVE CULTURAL
HERITAGE COLLECTIONS.

STRANGELY ENOUGH IT'S WHAT THIS
ENTIRE COURSE IS GOING TO BE
TALKING ABOUT.

COLLECTIONS MANAGEMENT,
ENVIRONMENTAL MANAGEMENT,
STORAGE AND HANDLING, MONITORING
OF MANY DIFFERENT THINGS IT'S
REALLY WHAT WE'RE GOING TO
COVER.

THAT SAID, IF YOU ARE FROM A
LIBRARY AND ARCHIVAL SIDE OF
THINGS IT'S EXACTLY WHAT YOU
CALL PRESERVATION.

WE'RE THINKING MUCH MORE
GLOBALLY IN EVERYTHING THAT WE
DO.

SO THE NEXT TIME YOU ARE TALKING
WITH A COLLEAGUE AND THEY START
TALKING ABOUT EITHER
PRESENTATION OR COLLECTIONS
CARE, YOU ARE PRETTY MUCH SAYING
THE SAME THING.

IT'S LIKE SAYING ELEVATOR OR
LIFT.

SAME THING, DIFFERENT WORDS BUT
WE CAN UNDERSTAND EACH OTHER.
CONSERVATION ON THE OTHER HAND
IS REALLY A VERY ACTIVE REMEDIA
SORT OF -- REMEDIAL SORT OF
ACTIVITY.

CONSERVATION IS REALLY A
SEPARATE SPECIALTY WITHIN

PRESERVATION OR COLLECTIONS
CARE.

AND WE'LL BE TALKING ABOUT WHEN
AND WHERE WE DO SOME OF THIS
STUFF THROUGHOUT THE ENTIRE
COURSE NOT JUST TODAY BUT
THROUGHOUT THE ENTIRE COURSE.
WE ALSO WANT TO THINK ABOUT
PEOPLE.

OKAY?

BECAUSE DEPENDING ON THE TYPE OF
INSTITUTION THAT WE'RE AT WE'RE
GOING TO HAVE DIFFERENT PEOPLE
WHO PERFORM COLLECTIONS CARE
PRESERVATION AND OTHER
ACTIVITIES.

SOME OF YOU ARE AT ACADEMIC
INSTITUTIONS AND WE WILL
PROBABLY HAVE A LARGE STAFF SO
THAT WE CAN HAVE PEOPLE
SPECIALIZING IN PRESERVATION AS
WELL AS CONSERVATION.

SOME OF YOU FROM THE LARGER
MUSEUMS MAY ALSO HAVE SEPARATE
PEOPLE DOING COLLECTIONS CARE,
PREVENTATIVE CONSERVATION AND
CONSERVATION ACTIVITIES.

SO WE MIGHT HAVE A WIDE RANGE OF
PEOPLE.

ON THE OTHER HAND, MANY OF US
MAY BE FROM SMALLER INSTITUTIONS
AND WE ARE RUNNING ON MAYBE --
IF WE'RE LUCKY -- A PAID STAFF
MEMBER BUT THEN EVERYBODY ELSE
IS VOLUNTEERS.

SO WHERE CAN WE HAVE PEOPLE
DOING THIS SORT OF WORK?

AND SO WHAT WE'RE GOING TO BE
LOOKING AT IS HAVING, YOU KNOW,
ALMOST ANY OF OUR STAFF MEMBERS
AND MOST OF OUR VOLUNTEERS CAN
REALLY BE TRAINED TO PERFORM A
RANGE OF THESE COLLECTIONS CARE
OR PRESERVATION ACTIVITIES.

AND, YOU KNOW, FOR THAT WE'RE
GOING TO WANT TO LOOK AT
MATCHING SKILLS AND INTERESTS IN

OUR PEOPLE WITH THE ACTIVITIES THAT THEY ARE GOING TO BE DOING. WE'RE GOING TO SPEND A LOT MORE TIME TALKING ABOUT THIS ASPECT IN THE LAST WEBINAR OF THIS SERIES ON STAFF AND VOLUNTEER MANAGEMENT.

IF THIS IS A TOPIC YOU ARE DYING TO KNOW MORE ABOUT, DON'T WORRY WE'LL BE GETTING IT TO.

WE'LL HAVE AN ENTIRE WEBINAR JUST ON THIS.

CONSERVATION ON THE OTHER HAND IS REALLY GOING TO BE SOMETHING WE'RE GOING TO MENTION.

BUT WE'RE ALSO GOING TO BE SAYING IN THE SAME BREATH THAT WE REALLY PREFER CONSERVATION TO BE DONE BY THE PROFESSIONALS ONLY PLEASE.

IT'S ACTUALLY A VERY SKILLED TIP OF JOB -- TYPE OF JOB THAT REQUIRES A LOT OF -- A LOT OF BROAD KNOWLEDGE SO YOU CAN'T JUST BE A PAPER CONSERVATOR BECAUSE YOU LEARNED HOW TO MEND TEARS.

YOU NEED TO KNOW ABOUT THE TYPE OF PAPER YOU ARE USING, WHAT SORT OF FIBERS IS IT MADE OUT OF?

IF YOU ARE WORKING ON ARTWORK, WHAT KIND OF PRINT IS IT? WHAT ARE THE PIGMENTS?

THERE'S GOING TO BE A LOT OF DIFFERENT THINGS YOU NEED TO KNOW AS A CONSERVATOR THAT YOU ARE NOT ABLE TO BE TRAINED TO LEARN ABOUT IN A VERY SHORT PERIOD OF TIME.

IT'S A LONG COMMITMENT AND IT'S A LOT OF SPECIALIZED KNOWLEDGE. SO DON'T -- PLEASE DON'T THINK YOU CAN DO IT YOURSELF IF YOU HAVE TAKEN ONE WORKSHOP.

BUT ALSO KNOW THAT EVEN WITHIN THE CONSERVATION COMMUNITY,

CONSERVATORS HAVE THEIR AREA OF SPECIALTY AND SO PLEASE IF YOU HAVE DAMAGED COLLECTIONS MATERIALS -- IF YOU'VE GOT A DAMAGED OIL PAINTING ON CANVAS, PLEASE DON'T TAKE IT TO A PAPER CONSERVATOR TO TREAT BECAUSE YOU KNOW THEM.

THAT'S NOT THEIR AREA OF SPECIALTY.

EVEN WITHIN THE CONSERVATION FIELD, WE HAVE AREAS OF SPECIALTY AND IT TAKES A LOT OF TRAINING AND KNOWLEDGE TO EVEN KNOW YOUR ONE SMALL AREA.

THERE ARE VERY FEW PEOPLE WHO CAN DO BROAD BASED CONSERVATION. SO DIVING INTO SOMETHING THAT IS VERY CLOSE TO MY HEART IN LARGE PART BECAUSE EVEN THOUGH I'M A TRAINED CONSERVATOR, I ALSO WENT THROUGH LIBRARY SCHOOL, LIBRARIANS LOVE POLICIES.

AND WE LOVE POLICIES BECAUSE THEY REALLY HELP TO PROVIDE GUIDANCE AND FRAMEWORK FOR THE INSTITUTION AS A WHOLE.

IT'S SOMETHING THAT IS WRITTEN DOWN, SOMETHING THAT BE SHARED WITH PEOPLE.

IT'S NOT PART OF SOME KNOWLEDGE BASE THAT IS STUCK IN ONE PERSON'S HEAD AND WHEN THAT PERSON IS RETIRED, YOU'VE LOST UNTOLD AMOUNTS OF INSTITUTIONAL KNOWLEDGE.

AND SO WE WANT TO HAVE POSIES SO THAT -- POLICIES SO THAT EVERYBODY REALLY UNDERSTAND WHAT'S IS GOING ON AND WHAT WE'RE DOING.

AND PROBABLY ONE OF THE MOST IMPORTANT POLICIES YOU CAN HAVE AS AN INSTITUTION IS GOING TO BE A MISSION STATEMENT.

A MISSION STATE STATEMENT IS SOMETHING THAT IS -- AS I LIKE

TO PUT IT -- SHORT, SWEET AND TO THE POINT.

IT TELLS PEOPLE WHO YOU ARE AND WHAT YOUR GOALS ARE.

AND EVEN MORE IMPORTANTLY WHO YOU ARE STRIVING TO, YOU KNOW, PROVIDE THESE SERVICES TO.

IT'S REALLY A WAY TO IDENTIFY YOURSELF SO THAT YOU DON'T HAVE TO HAVE AN IDENTITY CRISIS.

WHO ARE WE?

WHO ARE WE SERVING?

WHAT ARE WE DOING?

IT BASICALLY IS YOUR IDENTIFICATION CARD IN MANY WAYS.

AND SO WHAT WE WANT TO DO IS TO THINK ABOUT WHAT OUR MISSION STATEMENT IS AND WHAT IT SAYS BECAUSE IT'S GOING TO BE THE FOUNDATION FOR PRETTY MUCH ALL OF OUR OTHER POLICIES THAT WE BUILD BEYOND THIS POINT.

AND SO WHAT I WANT TO DO IS JUST BRING IN MY FIRST POLL QUESTION. AND THAT IS -- CAN WE MAKE THE BOX -- SO IF WE MAKE THE BOX BIGGER -- BASICALLY, HOW MANY OF YOU KNOW AND UNDERSTAND THE IMPLICATIONS OF YOUR MISSION STATEMENT?

BECAUSE IT'S ONE THING TO KNOW, YES, WE HAVE A MISSION STATEMENT.

IT'S AN ENTIRELY DIFFERENT THING TO KNOW WHAT THAT MISSION STATEMENT SAYS AND WHAT THAT MEANS ABOUT WHAT YOU DO.

AND DON'T FEEL BAD IF YOU DON'T ACTUALLY KNOW WHAT YOUR MISSION STATEMENT SAYS.

I'VE WORKED AT INSTITUTIONS AND UNTIL WE DO STRATEGIC PLANNING THERE WERE INSTITUTIONS THAT I HAD NO IDEA WHAT THE MISSION STATEMENT WAS BECAUSE YOU COULDN'T FIND THE THING AND IT

ONLY GOT PULLED OUT WHEN WE WERE
DOING STRATEGIC PLANNING.

FOR THOSE OF YOU WHO DON'T KNOW
YOUR MISSION STATEMENT OR ARE
NOT SURE, MAYBE AS A EXTRA
CREDIT, GO AND IN FIND OUT, WHO
WHAT SOUR MISSION STATEMENT?

WHO ARE WE SERVING?

WHAT ARE WE DOING?

WHAT IS OUR FOCAL POINT?

THAT IS GOING TO HELP GIVE YOU
AN IDEA OF WHERE YOU ARE GOING
AND WE ALL NEED AN IDEA OF WHERE
WE'RE GOING.

IT LOOKS LIKE MOST OF US
ACTUALLY REALLY DO KNOW AND
UNDERSTAND THE IMPLICATIONS OF
OUR MISSION STATEMENT.

THAT'S FANTASTIC.

SO I'M GOING TO GO ON THEM AND
I'M NOT SURE IF I CAN CLOSE THIS
OR NOT.

THANK YOU.

TO THE NEXT SLIDE WHICH ACTUALLY
IS A SAMPLE MISSION STATEMENT.

YOU CAN SEE THAT, YOU KNOW
THERE'S -- IT SEEMS LIKE THERE'S
A LOT OF WORDS HERE BUT THERE'S
SOME REALLY IMPORTANT ONES.

SO WE'RE DOCUMENTING, STUDYING
AND INTERPRETING HOLOCAUST
HISTORY.

RIGHT THERE IN THOSE FEW WORDS
WE'RE REALLY LAYING THE
GROUNDWORK OF NOT ONLY WHAT WE
DO BUT ALSO WHAT WE'RE GOING TO
COLLECT.

BECAUSE IF OUR FOCUS IS
DOCUMENTING, STUDYING AND
INTERPRETING HOLOCAUST HISTORY,
WE'RE NOT GOING TO GO OUT AND
SOLICIT DONATIONS FOR MATERIALS
THAT RELATE TO WILD BILL HICKOCK
AND THE WILD WEST.

IT'S NOT RELEVANT FOR US.

IT STARTS TO LATE GROUNDWORK FOR
THE COLLECTIONS POLICIES.

AND IT'S GOING TO SERVE AS A
MEMORIAL FOR THE MILLIONS OF
PEOPLE MURDERED DUR THE
HOLOCAUST -- DURING THE
HOLOCAUST.

THERE AGAIN IT'S GIVING US A
GROUNDWORK ON WHAT SORT OF
PROGRAMMING WE'RE GOING TO BE
DOING, WHAT SORT OF EXHIBITS
WE'RE GOING TO DO.

WE'RE ADVANCING DISSEMINATE AND
DISSEMINATING KNOWLEDGE ABOUT
THAT SPECIFIC TOPIC.

WE ARE GIVING OURSELVES A
FRAMEWORK ON WHERE WE'RE GOING
TO WORK BEYOND THIS, JUST REALLY
SIMPLE -- WHAT IS IT?

TWO SENTENCE STATEMENT.

SO WHEN WE HAVE A GOOD, WELL
WORDED MISSION STATEMENT -- I
WAS GOING TO SAY COLLECTIONS
POLICY BECAUSE THAT'S IN FROPTD
OF ME -- MISSION STATEMENT IT
THEN, LIKE I SAID, LAYS THAT
GROUNDWORK FOR OUR COLLECTION
POLICIES.

SO THE FIRST ONE WE WANT TO
THINK ABOUT IS COLLECTIONS AS A
VERB.

WHAT ARE WE GOING TO COLLECT?

OKAY.

WHAT ARE THE MATERIALS WE'RE
GOING TO COLLECT?

WHAT SORT OF TOPICS ARE WE GOING
TO COLLECT?

YOU CAN EVEN GET DOWN TO ARE YOU
GOING TO COLLECT ONLY PRINTED
MATERIALS?

ARE YOU ONLY GOING TO COLLECT
MANUSCRIPT MATERIALS OR COLLECT
OBJECTS?

MANY OF US IN THE LIBRARY WORLD,
AT LEAST I KNOW WHEN I WORKED AT
THE ACADEMIC LIBRARIES THAT I
DID, WHENEVER WE WOULD GET
OBJECT ORIENTED MATERIALS INTO
THE ARCHIVES OR INTO THE SPECIAL

COLLECTIONS IT WAS PARTICULARLY
BOTHERSOME BECAUSE WE WERE NOT
SET UP TO CATALOG OBJECTS.
IT WAS NOT OUR AREA OF
SPECIALTY.

WE DIDN'T NECESSARILY HAVE THE
PROPER STORAGE ENVIRONMENTS FOR
THOSE TYPE OF THINGS.

IT REALLY HELPS WHEN YOU ARE
DOING YOUR COLLECTIONS POLICY,
WHAT YOU ARE GOING TO COLLECT,
IS TO TRY TO BE SPECIFIC IN THAT
POLICY ON WHAT YOU WANT TO TAKE
IN BECAUSE THIS WAY WHEN YOU ARE
DEALING WITH DONORS AND THEY ARE
TRYING TO GIVE YOU THIS GREAT
TRUNK FULL OF MATERIALS THAT
REALLY RELATE TO THE HISTORY OF
THE TOWN AND THEY THINK YOUR
PUBLIC LIBRARY'S LOCAL HISTORY
COLLECTION MUST HAVE THIS TRUNK
FULL OF STUFF AND YOU OPEN THE
TRUNK AND IT'S FULL OF MICE AND
MOTHS, YOU CAN SAY, WELL OUR
COLLECTIONS POLICY IS JUST FOR
MANUSCRIPT AND PRINTED
MATERIALS.

DO YOU HAVE ANY OF THAT?

YOU CAN POLITICALLY TURN DOWN
COLLECTIONS ESPECIALLY IF YOU
HAVE A COLLECTIONS POLICY.

WE ALSO WANT TO THINK ABOUT OUR
COLLECTIONS POLICIES IN TERMS OF
COLLECTIONISM NOW.

WHAT ARE WE GOING TO DO TO
MANAGE THOSE COLLECTIONS?
SO OUR COLLECTION MANAGEMENT
POLICY IS GOING TO INCLUDE
GUIDELINES FOR STORAGE, CARE AND
HANDLING, SECURITY, CONSERVATION
AND PRESERVATION AND
DEACCESSIONING.

IT CAN BE A DIRTY WORD BUT WE
NEED TO THINK ABOUT IT.

>> SO AGAIN THIS COLLECTION
MANAGEMENT POLICY IS REALLY
GOING TO BE -- HAVE ITS

FOUNDATION IN OUR MISSION
STATEMENT BECAUSE IF WE DON'T
NECESSARILY TALK ABOUT
PRESERVATION IN OUR MISSION
STATEMENT, WHY ARE WE COLLECTING
THIS HISTORIC MATERIAL AND WHY
ARE WE TRYING TO KEEP IT FOR THE
LONG TERM?

SO ONE OF THE THINGS WE NEED TO
ASK OURSELVES IS: WHAT SORT OF
INSTITUTION ARE WE?

HOW LONG ARE WE EXPECTING TO
KEEP THESE ELECTIONS?

BECAUSE THAT IS GOING TO DRIVE
WHAT YOU DO IN TERMS OF
COLLECTIONS MANAGEMENT.

THERE ARE PRESERVATION
ACTIVITIES THAT YOU ARE GOING TO
DO IF YOU HAVE, YOU KNOW, A
COLLECTION THAT TURNS OVER QUITE
A BIT.

IF YOU ARE WONDERING WHAT SORT
OF COLLECTION THAT MIGHT BE,
THINK ABOUT A LIBRARY THAT IS
ASSOCIATED WITH A MEDICAL
SCHOOL.

THOSE MATERIALS AREN'T
NECESSARILY KEPT FOR THE LONG
TERM BECAUSE THEY ARE REFERENCE
MATERIALS, THEY ARE TEACHING
MATERIALS AND NONE OF US REALLY
WANTS OUR DOCTOR TO HAVE BEEN
TAUGHT WITH MEDICAL TEXTS FROM
THE 1930S.

THAT WOULD JUST SCARE THE LIVING
DAYLIGHTS OUT OF ME.

I WANT THEM TO HAVE THE MOST
UP-TO-DATE INFORMATION.

YES THERE ARE THINGS GOING ON IN
THAT SORT OF INSTITUTION BUT
THEY ARE NOT THE SAME TYPES AS
WE WOULD BE DOING IN SPECIAL
COLLECTIONS OR IN AN HISTORICAL
SOCIETY OR IN AN ARCHIVES.

SO AGAIN, WHO ARE YOU?

WHAT IS YOUR PURPOSE?

WHAT IS YOUR MISSION?

AND HOW DOES THAT DIRECT YOUR COLLECTIONS POLICIES?

NOW, IT ISN'T JUST THOSE TWO POLICIES THAT WE NEED TO BE THINKING ABOUT.

WE HAVE A LOT OF OTHER POLICIES THAT WE DO NEED TO CONSIDER DEPENDING ON THE TYPE OF INSTITUTION THAT WE ARE.

EVERYBODY HERE SHOULD HAVE A DISASTER PREPAREDNESS POLICY.

IF YOU DON'T HAVE ONE, PLEASE CONSIDER SIGNING UP FOR THE SECOND AND THIRD COURSES THAT WILL BE COMING UP SO THE FEBRUARY AND MARCH COURSES.

FEBRUARY IS GOING TO BE ALL ABOUT RISK MANAGEMENT WHICH IS REALLY THE FIRST STEP IN DOING A DISASTER PREPAREDNESS PLAN.

BECAUSE IF YOU DON'T KNOW WHAT HAZARDS YOU COULD BE ENCOUNTERING, HOW DO YOU HOW TO PREPARE FOR THEM?

AND MARCH BE DISASTER -- MARCH WILL BE DISASTER PREPAREDNESS.

HOW DO YOU ACTUALLY GO ABOUT WRITING THAT PLAN?

DON'T WORRY I'LL TALK ABOUT THIS ONE AGAIN IN A BIT.

WE DO NEED TO HAVE SOME SORT OF DEACCESSIONING POLICY.

BECAUSE CAN I CAN GUARANTEE YOU HOW MANY OF US HAVE MORE STORAGE SPACE THAN WE KNOW WHAT TO DO WITH.

MOST OF US HAVE MORE STUFF THAN WE KNOW WHAT TO DO WITH AND ARE DESPERATING TRYING TO FIGURE OUT JUST HOW WE CAN SAFELY STORE ALL OF THIS.

SO THE FIRST QUESTION YOU MIGHT ASK IS: DO WE NEED ALL OF THIS STUFF?

OKAY.

IF YOU DON'T NEED IT, IF IT'S NOT APPROPRIATE TO YOUR

COLLECTIONS POLICY, IF IT'S NOT APPROPRIATE TO YOUR MISSION, THEN IT IS -- WHAT ARE YOU DOING WITH IT?

WHY ARE YOU KEEPING IT?

WHY ARE YOU SPENDING THE MONEY TO STORE IT?

AND TO PRESERVE IT?

YOU WANT TO BE THINKING ABOUT THOSE SORES OF ISSUES -- SORTS OF ISSUES WHEN YOU ARE WRITING A DEACCESSIONING POLICY.

IT TENDS TO BRING OUT A LOT OF PASSIONS IN PEOPLE.

ANOTHER POLICY WE WANT TO TALK ABOUT AND WILL BE TALKING ABOUT IN THE SIXTH WEBINAR IN THIS CLASS, IS A VOLUNTEER POLICY.

IF YOU ARE GOING TO HAVE VOLUNTEERS, CAN YOU HAVE VOLUNTEERS?

WHAT ARE GOING TO HAVE THEM DO?

WHO IS GOING TO SUPERVISE THEM.

YOU WANT A POLICY FOR VOLUNTEERS.

YOU WANT SOME SORT OF USER OR READER OR ACCESS POLICY.

OKAY.

WHO CAN USE YOUR MATERIALS?

HOW DO THEY USE THEM?

WHAT REQUIREMENTS DO YOU NEED FROM THEM TO BE ABLE TO SEE THE COLLECTIONS?

EVEN IF YOU DON'T PEOPLE --

ALLOW PEOPLE IN TO SEE THE

COLLECTIONS WHO IN YOUR

INSTITUTION HAS ACCESS TO THE COLLECTIONS?

WHO AS ACCESS TO COLLECTIONS STORAGE, A VAULT, THINGS OF THAT NATURE?

YOU WANT TO THINK ABOUT, YOU KNOW, ISSUES LIKE THAT.

THAT KIND OF GOES HAND IN HAND WITH A SECURITY POLICY.

SO WHAT ARE YOU GOING TO DO ABOUT SECURITY?

DO YOU REQUIRE PEOPLE TO PROVIDE
A PICTURE I.D.?

DO YOU HAVE LOCKERS FOR PEOPLE
TO PUT THINGS INTO?

SO THAT YOU CAN, YOU KNOW, KEEP
AN EYE ON BAGS AND THINGS LIKE
THAT TO MAKE SURE THAT YOU YOUR
COLLECTION IS PROTECTED.

DO YOU HAVE AN EXHIBITION
POLICY?

DO YOU DO EXHIBITIONS?

WHAT IS YOUR TIME FRAME FOR
EXHIBITIONS ARE YOU GOING TO
ALLOW OUTSIDE EXHIBITIONS?

WHO DOES THEM.

HOW LONG ARE THEY GOING TO STAY
UP?

HOW FAR OUT DO YOU HAVE THEM
PLANNED?

DO YOU DO THEM AT THE LAST
MINUTE?

YOU WANT TO THINK ABOUT THAT.

DO YOU HAVE A DONOR POLICY?

IF NOTHING ELSE, DO YOU HAVE
DONOR AGREEMENT FORMS?

VEP IMPORTANT.

AND -- VERY IMPORTANT.

AND I CAN'T TELL YOU THE NUMBER
OF INSTITUTIONS THAT I HAVE
WORKED WITH THAT DON'T -- STILL
TO THIS DAY DON'T HAVE DONOR
AGREEMENT FORMS.

AND IF YOU DO PLAN ON DOING ANY
SORT OF DIGITIZATION, PLEASE
HAVE A DONOR FORM BECAUSE YOU
NEED TO CONSIDER THAT COPYRIGHT
ISSUE.

BUT THAT IS GOING OFF TOPIC.

AND FINALLY DO YOU HAVE -- AND
USUALLY MORE SO FOR THE MUSEUM
WORLD -- DO YOU HAVE AN EVENTS
POLICY?

WHAT SORTS OF EVENTS ARE GOING
TO ALLOW IN THE BUILDING?

WHO CAN HOST EVENTS?

IF THEY ARE GOING TO HOST
EVENTS, DO YOU ALLOW FOOD AND

DRINK?

DO YOU NOT ALLOW FOOD AND DRINK?
DO YOU ALLOW IT AS LONG AS IT'S
NOT RED WINE?

WHAT SORTS OF -- EXCUSE ME, WHAT
SORTS OF POLICIES DO YOU HAVE
AROUND THAT SORT OF AREA?

SO, YOU KNOW, THINK ABOUT IT.

THE LIST COULD GO ON AND ON.

I COULD DO AN ENTIRE WEBINAR ON
POLICIES BUT I'M GOING TO STOP
THERE BECAUSE, YOU KNOW, THERE
ARE SO MANY OF THEM.

WE'LL COME UP WITH A FEW MORE OF
THEM AS WE GO THROUGHOUT THE
COURSE.

I JUST WANT TO TAKE A BRIEF
PAUSE RIGHT THERE TO SEE IF
ANYBODY HAD ANY QUESTIONS ON OUR
BRIEF AND RAPID TOUR THROUGH THE
DIFFERENT TYPES OF POLICIES.

THERE WILL BE LEGAL ISSUES
DEFINITELY INVOLVED IN A
DEACCESSIONING POLICY.

PART OF IT DEPENDS ON WHAT SORT
OF INSTITUTION YOU ARE AT.

LIBRARIES DON'T HAVE AS MUCH OF
A PROBLEM OF DEACCESSION --
DEACCESSIONING.

IT HAPPENED ALL THE TIME.

YOU NEED TO CHECK YOUR DONOR
FORMS BECAUSE -- THIS IS WHERE A
DONOR POLICY AND HAVING THE
DONOR FORMS COMES INTO PLAY,
WHAT WERE THE -- YOU KNOW, WHAT
WAS THE GIFT?

ARE YOU REQUIRED BY THE.

DO YOU HAVE TO GET RID OF PARTS
OF GIFT THAT DO NOT FIT WITH
YOUR COLLECTING POLICY?

SOME INSTITUTIONS WILL SIMPLY
GIVE THINGS AWAY TO OTHER
MUSEUMS OR HISTORICAL SOCIETIES
THAT COLLECT IN THAT AREA.

WHAT YOU NEED TO THINK ABOUT
ALSO IS IF YOU ARE PLANNING ON
SELLING ANY OF COLLECTION ITEMS

OR GIFT ITEMS.

ANY OF THE FUNDS THAT YOU RECEIVE
IN THE SALE OF THOSE MATERIALS
HAS TO GO BACK INTO THE
COLLECTIONS.

IT CAN'T BE USED FOR GENERAL
OVERHEAD FUNDS.

I'M SURE DEPENDING ON WHAT STATE
YOU ARE IN, THERE'S GOING TO BE
OTHER LEGAL ISSUES BUT THOSE ARE
THE -- THE MAIN OVERARCHING ONES
THAT ARE RELEVANT THROUGHOUT THE
COUNTRY.

WEB SITES OF GOOD EXAMPLES OF
POLICIES, MOST OF THE TIME WHEN
I'M LOOKING FOR A POLICY THERE
REALLY IS ISN'T, AS FAR AS I
KNOW, A ONE STOP SHOP.

I BELIEVE OHIO FOR THEIR
CONNECTING TO COLLECTIONS
PLANNING GRANT ACTUALLY PUT
TOGETHER A WEB SITE.

AND THEY HAVE POLICY EXAMPLES.
IF CYST CONFINED THAT AND PUT
THAT UP, THAT WOULD BE GREAT.

I DO A GOOGLE SEARCH FOR THE
TYPE OF COLLECTION OR THE TYPE
OF POLICY I'M LOOKING FOR.

BECAUSE THERE ARE A LOT OF
INSTITUTIONS THAT WILL PUBLISH
MAYBE NOT THE WHOLE OF THEIR
POLICY BUT, YOU KNOW, A GOOD
PORTION OF IT TO GIVE YOU AN
IDEA BECAUSE YOU REALLY DON'T
NEED TO REINVENT THE WHEEL FOR
THAT.

SO ARE WE OBLIGED TO LET THE
PUBLIC OR A DONOR KNOW WHAT AN
ITEM IS DEACCESSIONED?

>> IF YOU ARE DEACCESSIONING
FROM A SPECIFIC DONOR GIFT IT'S
GENERALLY POLITE TO LET THE
DON'T -- DONOR KNOW.

IN TERMS OF OBLIGATION, I DON'T
THINK YOU ARE REQUIRED BY LAW TO
LET THE PUBLIC KNOW BUT IF YOU
DEACCESSION A WHOLE BUNCH OF

ITEMS AND YOU DON'T TELL THE PUBLIC AND THEN THE PUBLIC FINDS OUT IT COULD BE A RELATIONS NIGHTMARE.

IT'S GENERALLY A GOOD IDEA TO KNOW WHAT YOU ARE DEEP ACCESSIONING AND WHY YOU ARE DEACCESSIONING IT AND THEN BE ABLE TO LET THEM KNOW THAT BECAUSE IF YOU CAN EXPLAIN TO THEM WHY YOU ARE DOING IT, IT GENERALLY TENDS TO BE MUCH BETTER THAN JUST SAYING, WELL, WE'RE GETTING RID OF IT.

SO WHERE DO BE -- WHERE DO YOU GET SUGGESTED ISSUES TO INCLUDE IN EACH POLICY?

AGAIN, HERE, I WOULD REALLY RECOMMEND JUST DOING A LITTLE BIT OF SURFING AND FINDING OUT WHAT OTHER INSTITUTIONS ARE DOING ESPECIALLY LOOKING TO SEE IF YOU CAN CAN FIND EITHER ONLINE OR THROUGH COMMUNICATIONS WITH COLLEAGUES OTHER TYPES OF INSTITUTIONS SIMILAR TO YOURS THAT HAVE POLICIES THAT YOU ARE LOOKING FOR AND SEE WHAT THEY SAY BECAUSE IF YOU ARE A SMALL, MAYBE ONE OR TWO PERSON SHOP AND YOU ARE LOOKING FOR A COLLECTIONS POLICY, YOU ARE NOT GOING TO GOOD LOOKING AT A MAJOR MUSEUM TO FIND AN EXAMPLE OF A COLLECTIONS POLICY BECAUSE YOU ARE NOT THE SAME TYPE OF INSTITUTION.

YOU ARE NOT THE SAME SIZE OF INSTITUTION.

LET'S SEE WHERE WAS I?

YOU IF DEACCESSION AN ITEM, SHOULD YOU GIVE IT BACK TO THE DONOR FIRST?

IT'S ALWAYS A GOOD IDEA TO OFFER TO GIVE IT BACK TO THE DONOR AS A FIRST STEP.

MOST OF THE TIME THEY GAVE IT IT

TO YOU BECAUSE THEY REALLY DON'T WANT IT AND THEY'LL MOST OFTEN SAY YOU CAN DO WITH IT AS YOU WISH, BUT IT'S A VERY IMPORTANT THING TO DO.

ESPECIALLY IF IT'S A FAMILY MEMBER OF THE DONOR.

SO THE DONOR THEMSELVES HAVE DIED BUT IT'S A FAMILY ITEM. IT'S BEST TO ALWAYS CHECK IT WITH THE FAMILY FIRST.

IF YOU ARE GOING TO DO THAT, MAKE SURE YOU HAVE THE REASONS WHY YOU ARE DOING THIS SO THAT YOU CAN HELP THEM UNDERSTAND IT'S NOT THAT YOU DON'T RESPECT THEIR FAMILY'S HISTORY OR WHAT THEY'VE DONE FOR YOU, IT'S THAT, YOU KNOW, IT DOESN'T FIT WITH YOUR COLLECTING POLICY OR SOMETHING AFTER THIS NATURE.

I'M GOING TO SLIDE IN HERE, IF YOU'VE GOT ANYTHING ON LONG-TERM LOAN FROM SOMEBODY REALLY LOOK INTO THAT.

BECAUSE LONG-TERM LOANS ARE A VERY, VERY BAD IDEA.

I KEEP LOSING MY SPOT HERE ON MY LIST.

IT IS VERY DIFFICULT TO TELL PEOPLE THEIR ITEMS DON'T FIT INTO YOUR COLLECTIONS.

THIS IS WHERE HAVING THAT COLLECTING POLICY THAT FITS WITH YOUR MISSION IN PLACE REALLY HELPS SO THAT YOU DON'T ACTUALLY ACCESSION THESE ITEMS IN THE FIRST PLACE.

YES, IT'S VERY DIFFICULT TO TELL SOMEBODY YOU DON'T WANT TO ACCESSION IT BUT IT'S A LOT EASIER TO TELL THEM IN THE FIRST PLACE THAN TO TRY TO TELL THEM YOU ARE GIVING IT BACK.

THIS IS WHY HAVING THIS COLLECTION POLICY IS SO IMPORTANT.

SOMEBODY DID SHARE THE SAMPLE.

S.

IT'S GREAT.

A REALLY SUPER RESOURCE TO GIVE YOU THAT START IN WHAT THE THINGS THAT REALLY NEED TO BE SAID.

EXACTLY.

IF YOU DO HAVE THAT POLICY SHOW IT TO THEM.

IT'S HARD TO ARGUE WHEN IT'S THERE IN PRINT.

OH, SPSHLY BOARD MEMBERS.

SOME DAY I HOPE WE HAVE A REALLY GOOD COURSE ON BOARD MEMBERS.

THEY ARE ARE AN ENTIRE COURSE IN AND OF THEMSELVES.

BECAUSE THEY CAN BE THE MOST DIFFICULT TO CONVINCED THAT AN ITEM SHOULDN'T BE ACCESSIONED BECAUSE THEY HAVE A PERSONAL AFFINITY SORTS IT.

BUT BECAUSE THEY HAVE A PERSONAL AFFINITY DOESN'T MEAN IT FITS WITH THE COLLECTION.

IF THE DONOR RECEIVED A TAX WRITE OFF CORRECT.

IF THE DONOR DID RECEIVE A TAX WRITE OFF YOU PROBABLY CAN'T LEGALLY GIVE IT BACK TO.

THEY THAT'S WHERE YOU WOULD INFORM THEM THAT THEY ARE GOING TO BE SELLING IT BECAUSE THEY CAN'T ACTUALLY TAKE IT BACK.

THIS IS WHERE HOPEFULLY YOU ACTUALLY HAVE GOOD DONOR RECORDS TO SHOW THAT.

SHOULD AN INSTITUTION INCLUDE IN THEIR POLICY WHAT WOULD BE DONE WITH ITEMS AFTER DEACCESSIONING? THAT WOULD DEFINITELY BE SOMETHING MAYBE NOT SO MUCH IN YOUR COLLECTION POLICY BUT IN A DONOR POLICY.

SO WHAT YOU CAN DO IS WITHIN YOUR DONOR POLICY SAY IF YOU ARE TAKING IN A COLLECTION, ANY

ITEMS WITHIN THAT COLLECTION
THAT ARE NOT GOING TO BE
ACCESSIONED, WILL BE XY OR Z
BECAUSE IT'S GOING TO DEPEND ON
WHAT SORT OF INSTITUTION THAT
YOU ARE AT WHETHER YOU DESTROY,
SHRED, AUCTION, ET CETERA.
SO IT'S DEFINITELY SOMETHING
THAT YOU COULD IN VERY GENERAL
TERMS INCLUDE IN YOUR DONOR
POLICY SO THAT THE DONORS
UNDERSTAND NOT EVERYTHING THAT
THEY GIVE TO YOU IS NECESSARILY
GOING TO BE ACCESSIONED.
EDUCATION COLLECTIONS ARE
ANOTHER GREAT USE FOR THINGS
THAT YOU ARE NOT GOING TO
ACTUALLY ACCESSION INTO THE
COLLECTION BECAUSE YOU LET
PEOPLE HANDLE THINGS, SEE
THINGS, FEEL THINGS.
IT'S A GREAT WAY TO DEAL WITH
THOSE.

>> HEY, DONIA?

>> YEAH.

>> I HATE TO INTERRUPT YOU BUT
WE'VE GOTTEN A LOT OF GREAT
SUGGESTIONS FROM PARTICIPANTS ON
HOW THEY HANDLED THIS ISSUE.
I THINK THAT'S REALLY HELPFUL.

>> I DON'T SEE ANY NEW
QUESTIONS.

>> YEAH, I'M NOT SEEING ANY
NEWER QUESTIONS EITHER.

I WAS WONDERING IF WE SHOULD
MOVE ON.

I WANTED TO REITERATE THAT ASLH
DID A GREAT WEBINAR ON THIS
TOPIC I'LL HUNT DOWN THAT LINK
AND PUT IT ON THE WEB PAGE, TOO.

>> SUPER, THANK YOU.

DEACCESSIONING IS A HUGE TOPIC.
IT'S -- I THOUGHT ASLH HAD DONE
ONE.

IF THEY ARE THE DOING DOING IT
IN THE NEAR FUTURE MAYBE IF
ENOUGH OF YOU SUGGEST IT OR

REQUEST IT THEY'LL DO IT AGAIN.
WE'RE GOING TO MOVE ON TO THE
AGENTS OF DETERIORATION.
THIS IS REALLY WHERE WE GET INTO
BASICALLY THE FOUNDATIONS OF WHY
WE'RE GOING TO BE DOING
COLLECTIONS CARE.
BECAUSE ALL OF OUR COLLECTIONS
ARE DETERIORATING.
THERE'S NO TWO WAYS ABOUT IT.
WHETHER THERE THEY ARE ORGANIC,
INORGANIC, ALL OF OUR
COLLECTIONS ARE DETERIORATING.
ALL THE TIME.
WE CAN'T STOP IT.
BUT WE CAN SLOW IT DOWN BUT IN
ORDER TO VERY IT DOWN WE NEED TO
UNDERSTAND HOW THEY ARE
DETERIORATING.
FOR THOSE OF YOU ON FRIDAY
AFTERNOON IF YOU WANT A LITTLE
TIME WASTE BEGUN FUN THAT IS NOT
ANGRY BIRDS.
MAYBE ANGRY BIRDS ISN'T KNOW AND
HIP TIME WASTER, DEFINITELY
CHECK OUT THE NATIONAL MUSEUMS
LIVERPOOLS GAME ON THE AGENTS OF
DETERIORATION.
IT'S KIND OF LIKE PLAYING CLUE
WITH ALL OF THE DIFFERENT WAYS
OUR COLLECTIONS CAN DETERIORATE.
TAKE A LOOK AT THAT WHEN YOU
WANT A LITTLE BIT OF FRIDAY
AFTERNOON TIME WASTING.
BUT BASICALLY IN YOUR READINGS,
I GAVE YOU THE CANADIAN
CONSERVATION INSTITUTIONS TEN
AGENTS OF DETEAROR YAIGHTS.
I TEND TO BREAK THEM DOWN INTO
FOUR MAIN AREAS.
CHEMICAL, PHYSICAL, BIOLOGICAL
AND INCIDENTAL.
WE'RE GOING TO GO THROUGH THOSE
FOUR AREAS AND THEN TALK ABOUT
WHERE ALSO THE TEN REALLY FIT IN
WITH THIS.
SO WITHIN OUR COLLECTION-6---

COLLECTIONS CHEMICAL
DETERIORATION IS THE ONE THAT IS
HAPPENING ALL THE TIME THAT WE
DON'T REALLY NOTICE BECAUSE IT'S
HAPPENING ON THAT MOLECULAR
LEVEL.

SO THEY ARE REALLY DEGRADING
CHEM YUCKY BY TWO DIFFERENT
MEKAN YISMS HIGH DROL SIS AND OX
DECONTAMINATION.

IN OX DECONTAMINATION THE
COLLECTIONS SHALL THE MOLECULES
THAT MAKE UP THE COLLECTIONS ARE
GAINING IN OXYGEN.

AND WHERE OUR COLLECTIONS ARE
PICKING UP THIS OXYGEN IS
THROUGH OZONE.

IT COULD BE THROUGH CHLORINE OR
OTHER CHLORINE BASED ELEMENTS,
PEROXIDES AND NITRIC ACID.

THOSE ARE THE MOST COMMON ONES
WE'LL FIND.

HYDROLYSIS IS GAINING A HYDROGEN
AND FOR MOST US WATER IS THE
SOURCE OF THAT HYDROGEN.

SO WE'RE LOOKING AT TWO CHEMICAL
PROCESSEES HERE THAT REALLY
HAPPEN IN LARGE PART BECAUSE OF
RELATIVE HUMIDITY IN OUR AIR.

IT'S WHERE THE WATER IS COMING
FROM BUT THE RELATIVE HUMIDITY
DOESN'T JUST CARRY WATER.

IT'S ALSO CARRYING A LOT OF
POLLUTANTS THAT WE HAVE IN THE
AIR.

THE SULFUR DIOXIDES, THE NITROUS
OXIDES THAT ARE THE RESULTS OF
OUR INTERNAL COMBUSTION ENGINES
AND THE BURNING OF FOSSIL FUELS.

OZONE IS COMING FROM THE
COMPUTERS, PHOTOCOPIERS,
PRINTERS AND ALL OF THOSE
ELECTRICAL ITEMS.

THE CHLORINE AND CHLORINE BASED
ELEMENTS ARE COMING FROM THE
VOLATILE ORGANIC COMPOUNDS FROM
CLEANING PRODUCTS, CARPETING,

FURNITURE, AND THINGS LIKE THAT
AS WELL AS PEROXIDES.

ALL OF THESE ELEMENTS ARE.
COULDING TOGETHER TO SPEED UP
THIS CHEMICAL DEGRADATION.

WHEN WE'RE LOOKING AT THE TEN
AGENTS OF DETERIORATION, THE
INAPPROPRIATE TEMPERATURES ARE
PART OF THIS BECAUSE THEY
ACTUALLY SPEED UP OR SLOWDOWN
DEPENDING ON WHICH WAY YOU ARE
LOOKING AT THEM THE RATE OF
THESE CHEMICAL REACTIONS.

THE RELATIVE HUMIDITY BECAUSE
IT'S A CONTRIBUTOR IF YOU THINK
ABOUT IT THE HIGHER THE RELATIVE
HUMIDITY, THE MORE WATER YOU
HAVE TO CONTRIBUTE THE MORE
POLLUTANTS YOU ARE CONTRIBUTING,
THE FASTER YOUR MATERIALS ARE
GOING TO DETERIORATE.

LIGHT IS A CATALYST.

IT'S ADDING ENERGY SO SPEEDING
UP THE CHEMICAL REACTIONS AND
THEN THOSE POLLUTANTS IN THE
AIR.

OKAY.

SO FOR OUR CHEMICAL
DETERIORATION, WE'RE LOOKING AT
FOUR OF THOSE AGENTS RIGHT HERE.
YOU KNOW, SO ONE OF THE WAYS WE
CAN LOOK AT IT IS THE WAY OUR
TAPE DEGRADES IS A CHEMICAL
DETEARERRATION.

ANY OF US WHO HAVE SEEN THE
LOVELY BROWN STAINS FROM TAPE
IT'S CHEMICAL DETERIORATION OR
ACETATE FILM.

WHEN WE HAVE RUBBER MATERIALS,
THE NATURAL RUBBER BREAKS DOWN.
THERE'S IN THE A LOT WE CAN DO
ABOUT IT.

CHEMICAL DETERIORATION.

IRON GULL INK BURN THAT WE SEE A
LOT, THAT'S A CHEMICAL REACTION.
AND THEN WE CAN'T EVER FORGET
FOR THOSE OF US IN LIBRARIES RED

ROT.

IT'S THE CHEMICAL DETERIORATION
OF OUR LEATHER AND IT'S
HAPPENING FROM THE INSIDE OUT.
I'M GOING TO HAVE KRISTEN NOW
BRING OVER A LITTLE VIDEO SO
THAT WE'VE BEEN GOING NOW ALMOST
AN HOUR AND I WANT TO GIVE YOU
ALL A LITTLE BIT OF A MENTAL
BREAK AND ESSENTIALLY SHARE A
COCKTAIL WITH ALL OF YOU.

I COULDN'T RESIST.

WHO CAN RESIST A COCKTAIL CALLED
THE RED ROT COCKTAIL.

>> HI, I'M LAUREN CLARK FROM
DRINKBOSTON.COM.

I'M GOING TO TALK ABOUT THE RED
ROT COCKTAIL.

IT'S A WEIRD NAME FOR A
COCKTAIL, I KNOW.

THERE'S A STORY BEHIND IT.

I CREATED THIS COCKTAIL WITH ONE
OF BOSTON'S BARTENDERS MISTY AND
WE DID IT IN HONOR OF.

IT'S ONE OF OLDEST PRIVATE
LIBRARIES.

I'M STANDING IN IT NOW.

AS YOU CAN SEE THEY HAVE LOTS OF
WORK OF ART, LOTS OF BOOKS OF
VARIOUS AGES INCLUDING REALLY
OLD BOOKS FROM THE REVOLUTIONARY
WAR ERA INCLUDING BOOKS FROM
GEORGE WASHINGTON'S LIBRARY
WHICH IS PRETTY AMAZING BUT YOU
CAN'T CHECK THOSE OUT.

BECAUSE THERE ARE A LOT OF OLD
BOOKS THEY NEED TO BE RESTORED
ONCE IN A WHILE.

SOME OF THOSE BOOKS HAVE RED
LEATHER COVERS.

WHAT HAPPENS TO THE COVERS IS
THEY HAVE SOMETHING CALLED RED
ROT WHICH SAY PINKISH MILL DUE
WHICH MAKES THEM DISINTEGRATE.
THEY TAKE A SUBSTANCE CALLED RED
ROT COCK TILE RESTORE THE RED
LEATHER COVERS AND MAKE THEM NEW

AND SHINY AGAIN WE DECIDED TO
CREATE A COCKTAIL CALLED THE RED
ROT COCK TAISM IT TASTES A LOT
BETTER THAN WHAT BOOK RESTORERS
USE.

WE USE REALLY NICE INGREDIENTS.
THOSE INCLUDE LONDON DRY GIN,
ELDER FLOWER LIQUOR, A RICH
CHERRY LICK KERR AND BITTERS
FROM NEW ORLEANS PLUS A SPLASH
OF LEMON JUICE. LET'S GET
STARTED.

TO MAKE THE COCKTAIL FIRST YOU
TAKE AN OUNCE AND A HALF OF
LONDON DRY GIN.

IT'S PLYMOUTH GIN IN THE LONDON
DRY FAMILY.

THAT'S AN OUNCE AND A HALF.
HALF AN OUNCE OF LEMON JUICE,
FRESH SQUEEZED.

HALF AN OUNCE OF CHERRY HEERING
BRANDY -- HEERING CHERRY BASED
LIQUOR.

THIS IS WHERE THE PINK COLOR
COMES FROM.

HALF AN OUNCE OF ST. GERMAIN
ELDER FLOWER LIQUOR.

FOR A LITTLE MORE PINK AND
FLAVOR TWO DASHES OF BITTERS.

GIVE IT A REALLY NICE SHAKE.

-- GIVE IT A REALLY NICE SHAKE.

[ICE SHAKING]

MAKE SURE YOU PRECHILL YOUR
GLASS.

AND -- YOU HAVE A RED ROT
COCKTAIL.

INSPIRED BY THE BOSTON BOOK
RESTORATION CLUB.

CHEERS!

>> SO JUST A LITTLE BIT OF
RELAXATION THERE IN THE MIDDLE
OF WEBINAR.

WHAT I DO WANT TO COMMENT ON IS
THAT WERE YOU TO DO THIS AT YOUR
OWN INSTITUTION, THINK ABOUT
WHERE YOU ARE MIXING THESE
COCKTAILS.

[LAUGHTER]

BECAUSE, OF COURSE, WE DON'T WANT TO DO IT AROUND THE COLLECTIONS MATERIALS THAT WOULD DEFEAT THE PURPOSE.

KRISTEN OR SOMEBODY IF YOU MOVE THE VIDEO POD OUT OF THE WAY, WE CAN DO ON.

THANK YOU.

SO THE CHEMICAL MEANS OF OUR COLLECTIONS DETERIORATING ARE GOING ON ALL THE TIME.

THERE'S NOTHING WE CAN DO ABOUT IT.

THE REST OF THE MEANS OF -- THE REST OF AGENTS OF DETERIORATION, WE CAN DO SOMETHING ABOUT.

SO NOW WE GO INTO BIOLOGICAL MEANS OF DETERIORATION.

AND WHEN WE'RE REALLY WORKING WITH HERE ARE SOME OF THE MORE OBVIOUS TYPES OF DETERIORATION THAT MANY OF US HAVE ENCOUNTERED.

MOLD, INSECTS AND OTHER PESTS, AND, YOU KNOW, DEPENDING ON WHERE YOU ARE IN THE WORLD, IN THE COUNTRY THIS, CAN BE A REALLY BIG PROBLEM.

THIS CAN BE MAYBE A LESS SIGNIFICANT PROBLEM.

BUT ALL OF US ARE GOING TO HAVE ISSUES WITH THESE BIOLOGICAL PROBLEMS AT SOME POINT OR ANOTHER.

THEY ARE ALWAYS EXACERBATED BY INAPPROPRIATE TEMPERATURES.

IN GENERAL HIGHER TEMPERATURES AND HIGHER LEVELS OF RELATIVE HUMIDITY ARE GOING TO BE CATALYSTS FOR BOTH MOLD AND INSECTS BUT SOME INSECTS ARE GOING TO BE LIKE IT MAYBE COOL AND DARK.

BUT ALMOST ALWAYS THEY ARE GOING TO LIKE IT DAMP.

WHICH EXPLAINS WHY IF ANY OF YOU

HAVE EVER NOTICED AND WONDERED,
YOUR BASEMENTS ALWAYS TEND TO
HAVE MORE PROBLEMS WITH PESTS
THAN OTHER AREAS.

THAT'S BECAUSE BASEMENTS TEND TO
BE DAMP AND THEN EITHER COOLER
OR WARM DEPENDING ON TIME OF
YEAR OR WHERE YOU ARE LOCATED.

AND SO WE'RE GOING TO BE LOOKING
AT ISSUES OF HAVING INSECT PESTS
THAT SOME OF THEM WILL BE
HARMFUL TO THE COLLECTIONS.

SOME OF THEM WON'T BE DIRECTLY
HARMFUL BUT WILL BE INDIRECTLY
HARMFUL.

YOU KNOW, THEY MAY LOOK
MYSTERIOUS.

WE MAY LOOK AT BOOKS ON OUR
SHELVES AND GO GOSH I WONDER
WHAT IS CAUSING THAT STRANGE
PROBLEM.

IF YOU SEE SOMETHING LIKE THAT,
THAT'S TELLING YOU WELL YOU'VE
PROBABLY GOT INSECTS OR MOLD.
WATER INCIDENTS CAN BE A TRIGGER
ESPECIALLY FOR MOLD.

ANY OF YOU WHO HAVE GONE THROUGH
SOME SORT OF DISASTER, A FLOOD,
A LEAKING PIPE EVEN, YOU KNOW A
MALFUNCTION IN YOUR HEATING
SYSTEM THAT HAS CAUSED ONE OF
VALVES ON YOUR RADIATORS TO BLOW
AND THE INTERIOR OF YOUR
BUILDING FEELS LUKE A -- LIKE A
TURKISH SAUNA PROBABLY YOU'VE
HAD PROBLEMS.

POOR STORAGE IS ALSO A BIG ISSUE
IN TERMS OF OUR BIOLOGICAL
PROBLEMS BECAUSE BASEMENT
STORAGE, ATTIC STORAGE, BARN
STORAGE, CONTAINER STORAGE ARE
ALL GOING TO LEAD TO DIFFERENT
TYPES OF PROBLEMS.

AND SO WE REALLY WANT TO THINK
ABOUT THESE BECAUSE UNLIKE SOME
OF THE CHEMICAL DETERIORATION
ONCE WE HAVE THE BIOLOGICAL

DETERIORATION, THERE'S REALLY NO GOING BACK.

OKAY.

ONCE THE SILVER FISH HAVE EATEN THE STARCHED LINEN ARCHITECTURAL DRAWING THERE'S NO GETTING THAT INFORMATION.

IT'S GONE.

WHEN THE MOLD SETS IN AND THE BEETLE LARVA START EATING THE MANUSCRIPT THERE'S NO GOING BACK.

THAT INFORMATION IS GONE.

ONCE MOLD REALLY STARTS TO SET IN, IT DO A LOT OF DAMAGE TO ARTIFACTS OTHER THAN PAPER.

LEATHER IS SUSCEPTIBLE.

MOLD WILL GROW ON JUST ABOUT EVERYTHING GIVEN THE RIGHT FOOD SOURCE AS WELL AS THE RIGHT ENVIRONMENT.

AND SO WE REALLY WANT TO BE THINKING ABOUT SOME OF THESE THINGS.

AND WE'RE GOING TO DELVE INTO THESE SORTS OF ISSUES A LOT MORE IN WEBINARS FOUR AND FIVE WHEN WE TALK ABOUT PEST MANAGEMENT IN WEBINAR 4 AND MOLD IN WEB FAR 5. WITH YOU -- WEBINAR 5.

BUT WE'LL TOUCH ON THESE ISSUES IN WEBINAR TWO WHEN WE'RE TALKING ABOUT ENVIRONMENTAL MANAGEMENT AND WE'LL TALK ABOUT THEM A BIT IN WEBINAR THREE WHEN WE'RE TALKING ABOUT STORAGE AND HANDLING BECAUSE ALL OF THESE ISSUES COME INTO PLAY WHEN WE'RE TRYING TO ESSENTIALLY COMBAT MOLD AND PESTS BECAUSE THEY ARE GOING TO COME AT US IN SO MANY DIFFERENT WAYS AND IN SO MANY DIFFERENT LOCATIONS.

WE'LL BE TALKING ABOUT MOLD AND HOW IT GROWS AND WHAT IT NEEDS TO GROW AND HOW WE CAN COMBAT IT IN THAT WEBINAR AND THEN WE'LL

BE TALKING ABOUT WHAT SORTS OF PESTS WE CAN ENCOUNTER.

BOTH THE 8, 6, 4 AND TWO LEGGED VARIETIES.

ACTUALLY TWO WINGED VARIETIES. WE'LL TALK ABOUT A LOT OF THOSE ISSUES IN DETAIL WHEN WE GET TO THE PEST MANAGEMENT AND MOLD WEBINARS.

PHYSICAL MEANS OF DETERIORATION REALLY, REALLY ARE UNDER OUR CONTROL ALMOST COMPLETELY. BECAUSE BASICALLY THIS IS WHERE HOW WE ARE STORING OUR MATERIALS AND HOW WE ARE HANDLING OUR MATERIALS CAN LEAD TO PROBLEMS WITH THESE PHYSICAL TYPES OF DAMAGE WHETHER THEY ARE WRINKLING, CREASING, ABRASIONS, BREAKAGE, YOU KNOW OR SORT OF IMPACTS.

IF YOU DROP SOMETHING, YOU JAR IT.

SHOCKS, VIBRATIONS, PRESSURE. WE CAN GET DAMAGE FROM PRESSURE. IF YOU THINK ABOUT YOUR GLASS PLATE NEGATIVES.

IF YOU STACKED THEM VERTICALLY YOU WOULD PROBABLY FIND THAT YOUR GLASS PLATE NEGATIVES ON THE BOTTOM OF HEAP ARE GOING TO BE CRACKED BECAUSE OF PRESSURE ON OF THOSE ON TOP OF IT.

THESE ARE REALLY GOING TO BE ISSUES THAT ARE TOTALLY UNDER OUR CONTROL.

WHERE ARE WE STORING OUR MATERIALS?

WHAT SORT OF FURNITURE ARE WE STORING THEM ON OR IN?

ARE WE GETTING THEM IN ANY SORT OF PROTECTIVE ENCLOSURES LIKE BOXES OR FOLDERS?

ARE WE GIVING PADDING FOR THINGS THAT NEED PADDING?

AND HOW ARE WE TRANSPORTING AND HANDLING THEM WHEN WE WANT TO

BRING THEM OUT?

HOW ARE WE PUTTING THEM ON EXHIBIT?

ARE WE MAKE SURE THEY ARE ANCHORED AND NOT GOING TO TIP OVER IF SOMEBODY BUMPS INTO AN EXHIBIT CASE?

THESE ARE THE ISSUES WE WANT TO BE THINKING ABOUT WHEN WE THINK ABOUT HOW TO COMBAT THE PHYSICAL AGENTS OF DETERIORATION.

SO THIS IS GOING TO BE SOMETHING THAT WE WILL BE SPENDING DEFINITELY SPENDING ON -- TIME ON IN THE THIRD WEBINAR WHICH KRISTEN HAS BEEN PUTTING UP WHEN THEY ARE.

THEY ARE UP IN THAT Q AND A SECTION.

SO, YOU KNOW, THINGS TO DEFINITELY THINK ABOUT.

IF OUR COLLECTIONS ARE DETERIORATING CHEMICALLY, WE CAN GIVE THEM A BETTER ENVIRONMENT TO SLOW IT DOWN BUT NOTHING WE CAN DO TO STOP IT.

SOMETIMES THERE'S VERY LITTLE WE CAN DO DEPENDING ON WHERE WE ARE TO COMBAT PESTS AND MOLD BUT WE DO OUR BEST.

WHEN IT COMES TO PHYSICAL AGENTS IT'S ALL ON US.

THIS IS WHERE MAYBE WE NEED TO CHANGE OUR HABITS.

MAYBE WE DON'T LET VOLUNTEERS WHO HAVEN'T BEEN TRAINED HANDLE THE ELECTIONS.

MAYBE WE'RE VERY SELECTIVE OF WHICH VOLUNTEERS CAN HANDLE COLLECTIONS.

WE'LL BE THINKING ABOUT ALL OF THESE ISSUES.

OKAY.

SO THINK ABOUT AS WE GET PREPARED FOR THE REST OF COURSE WHERE YOU ARE STORING YOUR COLLECTIONS AND HOW YOU ARE

STORING YOUR COLLECTIONS.
BECAUSE THESE ARE GOING TO BE
ISSUES THAT WILL COME INTO PLAY
IN THE UPCOMING WEBINARS IN THIS
SERIES.

WE WANT YOU TO BE THINKING ABOUT
THEM BECAUSE IF YOU ARE STORING
LONG TERM IN LEAKY BASEMENTS.
SOME BASEMENTS ARE FINE.
SOME BASEMENTS IF YOU STORE THEM
ON SHELFING OFF THE FLOOR,
YOU'LL BE FINE.

-- SHELVING OFF THE FLOOR,
YOU'LL BE FINE.

AND WHAT ARE THE ENVIRONMENTAL
CONDITIONS OF WHERE YOU ARE
STORING THEM.

NOT JUST THAT BUT HOW ARE YOU
STORING THEM.

ARE YOU STORING THEM ON THE
FLOOR BENEATH A WINDOW THAT
PERIODICALLY GETS OPENED BECAUSE
IT'S HOT OR ARE YOU STORING
THINGS IN SUCH A RANDOM AND
WILLY-NILLY FASHION THAT ALL
IT'S GOING TO TAKE IS SOMEBODY
TO ACCIDENTALLY BUMP INTO A
SHELFING UNIT AND YOU WILL HAVE
AN AVALANCHE OF BOXES AND
COLLECTIONS MATERIALS.

WE WANT TO THINK ABOUT THESE
SORTS OF THINGS AND REALLY TAKE
THE TIME TO BE HONEST WITH WERE
YOU SELF ABOUT WHAT SORT OF
STEWARDS YOUR INSTITUTION IS
BEING WITH THE COLLECTIONS SO
THAT WE CAN BE MORE HONEST WITH
OURSELVES AS WE'RE GOING THROUGH
THIS COURSE AND BE ABLE TO BE
OPEN MINDED AND LEARN MAYBE SOME
OF THE SIMPLE STEPS WE CAN TAKE
FIRST TO BE ABLE TO BE BETTER
STEWARDS OUR COLLECTIONS.

CAN I ALMOST GUARANTEE YOU THE
PICTURE ON THE LEFT.

WE ALL HAVE MAYBE NOT THE ENTIRE
STORAGE AREA BUT SOME PART OF

OUR STORAGE AREA LOOKS LIKE THIS.

IT COULD BE THE UNACCESSIONED AREA BUT WE ALL HAVE SOMETHING THAT LOOKS LIKE THIS.

DON'T FEEL LIKE YOU YOU ARE A BAD PERSON BECAUSE YOU HAVE A CLOSET THAT LOOKS LIKE THAT.

WE ALL DO.

OKAY?

JUST BE AWARE OF THAT.

FINALLY, WE HAVE THOSE INCIDENTAL AGENTS OF DETERIORATION.

THIS IS WHERE WE HAVE DISASTERS THAT WE DIDN'T THINK ABOUT THAT WE WEREN'T AWARE OF THAT JUST HAPPENED.

OKAY?

WE CAN'T -- WHAT CAN YOU DO WHEN YOU HAVE A HURRICANE BARRELING DOWN ON YOU AND YOU ARE NOT PREPARED FOR IT.

ESPECIALLY IF YOU ARE SOMEWHERE LIKE NEW YORK CITY THAT DOESN'T USUALLY GET THEM AND DEFINITELY NOT AT ASTRONOMICAL HIGH TIDES. WATER EMERGENCIES EMERGENCIES ARE REALLY GOING TO BE THE PRIMARY ISSUES THAT WE HAVE TO DEAL WITH.

FIRE WE HAVE TO DEAL WITH BUT GENERALLY WHEN WE'RE DEALING WITH COLLECTIONS AFTER A FIRE IT'S THE COLLECTIONS THAT ARE WET THAT WE DEAL WITH BECAUSE THE CHARRED PILES OF ASH AREN'T GOING TO DO US MUCH GOOD.

WE WANT TO THINK ABOUT HOW TO PREVENT THE FIRE FROM HAPPENING IN THE FIRST PLACE.

SEE COURSES TWO AND THREE FOR THAT.

VANDALISM.

OR MAYBE WE CAN TAKE ACCIDENT IN HERE AS WELL.

YOU KNOW, ARE PEOPLE PURPOSEFULLY OR NOT DAMAGING OUR

COLLECTIONS?

FOR SOME OF US YOU NEED TO BE
THINKING ABOUT WHERE ARE YOU?
WHAT IS YOUR COMMUNITY LIKE
WHERE YOUR INSTITUTION IS?
WHO ARE YOUR USUAL CONSTITUENTS?
MAYBE A FINE ART MUSEUM THAT HAS
A, YOU KNOW ADDITION FEE ISN'T
GOING TO BE AS MUCH OF A PROBLEM
AS AN INNER CITY PUBLIC LIBRARY
WHERE ALL OF THE TEENAGERS COME
TO HANG OUT AFTER SCHOOL.

OKAY.

YOU NEED TO BE DOING SOME OF
THAT ASSESSMENT WHEN YOU ARE
TRYING TO FIGURE THIS OUT.

THEFT, AGAIN, IS GOING BE
ANOTHER ONE.

WHAT SORT OF COLLECTION ARE YOU?

WHAT IS YOUR SECURITY LIKE?

AGAIN WE'RE GOING TO COME BACK
TO SOME OF THESE POLICIES.

YOU KNOW, WHO -- WHAT IS YOUR
MISSION?

WHO ARE THE PEOPLE YOU ARE
SERVING?

WHO ARE THE PEOPLE THAT ARE
COMING IN AND, YOU KNOW,
DEPENDING ON THE WHO AND THE
WHERE, WHAT ARE YOU DOING TO
ENSURE THE SECURITY OF YOUR
COLLECTIONS?

SOMETIMES IT'S WHAT ARE YOU
DOING TO ENSURE THE SECURITY OF
STAFF AND VISITORS?

IT'S ALL GOING TO DEPEND ON
WHERE YOU ARE.

AND SO BE THINKING ABOUT SOME OF
THESE AGENTS OF DETERIORATION AS
WELL BECAUSE THEY CAN REALLY
COME OUT OF LEFT FIELD AT YOU
AND BE SOME OF THE LARGER
PROBLEMS IN TERMS OF VOLUME OF
LOSS OF YOUR COLLECTIONS.

AND SO WE REALLY JUST NEED TO BE
AWARE OF IT.

WHEN YOU GET TO VANDALISM AND

THEFT SOME OF THEM ARE COSTLY.
THINK ABOUT OH, I CAN'T REMEMBER
WHICH MUSEUM IT WAS NOW.
NOPE, IT'S NOT COMING TO ME, BUT
THEY HAD -- ONE OF PAINTINGS
THEY HAD ON EXHIBIT WAS A
PICASSO AND A WOMAN TRIPPED AND
FELL INTO THE PAINTING, PUT A
TEAR INTO THE PAINTING AND THEY
HAD TO RESTORE THAT PICASSO.
OKAY?

THEN YOU CAN THINK ABOUT THE
CHURCH IN SPAIN THAT HAD ITS
MURAL RESTORED BY ONE OF THE
ELDERLY PARISHIONERS.

I USE THAT EXAMPLE WITH MY
STUDENTS IS THAT RESTORATION OR
VANDALISM OR DOES IT DEPEND ON
WHICH SIDE OF THE AISLE YOU ARE
STANDING?

SOME OF THINGS CAN BE MINIMIZED
BY KNOWING THE PEOPLE AND HAVING
THE POLICIES SO THAT EVERYBODY
KNOWS THEIR ROLE AND THEIR
LIMITATIONS.

A LOT OF THIS COMES INTO PLAY,
TOO, THIS WHOLE QUESTION OF
VANDALISM OR NOT DEPENDING ON
WHAT SIDE OF AISLE YOU ARE ON
WITH VOLUNTEERS.

VOLUNTEERS TEND TO BECOME VERY
ATTACHED TO THE INSTITUTION AND
TO THE COLLECTIONS, AND THEY MAY
NOT THINK THEY ARE DOING
ANYTHING WRONG WHEN THEY GO AND
POLISH THAT ARTS AND CRAFTS
BRASS WEAR THAT HAD THE PATINA
PUT ON FOR A REASON.

WE'LL BE THINKING AND TALKING
ABOUT SOME OF THOSE ISSUES AGAIN
AS WE LOOK INTO THE FUTURE OF
WEBINARS.

WE CAN'T SAVE EVERYTHING.
WEAPON WANT TO THINK ABOUT
SELECTION.

HOW DO WE CHOOSE WHAT WE'RE
GOING TO PRESERVE?

WHAT WE'RE GOING TO CARE FOR?
WHAT WE'RE GOING TO SPEND THE
MONEY TO BUY A BOX FOR?
WE'RE GOING TO BE LOOKING AT
MATERIALS THAT FIT WITH THE
POLICY AND THE HIGH USE CHECKS.
IF YOU DO A LOT OF EXHIBIT LOANS
YOU ARE LOOKING AT THOSE
MATERIALS.

IF YOU ARE AT A TEACHING OR
RESEARCH INSTITUTION, THOSE
TERMS THAT DIRECTLY SUPPORT WHAT
IS GOING ON THERE.

YOU ALWAYS WILL BE LOOKING AT
THOSE ICONIC MATERIALS FROM YOUR
COLLECTIONS.

WHAT DOES EVERYBODY COME TO SEE?
AND THEN ALL OF THOSE MATERIALS
THAT IN SOME WAY, SHAPE OR FORM
ARE VALUABLE TO YOUR
COLLECTIONS.

A COUPLE OF MINUTES TO THINK
ABOUT WHAT DO WE MEAN BY VALUE?
VALUE COMES IN DIFFERENT WAYS.
MONETARY IS THE OBVIOUS ONE BUT
FOR SOME OF US WE COULD HAVE
ARTIFACTS THAT ON AN OPEN MARKET
WOULDN'T BRING A QUARTER BUT FOR
OUR INSTITUTION THEY ARE
INCREDIBLY VALUABLE BECAUSE THEY
REPRESENT WHO WE ARE AT A
SPECIFIC POINT IN TIME.

ONE OF MY FAVORITE EXAMPLES TO
USE FOR ARTIFACT YOU'LL VALUE
ARE SCRAPBOOKS.

IF YOU ARE AN INSTITUTION AND,
YOU KNOW, YOU ARE -- TAKE
SIMMONS COLLEGE, FOR EXAMPLE.
YOU ARE A WOMENS' COLLEGE AND
BACK IN THE 19-TEENS AND 1920'S
A LOT OF STUDENTS CREATED
SCRAPBOOKS AFTER THEIR FOUR
YEARS AT SIMMONS COLLEGE AND
DONATED THOSE TO THE COLLEGE.
IT'S AN INCREDIBLY VALUABLE
ARTIFACT FOR YOU BECAUSE IT'S
REALLY SHOWING YOU THE HISTORY

THAT IS NOT RECORDED IN YOUR
COURSE CATALOGS AND ALL OF THE
OFFICIAL MATERIALS.

WE COULD HAVE MATERIALS THAT
HAVE EVIDENTIAL VALUE, THAT
COULD BE USED IN A COURT OF LAW.
THOSE OF YOU HERE FROM MUNICIPAL
AGENCIES, A LOT OF THIS IS IN
YOUR COLLECTIONS.

BUT WE COULD FIND IT IN OUR
ARCHIVES AND MANUSCRIPTS
COLLECTIONS AS WELL.

INFORMATIONAL VALUE IT'S JUST
IMPORTANT FOR ITS INFORMATION.

THINK ABOUT THOSE NEWSPAPERS.
THOSE NEWSPAPER CLIPPINGS.

WE KNOW THE NEWSPRINT ITSELF IS
NOT NECESSARILY ALWAYS THAT
IMPORTANT IT'S THE INFORMATION.
AND THEN CONTEXTUAL VALUE.

ONE OF THE THINGS I'VE GOT HERE
FOR DISNEY IS MONETARY WE KNOW
THAT.

THE INFORMATIONAL VALUE OF A
NEWSPAPER CLIPPING BUT THEN I'VE
GOT THESE TWO BOTTLES.

THEY ARE SARATOGA SPRINGS
MINIMUM RAL WATER BOTTLES.

YOU ARE AN ENTITY IN NEW YORK
BECAUSE PEOPLE WOULD TRAVEL
THERE TO TAKE THE WATERS.

YOU HAVE A COUPLE OF BOTTLES TO
REPRESENT THAT BUT IT'S JUST A
COUPLE OF BOTTLES IN, YOU KNOW,
YOUR ENTIRE COLLECTION.

THEY REALLY DON'T HAVE A LOT OF
VALUE TO YOU.

NOW, IF YOU WERE THE NATIONAL
BOTTLE MUSEUM, WHICH IS IN BALL
SAM SPA, NEW YORK, TEN MILES
SOUTH, THESE BOTTLES WOULD HAVE
AN ENTIRELY DIFFERENT VALUE
BECAUSE OF THE CONTEXT WITH THE
OTHER BOTTLES IN THAT
COLLECTION.

SO THINK ABOUT THINGS LIKE THAT,
TOO AS YOU ARE GOING THROUGH AND

THINKING ABOUT COLLECTIONS CARE
AND PRESERVATION.

WE WANT TO THINK ABOUT THE
AT-RISK OBJECTS.

PAINTINGS THAT MAY HAVE FLAKING
PAINT.

OUR NITRATE NEGATIVES THAT WE
MAY HAVE IN PLASTIC SLEEVES THAT
ARE STARTING TO GO.

ACETATE NEGATIVES AND DON'T
FORGET SOME OF THAT MORE MODERN
MEDIA THAT WE'RE GOING TO HAVE
THAT WE MIGHT NOT HAVE PLAYBACK
MACHINES FOR.

HOW DO WE KNOW WHAT IS ON IT?
HOW DO WE KNOW WHAT IS IMPORTANT
ABOUT IT?

WE ALSO WANT TO THINK AT SOME
POINT THEN FOR OUR DAMAGED
MATERIALS, IS IT WORTH KEEP
SOMETHING IN IF YOU LOOK AT THE
HIGH IN -- NITRATE EGG NEGATIVE IN
THE SLEEVE HERE IS IT WORTH
KEEPING ANYMORE?

THERE'S ALMOST NO INFORMATION
LEFT.

IF YOU ARE THINKING REFORMATTING
OR PRESERVATION THINK ABOUT YOUR
RETURN ON INVESTMENT.

IS IT A GOOD IDEA?

A FEW WORDS ON INTELLECTUAL
CONTROL.

BASICALLY IF YOU DON'T KNOW WHAT
YOU HAVE, HOW CAN YOU TAKE CARE
OF IT?

IF IT'S NOT CATALOGED OR
ACCESSIONED, IF IT'S JUST A BOX
OF STUFF BACK IN A ROOM THAT
SAYS DONATION BY AND THAT'S ALL
YOU KNOW?

WHY ARE YOU SPENDING THE MONEY
ON IT?

YOU WANT TO MAKE SURE YOU KNOW
WHAT YOU HAVE AND WHERE IT IS,
WHAT FORMAT IT'S IN SO YOU KNOW
IF YOU NEED TO DO SOMETHING WITH
IT IN THE FUTURE.

WHAT IS CONDITION IS IT IN AND WHAT
VALUE DOES IT HAVE TO YOU?

IF YOU DON'T THEY WHAT YOU HAVE
YOU CAN'T PRIORITIZE IT FOR CARE
LET ALONE JUSTIFYING THE COST OF
MAINTAINING IT.

WE'VE ALL PROBABLY HAD THINGS IN
OUR COLLECTIONS THAT WE WONDER
WHY IN HEAVENS NAME WE HAVE
THEM.

AND SO I AM GOING TO OPEN IT UP
FOR QUESTIONS ON THIS HALF.

THIS HALF OF THE LECTURE.

AND DISREGARD THE FACT THAT, YOU
KNOW, THE CARTOON SAYS IT WAS
ONLY A FIGURE OF SPEECH.

I REALLY DO WANT TO TAKE IN YOUR
QUESTIONS.

>> I PUT A COUPLE OF QUESTIONS
OVER TO THE SIDE.

FROM RALEIGH, NORTH CAROLINA
FROM, GEETA DAVE ABOUT STORAGE
SHE HAS IN THE BASEMENT.

IF YOU WANT TO ADDRESS THOSE.

>> I'LL START WITH THOSE AND SEE
WHAT I'VE GOT IN THE Q AND A
SECTION.

SO FOR YOUR COLLECTIONS BEING
STORED IN THE BASEMENT,
PARTLY -- IT DEPENDS.

[LAUGHTER]

PART OF IT YOU NEED TO ASSESS
WHAT THE ACTUAL TEMPERATURE AND
RELATIVE HUMIDITY ARE DOWN
THERE.

AND THEN IF THEY ARE -- IF THE
TEMPERATURE -- MORE THAN
ANYTHING THE RELATIVE HUMIDITY
SEEMS HIGH, IS THERE SOMETHING
THAT YOU CAN DO TO BRING IT
DOWN?

ARE YOU FORKING COLLECTIONS --
STORING COLLECTIONS IN -- IF
THEY ARE PAPER DOCUMENTS, YOU
KNOW OR BOOKS, ARE YOU STORING
THEM IN BOXES ON SHELFING?
BY STORING YOUR PAPER DOCUMENTS

OR BOXES IN BOXES, YOU ARE
BUFFERING THEM FROM A LOT OF
RELATIVE HUMIDITY TO START WITH.
IF IT'S TEMPORARY YOU MIGHT BE
OKAY THERE.

YOU WANT TO CONSIDER MAKING SURE
THAT THEY ARE ON SHELVES SO THEY
ARE UP FROM THE FLOOR BUT ALSO
AWAY FROM ANY EXTERIOR BASEMENT
WALLS.

BECAUSE YOU WANT TO, IF NOTHING
ELSE V A LOT OF GOOD -- HAVE A
LOT OF GOOD AIR FLOW.

THAT'S GOING TO EXAT THE MOLD.
TARA WILL BE TALKING ABOUT THAT
A LOT MORE IN HER LECTURE ON
MOLD.

BUT WHAT WE REALLY WANT TO FOCUS
IS HOW LONG ARE THEY GOING BE
DOWN THERE?

WHAT ARE THE ACTUAL RECORDED
CONDITIONS?

AND WHAT CAN YOU DO TO MAKE THE
CONDITIONS BETTER FOR THE SHORT
PERIOD OF TIME THEY ARE DOWN
THERE?

IT DOESN'T -- A BASEMENT DOESN'T
NECESSARILY GUARANTEE MOLD BUT
YOU WANT TO BE SURE THAT YOU CAN
DO EVERYTHING THAT YOU CAN TO
PREVENT IT FROM HAPPENING IN THE
FIRST PLACE.

THAT'S KEEPING THE RELATIVE
HUMIDITY DOWN IN A LARGE PART
AND KEEPING GOOD AIR
CIRCULATION.

LET'S SEE.

WHERE DO WE --

>> RONALD HAD A QUESTION ABOUT
INTELLECT CONTROL.

HE SAID DO YOU START WITH
INVENTORY?

SOME OTHER STEP?

>> A REALLY GREAT STEP TO START
WITH IS DOING AN INVENTORY.

REALLY JUST SIT DOWN AND FIGURE
OUT WHAT YOU HAVE.

I GUESS THE QUESTION IS WHEN YOU ARE INVENTORYING, WHAT ARE YOU TRYING TO INVENTORY?

ARCHIVAL COLLECTIONS, BOOK COLLECTIONS, MUSEUM COLLECTIONS? AND THINGS OF THAT NATURE.

I'LL LET YOU ANSWER THAT QUESTION AND GET BACK TO YOU.

AMY ASKS ABOUT THE RISKS OF RELATIVE HUMIDITY BEING TOO LOW AND THAT IS DEFINITELY A RISK AS WELL.

BECAUSE IF YOUR RELATIVE HUMIDITY STARTS TO GET DOWN REALLY BELOW SOMEWHERE BETWEEN 20% AND 30%, YOU ACTUALLY START TO LOSE WATER CONTENT WITHIN YOUR COLLECTIONS AS YOU LOSE THE WATER CONTENT IN THE COLLECTIONS THEY START TO GET REALLY BRITTLE.

THINK ABOUT HOW OUR SKIN FEELS IN THE WINTER.

WHEN IT'S REALLY DRY OUT, IT STARTS TO GET ALL DRY AND ALLIGATORY AND YOU TRY TO BEND YOUR FINGERS AND THEY FEEL LIKE THEY ARE GOING TO CRACK.

THE SAME THING IS HAPPENING HAPPENING TO YOUR COLLECTIONS WHEN IT GETS REALLY DRY.

THEY USE THAT FLEXIBILITY SO THEY BECOME REALLY BRITTLE. DEALING WITH OTHER TYPES OF COLLECTIONS ESPECIALLY SOME OF YOUR COMPOSITE COLLECTIONS, THE DIFFERENT COMPONENTS IN THOSE MATERIALS ARE GOING TO BE REACT DIFFERENTLY AND YOU CAN ACTUALLY GET SOME OF THAT PHYSICAL -- PHYSICAL ISSUES HAPPENING JUST FROM DIFFERENT PARTS OF MATERIALS MOVING AT DIFFERENT RATES.

OKAY SO I TALKED ABOUT NITRATE NEGATIVES AND PLASTIC SLEEVES SHOULD THE NEGATIVES BE IN VINYL

SLEEVES OR BUFFERED.
WE NEVER WANT TO STORE MATERIALS
IN BUFFERS.
BECAUSE THEY ARE MADE FROM
POLYVINYL CHLORIDE.
THERE'S ONE OUR OX DISGUISING
AGENTS.
WHAT WE WANT TO -- OXIDIZING
AGENTS.
WE WANT TO STORE THEM IN
SOMETHING THAT HAS PASS THE
PHOTO ACTIVITY TEST.
WE'LL TALK ABOUT THAT MORE IN
SECTION 3.

YES.

STORAGE AND HANDLING ISSUES.
SORRY I'M TRYING TO SKIM REALLY
QUICKLY THROUGH MY Q AND A.
>> THERE'S A QUESTION FROM MARY
IN OAKLAND ARE THERE ANY
TEMPLATES OR TOOLS FOR CREATING
INVENTORIES?

THERE'S A NUMBER OF THEM ON --
>> THERE ARE AND IT'S GOING TO
DEPEND ON WHAT SORT OF
COLLECTION YOU ARE TRYING TO
INVENTORY.

YOU THEY WHEN IT COMES RIGHT
DOWN TO IT IF YOU DON'T HAVE A
LOT OF MONEY AND THE SIZE OF
YOUR COLLECTION IS NOT HUGE,
EVEN JUST A SIMPLE EXCEL
SPREADSHEET IS GOING TO DO
WONDERS FOR YOU JUST TO GIVE YOU
AN IDEA OF WHAT YOU'VE GOT AND
WHERE IT'S STORED.

YOU KNOW, SO IT DOESN'T HAVE TO
BE ANYTHING FANCY LIKE THE
LATEST VERSION OF PAST PERFECT
NOT THAT PAST PERFECT ISN'T GAY
PRODUCT.

ENOUGH MINIMAL FUNDS AND, YOU
KNOW, YOU NEED TO DO AN
INVENTORY AND YOU NEED HELP,
THEN A SIM SPREADSHEET IS A GOOD
WAY TO GO.

DID YOU SEE THE QUESTION FROM

KIMBERLY?

>> IT BUMPS ME BACK TO THE
BOTTOM, SORRY, EVERYBODY.
I'M TRYING TO GET TO YOU.

>> THAT'S OKAY.

>>>ED WITH SOME GOOD CONVERSATION
WITH THE GROUP ABOUT RELATIVE
HUMIDITY WHICH IS GREAT AND
AGAIN WE'RE GOING TO GET INTO
THAT INTO MORE DETAIL TOMORROW.

>> GETTING INTO THAT IN THE NEXT
SESSION.

>> AND THEN KIMBERLY HAD A
QUESTION: IS IT TRUE THAT
NEWSPRINT WILL TURN COLOR
REGARDLESS OF WHERE IT'S STORED.

WHAT IS THE BEST TYPE OF
ARCHIVAL MATERIAL TO STORE IT?

>> NEWSPRINT WILL SHIFT COLOR
IT'S JUST THE WAY IT DEGRADES.
YOU CAN STORE IT IN THE BEST
ARCHIVAL FOLDERS AND THE BEST
ARCHIVAL BOXES IN THE BEST
ENVIRONMENT POSSIBLE AND IT WILL
STILL TURN BROWN AND BRITTLE.
THAT'S JUST THE NATURE OF
NEWSPRINT.

WE'LL GET INTO THIS IN THE
STORAGE AND HANDLING A LITTLE
BIT ON THE TYPES OF MATERIALS,
BUT TO BE PERFECTLY HONEST FOR
NEWSPRINT WHAT I TELL PEOPLE AND
RECOMMEND TO PEOPLE IS PHOTOCOPY
THEM ON SCAN THEM AND PRINT THEM
ON ACID FREE BUFFERED PAPER AND
KEEP THE INFORMATION THAT WAY
UNLESS THE FULL NEWSPAPER IS
SOMETHING REALLY IMPORTANT FOR
YOU TO KEEP, IT'S BETTER JUST TO
SAVE A PREPRODUCTION.

IF IT IS THE NEWTON-WELLESLEY
HOSPITAL ITSELF -- NEWSPAPER
ITSELF ACID FREE BUFFERED FOLDER
AND NEWSPAPER BOXES.

WE'LL TALK ABOUT THIS MORE IN
SESSION 3.

>> I'M SEEING A NUMBER OF

QUESTIONS ABOUT INVENTORYING HOW
DO YOU FUND INVENTORY PROJECTS.
IT'S A HUGE TOPIC.

IN FACT IF YOU BEAR WITH US,
WE'RE CURRENTLY PLANNING IN THE
CONNECTING TO COLLECTIONS ONLINE
COMMUNITY, A TWO-PART SERIES IN
FEBRUARY WITH THE AMERICAN
ASSOCIATION FOR STATE AND LOCAL
HISTORY AND SMALL MUSEUMS GROUP
ON THESE VERY BASIC QUESTIONS
ABOUT DOING INVENTORIES,
COLLECTIONS MANAGEMENT.

SO IT IS A HUGE TOPIC MORE THAN
I THINK WE CAN GET INTO TODAY
BECAUSE WE ARE JUST ABOUT OUT OF
TIME.

BUT PLEASE, YOU KNOW JOIN THE
COMMUNITY.

>> MAY I ALSO ADD IF YOU ARE IN
AN ARCHIVES ITS SOCIETY OF
AMERICAN ARCHIVISTS DOES A LOT
OF ARRANGEMENT AND DESCRIPTION
WORKSHOPS.

IF YOU ARE WORKING WITH ARCHIVAL
MATERIALS THAT WOULD BE A DID
YOU GET G- PLACE TO -- THAT
WOULD BE A GOOD PLACE TO START.

>> WELL, WE'RE OUT OF TIME FOR
TODAY BUT I WANT TO ASSURE THAT
THAT IF YOU ASKED A QUESTION, WE
HAVE IT IF OUR LIST.

WE'RE GOING TO BE TALKING AS WE
SAID ABOUT A LOT OF OTHER TOPICS
LIKE THIS.

WE'LL MAKE SURE WE INTEGRATE
YOUR QUESTION INTO OUR
CONVERSATIONS IN THE COMING
DAYS.

I WANTED TO LET YOU KNOW ABOUT
THE HOMEWORK ASSIGNMENT THAT
DONIA IS ASSIGNING US.

IT'S JUST TO DESCRIBE AN ITEM
THAT IS SHOWING DETERIORATION
AND HOW.

JUST A SHORT PARAGRAPH.

I PUT A LINK UP HERE.

IT'S ALSO ON THE COURSE WEB PAGE
ON HOW TO REACH THIS VARIOUS
MONKEY.

I'LL GIVE YOU A SPACE TO TYPE IN
AN ANSWER.

THERE'S NO REAL WRONG ANSWER BUT
WE LIKE A SENSE OF WHAT KIND OF
MATERIALS YOU ARE WORKING WITH.
IF YOU DON'T HAPPEN TO BE
AFFILIATED WITH AN INSTITUTION,
SAY IF YOU ARE A STUDENT OR
RETIREE YOU CAN USE AN ITEM IN
YOUR PERSONAL HEIRLOOM
COLLECTION OR SOMETHING ELSE
SIMILAR.

THIS IS THE WEB SITE WHERE
EVERYTHING RELATED TO THIS
COURSE.

WE'VE GOTTEN GREAT QUESTIONS
ABOUT LINKS OR RESOURCES THAT
WOULD BE HELPFUL FOR YOU.

IN THE NEXT DAY OR TWO WE'LL BE
HUNTING THOSE DOWN AND PUTTING
UP THOSE LINKS.

BEFORE WE CLOSE OUT, I'LL LET
DONIA SAY GOODBYE.

BUT WE DO NEED TO KNOW IF YOU
ARE WATCHING WITH MORE THAN ONE
COLLEAGUE OR IF YOU LOGGED IN
AND ONLY GAVE A FIRST NAME AND
LAST INITIAL OR SOMETHING IF YOU
COULD AGAIN TYPE IN YOUR FULL
NAME.

THIS IS HELPING US WITH TAKING
ATTENDANCE.

AGAIN WE'LL BE PUTTING DONIA'S
POWERPOINT UP IN PRINT FORM TO
DOWNLOAD OFF OF THE WEB SITE.

IF YOU HAVE ANY LAST MINUTE
QUESTIONS WE DIDN'T GET TO, FEEL
FREE, AS I SAID, PUT THEM IN
THERE AND WE'LL MAKE SURE WE
BRING IT UP IN THE NEXT COUPLE
WEB NARS.

I HOPE THAT THIS WAS INFORMATIVE
AND REALLY APPRECIATE YOUR HELP.
WE HAD OVER 300 PEOPLE

PARTICIPATING TODAY.

ANYTHING ELSE FROM YOU, DONIA?

>> NO, I JUST WANT TO SAY THANK YOU VERY MUCH.

IF YOU DO HAVE ANY OTHER QUESTIONS, GET THEM IN QUICK TO THE Q AND A SESSION AND TARA AND I WILL GO OVER THE QUESTIONS THAT YOU'VE SUBMITTED AND MAKE SURE IN THE UPCOMING WEBINARS THAT WE TOUCH ON MANY OF THEM BECAUSE I HAVE A FEELING THAT SOME OF THE ENVIRONMENTAL QUESTIONS WILL BE COVERED TOMORROW BUT WE JUST WANT TO BE SURE WE'RE ANSWERS THE QUESTIONS YOU HAVE.

>> WE'LL MAKE SURE TO ANSWER ALL YOUR QUESTIONS.

I DID SEE THERE WAS A QUESTION ABOUT WILL THE PARTICIPANT LIST BE SHARED?

WE CAN TALK ABOUT IT.

WE DIDN'T MAKE A MENTION OF THAT TO PEOPLE IN TERMS OF PRIVACY. BUT THE ONLINE COMMUNITY IS THE GREAT WAY TO START INTERACTING WITH YOUR COLLEAGUES.

HOPEFULLY YOU CAN JOIN THAT CONNECTINGTOCOLLECTIONS.ORG.

THANK YOU SO MUCH, EVERYONE.

WE HOPE TO SEE YOU TOMORROW AT 2:00 EASTERN TIME.

LOG IN THE SAME WAY YOU LOGGED IN TODAY.

THANKS SO MUCH.!