



Connecting
Collections



July 31 – August 1, 2013

PRESERVATION BOOT CAMP

BUILDING YOUR PRESERVATION PROGRAM

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Professional Mandate

American Library Association (ALA)

The Association's policy on preservation is based on its goal of ensuring that every person has access to information at the time needed and in a usable format

Society of American Archivists (SAA)

Archivists select, preserve, and make available documentary materials of long-term value that have lasting value to the organization or public that the archivist serves

American Alliance of Museums (AAM)

Museums make their unique contribution to the public by collecting, preserving, and interpreting the things of this world

American Association for State and Local History (AASLH)

Members shall give priority to the care and management of the collections within their care and always shall act to preserve their physical and intellectual integrity

Why Bother?

- Continues and fulfills mission
- Saves collections
- Good use of resources
- Provides continuity



Who is Responsible for Preservation?

- Director
- Board
- Staff
 - * Librarians
 - * Curators
 - * Archivists
- Exhibit Preparators
- Facility Staff
- Janitorial Staff
- Security Staff
- Patrons/Visitors



Where Does Preservation Fit?

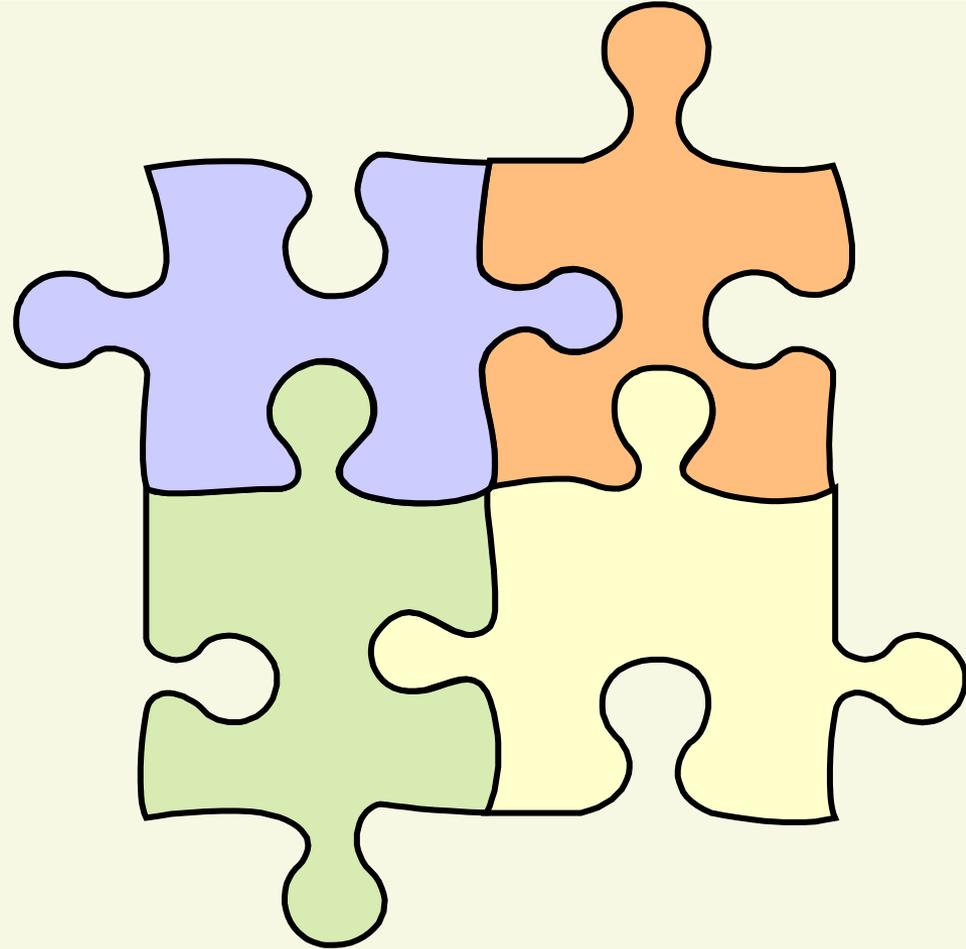
- Policies
- Facilities
- Environment
- Lighting
- Emergency Preparedness
- Security
- Housekeeping
- Pest Management
- Handling and Access
- Collections Storage
- Exhibition
- Preservation Planning
- Conservation
- Additional Considerations

Get Preservation in the Plan

Strategic Planning:

- Helps people define the institution over the next 10-20 years
- Creates a directional document, to guide while not limiting future opportunities
- Enables the institution to align strategic objectives with financial and human resources
- Provides a mechanism to continually review and ensure excellence

* Source: University of Illinois

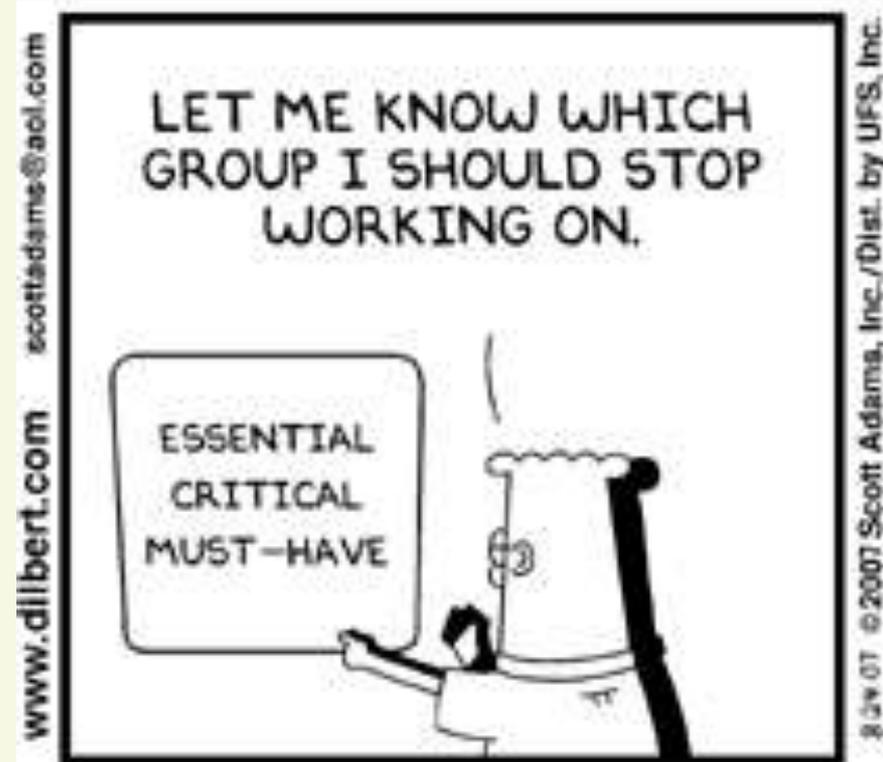


Policies Provide a Foundation

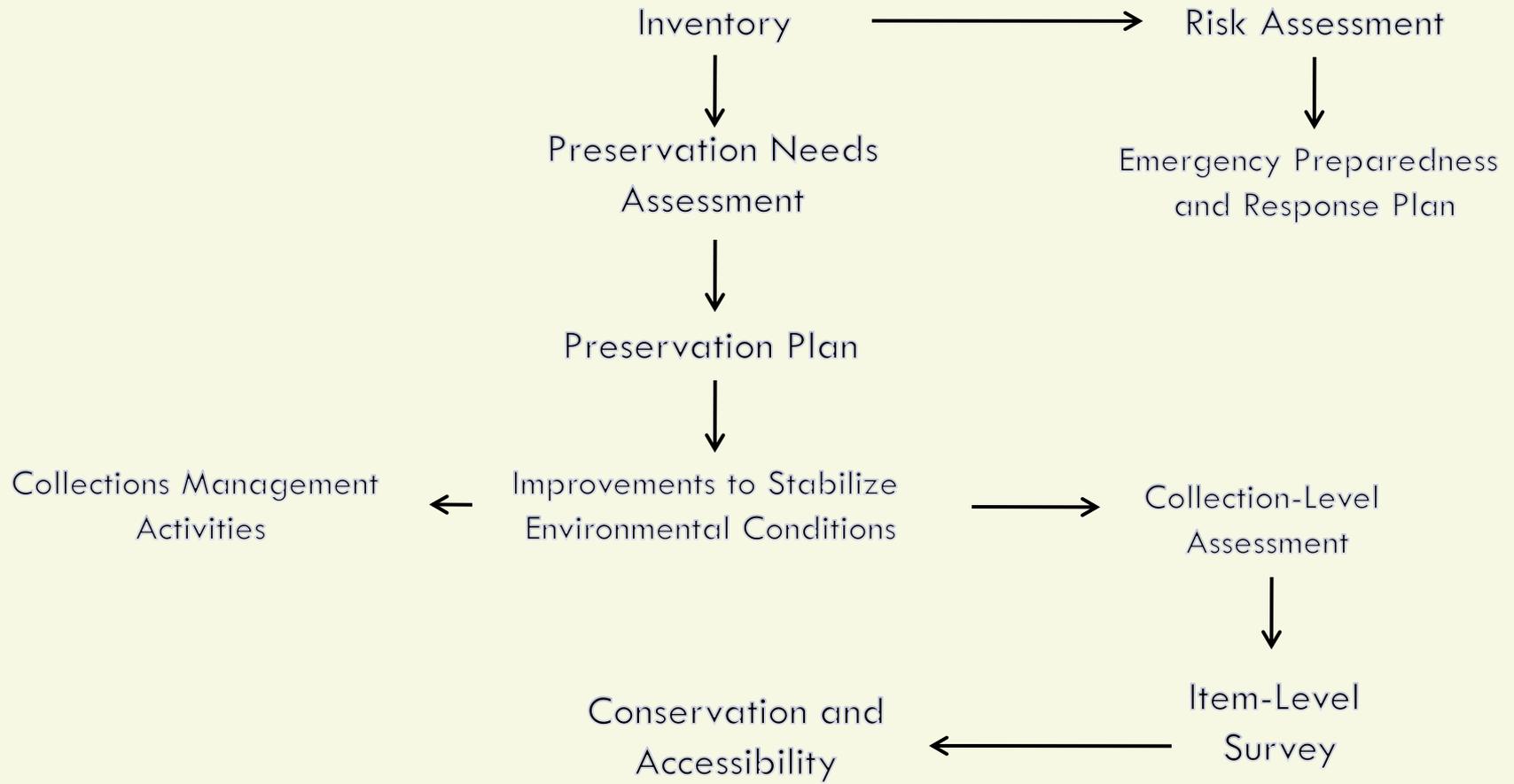
- ▣ Mission Statement
- ▣ Collections Management Policy
- ▣ Collections Development Policy
- ▣ Collections Procedures Manual
- ▣ Preservation Plan
- ▣ Emergency Preparedness and Response Plan
- ▣ Security Policy
- ▣ Loan Policy
- ▣ Exhibition Policy
- ▣ Handling Policy
- ▣ Use Policy
- ▣ Rights and Reproduction Policy
- ▣ Housekeeping Policy and Procedures



Planning & Prioritization



Preservation Planning



Mission, Vision, Programming



Have a Preservation Plan

- Outlines strategic goals **specifically** for preservation
- Aligns with institutional strategic plan
- Establishes timelines and benchmarks
- Holistic
- Systematic
- Creates cohesion
- Allows for continuity



Parts of a Preservation Plan

- Policies
- Facilities
- Environment
- Lighting
- Emergency Preparedness
- Security
- Housekeeping
- Pest Management
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Objective A: To maintain all buildings where collections are stored and exhibited in a manner that meets preservation standards

B.A.1 *Strategy:* Review the cyclical maintenance plan and share the updated plan across departments

Desired Outcome: Maintenance schedules are documented, necessary building repairs and inspections are done on a regular basis, and all museum staff is aware of their role in building maintenance

Resources Needed: Staff time and financial resources for consistent implementation of the schedule

Staff Lead for Implementation	Impact	Feasibility	Feasibility/Impact Rating	Priority	Timeline for Completion
Director of Operations	5	3	15	Medium	Fall 2013

B.A.2 *Strategy:* Revive internal system of reporting and documenting maintenance requests

Desired Outcome: Building maintenance needs are documented so that reoccurring issues and/or maintenance trends are recognized and can be addressed

Resources Needed: Staff time for review of requests and analysis of maintenance trends

Staff Lead for Implementation	Impact	Feasibility	Feasibility/Impact Rating	Priority	Timeline for Completion
Director of Operations	3	5	15	Medium	Fall 2013 and Ongoing

B.A.3 *Strategy:* Obtain funding through the NEH Sustaining Cultural Heritage grant category to assess the necessary upgrades, repairs, and renovations for stabilization of the Furness building.

Desired Outcome: The needs of the historic landmark building are known so that the structure can be further stabilized to limit moisture and water infiltration.

Resources Needed: Grant funding for building assessment, preservation architects

Staff Lead for Implementation	Impact	Feasibility	Feasibility/Impact Rating	Priority	Timeline for Completion
Director of the Museum and Paintings Conservator	5	4	20	High	Fall 2013- Fall 2014

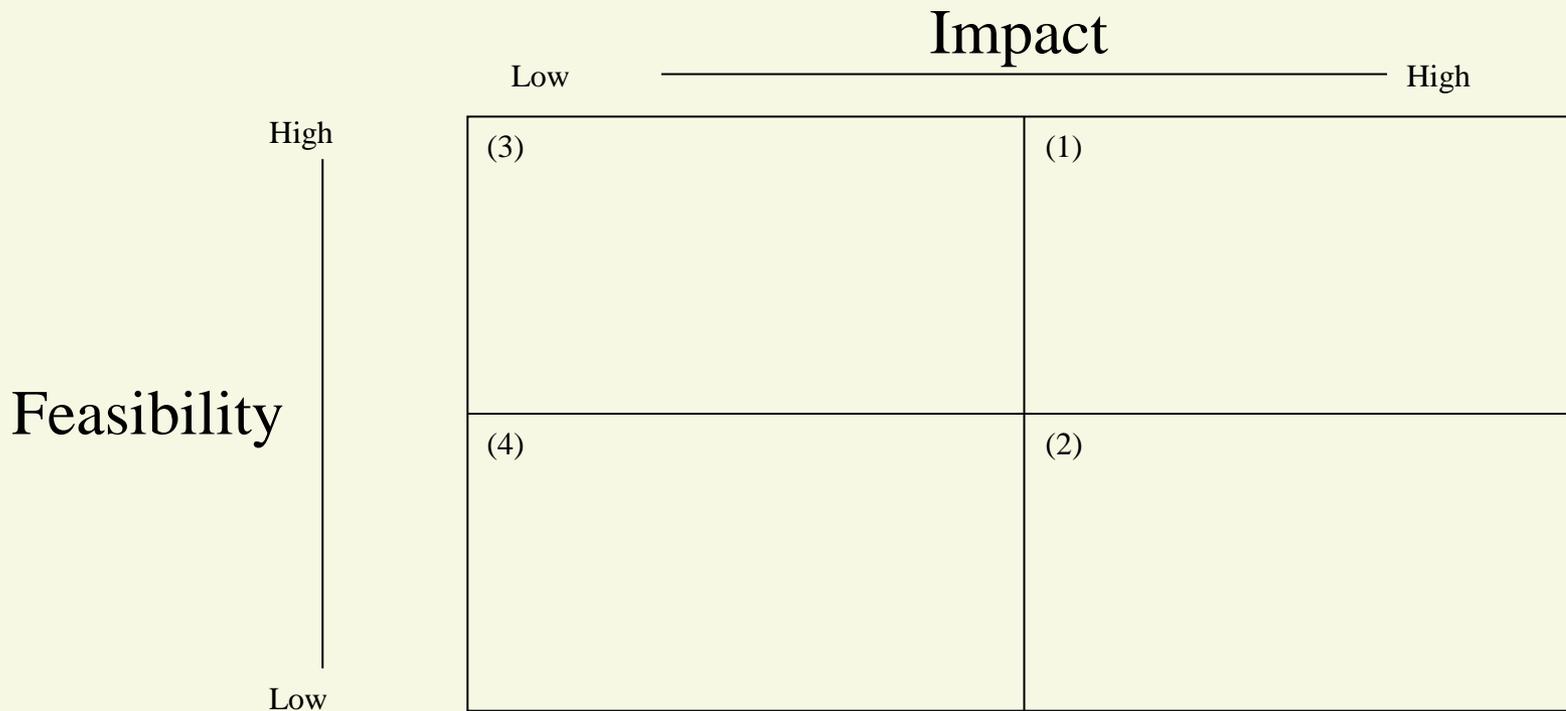
Develop a Funding Plan

- Match projects & \$\$\$
- Identify grants
- Plan necessary matching funds
- Court donors



Still Overwhelmed?





Impact: extent to which the recommendation will improve the library’s preservation activities; includes activities that will result in dramatic improvement in the present condition of materials, substantial decrease in the rate of deterioration, substantial increase in efficiency of current preservation activities, or considerable savings of time, energy or money.

Feasibility: difficulty entailed in implementing the recommendation, particularly in terms of the time, energy and resources required to implement each recommendation.

The Challenge

- Write yourself a letter
- ID 3 achievable preservation projects to complete in the next 6 months
- Self address an envelope
- Return envelope with letter to me





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