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It's Spring! Have you...

- Regularly inspected areas where objects are displayed and stored for potential threats such as leaking pipes, broken windows, malfunctioning locks, overloaded electrical equipment, or flammable materials?
- Made sure smoke detectors and other warning devices are operating properly?
- Checked fire extinguishers to be sure they will operate properly when needed?

Excerpted from *Caring for Your Family Treasures* ©2000 Heritage Preservation, Inc.

Spotlight on a CAPped Museum

The Valdez Museum and Archives in Valdez, Alaska, is a community museum that educates visitors on the local history of the Valdez area and Prince William Sound region. In 1997, the museum went through the Conservation Assessment Program.

Brook Bowman conducted the collections assessment, and according to museum staff, the report was a useful tool that helped make the case for preservation projects with federal and state funding agencies.

Citing recommendations in the CAP report, the Valdez Museum applied for and received a \$4,764 Conservation Project Support (CPS) grant through the Institute of Museum and Library Services (IMLS) in 2001. The CPS project was a detailed condition survey for several significant objects on display outdoors. The staff at the Valdez Museum chose this project from the list of CAP recommendations due to the threat of exposure to the elements.

In 2003, the Valdez Museum received another CPS grant of \$10,068 for preservation treatment of turn-of-the-century saloon bars in the museum's collection. The project allowed the museum to hire conservator John Kjelland for two months to stabilize four pieces of the Pinzon Bar ensemble, turn-of-the-century wooden pieces from Old Valdez damaged in the 1964 earthquake. Besides being an important conservation project, the work also received good publicity in the community and spurred local donations to assist with the museum's matching requirement.

In addition to the federal grants, the Valdez Museum received funding from the Alaska State Museums for three preservation grants. The first project involved organizing the storage space and purchasing a new computer and software for the collections. Building on the first project, the second grant supported a thorough inventory of the collection, including cataloging and entering the data into a new database. The third grant funded environmental controls for collections storage.

The success of the Valdez Museum's fund-raising efforts for preservation projects can be partially credited to CAP. Tabitha Gregory, Executive Director of the Valdez Museum and Archives, said, "I believe that CAP makes a difference with federal and state funders because they are familiar with the program."

For other small museums looking to get started on preservation projects, Ms. Gregory suggests they implement a recommendation from their CAP report as soon as possible. No matter how small the project, the key is to choose one that is achievable and manageable. It shows potential funders that the institution is making progress on improving collections care.

And don't forget, if your organization looks to state or federal sources for preservation grants, be sure to refer to your CAP recommendations. It will lend validity to the project and show you are working on your museum's conservation priorities!

Thanks to Tabitha Gregory for her assistance with this article.

Spotlight is a regular feature in *CAPabilities*. If you have a story about how CAP stimulated collections care efforts in your institution, contact Kate Marks at kmarks@heritagepreservation.org or 202-233-0831.

Call for Applications

The Museum Studies Program of The George Washington University, in collaboration with the Registrar's Committee of the American Association of Museums and the Mid-Atlantic Association of Museums, is seeking applicants to test a graduate-level Distance Learning curriculum in Collection Care. Under a grant from the National Endowment for the Humanities, 30 participants will take four courses tuition-free to help evaluate the course content and delivery systems. Successful completion of the four courses will result in a Certificate of Completion of the Distance Learning Pilot Program in Collection Care from the GW Museum Studies Program.

The curriculum will consist of four courses: Collections Management I: Legal and Ethical Issues, Preventive Conservation I: Philosophy and Theory, Collections Management II: Practical Applications, Preventive Conservation II: Practical Applications.

For more information or an application, contact Catharine Hawks at chawks@gwu.edu or 202-994-7030. The application deadline is May 10, 2005.

Address Change

Heritage Preservation moved to a permanent home last year. Please update your records with our new contact information:

Heritage Preservation
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Suite 1200
Washington, DC 20005
Phone: 202-233-0800
Fax: 202-233-0807



Collections Care Calendar

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

- May 2 "Accessibility and Historic Integrity," Madison, WI, National Preservation Institute, 703-765-0100
- May 3-4 "Photo Documentation of Cultural Resources," Madison, WI, National Preservation Institute, 703-765-0100
- May 9 - 13 "Recovery of Wet Materials Following a Disaster," Shepherdstown, WV, National Conservation Training Center, www.ncptt.nps.gov/
- May 16-20 "The Pacific Northwest Preservation Management Institute," Seattle, WA, Northeast Document Conservation Center, in partnership with Amigos Library Services, Inc., the Conservation Center for Art and Historic Artifacts, the Online Computer Library Center, the Southeastern Library Network, and the University of Washington Libraries
- May 16 **National Endowment for the Humanities Preservation Assistance Grants** deadline
- May 24-25 "Identification and Evaluation of Mid-20th-Century Buildings," Santa Fe, NM, National Preservation Institute, 703-765-0100
- May 24-25 "The Secretary of the Interior's Standards: Treatment Considerations," Sacramento, CA, National Preservation Institute, 703-765-0100
- May 24-25 "Identification and Management of Traditional Cultural Places," Seattle, WA, National Preservation Institute, 703-765-0100
- June 1-3 "School for Scanning," Boston, MA, Northeast Document Conservation Center, ghughes@nedcc.org
- June 8-13 American Institute for Conservation of Historic and Artistic Works Annual Meeting, Minneapolis, MN, <http://aic.stanford.edu/meetings/>
- July 1 **Subsidized Preservation Overview Surveys** deadline, Conservation Center for Art and Historic Artifacts, 215-545-0613
- July 14-16 "Historic Structures Reports and Preservation Maintenance: Understanding and Preserving Historic Buildings," Mt. Carroll, IL, National Preservation Institute, 703-765-0100
- Sept. 12 "Historic Structures Reports," Austin, TX, National Preservation Institute, 703-765-0100
- Sept. 12-13 "Cemetery Preservation," Washington, DC, National Preservation Institute, 703-765-0100
- Sept. 12-13 "NAGPRA and ARPA: Applications and Requirements," Honolulu, HI, National Preservation Institute, 703-765-0100
- Sept. 13-14 "Preservation Maintenance: Understanding and Preserving Historic Buildings," Austin, TX, National Preservation Institute, 703-765-0100
- Sept. 19-23 "Archaeological Curation, Conservation, and Collections Management," Lincoln, NE, National Preservation Institute, 703-765-0100
- Oct. 1 **Conservation Project Support Grant** Deadline, Institute of Museum and Library Services, www.imls.gov
- Oct. 5-6 "Identification and Evaluation of Mid-20th-Century Buildings," Madison, WI, National Preservation Institute, 703-765-0100

Resources: Conservation Project Support Grant

You've implemented many of the short-term suggestions in your CAP report, and now you're looking for funds for the larger conservation projects. The Conservation Project Support (CPS) program is a great next step!

What is the Conservation Project Support program? The CPS program awards matching grants to help museums identify conservation needs and priorities and perform activities to ensure the safekeeping of their collections. The deadline for applications is October 1, 2005.

CPS is not awarded on a first-come, first-served basis. Museum and conservation professionals review CPS applications and recommend awarding grants based on the appropriateness and feasibility of the project, the proven capability of the applicant museum and chosen conservator(s), and priority of the project as identified in the museum's CAP Survey.

What are matching funds (cost sharing)? CPS grants must be matched 1:1—applicants must provide at least half the total cost of the project from non-federal sources. Don't panic! Cost sharing can include the museum's contribution of cash, fringe benefits, materials, supplies and equipment, indirect costs, and in-kind donations (staff time working on the project). CPS grants can be leveraged to raise additional funds; museums have the length of the grant period (up to three years if necessary) to meet the matching requirement and do not have to have the match in-hand when they apply.

What will CPS fund? CPS will fund conservation projects such as detailed condition or environmental surveys, training, research, treatment, and environmental improvements. An institution may submit one application each fiscal year. Projects may involve both non-living and living collections.

What will CPS NOT Fund? CPS will NOT fund collections management, maintenance, or construction projects. For collections management projects, apply to IMLS' Museums for America grant program. Visit www.ims.gov/grants/museum/mus_mfa.htm. Previous CAP recipients are not eligible for a general survey funded through CPS.

How to Prepare. Start planning now! Review your CAP report to determine your museum's highest conservation priority. Contact your CAP assessor or another conservator for advice on methods, time, and funds needed. It is easier to write the narrative if you plan the project, budget, and schedule/timeline first.

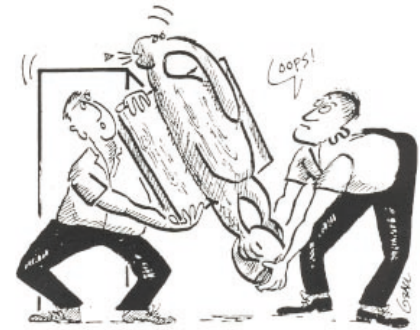
Writing the narrative. Use one of IMLS' sample narratives as a guide and get feedback from your conservator, museum staff, and board. Emphasize your museum's progress on collections care goals and mention the CAP recommendations your organization has already implemented. Show how your museum will make the most of IMLS funding.

Final Details.

- Make sure you address all grant requirements.
- Proofread your application and make sure it's complete—incomplete applications are subject to rejection without review!
- Applications postmarked after October 1, 2005, will not be considered.
- Include your museum's general conservation or CAP survey or long-range conservation plan.

Contact IMLS. Don't hesitate to contact IMLS about the application or a possible grant project. Please note that the IMLS offices will be moving in late April; check www.ims.gov for contact information.

Do's and Don'ts: Large Objects



If a large object is made of parts that are fastened together, **do not** handle or put pressure on these areas. **Do** use special padding and support if large and heavy objects have uneven weight distribution. **Do** get help when lifting or moving heavy or awkward objects. **Do not** push or drag the object across the floor.

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Send Us Your E-mail Address

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

One Thing You Can Do

Declare a “Disaster Planning Week!” Set aside a few days to review and update your disaster planning documents. Increase the plan’s effectiveness in an emergency by:

- updating contact names and phone numbers
- including changes to collections, exhibits, or buildings
- reviewing the manual with all staff members so that everyone is familiar with the procedures and responsibilities
- putting copies of the updated plan in several locations, including offsite
- making sure any off-site storage facilities are also addressed
- running a practice drill.

By periodically updating your disaster plan, you improve the chances of safeguarding your collection. For disaster resources, visit www.heritageemergency.org.



Focus on Fund-raising: Surveys for Paper-Based Collections

The Conservation Center for Art and Historic Artifacts’ (CCAHA) Preservation Overview Survey Program for paper-based collections is continuing through funding from the National Endowment for the Humanities.

A Preservation Overview Survey can help you set priorities for preservation in your institution and develop a preservation program for your collections. The survey can also help your institution acquire grant funding for preservation projects. The cost for this overview survey is \$350.

If your institution owns a paper-based humanities collection that is available to the public and has historical and educational significance, you are eligible to apply. A limited number of subsidized surveys are available; the deadline for applications is July 1, 2005.

To request an application or additional information, contact the Preservation Services Office (CCAHA), 264 South 23rd Street, Philadelphia, PA 19103; 215-545-0613; www.ccaha.org.

Staff Changes

Evelyn Chester is the new part-time CAP Program Assistant. A native of Utica, New York, Evelyn received a BA in Comparative Cultures from Alfred University in May 2004. She attends the George Washington University as a candidate for an MA in Museum Studies and joined CAP in September 2004.

Heritage Health Index Completes Data Collection

Last August, approximately 15,000 collecting institutions received the Heritage Health Index, a survey of unprecedented scope and scale. Archives, historical societies, libraries, museums, and scientific organizations of all sizes and from every state and U.S. territory participated in the survey.

Heritage Preservation began analysis of the data in December, and results will be published this summer. Heritage Preservation is looking for case studies to use in the Heritage Health Index reports—significant artifacts or collections that need preservation or have received care due to a preservation effort. Send submissions to Kristen Laise at klaise@heritagepreservation.org.

Address & Contact Person Corrections Requested

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