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It's Spring! Have you...

- Removed any organic matter, mold, and debris from your roof covering? This can be done using a brush or very low water pressure.
- Refastened any loose roof covering and nails?
- Cleaned the windows? Be sure to vacuum dirt and debris from the sills and jambs and touch-up peeling or missing paint.

Thanks to Harrison Goodall for his help with the maintenance tips.

Spotlight on a CAPPED Museum

Naper Settlement, a living history museum on 13 acres in northeastern Illinois, brings to life a nineteenth-century mid-western agrarian community. The staff decided to undertake CAP in 1991 as a necessary first step towards evaluating and improving collections care.

The museum selected Barry Baumann as collections assessor and Joseph Hoerner as architectural assessor. Their reports provided useful recommendations; some were easily integrated into daily operations, while others turned out to be long-term projects. Both CAP reports recommended installing humidification and air filtration systems. Before embarking on such a large project, however, the museum decided to conduct a more comprehensive survey of existing environmental conditions.

A successful 1992 IMLS Conservation Project Support (CPS) application provided grant funds for acquiring additional environmental monitoring equipment, including eight recording hygrothermographs, a UV meter, and a light monitor. This equipment allowed staff to more accurately monitor environmental conditions in all exhibit and storage areas.

After collecting environmental data for nearly 18 months, staff felt it was time for professional interpretation. The museum received another IMLS CPS award in 1993 to conduct an environmental survey of the buildings and to assess climatic conditions in exhibit and storage areas. The survey team, which included museum staff, environmental engineers, and an object conservator, performed on-site building inspections, analyzed environmental data, examined collection objects, and evaluated existing climate control systems. Their reports were used to develop a long-range preservation plan.

One of the major projects identified in the plan was the complete restoration of the Martin Mitchell Mansion and its Carriage House. The first step was a Historic Structures Report, which was completed in 1999. The museum then launched a three-year, \$2.8 million project to restore the mansion, carriage house, and surrounding landscapes. Updates and photos on the progress of the restoration were posted on the museum's Web site. Though the restoration is now complete, you can still view the updates at www.napersettlement.org/MMMRestorationHome.htm.

The museum is now focused on the long-term preservation of its collections. Priorities include collections safety and storage improvements, as well as conservation treatment for some objects.

"Our CAP reports were the building blocks for long-range planning for the care of the museum's collections and buildings," says Louise Howard, Chief Curator. CAP underscored the importance of preservation and conservation practices for staff and board members unfamiliar with the field. Louise recommends that museums "make the best use of CAP report findings by incorporating recommendations into everyday operations when possible, as well as using them to develop planning strategies for long-term preservation projects. Take advantage of all funding opportunities, including private, local, and federal grant opportunities, to implement preservation efforts."

Thank you to Louise Howard for her assistance with this article.

Exciting Changes for MAP

IMLS has increased the grant amounts for the Museum Assessment Program (MAP). Grants for Institutional, Collections Management, and Governance Assessments with one surveyor will increase from \$1,775 to \$2,325. Grants for Public Dimension and Governance Assessments with two surveyors will increase from \$2,970 to \$3,820.

In addition to the increased grant amounts, all four assessments will now have two-year grant periods. The extended grant periods will allow awardees more time to complete their grant activities and more flexibility when scheduling the site survey.

Finally, MAP has a new assessment. The Governance Assessment will help the museum's governing authority examine its structure, roles, and responsibilities. The assessment enhances the ability of the governing authority to advance the museum's mission and engage in effective planning.

Please visit AAM's Web site, www.aam-us.org, for more information on MAP.

Send Us Your E-mail Address

CAP would like to collect the e-mail addresses of previously CAPed museums as another way to keep in touch. Please send your e-mail addresses to rhouse@heritagepreservation.org. If you prefer, we can send you CAPabilities electronically.



Collections Care Calendar

Mark your calendar and tell your colleagues about these important dates!

2004

- March 5-7 "Focus on Collections Care," San Diego, CA. Balboa Art Conservation Center, 619-236-9702.
- March 10 "Environmental Monitoring: The Ups and Downs," Philadelphia, PA. Conservation Center for Art and Historic Artifacts, 215-545-0613 or ccaha@ccaha.org.
- March 22-24 "Historic Structure Reports and Preservation Maintenance: Understanding and Preserving Historic Buildings," San Simeon, CA. National Preservation Institute, Jere Gibber, 703-765-0100 or www.npi.org.
- March 23 "Introduction to Preservation," Hampton, VA. Solinet, 800-999-8558 or vrichardson@solinet.net.
- March 24 "Integrated Pest Management: Beating the Critter Jitters," Columbus, MS. Solinet, 800-999-8558 or vrichardson@solinet.net.
- March 25 "Fundraising for Museums," Philadelphia, PA. Conservation Center for Art and Historic Artifacts, 215-545-0613 or ccaha@ccaha.org.
- April 20 "Identification and Evaluation of Mid-20th-Century Buildings, 1940-1970," Boston, MA. National Preservation Institute, Jere Gibber, 703-765-0100 or www.npi.org.
- April 20-22 "Focus on Collections Care," Seattle, WA. Balboa Art Conservation Center, 619-236-9702.
- April 22-26 "Collections Management and Practices," Indianapolis, IN. American Association for State and Local History, 615-320-3203 or pdreg@aaslh.org.
- April 29 "Fundraising for Archives," Philadelphia, PA. Conservation Center for Art and Historic Artifacts, 215-545-0613 or ccaha@ccaha.org.
- May 5-6 "Photodocumentation of Cultural Resources," Pittsburgh, PA. National Preservation Institute, Jere Gibber, 703-765-0100 or www.npi.org.
- May 8-9 "Building with Stone: Granite & Marble for Architectural Exteriors & Monuments," Cambridge, MA. Technology and Conservation, 617-623-4488.
- May 10-14 "Historic Property Management: From Materials to Systems," Fairfax County, VA. National Preservation Institute, Jere Gibber, 703-765-0100 or www.npi.org.
- May 12 "Construction of Book Supports for Use in Exhibitions," Philadelphia, PA. Conservation Center for Art and Historic Artifacts, 215-545-0613 or ccaha@ccaha.org.
- May 15 Deadline, Preservation Assistance Grants. National Endowment for the Humanities (NEH), 202-606-8570 or www.neh.gov.

AAM Convenes Meeting to Address Small Museum Needs

The American Association of Museums (AAM) recently brought together representatives of 18 museum service organizations and funding agencies to discuss the needs of small museums. During the meeting, the National Coalition for Small Museums was formed. Members of the Coalition include national, regional, and state museum associations, field service agencies, and funding agencies.

Priorities for the Coalition include researching the needs of small museums and existing resources to meet those needs; creating an online clearinghouse to help small museums find products, services, funding, professional education, and other resources; increasing the capacity of museum service organizations to address the needs of small museums; and advocating on behalf of small museums to foundations and government funding agencies.

The Coalition plans to apply for funding from the Institute of Museum and Library Services (IMLS) to support these projects. Input and participation will be solicited from service providers and funders who assist small museums, as well as from the small museum community itself.

For more information on the National Coalition for Small Museums, please contact Jeff Buchheit at 202-289-1818 or jbuchheit@aam-us.org. Information is also available on the AAM Web site at www.aam-us.org.



Resources

CAP's New and Improved Web Site

Last fall CAP staff updated and improved the CAP Web site. The changes include two new pages: one designed specifically for CAP Assessors and the other for Current Awardees.

Both current and past CAP Awardees will find the Current Awardees page useful. This page contains electronic versions of important CAP documents and answers to frequently asked questions for awardees. There is also a resources section, which contains an electronic version of the Heritage Preservation publication *Capitalize on Collections* as well as information on federal funding for collections care and guidelines for selecting a conservator.

CAP will continue to add to and update the Web site. Please e-mail comments or suggestions to rhouse@heritagepreservation.org.

Conserve-O-Grams Available Online

The National Park Service's Museum Management Program is posting its Conserve-O-Gram series online. Conserve-O-Grams are short, focused leaflets about caring for museum objects. They are a great resource for experienced and inexperienced museum staff as well as individuals who have private collections. There are currently more than 100 Conserve-O-Grams available online, covering a range of topics such as agents of deterioration, museum collections storage, metal objects, textile objects, and much more. Conserve-O-Grams can be downloaded at www.cr.nps.gov/museum/publications/conserveogram/conserv.html.

Do's and Don'ts: Baskets



Do support the basket from underneath using both hands. **Do not** stack or fold baskets. **Do not** stuff or fold tissue paper into a basket, because it can damage the interior surface.

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One Thing You Can Do

Start tracking your building maintenance in a database program. Keep a record for different features, such as gutters, south windows, and front door. As you perform maintenance, record details such as the date work was performed, what was done, who performed it, and supplies and materials used. This is a handy way to be able to call up details such as paint color if you need to touch up something a year later. You can also include annual maintenance tasks coded by season. As the season approaches, you can then pull up a list of tasks to accomplish. Be sure to back up the database on a disk and periodically print hard copies so you won't lose all that data in a computer failure.



Focus on Fund-Raising: Think outside the box!

When it comes to fund-raising, be creative and think outside the box. Museums have creatively sought and received grants from other federal agencies in support of collections care and conservation activities. Museums in rural communities have secured funds through the Department of Agriculture's Community Programs, a division of the Rural Housing Service that provides funding to museums. Community Programs provide grants to assist in the development of essential community facilities in rural areas and towns of up to 20,000 in population. Museums are eligible to apply under the cultural and educational category. The Department of Transportation has funded museums through the National Scenic Byways Program. The Economic Development Administration of the Department of Commerce has provided support through its Public Works Development Facilities Program. Also, the USDA Tribal Equity and Education Grant and National Telecommunications and Information Administration have supported museums. Be sure to think outside the [acid-free] box!

Staff Changes

Congratulations to Kristen Hoffmann, CAP program assistant, on completing her master's degree in museum studies! Sadly, this means she left Heritage Preservation just before the holidays to relocate to New York City. We will miss her! Lucy Kurtz will be assisting with CAP in her place.

CAPabilities

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Address & Contact Person Corrections Requested

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