Peer to Peer Webinar 1

What Happens on the Site Visit?

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LYRASIS
Agenda

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- 10 Most Significant Campaign Dana
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- Emergency Response and Disasters in Colorado--Updates from the field Dana/All
Stipends
10 Most Significant Campaign

Colorado Connecting to Collections

Is your institution home to a significant Colorado artifact or collection?
Plan to nominate your treasured artifact or collection and help build recognition of Colorado's treasured objects, photographs, documents, maps, art, manuscripts and more.

collectioncare.auraria.edu
Interactive on the nomination process and online voting.

Colorado's 10 Most Significant Artifacts & Collections

Learn more
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10 Most Significant Artifacts & Collections
A campaign celebrating Colorado's most treasured items; a catalyst for statewide publicity of the importance for collections care and the role that individual artifacts hold in Colorado History.

This grants is made possible by a grant from the U.S. Institute of Museum and Library Services (IMLS). The Colorado Connecting to Collections initiative is managed by the Center for Colorado & the West at Auraria Library as a collaborative partnership with the Colorado Wyoming Association of Museums (CWAM), the Society of Rocky Mountain Archivists (SRMA), the Colorado State Library (CSL) and History Colorado.

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Regional Workshops

Upcoming Workshops

Colorado Connecting to Collections
Protecting Cultural Collections: Disaster Mitigation, Preparation and Response
Thursday, October 17, 2013 - 9:30am to 4:00pm
Pueblo, Colorado: Pueblo Public Library / Bret Kelly Room A

Colorado Connecting to Collections
Cultural Collections Before and After a Disaster
Thursday, October 24, 2013 - 10:00am to 4:30pm
Fort Collins, Colorado: Colorado State University, Library Event Center

Colorado Connecting to Collections
Protecting Cultural Collections: Disaster Mitigation, Preparation and Response
Thursday, November 7, 2013 - 9:30am to 4:00pm
Boulder, Colorado: University of Colorado Library

Colorado Connecting to Collections
Assuring Long Term Access to Digital Collections: Introduction to Digital Preservation Workshop
Thursday, November 14, 2013 - 8:30am to 4:30pm
Auraria Library, Auraria campus, downtown Denver

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Tom’s Webinars

- Colorado: YOU are the First Responder
  - November 6, 2013 12:30-2:30
- Preservation
  - December 4, 2013 2:00-4:00
Outline of the Site Visit

• Introduction:
  – Introduce our selves
  – Recap of HHI survey—2004. 3,000 institutions surveyed. Four recommendations:
    – Provision of safe conditions for collections
    – Development of Emergency Plans
    – Assignment of responsibility for caring for collections to institutional staff
    – Broad public/private support for collection stewardship
What is C2C

- National Initiative launched November 2006
- Collaboration between museum and library communities
- Intended to both educate practitioners and raise public awareness
- A five-part program
  - National Conservation Summit, June 2007
  - “National Tour” (four conferences)
  - Connecting to Collections Bookshelf grants
  - Connecting to Collections Planning Grants—Colorado’s in 2009-2010.
  - We did:
    - An online statewide survey
    - Twelve on site surveys
    - 2, day-long training workshops and conference sessions based on survey results
    - Online training materials made available
    - Decided to try for a Connecting to Collections Implementation Grants and this visit is part of that grant work
Why Are Site Visits Important?

• What they will receive: A 1-2 page exec summary that will give them set of resource links and recommendations
We believe that in a disaster situation, water damage is the most likely problem your facility will face; to combat water incursions and detect leaks as soon as possible, consider investing in some water monitors. Many archives and libraries use the Dorlen SS Model; more information is available at [http://www.wateralert.com/documents/waterAlertCatalog.pdf](http://www.wateralert.com/documents/waterAlertCatalog.pdf). One area in particular where water incursion is a concern, and perfect for placement of water monitors, is on the Sky Shelves; there should be a distance between the wall and the materials stored on the shelves because the cinder block walls can weep in heavy rains, getting moisture on collections.

After a note about IPM

- One caution area where pest monitoring is needed: make sure that lunch remains are taken out daily and the area cleaned, because having a lunch room in the storage area may cause pest problems.
Examples

• Having a “clean room” or isolated space where donated materials can be kept and be monitored before the add to the collection is a good way to avoid having insects, mice, rats, and other pets come with new materials. Placing boxes on a light colored sheet in an isolated area, and monitoring for 14-21 days to make sure insects and pests do not exit the boxes can be helpful in keeping the rest of your collection safe. Purchasing a good small handheld vacuum to get the dirt off incoming collections is recommended; many archival organizations use vacuums from Nilfisk; further information is available at: https://www.nilfisk.com/en/Pages/default.aspx

For a Historic House Museum

- You have a wonderful collection and an exciting building with a lot of history in it. The building itself is probably the single largest artifact that you own and as a historic structure it will need attention over time. It is our understanding that there has not been a historic structures assessment focused specifically on the building and it is our recommendation that you obtain one. We noticed that there is a crack in the corner of the building and the front steps and interior stairwell should be looked at. Because you are in Colorado you have access to the State Historical Fund (SHF) which can provide a historic structures report and if needed support for additional engineering consultants to assess the needs of the structure.
More examples

• Additional information on Low Cost to No Cost Environmental Controls that you may want to share with the Board may be found here: http://www.youtube.com/watch?v=i23S42klbeQ

• During the inventory it would be an ideal time to rehouse the materials in storage. For an example of what collections storage can look like there is a video that might be something that the Board might be interested in watching. The Online Museum Training from Museums Australia Victoria about organizing collection store (storage areas,) and creating small exhibits http://www.youtube.com/watch?v=GGYeYd1ivRSg

• Ultimately, the Museum will want to create a Disaster Plan, and there is a series of excellent workshops coming up starting June 25th in Colorado Springs through WESTPAS (Dates given)
Issues to Address

- There have been mice and rats noted in collections and storage areas in the past. Dealing with these pests in a way that does not damage collections, does not cause health problems for staff and patrons, and most successfully eradicates the pests can be done through Integrated Pest Management. An excellent leaflet on this topic is available from NEDCC at: http://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.10-integrated-pest-management

- We believe that the biggest issue the archives needs to address, and the sooner the better, is development of a variety of preservation-related policies, including a Collection Policy (with a focus on both accession of archival material, and deaccession of materials which are out of scope with the Library and Archives collection), a Disaster Plan, an Exhibit Policy, and some overall building and housekeeping policies.
Suggestions

• Materials in the Main Archival Storage Room which are still in cardboard boxes should be moved into archival boxes and enclosures soon.

• The older registers in the Archival Collection should be wrapped in archival paper or placed in archival boxes rather than staying in the non-archival, acidic wrapping or enclosures where they are now.
Readings of visible light levels taken on the afternoon of our visit were high in several areas, including the Sister Maureen Material, the “Bad Room,” and the video storage area in the Archival Room. Further monitoring at different times of day will help to determine the severity of this problem, which can cause fading and hasten deterioration of books, photographs, and other archival materials. Use of shades, blinds, or ultraviolet filtering film on the windows or ultraviolet filtering film tubes on lighting fixtures in these areas may be called for, and those are costs which can be covered in some cases by NEH PAG and other local, state, and federal grants. Also, we were told that the new archives facility will have windows, so protection of collections from new sources of light also must be planned for. There is some excellent information on controlling visible light damage from NEDCC, the Northeast Document Conservation Center, at
http://www.nedcc.org/free-resources/preservation-leaflets/2.-the-environment/2.4-protection-from-light-damage

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We Ask About

1. Mission
2. Tell me about your collections and the types of materials you care for
3. Policies and Procedures:
   – Do you have a written collection policy that includes procedure for assigning intellectual property when things come in, tracks loans, assigns clear ownership, states how to accession and de-accession objects?
   – Preservation plan written
   – Disaster plans—what is the most likely disaster they will face?
   – Have you had any disasters that have damaged the collection?
4. Environment
   - Do you have any environmental controls?
   - Environmental monitoring equipment, water alarms
   - IPM—any pests or infestation

5. Security systems
   - Fire monitoring and suppression systems
   - Training?
The Biggest Surprise To Date...

6. Do you hold digital collections?
   – What is the back/up/preservation plan for digital?
7. Do you have any concerns about storage?
   – Is storage adequate?
   – Is the collection growing or likely to grow?
Wrapping Up

8. Do you have any concerns about the building, windows, roof, walls, or foundation?

9. What do you consider your most urgent preservation needs?

10. Anything else to share?
What will you see and what do we say?
The same storage area
A Real Success Story

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Acknowledgements

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- The views, findings, conclusions or recommendations expressed in this program do not necessarily represent those of the Institute of Museum and Library Services.
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